



## Sioux Valley Dakota Nation Employment Opportunity **Human Resources Director**

**Office Location:** Sioux Valley Self-Governance Building  
Full-time, Permanent

**POSITION SUMMARY:** The Human Resource Director is responsible for the management of all Human Resources functions for the SVDN government, working under the direct Supervision of the Chief & Council.

### **DUTIES INCLUDE:**

- Developing and maintaining records for employee training with documentation of all training that staff receive
- Work in conjunction with Program Managers to ensure that employees requiring training receive
- training in a cost effective and efficient manner
- Assisting employees interested in advancement to develop timelines and cross training to achieve their goals
- Responsible for assessing staffing requirements for SVDN in conjunction with Program Managers
- Handle and maintain all personnel issues at various levels
- Generate recommendations for staff and Program Managers
- Approval of all personnel forms, including new hire, leave, termination and all other forms required
- Supervise Human Resources Administrative Assistant and co-supervise Payroll Officer
- Assisting Managers with interviewing potential staff and making recommendations to Chief and Council
- Making recommendations for changes required for the SVDN Human Resource policy
- Ensuring all disciplinary actions is in concurrence with current labour law and employment
- standards as well as the SVDN Administration Policy
- Other duties as assigned

### **QUALIFICATIONS:**

- Academic requirement in Post Secondary Education with specialization in Human Resources
- CPHR designation preferred or actively working towards
- 5+ years related work experience
- Proficient with Microsoft Office Suite 2017
- Outstanding knowledge and understanding of applicable laws and regulations
- Excellent verbal and written communication skills
- Ability to work with minimal supervision and as part of a team
- Valid Manitoba driver's license, reliable vehicle
- Submit a recent criminal record check with application
- Submit 3 written references with application

**Competition Number: 202571**

*Submit Cover letter and Resume indicating Competition Number*

Human Resources Department

Sioux Valley Dakota Nation,

P.O. Box 38, Griswold, Manitoba R0M 0S0

Phone: 204-855-2761 Fax: 204-855-2131

E-mail: [hrapapplications@svdngovernance.com](mailto:hrapapplications@svdngovernance.com)

This opportunity is open to all applicants; however, preference will be given first to citizens of Sioux Valley Dakota Oyate. We thank all those who apply, but only those selected for an interview will be contacted. For full job description, please email [hrapapplication@svdngovernance.com](mailto:hrapapplication@svdngovernance.com) to request a copy.