



## JOB OPPORTUNITY

The Kativik Regional Government (KRG), a supramunicipal body with jurisdiction over the territory of Québec located north of the 55th parallel, is looking for a person with demonstrated leadership capabilities and strong analytical skills to work in the capacity of:

### **Coordinator, Cost-of-Living Program (Temporary Full-time position)**

Reporting to the Assistant Treasurer of the Finance Department, the Coordinator supervises all of the activities of the Cost-of-Living Program. The Coordinator is also responsible for the development and the implementation of measures aimed at reducing the cost of living in Nunavik. More specifically, the Coordinator will:

- Manage the planning and deployment of the Program's financial resources;
- Manage all aspects of the existing cost-of-living reduction measures, including but not limited to the approval of payment requests and ensuring the proper recording of transactions for accounting and reporting purposes;
- Develop and implement new measures to help reduce the cost of living in Nunavik;
- Provide training and guidance to Finance Department staff on the Cost-of-Living Program;
- Ensure professional relations and communications with a variety of stakeholders, such as Québec-government departments, and in Nunavik client groups, grocery suppliers and gasoline distributors;
- Prepare reports as required by the various stakeholders as well as by the KRG;
- Provide assistance to the Assistant Treasurer of the Finance Department and act as a content specialist in all matters related to the Cost-of-Living Program.

#### **Required qualifications:**

- A university degree in administration, finance or a related field; equivalent relevant work experience will also be considered;
- Minimum of five (5) years of relevant experience in administration, accounting or finance, or a combination of the above;
- Experience in budget follow-up and variance analysis will be considered an asset;
- Experience in managing Québec or federal-government programs will be considered as an asset;
- Working knowledge of Microsoft *Office Suite*;
- Written and oral working knowledge of at least two (2) of the following languages: Inuktitut, English and French;
- Strong analytical and problem-solving skills.

**Place of work:** Kuujjuaq.

**Salary:** Minimum of \$69,416 and maximum of \$95,446.

**Benefits:** Cost-of-living differential: minimum \$8 500 annually.

Food allowance: minimum \$3 707 annually.

Annual leave trips: maximum of 3 per person annually;

Simplified Pension Plan.

Group insurance.

Vacation: 30 days annually.

Statutory holidays: 19 days including 10 during the Christmas period.

Please send your resume to:

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