



NTI JOB DESCRIPTION

GENERAL INFORMATION	
Job Title	Project Officer
Division	Inuit Training Program Makigiaqta
Title of Supervisor	Assistant Director, Inuit Training Program Makigiaqta
Location of position	Iqaluit
Hay Point Rating	
Effective Date	

NTI MISSION STATEMENT
<i>INUIT ECONOMIC, SOCIAL AND CULTURAL WELL-BEING THROUGH THE IMPLEMENTATION OF THE NUNAVUT AGREEMENT</i>
POSITION PURPOSE
<p>This position will provide an informed and fully evidence-supported basis for decisions making on necessary amendments and improvements to programs and respect program criteria, ensure effective distribution of funding to communities/committee to maximize desirable outcomes, builds capacity and ensures commitments set out in the objectives are achieved.</p>
SCOPE OF THE JOB
<p>Under the direction of the Assistant Director, Inuit Training Programs, the Project Officer will work on reviewing funding proposal, monitor, evaluate and coordinates work related to the Makigiaqta Inuit Training Cooperation. As well as meeting and working with stakeholders, governments, training organization and other sectors. The position establishes the performance framework, measures indicators and outcomes, develops quality assurance strategies and maintains relationships with program partners.</p>
A. ACCOUNTABILITY – Freedom to Act and Impact & Magnitude
<p>Managing Makigiaqta activities</p> <ul style="list-style-type: none"> • Monitor project budget expenditures • Prepare ongoing reports to/for board review • Meeting with stakeholders, governments, training organizations and other sectors • Maintaining contribution agreement <li style="padding-left: 20px;">Event Coordination of Makigiaqta Career Camps

Monitoring, evaluating, budget and expenditure

- Develop the overall framework for evaluation and monitoring of Makigiaqta activities
- Establish and maintain performance indicators and means of assessment against then priority areas of Makigiaqta
- Ensuring application of Inuit Qaujimajatuqangi are embedded into proposal as outlined in the long term strategy for Makigiaqta
- Monitoring contribution agreements as well as maintaining and monitor of Makigiaqta funds
- Insuring payments are issued from the training fund
- Communicate Makigiaqta on social media, at career fairs and trade shows

Departmental Participation

- Participate in departmental and organizational operations and functions such as monthly staff meetings.
- Prepare briefing documents for senior NTI staff and Board when required on activities relating to Makigiaqta
- Liaise with NTI staff working on Inuit employment plans
- Involved in Committee Members

Proposal Writing

- Assisting with providing feedback on proposals from other stakeholders, governments, training organizations

NTI COMPETENCIES– Magnitude and depth of expected behaviors

Project Management:

- Effective work planning, organization, and time management
- Able to control processes and activities in a result-oriented manner
- Prioritize tasks for efficiency and progress
- Adopts effective work methods in order to develop excellence
- Is accountable for their decisions and performance
- Ability to work effectively with tight deadline regardless of possible setbacks

Adaptability and Flexibility:

- Respects differences in others' working style and priorities.
- Depicts a positive outlook when asked to do things differently.
- Accepts new people and their ideas.
- Keeps project goals in mind making space to shift methods of achieving those goals.
- Is flexible: adapts to changes in priorities, assigned responsibilities and management styles.

Cooperation and Collaboration:

- Interacts and collaborates with all parties with an open mind in solution-seeking ways.
- Thinks and acts collaboratively to resolve conflict in consensus-building ways.
- Correctly interprets clues of wavering engagement in own team and acts to re-energize them.
- Fosters understanding and open communication between team members.
- Respects cross-cultural perspectives and differences.
- Develops a shared understanding amongst others to arrive at decisions through consensus.

Effective Interactive Communication:

- Is curious about others: actively asks questions to gain a broader understanding of their perspective.
- Seeks to ensure that messages are clearly understood by all parties.
- Encourages everyone to express their views and opinions.
- Is genuinely receptive to others' ideas and responds in ways that communicate respect of others.
- Uses tact and diplomacy in all communications.

Impact and Influence:

- Persuades others by carefully developing sound business cases.
- Fosters a climate of trust and respect during negotiations.
- Treats partners fairly, ethically and as valued allies during negotiations.
- Maintains composure and practices emotional restraint under difficult circumstances.
- Maintains a positive outlook and constructive attitude when faced with opposition.

