



**Your chance to obtain contract work in the environmental field  
and play a role in the future of NUNAVUT!**

The Nunavut Impact Review Board (NIRB) is an Institution of Public Government with responsibilities for the environmental assessment of projects in Nunavut as set out in the *Nunavut Agreement* and the *Nunavut Planning and Project Assessment Act*.

The NIRB is seeking qualified applicants for a temporary position in the field of database administration and data entry. The **Data Entry Clerk** will assist in the population and maintenance of the NIRB's database(s) by tracking and entering historical and new project specific and/or other administrative information. Applicants should possess strong organizational skills, good attention to detail and have excellent typing and data entry skills as well as some experience in database software and electronic filing systems. Candidates should also have a high school diploma or equivalent.

The position is for a **fixed term of 3 months** (with possibility of extension) at an hourly rate of **\$35-\$50 per hour**, commensurate with experience. The NIRB is unable to provide staff housing for this position.

Full position description can be picked up from the NIRB office, by email, or online:  
[www.nirb.ca/careers](http://www.nirb.ca/careers)

**Closing Date:** Open until filled

Priority consideration will be given to qualified Nunavut Inuit enrolled under the Nunavut Agreement.



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