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Building Nunavut Together
Nunavut liuqatigiingniq
Bâtir le Nunavut ensemble

GOVERNMENT OF NUNAVUT

EMPLOYMENT OPPORTUNITY

Title: Population Health Service Coordinator
Department: Health
Community: Iqaluit
Reference Number: 10-508311
Type of Employment: Indeterminate

Salary: \$76,609 to \$86,924 per annum, 37.5 hour/week
Northern Allowance: \$16,008 per annum
Union Status: Nunavut Employees Union
Housing: Subsidized Staff Housing is not Available
Closing date: May 17, 2024 @ 11:59 p.m. eastern time

This employment opportunity is restricted to residents of Iqaluit only.

Reporting to the Territorial Director, Population Health, the Population Health Service Coordinator (Coordinator) is the senior administrative and financial support for the Population Health Division (PHD) programs and services. The Coordinator is responsible for the coordination, administration, and financial organization of programs that PHD delivers to the territory. These programs include, but not limited to tobacco & cannabis, health promotion, community wellness, nutrition and community capacity.

The purpose of this position is to ensure that office activities and financial expenditures made by PHD are thoroughly documented, tracked and examined. The Coordinator is responsible for providing expert guidance to PHD management in terms of budget expenditures and financial processes. The Coordinator will be responsible for all documentation, tracking, and management of contracts with Out-Of-Territory (OOT) vendors as well as In-Territory and In-Community vendors that provide contract-based supports to PHD. The Coordinator will also be responsible for the development of work orders, coversheets, contracts as well as LCA books, reviewing all invoices, and monitoring the PHD budget and providing regular updates, statistics, and reports to the Manager. Other duties include conducting extensive verification and control processes to evaluate compliance and data accuracy, to monitor expenditures and PHD related spending, and reconciles PHD program budget as well as conducting regular and routine analysis of financial records at the discretion of the manager.

The knowledge, skills, and abilities required for this job are usually obtained through a recognized certificate in business administration or related field along with two (2) years' experience in program coordination, financial administration, project management or related experience.

The Official Languages of Nunavut are Inuktitut, English and French. Applicants may submit their resume in any of the official languages of Nunavut. Fluency in more than one of Nunavut's official languages would be considered an asset. Knowledge of Inuit communities, culture, land, Inuit Qaujimagatuqangit, Inuktitut and experience working in a northern cross-cultural environment are also considered assets.

Acceptable combinations of education and experience may be considered for this position. We encourage you to apply if you have equivalent years of education and/or experience equal to the education and experience requirements listed above.

An eligibility list may be created to fill future vacancies.

If you are interested in applying for this job, please email your cover letter and resume to IqaluitApplications@gov.nu.ca. Please include the REFERENCE # in the subject line of your email.

- The Government of Nunavut is committed to creating a representative workforce; therefore, priority will be given to Nunavut Inuit who self-identify as being enrolled under the Nunavut Agreement in accordance with the Priority Hiring Policy.
- Government of Nunavut employees serving a probationary period must obtain and provide written authorization from the deputy head of their employing department. The authorization from the deputy head must accompany your application for your application to be considered.
- Possession of a criminal record may not disqualify candidates from being considered. An assessment of the criminal record will be measured against the scope and duties of the position. This is only a requirement for positions that require a satisfactory criminal record or vulnerable sector check.
- Applicants may submit their resume in any of the Official Languages of Nunavut.
- Only those candidates selected for an interview will be contacted.
- The onus is on candidates in receipt of foreign post-secondary education credentials to have their foreign credentials assessed through a recognized Canadian education institution. Failure to do so may result in the rejection of their application.

CONTACT: Department of Human Resources
Government of Nunavut
PO Box 1000, Station 430, Iqaluit, Nunavut X0A 0H0
<https://gov.nu.ca/en/employment-training-and-career-development/job-listings>

Phone: (867) 975-6222
Toll Free: 1-866-668-9993
Fax: (867) 975-6220
Email: IqaluitApplications@gov.nu.ca