

Program Assistant

Selection Process N°: 104493-6

Salary: LKR 1,842,588 + benefits (medical/life insurance, 13th month bonus, EPF/ETF) non negotiable

Contract Type: Indeterminate (Full-time) - 37.5 hours per week

Term Details: This position is a Locally Engaged Staff position, subject to the Terms and Conditions of Employment for LES in Sri Lanka

Job Function: Administrative

Classification: LE-A2

Location: High Commission of Canada to Sri Lanka and Maldives

Number of Vacancies: 1

Closing date for application: 31 January, 2023 at 23:59 UTC/GMT +5:30

Summary of Duties

A Program Assistant provides daily administrative support and services, provides and creates information and/or documentation, provides support for ongoing program activities, responds to service requests from clientele and performs other duties as required.

Area of selection/Eligibility

This position is open to external applicants residing in Sri Lanka, including locally engaged staff who are currently employed at the High Commission, who meet all of the essential requirements stated below, 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, disability or any other irrelevant factor. The Government of Canada offers an inclusive workplace where respect, teamwork, and collaboration are part of the organizational 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. **Candidates must clearly demonstrate in their cover letter and CV how they meet each of these essential qualifications.**

Education: Candidates need to meet any one of the following combinations:

Successfully completed Bachelor's Degree from a recognized University in a discipline relevant to the position.

OR

Successful completion of a Diploma (minimum 1-year duration) in a discipline relevant to the position from a recognized institute and minimum of 3 years' experience in the areas mentioned below. (Candidates who are selecting this option must have successfully completed Advance Level A/L with 3 passes).

Language:

- Advanced Proficiency in English (reading, writing, and speaking)
- Intermediate Proficiency in Sinhala (reading, writing, and speaking)

Experience:

- Administrative/ Support services – 3 years of significant experience in the provision of administrative and support services.
- Working with Internal and External Stakeholders - 3 years of significant experience in liaising and working with clients (internal or external), partners or stakeholders.

- Working with Computers and Office Software - 3 years of significant experience in use of computers including MS Office and internet research skills
- Planning and Logistics - 1 year of significant experience in organizing meetings, conferences, field visits or special events.

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:

- Basic knowledge of accounting and maintaining budgets.
- Knowledge of administrative and office procedures.
- Advanced Knowledge office computer software skills, including in Microsoft Excel and Word.

Abilities:

- Ability to establish and maintain a network of relevant contacts.
- Ability of effective writing skills.
- Ability to analyze and evaluate information, focusing on quality and details.
- Ability to coordinate conflicting priorities within tight deadlines and meet work targets.

Competencies:

- Integrity and respect
- Thinking things through
- Working effectively with others
- Initiative and action-oriented
- Client Service

Asset Qualifications

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

- Recent work experience and knowledge of the administrative duties in a Foreign Mission, NGO or an International Organization. (Minimum of 1 year in the past 2 years).
- Written and spoken fluency in Tamil.
- Written and spoken fluency in French.
- Advance Proficiency in Sinhala (reading, writing, and speaking)
- Work experience in Human Resources.
- Work experience in Corporate Finance and/or Accounting.
- Work experience supporting visa processing.
- Work experience in procurement and contracting.
- Experience in undertaking online and in-market research related to business development.
- Experience in an organization involved in international trade and investment promotion.
- Possess a valid driving license.

Operational Requirements:

Willingness and ability to work overtime/ weekends occasionally.

Conditions of Employment:

Conditions of employment must be met or complied with before being appointed to a particular position, and are to be maintained throughout the employment while being the incumbent of this position.

- **Valid work authorization:** Ability to obtain and hold a valid work authorization covering the entire employment period.

- **Security screening:** Obtain and maintain a Reliability Status (security level) which includes a criminal and credit background check from the Government of Canada covering the entire employment period.

- Other conditions of employment:

- Ability to obtain and retain a valid travel document and be willing, able, and legally admissible to travel within and outside of Sri Lanka.
- Medical/physical fitness to perform duties.

How to Apply

- You must submit your application using the "Apply online" function. Only applications submitted via VidCruiter will be considered, unless a valid reason is presented and accepted prior to the closing date.
- Do not include personal data such as; age, date of birth, gender, marital status, family status, religion or a picture in your application form, CV nor cover letter (as required). Please only include information relevant to the vacancy as requested in the job poster.
- You must clearly demonstrate in answering the screening questions how you meet the education and experience factors listed in the essential and asset qualifications. You must provide specific examples to demonstrate clearly how you meet the qualifications. Global Affairs Canada cannot make any assumptions about your studies nor experience. Simply saying you have the required qualifications or listing your current duties will not be sufficient. Instead, you must provide concrete and detailed examples that clearly explain where, when, and how you gained the experience. No additional information will be sought beyond what you submit in your online application.
- **Candidates are required to upload a CV and a cover letter in English or French. These documents may be used as a secondary source to validate the answers to the screening questions.**
- Applications which do not include all of the requested documents or information and/or which are not received by the closing date will be rejected.
- Candidates who are unable to submit their application due to technical difficulties must report these to LES-E-Recruitment-DELHI@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).
- The language requirement for this position is identified under the essential qualifications (language). In consequence, the assessment process for this vacancy will be conducted in English.
- Communication for this process will be sent via email. It is the responsibility of the candidates to ensure accurate contact information is provided and updated as required.
- Candidates must provide an email address that accepts email from unknown users and regularly check their email, including spam folder.
- Reference checks may be sought for candidates who succeeded all of the assessments.
- Please note that the High Commission of Canada to Sri Lanka and Maldives does not reimburse any travel costs to and from interviews/exams nor does it reimburse any relocation costs.
- Before an offer of employment can be made, successful candidates must provide a local residence address as proof of residence in the specified area of selection. This information is necessary to issue a letter of offer.
- As recently announced by the Government of Canada, the *Policy for Mandatory Vaccination: Canada and the Mission Network* is suspended as of June 20, 2022. The Government of Canada will continue to assess the need for additional public health measures, including the possible reintroduction of a vaccination mandate at a later date.
- We are committed to providing an inclusive and barrier-free work environment, starting with the hiring process. If you need to be accommodated during any phase of the evaluation process, please contact us at LES-E-Recruitment-DELHI@international.gc.ca to request specialized accommodation. All information received in relation to accommodation will be kept confidential.
- The results of this selection process may also be used to establish one or more pools of fully or partially qualified candidates for similar term, indeterminate,

part-time or full-time openings at the High Commission of Canada to Sri Lanka and Maldives which might arise following the completion of this selection process.

- For Canadian citizens/residents and Canadian dual nationals, please note that it is your responsibility to enquire with the Canadian Revenue Agency about any possible taxation implications linked to an employment with the Government of Canada.