

## Anticipatory Senior International Assistance Officer

**Position title:** Senior International Assistance Officer (Rohingya Response)

**Appointment Process No.:** 2021-DHAKA-004

**Term Type:** Anticipatory – Term position (up to 31 March 2024 with possible extension or conversion to permanent position)

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

**Department:** High Commission of Canada to Dhaka, Bangladesh

**Number of Vacancies:** 1

**Level:** Officer

**Classification:** LE-O2

**Salary:** 2,850,231 BDT per annum

**Location:** Dhaka, Bangladesh

**Close date:** 28 October, 2021 at 23:59 UTC/GMT +1

### Summary of Duties

Under the supervision of the Rohingya Response Team Lead at the High Commission of Canada to Dhaka, Bangladesh and in close consultation with the Bangladesh development team at Global Affairs Canada (GAC) in Ottawa, the Senior International Assistance Officer supports all phases of program and project management. The Officer participates in the identification, planning, implementation, monitoring and evaluation of international assistance programs and projects in Bangladesh. The Officer also supports multilateral, Canadian partnerships, and humanitarian programming where appropriate. The Officer coordinates with other stakeholders including government, civil society, non-governmental organizations and other donors. The Senior International Assistance Officer represents the Government of Canada at events, leads and participates in policy dialogue, and maintains a network of contacts and a knowledge base in support of Canadian development programming. The Officer provides high-level strategic research, analysis, advice/recommendations in support of GAC's overall strategic direction for its Rohingya crisis response in Bangladesh and leads and/or participates in committees and international assistance working groups on behalf of Canada. The Senior officer also performs other duties as required, for example; support official and/or high-level visits.

### Area of selection/Eligibility

Open to:

- Any person eligible to work in Bangladesh and available to work in Dhaka
- All employees of the High Commission of Canada to Bangladesh

All applicants must:

- Meet all of the essential requirements stated below.

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 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

**Language:**

- Fluency in English (oral and written)
- Fluency in Bangla (oral and written)

**Experience:**

- Minimum of 5 years' experience working for government or non-government organizations, multilateral institutions or international donors.
- Minimum of 5 years' experience developing, implementing and monitoring international assistance projects.
- Minimum of 5 years' experience in research and strategic analysis, writing reports, briefing notes and presentations, and providing recommendations and advice for international assistance projects.
- Experience in building and maintaining stakeholder relationships, including preparing for and conducting meetings with key internal and external contacts.
- Minimum two (2) years' recent experience acting in a supervisory capacity (direct or shared supervision) or position of leadership.
- Minimum one year's experience working in a role related to the Rohingya crisis.

## 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 key stakeholders involved in the Rohingya crisis response in Bangladesh (including governmental and non-governmental organizations, international organizations and donors)
- Knowledge of international assistance trends in Bangladesh.

**Abilities/Competencies:**

- Ability to analyze, plan and manage all aspects of project and program management, including financial and contract management, and supervision of consultants
- Ability to analyze, synthesize and summarize information, write reports and/or propose key-actions and make recommendations to senior management
- Ability to devise communication strategies to promote international assistance programs and projects
- Strong capacity to solve problems
- Judgement
- Professional integrity
- Teamwork
- Initiative
- Cultural sensitivity
- Network/Alliance Building

## 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.

- Experience working in development or humanitarian assistance in a diplomatic mission
- Experience working or studying in an international capacity
- Knowledge of Canada's international assistance policies and programs
- Experience in evaluating development or humanitarian projects
- Experience in results-based management
- Ability to communicate in French
- Ability to communicate in Chittagonian

- Ability to communicate in Rohingya

## Operational Requirements

- Working hours: 37.5 hours per week, Sunday to Thursday
- Ability to work overtime (evenings, weekends if necessary)
- Ability to travel and attend offsite meetings

## Conditions of Employment

- Before an offer of employment can be made, candidates must provide a local address as proof of residence in the specific city, region or country so that if selected, it will appear on the offer letter.
- Obtain and maintain a reliability rating (security clearance) from the Government of Canada covering the entire employment period.

## How to apply:

- Applications will only be considered when received through our portal. Please apply using below link: <https://www.wfca-tpce.com/vacancyView.php?requirementId=4666&>
- Candidates must demonstrate concisely in their cover letter how they meet the essential and asset qualifications
- Candidates are required to upload a cover letter and CV in English or French. Applications which do not include the requested documents or information in the CV or cover letter will be rejected. Any additional information must be included as part of these two attachments.
- Short-listed candidates will be asked to provide at least 2 recent references. The successful candidate will be asked to provide us with a clean police certificate and credit report to obtain the necessary security 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 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.
- Please note that the High Commission of Canada in Dhaka does not sponsor work permits directly or indirectly. It 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 High Commission of Canada in Dhaka 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)