



KIASHKE ZAAGING ANISHINAABEK

GULL BAY FIRST NATION
P.O. Box 29100
1186 Memorial Ave.
Thunder Bay, Ontario P7B 6P9

FIRST NATION ADMINISTRATOR (fulltime)

Accountable to the government of GBFN, being the duly elected Chief and Council, the roles and responsibilities of the First Nation Administrator include, but are not limited to: the implementation of Council's decisions in regards to the management, administration and completion of audit/reporting requirements for all programs and services under the jurisdiction of Council; the advisement and provision of information and the identification of programs, opportunities and initiatives that may contribute to sustainable social and economical development of the community; the maintenance of operational requirements which ensure the health, security and well-being of GBFN members; the planning, organization, directions and controls of the operations along with the human, financial and material resources of all the sectors of FN activities; as well as many other tasks involving community and intergovernmental relations.

Desired applicants should possess basic core competencies of; thinking capabilities, leadership effectiveness, self-management and social awareness. To be successful in this position, individuals should emote the personal attributes of: knowledge; education; experience; personal suitability; abilities, skills and aptitudes; occupational certification and literacy/numeracy proficiency.

The successful candidate should have a relative university degree and a minimum of 5 years of service in a similar position. Compensation will be commiserative with education and experience. Since the FN Administrator must live in the community and work Monday through Friday, Council is prepared to offer staff accommodation to the candidate at no cost during their tenure. In accordance with GBFN equity hiring practices, the Nation will give priority standing to candidates who are members of the community first, then to any other person of FN status, and finally to all others expressing interest.

Resumes, along with 3 letters of reference from previous employers and/or business contacts, may be faxed to the GBFN Government Office at (807) 982-0009.