



**Xeni Gwet'in First Nations Government**  
PO Box 98, 3052 Nemiah Valley Rd  
Nemiah Valley BC, V0L 1X0

## **Job Opportunity**

### **Xeni Gwet'in Enterprise Manager**

**Posting Date: May 11, 2020 Extended**

#### **X.G.F.N.G.**

Nemiah Valley is located approximately 200km south west of Williams Lake, BC. Xeni Gwet'in Enterprise (XGE), is a proprietorship of the Xeni Gwet'in First Nations Government (XGFNG), was originally established to manage infrastructure assets and construct new Capital Projects for the XGFNG. We now own and operate and maintain a fleet of heavy-duty construction equipment. We maintain 100km of public highway (gravel) and contract to private and government interest. We operate the First Nations Gas Station and Laundry Facilities. Most recently we have been involved in research and development projects involving alternate energy methods for developing electrical power for this off grid community.

#### **Expectations**

Under the direction of the Chief and Council of the Xeni Gwet'in First Nations, the manager:

- *supervises the maintenance and repair of the community water and waste water facilities;*
- *supervises the operations of the First Nations Gas Station and Laundromat*
- *supervises the maintenance and repairs of the community roads and bridges;*
- *supervises the maintenance and repairs of the community electrical supply and distribution system*
- *supervises the maintenance of several Solar Hybrid electrical system installed on individual homes;*
- *supervise the maintenance of the Community Broadband Internet;*
- *supervises the maintenance and operation of the Enterprise's construction machinery;*
- *manages miscellaneous construction and maintenance contracts;*
- *pursues the design and development of alternate electrical energy sources for the Xeni Gwet'in Community;*
- *assumes the position of Capital Projects manager on behalf of the XGFNG*



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- *supervises the administration of the XGE accounts in liaison with XGE bookkeeper;*
- *adhere to Xeni Gwet'in Enterprise Policy and direction of Chief and Council*

**Conditions of Employment**

- a) Full time positions, 8am-5pm, Monday through Thursday; and as required
- b) Salary: commensurate upon qualifications and experience;
- c) Benefit package available;
- d) Housing to be negotiated.

**Qualifications**

- Project Managements, proposal writing and Reporting
- Vehicle and Driver License
- The candidate should have the equivalent of a diploma in Engineering technology with a strong administrative background;
- Experience in working with Aboriginal Affairs Northern Development Canada (AANDC) capital programs and with First Nation community is a must;
- The desire to live in a remote off-grid community is essential;
- Good English communication; oral or written skills
- The ability to take a leadership role in the administration of duties including the supervision of employees;
- Computer skills; word, excel and powerpoint minimum;

**To Apply:**

**Submit a cover letter, resume and all applicable certificates/documents to:**

Xeni Gwet'in First Nations Government  
3052 Nemiah Valley, BC  
P.O. Box 98  
Nemiah Valley, BC  
V0L 1X0



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Or hand in to the Xeni Gwet'in First Nations Office, fax 250-394-7043 or email [d\\_setah@hotmail.com](mailto:d_setah@hotmail.com) or [xenimanager@gmail.com](mailto:xenimanager@gmail.com)

**Application must be received by 4:30PM on June 9, 2020**

**Interview Date: June 11, 2020**

**Hiring Date: June 15, 2020**

**Job Interview**

Only “short listed” Candidates will be contacted and interviewed for this position. The date and time of this interview will be coordinated sometime after the application closing date.

If you require further information regarding this job please contact Councillor David Setah or First Nations Admin Dalton Baptiste at the office (250)394-7023.

**Thank you!**