

Junior Trade Officer – 2 positions

Notice No.: 21_MMBAI_TRADE_635

Section: Trade (Commercial)

Location: Consulate General of Canada, Mumbai

Level: LE O1

Salary: Rs. 1,172,526 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: July 12, 2021

Closing Date: July 26, 2021

Employment: Indeterminate

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
- Note: The Public Service of Canada is committed to building a skilled and diverse workforce and promotes employment equity.

ALL APPLICANTS MUST:

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

Mandatory Screening Qualifications:

Candidates MUST explain in their covering note how they meet each of the criteria mentioned below ie Education, Language, Experience and Computer Skills. Failure to do so will lead to rejection of candidature.

Education: University degree from a recognized institution.

Language: Professional level (Excellent) of English and Hindi, written and spoken.

Experience: Minimum 4 years (within the past 7 years) of relevant work experience in all the areas mentioned below:

- Directly developing international export promotion and/or investment attraction strategies for corporate or government clients.
- Experience in developing and managing a network of key Clients and Stakeholders in order to achieve goals.
- Experience in planning programs with minimal supervision for at least one of the following: business delegation visits, trade shows, roundtable networking events.
- Experience in managing budgets/financials.

Computer Skills: MS-Office (including Word, Excel, PowerPoint, Outlook), Social Media (LinkedIn and Twitter), Virtual Platforms, eCRMs.Mandatory

Rated Qualifications:

Knowledge:

- Knowledge of the local business environment and community, particularly trade and investment opportunities for international companies in India.
- Knowledge of the Canadian Trade Commissioner Service (TCS).

Ability:

- Contribute to a client's business plan and provide strategic guidance on international expansion.
- Research and identify local business opportunities/issues
- Write effective business communications in English using standard office suites, social media, and information technology tools.
- Ability to secure, prepare for, conduct, and provide follow-up to business development meetings with exporters and investors.

Personal Suitability:

- Client Focus – understand and address underlying Client needs.
- Initiative – proactively doing things and acting on future opportunities and problems.
- Judgement - make sound decisions in difficult situations.
- Effectiveness/Achievement Orientation – setting, meeting and exceeding goals.
- Networking/Alliance Building – create network of key players that can help achieve your client's goals.
- Integrity/Respect – uphold the highest ethical standards in the workplace.
Communicating and Working effectively with others – communicating effectively and managing interpersonal relations effectively with Team Colleagues, Clients and External Partners'.

Asset Qualifications:

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

- Existing business network in India.
- Master's degree in a field related to international and/or business.
- Working level knowledge of French.
- Working level knowledge of Marathi for Mumbai position.

Summary: The mandate of the Trade Commissioner Service is to promote Canada's economic interests in global markets by engaging in a range of activities including: contributing to export market development:

- Conducting advocacy and foreign market access activities.
- Understanding and analyzing trade policy issues.
- Attracting foreign investment to Canada.
- Developing a network of international business contacts.
- Identifying and communicating of business leads.
- Fostering of strategic alliances.
- Linking Canadian businesses to global value chains.
- Supporting licensing and venture capital linkages.
- Promoting joint-venture partnering and foreign equity investment.
- Facilitating R&D collaboration and technology transfer.
- Promoting corporate social responsibility.
- Facilitating of Canadian direct Investment abroad.

As a member of the Canadian Trade Commissioner Service, conducting work under direction by a Canadian-based Trade Commissioner, the locally based **Junior Trade Commissioner** (LEO1) will contribute to advancing Canada's global commerce by, among others, sharing knowledge of the local market interest, providing service to Canadian clients, building relationships with Canadian clients and local contacts, as well as planning and executing events.

We are currently staffing two positions at the same level. For more details, please read the attached job description.

[GAC Job description EN](#)

[AAFC Job description EN](#)

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 Consulate General of Canada, Mumbai 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)
- Available to work overtime on an occasional basis