



**JOB OPPORTUNITY
INTERNAL / EXTERNAL POSTING**

The Kativik Regional Government (KRG) is a supra-municipal organization with jurisdiction over the territory of Québec located north of the 55th parallel. The Legal, Socio-Judicial and Municipal Management Department of the KRG is currently seeking to recruit a candidate to work in the capacity of:

**LEGAL ADVISOR - MUNICIPAL
(Permanent, full-time position)**

Under the supervision of the Assistant Director of the Legal, Socio-Judicial and Municipal Management Department, the responsibilities of the Legal Advisor includes, without being limited to, the following:

SPECIFIC DUTIES:

- Assist and provide legal technical assistance to the 14 Northern villages in Nunavik;
- Draft legal documents such as calls for tenders, contracts, by-laws, resolutions and any other documents for the Northern villages;
- Participate in the preparation of calls for tenders for the Northern villages and determine if received tenders are compliant;
- Draft legal opinions on various legal topics as required by the Northern Villages;
- Provide legal assistance during municipal elections;
- Facilitate and coordinate capacity-building activities for the Northern villages;
- Follow up on litigation files involving the Northern villages;
- Assist with insurance claims for the Northern villages and participate in the renewal of their insurance policies every year;
- Manage the Offence Management Bureau, on behalf of the Northern villages, process their statements of offences and act as their attorney before the court;
- Establish and maintain positive relationships with the representatives of the Northern villages;
- Perform other related duties as requested.

POSITION REQUIREMENTS:

- Member of the *Barreau du Québec*;
- Minimum of two (2) years of law practice, preferably in the municipal sector;
- Demonstrated leadership, organizational skills and initiative;
- Excellent problem solving, decision making, communication and analytical skills;
- Excellent oral and written communication skills in both English and French; knowledge of Inuktitut is an asset;
- Ability to work under pressure and respect deadlines;
- Be willing and available to travel in Nunavik and outside the region;
- Past work experience in a cross-cultural environment, preferably with native communities, will be considered as an asset;
- Proficient in the Microsoft Office Suite as well as other relevant software.

Place of work: Kuujjuaq

Salary: Min. \$55 932.70 yearly – Max. \$95 972.63 a year (Class 10)

Benefits: Simplified Pension Plan: 6% employer, 4% employee

Group insurance

Vacation: 20 days annually

Statutory holidays: 19 days including 10 during the Christmas period

Please send your resume before October 11th, 2022 to:

Human Resources Advisor

Kativik Regional Government

P.O. Box 9

Kuujjuaq QC J0M 1C0

Email: humanresources@krg.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.