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Administration régionale KATIVIK Regional Government
P.O. Box 9 KUUJJUAQ (QUÉBEC) CANADA J0M 1C0

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 Kuujjuaq in the capacity of:

Assistant Director – Socio-Judicial Services
(Permanent – Full-time)

Reporting to the Director of the Legal, Socio-Judicial and Municipal Management Department, the Assistant Director – Socio-Judicial Services is responsible for assisting the Director in overseeing, planning and organizing the Sapummijiit Centre (Crime Victims Assistance Centre (CAVAC)) of Nunavik and the Inuit Community Reintegration Program, as well as all socio-judicial-related services and activities of the department.

SPECIFIC DUTIES:

- Plan, organize, and evaluate the activities of the Sapummijiit Centre (Crime Victims Assistance Centre (CAVAC)) of Nunavik and the Inuit Community Reintegration Program;
- Ensure the quality of the delivery of socio-judicial services in the Nunavik region;
- Supervise the coordinator of the socio-judicial services and evaluate their performance;
- Develop annual objectives and draft action plans and reports;
- Create and implement working tools to encourage best practices in the socio-judicial team;
- Develop effective and updated communication tools and distribute information at the regional level and to other relevant organizations;
- Act as a representative and liaise with the governments, various organizations and partners, and attend meetings and forums on issues related to the socio-judicial services, justice services and administration of justice in Nunavik;
- 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:

- Bachelor's degree in administration or project management. Relevant work experience in the socio-judicial sector could exceptionally be considered in lieu of a Bachelor's degree;
- Minimum of three (3) years of relevant experience with correctional services or judicial system or victim support programs, and of employee management;
- Demonstrated leadership, organizational skills and initiative;
- Excellent problem solving, decision making, communication and analytical skills;
- Experience in the preparation and management of budget will be considered as an asset;
- 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.
- Perform other responsibilities as required.

Place of work: Kuujjuaq

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 before 5 o'clock on March 6, 2025 to:

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

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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.