



## JOB OPPORTUNITY

The Kativik Regional Government (KRG), a supra-municipal organization with jurisdiction over the territory of Québec north of the 55th parallel, is currently looking for a reliable and resourceful candidate to work in the capacity of:

### **Sanajit Project Officer** (Permanent, full-time position)

Reporting to the Sanajit Project Coordinator of the Sustainable Employment Department, the project officer serves as a resource for Sanajit Project participants and construction employers in Nunavik and liaises between contractors and workers. In cooperation with the Sanajit Project Coordinator, the project officer organizes and monitors the apprenticeship program. The project officer in particular has the following duties:

- Promote the different construction trades, make the general public aware of related job opportunities, and recruit participants for the Sanajit Project;
- Meet participants and help them to understand their rights and obligations;
- Assist participants and their families to complete the various forms and applications of the *Commission de la construction du Québec* (CCQ);
- Travel to different communities and visit construction sites, as needed, to ensure that all workers are registered and that apprenticeship program participants are properly monitored;
- Promote various training activities under the Sanajit Project and recruit participants in cooperation with local employment officers;
- Assist local employment officers with their construction-sector related duties;
- Make flight and accommodation reservations for participants in cooperation with local employment officers and the client relations officer;
- Help to quantify and evaluate the needs of workers in each construction trade on an annual basis;
- Receive from employers, analyse, and compile apprenticeship booklets;
- Update worker files and the Sanajit Project database regarding completed training activities and information received from contractors, the CCQ and local employment officers;
- Compile statistics on Inuit construction workers;
- Perform any other related duties as required by his/her supervisor.

#### **Requirements:**

- College diploma. Relevant and equivalent work experience will also be considered;
- Written and oral working knowledge of at least two (2) of the following languages: Inuktitut, English, and French;
- Excellent people and communication skills;
- Good computer skills;
- Willing to travel to the 14 communities of Nunavik;
- Knowledge of the construction sector is an asset;
- Work experience in cross-cultural settings, in particular in Aboriginal communities or in the North, represents a definite asset.

Place of work: Nunavik  
Wages: Minimum \$42,188 and maximum \$69,879 annually (Class 6)  
Benefits: Cost of living differential: minimum of \$8,500/year;  
Food allowance: minimum of \$1,839 /year;  
Annual leave trips: maximum of 3 per person;  
Simplified Pension Plan: 6% employer and 4% employee;  
Group insurance;  
Vacation: 20 days/year;  
Statutory holidays: 20 days including 10 days over the Christmas holidays.

#### **Please send your résumé to:**

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