Keewatin Tribal Council

23 Nickel Road Thompson, Manitoba R8N 0Y4
Ph.: 204-677-2341 Fax: 204-677-0256
Toll Free: 1-800-665-6212 www.ktc.ca

Job Title: Housing Analyst

Office Location: Thompson, Manitoba

Employment Type: Full-time Term, to June 2019

Description: The Keewatin Tribal Council, Technical Services Department is seeking a skilled and motivated professional to conduct research and analysis, analyze policies, provide technical advice and recommendations, develop reports, and other written material related to housing & infrastructure in First Nations.

Responsibilities include:

- Research of housing policy's for all 11 KTC communities pertaining to their needs
- Developing strategy and support mechanisms related to the housing requirements for KTC regions
- Developing First Nation Housing policies related to the communities with research outcomes
- Deliver various CMHC housing programs such as RRAP, Section 95, etc., by preparing all necessary documentation/packages and reports as required
- To liaise with Canada Mortgage and Housing Corporation to secure funding for:
  - (a) administration and operations of KTC's communities
  - (b) the refurbishment project of KTC's communities
- To assist KTC's communities with the selection committees to interview and select suitable applicants for homes
- To prepare statistics and correspondence as required
- prepares tenders, recommend construction firms, and oversee all new project constructions or capital renovation work

Qualifications:

- A degree, diploma or certificate in accounting or a Business Management course would be an asset.
- Experience in the field of management
- Must be able to have understanding of the mechanical functions of a house
- Should have strong public relations skills

- Ability to communicate effectively and efficiently, both orally and in writing
- Should have good commun8ications and organizational skills
- Excellent working computer knowledge of word and excel
- Ability to work as a team member in a demanding environment and/or independently under minimal supervision
- Ability to learn and interpret National Building Code (NBC) of Canada, National Plumbing Code (NPC) of Canada and other regulatory instruments
- Own vehicle and a valid Manitoba Driver's license would be an asset

A written application with detailed resume should be submitted to:

Lisa Beardy, Office Manager
Keewatin Tribal Council, 23 Nickel Road
Thompson, MB R8N 0Y4
Email: lbeardy@ktc.ca Fax: (204) 677-0256

Applications will be accepted until 4:00 p.m. Friday November 2, 2018. We wish to thank those that apply for this position but only those selected for an interview will be contacted