

Defence Attaché Program Officer

Position title: Defence Attaché Program Officer
Appointment No: AMMAN-2021-C02-LE07
Term Type: Term position (till March 2023)
Term Details: This position is a LES (Locally Engaged Staff) position, subject to the Terms and Conditions of Employment for LES in Amman
Department: Embassy of Canada in Amman, Jordan
Number of Vacancies: 01
Classification: LE-O1
Salary Range: Starting salary is 21,007.00 JOD per year plus 13th and 14th month bonuses paid in June and December respectively (pro-rata dependent on start date)
Location: Amman, Jordan
Closing Date: May 07, 2021
Hours of work: 37.5 hours/week

Summary of Duties

Under the general supervision of the Canadian Defence Attaché Assistant (CDAA), with responsibility for administering operational programs which are part of the office's bilateral relationships agenda in Jordan and Qatar; performs a variety of operational functions including direct liaison with host nations' militaries to establish and maintain relationships. Establishes and maintains networks with host nation militaries and allied Attaché offices; administers Canada's Military Training and Cooperation Program; conducts liaison to ensure appropriate clearances are obtained for military aircraft, and other diplomatic engagements as required. As part of the duties, the LES-07 liaises regularly with the NDHQ agencies, host nation branches, accredited countries, allied and partner missions, and defence and security representatives; and performs other duties as required.

Areas of Selection / Eligibility

Open to external applicants eligible to work in Jordan and individuals currently occupying an indeterminate or term position in the Mission who meet all of the essential qualifications and whose applications are received by the closing date.

The Canadian Government is an equal opportunities employer and welcomes applications from diverse sections of the community. Candidates will be considered on merit regardless of ethnic origin, religious belief, gender, age, sexual orientation, disability or any other irrelevant factor.

Essential Qualifications

Education:

- A degree or diploma from a recognized university or post-secondary institution (applicants who do not have a degree/diploma but have a combination of education, training and experience in a similar role may also be considered)

Language:

- Fluency in English and Arabic (reading, writing and speaking).

Experience:

Minimum two years of working experience in:

- Working with or liaising with organizations in an official capacity and maintain a network of professional contacts;
- Working in an international organization or company;
- Experience managing financial information;
- Conducting research and provide detailed reports and advise to management
- Working with computers and standard Microsoft Office products (Excel, Word, Outlook);

Rated Qualifications

Knowledge

- Excellent knowledge of Jordanian government organizations and institutions (specifically military);
- Knowledge of budget planning and maintenance;
- Knowledge of general office procedures (text preparation and formatting, handling correspondence, letters, emails and filing) and office software packages (Microsoft Outlook, Word and Excel).

Abilities / competencies

- Ability to communicate effectively, both orally and in writing;

- Excellent planning, time management and organizational skills;
- Excellent interpersonal and client service skills;
- Ability to work effectively independently or in a team environment;
- Ability to interpret and analyze information quickly and efficiently;
- Ability to build and sustain effective working relationships.
- Discretion and professional integrity
- Judgement
- Initiative
- Flexibility and Adaptability

Asset Qualifications

Preference may be given to candidates who have the following asset qualifications. If candidates meet the factors listed in the asset qualifications, they must also clearly demonstrate how they meet these factors in their covering letter.

- Knowledge of the French language.

Operational Requirements:

- Must be willing to work occasional irregular hours and overtime and sometimes be available on call outside normal business hours.

Conditions of Employment:

Candidates must:

- Applicants must hold a valid working authorization covering the period of employment. If the employment is of an indeterminate nature, or becomes indeterminate, then the work authorization should be permanent or lead by itself to permanent work authorization. The Canadian Government cannot sponsor a candidate to obtain work authorization documents.
- Obtain and retain an enhanced reliability clearance (security clearance). The appointment of the successful candidate will be subject to Medical Clearance and Reliability Check (RC) obtained by the Administration and Security sections of the Embassy.

How to apply

- Please follow the link http://chc.amris.com/wizards_v2/chc/vacancyView.php?requirementId=4461& and complete the online application form.
- Applicants must submit a cover letter and a curriculum-vitae clearly demonstrating how they meet the education, language and experience required for the position.
- Applications which do not include all of the requested documents or information will be rejected.
- Candidates who are unable to submit their application due to technical difficulties must report these to: CSDPDHHumanResources/RessourcesHumaines@international.gc.ca prior to the closing date.
- Failure to do so will result in the application being rejected

Important notes

- Candidates are entitled to participate in the appointment process in the official language of their choice. They are asked to indicate their preferred official language in their application (English or French).
- Communication for this process will be sent via email. It is the responsibility of the candidate to ensure accurate contact information is provided and updated as required.
- Please note that some email systems may block emails from unknown users. Candidates should include an email address that accepts email from unknown users and regularly check their email, including junk mail.
- Candidates selected at the screening stage will be invited for further assessment. Methods of assessment may include, but are not limited to, a written examination, an oral interview, role-play, practical tests, presentations and/or psychometric assessment.
- Reference checks will be sought for candidates that reach interview stage and may form part of the selection process.
- The Embassy of Canada in Amman does not reimburse any travel costs to and from interviews/exams nor does it reimburse any relocation costs.
- If candidates need any special assistance in terms of attending exams or interviews, then please let us know during the application process.
- The results of this competition may also be used to establish an eligibility list of staff for similar openings at the Embassy of Canada in Amman, which might arise in the 12 months following the completion of this competition.
- If you have any questions at any stage of the process please send an email to CSDPDHHumanResources/RessourcesHumaines@international.gc.ca