

Administrative Assistant, Political and Economic Affairs

Job Title: Administrative Assistant, Political and Economic Affairs

Appointment Process N°: 2020-RIYADH-03

Salary: Starting at 90,674 SAR gross per annum plus 13th month bonus, transportation and housing allowances

Vacancy type: Term/Indeterminate

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

Level: Assistant (LE-05)

Section: Political and Economic Affairs

Classification: LE-05

Location: Riyadh, Saudi Arabia

Closing date for applications: November 27, 2020

Summary of position:

Under the supervision of the Political and Economic Counselor, is responsible for outreach, communications, scheduling, research, and administrative services to support the Embassy's Political and Economic team. This includes liaising regularly with government and non-government contacts, preparing diplomatic correspondence, coordinating outreach events, acting as a point of contact for visitors and callers, oral and written translation, budget tracking, event planning, organization of official visits and related protocol, preparing and review of documents, procedural advice and liaison with all Embassy programs to ensure overall efficient functioning of the office, and other duties as required.

Area of selection:

This position is open to individuals who are eligible to work in Saudi Arabia, 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:

- Successful completion of a university degree from a recognized university.

Language:

- Fluency in English (spoken, written, comprehension);
- Fluency in Arabic (spoken, written, comprehension).

Experience:

Minimum 2 years of recent* experience in below areas: (*recent experience is defined as 2 years of experience acquired within the past 5 years)

- Experience in a client facing role with duties including contact management and communication with external clients;
- Experience working in a government or international organization/corporate environment;
- Experience providing administrative support, including managing correspondence, travel, and budgets;

- Experience conducting basic research and producing reports;
- Experience in handling logistics for hospitality events and high-level visits;
- Experience in monitoring social media;
- Experience in oral and written translation (English-Arabic and Arabic-English).

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:

- Knowledge of standard office practice and procedure;
- Knowledge of basic budget principles and financial management procedures;
- Proficient in use of MS Office (Word, Excel, PowerPoint);
- Knowledge of managing contacts, events and outreach activities;
- Knowledge of social media platforms (Twitter, Facebook etc.).

Abilities/Competencies:

- Ability to set priorities and multitask;
- Ability to work under pressure and with deadlines;
- Adaptability and Flexibility;
- Initiative;
- Judgement;
- Teamwork and Cooperation;
- Effective Interactive Communication (oral & written).

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.

- Fluency in French;
- Previous experience in an Embassy, Government or Public Sector environment;
- Additional professional certifications including any related to managing projects or events.

Operational Requirements:

- Hours of work: Compressed work week 37.5 hours (8.5 hours per day Sunday to Wednesday, 5.5 hours on Thursday);
- Ability to work overtime occasionally outside normal working hours;
- Ability to travel occasionally for meetings and/or training.

Condition(s) 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=4235& 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 and their CV how they meet the essential and asset qualifications.

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 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;
- Candidates requiring any special assistance in attending exams or interviews are requested to inform us;
- The results of this recruitment process may also be used to establish an eligibility list of qualified candidates for similar openings at the Embassy of Canada in Riyadh which might arise in the 12 months following the completion of this recruitment process;
- If you have any questions at any stage of the recruitment process, please send an email to: CSDPDHHumanResources/RessourcesHumaines@international.gc.ca