

STRENGTH
PEACE
UNITY

Mohawk Council of Kahnawake



P.O. Box 720
Kahnawake Mohawk Territory J0L 1B0

Tsi Nikaio'tenhiseró:tens Ne Onkweshón:'a Rotiió'tens

HUMAN RESOURCES UNIT

Tel.: (450)632-7500
Fax: (450)638-5958
Website: www.kahnawake.com

INTERNAL/EXTERNAL

JOB OPPORTUNITY-EXTENSION

<u>POSITION:</u>	Project Technician, Office of the Council of Chiefs
<u>DURATION:</u>	Fixed-Term, Full-Time (July, 2022 – August 26, 2023) Six (6) Month Probation Period
<u>DESCRIPTION:</u>	See Attached Job Description
<u>SALARY:</u> Hours of Operation Hours per week	\$1,016.25 to \$1,148.25 Per Week 8:30 am – 4:00 pm 37.5 Hours per week
<u>DEADLINE FOR APPLICATION:</u>	Wednesday, July 6, 2022 - 4:00 p.m.
<u>REQUIREMENTS:</u>	<u>ALL REQUIRED DOCUMENTS MUST BE SUBMITTED BEFORE THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED.</u> <ul style="list-style-type: none">✓ A Signed Privacy Waiver allowing a security check to be performed.✓ A clear photocopy picture ID (Driver's license)✓ Applicant Check list✓ Letter of intent✓ Resume✓ Three (3) professional references (Name & contact information)✓ Provide Proof of Educational Credentials. See attached job description for qualifications.

APPLICATION: Please address your application to Dawn Stacey, Manager of Recruitment & Staffing. Forward your complete application via e-mail only to: Applications@mck.ca

NOTE: All forms and requirements are listed on our website:
www.kahnawake.com/jobs

- Please ensure applications are submitted complete as requested. Incomplete applications may not be considered.
- When e-mailing please ensure you call to confirm your application was received before the deadline
- A preference will be given to Aboriginal candidates.

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Job Description

GENERAL INFORMATION	
Job Title:	OCC Project Technician #TECH 40
Division:	Office of the Council of Chiefs (OCC)
Date of Job Description:	October 2009
Terms:	Fixed - Term
Job Reports to:	General Manager of OCC Operations

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

GENERAL JOB DESCRIPTION
<p>Under the administrative supervision of the General Manager of OCC Operations and the project direction of the Chief Political Advisor, is responsible to 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 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>

RESPONSIBILITIES	TASKS
<p>To 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.</p>	<ul style="list-style-type: none"> ➤ Assume Coordinator 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; ➤ Coordinate and monitor 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 and potential team leader;

	<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 Project Leaders and/or Chief Political Advisor and projects progress; ➤ Conducts political analyses and provides information to specific project team; ➤ 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 a any final interim reports to Council of Chiefs; ➤ Coordinates communications strategies and the development of 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 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; <p>OR</p> <ul style="list-style-type: none"> ➤ DEC in Social Science, plus three (3) years relevant experience; <p>OR</p> <ul style="list-style-type: none"> ➤ High School Diploma, plus five (5) rears 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