



File Number: 6004-8-70

EMPLOYMENT OPPORTUNITY

Competition #: DEP-17-010

Open to: This Category II position is open to all interested parties.

Deployment Support Travel and Recreation Coordinator

PSP Deployment Support

Various Locations – current missions include Kuwait and Latvia

Temporary Full Time Position

Available as a secondment opportunity CAT I unionized

Available as an acting appointment opportunity for non-unionized

The anticipated Term of this position is up to 6 months

A pool of candidates is being established for future deployment

Who We Are:

CFMWS is committed to enhancing the morale and welfare of the military community, ultimately contributing to the operational readiness and effectiveness of the Canadian Armed Forces (CAF). We pride ourselves on being part of the Defence Team. For more information on who we are, please visit us at www.cfmws.com.

Job Summary:

Under the direction of the Senior Manager, Deployment Support, the Deployment Support Travel and Recreation Coordinator prepares travel arrangements and liaises with commercial agencies/airlines to ensure optimal rates are obtained. She/he coordinates bookings, confirms and records flight reservations, hotel/accommodation and rental cars. She/he processes travel claims in accordance with rules and regulations. She/he visits points of interest; plans and carries out recreational activities and transports or escorts individuals and groups on recreational outings.

Qualifications:

College diploma or certificate in a Travel and Tourism program, or a related field AND some years of experience in the travel industry

OR

A demonstrated equivalent combination of education, training and/or experience. This includes but not limited to demonstrated military, education, training or experience.

AND

Current CPR and Basic First Aid qualifications

Language Requirement: English or French Essential

Experience Requirements:

- In coordinating and planning travel and accommodation
- In coordinating and planning recreational activities
- In providing recreational information to clients
- In providing travel information to clients regarding destinations, transportation and accommodation
- In office practices and protocol
- In conducting presentation
- In applying policies, procedures and regulations
- In scheduling, organizing and overseeing activities for program development and delivery

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Expires / Date de clôture : 12 January 2018 / 12 janvier 2018



- In providing recommendation regarding tourist attractions, foreign currency, customs, languages and travel safety

Benefits Available:

Competitive Benefits including Dental, Medical, Group Life and LTD, Defined Pension Plan & Savings plans (TFSA, RRSPs), Educational Assistance, Access to a fitness facility and CANEX Privileges.

Salary: \$61,210 - \$67,855 per annum

Allowances will be paid as paid to CAF Personnel on the same deployment on a monthly basis and will be added to the compensation plan eg. (Foreign Service Premiums, Hardship Allowance and/or Risk Allowance). Details will be included in the temporary employment contract for each deployment as applicable to each exercise/mission.

Conditions of Employment:

- Offer of employment will be subject to the successful completion of a health, dental, psychosocial assessment, and successful completion of PSP Deployment Support Training & Selection course scheduled for 2018, and military exercise courses
- Enhanced Reliability (security check)
- The length of employment will vary for each deployment
- Willingness to perform with a non-conventional workweek
- Require to travel outside the country
- Canadian citizenship
- Possess current Canadian passport
- Written test may be administered to assess knowledge, abilities and/or personal suitability
- Position requires heavy lifting, carrying, pulling and/or pushing (i.e. 50 lbs/23 kg or more)
- **In order to deploy, successful candidates from within the CFMWS, will require written referral and authorization from their manager at the time of the application**

Security: Enhanced Reliability

NPF employees must demonstrate the following shared competencies: client service, organizational knowledge, communication, innovation, teamwork and leadership.

Employment Equity: NPF is strongly committed to building a skilled and diverse workforce reflective of Canadian society. Therefore we promote employment equity and encourage candidates to voluntarily self-identify on their application if they are members of a designated group (i.e. a woman, an Aboriginal person, a person with a disability or a visible minority).

Start Date: TBD

Posting Date: 20 December 2017

Application Deadline: 23:59 hrs Pacific Time on 12 January 2018

Application Submission: Submit resume to NPF HR Office quoting competition # DEP-17-010. Email: recruiting@cfmws.com or online: www.cfmws.com.

We thank all applicants in advance for their interest in this position, however, only those selected for an interview will be contacted.