ᑭᓕᓪᓕᖅ ᐃᓄᐃᑦ ᑲᑎᕐᓂᑲᑎᒃᑯᑦ
Kivalliq Inuit Association
ᑎᑎᖅᑲᖅᓴᕕᒃ/P.O. Box 340, ᑲᖏᑎᖅᓯᓂᖅ/Rankin Inlet, ᓄᓇᕗᑦ/Nunavut X0C 0G0
ᐅᖅᓗᑉ/Tel: (867) 645-5725 ᓴᒃᑲᒃᑯᑦ/Fax: (867) 645-2348/645-2355ᐊᑭᖅᑲᓐᑎᑐᒃᑯᑦToll free: 1-800-220-6581

EMPLOYMENT OPPORTUNITY

Human Resource Manager

Under the direction of the Executive Director, the Human Resource Manager will develop and implement policies, programs and procedures. Manage the administration function of KivIA, and coordinate office processes and procedures to ensure organizational and operational effectiveness and efficiency. Manage all aspects of the human resource function within the company including training, together with management of information and IT systems.

Responsibilities and Duties

- Assist the Executive Director and staff to analyze, develop, implement, monitor and circulate human resource policies and procedures;
- Develop and implement long-term human resource plans for KivIA, including staffing and training requirements for the organization;
- Revise or approve changes to departmental structure within KivIA including departmental organization charts, job descriptions or creation of new positions;
- Establish and maintain close communication and working relationships with all KivIA departments, NTI, other RIA's, Arctic College, Municipal, Federal and Territorial governments and other training and Human Resource development organizations in Nunavut;
- Develop annual human resources and training budgets based on KivIA human resource and training plans.

Qualifications

- University degree or completion of a Public/Human Resources Administration Program;
- A minimum of three (3) years of senior management experience;
- Extensive experience in Human Resource Management
- Equivalencies will be considered;
- Understand the Canadian Human Rights Act, Federal and Territorial Employment Equity Acts;
- Extensive knowledge in policy development and research;
- A good knowledge of financial management process to carry out responsibilities of administering a department;
- Outstanding interpersonal, communication, team-building and organizational skills are essential;
- Ability to work co-operatively with a variety of individuals and groups, including government;
- Sensitive to local, political and cultural aspirations;
- The ability to speak Inuktitut is required.

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

Salary is based on qualifications and the KivIA provides a competitive benefits package. Housing is not available.

CLOSING DATE IS FRIDAY, SEPTEMBER 13, 2019 AT 5:00 PM CST.

PLEASE SUBMIT YOUR RÉSUMÉ TO: kivia@kivalliqinuit.ca

If you have any questions, contact: Gabe Karlik, Executive Director, gkarlik@kivalliqinuit.ca