

SIKSIKA NATION ADMINISTRATION

EMPLOYMENT OPPORTUNITY

SERVICE AREA: Siksika Tribal Management

COMPETITION: TM-02-04-11-23

DEPARTMENT: Director of Government and Industry

POSITION: Special Project Manager

DATE POSTED: 04-11-23

SALARY: Based on Education & Experience

DEADLINE: Upon Filled

STATUS: 2 Year Fixed Term Contract

General Statement of Duties:

You are accountable to coordinate people and processes to ensure that Nation Admin projects are delivered on time and produce the desired results. You will be the go-to person for everything involving a project's organization and timeline. Specific duties will include developing detailed project plans, ensuring resource availability and allocation, and delivering every project on time within budget and scope.

Duties & Responsibilities: (Duties include but are not limited to)

- Team organization through delegation of tasks, conducting regular meetings with team to monitor status of projects and report to executive on the progress of project.
- Potential supervision of project team members and monitoring outside contractors and vendors in relation to the project.
- Utilize technology to manage changes in project scope, schedule and costs
- Manage relationships with all key stakeholders and third parties/vendors

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities:

- Proven experience as a Project Manager in First Nation and or Municipal projects
- Excellent organizational and time management skills to facilitate multiple projects that are accurate and thorough, and of a complex nature.
- Knowledge of project management principles.
- Strong critical thinking and problem-solving skills to evaluate and make valid decisions or recommendations.
- Excellent written, report writing and verbal communication skills.
- Must have a collaborative and consultative leadership style

Education and Experience:

- Post- Secondary Certification in Project Management or equivalent.
- 3 plus years of related work experience; a combination of relevant work experience and education will be considered.

Other:

- PMP Designation definite asset
- Current Criminal Record Check
- Class 5 Drivers and Drivers Abstract.

SUBMIT APPLICATION & RESUME TO HUMAN RESOURCES



Contact Siksika Administration HR Email:

recruitment@siksikanation.com Direct Line: 403-734-5567