



Senior Administrative Officer (SAO)

HAMLET OF KUGLUKTUK

A unique opportunity exists for a motivated **Senior Administrative Officer** to gain valuable, professional experience in a beautiful Nunavut Hamlet. Amongst the benefits that come with this position are an attractive salary, northern living allowance, full range of benefits and a paid vacation as well as subsidized housing.

The SAO position is the administrative head of the Municipal Government and is responsible for ensuring that the policies and programs of the municipality are implemented and properly managed while also advising the Mayor and Council on all operations and affairs of the Municipality.

The SAO must be able to direct the daily administrative operations, including human resources, budget development and tracking and regulatory compliance. This position is responsible for overall strategic planning and delegating tasks to senior managers. The ability to secure funding for and drive and execute projects from start to finish ensuring that deadlines and objectives are met from a high level perspective is necessary. Strong leadership, teamwork and management skills are required to lead our team of municipal staff. It would be a strong asset to have a good working knowledge of the Sage 300 accounting software. The successful candidate must possess highly developed communication skills as well as organizational and interpersonal skills along with the ability to work effectively in a cross-cultural setting.

If you are interested and feel that you have the necessary qualifications, please submit your resume and cover letter by mail, email or fax to John R. Ivey, Interim SAO, no later than 5 pm on August 12th, 2024.

John R. Ivey, Interim SAO
Hamlet of Kugluktuk
PO Box #271, Kugluktuk, Nunavut, X0B 0E0
Fax: 867 982 3060
Email: sao@kugluktukca