

DEPUTY CLERK OF THE ASSEMBLY

Department: Assembly

Term: Permanent Full-time

Community: Hopedale

Closing: March 16, 2026

Responsibilities:

- Perform the duties of Clerk of the Nunatsiavut Assembly when the Assembly is in session with the Clerk and if the Clerk is not available.
- Attend formal sittings of the Assembly and provide a full range of parliamentary advice and support services directly to the Speaker, the Chair of the Committee of the Whole and all Members of the Nunatsiavut Assembly.
- Monitor Assembly question period, Minister Statements and Member Statements to ensure the Standing Orders of the Nunatsiavut Assembly and the principles of parliamentary procedure are adhered to in a consistent and fair manner.
- Advise the Clerk with respect to parliamentary procedure, precedent and rules.
- Assist in the preparation of formal rulings for the Clerk in response to Points of Order and Points of Privilege.
- Maintain the Nunatsiavut Assembly's Hansard.
- Record all formal requests for recorded votes of Members.
- Along with the Clerk authorizes the final print master of Hansard for uploading to the Assembly's web site.
- Along with the Clerk records, if needed to, Oral Questions, Written Questions, Petitions, Committee Reports, Tabled Documents, Notices of Motions and Motions, as well as the stages of Bills as they are dealt with in the Assembly.
- Reviews/proof-reads, edits and reconciles the Hansard for accuracy and provides information on corrections to the Hansard contactor.
- Provide procedural advice to the Committees on parliamentary procedures, processes and practices. Provides advice on the procedures for presenting committee reports to the Nunatsiavut Assembly.

Qualifications:

- Bachelor degree in Political Science, Law or Public Administration with # of years of related experience. A combination of relevant education and/or experience will be considered.
- Excellent knowledge of government procedures.
- Excellent communication skills
- Must have working knowledge of computers.
- Possess good organizational and interpersonal skills.
- Knowledge of Inuit Culture and Inuit Communities.

Benefits:

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

Responsibilities:

- Provide procedural advice and administrative support to assigned Standing and Special committees and Regular Caucus on a rotation basis.
- If required, ensures that committee meetings are coordinated and that committee information, materials, documents and records are prepared, kept confidential as required and properly managed.
- Assist in organizing and delivering special events on the floor of the Assembly, such as the swearing-in ceremonies of newly elected Members.
- In consultation with the Clerk of the Assembly and Legal Director assist in the preparation of Motions to be introduced to the Assembly that achieve the intended outcome of the sponsoring Member or Members and are procedurally correct.
- Work with the SharePoint administration to update and maintain information on the Assembly section of the intranet.
- Other related duties as required

Assets:

- Training and work experience in senior management would also be an asset.
- 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.

TULLIANEJUK KAMAIULLUNI KATIMAJITSUANI

suliaKapvik: Nunatsiavut katimajitsuangit

Kanga: SuliaKainnaluni Ilonnainik SitontiKalluni

Nani: Hopedale-imi

killilipvinga: Mertz 16, 2026

kamagijatsat:

- Ikajugialik suliaKanningani katimajitsuat allatinganik katimajitsuat katimanninginni Allatillu ilaugunnagajangipat
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- Malitsiamangâta kamagialik tilijaugutet Nunatsiavut katimajitsuangita pigiannisutingillu kavamaliginimi pitsialutik nâmmânâtsiatumillu
- UKautjigijajutsak kamajiulluni kavamaliginimi pikatausinik, maligatsaliangusimajunik maligatsanillu
- Ikajugialik pannaininginni kiugutitsanginnik kamajiulluni pitjutillinnik maligatsanik pivitsanillu;
- Nunatsiavuttini katimajingita katimautigisimajinginnik kamagialik
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- Malittautillugit kamajiup pitsisgunnatillugu kingullipâmik Kagitaujaup allataugutinganut kamagialik tigollaitillugit katimajitsuap Kagitaujatigut uKausinginnit
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Ilisimausigigialingit:

- Kavamaligijinnik Ilisimajullaget Ilinniavitsuanga, maligatsaligijinnik upvalu Aulatsigiamik Inunnut jârini suliaKasimanniKalluni ilingajunut ilisimautiKalluni akulligenik ilinniasimalluni amma/upvalu ilisimanninga kamagijautillugu;
- Kaujimatsiajutsak kavamait Kanuilingausinginnik;
- UKâlaKatiKatsiasongulluni;
- Kagitaujanik atutsiasongujutsak;
- kamatsiasongujutsak aulatsinimmik pitsiasongunniKallunil Inunnik;

Ikajuttaugotet:

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

kamagijatsat:

- UKautjigijajutsak KanuilingagiaKammangâta Kaujisautinik sakKititsigami Nunatsiavut katimajitsuanginnut
- PigiaKatuaguni, malitsiamangâta katimajet katimanninginni aulatautillugit amma katimajet Kaujisutet, sanajausonik, allaKutet amma Allatausimapvingit atuinnguttitautillugit, siammatitaugiaKangilat pigiaKatuaguni amma Allatausimapvingit atuinnguttitautillugit, siammatitaugiaKangilat pigiaKatuaguni amma kamatsialuni aulatautsianinginnik
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- UKaKatiKakKâluni allatimmik katimajitsuangita aulatsijinganillu maligatsaligijet atuinngutjigialik pannaininginni aulatsijaugatsanik katimajitsuats sulitsiatillugit tugâgutinilu malitsialutik
- Kagitaujattigut âkKegiaKattagialik kamatsialunilu Kaujisautinginnik katimajitsuats Kagitaujanni Kaujisautinginnik
- Asinginnilu suliatKagialik pikKujauliguni.

Ikajuttauvalliutigigajattanga:

- Ilinniasimajutsak suliaKasimallunilu puttunitsait aulatsiniKattitausimalluni;
- Tamâginnik uKâlasongulluni Inuktitut Kallunâtitullu

Kaujisallutit:

careers@nunatsiavut.com

Ottugautet âjausimagialet fimfiliak apvaKâttinagu matuttauvingata ullungani.

Nunatsiavut kavamanga atjigettisiKattatuk suliatasiuttunik tavatuak pigumajauluaKattatuk ikajuttaugutilet Labrador Inuit Nunamik Satusainnimut AngiKatigegutingani. Ottugajuit allasiasimakKujajut Nunatsiavut ikajuttaugutilet numuranganik allavitsangata pigianningani suliatasiugutimilonnet ottugannimi.