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

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:

CONSTRUCTION PROJECT COORDINATOR – SANAJIIT/MINING
(2 year contract, Full Time)

Reporting to the Department Director of Sustainable Employment, the Construction Project Coordinator will be a resource person for all employment and training projects in Nunavik in the field of construction. The Coordinator will act as liaison officer between the contractors and workers. The Construction Project Coordinator will be responsible to:

- Evaluate requirements and provide support to Nunavik construction workers;
- Provide support and information on obligations to construction contractors in Nunavik in collaboration with CCQ;
- Prepare, organize and follow up on training completed by project participants;
- Assist on the visit construction sites on a regular basis to verify participants registration and training information with the Employment Counselor of Sanajiit;
- Quantify resources required for each construction trade on a yearly basis;
- Devise and evaluate the training program for each trade in collaboration with the Kativik Ilisarniliriniq;
- Maintain workers database and monitor CCQ requirements for certification;
- Maintain statistics on Inuit participation in the construction and mining industry;
- Promote the various construction and mining trades and recruit project participants;
- Provide Coordination for the Kautaapikut strategic table;
- Performs any other duties requested by the Department Director.

QUALIFICATIONS

- University degree in a related field, exceptional relevant work experience will also be considered;
- Project Management experience will be considered an asset;
- Working knowledge of Microsoft *Office Suite*;
- Possess strong organizational skills and be reliable;
- Excellent analytical, organization and decision making skills;
- Have a good working knowledge of Microsoft Office software;
- Be able to communicate orally and in writing in at least two of the following languages: Inuktitut, English and French;
- Be willing to travel in the Nunavik region and live in shared facilities.

Place of work:	Kuujjuaq
Salary:	Based on the applicable management salary scale
Other benefits:	Cost of living differential: Minimum of $8 500/year; Food allowance: Minimum of $3 453/year; Annual leave trips: Maximum of 3 trips per person/year; Pension Plan; Group insurance; Statutory holidays: 19 days including 10 days during the Christmas holidays; Vacation: 30 days/year.

Posting will remain open until the position is filled

Please send your resume and cover letter in English and French to:

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

** An employee is entitled to receive at least the northern benefits allocated to an employee without dependants. An employee with dependants is entitled to benefits for her/his spouse and eligible dependants.*
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.