



Invitation for Applications Chief Electoral Officer of Nunavut

Applications are invited for the position of Chief Electoral Officer of Nunavut. This is a seven-year, full-time statutory appointment.

The Chief Electoral Officer is an Independent Officer of the Legislative Assembly. The office-holder is appointed on the recommendation of the Legislative Assembly, pursuant to the *Nunavut Elections Act*. The position exercises a range of powers and responsibilities under the *Nunavut Elections Act* and the *Plebiscites Act*. Copies of the statutes are available at: www.nunavutlegislation.ca. The Chief Electoral Officer is responsible for the conduct of territorial general elections and by-elections, as well as elections to municipal councils and other bodies. The next territorial general election is scheduled to be held on October 27, 2025.

The successful candidate will be an experienced senior manager with proven professional success in managing complex administrative operations. Knowledge of electoral administration and legislation is essential. This position requires a high degree of attention to detail, including the ability to accurately interpret, administer and explain complex statutes and regulations. The successful candidate will possess the ability to communicate clearly and consistently with the general public, stakeholder groups and the news media. Excellent writing skills, including the ability to draft comprehensive annual reports to the Legislative Assembly, are required. Understanding of Inuit societal values, language and culture is a definite asset.

The Office of the Chief Electoral Officer (Elections Nunavut) is located in Rankin Inlet, Nunavut. A detailed *Position Profile* is available from the Office of the Legislative Assembly and may be downloaded from the Legislative Assembly's website at www.assembly.nu.ca. Annual reports and other publications of the Office of the Chief Electoral Officer are available at: <https://www.elections.nu.ca/>.

Applicants must clearly demonstrate how they meet the requirements and competencies set out in the *Position Profile*. This selection process is open to all applicants. The salary range for the position is **\$145,094.00** to **\$207,277.00** per annum. If the successful candidate is not a resident of Rankin Inlet at the time of appointment, relocation assistance will be provided. Subsidized staff housing is available. Applications will be accepted until 5:00pm (EST) on **Friday, March 22, 2024**. This is a Position of Trust and a satisfactory Criminal Record Check is required. Please note that only candidates who are selected for an interview will be contacted. Applications and inquiries should be directed to:

**Secretary to the Management and Services Board
Office of the Legislative Assembly of Nunavut
P.O. Box 1200, Iqaluit, NU, X0A 0H0**

Tel: (867) 975-5100 / Fax: (867) 975-5191 / Email: submissions@assembly.nu.ca