

EMPLOYMENT OPPORTUNITY



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Kivalliq Inuit Association

Chief Operating Officer

The Chief Operating Officer supports the President (CEO) and the Board of Directors to fulfill the mission and mandate of KIA. Under the oversight and direction of the President, the COO oversees, leads, directs, and manages all the resources of the organization to implement and achieve progress and desired results. The COO directs the organization effectively and efficiently and ensures that KIA meets its legal, financial, policy, program, and service obligations.

The Chief Operating Officer will provide expertise and leadership in the execution of their role. These areas include support in policy and program management in accordance with KIA values, priorities, Board, and the Executive Committee. Strategic Planning techniques to ensure leadership and development of long-term strategy and annual operational plans. Overseeing and providing performance management to KIA's administrative and organizational functions; managing large budgets and financial accountabilities. Provide effective communication by ensuring all reporting requirements are being fulfilled by providing reports to the Executive Committee, Board of Directors, Nunavut Tunngavik Incorporated (NTI), Government Departments and agencies that provide program and service funding.

The ideal candidate should have knowledge and understanding of operational and administrative management experience including working with multiple departments. Experience working with Boards and/or senior level Committees, knowledge of operational, budgeting, and annual financial planning. Understand the nature of project management. Demonstrated ability to execute strategic plans and successfully implement change. Excellent organizational skills and the ability to multitask in a demanding environment. Strong written and verbal communication, facilitation, and presentation skills, with proficiency in Microsoft Office applications. Creativity in developing new or unique ways to improve operations and/or mobilize resources and assets. English is essential. Fluency in Inuktitut is a strong asset.

The successful candidate should have a Post-Secondary Degree from a recognized University in Business Administration or a related field in addition with a minimum five (5) years of progressive management experience in a senior executive role demonstrating professional work experience around; financial planning and budgeting, human resource management, strategic planning and implementation, evaluation, organizational design, leading and providing advice, guidance, and options to a team of professionals. A suitable combination of relevant education and experience may also be considered. **Highly Sensitive position: Clear VSC/CRC is required.**

Starting Salary is commensurate with qualifications and experience with an additional \$24,000 per annum, of Northern/Housing Allowance. Kivalliq Inuit Association offers a comprehensive benefits package including an employee pension plan, group insurance and vacation travel assistance.

This position is in Rankin Inlet, NU and Housing is available.

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

CLOSING DATE IS DECEMBER 9, 2022, AT 11:59 PM CST

PLEASE SUBMIT YOUR COVER LETTER AND RESUME TO DEPARTMENT OF HUMAN RESOURCES

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