

Protocol & Visits Coordinator

Notice No: 21-DELHI/Visits-634

Section: Head of Mission_Support

Location: High Commission of Canada, New Delhi

Level: LE A3

Salary: INR 885,334 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 14, 2021

Closing Date: July 28, 2021

Employment: Indeterminate (Permanent)

Hours of Work: 37.5 hours/week

OPEN TO:

- All employees of the High Commission of Canada and Canadian missions in India
- Individuals who are eligible to work in India
- Spouses/Dependants of Canada-based staff

APPLICANT MUST:

- Meet all of the essential requirements stated below
- Have independent work authorization in India

Mandatory Screening Qualifications:

Education: Bachelor's degree from a government recognized university in any discipline

Experience: At least three (3) years of recent (in the past five years) work experience:

- In a similar position in a commercial, industrial, diplomatic or government establishment.
- Experience in event planning and logistical support.

Computer Skills: Proficiency in MS Office (Word, Excel, Access) and MS Outlook

Language: Fluency in English and Hindi is essential. (reading, writing and speaking).

Mandatory Rated Qualifications:

Knowledge:

- Knowledge of Indian Government protocol
- Knowledge of general financial procedures including budgets, expenses and inventories
- Knowledge of general office procedures and practices

Abilities:

- Ability to co-ordinate conflicting priorities within short time frames
- Ability to work independently as well as in a team environment
- Ability to prepare charts, tables and word documents with accuracy
- Ability to communicate (reading, understanding and speaking) in English
- Ability to follow and act upon instructions

Personal Suitability:

- Professional integrity
- Effective performance under pressure
- Networking
- Effective communication
- Flexibility and adaptability
- Judgement

Asset Qualifications:

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

- Experience in dealing with Indian Ministries and Protocol

Operational Requirements:

- Willingness and ability to work overtime at night and on week-ends.

Job Resume: Under the general supervision of the Head of Visit, Logistics and Protocol Unit, acts as the Assistant Protocol and Visits Coordinator and is responsible for the following duties:

- Management of Official Hospitality Events at the Official residence and the other venues
- Official Visits Management Support
- Other Protocol and Visits related administrative duties

For details please click on the link : [Standard Job Description](#)

Selection Procedure:

All applications will be carefully reviewed against the mandatory and desired requirements of the job. **Please submit a cover note with your candidature, clearly indicating how you meet the screening requirements. 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 High Commission of Canada, New Delhi 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.

1. Police clearance certificate (Character Certificate)
2. Letter of recognition from your bank stating your name, years of client service and your address
3. Professional and educational certificates and mark sheets (i.e., academic transcripts)