

COMPETITION NOTICE

The Embassy of Canada in Washington, D.C. is accepting applications to staff the position of Administrative Assistant, details as follows.

Position title: Administrative Assistant

Section: Common Services/Physical Resources

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

Position no: EXT-304826

Level: LE-01

Starting salary: \$52,411 USD plus benefits

Competition no: 3510

Date posted: 08/06/2019

Closing date: 08/20/2019 06:00:00 PM EST.

Employment Tenure: Indeterminate

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. When you submit your application, you must specify all types of employment tenures for which you wish to be considered, e.g., indeterminate, term, assignment/transfer, and/or acting.

APPLICATION PROCESS

CANDIDATES CAN ONLY APPLY VIA THE LINK BELOW:

www.wfca-tpce.com/vacancyView.php?requirementId=3510&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, or A-1 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:

The Administrative Assistant provides operational and logistical support services to physical resources team. The position is responsible for simple and routine updates to the mission's intranet site, offering logistical support for the embassy's French language training program, and monitoring and assigning client service requests within the team.

Duties also include, but are not limited to, drafting communications and other correspondence; assisting with the preparation of reports; acting as a financial agent to administer travel/hospitality claims, track budgets, prepare orders for purchasing, and assist with contracts; oversee the record keeping function; coordinate visits and events; and provide other administrative support as required

Essential requirements:

Candidates must demonstrate clearly how they meet the Language, Education and Experience requirements listed below. All communication relating to this process, including email correspondence may be used in the assessment of qualifications.

Language:

English

Education:

A degree from an accredited university or college; or an acceptable combination of relevant experience, education, and training related to the duties and specific areas of competence required by the position.

Experience:

- A minimum of two (2) years of experience providing administrative support services to a diverse team in a government or corporate office environment;
- Experience in financial processes, such as processing travel claims;
- Experience with Microsoft Office Suite and Internet Explorer; and
- Experience in records and information management

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 and financial processes and procedures;
- Knowledge and proficiency in Microsoft Office Suite; and
- Knowledge of information management, both electronically and in hard copy.

Abilities:

1. Learn quickly and continually;
2. Proficient in the use of computer-based tools, and data-entry systems
3. Communicate effectively both orally and in writing in English;
4. Plan and organize;
5. Set priorities and meet deadlines; and
6. Work under pressure.

Personal Suitability:

1. Effective interpersonal skills;
2. Judgment;
3. Team player;
4. Flexibility.

Asset Qualifications:

- Ability to work in French.

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 plus leave and health benefits package. Leave includes paid vacation, sick, and family/personal leave. Health packages covers medical, dental, disability, and retirement. Other benefits include prime work location in proximity to Metro, standard 37.5-hour work week, on-sit parking, on-site gym with cardio and weight room, and on-site cafeteria. The Embassy promotes work-life balance and offers a dynamic and healthy work environment

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=3510&source=PO>

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, or A-1 visa as required by the Department of State for employment in a foreign mission).

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.