



JOB OPPORTUNITY

The Kativik Regional Government (KRG), a supra municipal body with jurisdiction over the territory located north of the 55th parallel, is now looking for a self-motivated and dynamic individual interested in joining the KRG to work in the capacity of:

ASSISTANT COORDINATOR – TECHNICAL ASSISTANCE PROGRAM (Term with Possibility of Permanency, Full Time)

The KRG's Municipal Public Works Department is responsible for the management of infrastructure projects for the northern villages, as well as for the preventive and corrective maintenance of more than 200 KRG residential and commercial buildings throughout the region (staff housing, offices, airport buildings, and police stations). It also provides technical assistance to the northern villages to maintain some municipal infrastructure (drinking water treatment plants, community centers, arenas, swimming pools, etc.) and to childcare centers around the region.

Under the supervision of the Coordinator-Technical Assistance Program, the Assistant Coordinator-Technical Assistance Program is responsible for, without being limited to, the following responsibilities:

- Coordinate and manage the work and travel of the 'water treatment plant operation and maintenance' and 'heavy equipment mechanic' instructors to deliver technical assistance and training for the 14 Northern Villages of Nunavik;
- Receive and process requests from the Northern Villages related to drinking water and vehicle fleet;
- Prepare the Requisitions for services and goods, follow up on the Purchase Orders and deliveries;
- Assist with planning and organizing required work and assign the necessary resources (workers, equipment, parts);
- Identify needs, prepare reports, prioritize and allocate work;
- Participate in the development and implementation of training and preventive maintenance programs;
- Keep track of materials inventory for all 14 Villages;
- Ensure compliance with Health and safety rules and regulations for all staff;
- Perform any other related duties requested by the supervisor.

The selected candidate must:

- Possess a college degree in a related technical, management, or business field. (Work experience together with relevant technical or vocational education may also be considered);
- Have at least three years of relevant work experience as a manager of a multi-disciplinary team;
- Written and oral working knowledge of at least two (2) of the following languages: Inuktitut, English and French;
- Possess practical computer skills in the MS Office suite;
- Possess experience in the use of preventive maintenance systems;
- Possess good communication skills and build relationships with clients, co-workers, and staff;
- Promote teamwork and intercultural awareness;
- Demonstrate flexibility and resourcefulness;
- Be available to travel in Nunavik;
- Be capable of working under pressure and meeting deadlines.
- Possess a valid Quebec Class 5 driver's license (or Canadian equivalent).

Work experience north of the 55th parallel is a definite asset.

Place of work: Kuujuaq
Salary: Min. \$79,112 – Max. \$108,779 yearly (E76)
Other benefits: Cost of living differential: Minimum of \$8 500/year;
Food allowance: Minimum of \$3 903 yearly;
Annual leave trips: Maximum of 3 per person yearly;
RRSP;
Group Insurance;
Vacation: 30 days/year;
Statutory Holidays: 20 days including 10 during Christmas holidays

Please send your resume in English and French to:

**Human Resources Department
Kativik Regional Government
P.O. Box 9
Kuujuaq QC J0M 1C0
FAX: (819) 964-2975
E-mail: humanresources@krg.ca**

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.