



## Managing Director India - British Columbia Office

**Notice No.:** 20-BC Trade-617

**Section:** British Columbia (TRADE)

**Location:** High Commission of Canada in India, New Delhi

**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:** LE-Professional (LEP)

**Salary:** Rs. 3,859,782 per annum (non-negotiable)

**Additional Benefits:** The position is also eligible for an annual incentive of up to 2 times the monthly salary based on achievement of established goals and objectives. International working environment.

**Issuance Date:** September 15, 2020

**Closing Date:** September 30, 2020

**Employment:** Indeterminate (permanent)

**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

Short-listed candidates should be able to participate in tests and/or interviews in New Delhi at own expense. Other Government of Canada locations may be considered on an ad hoc basis. **The successful candidate will be required to relocate to New Delhi at own expense.**



## **Job summary:**

The Managing Director is a locally-engaged employee of the Government of Canada representing the Province of British Columbia in India. The position serves as British Columbia's most senior representative in India and is required to lead a team of trade and investment managers to plan, develop and deliver the Province of British Columbia's annual program of trade promotion and investment attraction activities.

The Managing Director leads the development and implementation of British Columbia's strategy for trade and investment in India. This involves developing strategic initiatives that advance and protect BC's commercial interests including but not limited to inbound and outbound executive visits, tradeshow and event organization and participation, promotional campaigns and related activities.

The Managing Director is the key liaison for British Columbia with Global Affairs Canada and senior-level contacts in industry, multi-national corporations, Indian federal and provincial governments, bi-lateral business Chambers and academia in India.

As a trusted advisor, the Managing Director provides policy advice to the Minister (Commercial), High Commissioner, Consuls General, and BC Senior Officials on advancing BC's economic interests in India. They ensure the British Columbia trade and investment program meets business needs; provides added value to British Columbian exporters by providing market intelligence and solutions to enable a sustainable presence of Canadian business in India. They also provide targeted advice to British Columbia businesses to enhance their competitiveness in the market.

## **Mandatory requirements:**

### **Education:**

- Master's Degree (MBA or equivalent) in business, economics or a related field from a recognized university.

### **Language:**

- Proficiency in English (reading, writing, listening and speaking)
- Proficiency in Hindi (reading, writing, listening and speaking)

### **Experience:**

- A minimum of fifteen years' experience of which at least eight years in the last ten years, in each of the following:
  - Experience in international business development, strategic business information collection, trade promotion and foreign direct investment attraction;
  - Experience managing client and stakeholder relationships and in providing business service support to small and large customers and clients;
  - Experience in project management; and,
  - Experience in providing strategic advice, briefings, and written reports to executive leadership/management and/or clients on international business issues.

### **Knowledge:**

- Solid knowledge of the British Columbia's export and investment opportunities in India;
- Knowledge of investment opportunities in British Columbia for Indian investors;
- Demonstrated knowledge of British Columbia's key economic sectors, businesses, geographic regions, economic strengths and interests in India;



- Knowledge of the role of government in attracting Foreign Direct Investment (FDI) and in promoting exports;
- Knowledge of the factors that influence investment, expansion and relocation decisions, and of Canada's value proposition for investors;
- Knowledge of trends and recent developments in the Canadian and Indian economies; and,
- Knowledge of customer management systems and the effective use of customer data and information.

#### **Abilities/skills:**

- Team supervision, including setting and monitoring performance objectives and providing daily oversight;
- Significant experience in developing, planning and coordinating international trade events and business missions;
- Effective communication skills (both written and verbal), strong presentation skills with experience in public speaking;
- Ability to engage with senior executives and interact effectively in senior level business meetings and events;
- Research & Analysis – Ability to conduct specialized research into a broad range of subject matter domains; and,
- Ability to break down problems into their components.

#### **Personal suitability:**

- Client Focus – Uses a long-term perspective
- Communication – interpersonal and presentation skills
- Effectiveness/Achievement Orientation – Takes calculated entrepreneurial risks
- Resilience and Adaptability
- Judgement within a Global Context – Applies advanced analytical strategies and exemplary judgement to complex issues
- Teamwork and Cooperation – Works to build team commitment and spirit
- Professional and Personal Integrity
- Networking and Alliance building

#### **Asset Criteria:**

##### **Preferred standing may be given to those candidates who also meet the following:**

- Clear and current understanding and experience providing advice to clients about conducting business in British Columbia and in India;
- Knowledge of bi-lateral trade and investment flows between Canada and India;
- Understanding of the business advantages of investing in British Columbia;
- Established network of key influencers and investors in industry, government and related organizations and associations in India; and,
- Completion or willingness to complete the Forum for International Trade Training (FITT) Certified International Trade Professional certificate.

#### **Organizational Needs:**

##### **Operational Requirement:**

- Must be available for occasional overtime outside normal working hours (i.e., evenings and weekends); and,
- Ability and willingness to travel domestically and internationally as required.
- Ability to obtain and maintain a valid visa for international travel and/or travel to Canada.



## How to Apply:

### 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).**

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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.

The Government of Canada is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a job opportunity or testing, you should advise us in a timely fashion of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.