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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:

### COORDINATOR - LAND USE PLANNING (Permanent – full-time)

The land use planning section of the Renewable Resources, Environment, Lands and Parks Department of the KRG has the mandate to provide training and technical assistance municipal employees and elected members of to the Northern Villages on issues concerning land use planning and helps design tools to improve planning at the community and regional levels.

Under the supervision of the Assistant Director–Lands and Environment of the department, the coordinator ensure coordination of the work of the section and the coordination and communication with all internal and external stakeholders involved in projects. The responsibilities of the Land Use coordinator include among others the following:

- Supervise and schedule work of the land use planning section;
- Ensure the production, revision and implementation of master plan and zoning bylaw, including public consultations and special projects , etc.;
- Collaborate with the KRG communication department for the development communication tools including a web platform for permit issuance;
- Assist in the preparation and management of budgets related to land use planning section;
- Monitor project timetables, and ensure compliance with project deadlines;
- Ensure implementation and follow-up to achieve the section's annual objectives;
- Assist the Assistant-Director with the management activities such as drafting and revision of reports, contracts, agreements and funding requests for special projects;
- Perform any other related duties requested by his supervisor.

#### The selected candidate must:

- Bachelor's degree in Urban or Land use Planning, or in a related field; Diploma in public administration, management or related field would be an asset;
- Minimum of five (5) years of relevant work experience in municipal or regional land use planning;
- Minimum of three (3) years of experience in managing and supervising of multidisciplinary team;
- Solid leadership skills and demonstrated resourcefulness;
- Ability to work with Microsoft Office applications (Excel, Word, Power Point, etc.) and ArcGIS;
- Strong planning and organizational skills;
- Demonstrated abilities of working under pressure and meeting deadlines;
- Written and oral working knowledge of at least two (2) of the following languages: Inuktitut, English and French
- Work experience north of the 55th parallel is a definite asset.

**Principal place of work:** Kuujjuaq  
**Salary:** Min. \$67 232 yearly – Max. \$92 445 a year  
**Other 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  
Group benefits including Simplified Pension Plan;  
Vacation: 20 days/year  
Statutory Holidays: 19 days including 10 during Christmas holidays

**Please submit your resume before 5 o'clock, on March 29, 2022 to:**

**Human Resources**  
**Kativik Regional Government,**  
**P.O. Box 9**  
**Kuujjuaq Qc., J0M 1C0**  
**Fax: (819) 964-2975**  
**Email: [humanresources@krg.ca](mailto: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*