ENGLISH ᐃᓄᒃᑎᑐᑦ

EMPLOYMENT OPPORTUNITY

ᑭᕙᓪᓕᖅ ᐃᓄᐃᑦ ᑲᑐᔾᔨᖃᑎᒌᒃᑯᑦ

Kivalliq Inuit Association

Committee Support Officer
2 positions
Reporting to the Director, Planning & Implementation; the IIBA Committee Support Officer will assist Kivalliq Inuit Association (KIA) and Agnico-Eagle Mines Limited (AEM) in ensuring that the provisions of the Meadowbank/Whale Tail, Meliadine Inuit Impact and Benefit Agreements (IIBA) are implemented. This is a critical operational role that provides support in the implementation of the IIBAs, and in so doing ensures that Inuit receive the proper employment, training, business, and social benefits associated with resource development in the Kivalliq Region.

Responsibilities and Duties
The Committee Support Officer will coordinate communication between staff, departments and the various IIBA committees and working groups established between KIA and AEM. Participation in committee meetings, providing logistical support, scheduling, preparing and circulation of committee agendas, technical meeting transcriptions for each of the IIBA committees/on site working groups, and other responsibilities as needed.

Knowledge, skills, and abilities
• Knowledge of the Nunavut Agreement, with attention to Article 26;
• Knowledge of Inuit Impact Benefit Agreements administered by the KIA and AEM;
• Knowledge of office administrative duties is required;
• Knowledge of desktop and computer software such as the Microsoft Office suite;
• Knowledge of Inuit Societal Values, and experience working in a cross-cultural environment;
• Strategic thinker and strong analytical skills;
• Demonstrates strong organizational and time management skills;
• Demonstrates exceptional oral and written communication skills;
• Must demonstrate strong punctuality;
• Availability and attendance at every scheduled KIA committee meeting are a must;
• Excellent attention to detail;
• Demonstrates the ability to work under pressure;
• 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 post-secondary education in Office Administration or related field; supplemented by two (2) years of directly related experience delivering Office Administration duties.

Starting salary is $ 81,315.00 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 IS MAY 26, 2023 AT 11:59 PM 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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Kivalliq Inuit Association

ᑲᑎᒪᔨᕋᓛᓂᒃ ᐃᑲᔪᖅᑐᐃᔨ ᒪᕐᕉᒃ ᐃᓃᑦ
ᐊᖓᔪᖅᑳᖃᕐᓗᓂ ᑐᑭᒧᐊᒃᑎᑦᑎᔨᒧᑦ, ᐸᕐᓇᐃᓂᕐᒧᑦ ᐊᒻᒪ ᐊᑐᓕᖅᑎᑦᑎᓂᕐᒧᑦ; ᐃᓄᐃᑦ ᐊᒃᑐᖅᑕᐅᓂᕐᒧᑦ ᐃᑲᔫᑎᑦ ᐊᖏᕈᑎᖓᓄᑦ ᑲᑎᒪᔨᕋᓛᓄᑦ ᐃᑲᔪᖅᑐᐃᔨ ᐃᑲᔪᖃᑦᑕᕐᓂᐊᖅᑐᖅ ᑭᕙᓪᓕᖅ ᐃᓄᐃᑦ ᑲᑐᔾᔨᖃᑎᒌᒃᑯᑦ (KIA) ᐊᒻᒪ ᐋᒡᓃᑰ−ᐄᒍᓪ ᐅᔭᕋᖕᓂᐊᖅᑐᓕᕆᔨᒃᑯᓐᓄᑦ ᑕᐃᒫᒃ ᒪᓕᒐᐃᑦ ᐊᐳᖅᑎᓐᓈ/ᐊᒪᕈᖅ, ᑕᓯᕐᔪᐊᕐᔪᖅ ᐃᓄᐃᑦ ᐊᒃᑐᖅᑕᐅᓂᕐᒧᑦ ᐊᒻᒪ ᐃᑲᔫᑎᑦ ᐊᖏᕈᑎᖏᑦ (IIBA) ᐊᑐᖅᑕᐅᒐᓗᐊᕐᒪᖔᑕ. ᑖᖕᓇ ᐱᒻᒪᕆᐅᓂᓕᖕᒥᒃ ᐊᐅᓚᔪᓐᓇᐅᑎᓄᑦ ᐱᓕᕆᐊᖃᕐᒪᑦ ᐊᑐᐃᓐᓇᐅᑎᑦᑎᓗᓂ ᐃᑲᔪᖅᑐᐃᓂᕐᒥᒃ ᐊᑐᓕᖅᑎᑦᑎᓂᕐᒧᑦ ᐃᓄᐃᑦ ᐊᒃᑐᖅᑕᐅᓂᕐᒧᑦ ᐃᑲᔫᑎᑦ ᐊᖏᕈᑎᓂᒃ, ᐊᒻᒪ ᑕᐃᒫᒃ ᐱᓕᕆᑎᓪᓗᒍ ᐃᓄᐃᑦ ᐱᓂᐊᕐᒪᑕ ᓈᒻᒪᒋᔭᖏᓐᓂᒃ ᓴᓇᔭᒃᓴᓂᒃ, ᐊᔪᕈᓐᓃᖅᓴᖅᑕᐅᓂᕐᒥᒃ, ᓇᖕᒥᓂᓕᕆᓂᕐᒥᒃ, ᐊᒻᒪ ᐃᓄᓕᕆᔪᑎᒍᑦ ᐃᑲᔫᑎᓂᒃ ᐊᒃᑐᐊᓂᖃᖅᑐᓄᑦ ᐱᕕᒃᓴᓂᒃ ᐱᕙᓪᓕᐊᑎᑦᑎᓂᕐᒥᒃ ᑭᕙᓪᓕᐅᑉ ᐃᓗᐊᓂ.

