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Qulliq Energy Corporation
Société d'énergie Qulliq
Qulliq Alruyaktuqtunik Ikumatjutiit

Put a NEW KIND of **ENERGY** in **YOUR CAREER.**

Entrusted with supplying safe, reliable and efficient energy to the citizens of Nunavut, through both traditional and alternative sources, **Qulliq Energy Corporation (QEC)** offers many opportunities for those seeking to convert their skills and expertise into professional success. Sounds like you? Join our team. Wide-open spaces, rewarding work in a variety of settings, and the chance to contribute to the well-being of all Nunavummiut will bring new energy to your career – now and in the future.

INUIT EMPLOYMENT PLAN ADMINISTRATOR

BAKER LAKE, NU – Ref. No. QEC-17-001

This is an exciting and unique opportunity for a proactive individual to play a pivotal role in building human resource capacity and a pipeline of educated Inuit Beneficiary graduates that will enable and assist QEC in achieving our vision of "an empowered and accountable workforce that is representative of Nunavut's population". Are you up to the challenge?

As an Inuit Employment Plan (IEP) Administrator, you will work with, and support, the IEP Committee members in administering the QEC Inuit Employment Plan Program, with responsibility for driving each stage of the Program and the related business activities that fully support implementation and delivery of the Inuit Employment Plan. In partnership with the Manager, Organizational Development and the IEP Committee Chair, you will formulate a yearly operational plan to attract and target high-performing Inuit Beneficiary graduates of Nunavut high schools and Nunavut Arctic College, as well as Nunavut Beneficiaries Scholarship recipients, for consideration for future employment and long-term career opportunities with QEC.

DUTIES AND RESPONSIBILITIES INCLUDE:

- Contacting, and meeting with, high school teachers and counsellors to explain the benefits of engaging and enrolling Grade 12 graduate students in the QEC IEP Program;
- Coordinating, planning and facilitating promotional and career planning activities, and other special events to explain the QEC IEP to prospective Inuit Beneficiary Students;
- Exploring and developing partnerships with funding and government agencies to source and secure funding for the QEC IEP Program and other IEP initiatives;
- Coordinating, administering and interpreting learning/aptitude assessments to determine learning styles, career interests, aptitudes and abilities of students;
- Developing and implementing individualized career, coaching and mentoring plans for each Inuit Beneficiary student;
- Researching, developing and delivering training and development programs to promote and support Inuit employee skill and career development;
- Preparing progress reports as well as analyzing data to determine trends; and
- Evaluating the effectiveness of the operational plan, making adjustments and updating the plan to improve service delivery to the Inuit Beneficiary student recruits.

REQUIRED QUALIFICATIONS INCLUDE:

- At least three (3) years' experience in a similar position;
- University degree in a related discipline such as Education, Human Resources Development or Organizational Leadership, or the Social Sciences;
- Knowledge and experience in career counselling, planning and development theories and practices, as well as adult theory and education;
- Experience in coaching, mentoring, training and facilitation as well as program administration;
- Highly developed proficiency in the Microsoft Office Suite, specifically Word, Excel, Access and PowerPoint;
- Knowledge of Nunavut, the land, communities and the language; and
- Knowledge of Inuit Qaujimajatuqangit, Inuit Societal Values.

ASSETS:

- Public speaking experience as well as Prior Learning Assessment & Recognition (PLAR);
- Career Counselling Certification, a Career Development Diploma and/or education in program administration; and
- Ability to speak, read and/or write Inuktitut.

We offer a competitive starting salary of $87,886 per annum and a comprehensive benefits package, including a Northern Living Allowance of $24,381 per annum. This position is included in the Nunavut Employees Union. Subsidized staff housing is available.

Preference will be given to Nunavut Inuit.

This position will be offered as a three (3) year term if a Nunavut Inuit is not selected.

Apply in writing, by March 10, 2017, to: hr@qec.nu.ca

or by mail to: Human Resources, Qulliq Energy Corporation, P.O. Box 420, Baker Lake, NU X0C 0A0.

We thank all applicants for their interest; however, only those selected for further consideration will be contacted.

qec.nu.ca