

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 EXECUTIVE OFFICER

Wage Range: \$130,000 to \$165,000 including benefits
Department: Political Office
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 CEO will represent and lead the organization as the most senior position in the Oneida Nation of the Thames. The CEO has authority to make decisions and provide operational direction and leadership. Professional conduct and behaviour at all times is required as the leader of the organization. The CEO is required to uphold and adhere to Oath of Confidentiality and Conflict of Interest Policies, Occupational Health and Safety and Human Rights in all organizational activities.

Since the organization provides services on Oneida Nation of the Thames and to the Oneida peoples the ideal applicant will possess a demonstrated knowledge of Oneida protocols, language and culture. Maintains a high standard of operational performance, sound leadership, professional communications verbal or written and serves as a role model by demonstrating a positive professional public image at all times.

DUTIES AND RESPONSIBILITIES:

The key management functions of the CEO include:

1. Strategic Planning
2. Project Management
3. Relationship Management
4. General Operation and Financial Management
5. Leadership
6. Employment Management
7. OTHER

THIS LIST IS MEANT TO BE REPRESENTATIVE, NOT EXHAUSTIVE.

QUALIFICATIONS:

1. Masters Business Administration, or, Public Administration Degree with minimum of 5+ years of employment in a senior management capacity in a First Nation community or First Nation organization; OR
2. 15+ years of employment in a senior management capacity with proven and successful demonstration of knowledge, skills and abilities PLUS willingness to obtain Public Administration Diploma;

REQUIREMENTS:

1. The successful candidate will provide a current VS-CPIC, **at own expense**, prior to starting employment;
2. The successful candidate will provide copies of Vehicle & Driver License, prior to starting employment.

MANDATORY DOCUMENTATION WITH APPLICATION:

1. Cover letter;
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