EMPLOYMENT OPPORTUNITY

ᑭᕙᓪᓕᖅ ᐃᓄᐃᑦ ᑲᑐᔾᔨᖃᑎᒌᒃᑯᑦ
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 Assistant, Chief Operating Officer provides expertise and leadership in the execution of their role and supports the Chief Operating Officer through file leadership to achieve key result areas. These areas include providing research and advice to the Chief Operating Officer or other KIA leaders to help outline options, develop recommendations, or implement solutions on a wide range of topics ranging from operational to political in nature.

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. **Highly Sensitive position: Clear VSC/CRC is required.**

Starting Salary is commensurate with qualifications and experience with an additional $24,000 per annum, of Northern/Housing Allowance. Kivalliq Inuit Association offers a comprehensive benefits package including an employee pension plan, group insurance and vacation travel assistance.

This position is in Rankin Inlet, NU and Housing is available.

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

CLOSING DATE IS DECEMBER 9, 2022, 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

ENGLISH | ᐃᓄᒃᑎᑐᑦ

ᐃᖅᑲᓇᐃᔭᒃᓴᖅ

ᑭᕙᓪᓕᖅ ᐃᓄᐃᑦ ᑲᑐᔾᔨᖃᑎᒌᒃᑯᑦ
Kivalliq Inuit Association

ᐃᑲᔪᖅᑎ, ᐊᐅᓚᑦᑎᔨᒻᒪᓇᖕᒧᑦ

ᐅᕝᕙ ᑲᒪᔨᔭᐅᓗᓂ ᐊᐅᓚᑦᑎᔨᒻᒪᓇᖕᒧᑦ, ᐃᑲᔪᖅᑎ, ᐊᐅᓚᑦᑎᔨᒻᒪᓇᖕᒧᑦ ᑐᓂᓯᓂᐊᖅᐳᖅ ᐃᑲᔪᖅᓯᐃᓂᐅᔪᒥ ᐃᖅᑲᓇᐃᔭᖅᑐᓕᕆᔾᑯᑦ ᐊᐅᓚᑕᐅᓂᖕᒐᓐᓂ, ᓄᓇᓕᖕᓂ ᐃᓚᐅᑎᑦᑎᓂᕐᒥ, ᑐᓴᒃᓴᓂ ᐊᐅᓚᑦᑎᓂᕐᒧᑦ, ᐃᓱᒪᓕᐅᕆᓂᕐᓂ ᐱᓕᕆᓂᐅᔪᓂ. ᐃᑲᔪᖅᑎ, ᐊᐅᓚᑦᑎᔨᒻᒪᓇᖕᒧᑦ ᑐᕌᖅᑎᑦᑎᓂᐊᖅᐳᖅ ᑎᑎᖅᑲᖁᑕᐅᔪᓂ ᑐᓂᔭᐅᓂᖕᒐᓂ, ᓇᓗᓇᐃᖅᓯᓂᕐᒧᑦ ᐊᑑᑎᓕᕐᓂ ᐊᑐᐊᒐᐃᑦ, ᐱᓕᕆᔾᔪᓰᑦ, ᒪᓕᒋᐊᖠᑦ, ᐊᒻᒪ ᐊᑐᖅᑕᐅᕙᒃᑐᑦ ᐃᓕᓯᒪᔪᓂ ᐊᒻᒪ ᒪᓕᒃᑕᐅᓂᖕᒋᓐᓂ ᐱᔪᓐᓇᖅᑎᑦᑎᓂᕐᒧᑦ ᐊᐅᓚᑦᑎᓂᐅᔪᒥ ᐱᓕᕆᑦᑎᐊᕈᓐᓇᖅᓂᖕᒐ. ᓂᕈᐊᖅᑕᐅᔪᖅ ᐱᓕᕆᐊᒃᓴᖃᕐᓂᐊᖅᐳᖅ ᐱᕙᓪᓕᐊᑎᑦᑎᓂᒥ ᐊᒻᒪᓗ/ᐅᖃᐅᓯᖓᓐᓂ ᑲᒪᔨᖃᕐᓂᒥ ᓄᑖᖕᒍᔪᓂ ᐅᖃᐅᓯᖓᓐᓂ ᐃᓚᒋᐊᕈᑕᐅᔪᓂ ᐊᑐᐊᒐᓄᑦ, ᐱᓕᕆᔾᔪᓯᐅᔪᓄᑦ, ᒪᓕᒋᐊᓕᖕᓄᑦ, ᐊᒻᒪ ᐊᑐᖅᑕᐅᕙᒃᑐᓄᑦ ᓯᕗᓪᓕᐅᔾᔭᐅᖁᔭᐅᔪᓂ ᐊᒻᒪ ᑎᓕᐅᕆᔭᐅᓗᑎᒃ ᐊᐅᓚᑦᑎᔨᒻᒪᓇᖕᒧᑦ. ᐃᑲᔪᖅᑎ, ᐊᐅᓚᑦᑎᔨᒻᒪᓇᖕᒧᑦ ᐃᑲᔪᖅᓯᐃᓂᐊᖅᐳᖅ ᑭᕙᓪᓕᒥ ᐃᓄᐃᑦ ᑲᑐᔾᔨᖃᑎᒌᖕᒍᔪᓄᑦ ᐱᓕᕆᕝᕕᖕᒥ ᑐᑭᒧᐊᒃᑎᑦᑎᔨᐅᔪᓂ ᐊᑲᐅᙱᓕᕆᐅᕈᑕᐅᔪᓂ ᐋᖅᑭᒃᓯᓂᐅᔪᓂ, ᐊᐅᓚᑕᐅᓂᖕᒐ ᐊᒻᒪ ᖃᐅᑕᒫᒥ ᖃᓄᐃᓕᐅᕐᓂᐅᔪᓂ ᐊᑐᓕᖅᑎᑦᑎᓂᐅᔪᒥ ᑭᒡᒐᖅᑐᐃᓗᓂ ᐊᖓᔪᖄᖕᒍᔪᓄᑦ ᐊᐅᓚᑦᑎᔪᔪᓄᑦ.

