



Governance Manager

This is an exciting time to join NFN!

Location: Nipissing First Nation
Schedule: Standard Work Week
Job type: Full-time, permanent
Vacancies: 1
Reports To: CEO or designate
Application: This posting will be open until filled.

Nipissing First Nation gives preference to First Nation applicants for any employment opportunities.

This is an exciting and strategic new role within Nipissing First Nation.

The Governance Manager is an exciting and strategic new role with Nipissing First Nation. The Governance Manager will be responsible for the effective management, control, efficient administration of the of Nipissing First Nation governance initiatives, the implementation of the Anishinabek Nation Governance Agreement and the implementation and regular evaluation workplans, associated laws and policies

What you'll do in the role

- Responsible for the effective and efficient administration of Nipissing First Nation Governance Unit
- Prepare, analyze and report on statistical information
- Development budgets and workplans.
- Oversees administration of the Governance Agreement with the Anishinabek Nation and Government of Canada and other agencies as required.
- Primary liaison with the Anishinabek Nation and other agencies as it relates to administration, funding, and reporting obligations
- Maintains inventories of supplies, equipment, and materials at an adequate level; replaces when required within the Nipissing First Nation purchasing policy.
- Develop, monitor and implement department evaluation mechanisms and performance indicators
- Liaise with leaders to ensure effective communication of changes which that may affect the governance and administration of Nipissing First Nation and Strategic Plan
- Responsible for effective coordination and administration of Governance and Citizenship (Debendaagziwaad) advisory and ad-hoc committees
- Responsible for the implementation and evaluation of the Governance Workplan and consultation with the Debendaagziwaad
- Identify and pursue improvement opportunities which will evaluate governance functions and governance initiatives
- Align and structure department initiatives to ensure consistency with the Governance Workplan, NFN Chi-Naaknigewin and other foundational laws of NFN
- Provide technical and coordination support to advisory committees



Employment Opportunity

- Coordinate the development of core governance laws and policies as directed by Chief and Council
- Monitor external Indigenous governance initiatives and participates as a technical resources in Anishinabek Nation (and other) governance

Just a few reasons to join Nipissing First Nation

- Opportunity to work with a dynamic team with career growth across multiple departments
- Nipissing First Nation prides itself in providing its employees with job security, competitive wages, and a safe working environment.
- On-the-job training to support your success in the role
- A defined contribution pension plan
- Comprehensive Health Plan including Medical, Vision, Life and Disability insurance
- Casual dress
- Above average vacation and leave packages

What you bring to the table

- Demonstrates understanding and knowledge of Nipissing First Nation governance, administration and general issues of concern to Indigenous people.
- Respect for Indigenous culture and willingness to learn Ojibwe
- Postsecondary degree in a relevant field (Indigenous Studies, Political Science, Business Administration, Public Administration, etc.)
- Experience in related field with a minimum of three (3) years of management experience
- Proven experience conducting research and analysis, clearly synthesizing information and providing clear briefings
- Comfortable with making decisions and establishing processes
- Experience facilitating meetings, delivering presentations and managing projects
- Proven ability to communicate effectively and diplomatically, both verbally and in writing
- Demonstrated financial, administration, human resource, program delivery, project management and conflict resolution skills
- Provide a current Criminal Reference Check prior to employment
- Ability to create and manage a budget with strong working knowledge of Microsoft Office Software Suites.
- Exhibits a high degree of initiative and self-direction
- Provide a current Criminal Reference Check prior to employment

If you are excited by this opportunity and want to be a part of Nipissing First Nation, please apply online by emailing your cover letter and resume to resumes@nfn.ca no later than 4:30pm on the application deadline noted above.

Nipissing First Nation members are encouraged to apply to all rounds of employment postings. As per Section 24(1)(a) of the Ontario Human Rights Code, Nipissing First Nation gives preference to First Nation applicants for any employment opportunities.

Miigwech to all applicants for their interest; however only those selected for an interview will be contacted.



Employment Opportunity