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Administration régionale KATIVIK Regional Government  
P.O. Box 9 KUJJUAQ (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:

### **LOCAL EMPLOYMENT OFFICER - AUPALUK** (PERMANENT, PART-TIME POSITION 25 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.

### QUALIFICATIONS

- 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:** Aupaluk  
**Salary:** Min: \$28,431/year, Max: \$46,085/year (Class 5). Based on 1300 hours/year.  
**Benefits:** Cost of living differential: Min: \$9,711/year. Based on 1300 hours/year;  
Food allowance: Min: \$3,053/year. Based on 1300 hours/year;  
Annual leave trips: Max: Three (3) per person/year;  
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 resume in English before 5:00 p.m., February 12, 2024, to:**

**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.**