



POSITION:	ADMINISTRATION OFFICER
DEPARTMENT:	ADULT EDUCATION AND VOCATIONAL TRAINING
SALARY:	FROM \$63,402 TO \$84,533 DEPENDING ON EXPERIENCE AND QUALIFICATIONS
COMPETITION NUMBER:	AEVTADMOFF2211-01
LOCATION:	INUKJUAK
STATUS:	FULL-TIME REGULAR
STARTING DATE:	NOVEMBER 2022

Kativik Ilisarniliriniq (KI) is a school board offering educational services in the 14 communities of Nunavik.

The incumbent of this position assumes responsibility for the management of the adult sector students residence and education centre.

FUNCTION & DUTIES:

Under the supervision of the Director of the local adult and vocational education centre, the incumbent is responsible for:

- The planning, organization and execution of various administrative and technical activities related to management of the residence but also the education centre;
- Ensuring the implementation the school board’s rules and regulations;
- Preparation and distribution of reports, documents and statistics as requested;
- Managing and evaluating the staff under their responsibility;
- Ensuring the correct condition of material resources and the safety of the personnel and the premises;
- Maintaining effective communications with other sectors, administrative units and institutions;
- Ensuring the wellbeing of students and providing guidance relating to their issues;
- Any other tasks required by the supervisor.

QUALIFICATIONS:

- Diploma of college studies in a relevant field of study;
- Five years of relevant experience.

The Board may, at its discretion, waive any or all of the afore-mentioned qualification requirements if it finds a suitable candidate who is a beneficiary of the James Bay and Northern Québec Agreement and who accepts, as a condition of employment, to follow a training plan determined by the Board

OTHER REQUIREMENTS:

- Fluency in two of the three official languages of the school board (Inuktitut, English and French);
- Computer literacy (including Microsoft Excel);
- Driver’s license;

CLASSIFICATION / SALARY / BENEFITS:

Class 00-04* as per the working conditions of KI’s managers: from \$63,402 to \$84,533 annually depending on qualifications and experience. All benefits are prorated based on the percentage of the task.

<p>In addition to salary, you <u>may</u> be eligible to benefits such as:</p> <ul style="list-style-type: none"> • 30 days paid vacation • Up to 10 paid recuperation days • 2-week paid holiday period • Free parking • Employee and Family Assistance Program • Career development opportunities • Hybrid work schedule 	<p>and, when applicable, other benefits such as:</p> <ul style="list-style-type: none"> • Summer schedule • Northern premium • Food transportation allocation • Paid relocation benefits • Retention and attraction premium • Up to three (3) round trips to and from Nunavik
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DEADLINE FOR APPLICATION: November 28th, 2022, at 4 PM

To apply:

- 1) Visit our career website (<https://career.kativik.qc.ca/>) and click on “Apply”, OR
- 2) Send your CV to applications@kativik.qc.ca and indicate **AEVTADMOFF2211-01** in the subject of the e-mail.

Only the candidates under consideration will be contacted.