



Ta'an Kwäch'än Council

Employment Opportunity

Governance Manager

Regular Full-time Management

Salary: \$106,848.29 - \$133,528.51 based on 35 hours per week (\$58.73 - \$73.37)

TKC Wage scale *9 plus benefits and RRSP matching

Closing Date: Friday, October 18, 2024

Reporting to the Executive Director, the incumbent oversees the implementation of TKC Final and Self-Government Agreements and through the overseeing of the Implementation Officer, works closely on the negotiation of amendments to these agreements and their implementation plans, as well as protocols, Financial Transfer Agreements, Program/Service Transfer Agreements and related matters.

The incumbent is also responsible for managing consultants, representatives and lawyers related to the above. The Governance Manager has a large team that along with the Implementation Officer, includes the Legislation & Policy Analyst, Clerk of the Council, Enrolment, and Communications Officer. The incumbent is responsible for ensuring their team fulfills their obligations as per their specific roles within the government. The Governance Manager is a member of the Senior Management Team and works closely with the Executive Department.

Required Qualifications Education and Experience (what we look for on your resume):

- Successful completion of an undergraduate degree in public administration or a related field of study.
- A minimum of 3 years of experience in a senior public sector position, preferably with a Self-Governing Yukon First Nation.
- Extensive knowledge and experience in negotiations is a considerable asset.
- Knowledge of TKC's history, culture, language, demographics, strategic plan.
- Knowledge of the Land Claims process.
- Knowledge of the Final and Self-Government Agreements.
- Knowledge of Yukon and Federal Government structures and processes.
- In-depth knowledge of TKC laws and Constitution.
- Knowledge of issues related to agreements, plans and matters related to assigned duties.

Required knowledge and skills (what we will assess):

- Strong time management and organizational skills.
- Ability to exercise sound judgment in highly stressful and time constrained situations.
- Ability to work with and supervise staff and consultants that have a widely varying degree of training and knowledge.
- Strong computer skills.
- Ability to research, analyze, critically assess and summarize a wide variety of documents and information.
- Ability to translate political direction into tangible outcomes.

Conditions of Employment:

- Oath of allegiance and secrecy,
- Conflict of interest declaration,
- Valid drivers' license
- Security Clearance

As per the TKC Policy, preference will be given to those qualified TKC Citizens who self-identify in their cover letter/resume, although we encourage all who may be qualified to apply.

We thank all those who apply, however, only those selected for further consideration will be contacted.

All submissions to: humanresources@taan.ca

Follow the link for a complete job description.