



Competition No.: **2023-094**
Position: **Project Liaison (Federal Capital Funds- 2 year term)**
Salary: **F13 \$61,878.82-\$74,262.58**
Location: **Brokenhead SECFS Office**
Closing Date: **Open Until Filled**
How to apply: **Email: hr@secfs.ca Fax: 204-594-0499**

The Project Liaison - Federal Capital Funds will be responsible for the coordination and oversight of five (5) projects under the Indigenous Services Capital Funds Program for Bloodvein First Nation, Hollow Water First Nation, Little Grand Rapids First Nation, Pauingassi First Nation, and Poplar River First Nation.

RESPONSIBILITIES:

- Liaison between Southeast Child and Family Services, finance, community staff, the Chiefs and Councils for the five (5) communities and the Federal Capital projects team
- Liaise construction projects from start to finish according to schedule, specifications and budget
- Review construction project budget estimates with project team
- Review construction schedules and milestones and monitor progress against established schedules
- Submit progress reports and progress schedules to funders
- Provide input of the purchase of building materials and land acquisitions
- Reviewing the budget and costs for each project
- Report and consult with Indigenous Services Canada (ISC)
- Use sound judgement to address unusual or problematic situations, ensuring solutions meet the objectives and requirements of the project and Agency expectations
- Collaborates with other staff on location, agency needs and other matters
- Other duties as assigned by the Community Operational Manager

QUALIFICATIONS:

- A university degree or diploma in engineering, architecture, construction management, Bachelor of Commerce or an equivalent academic experience
- Minimum five or more years of experience in the construction industry
- Thorough knowledge of all aspects of construction: lean, quality, earned value, technology, equipment, materials, negotiation, estimating, scheduling, safety, design, and management
- Superior communication and interpersonal skills
- Demonstrated record of success on projects and budget oversight/financial management
- Strong leadership and management skills with effective decision-making capabilities
- Demonstrated ability to work respectfully with First Nations communities and organizations
- Proficiency with Microsoft Office (i.e., Word, Excel, and Outlook)
- A valid driver's license and access to a reliable vehicle
- Regular to travel to the five (5) Community sites
- Satisfactory Criminal Record; Child and Adult Abuse Registry; and Prior Contact Check

Preference will be given to Southeast members and Indigenous candidates (First Nations, Métis, or Inuit) meeting the position requirements. **All Indigenous applicants are asked to self-declare within their cover letter.** We thank all applicants; however, only those candidates selected for an interview will be contacted.

We offer competitive wages and an exceptional benefits package.

**Berens River First Nation - Black River First Nation - Bloodvein First Nation – Brokenhead Ojibway Nation
Hollow Water First Nation - Little Grand Rapids First Nation - Pauingassi First Nation - Poplar River First Nation**