Kivalliq Inuit Association
ᑭᐸᑦᓕᕐᒥ ᐃᓄᐃᑦ ᑲᑐᔾᔨᖅᑎᑦ

ᑎᑎᖅᑲᖅᑲᕐᕕᖓ P.O. Box 340
ᑲᖏᖅᓱᓂᖅ, ᓄᓇᕗᑦ Rankin Inlet, Nunavut
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EMPLOYMENT OPPORTUNITY
Project Manager

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Arviat

ᖃᒪᓂᑦᑐᐊᖅ
Baker Lake

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Chesterfield Inlet

ᓴᓕᖅ
Coral Harbour

ᓇᐅᔭᑦ
Naujaat

ᑲᖏᖅᓱᓂᖅ
Rankin Inlet

ᑎᑭᕋᕐᔪᐊᖅ
Whale Cove

Under the supervision of the Assistant, Chief Operating Officer the Project Manager is responsible for providing analytical and commercial due diligence on projects that have been identified by Kivalliq Inuit Association. The Manager develops facility projects, renovation and new construction, through initiation of planning, design, construction and closing. The incumbent will also participate in conducting usable research for business case development and is relied upon for writing formal proposals and business planning in relation to KIA's planned capital projects.

Responsibilities and duties

The incumbent will review the progress and performance of projects, take action to prevent and correct variances, identify areas in which changes of the plan are required and manage changes to the project criteria, manage contracts, documentation of related controls for approved projects in accordance with management procedures and applicable regulations, liaison with members of the team, stakeholders and other organizations by establishing goals. Adheres to industry best practices and standards by following laws when dealing with tenders, national building codes, safety and regulatory requirements and polices etc.

The Project Manager should have demonstrated knowledge, skills and abilities in the following areas:

- Construction, economic, political, social, and cross-cultural practices with managing project work in northern jurisdictions.
- Construction procurement strategies and practices with considerable experience in managing consultant and construction contracts.
- Project management best practices and considerable experience in project management and delivery.
- Sound understanding in managing budgets for capital and O&M projects.
- Strong interpersonal skills and the ability to communicate effectively both orally and in writing, to a range of audiences.
- Management and leadership.
- Financial skills to control and report on KIA capital projects.
- Analytical skills to evaluate results against objectives (e.g. schedule, budget, quality)
- Demonstrates decision-making and problem-solving skills to solve and initiate corrective action to manage problems with capital projects.
- Ability to operate various programs such as word processing, spreadsheets, database systems, and project scheduling and information systems.
- Ability to work in a fast-paced environment with conflicting priorities;
- Fluency in Inuktitut is an asset.

To be considered, the ideal candidate will have a Project Management Diploma from a recognized college with three (3) years of progressive work experience in a Project Management field focused on upgrading facilities, new construction, and developing business cases. Designation in Project Management Professional (P.M.P) is an asset. A combination of education and experience will be considered. ***This position is a Position of Trust; therefore, a clear criminal record check will be required.***

Starting Salary is **$123,513.00** with an additional **$31,252.00** per annum, of Northern and 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. **Housing is not available.**

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

CLOSING DATE OCTOBER 17, 2025, 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