



COMPETITION NOTICE

The Embassy of Canada in Washington, D.C. is accepting applications to staff the position of HR Administrative Assistant, details as follows.

Position title: HR Administrative Assistant

Section: Human Resources (LES)

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

Position no: EXT-TBD

Level: LE-05

Starting salary: \$51,232 USD plus benefits

Competition no: 2846

Date posted: 12/05/2018

Closing date: 12/19/2018 06:00:00 PM EST.

Employment Tenure: Indeterminate

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

CANDIDATES CAN ONLY APPLY VIA THE LINK BELOW:

www.wfca-tpce.com/vacancyView.php?requirementId=2846&source=PO

Open to:

- 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.
- 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.
- Reside in the United States.
- Meet all of the Essential Requirements stated below.
- Submit a resume and a cover letter by the closing date and time. The covering letter must:
 - Demonstrate how you meet the essential requirements under language, education, and experience;
 - Confirm residency in the United States;
 - Confirm independent work authorization in the United States (US Citizen, LPR, A-1 or A-2 visa 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:

The Human Resources Administrative Assistant provides daily administrative support and services for staffing of locally-engaged staff. The incumbent creates and maintains HR files and related recruitment documentation; assists in scheduling assessments and interviews; assists in the intake process for new employees; provides support for ongoing program activities; responds to service requests from internal and external clientele; and performs other duties as required.

The incumbent may support regional focus of program by supporting administrative interactions and proactively cooperating with regional offices relating to normal job duties. It is critical that the incumbent is highly skilled in Microsoft Office with an expertise in Excel.

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 United States and status in accordance with U.S. protocol directives for foreign missions. (US Citizen, LPR, A-1 or A-2 visa as required by the Department of State for employment in a foreign mission)

Essential requirements:

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

Language:

English (The ability to work in French would be an asset.)

Education and Experience:

Successful completion of a two-year post-secondary program with courses in human resources, business administration, or related field AND two years of recent experience providing administrative support in a modern and automated office environment.

OR

A Bachelor's degree or equivalent in human resources, business administration, or related field degree AND a one year of recent experience providing administrative support in a modern and automated office environment.

AND

- Experience in front-line client service;
- Experience with electronic filing systems; data input and management and/or applicant tracking systems; and
- Extensive experience using Excel.

Rated requirements:

Candidates who meet the Education and Experience requirements will be assessed on the following qualifications. The assessment may be a written test, an interview, an in-basket exercise, a skills test, or any combination of these methods.

Knowledge:

- Knowledge of general administrative principles, including but not limited to electronic filing, organizational procedures, generally accepted meeting, email and telephone etiquette, etc;
- Knowledge of and proficiency in Microsoft Office Suite (Excel, Outlook, Word); and
- Knowledge of general HR principles and practices.

Abilities:

- Communicate verbally and in writing basic HR information to internal and external clients in a professional manner;
- Prepare and work with multiple reports and documentation for staffing and classification in electronic formats and track against service standards;
- Use electronic systems and software to store and retrieve information;
- Plan daily activities for multiple on-going files, working with a sense of flexibility and urgency;
- Identify small obstacles early on and resolve them before they become larger issues.

Personal Suitability:

- Discretion and sound judgement;
- Confidentiality (ability to keep sensitive information on a need-to-know basis);
- Initiative;
- Strong interpersonal skills and collegiality;
- Client-service orientation; and
- Detail-oriented.

Asset Qualifications:

- The ability to work in French would be an asset.

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 an interview or other form of 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.

The Embassy offers a competitive salary and benefits package to include medical, dental, disability and leave, and a retirement savings plan.

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

Method of application:

Apply online at <http://www.wfca-tpce.com/vacancyView.php?requirementId=2846&source=PO>

Hours of work:

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 may be required to work overtime as needed.