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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) is a supra-municipal organization with jurisdiction over the territory of Québec located north of the 55th parallel. The Legal, Socio-Judicial and Municipal Management Department of the KRG is currently seeking to recruit a candidate to work in Kuujjuaq in the capacity of:

LEGAL ADVISOR
(Permanent, hybrid, full-time position)

Under the supervision of the Assistant Director of the Legal, Socio-Judicial and Municipal Management Department, the responsibilities of the Legal Advisor include, without being limited to, the following:

SPECIFIC DUTIES:

- Draft legal documents such as calls for tenders, contracts, leases, agreements, policies, procedures, by-laws, ordinances, resolutions and any other documents for the KRG and/or the Northern villages;
- Draft legal opinions on various legal topics;
- Assist and provide legal technical assistance to the different departments and/or the Northern villages;
- Facilitate and coordinate capacity-building activities for the different departments and/or the Northern villages;
- Follow up on litigation files involving the KRG, the Northern villages or the Childcare Centres;
- Process insurance claims for the KRG, the Northern villages and the Childcare Centres and participate in the renewal of their insurance policies every year;
- Manage the Offence Management Bureau, on behalf of the Northern villages, process their statements of offences and act as their attorney before the court;
- Establish and maintain positive relationships with the representatives of the Northern villages;
- Perform other related duties as requested.

POSITION REQUIREMENTS:

- Member of the *Barreau du Québec*;
- Minimum of two (2) years of law practice, preferably in the municipal sector and/or insurance law
- Demonstrated leadership, organizational skills and initiative;
- Excellent problem-solving, decision-making, communication and analytical skills;
- Excellent oral and written communication skills in both English and French; knowledge of Inuktitut is an asset;
- Ability to work under pressure and respect deadlines;
- Be willing and available to travel in Nunavik and outside the region;
- Past work experience in a cross-cultural environment, preferably with native communities, will be considered as an asset;
- Proficient in the Microsoft Office Suite as well as other relevant software.

Place of work: Hybrid with travel in Nunavik

Salary: Min. $62,011 yearly – Max. $106,403 yearly (Class 10);

Benefits: Travel expenses and accommodation while working in Nunavik
Simplified Pension Plan: 6% employer, 4% employee;
Group Insurance;
Vacation: 20 days;
Statutory Holidays: 20 days, including 10 during the Christmas holidays.

Please forward your application/resume to:

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

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.