NUNATSIAVUT
kavamanga Government

# ASSISTANT DEPUTY MINISTER

**DEPARTMENT**
Finance, Human Resources & Information Technology

**REPORTING TO:**
Deputy Minister

**LOCATION:**
Nunatsiavut (Nain, Hopedale, Postville, Makkovik, Rigolet)

**CLOSING:**
November 30, 2026

## 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.

## Job Summary

Under the supervision of the Deputy Minister, the Assistant Deputy Minister (ADM) is a member of the senior management team, providing direction and strategic leadership on policy, legislation and operations within the Finance division and for the Nunatsiavut Government. The Finance division provides financial reporting, advisory services, budgeting, capital asset reporting, and financial transactional processing (banking, accounts payable, accounts receivable) and support to all departments of the Nunatsiavut Government and the Nunatsiavut Assembly.

The ADM ensures that financial management practices are transparent, compliant, culturally grounded, and aligned with Inuit societal values, Labrador Inuit laws and generally accepted accounting principles.

## Responsibilities:

**1. Strategic & Operational Leadership**

- Provide leadership and advice to the Deputy Minister on strategic, policy, and operational issues for the Finance Division.
- Contribute to cross departmental planning, policy development, and implementation of programs and projects that support government goals.
- Translate executive priorities into actionable financial and operational plans.

**2. Financial Management & Oversight**

- Provide support for annual budget compilation and ongoing monitoring of Nunatsiavut Government finances.
- Oversee multi million dollar budgets and ensure transparent, responsible financial management.
- Assist in reviewing documents, briefs, and reports with financial components for departments and the Nunatsiavut Executive Council.
- Lead financial forecasting, analysis, and reporting to support informed decision making.

**3. Internal Controls, Compliance & Audit**

- Assist in developing, implementing, and monitoring internal controls within Finance Division processes.
- Prepare for year end audits, including working papers, reconciliations, and financial analyses.
- Ensure compliance with Public Sector Accounting Standards (PSAS).
- Ensure adherence to the Financial Administration Act, Procurement Act, and all other legal and reporting requirements.

**4. Intergovernmental & Stakeholder Relations**

- Represent the Nunatsiavut Government in high level negotiations and on national, regional, and internal committees requiring financial expertise.
- Build strong working relationships with government partners, auditors, funding agencies, and internal departments.

## Responsibilities:

**5. Risk Management & Insurance**

- Provide strategic oversight for insurance coverage and risk management processes.
- Identify and manage financial, operational, and reputational risks.

**6. People Leadership**

- Manage the human and financial resources of the Finance Division.
- Monitor and control divisional and administrative expenditures.
- Develop plans for future staffing and financial resource needs.
- Foster a culturally safe, inclusive, and high performing workplace.
- Mentor and coach employees, supporting the development of emerging Inuit leaders.

**7. Continuous Improvement**

- Promote departmental efficiencies and process improvements.
- Lead initiatives that strengthen financial governance, accountability, and service delivery.
- Perform other duties as required.

## Qualifications:

**Education**

- Member in good standing with a Canadian professional accounting designation (CPA).
- University degree in Business Administration, Commerce, or a related discipline.

**Experience**

- 7–10 years of progressive finance experience, including at least five years in management, or an equivalent combination of education and experience.
- Experience in financial accounting, budgeting, planning, cost allocation, and PSAS compliance.
- Experience working with Indigenous governments or northern organizations is an asset.

## Qualifications:

**Knowledge**

- Strong working knowledge of public sector financial management, PSAS, budgeting, forecasting, and internal controls.
- Understanding of Inuit culture, values, and Nunatsiavut Government governance structures.
- Familiarity with financial legislation, procurement rules, and audit processes.

**Competencies**

- **Leadership** — Exceptional ability to lead teams, motivate staff, and model professionalism.
- **Collaboration** — Ability to work effectively with a wide range of stakeholders.
- **Analytical Thinking** — Strong financial analysis, problem solving, and decision making skills.
- **Judgment & Initiative** — Ability to act proactively, manage complex issues, and exercise sound judgment.
- **Attention to Detail** — High accuracy in financial review, reporting, and compliance.

**Working Conditions**

- Based in Nunatsiavut with regular travel to all communities and other locations as required
- Fast paced environment with shifting priorities and high level decision making responsibilities.
- Frequent engagement with internal departments, auditors, funding partners, and government agencies.
- Work may involve participation in regional or national finance related committees and forums.

NUNATSIAVUT
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# MINISTERIUP TULLIAP IKAJUTTISAK

**SULIAKAPVINGA:**
kenaujalaginnimut, SuliaKattiliginnimut, & Kagitaujaliginnimullu

**REPORTING TO:**
Deputy Minister

**NANI:**
Nunatsiavut (Nain, Hopedale, Postville, Makkovik, Rigolet)

**KILLILIPVINGA:**
November 30, 2026

## KAUJISALLUTIT:

careers@nunatsiavut.com

Ottugautet âjausimagialet fimfiliak apva-Kâttinagu matuttauvingata ullungani.

