

Migration Program Support (Emergency Employee)

Salary: 3,338,285 Colombian pesos, per month (hourly salary \$20,474.42)

Contract Type: Emergency, employment may not exceed a continuous period of 92 calendar days or 125 days worked in a calendar year.

Work Schedule: Flexible hours as per emergency/project needs. Possibility of extension or new contract when break period has elapsed.

Location: The Embassy of Canada to Colombia, Cra. 7, No. 114-33, Piso 14, Bogotá, Colombia

Closing date for applications: May 30th, 2023

CONTEXT:

Under general supervision, the candidate provides multi-task support services for the delivery of Immigration, Refugees and Citizenship Canada's Programs through program integrity exercises, administrative support and/or providing other support to clients. Requires attaining expertise in using department computer systems and carefully following established procedures and guidelines. The candidate is a team player, has great attention to detail and can do repetitive tasks for an extended period of time.

HOW TO APPLY:

- You must submit your CV (in English or French) to BGOTAIM@international.gc.ca
 - Subject line must include "EMLES Recruitment"

AREA OF SELECTION:

This position is open to:

- Those who currently possess the right to work in Colombia and are a member of one of the following groups:
 - Indigenous Colombian
 - Afro-Colombian
 - Persons with disabilities
 - Persons with diverse gender identities

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

- High school diploma
- Written and spoken fluency in English OR French (B2 or higher)
- Written and spoken fluency in Spanish
- No experience required; this is an entry level position.

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.

- Written and spoken fluency in both English and French.
- Experience in data analysis and graphical techniques for writing and graphic representations (may include Visual Basic for Applications, programming).
- Experience creating and editing professional correspondence and other products intended for external audiences.
- Experience in inventory management (supplies, finances etc.).
- Ability to work overtime.

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 period.

- Valid work authorization: Ability to obtain and hold a valid work authorization covering the entire employment period if candidate is not a Colombian Citizen. The Government of Canada does not sponsor visa applications.
- 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.