

Team Leader



Location:
Hopedale
Department:
Health & Social Development
Term:
Permanent Full-Time
Closing Date:
August 18, 2020
Responsibilities:
Under the direction of the Director of Community Programs, the Team Leader is responsible for the day-to-day administration of the community office in Hopedale. This position is also responsible for the supervision and orientation of staff, preparation of a community work plans and reports, implementation of policies and procedures and the preparation of annual budgets, ensuring budget control and accountability.

Qualifications:
• Certificate and/or Diploma in Office Administration and/or Health Administration or an acceptable level of education and work experience • Proven ability to manage human and financial resources • Working knowledge of Microsoft Office • Ability to work with minimum supervision

Contact:

careersonline@nunatsiavut.com

Applications should be forwarded before 4:30pm on closing day.

The Nunatsiavut Government is an equal opportunity employer however preference will be given to beneficiaries of the Labrador Inuit Land Claims Agreement. Applicants are asked to clearly state their Nunatsiavut beneficiary number on their cover letter or resume when applying.

SuliaKaktinik Sivukkataktik



Nani:

Hopedale-imi

suliaKapvik:

SuliaKakvinga Inosiksiagiktotitsigasuannimi & Nunalinni Pivalliatiksigasuannimi

Kanga:

Suliaksaunginnaniaktuk

killilipvinga:

August 18, 2020

kamagijatsat:

AngajukKâKalluni aulatsijigillugulu Aulatsijik Nunalinni IkajotauKaktatunik, tâna SuliaKaktinik Sivukkataktik kama-jiutitauniaktuk ulluk tamât aulataugiaKanninganik nunalinni suliaKakvimik Hopedale-imi. Tâksuninga inilik kamajiutitau-niammijuk aulataugiaKanninginnik amma ilingasaktaugiaKan-ninginnik suliaKaktet, atuinaguktisiKaktaluni nunalinni suliaKaktinik pannaigutausimajunik amma Kaujitsiutunik, kaju-sititsiKaktaluni maligaksanik amma pusiugialinik amma atuinaguktisiKaktaluni jârimut ilingâlâktunik kenaujanik Kinugautinik, nalâgut nalauksitiksiKaktaluni kenaujait Kinuagillugit pitâgijausimajut aulatsialugit amma kingomagijaulikpata pasijaksaugiamik atuinnausongulluni.

Ilisimausigigialingit:

- AlakkasâjaKalluni amma ubvalonnet Nalunaikkuta-mik SuliaKakvimi Aulatsijiugiamik amma ubvalon-net Inosiksiagiktotitsigasuannimi Aulatsijiugiamik ubvalu nâmmatumik ilinniasimalluni amma suliaKakvimi-KaKaktasimalluni
- Kaujimajauksialuni pisonguninga aulatsijiulluni inunnik amma kenaujanik ikajotaugialinik
- SuliaKautiKagiamik Kaujimalluni Kagitaujanik taijanik Microsoft Office
- Pisongulluni suliaKaktinik aulatsijiKaktasimalluni

Kaujisallutit:

careersonline@nunatsiavut.com

Ottugautet âjausimagialet fimfiliak apvaKâttinagu matuttauvingata ullungani.

Nunatsiavut kavamanga atjigettisiKattatuk suliaKaktinik tavatuak pigumajauluaKattatut ikajuttaugutilet Labrador Inuit Nunamik Satusainnimut AngiKatigegutingani. Ottugajuit allasiasimakKujaujut Nunatsiavut ikajuttaugutilet numuranganik allavitsangata pigianningani suliaKaktinik atuinnausongulluni.