

Trade Commissioner Assistant

Position title: Trade Commissioner Assistant

Appointment Process No: HAGUE – Trade LE05 – 08/2017

Type: Term leading to indeterminate after two years (part time, 18.5 hours per week)

Department: Embassy of Canada in the Netherlands

Number of Vacancies: 1

Job Category: Trade

Level: Assistant

Classification: LE-05

Salary range: Starting salary of 18,662 EURO increasing in yearly steps according to performance to 25,628 EURO

Location: The Hague, Netherlands

Closing date: 31 May 2017

Summary of Duties:

The Embassy of Canada in the Netherlands has a requirement for a **Trade Commissioner Assistant** with responsibilities including:

Reporting to the Commercial Program Manager / Senior Trade Commissioner, the LE-05 Trade Commissioner Assistant supports the Program Manager and the Commercial Program through services including budget tracking, information management, scheduling, logistics and event planning, responding to requests in non-proactive sectors and other duties as assigned by the Program Manager.

Area of selection/Eligibility:

This position is open to individuals who are eligible to work in the Netherlands, who meet all of the essential requirements stated below, 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.

Essential qualifications

Candidates should clearly show us how they meet the criteria below in their CV and covering letter. Your CV and covering letter must be in either English or French

Education:

Successful completion of secondary studies from a recognized institution

Language:

- Fluency in English

Experience:

*Recent Experience in:

- Managing budgets
- Providing advice and guidance to clients
- Researching information

- Support in planning and organizing projects and initiatives

*Recent Experience is defined as within the last 5 years

Knowledge:

- Knowledge of budget planning
- Knowledge of managing events & trade promotion activities
- Knowledge of general & official response procedures for letters & emails

Ability/Competencies:

Abilities

- Ability to search the Web and social media sites (Facebook and Twitter)
- Ability to set priorities and multitask
- Ability to work under pressure and with deadlines
- Ability to take direction from more than one supervisor and to manage time/work load effectively
- Ability to work with little supervision

Competencies

- Adaptability and Flexibility
- Initiative
- Judgement
- Teamwork and Cooperation
- Effective Interactive Communication (oral & written)
- Experience in working with Microsoft Office Word, Excel and Outlook

Asset Qualifications

Preference may be given to candidates who have the following asset qualifications:

Language:

- Working Knowledge of French and Dutch

Experience:

- Experience in government or in a private sector company relevant to the position.
- Experience working for a Canadian company or for a company having had relations with Canada
- Experience working with a CRM (Client Relationship Management) database tool
- Knowledge of Canadian trade and commerce, policies, institutions
- Ability to search the Web and social media sites (Facebook and Twitter) in French and Dutch

If candidates meet the factors listed in the asset qualifications they must also clearly demonstrate how they meet these factors in their covering letter.

Organizational Needs:

Operational Requirements:

- Overtime may be required occasionally

- Travel may be required occasionally
- Hours of work: Normal working week is 18.75 hours

Conditions of Employment:

- Any job offer is subject to receipt of satisfactory references and the ability to obtain and maintain an Enhanced Reliability security screening (including a criminal record and credit check).
- Proof of right to work

How to apply:

- Please click on the link www.wfca-tpce.com and complete the online application form. Candidates are also required to upload a CV and a covering letter. Applications which do not include all of the requested documents or information will be rejected.
- Candidates must demonstrate concisely in their cover letter how they meet the essential and asset qualifications.

Important notes:

- Candidates are entitled to participate in the appointment process in the official language of their choice. You are asked to indicate your preferred official language in your 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, 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.
- Please note that the Embassy of Canada in the Netherlands does not sponsor work permits directly or indirectly.
- The Embassy of Canada in the Netherlands 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 competition may also be used to establish an eligibility list of staff for similar openings at the Embassy of Canada in the Netherlands, which might arise in the 12 months following the completion of this competition.
- If you have any questions at any stage of the process please send an email to RSCEMA.Personnel@international.gc.ca