



# LEAD OUR TEAM

## Chief Administrative Officer for the Hamlet of Gjoa Haven, NU

The Municipality of Gjoa Haven requires a Chief Administrative Officer with a strong, proven background in public administration and financial management.

Responsible to the Mayor and Council and as the Senior employee of the Hamlet, the successful candidate will direct, administer and coordinate the affairs of the Municipality of Gjoa Haven and oversee all aspects of the municipal administration. A critical focus of the role will be to assist in the development and implementation of corporate policies and goals that cover municipal operations, human resources in a unionized environment, financial performance, economic growth, staff training, and community social development.

The Hamlet of Gjoa Haven will provide an excellent competitive starting salary based on proven qualifications and experience. A comprehensive benefits package is available including isolated post allowance, northern travel allowance, vacation leave, health, dental, pension plan and subsidized housing. The successful candidate will be required to consent to and complete a detailed background check.

**Closing Date: Open until filled**

Job description is available upon request.

Only those selected for an interview will be contacted directly and we thank all those who take the time to apply.

**SEND YOUR CV TO [gjoafinance@qiniq.com](mailto:gjoafinance@qiniq.com)**