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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 organization with jurisdiction over the territory of Québec north of the 55th parallel, is currently looking for a reliable and resourceful candidate to work in the capacity of:

EMPLOYMENT SERVICE ADVISOR – SANAJIIT (PERMANENT, FULL-TIME POSITION)

Reporting to the Assistant Director for Employment Development of the Sustainable Employment Department, the Employment Service Advisor liaises between contractors and workers, providing essential support to construction employers involved in the Sanajit Project in Nunavik. In cooperation with the Sanajit Project Coordinator, the Employment Service Advisor promotes, organizes, and monitors participation in the apprenticeship program and is responsible for the following:

- Meet with contractors and participants to ensure compliance with contractor obligations to Inuit workers.
- Travel to various communities and construction sites to verify that contractors follow the apprenticeship program and that participants receive required monitoring.
- Conduct bi-annual assessments to quantify and evaluate the needs of workers in each construction trade.
- Evaluate the potential for increasing sustainable levels of Inuit employment for each contractor in Nunavik.
- Collaborate with the Sanajit Coordinator to develop and implement capacity-building training programs for contractors to effectively recruit, hire, train, retain, and promote Inuit workers.
- Provide support and closely monitor contractors participating in the Sanajit Programs.
- Promote funding opportunities through the Sustainable Employment Program to contractors.
- Produce reports detailing successes and challenges, following a schedule to measure and maintain the goals of the Sanajit project.
- Oversee the mentoring program on job sites.
- Perform any other related duties as required by his/her supervisor.

REQUIREMENTS

- Certification or Bachelor's degree in the field of employment counselling (relevant and equivalent work experience will also be considered);
- Experience in the Construction sector and working in Inuit communities is an asset;
- Strong ability in managing change and employee relations;
- Experience in strategic planning;
- Autonomy and a strong sense of work organization;
- Excellent analytical and synthesis skills;
- Written and oral working knowledge of at least two (2) of the following languages: Inuktitut, English and French;
- Excellent teamwork and communication skills;
- Solid working knowledge of *Microsoft Office*;
- Willing to travel to the 14 communities of Nunavik;
- Work experience in cross-cultural settings, particularly in Aboriginal communities or the North;
- Possibility of on-the-job training.

Place of work: Kuujuaq

Salary: Minimum: \$51,077/year – Maximum: \$86,867/year (Class 8);

Benefits: Cost of living differential: minimum of \$8,500/year;
Food allowance: minimum of \$3,903 /year;
Annual leave trips: maximum of 3 per person annually;
SSP: 6% employer and 4% employee;
Group insurance;
Vacation: 20 days/year;
Statutory holidays: 20 days including 10 days over the Christmas holidays.

Send your résumé to:

Human Resources
Kativik Regional Government
P.O. Box 9
Kuujuaq QC 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.