



Kativik Ilisarniliriniq ("KI") est une commission scolaire proposant des services éducatifs dans les 14 communautés du Nunavik.

La Commission scolaire peut à son gré ne pas tenir compte des qualifications précitées si elle juge adéquate la candidature d'une ou d'un bénéficiaire de la Convention de la Baie James et du Nord québécois (CBJNQ) et que la personne accepte de suivre un programme de formation déterminé par la Commission.

EXIGENCES :

- Maîtrise l’inuktitut et l’une des deux (2) autres langues officielles de la commission scolaire (français, anglais).
- Connaissance de la culture inuite;
- Expérience en recrutement;
- Expérience au sein d’une commission scolaire;
- Expérience en milieu syndiqué, un atout;
- Excellentes compétences en matière d’organisation et de gestion;
- Capacité de travailler de manière autonome;
- Être prêt à se déplacer fréquemment dans les différentes communautés du Nunavik.

CLASSIFICATION / SALAIRE / AVANTAGES SOCIAUX :

Classe 00-08* conformément aux conditions de travail des cadres de KI : de 101 612 \$ à 135 480 \$ annuellement selon les qualifications et l’expérience.

LE LOGEMENT N’EST PAS FOURNI.
(Les bénéficiaires inuits ont droit à une prime de logement.)

En plus du salaire, vous pourriez être éligible à des avantages sociaux tels que : • 30 jours de vacances annuelles • Jusqu’à 10 jours de récupération • 2 semaines de congé pendant la période des fêtes • Stationnement gratuit • Programme d’aide aux employés et à leur famille • Possibilités de progression de carrière • Horaire de travail hybride	Et, lorsqu’applicable, à d’autres avantages sociaux tels que : • Horaire d’été • Prime nordique • Allocation de transport de nourriture • Avantages pour frais de déménagement • Primes d’attraction et de retention • Jusqu’à trois (3) voyages aller-retour au Nunavik
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DATE LIMITE POUR POSTULER : Le 17 mars 2026 à 16h00

Pour postuler :

1) Visitez notre site web carrière (<https://carriere.kativik.qc.ca/>) et cliquez sur “Postuler”, OU

2) Envoyez votre CV à applications@kativik.qc.ca et indiquez **COORDRH2602-02** dans l'objet du courriel.

Nous communiquerons seulement avec les personnes dont nous aurons retenu la candidature.
****L’utilisation du masculin aux présentes découle uniquement d’une volonté de simplification linguistique***



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Kativik Ilisarniliriniq

POSITION:	HUMAN RESOURCES COORDINATOR
DEPARTMENT:	HUMAN RESOURCES AND PAYROLL
SALARY:	FROM \$101,612 TO \$135,480 DEPENDING ON EXPERIENCE AND QUALIFICATIONS
COMPETITION NUMBER:	COORDRH2602-02
LOCATION:	NUNAVIK COMMUNITY TO BE DETERMINED
STATUS:	FULL-TIME REGULAR
START DATE:	MARCH 2026

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

The Human Resources and Payroll (HR) Coordinator provides managers and employees assigned to him/her at the local level with the necessary, day-to-day support and guidance pertaining to HR management in the areas of recruitment, labour relations, and HR related projects.

FUNCTION & DUTIES:

Under the supervision of the Director of HR and in collaboration with the Assistant Director of HR, the Coordinator has the following responsibilities:

Recruitment

- Collaborate with centre directors to determine staffing needs, and update job postings, questionnaires, and other tools designed for local recruitment in collaboration with Montreal-based administration technicians;
- Coordinate the recruitment process, including advertising employment opportunities, selecting candidates, and overseeing onboarding at KI, until the end of the probationary period;
- Regularly provide the Talent Acquisition team with data and information concerning plans and activities designed for local recruitment, for monitoring and reporting purposes;
- Provide opinions, data, and information at the local and regional levels concerning recruitment trends and practices;
- Handle criminal background checks for employees, volunteers, and contractors;
- Make recommendations regarding the recruitment process to the supervisor and the Assistant Director.

Labour Relations

- Provide employees with support with regard to their working conditions (collective agreements, directives, retirement, group insurance), in particular through training and individual meetings;
- Acknowledge, analyze and forward requests or questions to the Labour Relations team in Montreal;
- Forward any feedback or comments to managers, as required;
- Participate in the disciplinary investigations, surveys relating to the work climate, and recording of grievances, as required;
- Participate in meetings and Labour Relations committees, as required;
- Ensure the implementation of health and safety rules and guidelines, and contribute to improving practices.

Payroll

- Provide managers and employees with the necessary information, guidance, and support concerning payroll-related matters, including the recovery of overpayments made to active employees.
- Ensure timely and accurate implementation of payroll-related measures and attendance management procedures, including, but not limited to, commencement forms, absence reports, and timesheet reports;
- Report any problems, discrepancies, or claims conveyed by employees;
- Contribute to the collection and management of Payroll files, data, and information.

Other

- Contribute to HR projects and initiatives;
- Execute any other tasks required by the immediate supervisor.

QUALIFICATIONS:

- Undergraduate degree in a relevant field attesting to a minimum of three (3) years of study, or hold a management position or senior management position;
- Five (5) years of relevant experience.

The School Board may, at its discretion, waive any or all of the aforementioned qualifications if it finds a suitable candidate who is a beneficiary of the James Bay and Northern Québec Agreement (JBNQA) and who accepts, as a condition of employment, to follow a training plan determined by the Board.

REQUIREMENTS:

- Fluency in Inuktitut and one of the other two official languages of KI (English, French);
- Knowledge of Inuit culture;
- Experience in recruitment;
- Experience in a school board;
- Experience in a unionized workplace (an asset);
- Excellent organizational and management skills;
- Ability to work independently;
- Be willing to travel frequently to the different communities of Nunavik.

CLASSIFICATION / SALARY / BENEFITS:

Class 00-08 as per the working conditions of managers at KI: from \$101,612 to \$135,480 annually depending on qualifications and experience.

ACCOMMODATION IS NOT PROVIDED BY KI.
(Inuit beneficiaries are entitled to a housing allowance.)

In addition to salary, you may be eligible to benefits such as: • Thirty (30) days paid vacation • Up to 10 paid recuperation days • Two-week paid holiday period • Free parking • Employee and Family Assistance Program • Career development opportunities • Hybrid work schedule	and, when applicable, other benefits such as: • 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: March 17th, 2026, at 4 PM

To apply:

1) Visit our career website (<https://carriere.kativik.qc.ca/>) and click on “Apply”, OR

2) Send your CV to applications@kativik.qc.ca and indicate **COORDRH2602-02** in the subject of the e-mail.

Only the candidates under consideration will be contacted.



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Kativik Ilisarniliriniq

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- 2) ᐸᓇᓂᓇᓂᐸᑦ ᐸᓇᓂᓇᓂᐸᑦ ᓇᓇᓄᓂᓂᐸᑦ applications@kativik.qc.ca ᐸᓄᓇᓂᐸᓂᐸ COORDRH2602-02 ᐸᓇᓂᓇᓂᐸ ᐸᓇᓂᓇᓂᐸᓄᓂᐸ e-mail.

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