



EMPLOYMENT OPPORTUNITY

Implementation Officer x 2

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Arviat

Under the direction of the Director, Planning & Implementation, the Implementation Officer will coordinate and assist in the implementation of various integrated projects, plans and programs arising from the Nunavut Land Claims Agreement. (NLCA) that have been designated to KIA. The implementation Officer will assist in the preparation, coordination, updating, implementation, monitoring, management and reviewing of IIBA's for Kivalliq Inuit Association. The Implementation Officer will also be involved with implementation plans related to Article 37 undertaken by Kivalliq Inuit Association.

Responsibilities and Duties

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Baker Lake

The Implementation Officer will assist in developing integrated project plans, implementation schedules and cost estimates for major, long-term projects; review project documents to ensure they are complete, current and stored appropriately; assist in the planning and implementation of plans to ensure that KIA is meeting its implementation obligations; perform administration and delivery of programs relating to implementation obligations; provide assistance and advice to departmental committees; conduct research and provide support for future negotiations within the department, ensure strong and appropriate coordination and cross-referencing of various plans and agreements; prepare periodic reports and briefing notes when required; provide updates to the Director, Planning & Implementation regularly regarding the status of current project initiatives.

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Chesterfield
Inlet

Knowledge, skills, and abilities

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Coral
Harbour

- Knowledge of the Nunavut Agreement, with attention to Article 37
- Knowledge of Inuit Impact Benefit Agreements administered by the KivIA and AEM
- Knowledge of Project Management
- Knowledge of Inuit Societal Values, and experience working in a cross-cultural environment;
- Comprehensive knowledge of Microsoft Office Suite (e.g., Access, Word, Excel, PowerPoint, Outlook etc.,)
- Excellent attention to detail;
- Demonstrates problem solving skills;
- Demonstrates the ability to work under pressure;
- Demonstrates strong organizational and time management skills;
- Demonstrates exceptional oral and written communication skills;
- Strong report writing skills are required;
- Must demonstrate punctuality;
- Ability to work in a fast-paced environment with conflicting priorities and minimal supervision;
- Demonstrated ability to work effectively with diverse range of individuals.

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Nauyasat

The Knowledge skills and abilities are usually obtained through post-Secondary education in the area of Management Studies, Public Administration, or related field; supplemented by two (2) years of directly related experience. Equivalencies will be considered based on a combination of education and experience.

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Rankin Inlet

Starting salary is \$97,308.00 with an additional \$31,626.10 per annum of Northern and Housing allowance. The Kivalliq Inuit Association provides a competitive benefits package including an employee pension plan, group insurance and vacation travel assistance. This position is open to applicants residing in Nunavut.

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Whale Cove

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

CLOSING DATE NOVEMBER 6, 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