Senior Administrative Officer

Sanikiluaq, Nunavut

The Hamlet of Sanikiluaq requires a Senior Administrative Officer with a strong background in public administration, financial management and demonstrated effectiveness as a communicator and civic promoter.

Responsible to the Mayor and Council, the SAO directs, administers and coordinates the affairs of the Hamlet and oversees all aspects of the municipal administration.

Desired qualifications include a recognized Degree or Diploma in Municipal or Public Administration plus 3-5 years relevant Municipal experience.

Salary is commensurate with education and experience. Benefits include subsidized housing plus a comprehensive Northern Benefits package.

The successful candidate will be required to consent to a detailed background check.

This opportunity will be available until a suitable candidate is selected.

Please forward applications and resumés to:

Senior Administrative Officer
Hamlet of Sanikiluaq, NU
FAX 867-266-7924 or
sanisao@qiniq.com

Sanikiluaq is an Inuit community of 800+ located in the Belcher Islands in Hudson Bay, accessible by air to Montreal and Winnipeg.