

Foreign Policy and Diplomacy Service Officer

Position title: Foreign Policy and Diplomacy Service (FPDS) Officer

Appointment Process №: 2021-C34-LEO1

Term Type: Indeterminate

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

Department: Global Affairs Canada, High Commission of Canada to Pakistan

Number of Vacancies: 1

Classification: Locally Engaged Staff, officer level

Starting salary: 2429732 PKR per annum

Benefits: medical/dental and pension plan, 37.5 hours of work per week with vacation and sick leave entitlements. Great work-life balance opportunity!

Close date: November 29, 2021 at 23:59 UTC+1 / GMT+1

Summary of Duties

Under the general direction of the Political Counsellor, the senior FPDS Officer:

- 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.
- maintain and develop networks, supporting cultural diplomacy approaches (e.g. arts, academics, sports, science), conduct advocacy, undertakes research as input for reports, draft reports of meetings, visits, political and economic developments, and bilateral relations;
- support 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;
- 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.
- 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 supervisors;
- contributes to the research and analysis of trends and developments related to one or more of the core services of the FPDS program;
- 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.
- aligns budget resources and works with influencers to achieve widest reach for Canadian cultural diplomacy and advocacy.

Area of Selection/Eligibility

This vacancy is open to all external applicants residing to Pakistan and to all mission employees occupying an indeterminate or term position, including emergency employees. Before an offer of employment can be made, candidates must provide a local address as proof of residence in the country.

Candidates must have a valid work authorization covering the entire employment period. If the employment is indeterminate, the work authorization must be permanent or itself lead to a permanent work authorization. The High Commission of Canada in Pakistan does not sponsor work authorizations directly or indirectly.

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 resume how they meet each of these essential qualifications (see section "How to Apply" for specific instruction on the format of the cover letter and on how to apply).

Education: Masters' degree in a discipline related to political science, international studies, modern history, journalism, communications, economics, or another related field.

Languages: Fluency in English and Urdu (reading, writing and speaking)

Experience:

- The candidate must have at least 5 years of experience in working in a professional, cross-cultural environment (international organizations; NGOs, multinational companies, Embassies, think tanks or equivalent environment) in creating and implementing communication strategies.
- In addition to the above, the candidates need to demonstrate 5 years of experience in any three of the following:
 - Managing social media accounts including creating social media content for a business or organization (i.e. engaging posts, short videos, photos, etc.)
 - Conducting research and strategic analysis on media and social media content and writing reports on findings (i.e. Monitoring and analyzing outreach and receptivity of different media activities; conducting an environmental scan on key stakeholders and influencers to target with messaging; identifying what works for targeted messaging for certain content themes)
 - Preparing strategic communications products for outreach and events (i.e. speeches, briefing notes, pamphlets, posters);
 - Developing and maintaining relationships with media stakeholders and social influencers;
 - Organizing outreach events and high-level meetings with key policy stakeholders, experts and leaders;

Computer Skills:

- Proficiency in MS Office (including Word, Excel and Outlook);

Rated Requirements

Candidates who meet the Education and Experience requirements will be assessed on the following rated qualifications. Methods of assessment may include, but are not limited to, a written examination, an oral interview, role-play, practical tests, presentations and/or reference checks.

Knowledge of:

- Pakistani society and politics, including understanding key stakeholders and relevant thematic areas (social, political, economic, academics, security, gender equality, human rights);
- Local and regional political and economic dynamics;
- Media and communication platforms; and
- Public outreach strategies.

Ability to:

- manage budgets and contracts (i.e. writing contracting documents, tracking expenditures, and analyzing financial reports);
- Effective oral and written communication skills in English and Urdu languages;
- analyze information and make recommendations;
- analyze and produce reports and communication materials in various formats and for various audiences.

Competencies:

- demonstrating integrity and respect;
- thinking things through;
- working effectively with others (e.g., working relationships with others and teamwork); and
- showing initiative and being action-oriented;
- creative and innovative thinking;
- adaptability and flexibility; and
- planning and organizing skills.

Asset Qualifications

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

- Facebook Blue Print Certified; and,
- Experience with Google Marketing

Selection Process

All applications will be carefully reviewed against the essential qualifications and the rated requirements of the job.

Candidates screened in will be called for further assessment, including a personal interview with a series of questions designed to each applicant's knowledge, abilities and competencies for the post. In addition, test may be conducted to assist the selection board in assessing the applicant's qualifications, skills and language ability. Reference verifications shall be conducted as part of the hiring process.

Operational Requirements and Condition of Employment

1. The appointment of the successful candidate will be subject to a Reliability Check (RC), obtained by the management. To conduct a RC, the candidate will have to submit the following documents on being selected by the mission:
 - police Clearance Certificate (Character Certificate);
 - letter of recognition from your bank, stating your name, years of client service and your address;
 - professional and educational certificates and mark sheets (i.e. academic transcripts);
 - Professional affiliations.
2. The selected candidate must be available to work overtime and travel as and when required.

3. Candidates must have a valid work authorization to work in Pakistan covering the entire employment period. If the employment is indeterminate, the work authorization should be permanent or lead to a permanent work authorization.
4. Before an offer of employment can be made, candidates must provide a local address as proof of residence in Pakistan so that if selected, it will appear on the offer letter.
5. All new hires on or after the effective date of October 6, 2021 are required to be fully vaccinated as a condition of employment and to attest that they are fully vaccinated prior to their starting date unless accommodation measures are granted.

How to Apply

For this position, please follow this <https://www.wfca-tpce.com/vacancyView.php?requirementId=4673&> Candidates can fill in the application in English or French only. In addition, candidates must submit a cover letter clearly indicating how they meet the essential qualifications (education, language and experience) with clear examples. Failure to do so will result in the rejection of the application.

Candidates who are unable to submit their application due to technical difficulties must report these to: CSDPDHHumanResources@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 forming part of the selection process will be sought for candidates who reach interview stage.
- The High Commission of Canada to Pakistan does not reimburse any travel costs to and from interviews/exams nor does it reimburse any relocation costs.
- Candidates requiring any special accommodation for exams or interviews are requested to inform us upon being invited to the exam/interview.
- The results of this recruitment process may also be used to establish an eligibility list of qualified candidates for similar openings at the High Commission of Canada to Pakistan which might arise in the 12 months following the completion of this recruitment process.
- Please contact CSDPDHHumanResources@international.gc.ca should you have questions pertaining to this recruitment process.