

**JOB POSTING
POLICY WRITER
FINANCE
FULL TIME TERM POSITION
DEPARTMENT OF FINANCE & ADMINISTRATION**

PAY LEVEL: SP08 ST2 \$48,604.84

SUMMARY OF RESPONSIBILITIES:

Working under the direction of the Director of Finance & Administration, the incumbent will be responsible for mainstreaming the activities involved with developing and updating policies and procedural manuals for the entire organization. To ensure that materials created are drafted in compliance with applicable industry standards, best practices and regulatory requirements. The Policy Writer will be tasked with reviewing current materials to ensure they remain compliant and up to date, and provide support to other key units within the organization. These manuals/policies are intended to be guidebooks that ensure departments function in a cohesive and similar manner.

QUALIFICATIONS:

- University degree in Public Administration, Business Administration, HR Management or related discipline with (2) two years' relevant work experience; **OR**
- Two (2) year college diploma in public administration, business, HR or related discipline with five (5) years of relevant work experience;

All interest applicants must submit a letter of interest, resume, and copies of all certificates/diplomas along with three references submitted on a Reference Check Release form, which can be found on the Akwesasne.ca website under Employment. Applications should be **emailed no later than 5:00 p.m., Thursday, October 17, 2020 to;**

**Michelle Ransom, A/HR Staffing Officer
Administration Building # 1
Akwesasne, Quebec
H0M 1A0
(613) 575-2250, ext. 2147
E-mail: jobs@akwesasne.ca**

- Applicants must clearly outline that they meet the qualification requirements on their resume.
- Native preference in hiring.
- As a requirement of employment all applicants must have a Canadian Social Insurance Number.
- Before the start of employment, a criminal record check is mandatory.
- An eligibility list will be created for one year.
- **Only those selected for further screening or an interview will be contacted.**