

**Assistant Coordinator Inuit employment and mine contractors**

JOB POSTING NUMBER: RH18-15

*This position is reserved for Inuit Nunavik Beneficiaries of the JBNQA*

<b>EMPLOYMENT STATUS:</b> PERMANENT (3 YEARS CONTRACT)	<b>POSITION(S) TO BE FILLED :</b> 1
<b>DEPARTMENT:</b> TAMATUMANI (Raglan)	<b>PLACE OF WORK:</b> NUNAVIK
<b>WORK SCHEDULE:</b> The normal work schedule is on a rotation of 4 paid weeks: 2 weeks worked (77 hours per week, 7 days a week) followed by 2 weeks of rest.	
<b>JOB POSTING PERIOD :</b> FROM SEPTEMBER 11 <sup>th</sup> to 25 <sup>th</sup> , 2018	

**SUMMARY OF RESPONSIBILITIES**

Reporting to the Operational Working Committee, under the direct supervision of the Supervisor Inuit relations & recruitment, the Inuit Employment Assistant Coordinator/Mine contractors support the Building Capacity Coordinator for engagement with 8 long term contractors of **Glencore and Canadian Royalties Inc.** to develop and implement capacity building training, recruitment and retention plan.

- Implement the communication plan;
- Plan visits in the communities in order to promote the different types of mining jobs;
- Develop presentation and adapt promotional materials already available;
- Assist the Coordinator to increase the sustainable level of Inuit employment for each long-term contractors;
- Assist in the development of the capacity building training program for contractors to hire, train, retain and promote Inuit workers;
- Assisting the contractors in their requests to program funding;
- Assisting the contractors in the recruitment of Inuit workers;
- He communicates with the long-term contractors as well as the KRG-SED team and the communities.
- Other related tasks, asked by his superior.

**REQUIREMENT**

- Work experience that is pertinent to the functions preferably the candidate will have a college diploma
- MS Office, is necessary;
- Must speak Inuktitut and be able to communicate easily in French and/or in English;
- Hold a valid driver's license;
- Basic knowledge of French is an asset.

**SKILLS SOUGHT**

- Present relational and pedagogical skills;
- Strong ability in managing change with the ability to establish strategic issues for achieving results;
- Experience in advisory role, management team support and employee relations; excellent teamwork and communication skills;
- Autonomy and strong sense of work organization, experiences with Inuit communities is an important asset;
- Excellent analytical and synthesis skills.

**WHEN SENDING IN YOUR APPLICATION, IT IS IMPERATIVE TO INDICATE THE JOB POSTING NUMBER**

Those interested in this job are invited to submit their CV with a cover letter before 4 p.m. **September 25<sup>th</sup>, 2018** by e-mail to [cvtamatumani@glencore.ca](mailto:cvtamatumani@glencore.ca)

*Only those selected for an interview will be contacted.*