

ASSISTANT REGISTRAR

DEPARTMENT: AFFAIRS

TERM: PERMANENT FULL-TIME

COMMUNITY: NAIN

CLOSING: DECEMBER 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

Benefits:

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

Contact:

careersonline@nunatsiavut.com

Applications should be forwarded before 4:30pm on closing day.

kamagijatsat:

- kamaKattaluni AtiKautimmik malillugu LILCA, Ilaliugutilet ilauKataugiamut PikKujanga kamatsiagamut 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 sulitsanginni ammalu ikajuttaugutini aulatsigiamut Nunatsiavut kavamangani ammalu Inuit Nunalet kavamangani angnigututtuKatillugu
- SuliaKattinit ilinniatitsiKattaluni ilinniagialinginnit Kaujimagiaalinginnik
- Ilinnialuni amma Ikajusongulluni pigiaKatuaguni
- AullaKattaluni pigiaKaliguni

Ilisimausigigialingit:

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

Ikajuttaugotet:

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

Ikajuvaligajuttuk:

- Tamâginnik uKâlasongulluni Inuttitut Kallunâtitullu.

Kaujisallutit:

careersonline@nunatsiavut.com

Ottugautet âjausimagialet fimfiliak apvaKâttinagu matuttauvingata ullungani.