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Building Nunavut Together
Nunavut Iluqatigiingniq
Bâtir le Nunavut ensemble

GOVERNMENT OF NUNAVUT

EMPLOYMENT OPPORTUNITY

Title: Government Liaison Officer
Department: Executive and Intergovernmental Affairs
Community: Clyde River
Reference Number: 02-506234
Type of Employment: Indeterminate

Salary: \$70,083 per annum, 37.5 hour/week
Northern Allowance: \$ 22,978 per annum

Union Status: Nunavut Employees Union
Housing: Subsidized Staff Housing is not Available
Closing date: October 23, 2020 @ 12:00AM EST

This is a Highly Sensitive Position and a satisfactory Criminal Record Check, along with a clear Vulnerable Sector Check is required.

As per HRM Directive 518, this employment opportunity is restricted to Nunavut Inuit only.

Reporting to the Regional Supervisor Qikiqtaaluk, the Government Liaison Officer (GLO) is responsible for delivering Government of Nunavut information and services at the community level and ensuring two-way communication with the public. As the GLOs will be one central point of contact for each community, the GLOs will provide the utmost quality of professionalism and services, through ensuring government services are easily accessed, reliable information is delivered, providing bilingual (Inuktitut and English) services, ensuring reliable information is distributed, obtaining feedback from the public on GN, delivering of some GN program at the community level, and coordinating collaboration between government agencies.

The Government Liaison Officer plays a key role in implementing the strategic direction for the GN GLO program and ensures that action reflect corporate priorities, goals and objectives. The incumbent implements the coordination and integration of departmental GLO activities and ensures the outcomes of those activities support the corporate agenda and GN mandate. The GLO is responsible for a budget for the Government Liaison office, ensuring that financial policies, FAM and the FAA are followed.

An in-depth knowledge of Nunavut and northern political and government processes and procedures, such as the FAA and FAM are required for this position. The incumbent must have experience in managing complex, sensitive issues as well as experience in media relations and issues management. Experience in the implementation of service programs and stakeholder outreach experience are required for this position. The incumbent should have strong computer skills and willingness to learn new GN programs and services to replay this information to the public. The incumbent must be able to work in isolation and be self-motivated to be able to build trust and credibility among a diverse range of clients. The incumbent must have excellent interpersonal skills with the ability to work effectively with other agencies. General knowledge of legislation, regulations and policies of the GN are required to be successful in this position.

The knowledge, skills, and abilities required for this job are usually obtained through a recognized Grade 12 Diploma, along with two (2) years of government experience, preferably involving public interaction, which will be considered an asset.

The Official Languages of Nunavut are Inuktitut (Inuinnaqtun), English and French. Oral and written communication skills in Inuktitut and English are required for this position.

Course work in the Municipal training and service industry training is considered an asset.

Equivalencies that consist of an acceptable combination of education, experience, knowledge, skills and abilities may be considered.

If you are interested in applying for this job, please email your cover letter and resume to igloolik_hr@gov.nu.ca. Please include the REFERENCE # in the subject line of your email.

- The Government of Nunavut is committed to creating a more representative workforce so it can better understand and serve the needs of Nunavummiut. Priority will be given to Nunavut Inuit. Candidates must clearly identify their eligibility in order to receive priority consideration under the Nunavut Priority Hiring Policy.
- Employment in some positions requires an acceptable criminal record check. Possession of a criminal record will not necessarily disqualify candidates from further consideration.
- Applicants may submit their resume in the Official Language of their choice.
- Eligibility list may be created to fill future vacancies.
- Job descriptions may be obtained by fax, email or on the website.
- Only those candidates selected for an interview will be contacted.

CONTACT: Department of Human Resources, Government of Nunavut
PO Box 239, Igloolik, Nunavut X0A 0L0
<https://gov.nu.ca/public-jobs>

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