Kivalliq Inuit Association
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ᑎᑎᖅᑲᖅᓯᐊᖅ P.O. Box 340
ᖃᖓᑎᖅᓯᓂᖅ, ᓄᓇᕗᑦ Rankin Inlet, Nunavut
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Arviat

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Baker Lake

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Chesterfield Inlet

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Coral Harbour

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Naujaat

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Rankin Inlet

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Whale Cove

Employment Opportunity
Director, Inuit Programs and Services

Under the direction of the Kivalliq Inuit Association Chief Operating Officer, the Director, Inuit Programs and Services is responsible for advancing economic growth in the Kivalliq Region through the planning, development and management of efficient and effective delivery of all KIA programs and services that improve Inuit language and culture, education, training, business development and economic status in the Kivalliq Region. The Director assists the KIA Chief Operating Officer in allocating staff and financial resources, and by developing and setting objectives, strategic priorities, and program and service policies. Employment training is a major area of service delivery for the department of Inuit Programs and Services, the Director will ensure that all third-party funding agencies such as Service Canada's Indigenous Skills and Employment Training Strategy (ISETS) are fulfilled to their requirements.

Responsibilities and Duties

The Director, Inuit Programs and Services ensures the efficient and effective management of the Department of Inuit Programs and Services by managing departmental staff, including staffing and recruitment, annual performance evaluations, reporting, career counselling. Assess the needs for Inuit related to program service and delivery. Assessing third-party funding sources that support KIA economic development employment and training initiatives.

The ideal candidate will possess the following skills, experience and qualifications:

- Knowledge of project management
- Strong written and verbal communication, facilitation, and presentation skills, with proficiency in Microsoft Office applications. Communication skills in Inuinnaqtun or Inuktitut are considered an asset.
- Knowledge of financial planning techniques and tools, such as budget development. Forecasting, variance analysis and reporting, and developing spreadsheets.
- Knowledge of Human Resource Management
- Knowledge of strategic planning and budget cycles, including detailed knowledge in preparing organization business plans.
- Familiarity with Inuit culture, northern socio-economic conditions and constraints, as well as general understanding of Nunavut's political and governance framework.
- Excellent organizational skills and the ability to multitask in a demanding environment.
- Demonstrates team leadership, consensus building and conflict resolution techniques.

Knowledge, skills and abilities for this position are usually obtained through completion of a degree in Business Administration or Public Administration supplemented with five (5) years of directly related experience, including three (3) years progressive leadership or Management experience. Experience in Nunavut and working with Inuit is preferred and experience with Inuit cultural activities, social values are considered assets. Equivalencies will be considered that consist of an acceptable combination of education and experience.

Salary is based on qualifications and the Kivalliq Inuit Association provides a competitive benefits package. This position is located in Rankin Inlet, NU and Housing is available.

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

This is a highly sensitive position and a satisfactory Criminal record Check, along with a clear Vulnerable Sector Check is required.

CLOSING DATE August 13, 2021 AT 5:00 PM CST

PLEASE SUBMIT YOUR RÉSUMÉ TO DEPARTMENT OF HUMAN RESOURCES

Email: kivia@kivalliqinuit.ca |Fax: 867-645-2348|Phone: Toll free 1-800-220-6581 or 867-645-5765