ᑲᒪᒋᔭᒃᓴᑦ ᐊᒻᒪ ᐱᓕᕆᐊᕆᔭᒃᓴᑦ

ᑲᑎᒪᔨᕋᓛᓄᑦ ᐃᑲᔪᖅᑎ ᐋᖅᑭᒃᓱᐃᓂᐊᖅᐳᖅ ᑐᓴᐅᒪᑎᑦᑎᖃᑦᑕᕐᓗᓂ ᐊᑯᓐᓂᖏᑦᑕ ᐱᓕᕆᔩᑦ, ᐱᓕᕆᕝᕕᑦ ᐊᒻᒪ ᐊᔾᔨᒌᙱᑦᑑᑎᑦ ᐃᓄᐃᑦ ᐊᒃᑐᖅᑕᐅᓂᕐᒧᑦ ᐃᑲᔫᑎᑦ ᐊᖏᕈᑎᓄᑦ ᑲᑎᒪᔨᕋᓛᓂᒃ ᐊᒻᒪ ᐱᓕᕆᖃᑎᒌᒃᑐᓄᑦ ᓴᖅᑭᑕᐅᓯᒪᔪᑦ ᐊᑯᓐᓂᖓᓂᒃ ᑭᕙᓪᓕᖅ ᐃᓄᐃᑦ ᑲᑐᔾᔨᖃᑎᒌᒃᑯᑦ ᐊᒻᒪ ᐋᒡᓃᑰ−ᐄᒍᓪ ᐅᔭᕋᖕᓂᐊᖅᑎᓄᓪᓗ. ᐃᓚᐅᖃᑕᐅᖃᑦᑕᕐᓗᓂ ᑲᑎᒪᔨᕋᓛᑦ ᑲᑎᒪᑎᓪᓗᒋᑦ, ᐊᑐᐃᓐᓇᐅᑎᑦᑎᓗᓂ ᑐᑭᓯᒋᐊᕈᑎᓂᒃ ᐃᑲᔪᖅᑐᐃᓂᕐᒥᒃ, ᐋᖅᑭᒃᓱᐃᓂᖅ ᐃᓂᓕᐅᕐᓂᕐᒥᒃ, ᐸᕐᓇᐃᓂᖅ ᐊᒻᒪ ᑐᓂᐅᖅᑲᐃᓂᕐᒥᒃ ᑲᑎᒪᔾᔪᑎᒃᓴᓂᒃ, ᐃᓗᓕᖅᑯᖅᑐᔪᓂᒃ ᑲᑎᒪᔾᔪᑕᐅᓚᐅᖅᑐᓂᒃ ᑎᑎᖅᑭᕆᔭᐅᓯᒫᓂᒃᑐᓂᒃ ᐃᓛᒃᑯᑦ ᐃᓄᐃᑦ ᐊᒃᑐᖅᑕᐅᓂᕐᒧᑦ ᐃᑲᔫᑎᑦ ᐊᖏᕈᑎᓂᒃ ᑲᑎᒪᔨᐊᓛᓄᑦ/ᐱᓕᕆᕝᕕᐅᔪᒥᒃ ᐱᓕᕆᖃᑎᒌᒃᑐᓄᑦ, ᐊᒻᒪ ᐊᓯᖏᓐᓂᒃ ᑲᒪᒋᔭᒃᓴᑦ ᓴᖅᑭᒃᑯᑎᒃ.

