



KITIGAN ZIBI ANISHINABEG

P.O. Box 309, Maniwaki, QC J9E 3C9 Tel: (819) 449-5270 Fax: (819) 449-5673

JOB OPPORTUNITY – 1st POSTING /CORRECTION

POSITION: Assistant Negotiator
LOCATION: Kitigan Zibi Negotiation Office-Travel required
WORK SCHEDULE: 35 hours a week. Term Contract/
Term: Continued staffing is subject to annual priorities
and confirmation of funding
SALARY: Level 6. Range to be determined as per the KZA Salary Scale

Summary:

Reporting to the Chief Negotiator; the Assistant Negotiator will be responsible for providing technical and analytical support to the Chief Negotiator. The incumbent will conduct primary and secondary research and produce reports for the purpose of assisting the Chief Negotiator in the negotiation process.

If you are interested in applying for the position, please forward your:

- a) covering letter and current resume
- b) copies of degrees/diplomas/training
- c) any other documentation and information that will support that you meet the mandatory qualifications. A clear police reference check will be required if considered for the position.
- d) contact information for 3 references
- e) copy of valid driver's licence

to Christina Commonda at the Health Centre. 8 Kikinamage Mikan, Maniwaki, Quebec by August 29, 2019 at 4:00 p.m. (EST)

Contact information:

Email: christina.commonda@kza.qc.ca or kzahumanresources@gmail.com
Phone: 819-449-5593
Fax: 819-449-7411

Preference will be given to Kitigan Zibi Anishinabeg Band members in accordance with the Kitigan Zibi Anishinabeg's Preferential Hiring Policy. A complete job description is available at the reception areas at the Band Office. It is the responsibility of applicants to ensure that all documents are submitted by the deadline. Contact information must be current and accurate. Initial contact is made by email if the one listed on your resume. Please make sure you review all sections of the incumbent qualifications and competencies so that your application is complete.



KITIGAN ZIBI ANISHINABEG

Assistant Negotiator Job Description

GENERAL INFORMATION

Job Title : Assistant Negotiator

Category : Professional

Sector : Kitigan Zibi Anishinabeg

Location : Negotiation Office

Terms : Term Contract. Continued Staffing is subject to annual priorities and confirmation of funding

Hours : 35 hours per week

Salary : KZA Salary Scale Level 6
in accordance with the *KZA Human Resource Policy*

Immediate Supervisor : Chief Negotiator

Date of Job Description : August 2019

ACCOUNTABILITY

- Accountable to provide the necessary information and data to the Chief Negotiator to uphold the integrity of the negotiation process;
- Accountable to ensure the validity of information and briefings;
- Accountable to uphold and adhere to KZA Policies including the professional code of conduct, code of ethics, oath of confidentiality and all other legally binding policies or laws.

KEY DUTIES

- Conducts historical research particularly the historical records of the Algonquin peoples within the National Capital region (NCR) as well as throughout all Algonquin territory;
- Reviews historical records and information that may be in English or French;
- Contributes to the preparation of funding proposals, funding, government activity reports and reporting;
- Assists in the preparation of briefing notes, press releases, web content; speeches, presentations and media statements by the Chief Negotiator;
- Prepares and presents written and verbal briefings to the Chief Negotiator and the KZA Chief and Council when requested;
- Reviews proposed federal policy and legislation relevant to the negotiation process;
- Attends and provides support for and at meetings with relevant parties;
- Organizes events including press conferences exhibitions, open days and press tours;
- Performs clerical and support work necessary to accomplish mandates;
- Any other related duties.

KNOWLEDGE AND SKILLS

- Theories, principles, and practice of research practices and methodologies;
- Highly effective project management, prioritization, multi-tasking and time management skills to meet deadlines;
- Fluency in both English and French written and verbal communication skills;
- Computer literacy conducive to an office environment (including Microsoft Word applications, databases, electronic communication tools);
- Knowledge of privacy laws and pertinent considerations around Aboriginal title and claims;
- Demonstrated knowledge of Aboriginal customs and traditions;
- Strategic and critical thinking;
- Strong research and analytical skills;
- Good time management skills along with the ability to prioritize daily tasks;
- Strong organizational skills;
- Effective decision making skills;
- Excellent communication skills including proposal writing ability, public speaking and presentation skills and active listening skills;
- Knowledge of KZA policies, including Human Resources Manual, and KZA Code of Ethics, Oath of Confidentiality and applicable laws.

CONTACTS

- Supports and assists the Chief Negotiator with daily administrative operations;
- Provides input on policy and procedural changes;
- Maintains positive relationships with co-workers and public;
- Liaises and networks with local service providers, supply companies.

MANAGERIAL/SUPERVISORY

Human Resources:	<ul style="list-style-type: none"> • May on occasion supervise contract staff or student workers.
Financial Resources:	<ul style="list-style-type: none"> • None
Material Resources:	<ul style="list-style-type: none"> • Oversees and maintains management of electronic and hard copy files and ensures protection, confidentiality and restricted access.

ENVIRONMENTAL FACTORS

Psychological and Physical Effort:	<ul style="list-style-type: none"> ▪ Manages medium level stress and multi-tasks daily; ▪ Mental alertness to changing and challenging situations; ▪ Will be required to be part of a team.
Working Conditions:	<ul style="list-style-type: none"> ▪ Works in an office setting; Manual dexterity required to use desktop computer and peripherals; ▪ Occasional weekend and evening work and travel may be required; ▪ Works in a team environment as well as independently when circumstances require; ▪ Prolonged periods of viewing computer screens, reading; ▪ Required to attend staff meetings, workplace safety training

INCUMBENT QUALIFICATIONS	
Education and Experience	<ul style="list-style-type: none"> ▪ Must possess an undergraduate degree from a recognized university in Social Sciences or related discipline. ▪ Three to five years experience researching Aboriginal policy. The candidate must demonstrate a work history related to Aboriginal organizations and have experience working with government departments.
INCUMBENT COMPETENCIES	
Knowledge:	<ul style="list-style-type: none"> ▪ Knowledge and awareness and Kitigan Zibi Algonquin culture.
Abilities:	<ul style="list-style-type: none"> ▪ Capacity to work in a multi-tasking context; ▪ Exceptional command of the English language including grammar, punctuation and spelling; ▪ Ability to absorb new ideas and concepts quickly and to ensure they are clearly communicated to an audience; ▪ Ability to manage and coordinate the end to end development process while meeting deadlines; ▪ Ability to work with standard computer software conducive to the office environment primarily with Microsoft word applications; ▪ Keen interest in working in a First Nations environment; ▪ Ability to establish priorities and possess effective time management skills.
Personal Suitability:	<ul style="list-style-type: none"> ▪ Discretion and diplomacy; ▪ Reliability and autonomy; ▪ Ability to maintain healthy professionalism and respect in the workplace; ▪ Politically and culturally sensitive; ▪ Strong morals and ethics and commitment to privacy; ▪ A well defined sense of diplomacy including solid negotiation, conflict resolution and people management skills; ▪ Sound judgement and good work ethics; ▪ Ability to establish and maintain effective working relations with multiple stakeholders.
Certification/Licenses to maintain for duration of employment:	<ul style="list-style-type: none"> ▪ Valid driver's license for the duration of employment; ▪ Criminal record verification will be required if considered for the position. The incumbent must not possess any criminal record (s) related to working in the profession and maintain throughout employment; ▪ Must follow all safety precautions and protocols; ▪ Legally able to work in Canada.
Assets:	<ul style="list-style-type: none"> ▪ Ability to communicate in Algonquin; ▪ Fluency in both written and oral French an asset.