



Location:

Nunatsiavut (Nain, Hopedale, Makkovik, Rigolet, or Postville)

Department:

Finance, Human Resources & Information Technology

Term:

Permanent Full-Time

Closing Date:

January 27, 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.



Nani:

Nunatsiavut (Nain, Hopedale, Makkovik, Rigolet, Postville-imilonnet)

suliaKapvik:

Kenaujalaginnimut, SuliaKattiliginnimut, Kagitaujaliginnimullu

Kanga:

SuliaKainnaluni Ilonnanginni Sitontini

killilipvinga:

January 27, 2022

kamagijatsat:

- PitakatsiKattaluni tasiuttaugiannimik suliaKattiujuunik atutsiagiannimik tukisitsiagiannimilunilu HR-ikut maligatsanginnik, pannaigutigsimajanginnik, ikajosinnimilunilu
- IkajuKattaluni âkKisuinnimi nutângutitsinimmilunilu nutânik atuttaugettinullu suliaKausiujuunik, HR-kut maligatsanginnik, suliasaujuunik asigalanginnimilunilu.
- KaujijautitsiKattaluni suliaKattiujuunik isumalotigijanginnik âtsiKattalunilu piusigijaukKujaujuunik SuliaKattuligijet AngajukKânganut.
- kamatsiaKattaluni suliaKattisaujuunik KinijagiaKannimik-atuttauliaKititsiKattaluni kamausiujuunik, suliaKasongujuunik pisongunippânik Kinijannimi, KimigguKattaluni, nutângutitsiKattalunilu suliasaliangujuunik Kanuiliugusinginnik.
- AtuinnaguttigijKattaluni allasimajunik ammalu kamaKattaluni pillugit suliasatâttisilinnimi, suliasamillu petsilinnimi.
- KimigguKattaluni atuttauliaKititsilunilu Inositsiagittogasuannimi Pilukattailinnimilunilu maligatsaujuunik ilonnaini suliaKapviujuni kamatsialuni malitsiagaluummangâta asingita adjigigalallugit suliaKapviujuit maligatsanginnik.
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- IlauKatauKattaluni pannaigutiKannimi, atuttauliaKititsinimilunilu kamannimi suliaigijaujuunik pitsiagaluummangâta nutângujuunik/nutângutitausimajuit kamausiujuunik suliaKattinik pillugu suliaKattiujuunik pitsiagaluummangâta suliaigijammini.
- KaujimakatiKaKattaluni angajukKaunuijuunik/angajukKângujuunik pillugu suliaKattisinniujuunik ilauKasiutillugu Kanuk pigiaKammangâta suliaKattiujuunik uKaudjuikattanik, suliaigijammini pivalliasuannik, Kanullu pitsiasuagiammangâmmik.
- IlaliutiKatautsiaKattaluni kamagijaunninginni HR-ikkut suliaigijangit ilauKasiutillugit kamausiujuunik suliaKattiujuunik suliamminik pitsiagaluummangâta, adjigettumik suliaKajuit suliaKattitaugaluammangâta, ammalu suliaKattiujuunik ilinniatitsisongunniujumik, pivalliatitsinimmilunilu.
- kamaKattaluni suliaKattiujuunik allaKutinginnik tammaumangitunik upalomangitunillu.
- kamatsiaKattaluni atunginippaugaluappata SuliaKapvimik kamausiujuunik atuttausialuummangâta kiggatullutik Nunatsiavut kavamanganik.
- kamaKattaluni akiliusianik kamajet Kaujimattitaiutsialuummangâta suliaKattiujuunik sugalualimmangâta Kanullu pivalliatigimmangâta.
- ÂkksuiKattaluni kamaKattalunilu tamakkuninga suliaKattiujuunik ilitagijaugutigisonginnik.
- Namutuinnak ingigagalasongullunilu pigiaKatuaguni.
- Asinginnimilunilu kamsongullunilu pigiaKatuaguni.

Ilisimausigigialingit:

- Tamatsumani suliasami mikinippâmik ilisimaniKagialik pijagesimallunilu ilinniasimannimik ilitagijaujumi ilinniavimmi ubvalu ilinniavitsuami piluattumik suliaKattuligijunimik, ammalu pingasunit tallimanut jârini ilisimaniKallunilu SuliaKattuligijugiamik. Adjigettumik ilinniagutiKasimajuit ilisimauteKajuillu isumagijauvuagajattuit.
- Kagitaujaligisongunnimik adjigengitunik ilisimauteKallunilu.
- IlisimauteKallunilu suliaKautiKasongunnimik adjigengitunik suliaKausiusongujuunik, Inuligisongunnimik, Inositsiagittosongunnimik, Pilukattailisongunnimik, SuliaKattiujuunik Ânnisimappata Ikajuttaugusinganik.
- IlisimauteKallunilu taijaup PRIME suliaigijausongunninganik.
- AjuKittutaulualugani immilik suliaKsongullunilu.
- PisonguniKatsialuni inutsiangusongunnimik, KaujimauteKasongunnimik, pisonguniKallunilu ilonnaini katitjuKatigenniujuuni suliaKattiujuunik suliaKaKatiKasongunnimik.

Kaujisallutit:

careersonline@nunatsiavut.com

Ottugautet âjausimagialet fimfiliak apvaKâttinagu matuttauvingata ullungani.

Nunatsiavut kavamanga atjigettisiKattatuk suliasasiuttunik tavatuak pigumajauluaKattatut ikajuttaugutilet Labrador Inuit

Nunamik Satusainnimut AngiKatigegutingani. Ottugajuit allasiasimakKujaujut Nunatsiavut ikajuttaugutilet numuranganik

allavitsangata pigianngani suliasasiugutimillonnet ottugannimi.