

**SECRETARY, HEALTH & SCIENCES PROGRAMS**  
**Nunavut Arctic College, Nunatta Campus**  
**IQALUIT, NU**

**1 YEAR TERM**

The incumbent will perform secretarial, administrative, reception, and clerical support to all the Health Sciences Programs.

Annual salary commences at \$46, 976. In addition, the incumbent will receive a Northern Living Allowance of \$12, 109 per annum and an annual bilingual bonus of \$1500.

Fluency in English and Inuktitut orally and written are required.

**Closing date: December 1, 2006**  
**Competition #: 041-120106-SHSP**

**No Staff Housing available.**

**Submit Applications to:**  
Human Resources Administrator  
Nunavut Arctic College  
PO Box 600  
Iqaluit, NU X0A 0H0  
Tel: 867-979-7221 Fax: 867-979-7108  
E-mail: smulley@nac.nu.ca

- *The Government of Nunavut is committed to create a more representative workforce, so that it can better understand and serve the needs of Nunavummiut.*
- *Priority will be given to Nunavut Land Claims Beneficiaries.*
- *Only the candidates selected for interviews will be contacted.*
- *Job descriptions may be obtained by fax or email*
- Employment in some positions requires an acceptable criminal record check. Possession of a criminal record will not necessarily disqualify candidates from further consideration.

Smoke Free Environment