



## 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:

### **SERVICES NUNAVIK OFFICER** (PERMANENT, FULL-TIME POSITION)

Under the supervision of the Assistant Director of the Sustainable Employment Department, and in conjunction with the Team Leader, the Services Nunavik Officer will complete a training to develop skills and knowledge required to fill the position. The duties of the Services Nunavik Officer include without being limited to:

- Informing clients about the different programs offered by both Service Canada and Services Québec such as: employment insurance, family allowances, social insurance numbers, adoption, old age pension and old age security;
- Acquire a good knowledge and understanding of the Act respecting Individual & Family Assistance, related standards, regulations and policies, and clients' rights, obligations and recourses;
- Analyze applications submitted by residents in all Nunavik communities in both provincial and federal programs offered by the department's mandate;
- Providing various employment and training services to the population: giving support to clients to identify their interests, opportunities in vocational programs, skills, employment or training in order for them to access the labour market or re-integration;
- Gathering statistics on the general employment situation within the region as well as on clients in the community by entering data on MESS computer system and File Maker Pro program;
- Travel within Nunavik when required by supervisor and outside the territory for all matters related to the department's mandate;
- Public speaking to inform the population about services and employability in the region (FM, groups, classes, etc.);
- Perform other related duties, as required, by the Assistant Department Director.

### QUALIFICATIONS

- Hold a Secondary V diploma or have equivalent work experience;
- Written and oral working knowledge of at least two (2) of the following languages: Inuktitut, English and French;
- Have office work experience (file forms, write reports, reading regulations, etc.);
- Have strong analysis and communication skills and be autonomous and reliable;
- Be willing to complete on-the-job training for at least six (6) months.

<b>Place of work:</b>	Kuujuaq
<b>Salary:</b>	Min. \$40 330 yearly, Max. \$67 888 yearly (E7)
<b>*Benefits:</b>	Cost-of-living differential: minimum \$8 500 annually; Food allowance: minimum \$3 707 annually; Annual leave trips: maximum of 3 per person annually; RRSP: 6% employer, 4% employee; Group Insurance; Vacation: 20 days/year; Statutory Holidays: 19 days including 10 during Christmas holidays.

**Please send your résumé to:**

**Human Resources**  
**Kativik Regional Government**  
**P.O. Box 9, Kuujuaq Quebec 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.**