



Job Profile	
Title	Events Manager
Position Location	The position is located within the Natural Sciences and Engineering Research Council of Canada (NSERC) in Ottawa, Ontario.
We currently have an indeterminate employment opportunity.	
Classification	GR-7
Salary	\$58, 962 to \$71, 906
Language Requirements	Bilingual Imperative (CCC/CCC)
Who Can Apply	Canadian citizens and permanent residents
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	<ul style="list-style-type: none">– Experience in developing and managing budgets.– Experience in marketing.– Experience in managing all aspects and stages of major events.
Reference Number	NS-06-0555
Closing Date	November 10, 2006



Statement of Qualifications	
Knowledge	<ul style="list-style-type: none"> – Knowledge of communications principles and techniques. – Knowledge of new media techniques. – Knowledge of natural sciences and engineering research communities.
Abilities	<ul style="list-style-type: none"> – 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 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	<ul style="list-style-type: none"> – Team player – Creativity – Tact and diplomacy – Initiative – Exceptional interpersonal skills – Tolerance to stress
<p>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.</p>	
<p>Please send your application (covering letter and resume) by November 10, 2006, quoting Reference Number NS-06-0555 to:</p>	
<p>NSERC Constitution Square, Tower II 350 Albert Street, P.O. Box 1610 Ottawa, Ontario K1P 6G4</p> <p style="text-align: right;">Fax: 613-943-8675 E-mail: recruiting@nserc.ca</p>	



Candidates must fully demonstrate in their application that they have all of the required 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.