



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

L9 P23 R4074 HWY 596 - Box 109

Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/04/24

Protocol Officer

Job ID 21-968-05-209-4675
Web Address
<https://careers.indigenous.link/viewjob?jobname=21-968-05-209-4675>
Company CSIS
Location Ottawa, Ontario
Date Posted From: 2021-12-09 To: 2050-01-01
Job Type: Full-time Category: Public Administration

Description

Closing Date 2022-01-12
Reference Number 21-968-05-209
Job Category Entry Level
Who Can Apply Canadian Citizens

Location Ottawa, Ontario
Salary Range \$57,960 - \$70,500
Status Indeterminate (permanent)
Language Requirement Bilingual Imperative (BBB/BBB)

Job Summary

The Protocol Officer is responsible for the coordination of incoming visits from foreign agencies and foreign travel by senior Executive members, as well as supporting the provision of advice on Executive foreign engagement.

- Coordinate multiple simultaneous visits and travel of foreign agencies hosted by Executive members, including by developing agenda in consultation with relevant Executive offices, HQ/Regional branches, Service stations abroad, and foreign liaison representatives (FLRs) in Canada. Facilitate required courtesies for Executive foreign agencies upon arrival in Canada. Be sole representative of the Service and the Person of Contact for delegation throughout the visit.
- Provide written strategic advice and recommendations to Executive offices on foreign engagement, including determining strategic value of CSIS participation and at what level, recommending foreign partners to engage, and advising on objectives of each engagement, in keeping with Service and Government of Canada priorities and operational requirements, by gathering information, researching, and conducting analysis.
- Provide protocol advice and carry out related duties, such as gifts, flags, and other courtesies for high-level delegations. Stay abreast of protocol policies and standards in order to inform the Service's approach to hosting visits.
- Advise Executive offices and Service stations abroad on budgetary approvals, and provide

guidance with respect to Treasury Board guidelines and Service policy. Draft hospitality requests and obtain financial approval for all expenses related to visits and travel. Ensure all requests adhere to established Government of Canada and CSIS procedures and policies.

- Develop and maintain professional relationships with FLRs, Executive Offices, Stations abroad, and other government departments in order to arrange visits and travel of foreign partners, including determining parameters and expectations, proposing discussion topics, and advising on appropriate Executive engagement to ensure the Service remains effective and efficient.
- Prepare detailed reports and statistics pertaining to Executive visits and travel by gathering information, researching, and conducting analysis. Draft and disseminate weekly Executive Summary report to Executive offices in order to inform on upcoming visits and travel.
- Coordinate and plan program for delegations and accompany delegations throughout the visit. Independently make decisions and alter program in response to changing circumstances on the ground with little to no notice in order to ensure a smooth visit or travel and to minimize risk to Service reputation and partnerships.
- Conduct research and analysis on international issues of relevance to CSIS, and contribute to briefing material provided to Executive offices for the purposes of bilateral meetings, including meetings with foreign intelligence services, Ambassadors to Canada, and Canadian Heads of Mission.
- Draft contact reports following Executive meetings with foreign partners. Seek Executive approval of contact reports, and disseminate contact reports to relevant Executive offices, branches, and Stations abroad.

Education

- Undergraduate degree and one (1) year of experience*
- College diploma and two (2) years of experience*

The educational program must be from an accredited learning institution recognized in Canada. If you completed a program outside of Canada, you will be required to obtain proof of a Canadian equivalency at your expense through a recognized credential assessment service. Note: Any higher level of education could be recognized as experience.

Experience

*Experience in coordinating or contributing to the planning of events. ASSET:

- Experience in collaborating with domestic and international partners.
- Experience providing recommendations and advice to decision-makers.

Competencies

- Organizational skills/multitasking
- Rigour
- Communication
- Interpersonal skills
- Problem solving/Judgement.

Conditions of Employment

- Candidates must possess a valid Canadian license and maintain a valid license throughout their employment in this position.
- Candidates need to be flexible in terms of their working hours in order to facilitate required courtesies including delegation escort/transport.

Notes

While we continue to explore opportunities for flexible work arrangements, the majority of work in our organization must be done in the office and cannot be performed at home. A written examination will be administered to candidates as a screening tool to evaluate written communication and organizational skills, rigour, problem solving and judgement.

Reference Links

Security Requirements

Candidates must be eligible to receive an Enhanced Top Secret security clearance. The process involves a security interview, a polygraph, and a background investigation that includes credit and financial verifications. The use of illegal drugs is a criminal offense. Drug use is an important factor considered in your reliability and suitability assessment during the selection process. Therefore it is important not to use any illegal drugs from the time you submit your application.

Others

We thank all applicants for their interest in CSIS. However, only those who are selected for further consideration will be contacted.

For more information, visit CSIS for Protocol Officer