ᐃᑲᔪᖅᑎ, ᐊᐅᓚᑦᑎᔨᒻᒪᓇᖕᒧᑦ ᑐᓂᓯᓲᖕᒍᕗᖅ ᖃᐅᔨᒪᓂᖅᓴᐊᖕᒍᔪᒥ ᐊᒻᒪ ᓯᕗᓕᐅᖅᑎᐅᓂᖕᒐ ᐱᓕᕆᓂᐅᔪᒥ ᐱᓕᕆᐊᖕᒐᓐᓂ ᐊᒻᒪ ᐃᑲᔪᖅᓯᐃᕗᖅ ᐊᐅᓚᑦᑎᔨᒻᒪᓇᖕᒥ ᐅᕝᕙ ᑎᑎᖅᑲᖁᑕᐅᔪᓂ ᓯᕗᓕᐅᖅᑎᐅᓂᖕᒐ ᑎᑭᐅᑎᓂᖅᑯᑦ ᐱᓪᓚᕆᐅᔪᓂ ᖃᓄᐃᓕᖕᒐᓂᖅᑯᑦ ᐃᓂᐅᔪᓄᑦ. ᐅᑯᐊ ᐃᓂᐅᔪᑦ ᐃᓚᖃᖅᐳᑦ ᑐᓂᓯᓂᖅ ᖃᐅᔨᓴᖅᓂᖅ ᐊᒻᒪ ᐅᖃᐅᔾᔨᓂᐅᔪᓂ ᐊᐅᓚᑦᑎᔨᒻᒪᓇᖕᒧᑦ ᐅᖃᐅᓯᖓᓐᓂ ᐊᓯᖕᒋᓐᓄᑦ ᑭᕙᓪᓕᖅ ᐃᓄᐃᑦ ᑲᑐᔾᔨᖃᑎᒌᖕᒍᔪᓄᑦ ᓯᕗᓕᐅᖅᑎᐅᔪᓄᑦ ᐃᑲᔪᖅᓯᓂᖅᑯᑦ ᓇᓗᓇᐃᖅᓯᓂᖕᒋᓐᓂ ᓂᕈᐊᕋᒃᓴᐅᔪᓂ, ᐱᕙᓪᓕᐊᑎᑦᑎᓗᓂ ᐊᑐᖅᑯᓇᔭᖅᑕᖕᒋᓐᓂ, ᐅᖃᐅᓯᖓᓐᓂ ᐊᑐᓕᖅᑎᑦᑎᓗᓂ ᐋᖅᑭᒍᑎᒃᓴᐅᓂᐊᖅᑐᓂ ᐊᔾᔨᒌᙱᑦᑐᐃᔭᖅᑐᓂ ᐅᖅᑲᐅᓯᐅᔪᓂ ᐅᕙᙵᖅᑐᓂ ᐊᐅᓚᑕᐅᓂᖅ ᑲᑎᒪᔩᑦᑕᐅᖕᒋᓐᓄᑦ ᐱᓕᕆᓂᐅᔪᓂ.

