

Trade Commissioner

Notice No. : 19-DELHI Trade-594

Section: International Business Development (Commercial)

Location: High Commission of Canada, New Delhi

Level: LES-09

Salary: Rs. 2,006,102/- per annum (non-negotiable)

Additional Benefits: 13th month bonus (equal to one-month salary), international working environment. Per current terms and conditions: a performance based yearly salary increase and paid overtime.

Issuance Date: 3 September 2019

Closing Date: 17 September 2019

Employment: Indeterminate (full time)

Hours of Work: 37.5 hours/week

OPEN TO:

- All employees of the High Commission of Canada and Canadian missions in India
- Individuals who are eligible to work in India
- Spouses/Dependants of Canada-based staff
- NOTE: The Government of Canada is committed to building a skilled, inclusive and diverse workforce and to pursuing employment equity. Diversity is our strength and all applicants who meet the qualifications below are encouraged to apply.

ALL APPLICANTS MUST:

- Meet the mandatory screening qualifications and mandatory rated qualifications stated below
- Have independent work authorization in India
- Be available to work overtime (at times including weekends) and for occasional travel within India

Mandatory Screening Qualifications:

Education: Master's degree from a recognized university with a major in a discipline related to the position such as Business Administration, International Trade, Commerce or Economics.

Language: Excellent verbal and written communication skills in English and Hindi

Experience: Minimum 5 years of relevant experience in any of the following areas:

- International business development, working with commercial, financial or government clients in international trade and/or investment promotion;
- Experience in developing relationships with clients and stakeholders, including preparing for and conducting meetings with internal and external contacts;
- Experience in planning programs with minimal supervision for at least one of the following: clients and partners, high-profile visits, trade shows, roundtable networking events, trade delegations;
- The use of modern technology and social media platforms for business development and trade promotion.

Computer Skills: MS-office (including Word, Excel, PowerPoint, Outlook), Social Media.

Mandatory Rated Qualifications:

Knowledge:

- Knowledge of the local business environment and community as well as international trade and investment opportunities in India
- Knowledge of Canada's footprint in India and Canadian commercial policy and international business trade and issues.
- Knowledge of the role of Canadian Trade Commissioner Service in advancing Canadian commercial interests and in attracting foreign investment;
- Knowledge of Canada's trade and investment promotion policies and programs;

Ability:

- Ability to work independently with limited supervision, as well as set and achieve specific targets.
- Ability to plan and organize programs for high level visits, business delegations, events, seminars, workshops, B2B meetings with minimal supervision;
- Ability to independently research, analyze and synthesize information, in order to provide strategic advice, briefings and written reports to management and/or clients on business opportunities and international business issues;
- Ability to provide advice to clients on business opportunities & market entry strategies that consider industry regulation and sector specific knowledge;
- Ability to respond flexibly and imaginatively to challenges.
- Ability to coordinate conflicting priorities within tight deadlines and meet work targets.
- Ability to establish effective interpersonal relationships within a team, with clients and external partners.

Personal Suitability:

- Professional Integrity – uphold the highest ethical standards in the workplace
- Judgement – make sound decisions in difficult situations
- Client Focus – address underlying Client needs
- Initiative/Resourcefulness – work creatively with minimal supervision
- Networking/Alliance Building – organize involvement of key players
- Teamwork and cooperation
- Adaptability & Flexibility
- Excellent planning, organizational skills

- Creativity, innovation and resourcefulness
- Available to work overtime (at times including weekends) and travel within India and abroad

Asset Qualifications:

(Candidates are encouraged to indicate how they meet the following criteria, where applicable)

- Experience and knowledge of Canadian and Indian agriculture and agri-food sectors.
- Experience and knowledge of Canadian and Indian infrastructure and transportation sectors.
- Ability to read, understand and communicate in French

Job Resume:

Summary: Canada’s Trade Commissioner Service (TCS) is a worldwide network of professionals in international business development (IBD), with preferred access to business knowledge and contacts, who are committed to advancing Canadian commercial and economic interests abroad. This position contributes to the delivery of the IBD program at the mission by delivering services to clients in accordance with TCS policies and guidelines, and Government of Canada policies and priorities for international trade, investment, and innovation, with the objective of helping Canadian clients make better business decisions abroad. Under the direct supervision of the Senior Trade Commissioner, the Trade Commissioner’s major responsibilities include:

- Supporting and contributing to the delivery of the IBD program at the High Commission of Canada in India to assist Canadian companies and firms in their international business endeavours
- Promoting trade, investment, and innovation collaboration between Canada and the countries of responsibility: India, Nepal and Bhutan;
- Providing high-quality services to Canadian companies;
- Identifying and qualifying business opportunities for Canadian companies, based on Canadian capabilities and TCS client needs;
- Organizing events and initiatives (including high-level visits of government officials, industry representatives, participation at trade shows and conferences, etc.);
- Contributing to analysis and reporting on economic, fiscal and trade issues;
- Providing timely input into the client relationship management database;
- Representing the High Commission in contact with nationals and officials of the countries of responsibility, or other interlocutors;
- Contributing to on-line/social media presence;
- Performing other related duties and supports the overall work of the Trade Program.

Please read the detailed job description attached.

Selection Procedure:

All applications will be carefully reviewed against the mandatory screening requirements and mandatory rated qualifications of the job. **Please submit a cover letter that clearly indicates how you meet the mandatory screening requirements. Please also submit an updated C.V. that will be used to validate the experience described in the cover letter. Failure to do so will result in the rejection of your application.**

Candidates screened in will be contacted for further assessment, which may include tests to assist the selection board in assessing the applicant's qualifications, skills and language ability. In addition, a personal interview designed to evaluate each applicant's knowledge, abilities, competencies and personal suitability for the position. In addition, reference verifications will be conducted.

The results of this competition may be used to establish an eligibility list to staff similar openings at the High Commission of Canada, which may arise in the twelve (12) months following the completion of this competition. This eligibility list can be extended by management, due to operational requirements.

****Note that the candidates will only be contacted through the email address provided in their application. Please check your mailbox regularly for any information.****

Conditions of Employment (MUST BE MET):

The appointment of the successful candidate will be subject to a Reliability Check (RC) obtained by the Management. An offer of employment will not be made until the RC is finalized. To conduct the RC, the candidate will have to submit the following documents:

- **Police clearance certificate (Character Certificate)**
- **Letter of recognition from your bank stating your name, years of client service and your address**
- **Professional and educational certificates and mark sheets (i.e., academic transcripts)**

****Successful candidate must be available to start within 30 days of offer. ****