Description of the Field

In addition to international jobs found within DFAIT, almost every federal department has an 'International Division' which relates to international and other national organizations in its subject areas. Activities in this division may include researching another country’s experiences, exchanging information with a department’s counterpart in another country, preparing policy papers on international aspects of the department's mandates. Moreover, activities relating to international agreements (both bilateral and multilateral) include research, negotiation and implementation.

Within each province, a growing number of provincial departments have international units. Provincial and municipal governments also have some international jobs which tend to be concentrated in the fields of trade promotion and tourism. International conferences and events expand opportunities for international jobs within these levels of government.

Many overlook the public service sector, not understanding the opportunities available. A number of agencies are looking to change that trend by providing information, programs and grants to potential employees.

Foreign Service Officers have a special role, in representing Canada at Embassies and High Commissions around the world. They also represent the Canadian government at permanent missions to international organizations such as WTO and the UN. Recruitment to the diplomatic service is through a rigorous exam and interview process, and those selected undergo training and subsequently serve alternately in Ottawa and abroad.

The major departments that NPSIA alumni are involved with are: DFAIT, Agriculture, Industry Canada, National Defence, Citizen and Immigration, Environment and Health. Below is a selection of jobs NPSIA alumni have found in the public sector.

Selected Alumni Job Titles

**Federal**

- **International Analyst**, Division of Childhood and Adolescence, Public Health Agency of Canada
- **Research Assistant**, Crimes Against Humanity and War Crimes, Dept of Justice
- **Senior Advisor**, Non-Proliferation and International Relations Section, Canadian Nuclear Safety Commission
- **Senior Policy Analyst**, International Energy Division, Natural Resources Canada
- **Director**, International Safeguards Div, Canadian Nuclear Safety Director General Special Projects, Policy Group, Transport Canada
- **Senior Programme Evaluation Officer**, Program Evaluation & Review, National Research Council
Policy Analyst, Legislation and House Planning, Privy Council Office

Afghanistan Special Projects, South Asia Division, DFAIT

Policy Officer, Directorate of Policy Development, DND

Director, Policy, Planning & Reporting; Treasury Board of Canada, Secretariat

Trade Policy Analyst, Multilateral Trade Policy Division, Agriculture and Agri-Food Canada

Political and Foreign Policy Officer, United States Relations Division, DFAIT

Trade Policy Officer, DFAIT

International Counter-Terrorism Officer, International Crime and Terrorism Division, Dept of Foreign Affairs and International Trade

Project Officer, International Telecommunications Policy and Coordination, Industry Canada

Provinces

Policy Advisor, Trade and International Policy Branch, Ontario Ministry of Enterprise Opportunity and Innovation

Senior Policy Advisor, Trade and International Policy Branch, Ontario Ministry of Economic Development and Trade

Manager, Oil Markets, Oil Development Division, Alberta Dept of Energy

Manager, Trade Strategy Development, Alberta Economic Development

Policy Advisor, Cabinet Secretariat, Government of the NWT

Clerk and Law Clerk, Office of the Clerk, Newfoundland House of Assembly

Foreign Service Officer, DFAIT

Counsellor, Canadian Embassy, Santiago, Chile

Policy Advisor, Peacebuilding and Human Security Division, Dept of Foreign Affairs and International Trade

Ambassador, OAS, Washington

Director, South America and Inter-America Division, DFAIT

First Secretary, Canadian Embassy, Costa Rica

Director General, Latin America and Caribbean Bureau, Dept of Foreign Affairs and International Trade

Ambassador to Syria

Director, Caribbean and Central America Relations Division, DFAIT
First Secretary, Embassy in Guatemala

Assistant to the Deputy Minister of Foreign Affairs, DFAIT

Consul-General, St. Petersburg

Minister-Counsellor (Congressional Relations and Legal Affairs), Embassy of Canada to the United States

