



COMPETITION NOTICE

The Embassy of Canada in Washington, D.C. is accepting applications to staff the position of Human Resources (HR) Benefits Assistant, details as follows.

Position title: Human Resources (HR) Benefits Assistant

Section: Human Resources (LES)

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

Position no: tbd

Level: LE-05

Starting salary: \$51,232 USD plus benefits

Competition no: 3084

Date posted: 03/01/2019

Closing date: 03/10/2019 06:00:00 PM EST.

Extension closing date: 03/29/2019 06:00:00 PM EST: If you have already submitted your cover letter and resume, you do not need to re-apply

Employment Tenure: Term

There is one (1) term position to be filled, having a specified period of employment of six (6) months, with the possibility of extension or change in employment status to indeterminate based on operational needs. 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

APPLICATION PROCESS

Apply Via The Link Below:

www.wfca-tpce.com/vacancyView.php?requirementId=3084&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 resumes and cover letters 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:

Under the general supervision of the HR Officer, the HR Benefits Assistant supports the Locally-Engaged Staff HR Portal by providing day-to-day administrative support for benefit plan services, including but not limited to, Health, Dental, Vision, Life, Accidental Death and Dismemberment, Long Term Disability, and Pension. Support will also be provided to account/ billing reconciliations.

The incumbent researches and prepares responses to provide routine information and/or documentation to internal and external clients. The incumbent is also responsible for maintaining HR files and benefits documentation and reports. It is critical that the incumbent is highly skilled 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:

A degree from an accredited college or university.

Experience:

- One year experience working in Human Resources, including some Benefits, in a complex, automated work environment.
- Experience in front-line client service; 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 filing, organizational procedures, generally accepted meeting, email and telephone etiquette, etc.;
- Knowledge of and proficiency in Microsoft Office Suite; and
- Knowledge of general HR principles and practices, including but not limited to, benefit plans, staffing, employee intake processes, payroll, US laws relating to HR.

Abilities:

- Communicate verbally basic HR information to internal and external clients in a professional manner;
- Write and prepare basic office communications with consistency;
- Prepare daily and monthly reports, both in spreadsheet and document formats, for the benefits process, tracking against service standards;
- Plan daily activities and set priorities, working with a sense of flexibility;

- Identify small obstacles early on and deal with them before they become larger issues; and
- Demonstrate basic mathematical skills commensurate with the ability to create and maintain complex spreadsheets, as well as to successfully manage HRIS, vendor data audits, and billing reconciliations.

Personal Suitability:

- Effective interpersonal skills;
- Sound judgement;
- Highly collaborative working style;
- Detail-oriented;
- Client-service orientation; and
- Confidentiality (ability to keep sensitive information on a need-to-know basis).

Asset Qualifications:

- The ability to work in French would be an asset.
- PHR or CEBS certification would be an asset.
- Experience in accounting or payroll 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, generous leave and a strong benefits package to include medical, dental, long term and short term disability, and a retirement savings plan to name a few.

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=3084&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.