

## Employment Opportunity – Selkirk First Nation

**Position:** Human Resources Officer  
**Wage:** \$28.49 - \$34.21 (Depending on Experience)  
**Department:** Government Services  
**Status:** Permanent part-time, Monday-Friday 1:00 pm to 5:00 pm  
**Closing Date:** October 11, 2017

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### Job Summary

Reporting to the Human Resource Director, this position assists in the management of the Human Resources services for the organization. This includes: human resource planning, staff relations, recruitment and selection, job descriptions & classifications, performance management, personnel policies and procedures, benefits administration and other duties as required. This position ensures that personnel functions are established and followed, standardized and managed.

### EDUCATION & EXPERIENCE

Please note that equivalent combinations of education and experience will be considered. The ideal candidate will have:

- Grade 12 with successful completion of at least two years post secondary education in human resources management, business administration or adult education supplemented with course work or several years of experience in human resources areas or an equivalent combination of education/training and work experience, preferably in a First Nation environment.

### Knowledge and Skills

- Basic Human Resource management skills in the areas of recruitment, job descriptions and evaluations, performance management, benefits administration and policy administration.
- Knowledge of SFN history, culture, demographics, goals and aspirations
- Knowledge of SFN Human Resources policies and procedures
- Knowledge of Human Rights Legislation
- Knowledge of Federal Labour Code
- Good interpersonal skills
- Excellent written and oral communications skills
- Microsoft Office (Word, Excel, Outlook)
- Possess well developed oral and written communication skills
- Ability to maintain strict confidentiality

### Conditions of Employment:

- Oath of Confidentiality
- Oath of Intoxicants

**\*\* Candidates who do not possess the full required qualifications may be considered for appointment to the position in a Trainee capacity at an adjusted salary.**

**For additional information, please contact Tony Elwell, Director of Human Resources.**

**Please submit resumes to Val at the Reception**