

HOUSING MANAGER

The Fort Simpson Housing Authority (FSHA) is responsible for the management and maintenance of 38 affordable housing and 107 public housing units located in the communities of Fort Simpson, Jean Marie River, Nahanni Butte, Samba K'e and Wrigley. FSHA is seeking applications for the position of Housing Manager; an experienced person whose duties will commence as soon as possible after hiring.

Reporting to the FSHA Board of Directors and the Northwest Territories Housing Corporation (NWT HC), Nahendeh District Office, the Manager will be responsible for the overall administration and management of the FSHA according to the policies, directives and Community Services Agreement between the NWT HC and the FSHA, and the policies of FSHA. Supported by a Tenant Relations Officer and a Maintenance Foreman, the incumbent will oversee a unionized staff of six employees.

The knowledge, skills and abilities required for this position would typically be acquired through:

- a relevant undergraduate degree plus two years management experience; a relevant diploma and four years management experience; or five years experience in a management position
- accounting knowledge and experience is required for this position
- experience in property management would be an asset
- knowledge of Sage or other financial software systems would be an asset
- experience with the *NWT Residential Tenancies Act* and a general level of home maintenance knowledge would be an asset
- a valid Class 5 driver's licence is required
- directly related experience may be the prime factor considered for this position

The Fort Simpson Housing Authority offers a competitive wage and benefits package including remunerations commensurate with experience and qualifications, a Northern Living Allowance, health and dental benefits.

Resumé should be directed to:

Marjorie Hansen
Fort Simpson Housing Authority
Email: marjorie_hansen@gov.nt.ca

For further information you may call (867) 695-2725 or (867) 678-0267.

This competition closes at 5:00 on Friday, April 27, 2018.