



JOB OPPORTUNITY

The Kativik Regional Government (KRG) is looking for a dynamic, goal-oriented individual for the position of Information Technology Specialist. The IT Specialist ensures that KRG's employees are given quality technical support in all of their computer related activities.

INFORMATION TECHNOLOGY SPECIALIST (PERMANENT FULL TIME POSITION, ROTATION)

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 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.

REQUIREMENTS

- College level diploma in computer technology (or equivalent relevant work experience will be considered);
- A minimum of two (2) years of customer oriented IT support experience;
- Good knowledge of Windows 7, XP pro and Mac OS X, of Windows 2008 server and of DHCP/DNS services and TCP/IP;
- Familiarity with Microsoft Active Directory, Ms Exchange 2010, LAN/WAN support and management (LAN/VPN, etc. as well as with wireless technology (802.11 and others.). Microsoft certification is considered as an asset;
- Working knowledge of IP telephone systems is an asset;
- A customer-service oriented personality (friendly, outgoing, and patient);
- Ability to simplify and explain technical details to customers;
- The individual must be a good communicator, self-starter, autonomous and reliable;
- Written and oral working knowledge of at least two (2) of the following languages: Inuktitut, English and French.
- Possess a valid driver's license.

Work experience North of 55th parallel is a definite asset.

- Work schedule and place of work: 6-3 rotation schedule: 6 weeks working in the Northern Villages (52.5 hours weekly), followed by 3 weeks paid leave (35 hours weekly)

OR

- Work schedule and place of work: 4-2 rotation schedule: 4 weeks working in the Northern Villages (52.5 hours weekly followed by 2 weeks paid leave (35 hours weekly);

Place of employment: Nunavik
Salary: Min. \$52,481 – Max. \$89,256 yearly (Class 8)
Other benefits: Lodging paid while working in the northern villages, meals and expenses;
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 18, 2025, to:

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

Only candidates selected for an interview will be contacted.