



## JOB OPPORTUNITY

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

### LEGAL ADVISOR - MUNICIPAL (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:

- Assist and provide legal technical assistance to the 14 Northern villages in Nunavik;
- Draft legal documents such as calls for tenders, contracts, by-laws, resolutions and any other documents for the Northern villages;
- Participate in the preparation of calls for tenders for the Northern villages and determine if received tenders are compliant;
- Draft legal opinions on various legal topics as required by the Northern Villages;
- Provide legal assistance during municipal elections;
- Facilitate and coordinate capacity-building activities for the Northern villages;
- Follow up on litigation files involving the Northern villages;
- Assist with insurance claims for the Northern villages 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;
- 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);

