

Government of Nunavut Employment Opportunity

Clerk Typist
Jonah Amitnaaq School, Kivalliq School Operations
Baker Lake, Nunavut

Reporting to the Principal, this position provides front line service to both staff and administration of the school, as well as the general public. The incumbent will provide secretarial, clerical, interpretive and reception services in support of the school's activities, in both Inuktitut and English

To be invited for an interview, you should have completed grade 10, and have excellent communication skills in both English and Inuktitut. Demonstrated diplomacy and confidentiality are required in this position. You must also have experience and some knowledge of typing, reception duties and basic office procedures. Experience in a computerized office environment with experience in Microsoft Office applications are an asset.

The successful candidate will be required to submit a satisfactory Criminal Records Check through the RCMP.

An Eligibility List will be created from this competition.

Knowledge of Inuktitut, communities, culture, land and Inuit Qaujimagatuqangit is an asset.

Equivalencies that consist of a combination of education, knowledge, skills and abilities to formal education and experience requirements will be considered.

If there is no successful Nunavut Land Claims Beneficiary this position will be offered as a 1 year term.

This position is included in the Nunavut Employees Union and has a starting salary of \$44,070.00 per annum, plus a Northern Allowance of \$20,058.00 per annum

REFERENCE #: 03-320-0701SA

Closing Date: November 24, 2006

NO STAFF HOUSING AVAILABLE



**Write to: Department of Human Resources, Government of Nunavut
P.O. Bag 002, Rankin Inlet, Nunavut, X0C 0G0
Phone: (867) 645-3072 Toll Free # 1-800-933-3072
Fax: (867) 645-2870 E-mail: sadams2@gov.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.*