Kivalliq Inuit Association
ᑭᕙᓪᓕᕐᒥ ᐃᓄᐃᑦ ᑲᑐᔾᔨᖅᑲᑎᒌᑦ

ᑎᑎᖅᑲᖅᑲᕐᕕᖓ P.O. Box 340
ᑲᖏᖅᓱᓂᖅ, ᓄᓇᕗᑦ Rankin Inlet, Nunavut
X0C0G0

EMPLOYMENT OPPORTUNITY

Assistant Director, Planning & Implementation

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Arviat

ᖃᒪᓂᑦᑐᐊᖅ
Baker Lake

ᐃᒡᓗᓕᒐᕐᔪᒃ
Chesterfield Inlet

ᓴᓪᓕᖅ
Coral Harbour

ᓇᐅᔭᑦ
Naujaat

ᑲᖏᖅᓱᓂᖅ
Rankin Inlet

ᑎᑭᕋᕐᔪᐊᖅ
Whale Cove

Under the supervision of the Director, Planning & Implementation, the Assistant Director, Planning & Implementation coordinates KIA's strategic plan and policy development. The Assistant Director, Planning & Implementation assists in the negotiation of Inuit Impact and Benefit agreements (IIBAs) and ensures that KIA's obligations under the Nunavut Agreement and IIBAs are fulfilled.

Responsibilities and duties

The Assistant Director, Planning & Implementation will lead files as assigned, to ensure applicable policies, procedures, guidelines, and practices are in place and followed to facilitate operational success. The incumbent will be responsible for the negotiations of IIBAs, assist with the planning of budgets for various projects within the department, coordinate KIA requests for designation under the Nunavut Agreement by providing assistance to the Director in developing implementation plans and activities.

Knowledge, skills, and abilities

- Extensive knowledge of desktop and computer software such as the Microsoft Office suite
- Knowledge of Nunavut Land Claims Agreement
- Knowledge of project planning methodologies
- Ability to understand and interpret policies, procedures 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
- Strategic thinker and strong analytical skills
- Strong organizational and time management skills are required
- Ability to draft business and strategic plans
- Knowledge of professional negotiation tactics and public speaking
- Problem solving skills
- Exceptional oral and written communication skills
- Ability to work in a fast-paced environment with conflicting priorities

To be considered, the ideal candidate will have a Post-Secondary Degree in Project Management or related discipline supplemented by five (5) years of Senior Management 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.

Starting Salary is $136,876.00 with an additional $31, 626.10 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. **Housing is available.**

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

CLOSING DATE JULY 24, 2026, 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