



Community Government of Behchokò

SENIOR ADMINISTRATIVE OFFICER

(2 year term with possibility of extension)

The Community Government of Behchoko requires a qualified Senior Administrative Officer with a strong and proven background in Municipal Administration, Business Administration and/or Financial Administration. The successful candidate will be expected to train a local resident as a SAO over their two year term position.

The SAO reports to the Chief and Council and is responsible for the management of the municipal organization.

The ideal candidate will possess the following qualifications:

- a recognized diploma or degree in Business Administration, Financial Management, Management Studies, Municipal Administration or equivalent
- experience in budgeting, financial management and human resources
- a minimum of five years of successful experience in a managerial or supervisory position
- proven and effective leadership record
- equivalencies will be considered

Requirements:

- familiarization with the statutory responsibilities as specified in the *Tlicho Community Government Act* and other related acts
- familiar with computerized accounting systems for municipalities, budgeting and government funding programs
- excellent communication skills, both oral and written
- ability to work in a cross-cultural setting
- fluency in both the English and Tlicho language is considered an asset
- ability to deal with staff in a diplomatic and fair manner
- must be bondable and submit to a criminal records check as a prerequisite
- experience in municipal operations, community recreation programs, education, business management, human resources or community governance are an asset.

The Community Government of Behchoko offers a competitive salary based upon qualifications. This includes the full NEBS benefits program, housing rental and other allowances. The SAO is supported by fully staffed and trained finance and administration personnel.

If you require further details contact acting SAO Louisa Wedzin at (867) 392-6500 or finance@behchoko.ca

To apply, please forward a letter of interest, resume and three reference contacts to the above email address **before 3:00 pm, Friday May 14, 2010.**