

POST-SECONDARY RECRUITMENT: Program Officers - Apprenticeship Program

Department Name: Canada Border Services Agency

Location: Ottawa

Classification: CO - 01

Salary: \$50,921 to \$66,987

Closing Date: October 11, 2011 - 23:59, Pacific Time [Useful Information](#)

Reference Number: BSF11J-009189-000773

Selection Process Number: 11-BSF-EA-PSR-HQ-PGR-CO-2512

Employment Tenure: Permanent positions

Vacancies: Number to be determined

Website: For further information on the department, please visit [Canada Border Services Agency](#)

For more information on the PSR Program, including testing, please visit the [Post-Secondary Recruitment Program](#)

Who Can Apply:

[Useful Information](#)

- Persons residing in Canada and Canadian citizens residing abroad.

Citizenship

[Useful Information](#)

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

[Useful Information](#)

Various language requirements and/or profiles.

English essential, Bilingual imperative - Level: CBC/CBC

Second Language Writing Skills Self-Assessment

An optional self-assessment test is available to assess your writing skills in your second official language for this staffing process. If you are uncertain of your second language writing skills, you may wish to try this optional self-assessment test first before completing your application for a bilingual imperative position. The link to access the optional second language self-assessment test can be found in the Requirements list of your on-line application for this process. The test is designed to be completed within 15 to 30 minutes. Once you have completed the optional test,

you will be given general feedback on your performance on the second language writing skills test. If you obtain a moderate or high score on the second language writing skills self-assessment test, then you may be able to obtain a sufficiently high mark on the statutory Second Language Evaluation - Test of Written Expression.

Education

[Useful Information](#)

- ESSENTIAL QUALIFICATIONS:

Recent graduates, within the last 2 years or graduation by June 2012, from a recognized university with a bachelor's degree or a master's degree in commerce or business administration;

AND you must have at least three (3) single semester courses in accounting, including one in cost accounting.

Other Merit Criteria and Conditions of Employment

- **Organizational Needs which may apply for this position.**
 - Selection may be limited to members of the following [Employment Equity groups](#):
Aboriginal persons, visible minorities, persons with disabilities, women
- OPERATIONAL REQUIREMENTS:
 - Willingness to travel occasionally.
 - Willingness and ability to work overtime, often on short notice.
- CONDITIONS OF EMPLOYMENT:
Security Clearance: Reliability Status.
- OTHER CONDITIONS OF EMPLOYMENT:
 - Legal capacity to travel, obtain passport and foreign visas.
 - Ability to travel and work in industrial areas and environments where physical accessibility may be limited, and in such case no service can be provided to make allowance for specific needs.

Statement of Merit Criteria

Applicants who meet the above criteria will also be assessed against the [Statement of Merit Criteria](#) for this position.

Test/Exam

IMPORTANT: PLEASE READ THE FOLLOWING INFORMATION CAREFULLY.

As part of this selection process, the following Public Service Commission (PSC) tests will be administered in phases and by invitation only:

1) Public Service Entrance Exam (PSEE). This is an unsupervised test that is completed on-line from any location where you have access to a computer and an internet connection. We suggest that you complete the test in a quiet location away from disturbances. ALL candidates must complete the PSEE, regardless of any previous test results.

If you meet or exceed the cut-off score of the PSEE, you will be invited to the next phase of testing and required to register and complete the following three tests (previous test results may be used for this phase of testing):

- 2) Situational Judgement Test (SJT-318), Minimum Pass Mark: 66/100
- 3) Graduate Recruitment Test (GRT-316), Minimum Pass Mark: 23/55
- 4) Written Communication Proficiency Test (WCPT- 351) OR/ Examen de compétence en communication écrite (ECCÉ- 353), Minimum Pass Mark: 30/50

In addition to minimum pass marks, hiring departments/agencies may use a top-down model, composite test scores, higher cut-off scores or random selection to determine the candidates who they wish to consider and based on the importance of the skills they are assessing. When that is the case, a minimum passing grade may not be sufficient for a candidate's application to be considered further.

