



JOB OPPORTUNITY

The Kativik Regional Government (KRG), a supra municipal organization with jurisdiction over the territory of Quebec located north of the 55th parallel. The KRG is currently seeking to recruit a professional candidate with strong leadership skills to work in the capacity of

ASSISTANT DIRECTOR OPERATIONS, TRANSPORTATION DEPARTMENT (PERMANENT FULL TIME POSITION)

Reporting to the Director of the Transportation Department, the Assistant Director Operations has the mandate to assist the Department Director in planning, organizing, overseeing, and the follow-up of all operational activities related to the Transportation Department. More precisely, the Assistant Director Operations will:

- Provide assistance to the Director with duties related to the management, operations and maintenance of the fourteen airports managed by the KRG, the maintenance of the community marine infrastructures, the application of the Usijit para-transit services and public transit services, and the activities related to Off-Highway vehicles prevention activities;
- Supervise the work of seven direct reports, throughout the region, by providing direction, guidance and follow-up in the execution of their duties and ensuring understanding of their responsibilities in order to meet Transportation Department operational objectives;
- Internal responsibilities includes managing personal, equipment and resources used for airside and groundside maintenance, and externally with the operations or airlines, agencies and airport tenants;
- Ensure all documentation such as Airport Operation Manual, and Winter Maintenance Plan I are kept up to date and accurate and ensure the day to day activities of each airport are in compliance with such manuals;
- Work collaboratively with safety, security, environment infrastructure and maintenance departmental staff to support their programs at the airports;
- Assist the Department Director in the preparation and management of long-term planning, budgets and reports;
- Participate in the development and the implementation of departmental objectives;
- Visit each communities, as deemed necessary to provide mentoring and support to KRG Transportation staff;
- Creates reports and presentations as required
- Any other related tasks.

QUALIFICATIONS:

- Bachelor degree in a relevant field, exceptionally a combination of relevant work experience and education may be considered;
- Minimum of 3 years of relevant work experience in supervising a multidisciplinary team;
- Excellent planning, problem solving, decision making and leadership skills;
- Ability to work in a fast paced environment with minimal supervision;
- Written and oral working knowledge of at least two (2) of the following languages: Inuktitut, English and French;
- Working knowledge of the Microsoft Office Suite as well as any other relevant software;
- AAE or CM accreditation from IAAE Canada is preferred;
- Ability to travel frequently in Nunavik as well as outside of the region.

The selected candidate must be willing to learn about various fields related to the position.

Place of work: Kuujuaq
Salary: Minimum: \$95 523/year – Maximum: \$131 341/year.
Benefits: Cost-of-living differential: minimum \$8 500 annually.
Food allowance: minimum \$3 707 annually.
Annual leave trips: minimum 3 per person annually.
Group benefits including Simplified Pension Plan
Vacation: 30 days annually.
Statutory holidays: 19 days including 10 during the Christmas period.

Please send your resume in English before January 19th, 2024 at 5:00 p.m. to:

Human Resources
Kativik Regional Government
P.O. Box 9, Kuujuaq Quebec J0M 1C0
Fax: (819) 964-2975
Email: 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.