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RÉGIE RÉGIONALE DE LA SANTÉ ET DES SERVICES SOCIAUX DU NUNAVIK
NUNAVIK REGIONAL BOARD OF HEALTH AND SOCIAL SERVICES

*The **Nunavik Regional Board of Health and Social Services** (NRBHSS), established under the James Bay and Northern Quebec Agreement (Chapter 15) and the Act respecting health services and social services, covers the entire territory north of the 55th parallel. Its mission is to adapt health and social services programs to the needs of the population and the realities of the region, and to ensure the efficient organization of resources available to the Nunavik region.*

The Regional Board is seeking to fill the following temporary assignment:

Administrative Technician
Planning and Programming Directorate Secretariat
Posting 2026-112

MANAGEMENT AND SERVICE: PLANNING AND PROGRAMMING DIRECTORATE, #41001 – PLANNING, PROGRAMMING AND ADMINISTRATION

DESCRIPTION

Under the authority of the Assistant to the Director of Planning and Programming, you will contribute to the smooth operation of the administrative office. You will assist your supervisor with administrative duties and provide administrative support to department staff, including formatting and linguistic revision in English and French of all documents produced by the Directorate.

You will also be responsible for coordinating the logistics of travel required by your Directorate and its members. You will manage the schedules of the management team members by coordinating meetings and handling the related administrative arrangements. Finally, your expertise will contribute to the activities of a dynamic and skilled team.

REQUIREMENTS

- For candidates who are beneficiaries of the **James Bay and Northern Quebec Agreement**, a combination of relevant education and experience may be considered;
- Must hold:
  - a Diploma of College Studies (DCS) in General Administration, Accounting and Management Technology, Office Administration, or another appropriate college-level discipline from an institution recognized by the appropriate ministry,
  - or a Diploma of College Studies (DCS) combined with a relevant undergraduate university certificate,
  - or a relevant Attestation of College Studies (ACS) of eight hundred (800) hours or more, combined with relevant experience in the field,
- At least three (3) years of relevant experience in similar duties;
- Excellent command of at least two of the three languages used in Nunavik (French, English, Inuktitut).

SKILLS AND PROFILE SOUGHT

- Excellent knowledge of the Microsoft Office suite;
- Strong teamwork and priority management skills;
- Demonstrated attention to detail and initiative;
- Excellent organizational skills.

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ADDITIONAL INFORMATION

- Please note that interviews may take place during the week of December 7 or the week of December 14, 2026;
- Work location: Relocation to the North is prioritized; however, remote work from the South may be possible depending on operational needs. Please note that travel to the North may be required depending on the activities of the service.

Candidates who are beneficiaries of the *James Bay and Northern Quebec Agreement* will have priority.

WORKING CONDITIONS

- Full-time temporary assignment (35 hours/week) for a period of six (6) months;
- Day shift;
- Salary in accordance with MSSS conditions and the candidate's qualifications **($27.78/hour to $37.08/hour).**

Northern Benefits: Employees who relocate to Nunavik are eligible for various bonuses, including **a retention bonus, a remoteness bonus, and a cost-of-living allowance.** For those hired more than 50 km from Kuujjuaq, low-cost housing is provided, along with reimbursement of moving and storage expenses. In addition, annual personal trips from Kuujjuaq to the point of employment are included, as well as other benefits.

For more information about our services and our region, please visit the Nunavik Regional Board of Health and Social Services website at: https://nrbhss.ca/en

Employees in the health and social services network are potentially eligible for the Nordic unpaid leave.

*** TO APPLY FOR POSTING # 2026-112, CLICK HERE ***

Interested candidates can submit their résumé between November 18 and December 2, 2026

Nunavik Regional Health and Social Services Authority – Human Resources
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