

Common Services Assistant (Material, Property and Procurement)

Job Title: Common Service Assistant (Material, Property and Procurement)
Job Ref.: 20-HAGUE-409374
Vacancy Type: Fixed Term, 37.5 hours/week (100%)
Term Details: This position is an LES (Locally Engaged Staff) position, subject to the Terms and Conditions of Employment for LES in the Netherlands. Initial fixed-term contract of 12 months with possibility to extend or become indeterminate.
Department: Embassy of Canada in The Hague, Netherlands
Number of Vacancies: 1
Job Category: Common Services
Level: Assistant
Classification: LE-05
Salary: €38,568 per annum plus vacation bonus
Location: The Hague, Netherlands
Closing date: February 16th, 2020 23:59 UTC/GMT

Summary of position:

Reporting to the Deputy Management and Consular Officer (DMCO), the Common Service Assistant (CSA) (Material, Property and Procurement) provides daily administrative support and services; provides and creates information and/or documentation; provides support for ongoing program activities; responds to service requests from clients and performs other duties as required. The CSA also contributes to the regional focus of the program by supporting administrative interactions and proactively cooperating with regional offices relating to normal job duties.

The incumbent:

- Provides administrative and support services to an internal client base on material management, property and procurement methodologies, practices and procedures.
- Uses information management software and databases to create and maintain accurate information related to material, property and procurement activities, ensuring adherence to departmental requirements, and for tracking and historical record purposes.
- Prepares and maintains lists and contact information in support of common service objectives; Interacts with customers, service providers, coworkers and supervisors and provides answers to routine questions or requests, verbally or in writing, using different communication devices and data system(s).
- Tracks and coordinates meetings, event and/or schedules (including with external service providers and contractors) at the Embassy and at other locations including Official Residence of Canada, Staff Quarters and warehouse.
- Conducts periodic visits and supervises contractual workers as required at properties owned or leased by the Embassy of Canada.
- Provides administrative and support services in the preparation of regular forecasts, annual budgets, and monthly financial reports related to material, property and procurement activities. Ensure efficient tracking of requests, work orders, invoices and payments related to material, property and procurement activities.
- Provides administrative and support services in the procurement/purchase of office supplies and equipment and in the preparation of property maintenance and procurement plans.
- Prepares, review and completes reports/documents/contracts/forms related to material, property and procurement activities; maintains appropriate record logs and enters the required information into data system(s);
- Advises supervisor of problems or inconsistencies with the data or information and suggests improvements to comply with existing or new requirements and to ensure cost effectiveness of processes; and informs others of new or changed information as and when required via approved communication channels.
- Acts as petty cash custodian for the section.

- Performs other duties as required. As directed by the DMCO, the incumbent may on occasion also be supporting the delivery of other common services (security, finance and/or human resources) and act as a back up during absences.

Area of selection:

Open to internal and external applicants who are legal residents or citizens of the Netherlands, who meet all of the essential requirements stated below, and whose applications are received by the closing date. Please note that the Embassy of Canada in the Netherlands does not sponsor work authorizations directly or indirectly. The Government of Canada is an equal opportunities employer and welcomes applications from diverse sections of the community. Candidates will be considered based on merit. Our organization offers an inclusive workplace where respect, teamwork, and collaboration are part of our culture. Canada's missions abroad are committed to promoting and supporting an environment free from harassment and discrimination, as well as encouraging and supporting employees to learn and develop their skills and competencies.

Essential qualifications:

Candidates will initially be screened against the essential qualifications relating to education, experience and language. It is insufficient to state that one simply meets the listed qualifications. Candidates must clearly demonstrate in their cover letter and CV how they meet each of these essential qualifications.

Education:

- Bachelor's degree or higher from a recognized university

Language:

- Fluency in English (oral and written)
- Fluency in Dutch (oral and written)

Experience*:

- Working in an office environment providing administrative support related to maintenance and/or accounts and/or contracting/procurement and/or general services;
- Working for a diplomatic mission and/or multinational corporation and/or international organization;
- Working in a client (internal and/or external) service delivery environment;
- Working with external suppliers and/or contractors.

