

Commercial & Administrative Specialist (ONTARIO)

Notice No.: 19-DELHI Ontario-596

Section: ONTARIO

Location: High Commission of Canada, New Delhi

Level: LES 06

Salary: Rs. 865,429 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: 11 September 2019

Closing Date: 18 September 2019

Employment: Indeterminate

Hours of Work: 37.5 hours/week

OPEN TO:

- Individuals who are currently residing & eligible to work in India
- All employees of the High Commission of Canada and Canadian missions in India
- Note: The Public Service of Canada is committed to building a skilled and diverse workforce and promotes employment equity

ALL APPLICANTS MUST:

- Meet all of the mandatory screening qualifications and mandatory rated qualifications stated below
- Have independent work authorization in India

Mandatory Screening Qualifications:

Education: Graduation from a government recognized university with a degree in any discipline

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

Experience: Applicants must have **at least three (3) years of recent (within the last seven years)** relevant work experience as an Executive/ Program Assistant (or equivalent responsibilities) in a commercial, industrial, or government establishment or diplomatic mission with international presence.

The applicant **must** fulfil all the requirements mentioned below as a part of his/her work experience:

- Independently handling budgets, budget analysis, financial management and reporting procedures, vendor management of an independent program unit within a larger establishment (i.e. government department, commercial/business establishment, etc.);
- Experience in general office, administrative and event management procedures, including developing and maintaining a client database, following procurement processes, organising events, managing high level visits, etc.

Computer Skills: MS-Office (including strong Word, Excel, PowerPoint), MS Outlook, Internet.

Mandatory Rated Qualifications:

Knowledge:

- Knowledge of office organizational principles, filing, inventory control, communications logs, and accounting skills.
- Knowledge of Ontario's economic, political and cultural identity, including its key industrial sectors, trading partners and economic development objectives

Abilities:

- Ability to plan and organize workflow, effectively managing multiple and conflicting demands within tight deadlines;
- Ability to autonomously triage and effectively handle correspondence, including letters, faxes and e-mails;
- Ability to accurately prepare charts, tables, and work plans, and to maintain a calendar of activity and visit programs in an efficient and systematic manner;
- Ability to plan and organize programs & itineraries for visits, events, seminars, workshops, B2B meetings;
- Ability to work effectively with limited supervision
- Ability to work effectively in a team of self-starters with a desire to thrive to excellence, high-performance and personal and professional development

Personal Suitability:

- Display strong initiative, leadership and problem solving
- Professional Integrity
- Networking Skills
- Adaptability & Flexibility
- Judgement
- Communication Skills
- Commitment to Quality and Accuracy

- Interpersonal Relations and Respect
- Ability to travel occasionally domestically/ internationally as and when required

Asset Qualifications:

(Candidates are encouraged to indicate how they meet the following criteria, where applicable. Not a mandatory criteria.)

- Master degree in business administration, commerce, public administration, economics, or international trade
- Promotion of the international business development/trade agenda of a business, business association or governmental authority; consulting to businesses to increase their international market penetration; and, experience in trade promotion and foreign direct investment marketing and attraction
- Experience/ training in excel based accounting programs/ practices (i.e. synoptic journals, etc.) and knowledge of SAP based accounting programs
- Experience in public relations and working with a media agency
- Ability to read, understand and communicate in French

Job Resume:

Summary: Under the supervision of the Ontario Senior Economic Officer/Counsellor (Commercial Ontario), serves as Junior Commercial Officer and Executive Assistant to promote the economic interests of the Province of Ontario in India, and particularly those related to trade promotion and investment marketing and attraction. At the same time, the successful candidate will be responsible for the general administration of the Ontario International - New Delhi Trade & Investment Office, including, but not limited to, office organization, hands-on event administration and accounting duties related to co-location (such as financial record-keeping and reporting, vendor liaison, and budget monitoring and management). This position is therefore a hybrid of both a junior-level commercial officer and a senior-level administrative assistant. The successful candidate will have a skill set that is equally suited to both roles.

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, including: a personal interview with a series of questions designed to evaluate each applicant's knowledge, abilities, competencies and personal suitability for the position. In addition, tests may be conducted to assist the selection board in assessing the applicant's qualifications, skills and language ability. Reference verifications shall be conducted as a part of the hiring process.

The results of this competition may also be used to establish an eligibility list to staff similar openings at the High Commission of Canada, Delhi which may arise in the twelve (12) months following the completion of this competition.

Note that the candidates will only be contacted through the email 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. To conduct the Reliability Check (RC), the candidate will have to submit the following documents on being selected by the mission.

- **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)**