



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 DIRECTOR, SERVICES NUNAVIK **Sustainable Employment Department** (PERMANENT, FULL-TIME)

Reporting to the Director of the Sustainable Employment Department, the selected candidate, under the Department Director, manages the operation of the Services-Nunavik, which includes all Governmental Services Support to the communities.

The selected candidate in particular has the following duties:

- Manage and monitor all operations related to governmental services support including:
Service Canada as Employment Insurance, Old Age Security and social insurance number applications, Services Québec for the Income Security, the Québec Parental Insurance Plan, Civil Status, Labor standards (CNESST) and other provincial information, SED-KRG for employment & training services.
- Evaluate the progression of the services and the needs throughout Nunavik.
- Provide supervision and support for staff under his/her responsibility.
- Participate in the planning, deployment and management of the financial resources of his section in collaboration with the Financial Manager, including budget preparation and monitoring.
- Manage the human, financial and physical resources under his/her responsibility, according to sustainable employment services objectives.
- Participate in the negotiation and implementation of new governmental services support.
- Develop and maintain working relations with various partners
- Work closely with the other section of the department for the promotion and recruitment for job postings; monitor any new job posting tools that are created within the department.
- Prepare reports as requested by management and pursuant to various agreements.
- Represent the KRG in files concerning governmental services.
- Report to the department director on files concerning governmental services.
- Perform any other duties requested by the department director.

Qualifications

- Possess a university degree in Public Administration or a related field.
- Possess at least five years of relevant work experience. Experience with government agencies services will be considered an asset.
- Have experience with staff management.
- Possess practical knowledge of *Microsoft Office* software.
- Possess excellent analytical and problem-resolution skills.
- Be able to communicate orally and in writing in at least two of the following languages: Inuktitut, English and French.
- Be available to travel frequently.
- Possibility of on-the-job training

Place of work: Kuujuaq, Québec

Salary: Minimum: \$87,063-Maximum: \$119,714

Benefits: Cost-of-living differential: minimum of \$8 500 annually;
Food allowance: minimum of \$3 707 annually;
Annual leave trips: Maximum 3 trips per person annually;
Pension Plan;
Group insurance plan;
Vacation: 30 days annually;
Statutory holidays: 20 days including 10 days during the Christmas period.

Please submit your résumé to:

Human Resources
Kativik Regional Government
P.O. Box 9
Kuujuaq QC J0M 1C0
Fax: 819-964-2975
Email: humanresources@krq.ca