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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:

SAAQ Service Coordinator
Sustainable Employment Department

Reporting to the Assistant Director, Services-Nunavik of the Sustainable Employment Department, the selected candidate assists the Department Director with the strategic and operational management of the SAAQ program, which includes evaluation & road safety sectors. The selected candidate, in particular, has the following duties:

- Act as a liaison between the Kativik Regional Government, the SAAQ and the clientele;
- Act as an advisor on road safety awareness to partners in their community, such as police services, public and Para public organizations, other organizations, and associations;
- Develop and maintain lasting relationships with all stakeholders in the community in order to promote the improvement of the road safety record;
- Convey the SAAQ's values, road safety priorities and communication axes in order to maximize the impact of awareness messages;
- Mobilize partners on the main themes of the Road Safety Prevention Strategy;
- Ensure the confidentiality of accessible personal information;
- Collaborate in the analysis and formulation of recommendations on partnership proposals from regional communities;
- Contribute to the planning and development of road safety awareness resources specific to their community and prepare related documents and reports;
- Actively participate in various working groups or committees on road safety.
- Ensure the implementation of road safety awareness activities developed by the SAAQ or in collaboration with partners, taking into account the SAAQ's road safety priorities and communication axes.

Qualifications

- Possess a High School Diploma
- Possess a valid class 5 Quebec drivers license
- Experience with SAAQ services will be considered an asset.
- Have experience with customer service.
- Ability to work autonomously and with minimum supervision
- Possess practical knowledge of *Microsoft Office* software as well as experience in writing reports.
- Possess leadership, judgment, and good communication skills
- Be able to communicate orally and in writing in French and at least one of the following languages: Inuktitut, English. Knowledge of Inuktitut will be an asset.
- Be available to travel frequently within Nunavik.

** SAAQ training will be provided **

Place of work: Kuujjuaq or Inukjuak
Salary: Minimum: $64 360-Maximum: $88 497
Benefits: Cost-of-living differential: minimum of $8 500 annually;
Food allowance: minimum of $3 707 annually;
Annual leave trips: Maximum of 3 trips per person annually;
Pension Plan;
Group insurance plan;
Vacation: 30 days annually;
Statutory holidays: 20 days including 10 days during the Christmas period.

Please submit your résumé in English before 5:00 pm on November 28, 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.