



## EMPLOYMENT OPPORTUNITY

OPEN TO THE PUBLIC WITH PREFERENCE TO TH CITIZENS

### Human Resources Manager – Permanent

Department: Human Resources, Education & Training

Posting Date: December 23, 2019

Standard Hours Bi-Weekly: 75

Start date: Immediately

Salary: L9 S1 (\$89,724)

**Closing Date 4:00pm (PST): January 6, 2020**

Reporting to the Director, Human Resources, Education and Training, this position is responsible for managing TH government personnel requirements and for ensuring that employment practices are fairly and consistently applied. This position provides a range of human resources functions, including the recruitment of permanent, term, casual, recall and on-call employees; assisting with staff training and development, and staff relations. The position will also provide support and guidance to department directors, managers and supervisors relating to personnel issues. The incumbent is responsible for information processing and records management of the department, and will also assist in the development of policies, training plans, and career planning for employees and education training for citizens.

**If this opportunity interests you, please submit a cover letter & resume clearly demonstrating the qualifications below, as selection for further consideration will be based solely on the information you provide:**

#### Essential Qualifications:

- Post-secondary degree or diploma in Human Resource Management, Business Administration, Human Services or related field. An equivalent combination of education, training and experience may be considered;
- Experience and knowledge in human resource management principles and practices including staff relations, recruitment and selection, job analysis and evaluation, training and development, employment equity, and pay and benefits management;
- Experience in managing and supervising staff;
- Experience in managing a budget, drafting proposals and preparing reports;
- Demonstrated knowledge of TH's history, culture, demographics, goals and aspirations;
- Good knowledge of Labour Standards, including the Canada Labour Code, as well as the Federal and Yukon Human Rights Acts and related regulations;
- Strong understanding of Employee Performance Management;
- Strong computer skills including MS Outlook, Word & Excel (exp. using DB and PowerPoint, etc. would be an asset).

#### Assets:

- Good knowledge of TH Personnel policies and procedures;
- Experience in researching and analyzing information and data;
- Experience in developing and evaluating programs;
- Ability to plan and coordinate a variety of activities;
- Conflict management and dispute resolution abilities.

#### Conditions of Employment:

- Criminal Record Check.
- Attend General Assemblies, as requested by the supervisor.
- Ability to work a flexible work schedule when required.

**A detailed job description is available upon request.**

For more information, contact Human Resources

Phone: (867) 993-7100 – EX: 126 or 212 Fax: (867) 993-6553 Email: [hrjobs@trondek.ca](mailto:hrjobs@trondek.ca)

Mail: Tr'ondëk Hwëch'in Government, P.O. Box 599, Dawson City, Yukon, Y0B 1G0

Physical Location: 1242 Front Street, Dawson City, Yukon

**We thank all applicants, but only those selected for further consideration will be contacted.**

*"To work together, to speak with one voice and to serve Tr'ondëk Hwëch'in Citizens in the pursuit of a strong, healthy, and united future."*