



**JOB OFFER**  
**PROJECT OFFICER**

**United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP)**

Quebec Native Women (QNW) supports Indigenous women in their efforts to better their living conditions through the promotion of non-violence, justice, equal rights and health. QNW aims to defend the interests of Indigenous women, their families and their communities throughout Quebec.

<b>Job Title</b>	<b>Project Officer for the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP)</b>
<b>Work location</b>	Kahnawake
<b>Job category</b>	Full-time - fixed term until March 2023 (Category 4) (with possibility of extension)
<b>Salary</b>	\$51,230 - \$72, 387
<b>Work hours</b>	32 hours per week
<b>Other working conditions</b>	Competitive salary and benefits
<b>Hiring priority</b>	First Nations
<b>Starting date</b>	Immediate

**Job Description**

Under the supervision of QNW senior management, the incumbent will be responsible for conducting consultation and mobilization activities to inform Indigenous women of their rights in accordance to the United Nations Declaration on the Rights of Indigenous Peoples.

**Main responsibilities**

- Analyze UNDRIP and apply a gender-based analysis plus (GBA+) process
- Develop a consultation plan
- Develop an UNDRIP training module in plain language
- Organize and carry out consultations in the communities and in urban areas on UNDRIP
- Plan and organize a session on UNDRIP at the Annual General Assembly
- Supervise resource person(s) to carry out the mandate, if applicable
- Develop post-consultation reports
- Participate in the preparation of financial reports
- Perform any other task required by the management

## Job Requirements

- University degree in a related field, either in law or political science, and/or three years of experience managing projects related to this field ;
- Experience in report writing, training and facilitation ;
- Bilingualism (french and english) ;
- Knowledge of an indigenous language is an asset ;
- Excellent knowledge of Microsoft Office (Word, Excel, Outlook, PowerPoint) and Google (Gmail, Drive) ;
- Knowledge of Indigenous Peoples' rights ;
- Knowledge of Indigenous realities ;
- Knowledge of the legal and political systems at the provincial, federal and international levels ;
- Knowledge of gender-based analysis plus (GBA+) ;
- Hold a valid driver's licence ;
- Excellent planning and organizational skills ;
- Project management experience ;
- Ability to work under pressure and good sense of initiative ;

## Skills and Personal Qualities Sought

- |                     |                             |
|---------------------|-----------------------------|
| - Disciplined       | - Honest                    |
| - Loyal             | - Creative                  |
| - Flexible          | - Reliable                  |
| - Strong work ethic | - Ability to work in a team |

**Start date:** Immediately

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### TO APPLY:

**Closing: Friday, June 10, 2022, 16:30 hours**

**Interested persons should send their resume and a cover letter of interest to the attention of:**

Quebec Native Women  
Business Complex River Road  
P.O. Box 1989  
Kahnawake (QC) J0L 1B0  
Email: [dadjointe@faq-qnw.org](mailto:dadjointe@faq-qnw.org)

We thank all applicants for their interest, but only those selected for an interview will be contacted.