

**COMPETITION NOTICE**

The Embassy of Canada in Washington, D.C. is accepting applications to staff the position of Human Resources Officer, details as follows.

**Position title:** Human Resources Officer

**Section:** Common Service Delivery Point (CSDP- HR)

**Location:** Embassy of Canada, Washington, D.C.

**Position no:** EXT-424535

**Level:** LE-07

**Starting salary:** \$73,631 USD plus benefits

**Competition no:** 3468

**Date posted:** September 6, 2019

**Closing date:** September 17, 2019 06:00:00 PM EST.

**Employment Tenure:** Indeterminate

This staffing process may be used to create an eligibility list of qualified candidates for this position and for similar positions with various tenures, including indeterminate, term, assignment/ transfer, emergency, and acting opportunities at the Embassy. When you submit your application, you must specify all types of employment tenures for which you wish to be considered.

**APPLICATION PROCESS**

CANDIDATES CAN ONLY APPLY VIA THE LINK BELOW:

[www.wfca-tpce.com/vacancyView.php?requirementId=3468&source=PO](http://www.wfca-tpce.com/vacancyView.php?requirementId=3468&source=PO)

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**Open to:**

- Persons living in the greater Washington Metropolitan area.
- Employees of the Embassy of Canada in Washington, DC.
- Employees of any Canadian Mission in the United States. Relocation will not be paid in any circumstance.
- Spouses and dependents of Canada-based staff (CBS) at the Embassy of Canada.

## All applicants must:

- Have independent work authorization in the United States and status in accordance with United States protocol directives for foreign missions.
- Reside in the United States.
- Meet all of the Essential Requirements stated below.
- Submit a resume and a cover letter by the closing date and time. The covering letter must:
  - Demonstrate how you meet the essential requirements under Language, Education and Experience;
  - Confirm residency in the United States;
  - Confirm independent work authorization in the United States. (US Citizen, LPR, or specific visa categories as required by the Department of State for employment in a foreign mission)

**Note:** Failure to provide any of the information required above will result in your application being rejected. All communication relating to this process, including email correspondence may be used in the assessment of qualifications. Supporting documentation will be verified during the process.

## Summary of duties:

Under the direction of the CSDP Operations Manager; the CSDP-HR Officer will deliver operational services to support Staffing and Classification for the US-network of missions. The incumbent will support client missions in staffing activities by advising on recruitment strategies, selection criteria, and assessment tools. The HR Officer will advise on HR policies and procedures and contribute to resolution of issues. S/he prepares reports, drafts communications, and recommendations. S/he is responsible for management of information including proper record keeping and presentation of data and analyses when required.

The HR Officer provides Classification services by assisting missions with drafting job descriptions, reviews, and position changes etc. S/he coordinates the Classification process at the CSDP by supporting the Virtual Classification Committee with research/analyses, documentation, and reports. S/he liaises with the relevant stakeholders to ensure that position changes are processed correctly and completely via the departmental Committee on Representation Abroad (CORA).

The HR Officer will supervise one or more HR assistants.

## Essential requirements:

Candidates must demonstrate clearly how they meet the Language, Education, and Experience requirements listed below. All communication relating to this process, including email correspondence may be used in the assessment of qualifications.

### **Language:**

English

### **Education:**

A degree from an accredited college or university in Business, HR, or a related field.

### **Experience:**

- At least three years of recent and progressively responsible experience in a Human Resources discipline.
- Experience in recruitment, position classification or job analysis; and
- Experience with HR applications and databases, such as MS Excel.

### **Rated requirements:**

Candidates who meet the Education and Experience requirements will be assessed on the following qualifications. The assessment may be a written test, an interview, an in-basket exercise, a skills test, or any combination of these methods.

### **Knowledge:**

- Knowledge of HR principles and procedures including recruitment and/or classification; and
- Knowledge of computer software and systems, including HR applications and Microsoft Office Suite.

### **Abilities:**

- Communicate effectively in English, both orally and in writing;
- Establish and maintain good working relationships with internal and external clients;
- Analyse HR issues and propose resolutions. Provide strategic advice;
- Independently plan, organize, and implement multiple activities in a fast-paced environment;
- Ability to create and maintain complex spreadsheets and to manage HR applications and databases; and

- Ability to work under pressure and meet multiple and competing deadlines.

### **Personal Suitability:**

- Demonstrate integrity, respect, and discretion;
- Show initiative and focus on action/solution;
- Teamwork, collaboration, and interpersonal skills;
- Customer service orientation;
- Judgment and analytical ability;
- Focus on data integrity and details;
- Cross-cultural sensitivity; and
- Adaptability.

### **Asset Qualifications:**

- The ability to work in French will be considered an asset.
- HR certifications such as PMP, SHRM-CP or CEBS.
- Knowledge of Canadian regulations.

### **Selection procedure:**

The staffing process will consist of a review of all applications to ensure that applicants meet the essential requirements. **Failure to meet any of the essential requirements eliminates candidates from further consideration in the competition.** Only those applicants who meet these will be contacted by the Human Resources Section for an interview or other form of assessment of the Rated Requirements.

The assessment may include an interview, a written test and other tests that will consist of a series of questions designed to evaluate each applicant's knowledge, abilities and personal suitability for the position.

The Embassy offers a competitive salary plus leave and health benefits package. Leave includes paid vacation, sick, and family/personal leave. Health packages covers medical, dental, disability, and retirement. Other benefits include prime work location in proximity to Metro, standard 37.5-hour work week, on-sit parking, on-site gym with cardio and weight room, and on-site cafeteria. The Embassy promotes work-life balance and offers a dynamic and healthy work environment

The Embassy is committed to conducting inclusive, barrier-free selection processes.

## **Method of application:**

Apply online at <http://www.wfca-tpce.com/vacancyView.php?requirementId=3468&source=PO>

## **Condition of employment (must be met):**

- Eligibility for a Government of Canada Reliability Status which includes a criminal and credit background check; and
- Independent work authorization in the United States and status in accordance with U.S. protocol directives for foreign missions (US Citizen, LPR, or specific visa categories as required by the Department of State for employment in a foreign mission); and
- Availability to start immediately once the staffing process is complete

## **Hours of work:**

Normal hours of work for this position are in accordance with the Terms and Conditions of Employment for Locally Engaged Staff (LES) in the United States of 37.5 hours per week. The incumbent may be required to work overtime as needed.