

The Embassy of Canada in Washington, D.C. is accepting applications for the position of Regional Support Officer (RSO), details as follows.

Position title: Regional Support Officer (RSO) (anticipatory)

Section: Canada Border Services Agency (CBSA)

Location: Embassy of Canada, Washington, D.C.

Position no: EXT- 416630

Level: LE-07

Starting salary: \$75,178 USD plus benefits

Competition no: 4250

Date posted: November 19, 2020

Closing date: December 6, 2020 06:00:00 PM ET

Employment Tenure: Indeterminate

This staffing process may be used to create an eligibility list of qualified candidates for this position and for similar positions in other programs at the Embassy with various tenures, including indeterminate, term, assignment/ transfer, emergency, and acting opportunities.

Area of Selection:

This competition is open to applicants who are:

- Persons living in the greater Washington Metropolitan area;
- Employees of the Embassy of Canada in Washington, DC;
- Employees of any Canadian Mission in the United States. Relocation will not be paid in any circumstance; or
- Spouses and dependents of Canada-based staff (CBS) at the Embassy of Canada.

All applicants must:

- Have independent work authorization in the United States and status in accordance with United States protocol directives for foreign missions.
- Meet at least one of the Area of Selection criteria.
- Meet all of the Essential Requirements stated below.
- Submit a resume and a cover letter by the closing date and time. The cover letter must:
 - Demonstrate how you meet the essential requirements under Language, Education and Experience;
 - Confirm residency requirement stated in the Area of Selection;
 - Confirm independent work authorization in the United States. (US Citizen, Legal Permanent Resident (LPR), or specific visa categories (e.g. A-1) 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. Supporting documentation will be verified during the process.

Summary of duties:

This is a network-wide position under the direction of the CBSA Minister-Counselor/Regional Director of the Americas. The Regional Support Officer (RSO) provides research, analytical and key financial control by developing, examining and validating financial requests. The RSO also provides administrative services and support to the CBSA Program throughout the Americas Region. This position is the primary point of contact for all CBSA services provided either directly at the mission or in the Region.

Essential requirements:

Candidates must demonstrate clearly how they meet the Language, Education and Experience requirements listed below. All communication relating to this process, including email correspondence may be used in the assessment of qualifications.

Language:

English

Education:

- A degree from an accredited college or university and a minimum of **two years** of experience providing at least two of the following in a similar work environment:
 - Key financial control, examining and validating accounts;
 - Implementing new financial management and administrative policies and procedures based on operational requirements and/or regulations; and
 - Review and analysis of budget transactions and reconciliation.

OR

- An equivalent combination of education and experience and a minimum of **five years** of experience providing at least two of the following in a similar work environment:
 - Key financial control, examining and validating accounts;
 - Implementing new financial management and administrative policies and procedures based on operational requirements and/or regulations; and
 - Review and analysis of budget transactions and reconciliation.

AND

Experience: (all must have)

- Using SAP, MS Excel, or similar business software to manage and analyze financial data and prepare reports for evidence-based decision-making;
- Organizing high-level visits, events, and conferences;
- Providing advice and guidance to mid to senior-level Executives; and
- Organizing business travel.

Rated requirements:

Candidates who meet the Language, Education and Experience requirements will be assessed on the following qualifications. The assessment may include a written test, an interview, an in-basket exercise, and/or a skills test.

Knowledge:

- Knowledge of budget management and financial reporting to track and report on key metrics (e.g. expenditures and deficits; monthly burn rates; surpluses and risks, etc.);
- Knowledge of procurement or supply chain management;
- Knowledge of general administrative procedures and practices;
- Knowledge of CBSA's role and mandate; and
- Knowledge of and proficiency in computer software and systems, including Microsoft Office Suite.

Abilities:

- Communicate effectively in English, both orally and in writing;
- Establish and maintain effective relationships with both internal and external clients at all levels in the organization;
- Experience in financial administration, budgets, tracking expenditures and the preparation of reports;
- Provide advice to clients, including the analysis of problems and the proposal of solutions;
- Practice quality control;
- Analyze and synthesize information in a strategic and timely fashion; to manage competing priorities and meet deadlines; and
- Work under pressure.

Personal Suitability:

- Effective interpersonal relations;
- Sound Judgement;
- Collaborative;
- Action-oriented;
- Client service orientation; and
- Flexibility and adaptability to changing circumstances.

Asset Qualifications:

- The ability to work in French;
- Master's degree, in a related discipline; and
- Experience working on Canada/U.S. border issues.

Selection procedure:

The staffing process will consist of a review of all applications to ensure that applicants meet the essential requirements. Failure to meet any of the essential requirements eliminates candidates from further consideration in the competition. Only those applicants who meet these will be contacted by the Human Resources Section for assessment of the Rated Requirements. The assessment may include an interview, a written test and other tests that will consist of a series of questions designed to evaluate each applicant's knowledge, abilities and personal suitability for the position. Reference checks will be sought for candidates who reach the interview stage and may form part of the selection process. 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. Candidates requiring any special assistance in attending exams or interviews are requested to inform us prior.

The Embassy offers a competitive salary plus leave and health benefits package. Leave includes paid vacation, sick, and family/personal leave. Health packages covers medical, dental, disability, and retirement. Other benefits include prime work location in proximity to Metro, standard 37.5-hour work week, on-site parking, on-site gym with cardio and weight room, and on-site cafeteria. The Embassy promotes work-life balance and offers a dynamic and healthy work environment

The Embassy is committed to conducting inclusive, barrier-free selection processes. 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.

Condition of employment (must be met):

- Eligibility for a Government of Canada Reliability Status which includes a criminal and credit background check;
- Independent work authorization in the United States and status in accordance with U.S. protocol directives for foreign missions (US Citizen, LPR, or specific visa categories as required by the Department of State for employment in a foreign mission);
- Before an offer of employment can be made, candidates must provide a local address as proof of residence in the specific city, region or country so that if selected, it will appear on the offer letter; and
- A valid passport for travel.

Operational Requirements:

- Normal hours of work for this position are in accordance with the Terms and Conditions of Employment for Locally Engaged Staff (LES) in the United States of 37.5 hours per week.
- The incumbent will be required to work flexible hours, including evenings and weekends on an as-needed basis. The incumbent may be required to work hours in excess of 37.5 hours some weeks.
- Due to the situation with COVID 19, many employees with the Embassy are currently teleworking. As the Embassy moves through its reopening phases, and based on the requirements of the position, the incumbent may be required to work on site at the Embassy. Once the Embassy returns to normal operations, the incumbent will be expected to work from the Embassy, as required; and
- Occasional travel, as required, for CBSA business within the Americas Region (North, Central and South America).

Method of application:

Applications will only be considered when received through our online portal. Apply online at <http://www.wfca-tpce.com/vacancyView.php?requirementId=4250&source=PO>