

SHAREPOINT ADMINISTRATOR

Department: Finance, Human Resources & Information Technology

Term: Permanent Full-time

Community: Nunatsiavut (Nain, Hopedale, Postville, Makkovik, Rigolet)/Happy Valley-Goose Bay

Closing: May 8, 2025

Responsibilities:

- Configure and manage SharePoint Online settings at the tenant level through the Microsoft 365 Admin Center and SharePoint Admin Center.
- Create and manage site collections, including team sites, communication sites, and hub sites.
- Manage user roles, groups, and permissions to ensure secure access across sites and content.
- Develop and enforce governance policies for content management, sharing, and site provisioning.
- Ensure compliance with regulatory requirements using Microsoft compliance tools (e.g., data retention policies, sensitivity labels, and eDiscovery).
- Implement compliance and security measures, including regulatory policies and Data Loss Prevention (DLP).
- Ensure seamless integration with Microsoft 365 services such as Teams, OneDrive, Power Automate, and Power Apps.
- Set up and optimize document libraries, lists, metadata, and content types for better organization and search.
- Create custom solutions using modern web parts, SharePoint Framework (SPFx), and Power Platform tools.
- Provide end-user training and support on SharePoint Online features and workflows and create self-help resources like guides and FAQs.
- Monitor updates to SharePoint Online and deploy new capabilities effectively.
- Responsible for ensuring compliance with Nunatsiavut Government SharePoint Governance Framework and Strategy
- Collaborate with Manager of the Data Systems in implementing new usage and practices for information systems.
- Assist in implementation of departmental goals and objectives related to information and information system development, maintenance and administration.
- Develop and maintain professional contacts and affiliations with various third parties

Qualifications:

- Diploma in Computer Science with 3-5 years of related experience. Combination of relevant education and/or experience will be considered.
- Excellent communications, analytical and organizational skills.
- Ability to prioritize and remain flexible.
- Be able to work independently with little supervision.
- Be willing to travel.
- Good organizational and interpersonal skills.
- Knowledge of Inuit Culture and Inuit Communities.

Assets:

- Bilingual in Inuktitut and English

Benefits:

- Competitive Paid Leave Package
- Travel Benefit
- Labrador Allowance
- Group insurance including health and dental
- Group pension

Responsibilities:

- Recommend new solutions, software and processes to meet emerging requirements and industry best practices.
- Develop and maintain robust system backups, disaster recovery plans, and data security protocols.
- Training and in-servicing as required.
- Travel as required.
- Other related duties as required.

Contact:

careers@nunatsiavut.com

Applications should be forwarded before 4:30pm on closing day.

The Nunatsiavut Government is an equal opportunity employer however preference will be given to beneficiaries of the Labrador Inuit Land Claims Agreement. Applicants are asked to clearly state their Nunatsiavut beneficiary number on their cover letter or resume when applying.

KAGITAUJATIGUT ATUJAU KATTATUK KAUJISAUTIU TLUNI AULATSIIK

suliaKapvik: SuliaKapvinga kenaujalaginnimut, SuliaKattiliginnimut, Kagitaujaliginnimullu

Kanga: SuliaKatsainaluni Iluittunik SitontiKalluni

Nani: Nunatsiavut (Nain, Hopedale, Postville, Makkovik, Rigolet)/Happy Valley-Goose Bay

killilipvinga: Mai 8, 2025

kamagijatsat:

- Kanuilingannik âkKisimannik ammalu aulataugutinginni Kagitaujatigut atujauKattatuk Kaujisautiutluni. Kagitaujami âkkisimajut attatotikkut omunga Microsoft 365 aulatsiujunut ammalu SharePoint aulatsiujutu ut suliaKapvingani;
- SakKititsiKattaluni ammalu kamatsianikkut suliaKapviuvingani, uKâlapviuvik suliaKapviuvingani, pimmagittunik SiuliaKapviuvingani;
- kamatsianikkut atujunnit Suliatsami ilonnâgut allatausimajut kamatsianiKalluni paigitsialugit ilonnanga suliaKapvinginni, uKumaitsagatik;
- ÂkKisongsulluni ammalu utittisilluni maligatsanik Kaujimsiagelluni aulataugutinginnit, atuKatiKatigennik, ammalu suliaKapviujop pitâgijaugialinginnit;
- kamatsianiKagiaKajuk maligatsasunimmut atuttaugialinut atulluni Microsoft maligatsasuanginni atuttaujunut (solu, allasimajut allasimajuit maligatsanginnit, ippinianatuit allasimaligettut, ammalu Kaujivalliatluni);
- kajusinningit piusituKajut ammalu paitsigutet atuttaujut, maligatsait malittausiammangâta ammalu Kaujisaattaumajuit asiujittailillugit pitsâtailillutit (DLP);
- kamatsianiKagiaKajuk omunga Microsoft 365 atujunut ikajuttigejunut, OneDrive, Power Automate, ammalu power apps;
- atuinngutjiKattaluni ammalu optimize allatausimajut atuattaugutipvimi, katitjutaumajut, Kaujisaute ammalu Sunautsiamangâtik piunitsaunialittillugu ammalu Kini-giamut;
- SakKititsiluni sanajaumajuit âkKitaugesimajut atulluni Kagitaujaup tugâgutingit Kagitaujatigut atujauKattatuk Kaujisautiutluni atuinnguttsiutik (SPFx) ammalu songujummik maligatsagijaujop;
- SakKijâtitsiluni kingullipâp atujangit suliansanut ilinnialuni ammalu ikajuttiuluni Kagitaujatigut atujauKattatuk Kaujisautiutluni Kagitaujammi atujanginnit ammalu suliaKattatuk uKumaitolippata ammalu sanagalaKattaluni imminik ikajutKattaluni Kaujigatsanik, solu maligatsait ammalu FAQs;
- kamalluni kamagijaugiaKanginnik uvunga Kagitaujatigut atujauKattatuk Kaujisautiutluni Kagitaujatigut ammalu iugunnanik nutâk pigiasilluni tapvainak;

