

Trade Officer / Senior Trade Officer (Anticipatory)

Selection Process N°: 213688-6

Salary: LE-01: 52,764,899 & LE-02: 89,151,668 TZS

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 Tanzania.

Job Function: Officer

Classification: LE-01 - LE-02

Location: the High Commission of Canada to Tanzania

Number of Vacancies: 1

Closing date for application: 13 July, 2025 at 23:59 UTC/GMT +3:00

Summary of Duties:

Positions with the Trade Program (**LE-01: Trade Officer and LE-02: Senior Trade Officer, the latter being part of an anticipatory staffing process**)

The Canadian Trade Commissioner Service (TCS) is a world-wide network of international business development (IBD) professionals working to advance Canadian commercial and economic interests abroad.

Working in close collaboration with the Senior Trade Officer, the main responsibilities of the **Trade Officer (LE-01)** include:

- providing high quality service to Canadian clients.
- proactively developing and maintaining a solid network of contacts in Tanzania.
- preparing and disseminating market information to Canadian clients.
- initiating, organizing and managing promotional activities and trade delegations as well as other international business development activities, such as participation at trade shows and advocating for Canadian commercial interest.
- Providing timely input into the client relationship management database
- Performing other related duties that support the overall work of the program.

The Senior Trade Officer is responsible for quantifiable performance indicators including quality and number of services provided to clients and the generation of leads in sales and investment in all relevant sectors.

The major responsibilities of the **Senior Trade Officer (LE-02)** include:

- providing high quality service to Canadian clients.
- proactively developing and maintaining a solid network of contacts in Tanzania.
- promoting investment into Canada.

- supporting the Head of Mission on trade related matters.
- preparing and disseminating market information to Canadian clients.
- initiating, organizing and managing promotional activities and trade delegations as well as other international business development activities, such as participation at trade shows and advocating for Canadian commercial interest.
- Providing timely input into the client relationship management database.
- Performing other related duties that support the overall work of the program.
- Developing an annual strategic plan in collaboration with the Regional Senior Trade Commissioner, based in Kenya.

Area of Selection:

This position is open to internal and external candidates who have the right to reside and work in Tanzania, who meet all the essential requirements stated and whose applications are received by the closing date.

Please note that the High Commission of Canada to Tanzania 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.

- Bachelor's degree from a recognized university in a field related to the position, including but not limited to commerce, international business, finance, economics and political science

OR

- Bachelor's degree from a recognized university in an unrelated field combined with training* and experience in related to the position.

*Acceptable training is defined as a post-secondary school diploma, series of post-secondary courses, and/or specialized professional training in a field related to the position

Language:

Advanced level in English (comprehension, written and spoken)

Advanced level in Swahili (comprehension, written and spoken)

Experience:

- Experience conducting research and providing high-quality analysis in verbal and written forms to management and/or clients.
- Experience in organising major projects, promotion events and/or delegation visits.
- Experience publishing on social media and/or managing web presence.
- Experience using technology tools and databases, including but not limited to: Microsoft Windows, Microsoft Outlook, Word, Excel, PowerPoint.

- A minimum of three years of recent* direct experience in business development, including directly managing client relationships and providing high quality services to customers/clients.

*recent is defined as within the past 8 years

LE02 Senior Trade Officer only:

- A minimum of five years of recent* and direct experience in business development, including directly managing client relationships and providing high quality services to customers/clients.
- Experience providing strategic advice to management and/or clients on business related issues.

*recent is defined as within the past 8 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), practical tests, presentations and/or psychometric assessment.

Knowledge:

- Knowledge of Tanzanian government policies and programs.
- Knowledge of the current political, economic and social landscape in Tanzania.

Competencies:

- Good Judgement and the ability to think things through
- Effective interactive communication (oral and written)
- Showing initiative and being action oriented
- Professional integrity / values & ethics
- Teamwork and collaboration

Abilities:

- Ability to build and sustain a network of contacts
- Ability to manage time, plan, prioritize tasks and meet tight deadlines
- Ability to analyze information and provide strategic advice

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.

- The ability to communicate effectively in French, both orally and in writing.
- Graduate degree from a recognized university (master's degree or Ph.D.) in a field related to the position, including but not limited to: commerce, finance, and economics.
- FITT Certified International Trade Professional (CITP®) / FITT International Business Professional (FIBP).
- Experience working in an international context and/or for an international or diplomatic organization.
- Knowledge of the mandate, policies, objectives and priorities of Global Affairs Canada.
- Knowledge of international business development practices
- Knowledge of Canadian and Tanzanian capabilities and global industry trends and developments in relevant sectors.
- Experience using Client Relation Management software

Operational Requirements:

- Working hours: 37.5 hours per week, Monday to Friday (7.5 hours per day)
- May be required to work overtime
- May be required to work outside normal working hours (i.e. evenings and weekends)
- Work is strictly office-based, work from home not being operational feasible

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-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 and in Swahili.
- 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 Tanzania 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 Tanzania 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.

APPLY HERE