

Job Summary

Location:

Déljné, NT

Department:

Lands, Resources &
Environment

Salary:

\$54,600.00 per annual
\$30.00 per hour

Northern Living

Allowance:

\$28,050.00 per annual

Benefits:

NEBS

Employment Type:

Indeterminate

Closing Date:

Open until Filled

Lands Administrator

The Lands Administrator is responsible for managing land administration and maintaining lands records for Déljné Got'jné Government (DGG) Community Lands and DGG Settlement Lands to ensure land is used in an appropriate manner and is in accordance with DGG laws, regulations, guidelines and standards and other applicable laws of the GNWT and Canada. The Lands Administrator reports directly to the Director of LR&E Department. The Lands Administrator is responsible for administering rights and interests to all DGG Lands and maintains records of land use, researching and processing applications for land use and assists with community land use planning.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Déljné Got'jné Government operational policies and procedures and governance institutions
- Land use legislation, laws, and regulations
- Land use application and appeals process
- Land claims and negotiations processes
- Reading and interpretation of maps and satellite images
- An understanding of relevant legislation, policies, and procedures
- An understanding of the northern cultural and political environment
- Team building skills
- Analytical and problem-solving skills
- Decision making skills
- Effective verbal and listening communications skills
- Effective written communication skills
- Computer skills including the ability to operate GIS spreadsheet and word-processing programs at a highly proficient level
- Stress management skills
- Time management skills
- Strong decision-making skills and professional maturity
- Ability to speak Déljné Got'jné language is an asset
- Perform other related duties as required

THIS POSITION IS TYPICALLY ATTAINED BY

- The Lands Administrator would normally attain the required knowledge, skills, and attitudes through completion of the School of Community Governments Community Land Administration Program or post secondary training in Lands Administration or Business Administration with related experience
- Fluency in Déljné Got'jné language and culture is a strong asset
- Post-secondary Grade 12 education or equivalent
- Preference will be given to Déljné Beneficiary
- Training available to Successful Candidate
- Equivalencies will be considered

Submit Resume and Cover

Letter to:

Human Resources
Department
Déljné Got'jné Government
P.O Box 156
Deline, NT X0E0G0
Tel (867) 589-8100
Hr.manager@gov.deline.ca
Hr.assistant@gov.deline.ca