

Security and Emergency Preparedness Officer

Position title: Security and Emergency Preparedness Officer

Appointment Process Number: 2020-TAVIV-DT1

Employment Type: Indeterminate

Number of Vacancies: 1

Department: Security /Emergency Preparedness

Location: Embassy of Canada in Tel Aviv, Israel

Level: Officer

Classification: LE-07

Salary range: ILS 211,331 per annum + benefits

Details: This position is an LES (Locally Engaged Staff) position, subject to the Terms and Conditions of Employment for LES in Tel Aviv, Israel

Closing date: August 16, 2020 at 23:59 local time

Summary of Duties:

Under the direction and supervision of the Readiness Security Program Manager, the incumbent will: research, analyze and report on the security environment and developments in Israel; advise on operational security matters; execute or contribute to work and projects related to security, contingency planning and emergency response; develop and maintain an active network of operational security contacts; assist in the management of a locally-contracted guard force; and perform other duties as required.

Area of selection/eligibility:

This position is open to applicants who are eligible to work in Israel, and to all mission employees occupying an indeterminate or term position, who meet all of the essential qualifications stated and whose applications are received by the closing date.

Please note that the Embassy of Canada in Tel Aviv 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 on merit regardless of ethnic origin, religious belief, gender, age, sexual orientation, disability or any other irrelevant factor.

Essential Qualifications:

Candidates will be screened and evaluated against the Essential Qualifications relating to education, experience, language, knowledge, abilities and competencies. Candidates must clearly demonstrate in their cover letter and CV how they meet each of these essential qualifications.

Education:

- Successful completion of a Bachelor's-level university degree or an equivalent combination of education, training and security related experience.

Language:

- Fluency in English (written and spoken)
- Fluency in Hebrew (written and spoken)

Experience:

- A minimum of two years' experience in a role that includes substantive responsibilities in two (2) or more of the following areas:
 - Advising on safety, security, emergency management and/or duty of care issues affecting the organization, its personnel and/or its assets,
 - security /emergency management reporting, including researching, analyzing, synthesizing and drafting content for the purposes of supporting managerial decision-making;
 - administering physical resource and/or infrastructure projects relating to risk mitigation;
 - Advising personnel and/or management on liability and/or risk-mitigation;
 - Experience in an embassy or international organization providing advice to senior management on a range of issues
 - providing guidance across a variety of disciplines to civilians and officials;
- Experience in building and maintaining a network of professional contacts for the purposes of advancing the interests of the organization, preferably but not exclusively, in the security sector;

Rated Requirements

The Rated Requirements are part of the essential requirements and are relating to knowledge, abilities and competencies. Methods of assessment for rated requirements may include, but are not limited to, a written examination, an oral interview, role-play, practical tests, presentations and/or psychometric assessment.

Knowledge:

- Security environment throughout Israel and the region
- Government of Israel security governance and responsibilities
- Standard security mitigation features and practices for ensuring security of persons and physical property
- Practices and Procedures associated with working in a government/public service environment
- Conducting research using online resources and Microsoft Office Suite

Ability to:

- Communicate effectively
- Analyze and synthesize information effectively and efficiently
- Meet tight deadlines and work well under pressure with minimal supervision

Competencies:

- Initiative
- Effective team player
- Analytical Thinking and Problem Solving
- Accountability

Asset Qualifications

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

- Fluency in French
- Fluency in Arabic

Operational Requirements

Working hours are Monday to Friday, 37.5 hours per week

- Ability to work occasional overtime (evenings, weekends if necessary)
- Ability to travel and attend offsite meetings/work requirements.
- Available to deploy for fieldwork, potentially to locations requiring personal protective equipment.

Conditions of Employment:

- Able to obtain and retain a reliability clearance (security clearance)
- Must have a pre-existing legal status to live and work in Israel
- Must have and maintain a valid driving license

How to apply:

- Please follow the link http://chc.amris.com/wizards_v2/chc/vacancyView.php?requirementId=4083& and complete the online application form.
- Applications which do not include all of the requested documents or information will be rejected.
- Candidates who are unable to submit their application due to technical difficulties must report these to: CSDPDHHumanResources/RessourcesHumaines@international.gc.ca prior to the closing date. Failure to do so will result in the application being rejected

Important notes:

- 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 candidate to ensure accurate contact information is provided and updated as required.
- Candidates who apply to this selection process should include an email address that accepts email from unknown users (some email systems block this type of email).

- Reference checks will be sought for candidates that reach interview stage and may form part of the selection process.
- The Embassy of Canada in Tel Aviv does not reimburse any travel costs to and from interviews/exams nor does it reimburse any relocation costs.
- If candidates need any special accommodation for exams or interviews, please let us know in advance of these assessments.
- 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 Tel Aviv which might arise in the 12 months following the completion of this recruitment process.
- If you have any questions at any stage of the process please send an email to CSDPDHHumanResources/RessourcesHumaines@international.gc.ca