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Building Nunavut Together
Nunavut liuqatigiingniq
Bâtir le Nunavut ensemble

GOVERNMENT OF NUNAVUT

EMPLOYMENT OPPORTUNITY

Title: Policy Analyst – Re Advertisement

Department: Human Resources

Community: Iqaluit

Reference Number: 04-508170

Type of Employment: Indeterminate

Salary range: \$100,780 to \$114,378 per year, 37.5 hours/week

Northern Allowance: \$16,008 per year

Union Status: Excluded

Housing: Subsidized Staff Housing is not Available

Closing date: Open Until Filled

This employment opportunity is restricted to residents of Iqaluit only.

Reporting to the Manager, Policy and Planning (Manager), the Policy Analyst (Analyst) is accountable for research, analysis and writing related to policies and directives, reports, Cabinet and Financial Management Board submissions and the Departmental Business Plan. Working both independently and within a team environment, the Analyst provides support to the entire Department and contributes to the overall effectiveness of the department in delivering its mandate. The incumbent assists in the development of supporting materials for all Ministerial and Deputy Ministerial appearances in the Legislative Assembly. The Analyst assists in the department's strategic/business planning initiatives and from time to time may coordinate preparations for federal/provincial/territorial activities and other one-time projects.

The Analyst plays a key role in supporting the Minister, the Directorate and the Department as a whole by providing support to the Department by conducting research, assisting in legislation/policy development, tracking ongoing departmental initiatives, preparing Ministerial briefing materials, drafting correspondence and tracking and coordinating responses to questions taken in the Legislative Assembly. The incumbent develops and coordinates documents requested by the Legislative Assembly such as responses to recommendations of special committees/task forces of the Assembly in conjunction with the Manager and Director, Policy and Planning and appropriate program managers. This position assists the Manager in coordinating and guiding the Senior Management Committee through the planning process and ensuring systems and procedures are in place to implement and monitor results.

The knowledge, skills, and abilities required for this job are usually obtained through a recognized undergraduate Degree in Public Policy/Administration, Social Sciences, Business Administration, Law or a related field. Two (2) years of experience developing and analyzing public policy, programs, and systems in a large organization or government setting. Excellent communication skills both orally and in writing is required.

The Official Languages of Nunavut are Inuktitut, 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 Qaujimagatuqangit, Inuktitut 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 IqaluitApplications@gov.nu.ca. 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
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