



Competition Notice

Property and Materiel Manager

The Consulate General of Canada and Permanent Mission of Canada to the United Nations in New York are seeking to hire a Property and Materiel Manager to join the joint Common Services team.

Position Title: Property and Materiel Manager

Section: Common Services

Location: Canadian Consulate General in New York & Permanent Mission of Canada to the U.N

Position no: EXT 417770

Level: LE-09/LE-02

Starting salary: USD\$114,083 (plus benefits)

Competition no: 2020-03

Date posted: November 13, 2020

Closing date: November 29, 2020 (by 12 midnight EST)

Employment Tenure: The position has a specified period of employment of six to eight (6-8) months term, with the possibility of extension. This competitive staffing process may be used to create an eligibility list of qualified candidates for this position with various tenures, including indeterminate, term, assignment/transfer, and/or acting opportunities at the Consulate General of Canada and Permanent Mission of Canada to the United Nations in New York, which might arise in the 12 months following the completion of this competition.

Open to:

- Persons living in the Tri State area of New York, NJ and CT
- Employees of any Canadian Mission in the U.S.
- Spouses and dependents of Canada-based staff at the Consulate General of Canada and & Permanent Mission of Canada to the U.N.

Note: Relocation will not be paid in any circumstance.

All applicants must:

- Meet all of the essential qualifications stated below.
- Have independent work authorization in the U.S. and status in accordance with U.S. protocol directives for foreign missions.
- Reside in the United States.
- Submit your resume and a one-page cover letter by the closing date. The cover letter must:
 - ✓ Specify, using concrete examples, how you meet the essential requirements for this position.
 - ✓ Confirm residency in the United States;
 - ✓ Confirm independent work authorization in the United States. (US Citizen, U.S Legal Permanent Resident (LPR), or specific visa categories (e.g. dependents of Diplomatic and Official Visas holders)) as required by the Department of State for employment in a foreign mission.

Note: Failure to provide any of the information required above will result in your application being rejected. All communication relating to this process, including email correspondence, may be used in the assessment of qualifications.

Summary of Duties:

Under the general direction of the Management and Consular Officer, the incumbent is responsible for the overall management and administration of the Real Property program, which include the following sections: Residential & Commercial Property Maintenance, Leasing, Material Management, Contracting & Procurement and Finance. The incumbent plans, manages, recommends and co-ordinates services for all Government of Canada properties in New York, as well as develops and implements service standards and maintenance/ repair programs. The incumbent supervises 6 employees, oversees the budget responsibilities for the Program and leads on the development of strategic documents, correspondence, and reports. The successful candidate will develop, plan, and implement Program / section objectives; conduct in-depth research from a wide range of sources to analyze trends and propose short- and long-term strategies; direct administrative functions; oversee procurement in support of priorities; and perform other duties, as required.

Condition of employment (must be met):

- Eligibility for a Government of Canada Reliability Status which includes a criminal and credit background check; and
- Independent work authorization in the U.S. and status in accordance with the US protocol directives for foreign missions.

Essential requirements:

Candidates must demonstrate clearly how they meet the Language, Education and Experience requirements listed below:

Language Requirement:

Fluency in English (oral and written).

Education:

A bachelor's degree from an accredited university or an associate's degree and at least 5 years relevant experience to the specific areas of competence required by the position.

Experience:

- At least five (5) years of relevant experience in complex project management including budgeting, planning, development, and implementation in a similar environment. Three of the five years of experience must include commercial and/or residential property life-cycle management including building maintenance and construction projects and operations.
- At least three (3) years of experience managing and supervising staff in the building maintenance and/or construction fields, including regular staff, project staff, and contractors.
- Experience drafting reports, contract proposals, policies and client communications.
- Experience with Microsoft Office Suite.

Rated requirements:

Knowledge:

- Knowledge of project management processes and procedures;
- Knowledge of real estate, facilities and residential property management in the local market area; and
- Knowledge of budget and contracting processes and procedures

Abilities:

- Communicate effectively in English, both orally and in writing;
- Lead a cross-functional team, including both staff and contractors;

- Manage complex contracts and technical projects, including the negotiation of the contract through to implementation and completion;
- Analyse situations/ information, identify project requirements, and make recommendations; and
- Evaluate problems and find solutions.

Personal Suitability:

- Superior communication and interpersonal skills;
- Sound judgment;
- Initiative;
- Excellent client service skills; and
- Conflict resolution skills.

Asset Qualifications:

- Ability to communicate in French.
- Project Management Profession certification or education.
- Experience providing services to and working with a diverse client base, including racialized communities.

Selection procedure:

The staffing process will consist of a review of all applications to ensure that applicants meet the essential requirements. Please note that failure to meet any of the essential qualifications eliminates candidates from further consideration in the competition. Only those applicants who meet these will be contacted by the Human Resources Section for an interview and/or other form(s) of assessment (a written test, an in-basket exercise, and /or a skills test) of the Rated Requirements for the position. All candidates are required to show proof of legal status to live and work in the US. Reference verifications will also be carried out.

Our Organization:

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.

Canada’s strength is diversity and has played a key role in Canada’s history and development. Because of this, the Consulate General of Canada and the Permanent Mission of Canada to the United Nations values diversity, equity and inclusion in our workforce and strongly encourage applications from Black, Indigenous and People of Colour.

We offer a competitive salary, generous leave and a strong benefits package to include medical, dental, long term disability, and a retirement savings plan to name a few.

Hours of work:

Normal hours of work for this position are in accordance with the Locally Engaged Staff (LES) regulations of 37.5 hours per week.

Method of application:

All applicants should **apply by November 29, 2020 (12 Midnight EST)** via <https://www.wfca-tpce.com/vacancyView.php?requirementId=4254&source=PO>. In completing their applications, candidates will confirm that they meet all the essential requirements and relate their work experience to the position description. Hard copy applications will not be accepted.

Candidates are required to upload a cover letter and CV in English or French. Applications which do not include the requested documents or information in the CV or cover letter will be rejected. Any additional information must be included as part of these two attachments.

Candidates who are unable to submit their application due to technical difficulties must report these to: CNGNYPRMNYHR@international.gc.ca prior to the closing date. Failure to do so will result in the application being rejected.

Important Notes:

- Please do not use a tablet or cell phone to submit your application, as mobile browsers are not supported by our on-line portal. Candidates should only apply using a laptop or desktop computer.
- 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.