



SENIOR ADMINISTRATIVE OFFICER

Clyde River is a mostly Inuit community of approximately 900 located on the eastern side of central Baffin Island in Canada's Arctic. We have a collective bargaining agreement with PSAC and operate with a unionized workforce. We are serviced daily by flights from Iqaluit on First Air and Canadian North. We are home to the Piqqusilirivvik Cultural Centre under construction. We are the access to Sam Ford Fiord, home of the world's tallest rock verticals, Barnes Icecap, Ninginganiq (Isabella Bay) Bowhead Whale Sanctuary, and Davis Strait/Baffin Bay Icebergs.

The Municipality of Clyde River requires a qualified Senior Administrative Officer with a strong and proven background in Municipal Administration. The successful applicant must also have good knowledge of financial management and human resources and be not just a team player, but the team leader.

The SAO is responsible to the Mayor and Council and is responsible for the daily administration and coordination of the operation of the community services.

The ideal candidate will possess the following qualifications:

- a recognized diploma or degree in Municipal Administration
- formal training in Local Government Administration
- human resource knowledge and skills
- a minimum of 3 years experience
- proven leadership record
- equivalencies will be considered

Requirements:

- familiarization with the statutory responsibilities as specified in the *Hamlets Act* and other related acts of Nunavut
- knowledge of government operations, statutes and bylaws and policy making
- familiar with computerized accounting systems for municipalities, budgeting and government funding programs
- excellent communication skills, both verbal and written
- proven ability to work in a cross-cultural setting
- ability to deal with staff in a diplomatic and fair manner
- must be bondable and submit to a criminal records check as a prerequisite

The Municipality of Clyde River offers an excellent starting salary based upon qualifications. The Municipality also provides a Settlement Allowance and subsidized housing. Also upon completion of the probationary period the Municipality of Clyde River offers a comprehensive benefit package. This includes pension, life insurance and vacation travel assistance.

Closing Date: open until filled

Please mail, email or Fax your resume to:

SAO Competition
Municipality of Clyde River
P.O. Box 89
Clyde River, NU X0A 0E0
Phone 867-924-6220
Fax: 867-924-6293
Email: saoclyde2005@qiniq.com or
asaoclyde2005@qiniq.com

We thank all who apply but only those selected for interview(s) will be contacted directly.