



**MICMACS OF
GESGAPEGIAG**
is a First Nations
government with 110
permanent employees
whose mission is to
deliver a variety of
services from
education to health
care to policing to the
members of the
community.

Job offer

GHRDC Manager (permanent, full-time)

Under the general supervision of the Director of Learning, Training and Employment, the challenges of the job are:

- Ensure that all programs are monitored, including meeting goals and objectives, fiscal compliance, development and negotiations.
- Manages the operations and budgets for the Centre.
- Supervises human resources for the Centre.
- Acts as representative of the GHRDC at various levels.
- Works with other department's managers to enhance better programs collaboration.
- Other managerial duties related to the Centre as per job description.

Qualifications required:

- Bachelor's degree in Business Administration or in a relevant field.
- Minimum of 5 years of experience in a relevant field.
- Good computer skills (Word, Excel and PowerPoint).
- Excellent written and oral communication skills in English.
- Mi'gmaq language an asset.
- French language an asset.
- Must have valid driver's license and Medicare card.

Profile of the ideal candidate:

- Good interpersonal skills, autonomous, good judgment.
- Experience working with a First Nations community.
- Sensitive to the social and cultural dynamics of First Nations communities.
- Skillful in planning, organization and financial management.
- Great leadership and communication.
- Experienced in teamwork and team management.

Hiring priority: Given to Gesgapegiag members, followed by other Mi'gmaq, followed by other First Nations individuals, followed by members of general public.

Remuneration: Salary will be according to the salary scale in force, depending on experience.

Job location: Gesgapegiag, Québec

Date of assumption of duties: July 2019

All applications will be treated in a confidential manner.

**Send your cover letter and resume before
Friday, May 31st, 2019 at 12:00 PM (noon) to:**

Susan Willett, Human Resources Officer

E-mail: susan.willett@gesgapegiag.ca