



## 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:

### INFORMATION OFFICER (FULL-TIME, PERMANENT POSITION)

Reporting to the Assistant Director of Employment in the Sustainable Employment Department, the information and public relations officer shares information on activities and events regarding employment and business opportunities connected with the Plan Nord in Nunavik. Specifically, the selected candidate must:

- Act as a liaison between Emploi-Québec and Inuit communities, sharing information on expectations, needs and concerns
- Receive and disseminate various information on activities, services and statistics related to employment and training
- Provide information regarding the deployment of the Plan Nord relating to employment and training, as well as the role of the KRG
- Participate in the preparation of media activities (e.g. job fairs, etc.)
- Refer individuals and businesses to appropriate sources of information
- Establish relations with the human resources departments of regional businesses
- Prepare activity reports
- Work in close cooperation with the regional Emploi-Québec representative for the Plan Nord
- Work with other staff of the KRG Sustainable Employment Department and the KRG Communications Section
- Maintain the photo bank of the KRG Sustainable Employment Department
- Perform any other duty requested by the immediate supervisor

### QUALIFICATIONS

- Vocational diploma in Communications. Pertinent work experience will also be taken into consideration
- Minimum of two years relevant work experience
- Verbal and written fluency in two of the following languages: French, Inuktitut, or English  
Knowledge of the three languages is a definite asset
- Very good knowledge about the Aboriginal communities of the region
- Good knowledge of the regional labour market and socio-economic partners
- Good knowledge of all available programs, services, measures and resources
- Practical knowledge of *Microsoft Office* and social media
- Availability to travel on a regular basis

Place of work: Kuujjuaq  
Salary: Minimum \$44,712 and maximum \$75,266 annually (Class 7)  
Benefits: Cost of living differential: minimum of \$8 500 per year;  
Food allowance: minimum of \$3 707 per year;  
Annual leave trips: minimum of three (3);  
Simplified Pension Plan: 6% employer, 4% employee;  
Group insurance;  
Vacation: 20 days per year;  
Statutory holidays: 20 days including 10 days over the Christmas holidays.

Please send your résumé and cover letter in English to:

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