



This is an exciting opportunity to work with the dynamic results-oriented Foreign Policy and Diplomacy Service (FPDS) team at the Canadian Consulate General in New York to promote, advance, and strengthen Canada-U.S. bilateral economic and security interests within its 5-state territory (New York, New Jersey, Connecticut, Pennsylvania, and Delaware). Our employees benefit from working in a leading-edge foreign, trade and development ministry that is both innovative and accountable. We put a premium on learning and make sure our workforce has the skills required to succeed.

Position Title: Political and Public Affairs Officer

Section: Foreign Policy and Diplomatic Service Section (FPDS)

Location: Canadian Consulate General in New York

Position no: Ext 305529

Level: LE-08

Starting salary: USD \$ 90,734 (plus benefits)

Competition no: 2019-16

Date posted: June 27, 2019

Closing date: July 14, 2019 (6:00PM EST)

Employment Tenure: There is one (1) position available, having a specified period of employment of three (3) years, with the possibility of a term extension or a change in status to indeterminate based on operational needs. This competitive staffing process may be used to create an eligibility list of qualified candidates for this and other similar positions with various tenures, including indeterminate or term at the Consulate General of Canada in New York, which might arise in the 12 months following the completion of this competition.

Open to:

- The general public who meet all of the essential requirements stated below, who currently reside in the US.
- Employees of any Canadian Mission in the U.S may apply.
- Spouses and dependents of Canada-based staff at the two New York Missions.

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

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 a **brief cover letter** by the closing date. The one page cover letter must demonstrate how you meet the essential requirements under language, education and experience;

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.

Condition of employment (must be met):

- Eligibility for a Government of Canada Reliability Status which includes a criminal and credit background check;

- Independent work authorization in the United States and status in accordance with U.S. protocol directives for foreign missions;
- Must be willing and able to travel throughout the Consulate General's territory (NY, NJ, CT, PA, DE), as well as to Canada; and
- Must be willing and available to do occasional overtime.

Summary of duties:

Under the supervision of the Program Manager (FPDS), and in accordance with the international priorities of the Government of Canada and its specific objectives in the US, the incumbent is responsible for conducting outreach, undertaking advocacy and reporting on key priority issues among others. This includes, but is not limited to; undertaking strategic outreach in the Consulate General's region, with a view to maintaining and expanding contacts in key areas such as academia, government, private sector, NGOs, think tanks and policy institutions; planning and participating in meetings/events related to mission's advocacy; research and analysis on political and economic developments or regional issues that may affect the Canada-U.S. relationship; planning and managing high-level visits. The FPDS Officer will work closely with the FPDS and other sections of the Consulate, including its regional presences, as well as with the Canadian network of Consulates in the United States to coordinate activities and initiatives. The candidate will demonstrate a strong ability to think innovatively around program delivery, plan effectively in a highly demanding environment, develop and engage a network of external partners, work independently in a proactive, accountable manner and communicate effectively.

Essential qualifications:

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

Language Requirement:

Fluency in English (oral and written).

Education:

Bachelor's degree from an accredited college or university in a field related to the duties required by the position (such as International Relations, Economics, Business, Communications, or Public Policy) or a degree from a recognised university and a minimum of five years of relevant work experience.

Experience:

- A minimum of 3-5 years' experience working in government or international relations or in an advocacy/policy/economic oriented sector.
- Extensive experience in developing relationships with clients, stakeholders, and influencers.
- Experience conducting research and strategic analysis on policy and public affairs issues and in providing superior strategic advice, briefings, and written reports to management and/or clients.
- Experience in preparing strategic communications materials (speeches, briefs, key messages) for outreach and events.
- Experience in project management (including strategic planning, execution, tracking/reporting results and budget management).
- Experience developing, planning and executing advocacy strategies.

Rated requirements:

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

Experience:

- Experience working in an innovative manner with individuals or groups to forge partnerships and cross-sector initiatives; and
- Experience in establishing, organizing/planning, and conducting meetings and events with key policy and public affairs experts and leaders.

Knowledge:

- Knowledge of the factors that influence policy in the United States generally, including the lower Northeast region, and how they may affect Canadian foreign policy and economic interests;
- Knowledge of the political and economic structures, trends and intersections in the lower Northeast, the United States and Canada; and
- Knowledge of global trends, and of North American relations, in particular in the areas of foreign policy, security and economic competitiveness.

Abilities:

- Ability to communicate effectively orally and in writing;
- Ability to analyse complex thematics and provide strategic advice;
- Ability to manage multiple priorities with tight deadlines;
- Ability to network and maintain a network of clients and influencers;
- Ability to work independently in a proactive, effective and accountable manner; and
- Ability to work effectively in a team.

Personal Suitability:

- Adaptability and flexibility;
- Interpersonal relations;
- Client Focus;
- Sound judgment; and
- Integrity

Asset Qualification:

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. **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 and/or other form(s) of assessment (e.g. a written test, an in-basket exercise, and /or a skills test) of the Rated Requirements for the position. All candidates are required to show proof of legal status to live and work in the US. Reference verifications may also be carried out.

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

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.

Method of application:

Apply via: <http://bit.ly/2X7wYVv> by the closing date and time.

Operational Requirements:

Hours of work:

Normal hours of work for this position are in accordance with Locally-Engaged Staff regulations of 37.5 hours per week. The successful candidate must be willing to work evenings and overtime as required.

Travel:

This position requires occasional travel throughout the Consulate General's territory (NY, NJ, CT, PA, DE), as well as to Canada.