



JOB OPPORTUNITY

The Kativik Regional Government (KRG) is a supra-municipal organization with jurisdiction over the territory of Québec located north of the 55th parallel. The KRG is currently seeking to recruit an autonomous and results-oriented candidate to work in the capacity of:

ASSISTANT DIRECTOR - INFRASTRUCTURE MUNICIPAL PUBLIC WORKS DEPARTMENT (Permanent, full-time position)

Reporting to the Director of the Department, the Assistant Director oversees the carrying out of projects and the smooth implementation of infrastructure programs in the northern villages in particular regarding drinking water and wastewater treatment, landfills, roads and buildings. The Department is also responsible for providing technical assistance under the Technical Assistance Program defined in sections B10 and B15 of the Sivunirmut Agreement, and the Assistant Director will primarily be responsible for managing that program. More specifically, the duties and responsibilities of the assistant director include:

RESPONSIBILITIES

- Assist the Director with the management of Department activities and work closely with northern village staff.
- Prepare and administer budgets and implementation timetables and ensure the monitoring of deadlines according to Department objectives.
- Supervise, coach, and mobilize the Department's staff and ensure the delivery of their tasks.
- In collaboration with the Assistant Director – Building Maintenance, coordinate technical assistance and support to municipal employees in the maintenance of their buildings.
- Provide technical assistance to the northern villages with a view to increasing the knowledge of municipal staff in particular regarding drinking water treatment, landfill management, as well as building and heavy equipment maintenance.
- Participate in the preparation and implementation of Department operational objectives.
- Ensure clear and transparent communication between stakeholders, such as Department staff, other KRG departments, northern villages and provincial-government departments and agencies.
- Assume the responsibilities of the department director in their absence.
- Any other tasks assigned by the department director.

QUALIFICATIONS

- A master's degree in civil engineering or another AEC discipline, or a bachelor's degree with considerable experience in a similar role in Northern Canada.
- At least five (5) years of experience with the implementation of municipal infrastructure projects, including three (3) years as a manager of a multidisciplinary team.
- Experience with Project Portfolio Management and/or Program management will be a strong asset.
- Candidates possessing professional certificate(s) in project, program and portfolio management, licenced members of a professional engineering or architecture association, and those with experience in public organizations will be prioritized.
- Written and oral working knowledge of at least two (2) of the following languages: Inuktitut, English and French;
- Tech-savvy and eager to implement new information technology into the work process.
- Capacity to work with a minimum level of supervision, and to collaborate with diverse teammates.
- Capacity to manage several files simultaneously and ensure the necessary follow-up.
- Work experience in multicultural and municipal environments is an asset.
- Available to frequent travel in and outside of Nunavik.

Place of work:	Kuujuaq
Salary:	Min \$116 523 – Max \$160 207/year (class 113)
Benefits:	Cost of living differential: Minimum of \$8 500/year Food allowance: Minimum of \$4 398/year Annual leave trips: maximum of 3 per person annually RRSP/SPP Group Insurance Vacation: 30 days Statutory Holidays: 19 days including 10 during Christmas holidays

Please submit your resume and cover letter in English and French to:

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

*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.*