

## LOCALLY ENGAGED STAFF JOB DESCRIPTION

GENERAL INFORMATION	
<b>Organization:</b>	Global Affairs Canada (GAC)
<b>Program:</b>	FPDS
<b>Title:</b>	FPDS Officer
<b>Job Description Type:</b>	SJD
<b>Job Description Number:</b>	6
<b>Group &amp; Level:</b>	LE-O1
<b>Decision Number:</b>	14896
<b>Job Code:</b>	500474
<b>This job description is already evaluated and should not be modified.</b>	

PROGRAM/ORGANIZATION MANDATE OVERVIEW
<p>The Foreign Policy and Diplomacy Service's (FPDS) mandate is to advance Canadian interests on a vast array of files through diplomacy, the development of foreign policy advice and programming via the following seven core services:</p> <ul style="list-style-type: none"> <li>• <u>Information and Analysis</u> - Provide political economic intelligence and analysis on existing or emerging international issues</li> <li>• <u>Policy Development</u> - Provide the international context and propose foreign policy options</li> <li>• <u>Policy Integration</u> - Provide leadership and advice to broker coherent national positions on international policy issues</li> <li>• <u>Advocacy</u> - Coordinate strategic advocacy internationally to advance Canadian interests</li> <li>• <u>Access</u> - Facilitate and maintain access to potential key interlocutors and decision makers</li> <li>• <u>Program Delivery</u> - Implementation of programs with an international dimension</li> <li>• <u>Visits Guidance</u> - Provide assistance to Canadian dignitaries on official visits abroad</li> </ul>

CONTEXT & PARAMETERS
<p>The position is a <b>working level position</b> of the FPDS Program.</p> <p>The position typically reports to a FPDS Program Manager or higher but could also report to a Senior FPDS Officer position.</p>

KEY ACTIVITIES	
<b>Primary Role</b>	<p><b>Participates to the delivery of one or more of the FPDS program core services in a mission.</b></p> <p>This includes maintaining and developing networks, supporting cultural diplomacy approaches (e.g. arts, academic, sports, science),, conducting advocacy, doing research as input for reports, drafting reports of meetings, visits, political and economic developments, and bilateral relations and supporting the planning and implementation of the FPDS program and the associated development of operational goals, objectives and policies as well as solutions to program requirements.</p>
<b>Advice &amp; Recommendations</b>	<p>Contributes to the provision of advice and recommendations related to foreign policy options and issues, the planning and implementation of cultural diplomacy approaches and advocacy projects and initiatives, program delivery, the development of communications products and strategies and the planning and organization of official visits and events.</p>
<b>Documents and Services</b>	<p>Drafts reports on political, economic, policy and program issues, as well as visits, communications and/or advocacy related documents such as visit programs and reports, presentations, plans, briefing notes, notices, funding estimates, contracts, reports, and communication materials for supervisor.</p> <p>Participates to the drafting of annual plans and budgets and uses evidence-based reporting to analyse the outcome of initiatives and provide input in the Strategia planning tool.</p> <p>Identifies costs and budget to seek mission cultural funds, negotiate contracts and plans, organizes, and executes cultural activities.</p> <p>Identifies local Cultural diplomacy stakeholders and provides intel to HQ and Canadian Cultural diplomacy Federal agencies.</p>

<b>Research &amp; Analysis</b>	Contributes to the research and analysis of trends and developments related to one or more of the core services of the FPDS program, which includes existing or emerging local and international issues, foreign policy, advocacy projects, strategies and options, local Cultural diplomacy opportunities, communications strategies and the local/national position pertaining to the international context. The sources of research at this level may include foreign policy journals, radio and TV debates and investigative programs, and various local or regional sources of data.
<b>Networking &amp; Alliance Building</b>	Establishes and maintains a network of contacts with local and foreign governments, partners, NGOs, experts, think tanks, academics, agencies, and multilateral organizations, to participate in the development of common approaches, joint projects, pool funding in support of shared objectives, and the coordination of advocacy to leverage influence in government circles, as well as to stay abreast of local developments, changes, policies and programs that may have an impact on the delivery of the FPDS program.  The position is required to do active outreach and develop connections both in host country and in Canada to identify Cultural diplomacy opportunities for Canadians and promote Canadian values and interests.
<b>Communications &amp; Client Services</b>	Implements and assists in drafting a comprehensive communication strategy (includes recommending most effective media to deliver different types of messages) and oversees the implementation of a social media strategy for one or more services of the FPDS program and promotes Canada's interests and objectives by contributing to discussions in relevant fora.  Aligns budget resources and works with influencers to achieve widest reach for Canadian Cultural diplomacy and advocacy.
<b>Committees &amp; Working Groups</b>	Participates to committees, project teams and working groups related to one or more of the core services of the FPDS program.  This includes leading small committees on area of focus and participating to events planning and implementation committees.
<b>Supervision/Management Responsibilities</b>	May review the work of and/or supervise program support staff.
<b>Other Duties</b>	May be required to translate documents and/or interpret for CBS staff.

<b>WORKING CONDITIONS</b>	
<b>Physical Effort</b>	The work requires many hours sitting in an office. Sometimes required to travel within host countries and to other countries of accreditation where applicable.
<b>Psychological Effort</b>	There is a need to pay close attention to details in the planning of events, in listening to details associated with promotional activities, and to assess opportunities to promote effectively program objectives and priorities. Ability to manage stress from having to deal simultaneously with multiple priorities and deadlines, many of which are time sensitive and urgent.

<b>AUTHORIZATION</b>	
Head of Mission (HOM)	<hr/> <div style="display: flex; justify-content: space-between;"> <span>Signature</span> <span>Date</span> </div>

Program Manager	<hr/> <p>Signature _____ Date _____</p>
Employee	<hr/> <p>Signature _____ Date _____</p>