

## JOB OPPORTUNITY



The Nunavik Marine Region Impact Review Board (NMRIRB) is an institution of public government responsibilities for the impact assessment of proposed development projects in the Nunavik Marine Region. The NMRIRB is currently seeking to recruit a candidate to work in Kuujuaq, in the capacity of;

### **Executive Director (Full-time position)**

Place of work: Kuujuaq, 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 NMRIRB, the Executive Director is responsible to:

- Provide information, training, advice and resources to the NMRIRB members to support the fulfilment of their mandate.
- Oversee and manage the day-to-day operations of the NMRIRB, including financial management, human resources, policy development and implementation and the develop of strategic plans, annual work plans and budgets.
- Managing and directing NMRIRB staff, as well as overseeing the acquisition of contracted services.
- 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 NMRIRB's public image, and public confidence in the NMRIRB.

### **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 environmental assessment procedures and processes and related legislation and regulations.
- 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 asset. 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), as well as familiarity with Project management software and Geographic Information Systems software.
- 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 Environmental Studies and/or Natural Sciences supplemented 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 13<sup>th</sup>, 2020 to: [hr@nmrrib.ca](mailto:hr@nmrrib.ca).** Only candidates selected for an interview will be contacted.