



February 17, 2020

Employment Offer

Position Title:	Executive Coordinator to the National President
Component:	Government Services Union (PSAC)
Employment type:	Determinate – up to eighteen (18) months (Maternity leave replacement)
Classification:	Band 12
Language:	Bilingual (English and French)
Salary:	\$109,216 to 122,923 plus \$1,200.00, Bilingual Allowance
Group:	Excluded

This competition is open to employees of the GSU, PSAC, PSAC Components, and PSAC Holdings Ltd. and members of the GSU. First priority will be given to employees of the GSU, then the PSAC, the PSAC Components, and PSAC Holdings Ltd., followed by GSU members, and subsequently to the public.

PURPOSE OF THE POSITION

Under the direction of the GSU National President, the Executive Coordinator to the National President will provide assistance and support to the National President, the National Council and the membership of the GSU Component.

- Provides advice and guidance to the National President on an on-going basis;
- With the direction of the National President, advises on technical protocols of the GSU By-Laws, Regulations and Policies to the GSU National Council and Local Presidents;
- Serve as a member of the GSU National Office Senior Management team;
- And other duties.....

To review the complete Position Description, please refer to the attached Statement of Responsibilities.

CONDITION OF EMPLOYMENT

- Travel is required.

QUALIFICATIONS

Must have:

- Five (5) years or more of significant experience within a labour organization;
- Excellent knowledge of the structure and organization of the Federal Government, the Public Service Alliance of Canada and the Government Services Union;
- Extensive knowledge of union principles, objectives and activities;
- Extensive knowledge of the PSAC's Constitution, By-Laws, Regulations and Policies;
- Excellent knowledge of the GSU's By-Laws, Regulations and Policies;
- High level of interpersonal skills and a strong ability to maintain confidentiality;

QUALIFICATIONS (Cont'd)

Must have:

- Excellent judgement and demonstrated problem-solving, consultative and conflict resolution skills to provide sound direction and advice on a variety of complex issues;
- Ability to demonstrate tact and discretion in preparing, disclosing and handling information of a confidential, controversial and sensitive nature;
- Demonstrated teamwork and leadership abilities under circumstances that may be stressful or politically sensitive;
- Ability to establish and maintain good working relationships with all levels of the organization, members and the public;
- Demonstrated ability to communicate effectively orally and in writing in English and in French;
- Demonstrated ability and very good knowledge of letter and report composition, spelling, grammar and punctuation in English and in French;
- Very good knowledge of computer software applications including e-mail, word processing, spreadsheets and database programs;
- Ability to effectively schedule tasks and assignments, to deal with competing priorities, to work independently and to remain effective during pressure situations;
- Ability to accept responsibility and work effectively without close supervision in a methodical and efficient manner, and to work cooperatively with others in a team;
- Ability to motivate the members in preparation of GSU Events;
- Knowledge in communications and political action strategies;
- Familiarity with principles of web design and maintenance.

TIME LIMIT

Applications must be received by Monday, March 2, 2020 at 5:00 pm (EST) and should be sent by e-mail to:

Randy Howard
National President
Government Services Union (PSAC)

E-mail - howardr@psac-afpc.com

NOTE

The Government Services Union is an equal opportunities employer and is committed to employment equity.

A screening Board will review the applications.

The Board's decision will be based on the contents of the application. Applicants should send a cover letter with their resume stating how their knowledge, skills and abilities relate to the qualifications of the position and are encouraged to provide evidence of their demonstrated skills and abilities, as this will provide the basis for the interview selection. A written exam will be administered to the selected candidates.

Members of the GSU Component and the PSAC should provide their membership number in order to be considered in the membership level of the competition.

Travel expenses incurred by applicants will not be reimbursed by the Component.

Please advise the Selection board if you require any technical aids or other accommodation during any stage of the selection process.