ᖃᐅᔨᒪᓂᖅ, ᐱᔭᕆᐅᖅᓯᒪᓃᑦ, ᐊᒻᒪ ᐊᔪᙱᓐᓃᑦ
• ᖃᐅᔨᒪᓂᖅ ᓄᓇᕗᖅ ᐊᖏᕈᑎᖓᓂᒃ, ᐱᓗᐊᖅᑐᒥᒃ ᑎᑎᕋᖅᓯᒪᓂᖅ 26;
• ᖃᐅᔨᒪᓂᖅ ᐃᓄᐃᑦ ᐊᒃᑐᖅᑕᐅᓂᕐᒧᑦ ᐃᑲᔫᑎᑦ ᐊᖏᕈᑎᖏᓐᓂᒃ ᐊᐅᓚᑕᐅᔪᑦ ᑭᕙᓪᓕᖅ ᐃᓄᐃᑦ ᑲᑐᔾᔨᖃᑎᒌᒃᑯᓐᓄᑦ ᐊᒻᒪ ᐋᒡᓃᑰ−ᐄᒍᔾ ᐅᔭᕋᖕᓂᐊᖅᑎᓄᑦƂ
• ᖃᐅᔨᒪᓂᖅ ᑎᑎᕋᕐᕕᖕᒥᒃ ᐊᐅᓚᑦᑎᔪᓐᓇᕐᓂᖃᕆᐊᖃᖅᑐᖅ;
• ᖃᐅᔨᒪᓂᖅ ᖃᕆᑕᐅᔭᑦ ᖃᓄᐃᓕᐅᕈᑎᖏᓐᓂᒃ ᓲᕐᓗ ᑎᑎᕋᕈᑎᑦ ᑕᐃᔭᐅᔪᖅ ᖃᑉᓗᓈᑐᑦ (Microsoft Office suite);
• ᖃᐅᔨᒪᓂᖅ ᐃᓄᐃᑦ ᐃᓄᓕᕆᔾᔪᑎᖏᓐᓂᒃ ᐊᓐᓂᕐᓇᖅᑑᑎᖏᓐᓂᒃ, ᐊᒻᒪ ᐊᑐᖅᓯᒪᓂᑰᓗᓂ ᐱᓕᕆᓯᒪᓗᓂ ᐃᓕᖅᑯᓯᖃᑎᒌᙱᑦᑐᓂᒃ ᐊᑯᓐᓂᖓᓂᒃ;
• ᐅᐸᓗᖓᐃᔭᐃᔪᓐᓇᕐᓗᓂ ᐃᓱᒪᒃᑯᑦ ᐊᒻᒪ ᓴᙱᔪᒥᒃ ᕿᒥᕐᕈᔪᓐᓇᕐᓂᖃᕈᓐᓇᑦᑎᐊᕐᓗᓂ;
• ᑕᑯᒃᓴᐅᑎᑦᑎᔪᓐᓇᕐᓗᓂ ᓴᙱᔪᒥᒃ ᐋᖅᑭᒃᓱᐃᔪᓐᓇᑦᑎᐊᕐᓂᕐᒥᒃ ᐊᒻᒪ ᐱᕕᓂᒃ ᐊᐅᓚᑦᑎᔪᓐᓇᑦᑎᐊᕐᓗᓂ;
• ᑕᑯᒃᓴᐅᑎᑦᑎᔪᓐᓇᕐᓗᓂ ᐅᖃᕈᓐᓇᑦᑎᐊᕐᓗᓂ ᐊᒻᒪ ᑎᑎᖅᑭᕿᕆᔪᓐᓇᑦᑎᐊᕐᓗᓂ ᑐᓴᐅᒪᑎᑦᑎᓂᐊᕐᓗᓂ;
• ᑕᑯᒃᓴᐅᑎᑦᑎᔭᕆᐊᖃᖅᑐᖅ ᑭᖑᕙᖃᑦᑕᙱᓐᓂᕐᒥᓂᒃ;
• ᐊᑐᐃᓐᓇᐅᖃᑦᑕᕐᓗᓂ ᐊᒻᒪ ᐃᓚᐅᖃᑦᑕᕐᓗᓂ ᐋᖅᑭᐅᒫᓂᒃᑐᓗᒃᑖᓂᒃ ᑭᕙᓪᓕᖅ ᐃᓄᐃᑦ ᑲᑐᔾᔨᖃᑎᒌᒃᑯᑦ ᑲᑎᒪᔨᕋᓛᖏᑦ ᑲᑎᒪᑎᓪᓗᒋᑦ ᐃᓚᐅᒋᐊᖃᒻᒪᕆᒡᓗᓂ;
• ᐅᔾᔨᕈᓱᒍᓐᓇᑦᑎᐊᕐᓗᓂ ᓱᓇᓗᒃᑖᓂᒃ ᐱᓕᕆᐊᕆᔭᓂ;
• ᑕᑯᒃᓴᐅᑎᑦᑎᓗᓂ ᐅᖁᒪᐃᑦᑐᓂᒃ ᐱᓕᕆᔪᓐᓇᕐᓂᕐᒥᒃ;
• ᐱᓕᕆᔪᓐᓇᕐᓗᓂ ᓱᑲᔪᒥᒃ ᐱᓕᕆᕝᕕᒥᒃ ᐊᑕᐅᑦᑎᑯᑦ ᑐᓗᖅᑕᖅᓯᒪᔪᓂᒃ ᓯᕗᓪᓕᐅᔾᔭᐅᔭᕆᐊᖃᖅᑐᓂᒃ

