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Nunavunmi Parnaiyit
Nunavut Planning Commission
Commission d'Aménagement du Nunavut

If you are a motivated fast learner and willing to embrace a fascinating career opportunity, this position is for you!

The Nunavut Planning Commission, an Institution of Public Government established under the Nunavut Agreement, invites applicants to apply for the position of Inuktitut Translator Trainee to be located at the Commission's office in Arviat. The Commission offers Isolated Posts Allowances and a Vacation Travel Assistance, as well as a good pension plan, and benefits package, including health, dental and vision.

Reporting to the Director of Community Engagements & Translations, the incumbent trainee is expected to learn provide Inuktitut-English interpreting and translating services to the Nunavut Planning Commission. This position includes clerical tasks, and the incumbent is responsible for providing administrative and office support, document management and storage for the Commission office based in Arviat and in connection with the Iqaluit office.

We are looking for the ideal candidate with a **Diploma in interpreting/translating services with 2 years' experience in providing interpreting and translating services**. Equivalencies will be considered.

The incumbent will be mentored and must be willing to take further educational program in interpreter/Translator as per a development plan elaborated with the supervisor.

COVID-19 vaccination is a mandatory condition of employment. A proof of COVID-19 vaccination must be submitted with the candidate application.

KNOWLEDGE, SKILLS, AND ABILITIES

The applicant must have:

- Complete fluency in English and Inuktitut
- Strong communication skills
- Ability to summarize complex ideas and principles in English and Inuktitut
- Editing and proofreading skills
- Ability to proficiently use interpreting equipment such as headphones, microphones, interpreter's console, etc.
- Ability to handle office equipment such as telephone system, printer, copier, scanner, postage meters machine, etc.
- Customer-focused
- Ability to plan and organize time
- Able to work under strict timelines and deal with the pressure of the position while maintaining a good spirit
- Fast and eager learner
- Familiar with Microsoft Office software (Word, PowerPoint, Publisher, Excel)
- Familiar with the Nunavut Agreement
- Must be prepared to travel and work after regular hours, weekends to complete tasks as and when required
- Familiar with complex terminology unique to planning and land use management and legislation would be beneficial
- Valid driver's license

Email your cover letter and résumé to HR@nunavut.ca and amainville@nunavut.ca

For the full job description, please visit our website at <https://www.nunavut.ca/about-commission/npc-employment-opportunities>
Or contact our Human Resources Officer, Audrey Mainville at (867)979-3444

Deadline for Application is May 22nd, 2024, 5:00 pm EST.

If a suitable candidate is not found, the job competition remains open until filled.

This employment opportunity is restricted to the persons residing in Arviat enrolled under the Nunavut Agreement only.

Housing is not provided with this position.

We thank all applicants; however, only those selected for an interview will be contacted.