

Title: Events Manager

Position Location: Ottawa, Ontario

We currently have one indeterminate Employment Opportunity.

The position is located within NSERC (Natural Sciences and Engineering Research Council of Canada).

CLASSIFICATION: GR-07

SALARY: \$57,524 to \$70,152

LANGUAGE REQUIREMENTS: Bilingual imperative CCC/CCC

WHO CAN APPLY: Canadian citizens and permanent residents residing in the National Capital Region

CHALLENGE:

Job Summary

Advises, plans, coordinates and evaluates corporate and internal promotion activities, as well as conferences, trade shows and public events related to the major awards through which NSERC recognizes excellence in science and engineering research

EDUCATION:

University graduation with a degree in communications and/or an acceptable combination of education, training and experience related to the position

EXPERIENCE:

Experience in developing and managing budgets
Experience in marketing
Experience in managing all aspects and stages of major events

ADDITIONAL REQUIREMENTS/COMMENTS:

Conditions of Employment:

Enhanced security level.
Willingness to occasionally work overtime on weekends and/or evenings.
Willingness to travel.
A written exam may be administered.

REFERENCE NUMBER: NS-05-0555

CLOSING DATE: February 6, 2006

STATEMENT OF QUALIFICATIONS:

KNOWLEDGE:

Knowledge of communications principles and techniques.

Knowledge of new media techniques.

Knowledge of natural sciences and engineering research communities.

ABILITIES:

Ability to develop, implement and manage complex communications activities.

Ability to manage several projects concurrently and to establish priorities, sometimes under intense deadlines.

Ability to advise, lead, organize and coordinate the participation of a number of employees at all levels of the organization, and contractors, to achieve a goal.

Strong creative, strategic, analytical and organizational skills.

Ability to develop objectives and strategy for events.

Ability to communicate, orally and in writing, in a clear and well-organized fashion.

Ability to work independently.

PERSONAL SUITABILITY:

Team player

Creativity

Tact and diplomacy

Initiative

Exceptional interpersonal skills

Tolerance to stress

We thank all of you for your interest in this employment opportunity. Please note however that only those applicants selected for further consideration will be contacted.

Please send your application by February 6, 2006, quoting the Reference Number:

NS-05-0555 to:

NSERC (Natural Sciences and Engineering Research Council of Canada)

Constitution Square, Tower II

350 Albert Street, P.O. Box 1610

Ottawa, Ontario K1P 6G4

Fax: (613) 943-8675

E-mail: recruiting@nserc.ca

Candidates must fully demonstrate in their application that they meet all of the qualifications.

NSERC is committed to developing inclusive, barrier-free recruitment processes and work environments. If contacted regarding this competition, please advise the Council official in a timely fashion of any accommodation assistance which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

NSERC is an equal opportunity employer and encourages applications from women, members of a visible minority group, Aboriginal people and persons with disabilities.

Preference will be given to Canadian citizens and permanent residents.