

EMPLOYMENT OPPORTUNITY



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Kivalliq Inuit Association

IIBA Coordinator

Under the direction of the Director, Planning & Implementation, the Meliadine IIBA Coordinator facilitates and coordinates the proper implementation and administration of the Meliadine Inuit Impact and Benefits Agreement.

Responsibilities and Duties

The Meliadine IIBA Coordinator is KIA's representative at the working level to ensure that the Meliadine Inuit Impact and Benefit Agreement (IIBA) is properly implemented. The Meliadine IIBA Coordinator is expected to gain intimate working knowledge of the Meliadine Inuit Impact and Benefit Agreement; represent KIA on the Meliadine on-site working group and perform duties according to the on-site working group charter; advise KIA on the implementation of the Meliadine Inuit Impact and Benefits Agreement; act as a liaison and co-operate with AEM IIBA staff; meet the project requirements by delivering a quality solution, on time and within the planned budget; provide reports and recommendations to KIA management and various committees constituted by the Meliadine Inuit Impact and Benefits Agreement when necessary.

Knowledge, skills and abilities

- Knowledge of the Nunavut Land Claims Agreement;
- Knowledge of project planning methodologies;
- Knowledge of Inuit Societal Values, and experience working in a cross-cultural environment;
- Comprehensive knowledge of Microsoft Office Suite (e.g. Access, Word, Excel, PowerPoint, Outlook etc.,)
- Excellent attention to detail;
- Excellent oral and written communication skills;
- Demonstrates the ability to work under pressure;
- Demonstrates strong organizational and time management skills;
- Demonstrates exceptional oral and written communication skills;
- Strong report writing skills are required;
- Must demonstrate punctuality;
- Ability to work in a fast-paced environment with conflicting priorities and minimal supervision;
- Demonstrated ability to work effectively with diverse range of individuals.

The Knowledge skills and abilities are usually obtained through a High School diploma, Post-Secondary education an asset with minimum 2 years of experience performing project planning and implementation.

Starting salary is \$77,443.00 commensurate with qualifications and experience with an additional \$24,000 per annum, of Northern and Housing Allowance. Kivalliq Inuit Association provides a competitive benefits package including an employee pension plan, group insurance and vacation travel assistance. This position is located in Rankin Inlet, NU and Housing is not available.

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

CLOSING DATE: July 22, 2022 at 11:59 P.M CST

PLEASE SUBMIT YOUR RÉSUMÉ TO DEPARTMENT OF HUMAN RESOURCES

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

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