



SAIK'UZ FIRST NATION

GENERAL MANAGER

Supervisor: Chief & Council

Term: Full-time, Permanent

Job Summary

The General Manager is the sole employee of Chief & Council and is responsible for translating their vision and direction into effective action through oversight of Saik'uz First Nation (SFN) staff and operations. This leadership role ensures all programs, services, and administration align with Council's goals and community values. The General Manager leads governance, strategic planning, financial and human resource management, intergovernmental relations, and ensures strong communication across leadership, departments, and community members.

Duties & Responsibilities

Policy & Compliance

- Ensure staff compliance with SFN policies and procedures
- Develop, implement, and update policies in line with legal and governance requirements
- Interpret and apply legislation and agreements (e.g., Labour Code, Indian Act, contribution agreements)
- Monitor legal risks and maintain compliance with evolving standards

Financial Management

- Oversee financial resources and funding agreements across all departments
- Authorize expenditures and maintain internal controls
- Develop and manage annual and project budgets aligned with SFN priorities
- Secure funding and fulfill financial reporting obligations
- Present financial updates, including risks and recommended actions

Staff Leadership

- Supervise department heads and ensure consistent team oversight
- Approve hiring, discipline, and termination decisions
- Support HR in employee relations, grievances, and development
- Monitor operations and contribute to succession planning
- Draft correspondence and sign off on personnel documents
- Provide leadership coverage during absences and respond to urgent matters

Government & External Relations

- Manage relationships with local, provincial, and federal governments
- Develop and maintain agreements with funding bodies and service partners
- Represent SFN interests in areas such as education, capital, and social services

Community Engagement

- Foster an open, service-oriented relationship between the SFN administration, members, and community
- Engage the community through consistent, transparent updates and meaningful dialogue
- Attend and support community functions and meetings

Strategic & Community Planning

- Collaborate with Chief & Council on strategic and operational plans
- Ensure tools and policies are in place to support effective administration
- Lead development of community plans, from input gathering to Council-approved implementation
- Advise on emerging opportunities, risks, and priorities
- Monitor performance and provide regular updates to Chief & Council
- Offer support across departments and contribute to economic development strategies

Crisis & Organizational Response

- Maintain readiness and leadership protocols for emergencies and crisis events
- Provide direction and referrals during critical incidents
- Remain on call to support urgent community matters

Capital & Infrastructure Oversight

- Oversee management and maintenance of infrastructure, assets, and systems (e.g., roads, facilities, equipment)
- Provide support across departments when needed and offer input on economic development initiatives

Qualifications & Skills

- Bachelor's degree in business or public administration, or equivalent
- 3–5 years of senior operations management experience
- Proven ability to lead and motivate teams toward shared goals
- Skilled in communication, decision-making, policy development, and reporting
- Experience managing large budgets and funding agreements
- High ethical standards and commitment to confidentiality
- Culturally sensitive and respectful of First Nations protocols and values
- Proficient in Microsoft Office/365, Teams, and Adagio
- Valid BC driver's licence, clear driver abstract, and access to a reliable vehicle
- Clear Criminal Record Check, including vulnerable sector screening
- Experience working with First Nations organizations is an asset

Salary & Benefits

Wage: \$53.00–\$58.00 per hour

Benefits: Medical, dental, and pension plan; annual vacation, cultural, and sick days

To apply, submit a copy of your resume to the Band Office or via email at resume@saikuz.com. If submitting via email, include the position title in the subject line. *Preference will be given to qualified Indigenous applicants as per Section 41 of the Human Rights Code.*

Mussi for your interest. Only applicants selected for interview will be contacted.