

Interpreter / Translator Coordinator



Location:

Nunatsiavut

Department:

Language, Culture & Tourism

Term:

Permanent Full-Time

Closing Date:

December 21, 2021

Responsibilities:

- Manage incoming requests for services and liaise with clients
- Supervise other Interpreter/Translators
- Ensure priority criteria for services are followed
- Manage translation inbox, specifically the storage of requests and archive of completed documents
- Ensure quality control of all work and help evaluate service delivery
- Identify issues, opportunities, training and staffing needs
- Work with Director of Culture to assist in projects to advance Nunatsiavut Government's commitment to Inuktitut Language Strategy
- Assign interpretation/translation work to other Interpreter/Translators
- Plan and implement Terminology Workshop annually
- Hold monthly team meetings with Interpreter/Translator staff
- Track all translation requests for annual report
- Contact other Inuktitut organizations and regions on Inuktitut terms when needed

Qualifications:

- Interpreter/Translator Certification offered by Torngâsok Cultural Centre or any combination of related training and experience
- Must be bilingual in Inuktitut and English and an expert in the Standardized Writing System
- Previous coordinator/supervision experience
- Bilingual in Inuktitut/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.

Nani:

Nunatsiavummi

suliaKapvik:

SuliaKapvinga UKausiligijet, IlukKusiligijet Niuggutuligijellu

Kanga:

SuliaKainnaKattaluni Ilonnainik SitontiKalluni

killilipvinga:

December 21, 2021

kamagijatsat:

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- AngajukKauniuKattaluni asinginnut UKattinut/Ablasangutitsijinut
- kamaKattaluni maligatsaujunik uKattunik sunait sivulliutigiaKammangâta
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- Suliatsaujunik âtsiKattaluni asinginnut UKattiujujut/Ablasangutitsijiujujullu
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- TakKi tamât katimaKatigetisongulluni suliaKattiujujut UKattiujujut/Ablasângutitsijiujujunnimi
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- Allalugit piulimatsiKattaluni nutânik uKausiliuttausimajunik
- KaujisapviKasongulluni asinginnik Inojut katitjuKatigenninnik nunagijanginnilu asingit Inuit uKausigisongit pillugit, pigiaKatuaguni
- Pigiasititsisongulluni atuttautitsilunilu nutânik UKattet/Ablasângutitsijet ilinniatitausinginnik

Ilisimausigigialingit:

- UKatti/Ablasângutitsiji NalunaikkutaKagialik ilinniasimalluni Torngâsok IlukKusiligijingita SuliaKapvingani ubvalu Kanuittutuinnainik ilingajunik ilinnianimmut Kaujimajanginnilu
- Tamâginnik uKâlasongulluni allasongullunilu Inuktitut Kallunâtitullu ammalu ilisimatsialuni Allausiulittumik ullumi.
- Sivungani aulatsisimallu/kamasimallunilu ilisimagialik
- Tamâginnik uKâlasongulluni allasongulunilu Inuktitut Kallunâtitullu.

Kaujisallutit:

careersonline@nunatsiavut.com

Ottugautet âjausimagialet fimfiliak apvaKâttinagu matuttauvingata ullangani.

Nunatsiavut kavamanga atjigettisiKattatuk suliatasiuttunik tâvatuak pigumajauluaKattatut ikajuttaugutilet Labrador Inuit Nunamik Satusainnimut AngiKatigegutingani. Ottugajuit allasiasimakKujaujut Nunatsiavut ikajuttaugutilet numuranganik allavitsangata pigianningani suliatasiugutimillonnet ottugannimi.