

Location:

Nunatsiavut (Nain, Hopedale, Makkovik, Rigolet, or Postville) or Happy Valley Goose Bay

Department:

Finance, Human Resources & Information Technology

Term:

Permanent Full-Time

Closing Date:

February 11, 2022

Responsibilities:

- Provide employee guidance with the proper use and interpretation of HR policies, plans, and programs
- Assist with developing and updating new and existing procedures, HR policies, job aids, etc.
- Raise potential employee relations issues and make recommendations to the Human Resources Manager(s)
- Manage full-cycle recruitment – implement strategies and techniques to source top talent, review and update job descriptions
- Prepare documentation and performs activities related to onboarding/off-boarding
- Review and implement Health & Safety regulations in all offices ensuring compliance with relevant regulatory bodies
- Comply with and participate in the Company's Health & Safety and Quality programs and initiatives
- Participates in the planning, implementation, evaluation of new/revised performance management practices/procedures
- Consult with supervisors/managers on employee relations including coaching, development and performance management
- Actively participate in administration of HR programs including the performance review process, employment equity program, and staff training and development
- Responsible for accurate and up to date personnel records
- Ensures that the minimum Employment Standards is met on behalf of Nunatsiavut Government
- Responsible for ensuring the appropriate Payroll divisions are aware of staff movement and progress
- Develop and manage recognition programs
- Some travel as required
- Other duties as required

Qualifications:

- The minimal qualification for this position are graduation from an approved college or university specializing in Human Resources, and 3-5 years' of experience in Human Resources Generalist activities. Combined relevant education and experience will be considered.
- Computer skills in word processing, electronic spreadsheets and SharePoint
- Working knowledge of Employment Standards, Human Rights, Occupational Health & Safety and Workers Compensation
- Knowledge and experience with the PRIME program
- Ability to work with minimal supervision
- Well-developed interpersonal and communication skills, with the ability to communicate with individuals at all levels of the organization

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.

Nunatsiavut (Nain, Hopedale, Makkovik, Rigolet, Postville-imilonnet) ubvalu – Happy Valley
Goose Bay

Kenaujalaginnimut, SuliaKattiliginnimut, Kagitaujaliginnimullu

SuliaKainnaluni Ilonnanginni Sitontini

February 11, 2022

- PitaKatitsiKattaluni tasiuttaugannimik suliaKattiujuunik atutsiagianginnik tukisitsiagianginnilu HR-ikut maligatsanginnik, pannaigutigsimajanginnik, ikajosinginnilu
- IkajuKattaluni âkKisuinnimi nutângutitsinimmilu nutânik atuttaugettunillu suliaKausiujuunik, HR-kut maligatsanginnik, suliaKattiujuunik asigalanginnilu.
- KaujiavutitsiKattaluni suliaKattiujuut isumalotigijanginnik âtsiKattalunilu pusiigijaukKujaujuunik SuliaKattuligijet AngajukKânganut.
- kamatsiaKattaluni suliaKattisaujuunik KinijagiaKannimik-atuttauliaKititsiKattaluni kamausiujuunik, suliaKasongujuunik pisongunippânik Kinijannimi, KimigguKattaluni, nutângutitsiKattalunilu suliaKattisaujuunik Kanuiliugusinginnik.
- AtuinnaiguttigiKattaluni allasimajunik ammalu kamaKattaluni pillugit suliaKattisaujuunik ilonnaini suliaKattisaujuunik kamatsialuni malitsiagaluaummangâta asingita adjigigallugit suliaKattisaujuunik maligatsanginnik.
- MalitsiaKattaluni ilaliutiKattalunilu kampaniujop Inositsiagittotitsinimmi Pilukattailisongunnimi kamatsiasongunnimilu suliaKattisaujuunik pigiasittitausimajunillu
- IlauKattaluni pannaigutiKannimi, atuttauliaKititsinimmi, kamannimi suliaKattisaujuunik pitsiagaluaummangâta nutângujuut/nutângutitausimajuit kamausiujuunik suliaKattisaujuunik pillugu suliaKattisaujuunik pitsiagaluaummangâta suliaKattisaujuunik.
- KaujimakatiKaKattaluni angajukKattisaujuunik/angajukKattisaujuunik pillugu suliaKattisaujuunik ilauKattisaujuunik Kanuk pigiaKattisaujuunik suliaKattisaujuunik uKattisaujuunik, suliaKattisaujuunik pivalliasangunnik, Kanullu pitsiasangunnikKattisaujuunik.
- IlaliutiKattisaujuunikKattaluni kamagijaunnginnik HR-ikkut suliaKattisaujuunik ilauKattisaujuunik kamausiujuunik suliaKattisaujuunik suliamminik pitsiagaluaummangâta, adjigettumik suliaKattisaujuunik suliaKattisaujuunik, ammalu suliaKattisaujuunik ilinniatitsisongunnimilu, pivalliatitsinimmilu.
- kamaKattaluni suliaKattisaujuunik allaKattisaujuunik tammaumangitunik upalomangitunillu.
- kamatsiaKattaluni atunginippaugaluappata SuliaKattisaujuunik kamausiujuunik atuttausialuaummangâta kiggatullutik Nunatsiavut kavamanganik.
- kamaKattaluni akiliusianik kamajet Kaujimattitaiutsialuaummangâta suliaKattisaujuunik sugualimmangâta Kanullu pivalliatigimmangâta.
- ÂkKattisaujuunikKattaluni kamaKattalunilu tamakkuninga suliaKattisaujuunik ilitagijaugutigisonginnik.
- Namutuinnik ingigagalasongunnimi pigiaKattisaujuunik.
- Asinginnilu kamsongunnimi pigiaKattisaujuunik.

- Tamatsumani suliatsami mikinippâmik ilisimaniKagialik pijagesimalluni ilinniasimannimik ilitagijaujumi ilinniavimmi ubvalu ilinniavitsuami piluattumik suliaKattuligijiunnimik, ammalu pingasunit tallimanut jârini ilisimaniKalluni SuliaKattuligijiugiamik. Adjigettumik ilinniagutiKasimajuit ilisimautiKajuillu isumagijauluagajattuit.
- Kagitaujaligisongunnimik adjigengitunik ilisimautiKalluni.
- IlisimautiKalluni suliaKautiKasongunnimik adjigengitunik suliaKausiusongujunik, Inuligisongunnimik, Inositsiagittosongunnimik, Pilukattailisongunnimik, SuliaKattiujuillu Ânnisimappata Ikajuttaugusinganik.
- IlisimautiKalluni taijaup PRIME suliaagijausongunninganik.
- AjuKittutaulualugani imminik suliaKsongulluni.
- PisonguniKatsialuni inutsiangusongunnimik, KaujimautiKasongunnimik, pisonguniKallunilu ilonnaini katitjuKatigenniu juni suliaKattiujuunik suliaKaKatikasongunnimik.

careersonline@nunatsiavut.com

Ottugautet âjausimagialet fimfiliak apvaKâttinaqu matuttauvingata ullungani.

Nunatsiavut kavamanga atjigettisiKattatuk suliatsasiuttunik tavatuak pigumajauluaKattatut ikajuttauqutilet Labrador Inuit

Nunamik Satusainnimut AngiKatigegutingani. Ottugajuit allasiasimakKujaujut Nunatsiavut ikajuttaugutilet numuranganik allavitsangata pigianningani suliatsasiugutimmilonnet ottugannimi.