

Political and Economic Officer

Position title: Political and Economic Officer

Appointment Process N°: 2020-RIYADH-02

Term Type: Indeterminate / Term

Term Details: This position is a locally engaged staff position subject to the Terms and Conditions of Employment for LES in Saudi Arabia.

*the list of qualified candidates from this selection process may be used to make indeterminate and term appointments in the upcoming months for similar positions

Department: Foreign Policy and Diplomacy Section (FPDS)

Number of Vacancies: 01

Job Category: LE

Level: 07

Classification: LE-07

Salary range: Starting salary SAR 144,393.00 gross per annum plus 13th month bonus, transportation and housing allowances

Location: Riyadh, Saudi Arabia

Close date: October 20, 2020

Summary of Duties

Under the supervision of the Political and Economic Counselor, this position is the mission's primary point of contact for all Embassy public affairs engagement including media inquiries; official visits and events; media analysis and related reporting; social media monitoring and engagement; development and maintenance of program contacts and translation of technical documents for official meetings by dealing with all four of the Embassy's countries of accreditation, namely: Saudi Arabia, Oman, Yemen and Bahrain. The position also shares supervisory responsibility for the section's program assistant and supports the implementation of the Canada Fund for Local Initiatives (CFLI) program for Yemen.

Area of selection/Eligibility

Open to all external applicants residing in the Kingdom of Saudi Arabia and eligible to work, and to all mission employees occupying an indeterminate or term position, including emergency employees.

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

Education:

Bachelor's degree from a recognized university. Preference for a degree in a discipline related to journalism, communications, or political science.

Language:

Strong command of spoken and written English and Arabic language.

Experience:

Minimum 3 years (within the past 5 years) of recent and relevant experience in the following areas:

- Conducting research and strategic analysis on policy and public affairs issues providing strategic advice, briefings, and written reports to management and/or clients;

- Planning and organizing communications strategies and programming activities;
- Monitoring and reporting on social media;
- Developing successful partnerships with public or private stakeholders and preparing strategic communications materials (speeches, briefs, key messages) for outreach and events.

Computer Skills:

MS-office (including Word, Excel, PowerPoint), MS Outlook, Internet and Social media tools

Rated Qualifications:

Knowledge:

- Knowledge of the current political and economic developments in Saudi Arabia, Yemen, Oman and Bahrain;
- Knowledge of analytical and research techniques to collect and analyse data and trends, including on social media, and to synthesize information;
- Knowledge of the Government of Canada's international mandate, objectives and priorities as well as knowledge of Canada, including Canadian interests in Saudi Arabia, Yemen, Oman and Bahrain;
- Advanced skills in Word, Internet research, e-mailing, Excel, Outlook and social media tools.

Ability:

- Ability to create and develop advocacy activities to raise Canada's profile on key priorities;
- Ability to write in English and Arabic, adapting language and style to various media, audience and circumstances;
- Ability to conduct research and analysis and produce communication materials in English and Arabic in various formats and for various audiences;
- Ability to plan, manage and coordinate projects, events, visits and activities;
- Ability to multi-task, manage time, prioritize and meet deadlines.

Personal Suitability:

- Professional integrity
- Initiative
- Judgement
- Adaptability & Flexibility
- Teamwork
- Networking Skills

Asset Qualifications:

(Candidates are encouraged to indicate how they meet the following criteria, where applicable)

- Ability to read, understand and communicate in French;
- Ability to use graphic design software to make posters, invitations and promotional materials;
- Experience in marketing/promotion.

Operational Requirements

- Must be willing and able to respond to emergencies after hours and on weekends;
- Hours of work: 37.5 hours per week (Sun to Thu);
- Ability to work overtime (evenings and weekends);
- Annual leave during summer period may be restricted due to operational needs;

- Ability to work in a diverse international and cultural environment;
- Willingness to undergo trainings;
- Understanding of values and ethics code of conduct.

Conditions of Employment

- Must be a legal resident of the Kingdom of Saudi Arabia and eligible to work therein;
- Valid passport and Saudi residency permit(Iqama);
- Iqama transfer required (Kindly note that the embassy sponsors all eligible indeterminate employees. Only professional Iqama can be transferred to the embassy. The embassy cannot transfer an applicant currently on a dependent Iqama - i.e. spouse or child);
- Obtain and retain an enhanced reliability clearance (security clearance);
- Successful completion of a one (1) year probation period;
- Successful candidates must pass a routine medical examination (funded by the Embassy).

How to apply

- Please follow the below link http://chc.amris.com/wizards_v2/chc/vacancyView.php?requirementId=4207& and complete the online application form. Candidates are also required to upload a CV and a covering letter.
- Applications which do not include all of the requested documents or information will be rejected. Candidates must demonstrate concisely in their cover letter how they meet the essential and asset qualifications.

Important notes

- Candidates are entitled to participate in the appointment process in the official language of their choice. They are asked to indicate their preferred official language in their application (English or French).
- 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.
- Please note that some email systems may block emails from unknown users. Candidates should include an email address that accepts email from unknown users and regularly check their email, including junk mail.
- Candidates selected at the screening stage will be invited for further assessment. 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.
- Reference checks will be sought for candidates that reach interview stage and may form part of the selection process.
- The Embassy of Canada in Riyadh does not reimburse any travel costs to and from interviews/exams nor does it reimburse any relocation costs.
- If candidates need any special assistance in terms of attending exams or interviews, then please let us know during the application process.
- 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 Riyadh, which might arise in the 12 months following the completion of this competition.
- If you have any questions at any stage of the process please send an email to CSDPDHHumanResources/RessourcesHumaines@international.gc.ca