

ONEIDA NATION OF THE THAMES



ONEIDA ADMINISTRATION OFFICE
2212 ELM AVENUE, RR #2
SOUTHWOLD, ONTARIO
N0L 2G0



TELEPHONE: (519) 652-3244

FAX: (519) 652-2930

JOB POSTING CHIEF ADMINISTRATIVE OFFICER

Wage Range: \$115,000 to \$140,000 including benefits
Department: Administration
Term: Full Time Permanent
Hours: 40 hours per week, 8:30 AM – 4:30 PM

Posting Date: June 14, 2021

Closing Date: July 27, 2021 @ 4:30 pm

SUMMARY:

The CAO will provide leadership for planning and executing a strategic vision that meets the current and future needs of the Nation. Responsibilities require the CAO ensure the undertaking of day-to-day business and delivery of services is consistent with Council Policies and Procedures, legislative, regulatory requirements and other contract conditions. The CAO will ensure duty of care and corporate responsibility in the exercise of duties on behalf of the Employer. The CAO will ensure that all duties, programs and services are undertaken in accordance to applicable regulations and standards and are delivered in accordance to the organization's vision and maintained at optimal level.

QUALIFICATIONS:

1. Master's Degree in Public Administration, or related field of study, from an accredited university PLUS a minimum of three (3) years of employment in a senior management capacity; previous employment with a First Nation organization preferred OR
2. Bachelor Degree in Public Administration, or related field of study for an accredited university, PLUS a minimum of five (5) years of employment in a senior management capacity; previous employment with a First Nation organization preferred; OR
3. Currently undertaking related studies towards a Bachelor or Masters with 8 years in a senior management employment capacity.
4. Experience in accounting and financial reporting for projects in a First Nation required;
5. Experience with Generally Accepted Accounting Principles (GAAP);

REQUIREMENTS:

1. The successful candidate will provide a current VS-CPIC, **at own expense**, prior to starting employment.

MANDATORY DOCUMENTATION WITH APPLICATION:

1. Cover letter; Cover letter must speak to the Qualifications identified and candidates will be assessed on their writing skills;
2. Resume
3. 2 References from 1 most recent employers; Immediate supervisors (no co-workers); PLUS 1 Character Reference (Names, Titles, and telephone numbers only);
4. Copies of Diploma/Degree upon successful employment.

Interested applicants please submit documentation to:

**Oneida Nation of the Thames, Administration Office
Human Resource Department
2212 Elm Avenue,
Southwold, Ontario N0L 2G0
OR Fax (519) 652-2930**

OR Email recruitmentandselectioncoordinator@oneida.on.ca

**Submit all mandatory documentation to
recruitmentandselectioncoordinator@oneida.on.ca**

Due to COVID-19 Pandemic, we are ONLY accepting electronic copies at this time.

- All applications will be screened according to the above qualifications, including a full and complete application as requested.
- **Only those selected for an interview will be contacted.**
- A registered member of a First Nation as per Section 16(1) of the Human Rights Act, is a preference.
- Where non-Aboriginal employees have accepted, as a term of their employment, that they may be displaced in preference to an Aboriginal candidate, the Oneida Nation of the Thames must still treat the non-Aboriginal employee in a fair and reasonable manner, by for example, ensuring that adequate notice of termination is given. It is not acceptable to dismiss a permanent employee in favour of an Aboriginal employee if no preferential policy or practice was in place at the time of the permanent hiring.
- Oneida Nation is committed to workplace diversity and provides accommodations to applicants with disabilities throughout our hiring process. If you require accommodations please contact Human Resources.

To request a full job profile, contact the Human Resources Department at 519-652-3244 ext. 826 or by email to recruitmentandselectioncoordinator@oneida.on.ca

"People of the Standing Stone"

Oneida.on.ca