

CLERK OF ASSEMBLY

Department: Assembly

Term: Permanent Full Time

Community: Hopedale

Closing: December 11, 2024

Responsibilities:

- To advise the Speaker of the Nunatsiavut Assembly on the Standing Orders and their interpretation.
- To advise Members of the Nunatsiavut Assembly on questions of procedure and interpretation of the rules.
- To assist Members in drafting notices, motions and Resolutions.
- To coordinate the development and drafting of legislation as directed by the Speaker.
- To certify to the President that a Bill submitted for assent is a true copy of the Bill as enacted by the Assembly.
- To maintain the Registry of Inuit Laws and perform the other functions assigned to the Clerk under the Registry of Laws Act.
- In consultation with the Speaker, to oversee the preparation and timely distribution of agendas and notices of meetings.
- To coordinate the preparation and safe keeping of minute books, records of votes and proceedings and other records of the business of the Assembly and its Committees including records of all motions introduced, votes taken and Bills and Resolutions adopted or defeated.
- To provide public access to the records of public meetings of the Assembly and its Committees.

Qualifications:

- Post-secondary degree(s) from a recognized university in a related discipline, such as Political Science, Law, or Public Administration, or a combination of equivalent education, job-related training, and experience.
- Experience at a senior level in strategic management, organizational change, and implementing modern corporate governance principles and best practices, including leading human resource teams; managing significant financial resources; and leading complex and varied organizational operations.

Benefits:

- Competitive Paid Leave Package.
- Travel Benefit.
- Labrador Allowance.
- Group insurance including health and dental.
- Group pension.

Responsibilities:

- To coordinate with the Speaker and the Nunatsiavut Executive Council as required to ensure that the precincts of the Assembly and the other facilities and physical amenities required by the Assembly and its Committees are adequately provided and maintained.
- To advise the Assembly on the need for additional staff and to supervise the staff of the Assembly.
- To carry out any other functions assigned by the Assembly.

Assets:

- Bilingual in Inuktitut and English.

Contact:

careers@nunatsiavut.com

Applications should be forwarded before 4:30pm on closing day.

The Nunatsiavut Government is an equal opportunity employer however preference will be given to beneficiaries of the Labrador Inuit Land Claims Agreement. Applicants are asked to clearly state their Nunatsiavut beneficiary number on their cover letter or resume when applying.

ALLATITSAK KATIMAJITSUANUT

suliaKapvik: Nunatsiavut katimajitsuangit

Kanga: SuliaKainnaluni Ilonnainik SitontiKalluni

Nani: Hopedale-imi

killilipvinga: December 11, 2024

kamagijatsat:

- UKaudjigiaKattaluni UKâlattimik Nunatsiavut katimajitsuangani pillugit katimautitsaujuit tukigijanginnilu.
- UKaudjigiaKattaluni katimajinik Nunatsiavut katimajitsuanginni apitsotitsaKappata katimatsuanik pillugu maligatsaillu tukunginnik.
- IkajuKattaluni katimajinik atuinnagutjiginninginni tusagatsanik, aulatjagatsaujunik, Sittutigagutitsanillu.
- AulatsiKattaluni âkKisuinnimik atuinnagutjinimmilu maligatsaliangusimajunik tilijaugusimmitut UKâlattimut.
- NalunaikkusittâgiKattaluni AngajukKâsuamut PikKujak âjaujuk kjusittitauKullugu tânnausiagaluammangât allasimajuk PikKujatsak pikKujalianguttitausimajuk katimajitsuanut.
- PiulimatsiKattaluni Inuit Maligatsangita AllaKutinginnik kamaKattalunilu Allatiujop suliaKatinginnik atâgut Inuit Maligatsangita AllaKutingita PikKujangit.
- KaujiMautiKatiKalluni UKâlattiujumik, kamaKattaluni atuinnaguttiginnimik âkKaisongunnimillu upalomalugani katimautitsaujunik Kaujimagatsaujunillu katimaKatigennimi.
- AulatsiKattaluni atuinnagutjinimmik piulimatsisiannimillu katimautausimajuit allaKutinginnik, annigususimannimi allasimajunik, piusiusimajunik, asinginnilu allasimajunik katimajitsuak, katimajingitalu kamagisimajanginnik, ilauKasiutillugit allasimajuit aulatjatausimajuit, annigusotausimajuit, PikKujaliangusimajuit, kjusittitausimajuillu, kjusittitausimagalupata kjusittitausimangikkaluappalonnet.
- Inunnut takujaugianginnik atuinnautitsisongulluni allaKutinginnik pitjutillinnik inunnik katimaKatigesimannimi, katimajitsuak katimajingillu katimaKatigesimanninginnik.

Ilisimausigigialingit:

- Ilinniasimalluni ilitagijaujumi ilinniaivitsuami suliat sami ilusiugialet pillugit, sollu kavamami katimajiusongugiamik, Maligatsasualigisongunnimik, Inuilonnet SuliaKapvinginni ilingaKasiutillugillonet tamakkuninga ilinniagutiKasimannik, suliaKautikasimannik, ilisimautiKannilu.
- IlisimautiKalluni angajutliujuit suliaKapvimi kamausisongunnik, katitjuKatigennet asiangutigiaKappata, atuliaKititsisongunnimik nutângunitsaulutik kavamait kamagigialinginnik, piunippaugasuattunik, ilauKasiutillugu sivulittiusongunnimik kamagasuannimi suliaKattinik; kamausisongunnimik kenaujaliginnik pillugu; sivukkatattiusongullunilu pimmagiullutik atjingengitollutillu katitjuKatigennet aulatausongunninginnik.

Ikajuttaugotet:

- SuliaKatsiasongulluni Akilittutaulluni nukKangavuijuni Akilittutaulluni
- Namutuinnak aigalannimut IkajuttaugutiKalluni
- Labradorimi IkajuttaugutiKalluni
- katingautik Insurins-siKalluni ilagijautillugu inositsiagittinnimmi amma kigutiligijaunni
- katingautik utittitaugutik InutuKaunimmut

kamagijatsat:

- AulatsiKatiKaKattaluni UKâlattimik, Nunatsiavullu Angajuk-Kaunet katimajinginnik pigiaKaliguni kamatsianimmik katimatsuatet inigiKattajangit asingillu illugalait piKutigalangillu katimatsuatet katimajingitalu atuinnausiagaluammangâta kamagijautsiagaluammangâtalû.
- UKaudjigiasongulluni katimajitsuani pitâgiaKappata suliaKattisagiallanik angajukKaunesongullunilu suliaKattinutkatimajitsuani.
- Asinginnilku kamasongulluni pikKujusingitigut katimatsuatet.

Suliatsatâgutaugunnatut:

- UKâlasongulluni Allasongullunilu Inuttitut Kalunnâtitullu.

Kaujisaallutit:

careers@nunatsiavut.com

Ottugautet âjausimagialet fimfiliak apvaKâttinagu matuttauvingata ullungani.

Nunatsiavut kavamanga atjigettisiKattatuk suliatsasiuttunik tavatuak pigumajauluaKattatut ikajuttaugutilet Labrador Inuit Nunamik Satusainnimut AngiKattigegutingani. Ottugajuit allasiasimakKujajut Nunatsiavut ikajuttaugutilet numuranganik allavitsangata pigianningani suliatsasiugutimillonnet ottugannimi.