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Administration régionale KATIVIK Regional Government
P.O. Box 9 KUUJJUAQ (QUÉBEC) CANADA J0M 1C0

JOB OPPORTUNITY

The Kativik Regional Government (KRG) is a supra-municipal organization with jurisdiction over the territory of Québec located north of the 55th parallel. The KRG is currently seeking to recruit an autonomous and results-oriented candidate to work in the capacity of:

ASSISTANT DIRECTOR - INFRASTRUCTURE
MUNICIPAL PUBLIC WORKS DEPARTMENT
(Permanent, full-time position)

Reporting to the Director of the Department, the Assistant Director oversees the carrying out of projects and the smooth implementation of infrastructure programs in the northern villages in particular regarding drinking water and wastewater treatment, landfills, roads and buildings. More specifically, the duties and responsibilities of the assistant director include:

RESPONSIBILITIES

- Assist the Director with the management of Department activities and work closely with northern village staff.
- Prepare and administer budgets and implementation timetables and ensure the monitoring of deadlines according to Department objectives.
- Supervise, coach, and mobilize the Department's project managers and ensure the delivery of infrastructure projects.
- In collaboration with the Assistant Director – Building Maintenance, coordinate technical assistance and support to municipal employees in the maintenance of their buildings.
- Provide technical assistance to the northern villages with a view to increasing the knowledge of municipal staff in particular regarding drinking water treatment, landfill management, as well as building and heavy equipment maintenance.
- Participate in the preparation and implementation of Department operational objectives.
- Ensure clear and transparent communication between stakeholders, such as Department staff, other KRG departments, northern villages and provincial-government departments and agencies.

QUALIFICATIONS

- A bachelor's degree in Engineering or Architecture or possess considerable experience in project management of municipal infrastructures.
- At least five (5) years of experience with the implementation of municipal infrastructure projects, including two (2) years as a manager of a multidisciplinary team.
- Experience with Project Portfolio Management and/or Program management will be a strong asset.
- Candidates possessing professional certificate(s) in project, program and portfolio management, and those with experience in public organizations will be prioritized.
- Written and oral working knowledge of at least two (2) of the following languages: Inuktitut, English and French;
- Capacity to work with a minimum level of supervision.
- Capacity to manage several files simultaneously and ensure the necessary follow-up.
- Work experience in multicultural and municipal environments is an asset.
- Available to frequent travel in and outside of Nunavik.

Place of work:	Kuujjuaq
Salary:	Min $92,186 – Max $126,753/year
Benefits:	Cost of living differential: Minimum of $8 500/year Food allowance: Minimum of $3 707/year Annual leave trips: maximum of 3 per person annually RRSP/SPP Group Insurance Vacation: 30 days Statutory Holidays: 19 days including 10 during Christmas holidays

Posting will remain open until filled

Please submit your resume and cover letter in English and French to:

Human Resources
Kativik Regional Government
P.O. Box 9
Kuujjuaq QC J0M 1C0
Email: humanresources@krg.ca
Fax: 819-964-2975

The KRG is an equal opportunity employer. In accordance with this and with the James Bay and Northern Québec Agreement, *conditions may vary to promote the employment of Inuit candidates.*
Only candidates selected for an interview will be contacted.