



THE HIGH COMMISSION FOR GRENADA IN CANADA

Job Vacancy:

The High Commission for Grenada in Canada invites applications from suitably qualified candidates for the position of Executive Administrative Assistant in Ottawa, ON – On-site

Terms and Conditions:

High Commission for Grenada Contract

- Fixed Term Contract - The initial contract term is one (1) year with renewal subject to performance appraisal.
- Salary: CAD\$45K - \$50K per annum
- Vacation leave: Twenty-five (25) working days per annum
- Health Insurance (Medical, Dental, Vision)

Key Duties and Responsibilities:

Administrative Support:

1. Manage the High Commissioner's schedule, including coordinating meetings, appointments and travel arrangements.
2. Handle all incoming and outgoing correspondence, including emails, letters and diplomatic correspondence, ensuring timely and accurate responses.
3. Organize and maintain the High Commission's office files and records, ensuring confidentiality and security of sensitive information.
4. Coordinate and manage logistics for events, visits, and official functions hosted by the High Commissioner.

Secretarial Duties:

1. Screen and direct phone calls and visitors to the appropriate parties within the High Commission.
2. Take dictation and minutes during meetings, ensuring accurate and detailed records.
3. Assist with the preparation and distribution of classified and unclassified materials.

4. Serve as the first point of contact for the High Commission's office, handling inquiries and providing information as needed.

Bookkeeping and Financial Management:

1. Maintain accurate records of financial transactions, including processing invoices, expense reports, and budget monitoring.
2. Assist in the preparation of financial reports and audits as required.
3. Manage petty cash and ensure all expenditure is documented and justified.
4. Liaise with the Ministry of Foreign Affairs Grenada, to ensure compliance with financial policies and procedures.

Liaison and Coordination:

1. Act as a liaison between the High Commissioner, Global Affairs Canada and the Ministry of Foreign Affairs Grenada, as well as external stakeholders.
2. Coordinate with the High Commissioner's Residence and Consulate General network for various administrative tasks.
3. Support visiting delegations and dignitaries by arranging schedules, meetings, ground transfers and accommodations.

Website and Social Media Management:

1. Add, maintain, and monitor the High Commission's website and social media presence.
2. Ensure that the High Commission's digital platforms are up-to-date, accurate, and engaging.
3. Coordinate with relevant sources and departments to post timely updates and announcements.
4. Monitor social media channels for feedback and public engagement, responding as appropriate.

Other Duties:

1. Provide back-up support for other administrative staff as needed.
2. Perform additional duties assigned by the High Commissioner to support the overall objectives of the High Commission.

Qualifications/Competencies:

- Diploma or first degree in Secretarial/Administration from a recognized institution.
- Minimum of 2-3 years of experience in a similar role, preferably within the diplomatic field or with an international organization.
- Excellent organizational and time management skills.
- Strong written and verbal communication skills.
- Analytical skills with detail orientation.
- Proficiency in Microsoft Office Suite (Word, Excel, Power points) and other relevant software applications.
- Ability to handle sensitive information and maintain confidentiality (with discretion).
- Strong interpersonal skills and ability to work collaboratively with colleagues at all levels.
- Experience in bookkeeping and financial management is highly desirable.
- Experience in managing websites and social media platforms is an asset.
- Flexibility to work outside of regular office hours, as needed.
- Excellent command of the English Language (written and spoken) is required, and knowledge of French will be an advantage.

Additional Requirements:

- Must undergo and pass security clearance process.
- Must be a Canadian Citizen; Permanent Resident of Canada or have Legal authorization to work in Canada

Required Documents:

- Cover Letter with resume/CV in English
- Copy of passport (or Permanent Residence Card)
- Proof of Eligibility to work in Canada (Work Permit)

Salary:

- Commensurate with experience and on the Government of Grenada established salary scale

Expected Start Date:

- October 1, 2025

Interested candidates are invited to submit their application by email at fs-canada@mofa.gov.gd by August 31, 2025