

Program Assistant

Position title: Program Assistant

Appointment Process Number: 2021-TAVIV-08

Employment Type: Term Position, for a specified period of 2 years (with a possibility of extension)

Number of Vacancies: 1

Department: Public Safety Canada

Location: Embassy of Canada in Tel Aviv, Israel

Level: Assistant

Classification: LE-A3

Salary range: Gross Annual salary ILS 179,017 plus benefits (based on a full-time position)

Details: This position is an LES (Locally Engaged Staff) position, subject to the Terms and Conditions of Employment for LES in Tel Aviv, Israel

Closing date: October 31, 2021 at 23:59 Hours UTC/GMT +1

Summary of Duties:

Under the General Supervision of the Public Safety Program Manager, the incumbent provides a wide range of administrative, secretarial and coordination services in support of all program activities.

The incumbent is required to collect, collate and track a large variety of incoming/outgoing material, almost all of which is classified, for all countries of responsibility. The Program Assistant is required to participate in the preparation of reports on intelligence matters to meet program objectives and policies.

The Program Assistant will operate the office computers, scanners, and telephones, and will manage the registry, track the incoming and outgoing correspondence and documents, keep manuals up to date, conduct research as required and support hospitality events.

Area of selection/eligibility:

This position is open to the Canadian Citizen Dependents of CBS who are currently posted to TAVIV or RMLAH who meet all of the essential qualifications stated below 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 and language. Candidates must clearly demonstrate in their cover letter and CV how they meet each of these essential qualifications.

Education: Post-secondary diploma

Language: Fluency in English (Verbal & written)

Experience:

- Experience in performing administrative duties in an organization;
- Proficiency in use of MS Office Suite.

Rated Requirements

The Rated Requirements are part of the essential requirements and are relating to knowledge, abilities and competencies. Methods of assessment for rated requirements may include, but are not limited to, a written examination, an oral interview, role-play, practical tests, presentations and/or psychometric assessment.

Knowledge, Ability & Competencies:

- Strong interpersonal skills and ability to effectively liaise with a variety of contacts.
- Ability to communicate effectively, both orally and in writing;
- Organisational and time management skills and ability to work under pressure;
- Adaptability and flexibility;
- Discretion and Situational Judgement;

Asset Qualifications

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

- 3 years of recent (within the last 5 years) experience providing administrative support in an office environment.
- Valid driver's license and legally eligible to drive in Israel.
- Fluency in French.
- Experience working in the security sector an asset (public/private).

Operational Requirements

- Basic hours of work: 37.5 hours per week
- Ability to work overtime on weekends and statutory days with or without notice according to the needs of the office.

Conditions of Employment:

- The incumbent must be a Canadian citizen and be able to obtain a Level III (TOP SECRET Security Clearance).
- Security Clearance will be required prior to appointment, and the successful candidate will be designated as a "Person Permanently Bound to Secrecy" under the provisions of the "Security of Information Act".
- The incumbent must adhere at all times to security procedures as described in the Policy on Government Security, the Global Affairs Canada (GAC) policies on security, and Canada's Security of Information Act, especially as it relates to access to restricted areas and the handling of classified material.

How to apply:

- Please follow the link <https://www.wfca-tpce.com/vacancyView.php?requirementId=4655&> and complete the online application form.
- Candidates can fill in the application in English or French. In addition, submit a cover letter with your resume, clearly indicating how you meet the essential qualifications (education, language and experience) in this section.
- 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:

- 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 candidate to ensure accurate contact information is provided and updated as required.
- Candidates who apply to this selection process should include an email address that accepts email from unknown users (some email systems block this type of email).
- Reference checks will be sought for candidates that reach interview stage and may form part of the selection process.
- The Embassy of Canada in Tel Aviv does not reimburse any travel costs to and from interviews/exams nor does it reimburse any relocation costs.
- If candidates need any special accommodation for exams or interviews, please let us know in advance of these assessments.
- The results of this recruitment process may also be used to establish an eligibility list of qualified candidates for similar openings at the Embassy of Canada in Tel Aviv which might arise in the 12 months following the completion of this recruitment process.
- If you have any questions at any stage of the process please send an email to CSDPDHHumanResources/RessourcesHumaines@international.gc.ca