



## Competition Notice

Do you love working with entrepreneurs? Are you passionate about helping businesses scale? The Consulate General of Canada in New York is seeking a new member of our team to manage the Canadian Technology Accelerator (CTA) program as well as to work with high-growth Canadian businesses. Our ideal candidate will be dynamic, highly organized, collaborative, and results-oriented, with experience in international business development, client service, and program management.

**Position Title:** Trade Commissioner, Canadian Technology Accelerator and Key Accounts (Anticipatory)

**Section:** International Business Development Section

**Location:** Consulate General of Canada in New York

**Position Number:** EXT-TBC

**Level:** LE-09

**Starting Salary:** \$ 111,736 USD, plus benefits

**Competition No:** 2019-27

**Date Posted:** November 8, 2019

**Closing Date:** November 24, 2019 (5PM EST)

**Employment tenure:** There is one position available of indeterminate status. This competitive staffing process may be used to create an eligibility list of qualified candidates for this position and other similar positions at the same level, with various tenures, including indeterminate, term, assignment/transfer, and/or acting opportunities at the Consulate General of Canada in New York.

### Open to:

- Persons living in the New York Tri-State Area;
- Employees of the Permanent Mission to the United Nations or Canadian Consulate General in New York;
- Employees of any Canadian Mission in the United States; and
- 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:

- Meet all of the Essential Requirements stated below.
- Be resident in the United States.
- Submit resumes and a **one-page cover letter** by the closing date. The one page cover 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.**

**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 Canadian Trade Commissioner Service at the Consulate General of Canada in New York manages the Canadian Technology Accelerator (CTA) ([www.ctaconnects.com](http://www.ctaconnects.com)) – an immersion program for high growth, high potential Canadian technology firms. Through its lead trade commissioner, the CTA helps qualified companies (our clients) pursue customers and strategic partnerships, access financing, gain competitive intelligence, and grow their business in the US.

Working in the international business development team of the Consulate General of Canada, the Trade Commissioner acts as the focal point responsible for managing the CTA, supporting its participating companies and other high-growth companies. The CTA Trade Commissioner will:

- Develop and implement the CTA program, including managing budgets, event management, and tracking and reporting of results;
- Develop and implement customized plans to drive business development for CTA and other key clients;
- Strengthen and establish relationships with Canadian stakeholders and partners to support program recruitment;
- Work in close relationship with sector trade commissioners, headquarters and other CTA programs in the U.S.;
- Build and maintain a strong network of diverse local contacts to support program objectives, including identifying mentors, subject matter experts and potential customers;
- Identify and implement opportunities and strategies for continuous improvement; and
- Draft communications for social media, website and other marketing/promotional material.

**Conditions 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 United States protocol directives for foreign missions.

**Essential requirements:**

Candidates must demonstrate clearly how they meet the Education and Experience requirements listed below:

**Language requirement:**

A high degree of fluency in written and oral English is required.

**Education:**

Bachelor's Degree from an accredited college or university in a field related to the position, including but not limited to: commerce, finance, and economics.

**Experience:**

- A minimum of 2 years of recent and direct experience in commercial business development, venture capital, and/or working with or advising start-ups;
- Experience in recruiting clients, managing client and stakeholder relationships, providing expert advice and client support to customers/clients, and in gathering and responding to customers/clients feedback;
- Experience in project management and in performance measurement; and
- Experience in providing strategic advice, briefings, and written reports to management and/or clients on business issues.

**Rated Requirements:**

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

**Knowledge:**

- Knowledge of the role of the Canadian Trade Commissioner Service, especially as it applies to programming to support the export of innovative Canadian technologies;
- Knowledge of the challenges faced by innovative Canadian businesses, especially in the tech sector;
- Knowledge of New York City's tech ecosystem; and
- Knowledge of event management and promotional techniques.

**Abilities:**

- Ability to communicate effectively in English, both orally and in writing;
- Ability to build and sustain a network of contacts;
- Ability to analyze business information and provide strategic and expert advice;
- Ability to prioritize and organize workload, multi-task and work effectively under pressure; and
- Ability to generate new business opportunities using marketing tools, databases and platforms.

**Personal Suitability:**

- Adaptability and Flexibility;
- Client Focus;
- Effective Interactive Communication;
- Leadership;
- Teamwork and Cooperation; and
- Integrity.

**Asset Requirements:**

- The ability to communicate effectively in French both orally and in writing.
- A graduate degree from a recognized university.

**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 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 Consulate General of Canada offers a competitive salary, generous leave and a strong benefits package to include medical, dental, long term disability, and a pension plan to name a few.

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

**Method of application:**

Apply via: <http://www.wfca-tpce.com/vacancyView.php?requirementId=3702&source=PO> by November 24, 2019 (5PM EST).

**Operational Requirements:**

**Hours of work:**

Normal hours of work for this position are in accordance with the Locally Engaged Staff (LES) regulations of 37.5 hours per week. The successful candidate must be willing to work evenings, some weekends and holiday events.

**Travel:**

The position will also require some business travel within the tri-state area of New York, New Jersey and Connecticut, as well as possible trips to Canada.