JOB OPPORTUNITY

The Nunavik Marine Region Planning Commission (NMRPC) is an institution of public government with the responsibly for the develop of planning policies and priorities for the Nunavik Marine Region. The NMRPC is currently seeking to recruit a candidate in the capacity of;

Executive Director (Full-time position)
Place of work: Kuujjuaq, Nunavik
Salary range: PM5 range (between 80,000 to 100,000 per year)
Benefits: Competitive benefits including but not limited to, travel benefits, northern living allowance, health and dental insurance, retirement savings plan.

Reporting to the Chairperson of the NMRPC, the Executive Director is responsible for:

- Provide information, training, advice and resources to the Commission members to support the fulfilment of their mandate.
- Oversee and manage the day-to-day operations of the NMRPC, including financial management, human resources, policy development and implementation and the develop of Strategic Plans, Annual Work Plans and Budgets for the operations of the Commission.
- Managing and directing NMRPC staff, as well as overseeing the acquisition of contracted services.
- Oversee the preparation of submissions, briefs, and reports.
- Ensure development and compliance with policies and procedures to ensure financial integrity and budgetary control.
- Ensure the fair, respectful, lawful and good faith treatment of staff.
- Maintain the NMRPC's public image, and public confidence in the Commission.

Required qualifications:

- Knowledge of the Nunavik Inuit Land Claims Agreement, as well as knowledge of Inuit and public governance within Nunavik.
- Understanding of the natural resources, lands and environmental management regime of the Nunavik Marine Region.
- Understanding of Land Planning procedures and processes. Including familiarity with project management software and Geographic Information System software.
- 3 years leading a department or organisation. Knowledge of human resource management, leadership and conflict resolution. Ability to manage and motivate a multi-disciplinary team.
- Effective knowledge in financial management, accounting and budgeting and reporting.
- Language: fluency in English is required. Conversational and/or written capacity in Inuktitut is a preferred assert. Written and conversational fluency in French is an asset.
- Efficiency in Windows operating systems and Microsoft Office applications (e.g. Outlook, Word, Excel, Access, PowerPoint).
- Ability to develop and maintain effective working relationships with stake holders.
- Ability to work effectively within Inuit and/or Indigenous communities/cultures.
- A degree in Business Management, or a diploma or recognized educational attainment in Business Management or related area(s), with demonstrated experience in management.
- Alternative acceptable education and training preparation includes a degree, diploma or recognized certification in Land and/or Urban planning, Environmental Studies and/or Natural Sciences supplemented with at least 3 years of experience in positions with financial management.
- Other combinations of education and experience that demonstrate financial and human resource management capacity may also be considered.

A full job description is available upon request. **Please submit your resume before 5:00 pm on March 13th, 2020 to: hr@nmrpc.ca.** Only candidates selected for an interview will be contacted.