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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 a candidate with a strong sense of leadership to work in Kuujjuaq in the capacity of:

ASSISTANT DIRECTOR GENERAL
(Permanent, full time position)

Reporting to the Director General, the Assistant Director General assists the Director General in coordinating and managing the operational affairs of the KRG and in suggesting orientations to foster the development of the organization and its services. More specifically, the Assistant Director General will:

- Ensure, in collaboration with the Director General the carrying out of all projects, files and programs of the KRG;
- Participate in the negotiation and renewal of agreements with governments and organizations as well as in the negotiation and renewal of collective agreements with staff;
- In concert with the Director General, supervise the work of the department directors as assigned and report to the Director General on the progress of files and achievement of objectives;
- Participate with the Director General in the preparation of the KRG annual budget of over $220 million and any modifications, follow-up and review monthly budget variance reports, and analyze annual financial statements;
- Contribute to or ensure the coordination of the planning of Council meetings;
- Attend meetings of the Executive Committee and of the Council;
- Assist the Director General in fulfilling his duties as described in section 303 of the Kativik Act;
- Replace the Director General whenever he is absent or unable to act;
- Perform any other duties as required by the Director General.

POSITION REQUIREMENTS:

- University degree in administration or in a related discipline. A combination of post-secondary studies and experience equivalencies may be considered for this position;
- Sound experience in a senior management role, ideally in a multidisciplinary team;
- Experience in municipal management and economic development;
- Proven experience in operational, financial and budget management;
- Working knowledge of the operation of the federal and Québec governments;
- Excellent interpersonal, analytical, decision-making, problem-solving and writing skills;
- Availability to travel frequently.

Immediate supervisor: Director General
Place of work: Kuujjuaq
Salary: Min. $149,847 yearly – Max. $206,042 a year
Benefits:

- Cost-of-living differential: minimum of $8 500 / year ;
- Food allowance: minimum of $4,216 / year;
- Annual leave trips: maximum of 3 per person annually;
- RRSP contribution by the employer;
- Group insurance;
- Vacation: 30 days;
- Statutory holidays: 20 days including 10 at Christmas.

Please send your resume and a letter of interest in English to:

Human Resources Department
Kativik Regional Government
P.O. Box 9, Kuujjuaq QC J0M 1C0
Email: hrdirector@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 those applications selected will be contacted.