EMPLOYMENT OPPORTUNITY

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Kivalliq Inuit Association

Assistant, Chief Operating Officer

Under the supervision of the Chief Operating Officer, the Assistant COO will provide support in Human Resource Management, community engagement, information management, decision processes. The Assistant, Chief Operating Officer will lead files as assigned, to ensure applicable policies, procedures, guidelines, and practices are in place and followed to facilitate operational success. The incumbent will be tasked to develop and/or oversee new or amendments to policies, procedures, guidelines, and practices as prioritized and directed by the Chief Operating Officer. The Assistant, COO will support KIA department Directors with problem solving, coordination and day-to-day activity implementation on behalf of senior management.

The ideal candidate should have knowledge and understanding of the Nunavut Agreement as it pertains to KIA obligations. Demonstrated senior management experience working with Nunavut communities, Inuit, Federal and Territorial governments, and agencies. Knowledge of operational, budgeting, and annual financial planning. Demonstrates team leadership, consensus building and conflict resolution techniques, with an understanding of project management. Demonstrated ability to execute strategic plans and successfully implement change. Excellent organizational skills and the ability to multitask in a demanding environment. Strong written and verbal communication, facilitation, and presentation skills, with proficiency in Microsoft Office applications. English is essential. Fluency in Inuktitut is a strong asset.

The successful candidate should have a Post-Secondary Degree from a recognized University in Business Administration, Public Administration, Social Sciences, or a related discipline with a minimum of five years (5) progressive leadership or management experience. Experience in Nunavut and working with Inuit is preferred and experience with Inuit cultural activities, social values is an asset. A suitable combination of relevant education and experience may also be considered. This is a Highly Sensitive position and a satisfactory Criminal Record Check, along with a clear Vulnerable Sector Check is required.

Starting Salary is $ 161,315.00 which is commensurate with qualifications and experience with an additional $30,593 per annum, of Northern and Housing Allowance. Kivalliq Inuit Association offers a comprehensive benefits package including an employee pension plan, group insurance and vacation travel assistance.

This position is restricted to Kivalliq residents only, where relocation to Rankin Inlet is not required. Housing may be available based on availability.

Beneficiaries of the Nunavut Land Claims Agreement will receive full consideration and priority.

CLOSING DATE IS MAY 24, 2024, AT 11:59 PM CST

PLEASE SUBMIT YOUR COVER LETTER AND RESUME TO DEPARTMENT OF HUMAN RESOURCES

Email: kivia@kivalliqinuit.ca | Phone: Toll free 1-800-220-6581
or 867-645-5765