EMPLOYMENT OPPORTUNITY

Kivalliq Inuit Association

IIBA Coordinator

Under the direction of the Director, Planning & Implementation, the Meliadine IIBA Coordinator facilitates and coordinates the proper implementation and administration of the Meliadine Inuit Impact and Benefits Agreement.

Responsibilities and Duties

The Meliadine IIBA Coordinator is KIA’s representative at the working level to ensure that the Meliadine Inuit Impact and Benefits Agreement (IIBA) is properly implemented. The Meliadine IIBA Coordinator is expected to gain intimate working knowledge of the Meliadine Inuit Impact and Benefit Agreement; represent KIA on the Meliadine on-site working group and perform duties according to the on-site working group charter; advise KIA on the implementation of the Meliadine Inuit Impact and Benefits Agreement; act as a liaison and co-operate with AEM IIBA staff; meet the project requirements by delivering a quality solution, on time and within the planned budget; provide reports and recommendations to KIA management and various committees constituted by the Meliadine Inuit Impact and Benefits Agreement when necessary.

Knowledge, skills and abilities

• Knowledge of the Nunavut Land Claims Agreement;
• Knowledge of project planning methodologies;
• Knowledge of Inuit Societal Values, and experience working in a cross-cultural environment;
• Comprehensive knowledge of Microsoft Office Suite (e.g. Access, Word, Excel, PowerPoint, Outlook etc.,)
• Excellent attention to detail;
• Excellent oral and written communication skills;
• Demonstrates the ability to work under pressure;
• Demonstrates strong organizational and time management skills;
• Demonstrates exceptional oral and written communication skills;
• Strong report writing skills are required;
• Must demonstrate punctuality;
• Ability to work in a fast-paced environment with conflicting priorities and minimal supervision;
• Demonstrated ability to work effectively with diverse range of individuals.

The Knowledge skills and abilities are usually obtained through a High School diploma, Post-Secondary education an asset with minimum 2 years of experience performing project planning and implementation.

Starting salary is $77,443.00 commensurate with qualifications and experience with an additional $24,000 per annum, of Northern and Housing Allowance. Kivalliq Inuit Association provides a competitive benefits package including an employee pension plan, group insurance and vacation travel assistance. This position is located in Rankin Inlet, NU and Housing is not available.

Beneficiaries of the Nunavut Land Claims Agreement will receive full consideration and priority.

CLOSING DATE: July 22, 2022 at 11:59 P.M CST

PLEASE SUBMIT YOUR RÉSUMÉ TO DEPARTMENT OF HUMAN RESOURCES

Email: kivia@kivalliqinuit.ca | Phone: Toll free 1-800-220-6581 or 867-645-5765
Kivalliq Inuit Association

22nd February, 2022

Subject: Kivalliq Inuit Association (KIA)

Dear Mr./Ms.

I am writing to inform you that the Kivalliq Inuit Association (KIA) has been approved as a registered charity with the Canada Revenue Agency (CRA) as of February 22, 2022. This approval allows KIA to receive charitable donations from individuals and businesses.

The CRA has granted KIA the charitable status number #867-645-5765, which will be used for tax purposes. As a registered charity, KIA is exempt from federal and provincial income tax. The organization also qualifies for a tax credit for donations made to registered charities.

KIA is registered as a non-profit organization under the Charitable Organizations Act of the Government of the Northwest Territories. It is dedicated to representing the interests of the Inuit of Kivalliq.

For more information about KIA and our activities, please visit our website at www.kivalliqinuit.ca.

Sincerely,

[signature]

Kivalliq Inuit Association

For more information, please contact us at 867-645-5765 or kivia@kivalliqinuit.ca.