EMPLOYMENT OPPORTUNITY:

SENIOR ADMINISTRATIVE OFFICER
(aka TOWN MANAGER)

Kinngait formerly known as Cape Dorset until 27 February 2020, is an Inuit hamlet located on Dorset Island near Foxe Peninsula at the southern tip of Baffin Island in the Qikiqtaaluk Region of Nunavut, Canada. The population is approximately 1,500.

The Senior Administrative Officer is responsible for the management, administration and delivery of all municipal programs and services.

Reporting to the Mayor and Council, you will oversee all operations of the municipality compliant with relevant legislation, policies and municipal bylaws. You will be responsible for all municipal financial transactions, programs and services, human resources, working in a cross-cultural setting in a unionized environment with a solid understanding of the roles and responsibilities of municipal councils.

Your 3-5 years of successful senior management will be augmented by degrees in commerce, business administration, public administration as well as financial and management accounting.

You must be bondable with a successful criminal record check and a successful credit history check.

The ability to speak Inuktitut would be an asset.

Please forward your cover letter and resume before November 12, 2021 to:

Senior Administrative Officer – muncdsao@capedorset.ca

P.O. BOX 30
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