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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 supra municipal body with jurisdiction over the territory located north of the 55th parallel, is now looking for a self-motivated and dynamic individual interested in joining the KRG to work in the capacity of:

SYSTEM ADMINISTRATOR
(PERMANENT, FULL TIME)

Under the supervision of the Assistant-Director – Information Technology section, the system administrator is responsible for, without being limited to, the following responsibilities:

- Ensure production server availability;
- Ensure proper data backups of all servers (backup schedule, data recovery and testing);
- Ensure adequate access and security measures over all systems including OS updates and antivirus;
- Ensure local and WAN network availability;
- Manage Firewall and Network infrastructure;
- Mentor support staff, providing guidance on their daily activities;
- Play a leading role in the implementation of new system following the project management concept;
- Ensure proper documentation of all systems related activities. Windows Server, SQL Server, Exchange…;
- Planning, documentation and maintenance of the disaster recovery plan (hardware & data recovery);
- Play an active role in creation, implementation and revision of IT policies and guidelines;
- Advise the Assistant-director on infrastructure changes and future requirements;
- Performing any related tasks as requested by the Assistant-Director.

QUALIFICATIONS

- College level diploma in computer technology;
- 5 years experience Supporting Windows Servers, Exchange and Cisco equipment;
- Microsoft Certifications;
- CompTIA A+ Certification;
- Experience with project management is an asset.

TECHNICAL REQUIREMENTS:

- Windows Server 2012/2016/2019 Administration;
- Active Directory Enterprise Administration;
- VMware ESXi (vSphere/vCenter) environments;
- Microsoft Exchange 2016 Server administration;
- Scripting in PowerShell, VBScript;
- Management of SAN and iSCSI Server Storage Arrays; Server and Network
- Network management: routers, firewalls, and switches
- Veeam Backup, Replication and Recovery;
- PRTG Monitoring;
- Web server configuration and management: Apache, IIS;
- Maintain Development/ Production environments for Web DevOps;
- Maintaining SQL Servers, SSIS/SSRS/SSAS projects and reports;
- MSQL Database Administration (Windows Server Cluster environment);
- Citrix;
- PowerShell scripting;
- Microsoft Certification's;
- Microsoft SharePoint;
- Microsoft Office 365 Experience;
- Network Administration: DHCP, DNS, TCP/IP, PPTP VPN, RDP;
- Cisco Unity Phone System.

** An employee is entitled to receive at least the Northern benefits allocated to an employee without dependants. An employee with dependants is entitled to benefits for her/his spouse and eligible dependants.*

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.

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PERSONAL QUALITIES / ABILITIES:

- Strong analytical capacity;
- Resourceful when troubleshooting;
- Team leadership;
- Ability to transfer his/her knowledge to others;
- Strong focus on customer service oriented personality;
- Good verbal and written communication skills;
- Written and oral working knowledge of at least two (2) of the following languages: Inuktitut, English and French;
- Must be available to occasionally work overtime, outside office hours and be available on call;
- Must be available to travel in Nunavik communities on occasion.

Place of employment:	Kuujjuaq
Salary:	Min. $52 734 – Max. $90 274 yearly (E9)
Other benefits:	Cost of living differential: Minimum of $8 500/year; Food allowance: Minimum of $3 707 yearly; Annual leave trips: Maximum of 3 per person yearly; Simplified Pension Plan: 6% employer, 4% employee; Group Insurance; Vacation: 20 days/year; Statutory Holidays: 19 days including 10 during Christmas holidays

Please forward your resume to:

Human Resources Department
Kativik Regional Government
P.O. Box 9
Kuujjuaq QC J0M 1C0
FAX: (819) 964-2975
E-mail: humanresources@krg.ca

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