



# Employment Opportunity

## COMMITTED TO EQUALITY IN THE WORKPLACE

Competition start date: May 17, 2022

**Competition number:** 5830-0011A-022  
**Position title:** Administrative Assistant, Iqaluit  
**Branch/Section:** Regional Offices Branch  
**Employment type:** Indeterminate  
**Classification:** Band 8  
**Salary:** \$74,610 - \$83,976 plus \$1,585.14 bilingual bonus (IPA see note)  
**Linguistic designation:** Bilingual (English and Inuktitut)  
**Group:** CULE II  
**Location:** Iqaluit Regional Office  
**Employment Equity Designation:** As a result of the PSAC Workforce and Availability Analysis and In accordance with the PSAC Employment Equity Plan, preference for this position will be given a qualified Indigenous person.

**Vaccination Policy:** Please note that the PSAC's vaccination policies require guests accessing a PSAC Office, including candidates in a staffing competition attending an interview or test in-person, as well as employees in general to be fully vaccinated against COVID-19. Individuals who are unable to be fully vaccinated for reasons related to a ground protected by human rights legislation, including medical exemptions, may request an exemption from the vaccination requirement. For questions or more information about the PSAC's vaccination policies, please contact [hrlr-rtrh@psac-afpc.com](mailto:hrlr-rtrh@psac-afpc.com). Please note that when attending a PSAC Office for the purposes of an interview or test, candidates will also be required to complete a health screening. All other questions regarding staffing competitions should be addressed to [hractionRH@psac-afpc.com](mailto:hractionRH@psac-afpc.com)

**Note:**

- This position is eligible for a Yearly Isolated Post Allowance (IPA) for up to **\$44,216 for an incumbent with dependents and \$27,014 for an incumbent without dependents**. The allowance covers the following admissible categories: Environmental Allowance, Living Cost Differential, Fuel & Utilities Differential and Shelter Cost Differential.
- **This position is also eligible for a relocation allowance.**

**Purpose of position**

As part of the Regional Office Team, the Administrative Assistant provides comprehensive administrative services that enable the Regional Office to fulfill its role in a timely and credible manner. Under the direction of the Regional Coordinator maintains the administrative aspects of the Regional Office, while carrying out the wide variety of administrative, secretarial and clerical responsibilities to ensure efficient operation of the Regional Office.

**Qualifications**

*Education and Experience:*

- Successful completion of business and/or secretarial training or equivalent experience normally provided through several years of providing administrative services relevant to the duties of the position.

*Knowledge:*

- Good knowledge of the Public Service Alliance of Canada.
- Knowledge of the trade union objectives and activities and commitment to union and equity principles.
- Proficiency in the use of a personal computer including ability to use Windows, e mail, FrontPage, and Internet.
- Proficiency in spelling, vocabulary and in the application and usage of English grammar.
- Written and oral English and oral Inuktitut communication skills are essential.

*Abilities:*

- Ability to effectively transcribe type and perform word processing functions using Microsoft Word.
- Ability to use spreadsheets (ideally Excel) and database software (ideally Access).
- Ability to work independently and determine priorities under strict deadlines.
- Ability to work cooperatively with others in a team environment.

*Personal Suitability:*

- High degree of initiative, good judgment and problem-solving.

A detailed job description is available at: [psacunion.ca/jobs-psac](http://psacunion.ca/jobs-psac).

**This competition is open to:**

Employees of PSAC, Components, and PSAC Holdings Ltd.	Members giving PSAC membership number	General public
<b>Closing Date: June 22, 2022 at 3:30 p.m. (Eastern time)</b>		

**How to apply**

Please submit your résumé stating how your knowledge, skills and abilities relate to the qualifications of the position.

**Internal applicants should submit their résumé online through the intranet.**

Indeterminate PSAC employees who meet all the qualifications of this position can request a transfer in accordance to the relevant collective agreement by sending a written request to the Human Resources Section on or before the closing date.

**PSAC Members and candidates from external should apply online at: [psacunion.ca/jobs-psac](http://psacunion.ca/jobs-psac). Members should provide their membership number to be considered at the membership level.**

**Note**

The Public Service Alliance of Canada is committed to achieving and maintaining a representative workforce that ensures the full participation and advancement of traditionally under-represented groups. Applications are encouraged from equity groups including women, racially visible persons, Indigenous peoples, persons with disabilities, lesbian, gay, bisexual, transgender, queer/questioning, and two-spirited (LGBTQ2+) persons.

Accommodations are available on request for candidates taking part in the selection process. For accommodation needs or to obtain a copy of the documents in alternate format, please email [hractionrh@psac-afpc.com](mailto:hractionrh@psac-afpc.com).

*Please note that if you are found unqualified for a competition or at any step of a competition (i.e. written exam, interview and/or exercise) you will need to wait 180 calendar days from the date of Human Resources' written notification of being found unqualified before you will be screened-in to a competition for a similar position. Please note that this does not apply to AEU II and X members.*