

The Embassy of Canada in Washington, D.C. is accepting applications for the position of Program Assistant, DND, details as follows.

**Position title:** Program Assistant, DND (anticipatory)

**Section:** Canadian Defence Liaison Staff - CDLS (W)

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

**Position no:** EXT-320024

**Level:** LE-A2

**Starting salary:** \$53,512 USD plus benefits

**Competition no:** 4444

**Date posted:** April 22, 2021

**Closing date:** May 9, 2021 06:00:00 PM ET

**Employment Tenure:** Indeterminate

This staffing process may be used to create an eligibility list of qualified candidates for this position and for similar positions in other programs at the Embassy with various tenures, including indeterminate, term, assignment/ transfer, emergency, and acting opportunities.

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## Area of Selection:

This competition is open to applicants who are:

- 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; or
- Spouses and dependents of Canada-based staff (CBS) at the Embassy of Canada.

## All applicants must:

- Have authorization to work in the United States in a foreign mission (US Citizens, Legal Permanent Residents or A, G or NATO-2 category visa holders).
- Meet at least one of the Area of Selection criteria.
- Meet all of the Essential Requirements stated below.
- Submit a resume and a cover letter by the closing date and time. The cover letter must clearly demonstrate the points above.

**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. Supporting documentation will be verified during the process.

## Summary of duties:

Under the general supervision of the Commanding Officer (CO), the incumbent manages and controls a challenging workload of program support services for the section. Duties are: providing administrative support to the CO, DCO and Medical Staff Officers; arranging travel and reconciling claims; acting as liaison between CDLS staff and embassy staff; managing the representational responsibilities; translation

of correspondence; maintaining efficient office filing systems; budget management as required; planning, organizing and providing logistical and administrative support for meetings, seminars, and conferences and providing support to the office of the Commander CDLS(W), 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 and French

### **Education:**

A degree from an accredited university or college; or a combination of education, training and experience (at least two years) in an administrative support role in a professional office environment.

### **Experience:**

- Experience in office administration, including record keeping and the processing of claims (i.e.: travel/hospitality, etc.), in either a government, corporate, or non-profit automated environment;
- Experience with Microsoft Office Suite; and
- Experience providing front-line client service in a complex work environment.

## **Rated requirements:**

Candidates who meet the Language, Education and Experience requirements will be assessed on the following qualifications. The assessment may include: a written test, an interview, an in-basket exercise, and/or a skills test.

### **Knowledge:**

- Knowledge of office procedures and filing systems;
- Knowledge of computer software and systems, such as Microsoft Office Suite;
- Basic knowledge of the roles of the Department of National Defence (DND); and
- Basic knowledge of the Canadian Government structure.

### **Abilities:**

- Communicate effectively orally and in writing in English and French;
- Provide excellent client service in person, by telephone, and electronically;
- Solve problems with little assistance;
- Learn quickly and continually;
- Demonstrate attention to details, with the ability to work well under pressure;
- Initiate appropriate action in response to critical communications;
- Plan and organize, with a particular emphasis on event planning; and
- Manage multiple priorities effectively, with a focus on financial administration.

## Personal Suitability:

- Effective interpersonal skills;
- Responsible;
- Sound judgement;
- Discretion;
- Team player and collegial; and
- Integrity.

## Asset Qualifications:

- Familiarity with DND documentation;
- Experience with DND-specific application software such as DRMIS and Claims-X; and
- Prior work experience within a military or diplomatic environment.

## 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 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. Reference checks will be sought for candidates who reach the interview stage and may form part of the selection process. Communication for this process will be sent via email. It is the responsibility of the candidates to ensure accurate contact information is provided and updated as required. Candidates who apply to this vacancy should include an email address that accepts email from unknown users and regularly check their email, including spam folder. Candidates requiring any special assistance in attending exams or interviews are requested to inform us prior.

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-site 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. Our organization offers an inclusive workplace where respect, teamwork, and collaboration are part of our culture. Canada's missions abroad are committed to promoting and supporting an environment free from harassment and discrimination, as well as encouraging and supporting employees to learn and develop their skills and competencies.

## Condition of employment (must be met):

- Eligibility for a Government of Canada Secret Status (Canadian, United States, United Kingdom, New Zealand or Australian citizenship) which includes a criminal and credit background check;
- Have authorization to work in the United States in a foreign mission (US Citizens, Legal Permanent Residents or A, G or NATO-2 category visa-holders); and
- Before an offer of employment can be made, candidates must provide a local address as proof of residence in the specific city, region or country so that if selected, it will appear on the offer letter.

## **Operational Requirements:**

- Due to the situation with COVID 19, many employees with the Embassy are currently teleworking. As the Embassy moves through its reopening phases, and based on the requirements of the position, the incumbent may be required to work on site at the Embassy. Once the Embassy returns to normal operations, the incumbent will be expected to work from the Embassy, as required.

## **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.

## **Method of application:**

Applications will only be considered when received through our online portal. Apply online at <http://www.wfca-tpce.com/vacancyView.php?requirementId=4444&source=PO>