

## Sample Template for Merit Criteria and Conditions of Employment

**Position:** Senior Policy Officer in International Trade  
**Status:** Indeterminate

### Merit Criteria

Essential Qualifications	Asset Qualifications
Degree from a recognised university in business, economics or political science.	Masters in international trade
Language Proficiency Bilingual imperative CCC	Experience in developing policies in international trade;
Experience in developing policy; Experience in international trade.	Knowledge of international law as it applies to international trade.
Knowledge of policy development; Knowledge of international trade;	Ability to understand one of the following languages: German, Italian, Chinese, Russian, Spanish;
Ability to develop trade policy; Ability to analyse and understand complex international trade agreements; Ability to lead policy officers; Ability to communicate effectively orally and in writing; Possessing ethics and values; Behavioural flexibility.	

### Operational Requirements

Candidates may be asked to work on weekends from time to time.

### Organizational Needs

Employment equity.

**N.B.:** Candidates must meet each essential qualification to be appointed to the position. A candidate may be appointed to the position even though he/she does not meet any or all of the asset qualifications, operational requirements or organizational needs. However, meeting these criteria is desirable and may be a deciding factor in choosing the person to be appointed. In the event that there are as many candidates who meet the essential qualifications as there are vacancies, the manager may decide not to assess some or all of the asset qualifications, operational requirements or organizational need.

### Conditions of employment

Secret security clearance

Candidates must meet and maintain the above condition of employment throughout their employment.