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Title: Executive Secretary Department: Health Community: Iqaluit Reference Number: 10-508313 Type of Employment: Indeterminate (If there is no successful Nunavut Inuit this position will be offered as a 3 year term.)

## **GOVERNMENT OF NUNAVUT**

## **EMPLOYMENT OPPORTUNITY**

Salary: \$74,242 to \$84,260 per annum for 37.5 hour/week Northern Allowance: \$ 16,008 per annum Union Status: Excluded Housing: Subsidized Staff Housing is not Available Closing date: May 17, 2024 @ 11:59 p.m. eastern time

This employment opportunity is restricted to residents of Iqaluit only.

Reporting to the Assistant Deputy Minister of Health Operations (ADM) with the Department of Health, the Executive Secretary (Secretary) contributes to the overall efficient and effective functioning of the ADM's office and ensures that tasks are completed independently, assigned appropriately, or referred accordingly. Many decisions will occur in consultation with the ADM and comply with policies/directives of the Department, the Government of Nunavut, collective agreements, and other applicable legislation.

The Secretary works closely with all members of the team, as well as other internal and external stakeholders, public and contractors. The Secretary coordinates and schedules meetings ensuring all necessary staff are available to attend, meetings commitments are fulfilled, and minutes and documents are professionally prepared. The Secretary ensures effective operations of the ADM office by providing executive coordination and support to the ADM by maintaining the ADM's agenda and assisting in planning appointments, meetings, teleconferences and conferences. The position also deals with incoming inquiries from employees, the public and directs them to the proper individual as well asl greeting visitors and directing then when appropriate.

The knowledge, skills, and abilities required for this job are usually obtained through a high school diploma or equivalent and certification from a recognized secretarial or office administration program, along with two (2) years' work experience performing related duties in a similar office setting.

The Official Languages of Nunavut are Inuktut, English and French. Applicants may submit their resume in any of the official languages of Nunavut. Fluency in more than one of Nunavut's official languages would be considered an asset. Knowledge of Inuit communities, culture, land, Inuit Qaujimajatuqangit, Inuktut and experience working in a northern cross-cultural environment are also considered assets.

Acceptable combinations of education and experience may be considered for this position. We encourage you to apply if you have equivalent years of education and/or experience equal to the education and experience requirements listed above.

An eligibility list may be created to fill future vacancies.

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

- The Government of Nunavut is committed to creating a representative workforce; therefore, priority will be given to Nunavut Inuit
  who self-identify as being enrolled under the Nunavut Agreement in accordance with the Priority Hiring Policy.
- Government of Nunavut employees serving a probationary period must obtain and provide written authorization from the deputy head of their employing department. The authorization from the deputy head must accompany your application for your application to be considered.
- Possession of a criminal record may not disqualify candidates from being considered. An assessment of the criminal record will be measured against the scope and duties of the position. This is only a requirement for positions that require a satisfactory criminal record or vulnerable sector check.
- Applicants may submit their resume in any of the Official Languages of Nunavut.
- Only those candidates selected for an interview will be contacted.
- The onus is on candidates in receipt of foreign post-secondary education credentials to have their foreign credentials assessed through a recognized Canadian education institution. Failure to do so may result in the rejection of their application.

CONTACT:	Department of Human Resources
	Government of Nunavut
	PO Box 1000, Station 430, Iqaluit, Nunavut X0A 0H0
	https://gov.nu.ca/en/employment-training-and-career-
	development/job-listings

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