*Experience means at least two (2) years of work experience within the past five (5) years with a minimum of one (1) year of continuous experience in the same position.

Rated Requirements

The Rated Requirements relating to knowledge, abilities and competencies will also be assessed. Methods of assessment may include, but are not limited to, a written examination, an oral interview, role-play, practical tests, presentations and/or psychometric assessment.

Knowledge:

- Excellent knowledge of Microsoft Excel
- Knowledge of contracting and procurement best practices
- Knowledge of budget planning, tracking and reporting
- Knowledge of Microsoft Office software besides Excel

Abilities and Competencies:

- Adaptability and flexibility
- Attention to details/thoroughness
- Autonomy and initiative
- Client focus

- Effective interactive communication in English – oral and written
- Innovation, creativity and problem-solving
- Interpersonal skills, tact and discretion
- Judgement, including ability to prioritize and meet deadlines
- Organizational skills
- Professional integrity, values and ethics
- Team-work and cooperation

Asset Qualifications:

Preference may be given to candidates who have the following asset qualifications. Where applicable candidates must clearly demonstrate how they meet any asset qualifications in their cover letter and CV.

- Degree or academic specialization in accounting, architecture, contracting, engineering, finance, procurement, supply chain operations management, project management or a similar field
- Experience using SAP
- Experience working with the Government of Canada
- Working knowledge of French (oral and written)
- Possession of a valid driver’s license in the Netherlands

Organizational Needs:

- Available to start work no more than one (1) month following receipt of a job offer
- Must be willing to work occasional irregular hours and overtime, and sometimes be available on call outside normal business hours
- Able to travel and attend off-site meetings

Condition(s) of Employment:

- Right to work in the Netherlands at the time of submitting application
- Able to obtain and retain an enhanced reliability security clearance*

*The following documents will required part of the security screening process for the successful candidate:

- VOG certificate
- Credit check
- Valid passport
- Certificate of Canadian Citizenship (if applicable)
- A recent passport photo
- Certificate(s) of employment/letter(s) and references
- Legalized school certificates/diplomas (for non-Canadian diplomas)

Important Notes:

How to apply:

- Candidates are required to upload a cover letter and CV in English or French. Applications which do not include the requested documents or information in the CV or cover letter will be rejected. Any additional information must be included as part of these two attachments.
- Candidates who are unable to submit their application due to technical difficulties must report these to: LES-E-Recruitment-LDN@international.gc.ca prior to the closing date. Failure to so will result in the application being rejected.

Important Notes:

- Please do not use a tablet or cell phone to submit your application, as mobile browsers are not supported by our on-line portal. Candidates should only apply using a laptop or desktop computer.

- Only applications submitted in one of the official languages of Canada will be accepted (English or French). Candidates are entitled to participate in the recruitment process in the official language of their choice and to indicate their preferred official language in their application.
- Communication for this process will be sent via email. It is the responsibility of the candidates to ensure accurate contact information is provided and updated as required.
- Candidates who apply to this vacancy should include an email address that accepts email from unknown users and regularly check their email, including spam folder.
- Reference checks will be sought for candidates that reach interview stage and may form part of the selection process.
- The Embassy of Canada in the Netherlands does not reimburse any travel costs to and from interviews/exams nor does it reimburse any relocation costs.
- Candidates requiring any special assistance in attending exams or interviews are requested to inform us.
- The results of this recruitment process may also be used to establish an eligibility list of qualified candidates for similar openings at the Embassy of Canada in the Netherlands which might arise in the 12 months following the completion of this recruitment process.

For local advertisements only:

- Applications will only be considered when received through our portal. Link for this job poster - <http://wfca-tpce.com/vacancyView.php?requirementId=####&>.