

Assistant Registrar



Location:

Nain

Department:

Affairs

Term:

Permanent Full-Time

Closing Date:

November 21, 2023

Responsibilities:

- Assist with the maintenance of the Register in accordance with the LILCA, the *Beneficiaries Enrolment Act* and the Regulations under the Act in order to ensure that the Register is accurate and current.
- Provide administrative support, assistance and co-ordination for the Membership Committees and the Membership Appeal Board.
- Screen enrolment applications for completeness before they are sent to the Committees for decision.
- Communicate effectively and efficiently with applicants for enrolment.
- Supervise and direct the Membership Clerk, assigned in the performance of their duties and functions.
- Assist with the maintenance of the Register in an electronic database that accessible to departments and officials responsible for delivering Nunatsiavut Government programs and services and for conducting Nunatsiavut Government and Inuit Community Government elections.
- Ensure staff are trained appropriately to perform the duties of their positions by arranging training and in-service as required.
- Perform additional duties as directed by the Register of Beneficiaries.
- Take training and in-servicing as required.
- Travel as required.

Qualifications:

- Bachelor's degree in political science, business administration, anthropology or relevant field.
- 3-5 years of working experience.
- Excellent administrative and management skills.
- Must have experience in working with committees and boards and with members of the public.
- Must demonstrate excellent oral, interpersonal, written communication and organizational skills and the ability to understand and work with legal language and concepts.
- Working knowledge of MS Word/Excel/Windows/Access.
- Knowledge of Inuit Culture and Inuit Communities.
- Ability to work independently with minimal supervision.

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.

Nani:

Nainimi

suliaKapvik:

Nunatsiavummi Kamakikialinginni Aulatsivinga

Kanga:

SuliaKainnaluni Ilonnainik SitontiKalluni

killilipvinga:

Novembera 21, 2023

kamagijatsat:

- kamaKattaluni AtiKautimmik malillugu LILCA, Ilaliugutilet ilauKataugiamut PikKujanga kamatsiugiamut sulitsiamangât ammalu ullumimunut ilingalluni.
- Aulatsivillagimmik ikajutsiKattaluni, ikajuKattaluni ammalu aulatsiKatigejumi ilaliugutilinnik kamajet ammalu Inuit ottugialinginnik AngajukKauKatigenginnik
- kamatsiaKattaluni allatausimajunnut âkKisetsiaKattaluni kamajinnut âtauKâttinagu
- UKâlaKatiKatsiasongulluni akiliusiannit kamatsiasongulluni tatattaugialinnik kamatsiasongulluni
- kamaKattaluni ilaliugutilinnik kamajiulluni suliaKattinit, suliaKaligettunit
- Tigumialluni AtiKautimmik Kagitaujanut piulimajaujunik Kimiggutausonik suliaKapvini ammalu kiggatuttinut kamagialinnut aulatsigiamik Nunatsiavut kavamangata suliatanginni ammalu ikajuttaugutini aulatsigiamut Nunatsiavut kavamangani ammalu Inuit Nunalet kavamangani angnigusuttuKatillugu
- SuliaKattinit ilinniatisiKattaluni ilinniagialinginnit Kaujimagialinginnik
- Ilinnialuni amma Ikajusongulluni pigiaKatuaguni
- AullaKattaluni pigiaKaliguni

Ilisimausigigialingit:

- NalunaikkutaKagialik ilisimajullagiunnimiik nunaujumik ilisimautiKalluni, kenaujaliupvimi Aulatsisongunimmut, ilisimanniKalluni ilikKusinginnik upvalu tamakkununga ilingajunik
- 3-5 jârini suliaKasimalluni
- Ailatsijiugiamik aulataugutinginni Kaujimatsiasongulluni
- SuliaKatiKasimalluni katimajinnit ammalu suliaKattinik nanituinnak
- UKâlatsiasongugialik, allasongulluni ammalu ilauKatautsiasongulluni uKâlaKatiKagiamut ilisimalluni, Kaujimagalallunilu itluatsaijiup maligatsanginnik
- Atusongulluni Kagitaujanik MS word/Excel/Windows/Access
- Kujimalluni Inuiy ilikKusinginnik ammalu Inuit Nunalinginnik
- SuliaKasongulluni imminik ikajuttausiangimagilluni

Kaujisallutit:

careersonline@nunatsiavut.com

Ottugautet âjausimagialet fimfiliak apvaKâttinagu matuttauvingata ullungani.

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