

COMPETITION NOTICE

The Embassy of Canada in Washington, D.C. is accepting applications for the position of Administrative Assistant, details as follows.

Position title: Administrative Assistant – Public Affairs

Section: Washington Secretariat / Public Affairs

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

Position no: EXT-308189

Level: LE-05

Starting salary: \$52,411 USD plus benefits

Competition no: 3690

Date posted: November 1, 2019

Closing date: November 10, 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=3690&source=PO

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 cover 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, Legal Permanent Resident (LPR), or specific visa categories (e.g. A-1) 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:

Located within the Public Affairs section of the Washington Secretariat, the Administrative Assistant supports the Counsellor, Public Affairs, and the Public Affairs section. The Public Affairs section supports the Embassy's efforts to promote and defend Canada's interests in the United States by coordinating advocacy spending across the Embassy, supporting advocacy across the U.S. network, and creating advocacy materials and products (e.g. brochures, posters, videos etc).

The Administrative Assistant provides accounting and budgetary support; coordinates work related to contracts; prepares financial claims; processes invoices and bills; contributes to the oversight and review of budgets; maintains comprehensive knowledge of office routines, procedures and functions of program; researches and compiles data; supports events and tracks logistics; and provides front-line client services.

The Administrative Assistant provides and creates routine information and documentation; provides administrative services and support; responds to routine service requests; and performs other duties, as required.

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 or diploma from an accredited university or college;

OR

A secondary school diploma and an acceptable combination of relevant experience and training.

Experience:

- A minimum of two years of experience providing administrative support services in a government or corporate office environment or equivalent
- Experience in financial processes such as invoice payments, processing travel or hospitality claims, preparing financial agreements, etc.;
- Experience organizing the logistics surrounding events and visits; and
- Proficiency in Microsoft Office Suite, specifically Word and Excel.

Rated requirements:

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

Knowledge:

- Knowledge of administrative and financial processes, such as record keeping, expense management, budget tracking, and the preparation of reports; and
- Knowledge of computer software, including Microsoft Office Suite specifically Word and Excel.

Abilities:

- Communicate effectively in English, both orally and in writing;
- Research, analyze and evaluate information effectively;
- Demonstrate attention to details;
- Plan and organize; and
- Prioritize work to meet multiple competing demands and deadlines.

Personal Suitability:

- Effective interpersonal skills;
- Sound judgment;
- Teamwork; and
- Integrity and respect.

Asset Qualifications:

- The ability to work in French would be an asset.

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-site 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=3690&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).

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.