



EMPLOYMENT OPPORTUNITY

Assembly of First Nations

Chief Operating Officer

**Refer to competition number 10-07-005
Indeterminate Position - Internal/External**

Description:

The Chief Operating Officer (COO) is a new, high profile position within the Assembly of First Nations (AFN), created to ensure that the AFN's internal operations are actively managed and facilitate the drive towards our vision and strategic priorities. Reporting to the Chief Executive Officer (CEO), the COO will play a key role in defining, executing and monitoring the organization's strategy. The COO will provide leadership to all of the internal service functions and operations of the AFN, ensuring that the organization is managed in a manner that supports and enhances our ability to provide a distinctive experience to our First Nation communities and stakeholders.

The COO will be an important adviser to the AFN on strategic and operational policy and will take primary responsibility for instigating significant change management initiatives, ensuring that appropriate governance, project management, project implementation and business outcomes are achieved. The role will involve regular interaction with senior management, as well as the requirement to build and maintain effective relationships within the AFN's network.

In summary, this is a challenging and professionally rewarding career opportunity that will require the successful candidate to demonstrate their strategic, operational and business management skills to the fullest, in the context of a rapidly changing business environment. There could not be a more exciting time to join the Assembly of First Nations.

Who Can Apply:

Candidates must possess a post secondary degree in Business Administration (MBA), Accounting (CA, CGA, CMA); or equivalent combination of education and experience.

Candidates must have at least 10 years business management experience in a senior level position, with a minimum of several years management experience with an Aboriginal organization; minimum 5 years experience working in a non-profit organization with government finances and funding; experience of active participation in corporate decision making as a member of senior management, providing clear, balanced advice on a range of strategic and complex management issues; a demonstrable track record of effective business management across a range of operational functions including: Finance; IT; Human Capital, and Facilities; experience developing and implementing strategy within a complex, changing landscape; experience driving organizational development within a diverse organization.

Salary Range:

Commensurate with experience and education (with limits of the salary grid).

Personal Characteristics:

The COO must have the capacity and drive to provide practical as well as visionary leadership, be capable of motivating a diverse team in a dynamic environment, and possess the necessary gravitas and authority that will quickly earn the respect of peers. Strong analytical and problem – solving skills, an ability to thrive in a complex multi-disciplinary environment, will also be required, as well as a strong orientation toward operational delivery and commitment to service excellence. Strong interpersonal abilities, outstanding communications skills, a tactful and conciliatory working manner, as well as a work ethic and style that are consistent with the AFN's values, will all be pre-requisites for this appointment. English is the working language; however the ability to work in both official languages (English/French) is an asset. Where all other skills and experience are equal, preference will be given to candidates of First Nations ancestry.



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Location: Ottawa, Ontario

Closing Date: August 13, 2010 at 5:00 p.m. EST

Interested individuals may submit a covering letter and resume in confidence to:

Assembly of First Nations, Human Resources
473 Albert, 8th Floor
Ottawa, Ontario K1R 5B4
FAX: (613) 241-8467
Email: humanresources1@afn.ca

No applications will be accepted beyond the closing deadline. Interviews will be held in Ottawa.
Only those applications selected for an interview will be contacted.