

Job Title: Common Services Assistant

Position title: Common Services Assistant

Appointment Process: 2021-RIYADH-05

Term Type: Indeterminate/Term

Term Details: This position is a Locally engaged staff position subject to the Terms and Conditions of Employment for LES in Saudi Arabia.

Department: Common Services

Number of Vacancies: 01

Job Category: LE

Level: LE-A2

Classification: Assistant

Salary range: Starting salary SAR 92,488.00 gross per annum plus 13th month bonus, transportation and housing allowances

Location: Riyadh, Kingdom of Saudi Arabia

Close date: 6th December 2021

Summary of Duties

Under the general supervision of the Common Services Officer, the Common Service Assistant (CSA) will provide administrative support services to the Human Resources section of the mission. The CSA will be responsible for, but not limited to: providing advice and information to internal and external clients based on standard rules, practices and procedures pertaining to HR function; preparing standard documents and forms on different systems.; drafting written correspondence; reviewing for errors and omissions, advising supervisor when corrections are required; obtaining required approvals and signatures to ensure compliance with policies and procedures; submitting and sending approved documents as required; In accordance with classification of documentation policy, creating paper and/or electronic files; maintaining records/data, files, lists databases and statistics; uploading received documentation and entering data in departmental integrated automated HRMS systems; researching and compiling data, verifying documents and information for completeness/accuracy and identifying and resolving discrepancies; responding to routine enquiries for documentation or information related to area(s) of responsibility from internal or external clients, making referrals to the appropriate party, and bringing complaints to the attention of the supervisor; Coordinates meetings, events, schedules or travel; and performing other duties as required.

Area of selection/Eligibility

Open to all external applicants residing in the Kingdom of Saudi Arabia and eligible to work, and to all mission employees occupying an indeterminate or term position, including emergency employees.

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. All applicants must submit a resume and a cover letter by the closing date. The cover letter must specify, using concrete examples, how the applicant meets the language, education and experience requirements listed below. Only applicants who clearly demonstrate through their application that they meet the language, education and experience requirements will be contacted for further assessment.

Education

- Successful completion of a university degree from a recognized university.

Language

- Fluent in English (Oral and written)
- Fluent in Arabic (Oral and written)

Experience

- Minimum 2 years of experience working in an office environment,
- Experience in data entry and preparing reports for management.
- Experience in providing general administrative duties including budget management
- Experience in providing customer/client service

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 MS office (word, Excel, outlook)
- Knowledge of standard office procedures and practices

Competencies and abilities

- Ability to communicate effectively, both orally and in writing
- Judgement

- Focus on quality & details
- Ability to work in a team environment.
- Adaptability and flexibility
- Client service orientation
- Initiative
- Professional Integrity
- Ability to coordinate conflicting priorities within tight deadlines and meet work targets;

Asset Qualifications

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

- Fluency in French (both oral and written)
- Master's degree in a related field e.g. human resources, business administration
- Experience working for a diplomatic mission or an international organization
- Knowledge of local labour law
- Minimum 2 years of experience in handling various Human Resources functions.

Operational Requirements

- Ability to work overtime (evenings and weekends)
- Annual leave during summer period may be restricted due to operational needs.
- Ability to work in diverse international and cultural environment.
- Willingness to undergo trainings.
- Understanding of values and ethics code of conduct.

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.
- Must be a legal resident of the Kingdom of Saudi Arabia and eligible to work therein;
- Valid passport and Saudi residency permit (Iqama)
- Iqama transfer required (Kindly note that the embassy sponsors all eligible indeterminate/term employees. Only professional Iqama can be transferred to the embassy. The embassy cannot transfer an applicant currently on a dependent iqama (i.e. spouse or child)
- Obtain and retain an enhanced reliability clearance (security clearance)

- Successful completion of a one (1) year probation period
- Successful candidates must pass a routine medical examination (Funded by the Embassy)

How to apply

- Please follow the link (<https://www.wfca-tpce.com/vacancyView.php?requirementId=4714&>) and complete the online application form.
- Candidates are also required to upload a cover letter and CV in English or French. 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.
- Candidates must demonstrate concisely in their cover letter how they meet the essential and asset qualifications.
- Copy of Saudi Resident ID.

Important notes

- Candidates are entitled to participate in the appointment process in the official language of their choice. They are asked to indicate their preferred official language in their application (English or French).
- 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.
- Please note that some email systems may block emails from unknown users. Candidates should include an email address that accepts email from unknown users and regularly check their email, including junk mail.
- Candidates selected at the screening stage will be invited for further assessment. 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.
- Reference checks will be sought for candidates that reach interview stage and may form part of the selection process.
- The Embassy of Canada in Riyadh does not reimburse any travel costs to and from interviews/exams nor does it reimburse any relocation costs.
- If candidates need any special assistance in terms of attending exams or interviews, then please let us know during the application process.
- 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 Riyadh which might arise in the 12 months following the completion of this recruitment process.
- *the list of qualified candidates from this selection process may be used to make indeterminate and term appointments for similar positions in the 12 months following the completion of competition.

- If you have any questions at any stage of the process please send an email to CSDPDHHumanResources/RessourcesHumaines@international.gc.ca