

## Trade and Investment Assistant - Saskatchewan

**Position Title:** Trade and Investment Assistant - Saskatchewan

**Appointment Process No:** 2021-DUBAI-04

**Term Type:** Indeterminate

**Job type:** This position is a LES (Locally Engaged Staff) position, subject to the Terms and Conditions of Employment for LES in Dubai, UAE

**Department:** Commerce (Province of Saskatchewan)

**Number of Vacancies:** 1

**Level:** Assistant

**Classification:** LE-A2

**Salary:** 165,526 AED gross per annum and benefits

**Location:** Consulate General of Canada in Dubai

**Closing date:** October 9, 2021, at midnight UTC/GMT

### Summary of Duties

Under the supervision of the Managing Director, the Trade and Investment Assistant is a locally-engaged employee of the Government of Saskatchewan, co-located with the Consulate General of Canada in Dubai, providing administrative support services to the Saskatchewan Trade and Investment Office in United Arab Emirates. The Assistant is responsible for administrative duties that include document management, research, budgeting and financial reporting, event management, delegation program coordination, domestic and international travel arrangements, and managing other engagement with key stakeholders.

### Area of selection/Eligibility

Open to (1) external applicants (*with a valid work/residency permit and residing in the UAE during the assessment period and covering the entire period of employment requested. In addition, the selected candidate must provide a local address and phone number as proof of UAE residence*); (2) employees occupying an indeterminate or term position at the Embassy of Canada in Abu Dhabi or the Consulate General of Canada in Dubai; who meet all of the essential qualifications and whose applications are received by the closing date.

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.

### Essential Qualifications:

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

**Education:** Bachelor's Degree from a recognized university or an equivalent combination of education, training and/or experience.

**Language:** Fluency in English (verbal and written) required.

**Experience:** Minimum three (3) years of recent relevant work experience (in the last 5 years) in each of the criteria mentioned below:

- Assisting in general trade promotion, market research, event planning or business development in an organization involved in international trade and investment promotion;
- Experience serving clients online or in person in a professional environment;
- Experience providing administrative support including managing calendars, correspondence and travel.

- Experience in conducting online research and synthesizing information from research into a coherent format, such as briefings, correspondence, and responses to enquiries.
- Experience with budgeting, financial monitoring and reporting.

#### **Computer Skills:**

- Proficiency in Microsoft Office suite, including SharePoint.
- Experience with customer relationship management tools (CRM).
- Proficiency with social media platforms

#### **Rated Requirements**

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 standard office practices and procedures.
- Knowledge of basic budget principles and financial management procedures.
- Knowledge of general principles of trade promotion and investment attraction.
- Knowledge of United Arab Emirates government departments and agencies.
- Knowledge of contract management and procurement of goods and services

#### **Ability:**

- Ability to take initiative and independently plan and organize workflow, effectively managing multiple and conflicting demands within tight timelines.
- Ability to communicate effectively, both verbally and in writing.
- Ability to work accurately and with high attention to detail.
- Ability to conduct online research and monitor social media channels.
- Ability to provide logistical support for industry events, and incoming and outbound missions.

#### **Personal Suitability:**

- Professional integrity
- Sound judgement
- Strong interpersonal relations and respect
- Adaptability and flexibility
- Ability to work independently or as part of a team
- Client service orientation
- Understanding of requirements of discretion and confidentiality

#### **Asset Qualifications:**

Preference may be given to candidates who meet the Asset Qualifications. Where applicable, candidates must clearly demonstrate how they meet any asset qualifications in their cover letter and CV.

- Previous experience working in a diplomatic mission or intergovernmental organization, particularly in an office management or financial management role.
- Knowledge of bilateral relations between Canada and United Arab Emirates, in particular an understanding of the history, geography, and major economic sectors of Saskatchewan.
- Fluency in French (oral and written).
- Fluency in Arabic (oral and written).

#### **Operational Requirements:**

- Must be willing to travel (on occasions) within United Arab Emirates and internationally;
- Must maintain eligibility for a Visa to Canada during employment; and
- There may be a requirement to work additional hours including statutory holidays, weekends, and after normal working hours. Normal working week is 37.5 hours.

### Conditions of employments:

- Able to obtain and maintain a Government of Canada Reliability Status clearance;
- Must be a resident of the UAE during the time of hire and eligible to work in UAE;
- Must hold a valid UAE work permit or no impediments to receive one;
- Maintenance of a valid passport;
- As a member of the Canadian diplomatic presence abroad, required to adhere to Canada`s Code on Values & Ethics.

### How to apply:

- Please follow the link <https://www.wfca-tpce.com/vacancyView.php?requirementId=4631&> and complete the online application form.
- Candidates are also required to upload (1) CV and (2) a cover letter, in English or French. Applications which do not include all of the requested documents or information will be rejected.
- Short-listed candidates will be asked to provide at least 2 recent references and proof of their residence status. The successful candidate will be asked to provide us with a clean police certificate and credit report to obtain the necessary Reliability Status clearance.
- Candidates who are unable to submit their application due to technical difficulties must report these to: [CSDPDHHumanResources/RessourcesHumaines@international.gc.ca](mailto:CSDPDHHumanResources/RessourcesHumaines@international.gc.ca) prior to the closing date. Failure to do so will result in the application being rejected.

### Important Notes

- 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.
- Reference checks will be sought for candidates that reach interview stage and may form part of the selection process.
- The Consulate General of Canada in Dubai does not reimburse any travel costs to and from interviews/exams nor does it reimburse any relocation costs.
- Candidates requiring any special assistance in attending exams or interviews are requested to inform us.
- The results of this recruitment process may also be used to establish an eligibility list of qualified candidates for indeterminate/term/emergency openings for similar positions at the Consulate General of Canada in Dubai which might arise in the 12 months following the completion of this recruitment process.
- If you have any questions at any stage of the recruitment process, please send an email to: [CSDPDHHumanResources/RessourcesHumaines@international.gc.ca](mailto:CSDPDHHumanResources/RessourcesHumaines@international.gc.ca)