



**JOB POSTING  
LANDS OFFICER  
FULL-TIME INDEFINITE HIRE  
OFFICE OF VITAL STATISTICS  
DEPARTMENT OF EXECUTIVE SERVICES**

**SALARY LEVEL: CL10 ST 3 \$42,431.27**

**DEADLINE TO APPLY: AUGUST 8, 2023, BY 4:00PM**

**SUMMARY OF RESPONSIBILITIES:**

Under the direction of the Program Manager, the incumbent assists in maintaining the integrity of Lands Files under the jurisdiction of the Mohawk Council of Akwesasne and in accordance with both Indigenous Services Canada and Mohawk Council of Akwesasne Lands & Estates Policy and Procedures.

**QUALIFICATIONS:**

- Two year Post Secondary diploma in Business or Office Administration and one year experience in a related field

OR

- One year Office Administration, Pre-Business or Administrative Assistant Certificate and two (2) years' experience in an office setting.

All interested applicants **MUST** submit all of the following documents:

1. a cover letter,
2. resume,
3. copies of all relevant certificates/diplomas,
4. status card (if applicable) and
5. three references submitted on Consent to Release Reference Check form, which can be found on the Akwesasne.ca website under Employment.

Applicants must clearly outline that they meet the qualification requirements on their resume. Native preference in hiring. A criminal record check is mandatory before start of employment. As a requirement of employment, all applicants must have a Canadian Social Insurance number. An eligibility list will be created for one year. We thank all applicants for their interest, however, only qualified candidates invited for an interview will be contacted. MCA reserves the right to retract, postpone, or revise employment opportunities at any time.

**Submit application packages using one of the following methods (email preferred):**

**E-mail: [jobs@akwesasne.ca](mailto:jobs@akwesasne.ca)**

**Mail: MCA Staffing Officer, PO Box 90, Akwesasne, Quebec H0M 1A0**

**Drop Off: 10 Akwesasne St, Administration Building #3, Akwesasne, Quebec H0M 1A0**