Trade Commissioner, Canadian Embassy in Mexico

Consul and Senior Trade Commissioner, Sydney, Australia

Counsellor (Metals and Minerals) Trade Policy, Canadian Embassy, Washington

Consul- General in Ho Chi Minh City (Saigon), Vietnam

Trade Commissioner, Canadian Embassy, Tel Aviv

First Secretary (Political Affairs) Canadian Permanent Mission to the UN

Consul and Senior Trade Commissioner, Milan

Counsellor, Permanent Mission of Canada to the World Trade Organization

First secretary (Economic), Canadian Embassy, Beijing

Resident Representative, EBRD, Moscow

Minister-Counsellor, Canadian Embassy, Cairo

Counsellor, Agricultural Affairs, Permanent Mission of Canada to the WTO

Deputy Director, Special Trade Policy Division, DFAIT

Other Countries

Note: in general positions with other governments are held by alumni returning to their home countries

Trade Specialist, Office of International Trade, Anchorage, Alaska

Program Manager, Asia Regional Section, Australian International Development Agency (AusAid)

Assistant Secretary, Office of the Prime Minister, The Bahamas

Political Director for Asia-Oceania, Foreign Ministry, Belgium

Foreign Trade Expert, Undersecretariat of Foreign Trade, Turkey

Senior Policy Analyst, Centre for Policy Analysis, Development Bank of South Africa

Research Officer, Ministry of Defence, London, UK

Deputy Director, Foreign Policy Planning Dept, Ministry of Foreign Affairs of Vietnam

Referentin [Program Officer], Environment Division, Ministry of Development, Germany
First Secretary, Permanent Mission of the Republic of Cameroon to the United Nations Cameroonian Foreign Service

Director, Trade Office in South America, Government of Mexico

Foreign Service Officer, Embassy of Japan, Ottawa

Senior Executive Officer, Southern Africa Div, Norwegian Agency for Development Cooperation

Head, Unit on Origin, Customs and Public Procurement, Federal Office of Economic External Affairs, Switzerland

Secretary General, Economic and Social Council of Greece

Dept of ASEAN Affairs, Ministry of Foreign Affairs, Bangkok

Diplomat/Second Secretary, Embassy of Brazil (Ottawa) [head of trade & environment sections]

Ministry of Foreign Affairs, Bangladesh

Project Manager, Dept of Research and Policy Advice, National Agency for Higher Education, Sweden

Director, News and Research Dept, Office of the Prime Minister, Israel

Directorate of ASEAN Economic Cooperation, Department of Foreign Affairs, Indonesia

Financial advisor, Ministry of Finance, Portugal

Acting Head, Political Dept, Embassy of Ethiopia, Washington, DC

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Selected Alumni Job Titles

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Sample Employment Advertisements

The advertisements shown below have been selected from the 'jobslist' notices available to NPSIA students and alumni. The positions were all advertised between 2003 and 2006 and thus represent a current view of an employment opportunity. The examples have been selected from a large number; and have been chosen as representative of a type of employer and/or a type of skill in demand.

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Policy Officer, Heritage Canada

Location: Gatineau
Classification: PM - 04
Salary: $55,118 to $59,558
Citizenship:
Preference will be given to Canadian citizens. Please indicate in your application the reason for which you are entitled to work in Canada: Canadian citizenship, permanent resident status or work permit.

Language:
Bilingual Imperative
English and French (Reading Writing Oral Interaction, (BBB/BBB)

Education:
Graduation from a recognized university in a field related to the duties of the position (international relations, political sciences, sport studies) or an acceptable combination of education, training and experience.

Experience:
Experience in analyzing and developing policies and programs in the international sector.

Experience in providing organizational support to a supervisor, preferably with experience in the area of international affairs.

Experience in liaising with governmental organizations responsible for international sector portfolios (Foreign Affairs Canada, Canadian International Development Agency, etc.).

Experience in negotiating international agreements involving a variety of ministerial and/or non-ministerial stakeholders.

Experience in organizing and hosting visits of international delegations, as well as travel arrangements.

