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Building Nunavut Together
Nunavuliuqatigiingniq
Bâtir le Nunavut ensemble

GOVERNMENT OF NUNAVUT
EMPLOYMENT OPPORTUNITY

Title: School Secretary, Kiilinik High School
Department: Education
Community: Cambridge Bay
Reference Number: 09-505069
Type of Employment: Indeterminate

Salary: $ 63,804.00 per annum, 37.5 hour/week

Northern Allowance: $ 19,716.00 per annum
Union Status: Nunavut Employees Union
Housing: Subsidized Staff Housing is not Available
Closing date: December 21, 2018 @ 12:00am MST

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.

The incumbent acts as a receptionist at the front area of the school. A reasonable level of literacy in Inuinnaqtun and English is essential as the incumbent answers the telephone, interprets/translates at meetings between parent and teacher, translate letters and other school materials. The incumbent will also perform the general office duties including typing, filing, record keeping and other duties under the direction of the Principal.

The School Secretary is responsible for providing a liaison between the public and the school, as well as co-ordinate appropriate documents to the regional education office, Kitikmeot School Operations.

Knowledge of office/school routines, School Programs offered and of general office equipment such as photocopier, telephone system, fax machine, laminator, computer programs and the Student Information Database and the ability to communicate effectively with other agencies and Government of Nunavut departments, as well increased typing ability in English and Inuinnaqtun are required for this position. Reasonable level of literacy in Inuinnaqtun and English is essential for this position.

The knowledge, skills, and abilities required for this job are acquired through Office Procedures course or equivalent to Grade 10 education, along with two years of related work 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.

Equivalencies that consist of an acceptable combination of education, experience, knowledge, skills and abilities may be considered.

Knowledge of Inuit language, communities, culture, land and Inuit Qaujimajatuqangit is an asset.

Candidates are required to pass a Inuinnaqtun language test to qualify for an oral interview.

If you are interested in applying for this job, please email your cover letter and resume to hrkitikmeot@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 Finance, Government of Nunavut
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