

Capital Projects Coordinator



Location:

Nunatsiavut

Department:

Affairs

Term:

Permanent Full-Time

Closing Date:

February 4, 2022

Responsibilities:

- Coordinate the planning and implementation of assigned facilities projects and/or components thereof, from the initial planning and design stages through to implementation and completion.
- Provide support by communicating policies and priorities, monitoring work and ensuring issues are resolved or escalated to appropriate level(s) to meet project budget, schedule, deliverables and user requirements.
- Liaise with various internal and external stakeholders; conveys information and responds to queries, concerns, etc. with respect to project status, design and construction matters.
- Provide frequent clear and concise reports to leadership regarding ongoing issues, progress updates, challenges and opportunities.
- Carry out project plans according to established project methodologies and systems to ensure successful and coordinated completion of project components by working with stakeholders and/or user groups and support departments.
- Other related duties as required

Qualifications:

- A diploma from a recognized technical institute as a Civil Engineering Technologist in the field of Civil Engineering Technology, or
- Five (5) years recent, related experience, or an equivalent combination of education, training and experience.
- Five years of recent experience in civil contract administration, project management, and asset management
- Comprehensive knowledge of capital planning and budgeting, infrastructure development.
- Excellent communication and administrative skills
- Strong knowledge of computers
- Ability to work independently with little supervision

Assets:

- Bilingual in Inuktitut and English

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.

Suliagigatsalagiuunik Aulatsijitsak



Nani:

Nunatsiavut

suliaKapvik:

Aulatsivik

Kanga:

SuliaKainnaluni Ilonnanginnik SitontiKalluni

killilipvinga:

February 4, 2022

kamagijatsat:

- AulatsiKattaluni atuinaguttiginnimik atuttauliaKititsiKattaluni suliagigatsaujunik ammalu/ubvalu suliagigatsait ilanginnik atuinaguttitausimajunit âkKisuttausimajunillu atuttauliaKititsinikkut **suliagigatsaujunik** pijagettauluginut
- IkajutjiKattaluni Kaujimajautitsinikkut maligatsaujunik sivulliutigialinnilu, kamaKattaluni suliagijaujunik kamatsiaKattaluni kamagijaugialet kamagijautsiagaluammangâta ubvalu piunitsaulittilugit âkKitausimagaluammangâta taggalu Kanuigunnailutik kamagillugit kenaujatsait, suliaKautiKannimi sitontitsait, suliagigatsaulutik tunijaugialinnik, Kanullu atuttaugiaKammangâta.
- IkajuttigeKatiKaKattaluni atjingengitunik suliaKaKatitsaminik suliaKapvimeKatimminik, silatimmiunillu, KaujitiKattalugit Kaujimagatsaujunik, kiuKattaluni apitsotiujuunik. Isumâlotaujunik, taimaittugalannik, kamagillugit Kanuilingannigijangit suliagigatsaujuut, ilutsisangit, Kanullu sanajaugiaKammangâta.
- PitaKatitsiKattaluni angajukKauniujunut tapvinaugasuak tukisinatsiatunik iluingasiattunillu Kaujimatitsiutunik pillugit suli isumâlotigijaujuut. Kanullu pilimmangâta ullumimut suliagijaujuut, apomautitsait, pivitsaujuillu.
- kamaKattaluni suliagigatsaulutik atuinaguttigialinnik atulluni suliaKautiKannimi piusiusonik, atuttausonillu nalunaniangimat suliagigialet pitsianianinginnik, aulattausiatillugit suliagigialet pijagettaunitsangit suliaKaKatiKatsialuni kamaKataugialiujuunik ammalu/ubvalu asingit atuKataugialet Ikajutjijujuillu.
- Asinginnilu kamaKattaluni pigiaKatuaguni

Ilisimausigigialingit:

- Ilinniasimannimut nalunaikkutaKalluni ilitannatumit ilinniavitsuamit ilinniasimannimi Sanajillagiugiamik tamakkunani Sanajillagiujuni, ubvalu
- Tallimani (5) jâriusimajuni, taimaittunik ilisimautiKalluni, ubvalu taimaittuit atjinginnik ilinniagutiKasimalluni, ilinniatitausimalluni, ilisimautiKallunilu.
- Tallimani jâriusimajuni ilisimautiKasimalluni sanajiunnimik kamajiugiamik, sanagatsait pillugit kamasongunnimik, pivalliutaugajattunillu kamasongunnimik
- IlisimautiKallagilluni kamasongugiamik suliagigatsalagiujuunik pannaigutiKasongunnimik, kenaujatsasiugutiKagiamillu, nunatasugajattunillu âkKisuisongunnimik.
- Piujummagimmik KaujimauiKatausongulluni, suliaKapvimilu kamajiusongunnimik
- Songujumik ilisimautiKalluni Kagitaujanik
- PisonguniKalluni imminek suliaKagalagiamik kamagijaugiaKalualugani

Ikajuvaligajattuit:

- Inuktitut Kalunâtitullu uKâlasongulluni.

Kaujisallutit:

careersonline@nunatsiavut.com

Ottugautet âjausimagialet fimfialiak apvaKâttinagu matuttauvingata ullugani.

Nunatsiavut kavamanga atjigettisiKattatuk suliatsasiuttunik tavatuak pigumajauluaKattatut ikajuttaugutilet Labrador Inuit Nunamik Satusainnimut AngiKatigegutingani. Ottugajuit allasiasimakKujajut Nunatsiavut ikajuttaugutilet numuranganik allavitsangata pigianningani suliatsasiugutimillonnet ottugannimi.