



Competition Notice

This is an exciting opportunity to work with the Consulate General of Canada in New York - a modern organisation that focuses on its core business in the deployment of a range of programs and provision of key services to Canadians in a timely, cost-effective manner. The Consulate General of Canada in New York is seeking a candidate who is innovative, skilled, and ready to work in a dynamic and fast paced environment.

Section: Office of the Deputy Consul General and International Business Development (IBD) team

Location: Consulate General of Canada, New York

Level: LE-06, Step 1

Position title: Senior Administrative Assistant

Position no: 305533

Competition no: 2019-01

Date posted: Jan 2, 2019

Closing date: Jan 18, 2019

Starting salary: \$63,918 USD (plus benefits)

Employment Tenure: Indeterminate. This competitive staffing process will be used to create an eligibility list of qualified candidates for this position and similar positions with various tenures, including indeterminate, term and/or assignment/transfer at the Consulate General of Canada in New York, which might arise in the 12 months following the completion of this competition. When you submit your application, you must specify all types of employment tenures for which you wish to be considered, e.g., indeterminate, term, and/or assignment/transfer.

Open to:

- Persons currently residing in the tri-state area of New York and whose applications are received by the closing date.
- Employees of the Embassy of Canada in Washington D.C. and of any Canadian Mission in the United States. Relocation will not be paid under any circumstances.

All applicants must:

- Meet all of the essential qualifications stated below.
- Be resident in the United States
- Submit resumes and a **one-page cover letter** by the closing date. The cover letter must specify, using concrete examples, how you meet the essential qualifications, i.e., language, education, experience, for this position.

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:

This position supports the office of Deputy Consul General and the International Business Development team.

Under the general direction of the Deputy Consul General, the position manages the Deputy Consul General's office and communications; coordinates the Deputy Consul General's agenda, briefing notes, representational events and travel and protocol arrangements; provides financial and

accounting services by managing the budget, etc. . In coordination with the Senior Trade Commissioner, the position will also provide general administrative support to the IBD section. These duties may include support for program operations such as travel, events, and high-level visits; review of financial documents such as budgets, claims, and contracts; maintenance and input into client relations management tools.

Condition of employment (must be met):

- The successful candidate will be required to obtain Government of Canada Reliability Status (RS) which includes a criminal and credit background check.
- Have independent work authorization in the U.S. and status in accordance with U.S. protocol directives for foreign missions.

Essential requirements:

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

Language requirement:

Ability to communicate effectively and accurately in English (oral and written).

Education:

Bachelor's degree from an accredited college or university.

Experience:

1. A minimum 2 years' experience in an administrative role supporting an executive(s) including providing administrative support to a high performing team in the private or the public sector organization;
2. Recent experience working in a high-intensity environment within a complex corporate or public sector organization;
3. Recent experience in providing financial and expense reporting support services and forecasting of resource requirements;
4. Recent experience in developing relationships with executive clients and their executive support associates;
5. Recent experience using the following software: MS Office (Word, Excel, PowerPoint, Outlook); and
6. Recent experience organizing meeting and events.

**Recent as defined in the last 5 years.*

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 the Government of Canada and its key players, its international mandate, objectives and priorities, including Canadian priorities in the US;
- Knowledge of U.S government and corporate structures;
- Proficient in MS Office applications including: Word, Excel, Power Point, and Outlook and internet research.

Abilities:

- Ability to establish and maintain relationships with partners, colleagues, the offices of senior officials in external organizations and vendors;
- Ability to communicate effectively and accurately in English (oral and written), including the ability to prepare professional documents such as briefs, scenarios, reports, correspondences and budgets;
- Ability in researching, compiling, collating and analysing information;
- Ability to create high impact presentations, using up to date graphics and methods;
- Ability to assist with overseeing daily activities of staff members;
- Ability to prioritize and organize schedules, agendas, representational events and logistical arrangements for travel, visits and events;
- Ability to establish priorities and work independently in an efficient manner and;
- Ability to work in a fast-paced environment and to manage several priorities at the same time with attention to detail.

Personal Suitability:

- Adaptability and flexibility;
- Client focus;
- Punctual and reliable;
- Sound judgement; and
- Integrity.

Desirable Qualifications:

- French

Selection procedure:

The staffing process will consist of a review of all applications to ensure that applicants meet the essential requirements. **Please note that failure to meet any of the essential requirements eliminates candidates from further consideration in the competition.** Only those applicants who meet the essential requirements will be contacted by the Human Resources Section for an interview or other form of assessment designed to evaluate each applicant's knowledge, abilities and personal suitability for the position (Rated Requirements). All candidates are required to show proof of legal status to live and work in the US.

The Consulate General of Canada in New York offers a competitive salary, generous leave and a strong benefits package to include medical, dental, long term disability, and a retirement savings plan to name a few.

The Consulate General of Canada in New York is committed to conducting inclusive, barrier-free selection processes.

Method of application:

Apply via

<http://www.wfca-tpce.com/vacancyView.php?requirementId=2930&source=PO>

by the closing date. In completing their applications, candidates will confirm that they meet all the essential requirements and relate their work experience to the position description.

Operational requirements:

Hours of work:

The successful candidate must be willing to frequently work overtime on short notice, evenings and weekends on occasion when required.

Travel:

Travel with this position is rare but may be required.