



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 an energetic and motivated individual to work in the capacity of:

PROJECT MANAGER – MUNICIPAL INFRASTRUCTURE (permanent, full time, based in Kuujuaq)

Reporting to the Director of the Municipal Public Works Department and working closely with the other employees of the Department, the Project Manager – Municipal Infrastructure ensures the management and monitoring of infrastructure construction contracts for municipal infrastructure improvements (roads, drainage, paving, bridges and culverts; solid waste disposal sites; municipal offices, repair garages and warehouses; drinking and wastewater treatment plants, etc.); as well as Capital Projects. The Project Manager also delivers technical assistance to the Northern Villages (NV) regarding the operation of municipal infrastructure.

The duties and responsibilities of the Project Manager – Municipal Infrastructure include:

- Plan and manage the implementation of municipal infrastructure projects;
- Evaluate the needs of the NV and assist with prioritizing projects;
- Implement preliminary project stages with the NV (pre-project): programs, budget estimates, financing packages, etc.;
- Coordinate the preparation of plans and specifications by external professionals;
- Coordinate the drafting of the call for tender documentation;
- Liaise between professionals, contractors and NVs at all project stages;
- Ensure the overall monitoring of projects for project owners: compliance with deadlines, budgets, rules and standards, project modifications, project inspections by professionals, payments, financing, warranties, etc.;
- Perform any other related duty requested by their supervisor.

Requirements:

- A university degree in a construction-related discipline (Architecture, Engineering and Construction). A technical background combined with work experience and relevant achievements could be considered as an equivalent;
- Candidates with a Professional license or designations such as EIT, CET or Gold Seal will be prioritized; a professional Project Management certificate is considered an asset.
- Possess at least three (3) years of relevant, progressive work experience as a project manager or coordinator and giving technical assistance;
- Municipal project management experience, particularly in municipal infrastructure projects, is a vital asset;
- Ability to process and maintain several files simultaneously in a structured and organized manner;
- Excellent ability to express concepts in plain language and actively listen to needs;
- Excellent adaptation skills;
- Initiative, independent and capacity for teamwork;
- Written and oral working knowledge of at least two (2) of the following languages: Inuktitut, English and French
- Solid working knowledge of *Microsoft Office*, as well as other specialized software (*AutoCAD*, etc.);
- Working knowledge of MS Project;
- Available to travel frequently in Nunavik;

Place of work: Kuujuaq
Salary: Minimum \$63,716 and maximum \$109,329 annually (Class 10).
Benefits: Cost-of-living differential: minimum \$8,500 annually;
Food allowance: minimum \$4,216 annually;
Annual leave trips: maximum of 3 per person annually;
Group benefits including Simplified Pension Plan;
Vacation: 20 days annually;
Statutory holidays: 20 days, including 10 during the Christmas period.

Please send your résumé to:

**Human Resources
Kativik Regional Government
P.O. Box 9
Kuujuaq QC J0M 1C0
Fax: 819-964-2975
Email: 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.