



Manitoba Metis Federation
GOVERNANCE POLICY ANALYST
January 17, 2020
Posting #20-011-00

The Manitoba Metis Federation (MMF) is the official democratic and self-governing political representative for the Métis Nation's Manitoba Métis Community. The Manitoba Métis are Canada's Negotiating Partner in Confederation and the Founders of the Province of Manitoba.

The Manitoba Metis Federation seeks to hire one full-time **Governance Policy Analyst** position located in **Winnipeg, MB**. The Governance Policy Analyst will focus on areas such as gap identification, compliance testing, policy development, strategic planning and process analyses.

Job Duties/Competencies:

- Research and develop policies and processes for the Manitoba Metis Federation;
- Provide recommendations based on extensive research and analysis on a broad range of Metis Rights issues and present information and data for review;
- Develop and provide recommendations for service provisions and work processes that follow MMF standards, performing risk audits, and ensure new policies align with applicable regulations;
- Engage in ongoing research and strategic planning on an inter-departmental and cross-sectional basis to help advance Metis-specific objectives;
- Design and evaluate various components for programs and services provided;
- Develop analytical framework, benchmarks, metrics and logic schemes;
- Prepare budgets, cost-analysis and comparative financial information;
- Draft and edit a variety of documents such as bylaws, public notices, funding proposals, reports, briefing notes, correspondence, etc.;
- Facilitate the flow of information to Committees and Boards which includes Subject Briefs to the Minister responsible;
- Assist with the process of outcomes which may include action lists, bylaws, policies, information requests, etc.;
- Coordinate, maintain and track existing or new bylaws, monitor approvals, as well as respond efficiently and professionally to the needs of internal and external partners;

Skills and Qualifications:

- Bachelor's degree in Political Science, Business Administration, Economics, or other Social Sciences. Master's degree in relevant discipline is an asset. A combination of education and experience will be considered;
- Minimum two to three years of experience in a similar position;
- Comprehensive understanding of policy and governance;
- Experience with NGOs, government or government agencies or business/corporate entities;
- Knowledge and understanding of Metis culture and heritage including socio-economic issues affecting Metis people;
- Excellent communication skills with strong attention to detail, editing and proofreading capabilities;
- Ability to translate research findings into plain language;
- Well-developed ability to conceptualize, research, organize and implement specific projects;
- Excellent time management skills, ability to prioritize, multitask and organize work effectively to meet strict deadlines;
- Strong work ethics, reliability, integrity, and good interpersonal skills;
- Must be willing to work to maximize collaboration, information exchange, as well as efficiency;
- Knowledge of Metis culture, MMF programs and services is an asset;
- Valid Manitoba Driver's License with access to a reliable vehicle; and
- Bilingualism (French and English) will be considered an asset.

We offer a comprehensive compensation and benefit package including: Dental, Vision, Health, Vacation and Pension. All employees have access to an on-site fitness facility and an in-house restaurant.

Please submit your resume and cover letter in Word format, with your salary expectations and referencing the job posting number by Sunday, February 2, 2020.

Preference will be given to qualified Metis applicants and they are encouraged to self-identify on their cover letter. The MMF encourages internal applicants to apply for career opportunities within our Government.

MMF Human Resources Department
300-150 Henry Ave, Winnipeg, Manitoba R3B 0J7
Email to: jobs@mmf.mb.ca
Fax to (204) 947-1816

All our job postings can be found at: www.mmf.mb.ca.