

Security and Emergency Preparedness Officer

Position title: Security / Emergency Preparedness Officer

Appointment Process Number: 2021-TAVIV-10

Employment Type: Indeterminate

Number of Vacancies: 1

Department: Security/Emergency Preparedness

Location: Embassy of Canada in Tel Aviv, Israel

Level: Officer

Classification: LE-O1

Salary range: starting at ILS 211,331 per annum + benefits

Details: This position is a Locally Engaged Staff (LES) position, subject to the Terms and Conditions of Employment for LES in Tel Aviv, Israel

Closing date: 27th January 2022 at 23:59 hrs UTC/GMT

Summary of Duties:

Reporting to the Manager of Security and Emergency Preparedness, the Security / Emergency Preparedness Officer supports and assists in the delivery of the overall program. The Program is tasked with ensuring the Embassy is prepared to respond to threats, crises, security incidents and other emergencies, including natural disasters. The program is also responsible for ensuring the safety and security of the Embassy's staff, information, assets and operations.

The Officer

- conducts monitoring and research via various means and sources;
- drafts policies, reports, and other materials;
- advises on various security and crisis management/preparedness matters;
- liaises with local authorities;
- maintains an active network of contacts;
- plans and conducts drills and training sessions;
- assists with the management of locally-contracted guards;
- tracks, budgets for, and acquires security and emergency equipment and provisions;
- and provides other operational and administrative duties as required.

Area of selection/eligibility:

This position is open to (1) external applicants (*with a valid work/residency permit **and** residing in Israel* during the assessment period and covering the entire period of employment requested. In addition, the selected candidate must provide a local address as proof of Israel residence); (2) mission employees occupying an indeterminate or term position at the Embassy of Canada in Tel Aviv; and (3) adult dependents of Canada Based Staff assigned to the Embassy of Canada in Tel Aviv, who meet all of the essential qualifications and whose applications are received by the closing date.

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 or disability.

Essential Qualifications:

Candidates will be screened and evaluated against the Essential Qualifications relating to education, experience, language, knowledge, abilities and competencies. Candidates must clearly demonstrate in their cover letter and CV how they meet each of these essential qualifications. Only applicants who clearly demonstrate through their application that they meet the education, language and experience requirements will be contacted for further assessment.

Education:

- Successful completion of a Bachelor's-level university degree or an equivalent combination of education, training and work related experience in the public safety/law enforcement, defence, emergency/disaster management or security management sectors.

Language:

- Fluency in English (speaking, reading and writing)
- Fluency in Hebrew (speaking, reading and writing)

Experience:

- A minimum of two years' experience in a role that includes substantive responsibilities in two (2) or more of the following areas:
 - Advising on safety, security or emergency management issues affecting the organization, its personnel and/or its assets;
 - Security and/or emergency management reporting, including researching, analyzing, synthesizing and drafting content for the purposes of supporting managerial decision-making;
 - Organizing and conducting security, crisis management or disaster preparedness related drills, exercises, and training;
 - Advising personnel and/or management on risk-mitigation and contingency planning;
 - Experience in an embassy or international organization providing advice to senior management on safety and/or security and/or emergency management issues.
- Experience in building and maintaining a network of professional contacts for the purposes of advancing the interests of the organization, preferably but not exclusively, in the security or disaster management sectors;

Rated Requirements

The Rated Requirements are part of the essential requirements and are relating to knowledge, abilities and competencies. Methods of assessment for rated requirements may include, but are not limited to, a written examination, an oral interview, role-play, practical tests, presentations and/or psychometric assessment.

Knowledge:

- Security and emergency management environment throughout Israel, including related governmental organizations;
- Standard security mitigation features and practices for ensuring security of persons, information and physical property;
- Crisis management/disaster preparedness concepts, theories and practices;
- Financial administration, including budgeting, invoices and processing (basic knowledge only required);
- General office procedures, including drafting and formatting written communications, handling correspondence, letters, emails, and filing
- Conducting research using as variety of methods

Abilities/Competencies:

- Proficient in the use of office technology, including Microsoft Office applications, and the internet
- Work under pressure, with sudden deadlines, with a minimum level of supervision
- Take initiative and adapt to rapid changes
- Analyze and interpret information quickly and efficiently, and provide advice and recommendations
- Sound judgement, including in sensitive situations, with both urgency and care for sensitive information
- Ability to set business priorities and develop, design, and deliver work plans and training
- Ability to communicate effectively orally and in writing
- Superior interpersonal skills with the ability to interact effectively with people from diverse cultures, establish a client and contacts network (both local (Israel) and Canadian government), and work as part of a team
- Integrity, sound ethical and moral principles
- Team player with a positive attitude, able to work within a hierarchy
- Solve complex problems

Asset 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.

- Functional fluency in speaking, reading, and writing French and/or Arabic
- Experience working for an international organization, diplomatic mission or embassy in the area of emergency management and/or security
- University or college level education in disaster preparedness or crisis management

Operational Requirements

Working hours are Monday to Friday, 37.5 hours per week

- Ability to work overtime during high work loads periods and emergencies (evenings, weekends if necessary)
- Ability and willingness to travel in the country and/or region
- Available to deploy for fieldwork, potentially to locations requiring personal protective equipment.

Conditions of Employment:

- Legally permitted to live and work in Israel
- Able to obtain and retain a Government of Canada Reliability Status clearance or Security clearance
- All new hires 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 possess and maintain a valid driving license

How to apply:

- Please follow the link <https://www.wfca-tpce.com/vacancyView.php?requirementId=4756&> and complete the online application form.
- Applications which do not include all of the requested documents (CV and cover letter) 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 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.
- Please note that the Embassy of Canada in Israel does not sponsor work permits directly or indirectly.
- 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