



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 Inuk interested in joining the KRG to work in the capacity of:

INFORMATION TECHNOLOGY SPECIALIST TRAINEE (PERMANENT, FULL-TIME POSITION)

Under the supervision of the Assistant-Director – Information Technology section, the Information Technology Specialist trainee will acquire these responsibilities:

- Providing timely support to users who require technical assistance with computers and related devices;
- Ensuring adequate response time for IT support;
- Maintaining and administering KRG's IT assets (computers, printers, copiers, fax, phone system, etc);
- Providing first level technical support to KRG employees;
- Managing users' accounts (creation, deletion, modifications and passwords management);
- Maintaining hardware/software standards and inventories;
- Creating and maintaining support documentation up to date;
- Assisting other sections or departments with technical duties as needed;
- Handles receiving of material + software and insure material is redistributed properly;
- Ensures adequate supplies of IT material (CDs, spare parts, etc.) for the IT section;
- Performing any related tasks as requested by the Assistant-Director.

This position will require an individual who has an aptitude for Internet networking, has a positive attitude, is punctual and has a very good work ethic. This position will be based in Kuujjuaq and is open to beneficiaries of the JBNQA only.

A Trainee is an Inuk of the JBNQA who is hired to acquire and develop skills and knowledge related to a permanent position and will be eventually able to handle the responsibilities related to the position after his/her training period.

QUALIFICATIONS

- A customer-service oriented personality (friendly, outgoing, and patient);
- The individual must be a good communicator, self-starter and reliable in attendance;
- Written and oral working knowledge of at least two (2) of the following languages: Inuktitut, English and French.

Place of employment:	Kuujjuaq
Salary:	Min. \$46,069 – Max. \$78,350 yearly (E8)
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/year; Simplified Pension Plan: 6% employer, 4% employee; Group Insurance; Vacation: 20 days/year; Statutory Holidays: 19 days including 10 during Christmas holidays.

Please send your résumé **before 5:00pm on June 20th, 2022** to:

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

* An employee is entitled to receive at least the Northern benefits allocated to an employee without dependants. An employee with dependants is entitled to benefits for her/his spouse and eligible dependants.

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.