ᐊᒻᒪ ᖃᐅᔨᓴᖅᑕᐅᕌᓗᒋᐊᖃᙱᓪᓗᓂ;
• ᑕᑯᒃᓴᐅᑎᑦᑎᓗᓂ ᐱᓕᕆᔪᓐᓇᑦᑎᐊᕐᓗᓂ ᐊᔾᔨᒌᙱᑦᑑᑎᓂᒃ ᐃᓄᖕᓂᒃ.

ᖃᐅᔨᒪᔾᔪᑕᐅᔪᑦ ᐊᒻᒪ ᐊᔪᙱᓐᓂᕆᔭᐅᔪᑦ ᐱᔭᐅᔪᓐᓇᖅᑐᑦ ᖁᑦᑎᖕᓂᖅᓴᒃᑯᑦ ᐃᓕᓐᓂᐊᕆᐊᕐᓂᒃᑯᑦ

ᑎᑎᕋᕐᕕᖕᒥ ᐊᐅᓚᑦᑎᔪᓐᓇᖅᓯᓂᕐᒧᑦ ᐅᕝᕙᓘᓐᓃᑦ ᑕᐃᒪᓐᓇᐃᑦᑐᕈᔪᖕᒥᒃ; ᐃᓚᖃᕐᓗᓂ ᒪᕐᕉᖕᓂᒃ (2) ᐅᑭᐅᓂᒃ ᑐᕌᖓᓪᓗᐊᖅᑐᒥᒃ ᐊᑐᕐᓂᑰᓗᓂ ᐊᑐᐃᓐᓇᐅᑎᑦᑎᓗᓂ ᑎᑎᕋᕐᕕᖕᒥ ᐊᐅᓚᑦᑎᓂᕐᒥᒃ.

