



November 29nd, 2023

48, Ethnikis Antistaseos Street,
152-31, Athens
Greece

In keeping with the Government of Canada's commitment to transparency and openness, the High Commission of Canada in Athens, like what is performed by other Embassies and High Commissions of Canada around the globe, has initiated a formal procedure for the appointment or reappointment of the Honorary Consul, while aiming to maintain an excellent level of consular service in the country. This formal process is being conducted in Cyprus in view of the expiration of the current Order in Council in 2024.

The process is in line with our Government's commitment and approach supporting an open, transparent and merit-based selection process for all public positions in Canada and abroad, including Honorary Consuls. In consequence, the High Commission has adopted a selective advertising strategy among certain organizations in Cyprus in seeking candidates for the Honorary Consul position.

Interested individuals from your organization, who meet the selection criteria indicated below and who wish to be considered for the position, are kindly requested to submit their expression of interest to participate in the competitive appointment process by email to the High Commission of Canada at: athns-hr@international.gc.ca by the closing date of **Tuesday December 19, 2023**.

SUMMARY OF DUTIES

These functions may include:

- Provide consular assistance to Canadians.
- Provide passport services and notarial services.
- Provide support during situations of emergency.
- Act as a focal point of contact and resources for the High Commission.
- Provide administrative and logistics support during official visits.
- Provide access for Canadian officials to key Cypriot decision-makers and influencers in the area, including through meetings and speaking opportunities.
- Provide intelligence and advice, verbally and through written reports, on key aspects of Canada-Cyprus relations as seen from the local perspective and make recommendations on opportunities to advance Canadian objectives.
- Represent the High Commission of Canada to Cyprus, as appropriate and when requested, at events that provide an opportunity for Canadian promotion and advocacy.

To be considered for this position, the interested individuals should provide examples that clearly demonstrate how they meet the following requirements in their application:

AREA OF SELECTION

This position is open for individuals who meet the following conditions:

1. Ability to obtain and hold a valid work authorization covering the entire appointment period (please note that the Canadian High Commission in Athens does not sponsor work authorizations directly or indirectly).
2. A tangible connection to Canada such as:
 - a. are Canadian citizens, and/or
 - b. are employed by a Canadian company and/or
 - c. were educated in Canada and/or
 - d. have family ties with Canada and/or
 - e. demonstrate some professional affiliation with Canada (ex., professional ties)
3. Residing most part of the year within 30 kilometers of Nicosia.

These conditions must be met or complied with before being appointed and are to be maintained while being the incumbent of this position.

Consideration will not be given to candidates who:

- occupy any governmental position in their state of residence and/or
- may be unable to deliver the program due to other commitments
- are politically active
- may have a real, apparent or potential conflict of interest

ESSENTIAL QUALIFICATIONS

Education and experience

- A degree from a recognized university, or an acceptable combination of equivalent education, job-related training and/or experience;
- Experience in decision-making with respect to sensitive and complex issues; and
- Experience dealing with different levels of local authorities.

Language

- Intermediate or higher proficiency in English

Knowledge, skills and abilities

- Written and Verbal Communication: Communicates in a clear and persuasive manner.
- Strategic Thinking: Understands and processes complex information, and exercises sound judgment in considering the issues, key players and intricacies of the situation in order to propose a course of action that furthers the objectives and priorities of the Government of Canada.
- In-depth understanding of political, economic and social dynamics in Cyprus.
- Ability to build positive working relationships with all levels of public officials, and to have rapid access to local government authorities.

Personal suitability

- Strong collaboration and communication skills
- High ethical standards and integrity
- Sound judgment

ASSET QUALIFICATIONS

- Intermediate or higher proficiency in French.
- Independent means and availability of a suitable location (e.g., office), where consular clients can access the service during normal business hours (e.g., Monday to Friday).

Please note that a financial contribution to office expenses and a standard amount to pay an office/consular assistant may be provided.

ORGANIZATIONAL NEEDS

The Government of Canada will consider bilingual (English and French) proficiency and diversity in assessing candidates for this position, given the clientele served by Canada abroad. Special consideration may be given to increasing the overall gender parity and diversity in our network, and as such women and members of minority groups are encouraged to apply.

CONDITIONS OF APPOINTMENT

- Eligibility for a Government of Canada Reliability Status, which includes a criminal and credit background check.
- Compliance with the Canadian government [Ethical and Political Activity Guidelines for Public Office Holders](#).
- Compliance with the Canadian Government [Conflict of Interest Act](#).

The selection process will consist of a review of all applications to ensure that applicants meet the essential requirements. Only those applicants who demonstrate that they meet these will be contacted by the selection committee for further assessment. The assessment may include an interview, reference checks and other tests that will consist of a series of questions designed to evaluate each applicant's knowledge, abilities, and personal suitability for the position.

Once a successful candidate is chosen, the recommendation will go through the Order in Council process – a multi-step process that involves approval by the Minister of Foreign Affairs and the Prime Minister of Canada. The process can take a number of additional months to complete.

We would like to thank you for your cooperation in informing your members of the appointment opportunity.

Karine Asselin
High Commissioner of Canada
in the Republic of Cyprus