

PROGRAM ASSISTANT

EMBASSY OF CANADA TO QATAR

Position title: Program Assistant

Appointment Process No: 2021- DOHA - 02

Type: Anticipatory – Term and Indeterminate

Number of Vacancies: 1

Job Category: Administrative

Level: Assistant

Classification: LE-A2

Salary: Starting salary QAR 183,648 per annum

Location: Doha, Qatar

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

Summary of Duties:

Provides business management and executive administrative support services to the Program Manager and officers of the Program. Duties include: organizing meetings and events; providing research; maintaining budget; processing invoices and claims for payment; drafting diplomatic notes; data entry and preparing letters or reports for signature; follow up of issues and performing other duties as required. This is an anticipatory process to create a list of qualified candidates for future vacancies at the Embassy.

Area of selection/Eligibility:

This position is open to candidates currently residing and legally eligible to work in Qatar during the hiring process; (the selected candidate must provide a local address as proof of Qatar residence), who meet all of the essential requirements 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.

Please note: Relocation expenses will not be paid in any circumstances, and candidates with a tourist or visit visa are not eligible.

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:

- University degree from a recognized university; or
- College diploma in business administration plus three (3) years of recent experience working in a related capacity.

Language:

- Fluency in English (spoken, written, comprehension)
- Fluency in Arabic (spoken, written, comprehension)

Experience: At least two (2) years of recent (since 2016) and relevant work experience in an office environment in the following areas:

- general administrative duties including budget management
- providing in-person or online client service
- Records or database management

Rated Qualifications:

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.

Candidates being considered for the position will be called to undergo an evaluation process that will include an interview. Skills and/or knowledge tests may be conducted prior and/or subsequent to the interview in order to assist the selection board in assessing the applicant's suitability for the position.

Knowledge:

- Basic knowledge of accounting and maintaining budgets.
- Knowledge of administrative and office procedures.

Ability/Competencies:

- Effective Interactive Communication - oral and written
- Coordinate conflicting priorities within tight deadlines and meet work targets.
- Teamwork
- Client Service
- Flexibility and adaptability
- Attention to detail
- Judgement
- Professional integrity

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.

- Fluency in French. Please specify your ability to communicate in French, both orally and in writing
- Previous experience working in a Canadian diplomatic mission
- Previous experience in a government, diplomatic or public sector environment
- Contributing to a team of business professionals in achieving organizational objectives/goals

Operational Requirements:

- Working hours 37.5 hours per week, 5 days a week
- Ability to work overtime occasionally outside normal working hours

Conditions of Employment:

- All new hires on or after the effective date of October 6, 2021 are required to be fully vaccinated against COVID-19 as a condition of employment and to attest that they are fully vaccinated against COVID-19 prior to their starting date unless accommodation measures are granted.
- Any job offer is subject to receipt of satisfactory references and the ability to obtain and maintain an Enhanced Reliability security screening (including a criminal record and credit check).
- Proof of eligibility to work in Qatar (valid QID/residency permit) and copies of educational qualifications will be required prior to the interview stage of the process.

How to apply:

- Please follow the link <https://www.wfca-tpce.com/vacancyView.php?requirementId=4710&> ; and complete the online application form.
- Applicants must submit a cover letter and a résumé/curriculum vitae (CV) clearly demonstrating how they meet the essential education, language and experience requirements for the position.
- 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 candidates to ensure accurate contact information is provided and updated as required.
- Candidates who apply to this process 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 Embassy of Canada in Qatar 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 will be used to establish an eligibility list of qualified candidates for future openings at the Embassy of Canada in Qatar 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