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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:

INFORMATION TECHNOLOGY SPECIALIST
(PERMANENT, FULL-TIME POSITION)

Under the supervision of the Assistant-Director – Information Technology section, the Information Technology Specialist is responsible for:

- Providing timely support to users who require technical assistance with computers and related devices;
- Ensuring adequate response time for IT support;
- Ensuring efficient maintenance and respect of KRG's IT standards throughout KRG's IT infrastructure;
- 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;
- Performing any related tasks as requested by the Assistant-Director.

QUALIFICATIONS

- College level diploma in computer technology (or equivalent relevant work experience will be considered);
- A minimum of one (1) year of customer oriented IT support experience;
- Microsoft certification is considered as an asset;
- Good knowledge of Windows and Mac , of Windows server and of DHCP/DNS services and TCP/IP;
- Familiarity with Microsoft Active Directory, MS Exchange, LAN/WAN support and management (LAN/VPN, etc. as well as with wireless technology;
- 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. $52 481– Max. $89 256 yearly (Class 8)
Benefits:	Cost of living differential: Minimum of $8,500/year Food allowance: Minimum of $4,216/year; Annual leave trips: Maximum of 3 per person/year; Simplified Pension Plan: 6,25% employer, 4% employee; Group Insurance; Vacation: 20 days/year; Statutory Holidays: 20 days including 10 during Christmas holidays.

Please send your cover letter and resume before 5:00pm on April 17, 2025, to:

Human Resources Department
Kativik Regional Government
P.O. Box 9, Kuujjuaq Quebec JOM 1CO
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.