

Coordinator Inuit employment and mine contractors

JOB POSTING NUMBER: RH18-14

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| EMPLOYMENT STATUS: PERMANENT (3 YEARS CONTRACT) | POSITION(S) TO BE FILLED : 1 |
| DEPARTMENT: Tamatumani (Raglan) | PLACE OF WORK: NUNAVIK |
| WORK SCHEDULE: 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. | |
| JOB POSTING PERIOD : FROM SEPTEMBER 11th to 25th, 2018 | |

SUMMARY OF RESPONSIBILITIES

Reporting to the Operational Working Committee, under the direct supervision of the Supervisor Inuit relations & recruitment, the coordinator's main responsibilities are:

- Coordinate the 3 committees which include: Kautaapikkut table, RETTC, CRI-SEDKRG, maintain a close working relationship with the contractors and the regional organizations;
- Plan the meetings, prepare all related documents and agenda for the committee's meetings, and follow-ups on issues when requested;
- Attending meetings, providing briefings and taking meeting minutes;
- Assess the capacity to increase the sustainable levels of Inuit employment for each long-term contractors;
- Develop a capacity building training program for contractors to hire, train, retain, and promote Inuit workers;
- Support closely and monitor each long-term contractors;
- Assisting the contractors in their requests to program funding;
- Assisting the contractors in the recruitment of Inuit workers;
- Report the challenges and successes to the Operational working group and to the different committees;
- Produce reports on the project following the time schedule.

REQUIREMENT

- Candidate will have a college diploma. Must have pertinent work experience that is pertinent to the functions.
- Northern experience, cultural experience working with the Inuit is necessary;
- Good skills in MS Office is necessary;
- Hold a valid driver's license;
- Able to communicate in at least two of the following languages: Inuktitut, English or French.

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, an important asset;
- Excellent analytical and synthesis skills.
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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 25th, 2018** by e-mail to cvtamatumani@glencore.ca

Only those selected for an interview will be contacted.