ᐱᒋᐊᕈᑎᒃᓴᖅ ᑮᓇᐅᔭᓕᐊᒃᓴᖅ ᐅᓇᐅᕗᖅ $ 81,315.00 ᒪᓕᒡᓗᒍ ᐊᔪᙱᔾᔪᑎᒋᔭᐅᔪᑦ ᐊᒻᒪ ᐊᑐᓗᓚᐅᖅᓯᒪᔭᖏᑦ ᐊᒻᒪ ᐃᓚᒃᑲᓐᓂᕐᓗᒍ $24,000 ᐊᕐᕌᒍᑕᒫᑦ, ᑐᕌᖓᔪᖅ ᐅᑭᐅᖅᑕᖅᑐᒥᐅᑕᐅᓂᕐᒧᑦ ᐊᒻᒪ ᐃᒡᓗᖃᕐᓂᕐᒧᑦ ᑮᓇᐅᔭᖃᖅᑎᑕᓂᖅ. ᐃᓄᐃᑦ ᑲᑐᔾᔨᖃᑎᒌᒃᑯᑦ ᐊᑐᐃᓐᓇᐅᑎᑦᑎᕙᒃᐳᑦ ᐱᔫᒥᓇᖅᑐᒥᒃ ᐃᓗᓕᖅᑯᖅᑐᔪᓂᒃ ᐃᑲᔫᑎᒃᓴᓂᒃ ᐃᓚᒋᖃᑕᐅᑉᓗᒍ ᓴᓇᔨᐅᑉ ᐃᓱᓕᑦᑎᑦᓂᕐᒧᑦ ᓴᓇᖃᑦᑕᐅᔭᕐᓂᕐᒧᑦ ᐸᕐᓇᐅᒻᒧᑦ, ᓇᓪᓕᐅᒃᑯᒫᖅᓯᐅᑎᑦ ᐊᒻᒪ ᕼᐋᓚᑏᕈᑎᒃᓴᒧᑦ ᐃᑲᔪᕈᑎᒃᓴᒥᒃ. ᑖᖕᓇ ᐃᓂ ᑲᖏᖅᖠᓂᕐᒦᑦᑐᖅ ᓄᓇᕗᒥ ᐊᒻᒪ ᐃᒡᓗᕐᔪᐊᕐᒥᒃ ᐊᑐᐃᓐᓇᐅᔪᖃᕐᓂᐊᙱᑦᑐᖅ.

ᐊᑎᓕᐅᖅᑕᐅᓯᒪᔪᑦ ᓄᓇᕗᑖᕐᓂᕐᒧᑦ ᐊᖏᕈᑎᒥᒃ ᐃᓱᒪᒃᓴᖅᓯᐅᕈᑕᐅᓪᓗᐊᕕᖕᓂᐊᖅᑐᑦ
ᐊᒻᒪ ᓯᕗᓪᓕᐅᔾᔭᐅᓂᖃᕐᓗᑎᒃ.

ᐅᒃᑯᐊᕐᕕᖓᑦ ᐅᑉᓗᖓᑦ ᓄᕐᕋᐃᑦ 26, 2023 11:59-ᒧᐊᖅᐸᑦ ᐅᓐᓄᐊᒃᑯᑦ ᑭᕙᓪᓕᖅ ᖃᐅᔨᓴᐅᑎᖓᑦ ᒪᓕᒡᓗᒍ

ᑐᓂᓗᒍ ᓴᓇᕝᕕᒋᓚᐅᖅᓯᒪᔭᕕᑦ ᓇᓗᓇᐃᔭᐅᑎᖓᓂᒃ ᓴᓇᔪᓕᕆᔨᑦ ᐱᓕᕆᕝᕕᖓᓄᑦ

ᖃᕆᑕᐅᔭᒃᑯᑦ ᑐᕌᕈᑎᖓᑦ: kivia@kivalliqinuit.ca
ᐅᖃᓘᑦ: ᐊᑭᖃᙱᑦᑐᒃᑯᑦ 1-800-220-6581 ᐅᕝᕙᓘᓐᓃᑦ 867-645-5765

ENGLISH ᐃᓄᒃᑎᑐᑦ