Nunatsiavut kavamanga atjigettisiKattatuk suliatsasiuttunik tavatuak pigumajauluaKattatut ikajuttaugutilet Labrador Inuit Nunamik Satusainnimut AngiKatigegutingani. Ottugajuit allasiasimakKujaujut Nunatsiavut ikajuttaugutilet numuranganik allavitsangata pigianningani suliatsasiugutimmilonnet ottugannimi.

## Naillititausimajut

Atâgut Ministeriup Tullianganut, Ministersiup Tulliap Ikajuttisak (MTI) kiggatuttiuvuk inutuKait aulataunninginnik suliaKattinginnik, tilitjiKattaluni piusigijaugialinnilu sivukkanimmi maligatsanut, maligaliuttausimajunik aulataunninginnilu iluagut kenaujaliginnimut suliaKapvingani Nunatsiavut kavamanganilu. kenaujaligijet suliaKapvinga Kaujititsigialet kenaujaliginnimut Kaujititsiutinnik kenaujaliginnimut Kaujititsiutinnik, Kaujititsiutinginnik, uKautjigiajinnit ikajosiujunik, kenaujakkuvet, akitujunik Kaujisitiutinik, amma kenaujanik aulatsiningit (kenaujatigut Kaujimattitaugutet, akilittaugutilinnik pinianniujut, kenaujattâgutinik) ikajutjilunilu ilonnangit suliaKapvini Nunatsiavut kavamangani Nunatsiavummilu katimajitsuanginni.

MTI kamatsiagialik kenaujaliginnimut aulataiugutinginnik tukisimajautsiaKattamangâta, malittausiammangâta, tungasianinginnik ilukKusigijangitigut, âkKisimatsiamangâtalu Inuit ikKananninginnik, Labradorimi Inuit pikKujanginnik amma ilonnainut angiutausimajut kenaujaligijiusimannimik.

## Kamagigialingit

**1. Piusigijaugialet Aulatsinimmulu Sivulligunnanik**

- Sivulligunnaluni uKautjigiajiullunilu Ministeriup Tullianganut pitjutigillugit piusigijaugialinnik, maligatsanik, aulatsinimmilu kenaujaliginnimut SuliaKapvingani;
- IkajuKattaluni suliaKatiKagiamut suliaKapvini pannigutinginni, maligatsanik pivalliatitsigasuannimi, atuliaKittisillunilu ikajosinik suliatsaujunillu ikajuKattatunik kavamait tugâgutinginnik;
- AblasânguttisiKattaluni angajukKaunet sivulliujigialinginnik atuliaKittitaugutet kenaujaliginnimut aulatsininginnilu pannaigutinginnik.

**2. kenaujaliginnimut Aulataunignit amma kamagialingit**

- IkajuKattaluni jâri tamât kenaujaliginnimut Kaujititsiutinginnik amma Kaujisattaunginnatunik Nunatsiavut kavamaup kenaujanginnik;
- kamajiuKattaluni unuttut tâlanik kenaujatsanik kamaKattalunilu tukisimajautsiamangâta, kamagijautsiamangâta kenaujaliginnimi;
- IkajuKattaluni Kimiggugiamut allaKutinik, ikKaumatitsiutinik, Kaujisattausimajunik asingita kenaujaligijinni suliaKapvinut Nunatsiavummilu AngajukKaunet katimajinginni;
- SivulittiuKattaluni kenaujaliginnimi Kangatsiak atuttausongulâmmangâtik, Kaujisautitigut, KaujititsiKattalunilu ikajugasuagiamut Kaujisattaumajunik Kanuttogutinginnik.

## Suliagilaattangit

**3. SuliaKapvimettunut kenaumaliginnik, amma Maligatsuangit kenaujanik KimikKujet**

- IkajuKattaluni pivalliatitsigasuannimik, atuliaKittitaugutinginnik, Kaujisannimillu suliaKapvimettunik kenaujaliginnimik kenaujaligijet SuliaKapvingani kamagijaugusinginnik;
- PannaiKattaluni jârimut nâninganut kenaujanik Kimiggutaunningit, ilautillugit suliaKausinut alakkasâjanik, KujalitiKatigennimut, Kimiggulutillu nallenut katitjuKatigenut tunitjigiaKammangâtik;
- kamatsiaKattaluni maligatsasuanitânimmut ilonnainut Atjigengitunut kenaujaligijet Maligatsanginni (IAkM);
- kamatsiaKattaluni malitsialuni ilonnainik kenaujaligijet Aulatsinut Maligatsasuanginnut, PikKujanganut, asinginnilu maligatsatigut Kaujisitsiutet piusiugialinnik.

**4. AulatsiKattanik kavamanginni amma kamaKataujunut Ilingajut**

- kiggatuttiuKattaluni Nunatsiavut kavamangani puttusitsani pitaKanninginni angiKatigegasuannimut amma nunatsualimâmi, nunaKatigengituni, suliaKapvimettunillu katimajiujuni pigijaugialinnik kenaujaliginnimut Kaujimallagiujunut;
- Songujumik suliaKatiKatsiaKattaluni kavamait ikajuttinginnik, kenaujanik Kimiggujinik, kenaujatsanut ikajuttingit, suliaKapvimettunillu suliaKapvinginni.

