



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:

**ASSISTANT DIRECTOR, HUMAN RESOURCES
(Permanent, Full-time)**

Reporting to the Director of Human Resources, the Assistant Director is responsible for overseeing and coordinating the day-to-day activities of the human resources team. The Assistant Director will lead and support the human resources team in their recruitment initiatives as well as their duties and in the areas of benefits management and payroll, and labour and employee relations. More precisely the Assistant Director will:

- Oversee daily HR operations, including collective agreement interpretation, and disciplinary processes.
- Assist in developing, implementing, and maintaining HR policies and procedures, providing coaching and guidance to managers and employees.
- Advise and support managers on HR policy interpretation and application.
- Manage performance processes, including annual reviews, feedback, performance improvement plans, and terminations.
- Support or lead programs related to recruitment, onboarding/offboarding, performance management, compensation, recognition, retention, organizational effectiveness, and health & safety.
- Identify professional development opportunities for employees and coordinate the delivery of learning and development activities.
- Manage the succession management plan for management level beneficiary employees.
- Oversee employment equity and pay equity programs to ensure legislative compliance.
- Contribute to strategic planning and departmental initiatives.
- Support the Director and act as proxy when required.

REQUIREMENTS

- University degree in Human Resources or in a related field or equivalent work experience will also be considered.
- Be a member in good standing and possess a recognized human resource professional designation.
- Five (5) years of demonstrated work experience managing a team.
- Work experience in a municipal or public sector organization and in a unionized environment.
- In depth knowledge of applicable legislation in Québec and Canada.
- Proven leadership and decision-making skills.
- Strong organizational skills and detail oriented.
- Working knowledge of Microsoft Office Suite.
- Experience in a cross-cultural or multi-ethnic environment will be considered an asset (preferably within indigenous communities)

Place of work: Kuujuaq
Salary: Min: \$ 107,958/year, max: \$ 148,426/year based on 35 hours/week
Other benefits: Cost of living differential: Minimum of \$8,500/year
Food allowance: Minimum of \$3,903/year
Annual leave trips: maximum of 3 per person annually
Pension Plan: RRSP
Group Insurance
Vacation: 20 days/year plus 10 days in lieu of overtime
Statutory Holidays: 20 days including 10 during Christmas holidays.

Please submit your résumé in English to:
Human Resources
Kativik Regional Government
P.O. Box 9
Kuujuaq (Québec) J0M 1C0
Email: hrdirector@krg.ca
Fax: 819-964-2975

We thank all applicants for your interest. However, due to the volume of applications only those individuals selected for an interview will be contacted.