

## EMPLOYMENT OPPORTUNITY INTERNAL / EXTERNAL POSTING

**Position:** Human Resources Manager

**Summary:** Reporting to the Chief Executive Officer, the **Human Resources Manager** is responsible for providing Human Resources support to the Matawa First Nations Management (MFNM) as a whole. The position will support the organization's strategic goals to help drive the design, planning and implementation of these programs and policies while ensuring compliance with all relevant government legislation.

**Qualifications / Requirements:** The incumbent must have accreditation and proficient knowledge in the following areas:

A diploma or degree in a Human Resources related field with a minimum 5 years successful demonstrated human resources experience, or an equivalent combination of education and experience. Extensive knowledge of *Labour Relations Act, Human Rights Legislation, Occupational Health and Safety Act, Employment Standards Act* and, other related legislation.

Other knowledge areas include, but are not limited to, the following:

- Understanding of issues and requirements related to information privacy and access, and confidentiality of an individual's personal information and records;
- Possession of, or working towards, CHRP designation would be an asset;
- Knowledge and understanding of the Ontario Provincial and First Nations Education systems;
- Knowledge of First Nation Governments, cultures and lifestyles

**Salary:** We offer competitive salary and benefits commensurate with education and work experience.

Please submit cover letter with resume and three employment references to:

Matawa First Nations Management

**RE: Human Resources Manager**

Mail: 233 Court Street South, Thunder Bay ON P7B 2X9

Email: [careers@matawa.on.ca](mailto:careers@matawa.on.ca)

Fax: (807) 344-2977

**Closing Date: Monday February 25, 2019 - 4:00pm EST**

*Full job description and required qualifications are available on our website: [www.matawa.on.ca](http://www.matawa.on.ca).*

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