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

## JOB OPPORTUNITY

The Kativik Regional Government (KRG) is a supra-municipal organization with jurisdiction over the territory of Québec located north of the 55th parallel. The KRG is currently seeking to recruit a professional candidate to work in the capacity of:

### COORDINATOR, INFRASTRUCTURE AND PROJECTS FULL-TIME

Reporting to the Assistant Director of the Transportation Department, the Coordinator Infrastructure and Projects is responsible for the organization and monitoring of Airport Infrastructures, Marine Ports, Mobile Equipment and Associated Capital and Improvement Projects. The following description of work describes but is not limited to the responsibilities of the position:

- Contribute to the preparation of plans and specifications in various projects in providing to Ministère des Transports (MTQ) comments on projects at all stages of the process;
- Contribute to the feasibility analyses and studies on airport improvement projects according to Transport Canada regulations;
- Evaluate the additional human, technical and financial resources needed for each projects in order to update the Sivunirmut Agreement (Block funding);
- Develop and implement the *Plan during Construction Operation* (PCO) approved by Transport Canada;
- Ensure that all projects are free of deficiencies and completed according to the plans and specifications;
- Negotiate and prepare the renewal of leases and/or contracts for buildings and facilities owned by Transport Canada and the MTQ;
- Assist the Assistant Director in training and coaching of new management employees;
- Participate as required in the committee meetings that are held with MTQ.
- Manage and coordinate Capital Projects assigned to the Transportation Department.
- Manage and control facilities maintenance by other departments.
- Manage the Electrical and Vehicle maintenance and Capital replacement at the 13 MTQ airports.
- Coordinate and Schedule Rover (Backup) Observer/Communicators, Communicators and Maintainers for the 13 MTQ airports.

### QUALIFICATIONS:

- University degree in a related field, exceptional relevant work experience may be considered;
- Engineering Graduate in Mechanical Electrical or Structural engineering may be considered;
- Experience in project management may be considered an asset;
- Written and oral working knowledge of English and French, Inuktitut will be considered an asset;
- Very good working knowledge of the Microsoft Office Suite;
- Good knowledge in CAD program;
- Excellent analytical, organization and decision making skills;
- Good knowledge of Transport Canada regulations (TP312, CAR, SMS) considered an asset;
- Availability to travel throughout the Nunavik territory

**Place of work:** Kuujuaq  
**Salary:** As per applicable management working conditions  
**Other benefits:** Cost of living differential, annual leave trips, cargo allowance, RRSP, group insurance, 30 days of vacation plus 2 weeks of Christmas holidays, sick leave, etc.

Please submit your résumé in English to:

**Kativik Regional Government**  
**P.O. Box 9**  
**Kuujuaq (Québec) J0M 1C0**  
[humanresources@krg.ca](mailto:humanresources@krg.ca)  
**Fax: 819-964-2975**

*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.*