

# Director of Human Resources



## Location:

Nain

## Department:

Finance, Human Resources & Information Technology

## Term:

Permanent Full-Time

## Closing Date:

December 27, 2022

## Responsibilities:

- Leads the functions and services of the Human Resource division in the areas of employee relations, recruitment and retention, performance management, job descriptions and classification, staff training and development, remuneration, and benefits; employee recognition, health and safety and organizational structure.
- Provides human resource management insight, advice, support and guidance to the departmental Directors and supervisors, including providing advice in the interpretation of policies and other guidelines, protocols and legislation.
- Develops and oversees the implementation of policies, practices, and procedures consistent with Inuit values, the Nunatsiavut Civil Service Act and applicable federal legislation. Conducts internal training as necessary on policies and procedures.
- Leads the management of complex staff relations matters including but not limited to, termination, harassment and discrimination. Conducts investigations and research, analyzes issues and prepares options and recommendations for resolution.
- Development, implementation and management of Human Resources divisional plans, goals, objectives, priorities, policies, programs and strategies.
- Manages the day to day activities of the Human Resources division, including developing and managing the associated budget, recruitment, supervision, training and performance management of staff to ensure the efficient and effective delivery of services.
- Sits as the Chair of the Hiring Committee for all Director positions which includes establishment of selection criteria, development of interview questions and scheduling of interview.
- Sits as Chair of the Salary Review Committee, ensuring that all job classifications are completed in a consistent manner in accordance with NG policies.
- Responsible for the preparation of briefing notes related to human resource matters and issues.
- Training and in-servicing as required.
- Travel as required.
- Other related duties as required

## Qualifications:

- Bachelor's Degree with a specialization in Human Resources from a recognized University or an equivalent combination of education and experience.
- 10+ years of relevant experience in human resources and 5+ years in a management/senior level.
- Knowledge of federal employment laws, Canada Labour Code, labour relations, human rights and related regulations.
- Knowledge of Inuit culture and Inuit Communities.
- Strategic thinker and ability to be creative in problem solving.
- Strong oral and written communication skills
- Excellent interpersonal and coaching skills
- Excellent organizational skills
- Work as a member of a team

## Assets:

- Chartered Professional in Human Resources designation
- Bilingual in Inuktitut and English

