



The Alberta First Nations Information Governance Centre

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JOB VACANCY

Job Title: Executive Director

Date: August 9, 2019

Competition Closure: September 10, 2019

Job Summary

Reporting to the Board of Directors, the Executive Director is responsible for the implementation of the Board's vision, AFNIGC Business and Strategic plans, setting strategic direction and shaping policy for the Organization, making sure that set goals and objectives are achieved.

The Executive Director is responsible for all Financial, Operational, Administrative and Legal aspects of the daily Management of the Centre, which includes but is not limited to sound management of all fiscal resources, governance, government/Community relations, national Survey programs, public relations and marketing, supervision of staff, and business operations and work collaboratively with community groups.

This position has the mandate to build and develop the regional survey research infrastructure and future path of research and data governance by First Nations.

Duties & Responsibilities

A. Lead in the implementation of the strategic plan and AFNIGC vision for the future and translate that vision into actions.

B. Strengthen and continuously improves AFNIGC's organizational capacities.

- C. Oversee and responsible for the Financial and Operational integrity of the organization.
- D. Accountable and reports to the Board of Directors in moving forward the vision of AFNIGC.
- E. Cultivate existing and develop new partnerships and collaborations with government agencies, delegates, and member organizations and First Nations for ongoing survey, data and information governance initiatives and program development.
- F. Maintain visibility about the AFNIGC's role as a credible voice in First Nations' data collection and information governance and OCAP® objectives and market AFNIGC and its services.
- G. Performs other duties as assigned.

Experience & Education

1. Experience in strategic planning and execution. Knowledge of contracting, negotiating, and change management. Skill in examining and re-engineering operations and procedures. Experience in formulating policy and developing and implementing new strategies and procedures.
2. Experience in Data collection within First Nation communities, for storage, scientific researches and ability to turn data into information for community use.
3. Typically through a combination of the completion of a master's degree in business administration, Statistics or Scientific Research, with at least ten (10) years of experience in a leadership role.
4. Knowledge of First Nations with experience working with a First Nations.
5. Knowledge and understanding of the First Nations principles of OCAP®.

Compensation:

Negotiable based on education and experience as determined by the AFNIGC Employee Policy and Procedures.

Before Applying, please check full job details on www.afnigc.ca

How to Apply:

Please submit your cover letter and resume with contact information to:
Erin Solway, Executive Administration
Email: erin.solway@afnigc.ca
Fax: 403-294-0993 Phone: 403-539-5775