

Program Support

Notice No.: 20-BAGLR Migration-607

Section: Migration Services (Immigration)

Location: Consulate General of Canada, Bengaluru

Level: LES 04

Salary: Rs. 461,428 per annum (non-negotiable)

Issuance Date: 13 January 2020

Closing Date: 28 January 2020

Employment: Indeterminate (permanent), Term and Emergency Assignments

Hours of Work: 37.5 hours/week

The Consulate General of Canada is seeking candidates to meet its permanent and short term work opportunities.

OPEN TO:

- All employees of the High Commission of Canada and Canadian missions in India.
- Individuals who are eligible to work in India.
- NOTE: The Government of Canada is committed to building a skilled, inclusive and diverse workforce and to pursuing employment equity. Diversity is our strength and all applicants who meet the qualifications below are encouraged to apply.

ALL APPLICANTS MUST:

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

Mandatory Essential Qualifications:

Education: Government recognized University degree in any discipline.

Experience: Minimum 2 years' experience in providing administrative support in an office environment.

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

Language: Fluency in English language (written and oral).

Mandatory Rated Qualifications:

Knowledge:

- Knowledge of general office procedures and practices
- Knowledge of civil documentation (identity, education, employment, etc.)
- Knowledge of society and customs of India

Ability:

- Ability to analyze and interpret information quickly and efficiently according to established criteria and to determine next actions required
- Ability to provide administrative support
- Ability to set priorities, plan and organize work
- Effective interactive communication (oral, comprehension and written) in English

Personal Suitability:

- Integrity
- Judgement
- Adaptability & Flexibility
- Teamwork

Asset Qualifications:

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

- Ability to read, understand and communicate in French/ Hindi/ Kannada/Gujrati.
- Prior work experience in the visa section of any High Commission/ Embassy.

Job Resume:

Key activities: provides information and assistance to internal and external clients; enters and validates information in departmental on-line systems, reviews applications and documents, identifies shortcomings including incomplete applications, missing or irregular information; processes fees payments and prepares documents for refunding fees; maintains filing system, searches internal systems and accesses departmental websites to search or track information; utilizes automated tools; researches automated/manual information systems to support information gathering for the processing of the file/application; translates and interprets written and verbal information as required, provides assistance to colleagues and performs other duties.

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 of Canada, Bengaluru 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)**

****Candidates must be available to work overtime as and when required****