

Common Services (CS) Assistant

Notice No.: 19-CHADG CS-599

Section: Common Services

Location: Consulate General of Canada, Chandigarh

Level: LES 05

Salary: Rs. 629,067 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: 4 November 2019

Closing Date: 15 November 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: Government recognized University degree in any discipline.

Language: Fluency in English (oral & written), Hindi & Punjabi (oral).

Experience: At least **three (3) years of recent (within the past five (5) years)**, relevant work experience in the following areas in a similar position for a corporate or Government office:

- In providing general administrative duties including but not limited to logistics/facilities management and budget management
- In dealing with the public and customer/client service

Computer Skills: MS-office (including Word, Excel, PowerPoint, Outlook) and Internet.

Mandatory Rated Qualifications:

Knowledge:

- Knowledge of administrative and office procedures;
- Knowledge of basic financial procedures;
- Knowledge of event and visit management.

Ability:

- Ability to accurately prepare charts, tables, letters & reports;
- Ability to edit and format documents;
- Ability to research, analyze and evaluate information effectively;
- Ability to coordinate conflicting priorities/multitask within tight deadlines and meet work targets

Personal Suitability:

- Professional Integrity
- Adaptability & Flexibility
- Focus on quality & detail
- Client service
- Judgement
- Teamwork
- Thinking things through
- Interpersonal Communication

Asset Qualifications:

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

- Knowledge of French
- Experience in handling front office operations

Job Resume: Under the supervision of the Common Service Officer, the Common Service Administrative Assistant (LE-05) provides daily administrative support and services; creates and provides information and/or documentation; provides support for ongoing Common Service activities; responds to service requests from clientele and performs other duties as required.

Given regional focus of Common Services, supports administrative interactions and proactive cooperation between Regional offices (Bangalore, Mumbai) and the High Commission of Canada in New Delhi.

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 Consulate General, 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)**

****Successful candidate must be available to start within 30 days of offer. Candidates must be available to work overtime as and when required****