Experience in preparing and analyzing information material such as reports, position papers and summaries.

Experience in coordinating meetings for multidisciplinary groups.

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Policy Analyst, Ministry of Transportation

Job Classification: Economics & Statistics 17 PEC
Length of Assignment: permanent
Salary: $57,107.00 - $69,250.00 / annually
Location: Toronto (439 University Ave.)

Description: Join the Ministry of Transportation's policy co-ordination office to help in managing the ministry’s policy and legislative agenda, hosting foreign delegation visits and supporting the ministry at major conferences. You will: conduct analyses of government initiatives/directions, assess ministry impacts; advise senior staff on status of ministry initiatives, foreign visit requests; research/prepare policy, jurisdictional information; consult with other ministries/agencies; prepare reports re ministry’s international affairs; manage various projects.

Qualifications: knowledge of policy development, government decision-making/approval processes, international relations, hosting of foreign delegations; sound project management skills to help co-ordinate policy/planning activities under tight deadlines; sound analytical/problem-solving skills to conduct research/identify impacts; well developed communication/interpersonal skills to deal with all levels of management; excellent writing, presentation, computer skills with ability to use word processing, graphics, database/spreadsheet applications.

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Senior Intergovernmental Relations Officer, Indian and Northern Affairs Canada
Location: Toronto Downtown (St. Clair and south)
Classification: PM - 05
Salary: $65,801 to $71,140 (per annum)
Employment Tenure: Indeterminate

Who Can Apply:
Persons residing or employed in Toronto, ON, and within a 250 kilometer radius of Toronto, ON, within Canadian territory, extending to, amongst others, Ridgetown (ON), Tobermory (ON), Kingston (ON).

The distance between your residence or your employment location and the position location will be determined using data provided by the Natural Resources Canada, Geomatics Canada's website. For information on how to use this website please click here: http://www.jobs-emplois.gc.ca/menu/radius_e.htm

Citizenship:
Preference will be given to Canadian citizens. Please indicate in your application the reason for which you are entitled to work in Canada: Canadian citizenship, permanent resident status or work permit.

Language Proficiency:
Applicants must demonstrate in their application that they meet the following qualifications to be retained for further consideration.

English essential

Education:
Applicants must demonstrate in their application that they meet the following to be retained for further consideration in this process.
Completion of a Bachelor's degree in any area of study

Experience:
Experience with project planning, management and implementation, including establishing scope, terms and conditions, methodology, performance indicators, time management, costing and monitoring;

Experience with conducting research and analysis and formulating positions and recommendations covering policy and program development and delivery; Experience with coordination, facilitation and participation in multi-party discussions and negotiations; Experience with risk management, dispute resolution and problem solving methods and techniques.

Junior Policy Advisor, Ministry of Citizenship and Immigration

Job Classification: Program Analysis 17 APA
Job Schedule: 6
Length of Assignment: permanent
Salary: $54,356.00 - $66,174.00 / annually
Location: Toronto

Description: The Ministry of Citizenship and Immigration, immigration branch, Information Resource Centre for Internationally Trained Individuals, requires your research/analytical skills to support the policy team. You will: develop draft options/recommendations for policy/program initiatives; conduct research; participate in training and information initiatives; establish information databases; support projects; communicate with contacts in key stakeholder organizations; prepare diverse range of products to support senior management information requirements and briefings processes.

Qualifications: sound knowledge/understanding of provincial legislation, policies and guidelines governing registration and licensing requirements of non-health regulated occupations, roles, regulatory requirements, service delivery frameworks and processes for registration/licensure with regulatory bodies/organizations;
practical knowledge of policy/program development and decision-making processes; strong knowledge and practical application of research methodologies and data analyses; demonstrated organizational and project administration skills; good communication, consultation and team skills; proficiency in office/project/information management software/systems.

