

Human Resources Assistant (Anticipatory Staffing)

Notice No: 19-DELHI HR-588

Section: Human Resources

Location: High Commission of Canada, New Delhi

Level: LES 05

Salary: Rs. 629,067 per annum (non-negotiable)

Additional Benefits: 13th month bonus (equal to one-month salary), international working environment. Per current terms and conditions: a performance based yearly salary increase and paid overtime.

Issuance Date: 1 August 2019

Closing Date: 16 August 2019

Employment: Indeterminate

Hours of Work: 37.5 hours/week

OPEN TO:

- Individuals who are currently residing & eligible to work in India
- All employees of the High Commission of Canada and Canadian missions in India
- Note: The Public Service of Canada is committed to building a skilled and diverse workforce and promotes employment equity

ALL APPLICANTS MUST:

- Meet all of the mandatory screening qualifications and mandatory rated qualifications stated below
- Have independent work authorization in India

Mandatory Screening Qualifications:

Education: Government recognized University degree in any discipline

Language: A superior command of English & Hindi is essential both orally and in writing.

Experience:

- At least three (3) years of recent and relevant experience in an Indian or international organizations or Foreign/diplomatic missions in Human Resources and General Office Procedures.
- Recent and hands-on experience in handling a wide range of employee actions in a multi-branch work environment.

- Experience in using Human Resources Management System (HRMS).

Computer Skills: MS-Office (including Word, Excel, PowerPoint, Outlook) and Internet.

Mandatory Rated Qualifications:

Knowledge:

- Knowledge of general administrative principles and office procedures;
- Knowledge of HR discipline & practices;
- Knowledge of basic financial procedures.

Ability:

- Ability to research, analyze and evaluate information effectively and accurately prepare routine administrative reports & documentations;
- Ability to demonstrate high attention to detail and accuracy;
- Ability to coordinate conflicting priorities within tight deadlines and meet work targets;
- Ability to work in a team environment.

Personal Suitability:

- Professional Integrity
- Adaptability & Flexibility
- Client Service
- Initiative
- Action-orientation

Asset Qualifications:

(Candidates are encouraged to indicate how they meet the following criteria, where applicable)

- Working knowledge of French.
- Government recognized university degree/ equivalent diploma in Human Resources Management.

Job Resume: Under the supervision of the Recruitment Officer, the HR Assistant provides administrative assistance to the HR Section in various tasks related to:

- The staffing and Human Resources management;
- Manages the Information Management System of the section;
- Provides clerical & administrative assistance to the HR Section and coordinates office services
- Administering the Security Vetting formalities for the new staff joining the mission.

Selection Procedure:

All applications will be carefully reviewed against the mandatory screening requirements and mandatory rated qualifications of the job. **Please submit a cover letter that clearly**

indicates how you meet the mandatory screening requirements. Please also submit an updated C.V. that will be used to validate the experience described in the cover letter. Failure to do so will result in the rejection of your application.

Candidates screened in will be contacted for further assessment, including: a personal interview with a series of questions designed to evaluate each applicant's knowledge, abilities, competencies and personal suitability for the position. In addition, tests may be conducted to assist the selection board in assessing the applicant's qualifications, skills and language ability. Reference verifications shall be conducted as a part of the hiring process.

The results of this competition may also be used to establish an eligibility list to staff similar openings at the High Commission of Canada, Delhi which may arise in the twelve (12) months following the completion of this competition.

Note that the candidates will only be contacted through the email provided in their application. Please check your mailbox regularly for any information.

Conditions of Employment (MUST BE MET):

The appointment of the successful candidate will be subject to a Reliability Check (RC) obtained by the Management. To conduct the Reliability Check (RC), the candidate will have to submit the following documents on being selected by the mission.

- **Police clearance certificate (Character Certificate)**
- **Letter of recognition from your bank stating your name, years of client service and your address**
- **Professional and educational certificates and mark sheets (i.e., academic transcripts)**

****Candidates must be available to work overtime as and when required****