



**JOB OPPORTUNITY
INTERNAL / EXTERNAL POSTING**

The Kativik Regional Government (KRG) is a supra-municipal organization with jurisdiction over the territory of Québec located north of the 55th parallel. The Legal, Socio-Judicial and Municipal Management Department of the KRG is currently seeking to recruit a candidate to work in Kuujuaq in the capacity of:

**ASSISTANT DIRECTOR – LEGAL DEPARTMENT
(Permanent – Full-time)**

Reporting to the Director of the Legal, Socio-Judicial and Municipal Management Department, the Assistant Director is responsible for assisting the Director in overseeing, planning, organizing and coordinating the activities of the department.

SPECIFIC DUTIES:

- Plan, supervise, coordinate and evaluate the work of the employees;
- Oversee the legal support to the other departments;
- Oversee the technical assistance provided to the Northern villages and the operations of the Offence Management Bureau, responsible of processing statements of offence in Nunavik;
- Review various legal documentation such as legal opinions, calls for tenders, contracts, leases, agreements, policies, procedures, by-laws, ordinances, resolutions and any other documents;
- Oversee insurance claims for the KRG, the Northern villages and the Childcare Centres;
- Assist the Director during the meetings of the Council and of the Executive Committee, preparation of budgets, annual objectives and activity reports;
- Perform any other duties as requested.

POSITION REQUIREMENTS:

- Member of the *Barreau du Québec*;
- Minimum of five (5) years of relevant law practice, preferably in the municipal sector, and a minimum of three (3) years of employee management experience;
- Knowledge of municipal finances will be considered as an asset;
- Demonstrated leadership, organizational skills and initiative;
- Excellent problem solving, decision making, communication and analytical skills;
- Excellent oral and written communication skills in both English and French; knowledge of Inuktitut is an asset;
- Ability to work under pressure and respect deadlines;
- Be willing and available to travel in Nunavik and outside the region;
- Past work experience in a cross-cultural environment, preferably with native communities, will be considered as an asset;
- Proficient in the Microsoft Office Suite as well as other relevant software.

Place of work: Kuujuaq

Salary: Min. \$107 005 yearly – Max. \$147 116 a year based on 35 hours/week.

Benefits: Cost-of-living differential: minimum \$8 500 annually

Food allowance: minimum \$4 216 annually

Annual leave trips: minimum 3

Simplified Pension Plan

Group insurance

Vacation: 30 days annually

Teleworking: up to 6 weeks annually

Statutory holidays: 20 days including 10 during the Christmas period

Please send your resume to:

**Human Resources Advisor
Kativik Regional Government
P.O. Box 9
Kuujuaq 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.