**5. Ulugianattumut Aulatauningit Insuarinselu**

- kamaKattaluni piusigijaugialinnik insuarisinut akilittutaugutinginnik ulugianattulu aulataunninginnik piusitsanginnik;
- NalunaitsiKattaluni aulatsilunilu kenaujaliginnimik, aulatsinimmik, ammalu kamaKataujunik ulugianagajattunik.

**6. Inunnik Sivukkatitaujut**

- AulatsiKattaluni Inuit kenaujaliginnimillu pivianattunik kenaujaligijet SuliaKapvingni;
- KaujisaKattaluni kamallutillu kamagijaupvet aulatsijellu akilittaugialinnik;
- PannaigutauKattaluni suliaKattisaulâttunut kenaujaliginnimillu pivianattunik pigumajaugialinnik;
- Tigusisongulluni piusitsait kappianangitunik, ilautitautitsiKattaluni, pitsatujummilu pikKulugit suliaKapvimi;
- Utjituttiuluni itjagatsaulunilu suliaKattinut, ikajutKattaluni pivalliatitsigasuanninginnik sakKititsigiamut Inuit sivukkatinik.

## ilisimagialingit

**Ilinniatuliginnik**

- Piujumik kiggatuttiuluni kanatalimâmi ilisimallagittut kenaujaliginnimut atuttaugutigijaujunik (kIk);
- NalunaikkutaKalluni kenaujaliginimmut, Aullaigatsanik upvalu ilingajunik inittiginnik.

**Ilisimalluni**

- Sepamit senamunut ( 7 – 10 ) jârini suliaKasimalluni kenaujaliginimmut, ilautillugit ikinnisaungituni tallimani jârini aulatsinimmut, upvalu asinginnik ilinniatitausimajumik suliaKasimalluni;
- IlisimanniKalluni kenaujaliginimmut, kenaujakkuvet, pannaigutiKannik, Katsitottut tunijauKattajunut amma PSAS maligatsasuangani;
- SuliaKasimanniKalluni NunaKakKâsimajuit kavamanginni upvalu taggâni katitjiKatigenginni ikajuvalligajattuk.

**Kaujimajutsak**

- SuliaKasimatsianiKalluni ilonnainut kenaujaliginimmut aulatsinimmik, PSAS, kenaujakkuvinnik, Kangatsiak atutausongulâmmangâtik, suliaKapvimettunillu kenaujaliginnimik;
- Tukisitsialuni Inuit ilukKusinginnik, ikKanattoningit, amma Nunatsiavut kavamangani âkKitausimajunik;
- Kaujimajutsak kenaujaliginnimut maligatsaliugiamut, pikKujaliangani maligatsanginni, Kimiggutauningillu kenauja ik piusitsanginnik.

**Pisongulluni**

- **Sivukkati** — SuliaKaKatausongulluni, pisongunniKattisisongulluni suliaKattinik, itjagatsasiangulluni suliamminik.
- **Ikajuttigenni** — SuliaKatiKatsiasongulluni nanituinnak kamaKataujunik.
- **KaujisautiKatsiasongunnik** — Songujumik KaujimatsianiKslluni kenaujaliginnimi Kaujisannimik, uKumaitsautiKajunut mamitsinik, sivuppiatitsisongullunilu ilisallugit;
- **Itluatsainik amma Piusitsaugialet** — PisongunniKalluni kamagijaunikkut ilimanattunik tilijaulugani kamatsiasongunniKalluni, kamatsiasongulluni unuttunik uKumaillititauKattatunik, amma tukisiatsianikkut tusâtsiasongulluni.
- **Ilisimatsialuni Suligijautsialuni** — PisongunniKatsialuni kenaujaliginnimut Kimiggunimmik, Kaujititsiutingit kenaujanik, nalautsititsialugillu maligatsasuatigut.

## Suliagilaattangit:

**7. Piusivallianginnaningit**

- Kaujimajautivallialillugu suliaKapvet atuniKatsianinginnik piusitsitsailu piusivallianinginnik;
- SivukkatiuKattaluni pannaigutinik songusittisilluni kenaujaligijiup kavamaliginimmi, kamagijaugiaKanningit, ikajosinillu sakKititsiningit;
- Asinginnilu ilingajunik suliatsanginnut pigiaKaliguni.

## ilisimagialingit

**SuliaKasongulluni Piusigijaujunut**

- Nunatsiavummeluni ilangani niugguKattaluni nunalinnut amma asinginnut pigiaKaguni;
- Suliamminik tuavittumik pikatasongulluni sangukatagunnasiasongulluni amma puttunitsamik KanuttogutiKasongulluni;
- Suliatsak pivitsaKammijuk pulâgiaKattaluni nunani, avatet Kimiggutaunitsanginnut suliaKapvimi, amma ilauKatauKattaluni inigijaujuni upvalu silatsualimâmi katingaKatigennik;
- Suliatsait ilauKatauKattaniattuk nunalinni upvalu nunatsualimâmi kenaujait pitjutigijaujunik katimajinik katingaKatigenniujunik.