Building Nunavut Together
Nunavuliuqatigiingniq
Bâtir le Nunavut ensemble

GOVERNMENT OF NUNAVUT
EMPLOYMENT OPPORTUNITY

Title: School Secretary

Department: Education

Community: Pond Inlet
Reference Number: 505797 Term and 506381 Indeterminate
Type of Employment: One term ending September 3, 2021 and One Indeterminate

Salary: $63,804.00 per annum, 37.5 hours per week
Northern Allowance:$24,214.00 Pond Inlet per annum
Union Status: Nunavut Employees Union
Housing: Subsidized Staff Housing is not Available
Closing date: December 11, 2020 @ 12:00AM EST

This is a Highly SensitivePosition and 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 in Pond Inlet only.

Reporting to the Principal, the School Secretary is responsible for providing a liaison between the public and the school, as well as coordinate appropropriate documents to the regional education office, Qikiqtaaluk School Operations. This position is expected to maintain all record keeping for the school and staff and overall proficiency of the school.

The School Secretary answers the telephone, interprets/translates at meetings between parents and teachers, translates letters and other school materials and performs the general office duties including typing, filing, record keeping and other duties under the direction of the Principal. The candidate must be also have the ability to maintain confidentiality and an understanding of the schools' crisis response plan and manual.

The candidate must have knowledge of office/school routines, School Programs offered and of general office equipment (photocopier, telephone system, fax machine, laminator, computer, Student Information System), filing systems, ARCS, the DEA's Inuuqatigiitsiarniq Policy and the GN Public Service Colde of Ethics and Values. Must be able to use computer programs such as Word, Excel, Filemaker Pro, and Maplewood.

These skills are acquired through Office course at Nunavut Arctic College or Grade 12 equivalent – reasonable level of literacy in Inuktitut and English is essential and at least 2 years related work experience.

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

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 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
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