

LICENSING CLERK

Department: Lands & Natural Resources

Term: Permanent Seasonal

Community: Nunatsiavut (Nain, Hopedale, Postville, Makkovik, Rigolet)/Happy Valley-Goose Bay

Closing: July 10, 2025

Responsibilities:

- Issue licenses, both Communal and Commercial fish licenses, to beneficiaries of the Labrador Inuit Land Claims Agreement, in conjunction with Conservation Officers.
- Excellent knowledge of rules and regulations of the Communal and Commercial fish and wildlife licenses (specifically, designating core fishers and authority to harvest), in conjunction with Conservation Officers.
- Process and distribute Designation agreements, license conditions, etc.
- Provide data management for all Departmental requirements.
- Provides statistical reports (ad hoc and regular) on departmental programs as required.
- Provide administrative support for departmental, public, private meetings by arranging meeting space, travel arrangements, compiling minutes, issuing PO's, etc.
- Responds to public inquiries, phone calls and written requests for information from clients. Plan and implement database projects, through the collection of appropriate data, database design, resulting in the production of tracking reports and statistical reports for various purposes.
- Liaise with industry, DFO, public, NG Departments and staff, other governments and agencies, and consultants to obtain and provide departmental information to clients, partners and colleagues to meet the operational requirements of the department.
- Organizes and maintains filing system and provides up-to-date follow-up on all files and requests.

Qualifications:

- A Diploma in office administration or Natural Resources with 1-2 years of related experience. Combination of relevant education and/or experience will be considered.
- Excellent working knowledge of Microsoft Office programs.
- Knowledge of the Labrador Inuit Land Claim Agreement.

Assets:

- Bilingual in Inuktitut and English

Responsibilities:

- Maintains accounts receivable receipt information for statistical database retrieval.
- Provide general administrative support to Department by means of word processing, correspondence, internet searches, filing, reception duties, etc.
- Training and in servicing as required.
- Travel as required.
- Other departmental and related duties.

Benefits:

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

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.

LAISINSINIK KAMAJIK

suliaKapvik: SuliaKapvinga Nunaliginimmut Pivianattunginnilu

Kanga: SuliaKatsainaluni Jâri Nalliutippat

Nani: Nunatsiavut (Nain, Hopedale, Postville, Makkovik, Rigolet)/Happy Valley-Goose Bay

killilipvinga: Joli 10, 2025

kamagijatsat:

- Laisinsinik akkisiKattaluni, omajuksiugia oganninikmut laisin-sinik, ikajuttaugutilinnut Labraor Inuit Nunamik satu-sainnimut angikategutinginik atjinginnik asikKitailigiamut kamajinnut
- Piujumik Kaujimatsialuni maliktaugialinik ammaLaisinsinik kamajiulluni, maligaksanik NiKiksasiugiamut, ogannianikmut amma omajuksiugiat laisin-sinik (piluattumit, kaujimageluni iKalunniit angaatausimaluni ikalunniagammit),
- Kanuk alakksâjamik aittutaugunnautimmik angjutinnik, laisinsinik akkitaugisimajunnit,etc.
- sakKijâtsiluni allasimajuit Kaujisautaumjuit illonanginnut immigolingajunni atuttaugialet
- sakKijâtsiluni Kaujisattauninik allatausimajunik upvalu allaKattaluni Kaujisautitsanik () immigolingajunni atuttaujut atuttaugiaKaguni
- sakKijâtsiluni aulatsijiup ikajuttingit immigolingajunni, inoKatiget, katimaKatiKaKataluni innitsasiuKattaluni katimap-visammit, aulagialet kamagiKattaluget, kattimattuKalippat alatiuKattaluni, kenaujaligijiullunillu, asinginnilu
- kiuKattaluni inoKatiget Kaujigumajanginnit, fonni kiuKattalu ammalu alatausimajuit,pannaiKattaluni kajusinningit piusituKaujut Kaujisattaumajut akisuillutit, katitjusialugillu katitjutasimagettunut, Kaujisattaumajunnut sannajaugisimajunnut, katitsutausimajut akisiaKattalugit iniginiattaminut jâritamak akitauKattatunnut
- laisinsilet ukununga, DFO, InoKatiget, NG suliaKapvingani ammalu suliaKattinginnut, asingini gavamnginni ammalu ikajuttinginnut, ammalu kaujititsiKattaluni suliaKattinut ammalu aituiKattaluni suliaKapvinginnut kaujititsiKattaluni ikajuttinginnut, ikajuttinut ammalu suliaKattinginnut KaujititsisiaKattaluni KaujititsigiaKagunni
- akisitsiasongulluni ammalu pannaisiasongullunilu kamagigialinginnit kamatsialunillu alatausimajunnit kenuagijaujunillu
- suKusittailitsiluni akilittaugialinnut nallunaiKutanginnit kaujimajaugialinnut

Ilisimausigigialingit:

- NalunaikkutaKalluni suliaKapviup suliaigigialinginnit ubvalu Nunamiutanik ikajotitsait 1 to 2 jâri suliakasimageluni. Ubvalu atjigalanganit ilinniagesimaluni/ ubvalu kaujimageluni
- Kaujimatsiagilluni atugiammik Microsoft Office Programs
- kaujimatsiagiluni Labrador Inuit Nunamik Satusainnimut angikategutinginnit

Suliatsatâgutaugunnatut:

- UKâlasongulluni allasongullunilu Inuttitut Kablunâtitullu

kamagijatsat:

- sakkititsiKattaluni ilonnainet aulatsiviup ikajuttinginnit ukununga suliaKapvinnut atuluni word processing, Kagitau-jatigut kiniKattaluni,, allaKutet, sunagalait kamagillugit,etc
- ilinniagialimminit ilinniaKattaluni pigiaKaguni
- aulaKattaluni pigiaKaguni
- asinginnit suliaKagalalluni ammalu atjinginnit

Ikajuttaugotet:

- SuliaKatsiasongulluni Akilittutaulluni nukKangaviujuni Akilittutaulluni
- Namutuinnak aigalannimut IkajuttaugutiKalluni
- Labradorimi IkajuttaugutiKalluni
- katingautik Insurins-siKalluni ilagijautillugu inositsiagittonimmi amma kigutiligijaunnimi
- katingautik utittitaugutik InutuKaunimmut

Kaujisallutit:

careers@nunatsiavut.com

Ottugautet âjausimagialet fimfiliak apvaKâttinagu matuttauvingata ullungani.

Nunatsiavut kavamanga atjigettisiKattatuk suliasasiuttunik tavatuak pigumajauluaKattatut ikajuttaugutilet Labrador Inuit Nunamik Satusainnimut AngiKatiegutingani. Ottugajuit allasiasimakKujajut Nunatsiavut ikajuttaugutilet numuranganik allavitsangata pigianningani suliasasiugutimmilonnet ottugannimi.