Ilisimausigigialingit:

- NalunaikkutaKalluni Kagitaujaligisongsulluni 3-5 jârini suliaKasimagelluni, sunagalannit ilinniagesimalluni ammalu Kaujimsatalluni;
- Piujumik uKâlasongunniKalluni, Kaujisaatsiasongsulluni ammalu asimminillu suliaKaKatiKatsiasongsulluni;
- Sivuliutitsiasongsulluni ammalu sangukatagunnasialluni;
- Inutolluni suliaKasongsulluni ikajuttaugalsongsulluni;
- Aullagalsongsulluni;
- Piujumik atuinnguttsigiamik ammalu piujumik asimminut pisongsunnik;
- IlisimautiKalluni Inuit IlukKiusinginnik Inuillu Nunanginnik

Ikajuttauvalliutigigajattanga:

- UKâlasongsulluni Inuktitut/Kallunâtutillu

Ikajuttaugotet:

- SuliaKatsiasongsulluni Akilittutaulluni nukKangaviujuni Akilittutaulluni
- Namutuinnak aigalannimut IkajuttaugutiKalluni
- Labradorimi IkajuttaugutiKalluni
- katingautik Insurins-siKalluni ilagijautillugu inositsiagittinnimmi amma kigutiligijaunnimi
- katingautik utittitaugutik InutuKaunimmut

kamagijatsat:

- kamagiaKajuk nalautsigalagialik maligatsasuanginnit Nunatsiavut kavamangani Kagitaujatigut atu jauKattatuk Kaujisautiutluni kavamaup aulatsiutinginni atuinna guttisiutiKalluni ammalu pusiugialinnit;
- Ikajuttiisialluni angajukKânganit Kaujisattaugialinnit Kagitaujanni kajusinninginnit piusituKajnit nutânik atuttaujunik ammalu ottugaKattaluni Kaujimajaugialinnit Kagitaujakkut;
- IkajuKattaluni atuttauliaKittisinimmut suliaKapvinginnut Tugâgutinnut ammalu tugâgutet ilingajunut Kaujimajunut ammalu Kaujimajaugialinnut Kagitaujakkut âkKitausi-majunnut, sanagiallagijinnut aulatsijiullunilu;
- Pititsiatitsilutit ammalu piulimatsiluni ilisimallagitunut angikagitsialutik ammalu katingautiKattalutit pingajua pigumanninganit;
- PiusigijauKujait nutâsittutitsiutigijaugajattut, atu jauKattatut Kagitaujanut suliaKautigillugit ubvalu malitsialugit atu augiaKanningit ammalu katiKatiKaKattaluni sakKititaujut atuttaugialet ammalu suliaKapvet piunippâk ottugangianga;
- ÂkKisigialet ammalu piulimattisiKattaluni suliaKait asiujijaunialungimatik piugijaugiallajut pilukannik âkKitaugialet kamagillugit ammalu allasimajuit paitsigiutik maligatsait;
- IlinniatitauKattaluni katimaKatauKattalunilu pigiaKaliguni;
- AullaKattaluni pigiaKaguni
- Asinginnilu sulianit pigiaKaguni

Kaujisallutit:

careers@nunatsiavut.com

Ottugautet âjausimagialet fimfiliak apvaKâttinagu matuttauvingata ullungani.

Nunatsiavut kavamanga atjigettisiKattatuk suliaKaitutit tavatuak pigumajauluaKattatut ikajuttaugutilet Labrador Inuit Nunamik Satusainnimut AngiKaitegutingani. Ottugajuit allasiasimakKujaujut Nunatsiavut ikajuttaugutilet numuranganik allavitsangata pigianningani suliaKaitutitmilonnet ottugannimi.