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Portofolio Manager

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Reference number: EXT21J-015426-001006

Selection process number: 21-EXT-EA-SQ-1030698

Global Affairs Canada - Property Strategy Section - ARAK
Gatineau (Québec)
AS-06

\$95,209 to \$102,712

Closing date: 5 August 2021 - 23:59, Pacific Time

Who can apply: Persons residing in Canada and Canadian citizens residing abroad.

[Apply online](#)

Important messages

We are committed to providing an inclusive and barrier-free work environment, starting with the hiring process. If you need to be accommodated during any phase of the evaluation process, please use the Contact information below to request specialized accommodation. All information received in relation to accommodation will be kept confidential.

Assessment accommodation

NO APPLICATION VIA E-MAIL WILL BE ACCEPTED. YOU MUST APPLY VIA WWW.JOBS-EMPLOIS.GC.CA

VERY IMPORTANT NOTE:

Please note that successful candidates will be required to relocate to National Capital Area (Ottawa, ON / Gatineau, QC)

Candidates must clearly demonstrate in the experience questionnaire how they meet the education and experience factors listed as essential and asset qualifications on the Statement of Merit Criteria. In order to do so, they must write one or two paragraphs for each demonstrating how they meet them with concrete examples. Note that it is not sufficient to only state that the qualifications are met or to provide a listing of current or past responsibilities. Resumes will be used as a secondary source to validate the experience described in the experience questionnaire. Failure to clearly demonstrate in the experience questionnaire how you meet the above mentioned criteria Education and Experience, both Essential and Asset, where applicable may result in the rejection of your application. Candidates will not be solicited for incomplete or possible missing information.

A qualified candidate may be offered the position even though he/she does not meet any or all of the asset qualifications. However, asset criteria are desirable and may be invoked at any point of the staffing process by the hiring manager, including for being a deciding factor in choosing the right fit candidate.

Intent of the process

The intent of this selection process is to staff three (3) positions on an indeterminate basis.

A pool of qualified candidates may be established to staff similar positions with various language requirements and various tenures within Department of Global Affairs Canada (indeterminate, term, deployment, acting, secondment or assignment).

Positions to be filled: 3

Information you must provide

Your résumé.

In order to be considered, your application must clearly explain how you meet the following (essential qualifications)

EDUCATION:

EDU - Successful completion of two years of a post-secondary program from a recognized post-secondary institution with specialization related to the duties of the

position (e.g. business or public administration, urban planning, economics, real estate, architecture or engineering, interior design) or an acceptable combination of education, training and/or experience in a field related to the duties of the position.

Degree equivalency.

EXPERIENCE:

E1 - Significant* experience in three (3) of the following areas: real property development, real property portfolio management, real property project management, real property appraisal and valuation services, real property acquisition, real property brokerage, disposal of real property, international real property business, cost-benefit or investment analysis, preparation of a business case and documents for governance approval for real property projects, real property leasing, space planning and management, OR risk management.

E2 - Significant* experience in providing authoritative advice and written recommendations/reports to senior management (director level or above), or clients** to inform decision making on real property investment and strategic direction.***

E3 - Experience in leading and managing multi-disciplinary teams, project teams or working groups.

E4 - Experience in budget management, financial analysis, and forecasting financial requirements related to real property investments.

* Significant experience is defined as experience normally acquired with having performed the related activities for a period of two (2) years within the past 10 years.

**Clients are defined as external organizations, private sector commercial clients, or other government departments and where the advice and recommendations are provided to decision makers within that organization.

***Real property investment decisions are defined as any investments or disinvestments made with regards to real property that provides best value to the organization.

If you possess any of the following, your application must also clearly explain how you meet it (other qualifications)

EDUCATION:

AEDU1 - Certification, license or accreditation in a field related to real property.

AEDU2 - Graduation with a Bachelors or Masters degree.

Degree equivalency

AE1 - Significant* experience with the development, coordination and execution of partner and stakeholder engagement strategies, aimed at expanding the reach and reception of all activities.

