

JOB OPPORTUNITY



Municipality of Naujaat Senior Administration Officer

The Hamlet of Naujaat, Nunavut has an immediate opening for a Senior Administration Officer (S.A.O.)

As the administrative head, the S.A.O. will be ensuring that the policies and programs of the municipality are implemented, while advising and informing the Council on the operation and affairs of the municipality. Reporting to the Mayor and Council, the S.A.O. is responsible for managing the Municipal Corporation.

The successful candidate will be directing the day-to-day administrative operations, including human resources, budget tracking, and regulatory compliance. Concentrating on overall strategic planning and delegating tasks to senior managers, you will be reporting directly to the CEO in a challenging, fast-paced environment.

Some other areas of responsibility will include:

- **Strategic planning** – making key decisions for many departments, playing a significant part in determining the direction of the municipality
- **Project management** – driving the execution of projects from start to finish, making sure that deadlines and objectives are met from a high-level perspective

In order to qualify for this pivotal role, you will have **3-5 years of experience in a senior administrative role**, along with a **bachelor's degree in accounting or Business**. Previous accounting experience is required. Knowledge of local government management or equivalent formal education and experience is preferred. Experience in ACCPACC would be an asset.

Salary is negotiable based on experience and qualifications. The comprehensive benefit package includes a Northern allowance, vacation travel assistance and housing at a reasonable rate.

Closing date: will remain open until a suitable candidate is found.

Please submit to:

Municipality of Naujaat

Box 10

Naujaat, Nunavut. X0C 0H0

E-mail: saonaujaat@qiniq.com

Only applicants selected for an interview will be contacted.