

JOB OPPORTUNITY



Kwilmu'kw Maw-klusuaqn Negotiation Office

Mi'kmaq Rights Initiative

Our Rights. Our Future.

Human Resources Manager

About Us:

Kwilmu'kw Maw-klusuaqn Negotiation Office (KMK) has evolved and grown over the last 16 years. While our primary role is to support the Assembly of Nova Scotia Mi'kmaq Chiefs (Assembly) in the negotiation and consultation processes, the departments at KMKNO have certainly diversified over time.

About the Opportunity:

KMK is seeking an experienced Human Resource (HR) professional to join our dynamic team. The HR Manager will be responsible for providing information, advice and guidance on HR matters; and ensuring best practices are shared and implemented within the organization. They will be responsible for ensuring KMK is in compliance with applicable Occupational, Health and Safety, Employment Equity and Labour Standard legislation; employee relations; developing and coordinating the administration of plans, policies and procedures that relate to KMK personnel; planning, organizing and administering the activities and actions of all KMK HR matters – including but not limited to tracking employee annual leave, employee recruitment and retention, orientation of new personnel, managing employees benefits packages; and, contributing to the development of KMK's HR goals, objectives and systems. The HR Manager has access to sensitive information, and must ensure a high degree of confidentiality, integrity and loyalty and will report to the senior management team.

About You:

As the successful candidate you will have post-secondary education in human resources, management, business administration, or equivalent with several years in a fast-paced work environment.

You have:

- Capacity to work under pressure with attention to detail. Must be able to simultaneously address numerous tasks and priorities.
- Conflict management and dispute resolution skills.
- Ability to work as an HR Generalist, providing insight into all areas of Human Resources.
- Ability to plan, organize, develop, implement, and interpret goals, and objectives.
- Tact, diplomacy, and interpersonal skills.
- Superior communication skills, both written and oral.
- Decision making skills for problem identification and solution recommendation.
- High level of confidentiality

In addition to the above, you have demonstrated proficiency in office and administrative skills. You are also able to work under minimal supervision, carry out work within tight timelines and confer with colleagues internally and externally as required. Leadership

competencies required at this level of work are: excellent oral and written communication skills, conceptual thinking, initiative, partnering and relationship building, and ability to identify issues and implement creative and strategic solutions. Experience working with Mi'kmaq and/or Aboriginal communities and organizations is also preferred.

Other Considerations:

This is a full-time position with the salary to commensurate with knowledge and experience. A valid Nova Scotia Driver's License is essential, as travel will be required.

KMK hires on the basis of merit and is committed to employment equity. We encourage all qualified persons to apply; however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference policy of the Canadian Human Rights Commission.

Please forward resume and cover letter with two references to Crystal Dorey, via email at: cdorey@mikmaqrights.com or by fax: (902) 843-3882.

Deadline for applications: October 22, 2021 at 4:00pm AST

We thank all applicants for their interest, however, only those selected for an interview will be contacted.