



## Join our Growing Team

### HUMAN RESOURCES DIRECTOR - INTERN

Department of Human Resources  
Nunavut Tunngavik Incorporated  
Rankin Inlet, NU

The Human Resources (HR) Director – INTERN will be a generalist in human resource management. The internship enables the incumbent to develop and provide strategic HR leadership for NTI. You will become the primary lead for the continuous development, enhancement, revision and maintenance of our people strategy in alignment of the overall corporate strategy and our mission, values, goals and objectives. You will also provide input to the Executive and Directors team in terms of the development of the overall corporate strategy, especially in the people side of the business through a knowledge and understanding of the NTI operations, organizational culture and employee base, as well as through knowledge of trends in HR best practices and the external labour market from a legal, social, demographic and macroeconomic perspective.

In addition to the corporate HR strategy, you would plan, direct and implement all aspects of the HR strategy and agenda including the development of policies and procedures, driving and championing change initiatives by rolling out programs, services, processes and communication. This includes, but is not limited to: plan, organize, direct, implement and evaluate the operations of the Human Resources department; develop and monitor budgets; supervision of HR staff (5); occupation classification; recruitment, retention and onboarding activities; pay and benefits administration; performance management, facilitating training and talent management; overseeing, leading, advising and coaching Directors on employee relations; occupational health and safety; and in HR planning and management. HR work at NTI is fast paced, requiring highly effective time management, attention to detail, awareness of the organizational culture, needs of departments, directors and supervisors, employees and their relationships. The Director of HR - Intern will also provide expertise on human resource development to senior management and employees on personnel matters as well as conduct research, analyze and consult on issues relating to the labour market and employees, particularly Article 23 (Inuit Employment) of the Nunavut Agreement.

During the internship, the incumbent will acquire formal training to attain a bachelor's degree in a related field to HR management or; completion of business administration or; a professional development program in personnel management (Public/Human Resources Administration). The incumbent should have at least five (5) years of senior management experience; and must have the following skills and abilities:

- Good team player, self-motivated, self-directed and organizational skills;
- Ability to direct quality management in HR programs;
- Ability to analyze and interpret policy, legislation and regulations;
- Ability to speak Inuktitut or Inuinnaqtun is a requirement;
- Highly effective oral and written communication skills;
- Ability to make effective presentations through a variety of means to audiences;
- Awareness and understand the Canadian Human Rights Act, Federal or Territorial Labor Standards and Employment Equity Acts;
- An extensive knowledge in policy development and research;
- Awareness of programs and services as well as merging employment market and organizational cultural trends.
- A good knowledge of financial management processes to carry out responsibilities of administering a department and programs delivered;
- Effective interpersonal, team-building and organizational skills are essential,
- Close working relationship with IPG's, RIA's and Governments
- Ability to work co-operatively and in collaboration with a variety of individuals and groups, both government and external parties,
- Sensitive to local, political and cultural aspirations;
- Flexibility and adaptability are definite assets;
- Equivalencies for this position will be considered; however, this also does not prevent an escalated succession plan from being developed if a candidate meets all the minimum requirements.

***Preference will be given to Inuit enrolled under the Nunavut Agreement.***



## **Join our Growing Team**

Starting base salary is commensurate with experience and a comprehensive benefit package including an employee pension plan, group insurance and vacation travel assistance.

**NTI provides a variety of housing supports to employees including down payment assistance and housing allowance of \$27,600.**

**For full job description, please contact:**

Human Resources  
Nunavut Tunngavik Incorporated  
Rankin Inlet, Nunavut X0C-0G0  
EMAIL: [jaupaluktug@tunngavik.com](mailto:jaupaluktug@tunngavik.com)  
Telephone: 867-645-5412  
Fax number 867-645-5414

**CLOSING DATE: September 30, 2022**

***Our Mission: Inuit economic, social, and cultural well-being through implementation of the Nunavut Agreement.***