



ᓄᓐᓕᓄᓐ ᓅᓕᓄᓐᓂᓐᓂᓐ ᓂᓐᓂᓐ  
 Qulliq Energy Corporation  
 Société d'énergie Qulliq  
 Qulliq Alruyaktuqunik Ikumatjutiit



**INUIT EMPLOYMENT PLAN (IEP) ADMINISTRATOR – INTERN**  
 BAKER LAKE, NU – Ref. No. QEC-19-001

This is a Position of Trust and a satisfactory Criminal Record Check is required.

The internship opportunity is open to all Nunavut Inuit (regardless of residency).

***The Sivuliktiksats Internship Program is a unique on-the-job training program designed for Inuit who are interested in becoming the Inuit Employment Administrator with the Qulliq Energy Corporation. The Sivuliktiksats Internship Program provides professional development opportunities through mentoring, and classroom-based learning. For more information on this program see:***

<https://www.gov.nu.ca/eia/information/sivuliktiksats-internship-program>

The Inuit Employment Administrator Intern will report to the Director, Human Resources during the Internship Program. The successful candidate of this internship will develop competencies by working directly with the Director of Human Resources over a three year period. As an Intern, you will work within the Inuit Employment Programs division within the Human Resources department. You will receive specialized training to build foundational skills in core areas including staffing, recruitment, training, career planning, program development, and general administration. As you progress through your internship, you will continue to build on your skills by taking on greater responsibility and expanding the scope of your duties.

The Inuit Employment Administrator Intern plays a critical role in supporting the Inuit Employment Programs and Human Resources Initiatives through the delivery of confidential administrative and support work. The Intern will work in partnership with the Chair of the Inuit Steering Committee to lead the Inuit Summer Employment Program, as well as provide service and assistance to other Qulliq Energy Corporation employees.

The required knowledge, skills and experience would be a high school diploma or equivalent. A college diploma or certificate in human resources, business administration, or office administration is preferred.

The Official Languages of Nunavut are Inuktitut, Inuinnaqtun, English and French. Fluency in more than one of Nunavut's official language is an asset. Knowledge of Inuit language, communities, culture, land and Inuit Qaujimagatuqangit is an asset.

Equivalencies that consist of an acceptable combination of education and experience may be considered.



ᑭᓄᓕᓐᓇᓄᓕ ᓅᓕᓕᓐᓇᓄᓕ ᓇᓄᓕᓐᓇᓄᓕ ᓇᓄᓕᓐᓇᓄᓕ  
Qulliq Energy Corporation  
Société d'énergie Qulliq  
Qulliq Alruyaktuqtunik Ikumatjutiit



We offer a competitive salary starting at \$72,664.80 per annum and a comprehensive benefits package, including a Northern Living Allowance of \$24,381 per annum. This position is not included in the Nunavut Employees Union. Subsidized staff housing is available.

Applicants for this competition may be considered for future employment with QEC. Apply with a cover letter and resume by March 15, 2019 to: [careers@qec.nu.ca](mailto:careers@qec.nu.ca) or by mail: Qulliq Energy Corporation, P.O. Box 420, Baker Lake, NU X0C 0A0.

We thank all applicants for their interest. However, only applicants selected for further consideration will be contacted.

[qec.nu.ca](http://qec.nu.ca)