



SENATE of CANADA

EMPLOYMENT OPPORTUNITY

Services to Senators and Special Events

EXECUTIVE ASSISTANT – OFFICE OF THE HONOURABLE THANH HAI NGO

Salary	Language Requirements	Process No.	Date of Issue	Closing Date
\$56,986 - \$71,860	Superior proficiency in reading, writing, and oral interaction in English and in French	12-09-NGO-EA-005A	September 19, 2012	September 30, 2012

Purpose | The purpose of this selection process is to staff an Executive Assistant position within the Office of the Honourable Thanh Hai Ngo.

Open To | Employees of the Senate Administration, Senators’ staff, staff of the Members of the House of Commons, staff of the House of Commons and of the Library of Parliament, staff of the Senate Ethics Office and of the Office of the Ethics Commissioner, as well as applicants listed in the Senate inventory and the general public. Must be Canadian citizen or permanent resident of Canada; however, preference will be given to Canadian citizens.

Summary of Duties | The Executive Assistant provides a variety of administrative, legislative and strategic services to the Senator. The work may also consist of overseeing the efficient and effective functioning of the office (*Please refer to the work description for more details*).

Essential Qualifications |

- ❖ College diploma in office administration and/or an acceptable combination of education, training and experience directly related to the duties of the position.
- ❖ Significant experience* in providing administrative and financial services to support the daily operations of an executive office.
- ❖ Experience in dealing with senior officials, parliamentarians and/or the media.
- ❖ Experience in preparing formal correspondence, briefing materials and reports.
- ❖ Ability to communicate effectively orally and in writing in English and in French at a superior level.

* Significant refers to the depth and breadth of experience usually associated with completing the related, varied, and complex activities that normally span a period of twenty four months in the field.

Other Qualifications |

- Knowledge of the Senate and its mandate.
- Knowledge of the legislative process.
- Knowledge of administrative techniques and practices.
- Knowledge of the Microsoft Office Suite, particularly MS Word, Excel and Outlook.
- Ability to analyze and solve problems of different nature.
- Ability to manage multiple demands and priorities.
- Ability to research and gather data and prepare correspondence, reports and briefing materials.
- Effective interpersonal relationships, judgment, initiative and team spirit.

Asset Qualifications |

- Experience working on Parliament Hill.
- Knowledge of Canada’s national and international human rights obligations.
- Ability to communicate effectively orally in Vietnamese at a superior level.

Conditions of Employment |

Candidates must meet the conditions(s) of employment at the appointment phase and maintain them for the duration of their employment in this position.

- The incumbent must consent to supply complete information and obtain a security accreditation in order to be eligible for appointment.
- The incumbent will be subject to a probationary period and his services will only be retained upon satisfactory performance.
- The incumbent must be able and willing to work irregular and long hours, mainly in the evenings when the Senate and senatorial committees are sitting.
- The incumbent must be able and willing to travel with the Senator on occasion.
- The incumbent must be able and willing to frequently manage correspondence using a personal handheld data device.

Additional Information |

- The Senate of Canada is committed to having a skilled, diversified workforce reflective of Canadian society, and to the equitable representation of women, aboriginal peoples, persons with a disability and members of a visible minority group. We encourage members of these designated groups to self-identify.
- A variety of assessment tools will be used to assess candidates, including a written examination.
- Candidates will also be asked to provide original proof of graduation at the interview.
- Alternative selection tool methods and/or reasonable accommodation for special needs are available upon request.
- Candidates must meet all the essential qualifications (❖) to be considered for the position.
- Communication for this process will be sent via email. It is the responsibility of the candidate to ensure accurate contact information is provided and updated as required.
- Travel and relocation expenses are the responsibility of the candidate.
- In this document, the masculine gender has been utilized to ensure brevity. It should be interpreted in a generic manner as pertaining to both men and women.
- We thank all those who apply. Only those selected for further consideration in the selection process will be contacted.

Senior Advisor	Officer	How to apply
Reina Bernier bermir@sen.parl.gc.ca	Joseph Law lawj@sen.parl.gc.ca	Apply via e-mail at chambers@sen.parl.gc.ca by the closing date at 11:59 p.m. EST. Please provide us your cover letter and resume in one document (pdf; doc; docx) saved under the following format “Last name, Given name” .



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EXECUTIVE ASSISTANT – OFFICE OF THE HONOURABLE THANH HAI NGO

WORK DESCRIPTION

Position Title: Executive Assistant

Salary Scale: \$56,986 \$59,465 \$61,942 \$64,422 \$66,900 \$69,379 \$71,860

Language

Requirements: Superior proficiency in reading, writing, and oral interaction in English and in French
Superior proficiency in oral interaction in Vietnamese (asset)

GENERAL RESPONSIBILITY

The Executive Assistant provides a variety of administrative, legislative and strategic services to the Senator. The work may also consist of overseeing the efficient and effective functioning of the office.

The Executive Assistant is required to work long hours with an irregular schedule.

DUTIES

Duties may include but are not limited to:

- Evaluating problems of an administrative, financial or human resource nature, recommending or deciding on the best action to take and advising the Senator to the current status of particular cases or issues.
- Ensuring administrative support is available and that duties are fulfilled according to expectations.
- Researching and gathering a variety of data and information needed for the preparation of reports, presentation material, briefing material and correspondence.
- Composing memoranda, letters and correspondence for the signature of the Senator.
- Managing the Senator's budget by verifying and processing invoices for signature and payment; preparing and maintaining records of financial expenditures.
- Responding to requests for information of a general nature, whether received by telephone, letter, fax or e-mail.
- Researching and attaching relevant background material as necessary; maintaining a bring-forward system for correspondence and for items requiring action in the future.
- Handling media inquiries, by sending out information such as press releases and responding to media questions when appropriate.
- Preparing and maintaining various records of pertinent information, with regard to the work of the senator's committees such as: briefing books, schedule of meetings etc.
- Overseeing the work of the more junior positions, assigning duties, and reporting on performance.
- Attending Committees meetings or any other meetings on behalf of the Senator.
- Attending meetings organized by the political parties to understand the strategies and to brief the Senator.
- Performing other duties as required by the Senator.

Knowledge and Skills

- Knowledge of the Senate, its mandate as well as the Senate internal administrative policies and procedures may be required depending on the Senator's needs.
- The incumbent requires knowledge of the political environment and the legislative process.
- The incumbent requires sound knowledge of administrative theories, techniques, procedures and practices.
- The incumbent requires good knowledge of communication methods and techniques.
- The incumbent requires knowledge of the functionality and utilization of: various software and computer/electronic systems supported by the Senate such as Outlook and Word.

Communication

- The incumbent must be able to develop and maintain good working relationships with key individuals on Parliament Hill, the media, colleagues and peers.
- The incumbent deals with other Parliamentarians' offices, general public and staff to give or obtain information or clarifications. It is important to be professional, pleasant, courteous, tactful, helpful at all times and discreet to ensure the confidentiality of information.