



JOB OPPORTUNITY

The Kativik Regional Government (KRG) is a supra-municipal organization with jurisdiction over the Quebec territory located north of the 55th parallel. We are currently looking for a dynamic and reliable candidate to work in Akulivik in the capacity of:

LOCAL EMPLOYMENT OFFICER – AKULIVIK (PERMANENT, PART-TIME POSITION, 30 HOURS/WEEK)

Reporting to the Local Employment Officers' (LEOs) Hudson Coordinator, the selected candidate will be responsible for, among other things:

- Providing various employment and training services to the population of Akulivik: employment insurance, recruitment for employment and vocational training programs, information about training opportunities;
- Providing employment counselling based on the identified needs of the local clientele;
- Providing old age pension services to the population of Akulivik: registration and follow-up;
- Providing income security programs and services to the population of Akulivik;
- Gathering statistics on the general employment situation within the region as well as on clients in the community;
- Providing various employment and training services to the population of Akulivik: giving support to clients to identify their interests, skills, employment or training in order for them to access the labour market;
- Informing clients about the different programs offered by both Service Canada and Services Québec: employment insurance, family allowances, social insurance numbers, adoption, old age pension and old age security;
- Updating the File Maker Pro program in order to gather information about the general situation of employment in the community;
- Public speaking to inform the population about services and employability in the region (FM, groups, classes, etc.);
- Performing other related duties, as required by the supervisor.

QUALIFICATIONS

- Possess a Secondary V diploma; exceptional work experience will also be considered;
- Minimum of three (3) years' experience in administration work;
- Good knowledge of Microsoft Office;
- Reliable and resourceful;
- Public speaking skills (FM, groups, classes, etc.) are an asset;
- Written and oral working knowledge of at least two (2) of the following languages: Inuktitut, English and French.

The selected candidate must be willing to travel occasionally in the region.

Place of work:	Akulivik
Salary:	Min. \$29 738 yearly, Max. \$48 193 yearly (E5)
*Other Benefits:	Cost-of-living differential: minimum \$10 143 annually; Food allowance: minimum \$4 823 annually; Annual leave trips: maximum of 3 per person annually; RRSP: 6% employer, 4% employee Group Insurance Vacation: 20 days/year Statutory Holidays: 19 days including 10 during Christmas holidays

Please forward your application/resume before 5 p.m., on October 1st, 2021 to:

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