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

JOB OPPORTUNITY

The Kativik Regional Government (KRG) is a supra-municipal organization with jurisdiction over the territory of Québec located north of the 55th parallel. The KRG is currently seeking a candidate with a strong sense of ethical leadership to work in the capacity of:

DIRECTOR GENERAL (Permanent, full-time position)

Reporting to the Executive Committee, the Director General coordinates, manages the affairs and oversees the execution of all the mandates of the KRG.

RESPONSIBILITIES

- Manage the affairs of the KRG as defined under section 303 of the *Act respecting Northern Villages and the Kativik Regional Government* (CQLR, c. V-6.1);
- Act as the mandatary of the Executive Committee in the exercise of authority over the department directors and officers of the KRG, with the exception of the corporate secretary;
- Ensure coordination between the KRG's Executive Committee, the Regional Council and the department directors;
- Liaise with the Québec and Canadian governments and regional organizations, create and maintain strong relationships with important stakeholders and officials;
- Represent the KRG in negotiations with government departments and agencies such as the Ministère des Transports du Québec, the Ministère des Affaires municipales et de l'Occupation du territoire, the Société d'habitation du Québec, the Société du Plan Nord;
- Attend Executive Committee meetings and Regional Council meetings and ensure that all members are up to date on all operational files in order to ensure efficient decision-making;
- Oversee the implementation of all plans, programs and activities of the KRG in accordance with public funding and all other applicable requirements;
- In collaboration with the Treasurer, coordinate the annual budgetary process of all departments and manage the presentation of budgets to the Executive Committee;
- Oversee budget follow-up on a regular basis and ensure that KRG funds are used in accordance with the appropriations detailed in the annual budget, ordinances and relevant resolutions.

REQUIRED QUALIFICATIONS

- University degree in a related discipline or post-secondary education in a related discipline or equivalent relevant work experience;
- Minimum of 10 years of relevant management experience, experience in municipal or public administration will be considered an asset;
- Knowledge of the operation of the federal and provincial governments and of the *James Bay and Northern Quebec Agreement*;
- Deep knowledge of the Kativik Regional Government, its structure and mandates as well as of the Nunavik region;
- Strong leadership skills;
- Excellent analytical, decision-making and problem solving skills;
- Capacity to manage tight deadlines and work in an environment with changing priorities;
- Working knowledge of *Microsoft Office Suite*;
- Fluency (verbal and written) in Inuktitut and English is essential, knowledge of French will be considered an asset;
- Being a beneficiary of the *James Bay and Northern Quebec Agreement* is considered as an asset;
- Availability to travel frequently within and outside of Nunavik.

Place of work: Kuujuaq.

Salary: Based on the salary scale applicable to management employees

Other benefits: Cost-of-living differential, annual leave trips, cargo allowance, RRSP, group insurance, 30 days vacation annually plus two weeks Christmas holidays, sick leave, etc.

Please submit your resume and cover letter to Human Resources Department, Kativik Regional Government, by email to rh Harvey@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.