ᑭᕙᓪᓕᖅ ᐃᓄᐃᑦ ᑲᑐᔾᔨᖃᑎᒌᒃᑯᑦ
Kivalliq Inuit Association
ᑎᑎᖅᑲᖅᑲᖅᕕᒃ/P.O. Box 340, ᑲᖏᖅᓱᓂᖅ/Rankin Inlet, ᓄᓇᕗᑦ/Nunavut X0C 0G0
ᐅᖃᓗᑖ/Tel: (867) 645-5725 ᓱᒃᑲᔪᒃᑯᑦ/Fax: (867) 645-2348/645-2355ᐊᑭᖃᖕᒋᑦᑐᒃᑯᑦToll free: 1-800-220-6581

EMPLOYMENT OPPORTUNITY

DIRECTOR, PLANNING & IMPLEMNETATION

Under the supervision of the Kivalliq Inuit Association Executive Director, the Director of Planning and Implementation manages the Department of Planning and Implementation, by coordinating KIA's strategic plan and policy development, the Director of Planning and Implementation ensures that designated Inuit Organization responsibilities are negotiated and implemented. This position will involve participation in the negotiation and implementation of various Inuit Benefit Agreements (IIBA's) and is involved with implementation plans related to Article 27 of the Nunavut Land Claims Agreement undertaken by Kivalliq Inuit Association.

Responsibilities and Duties

- Coordinate and contribute to KIA strategic plan and policy development
- Prepare or arrange for policy research papers
- Develop strategies and plans to ensure that KIA is meeting its implementation obligations
- Manage the delivery of programs that are a result of implementation obligations
- Provide advice to KIA Implementation Committees
- Provide necessary support services for future negotiations arising from the Nunavut Land Claims Agreement
- Coordinate KIA requests for designation under the Nunavut Land Claims Agreement and developing implementation plans and activities
- Develop integrated project plans, implementation schedules, and cost estimate for major long-term projects
- Prepare and manage annual budgets and performs periodic cost and productivity analyses
- Reports to the KIA board and Executive Director regularly regarding the status of current project initiatives
- Ensure strong and appropriate coordination and cross referencing of various plans and agreements
- Represent KIA in various meetings and working groups
- Directly supervises and coordinates the work load and focus of Departmental staff
- Develops quarterly and annual plans for the Department
- Conducts annual Departmental staff evaluations

Knowledge, skills and abilities

- Experience in working in a cross-cultural environment
- Proven management, financial and organizational skills
- Ability to draft business and strategic plans
- Knowledge of the Nunavut Land Claims Agreement and current affairs concerning Inuit
- Demonstrated written and oral communication skills at senior level of performance
- Demonstrated negotiation and problem-solving skills
- Strong computer literacy
- Strong negotiating skills
- Ability to problem solve effectively

The Knowledge skills and abilities are usually obtained through a Post-Secondary Degree with a major in a field related to the responsibilities of the position, supplemented by five (5) years of relevant professional experience. Oral and written communication skills in Inuktitut will be considered a definite asset. Equivalencies will be considered based on a combination of experience, education and community involvement.

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 not available.

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

CLOSING DATE IS MARCH 20, 2020 AT 5:00 PM CST

PLEASE SUBMIT YOUR RÉSUMÉ TO: kivia@kivalliqinuit.ca

If you have any questions, contact Shelly Nichol, Human Resources Manager, snichol@kivalliqinuit.ca