

ONEIDA NATION OF THE THAMES



ADMINISTRATION OFFICE
2212 ELM AVENUE, RR #2
SOUTHWOLD, ONTARIO
N0L 2G0



TELEPHONE: (519) 652-3244

FAX: (519) 652-9287

JOB POSTING

Department: Political Office
Position: Policy Analyst
Hours: 35 hours per week

Term: Permanent, Full-time
Salary range: To be determined

Posting Date: January 31, 2019

Closing Date: February 20, 2019 @ 4:30 pm

RECEIVED

FEB 01 2019

NOTE: Applicants are encouraged to obtain a full job description, which lists all qualifications and skills for the position, by contacting the Human Resource Department @ (519) 652-3244.

QUALIFICATIONS:

1. High school Diploma or equivalent: **required**
2. College and/or University degree/certificate in Political Science and 3-5 years' experience working in political intergovernmental affairs; **OR**
3. 10 years' experience working in political intergovernmental affairs;
4. Knowledge of Legislation as per intergovernmental affairs (i.e. Family Law, Liberal Red Book, 65 Welfare Agreement, etc.); **PREFERRED**

CONDITIONS OF EMPLOYMENT:

The successful applicant will provide a recent (within 1yr) CPIC-vulnerable screening, at own expense, before starting employment.

Copy of all applicable educational qualifications (certificates, diplomas, degrees).

MANDATORY DOCUMENTATION WITH APPLICATION

1. Cover letter, resume, three (3) current Supervisor work related references (**include names & telephone number only**);
2. Valid Ontario Driver's License, access to reliable, insured vehicle.

Interested applicants please submit documentation to:

Oneida Nation of the Thames
Human Resource Department
2212 Elm Avenue, Southwold ON N0L 2G0

Or

Fax: (519)652-2930 or (519) 652-9287

- All applications will be screened according to the above qualifications, including a full and complete application as requested; (**Only those selected for interview will be contacted**).
- A registered member of a First Nation as per Section 16 (1) of the Human Rights Act, is preferred.
- Where non-Aboriginal employees have accepted, as a term of their employment, that they may be displaced in preference to an Aboriginal candidate, the Oneida Nation of the Thames must still treat the non-Aboriginal employee in a fair and reasonable manner, by for example, ensuring that adequate notice of termination is given. It is not acceptable to dismiss a permanent employee in favor of an Aboriginal employee if no preferential policy or practice was in place at the time of the permanent hiring.
- If contacted regarding this competition, please advise the interviewer of accommodation measures you may require during our selection process. Information received relating to accommodation needs of applicants will be addressed confidentially.

“People of the Standing Stone”