



JOB OPPORTUNITY

The Kativik Regional Government (KRG), which is a supra-municipal organization with jurisdiction over the territory of Québec located north of the 55th parallel, is currently looking for a candidate with strong analytical and organizational skills to join the Transportation Department in the capacity of;

Coordinator, Transportation Regulatory Process (Full-time, permanent)

Reporting to the Assistant Director (Administration) of the KRG Transportation Department, the Coordinator Transportation Regulatory Process implements and participates in duties related to the safety of transportation operations in Nunavik. More specifically, the Coordinator Transportation Regulatory Process will have the following responsibilities;

- Implement and ensure monitoring of airport Safety Management Systems (SMS) pursuant to Transport Canada regulations;
- Review incoming daily reports in the SMS database, gather additional information, provide analysis and recommendations based upon legislation, regulation and best practices;
- Ensure timely feedback to employees on all submitted SMS reports;
- Communicate safety-related information and regulations to employees and management, and disseminate safety-related information across the Transportation Department;
- Participate in safety meetings, prepare documentation, notes and agendas;
- Monitor and analyse trend, including data for the maintenance reliability program, as well as results of corrective and preventive actions;
- Maintain and update the Hazard Registry Database;
- Identify potential hazards and carry out risk analyses, provide recommendations and ensure implementation and follow-up of such recommendation in the Transportation Department;
- Maintain and update when necessary all documentations such as Airport Operation Manual, Emergency Response Plan, etc.;
- Act as a KRG representative for airport safety projects in collaboration with Transport Canada;
- Perform regular visits to each community to ensure process and procedure are respected;
- Follow up on employee training and certification programs;
- Supervise the works of assistant regulatory process coordinators by providing direction, guidance and follow-up in the execution of their duties;
- Perform any other duties as required by the Assistant Director (Administration) of the KRG Transportation Department.

The selected candidate must have the following qualifications:

- A university degree or equivalent work experience in management of airports is highly preferred;
- Minimum of five (5) years of relevant work experience;
- Excellent working knowledge of Vortex SMS program;
- Previous experience with Safety Management Systems;
- Knowledge of the following: airport related safety programs; safety standards applicable to airport operations; accident causation and prevention theory; safety margins; risk management techniques; human error; HFACS; data analysis; Quality Assurance;
- Good communication and writing skills in at least two of the following languages: Inuktitut, English or French;
- Proficient knowledge of *Microsoft Office* software, particularly Word and Excel, is required;
- Excellent planning and communication skills and good organization skills;
- Above average problem solving and decision making skills;
- Self-starter and ability to work with minimal supervision.

This position requires frequent travel within and outside Nunavik.

Place of work:	Kuujuuaq
Salary:	Minimum of \$74 902.10 and maximum of \$102 991.98
Benefits:	Cost of living differential: Minimum of \$8 500/year Food allowance: Minimum of \$3 707/year Annual leave trips: maximum of 3 per person annually; RRSP Group Insurance Vacation: 30 days Statutory Holidays: 19 days including 10 during Christmas holidays

Please send your résumé to:

Human Resources

**Kativik Regional Government,
P.O. Box 9
Kuujuaq, Québec JOM 1C0
Fax: (819) 964-2975
Email: humanresources@krq.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.