

STRENGTH

PEACE

UNITY

Mohawk Council of Kahnawake



P.O. Box 720
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'Tsi Nīkaió 'tenhiseró:tens Ne Onkweshón:'a Rotiió'tens

HUMAN RESOURCES UNIT

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Job Description

GENERAL INFORMATION	
Job Title:	OCC Project Leader #TECH 39
Division:	Office of the Council of Chiefs
Date of Job Description:	October 2015
Terms:	Indeterminate
Job Reports to:	General Manager of Operations, OCC

THE INCUMBENT	
Name of Incumbent:	
Date of Hiring:	
Name of Supervisor:	Dwaine White

GENERAL JOB DESCRIPTION
<p>Under the administrative supervision of the OCC General Manager of Operations is responsible to oversee, coordinate and implement specific projects related to: 1) establishing and negotiating political arrangements or specific agreements with external governments and agencies and 2) developing Governance functions, frameworks and capacities for Kahnawà:ke by assuming Leadership role for these projects, coordinating the activities of the resources assigned to the project team and ensuring that Project Plans are developed, maintained and updated in a timely manner as required.</p>

<u>RESPONSIBILITIES</u>	<u>TASKS</u>
To oversee, coordinate, and implement specific projects related to: 1) establishing and negotiating political arrangements or specific agreements with external governments and agencies and 2) developing Governance functions and frameworks and capacities for Kahnawà:ke.	<ul style="list-style-type: none"> ➤ Assume Leadership role for these projects and coordinate the activities of the resources assigned to the project team; ➤ Ensure that Project Plans are developed, maintained and updated in a timely manner as required; ➤ Develop and oversee joint work plans with counterparts of other governments or First Nations; ➤ Analyzes and evaluates both historical and current projects and initiatives when developing project plans; ➤ Identifies internal stakeholders and consults with them to gain insight for project plan and identify project team composition;

	<ul style="list-style-type: none"> ➤ Liaise with all members of the project team to maintain a reciprocal flow of information; ➤ Ensure that any problems within the project are identified and facilitate solutions in a timely manner; ➤ Provides updates to Chief Political Advisor or General Manager of Operations, OCC as project progresses; ➤ Conducts political analyses and provides direction to specific project teams; ➤ Coordinates and facilitates the work of project team members in assessing specific technical research needed; ➤ Coordinates research initiatives and all follow-up technical work needed for the project; ➤ Provides research, analyzes, writing and coordination of activities pertaining to the development of any final interim reports to Chief and Council; ➤ Develops communications strategies and materials related to project goals and activities.
Collaborate on OCC related Projects as assigned.	<ul style="list-style-type: none"> ➤ Continue projects as assigned by Chief Political Advisor and provide regular updates and seek directions as required; ➤ Perform other job related duties as directed by immediate supervisor.

ACCOUNTABILITY	
	<ul style="list-style-type: none"> ➤ Accountable for the coordination and development of Project Charter and Work Plans; ➤ Accountable for the identification of and liaison with project participants; ➤ Accountable for the timely completion of projects; ➤ To deal with internal and external clients in a tactful, discrete and courteous manner; ➤ To maintain confidentiality; ➤ To adhere to MCK Administration Manual-Personnel Policy and Kanien'keha initiatives.

QUALIFICATIONS	
Education and Experience Required	<ul style="list-style-type: none"> ➤ Bachelor's Degree in Political Science, plus one (1) year relevant experience; OR ➤ DEC in Social Science, plus three (3) years relevant experience; OR ➤ High School Diploma, plus five (5) years relevant experience.

Skills Requirements	<ul style="list-style-type: none"> ➤ Thorough knowledge of the agreements between Kahnawà:ke and Quebec, and general knowledge of the Quebec/Kahnawà:ke Relations process itself; ➤ Ability to plan, strategize, and work both independently and with a team; ➤ Project management, analytical and interpersonal skills, and a highly motivated self-starter; ➤ Sound organizational and research skills are necessary to develop and provide sound advice and contingency planning, on implementation issues; ➤ Strong oral and written communication skills; ➤ Ability to comprehend, interpret and discuss implementation concepts; ➤ Proficiency in office systems technology and ability to use various computer programs/software; ➤ Ability to communicate in the Kanien'keha and French languages is an asset; ➤ Willingness to learn the Kanien'keha language is required.
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THE IMMEDIATE SUPERVISOR

THE INCUMBENT

DIRECTOR OF HUMAN RESOURCES