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Administration régionale KATIVIK Regional Government
P.O. Box 9 KUUJJUAQ (QUÉBEC) CANADA J0M 1C0

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:

LOCAL EMPLOYMENT OFFICER - KANGIQSUALUJJUAQ
(PERMANENT, FULL-TIME POSITION)

Reporting to the Local Employment officers (LEOs) Ungava Coordinator, the selected candidate is responsible for, among other things:

- Provide various employment and training services to the population of Kangiqsualujjuaq: Give support to clients to identify their interests, skills employment or training in order for them to access the labor market;
- Inform and provide to the clients about the different programs offered by Service Canada: Employment Insurance, Social insurance number, Old Age Pension and Old age Security;
- Maintain and update the clients file using the File Maker Pro program;
- Inform the population about the Services and Employability in the region and community (FM, groups, classes, etc.);
- Perform other related duties, as required by the Supervisor.

REQUIREMENTS

- Secondary V diploma, work experience in related field is considered an asset;
- Minimum of three (3) years administration work experience;
- Written and oral working knowledge of at least two (2) of the following languages: Inuktitut, English and French;
- Good knowledge of Microsoft Office;
- Reliable and resourceful;
- Skills in public speaking (FM, groups, classes, etc.), is an asset.

Place of work:	Kangiqsualujjuaq
Salary:	Minimum: $38 651/year; maximum $62 638/year (Class 5)
Other benefits:	Cost of living differential: minimum of $11 834/year Food allowance: minimum of $4 354/year Annual leave trips: maximum 3 per person, annually; Simplified Pension Plan: 6% employer, 4% employee; Group insurance; Vacation: 20 days/year; Statutory holidays: 19 days including 10 days over the Christmas holidays.

Please send your resume to:

Kativik Regional Government
P.O. Box 9
Kuujjuaq QC J0M 1C0
Fax: 819-964-2975
Email: humanresources@krg.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.