

Senior Foreign Policy and Diplomacy Service Officer

Position title: Senior Foreign Policy and Diplomacy Service (FPDS) Officer

Appointment Process N°: 2020-C9-LE9

Term Type: Indeterminate

Term Details: This position is a Locally Engaged Staff (LES) position, subject to the Terms and Conditions of Employment for LES in Pakistan

Department: Global Affairs Canada, High Commission of Canada to Pakistan

Number of Vacancies: 1

Classification: Locally Engaged Staff, level 9

Starting salary: 3,431,815 PKR per annum

Benefits: medical/dental and pension plan, 37.5 hours of work per week with vacation and sick leave entitlements. Great work-life balance opportunity!

Close date: September 27, 2020

Summary of Duties

Under the general direction of the Political Counsellor, the senior FPDS Officer:

- **Provides advice and analysis:** gather information in order to prepare high-quality analytical advice and reporting on emerging domestic and regional socio-economic, political, foreign policy and regional dynamics, in accordance with Canadian interests and priorities.
- **Maintains a network of local contacts:** to support this work, this position calls for an experienced officer with a wide knowledge of Pakistani society (including politics, economics, culture, and academia), with an ability to write clearly and concisely in English and Urdu;
- **Provides support to the Public Affairs section:** undertake advocacy and plan events: Help establish and maintain relevant networks, especially with individuals in cultural, academic, media, and civil society organizations, in order to effectively propose, organize, and reports on activities and events that further Canadian priorities.
- **Advises on anticipated audience reaction and anticipated impact of events:** support high commission's wide efforts to promote publicly about their events, in traditional and social media. The position requires a high level of interpersonal skills and ability to produce a range of products (including press releases and speeches).
- **Facilitates access to decision makers and support official visits:** Support diplomats and Canadian VIPs by proposing organizations and interlocutors that promote visit and outreach objectives.

Area of Selection/Eligibility

This vacancy is open to all external applicants residing to Pakistan and to all mission employees occupying an indeterminate or term position, including emergency employees. Before an offer of employment can be made, candidates must provide a local address as proof of residence in the country.

Candidates must have a valid work authorization covering the entire employment period. If the employment is indeterminate, the work authorization must be permanent or itself lead to a permanent work authorization. The High Commission of Canada in Pakistan does not sponsor work authorizations directly or indirectly.

The Government of Canada is an equal opportunity employer and welcomes applications from diverse candidates from across the community. Candidates will be considered on merit regardless of ethnic origin, religious beliefs, gender, age, sexual orientation or disability.

The Government of Canada offers an inclusive workplace where respect, teamwork, and collaboration are part of the organizational 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. Candidates must clearly demonstrate in their cover letter and resume how they meet each of these essential qualifications (see section "How to Apply" for specific instruction on the format of the cover letter and on how to apply).

Education:

- Masters' degree in a discipline related to political science, international studies, modern history, journalism, communications, economics, or another related field.

Languages:

- Fluency in English and Urdu (reading, writing and speaking)

Experience:

The candidate must have at least 5 years of experience:

- conducting research and strategic analysis on policy and public affairs issues and
- providing strategic advice, briefings, and written reports to management and/or clients;
- establishing, organizing/planning, and conducting meetings with key policy and public affairs experts and leaders;
- preparing strategic communications materials (speeches, briefs, key messages) for outreach and events;
- developing relationships with clients, stakeholders, and influencers; and
- working in a professional, cross-cultural environment (international organizations; NGOs, multinational companies, Embassies, think tanks or equivalent environment).

Computer Skills:

- proficiency in MS Office (including Word, Excel and Outlook);
- proficiency in using social media tools

Rated Requirements

Candidates who meet the Education and Experience requirements will be assessed on the following rated qualifications. Methods of assessment may include, but are not limited to, a written examination, an oral interview, role-play, practical tests, presentations and/or reference checks.

Knowledge of:

- Pakistani society and politics, including key stakeholders and of relevant issues (social, political, economic, academic, security, gender equality, human rights);
- local and regional political and economic dynamics; and
- managing the financial aspects of programming (e.g. working with budgets, tracking expenditures, and analyzing financial reports and budgets);

Abilities to:

- effectively engage in written, and oral communications in English and Urdu as well as proficient reading skills in both languages;
- analyze information and make recommendations;
- prepare formal written correspondence and analytical reports;
- translate documents and articles from Urdu into English; and
- interpret in English and Urdu.

Competencies:

- demonstrating integrity and respect;
- thinking things through;
- working effectively with others (e.g., working relationships with others and teamwork); and
- showing initiative and being action-oriented;
- adaptability and flexibility; and
- planning and organizing skills.

Selection Process

All applications will be carefully reviewed against the essential qualifications and the rated requirements of the job.

Candidates screened in will be called for further assessment, including a personal interview with a series of questions designed to each applicant's knowledge, abilities and competencies for the post. In addition, test 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.

Operational Requirements and Condition of Employment

1. The appointment of the successful candidate will be subject to a Reliability Check (RC), obtained by the management. To conduct a 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);
 - Professional affiliations.
2. The selected candidate must be available to work overtime and travel as and when required.
3. Candidates must have a valid work authorization to work in Pakistan covering the entire employment period. If the employment is indeterminate, the work authorization should be permanent or lead to a permanent work authorization.
4. Before an offer of employment can be made, candidates must provide a local address as proof of residence in Pakistan so that if selected, it will appear on the offer letter.

How to Apply

For this position, please follow this URL

http://chc.amris.com/wizards_v2/chc/vacancyView.php?requirementId=4183&

Candidates can fill in the application in English or French only. In addition, candidates must submit a cover letter along with their resume clearly indicating how they meet the essential qualifications in this section with clear examples. Failure to do so will result in the rejection of the application.

Cover letter:

- the cover letter must follow this format and should clearly explain how you meet all the mandatory criteria:
 - title (mandatory criteria)—Explanation in 150 words or less on how you meet the criteria with concrete examples that demonstrate how you meet each criterion. The maximum word count allowed for each of the criteria is 150 words. Failure to follow the format or answering with more than the word count will automatically lead to disqualification.

The mandatory criteria expected to be covered are (150 words max per bullet points):

- At least five years' experience conducting research and strategic analysis on policy and public affairs issues and in providing strategic advice, briefings, and written reports to management and/or clients.
- At least five years' experience establishing, organizing/planning, and conducting meetings with key policy and public affairs experts and leaders.
- At least five years' experience preparing strategic communications materials (speeches, briefs, key messages) for outreach and events.
- At least five years' experience developing relationships with clients, stakeholders, and influencers.
- At least five years' experience working in a professional, cross-cultural environment (such as an international organization, NGO, multinational company, embassies, think tanks or equivalent environment). (150 words max)

Candidates who are unable to submit their application due to technical difficulties must report these to: CSDPDHHumanResources@international.gc.ca prior to the closing date. Failure to do so will result in the application being rejected.

Note that the candidates will only be contacted through the email provided in their application. Please check your mailbox regularly for any information.

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 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 forming part of the selection process will be sought for candidates who reach interview stage.
- The High Commission of Canada to Pakistan does not reimburse any travel costs to and from interviews/exams nor does it reimburse any relocation costs.
- Candidates requiring any special accommodation for exams or interviews are requested to inform us upon being invited to the exam/interview.
- The results of this recruitment process may also be used to establish an eligibility list of qualified candidates for similar openings at the High Commission of Canada to Pakistan which might arise in the 12 months following the completion of this recruitment process.
- Please contact CSDPDHHumanResources@international.gc.ca should you have questions pertaining to this recruitment process.