Judgement/Analytical thinking:

- Looks at problems from different angles and considers alternative solutions before moving forward with a plan to resolve it.
- Draws on options and solutions from across NTI, not just from one's own area, to solve work problems.
- Anticipates the risks inherent in a suggested plan of action and devises appropriate mitigating strategies.
- Is an agile interpreter of guidelines: navigates ways around a wide range of guidelines.
- Boils down information well: easily synthesizes and explains to others complex issues.

Partnering and Relationship Building:

- Builds positive relationships based on respect and caring for others.
- Makes a conscious effort to maintain rapport with partners and communities.
- Builds effective work relationships through positive communication and outreach.
- Actively cultivates strong relationships with employees, clients, and partners.
- Looks for ways to add genuine value to partners and contacts.

Inuit Qaujimagangit:

- Creates a welcoming and positive environment for others.
- Fosters good spirit by being open, welcoming and inclusive of new individuals.
- Places the needs of the group or community above his or her own interest.
- Promotes global connections between people through sharing in just and equitable ways.
- Views local and global issues as being overlapping, interdependent and dynamic, and uses this information when making decisions.
- Uses information and knowledge to improve society and the well-being of people around him or her.
- Is resourceful and seeks solutions through creativity, adaptability, and flexibility.
- Is flexible in responding to a rapidly changing world to improve the context in which Inuit live.
- Participates actively and enthusiastically in activities that help build the strength of the Inuit of Nunavut

B. KNOWLEDGE, SKILLS AND ABILITIES - Managerial Know-How/Integration; practical/technical work and Human Relations/Communication Skills

The following knowledge, skills and abilities are required:

- Spoken and written Inuktitut/Innuinaqtun language is desirable and the willingness to learn is required
- Minimum of Grade 12 with 1-3 years related in experience or equivalent.
- Bachelor's degree in a related field highly encouraged.
- Experience in evaluating proposal.
- Experience with working with various stakeholders, agencies and government
- Knowledge of finance.
- Strong project management skills.
- Strong problem-solving abilities.
- Strong proposal writing skills.
- Strong writing and communications skills.
- Good knowledge of the Nunavut Land Claims Agreement and NTI's Mission.
- Good knowledge of both federal and territorial government mechanisms
- Knowledge of NTI's Corporate Governance system.
- Demonstrated awareness of and sensitivity to Inuit issues.
- Self-starter with strong motivation.
- Proven ability to work well in a team environment.
- Proven ability to meet demanding deadlines.
- Proven ability to work in a politically sensitive environment.
- Proven ability to work under high levels of stress/pressure.
- Strong presentation skills.

Fluency in Inuktitut or Inuinaqtun is a considerable asset.

C. PROBLEM SOLVING, DECISION MAKING, KEY ISSUES AND THINKING CHALLENGES/ENVIRONMENT

Incumbent requires knowledge of NTI mission, vision, and values, corporate and organizational culture; Early Childhood Development and Education initiatives and supports in Nunavut through various government, Inuit, and non-government organizations, clear understanding of relevant legislation, regulations, and policies.

D. WORKING CONDITIONS

Physical Effort: *The combination of intensity, duration, and frequency of physical activity such as standing, sitting, bending, lifting, and/or working in awkward or constrained physical positions.*

- Occasional lifting of papers, materials, or objects.
- Duty travel required.
- Travel may be in inclement weather.

Physical Environment: *The combination of intensity, duration and frequency of exposure to factors in the environment such as exposure to disagreeable conditions such as dust, noise, extreme heat or cold, and/or exposure to health or accidental hazards.*

- Office environment, utilizing shared work spaces.
- Site visits to early childhood learning centres.

Sensory Attention: *The combination of intensity, duration, and frequency of concentration required such as sustained attention required for tasks such as analyzing complex documents, effecting repairs where precision is important, and/or intense listening.*

- Reading and analyzing long technical texts.
- Focused listening.
- Long-term computer use may cause strain on vision, back and wrists.

Mental Stress: *The combination of intensity, duration, and frequency of exposure to physical and environmental factors such as tight deadlines, competing pressures, unpleasant public or client contacts, and/or disruption of personal life due to work, or travel.*

- Long-term computer use.
- Frequent short notice deadlines.
- Duty travel may keep incumbent away from family.
- Managing interagency initiatives with competing agendas and priorities may cause stress.

CERTIFICATION

Employee Signature

Supervisor Title

Employee Name (Print)

Director of Human Resources

Date

Date

I certify that I have read and understand the responsibilities assigned to this position, and I certify that this is an accurate description of the responsibilities assigned to this position.

Attach an updated Organizational Chart for the Department