

SENIOR ADMINISTRATIVE OFFICER (Town Manager)

The Hamlet of Taloyoak has an opening for the position of Senior Administrative Officer with a strong background in public administration and financial management.

Under the direction of the Mayor and Hamlet Council, the successful candidate will administer and coordinate the affairs of the Hamlet and municipal administration.

Qualifications:

- a recognized diploma or degree in Municipal or Public Administration
- three to five years relevant municipal experience at the senior management level
- must be bondable with a successful Criminal Record Check
- the ability to speak Inuktitut would be considered an asset

Salary is commensurate with education and experience. Benefits include furnished housing at reasonable rates plus a comprehensive Northern Benefits Package.

Closing Date: Will remain open until a suitable person is hired.

Please forward your application and resume to:
Senior Administrative Officer
Hamlet of Taloyoak
sao@taloyoak.ca



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