

## **Trade Commissioner - Trade Policy and Market Access**

**Notice No: 18-DELHI Trade-557**

**Section:** International Business Development (Commercial)

**Location:** High Commission of Canada, New Delhi

**Level:** LES-08

**Salary:** Rs. 1,379,495/- per annum (non-negotiable)

**Issuance Date:** November 27, 2018

**Closing Date:** December 11, 2018

**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 currently residing & eligible to work in India

NOTE: The Government of Canada is committed to building a skilled, inclusive and diverse workforce and to pursuing employment equity. Applicants from all backgrounds who meet the qualifications below are encouraged to apply.

The High Commission of Canada offers generous leave and a strong benefits package to include a 13<sup>th</sup> month salary, medical, hospitalization, accidental and life insurance plans, and a retirement benefit to name a few.

### **ALL APPLICANTS MUST:**

- Meet **all** of 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.

**Language:** Superior command of written and oral English and Hindi is essential.

**Experience:** Minimum 5 years (within the past 7 years) of experience in:

- Trade policy, market access, and government-to-government bilateral instruments (agreements, arrangements, MOUs);
- Economic and trade policy monitoring and reporting;
- Trade and/or international business development and investment promotion;
- Supporting targeted outreach activities, events and official visits related to trade and economic priorities.

#### **Computer Skills:**

- MS Office (including Word, Excel, PowerPoint, Outlook), Internet
- Conducting online research
- Demonstrated expertise with social media, such as Twitter and LinkedIn.

#### **Mandatory Rated Qualifications:**

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#### **Knowledge:**

- Knowledge of the Indian business environment and community as well as international trade and investment opportunities in India;
- Knowledge of Indian government ministries as well as the trade and regulatory environment;
- Knowledge of issues relating to market access for foreign companies.

#### **Ability:**

- Ability to work independently with limited supervision, as well as set and achieve specific targets;
- Ability to provide timely high-quality, issue-specific updates and guidance to colleagues and partners on files relating to trade policy, market access and government-to-government bilateral instruments;
- Ability to independently research, analyze and synthesize information, in order to provide strategic advice, high quality briefings and written reports to management and/or clients on business opportunities/issues;
- Ability to establish effective interpersonal relationships within a team, with clients and external partners.

#### **Personal Suitability:**

- Professional Integrity
- Adaptability & Flexibility
- Judgement
- Network/Alliance Building
- Interpersonal Relations & Respect

#### **Asset Qualifications:**

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

- Ability to provide advice on business opportunities and market entry that considers industry regulation, sector-specific knowledge, and related concerns and impediments;
- Ability to read, understand and communicate in French

## **Job Resume:**

**Summary:** Reporting to the Senior Trade Commissioner and working closely with the Second Secretary (Commercial) in New Delhi, the incumbent contributes to the delivery of the International Business Development program at the mission, with particular responsibility for covering trade policy, market access, and government-to-government bilateral instruments.

**Please read the detailed job description attached.**

## **Selection Procedure:**

All applications will be carefully reviewed against the mandatory screening requirements and mandatory rated qualifications of the job. **Please submit a cover note with your candidature, clearly indicating how you meet the screening requirements. Failure to do so will result in the rejection of your application.**

Candidates screened in will be contacted for further assessment, including: a personal interview with a series of questions designed to evaluate each applicant's knowledge, abilities, competencies and personal suitability for the position. In addition, tests may be conducted to assist the selection board in assessing the applicant's qualifications, skills and language ability. Reference verifications shall be conducted as a part of the hiring process.

The results of this competition may also 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.

**\*\*Note that the candidates will only be contacted through the email 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. To conduct the Reliability Check (RC), the candidate will have to submit the following documents on being selected by the mission.

- **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)**