



Piapot First Nation

General Delivery
Zehner, SK S0G 5K0
Ph: 306.781.4848
Fax: 306. 781.4853

Band Administrator – Full-Time

Position Available About Piapot First Nation

Piapot First Nation (PFN) is located North East of Regina, with a population of approximately 900 members on reserve. Piapot controls lands which are comprised of over 19,000 hectares located throughout Saskatchewan. With an abundance of community programs, we take pride in our Nation, ensuring we maintain our cultural and spiritual teachings, which are of utmost importance in our daily operations.

About the Opportunity

We are currently seeking a **Band Administrator** position to join Piapot First Nation on a full-time basis. Reporting to Chief and Council, the Band Administrator is the senior administrative leader responsible for the overall administration, coordination, performance and integrity of the Nation's operations. Piapot First Nation offers a competitive salary and a benefit package that includes medical, dental, and pension.

Responsibilities will include, but are not limited to:

- Provide strategic and administrative leadership across all departments and operational areas of Piapot First Nation and ensure Council-approved, policies, motions, resolutions and priorities are implemented.
- Oversee organization-wide operations, service delivery and departmental performance, and hold Directors and Managers accountable for approved budgets, work plans, reporting requirements and outcomes.
- Provide Chief and Council with objective advice, recommendations, briefing materials and operational reports while maintaining a clear distinction between governance and administration.
- Lead integrated organizational planning, budgeting and financial oversight in collaboration with the Finance Manager and Finance and Audit Committee, including monitoring budgets, risks, controls and compliance.
- Oversee procurement, contracts, expenditures, capital assets and projects, insurance, enterprise risk management and emergency/operations continuity in accordance with approved authorities and policies.
- Provide executive leadership for human resources, organizational capacity, performance management, succession planning and clear delegation of authority.
- Lead the development, review, maintenance and administrative implementation of Piapot First Nation governance policies and procedures and maintain the Authorization and Delegation framework.
- Coordinate governance compliance responsibilities including Code of Conduct and conflict-of-interest administration, Finance and Audit Committee support, external audit governance and protected disclosure/whistleblower processes.
- Represent Piapot First Nation, as authorized, with governments, Indigenous organizations, funding agencies, financial institutions, professional advisors, service providers and community partners.
- Promote a respectful, collaborative, culturally grounded, ethical and accountable workplace.

About the Ideal Candidate

- Bachelor's Degree in Business Administration, Public Administration, Indigenous Governance, Commerce, Leadership, Finance or a related field; equivalent education combined with significant senior executive/administrative leadership experience may be considered.
- Minimum 7–10 years of progressive senior leadership experience, including responsibility for multiple departments, organizational budgets, policy implementation and executive-level decision support.
- Experience within a First Nation, Indigenous organization, municipal government, public sector or comparable complex organization is preferred.
- Demonstrated experience in financial oversight, risk management, human resources, capital projects, organizational change and working with elected governance bodies.
- Strong knowledge of First Nations governance, financial administration, FMB standards, policy implementation, delegated authority and the governance/operations distinction.
- Valid Class 5 Driver's Licence, reliable transportation, satisfactory Criminal Record and Vulnerable Sector Checks, and ability to be bonded.

DEADLINE: September 11th, 2026 @ 4:30 pm

If you are interested in applying for this position; please send a cover letter detailing your qualifications with your resume, copies of credentials, and three work-related references to:

Piapot First Nation-Human Resources
General Delivery
Zehner, SK S0G 5K0
Fax: 781-4853 Email: HR@piapotnation.com

We thank all those that apply, however, only those that are selected for an interview will be contacted.