

UNITED STATES MISSION IN CANADA, VACANCY ANNOUNCEMENT 490 SUSSEX DRIVE

Location: TORONTO, CANADA

ADMINISTRATIVE COMMERCIAL ASSISTANT VACANCY NUMBER: 18-031

Monday, June 11, 2018 This Vacancy is **Open**

OPEN TO: All Interested Candidates / All Sources

POSITION: Administrative Commercial Assistant **Grade:** FSN-7; FP-7*

OPENING DATE: Thursday, June 7, 2018

CLOSING DATE: Thursday, June 21, 2018

WORK HOURS: Full time; 40 hours per week

SALARY: FSN-7, step 1, \$52,737 per year;

FP-7 step 1, \$43,031 USD per year*

*Final grade/step at FP pay scale will be determined by

Washington.

LENGTH OF HIRE:Indefinite subject to successful completion of probationary

period

NOTE: THIS POSITION REQUIRES LOCAL SECURITY

CERTIFICATION OR PUBLIC TRUST

The U.S. Consulate in TORONTO is seeking an individual for employment in CANADA for the position of Administrative Commercial Assistant in the U.S.Department of Commerce/International Trade Administration.

BASIC FUNCTION OF POSITION

This is a combination position that requires the employee to fulfill financial management, administrative, and general services duties as their primary function, and to engage in commercial promotion activities for the remainder of their time. The Administrative / Commercial Assistant (ACA) performs a wide range of financial management responsibilities, such as preparing and revising budgets and fiscal plans for events. The incumbent prepares all required paperwork for procurements and travel. The ACA serves as the principal liaison on all administrative matters between the Embassy in Ottawa, the Management Section of the Consulate in Toronto, and other administrative-related interlocutors. The ACA also provides technology support, including serving as systems administrator.

The incumbent oversees the administrative and financial management for USCS Toronto. The incumbent has overall responsibility for planning and executing the administrative management functions of a complex Commercial Service post. The incumbent is responsible for USCS Toronto's Operating and Administration (O&A) budget and USCS Toronto?s Trust Funds budget. He/she is responsible for handling all of the day-to-day administrative and financial management functions for USCS Toronto.

The ACA also provides trade facilitation support for commercial activities. The ACA assists in the promotion of International Buyer Program events, trade missions, trade shows, and other export promotion activities. The ACA provides support for business matchmaking programs such as the Gold Key Service and International Partner Search. The incumbent also conducts initial basic market research to fulfill trade information requests from U.S. exporters and host-country importers. The ACA provides follow-up support for performance metrics data gathering and reporting. The incumbent is also responsible for developing and growing the Business Service Provider (BSP) program.

QUALIFICATIONS REQUIRED

NOTE: Applicants must address each required qualification listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

- **1. Education:** Four-year Bachelor's Degree in economics, marketing, business administration, financial management or related field.
- **2. Experience:** At least two years of progressively responsible experience in business, government, or NGO in the fields of trade promotion, economics, international trade, marketing, economics, or similar field required.
- **3. Language:** Level IV (fluent) reading/writing/speaking English.
- **4. Knowledge:** Advanced knowledge of Windows Office software Suite, accounting procedures and projections are essential. A thorough knowledge of USFCS and State Department budget and fiscal, personnel, procurement, contracting, travel, building management, and other administrative procedures, regulations and requirements; USFCS regulations in the FAM and the CS Operations Manual and MOA on all phases of post administration is desired. Must be able to communicate budget information clearly and completely, both in writing and orally.

Basic understanding of local business firms, trade practices, restrictions, organizations and customs; of market and sales techniques; and of CS internal reporting requirements, operating procedures and regulations.

Basic knowledge of operation and maintenance of IT systems, infrastructure and peripherals. Basic knowledge of common office equipment (computer networking equipment, videoconference equipment, basic software, etc). General knowledge of the principles of social media.

5. Skills and Abilities: Must be able to support work required with a minimum of guidance and instructions. Must be able to make preliminary decisions relative to classification of funds in allocation process, and to

obligation trends as they relate to financial plans. Must be able to locate proper background materials as a basis of compute cost items relative to personnel, price of goods, exchange rates, etc.

