

Senior Trade Officer

Position title: Senior Trade Officer

Appointment Process No.: CLMBO-2021-C04-LEO2

Term Type: Indeterminate

Term Details: This position is a LES (Locally Engaged Staff) position, subject to the Terms and Conditions of Employment for LES in Colombo

Department: High Commission of Canada in Colombo

Number of Vacancies: 1

Job Category: TRADE

Level: Officer

Classification: LE-O2

Salary range (Annual): LKR 4,298,158+ benefits (medical/life insurance, 13th month bonus, EPF/ETF)

Location: Colombo

Close date: September 24, 2021, at 23:59 hrs UTC/GMT

Summary of Duties

Canada's Trade Commissioner Service (TCS) is a worldwide network of professionals in international business development (IBD), with preferred access to business knowledge and contacts, who are committed to advancing Canadian commercial and economic interests abroad. This position contributes to the delivery of the IBD program at the mission by delivering services to clients in accordance with TCS policies and guidelines, and Government of Canada policies and priorities for international trade, investment, and innovation, with the objective of helping Canadian clients make better business decisions abroad.

Area of selection/Eligibility

This position is open to General Public, including locally engaged staff who are currently employed at the High Commission, who meet all of the essential requirements stated below, 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.

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Essential Qualifications

Candidates will initially be screened against the Essential Qualifications relating to education, experience and language. **Candidates must clearly demonstrate in their cover letter and CV how they meet each of these essential qualifications.**

Education:

Master's degree from a recognized university with a major in a discipline related to the position such as Business Administration, International Trade, Commerce or Economics.

Language:

- Proficiency in English and Sinhala (reading, writing, and speaking)
- Working knowledge of Tamil

Experience:

Minimum 5 years (within past 7 years) of relevant experience in International business development, working with commercial, financial or government clients in international trade and/or investment promotion;

In addition to the above, the candidates need to demonstrate experience in any one of the following:

- a) Experience in developing relationships with clients and stakeholders, including preparing for and conducting meetings with internal and external contacts;
- b) Experience in planning programs with minimal supervision for at least one of the following: clients and partners, high-profile visits, trade shows, roundtable networking events, trade delegations;
- c) The use of modern technology and social media platforms for business development and trade promotion.

Rated Requirements

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The Rated Requirements relating to knowledge, abilities and competencies will also be assessed. 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.

Knowledge:

- Knowledge of the local business environment and community as well as international trade and investment opportunities in Sri Lanka
- Knowledge of Canada's footprint in Sri Lanka and Canadian commercial policy and international business trade and issues.
- Knowledge of the role of Canadian Trade Commissioner Service in advancing Canadian commercial interests and in attracting foreign investment;
- Knowledge of Canada's trade and investment promotion policies and programs;

Abilities:

- Ability to work independently with limited supervision, as well as set and achieve specific targets.
- Ability to plan and organize programs for high level visits, business delegations, events, seminars, workshops, B2B meetings with minimal supervision;
- Ability to independently research, analyze and synthesize information, in order to provide strategic advice, briefings and written reports to management and/or clients on business opportunities and international business issues;
- Ability to provide advice to clients on business opportunities & market entry strategies that consider industry regulation and sector specific knowledge;
- Ability to respond flexibly and imaginatively to challenges.
- Ability to coordinate conflicting priorities within tight deadlines and meet work targets.
- Ability to establish effective interpersonal relationships within a team, with clients and external partners.

Competencies:

- Professional Integrity – uphold the highest ethical standards in the workplace
- Judgement – make sound decisions in difficult situations
- Client Focus – address underlying Client needs

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- Initiative/Resourcefulness – work creatively with minimal supervision
- Networking/Alliance Building – organize involvement of key players
- Teamwork and cooperation
- Adaptability & Flexibility
- Excellent planning, organizational skills
- Creativity, innovation and resourcefulness
- Available to work overtime (at times including weekends) and travel within Sri Lanka and abroad

Asset Qualifications

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

- Experience and knowledge of Canadian and Sri Lankan agriculture and agri-food sectors.
- Experience and knowledge of Canadian and Sri Lankan infrastructure and transportation sectors.
- Ability to read, understand and communicate in French
- Ability to read, understand and communicate in Tamil

Operational Requirements

- Willingness and ability to work overtime/ weekends occasionally

Conditions of Employment

- Please note that conditions of employment are mandatory requirements for continued employment with the High Commission of Canada. These may be reviewed on a periodic basis and failure to meet any of the mandatory conditions may result in a change to employment status up to and including dismissal.
- Ability to obtain and retain a Government of Canada Enhanced Reliability security screening
- Ability to obtain and retain a valid travel document and be willing, able, and legally admissible to travel within and outside of Sri Lanka
- Legal status to live and work in Sri Lanka
- Medical/physical fitness to perform duties

How to apply

- Please follow the link (<https://www.wfcapce.com/vacancyView.php?requirementId=4625&>) and complete the online application form.

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- 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 **must be present in Sri Lanka** at the time of tests and interviews and will not be facilitated on our behalf by our Missions abroad.
- 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.
- **Majority of testing may be done on-line and candidates are expected to have un-interrupted internet facility using MS teams and be able to be seen and heard throughout the on-line testing process.**
- Reference checks will be sought for candidates that reach interview stage and may form part of the selection process.
- The High Commission of Canada in Colombo 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.

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- The results of this competition may also be used to establish an eligibility list of staff for similar openings at the High Commission of Canada in Colombo, 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