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Building Nunavut Together  
Nunavut Iluqatigiingniq  
Bâtir le Nunavut ensemble

## GOVERNMENT OF NUNAVUT EMPLOYMENT OPPORTUNITY

**Title:** Tobacco and Cannabis Program Officer

**Department:** Health

**Community:** Iqaluit

**Reference Number:** 10-506587

**Type of Employment:** Indeterminate

**Salary:** \$70,083 per annum, 37.5 hour/week

**Northern Allowance:** \$15,016 per annum

**Union Status:** Nunavut Employees Union

**Housing:** Subsidized Staff Housing is not Available

**Closing date:** April 23, 2021 @ 11:59pm EST

This is a Highly Sensitive Position and a satisfactory Criminal Record Check, along with a clear Vulnerable Sector Check is required.

This employment opportunity is open to all applicants.

Reporting to the Manager, Tobacco and Cannabis Programs, the Tobacco and Cannabis Program Officer is the financial and administrative support for Tobacco and Cannabis programs division. This position is responsible for the coordination, administration, and financial organization of programs that are developed by the division and delivered to Nunavummiut. This support enables the division to build strong territorial, regional and community relationships.

The Tobacco and Cannabis Program Officer ensures the office activities and financial expenditures made by the division are thoroughly documented, tracked and examined. This position is responsible for providing expert guidance to management and team members in terms of financial and administrative processes. The position will be responsible for all documentation, tracking and management of contracts with Out of Territory vendors as well as in-territory and in-community vendors that provide contract based supports to the division.

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 working in program coordination, financial administration, project management or related experience.

The Official Languages of Nunavut are Inuktitut, Inuinnaqtun, English and French. Fluency in more than one of Nunavut's official language is an asset. Knowledge of Inuit language, communities, culture, land and Inuit Qaujimagatuqangit is an asset.

Equivalencies that consist of an acceptable combination of education and experience may be considered.

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 [GNHR@gov.nu.ca](mailto:GNHR@gov.nu.ca). Please include the REFERENCE # in the subject line of your email.**

- The Government of Nunavut is committed to creating a more representative workforce so it can better understand and serve the needs of Nunavummiut. Priority will be given to Nunavut Inuit. Candidates must clearly identify their eligibility in order to receive priority consideration under the Nunavut Priority Hiring Policy.
- Employment in some positions requires an acceptable criminal record check. Possession of a criminal record will not necessarily disqualify candidates from further consideration.
- Applicants may submit their resume in the Official Language of their choice.
- Eligibility list may be created to fill future vacancies.
- Job descriptions may be obtained by fax, email or on the website.
- Only those candidates selected for an interview will be contacted.

**CONTACT:** Department of Human Resources, Government of Nunavut  
PO Box 1000, Station 430, Iqaluit, Nunavut X0A 0H0  
[www.gov.nu.ca/public-jobs](http://www.gov.nu.ca/public-jobs)

**Phone:** (867) 975-6222  
**Toll Free:** 1-888-668-9993  
**Fax:** (867) 975-6220  
**Email:** [gnhr@gov.nu.ca](mailto:gnhr@gov.nu.ca)