

Job Summary

Location:
Déljné, NT

Department:
Beneficiary Services

Annual Salary:
\$100,100.00 per annual

**Northern Living
Allowance:**
\$28,050.00 per annual

Benefits:
NEBS

Employment Type:
Indeterminate

Closing Date:
Open until Filled

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

Director of Beneficiary Services

Reporting to the Chair of the Dene Gha Gok'ə Réhkw'ı (DGGR or Beneficiary Board) and the Chief Operating Officer (COO), the Director of Beneficiaries Services supervises the staff of the Beneficiaries Services Department and is responsible for overseeing the programs and services for beneficiaries, including the distribution of financial returns (benefits) derived from the Sahtu Trust Agreement, Land and Business assets, as well as Beneficiary and DSO-related external relations and communicating DGG program and services to all beneficiaries. Through regular consultation with the CEO and the DGGR members, the Director of Beneficiary Services acts as the senior staff person of the DGGR in service of implementing the Land Claim. The Director establishes practical and workable organizational and reporting structures with Beneficiary Services staff, and with DGG staff. The Director Institutes Beneficiary programming that meets the needs of the Beneficiaries and is in accordance with the Land Claim. The Director ensures that Beneficiary Service functions are responsive to Deline Land Claim beneficiaries. The Director is responsible for coordinating DGG support for the Business Director and Business Finance Officer.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Déljné Got'jné Government operational policies and procedures and governance institutions
- Comprehensive knowledge of community programming and benefits administration including: vital statistics, public services, scholarships, funding of community programming supporting heritage and culture, membership services, intergovernmental affairs, communications for both internal and external audiences and information technology
- Knowledge and experience in management of many diversified and autonomous programs, services, and functions
- Strong communication and managerial skills
- Must be familiar with heritage, culture, and linguistic of the Déljné people
- Knowledge and understanding of the Sahtu Trust Fund
- Knowledge of corporate filing requirements, general accounting practices
- Ability to excel at public relations and customer service
- Proven competency in conflict resolution
- Ability to deal with people in difficult situations
- Attention to detail
- Able to work independently
- Exceptional organizational skills including the ability to deal with several priorities at the same time
- Computer skills including the ability to operate computerized spreadsheet and word-processing programs at a highly proficient level is a necessity
- Ability to speak Déljné Got'jné language is an asset
- Perform other related duties as required

THIS POSITION IS TYPICALLY ATTAINED BY

- Graduation from a recognized university program in a related field
- Business, communications, or leadership designation
- 5 years experience in the human resource management of an organization or a senior management position
- Preference will be given to Déljné Beneficiary
- Training Position will be provided to Successful Candidate
- Equivalencies will be considered