



Project Manager

This process will be used to establish a pool of candidates to fill multiple positions that will be required on an ongoing basis, including the Project Manager. Posting will close February 18, 2020 but may be extended if not all positions are filled.



The Aboriginal Firefighters Association of Canada (AFAC) was founded in 1991, and is a united body of regional Indigenous emergency and fire service organizations across Canada. The mandate is to represent the interests of regional associations at the national level, assist in the exchange of information between associations, support the implementation of services, and promote national standards in fire prevention, education, and suppression within Indigenous communities across Canada.

Currently, AFAC is looking to fill the position of Project Manager for the Indigenous Fire Marshal Office Project. This position will report directly to the AFAC Board of Directors and work closely with the AFAC Director of Administration to meet funding and reporting requirements.

Please note that this position is remote and can be based anywhere in Canada. Occasional overnight travel may be required to attend business meetings and relevant external agencies.

Main responsibilities include:

- > Performing overall project management duties including project planning, completing cascading workplans, management of project resources, quality control, risk management, project reporting and facilitation of project deliverables within the budget scope and project timelines.
- > Regularly presenting the AFAC Board of Directors with reporting of project milestones, reporting, risk management and project change management.
- > Facilitating the corporate development by holding responsibility for physical assets, corporate policy development, relevant labour requirements, occupational health and safety, capital acquisition and participation in the development of new legislation to support a new legal entity.
- > Liaising with Indigenous Services Canada partner expert in developing required federal processes.
- > Maintaining co-management duties with the Director of Administration to meet all federal funding and reporting responsibilities.

Core required competencies:

- > Extensive experience managing successful complex and multi-dimensional projects.
- > Demonstrated leadership experience at senior levels within a publicly funded organization.
- > Exceptional ability to establish and maintain productive working relationships with a diverse stakeholder base.
- > A clear ability to develop tactics and programs that drive business goals and team performance.
- > Self-motivated, productive, and efficient.



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Minimum education, certification, & experience:

- > At least five (5) years of demonstrated achievements in a senior project management role in the area of executive administration, financial, human resources, or facility management, or at least five (5) years of demonstrated achievements in a corporate management role within the public sector, preferably public safety.
- > Bachelor's Degree in business administration, Commerce, Project Management or designation in a related corporate management field.
- > Demonstrated experience in organizational behaviour, change management, transformation or project management.
- > Demonstrated experience developing and managing detailed project plans that cascade into specific work plans and include associated deliverables.

Preferred qualifications:

- > Bilingual English and French.
- > Of Indigenous Heritage.

Contracts considerations:

- > Secondment arrangements may be considered.
- > Compensation will be based on experience and expertise.
- > Term can be negotiated up to two years.

Closing date:

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How to apply:

Please respond with any questions. Applications must include resume and can be submitted by email to jana@tullochconsulting.ca

AFAC is an equal opportunity employer and encourages applications from all qualified individuals.