

# LOCALLY ENGAGED STAFF JOB DESCRIPTION

GENERAL INFORMATION	
<b>Organization:</b>	Global Affairs Canada (GAC)
<b>Program:</b>	FPDS/Trade/ International Assistance
<b>Title:</b>	Program Assistant
<b>Job Description Type:</b>	SJD
<b>Job Description Number:</b>	179
<b>Group &amp; Level:</b>	LE-A2
<b>Decision Number:</b>	14884
<b>Job Code:</b>	500482
This job description is already evaluated and should not be modified.	

PROGRAM/ORGANIZATION MANDATE OVERVIEW
<p>The Foreign Policy and Diplomacy Service’s (FPDS) mandate is to advance Canadian interests on a vast array of files through diplomacy, the development of foreign policy advice and programming via the following seven core services:</p> <ul style="list-style-type: none"> <li>• Information and Analysis - Provide political economic intelligence and analysis on existing or emerging international issues</li> <li>• Policy Development - Provide the international context and propose foreign policy options</li> <li>• Policy Integration - Provide leadership and advice to broker coherent national positions on international policy issues</li> <li>• Advocacy - Coordinate strategic advocacy internationally to advance Canadian interests</li> <li>• Access - Facilitate and maintain access to potential key interlocutors and decision makers</li> <li>• Program Delivery - Implementation of programs with an international dimension</li> <li>• Visits Guidance - Provide assistance to Canadian dignitaries on official visits abroad</li> </ul> <p>The mandate of the Trade Commissioner Service is to promote Canada’s economic interests in global markets by engaging in a range of activities including: contributing to export market development; conducting advocacy and foreign market access activities; understanding and analyzing trade policy issues; attracting foreign investment to Canada; developing a network of international business contact; identifying and communicating of business leads; fostering of strategic alliances; linking Canadian businesses to global value chains; supporting licensing and venture capital linkages; promoting joint-venture partnering and foreign equity investment; facilitating R&amp;D collaboration and technology transfer; promoting corporate social responsibility; and facilitating of Canadian direct investment abroad.</p> <p>The Department’s International Assistance mandate is to manage Canada’s support and resources effectively and accountably to achieve meaningful and sustainable results and engage in policy development in Canada and internationally, enabling Canada’s effort to realize its development objectives.</p> <p>The International Assistance stream is responsible for managing the planning, delivery and evaluation of Canada’s international assistance project/program initiatives in developing countries. Program activities are undertaken with a network-wide policy coherence perspective to ensure alignment of policy objectives, national interests and international obligations and ensure the effectiveness of Canada’s overall engagement abroad.</p>

CONTEXT & PARAMETERS
<p>The position is an <b>administrative support- level position</b> for one or more program(s) at mission.</p> <p>The position typically reports to a Program Manager or a Senior Program Officer but could also report to a Program Officer in any of the following streams: Trade, FPDS or International Assistance.</p>

KEY ACTIVITIES	
<b>Primary Role</b>	<p><b>Provides administrative support services to one or more of the following programs in a mission: FPDS, Trade and/or International Assistance.</b></p> <p>This includes clerical duties such as making photocopies, receiving telephone calls and visitors and preparing material such as reports, letters, and charts, as well as making travel and accommodation arrangements, scheduling meetings and appointments and assisting with pre-visit arrangements and hospitality events.</p>
<b>Advice &amp; Recommendations</b>	<p>Provides advice regarding office supplies orders and recommends changes on procedures and practices to meet changing or new situations. Tracks budget and makes recommendations on travel arrangements.</p>

<b>Documents and Services</b>	Drafts correspondence, reports, letters and routine financial documents in accordance with departmental regulations. Processes payments, maintains records of expenditures, receipts, disbursements and fund balances, and provides related reports.
<b>Research &amp; Analysis</b>	Researches and compiles information, verifies submitted documents for completeness, enters data in computerized systems and maintains records, files, lists, and databases.
<b>Networking &amp; Alliance Building</b>	Maintains contacts with local representatives to ensure the Mission's compliance with procedures and regulations, and to obtain early notification of impending changes.
<b>Communications &amp; Client Services</b>	Provides information on procedures, appropriate forms or document requirements, responds to inquiries related to services and/or makes referrals to appropriate authorities.  Monitors and reports on communications related to the program on social medias.
<b>Committees &amp; Working Groups</b>	Supports committees and working groups by preparing documents, scheduling meetings, and helping with events and travel planning and coordination.
<b>Supervision/Management Responsibilities</b>	
<b>Other Duties</b>	May be required to translate documents and/or interpret for CBS staff.

<b>WORKING CONDITIONS</b>	
<b>Physical Effort</b>	The work requires many hours sitting in an office. Physical effort is required during trade shows and other events, when setting up furniture, installing trade banners/backdrops, and standing for long periods of time in booths.
<b>Psychological Effort</b>	The work requires a fair level of focus while reviewing documentation (requests, legal documents, etc.) and conducting data entry. The work is also subject to stress due to fluctuating and conflicting priorities and unpredictable demands or issues.

<b>AUTHORIZATION</b>	
Head of Mission (HOM)	_____ Signature <span style="float: right;">Date</span>
Program Manager	_____ Signature <span style="float: right;">Date</span>
Employee	_____ Signature <span style="float: right;">Date</span>