



CHIEF ADMINISTRATIVE OFFICER

Department:	Administration
Type of Employment:	Full-Time Indeterminate
Salary Range:	To be negotiated, 37.5 hours/week
Northern Allowance:	\$23,000 per year
Union Status:	Non-Union
Closing Date:	August 28, 2026 @ 5:00 p.m. Mountain Time

This employment opportunity is open to all applicants; however, preference will be given to Beneficiaries of the Nunavut Agreement in accordance with applicable hiring policies.

The **Hamlet of Kugluktuk** is seeking an experienced and community-minded **Chief Administrative Officer (CAO)** to provide strategic leadership and oversee the delivery of municipal programs, services, infrastructure, and administration.

Reporting directly to the **Mayor and Council**, the CAO is responsible for the overall management of municipal operations, financial stewardship, policy development, human resources, capital projects, and intergovernmental relations. This is an exceptional opportunity to make a meaningful impact while working in one of Nunavut's most vibrant and culturally rich communities.

Qualifications

The ideal candidate will possess:

- A degree in Public Administration, Business Administration, Management, Finance, Indigenous Governance, or a related field.
- At least **7 years of progressively responsible management experience, including 5 years in a senior leadership role.**
- Strong experience in municipal administration, finance, human resources, governance, and operations.
- Demonstrated success working with elected officials, community stakeholders, and government partners.
- Experience securing and managing government funding programs and contribution agreements.
- Knowledge of Inuit culture, northern communities, and Indigenous governance is considered a strong asset.
- An equivalent combination of education and experience may be considered.

What We Offer

- Competitive salary commensurate with qualifications and experience.
- Northern and municipal employment benefits package.
- Relocation assistance (where applicable).
- Subsidized, furnished 2-bedroom staff house.

Apply Today

Interested candidates are invited to submit a **cover letter, résumé, and three professional references**, a **Criminal Record and Vulnerable Sector Check**.

HOW TO APPLY

ATTN: MAYOR

Email Address: cao@kugluktuk.ca or
In person with Hamlet Reception

We thank all applicants in advance, however, only those selected for an interview will be contacted.