



MANITOBA MÉTIS FEDERATION

PORTFOLIO LEAD

March 20, 2024

Posting #23-07-012

The Manitoba Métis Federation (MMF) is the National Government of the Red River Métis - also known as the Manitoba Métis. The Red River Métis are Canada's Negotiating Partners in Confederation and the Founders of the Province of Manitoba.

The MMF seeks to fill **six Portfolio Lead** positions within our **Energy, Infrastructure and Resource Management Department** located in **Winnipeg, MB**. The Portfolio Lead is responsible for research, analysis, and development of policy within their respective portfolios. The Portfolio Lead will assist with strategic planning of departmental initiatives with the goal of advancing the rights, claims and interests of the Red River Métis.

Job Duties/Competencies:

- Undertake research and analysis of a broad range of social and political issues in order to assist in identifying their implications as they relate to the negotiation process;
- Research comparable policy and/or program data from other jurisdictions;
- Provide policy advice and analysis;
- Conduct research, analyze existing government policy and programs;
- Prepare and present briefing notes, letters, reports, and plans for review by the Director and Minister;
- Assist with financial and narrative reports for internal and external purposes
- Prepare and submit Annual Final Reports for to the federal and provincial governments;

Skills and Qualifications:

- Master's degree in relevant discipline or a Bachelor's degree with several years of experience in policy and program development;
- Experience working in the public sector, preparing reports and budgets;
- Experience implementing strategies for major projects, developing cost analysis and projections;
- Experience conducting research and developing presentations;
- Strong written and verbal communication skills;
- Strong organizational, interpersonal and analytical skills;
- Knowledge of broad range of social policy issues;
- Experience working with boards and/or committees is preferred;
- Knowledge of Red River Métis culture, MMF programs and services, MMF government administration and Minister portfolios is a definite asset; and,
- Ability to travel, valid Manitoba Driver's license with access to a reliable vehicle.

We offer a comprehensive benefits package including; health, dental, vision, pension, and vacation. Access to an on-site fitness facility as well as an in-house restaurant is available.

Please submit your resume and cover letter, referencing the job posting number by Wednesday, April 3, 2024.

The MMF requires a satisfactory criminal record check prior to commencement of employment. The MMF will accept existing criminal record checks if dated within 3 months of your start date. Obtaining this document is not a guarantee of employment.

Preference will be given to qualified Métis 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.