

HUMAN RESOURCES CONSULTANT

INTRODUCTION

On behalf of the Early Learning Child Care (ELCC), the Manitoba First Nations Education Resource Centre is requesting proposals for a Human Resources consultant for a short-term contract with deliverables required by March 31, 2022.

We are currently in the process of establishing a regional coordinating structure for the Manitoba First Nations early learning and child care. While our office is just establishing its new identity, we have been in operation for three years with a staff team of 8 members, including a program manager.

Our mandate is to provide regional support to all 63 First Nations in Manitoba to ensure quality early learning and child care through the implementation of our strategic plan.

SCOPE OF SERVICE

The Human Resources consultant shall report to the Early Learning Child Care Manager on the interim (until the successful ELCC Executive Director candidate is in place) and shall report and provide technical support related to all Human Resource requirements for the regional coordinating structure. In addition, the Human Resources consultant will develop a 5-year human resources strategy that includes the following:

1. Staffing requirements
2. Human resource processes and reporting structures
3. Job roles and responsibilities
4. Job descriptions and postings
5. On-boarding and orientation procedures
6. Employee policy and procedures manual
7. Pay scale and pay increase schedule
8. Performance management procedures

Further to these deliverables, the Human Resource consultant will oversee the selection and recruitment of new hires; as well as provide guidance to the ELCC Executive Director on employee benefit carriers and packages.

Related to the above-cited deliverables, the Human Resources consultant will provide regular reporting and status updates to the ELCC Executive Director and attend meetings with regional coordinating staff, as necessary, that support the completion of the expected deliverables

PROPOSAL FORMAT

The proposal should reflect the sequence and format as follows:

1. Cover letter: provide a cover letter that introduces the consultancy company and summarizes the proposal approach and costs. The cover letter must be signed by the

- authorized signing officer of the consultancy company.
2. Consultancy company profile: include a description of the consultancy company including qualifications and experience relevant to the requirement.
 3. Lead personnel: identify the lead personnel directly responsible for the project and their expected involvement. Include a description of their qualifications and experience.

Interested applicants are invited to submit their resume and cover letter (please state position title applying for), along with (3) professional reference listings by Friday, November 19, 2021 to:

Human Resources
Email: hr@mfnerc.com
Manitoba First Nations Education Resource Centre Inc.
2-1100 Waverley Street, Winnipeg, Manitoba R3T 3X9
Fax: 204.942.2490

We thank all who apply, however, only those selected for an interview will be contacted. MFNERC has implemented a mandatory COVID-19 Vaccination Policy for all employees. Successful candidate will be required to show proof of the vaccination. Preference will be given to qualified First Nations applicants; applicants are asked to self-declare in their resume or cover letter. Incomplete applications will not be considered. No phone calls will be accepted. Successful candidates must provide satisfactory criminal and child abuse registry checks.

Please visit our website at www.mfnerc.com