



Title:	Director General (DG)
Department:	Administration/Operations
Designation:	Senior management and Full-time
Probation period:	Six (6) months
Supervisor:	Council/Board
Salary:	Commensurate with academic qualifications & work experience

GENERAL ACCOUNTABILITY

The Director General is responsible for the overall direction and daily management of all MoCreebec Eeyoud Council/Board operations, its departments and its subsidiary corporations, in terms of services, projects and programs and that all services and programs are properly maintained and delivered. He/she is accountable to Council/Board and to the community members of MoCreebec Eeyoud at large.

DUTIES AND RESPONSIBILITIES

Planning and operational requirements

- Prepare and review an annual and multi-year work-plans for the MoCreebec Eeyoud Council/Board (MCEB)
- Oversee the overall direction and administration of the MCEB departments and its subsidiary corporations to ensure smooth running of operations (see appendix A)
- Recommend and implement the organization's strategic plans for growth and initiatives with each department and with each subsidiary corporation.
- Coordinate the efforts of all directors and with Chief and Council to develop their own short and long term objectives (ie. Annual work-plans, strategies and policies)
- Promote positive relations with all external actors, e.g., community members, the Cree Nation Government, the Provincial and Federal governments, other Cree communities and other Cree entities
- Set performance standards with appropriate policies to ensure efficient and smooth delivery of all services
- Direct, coordinate and administer all aspects of the organization's operations through the MECB Council/Board while ensuring all departments are complying with approved policies, procedures, and contractual obligations
- Participate and lead in policy development, implement approved strategies and take responsibility for the financial and operational results of all departments along with general oversight with subsidiary corporations



- Review proposals and recommend Council/Board capital and operational expenditures

Reporting Responsibilities

- Prepare financial studies and market analysis to assist MCEB in the formulation of the organization's strategic business plans
- Provide quarterly reports to MCEB and management regarding the status of MCEB services and, activities, as well as financial and human resource issues
- Assist departments and subsidiary corporations in completing annual Employee Performance Reviews

Management Responsibilities

- Directly supervise and lead employees with Council/Board and ensure effective operations of others within the team
- In conjunction with MCEB develop global objectives for the various departments and subsidiary corporations. Assist departments/subsidiaries in developing annual work-plans and ensure that performance is monitored and aligned with the overall team approach and with individual objectives
- Identify training needs in support of training and development for departments and staff
- Ensure the effective production of schedules so that sufficient staffing levels are maintained at all times, in order to effectively execute administrative responsibilities

Financial Responsibilities

- In collaboration with Director of Finance, assist in the preparatory work leading up to completing Audits for MCEB, departments and subsidiary corporations. Ensure all audits are done by July 30th of each ensuing year
- Oversee all other Director's reports for MCEB for their respective departments
- Ensure finance and department heads are aware of and are compliant with preapproved annual budget estimates
- Prepare and approve all preliminary and supplementary budgets
- Accountable for the organization's general financial health
- Assist departments/subsidiaries in procuring additional funding to implement supplementary programs related to their departments and subsidiaries

Administrative Responsibilities

- Attend Director of Operations and Finance Officer's meetings and communicate and/or attend board meetings of external Cree and non-Cree organization's in order to network and keep informed of additional funding sources
- Maintain constant communication and synergies between departments and subsidiary corporations
- Keep up-to-date with policies and changes to applicable laws (e.g. Labour law, Cree Governance law, Contracts and/or Contracts and/or Agreements etc.)
- Prepare for and attend MCEB meetings
- Chair and participate in the meetings of the management groups, committees



- Oversee the planning and organizing of Annual General Meetings (AGMs) for Council/Board and ensure subsidiary corporations carry out their own annual AGMs.
- Providing mentorship training
- Perform all other duties requested from MCEB from time to time

EMPLOYMENT REQUIREMENTS

Education and certification

- A university degree in public and/or business financial administration

Experience

- More than five years of relevant experience
- Experience in budget planning and in staff management

Languages

- Fluency in Cree is an asset
- Good oral and written skills in English
- Fluency in French is an asset

Knowledge and abilities

- Strong leadership skills
- Strong management, supervisory and coaching skills
- Strong judgment and problem solving skills
- Strong communication and interpersonal skills with a commitment to mediation and dispute resolution
- Ability to plan and implement change initiatives
- Strong organizational skills, and the ability to coordinate multiple tasks
- Good knowledge of computers and Microsoft Office products

Other requirements

- Provide three names for references purposes on past work-related history and character check
- CPIC (criminal police investigation check)
- Credit Rating Check

WORKING ENVIRONMENT

The Director General (DG) works from an office at the MCEB Administration building and is responsible for working from 9:00 am to 5:00 pm with one hour for lunch, 15 minute breaks in the am and pm. In addition, because of the nature of work, travel may be required at times to attend meetings out of the community and attendance may be required at odd hours to deal with staff related issues and Council meetings.