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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:

EMPLOYMENT SERVICE ADVISOR
(PERMANENT, FULL-TIME POSITION)

Reporting to the Assistant Director for Employment Development of the Sustainable Employment Department, the Employment Service Advisor will act as a resource person for the local employment officers (LEOs) in all matters regarding employment counselling and will also be working closely with LEO Coordinators. Specific duties shall include, but not be limited to:

- Support LEOs with certain duties such as employment counselling, recruitment and interviews (including the development of tools to be used by LEOs to improve the quality of employment counselling);
- Deliver employment counselling training to LEOs (this training may be based on training or tools used in other organizations);
- Develop skills-upgrading training plans for each LEO, ensure the implementation of these plans, and regularly assess the skills of LEOs with respect to employment counselling and client action plan preparation;
- Support the organization of career weeks and other career promotional activities;
- Develop policies and working tools that may be used by LEOs to prepare client action plans;
- Cooperate with KRG partners to establish a regional employment information centre;
- Perform other related duties, as required, by the Department Director.

QUALIFICATIONS

- Certification or Bachelor's degree in the field of employment counselling (relevant work experience will also be considered);
- Minimum three years of relevant experience delivering employment services and counselling training to non-specialists;
- Experience in developing and assessing training programs;
- Computer proficiency;
- Strong interpersonal and organizational abilities;
- Work experience in a multicultural environment, especially in Native or Northern communities, is a definite asset;
- Written and oral working knowledge of at least two (2) of the following languages: Inuktitut, English and French
- The selected candidate must be willing to travel occasionally in the region
- Possibility of on-the-job training

Place of work:	Inukjuak
Salary:	Minimum: $51,077/year – Maximum: $86,867/year (Class 8)
Benefits:	Cost-of-living differential: minimum $10,033 annually; Food allowance: minimum $4,689 annually; Annual leave allowance: maximum of 3 per person, annually; Simplified pension plan: 6% employer; 4% employee; Group insurance; Vacation: 20 days annually; Statutory holidays: 20 days including 10 during the Christmas period.

Please forward your cover letter and resume to:

Human Resources
Kativik Regional Government
P.O. Box 9, Kuujjuaq Quebec J0M 1C0
Fax: (819) 964-2975
Email : 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.