



## 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](mailto: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.*