Junior Program Officer, Middle East projects

CANADEM is assisting the Canadian government identify a Bilingual (English/French) Junior Program Officer to work on projects for the Middle East, particularly Lebanon. The position is located in Ottawa and the selected candidate will be expected to start as soon as possible. The duration is six to seven months with the possibility of a limited extension. The salary is approximately $60,000/year (prorated).

Responsibilities:
Perform research and analysis on peacebuilding and political reconstruction in the region
Stay abreast of political developments in assigned area
Draft contribution agreements
Participate in thematic meetings and discussions
Assist senior officers in preparing background papers, memoranda, and talking points

Qualifications:
Fluent in French and English
Advanced university degree in political science, international relations, law, social science or related humanities field
Demonstrated knowledge of the Middle East political issues
Previous experience in providing program support
Strong oral and written communication skills
Experience in drafting contracts and contribution agreements and asset

Desk Officer (Political Relations), DFAIT

LOCATION: Ottawa, ON
SALARY: $54,922 to $59,407 (PM-05).
LANGUAGE: Bilingual

EDUCATION: Graduation with a degree from a recognized university, with specialization in political science or international relations.

EXPERIENCE:
Experience in gathering, synthesizing and analysing information as well as policy analysis and development in a foreign policy environment. Experience in preparing a range of written material, including reports, briefing material and policy papers. Experience in representing an organisation at meetings, conferences and seminars. Experience developing position papers. Academic or professional field experience in Mexico or with Mexicans in a governmental context is highly desirable.

Provincial

ASSOCIATE DIRECTOR, GOVERNMENT OF ALBERTA, INTERNATIONAL AND INTERGOVERNMENTAL RELATIONS PUBLIC SERVICE
International and Intergovernmental Relations, Edmonton - The Canadian Intergovernmental Relations Section has a challenging career opportunity for individuals with strong leadership skills, a thorough understanding of Canada's federal system of government and an interest in public policy. We are seeking strategic thinkers with sound judgment and excellent communication skills who will be effective in working with officials at a senior level. As a member of the Social, Fiscal and Constitutional Team, you will have the ability and the flexibility to become involved in a variety of issue areas. You will identify emerging issues and analyze the implications for Alberta's overall strategic direction to ensure interdepartmental and intergovernmental coordination, provide advice on policy and strategy to several departments, represent the Government and Ministry in intergovernmental meetings and participate in the negotiation of intergovernmental agreements.

This position requires an exceptional communicator with the ability to quickly build relationships and establish credibility with client departments.

Qualifications: A related degree (Political Science, Public Administration, Canadian Studies, Law) preferably at a graduate level, and considerable experience dealing with policy issues. Experience with intergovernmental issues and decision-making processes, structures in the Alberta government and in other Canadian governments would be considered an asset.

INTERNATIONAL AND INTERGOVERNMENTAL RELATIONS, POLICY/PLANNING/RESEARCH

Salary: $51,552 - $64,448

PROGRAM SERVICES

International and Intergovernmental Relations, Edmonton - We are seeking an energetic person to provide policy analysis and conduct research in the area of Canadian Intergovernmental Relations. Working as an integral part of the Canadian Intergovernmental Relations Section, you will provide research and analysis of public policy developments within Alberta, within other provincial and territorial governments, and within the federal government. Major responsibilities include: interdepartmental coordination of issues and policy advice; analysis of the activities of other governments; and representing the department in a wide range of activities. You will work in a multi-discipline environment where your knowledge of public policy development will be used to provide advice and analysis to senior management within the department and across the Government of Alberta. The work will require knowledge of research techniques and information sources relevant to policy research in a public sector setting. Your interpersonal skills include diplomacy, cooperation and maintaining close liaison with contacts and clients within the government of Alberta, other governments, the university community and the private sector. You will also have excellent written and verbal communication skills.

Qualifications:

A related university degree (Political Science, Canadian Studies or related field), preferably at a postgraduate level and related experience. Effective written and verbal communication skills/experience. Strong software skills with MS Office Suite are required. Equivalencies will be considered.

Revised: January 2007; November 2003