



EMPLOYMENT OPPORTUNITY

Three (3) year term

Project Coordinator

The Project Coordinator is to coordinate and provide technical support to the department of Inuit Programs and Services and partners on the monitoring and evaluation of the planning and technical upgrades to the childcare learning centers within the Kivalliq region. The Project Coordinator’s central role is the oversee, plan, and manage the project through negotiations which would include working with the departmental Director and other staff and partners involved in developing a work plan; coordinating; organizing activities and inspections of these facilities.

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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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Nauyasat

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Rankin Inlet

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Whale Cove

Key duties and responsibilities

This position is in Rankin Inlet, Nunavut and reports to the Manager, Education & Training. This position is responsible for the delivery of technically complex planning projects. The Project Coordinator will coordinate multiple projects and teams to meet agreed upon schedules, budgets, and stakeholder needs, construction management, budget and schedule management, project deliverables, change management, troubleshooting and closure as delegated by the projects team through all stages of the project implementation process. The Project Coordinator will lead the project team for coordination, reporting and on-going communication to all stakeholders and team members, develop a project plan that describes the project product, how the team will carry out the project, when they expect to finish, and how much they expect it will cost considering time parameters.

Knowledge, skills, and abilities

- Knowledge of Project Management principles, contract management and financial responsibilities in a not-for-profit organization
- Oral and written communication skills
- Interpersonal and negotiating skills
- Managing and coordinating skills
- Computer skills (word processing, spreadsheets, database systems, project scheduling)
- Estimating skills to develop budgets for O&M projects
- Financial skills to control project budget expenditures
- Analysing skills to evaluate project results against objective, schedule, budget, and quality decision-making and problem-solving skills to solve and initiate corrective action to problems encountered during the project management process.
- Ability to understand and interpret the Organization Financial Policies procedures and directives and legislative acts.
- Ability to handle multiple tasks during frequent busy periods
- Knowledge of Inuit Societal Values, and experience working in a cross-cultural environment.

The successful candidate will have a Technology Diploma in Engineering, Architecture, Project Management, or related field with three (3) years project management experience. An acceptable combination of education, training, and or experience relating to the position may be considered. Ability to speak, read and write in Inuktitut is considered an asset.

Starting Salary is \$89,446.00 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 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 SEPTEMBER 22, 2023, 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