



## **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:

### **CIVIL SECURITY COORDINATOR**

Under the supervision of the Civil Security Director the Civil Security Coordinator oversees, assists and undertakes tasks related to the coordination and supervision of the activities of the Civil Security Section of the Kativik Regional Government. More specifically the Civil security coordinator:

- Coordinates and supervises Civil Security staff;
- Assists the Northern Villages in matters concerning civil security, Search and Rescue, fire prevention as well as in the maintaining and upgrading of the local Emergency preparedness plan;
- Implements and supervises a continuous training program allowing volunteer firefighters of Nunavik to obtain their Firefighter 1 classification;
- Ensures the implementation of the regional Fire Safety Cover Plan;
- Coordinates the preparation and implementation of the regional Emergency preparedness plan;
- Implements and supervises annual prevention programs with regard to civil security and fire safety;
- Acts as a representative of the KRG in matters related to regional civil security and fire safety;
- Identifies opportunities of improvement, formulate best practices and implement changes in work place for better efficiency and quality in compliance with the KRG's process and procedures;
- Takes part in the preparation and administration of budgets, implement timetables, and ensure the monitoring of deadlines;
- Participates as required in meetings that are held with Provincial or federal government representatives, regional organizations and other partners.
- Receives and review timesheets by validating the information and the accuracy before submitting them to the Director for approval and process by payroll;
- Review project invoices, recommending payment approval and/or following-up with contractors as necessary;
- Works within the requisition system to complete purchasing requisition and provide follow-up as required;
- Identifies training needs, assisting in development of training materials and provide training to sites as necessary;
- Performs any other related duties as required.

#### **The selected candidate must fulfil the following requirements:**

- University degree in a related field (Relevant work experience will also be considered);
- Minimum of three (3) years of relevant experience;
- Minimum of three (3) years of management experience;
- Working knowledge of the Microsoft Office Suite;
- Written and oral working knowledge of at least two (2) of the following languages: Inuktitut, English and French;
- Excellent planning, communication, analytical and organizational skills;
- Be available to travel frequently.



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

**Place of work:** Kuujuaq  
**Salary:** Min \$83 821- Max \$115 256 annually.  
**Benefits:** Cost-of-living differential: minimum \$8 500 annually.  
Food allowance: minimum \$3 707 annually.  
Annual leave trips: maximum of 3 per person annually;  
Simplified Pension Plan;  
Group insurance;  
Vacation: 30 days annually;  
Statutory holidays: 20 days including 10 during the Christmas period.

Please send your resume before 5:00pm on September 1, 2023 to:

**Human Resources**  
**Kativik Regional Government**  
**P.O. Box 9**  
**Kuujuaq QC J0M 1C0**  
**Fax: 819-964-2975**  
**Email: [humanresources@krq.ca](mailto:humanresources@krq.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.*