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Grand Council of the Crees (Eeyou Istchee)
Grand Conseil des Cris (Eeyou Istchee)

Aאל חעאיירטל Cree Nation Government Gouvernement de la Nation Crie

## **Job Posting**

## **Career Opportunity: Mining Restoration Project Administrator**

**Department:** Environment and Remedial Works **Salary Grade 4**: (Min. \$46,031.00 – Max. \$69,047.00) Location: To Be Determined Status: Permanent

## **Core Functions:**

The Project Administrator shall plan and manage operations stemming from the Agreement Related to the Abandoned Mining Exploration Sites Cleanup in the Eeyou Istchee James Bay Territory. As stipulated in the Agreement, the overall clean-up project will be under the guidance of the Steering Committee. To further ensure that the Steering Committee fulfills its mandate, the Coordinator will submit for approval an annual activity report and revised General Action Plan to ensure that all activities follow the Environmental Quality Act (CQLR, c. Q-2) Sections 5, 22 and 28 of the James Bay Northern Quebec Agreement.

## **Functional Responsibilities:**

- The Project Administrator will be responsible for developing overseeing and revising of a General Action Plan (GAP) that will comprise of a complete inventory of all sites requiring clean-up, including geographical coordinates, trapline designation, names of tallymen, available photos and descriptions of contamination present.
- The GAP will also include a prioritization study on the basis of risk, accessibility and cost estimates that will be used by the Steering Committee for the purposes of *Agreement* implementation.
- Work in collaboration with the Ministère de l'Environnement et de la Lutte contre les changements climatiques (MELCC) and other organizations to ensure all required activities have the necessary permits and certificates of authorizations.
- Arrange and oversee the shipment and appropriate disposal of all waste materials in compliance with MELCC requirements.

## Interaction/Communication Responsibilities:

- Ensure communication with all regional and local governments regarding planned clean-up activities.
- Coordinate with all tallymen and land users whose traplines will be affected by the clean-up activities, ensuring their guidance and direct involvement in planned works.
- Represent the department and the Cree Nation Government and the Eeyou Istchee Baie James Regional Government working with any outside environmental organizations, agencies or consultants.

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## **Reporting Responsibilities:**

- Provide regular reports to the Cree Nation Government, Eeyou Baie James Regional Government, the Steering Committee as well as the Director in relation to the fulfillment of the GAP.
- Ensure that regular reports are provided to communities regarding planned clean-up activities.

## **Education**

• College Degree in the Environment or Administration sector.

## **Experience**

- Three to five years of relevant work experience.
- Demonstrated experience of project management and working with indigenous communities.

#### Language

- Fluency in English and French
- Fluency in verbal Cree is an asset

## **Knowledge and Abilities**

- Proven success in maintaining strong communications, including the ability to facilitate effectively
- Strong organizational skills and ability to coordinate multiple projects
- Demonstrated ability to work under significant pressure and to adapt to a changing environment and the ability to demonstrate excellent cartography skills

The Cree Nation Government may, at its discretion, waive any or all of the aforementioned requirements if a suitable candidate who is a JBNQA beneficiary accepts to follow a training plan determined by the Cree Nation Government as a condition of employment.

## **Application Period**

From June 25, 2019 to July 17, 2019

## Application

Your application must be sent by email or fax with the competition number: ERWD-190601-1

Valerie Mianscum Recruitment Officer Email: <u>hr@cngov.ca</u> Tel.: 819-673-2600 Fax: 819-673-2606