

Senior Officer, Sustainable Development and Innovation

Notice No. : 20-FPDS-622

Section : Foreign Policy and Diplomacy Service (FPDS)

Location : High Commission of Canada, New Delhi

Level : LES-09

Salary : INR 2,052,243 per year/non negotiable

Additional Benefits: 13th month bonus (equal to one-month salary), international working environment. Per current terms and conditions: a performance based yearly salary increase and paid overtime.

Issuance Date : November 17, 2020

Closing Date : December 01, 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
- NOTE: The Government of Canada is committed to building a skilled, inclusive and diverse workforce and to pursuing employment equity. Diversity is our strength and all applicants who meet the qualifications below are encouraged to apply.

ALL APPLICANTS MUST:

- Meet the mandatory screening qualifications and mandatory rated qualifications stated below
- Have independent work authorization in India
- Be available to work overtime (at times including weekends) and for occasional travel within India

Mandatory Screening Qualifications:

Education: Master's degree from a recognized university with a major in a discipline relevant to the position such as Environmental Studies, or other fields such as International Relations or Political Science, with a focus on themes related to the position. Candidates who fail to meet this criteria must demonstrate recent and directly-related professional experience, in addition to holding a master's degree.

Language: Excellent verbal and written communication skills in English and Hindi

Experience: Minimum 5 years within the past 7 years of relevant experience in a combination of one or more of the following areas:

- Experience establishing and strengthening government partnerships working with commercial, academic or government clients;
- Experience leading and supporting outreach with clients and stakeholders, including preparing for and conducting meetings with internal and external contacts;
- Experience developing written analytical reporting, ideally including concrete advice and policy options, with relevance to sustainable development, environment and climate change, arctic affairs, and/or innovation;
- Experience in planning programs with minimal supervision for at least one of the following: clients and partners, high-profile visits, conferences, roundtable networking events, government delegations.

Computer Skills: MS-office (including Word, Excel, PowerPoint, Outlook)

Mandatory Rated Qualifications:

Knowledge:

- Knowledge of the local public policy and political environment and community on the themes of sustainable development, and environment and climate change, and polar affairs;
- Knowledge of Canada's environment and climate, sustainable development and polar affairs priorities, and potential engagement opportunities in India;
- Knowledge of the engagement of multilateral institutions and countries comparable to Canada in the area of environment and climate change in India;
- Knowledge of the role of Canadian diplomatic missions abroad and their role in supporting international partnerships;

Ability:

- Ability to work independently with limited supervision, as well as set and achieve specific targets.
- Ability to plan and organize programs for high-level visits, incoming delegations, events, seminars and workshops with minimal supervision;
- Ability to establish effective interpersonal relationships within a team, with clients and external partners.
- Ability to independently develop written analytical reporting and present related policy recommendations;

Personal Suitability:

- Professional Integrity – uphold the highest ethical standards in the workplace
- Judgement – make sound decisions in difficult situations
- Client Focus – address underlying Client needs
- Initiative/Resourcefulness – work creatively with minimal supervision

- Networking/Alliance Building – organize involvement of key players
- Adaptability & Flexibility

Asset Qualifications:

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

- Experience developing and executing policy recommendations related to Canadian engagement in the areas of environment and climate change, and polar affairs;
- Experience developing and maintaining budgets for major events and projects;
- Knowledge of the local public policy and political environment and community on the theme of innovation policy;
- Knowledge of Canada's innovation priorities, and potential engagement opportunities in India;
- Working proficiency in French;

Job Resume:

Summary: Under the direction of the Program Manager for Political, Economic and Public Affairs, the Sustainable Development and Innovation Officer advises and supports the development, planning and execution of Government of Canada activities in India in areas including sustainable development, environment and climate change, arctic and polar affairs, and certain areas of innovation cooperation. Major activities and responsibilities include delivering reporting and analysis relating to sustainable development and innovation; developing recommendations for new avenues for potential engagement; building and advising on key relationships with clients and stakeholders; researching, evaluating and, where appropriate, fostering new partnerships between high-potential Canadian, Indian and regional/multilateral organizations; researching and identifying upcoming events and other engagement opportunities (conferences, delegation visits, seminars, etc.); planning and coordination of delegation visits between Canada and India; developing and maintaining budgets to support events, projects and initiatives;

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, which may include tests to assist the selection board in assessing the applicant's qualifications, skills and language ability. In addition, a personal interview designed to evaluate each applicant's knowledge, abilities, competencies and personal suitability for the position. In addition, reference verifications will be conducted.

The results of this competition may be used to establish an eligibility list to staff similar openings at the High Commission of Canada, which may arise in the twelve (12) months following the completion of this competition. This eligibility list can be extended by management, due to operational requirements.

****Note that the candidates will only be contacted through the email address 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. An offer of employment will not be made until the RC is finalized. To conduct the RC, the candidate will have to submit the following documents:

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

****Successful candidate must be available to start within 30 days of offer. ****