



# Ta'an Kwäch'än Council

## **Employment Opportunity**

### **Clerk of the Council**

Regular Full-Time TKC wage scale 8

Reporting to the Executive Director, the position is responsible for developing the TKC legal and regulatory framework. The position works closely with the Chief/Deputy Chief, Management Committee and all government branches to ensure TKC is effective in the development and implementation of legislation and policy, including laws, regulations, policy and other regulatory measures as required.

The Clerk of the Council is responsible for coordinating and managing logistics of the Chief and Council meetings and Elders Council meetings. Overall, the position assists the Chief/Deputy Chief in establishing and fulfilling the TKC's mandate to support the development of an effective and efficient TKC government that is open and accountable to its citizens.

**Closing date: Friday March 24, 2017**

**As per policy, preference will be given to TKC citizens who self-declare in their cover letter and/or résumé**

**Please submit a cover letter and résumé to:**

Human Resources Department  
Email: [human.resources@taan.ca](mailto:human.resources@taan.ca)