

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

POSITION:

OCC Project Leader,
Office of the Council of Chiefs

DURATION:

Indeterminate, Full-Time
Nine (9) Month Probation Period

DESCRIPTION:

See Attached Job Description

SALARY:

Hours of Operation
Hours per week

\$1,206.37 to \$1,362.37 Per Week
8:30 am – 4:00 pm
37.5 Hours per week

DEADLINE FOR APPLICATION:

No deadline – Open until the position is filled

REQUIREMENTS:

ALL REQUIRED DOCUMENTS MUST BE SUBMITTED BEFORE THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED.

- ✓ 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 Title:	OCC Project Leader
Division:	Office of the Council of Chiefs
Reports To:	General Manager of Operations, OCC
Name of Incumbent:	
Purpose:	
Under the administrative supervision of the General Manager of OCC 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 a Leadership role for these projects, coordinating the activities of the resources assigned to the Project/Portfolio team and ensuring that Project Plans are developed, maintained and updated in a timely manner as required.	
Cultural Identity Attributes:	
The individual is an influential leader with the drive to achieve results and maintain quality and standards. Enjoys challenging situations and challenges status quo. Has strong verbal communication and people skills. Can adapt quickly in a changing environment.	
Roles & Responsibilities:	
Project Leader - Negotiations	
<ul style="list-style-type: none"> • Oversee the implementation of specific projects; • Establish and negotiate political arrangement or specific agreements with external governments and agencies; • Coordinate activities and resources assigned to the Project/Portfolio team; • Develop and oversee joint work plans with counterparts of other governments or First Nations; • Analyze and evaluate both historical and current projects and initiatives; • Identifies and consults with stakeholders; • Liaise with all members of the Project team and Portfolio Chief; • Identifies and resolves any problems within a project; • Conducts political analyses and provides direction to specific Project/Portfolio teams; • Coordinates and facilitates the work of Project/Portfolio team members; • Assesses specific technical research needed; • Coordinates research initiatives and all follow-up work needed for the Project/Portfolio; • Provides research, analysis, writing and coordination of activities pertaining to the development of any reports to Chief and Council; • Develop communications strategies and materials related to project goals and activities. 	



Project Leader - Governance

- Develop Governance functions, frameworks and capacities for Kahnawà:ke;
- Oversee the implementation of specific projects;
- Coordinate activities and research assigned to the project team;
- Identifies and consults with stakeholders;
- Liaise with all members of the Project team and Portfolio Chief;
- Identifies and resolves any problems within a project;
- Conducts political analyses and provides direction to specific Project/Portfolio teams;
- Coordinates and facilitates the work of Project/Portfolio team members;
- Assesses specific technical research needed;
- Coordinates research initiatives and all follow-up technical work needed for the Project/Portfolio;
- Provides research, analysis, writing and coordination of activities pertaining to the development of any reports to Chief and Council;
- Develops communications strategies and materials related to project goals and activities.

Project Collaboration

- Collaborate on OCC related projects as assigned;
- Continue projects/Portfolios as assigned by the Chief Political Advisor;
- Provided regular updates and seek direction as required.

The statements herein reflect general details to describe the principle functions for this job, and should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties or be assigned projects associated with these responsibilities as directed by their immediate supervisor.

Decision Making Authority:

- Decision making authority over assigned files and projects;
- Decides on reporting and communication methods;
- Decides on control mechanisms;
- Decides on project resource requirements;
- Determines the methods to resolve issues.

Accountability:

- To determine best problem-solving techniques and methodology;
- To ensure a reciprocal flow of information between the Project team and the Portfolio Chief;
- To ensure Project Charters and workplans are developed, maintained and updated in a timely manner;
- To provide direction and evaluate Project/Portfolio team performance;
- Conducting business with internal and external clients in a tactful, discreet and courteous manner;
- To maintain the ultimate level of confidentiality;



<ul style="list-style-type: none"> To adhere to the MCK Administration Manual-Personnel Policy and Kanien'kéha Language Initiatives. 																													
<p>Education & Experience:</p> <ul style="list-style-type: none"> ➤ Bachelor's Degree in Political Science or related field, 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) years relevant experience. 																													
<p>Knowledge, Skills, Abilities and Other Attributes:</p> <ul style="list-style-type: none"> Thorough knowledge of the agreements between Kahnawà:ke and Canada, 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; Ability to comprehend, interpret and discuss implementation concepts; Proficiency in office systems technology and ability to use various computer programs/software; Excellent written and oral communication skills; Ability to communicate in the Kanien'kéha and French languages is an asset; The willingness to learn the Kanien'kéha language is required. <p>Working Environment:</p> <ul style="list-style-type: none"> Five-day work week and normal office environment; Occasional overtime may be required; Occasional travel; Moderate stress and productivity pressure associated with meeting and delivering work in a timely manner. 																													
<p>Competencies:</p> <table border="1"> <thead> <tr> <th>Self - Management</th> <th>Client & Team Relations</th> <th>Quality Decision Making</th> <th>Professional Capacity</th> <th>Communication</th> <th></th> </tr> </thead> <tbody> <tr> <td>Intermediate</td> <td>Intermediate</td> <td>Intermediate</td> <td>Intermediate</td> <td>Intermediate</td> <td></td> </tr> <tr> <th>Adaptability</th> <th>Planning and Organizing</th> <th>Leadership</th> <th>Language & Culture</th> <td></td> <td></td> </tr> <tr> <td>Intermediate</td> <td>Intermediate</td> <td>Intermediate</td> <td>Core</td> <td></td> <td></td> </tr> </tbody> </table>						Self - Management	Client & Team Relations	Quality Decision Making	Professional Capacity	Communication		Intermediate	Intermediate	Intermediate	Intermediate	Intermediate		Adaptability	Planning and Organizing	Leadership	Language & Culture			Intermediate	Intermediate	Intermediate	Core		
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Commitment Statement:

I serve my community with its best interest in mind by supporting and encouraging creative, critical and resourceful thinking, accepting and nurturing new ideas and approaches and demonstrating my dedication and integrity through my efforts, actions, and words. I am part of a team that is empowered to take initiative in an interactive working environment.

Signatures:

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____

Performance Management Administrator's Signature: _____