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Building Nunavut Together  
Nunavut liuqatigiingniq  
Bâtir le Nunavut ensemble

## GOVERNMENT OF NUNAVUT

### EMPLOYMENT OPPORTUNITY

**Title:** Human Resources Coordinator

**Department:** Human Resources

**Community:** Iqaluit

**Reference Number:** 04-508293

**Type of Employment:** Indeterminate

**Salary range:** \$89,483 to \$101,569 per year, 37.5 hours/week

**Northern Allowance:** \$16,008 per year

**Union Status:** Excluded

**Housing:** Subsidized Staff Housing is not Available

**Closing date:** May 17, 2024 @ 11:59 p.m. eastern time

This employment opportunity is restricted to residents of Iqaluit only.

Reporting to the Manager, Human Resources (Manager), the Human Resources Coordinator (Coordinator) provides ongoing advice and support to all departmental staff in administering staff recruitment, staff training and development, employee relations and disciplinary matters, human resources reporting and on-going performance management initiatives in accordance to human resources applicable legislation, policies, procedures and collective agreements. The incumbent plays an integral part in the implementation and monitoring of the departmental Inuit Employment Plan (IEP). The Coordinator will help develop, implement, monitor and evaluate comprehensive training and human resources planning as well as provide technical guidance and policy advice to all divisions of the department in the areas of human resources development and staff training.

The Coordinator provides support to Senior Management within the department to ensure the delivery of effective Human Resources policies and practices. Also, this position participates in departmental and interdepartmental projects, internal policy development and provides advice and assistance to management in developing specific job competencies, revising job descriptions and other human resources functions, including performance management.

The Coordinator provides input to the development of the departmental IEP and participates in its implementation and monitoring by tracking each initiative, producing progress reports for senior managers and monitoring pre-determined timelines. The Coordinator works with the Manager on the development of plans and initiatives to promote Inuit employment, and the values and principles of the Government of Nunavut including Inuit Qaujimajatuqangit, reviews and updates the departments Towards Representative Public Service and Establishment reports.

The knowledge, skills, and abilities required for this job are usually obtained through a recognized college diploma in Human Resources Management, Labour or Industrial Relations, or related field along with a minimum of two (2) years of relevant Human Resources experience.

The Official Languages of Nunavut are Inuktitut, English and French. Applicants may submit their resume in any of the official languages of Nunavut. Fluency in more than one of Nunavut's official languages would be considered an asset. Knowledge of Inuit communities, culture, land, Inuit Qaujimajatuqangit, Inuktitut and experience working in a northern cross-cultural environment are also considered assets.

Acceptable combinations of education and experience may be considered for this position. We encourage you to apply if you have equivalent years of education and/or experience equal to the education and experience requirements listed above.

An eligibility list may be created to fill future vacancies.

**If you are interested in applying for this job, please email your cover letter and resume to [IqaluitApplications@gov.nu.ca](mailto:IqaluitApplications@gov.nu.ca). Please include the REFERENCE # in the subject line of your email.**

- The Government of Nunavut is committed to creating a representative workforce; therefore, priority will be given to Nunavut Inuit who self-identify as being enrolled under the Nunavut Agreement in accordance with the Priority Hiring Policy.
- Government of Nunavut employees serving a probationary period must obtain and provide written authorization from the deputy head of their employing department. The authorization from the deputy head must accompany your application for your application to be considered.
- Possession of a criminal record may not disqualify candidates from being considered. An assessment of the criminal record will be measured against the scope and duties of the position. This is only a requirement for positions that require a satisfactory criminal record or vulnerable sector check.
- Applicants may submit their resume in any of the Official Languages of Nunavut.
- Only those candidates selected for an interview will be contacted.
- The onus is on candidates in receipt of foreign post-secondary education credentials to have their foreign credentials assessed through a recognized Canadian education institution. Failure to do so may result in the rejection of their application.

**CONTACT:** Department of Human Resources  
Government of Nunavut  
PO Box 1000, Station 430, Iqaluit, Nunavut X0A 0H0

<https://gov.nu.ca/en/employment-training-and-career-development/job-listings>

**Phone:** (867) 975-6222

**Toll Free:** 1-888-668-9993

**Fax:** (867) 975-6220

**Email:** [IqaluitApplications@gov.nu.ca](mailto:IqaluitApplications@gov.nu.ca)