

# Employment Opportunity



**Position:** Associate Tribal Manager  
**Service Area:** Tribal Management  
**Salary:** Based on Education and Experience  
**Date Posted:** August 11, 2025  
**Closing Date:** August 27, 2025  
**Competition Number:** TMATM-02-08-11-25

## 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, Executive Director of Government and Industry Office, Siksika Treasury Board, and Siksika Nation members to foster communication, promote integrated service delivery, and drive organizational excellence.

## Duties & Responsibilities: \*see complete job description\*

- Assist in developing and recommending administrative policies, by-laws, standards, and procedures.
- Prepare reports, briefing notes, and other written materials for Tribal Manager review before submission to Chief and Council.
- Support in the preparation, lobbying, and negotiation efforts with external governments or private sector stakeholders.
- Review financial reports and statements to ensure compliance with the Financial Administration Law.

## Required Knowledge, Skills, and Abilities:

- Knowledge of First Nation governance, legislation, Financial Administration Laws, and Indigenous Services Canada (ISC) funding requirements.
- Knowledge of financial reporting, liability, risk management, and strategic planning.
- Strong administrative, financial, and project management skills.
- Excellent interpersonal, written, and verbal communication skills.
- Strong commitment to ethical conduct, confidentiality, and organizational excellence.
- Ability to build and maintain strong working relationships across all organizational levels.

## 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.

**EMAIL:** [recruitment@siksikanation.com](mailto: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](http://www.siksikanation.com)

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