



Senior Administrative Assistant to the Office of the Ambassador, Deputy Permanent Representative and Deputy Head of Mission.

The Permanent Mission of Canada to the United Nations in New York (PRMNY) is seeking to hire a dynamic Sr. Administrative Assistant to the Office of the Ambassador, Deputy Permanent Representative and Deputy Head of Mission to provide program and administrative support to the team. The successful candidate will need to be a bright, articulate, hard-working individual with good interpersonal skills.

Position Title: Sr. Administrative Assistant and Program Administrator

Section: The Office of the Ambassador, Deputy Permanent Representative and Deputy Head of Mission

Location: The Permanent Mission of Canada to the United Nations in New York

Position no: 422684

Level: LE-06

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

Competition no: 2019-03

Date posted: January 20, 2019

Closing date: February 13, 2019

Employment Tenure: The position has a specified period of employment until Mar 31, 2021, with the possibility of extension/renewal. This competitive staffing process may be used to create an eligibility list of qualified candidates for this position with various tenures, including indeterminate, term, assignment/transfer, and/or acting opportunities at the Permanent Mission of Canada to the United Nations in New York (PRMNY), which might arise in the 12 months following the completion of this competition.

Open to:

- Persons living in the United States;
- Employees of the Consulate General of Canada in New York and the Permanent Mission of Canada to the United Nations;
- Employees of any Canadian Mission in the United States ;
- Spouses and dependents of Canada-based staff at the Consulate General of Canada in New York and Permanent Mission of Canada to the United Nations.

Note: Relocation expenses will not be paid in any circumstance.

All applicants must:

- Have independent work authorization in the U.S. and status in accordance with U.S. protocol directives for foreign missions.
- Be resident in the United States; and
- Submit a resume and a one-page cover letter by the closing date. The one-page cover letter must:
 - **Demonstrate how you meet the essential requirements, including language, education and experience;**
 - **Confirm residency in the United States;**
 - **Confirm independent work authorization in the United States.**

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:

Reporting to the Deputy Permanent Representative (DPR) and Deputy Head of Mission, the Sr. Administrative Assistant and Program Administrator to the Office of the Ambassador, Deputy Permanent Representative and Deputy Head of Mission provides administrative services and support to a senior level official or to the program activity (activities); administers or participates on projects aimed at meeting the objectives and goals of the program; provides financial support services; and performs other duties as required.

Condition of employment (must be met):

- Eligibility for Government of Canada Reliability Status (RS) and Secret clearance;
- Independent work authorization in the United States and status in accordance with United States protocol directives for foreign missions.

Essential requirements:

Candidates must **demonstrate clearly in their letter**, how they meet the Education and Experience qualifications listed below. Please be specific and provide examples for each of the qualifications.

Language Requirement:

Fluency in English.

Education:

Associates degree (i.e. completion of 2 yrs. of College).

Experience:

1. Minimum 3 years' recent experience as an Administrative Assistant and/or providing support to an executive team;
2. Recent experience in planning/organizing business events and meetings;
3. Recent experience in working with Word, PowerPoint, Outlook, Excel, internet research, traditional, digital/social media tools and databases.

*Recent defined in the last 5 years.

Rated requirements:

Candidates who meet the Language, Education and Experience requirements will be assessed on the following qualifications.

Knowledge:

- Knowledge of current Canadian interest and its relationship to the United Nations;
- Knowledge in coordinating logistical support for a team and organization of schedules ;
- Knowledge in professionally using traditional, digital/social media tools including Facebook, Twitter, YouTube and LinkedIn;
- Knowledge in working with PC or Mac-based desktop publishing software, applications and mobile platforms; and
- Knowledge of basic accounting, payment tracking systems.

Abilities:

- Ability to communicate effectively orally and in writing;
- Ability to manage multiple priorities with tight deadlines;
- Ability to conceive and propose ideas;

- Ability to work independently in a proactive manner; and
- Ability to work in teams and achieving results to meet team objectives.

Personal Suitability:

- Adaptability and flexibility;
- Team work;
- Client Focus and results oriented;
- Sound judgement;
- Problem solving; and
- Integrity.

Asset qualifications:

1. Experience in a diplomatic mission or in a multilateral organisation;
2. Preference will be given to Canadian citizens who are eligible for Canadian government security clearance in accordance with Global Affairs Canada guidelines to SECRET;
3. Fluency in French (oral and written).

Selection procedure:

The staffing process will consist of a review of all applications to ensure that applicants meet the essential qualifications. **Please note that failure to meet any of the essential qualifications 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(s) of assessment (a written test, an in-basket exercise, and /or a skills test) of the Rated Requirements for the position.

The Permanent Mission of Canada to the United Nations is committed to conducting inclusive, barrier-free selection processes.

The Permanent Mission of Canada to the United Nations offers a competitive salary, generous leave and a strong benefits package to include medical, dental, long term disability, and a pension plan to name a few.

Operational Requirements**Hours of work:**

Normal hours of work for this position are in accordance with the Locally Engaged Staff (LES) regulations of 37.5 hours per week. The successful candidate must be willing to work evenings, some weekends especially during the fall months.

Method of application:

Apply via: <http://www.wfca-tpce.com/vacancyView.php?requirementId=3020&source=PO> by the closing date.