



Métis Nation – Saskatchewan (MN-S)

Employment Opportunity - Chief Executive Officer (CEO)

Metis Nation – Saskatchewan (MN-S)

Métis Nation—Saskatchewan represents the political, socioeconomic, cultural and educational interests of the province's some 80,000 Métis citizens through a representative system based on 12 regions and approximately 130 Locals.

The CEO is accountable to the Provincial Metis Council (PMC), which is composed of a four-member executive, as well as elected officials from the 12 MN-S regions and representatives from women and youth. The CEO will head up the bureaucratic arm of the MN-S and is responsible for providing corporate leadership by articulating and promoting MN-S vision, mandate, strategies and policies; managing the MN-S day to day operations, as well as programs and services.

The CEO will be a visionary, collaborative and skilled leader who will strategically guide the MN-S in achieving its vision and mission on behalf of the citizens of the MN-S and their communities. The CEO will enhance the outstanding organizational culture and increase the quality of programs and services offered by the MN-S. The CEO will build a strong network of working relationships and partnerships with a variety of stakeholders to enhance the MN-S.

The ideal candidate will have:

- A relevant bachelor's degree, over ten years of senior managerial experience working with government and a Board of Directors;
- Comprehensive experience and knowledge regarding Metis and indigenous communities;
- Outstanding organizational development capacities and strong communication skills;
- A proven ability to motivate teams of staff to achieve desired goals;
- Effective financial and analytical capacities;
- Strong ability to organize effectively, delegate responsibility, solve problems quickly, and communicate clearly;
- Leadership skills, including the ability to manage time effectively and handle both internal and external conflicts; and
- Demonstrate strategic capabilities to continue to position MN-S to effectively to meet the evolving needs of the people and communities supported.

A host of other duties can be found in the job description along with pay range at: <http://metisnationsk.com>

MN-S is committed to inclusiveness, equity and accessibility. We encourage all qualified candidates to apply. Preference will be given to qualified Métis applicants.

Please apply in confidence by: February 23rd, 2018

C/O MN-S Transition Team

917 22nd Street West

Saskatoon, SK S7M 0R9

Email: hr@gdins.org

Fax to: (306) 975-0903

We thank all applicants for their interest but only those selected for interview will be contacted.

MN-S CEO Job Description:

Chief Executive Officer

Metis Nation – Saskatchewan (MN-S)

Métis Nation—Saskatchewan represents the political, socioeconomic, cultural and educational interests of the province's some 80,000 Métis citizens through a representative system based on 12 regions and approximately 130 Locals. The governance structure includes the MN-S Senate, and a Cabinet—the Provincial Métis Council - which is composed of the four-member executive, as well as of elected officials from the 12 regions and appointees for women and youth.

The Chief Executive Officer is accountable to the Provincial Metis Council (PMC) for providing corporate leadership by articulating and promoting MN-S' vision, mandate, strategies, and policies; managing organization's day-to-day operations, as well as programs and services.

Chief Executive Officer will be a visionary, collaborative and skilled leader who will strategically guide the organization in achieving their Vision and Mission on behalf of the children, adults, families and communities served. The key deliverables of this position focus on growing the outstanding organizational culture, enhancing the range and quality of the programs offered in a changing service environment, building strong networks and partnerships.

The ideal candidate we seek will have:

- A relevant bachelor's degree, over ten years of senior managerial experience working with government and a Board of Directors;
- Comprehensive experience and knowledge regarding Metis and Indigenous communities;
- Outstanding organizational development capacities and strong communication skills;
- A proven ability to motivate teams of staff to achieve desired goals;
- Effective financial and analytical capacities;
- Strong ability to organize effectively, delegate responsibility, solve problems quickly, and communicate clearly;
- Leadership skills, including the ability to manage time effectively and handle both internal and external conflicts; and
- Demonstrate strategic capabilities to continue to position MN-S effectively to meet the evolving needs of the people and communities supported.

Responsibilities

- Reporting to the MN-S PMC, responsible for carrying out the mandate and objectives of MN-S and its affiliated organizations;

Duties

Policy Development

- Work with the management team of MN-S in the development of policies and procedures that are in line with the priorities and direction established by the Board;
- Ensure that relevant current information is available to the PMC and to staff concerning critical issues for MN-S and its affiliates;

External Communication

- Ensure the development of formal and informal communication links with both the Provincial and Federal Governments (Government to Government);
- Ensure the development of formal and informal communication links with other Metis Governing members, and other Indigenous governments;
- Cooperate with other agencies and Governments that are working towards goals similar to those of the MN-S and its affiliates;
- Monitor trends in Federal and Provincial policy and recommend strategies to the MN-S;

Planning

- Participate with the PMC in setting specific priorities and objectives within the context of directives from the MNLA and AGM;
- Review every 2 to 3 years with the Board, the basic mandate, goals and objectives of the Nation and its affiliate organizations. Set direction and strategies for the future.
- Lead the development, for PMC approval, annual plans and budgets. Ensure the appropriate interaction with the funding stakeholders concerning the development of the annual plans and budgets;
- Work with the PMC, locals and Governance processes to determine what programs and services are required by Metis citizens and communities;

Management

- Oversee all MN-S operations and ensure that appropriate policies and procedures are in place to manage, monitor and deliver the services in accordance with the terms and contracts established by MN-S;
- Ensure maximum use of MN-S materials and human resources in the administration and implementation of the MN-S mandate;

- Ensure that a CEO report is prepared for PMC meetings to advise the PMC concerning progress on annual plans, and compliance with contracts;

Human Resource Management

- Supervise and direct the work of all MN-S supervisory staff;
- Oversee human resource practices with the MN-S to ensure that effective and efficient use of resources is achieved;
- Ensure that the staff necessary to carrying out the policies and programs approved by the PMC are employed, within the approved budget. Advise the PMC when and if this is not possible and recommend actions to be taken;
- Work with the senior staff in the design of appropriate job descriptions and measurable performance objectives on an annual basis and ensure the senior staff do likewise with those individuals who report to them;
- Conduct termination interviews and record reasons for such;
- Ensure staff meetings are held on a regular basis, as necessary;
- Provide and ensure that effective supervision and performance appraisal of all staff takes place on an annual basis;
- Recommend personnel policy changes to the PMC;
- Ensure staff knowledge of and compliance with the Code of Ethics for MN-S;
- Lead contract negotiations with staff or ensure that an appropriate staff member takes this lead;
- Ensure that appropriate research is conducted concerning salary ranges for employees and contract workers. Recommend remuneration policies to the Board for approval;

Financial and Risk Management

- Ensure that an annual budget is developed and presented to the PMC for approval prior to the start of the fiscal year;
- Ensure that there is effective control of operations within the approved budget;
- Ensure that bi-monthly financial reports are developed and discussed with the Board;
- Ensure that an annual insurance review is conducted and discussed with the PMC;
- Ensure that appropriate procedures and resources are in place to safeguard and maintain property and assets;

Constitutional Requirements

- Manage the Nation within the provisions of the Constitution and Acts. Recommend changes to the PMC, MNLA and AGA.

- Monitor actions which could affect the Nation in the area of Constitution legal frameworks and recommend appropriate actions to the PMC;

Public Relations

- Approve all documents or communications directed to the public.

Other

- Perform such other duties and responsibilities as are assigned by the PMC which are consistent with CEO's role and the mandate/purpose of the MN-S.

Salary Range: To be negotiated in the range of \$110,000 to 150,400. A comprehensive benefits package will be provided to all employees of the MNS.