



Nisga'a Lisims Government

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TF 1 866 633 0888  
PO Box 231 / 2000 Lisims Dr  
New Aiyansh BC / Canada V0J 1A0

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## JOB POSTING

**POSTED: October 17, 2023**

**CLOSES: November 6, 2023**

**POSITION:** Fisheries and Wildlife Manager  
**SALARY RANGE:** Commensurate with Qualifications and Experience  
**SUPERVISOR:** Director of Fish and Wildlife  
**HOURS:** 35 hours per week **TERM:** Full-time Permanent **LOCATION:** New Aiyansh, BC

**JOB SUMMARY:** Manages research projects as specified in the Treaty and as deemed necessary by Nisga'a Lisims Government (NLG). Interprets results and prepares reports on research activities to the Director, Fish & Wildlife and to the appropriate funding agencies. Participates in basic and applied research as required. .

### DUTIES:

- Identifies research opportunities and prepares proposal/grant applications and budgets for funding.
- Plans and conducts applied research studies of the environment and the population, distribution, structure and functional characteristics and behavior of fish and other animal species as required:
  - ensures data is obtained and analyzed using appropriate methodologies
  - verifies accuracy of data gathered
  - ensures results are compiled in the format necessary for further scientific and other studies
  - prepares final reports (financial and technical)
- Manages a wide variety of funded programs:
  - drafts and assists to negotiate contracts with sub contractors or consultants as required
  - supervises project implementation and ensures project contract terms are met
  - develops, recommends allocations and reconciles project/ department budgets, including issuing invoices and project receivables
  - responsible for purchases and materials
  - provides project status reports to Director, Fish & Wildlife or as appropriate
  - prepares project completion reports
  - keeps accurate and complete project/department files
- Manage fish sales operations:
  - Ensure upkeep of fish processing facility to meet Ministry of Agriculture standards
  - Arrange for annual inspection of facility and weigh scales
  - Ensure all permitting is in place and annual reporting is complete
  - Seek out markets and contracting fish buyers
  - Arrange for leasing of equipment for unloading and transport of fish from sale fisheries
  - Hire supervisor, fish handlers, graders, and labourers to accommodate sale fisheries
  - Work with the finance department to facilitate payments and invoicing
  - Ensure accurate tracking of fish numbers and poundage
- In consultation with the Director, Fisheries Wildlife, ensures adequate staffing of research projects and programs using seasonal employees:
  - sources, interviews and hires
  - allocates resources and plans schedules
  - supervises, taking progressive disciplinary action if necessary
  - verifies timesheets, weekly reports, and ensures they are submitted and processed
- Makes recommendations for the development of Fishery and Wildlife management policies, procedures and practices.
- Manages and participates in Wildlife activities (as per 3. for fisheries activities);
- Assumes some of the responsibilities of the Director of Fisheries and Wildlife in the Director's absence as Acting Director;
- Manages Fisheries and Wildlife office;
- Is a technical resource for other NLG managers and committees;
- Liaises with external committees, resource/government agencies, scientists, and community groups as required;
- Other duties as required.



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**QUALIFICATIONS, SKILLS, EXPERIENCE:**

- BSc Biology;
- Business Administration certificate 1<sup>st</sup> level, or 2 years research project management and proposal preparation;
- Minimum 2 years experience as field biologist;
- Ability to use standard computer applications;
- Ability to understand and speak the Nisga'a language an asset;
- Familiarity with the Nisga'a culture an asset;
- Physical ability to carry out the duties of the job.

**OTHER:**

- Valid Class 5 BC Driver's license is required. Access to personal reliable transportation is also required.
- Recent work references and current drivers' abstract will be required of the successful candidate.

Applicants are required to submit resume with cover letter describing their qualifications and experience prior to **5:00 pm on November 6, 2023**. We thank all applicants for their interest, however, only those selected for interview will be contacted. Please be advised social media checks are part of the recruiting process.

**ALL RESUME PACKAGES MAY BE DIRECTED TO:** Nisga'a Lisims Government  
Attention: Human Resource Department  
P.O. BOX 231, New Aiyansh BC, V0J 1A0  
Email: [hr@nisgaanation.ca](mailto:hr@nisgaanation.ca)