

## Trade Commissioner

**Notice No: 20-CHADG Trade-611**

**Section:** International Business Development (Commercial)

**Location:** Consulate General of Canada, Chandigarh

**Note:** 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.

**Level:** LES-09

**Salary:** Rs. 2,006,102/- per annum, 13<sup>th</sup> month bonus (equal to one month's salary), international working environment. Per current terms and conditions: a performance based yearly salary increase and paid overtime.

**Issuance Date:** 13 February 2020

**Closing Date:** 04 March 2020

**Employment:** Indeterminate (full time)

**Hours of Work:** 37.5 hours/week

**OPEN TO:**

- All employees of the High Commission of Canada and Canadian missions in India
- Individuals who are currently residing & eligible to work in India

**ALL APPLICANTS MUST:**

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

Shortlisted candidates should be able to participate in tests and/or interviews in Chandigarh; if not, we will try and accommodate if possible. If the successful candidate does not already reside in Chandigarh, he/she will be required to relocate to Chandigarh at own expense.

**Job Resume:**

This is an excellent opportunity be part of a strong and diverse team, working in the biggest network that Canada's Trade Commissioner Service has anywhere across the globe.

**Summary:** As an integral member of Canada's Trade Commissioner Service, the Trade Commissioner is responsible for promoting Canadian commercial interests in Northwest India.

Based out of the Consulate General of Canada in Chandigarh, the Trade Commissioner is part of a larger India-wide trade network who works under the general direction of the Consul General of Canada in Chandigarh and the Counsellor (Commercial) for North India based out of New Delhi. The Trade Commissioner supports Canada's international business development program and trade diversification strategy by promoting Canadian exports into the Indian market and Canada as an investment location and innovation partner. He/she also networks effectively with Indian government and business contacts to deliver results for new and existing Canadian clients in achieving commercial success in Northwest India to exponentially grow Canada's trade volumes with India.

Focussing on one or more trade sector(s), the incumbent will:

- Develop and expand knowledge of the local market and opportunities to advise, assist and respond to Canadian clients;
- Understand Canadian client capabilities and search out and identify significant commercial opportunities for them based on local opportunities;
- Develop and expand a network of contacts to contribute towards building Canada-India commercial linkages;
- Analyze diverse potential and actual business or market access problems encountered by clients, and develop creative strategies for resolving them;
- Plan and execute targeted outreach activities, events and official visits related to trade promotion, foreign direct investment (FDI), Canadian Direct Investment Abroad (CDIA), science and technology (S&T) and Innovation;
- Work with the trade policy and market access team to lobby and open up markets for Canadian products and services;
- Develop sector-specific strategies, participate in planning and priorities setting, manage a budget and report on results;
- Draft high quality briefings and speeches for the Head of Mission or clients;
- Optimize the use of available technology as part of a mobile, wireless and remote access workforce, to improve client services.

### **Mandatory Screening Qualifications:**

***Please submit a cover note with your candidature, clearly indicating how you meet the screening requirements mentioned in this section. Please provide clear examples. Failure to do so will result in the rejection of your application.***

**Education:** Master's degree from a recognized university.

**Language:** Superior command of written and oral English and Hindi is essential. Strong command of written and oral Punjabi.

**Experience: Minimum 5 years** of relevant commercial/business experience in any of the areas below.

- Trade and/or international business development and investment promotion;
- Promoting and marketing of goods, products and/or services;
- Planning and executing targeted outreach activities, events and official visits related to trade promotion, FDI, research and commercialization, S&T and Innovation;

### **Computer Skills:**

- MS-office (including Word, Excel, PowerPoint, Outlook), Internet
- Demonstrated expertise with social media, such as LinkedIn and Twitter.

## **Mandatory Rated Qualifications:**

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### **Knowledge:**

- Knowledge of the Indian business environment and community;
- Knowledge of Canada's footprint in India and the role of Canada's Trade Commissioner Service in advancing Canadian commercial interests;
- Knowledge of Indian government ministries as well as the trade and regulatory environment.

### **Ability:**

- Ability to work independently with limited supervision, as well as set and achieve professional/commercial targets;
- Ability to independently research, analyze and synthesize information, in order to provide strategic advice, briefings and written reports to management and/or clients on business opportunities and market entry strategies that consider industry regulation, sector-specific knowledge and international business issues;
- Ability to develop pipelines which result in commercial outcomes;
- Ability to establish effective interpersonal relationships within a team, with clients and external partners and to build and sustain a network of contacts;
- Ability to plan and organize programs for high level visits, business delegations, events, seminars, workshops, B2B meetings with minimal supervision;
- Ability to problem solve, coordinate conflicting priorities within tight deadlines and meet work targets.
- Ability to deal with senior level decision makers in Indian national and state governments as well as in the business community.

### **Personal Suitability:**

- Professional Integrity
- Adaptability & Flexibility
- Client Focus
- Initiative –Judgement
- Network/Alliance Building
- Planning/organizational skills
- Effectiveness/Achievement orientation
- Creativity, innovation and resourcefulness
- Interpersonal Relations & Respect

### **Asset Qualifications:**

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

- A Master's degree from a recognized university with a specialization in commerce, finance, business or economics
- Experience with the Canadian business environment
- Marketing and presentation skills
- Ability to read, understand and communicate in French

### **Operational requirements:**

- Available to work overtime (at times including weekends)
- Ability to travel domestically and internationally as required

**Selection Procedure:**

We are seeking high quality written applications to establish a shortlist for further testing. All applications will be carefully reviewed against the mandatory screening requirements and mandatory rated qualifications of the job.

Candidates who are 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 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 in Chandigarh which may arise in the twelve (12) months following the completion of this competition.

**\*\*Please note that:**

- **Applicants who do not have the required qualification and experience will not be considered;**
- Only shortlisted candidates will be contacted through the email provided in their application. No telephone inquiries will be dealt with. 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 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)**

**\*\*The successful candidate must be available to start within 30 days of offer.\*\***

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If contacted in relation to a job opportunity or testing, you should advise us in a timely fashion of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

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