



POSITION:	INFORMATION TECHNOLOGY COORDINATOR
DEPARTMENT:	INFORMATION AND TECHNOLOGY SERVICES
COMPETITION NUMBER:	COORDIT1905-02
LOCATION:	KUUJJUAQ – NUNAVIK
STATUS:	REGULAR FULL-TIME POSITION
STARTING DATE:	MAY 2019

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

FUNCTION & DUTIES:

- Under the supervision of the Director of School Operations, the Information Technology Coordinator is responsible for the following tasks:
- Supervise the requirements related to the network and computer needs of the schools, vocational training/adult education centres, administrative offices in Nunavik and operations in Montreal.
- Coordinate the operation and support of land-based and wireless satellite Internet connectivity at all school board locations.
- Actively contribute to the deployment of new technologies.
- Manage lifecycle of hardware and software equipment and propose renewal plans.
- Continuously identify the needs of the school board's various facilities in terms of hardware and software equipment and ensure that the standards applicable to their respective uses are met.
- Supervise and improve the school board's broadband videoconferencing systems.
- Plan training sessions and/or workshops for school board staff.
- Develop a communication plan to announce technological changes, service interruptions and raise user awareness to comply with best practices in the IT industry.
- Prioritize and assign tickets to support staff while ensuring their follow-up.
- Manage a schedule for the deployment of IT technicians across the school board's various facilities.
- Assist in the development of an inventory of all IT assets and their identification.
- Manage the budgeting and demand for annual capital equipment (FET – Furniture Equipment Tools).
- Manage the school board's client-server and Internet-server applications and systems.
- Any other tasks assigned by the supervisor.

QUALIFICATIONS:

Five (5) years' related experience, including two (2) in an executive position.
University degree in computer science and/or educational technology.

The Board may, at its discretion, waive any or all of the above-mentioned 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:

- Good knowledge and experience of Windows and OSX operating systems and platforms, wide area networks, cloud technologies and security standards.
- Be able to communicate in at least two of the school board's working languages (Inuktitut, French, English).
- Be prepared to travel to Nunavik as needed.

CLASSIFICATION / SALARY / BENEFITS:

Class 7* in accordance with the working conditions of KSB executives: from \$79,447 to \$105,927 annually based on qualifications and experience.

In addition to salary, you may be eligible to other benefits such as:

- 25 days of annual vacation
- Up to 10 recuperation days
- 2 weeks of vacation during Holiday season

and, when applicable, other benefits such as:

- Summer schedule
- Housing
- Northern allowance
- Social trips
- Food cargo

All benefits are prorated based on the percentage of the task.

DEADLINE FOR APPLICATION IS: 4:00 pm, May 17, 2019

SEND APPLICATION BY EMAIL TO:

management@kativik.qc.ca

You must indicate COORDIT1905-02 in the subject of the e-mail.

**Human Resources
Kativik Ilisarniliriniq**

Only those candidates under consideration will be contacted.