



## JOB OPPORTUNITY

The Kativik Regional Government (KRG), a supra municipal body with jurisdiction over the territory located north of the 55th parallel. The Department of Communications is now looking for a self-motivated and dynamic individual interested in joining the KRG to work in the capacity of:

### SENIOR TRANSLATOR (PERMANENT, FULL-TIME POSITION)

The successful candidate will ensure projects are executed to a high standard while organizing resources and supervising third-party providers to certify quality translation and interpretation work and make sure projects are delivered on time. Under the supervision of the Coordinator, Communications, the Senior Translator is responsible for including but not limited to, the following duties:

#### RESPONSIBILITIES

- Responsible for English-Inuktitut translations and liaison with external provider;
- Support the Coordinator in the managing, updating and follow up of the translation;
- Update all relevant budget and cost information using the budget tools provided;
- Make relevant recommendations to the Coordinator in order to ensure the cost effectiveness of translations;
- Liaise with external language professionals and freelance translators in order to coordinate their work assignments, oversee their workload and make sure assignments are completed on time;
- Proofread, plan, schedule and monitor translation projects and perform quality checks on files;
- Provide translations from English to Inuktitut of texts as necessary for different mediums such as:
  - Posts on KRG Facebook pages and websites or other media;
  - Requests from all KRG departments as well as KRPF;
  - Press releases;
  - Internal documents, guidelines, training material and video excerpts;
- Schedule and monitor the quality of work of freelance interpreters;
- Maintain and update list of freelance Inuktitut translators and interpreters;
- Respond to queries concerning translations and interpreters;
- Complete urgent translation requests;
- Perform any other related tasks as requested by the Coordinator.

#### REQUIREMENTS

- Bachelor's degree in translation or equivalent relevant work experience;
- Membership in a relevant professional Translator's association, will be considered as an asset;
- Complete fluency in Inuktitut and English both oral and written;
- Experience in coordinating workloads or experience in a similar role in the language industry;
- Experience of translation quality assurance, proofreading or copy editing;
- Proven ability to multitask, prioritize and stay calm under pressure;
- Excellent computer literacy with an understanding of relevant tools and programs;
- Previous experience working within a government agency or institution, is considered an asset.

<b>Place of employment:</b>	Nunavik
<b>Salary:</b>	Min. \$44,511 – Max. \$75,701 yearly (Class 8)
<b>*Benefits:</b>	Cost of living differential: minimum of \$8,500 per year; Food allowance: minimum of \$1,840 per year; Annual leave trips: maximum of three (3) per person per year; SPP: 6% employer, 4% employee; Group insurance; Vacation: 20 days per year; Statutory holidays: 19 days including 10 days over the Christmas holidays.

Please submit your résumé with a cover letter before 5:00pm, on March 15, 2022 to:

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

*\* 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.***