

# Employment Opportunity



**Position:** Land Administrator  
**Service Area:** Land Management  
**Location:** Siksika Nation  
**Salary:** Based on Education and Experience  
**Date Posted:** March 9, 2026  
**Closing Date:** March 23, 2026  
**Competition Number:** L M S A -01-02-9-26

## POSITION SUMMARY:

The Land Administrator will conduct various land administration practices applied to all land use activities within the jurisdiction of the Siksika Land Management Service Area (LMSA)

## DUTIES & RESPONSIBILITIES: *Duties include but are not limited to:*

1. Conduct and administer all land administration practices associated with all proposed land use activities, projects and issues within the jurisdiction of the LMSA as outlined by the Land and Policy coordinator.
2. Will ensure that all Land Use applications are processed as outlined in the Land Use guidelines/policy.
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4. Will work alongside Land and Policy coordinator and Indigenous and Northern Affairs (INAC)
5. Assist in the process of negotiations of all permits and leases.
6. Participate in periodic revenue forecasts.

## MINIMUM QUALIFICATIONS: Required Knowledge, Skills, and Abilities

- Must possess applicable knowledge to administer and process all land use agreements.
- Must have ability to operate Microsoft Applications.
- Requires the ability to work within a database environment.
- Requires strong skills and abilities to analyze research and prepare reports in a timely manner.
- Requires strong verbal and written communication skills, position demands excellent organizational abilities.

## Education and Experience

Post Secondary Certificate in Land Administration, or Office Administration.

Three (3) Years related work experience

WHIMIS, TOG, AND First Aid Certificate an asset.

## Professional Designation/Certification/Licenses:

Valid Alberta Class 5 Driver's License required.

## Other:

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

**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