ᐱᔪᒥᓇᖅᑐᖅ ᓂᕈᐊᕋᒃᓴᖅ ᖃᐅᔨᒪᓂᖅᑲᖅᑐᐊᖅᐳᖅ ᐊᒻᒪ ᑐᑭᓯᐅᒪᓂᖅ ᓄᓇᕗᒻᒥ ᐊᖏᕈᑕᐅᔪᒥ ᐱᔪᑎᖅᑲᖅᑎᑦᑐᒍ ᑭᕙᓪᓕᖅ ᐃᓄᐃᑦ ᑲᑐᔾᔨᖃᑎᒌᖕᒍᔪᓄᑦ ᐱᓕᕆᐊᖕᓴᖕᒋᓐᓂ. ᑕᒪᓐᓇᐅᑎᑦᑎᔪᖅ ᐊᖕᒐᔪᖅᑳᖕᒍᓂ ᐊᐅᓚᑦᑎᓂᖅ ᐱᓕᕆᓚᕆᓂᖅᑲᖅᑐᓂ ᐱᓕᕆᖅᑎᖅᑲᖅᓂᖅ ᓄᓇᕗᒻᒥ ᓄᓇᓕᐅᔪᓂ, ᐃᓄᖕᓂ, ᒐᕙᒪᑐᖅᑲᒃᑯᓐᓂ ᐊᒻᒪ ᓄᓇᕗᒻᒥ ᒐᕙᒪᐅᔪᓂ, ᐊᒻᒪ ᐱᒍᔾᔨᔨᓂᑦ. ᖃᐅᔨᒪᓂᐅᔪᒥ ᐊᐅᓚᑕᐅᓂᐅᔪᒥ ᖀᓇᐅᔭᐃᑦ ᐊᑐᖅᑐᖕᓴᓄᑦ, ᐊᒻᒪ ᐊᖅᑯᑎᓖᒥ ᖀᓴᐅᔭᓕᕆᓂᖕᒋᓐᓂ ᐸᓇᐃᓂᒥ. ᑕᒪᓐᓇᐅᑎᑦᑎᓗᓂ ᑲᑎᙵᓂᐅᔪᓂ ᓯᕗᓕᐅᖅᑎᐅᓂᒥ, ᐊᖏᖅᑲᑎᒌᖕᒍᓂᐅᔪᒥ ᓴᓇᓂᒥ ᐊᒻᒪ ᐊᑲᐅᙱᓕᕆᐅᕈᑕᐅᔪᓂ ᐋᖅᑭᒃᓯᐃᓂᐅᔪᓂ ᐱᓕᕆᔾᔪᓯᐅᔪᓂ, ᑐᑭᓯᐅᒪᓂᖅᑲᖅᑐᓂ ᐱᓕᕆᐊᖕᓴᓄᑦ ᐊᐅᓚᑦᑎᓂᐅᔪᓂ. ᑕᒪᓐᓇᐅᑎᑦᑐᒍ ᐱᔪᓐᓇᖅᑐᓂᐅᔪᒥ ᐱᓕᕆᐊᖅᑲᖅᑐᒥ ᐸᓇᓯᐊᖅᑕᐅᔪᒥ ᐸᕐᓇᐃᓂᖅ ᐊᒻᒪ ᐱᓕᕆᑦᑎᐊᕈᓐᓇᖅᓱᓂ ᐊᑐᓕᖅᑎᑦᑎᓂᖅ ᐊᓯᔾᔨᖅᑐᐊᖅ. ᐱᐅᑎᐊᖅᑐᒥ ᑲᑐᔾᔨᖃᑎᒌᖕᒍᔪᓄᑦ ᐊᔪᙱᓐᓂᖅᑐᒥ ᐊᒻᒪ ᐱᔪᓐᓇᖅᑐᓂ ᖃᖅᓯᒐᓕᖕᓂ ᐱᓕᕆᓂᖅᑲᖅᑐᓂ ᐊᑦᓯᕈᖅᓇᖅᑐᒥ ᐊᕙᑎᐅᔪᒥ. ᓴᙱᔪᒥ ᑎᑎᕋᖅᑐᓄᑦ ᐊᒻᒪ ᐅᖃᐅᓯᒃᑯᑦ ᐋᔩᖅᑲᖅᑎᖅᓂᐅᔪᒥ, ᐊᑐᖅᑐᒥ, ᐊᒻᒪ ᑕᒪᓐᓇᐅᑎᑦᑎᓂᐅᔪᓂ ᐊᔪᙱᓐᓂᐅᔪᓂ, ᐱᔪᓐᓇᖅᑐᖅ Microsoft Office ᐊᑐᖅᑕᐅᓂᐅᕙᒃᑐᓂ. ᖃᑦᑐᕌᖅᑐᖅ ᐱᑦᓚᕆᐅᕗᖅ. ᐅᖃᐅᓯᖅᑐᒥ ᐃᓄᒃᑎᑐᑦ ᓴᙱᑦᑐᓂ ᐱᐅᒋᔭᐅᕗᖅ.

