



Invitation for Applications Clerk of the Legislative Assembly of Nunavut

Applications are invited for the position of Clerk of the Legislative Assembly of Nunavut. This is a full-time, indeterminate position. The Clerk of the Legislative Assembly is appointed by the Commissioner of Nunavut on the recommendation of the Legislative Assembly. The Clerk functions as the Deputy Head of the Office of the Legislative Assembly. The Office is established by the *Legislative Assembly and Executive Council Act*. The Clerk also serves as Secretary to the Legislative Assembly's Management and Services Board and Secretary to the Order of Nunavut Advisory Council.

The successful candidate will be an experienced senior manager with proven professional success in managing complex administrative operations. Detailed knowledge of Parliamentary procedure and related legislation is essential. This position requires a high degree of attention to detail, including the ability to accurately interpret, administer and explain complex statutes, regulations and procedural authorities to Members of the Legislative Assembly and other parties. Excellent writing skills, including the ability to draft complex procedural instruments, are required. Understanding of Inuit societal values, language and culture is a definite asset.

The Office of the Legislative Assembly is located in Iqaluit, Nunavut. A detailed *Position Profile* may be downloaded from the Legislative Assembly's website at www.assembly.nu.ca.

Applicants must clearly demonstrate how they meet the requirements and competencies set out in the *Position Profile*. This selection process is open to all applicants. The salary range for the position is **\$239,679** to **\$299,599** per annum. If the successful candidate is not a resident of Iqaluit at the time of appointment, relocation assistance will be provided. Subsidized staff housing is available.

Applications will be accepted until **5:00pm (EST) on Friday, July 19, 2024**. This is a Position of Trust and a satisfactory Criminal Record Check is required. Please note that only candidates who are selected for an interview will be contacted. Applications and inquiries should be directed to:

**Secretary to the Management and Services Board
Office of the Legislative Assembly of Nunavut
926 Sivumugiaq Street, Iqaluit, NU, X0A 3H0
Tel: (867) 975-5100 / Fax: (867) 975-5191
Email: submissions@assembly.nu.ca**