



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:

SERVICES NUNAVIK OFFICER (PERMANENT, FULL-TIME POSITION)

Under the supervision of the Assistant Director of the Sustainable Employment Department, and in conjunction with the Team Leader, the Services Nunavik Officer will complete a training to develop skills and knowledge required to fill the position. The duties of the Services Nunavik Officer include without being limited to:

- Informing clients about the different programs offered by both Service Canada and Services Québec such as: employment insurance, family allowances, social insurance numbers, adoption, old age pension and old age security;
- Acquire a good knowledge and understanding of the Act respecting Individual & Family Assistance, related standards, regulations and policies, and clients' rights, obligations and recourses;
- Analyze applications submitted by residents in all Nunavik communities in both provincial and federal programs offered by the department's mandate;
- Providing various employment and training services to the population: giving support to clients to identify their interests, opportunities in vocational programs, skills, employment or training in order for them to access the labour market or re-integration;
- Gathering statistics on the general employment situation within the region as well as on clients in the community by entering data on MESS computer system and File Maker Pro program;
- Travel within Nunavik when required by supervisor and outside the territory for all matters related to the department's mandate;
- Public speaking to inform the population about services and employability in the region (FM, groups, classes, etc.);
- Perform other related duties, as required, by the Assistant Department Director.

QUALIFICATIONS

- Hold a Secondary V diploma or have equivalent work experience;
- Written and oral working knowledge of at least two (2) of the following languages: Inuktitut, English and French;
- Have office work experience (file forms, write reports, reading regulations, etc.);
- Have strong analysis and communication skills and be autonomous and reliable;
- Be willing to complete on-the-job training for at least six (6) months.

Place of work: Kuujjuaq

Salary: Min. \$44 712 yearly, Max. \$75 266 yearly (7)

Benefits: Cost-of-living differential: minimum \$8 500 annually;
Food allowance: minimum \$3 903 annually;
Annual leave trips: maximum of 3 per person annually;
RRSP: 6% employer, 4% employee;
Group Insurance;
Vacation: 20 days/year;
Statutory Holidays: 20 days, including 10 during Christmas holidays.

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.

