

Clerk of the Assembly



Location:
Hopedale
Department:
Nunatsiavut Assembly
Term:
Permanent Full-Time
Closing Date:
October 21, 2020
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, • 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, and • To carry out any other functions assigned by the Assembly.
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.
Assets:
• Bilingual in Inuktitut and English

Contact:

careersonline@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



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Nunatsiavut katimajitsuangit
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killilipvinga:
October 21, 2020
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Ikajotigijausot:
UKâlasongulluni Allasongullunilu Inuttitut Kalunnâtitullu

Kaujisallutit:
careersonline@nunatsiavut.com
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Nunatsiavut kavamanga atjigettisiKattatuk suliat sasiuttunik tavatuak pigumajauluaKattatut ikajuttaugutilet Labrador Inuit Nunamik Satusainnimut AngiKatigegutingani. Ottugajuit allasiasimakKujajut Nunatsiavut ikajuttaugutilet numuranganik allavitsangata pigianningani suliat sasiugutimillonnet ottugannimi.