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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 MANAGER INFRASTRUCTURE – NUNAVIK PARKS
(Permanent - Full time)

The Nunavik Parks Section, of the Renewable Resources, Environment, Lands and Parks Department of the KRG has the mandate to manage national parks in Nunavik, including operations and infrastructures.

Reporting to the Assistant-Director Park Operations of the Renewable Resources, Environment, Lands and Parks Department and working closely with the Maintenance Technician, the Park Operations Coordinators and Municipal Public Works department, the Project manager Infrastructure ensures the implementation, maintenance and monitoring of infrastructures and off road vehicle fleet for Nunavik Parks. Other duties and responsibilities include but not be limited to:

- Draft a master plan for physical assets management in parks, including preventive maintenance programs;
- In collaboration with the Maintenance Technician and the local Park Operations Coordinators, implement preventive maintenance programs;
- Plan and manage the implementation of parks infrastructure projects according to the parks' Master Plans and parks' Development plans (administration, compliance with deadlines, budget, rules, standards, project inspections by professionals, call for tenders preparation, construction and technical follow-up);
- Assist MPW in coordinating with Parks section for implementation of infrastructure projects under MPW responsibility;
- In collaboration with Assistant-Director and Park Directors, analyze and verify budget variance reports and forecast and allocate parks infrastructure budget;
- Coordinate the preparation of plans and specifications by external professionals;
- Coordinate the drafting of call for tender documentation;
- Coordinate the purchase of infrastructure material;
- Follow through on all administrative aspects associated with parks infrastructures: Infrastructure Agreement, service contracts, call for tenders and procurement procedures.
- Draft the annual infrastructure report, including the annual budget report;
- Perform any other related duty requested by his/her supervisor.

Requirements:

- A university degree in Architecture or building engineering. A technical background in those fields combined with work experience and relevant achievements could be considered as an equivalent;
- Project management experience is a required. Certifications such as Professional Project Management would be a definitive asset;
- At least three (3) years of relevant progressive work experience in project coordinator/manager and technical assistance;
- Excellent ability to express concepts in plain language and actively listen to needs;
- Ability to process and maintain several files simultaneously in a structured and organized manner;
- Have excellent organizational, analytical, problem-solving, and communications skills (verbal and written);
- Excellent adaptation skills and resourceful; Show initiative and autonomy, and possess strong team work skills;
- Be capable to work under pressure and meet deadlines;
- Written and oral working knowledge of at least two (2) of the following languages: Inuktitut, English and French
- Solid working knowledge of Microsoft Office, as well as other specialized software (AutoCAD, MS Project, etc.);
- Must be willing to travel in Nunavik;

Place of work:	Kuujjuaq
Salary:	Min: $60 205 yearly – Max: $103 305 yearly
Benefits:	Cost-of-living differential: minimum $8 500 annually. Food allowance: minimum $3 707 annually. Annual leave trips: maximum of 3 per person annually; Group benefits including Simplified Pension Plan; Vacation: 20 days annually. Statutory holidays: 19 days including 10 during the Christmas period.

Please send your résumé before **5:00 p.m., on May 12, 2023** 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.