



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 DIRECTOR, HUMAN RESSOURCES
(Term with possibility of permanency – Full-time)**

Reporting to the Director of Human Resources, the Assistant Director is responsible for organising, coordinating and managing all functions and activities in the area of human resources and more precisely in the areas related to health & safety, labour relations and organizational development for the KRG. The Assistant Director's main responsibilities will be:

Health & Safety (H&S)

- Manage administrative initiatives related to H&S files such as medical expertise, progressive return to work, light duties;
- Oversee all activities within the framework of the H&S Committee;
- Monitor costs and budgetary impacts.

Labour Relations

- In collaboration with the Human Resources Advisors, oversee the application of the collective agreements and offer support in the application of the disciplinary process;
- Represent the KRG during Labour Relations Committee meetings;
- Assist the Director in grievances and arbitration procedures.

Organizational Development

- Identify professional development opportunities for management and staff and coordinate the delivery of training activities;
- Coordinate the annual performance appraisal process for management employees.

Administrative

- Advise, coach and assist the Human Resources Advisors;
- Participate in the revision of the classification plan;
- Manage the employment equity program, the pay equity program and ensure legislative compliance.

REQUIREMENTS

- University degree in Human Resources, Health & Safety, Labor Relations, Law or in a related field;
- Certified Human Resources Professional designation such as CRIA or CRHA;
- Minimum of five (5) years of relevant work experience in human resources management, more precisely in health and safety and/ or labor relations;
- Work experience in a municipal or public organization will be considered an asset.
- Proven leadership and decision making skills;
- Proven abilities in team work;
- Well organized and detail oriented;
- Written and oral working knowledge of at least two (2) of the following languages: Inuktitut, English and French;
- Professional work experience in a cross-cultural or multi-ethnic environment will be considered an asset (preferably within aboriginal communities);
- Working knowledge of the Microsoft Office Suite.

Place of work: Kuujjuaq
Salary: Min: \$ 107,836/year, max: \$ 148,275/year based on 35 hours/week
Other benefits: Cost of living differential: Minimum of \$8 500/year
Food allowance: Minimum of \$3 903/year
Annual leave trips: maximum of 3 per person annually
Pension Plan: RRSP
Group Insurance
Vacation: 20 days/year plus 10 days in lieu of overtime
Statutory Holidays: 20 days including 10 during Christmas holidays.

Please submit your résumé in English before 5:00 pm on July 31, 2024, to:

**Human Resources
Kativik Regional Government
P.O. Box 9
Kuujjuaq (Québec) J0M 1C0
Email: hrdirector@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.