

Migration Case Analyst

Selection Process N°: 99907-67

Salary: 361,761 ZAR gross per annum, plus 13th month bonus

Contract Type: Indeterminate (Full-time) 37.5 hours per week

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

Job Function: Administrative

Classification: LE-A3

Location: the High Commission of Canada to South Africa

Number of Vacancies: 1

Closing date for application: 9 January, 2023 at 23:59 UTC/GMT +2:00

Summary of Duties:

Reporting directly to a Senior Migration Officer or higher, provides assistance and guidance to the Migration Program Manager and other Program Assistants and Officers on administrative processes/requirements and on complex, high-profile and sensitive matters. Leads on research, liaison and reporting, stewardship and governance, promotion and recruitment activities and other support to clients. Conducts specialized research to obtain and verify information related to case processing, quality assurance and program integrity. The incumbent would be extremely organized, would exercise initiative in organizing work and resolving complicated problems, would have a significant command of the English language both written and oral, and significant knowledge of country conditions of South Africa, including but not limited to political, economic, and social aspects, and how they impact migration. The incumbent would be required to execute diplomacy, discretion, and the highest level of integrity in all aspects of work and personal life, adhering to Canada's Privacy Law and Values and Ethics.

Area of Selection:

Open to qualified applicants who are legally in a position to work for the High Commission of Canada in South Africa. This includes South African citizens, permanent residents, employees of the High Commission of Canada, and dependents/spouses of Canadian Based Staff, who meet all of the essential requirements stated below, and whose applications are received by the closing date.

Please note that the High Commission of Canada to South Africa 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.

- Minimum Bachelor's degree from a recognized university; or
- A diploma from a post secondary institution and at least 5 years of experience within the past 10 years in each of the categories listed in the experience qualification below.

Language:

- Fluency in English (written and spoken)

Experience:

- Minimum of one (1) year recent* experience conducting research and reporting in a professional capacity
- Minimum of two (2) years recent* experience working in an office environment in an administrative support or program assistant capacity managing such tasks as budgets, travel, meetings, etc.
- Minimum of one (1) year recent* experience liaising with South African government agencies, international organizations, foreign missions, or otherwise.

*Recent as defined 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:

- Proficiency in the use of Microsoft Office Suite (Outlook, Word, Excel)
- Proficiency in the use of evidence-based research methods and social media
- Sound knowledge of the impact of the local environment's political, economic, and social factors on migration-related matters

Competencies:

- Effective interactive communication (oral and written)
- Focus on quality and attention to details
- Adaptability and flexibility
- Commitment to values and ethics, integrity, reliability, and discretion.

Abilities:

- Ability to analyze and present information and recommendations in a clear and concise manner
- Ability to comprehend legislation, regulations, policies and operational manuals within a defined area
- Ability to work independently, setting own priorities and following up on projects for which you are the lead

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.

- An intermediate knowledge of French (oral and written)
- Experience developing a network of professional contacts
- Experience working at an Embassy, High Commission, or international organization
- Knowledge of geography, socio-economic conditions, labour markets, and

educational systems in the area covered by the Pretoria Migration Office – Angola, Botswana, Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, South Africa, Eswatini, Zimbabwe.

- One (1) year or more of recent* experience in migration-related matters, including but not limited to irregular and regular migration, fraud, visa and consular work

Operational Requirements:

- Hours of work: 37.5 hours per week, Monday to Friday
- Some overtime required (on weekdays and/or during weekends if job demands)
- Work in high pressure environment with multiple priorities
- Must be willing to travel within South Africa and internationally.

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.

Other conditions of employment:

- Must be able to obtain and retain a valid travel document and be willing, able and legally admissible to travel internationally including within Africa and to Canada
- Ability to meet the medical requirements as defined by the employer. Successful candidate(s) may be required to undergo a medical evaluation.

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-BRLIN@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 High Commission of Canada to South Africa 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-BRLIN@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 High Commission of Canada to South Africa 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.