

## Program Assistant (Common Services)

Position title:	Common Services Assistant
Appointment Process N°:	2021-TAVIV-AG-07
Term Type:	Term /Indeterminate
Job Type:	This competition will be used to staff one vacant locally-engaged staff (LES) positions. This position is subject to the Terms and Conditions of Employment for LES in Israel. This staffing process will also serve to build an eligibility list at the LE-A2 level to be used for indeterminate, term, or temporary appointments at this level.
Location:	Embassy of Canada in Tel Aviv, Israel
Number of Vacancies:	1
Job Category:	Common Services
Classification:	LE-A2
Salary:	Starting salary ILS 152,099 gross per annum plus benefits
Hours of Work:	37.5 hours/ week
Close date:	27 November, 2021 at 23:59 hrs UTC/GMT +1

### Summary of Duties:

Reporting directly to the Management Consular Officer (MCO), this position provides a range of administrative functions in support of the Common Services Program, including: administering financial transactions and supporting budget management; logistical and event-management support; managing client relations and service delivery, including through contracting and procurement; fostering a network of stakeholders within governmental, non-governmental and private sectors; information management and record keeping; and performing other duties as required.

### Area of Selection/Eligibility:

This position is open to applicants who are eligible to work in Israel, and to all mission employees occupying an indeterminate or term position, who meet all of the essential qualifications stated and whose applications are received by the closing date.

The Canadian Government is an equal opportunities employer and welcomes applications from diverse sections of the community. Candidates will be considered on merit regardless of ethnic origin, religious belief, gender, age, sexual orientation, disability or any other irrelevant factor.

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.

### Note:

- Dependants of Canadian diplomats with an impending assignment to the Embassy of Canada to Israel will be considered as residents for the purpose of the area of selection.
- Relocation expenses will not be paid under any circumstance.
- Candidates with tourist or visit visas are ineligible.

### Essential Qualifications:

Candidates will initially be screened against the Essential Qualifications relating to education and experience. All applicants must submit a résumé/CV and a cover letter by the closing date. The cover letter must specify, using concrete examples, how the applicant meets the education, language and experience

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requirements listed below. Only applicants who clearly demonstrate through their application that they meet the education, language and experience requirements will be contacted for further assessment.

### Education:

- Bachelor's Degree from a recognized university; OR a 2-year technical course in administration, business, accounting, information management; OR an equivalent combination of education, training and/or experience.

### Experience:

- At least **one (1) year of recent (within the past five (5) years)** relevant work experience in an office environment in the following areas:
  - general administrative duties including budget management
  - providing in-person or online client service

### Language:

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

### Rated Requirements:

The Rated Requirements relating to knowledge, abilities and competencies will 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/Competencies:

- Ability to format and edit documents
- Ability to provide administrative support
- Ability to set priorities, plan and organize work
- Adaptability and flexibility
- Client focus
- Effective interactive communication, including cross-cultural sensitivity
- Focus on quality and details
- Knowledge of general office procedures and practices
- Judgement
- Professional integrity
- Showing initiative and being action-oriented
- Teamwork and cooperation

### Asset (Optional) 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 curriculum vitae (CV).

- Knowledge of SAP or other enterprise financial software
- Proficiency in French (spoken, written, comprehensive)

### Operational Requirements:

- Basic hours of work: 37.5 hours per week
- Able and willing to work overtime as required (on week days and/or during weekends);

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### 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.
- Able to obtain and maintain a Government of Canada Reliability Status clearance;
- Successful completion of a one (1) year probation period;
- Must have a pre-existing legal status to live and work in Israel

### How to Apply:

- Please follow the link <https://www.wfca-tpce.com/vacancyView.php?requirementId=4681&> 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](mailto: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](mailto:CSDPDHHumanResources/RessourcesHumaines@international.gc.ca)