



## 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, PART-TIME POSITION 30 HOURS WEEKLY)**

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.

<b>Place of work:</b>	Kangiqsualujjuaq
<b>Salary:</b>	Between \$35,908 and \$85,193/year (E5) based on 1560 hours annually.
<b>Other benefits:</b>	Calculated on a pro rata basis: Cost of living differential: minimum of \$8 500/year Food allowance: minimum of \$3 543/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 before 5pm, on June 17<sup>th</sup>, 2022:**

**Kativik Regional Government  
P.O. Box 9  
Kuujuuaq QC 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.***