

Human Resources Specialist



Location:

Nunatsiavut (Nain, Hopedale, Postville, Makkovik & Rigolet)/ Happy Valley-Goose Bay

Department:

Finance, Human Resources & Information Technology

Term:

Temporary Full-Time (5 Years)

Closing Date:

August 23, 2023

Responsibilities:

- Manage full-cycle recruitment – implement strategies and techniques to source top talent, review and update job descriptions
- Prepare documentation and perform activities related to on-boarding/off-boarding and employee changes
- Responsible for ensuring the appropriate Payroll divisions are aware of staff movement and progress
- Develop and manage employee recognition programs
- Consult with supervisors/managers on employee relations including work performance coaching, training and development and work performance management
- Actively participate in administration of HR programs including the work performance review process, salary review process, and staff training and development
- Map out training plans for supervisors, senior management and HR where appropriate
- Select appropriate training methods or activities (e.g. simulations, mentoring, on-the-job training, professional development classes) in consultation with the appropriate Supervisor/Director/Deputy Minister
- Advertise available training to employees and provide necessary information about sessions
- Conduct organization-wide training needs assessment and identify skills or knowledge gaps that need to be addressed in consultation with the appropriate Supervisor/Director/Deputy Minister
- Use known education principles and stay up-to-date on new training methods and techniques
- Design, prepare and order educational aids and materials
- Assess instructional effectiveness and determine the impact of training on transferability of employee skills into practice
- Other related duties as required

Qualifications:

- Degree from a recognized university in Business Administration, Commerce, specializing in Human Resources, or a diploma from a recognized college in Business Administration, or HR Management and 3-5 years of experience.
- Ability to work independently or as a team with minimal supervision
- Possess strong written and verbal communications skills.
- Possess strong organizational skills with ability to multi task.
- Strong attention to detail and ability to edit and proofread to ensure accuracy.
- Possess creative outlook with problem solving attitude.
- Ability to respond quickly and accurately to requests for data, ability
- Computer skills in word processing, electronic spreadsheets and SharePoint

Assets:

- Bilingual in Inuktitut and English

Contact:

careers@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:
Nunatsiavummilonnet (Nain-imi, Hopedalimi, Makkovimmi, KipukKami, Rigolet-imillonet)
suliaKapvik:
kenaujalagijinni Inuligijet Ikajuttingit Kaujisaviusollu
Kanga:
Akuniungitumi suliaKainnalluni (5 years)
killilipvinga:
August 23, 2023
kamagijatsat:
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Ilisimausigigialingit:
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Ikajotigijausot:
UKâlasongulluni Allasongullunilu Inuttitut Kalunnâtitullu

Kaujisallutit:

careers@nunatsiavut.com

Ottugautet âjausimagialet fimfiliak apvaKâttinagu matuttauvingata ullungani.

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