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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) is a supra-municipal organization with jurisdiction over the Quebec territory located north of the 55<sup>th</sup> parallel. We are currently looking for a dynamic and reliable person to work in the capacity of:

### SENIOR PROGRAM OFFICER (PERMANENT, FULL-TIME POSITION)

Reporting to the Assistant Director - Programs of the Sustainable Department and working closely with the other employees of the Program section, the selected candidate is responsible for, among other things to:

- Estimate training needs in the region and develop activities and training courses to meet those needs;
- Promote training programs in the region, work closely with concerned organizations, and help employers develop their project and training plans;
- Assess and recommend pertinent projects and training courses, monitor the activities and financial aspects and provide evaluations on the project results;
- Keep informed about the various programs and projects related to employment and training, and transmit the information to employees involved;
- Prepare various reports and financial statements as needed over the year and at the end of the fiscal year, providing the necessary documentation for the annual report;
- Perform other related duties, as required, by his supervisors.

### REQUIREMENTS

- University degree in a related discipline (administration, education or community development). Exceptional relevant work experience will also be considered;
- Minimum of five years of related experience (social and economic development, training experiences, project management, etc.);
- Have good working knowledge of criteria and management of all federal and provincial employment programs;
- Written and oral working knowledge of at least two (2) of the following languages; Inuktitut, English and French;
- Be able to work in a computerized environment.

**Place of work:** Kuujjuaq

**Salary:** Min. \$51,077 – Max. \$86,867 yearly (Class 8)

**Benefits:** Cost of living differential: minimum of \$8,500 per year;  
Food allowance: minimum of \$3,903 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: 20 days including 10 days over the Christmas holidays

Please forward your résumé in English before 5:00 pm on September 9, 2023, to:

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



