

Employment Opportunities



Position: Associate Tribal Manager

Service Area: Employee & Administrative Services

Salary: Based on Education and Experience

Date Posted: August 19, 2025

Closing Date: August 28, 2025

Competition Number: EASOHSS-02-08-19-25

POSITION SUMMARY:

The Associate Tribal Manager supports the Tribal Manager in the management, administration, and delivery of effective and efficient Siksika Nation Tribal Administration Service Areas' programs and services. This role focuses on assisting with the supervision of the Executive Team, implementing strategic initiatives, and ensuring compliance with administrative policies, financial regulations, and directives from Chief and Council. The Associate Tribal Manager acts as a key liaison for the Tribal Manager and with the Chief Financial Officer, Chief Operating Officer, Executive Director of Engineering Services, Executive Director of Employee and Administrative Services,

Duties & Responsibilities: *see complete job description*

- Maintain effective communication and positive working relationships with Chief and Council, Executive Team, and Siksika Nation members.
- Support in the preparation, lobbying, and negotiation efforts with external governments or private sector stakeholders.
- Assist in developing and recommending administrative policies, by-laws, standards, and procedures.

Required Knowledge, Skills, and Abilities:

- Knowledge of First Nation governance, legislation, Financial Administration Laws, and Indigenous Services Canada (ISC) funding requirements.
- Excellent interpersonal, written, and verbal communication skills.
- Familiarity with Siksika culture, language, governance, and community dynamics.
- Knowledge of financial reporting, liability, risk management, and strategic planning.

Education and Experience:

- Bachelor's Degree in Management, Business Administration, Public Administration, or a related field.
- Minimum 7 years of progressively responsible administrative or management experience, preferably in a First Nations government or organization setting.
- Experience working with governance structures, budgets, and senior management teams

Professional Designation/Certification/Licenses:

Valid Alberta Class 5 Driver's License, Updated Criminal Record Check,

Requires general knowledge of the Siksika Nation culture and some ability to communicate in the Siksika language.

EMAIL: recruitment@siksikanation.com To Apply, Receive a Job Description or Employment Application form.
CALL 403-734-5567 or 403-734-5579 to learn more.
WEBSITE www.siksikanation.com

Position will be filled based on requirements and candidate qualifications. Priority: Siksika Members, Indigenous Community, then others.