Senior Administrative Officer

The Municipality of Clyde River requires a qualified Senior Administrative Officer with a strong and proven background in Municipal Administration. The successful applicant must also have good knowledge of Financial Management and Human Resources and be not just a team player, but the team leader.

The CAO is responsible to the Mayor and Council and is responsible for the daily administration and coordination of the daily operation of the community services.

The Ideal Candidate will possess the following qualifications:

- A recognized diploma or degree in Municipal Administration or equivalent.
- Formal Training in Local Government Administration.
- Human Resource knowledge and skills.
- A minimum of 3-year experience in supervision.
- Proven leadership record.
- Equivalencies will be considered.

Requirements:

- Familiarization with the statutory responsibilities as specified in the Hamlets Act and other related acts of Nunavut.
- Knowledge of government operations, statutes and, bylaws and policy making.
- Familiar with computerized accounting systems for Municipalities, Budgeting and Government Funding Programs.
- Excellent communication skills, both verbal and written.
- Proven ability to work in a cross-cultural setting.
- Ability to deal with staff in a diplomatic and fair manner.
- Must be Bondable and submit to a Criminal records check as a prerequisite.

The Municipality of Clyde River offers an excellent starting salary based upon qualifications. The Municipality also provides a Settlement Allowance and subsidized housing. Also, upon completion of the probationary period the Municipality of Clyde River offers a comprehensive benefit package. This includes pension, life insurance, performance bonus and Vacation Travel Assistance.

Closing Date: October 13, 2020 4:00 pm

Please mail, email, or Fax your resume to:

James Arreak, SAO
PO Box 89
Clyde River, NU X0A 0E0
Phone: 867-924-6220
Fax: (867) 924-6293
cao@clyderiver.ca or dirfinance@clyderiver.ca

We thank all who apply but only those selected for interview(s) will be contacted directly.