

Public Diplomacy and Communication Officer

Notice No: 20-DELHI/FPDS - 619

Section: Foreign Policy and Diplomacy Service (**FPDS**)

Location: High Commission of Canada, New Delhi

Level: LES 07

Salary: INR 1,172,526 per annum (non negotiable)

Issuance Date: October 13, 2020

Closing Date: October 27, 2020

Employment: Indeterminate (Full time)

Hours of Work: 37.5 hours/week

OPEN TO:

- All employees of the High Commission of Canada and Canadian missions in India
- Individuals who are eligible to work in India
- Spouses/Dependants of Canada-based staff

APPLICANT MUST:

- Meet all of the mandatory screening qualifications and mandatory rated qualifications stated below
- Have independent work authorization in India
- Be willing to work overtime on evenings and weekends to attend and execute events

Mandatory Screening Qualifications:

Education: Master's degree/diploma in Mass communications and media or related field from a recognized university. A combination of education, training and experience is acceptable.

Language: Excellent verbal and written communication skills in English.

Experience: Minimum 5 years of work experience in general, with a minimum of one year recent experience (within the past 3 years) in at least 3 of the following areas:

- Experience in planning, organizing, marketing/promoting, executing and reporting related to advocacy and cultural activities.
- Experience in organizing press and media products

- Experience in organizing program elements of high level visits, which could include VIPs from India and/or other countries (executive, ministerial and/or head of state/head of government level)
- Experience in developing successful partnerships with media or public relations representatives.
- Experience in developing communication materials for various audiences or media, in particular social media products and events
- Experience in budgeting and financial management of projects

Computer Skills: Professional proficiency with MS-office (including Word, Excel, PowerPoint), MS Outlook, Internet and Social media tools, graphic design

Mandatory Rated Qualifications:

Knowledge:

- Knowledge of tools and techniques to stimulate participation and interest in programming public diplomacy and communication and media activities;
- Knowledge of project management, and ability to plan, manage and coordinate projects, events, visits and activities;
- Knowledge of the Government of Canada's international mandate, objectives and priorities as well as knowledge of Canada, including Canadian interests in India;
- Advanced skills in Word, Internet research, e-mailing, Excel, Outlook and, social media tools.

Abilities:

- Ability to create and develop advocacy activities to raise Canada's profile on key priorities;
- Ability to research and produce communication materials in English in various formats and for various audiences, including the use of graphic design software
- Ability to analyse and evaluate the public environment, policies, issues, programmes, practices and other information in order to provide advice and recommendations;

Personal Suitability:

- Judgement
- Initiative
- Professional Integrity
- Networking

Asset Qualifications:

(Candidates are encouraged to indicate how they meet the following criteria, where applicable. Not a mandatory criteria.)

- Ability to read, understand and communicate in French, Hindi, and/or Punjabi

Job Resume:

Summary: Under the direction of the Program Manager for Advocacy and Public Affairs, the Public Diplomacy/Communications Officer advises and supports the development, planning and execution of the Consulate's advocacy and public diplomacy activities, including those related to cultural diplomacy. With respect to communications related duties, the Officer engages local media, conducts regular media monitoring, and contributes to media strategies in support of key priorities, including the development and drafting of various communications products. The Officer works with the senior communications, advocacy and media officers support other priorities in the mission, including those of the amalgamated Department of Global Affairs Canada and the pan-India network of Canadian missions. The officer plans and coordinates official visits from Canada, accompanying officials and arranging meetings with key local interlocutors and media. In order to assist the Manager provide the best information and advice to FPDS program manager, Head of Mission, and to senior Canadian officials, the Officer monitors local political and economic developments, maintains a network of contacts in local governments in India, Nepal and Bhutan and contributes to reporting.

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.**

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

Candidates screened in will be contacted for further assessment, which could include: 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 across the India network which may arise in the twelve (12) months following the completion of this competition.

Conditions of Employment (MUST BE MET):

The successful candidate may be asked to work extended hours when/ as required.

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.

1. Police clearance certificate (Character Certificate)
2. Letter of recognition from your bank stating your name, years of client service and your address
3. Professional and educational certificates and mark sheets (i.e., academic transcripts)

PLEASE QUOTE COMPETITION:

Only applications received at the above address before the final date of submission and time will be considered. **Hard copy applications will not be accepted.**