## Contact: [careersonline@nunatsiavut.com](mailto: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.

# SuliaKattuligijini Aulatsijitsak



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| <b>suliaKapvik:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| SuliaKapvinga kenaujalaginnimut, SuliaKattiliginnimut, Kagitaujaliginnimullu                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Kanga:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| <b>killilipvinga:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| <b>kamagijatsat:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <ul style="list-style-type: none"><li>Sivukkatattugialik aulatauninginni SuliaKattiligijet suliaKapvingani kamaKattaluni suliaKattinik, suliaKattisanik suliaKainnagasuasiatillugillu, suliaKausinik kamatsiasongulluni, suliaSautitaujunik tukisititsisongulluni nanillu suliaKajutsaumangâta, suliaKattinik ilinniatitsiKattaluni pivalliatitsilunilu, suliaKattet ikajositsanginnik KaujitsiKattaluni, suliaKattet suliaKatsianinginnik ilitagijautitsisongulluni, kamagillugillu inositsiagittogasuaningit ânnitailigiaKanningillu, suliaKapviulu aulataugusiginnik.</li><li>SuliaKattinik aulatsijimik Kaujitsisongulluni kamatsiasonguKattagiamik, uKautjigiasongunnimik, ikajutjijiusongunnimik, tasiugiasongunnimillu suliaKapvimik Aulatsijinik, kamajinillu, ilauKasiutillugit tukisititsisongunnik maligatsanik, asinginnilu malittaugialinnik, piusitsaujunik, maligatsaliuttausimajunnilu.</li><li>ÂkKisuisongulluni kamasongullunilu atuliaKattitauninginnik maligatsanik, atuttausongujunik, piusitsanillu malitsiatunik Inuit illigijanginnik, Nunatsiavummi SuliaKattet PikKujanginnik asingillu federalimi atuttauKattatunillu. SuliaKapvimi ilinniatitsisongulluni pigiaKatuaguni maligatsanik, piusiusongujunillu.</li><li>SivullittiuKattaluni kamagijaugiaKalippata uKumailuakKotuit suliaKattinik ilauKasiutillugit, tâvatuak tamakkuatuanguluttinagit, suliaKattik pejauKagiaKappat, papvisâgijuKasimappat, piungisattuKasimapalu. KaujisaKattagialik Kimiggulunilu, killisiniasongulluni atuinnaugutjikattaluni piusugajattunik, piusiukKujaujunillu âkKisigiagutijausonik.</li><li>ÂkKisiuKattaluni, atuliaKititsiKattaluni, aulatsiKattalunilu SuliaKattiligijet Aulatsijingata suliaKapvingata pannaigutinginnik, tugâgutigijanginnik, tungavigigumajanginnik, sivullitigumajanginnik, maligatsanginnik, suliatanginnilu.</li><li>kamaKattaluni ullu tamât suliatanik, ilauKasiutillugit âkKisiuinnik kamaKataunnilu kenaujanik atugatsanik, suliaKattisanik, kamannimik, ilinniatitsinimmik, suliaKattet suliaKatsiagaluummangâta kamatsiasuamut suliaKajuKagaluummangât kamatsianikkut atunniKatsianikkulu.</li><li>ItsivautauKattaluni katimajini SuliaKattisatsiunimmi ilonnaini SuliaKattini Aulatsijinut ilauKasiutillugit âkKisuisongunnik piusiusongujunik, âkKisuisongulluni apitsotitsanik suliaKattisatsiunimmi, atuinnaugutjisongulluni Kanga apitsutaujuKagiamik.</li><li>ItsivautauKattaluni katimajini kamajiullutik SuliaKattet akiliusiatsanginnik, kamatsialuni ilonnangit sakKititausimajuit suliat augajattuit âkKisutsiasimaninginnik malitsialutik Nk-ta maligatsanginnik.</li><li>kamaKattaluni atuinnaugutinimmik allaKutinik ilingajunik suliaKattiliginnimi aulatsinimmik kamagijaugialinnik isumâlotigijaujunillu.</li><li>IlinniatitauKattaluni katimaKatauKattalunilu pigiaKatuaguni.</li><li>AullagiaKaKattaluni pigiaKatuaguni.</li><li>Asinginnilu kamaKattaluni pigiaKatuaguni.</li></ul> |
| <b>Ilisimausigigialingit:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <ul style="list-style-type: none"><li>NalunakkutaKalluni Ilinniasimannimut piluattumik SuliaKattiligijugiamik ilitagijaujumi ilinniavitsuami atjigalanginnilonnet ilinniasimalluni suliaKatsiamallunilu.</li><li>Senanik (10) jârinik suliaKasimalluni suliaKattiliginnimik tallimanillu (5) jârinik ilisimaniKalluni kamajiusongugiamut angajutliujuit suliaSisongijanginni.</li><li>IlisimautiKalluni federalini suliaKattiliginnimi maligatsanginnik, kanatami SuliaKattiligijet maligatsanginnik, suliaKattiliginnimik, inuit pivitsagisogijanginnik asinginnilu atjigalanginnik maligatsanik.</li><li>IlisimautiKalluni Inuit ilukKusinginnik, Inuillu nunanginnik.</li><li>Suliat augajattunik isumatsasiugutiKasongulluni, pisonguniKallunilu kamasongugiamik apomautiusonik.</li><li>UKâlaKattiKatsiasongugialik allasiasongujutsalu.</li><li>InotsiaKatiKatsiasongulluni kamaKatautsiasongullunilu.</li><li>kamagijaugialinik kamatsiasonguniKalluni.</li><li>SuliaKaKatimminut suliaKaKatautsiasongulluni.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Ikajuvalliutaugajattuit:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <ul style="list-style-type: none"><li>Ilisimajullagiuguni SuliaKattiliginnimik.</li><li>Tamâginnik uKâlasongugugialik Inuttitut Kallunâtittullu.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

**Kaujisallutit:** [careersonline@nunatsiavut.com](mailto:careersonline@nunatsiavut.com)  
Ottugautet âjausimagialet fimfiliak apvaKâttinagu matuttauvingata ullungani.

Nunatsiavut kavamanga atjigettisiKattatuk suliatasiuttunik tavatuak pigumajauluaKattatut ikajuttaugutilet Labrador Inuit Nunamik Satusainnimut AngiKatigegutingani. Ottugajuit allasiasimakKujaujut Nunatsiavut ikajuttaugutilet numuranganik allavitsangata pigianningani suliatasiugutimillonnet ottugannimi.