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FPDS Officer

Selection Process N°: 205250-6

Salary: USD 27,127 per annum (non negotiable)

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 Myanmar.

Job Function: Officer

Classification: LE - O1

Location: the Embassy of Canada to Myanmar

Number of Vacancies: 1

Closing date for application: 24 March, 2025 at 23:59 UTC/GMT +6:00

Summary of Duties:

This Locally Engaged Officer Position works as part of the Foreign Policy and Diplomatic Service Team providing analysis, recommendations and reporting on politics and foreign policy issues and fostering diplomatic networks in Myanmar. The position also carries out advocacy initiatives and communications including liaising with media and developing social media plans and content. The position is directly involved in supporting visits and project management. Additional themes under this portfolio include human rights, media freedom, gender, and cultural promotion.

Area of Selection:

This position is open to individuals currently residing in Myanmar, with a valid visa to work in Myanmar. Candidates must meet all of the essential qualifications stated below and applications must be reviewed by the closing date.

Please note that the Embassy of Canada to Myanmar 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.

- Graduation from a college or university with a specialization in political studies, international development or related discipline.

Language:

- Proficiency in English and Burmese, both written and oral.

Experience:

- A minimum of 3 recent**years working with an internationally focused organization, including government, private sector, multilateral or civil society.
- Experience providing strategic advice, briefings, written report to management and/or clients on issues of concern to their organization.
- Experience using social media tools for the promotion of events, for branding and for advocacy initiatives to advance organizational goals.
- Experience planning events or in project management, including working with partners and/or media.
- Experience building strategic alliances and cultivating and leveraging a diverse network of contacts.

** "Recent" is defined as within the last five (5) years.

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 Myanmar politics and policies;
- Knowledge of key political and economic actors and stakeholders in Myanmar;
- Knowledge of events that affect Canada's bilateral and multi-lateral interests in the region including security, economics, human rights, gender and social policy;
- Knowledge of social media content development processes and tools.

Competencies:

- Ability to conduct research and analysis
- Networking and Alliance Building
- Initiative and action-orientation
- Working with others and horizontal leadership

Abilities:

- Excellent verbal and written communication skills.
- Ability to coordinate conflicting priorities within tight deadlines and meet work targets.
- Ability to conduct research and analysis.
- Ability to effectively plan and manage events.
- Proficiency in using MS Office Suite and social media tools in an organizational context.

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.

- Proficiency in French, both written and oral.
- Recent work** in a diplomatic mission or multilateral organization;
- Strong knowledge of Canada's foreign policy priorities, cultural identity and key values;

** "Recent" is defined as within the last five (5) years.

Operational Requirements:

- Ability to travel internationally if needed;
- Ability to work overtime;
- Hours of Work: 37.5 hours per week, 5 days a week.

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-MANIL@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 Embassy of Canada to Myanmar 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-MANIL@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 Embassy of

Canada to Myanmar 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.