



CHESTERFIELD INLET, NUNAVUT X0C 0B0
PHONE (867) 898-9951 FAX (867) 898-9108

EMPLOYMENT CHIEF ADMINISTRATIVE OFFICER

The Hamlet of Chesterfield Inlet has employment for *Chief Administrative Office* with a management background in public administration, financial management, demonstrate effectiveness as a communicator, and civic promoter. Responsible to the Mayor and Council, the successful candidate will direct, and administer Municipal Government affairs of the Hamlet of Chesterfield Inlet municipal administration. The essential role will be to assist in the development, and implementation of corporate policies, and goals of 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 520, 95% Inuit, and accessible daily flights.

Qualifications:

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

Requirements:

- Familiarization with statutory responsibilities as specified in the Hamlets act and other associated Acts of Nunavut, and 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, and Ability to handle staff with diplomacy and fairness.
- Experience working in a cross-culture environment, and 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 benefits based on qualifications, and experience (benefits may be negotiable). Housing available with furniture.

Hamlet of Chesterfield Inlet
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