

Trade Assistant

Notice No.: 20-HDRBD Trade-615

Section: Commercial (TRADE)

Location: Trade Office of Canada, Hyderabad

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 05

Salary: Rs. 629,067 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: March 16, 2020

Closing Date: March 30, 2020

Employment: Indeterminate (full time)

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

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: Graduation from a government recognized university.

Language: A superior command of English is essential, including excellent writing skills.

Experience: Applicants must have **at least three (3) years of recent (within the last five (5) years)** relevant work experience as an Executive/ Program Assistant (or equivalent responsibilities) in a commercial, industrial, or government establishment, or diplomatic mission with international presence. The candidate must have experience in general office, administrative and event management procedures, including developing and maintaining a client database, following procurement processes, organising events, managing high level visits, etc.

Computer Skills: Knowledge of MS-Office (Word, Excel, PowerPoint, Outlook), Internet.

Mandatory Rated Qualifications:

Knowledge:

- Knowledge of local government departments and agencies;
- Working knowledge of budgets and the principles of financial management.
- Knowledge of general office organizational and administrative procedures, research, editing and formatting documents.

Ability:

- Planning & organizing
- Information seeking
- Cooperation & Consultation
- Judgement

Personal Suitability:

- Professional Integrity
- Client Service
- Focus to details
- Adaptability
- Focus on results/Action oriented

Asset Qualifications:

(Candidates are encouraged to indicate how they meet the following criteria, where applicable. Not a mandatory criteria.)

- Ability to read, understand and communicate in Telugu.

Job Resume:

Reporting to a Trade Commissioner and supporting several sectors and functional areas of the Trade Commissioner Service in Hyderabad, the incumbent will provide administrative services; high level visit support; trade exhibition and other promotional event support; document management; research; operational contacts; financial monitoring and reporting;

logistics support for events; high level and business delegation visit programs coordination; pre-qualified service provider monitoring and assessment and 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 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, number of years of client service, and your address.**
- **Professional and educational certificates and mark sheets (i.e., academic transcripts).**