



## 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:

### INFORMATION TECHNOLOGY SPECIALIST (PERMANENT, FULL-TIME POSITION)

Under the supervision of the Assistant-Director – Information Technology section, the Information Technology Specialist is responsible for:

- Providing timely support to users who require technical assistance with computers and related devices;
- Ensuring adequate response time for IT support;
- Ensuring efficient maintenance and respect of KRG's IT standards throughout KRG's IT infrastructure;
- Maintaining and administering KRG's IT assets (computers, printers, copiers, fax, phone system, etc);
- Providing first level technical support to KRG employees;
- Managing users' accounts (creation, deletion, modifications and passwords management);
- Maintaining hardware/software standards and inventories;
- Creating and maintaining support documentation up to date;
- Assisting other sections or departments with technical duties as needed;
- Performing any related tasks as requested by the Assistant-Director.

### QUALIFICATIONS

- College level diploma in computer technology (or equivalent relevant work experience will be considered);
- A minimum of one (1) year of customer oriented IT support experience;
- Microsoft certification is considered as an asset;
- Good knowledge of Windows and Mac , of Windows server and of DHCP/DNS services and TCP/IP;
- Familiarity with Microsoft Active Directory, MS Exchange, LAN/WAN support and management (LAN/VPN, etc. as well as with wireless technology);
- A customer-service oriented personality (friendly, outgoing, and patient);
- The individual must be a good communicator, self-starter and reliable in attendance;
- Written and oral working knowledge of at least two (2) of the following languages: Inuktitut, English and French.

**Place of employment:** Kuujjuaq  
**Salary:** Min. \$44 511– Max. \$75 701 yearly (E8)  
**\*Benefits:** Cost of living differential: Minimum of \$8,500/year  
Food allowance: Minimum of \$3,453/year;  
Annual leave trips: Maximum of 3 per person/year;  
Simplified Pension Plan: 6% employer, 4% employee;  
Group Insurance;  
Vacation: 20 days/year;  
Statutory Holidays: 19 days including 10 during Christmas holidays.

**Please send your cover letter and résumé to:**

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