EMPLOYMENT OPPORTUNITY

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Kivalliq Inuit Association

Project Manager-Sapujiyiit
Two (2) year term

Reporting to the Director, Planning & Implementation; this two (2) year pilot project as the Project Manager-Sapujiyiit will oversee the Marine Protected Area project between Kivalliq Inuit Association, the Department of Fisheries and Oceans (DFO) and the Sapujiyiit Guardians Society.

Responsibilities and Duties

The Project Manager-Sapujiyiit is the primary point-person responsible for planning, executing, and delivering projects on time, within budget and in accordance with specifications. To achieve these important goals, the Project Manager-Sapujiyiit will define project requirements and scope, acquire project resources, and supervise the efforts of project team members. Efficient delivery of project deliverables, effective quality control, clear communication of expectations to stakeholders, and upward reporting to senior management are critical tasks that must be preformed throughout project lifestyle.

Knowledge, skills, and abilities

- Knowledge of office administrative duties is required
- Knowledge of desktop and computer software such as the Microsoft Office suite
- Knowledge of Inuit Societal Values, and experience working in a cross-cultural environment
- Strategic thinker and strong analytical skills
- Demonstrates strong organizational and time management skills
- Demonstrates exceptional oral and written communication skills
- Strong report writing skills are required
- Financial management and budgeting
- Excellent attention to detail
- Demonstrates problem solving skills
- Demonstrates the ability to work under pressure
- 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 post-secondary education in Management Studies or in related field supplemented by two (2) years of directly related experience. Equivalencies will be considered.

Starting salary is $111,424.00 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: January 27, 2023, 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