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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 supramunicipal body with jurisdiction over the territory of Québec located north of the 55th parallel, is looking for an energetic and motivated individual to work in the capacity of:

## Project and Program Controls Specialist

**(Permanent - Full time)**

Reporting to the Director of the Municipal Public Works Department and working closely with the other employees of the Department. The Controls Specialist is responsible for the controlling and the monitoring of the portfolio of infrastructure construction projects and programs (roads, drainage, paving, bridges and culverts; solid waste disposal sites; municipal offices, repair garages and warehouses; drinking and waste water treatment plants, heavy equipment, etc.) for 14 Northern Villages. The Controls Specialist also prepares regular and occasional status and progress reports and funding applications and claims.

The duties and responsibilities of the Project and Program Controls Specialist include:

- Ensure administrative and financial follow-up of all applicable Government and Northern Villages agreements and programs (budget, agreements, resolutions);
- Produce reports for governments;
- Prepare all necessary claims for all programs and agreements and follow-up with governments;
- Produce project analyses, feasibility studies and project funding structure;
- Update, consolidate and develop the necessary tools for project management and administration;
- Assist MPW Project Managers on administrative and financial matters;
- Organize the initiation of any new project by following all the steps required;
- Prepare project and program progress reports and KPI analysis;
- Performs any other duties requested by the Department Director.

## Requirements:

- A university degree in a STEM, business or management discipline. A technical background combined with work experience and relevant achievements could be considered as an equivalent;
- A professional Project Management certificate such as PMP, PgMP, PfMP PMI-SP or equivalent;
- Possess at least three (3) years of relevant progressive work experience as project controller, manager or scheduler;
- Public organization related experience, particularly in municipal bodies, is a strong asset;
- Ability to process and maintain several files simultaneously in a structured and organized manner;
- Excellent ability to express concepts in plain language and actively listen to needs;
- Excellent adaptation skills;
- Initiative, independent and capacity for teamwork;
- Written and oral working knowledge of at least two (2) of the following languages: Inuktitut, English and French;
- Solid working knowledge of *Microsoft 365, including Power BI and Power Automate, is a strong asset*;
- Professional knowledge of a Project Portfolio Management system such as Microsoft PPM and/or Primavera P6, a certificate will be a strong asset;

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| **Place of work:** | Remote |
| **Salary:** | Minimum $63,716 and maximum $ 109,329 annually (Class 10) |
| **Benefits:** | Group benefits including Simplified Pension Plan;<br>Vacation: 20 days annually;<br>Statutory holidays: 20 days including 10 during the Christmas period. |

Please submit your résumé in English before May 21, 2025, at 5:00 pm to:

**Human Resources**
**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.*