



Listuguj Mi'gmaq Government Permanent Job Opportunity

Position: Human Resources Manager
Department: Human Resources

Job Status: Permanent, Full time
Salary: To be determined

Information : Date of Posting – January 11, 2012

Closing Date – Until filled

The LMG is seeking a competent and motivated individual to take on the role of Manager of Human Resources (HR). The incumbent will plan, organize and direct the HR function, including staffing, training and development, pensions and benefits, wellness, workplace health and safety, performance management, organizational development, labour relations and compliance issues. Responsible for the supervision of the HR department personnel as per the LMG policies and procedures. Develops and manages the department budget according to the policies of the LMG. Assists the Band Administrator to provide guidance, direction and support to the LMG management staff in the development of key performance indicators and the implementation of the performance management program. Prepares (and presents as required) monthly reports for the Band Administrator on the activities, the budget, costs and delivery of services of the HR Department. Attends conferences, meetings and workshops as approved by the Band Administrator. Assists and provides administrative support to the LMG negotiating teams negotiating the transfer of responsibilities from funding agencies to LMG.

General Requirements :

Have a Master's or a Bachelor's degree in human resources management, business administration or have the equivalent practical experience of having implemented and managed the HR services and programs of a First Nations community or an equivalent administration. Demonstrate the creativity to plan, organize, manage and support the HR programs and activities of the Directorates and to help develop solutions for budgetary, operational or personnel problems.

Be able to use a computer to do budgeting, research, reports and manage data bases using MS Office.

Have strong oral and written communication skills. Work in English (written and oral).

Ability to communicate in Mi'gmaq and French languages is an asset. Willingness to learn the Mi'gmaq language is essential. Have a valid driver's license.

Hiring Priority: Listuguj Mi'gmaq followed by (in order) other Mi'gmaq, other First Nation persons and members of the general public.

Deadline for applications: Please forward your resume, covering letter and three references by to: HR Department, 17 Riverside West, Listuguj, QC G0C 2R0; or by email to lonivicaire@listuguj.ca
Please contact Loni Vicaire at 418- 788-2136 for additional information.