The hiring department may also use additional assessment tools for this selection process such as additional standardized tests, written examinations, interviews and/or reference checks.

IMPORTANT DATES AND INFORMATION REGARDING THE TESTING PROCESS:

Please take note of the following dates and deadlines. If you do not complete the required actions within the prescribed timeframe allotted, your application will no longer be considered further in this selection process.

OCTOBER 13, 2011 – All candidates who submit their application and who meet the educational requirements will receive an invitation via e-mail and a note to their applicant profile to complete the PSEE. You will be provided with only ONE opportunity to complete this test, even if you applied to multiple job advertisements as part of the Post-Secondary Recruitment campaign. Further instructions on how to access this test will be provided in the invitation you receive on October 13th.

OCTOBER 13-18, 2011 – During this timeframe, you will be required to complete the PSEE. This test is comprised of 25 multiple choice questions and you will have 80 minutes within which to complete it. Candidates will have to login and complete the test between October 13, 2011 and October 18, 2011.

OCTOBER 20, 2011 - Applicants who meet or surpass the pass mark for the PSEE will receive an invitation via e-mail and a note to their applicant profile to register for the SJT, GRT and WCPT/ECCE, which will be held in multiple locations across Canada and abroad in November 2011.

OCTOBER 20-23, 2011 – During this timeframe, all applicants who receive an invitation to register for supervised testing MUST register for an available testing location/date.

NOTE: Failure to meet the requirements for testing, including test registration, as outlined in the timelines above may result in the elimination of your application for this selection process.

For more information on these tests and the testing process, please visit us at link: <http://jobs-emploi.gc.ca/psr-rp/index-eng.htm>

Work Environment

Do you want to have an impact on the Canadian economy? Do you want to be in the forefront of influencing Canada's international policies? Do you want to see the results of your actions impact

businesses in Canada? If you answer “yes” to these questions, then consider a career with the Canada Border Services Agency (CBSA). It demands a commitment, but offers the opportunity to invest in yourself, hone your strengths and work in a stimulating, ever-changing environment.

The Anti-Dumping and Countervailing Directorate, through the administration of the Special Import Measures Act (SIMA), helps to protect Canadian producers from harm caused by the dumping of goods into Canada by foreign exporters or the subsidizing of goods by foreign governments. Investigations are conducted at the premises of foreign exporters and governments to determine if shipments to Canada are unfairly traded.

Challenge

Under the auspices of the Apprenticeship Program of the Anti-Dumping and Countervailing Directorate, the Program Officer will:

- Assist Canadian industries in the preparation of complaints alleging injurious dumping or subsidizing of imported goods, analyze these complaints, and make recommendations regarding the initiation of an investigation.
- Request and analyze detailed information from exporters in respect of their marketing practices and costs of production.
- Request and analyze detailed information from foreign governments in respect of subsidies.
- Conduct financial, accounting and commercial verifications at the premises of importers, foreign exporters or at offices of foreign governments.
- Prepare reports on results of investigations and recommend whether to impose anti-dumping or countervailing duties.

For more information on the Anti-Dumping and Countervailing Directorate, please visit <http://www.cbsa-asfc.gc.ca/sima-lmsi/menu-eng.html>

Additional Requirements / Comments

- Candidates from outside the federal Public Service may be required to pay for their own travel and relocation expenses.
- Note that a top-down selection method may be used, and that subsequent to initial screening, a written test and interview may be administered, and reference checks may be conducted.

Information to be provided:

You must provide the following information when submitting your application:

- Your résumé.
- A list of the courses you have taken as well as any courses that you are taking now, or that you will be taking this academic year. Please include a description of all accounting courses listed as well as complete details with respect to your cost accounting course.
- Proficiency in any languages other than English or French should be indicated on your application form. Please specify which languages and level of proficiency.
- You must ensure that you select at least one employment type when submitting your application: [Employment Tenure](#)