Ability to assess problems and develop realistic solutions (e.g., how to plan and administer available resources of funds, personnel, and equipment in the best interest of the CS); ability to coordinate with FCS, PCO, Embassy, other sections of the Consulate, Commerce HQ, etc. on program planning to develop financial plans and program budgets; ability to plan expenditures for CS and to reprogram funds; and ability to negotiate effectively with Embassy administrative personnel on CS operations and resources. Must be able to conduct basic analytical work to minimize need for detail work by higher-level personnel. Must be able to summarize information orally and in writing to present quickly and precisely to support personnel information and complex relationships. Must exercise good level of interpersonal skills to facilitate effective exchange of information at the working level.

Ability in use of graphics and related software, digital photography, and image/photograph management and editing tools, and video-conferencing equipment. Ability to troubleshoot technical programs.

Ability to meet and serve representatives of U.S. and host country commercial and business firms and other key personnel with tact and efficiency; skill in word processing and data manipulation (e.g., promotional campaigns, mailing lists, contact lists, etc); basic research and analytical skills; strong writing skills (e.g., responses to business inquiries, market insights, etc).

The incumbent is required to have an intermediate knowledge of Microsoft Office programs, i.e.., Word, Excel and PowerPoint, along with advanced typing and data-entry skills.

There is high demand for using the computer keyboard using accuracy and speed, in all three programs.

To carry out the financial management portions of this position, the incumbent must have a propensity for numeric calculations, and developing formulas in Excel.

6. Interpersonal Skills: Incumbent must possess strong interpersonal skills.

SELECTION PROCESS

HIRING PREFERENCE SELECTION PROCESS: Applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM / USEFM
- (3) FS on LWOP and CS with reemployment rights **

* IMPORTANT: Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of their most recent DD-214 ("Certificate of Release or Discharge from Active Duty"), equivalent documentation, or certification. A "certification" is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions within 120 days after the certification is submitted by the applicant. The certification letter should be on letterhead of the appropriate military branch of the service and contain (1) the military service dates including the expected discharge or release date; and (2) the character of service. Acceptable documentation must be submitted in order for the preference to be given.

** This level of preference applies to all Foreign Service employees on LWOP and CS with re-employment rights back to their agency or bureau.

ADDITIONAL SELECTION CRITERIA

We encourage you to read and understand the Eight (8) Qualities of Overseas Employees before you apply (https://careers.state.gov/downloads/files/eight-qualities-of-overseas-employees).

Applicants who are invited to take a language or skills test, or who are selected for an interview will be contacted via email.

For further information: the complete position description listing all of the duties, responsibilities, required qualifications, etc. may be obtained by contacting the Human Resources office.

Benefits: Locally Employed Staff, including Members of Household (MOHs), and Third-Country Nationals (TCNs), working at the U.S. Mission Canada may receive a compensation package that may include health, separation, and other benefits.

For EFMs, benefits should be discussed with the Human Resources Office. The pay plan is assigned at the time of the conditional offer letter by the HR Office.

TO APPLY

All candidates must be able to obtain and hold a required level of clearance. Applicants must submit a Universal Application for Employment (DS-174) which is available on HR/OE Intranet Site or Mission Canada website at https://ca.usembassy.gov/embassy-consulates/jobs/ or by contacting Human Resources Office.

To apply for this position, applicants should submit the documents listed below.

Required Documents: Please provide the required documentation listed below with your application:

- DS-174
- Copy of Orders/Assignment Notification (or equivalent)
- Residency and/or Work Permit
- Passport copy

- Degree (not transcript)
- Degree with transcript
- Driver's License, if required by a position
- DD-214 Member Copy 4, Letter from Veterans' Affairs, or other supporting documentation (if applicable)
- SF-50 (if applicable)
- Letter(s) of recommendation
- List of references

SUBMIT APPLICATION TO: Management Office/HR

U.S. Consulate 360 University Ave. Toronto Ontario M5G 1S4

E-Mail Address: TrtHR@state.gov

Please reference Job Announcement number.

POINT OF CONTACT: Management Office/HR

Phone:none

DEFINITIONS

For more information (i.e., what is an EFM, USEFM, AEFM, MOH, etc.) and for additional employment considerations, please visit the following link: https://careers.state.gov/downloads/files/definitions-for-va

Thank you for your application and your interest in working at the U.S. Mission in Canada.

CLOSING DATE FOR THIS POSITION: THURSDAY, JUNE 21, 2018

EQUAL EMPLOYMENT OPPORTUNITY (EEO): The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

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