



## Registry Supervisor

The Consulate General of Canada in New York is seeking to hire a Registry Supervisor for the Immigration team.

**Position Title:** Registry Supervisor

**Section:** Immigration

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

**Position no:** EXT 426932

**Level:** LE-A3

**Starting salary:** USD\$66,761 (plus benefits)

**Competition no:** 2021-02

**Date posted:** April 27, 2021

**Closing date:** May 10, 2021 (by 5 PM EST)

**Employment Tenure:** There is one Indeterminate position. This competitive staffing process may be used to create an eligibility list of qualified candidates for this position with various tenures, including indeterminate, term, assignment/transfer, and/or acting opportunities at the Consulate General of Canada in New York, which might arise in the 12 months following the completion of this competition.

### Open to:

- Persons living in the Tri State area of New York, NJ and CT
- Employees of any Canadian Mission in the U.S.
- Spouses and dependents of Canada-based staff at the Consulate General of Canada and & Permanent Mission of Canada to the U.N.

*Note: Relocation will not be paid in any circumstance.*

### All applicants must:

- Meet all of the essential qualifications stated below.
- Have independent work authorization in the U.S. and status in accordance with U.S. protocol directives for foreign missions.
- Reside in the United States.
- Submit your resume and a one-page cover letter by the closing date. The cover letter must:
  - ✓ Specify, using concrete examples, how you meet the essential requirements for this position.
  - ✓ Confirm residency in the United States;
  - ✓ Confirm independent work authorization in the United States. (US Citizen, U.S Legal Permanent Resident (LPR), or specific visa categories (e.g. dependents of Diplomatic and Official Visas holders)) as required by the Department of State for employment in a foreign mission.

**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:

Under general supervision of the Migration Program Manager, supervises the Common Services team and functions of the Immigration, Refugees and Citizenship Canada office in New York. The duties include: organizing the operation of the registry including reception and handling of documents from the Visa Application Centre; file creation and destruction; handling of mail; filing of supplemental documentation and

training of staff. This person is responsible for organizing their own work and that of subordinate staff using electronic systems to verify requirements, document information; and communicates with contacts for case processing and program integrity.

**Condition 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 U.S. and status in accordance with the US protocol directives for foreign missions.

**Essential requirements:**

Candidates must demonstrate clearly in their cover letter how they meet the Language, Education and Experience requirements listed below:

**Language Requirement:**

Fluency in English (oral and written).

**Education:**

A minimum of a 3-year degree from an accredited college or university.

**Experience:**

- A minimum of 3 years of relevant corporate or government experience within a team environment within the past 5 years;
- Recent experience (minimum of 1 year in past 5 years) with Microsoft Office Suite, i.e. Excel, Word, Outlook.

**Rated requirements:**

**Knowledge:**

- Knowledge of the Government of Canada's Immigration program.

**Abilities:**

- Ability to plan and organize work flow;
- Ability to work under pressure;
- Ability to lead and direct;
- Ability to multi task with multiple interruptions from telephone, email, managers, and colleagues; and
- Ability to work independently when required or as part of a team.
- Ability to provide services to and work with a diverse client base

**Personal Suitability:**

- Adaptability and flexibility;
- Client focus;
- Integrity reflective of Government of Canada standards of values and ethics and privacy protection;
- Effective interactive communication;
- Sound judgement; and
- Initiative.

**Asset Qualifications:**

- Ability to communicate, verbally and in writing, in French

**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 qualifications 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 and/or other form(s) of assessment (a written test, an in-basket exercise, and /or a skills test) of the Rated Requirements for the position. All candidates are required to show proof of legal status to live and work in the US. Reference verifications will also be carried out.

**Our Organization:**

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.

Canada's strength is diversity and has played a key role in Canada's history and development. Because of this, the Consulate General of Canada in New York values diversity, equity and inclusion in our workforce and strongly encourage applications from Black, Indigenous and People of Colour.

We offer a competitive salary, generous leave and a strong benefits package to include medical, dental, long term disability, and a retirement savings plan to name a few.

**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.

**Method of application:**

All applicants should **apply by May 10, 2021 (5PM EST)** via <https://www.wfca-tpce.com/vacancyView.php?requirementId=4475&source=PO>. In completing their applications, candidates will confirm that they meet all the essential requirements and relate their work experience to the position description. Hard copy applications will not be accepted.

Candidates are required to upload a cover letter and CV in English or French. Applications which do not include the requested documents or information in the CV or cover letter will be rejected. Any additional information must be included as part of these two attachments.

Candidates who are unable to submit their application due to technical difficulties must report these to: [CNGNYPRMNYHR@international.gc.ca](mailto:CNGNYPRMNYHR@international.gc.ca) prior to the closing date. Failure to do so will result in the application being rejected.

**Important Notes:**

- Please do not use a tablet or cell phone to submit your application, as mobile browsers are not supported by our on-line portal. Candidates should only apply using a laptop or desktop computer.
- Only applications submitted in one of the official languages of Canada will be accepted (English or French). Candidates are entitled to participate in the recruitment process in the official language of their choice and to indicate their preferred official language in their application.
- 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.