* Significant experience is defined as experience normally acquired with having performed the related activities for a period of two (2) years within the past 10 years.

AE2 - Experience developing, maintaining and implementing annual and/or multi plans and related initiatives and outputs.

AE3 - Experience in the planning, management or implementation of projects relating to real property.

AE4 - Experience in developing and leading negotiations strategies relating to real property investments.

The following will be applied / assessed at a later date (essential for the job)

Various language requirements

English Essential

Bilingual imperative BBB/BBB and CBC/CBC.

Candidates should have valid language results. If they do not have valid results, their linguistic levels may be validated through the PSC's unsupervised reading and writing test(s) for this process. Candidates considered for appointment may be tested on a priority basis.

PSC Unsupervised Test of Reading Comprehension: <https://www.canada.ca/en/public-service-commission/services/second-language-testing-public-service/second-language-evaluation-reading/the-test.html>

PSC Unsupervised Test of Written Expression: <https://www.canada.ca/en/public-service-commission/services/second-language-testing-public-service/second-language-evaluation-writing/the-test.html>

Information on language requirements

KNOWLEDGE:

K1 - Knowledge of the economics of real property investment and analysis of investment options.

K2 - Knowledge of real property portfolio management principles.

K3 - Knowledge of project management principles.

COMPETENCIES:

C1 - Oral Communication

C2 - Written Communication

C3 - Working Effectively with Others

C4 - Thinking things through

C5 - Showing Initiative and being action-oriented

C6 - Demonstrating integrity and respect

C7 - Client Service Orientation

C8 - Thorough and attention to detail

The following may be applied / assessed at a later date (may be needed for the job)

ORGANIZATIONAL NEEDS:

In order to meet the organization's employment equity objectives in support of a diversified workforce, candidates who self-declare as being members of one of the four employment equity groups may be considered first for appointment.

Conditions of employment

Secret security clearance

Must be willing and able to work overtime and to travel internationally.

Other information

The Public Service of Canada is committed to building a skilled and diverse workforce that reflects the Canadians we serve. We promote employment equity and encourage you to indicate if you belong to one of the designated groups when you apply.

[Information on employment equity](#)

Please note that successful candidates will be required to relocate to National Capital Area (Ottawa, ON / Gatineau, QC).

Candidates must clearly demonstrate in their resume that they meet the education and experience requirements. Failure to provide sufficient information will result in the candidate being screened out.

Candidates must obtain the required pass mark for each qualification in order to be given further consideration in the selection process.

Proof of education must be submitted at the interview. Candidates with foreign credentials must provide proof of Canadian equivalency. Consult the Canadian Information Centre for International Credentials for further information at <http://www.cicic.ca/>

A pool of qualified candidates may be established and may be used to staff similar term and/or permanent positions.

The client organization will accept applications on-line only.

All job applications must therefore be submitted through the Public Service Resourcing System. Following are some of the benefits associated with applying on-line.

Applicants can create a profile and a resume that can be used when applying for other processes without having to recreate a new application each time. Applicants can modify their application/resume at any time BEFORE the closing date indicated on the job advertisement.

Applicants can verify the status of their applications, at any time. Applicants can be notified electronically of tests or interviews and results. For some jobs, applicants will find important information, namely the job questionnaire and a complete statement of merit criteria that are only available when applying on-line.

PLEASE NOTE: For this selection process, our intention is to communicate with applicants by e-mail for screening/assessment purposes (including issuing screening results, and sending invitations for written tests and interviews).

Applicants who apply to this selection process must include in their application a valid e-mail address and make sure this address is functional at all times and accepts messages from unknown users.

Written test(s) may be administered.

Interviews may be conducted.

Reference checks may be conducted.

Preference

Preference will be given to veterans and to Canadian citizens, in that order, with the exception of a job located in Nunavut, where Nunavut Inuit will be appointed first.

[Information on the preference to veterans](#)

We thank all those who apply. Only those selected for further consideration will be contacted.

Contact information

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[Apply online](#)

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2021-07-20