



## 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:

### **LOCAL EMPLOYMENT OFFICER - AKULIVIK** (PERMANENT, PART-TIME POSITION 30 HOURS WEEKLY)

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

- Provide various employment and training services to the population of Akulivik: Give support to clients to identify their interests, skills employment or training in order for them to access the labor market;
- Inform and provide to the clients about the different programs offered by Service Canada: Employment Insurance, Social insurance number, Old Age Pension and Old age Security;
- Maintain and update the clients file using the File Maker Pro program;
- Inform the population about the Services and Employability in the region and community (FM, groups, classes, etc.);
- Perform other related duties, as required by the Supervisor.

### REQUIREMENTS

- Secondary V diploma, work experience in related field is considered an asset;
- Minimum of three (3) years administration work experience;
- Written and oral working knowledge of at least two (2) of the following languages: Inuktitut, English and French;
- Good knowledge of Microsoft Office;
- Reliable and resourceful;
- Skills in public speaking (FM, groups, classes, etc.), is an asset.

**Place of work:** Akulivik  
**Salary:** Between \$33,134 and \$53,695/year (E5) based on 1560 hrs/year  
**Other benefits:** Calculated on a pro rata basis:  
Cost of living differential: minimum of \$11 834/year  
Food allowance: minimum of \$4 820/year  
Annual leave trips: maximum 3 per person, annually;  
Simplified Pension Plan: 6% employer, 4% employee;  
Group insurance;  
Vacation: 20 days/year;  
Statutory holidays: 20 days including 10 days over the Christmas holidays.

**Please send your resume before 5pm, on December 5, 2023:**

**Kativik Regional Government**  
P.O. Box 9  
Kuujuaq QC J0M 1C0  
Fax: 819-964-2975  
Email: [humanresources@krq.ca](mailto: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 candidates.*

***Only candidates selected for an interview will be contacted.***