

Executive Director and Registrar

Northwest Territories and Nunavut Association of Professional Engineers and Geoscientists (NAPEG)

Why do we exist?

NAPEG licenses and regulates Professional Engineers and Professional Geoscientists and Firms practicing in the Northwest Territories and Nunavut to serve and protect the interests of the public. Our mission is recognition as a trusted authority contributing to a better future for our North. If you are a self-motivated and dynamic leader with extensive experience in the field of engineering or geoscience, this may be the ideal position for you.

What is the Executive Director Responsible for?

NAPEG's Executive Director/Registrar reports to NAPEG Council through the President. The Executive Director role is a dynamic position with responsibility for leading a small and dedicated team of administrative professionals, providing excellence in administrative services aimed at meeting or exceeding the NAPEG Mission.

As Executive Director and Registrar you are responsible for the full range of operational and administrative functions and support programs including advising and establishing best practice for NAPEG operations:

- You will play an important role in the formulation of new policies and revisions to current policies;
- You will play an important management and leadership role in the delivery and evaluation of all NAPEG programs;
- You will develop effective relationships with a variety of stakeholders, including governments, media, member volunteers, general public and other professional licensing bodies;
- You will play a key role in the growth and development of our professions, locally, territorially and nationally.

As Executive Director and Registrar you will serve as the public face of the association, representing Engineers and Geoscientists on regional and national initiatives and forging lasting relationships with and amongst the members of the Engineering and Geoscience industry. You will be skilled at conducting effective sector research and staying on top of emerging issues and trends affecting the members. You also provide advice to Council on long-term strategy and decision-making.

For more information please review responsibilities as set out within the Acts and bylaws and the job description by going to our website at NAPEG.nt.ca.

Are you the right person for the role?

To be successful in this exciting role, you will have a thorough knowledge of the *Acts*. Ideally, you will be a Professional Engineer or Professional Geoscientist and a member of NAPEG. You might also be a university graduate and have held registration in another profession regulated via legislation, such as legal or accounting. You should have a clear view of the role and obligations of NAPEG at the local, territorial and national level and the experience, initiative and enthusiasm to work towards the achievement of broad objectives for the professions.

This is an ideal opportunity for you if you have experience working with and under the direction of a Board of Directors. You are able and willing to carry out the responsibilities assigned by Council. You have a strong history of demonstrated excellence in interpersonal relationship skills, team participation, and communication skills, as well as demonstrated management, planning and organizational skills. You bring strong operational and financial expertise and demonstrated strategic planning skills. You are a natural communicator, you understand the value and impact of consensus building and have the ability to work collaboratively, diplomatically, and strategically with Council, government, private and public sector leaders, other associations, and an extensive volunteer base drawn from membership.

This is currently a permanent, full-time position. A competitive salary is offered. Please apply by submitting your current resume and a cover letter, on or before **October 12, 2020** to:

Justin Hazenberg, P.Eng., NAPEG President and Education Foundation Chair
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