



## Joint Secretariat COMMITTEE PROGRAM MANAGER

We want you to come and work with our diverse, energetic and dedicated family! The Joint Secretariat (JS) is seeking a highly motivated person to support the coordination of wildlife management and environmental assessments as described in the *Inuvialuit Final Agreement (IFA)* as the 'Committee Program Manager' (CPM).

The CPM will develop approaches to ensure effective collaboration between IFA Committees with an eye to improving cost efficiency and transparency in relation to IFA Committee Operations. The position involves providing leadership and direction to a team of 8-10 technical staff; supporting IFA Committee operations; providing information and advice to the JS Executive Director; managing budgets and report writing; and other tasks related to a Senior Management position. Strong leadership and interpersonal skills coupled with good written, organizational, and analytical skills are essential. Familiarity and experience with financial management is considered an asset.

Applicants should have a minimum of an undergraduate degree or equivalent experience, qualifications relevant to the position as well as six to eight years of progressive business, environmental, project management experience relevant to natural resource management is required; a solid understanding of the *Inuvialuit Final Agreement* as it relates to Sections 11-14 is necessary; and previous experience working with aboriginal land claimant or other aboriginal organizations in a leadership context is considered an asset, and applicants should be prepared to work in a diverse arctic setting.

The position is based in Inuvik, NT and travel within the Inuvialuit Settlement Region is often required.

The successful applicant will report to the Executive Director, Joint Secretariat, Inuvialuit Settlement Region.

Preference will be given to qualified Inuvialuit applicants.

Salary will commensurate with the qualifications and experience of the successful candidate. The benefits package includes a Settlement Allowance of \$5,425, Housing Allowance of \$6,500, Pension Benefit of 6% of base salary (all benefits are per annum). There is also a Vacation Travel Benefit of \$4,000 after one year on the job. A detailed job description is available upon request.

**Closing date:** January 19, 2018

**Applications should be sent to:**

Peter Enitilo

Joint Secretariat

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