



## Beausoleil First Nation

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Posted:  
January 19, 2012

# Call for Tender Opportunity Electoral Officer

The Beausoleil First Nation Council is preparing to launch the First Nation elections process for the next term of office for our people of Chimnissing. As a result, the Beausoleil First Nation is submitting a tender call for interested and qualified individuals to implement all aspects of the First Nation Elections process for the people of Beausoleil First Nation. Preference will be given to applicants who are of Aboriginal Descent.

### MINIMUM

#### QUALIFICATIONS:

- Grade 12 diploma
- Two years related experience or confirmation of at least four years direct experience with First Nations/First Nation organizations
- Demonstrated and well-developed communications skills,
- Demonstrated ability to work independently and in varying environments
- Demonstrated ability to form and produce results through teams
- Advanced keyboarding skills
- Working knowledge of MS Word, Excel and database programs
- A valid Ontario driver's license and reliable transportation
- Working knowledge of elections process as it pertains to the registration of eligible voters and voting
- Demonstrated knowledge of the Beausoleil First Nation government
- Understanding of current First Nation issues in Ontario and nationally

### DUTIES:

- To ensure the provision of an orderly process for voting to register eligible on and off-reserve band members
- Working independently as the senior elections officer, in order to clarify voters lists, voting anomalies, times dates and locations
- Ensuring that as many eligible First Nation voters as reasonably possible are included in the voter registration process;
- Maintaining a system to accurately track all communications with eligible voters and voter registrations;
- Ensuring the capacity for handling all requirements of the election vote at the First Nation level and establishing alternate arrangements as required;
- Making arrangements for the elections vote (i.e. renting space, printing ballots, procuring ballot boxes, etc.);
- Responsible for developing and implementing contingency plans for all critical factors (i.e. ferry breakdown, arranging for water taxis, etc.)
- Managing the overall elections vote (facilities, logistics)
- Preparing complete and accurate reports on the results of the ratification process and the ratification vote.

### IMMEDIATE

#### SUPERVISOR:

First Nation Administrator, Beausoleil First Nation

Applications shall be delivered to the front desk at the Beausoleil First Nation Administration Building. Attention: Peter Dimoff, H/R Mgr. **No later than Friday, February 3, 2012 @ 12:00 Noon** Tender Packages must consist of the following: **Cover letter, resume and at least two current letters of reference, implementation process, to include responsible timelines and associated costs.** Your Tender package must be clearly marked with your name Tender Reference Number. Faxed or e-mailed tenders will be considered acceptable; however, applicants selected for an interview must present the original signed Tender Package at the interview. We thank all who apply, however, only those selected for an interview will be contacted.