

## **Common Services (CS) Assistant**

**Notice No:** 19-BAGLR CS-589

**Section:** Common Services

**Location:** Consulate General of Canada, Bengaluru

**Level:** LES-05

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

**Issuance Date:** August 9, 2019

**Closing Date:** August 16, 2019

**Employment:** Indeterminate (Full time)

**Hours of Work:** 37.5 hours/week

### **OPEN TO:**

- Employees who are presently working on term or indeterminate basis at LE05 level for 2 or more years in the High Commission of Canada and Canadian missions in India

### **ALL APPLICANTS MUST:**

- Meet all of the mandatory screening qualifications and mandatory rated qualifications stated below

### **Mandatory Screening Qualifications:**

**Education:** Government recognized University degree in any discipline;

**Language:** Fluency in English (oral & written).

**Experience:** At least **three (3) years of recent (within the past five (5) years)**, relevant work experience in the following areas in a similar position for a corporate or Government office:

- in providing general administrative duties including budget management / human resource support / logistics/ property/ and material management
- in dealing with the public and customer/client service

**Computer Skills:** MS-office (including Word, Excel, PowerPoint), MS Outlook, Internet.

## **Mandatory Rated Qualifications:**

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### **Knowledge:**

- Knowledge of administrative and office procedures;
- Knowledge basic financial procedures;
- Knowledge of property management and inventory control.

### **Ability:**

- Ability to accurately prepare charts, tables, letters & reports;
- Ability to edit and format documents;
- Ability to research, analyze and evaluate information effectively;
- Ability to coordinate conflicting priorities within tight deadlines and meet work targets

### **Personal Suitability:**

- Professional Integrity
- Adaptability & Flexibility
- Focus on quality & detail
- Client service
- Judgement
- Teamwork

### **Asset Qualifications:**

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

- Knowledge of French, Kannada, Tamil, Telegu or/and Hindi.

### **Job Resume:**

**Summary:** Under the supervision of the Common Service Officer, the Common Service Administrative Assistant (LE-05) provides daily administrative (finance, property, HR) support and services; creates and provides information and/or documentation; provides support for ongoing Common Service activities; responds to service requests from clientele and performs other duties as required.

Given regional focus of Common Services, supports administrative interactions and proactive cooperation between Common Service Delivery Point (CSDP) and / or Regional offices.

### **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 Consulate General 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):**

Candidate must be available to work overtime as and when required.