



GABRIEL DUMONT INSTITUTE OF NATIVE STUDIES AND APPLIED RESEARCH

The Gabriel Dumont Institute of Native Studies and Applied Research invites applications for the following position:

HUMAN RESOURCES DIRECTOR

Overview: In operation since 1980, the Gabriel Dumont Institute provides cultural and academic programming to Saskatchewan Métis including upgrading, certificate, diploma, and degree programs, as well as labour market programs and information. Due to the rapid expansion of the Gabriel Dumont Institute over the past couple of years, the organization is recruiting a Human Resources Manager to administer the HR function. The Institute has approximately 100 employees in program delivery sites across Saskatchewan; the Gabriel Dumont Institute is a unique organization and the only one of its kind in Canada. Visit the Gabriel Dumont Institute website (www.gdins.org) to discover more about our organization.

Responsibilities: The Human Resources Manager will be responsible for the HR department of the Institute. You will lead a small team of three in all aspects of the HR function for the companies owned by the Institute. The Human Resources Manager will be responsible for the following: oversee the payroll functions of the organization; facilitate the Institute benefits programs; managing personnel matters including labour relations, contract management, recruitment and selection, and administration of the human resources function. Duties will be based around the following categories: HR budgeting and planning; collective agreement administration; contract interpretation; training and development; HR policies and procedures; Job Evaluation; creation of job descriptions; payroll and benefit administration; information dissemination; succession planning; and such other duties and responsibilities as are assigned by the Executive Director.

Qualifications: The ideal candidate will have a Bachelor's degree in a field related to personnel management and at least three years experience as an administrator in Human Resources; specialized training and skills in collective agreement administration and labour relations matters within a unionized environment; demonstrated leadership, communication, problem solving, management and organizational skills that maintain effective working relationships; a demonstrated ability to interact and work with diverse stakeholders including Métis groups, educational institutions, and government agencies; experience in working with Métis people; an understanding of Métis culture/issues; and an understanding of institutional development and how it relates to the practice of community based program development and delivery.

Starting Date: To be negotiated

Remuneration: A competitive salary and benefits package (Under Review)

Location: Saskatoon, Saskatchewan

Deadline for receipt of applications: March 14th, 2008

Please submit resume and the name of three references to:

Mr. Geordy McCaffrey, Executive Director
Gabriel Dumont Institute
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Saskatoon, Saskatchewan S7M 0R9
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The Gabriel Dumont Institute has permission from the Saskatchewan Human Rights Commission to hire affirmatively.