

READINESS AND SECURITY PROGRAM OFFICER

Position title: Readiness and Security Program Officer (RSPO)

Appointment Process N°: 2020-KUWAIT-01

Term Type: Indeterminate

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

Department: Embassy of Canada in Kuwait

Number of Vacancies: 1

Job Category: Security

Level: Officer

Classification: LE-07

Salary range: KWD 15,946 (annual)

Location: Da'aiyah, Kuwait

Close date: September 23, 2020

Summary of Duties

This is a Readiness and Security Program specific position reporting to the Readiness and Mission Security Officer (MSO). The RSPO focuses on supporting the MSO in his/her duties. These duties relate to ensuring that the mission is always in a state of readiness to respond to international emergencies affecting Canadian communities abroad, as well as maintaining and enhancing the mission's operational and physical security.

Area of selection/Eligibility

This position is open to individuals who are currently legal residents in Kuwait, who meet all of the essential requirements stated below, and whose applications are received by the closing date.

The Canadian Government 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 initially be screened against the Essential Qualifications relating to education, experience and language. Candidates must clearly demonstrate in their cover letter and CV how they meet each of these essential qualifications.

Education:

- Government recognized Bachelor's Level University degree in any discipline

Language:

- Fluency in English (oral and written)
- Fluency in Arabic (oral and written)

Experience:

- At least 3 years experience in the past 5 years' in the field of Security and/or Emergency and/or Crisis Management.
- Experience in writing detailed reports for managers

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- Experience in developing and implementing operating procedures, processes, best practices and guidelines
- Experience in the collection and analysis of information
- Experience in developing a network of contacts and liaising with them.
- Experience in general office, administrative and financial management procedures.
- Experience conducting tasks such as organizing meetings, arranging logistics, reports, and letters

Rated Requirements

The Rated Requirements relating to knowledge, abilities and competencies will also be assessed. Methods of assessment may include, but are not limited to, a written examination, an oral interview, role-play, practical tests, presentations and/or psychometric assessment.

Knowledge of:

- Security and emergency management environment throughout Kuwait, including related governmental organisations
- Standard security mitigation features and practices for ensuring security of persons, information, and physical property
- Emergency management concepts, theories, and practices
- Financial administration, including budgeting, invoices and processing (basic knowledge only required)
- General office procedures, including text preparation and formatting, handling correspondence, letters, emails, and filing
- Kuwait customs, values, ethics qualities

Computer Skills:

- Microsoft Office: Excel, Word, Outlook and PowerPoint

Ability to:

- Conduct training for employees (all levels in the organization)
- Conduct research, online or otherwise
- Conduct vulnerability assessments
- Analyze problems independently and propose variable courses of action
- Meet tight deadlines and work under pressure
- Respond to sensitive emergency situations with urgency and discretion
- Act as liaison between the local security community and Canada Based Staff (CBS)

Qualities and Competencies:

- Practices discretion and sound judgement at all times
- Works well in teams
- Shows initiative
- Shows a high level of reliability, flexibility, and adaptability
- Promotes positive interpersonal relations
- Quality and detail-focused
- Strong planning and organizational skills

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Asset Qualifications

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

- Experience working in the administration of an international organization, governmental organization, diplomatic mission or embassy in the area of emergency management and/or security
- Experience working with a locally recruited guard force
- Experience obtaining quotes from security and emergency management and service providers
- Specialized education in corporate security, emergency management, or risk analysis

Operational Requirements

- Be able to work during the regular business hours of the mission
- Ability to work overtime, periodic evenings and weekends during high work load periods and emergencies
- Ability and willingness to travel in the country and/or region

Conditions of Employment

- Legally permitted to live and work in Kuwait
- Able to obtain and retain a Reliability Status Check conducted by the Embassy
- The Canadian Government cannot sponsor a candidate to obtain work authorization documents

How to apply

- Please follow the link http://chc.amris.com/wizards_v2/chc/vacancyView.php?requirementId=4199& and complete the online application form.
- Candidates are also required to upload a cover letter and CV in English or French. 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@international.gc.ca prior to the closing date. Failure to do so will result in the application being rejected.

Important notes

- Communication for this process will be sent via email. Candidate must 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 these types of email).
- Candidates selected at the screening stage will be invited for further assessment. Methods of assessment may include: a written examination, an oral interview, role-play, practical tests, and presentations.
- Reference checks will be sought for candidates that reach interview stage and may form part of the selection process.
- Please note that the Embassy of Canada in Kuwait does not sponsor work permits directly or indirectly.
- The Embassy of Canada in Kuwait not reimburse any travel costs to and from interviews/exams nor does it reimburse any relocation costs.

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- If you have a specific requirement in terms of attending exams or interviews, then please let us know in your application.
- The results of this competition may also be used to establish an eligibility list of staff for similar openings at the Embassy of Canada in Kuwait, which might arise in the 12 months following the completion of this competition.
- If any questions, please send us an email at CSDPDHHumanResources@international.gc.ca
- Incomplete Applications will be rejected.