

HUMAN RESOURCES SPECIALIST

DEPARTMENT: FINANCE, HR & IT

TERM: PERMANENT FULL-TIME

COMMUNITY: NUNATSIAVUT OR HAPPY VALLEY-GOOSE BAY

CLOSING: DECEMBER 21, 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.

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.

Benefits:

- Competitive Paid Leave Package.
- Travel Benefit.
- Labrador Allowance.
- Group insurance including health and dental.
- Group pension.

Contact:

careers@nunatsiavut.com

Applications should be forwarded before 4:30pm on closing day.

Responsibilities (Continued):

- 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.

Assets:

- Bilingual in Inuktitut and English.

Contact:

careers@nunatsiavut.com

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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.

INULIGIJET KIVGATUTITSANGA

SULIAKAPVIK: KENAUJALAGIJINNI INULIGIJET
IKAJUTTINGIT KAUJISAVIUSOLLU

KANGA: SULIAKATSAINALLUNI

NANI: NUNATSIAVUT OR HAPPY VALLEY-GOOSE BAY

KILLILIPVINGA: DECEMBER 21, 2023

kamagijatsat:

- SuliaKattisannik tigollainginnalutik kamatsianginnaluni nallianik piunippangummangâta suliaKattisat Kimiggulugit suliatit.
- Kaujigatsaujuit pannaigutigiKattalugit sakKititsiKattalunilu sunanik sujuKagiaKalippat âkKisuiKattaluni ammalu/ubvalu kamatsialuni nutât suliaKattisat pijagejuillu Kaujimatsainagialingit.
- kammainnaluni nalliat kinaujaligijet Kaujimatsianginnalugit kinakut suliaKattet nanemmangâtik Kanullu piutigim-mangâmmik suliaKapvimini.
- ÂkKisuiKattaluni aulatsilunilu nallet suliaKattet ilitagijautsia-giaKammangâmmik pivalliausingit takunnâlugit.
- UKâlavigiKattalugit angajukKât aulatsijingillu Kanuk suliaKat-tet Kanuk pivalliamangâtik, ilinniatitaunningit KimigguKattal-ugit Kanullu piunitsamik ikullaumitaugajammangâtik.
- Ilaunginnaluni angajukKauniujuit katalippata inuligijet KimigguKataulluni Kanuk suliaKattet pivallialimmangâmmik, akiliusingit kamagillugit, Kanullu ilinniatitaugiaKammangâta.
- ÂkKisuilluni ilinniagatsaujunik.
- ilingajunik angajukKânut aulatsijunnulu inuligijellu ilinniag-atsanginnik.
- Isumatsasiulluni sunanik ilinniagatsaujunik nallenik âk-KisuigiaKammangâmmi (sollu takunnâtitsiluni Kanuk sunaillu ilisautigijausongummangâmmik, Kimigguluni uKautigijajiul-luni ilinniatitaujuKalippat) UKâlaKataunginnaluni nallianut angajukKauniujunut/Aulatsijinut/Tullinginnulu angajukKâng-innut.

Ilisimausigigialingit:

- NalunaitkkutaKalluni pijagesimanniminik suliaKapvimi anajukKangugiamik, inuligijautsiasongulluni ubvalu ilinnia-vitsuamit nalunaikkutaKalluni ilitagijautsiatumit ubvalu pi-jagesimalluni inuligijugiamut angajukKângusongunniminik pingasunit tallimanut jârini suliaKasimalluni.
- Imminik suliaKasongulluni ubvalu katimajujuunut suliaKa-Kausongulluni.
- Allasiasongulluni uKâlatsongullunilu.
- Aulatsiasongulluni suliaKavingata katitjuKatigengani atautsikullu sunatuinnait suliasongullugit.
- Kimiggusiasingulluni kamatsialunilu atuagatsait tammataitit-siajutsauvullo atuagatsaujuit.
- katsungaitsiaKattaluni sivuppiagutaugialet kajusimautit-siagillugit inutsiangullunilu.
- Tuavitaugialinnik kiusagaiKattaluni sulitsialunilu Kinuagijauli-guni uvlu tamât kiusagaiKattaluni.
- Kagitaujanik aulatsigiamik ilisimatsialuni, Kuatsânattuko-junillu allaKutinginnik tukisiatsialuni atusongullunilu taijanik "Share Point".

Ikajuttaugotet:

- SuliaKatsiasongulluni Akilittutaulluni nukKangaviujuni Akilittutaulluni.
- Namutuinnak aigalannimut IkajuttaugutiKalluni.
- Labradorimi IkajuttaugutiKalluni.
- katingautik Insurins-siKalluni ilagijautillugu inositsiagittinimmi amma kigutiligijaunnimi.
- katingautik utittitaugutik InutuKaunimmut.

Kaujisaallutit:

careers@nunatsiavut.com

Ottugautet âjausimagialet fimfiliak apvaKâttinagu matuttauvingata ullugani.

kamagijatsat:

- Kaujigatsaujunik sakKititsiKattaluni suliaKattinut, katimatitsiKattaluni Kaujitsinginnalunilu SuliaKattinik sujuKaniailppat.
- katimatitsenalluni ilonnainik katitjuKatigenninik, Kimigguluni sunanik pigumajuKaluagumammangâmmik ubvalu tukititsiKattaluni sunanik ilitagijaungitunik Kaujitsinialluni angajukKânik/Aulatsijinnik/AngajukKâllu kivgatuttinganik.
- Atulluni atuttaujunik ilinniagusiujuunik nutânillu ilinniatausunik ilisautiKaKattaluni.
- ÂkKisuilluni pannailunillu tikisaillunilu atugatsanik ilinniatitsijuKalippat Kanutuinnak.
- Kimigguluni sunait ilinniataugatsait piutigimmangâmmik isumatsasiunialluni Kanuk atuiniKatsiamangâta suliaKattiujujut.

Ikajutsigunnatut:

- Inuttut Kallunâtitullu uKâlasongulluni.

Kaujisallutit:

careers@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 suliatasiugutimilonnet ottugannimi.