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ᐅᖃᓕᑭᐅᑎᖓ (867) 979-5600
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City of Iqaluit
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admin@city.iqaluit.nu.ca
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**Employment Opportunity**
**Dispatcher**
**Part-time 6 Month Term**

Under the direction of the Deputy Fire Chief, the incumbent will be responsible for monitoring all emergency communications and dispatching the appropriate emergency personnel. This position serves as a vital link between the citizens of Iqaluit whom require emergency assistance and the appropriate response personnel.

Additionally, the incumbent will monitor fire and contract alarm systems, provide information or direct incoming calls to the appropriate City or inter-agency department, as well as, monitor, log and assist non-emergency dispatch communications within various City departments.

The ideal candidate shall possess:

- Grade 12 diploma;
- Must be proficient in Microsoft Office Suite i.e. Outlook, Word, and Excel;
- Have previous experience dealing with the public in a polite, sympathetic and professional manner;
- Have excellent verbal communication and listening skills;
- Must be able to provide timely and accurate information while multi-tasking in a highly demanding environment;
- Must be available to work a rotational shift cycle including day, evening and night.

Assets include previous dispatch/emergency communications, valid First Aid/CPR, firefighting or emergency response experience, NFPA 1001, EMR certification, and experience with an Incident Reporting System.

The ability to speak Inuktitut or French is also considered an asset.

Equivalencies that include a combination of education, knowledge, skills and abilities to formal education and previous experience will be considered.

Please provide copies of your current credentials and any certifications that you possess with your application.

Due to the nature of this position the successful candidate must provide the City of Iqaluit with a criminal reference check from the RCMP.

The hourly rate for this position is $28.70 plus $10.05 settlement allowance.

**CLOSING DATE: June 5, 2018**

Please submit your resume to:
Reference # 04-1025
P.O. Box 460
City of Iqaluit, X0A 0H0
hr@city.iqaluit.nu.ca

**Only those selected for an interview will be contacted.**
**As per Article 23 of the Nunavut Land Claims Agreement, priority will be given to Nunavut Land Claim Beneficiaries who meet the criteria.**