

# Human Resources Manager



## Location:

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

## Department:

Finance, Human Resources & Information Technology

## Term:

Permanent Full-Time

## Closing Date:

July 24, 2023

## Responsibilities:

- Develop, implement and update human resources plans and policies.
- Coordinate, review and develop recruitment standards and plans.
- Ensure that all policies and procedures for hiring and terminating are followed in accordance with Nunatsiavut Government standards and the Canada Labour Code.
- Develop and revise job descriptions and office procedures as identified by management.
- Coordinate and serve on salary review committee and ensure reviews are performed in accordance with Nunatsiavut Government policy.
- Ensure all staff performance appraisals are performed annually in a timely manner.
- Experience in planning and managing financial and human resources.
- Oversee all disciplinary action involving employees.
- Other related duties as required.

## Qualifications:

- Undergraduate degree in Human Resources from a recognized University with 3-5 years' experience
- Possess excellent communication, analytical and organizational skills.
- Have the ability to prioritize and remain flexible.
- Be proficient in the use of computers.
- Be able to work independently with little supervision.
- Be willing to travel.

## Assets:

- Bilingual in Inuktitut and English

## Contact:

[careers@nunatsiavut.com](mailto: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.

<b>Nani:</b>
Nunatsiavut (Nain, Hopedale, Makkovik, KipukKak, Rigolet) Happy Valley – Goose Bay-imi
<b>suliaKapvik:</b>
SuliaKapvinga kenaujalaginnimut, SuliaKattiliginnimut, Kagitaujaliginnimullu
<b>Kanga:</b>
SuliaKainnaluni Ilonnainik SitontiKalluni
<b>killilipvinga:</b>
Julai 24, 2023
<b>kamagijatsat:</b>
<ul style="list-style-type: none"><li>• SakKititsiKattaluni, kamaKattaluni nutângutitsiKattalunilu suliaKattuligijiup pannaigutinginnik piusigigialinginnilu.</li><li>• AulatsiKattaluni, KimmiguKattaluni sakKititsigunnalunilu suliaKattisanik tigulagiamut malingattaugialinnik pannaigutitsanillu.</li><li>• kamatsialuni tâkkua ilonnaita maligatsait piusitsailu tigugiamut suliaKattisanik, petsigiamullu malittausiammangâta malillugit maligialingit Nunatsiavut kavamangata Canadamilu SuliaKattet Maligatsaliuttinginnut.</li><li>• SakKititsiKattaluni âkKigiagiKattalunilu suliaKattet Kanuilingausitsanginnik suliaKapvimilu piusitsaujunik nalunaittitaumajunik aulatsijimut.</li><li>• AulatsiKattaluni kamaKatauKattalunilu akiliusianik Kimiggutiudlutik katimattiujujut kamaKattalunilu</li><li>• KimiggusiattuKaKattagaluammangât malillugu</li><li>• Nunatsiavut kavamangata maligatsanga.</li><li>• kamaKattaluni ilonnaita suliaKattet</li><li>• Kaujisattaugutinginnik suliamini pitsianigisimajanginnut jâri-tamât nâmmasigaippat kamapvisak.</li><li>• PiusiKasimalluni pannaigutigliugiamut aulatsigiamullu kenaujaligiutinnik</li><li>• suliaKattuliginimmullu atuttaugiaKajunik.</li><li>• kamaKattaluni ilonnainik inittisiutigiutiujujut ilingajunik suliaKattiujujut.</li><li>• Asinginnik kamaKattaluni tilijauguni.</li></ul>
<b>Ilisimausigigialingit:</b>
<ul style="list-style-type: none"><li>• PitaKalluni ilinniagesimanimmint nalunaikkutamik ilingajunik Aulatsijugiamut SuliaKattinik ilitagijaujunit Ilinniavitsuamit amma pingasuni tallimanillonet sivungani jârini tamatsumani</li><li>• piusiKasimalluni.</li><li>• UKâlaKatiKasongugiamut Kaujimanikatsialuni, Kaujisattaumajunik immigolititsisongulluni amma Kaujimanikatsialuni kamasongugiamut kamagigialimmunik.</li><li>• Pisongutsialuni sivullipautitaugialinnik amma namugalatuinnak sangukatagunnasialluni.</li><li>• Atugunnasialluni Kagitaujanik.</li><li>• Inutolluni suliaKagunnasialluni ikajuttiKainnagani.</li><li>• AullagiaKaliguni namutuinnak aullaKattaluni.</li></ul>
<b>Ikajotigijausot:</b>
<ul style="list-style-type: none"><li>• UKâlasongulluni Allasongullunilu Inuttitut Kalunnâtitullu</li></ul>

## Kaujisallutit:

[careers@nunatsiavut.com](mailto:careers@nunatsiavut.com)

Ottugautet âjausimagialet fimfiliak apvaKâttinagu matuttauvingata ullungani.

Nunatsiavut kavamanga atjigettisiKattatuk suliasasiuttunik tavatuak pigumajauluaKattatut ikajuttaugutilet Labrador Inuit Nunamik Satusainnimut AngiKatigegutingani. Ottugajuit allasiasimakKujajut Nunatsiavut ikajuttaugutilet numuranganik allavitsangata pigianningani suliasasiugutimillonnet ottugannimi.