ᓂᕈᐊᖅᑕᐅᔪᖅ ᖁᕝᕙᓯᕐᒥᒃᓴᐅᔪᒥ-ᒪᖃᐃᖕᒐᓂ ᐃᓕᓴᓇᔭᐅᓂᐅᔪᒥ ᐃᓕᓴᓇᔭᐅᓯᒪᔪᒥ ᓯᓚᑦᑐᒃᓴᖅᑲᖅᑎᖅᐊᖅ ᓇᖕᒥᓂᖅᑲᖅᑐᓂ ᐊᑦᓚᕝᕚᓕᕆᓂᖅ, ᐃᓄᓕᒫᓄᑦ ᐊᑦᓚᕝᕚᓕᕆᓂᖅ, ᐃᓅᖅᑲᖅᑎᖅᑐᓂ ᖃᐅᔨᓴᖅᓂᖅ, ᐅᖃᐅᓯᖓᓐᓂ ᐱᔪᑎᓕᖕᒥ ᐱᓕᕆᓂᐅᔪᒥ ᒥᑭᓛᖕᒍᔪᒥ ᐊᖅᑯᑎᓄᑦ ᑕᑦᓯᒪᓄᑦ (5) ᐃᖕᒋᖅᑲᖅᑎᖅᓯᐊᖅᑐᒥ ᓯᕗᓕᐅᖅᑎᐅᓂᖅ ᐅᖃᐅᓯᖓᓐᓂ ᐊᐅᓚᑦᑎᓂᖅ ᐱᓕᕆᓚᕆᖅᑲᖅᑐᓂ. ᐱᓕᕆᓚᕆᖅᑲᖅᑐᒥ ᓄᓇᕗᒻᒥ ᐊᒻᒪ ᐱᓕᕆᐊᖅᑲᖅᑐᒥ ᐃᓄᖕᓂ ᐱᐅᒋᔭᐅᓂᖅᓴᐅᕗᖅ ᐊᒻᒪ ᐱᓕᕆᓚᕆᖅᑲᖅᑐᒥ ᐃᓄᐃᑦ ᐃᓚᖅᑯᓯᖕᒐᓂ ᖃᐅᔨᒪᓂᖅᑲᖅᑐᓂ, ᐃᓅᖅᑲᖅᑎᖅᑐᓂ ᐱᓇᓱᔭᐅᔪᓂ ᐱᓪᓚᕆᐅᕗᖅ. ᓈᒻᒪᒃᑐᓂ ᑲᑎᙵᓂᐅᔪᓂ ᐱᔪᑎᓕᖕᒥ ᐃᓚᓂᐊᖅᑐᒥ ᐊᒻᒪ ᐱᓕᕆᓚᕆᖅᑲᖅᑐᒥ ᐃᓱᒪᒃᓴᖅᓯᐅᕆᔭᐅᓇᖅᐳᖅ. **ᖁᑦᑎᒃᑐᒥ ᐊᒃᑐᖅᑕᐅᓴᖅᐃᓐᓂᐅᔪᒥ ᐃᓂᐅᔪᖅ: ᑐᑭᓯᓇᖅᑎᐊᖅᑐᒥ ᐱᖃᔭᓚᐅᖅᓯᒪᓂᖅᑲᖅ ᐊᑐᖅᑕᐅᓂᑯᓂ / ᐱᖃᔭᓚᐅᖅᓯᒪᓂᖅᑲᖅ ᐊᑐᖅᑕᐅᓂᑯᓂ ᐱᔭᕆᐊᖅᑲᖅᐳᖅ.**

