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NUNAVIK REGIONAL BOARD OF HEALTH AND SOCIAL SERVICES
RÉGIE RÉGIONALE DE LA SANTÉ ET DES SERVICES SOCIAUX NUNAVIK

The Nunavik Regional Board of Health and Social Services (NRBHSS), created under the James Bay and Northern Québec Agreement (Chapter 15) as well as the Act respecting health services and social services, covers the entire territory north of the 55th parallel.

The regional board seeks to fill the following positions:

Administrative Technician
Department of Inuit Values and Practices
Posting number: 2010-002

PRIMARY RESPONSIBILITIES

Under the responsibility of the Director of the Department of Inuit Values and Practices, the candidate shall assume the secretarial tasks of that department, assisting his or her immediate superior in her administrative duties as well as the department's personnel in their clerical tasks, and make travel arrangements. You will also responsible to taking notes in the meetings and insuring minutes.

REQUIREMENTS AND PROFILE

High school diploma or equivalent
Recognized secretarial training or a minimum of three years' pertinent experience
Spoken and written skills in at least two of the three languages in use in the region: Inuktitut and English or French

Candidates who are beneficiaries of the *James Bay and Northern Québec Agreement* shall receive priority.

WORKING CONDITIONS

Temporary, full-time position (35 hours / week) for two (2) years
Salary according to conditions in effect at the *MSSS*
Position based in Kuujjuaq
Northern benefits: isolation premium, cost-of-living allowance and, if hired more than 50 km from Kuujjuaq, housing provided, moving and storage expenses reimbursed, annual personal trips from Kuujjuaq to point of hiring provided, etc.

Translator
Posting number: 2010-005

DESCRIPTION

Under the authority of the Executive Management Department, the person selected for this position shall translate documents from English to Inuktitut and vice versa. He or she shall also serve as interpreter during sessions of the board of directors and sessions of the executive committee of the board of directors.

REQUIREMENTS

Excellent oral and written skills in Inuktitut and English
Familiarity with computers
Familiarity with translation software shall be considered a major asset

Candidates who are beneficiaries of the *James Bay and Northern Québec Agreement* shall receive priority.

WORKING CONDITIONS

Permanent, full-time position (35 hours per week);
Salary in accordance with the norms in effect in the health and social services sector;
Position based in Kuujjuaq;
Northern benefits: isolation premium, cost-of-living allowance and, if hired more than 50 km from Kuujjuaq, housing provided, moving and storage expenses reimbursed, annual personal trips from Kuujjuaq to point of hiring provided

Interested candidates should send their résumé, **no later than February 12, 2010, at 5:00 p.m.**, care of:

Lise Labrosse
Human resources
Nunavik Regional Board of Health and Social Services
P.O. Box 900, Kuujjuaq, Québec J0M 1C0 Fax: (450)834-8619
E-mail: lise.labrosse@ssss.gouv.qc.ca

ONLY PERSONS SELECTED FOR AN INTERVIEW SHALL RECEIVE A REPLY.