



EMPLOYMENT OPPORTUNITY

Contract Support Officer

Under the supervision of the Manager of Industrial Relations and Technology, The Contract Support Officer (CSO) is responsible for carrying out Kivalliq Inuit Association's mandate of promoting healthy communities by supporting viable, Inuit-owned and controlled businesses as well as individuals with assessing tenders and Request for Proposals (RFP) to Federal and Territorial Government RFPs. The CSO will work closely with business owners, entrepreneurs, municipal, territorial and federal organizations.

Key duties and responsibilities

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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

This position is responsible for the preparation and assessment of request for proposals (RFP) to Federal and Territorial Government tenders with viable, Inuit-owned and controlled firms as well as individuals. Keeps an up-to-date database on past and current RFPs advertised or otherwise available to Kivalliq-based firms. Provides advice and interpretation to clients on procurement and contracting processes, policies and procedures, and assists clients in the submission of proposal documents. Provides recommendations for the proper submission of proposals and directs corrective action. Monitors and reports the progress of proposals. Develops quality control mechanisms. Delivers workshops to the regional business community. Provides information and feedback to support budget allocations for business development programs.

Knowledge, skills, and abilities

The Contract Support Officer will have sound knowledge of public procurement practices including tendering, RFP processes, types of contracts, and contract issues. In-depth knowledge of Nunavut contracting issues, incentive policies, Nunavut Land Claim Agreement related to contracting. Reading, listening and interpreting skills to understand client contracting service requirements. Ability to work independently and make judgement based on information available. Experience with Microsoft office Suite (Word, Excel, Access, PowerPoint). Excellent written and oral communication skills. Excellent organizational and time management skills.

Post-Secondary Diploma in Business, Public Administration or Contract law. Minimum of two (2) years of evaluating, and processing proposals for goods and services. Ability to speak and write Inuktitut is a definite asset. A suitable combination of relevant education and experience may also be considered.

Starting Salary is commensurate with qualifications with an additional \$8,000 Northern allowance and \$16,000 Housing allowance. Kivalliq Inuit Association offers a comprehensive 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 IS DECEMBER 3, 2021 AT 11:59 PM 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