



Policy Analyst

Under the *Powley Initiative*, the Métis Nation – Saskatchewan (MN-S) is seeking a strong team player, of Métis ancestry, committed to quality service to carry out objectives of the MN-S Citizenship Registry and to provide a range of service as the *Policy Analyst*. This position reports to the Registry Director and is based at the MN-S office in Saskatoon, SK.

Qualifications:

Bachelor Degree or Diploma in Social Science, Business Administration, or related discipline preferred. An equivalent combination of education and work experience will be considered.

The skills necessary for this position are:

- 1) Quality research, comprehension, verbal and writing skills, including proficiency in online research, and use of word processing programs.
- 2) Must be familiar with the structure of the Métis Nation – Saskatchewan.
- 3) Must have effective communications skills.
- 4) Must have effective time management skills.
- 5) Must have the ability to work positively, diligently and cooperatively in an intense work environment.
- 6) Should have effective problem-solving skills.
- 7) Must have the ability to work within a team environment.
- 8) Travel may be required.

Responsibilities

- 1) Develop and implement Citizenship/Harvesting strategies, plans and policies.
 - a. Recommend overall strategies and methods for Citizenship/Harvesting.
 - b. Develop departmental mission statements and advise on matters of Citizenship/Harvesting policy.
 - c. Draft administrative and operational plans and policies.

Salary for the Policy Analyst starting at \$58,300 yearly.

We thank all applicants for their interest, but wish to advise that only those selected for an interview will be contacted.

Preference will be given to a Métis candidate

The Métis Nation – Saskatchewan reserves the right to hire under an exemption from the Human Rights Commission

Please submit your resume and cover letter along with a minimum of three references **no later than 5:00 pm February 10, 2012 to:**

Human Resources Committee
Métis Nation – Saskatchewan
406 Jessop Ave
Saskatoon, SK S7N 2S5
Via Fax: 306-343-0171
E-mail hr@mn-s.ca