

Protocol and Events Coordinator

Position title:	Protocol and Events Coordinator
Appointment Process N°:	2021-TAVIV-09
Term Type:	Indeterminate
Term Details:	LES (Locally Engaged Staff) position, subject to the Terms and Conditions of Employment for LES in Tel Aviv. This job opportunity is expected to commence as soon as possible in 2022.
Location:	Tel Aviv, Israel
Number of Vacancies:	1
Job Category:	Political
Classification:	LE-A3
Salary:	Starting salary is 179,017 ILS per year plus benefits
Hours of Work:	37.5 hours/ week
Close date:	20 December, 2021 at 23:59 hrs UTC/GMT +1

Summary of Duties:

The successful candidate will, under the general supervision of the Second Secretary of the Foreign Policy and Diplomacy Service (FPDS) section of the Embassy, provide coordination and senior administrative support services related to the planning, the preparation and the delivery of visits and events primarily to the HOM and the FDPS section, but also other sessions of the Embassy as per availability, and is responsible for the following duties:

- Administering and coordinating Official Hospitality Events at the Official residence and the other venues
- Providing protocol and logistics support for official Canadian visits (accommodation, transportation, airport arrival and departure, baggage handling, hospitality, local communications, cultural programs, security, emergencies and other as needed)
- Providing protocol support to the Ambassador and FPDS program manager

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. Please note that the Embassy of Canada in Tel Aviv does not sponsor work authorizations directly or indirectly. The Government of Canada 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.

Essential Qualifications:

Candidates will initially be screened against the Essential Qualifications relating to experience and language. Candidates must clearly demonstrate in their cover letter and CV how they meet each of these essential qualifications in order to be considered for the position.

Education: Bachelor's Degree from a recognized university OR an equivalent combination of education, training and/or experience.

Language: Fluency in English and Hebrew is essential. (reading, writing and speaking).

Experience: At least one (1) year of recent (in the past five years) work experience in event and visit management, and logistical support.

Rated Requirements:

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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:

- Knowledge of general financial procedures, including preparing and maintaining budgets and inventories, and tracking expenses
- Knowledge of general office procedures and practices
- Knowledge of MS Office (Word, Excel, Access), MS Outlook and the internet

Ability:

- Ability to plan, organize and provide logistical support for events or visits.
- Ability to co-ordinate conflicting priorities
- Ability to work independently
- Ability to communicate (reading, understanding and speaking) in English and Hebrew
- Ability to work in a team environment
- Ability to network and build alliances

Personal Suitability:

- Professional integrity
- Effective performance under pressure
- Attention to detail
- Initiative
- Dependability
- Flexibility and adaptability

Asset (Optional) Qualifications:

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

- Experience in dealing with Israeli Ministries and protocol functions.
- Experience in the hospitality or tourism sector
- Spoken and/or written French

Operational Requirements:

- Hours of Work: 37.5 hours per week, Monday to Thursday: 8:00 to 16:30; Fridays: 08:00 to 13:30
- Required sometimes to work overtime – evenings, weekends if necessary – sometimes on short notice
- Required to work outside Tel Aviv sometimes on short notice.

Conditions of Employment:

- Able to obtain a reliability clearance (security clearance)
- Must have (pre-existing) and ability to retain legal status to live and work in Israel

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- 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.

How to Apply:

Please follow this link: <https://www.wfca-tpce.com/vacancyView.php?requirementId=4722&>;

- Candidates can fill in the application in English or French only.
- The candidates must submit a cover letter of no more than two pages outlining your interest, availability and suitability for the position. Candidates must identify in their cover letter how they meet all the essential requirements outlined under experience, language and education and as many of the asset requirements as relevant;
- Curriculum vitae with Names and contact details for three references familiar with the candidate's work done within the past five years.
- 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:

- Please do not use a tablet or cell phone to submit your application, as mobile browsers are not supported by our on-line portal. Candidates should only apply using a laptop or desktop computer.
- Candidates are entitled to participate in the appointment process in the official language (English or French) 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.
- Candidates who apply to this selection process should include an email address that accepts email from unknown users (some email systems block these types of email).
- 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 and/or other tests.
- Reference checks will be sought for candidates that reach the interview stage and will form part of the selection process.
- The Embassy of Canada in Israel does not reimburse any travel costs to and from interviews/exams.
- If candidates need any special assistance in terms of attending exams or interviews, please inform us during in your initial application email.
- The results of this competition may also be used to establish an eligibility list of staff for this or similar openings at the Embassy of Canada in Israel, which might arise in the 12 months following the completion of this competition.
- Candidates making it to the interview stage will be required to provide proof of capacity to legally work in Israel.
- Please contact CSDPDHHumanResources/RessourcesHumaines@international.gc.ca should you have questions pertaining to this recruitment process.