



The Joint Secretariat (JS) was established in 1986 to provide a coordinated delivery mechanism for administrative and technical support for the activities of the renewable resource

management committees and Inuvialuit Game Council, which were established under the Inuvialuit Final Agreement (IFA). These organizations address the management of fish and wildlife resources and the protection of the environment and Inuvialuit rights within the Inuvialuit Settlement Region (ISR).

## Executive Director

The Executive Director is the senior administrative staff person within the organization and is accountable to the Board of Directors. This position has dual roles of supporting the management of overall governance and leading the day to day operations of the Joint Secretariat. The Executive Director provides expert resources to the Board, Committee Chairs, and staff on the requirements of the IFA and the environmental requirements and regulatory framework in the ISR.

### Qualifications:

- An undergraduate degree in either Business Administration, Public Administration, Environmental Science or Resource Management.
- In addition to an undergraduate degree, a master's degree based in Public Administration, First Nation governance or Business Administration will be preferred.
- A minimum of 10 years' progressive experience, with 3 years in a senior leadership position, working in complex and changing work environments.
- Experience reporting to and addressing the needs of a Board of Directors and understanding the dual roles of team leadership and Board management.
- Experience working in the area of policy development and policy implementation.
- The ideal candidate will have previous experience working within an Indigenous organization and understand the nuances of land claim agreements.

For more information about the Joint Secretariat, visit their website at [www.jointsecretariat.ca](http://www.jointsecretariat.ca).



**Aplin**

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