



**Piapot  
First Nation**

General Delivery  
Zehner, SK S0G 5K0  
Ph: 306.781.4848  
Fax: 306. 781-4853  
[piapotnation.com](http://piapotnation.com)

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## **Lands Officer – One Full-Time Position Available**

**Position Summary:** The **Lands Officer** plays a key role in managing the Nation's land portfolio to ensure responsible use and development that aligns with Piapot's values and goals. Reporting to the Director of Lands, Resources, and Economic Development, the Lands Officer is responsible for overseeing land use planning, administering leases and permits, managing land records, and ensuring compliance with applicable policies and legislation.

This position requires strong knowledge of the Reserve Land and Environment Management Program (RLEMP), experience in Indigenous land management, and the ability to contribute to the Nation's economic and strategic land use initiatives.

### **Key Responsibilities**

#### **1. Administer TLE and Specific Claims Land Use Policies**

- Maintain records of Piapot lands
- Administer leases, contracts, and related land use agreements
- Maintain mapping tools, satellite imagery, and land databases
- Monitor land usage and identify future development opportunities
- Generate and manage invoices for land use and associated fees

#### **2. Process Land Use Applications**

- Receive and evaluate land use applications
- Confirm land status and ensure applications align with policy and legislation
- Draft lease agreements and prepare recommendations for approvals

#### **3. Revenue Tracking and Collection**

- Record all land-related revenues in appropriate systems
- Maintain up-to-date payment records
- Issue notices for overdue accounts and follow up on arrears

#### **4. Administer Piapot's Land Use Code**

- Assist with the development, implementation, and amendment of the Land Use Code
- Draft regulatory updates and by-law amendments
- Prepare quarterly land reports for leadership
- Coordinate communication with members and organize community meetings
- Maintain a thorough record of all changes to the Land Use Code

#### **5. Additional Duties as Assigned**



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## **Qualifications and Requirements**

### **Education & Experience**

- Land Management Certificate or an undergraduate degree in a related field
- Minimum of three (3) years of relevant experience, preferably under RLEMP

### **Technical Knowledge**

- Strong understanding of land administration under the Indian Act (Section 28)
- Familiarity with federal/provincial land systems such as CLSS, ILRS, and the Saskatchewan Survey System
- Experience with interpreting maps and satellite imagery
- Knowledge of Piapot-specific land policies, processes, and governance

### **Skills & Abilities**

- Excellent written and verbal communication
- Strong analytical and decision-making skills
- Effective time and stress management
- Intermediate proficiency in Microsoft Excel and Word
- Competence with mapping software and land database systems
- High attention to detail and record-keeping accuracy

### **Personal Attributes**

- Honest, reliable, and respectful
- Strong cultural awareness and sensitivity
- Professional, flexible, and committed to community-driven development

### **Deadline: June 13, 2025, at 12:00 AM**

Please submit your resume, cover letter, a copy of your degree and/or certificates, and three references to:

ATTENTION: Stacy Fox  
Piapot First Nation  
General Delivery, Zehner, SK S0G 1K0  
Fax: 306-525-2530  
Email: [hr@piapotnation.com](mailto:hr@piapotnation.com)

*We thank all applicants for their interest. Only those selected for an interview will be contacted. Piapot First Nation relies on The Saskatchewan Human Rights Code to give preference in employment; therefore, please indicate your status in your cover letter.*