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Administration régionale KATIVIK Regional Government
P.O. Box 9 KUUJJUAQ (QUÉBEC) CANADA J0M 1C0

The Kativik Regional Government (KRG), which has its main offices in Kuujjuaq, is currently looking for a reliable and analytical candidate to work in the capacity of:

TEAM LEADER, PROGRAMS
PERMANENT FULL-TIME POSITION

Reporting to the Assistant Director of Programs of the Sustainable Employment Department, the Team Leader, Programs is responsible for the management of employment and training files. The selected candidate allocates work to program officers and acts a resource person, making sure that applicable criteria and procedures are followed. The Team Leader, Programs is also collaborated in the preparation of internal and external reports. Specifically, the selected candidate must:

- Review new applications according to the applicable criteria
- Allocate the application to program officers ensuring the optimal distribution of among program officers.
- Review the recommendations of program officers and ensure that all required documentation is on file.
- Prepare and present projects recommended for approval to the Executive Committee and the Council.
- Assess and monitor active files and provide support to the program officers
- Review payment requests submitted by program officers.
- Review all files prior to closure and ensure that all required documentation is present.
- Validate the accuracy of information contained in the *File Maker Pro* database and ensure that it is up to date.
- Act as a programs resource person for internal and external inquiries including the management programs email
- Act as a temporary replacement for program section tasks
- Perform any other duty requested by the supervisor.

QUALIFICATIONS

- University diploma in a relevant field (administration, education or community development). Extensive work experience and relevant achievements could be considered in the absence of a diploma.
- At least five years of relevant work experience.
- Ability to transfer knowledge.
- Good analytical and organizational capacities, and a proactive approach.
- Practical knowledge of *Microsoft Office* software.
- Knowledge of *File Maker Pro* is considered an asset.
- Verbal and written fluency in two of the following languages: Inuktitut, English or French.

Place of work: Kuujjuaq.
Salary: Minimum $60,074 and maximum $102, 839 annually (Class 9).
Benefits*:
- Cost-of-living differential: minimum $7,477 annually.
- Food allowance: minimum $2,035 annually.
- Annual leave allowance: minimum 3.
- Retirement plan: 6.25% employer; 4% employee.
- Group insurance.
- Vacation: 20 days annually.
- Statutory holidays: 18 days including 10 during the Christmas period.

Forward your resume to:

Human Resources
Kativik Regional Government
P.O. Box 9
Kuujjuaq QC J0M 1C0
Fax: 819-964-2975
Email: humanresources@krg.ca

** 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.