

Administrative Assistant (Common Services Assistant)

Position title: Administrative Assistant (Common Services Assistant)

Appointment Process Number: 2021-TAVIV-05

Employment Type: Indeterminate

Number of Vacancies: 1

Department: Administrative Services

Location: Embassy of Canada in Tel Aviv, Israel

Level: Assistant

Classification: LE-05 new LE-A2

Salary range: ILS 145,268 per annum plus benefits

Details: This position is an LES (Locally Engaged Staff) position, subject to the Terms and Conditions of Employment for LES in Tel Aviv, Israel

Closing date: March 7, 2021 at 23:59 local time

Summary of Duties:

Under the supervision of the Administration Officer (Common Services Officer), the Administrative Assistant (Common Services Assistant) provides a range of administrative functions in support of the Embassy's operations, including: administering financial transactions and supporting budget management; logistical support; managing client relations and service delivery; fostering a network of stakeholders within governmental, non-governmental and private sectors; information management and record keeping.

Area of selection/eligibility:

This position is open to applicants who are eligible to work in Israel, and to all mission employees occupying an indeterminate or term position, who meet all of the essential qualifications stated and whose applications are received by the closing date.

Please note that the Embassy of Canada in Tel Aviv does not sponsor work authorizations directly or indirectly.

The Government of Canada 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: University degree in a related discipline or a combination of relevant vocational/technical training.

Language: Fluency in English and Hebrew (oral & written).

Experience:

- Minimum two (2) years of recent* work experience providing administrative services including logistical, information management and secretarial functions AND financial support such as reviewing invoices, processing transactions, administering payroll, and/or bookkeeping (*within the past five (5) years).
- Minimum two (2) years of recent* work experience in client service (*within the past five (5) years).

Technical Skills:

- Proficient in MS Office, including Outlook, Explorer/Edge, Word, Excel, PowerPoint
- Proficient in work productivity tools (ex. MS Teams), social media platforms, and mobile applications.

Rated Requirements

The Rated Requirements are part of the essential requirements and relate to knowledge, abilities and competencies. Methods of assessment for rated requirements 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 administrative and office procedures;
- Knowledge accounting principles and procedures;

Ability to:

- Accurately prepare charts, tables, letters & reports;
- Edit and format documents;
- Research, analyze, evaluate and communicate information effectively;
- Coordinate conflicting priorities within tight deadlines and meet work targets

Competencies:

- Effective Interactive Communication
- Effectiveness / Achievement Orientation
- Adaptability & Flexibility
- Focus on quality & detail
- Client service
- Judgement
- Teamwork

Asset Qualifications

Preference maybe given to candidates who also meet the Asset Qualifications. Where applicable, candidates must clearly demonstrate how they meet any asset qualifications in their cover letter and CV.

- Knowledge of either French, Arabic or Russian languages
- Knowledge of SAP or other enterprise financial software

Operational Requirements

- Working hours are Monday to Friday, 37.5 hours per week
- Ability to work occasional overtime (evenings, weekends if necessary)

Conditions of Employment:

- Able to obtain and retain a reliability clearance (security clearance)
- Must have a pre-existing legal status to live and work in Israel

How to apply:

- Candidates must apply via the link http://chc.amris.com/wizards_v2/chc/vacancyView.php?requirementId=4385&
 - Applicants must submit a letter of interest that is one page in length (maximum) that describes their recent experience in information management and administering financial transactions.
 - Applicants must also submit their curriculum vitae (CV) that is a maximum of two pages in length.
 - IMPORTANT: Applications that do not include all of the requested documents or information will be rejected.
 - Candidates who are unable to submit their application due to technical difficulties must report these to: CSDPDHHumanResources/RessourcesHumaines@international.gc.ca prior to the closing date. Failure to do so will result in the application being rejected
- ** The successful candidate must be available to start within 30 days of the offer. Candidates must be available to work overtime if necessary **

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 candidate to ensure accurate contact information is provided and updated as required.
- Candidates who apply to this selection process should include an email address that accepts email from unknown users (some email systems block this type of email).
- Reference checks will be sought for candidates that reach interview stage and may form part of the selection process.
- The Embassy of Canada in Tel Aviv does not reimburse any travel costs to and from interviews/exams nor does it reimburse any relocation costs.
- If candidates need any special accommodation for exams or interviews, please let us know in advance of these assessments.
- 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 Tel Aviv which might arise in the 12 months following the completion of this recruitment process.
- If you have any questions at any stage of the process please send an email to CSDPDHHumanResources/RessourcesHumaines@international.gc.ca