



**COMPETITION NOTICE**

The Embassy of Canada in Washington, D.C. is accepting applications for the position of Public Diplomacy and Advocacy Officer, details as follows.

**Position title:** Public Diplomacy and Advocacy Officer

**Section:** Public Affairs

**Location:** Embassy of Canada, Washington, D.C.

**Position no:** EXT-422214

**Level:** LE-09

**Starting salary:** \$103,214 USD plus benefits

**Competition no:** 4040

**Date posted:** 17 June 2020

**Closing date:** 7 July 2020 06:00:00 PM EST.

**Employment Tenure:** Indeterminate

This staffing process may be used to create an eligibility list of qualified candidates for this position and for similar positions with various tenures, including indeterminate, term, assignment/ transfer, emergency, and acting opportunities at the Embassy.

**APPLICATION PROCESS**

CANDIDATES CAN ONLY APPLY VIA THE LINK BELOW:

[www.wfca-tpce.com/vacancyView.php?requirementId=4040&source=PO](http://www.wfca-tpce.com/vacancyView.php?requirementId=4040&source=PO)

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**Open to:**

- Persons living in the greater Washington Metropolitan area.
- Employees of the Embassy of Canada in Washington, DC.
- Employees of any Canadian Mission in the United States. Relocation will not be paid in any circumstance.
- Spouses and dependents of Canada-based staff (CBS) at the Embassy of Canada.

## All applicants must:

- Have independent work authorization in the United States and status in accordance with United States protocol directives for foreign missions.
- Reside in the United States.
- Meet all of the Essential Requirements stated below.
- Submit a resume and a cover letter by the closing date and time. The cover letter must:
  - Demonstrate how you meet the essential requirements under Language, Education and Experience;
  - Confirm residency in the United States;
  - Confirm independent work authorization in the United States. (US Citizen, Legal Permanent Resident (LPR), or specific visa categories (e.g. A-1) as required by the Department of State for employment in a foreign mission)

**Note:** Failure to provide any of the information required above will result in your application being rejected. All communication relating to this process, including email correspondence may be used in the assessment of qualifications. Supporting documentation will be verified during the process.

## Summary of duties:

Canada and the United States share one of the most important bilateral relationships in the world. The Public Diplomacy and Advocacy Officer will be accountable for developing and implementing digital and public diplomacy initiatives and advocacy campaigns that help protect, build and enhance Canada's reputation in the United States and that advance strategic objectives with respect to the Canada-US relationship.

## Essential requirements:

Candidates must demonstrate clearly how they meet the Language, Education and Experience requirements listed below. All communication relating to this process, including email correspondence may be used in the assessment of qualifications.

### Language:

Advanced English proficiency

### Education:

Bachelor's degree from an accredited university or college in public policy, communications or another relevant field.

### **Experience:**

- At least five (5) or more years of progressively responsible professional experience in the government/congressional relations, lobbying or communication fields;
- Experience providing advice to senior level officials in the public, private or non-profit sectors;
- Experience advocating policy positions to senior level officials in the Congress and/or the Administration; and
- Experience coordinating specific advocacy campaigns, including framing the issue, setting goals, identifying strategic lobbying and advocacy targets, allies and opponents, developing messages and materials, undertaking outreach, and assessing progress toward objectives.

### **Rated requirements:**

Candidates who meet the Language, Education and Experience requirements will be assessed on the following qualifications. The assessment may include any of the following: written test, interview, in-basket exercise, skills test.

### **Knowledge:**

- Knowledge of best practices in lobbying and advocacy;
- Knowledge of political and economic issues and trends that affect policy-making in the U.S.;
- Knowledge of the U.S. federal legislative, regulatory, and policy procedures and practices; and
- Knowledge of key stakeholders and influencers in Washington D.C.

### **Abilities:**

- Clear thinker with the ability to anticipate issues and to devise strategies that get ahead of them;
- Ability to juggle multiple tasks without heavy guidance and deliver on deadline;
- Strong writing and presentation skills;
- Strong influencing and facilitation skills;
- Ability to lead multidisciplinary teams;
- Ability to organize public advocacy events;
- Ability to establish and maintain effective relationships with both internal and external stakeholders and clients at all organizational levels;

- Ability to absorb, digest and distil technical subject matter from a number of sources into clear and concise content; and
- Ability to manage and execute large, complex projects, including budget administration.

### **Personal Suitability:**

- Effective interpersonal relations;
- Initiative;
- Sound judgment;
- Tact and diplomacy;
- Flexibility and adaptability;
- Highly collaborative working style; and
- Detail-oriented.

### **Asset Qualifications:**

- Experience working on Capitol Hill and/or for a foreign embassy.
- Knowledge of major Canada/ United States' bilateral issues.
- The ability to work in French.
- A Master's Degree in Communications, Political Science, Economics or related field.

### **Selection procedure:**

The staffing process will consist of a review of all applications to ensure that applicants meet the essential requirements. **Failure to meet any of the essential requirements eliminates candidates from further consideration in the competition.** Only those applicants who meet these will be contacted by the Human Resources Section for assessment of the Rated Requirements.

The assessment may include an interview, a written test and other tests that will consist of a series of questions designed to evaluate each applicant's knowledge, abilities and personal suitability for the position.

The Embassy offers a competitive salary plus leave and health benefits package. Leave includes paid vacation, sick, and family/personal leave. Health packages covers medical, dental, disability, and retirement. Other benefits include prime work location in proximity to Metro, standard 37.5-hour work week, on-site parking, on-site gym with cardio and weight room, and on-site cafeteria. The Embassy promotes work-life balance and offers a dynamic and healthy work environment

The Embassy is committed to conducting inclusive, barrier-free selection processes. 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.

### **Method of application:**

Apply online at <http://www.wfca-tpce.com/vacancyView.php?requirementId=4040&source=PO>

### **Condition of employment (must be met):**

- Eligibility for a Government of Canada Reliability Status which includes a criminal and credit background check; and
- Independent work authorization in the United States and status in accordance with U.S. protocol directives for foreign missions (US Citizen, LPR, or specific visa categories as required by the Department of State for employment in a foreign mission).

### **Hours of work:**

Normal hours of work for this position are in accordance with the Terms and Conditions of Employment for Locally Engaged Staff (LES) in the United States of 37.5 hours per week. The incumbent may be required to work overtime as needed.