



**Director of Communications
Permanent – Full Time
Nain, NL**

Under the direction of the Deputy Minister, the Director of Communications will be responsible to:

- Plan, coordinate and oversee development of the Nunatsiavut Newsletter and website, including determination of content and design as well as editing and production.
- Develop an annual communications plan that supports identified goals.
- Develop and maintain professional contacts and affiliations with various Government departments and agencies.
- Coordinate the preparation of background materials, minutes and reports for major meetings, TV, radio and print materials as well as public speaking engagements.
- Supervise staff, including Community Liaisons, Interpreter/Translators and Writer.
- Prepare monthly e mail newsletters and annual reports.
- Plan and implement public relations programs for special projects.
- Prepare annual budgets, ensuring budget control, monitoring and accountability.
- Establish and implement policies and procedures for department.
- Other related duties as required.

The successful candidate should:

- Have an undergraduate degree in Journalism, Communications, Public Relations or a related discipline, or a combination of equivalent education and work experience.
- Possess excellent communication, analytical and organizational skills.
- Have the ability to prioritize and remain flexible.
- Be proficient in the use of computers.
- Have experience in strategic planning and public presentations.
- Be able to work independently with little supervision.
- Be willing to travel extensively.
- Inuttituk an asset.

Salary: In accordance with the NG Management salary scale, plus applicable Labrador Allowance

Closing Date: August 1, 2008, 4:30pm

**Aulatsijik Tusagatsaligijinni
Sitontini Ilonnaini – Suliakatsainaluni
Nain, NL**

AngajukKâKalluni aulatsijigillugulu Tullianektuk Ministeriup, tâna Aulatsijik Tusagatsaliginnimut kamajuitauniaktuk ukuninga:

- PannaiKattaluni, atuinnauguiKattaluni Nunatsiavut Atuagatsanginnik ammalu Kagitaujatigut, ilautillugu isumatsasiugutaunningit âkKisimausitsait kamagillugit ammalu suliajijaunningit.
- SakKititsiluni jâritigut Kaujimautesanik ikajutsinialluni tugâgutiujunik.
- SakKititsiluni ammalu piulimatsiluni uKâlapviugunnatunik adjgengitunik kavamait suliaKapvinginnik ammalu katutjiKatigennigalannik.
- Aulatsiluni atuinnauguttitauningit atugatsaujut, katimautaumajut amma Kaujitsituet katimautaulagisimajunik, TV, nâlautikkut amma atuagatsatigut ammalu uKâlannikut.
- AulatsiKattaluni suliaKattinik, ilautillugit Nunalinnik Kaujimatitsijet, UKattet/Ablasângutitsijet ammalu Allatik.
- AtuinnaugutjiKattaluni takKitigut Kagitaujakkut atuagatsanik ammalu jâritigut Kaujigatsanik.
- PannaigutiKalluni ammalu âkKisuilluni nunalinnik ikajotiugunnatunik suliajijaugiaKasongujunnut.
- Atuinnaugutjiluni jâritigut kenaujatsanik, kamagijautsianingit kenaujait, kamagitsialugit ammalu pimmagiutillugit.
- SakKititsiluni ammalu âkKisuilluni maligatsaujunik pusiugalinillu suliaKapvinni.
- Asinginnik suliaKalluni pikKujautuaguni.

Suliatsatâttaujuk pitaKagiaKajuk:

- Pijagellagisimalluni ilinnianimmik Allatiugiamut, Tusagatsaligijugiamut, Nunalinnik Kaujimatitsigiamik upvalu taimaittugalannik, upvalu taimâk ilinniasimannimik ammalu suliaKasimannimik.
- UKâlaKatautsiasongulluni, Kaujisatsiasongulluni ammalu suliaKapvini ilisimausiKatsialuni.
- Pisongulluni sivullipautitsigiamik ammalu Kanugalatuinnak pisongulluni.
- IlisimanniKatsialuni atugiamik Kagitaujanik.
- IlisimanniKalluni pannaigutiKagiamik ammalu nunalinnut uKâlatsiasongugiamut.
- SuliaKasongulluni tiliuttaupâgani.
- AullagiaKaliguni aullasongulluni.
- Inuttituk uKâlasonguguni ikajugajattuk.

Akiliusiatsanga: Malillugit NG Aulatsijingita akiliusiangit, ilautillugu tamakkununga ilinganilet Labradorimiunut Akilegutigiallait.

Matulâttuk Kinijannik: August 1, 2008, 4:30pm