

Senior Trade Officer (International Business Development)

Selection Process N°: 85689-67

Salary: USD 105,878

Contract Type: Indeterminate (Full-time)

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

Job Function: Officer

Classification: LE - O2

Location: the Consulate General of Canada in Atlanta

Number of Vacancies: 2

Closing date for application: 4 October, 2022 at 23:59 UTC/GMT - 5:00

[Apply Here](#)

Summary of Duties:

The Canadian Trade Commissioner Service (TCS; www.tradecommissioner.gc.ca) is a worldwide network of professionals in international business development, with preferred access to business knowledge and contacts who are committed to advancing Canadian interests abroad. In the South East United States region, these efforts are led by the Consulate General of Canada in Atlanta.

Reporting to the Senior Trade Commissioner, the positions are responsible for the Automotive and CleanTech sector and the Foreign Direct Investment file. The Trade Commissioner(s) will support Canadian companies that are seeking to grow their business and work with a deep local network of potential customers, investors, and partners in the territory covered by the Consulate General (Georgia, Tennessee, Alabama,

Mississippi, and South and North Carolina). The Trade Commissioner will deliver services and programs to Canadian clients, working with local companies, industry stakeholders, government officials, and other TCS offices around the United States, across Canada, and around the world.

Area of Selection:

Open to internal and external applicants, who are residents of the United States having independent work authorization and status in accordance with U.S. protocol directives for employment in a foreign mission who meet all of the essential requirements stated below and whose applications are received by the closing date.

Please note that the Consulate General of Canada in Atlanta does not sponsor work authorizations directly or indirectly.

The Government of Canada is an equal opportunities employer and welcomes applications from diverse sections of the community. Candidates will be considered based on merit. Our organization offers an inclusive workplace where respect, teamwork, and collaboration are part of our 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, language* and experience.

Candidates must clearly demonstrate when applying to the position how they meet each of these essential qualifications.

*Language will be assessed further during the process.

Education:

Candidates will be required to provide proof of the completion of their education.

- Bachelor's degree from an accredited college or university in a related field
- or an acceptable combination of education, training, and work experience in a related field, including but not limited to business, economics, engineering, public affairs, law, and/or foreign relations.

Language:

An advanced proficiency level in English (reading, writing, and oral comprehension)

Experience:

- A minimum of two (2) years of direct experience in a business development role with external clients, including experience touching the Automotive and Technology sectors (e.g. Automotive Engineering, Clean Tech, FinTech, Cyber Security, Ag Tech, and/or logistics);
- Experience in developing relationships with clients, stakeholders, and government officials, and in obtaining, preparing, and conducting meetings with private sector clients (e.g., business-to-business meetings, sales meetings, cold calls, etc.);
- Experience in project management (including strategic planning, tracking/reporting results, and budget management);
- Experience in providing research and analysis, strategic advice, briefings, and written reports to management and/or clients on international business issues;
- Supervisory experience

RATED REQUIREMENTS

The Rated Requirements are part of the essential qualifications 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 (online pre-recorded/live or in-person), role-play, practical tests, presentations and/or psychometric assessment.

Knowledge:

- Knowledge of the factors which influence business in the United States generally, and in the South East US (Georgia, Tennessee, Alabama, Mississippi, and North and South Carolina) in particular, and how those affect Canadian business interests, especially in the sector covered by the position;
- Knowledge of the Automotive and ICT sectors and/or the Foreign Direct Investment area in the South East United States.
- Knowledge of what small-medium businesses consider when expanding into international markets; including venture capital investment, business plans, government regulations, and talent acquisition; and
- Understanding the role of the Canadian Trade Commissioner Service, and of the business development section of the Consulate General of Canada in Atlanta, in advancing Canadian commercial interests in its territory.
- Knowledge of Canada, its government, and the bilateral Canada-US relationship.

Competencies:

- Adaptability and Flexibility
- Effective Interactive Communication skills
- Sound judgment Integrity
- Initiative
- Teamwork and Cooperation
- Client-focus orientation

Abilities:

- Communicate effectively in English, both orally and in writing
- Manage budgets and contracts
- Build and sustain a network of contacts
- Analyze information and provide strategic advice
- Manage multiple priorities with tight deadlines

- Ability to work independently in a proactive and accountable manner

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.

- Fluency in French (oral and written)
- Experience related to delivering programming for or services to start-ups or small-medium-sized businesses

Operational Requirements:

- 37.5 hours per week in accordance with Locally Engaged Staff (LES) regulations with an in-person presence
- Candidate must be willing to work paid overtime during evenings and weekends, as required

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.

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 may be required to upload a CV and/or 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-WSHDC@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 Consulate General of Canada in Atlanta 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-WSHDC@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 Consulate General of Canada in Atlanta 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