

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:
July 24, 2023
Responsibilities:
<ul style="list-style-type: none">• 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:
<ul style="list-style-type: none">• 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:
<ul style="list-style-type: none">• 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-imiillonet)

suliaKapvik:

kenaujajagijinni Inuligijet Ikajuttingit Kaujisaviusollu

Kanga:

Akuniungitumi suliaKainnalluni (5 years)

killilipvinga:

July 24, 2023

kamagijatsat:

- SuliaKattisannik tigollainginnalutik kamatsianginnaluni nallianik piunippangummangâta suliaKattisait Kimiggulugit suliaKattisait.
- Kaujigatsaujuit pannaigutigiKattalugit sakKititsiKattalunilu sunanik sujuKagiaKalippat âkKisuiKattaluni ammalu/ubvalu kamatsialuni nutât suliaKattisait pijagejuillu Kaujimatsainagialingit.
- kammainnaluni nalliat kinaujajigijet Kaujimatsianginnalugit kinakkut suliaKattet nanemmangâtik Kanullu piutigimmangâmmik suliaKapvimini.
- ÂkKisuiKattaluni aulatsilunilu nallet suliaKattet ilitagijautsiagiaKammangâmmik pivalliangusingit takunnâlugit.
- UKâlavigiKattalugit angajukKât aulatsijingillu Kanuk suliaKattet Kanuk pivalliamangâtik, ilinniataunningit KimigguKattalugit Kanullu piunitsamik ikullaumitaugajammangâtik.
- Ilaunginnaluni angajukKauniujuit katimalippata inuligijet KimigguKataulluni Kanuk suliaKattet pivallialimmangâmmik, akiliusiangit kamagillugit, Kanullu ilinniataugiaKammangâta.
- ÂkKisuilluni ilinniagatsaujunik.
- ilingajunik angajukKânut aulatsijunnulu inuligijellu ilinniagatsanginnik.
- Isumatsasiulluni sunanik ilinniagatsaujunik nallenik âkKisuigiaKammangâmmi (sollu takunnâtsiluni Kanuk sunaillu ilisautigijausongummangâmmik, Kimigguluni uKautjigijajulluni ilinniataujuKalippat) UKâlaKataunginnaluni nallianut angajukKauniujunut/Aulatsijinut/Tullinginnulu angajukKânginnut.
- Kaujigatsaujunik sakKititsiKattaluni suliaKattinut, katimatitsiKattaluni Kaujitsinginnalunilu SuliaKattinik sujuKanalippat.
- katimatitsenalluni ilonnainik katitjuKatigenninik, Kimigguluni sunanik pigumajuKaluagummangâmmik ubvalu tukititsiKattaluni sunanik ilitagijaungitunik Kaujitsinialluni angajukKânik/Aulatsijinnik/AngajukKâllu kivgatuttinganik.
- Atulluni atuttaujunik ilinniagusijunik nutânillu ilinniatausonik ilisautiKaKattaluni.
- ÂkKisuilluni pannailunillu tikisaillunilu atugatsanik ilinniatsisijuKalippat Kanutinna.
- Kimigguluni sunait ilinniataugatsait piutigimmangâmmik isumatsasiunialluni Kanuk atuiniKatsiamangâta suliaKattiujujut.

Ilisimausigigialingit:

- NalunaitkkutaKalluni pijagesimanniminik suliaKapvimi anajukKangugiamik, inuligijiutsiasongulluni ubvalu ilinniavitsuumit nalunaikkutaKalluni ilitagijautsiatumit ubvalu pijagesimalluni inuligijiugiamut angajukKângusongunniminik pingasunit tallimanut jârini suliaKasimalluni.
- Imminik suliaKasongulluni ubvalu katimajujunut suliaKaKatausongulluni.
- Allasiasongulluni uKâlatsongullunilu.
- Aulatsisiasongulluni suliaKavingata katitjuKatigengani atatsikullu sunatuinnait suliaKatausongullugit.
- Kimiggusiasingulluni kamatsialunilu atuagatsait tammatailtsiajutsauvullu atuagatsaujuit.
- katsungaitsiaKattaluni sivuppiagutaugialet kajusimautitsiagillugit inutsiangullunilu.
- Tuavitaugialinnik kiusagaiKattaluni sulitsialunilu Kinuagijajuguni uvlu tamât kiusagaiKattaluni.
- Kagitaujanik aulatsigiamik ilisimatsialuni, Kuatsânattukojunillu allaKutinginnik tukisiatsialuni atusongullunilu taijanik "Share Point".

Ikajotigijausot:

- UKâlasongulluni Allasongullunilu Inuttitut Kalunnâtitullu

Kaujisallutit:

careers@nunatsiavut.com

Ottugautet âjausimagialet fimfiliak apvaKâttinagu matuttauvingata ullungani.

Nunatsiavut kavamanga atjigettisiKattatuk suliaKattatuk tavatuak pigumajauluaKattatuk ikajuttaugutilet Labrador Inuit Nunamik Satusainnimut AngiKatigegutingani. Ottugajuit allasiasimakKujajut Nunatsiavut ikajuttaugutilet numuranganik allavitsangata pigianingani suliaKattatuk ottugannimi.