ᐱᒋᐊᖅᑐᖕᒐᓂ ᑮᓇᐅᔾᔭᖕᒐᓂᖕᒐ ᒪᓕᖕᒐᓂᖅᑲᖅᐳᖅ ᐱᔪᓐᓇᖅᑐᖕᒋᓐᓂ ᐊᒻᒪ ᐱᓕᕆᓚᕆᖕᒐᓂ ᖁᑦᑲᓂᐊᒍᑦ $24,000 ᐊᖅᑯᑎᓖᒥ, ᐅᑭᐅᖅᑕᖅᑐᒥ/ᐃᒡᓗᖅᑲᖅᑐᖕᒋᓐᓂ ᖀᓇᐅᔭᖅᑖᕆᔭᐅᒃᑲᓂᖅᑲᖅᑕᖅᑐᓂ. ᑭᕙᓪᓕᒥ ᐃᓄᐃᑦ ᑲᑐᔾᔨᖃᑎᒌᖕᒍᔪᑦ ᐊᑐᐃᓐᓇᖅᑲᖅᑎᑦᑎᕗᑦ ᑕᒪᒃᑭᐅᒪᔪᒥ ᐱᙳᓯᐊᕈᑎᓂ ᑲᑎᙵᓂᐅᔪᒥ ᐃᓚᖅᑲᖅᑐᒥ ᐃᖅᑲᓇᐃᔭᖅᑎᖕᒍᑦ ᐃᑦᑐᖅᓯᐅᑎᓄᑦ ᓂᖕᒋᐅᖅᓯᐅᑎᓄᑦ ᐸᖅᓇᐅᑎᒥᒃ, ᑲᑎᙵᓂᐅᔪᒥ ᓇᑦᓯᐅᒃᑯᓕᓂᑦ ᐊᒻᒪ ᖃᑲᖅᑐᖕᒋᓐᓂ ᐊᐅᑦᓚᖅᑐᖕᒋᓐᓂ ᐃᑲᔪᖅᓯᐃᓂᐅᔪᒥ.

ᐅᓇ ᐃᓂᒃᓴᐅᔪᖅ ᑲᖕᒋᖅᓱᓂᖅ ᓄᓇᕗᒻᒥᐅᑉᐳᖅ ᐊᒻᒪ ᐃᓘᖅᑲᖅᑎᑕᐅᓂᖅ ᐊᑐᐃᓐᓇᐅᕗᖅ.

ᐱᔪᓐᓇᖅᑐᖅᑖᖅᑎᑕᐅᓯᒪᔪᑦ ᓄᓇᕗᒻᒥ ᓄᓇᑖᖅᓯᐊᖅᑐᖕᒋᓐᓂ ᐊᖕᒋᖅᑕᐅᔪᒥ ᐱᓂᐊᖅᐳᑦ ᑕᒪᒃᑭᖅᑐᒥ ᐃᓱᒪᒃᓴᖅᓯᐅᕆᓂᖅ ᐊᒻᒪ ᓯᕗᓪᓕᐅᔾᔭᐅᑎᑕᐅᓗᑎᒃ.

ᒪᑐᐃᖓᒃᓴᖕᒐ ᐅᑦᑐᖕᒐ ᑎᓯᐱᕆ 9, 2022, 11:59 ᐅᓐᓄᒃᑯᑦ ᖃᐅᑎᖅᐸᓯᐊᓂ ᓯᖅᑭᙳᔭᖕᒐᓂ

ᑐᓂᓗᒍ ᖃᖕᒐᓂ ᑎᑎᖅᑲᖅᓂᐅᔪᒥ ᐊᒻᒪ ᐃᖅᑲᓇᐃᔭᕆᓯᒪᔭᖅᓂ ᑎᑎᖅᑲᖅᓯᒪᔪᒥ ᐃᖅᑲᓇᐃᔭᖅᑐᓕᕆᔾᑯᓐᓄᑦ

ᖃᖅᓴᐅᔭᑎᒍᑦ ᑎᑎᖅᑲᖅᑐᓂ: kivia@kivalliqinuit.ca |ᐅᖃᓘᑎᖕᒐ:
ᐊᑭᖃᙱᑦᑐᖅ 1-800-220-6581 ᐅᖃᐅᓯᖓᓐᓂ 867-645-5765

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