



**Hamlet of Chesterfield Inlet  
P.O. Box 10  
Chesterfield Inlet, Nunavut, Canada X0C 0B0  
Ph: 1-867-898-9951**

***EMPLOYMENT OPPORTUNITY***  
**SENIOR ADMINISTRATIVE OFFICER:**

The Hamlet of Chesterfield Inlet has an employment opportunity for a '*Senior Administrative Officer*' position with a management background in public administration, financial management and demonstrated effectiveness as a communicator and civic promoter. Responsible to the Mayor and Council, the successful candidate will direct, administer and coordinate the affairs of the Hamlet of Chesterfield Inlet and oversee all aspects of the municipal administration. An essential focus of the role will be to assist in the development and implementation of corporate policies and goals that cover municipal operations, human resources in a unionized environment, financial performance and growth. Chesterfield Inlet is located west coast of Hudson Bay in Nunavut with a population of approx 500, 95% Inuit, and is accessible daily flights.

**Qualifications:**

- A recognition diploma or degree in a Municipal Government, Public Administration or Management field.
- Formal training in Local Government Administration
- 3-5 years Municipal experience

**Requirements:**

- Familiarization with statutory responsibilities as specified in the Hamlets act and other associated Acts of Nunavut.
- Knowledge of government operations, statutes, by-laws and policy making.
- Familiarization with computerized municipal accounting systems, budgeting and government assistant programs.
- Good problem solving, interpersonal, and communication skills.
- Ability to handle staff with diplomacy and fairness.
- Experience working in a cross-culture environment.
- The ability to speak in Inuktitut would be considered an asset.
- The successful candidate must be bondable and clearance of a Criminal Records Check is a prerequisite.

The Hamlet of Chesterfield Inlet will provide comprehensive benefits packaged based on qualifications and experience. A comprehensive benefits package may be negotiable. Three bedroom housing is available with furniture.

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