

Recruitment Officer

Notice No.: 19-DELHI HR-603

Section: Human Resources

Location: High Commission of Canada, New Delhi

Level: LES 07

Salary: Rs. 1,146,164 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: 25 November 2019

Closing Date: 8 December 2019

Employment: One (1) year term, with the possibility of extension and/or 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: Master's degree/Post Graduate Diploma in Human Resources Management from a recognized Institution.

Language: A superior command of English & Hindi is essential both orally and in writing.

Experience: Minimum of four (4) years relevant work experience post qualification in a Human Resources Section at a similar position. The candidate must have supervisory experience.

Computer Skills: MS-Office, Social media skills (LinkedIn, Twitter)

Mandatory Rated Qualifications:

Knowledge:

- Knowledge of HR policies and procedures.
- Knowledge of Indian Government's Personnel related procedures and practices.
- Knowledge of Indian labour laws.
- Knowledge of using an integrated Human Resource Management System (HRMS)

Ability:

- Judgement.
- Conceptual Thinking
- Planning & Organizing
- Leadership & Team Management
- Client Service
- Communication

Personal Suitability:

- Stewardship
- Values & Ethics
- Focus on results / Initiative
- Adaptability

Job Resume:

Under the supervision of the Human Resource Manager, the incumbent plans & manages the recruitment and selection process for the High Commission's indeterminate and determinate staff including emergency staffing needs for middle and junior level positions; providing local guidance on performance management; act as advisor to managers and employees on HR issues; manage the induction program for new hires; maintain accurate and up-to-date statistics of staffing. The person supervises one locally engaged staff and together the team is expected to ensure that job descriptions of all employees are updated periodically and the exit formalities of all employees are done as per process, besides other assigned responsibilities. The position also acts as back-up to the HR Manager in his/her absence.

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)**