



Employment Opportunity

Kitikmeot Qualified Business Registry Officer Kugluktuk, Nunavut

The Kitikmeot Inuit Association has an exciting and challenging indeterminate employment opportunity available in Kugluktuk, Nunavut for implementation of the business and contracting schedules of the Inuit Impact and Benefits Agreements (IIBA) for the Hope Bay and Back River Projects. The Hope Bay and Back River Projects are both gold mines located in the Kitikmeot Region

Under the direction of the IIBA Manager of KIA's Department of Lands and Environment, the Kitikmeot Qualified Business Registry (KQBR) Officer is responsible for the execution of the contracting schedules of the IIBAs and is to facilitate success in Kitikmeot Inuit business contracting for the Hope Bay and Back River Projects. Specifically, the KQBR Officer is to monitor, review, and track data on Kitikmeot Inuit business contracting, prepare reports, and to provide support to the Community Economic Development Organization (CEDO) Committee. Duty travel may be occasionally required.

The successful applicant will ideally have a diploma in Office Management or Administration along with three to five (3-5) years of experience, as well as experience in procurement processes with industry. Equivalencies may be considered. Fluency in Inuinnaqtun or Inuktitut is considered an asset.

The starting salary for the position ranges from \$108,667–\$133,454. KIA has a comprehensive employee benefits package plus \$27,311.52 Northern Allowance.

Interested applicants are encouraged to submit a cover letter and a resume, giving education, and work experience background information to:

Donna Olsen-Hakongak
Human Resources Consultant
Kitikmeot Inuit Association
PO Box 18 Cambridge Bay, NU X0B 0C0
Or by email to: dolsen-hakongak@kitia.ca

Preference will be given to Kitikmeot Inuit Beneficiaries. Applicants with questions, or who want to request a full job description can contact Donna Olsen-Hakongak at 867.983.2458 Ext. 1028.

KIA will only contact those candidates considered for an interview.

Closing Date: June 26, 2026 at 5:00 pm MST.