

Senior Trade and Investment Officer - Saskatchewan

Position Title: Senior Trade and Investment Officer - Saskatchewan

Appointment Process No: 2021-DUBAI-03

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 - Trade and Export Development (Province of Saskatchewan)

Number of Vacancies: 1

Level: Officer

Classification: LE-O2

Salary: 377,046 AED gross per annum and benefits

Location: Consulate General of Canada in Dubai

Closing date: October 29, 2021, at midnight UTC/GMT

Summary of Duties

Working under the direction of the Managing Director, the Senior Trade and Investment Officer is a locally-engaged employee of the Government of Saskatchewan, co-located in the Consulate General of Canada in Dubai. The Senior Trade and Investment Officer will:

- Develop export and investment strategies to promote Saskatchewan opportunities,
- Provide strategic advice and market intelligence,
- Prepare policy and/or project related documents,
- Lead research and analysis of market/sector trends,
- Cultivate and maintain relationships with governments and stakeholders,
- Participate in committees, project teams and working groups, and
- Complete other duties as assigned to support the Saskatchewan Plan for Growth.

The Senior Trade and Investment Officer may be called upon to supervise the work of Saskatchewan's program staff or represent Saskatchewan in United Arab Emirates when the Managing Director is unavailable.

Area of selection/Eligibility

Open to all external applicants who are able to obtain residency/work permit in the UAE and to 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 or equivalent degree from a recognized university in a field related to the position, including but not limited to: Commerce, Economics, International Relations.

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

Experience:

- A minimum of five (5) years experience developing sustainable relationships with stakeholders that include commercial, academic and government partners.
- A minimum of five (5) years experience in international business development, trade promotion, and/or facilitating foreign direct investment.

- A minimum of three (3) years experience managing complex projects including identifying success indicators, monitoring deliverables and reporting on outcomes.
- A minimum of three (3) years experience in providing strategic advice, briefings and written reports to management and/or clients on international business issues.
- A minimum of two (2) years experience developing and managing advocacy strategies and initiatives using social media and/or traditional communication channels.
- Minimum two (2) years experience acting in a supervisory capacity (direct or shared supervision) or position of leadership.

Computer Skills:

- Proficiency in Microsoft Office suite, including SharePoint.
- Experience with customer relationship management tools (CRM).
- Proficiency with social media tools used for business such as LinkedIn and Twitter.

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 the role of governments in facilitating international trade and investment.
- Knowledge of Canada's key economic sectors, businesses, geographic regions, economic strengths and interests in United Arab Emirates.
- Knowledge of Saskatchewan's business environment, key economic sectors, businesses and companies, geographic regions, economic strengths and interests in United Arab Emirates.
- Knowledge of trends and recent development in the Canadian and United Arab Emirates economies.
- Knowledge of customer relationship management systems and the effective use of customer data and information.

Ability:

- Ability to work independently with limited supervision to achieve prescribed goals and targets.
- Ability to apply advanced analytical strategies and exemplary judgement to complex issues.
- Ability to exercise sound judgment when analyzing problems.
- Ability to establish effective interpersonal relationships and communicate effectively in English (verbally and in writing).
- Secure, prepare for, conduct and provide follow-up to business development meetings with exporters and investors.
- Engage with senior executives and interact effectively in senior level business meetings and events.
- Think critically, conduct research, analyze information, and provide strategic advice.
- Manage multiple and sometimes conflicting priorities with tight deadlines.
- Appropriately and confidently convey information to a group, including in a presentation.
- Plan, organize and implement seminars, receptions, trade missions and other business events.

Personal Suitability:

- Professional integrity
- Strong, respectful interpersonal relations
- Adaptability and flexibility
- Ability to work independently or as part of a team
- Client service orientation
- Leadership

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.

- Master's degree from a recognized university in International Commerce, Economics or International Relations.
- Knowledge of bilateral relations between Canada and United Arab Emirates.
- Previous experience working in a diplomatic mission or intergovernmental organization.

- Experience managing events including conferences, roundtables, diplomatic missions, B2B meetings and other business activities.
- Experience working as part of a trade and investment team and contributing to team objectives and outcomes.
- Established networks/relationships in the United Arab Emirates.
- Fluency in French (oral and written).
- Fluency in Arabic (oral and written).

Operational Requirements:

- Must be willing to travel 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=4630&> 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 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.
- 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