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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:

LOCAL EMPLOYMENT OFFICER
Permanent, full-time

Reporting to the Local Employment Officers (LEOs) Coordinator, the selected candidate is responsible for:

- Deliver a range of employment and training services to the residents of Kuujjuaraapik, including assistance with employment insurance, recruitment for job opportunities and vocational training programs, and information on training options.
- Provide employment counselling based on the identified needs of the local clientele;
- Assist with pension services registration and follow-up;
- Provide income security programs and services;
- Collect and compile statistics related to the overall employment situation in the region and the community;
- Perform other related duties as assigned by the Supervisor.

Requirements

- Secondary V diploma or equivalent work experience will be considered;
- Minimum of three (3) years administration work experience;
- Bilingual in Inuktitut-English or Inuktitut-French with strong verbal and written communication skills;
- Proficient with computers;
- Reliable and resourceful;
- Available to travel, when necessary, to other communities.

Place of work: Kuujjuaraapik

Salary: Minimum: $39,811/year – Maximum: $64,517/year (Class 5)

Benefits: Cost of living differential: minimum of $8 500 per year;
Food allowance: minimum of $1,838 per year;
Annual leave trips: maximum of three (3);
SPP: 6% employer, 4% employee;
Group insurance;
Vacation: 20 days per year;
Statutory holidays: 20 days including 10 days over the Christmas holidays.

Please forward your resume to:

Human Resources Advisor
Kativik Regional Government
P.O. Box 9
Kuujjuaq QC J0M 1C0
Fax: 819-964-2975
Email: humanresources@krg.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.

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