

## Consular Officer Open competition

### POSITION DESCRIPTION

<b>Position Title :</b>	Consular Officer
<b>Classification :</b>	LE-09
<b>Section :</b>	Consular section
<b>Position :</b>	EXT-301024X
<b>Employment :</b>	Indeterminate position – start date July 1 <sup>st</sup> , 2010
<b>Eligibility :</b>	This position is open to all persons who meet the qualifications
<b>Last date to submit application :</b>	Friday, March 12, 2010 at 14h45
<b>Salary scale :</b>	57,146 € per year

### SCREENING REQUIREMENTS

<b>Education :</b>	Degree from a recognized college/university.
<b>Language :</b>	Fluent in English, French and Spanish (read, write and speak).
<b>Knowledge and experience :</b>	A minimum of 2 years of experience in an International Organization in the following fields: consular, immigration or similar.  Experience in client service and in a general office environment.  Demonstrated experience working on a PC in a network environment.  A valid driver's license is required.

### JOB SUMMARY

Under the general direction of the Management/Consular Officer (MCO), implements consular policy and objectives and administers the Consular Assistance and Emergency Services Programs within the mission consular jurisdiction; administers and controls the legal and notary services program; manages the consular cost recovery programs; develops and maintains productive relationships with host authorities and organizations and other diplomatic missions; provides functional direction on consular services delivered by Honorary Consul in Malaga and the Consulate in Barcelona; performs other duties as required.

### RATED QUALIFICATIONS

#### **Knowledge**

- Knowledge of Canadian consular policies and procedures.
- Knowledge of local authorities related to the duties of this position.
- Knowledge of Government of Canada priorities.
- Knowledge of computer applications: Windows, Office suite, Outlook, Internet research.

#### **Ability**

- Ability to speak, read and write in English, French and Spanish (**complete fluency is required**).
- Ability to write reports in both official languages of Canada.
- Ability to establish effective interpersonal relationship within team and with colleagues and supervisors
- Ability to work with the public.
- Ability to work quickly and accurately under pressure.
- Ability to plan and organize workflow.
- Ability to adapt quickly to procedural and technological changes.
- Ability to analyze and interpret information quickly and efficiently according to established criteria and to do follow up.

#### **Personal suitability**

- Strong sense of client service;
- Planning and organizational skills;
- Effective personal relationships, tact and courtesy;
- Professional integrity;
- High degree of discretion and professional integrity;
- Effective performance under pressure;
- Initiative and sound judgment;
- Strong interpersonal skills for dealing with clients, colleagues and supervisors;
- Flexibility and adaptability;
- Dependable and loyal.

#### **Working conditions**

- The candidate is required to work directly with public.

## **CONDITIONS OF EMPLOYMENT**

- **The candidate must be authorized to work legally in Spain.**
- **The candidate must have a valid driver's license; will be called upon to drive his/herself for work related matters, using an Embassy's vehicle.**
- **The candidate must be available to travel on occasion.**

The appointment of the successful candidate will be subject to an Enhanced Reliability Status Check (ERC) obtained by Management. To conduct the ERC, the candidate must submit the following documents on being selected by the Mission:

1. Police clearance certificate;
2. letter of recognition from your bank stating your name, years of client service and your address.
3. professional and educational mark sheets and certificates;
4. Identity card (DNI or NIE).
5. certificate of Canadian Citizenship (if applicable);
6. birth Certificate;
7. 3 x ID photos;
8. letter(s) of reference;
9. School certificate.

## **HOW TO APPLY**

**Send your application to :**

Email: [anne-marie.boisvert@international.gc.ca](mailto:anne-marie.boisvert@international.gc.ca)

Only applications submitted to the above address and before the cut-off date and time will be considered for screening.

### **Notes :**

1. Anyone wishing to compete for this position should send their Resume (in English or French) and a covering letter **in English or French** stating their interest in the position and the reason why they think they are the most suitable candidate, with reference to their qualifications and work experience. You must also provide three reference letters (attached in electronic format); the originals will be requested of you if needed.
2. **Only the applicants short-listed will be contacted by the HR section.**
3. A written test and personal interview will be conducted in the selection process for this position.

**Issuance date :** Friday, February 26<sup>th</sup>, 2010