

Outreach Officer

Notice No: 19-CHADG Migration-590

Section: Migration Office

Location: Consulate General of Canada, Chandigarh

Level: LES 07

Salary: Rs. 1,146,164 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: 14 August 2019

Closing Date: 28 August 2019

Employment: Indeterminate (Full time)

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
- Spouses/Dependants of Canada-based staff
- NOTE: The Government of Canada is committed to building a skilled, inclusive and diverse workforce and to pursuing employment equity. Diversity is our strength and all applicants who meet the qualifications below are encouraged to apply.

APPLICANT MUST:

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

Mandatory Screening Qualifications:

Education: Bachelor's degree/diploma from a recognized university.

Experience: Minimum **4 years (within the past 6 years)** of recent experience in the following areas:

- Experience in planning and organizing communications strategies and outreach and promotion activities;
- Experience in organizing and delivering events;

- Experience in creating and delivering presentations, communication materials and/or public speaking;
- Experience in working with the public.

Language: Excellent verbal and written communication skills in English, Punjabi and Hindi.

Please note that the English language skills assessment is mandatory to qualify this staffing process.

The qualifying **IELTS** criterion is: No single competencies lower than 6 AND an overall band level of 7.0

The qualifying **ILSC** criterion is: Minimum CLB 9 on both Grammar/Reading and Writing Section.

- For candidates who have valid and qualifying IELTS/ILSC scores: Candidates who demonstrate they have IELTS (International English Language Testing System) and ILSC test results at the said levels must submit their scores along with their candidature. These candidates shall not be re-tested in English. For operational purposes, only the "General Training" option under IELTS is acceptable.

Please note that only IELTS and ILSC scores for the **last 5 years** will be considered.

- For candidates who do not have IELTS/ILSC scores and have not appeared for the same administered through the High Commission of Canada in the last 12 months, will be assessed on their English Language skills by the High Commission during this staffing process.
- For candidates who have appeared for ILSC test administered by the High Commission/Consulate General and did not achieve qualifying scores in the last 12 months, are required to appear for the test at their own cost and submit their qualifying scores along with their applications. No extended deadline shall be provided to submit these scores.

Computer Skills: MS-office (including Word, Excel, PowerPoint), MS Outlook, searching the Internet and working with social media tools.

Mandatory Rated Qualifications:

Knowledge:

- Knowledge of the current political and economic developments in India;
- Knowledge of tools and techniques to stimulate participation and interest in promotion and outreach;
- Knowledge of analytical and research techniques to collect and analyze data and trends and to synthesize information;
- Knowledge of the Government of Canada's international mandate, objectives and priorities as well as knowledge of Canada, including Canadian interests in India.

Ability:

- Ability to create, develop and deliver outreach and promotional materials and activities to raise Canada's profile on key priorities, including producing, editing, and translating communication materials in various formats and speaking publicly to various audiences;
- Ability to communicate effectively orally and in writing in English, Punjabi and Hindi;
- Ability to conduct and evaluate internal and external surveys, and generate meaningful reports in order to provide advice and recommendations;
- Ability to plan, manage and coordinate projects, events, visits and activities;
- Ability to use social media tools for promotion;
- Ability to research, analyze and make recommendations;
- Ability to work effectively and collaboratively with networks, stakeholders and partners.

Personal Suitability:

- Integrity
- Adaptability & Flexibility
- Sound judgement
- Initiative
- Planning & Organization Skills
- Effective interpersonal Skills

Asset Qualifications:

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

- Master's degree/diploma in mass communications and media
- Experience in public speaking
- Knowledge of the Canadian Migration Program
- Ability to read, understand and communicate in French
- Ability to use graphic design software to make posters, invitations and promotional materials

Job Resume:

Summary: This is a new position with the Migration Program at the Consulate General of Canada in Chandigarh. Under the direction of the Migration Program Manager (MPM), the Outreach Officer advises on and supports the planning, development, and implementation of the Migration Program's client service priorities in India and related outreach activities. The Officer develops and delivers presentations and briefings, either as standalone events or as part of advocacy campaigns, to various external and internal audiences as the Migration Program's representative, conducts regular media monitoring, and contributes to media strategies in support of key priorities, including the development and drafting of various advocacy and communications products. The Officer helps the MPM support other priorities in the mission, including those of the amalgamated Department of Global Affairs Canada and the pan-India network of Canadian missions and Migration Offices. The Officer assists with planning and coordinating official visits from Canada. In order to carry out effective outreach and assist the MPM with providing the best information and advice to the Consul General and to senior Canadian officials, the Officer monitors local political and economic developments,

develops and maintains a network of local stakeholder contacts, and contributes to reporting. The Officer may need to perform other duties, as required.

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)**

The successful candidate may be asked to work overtime hours when/as required, and will be required to travel locally and out of state.