



EXPO
2020
DUBAI
UAE



OFFICIAL PARTICIPANT - CANADA



Selection Criteria Canada Pavilion Personnel

www.CanadaExpo2020.ca



Government
of Canada

Gouvernement
du Canada

Canada



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Hosting Staff Coordinator

EDUCATION

Completion of three years post-secondary education, in disciplines such as history, modern languages, political science, tourism and travel, marketing, economics, commerce, social science, communications, geography or an equivalent combination of education and experience in areas such as communications, public relations, tourism and hotel management.

LANGUAGE REQUIREMENTS

Hosting staff coordinators must be fluent in English and/or French. One hosting staff coordinator must be proficient in Arabic. Knowledge of additional languages is an asset.

EXPERIENCE

- Demonstrated experience in managing a team in a field similar to expositions
- Demonstrated extensive experience in dealing with public as well as crowd control management
- Experience in office management, procedures, working with computers, and various software
- Demonstrated experience in liaising with representatives of foreign organizations

KNOWLEDGE

- Good knowledge of Canadian history, geography, culture and political environment
- General knowledge of the UAE and its culture and Canadian-UAE relations
- Good knowledge and appreciation of protocol matters

ABILITIES

- Ability to interpret (Pavilion content information) and transmit information to Canada Pavilion visitors
- Ability to lead a team
- Ability to work in a foreign country
- Ability to manage large groups of people and control crowds
- Ability to work under pressure with minimal supervision
- Ability to deal with difficult situations
- Ability to administer First Aid an asset



PERSONAL SUITABILITY

- Judgment and interpersonal skills
- Tact, diplomacy, professionalism, initiative, flexibility, good grooming
- Experience in living and working in a group environment for extended periods of time
- Excellent organizational skills

CONDITIONS OF WORK

- Must be available for work from September 20, 2021, to April 3, 2022. There will be no vacation leave granted during this period
- Must be a Canadian citizen or a landed immigrant with a Canadian passport
- Must possess a Canadian passport valid at least until September 30, 2022.
- Must provide an Occupational Health Assessment Report (completed within 3 months)
- Must wear a pressed and clean uniform (provided by Canada Pavilion) when on duty
- Must adhere to a shift schedule established for the Pavilion
- Must be willing to share accommodation facilities, specifically a kitchen, bathroom and living room with another hosting staff coordinator, if applicable



Hosting Staff

EDUCATION

Completion of three years post-secondary education, in disciplines such as history, modern languages, political science, tourism and travel, marketing, economics, commerce, social science, communications, geography or an equivalent combination of education and experience in areas such as communications, public relations, tourism and hotel management.

LANGUAGE REQUIREMENTS

Hosting staff must be fluent in English and or French. At least 30% of hosting staff must also possess Arabic language skills. Knowledge of additional languages is an asset.

EXPERIENCE

- Demonstrated experience in having worked in a field similar to expositions
- Demonstrated experience in dealing with public as well as crowd control management

KNOWLEDGE

- Good knowledge of Canadian history, geography, culture and political environment
- General knowledge of the UAE and its culture and Canadian-UAE relations
- Good knowledge and appreciation of protocol matters

ABILITIES

- Ability to interpret (Pavilion content information) and transmit information to Canada Pavilion visitors
- Ability to work well in team setting
- Ability to work in a foreign country
- Ability to manage large groups of people and control crowds
- Ability to work under pressure with minimal supervision
- Ability to deal with difficult situations
- Ability to administer First Aid is an asset

PERSONAL SUITABILITY

- Judgment and interpersonal skills
- Tact, diplomacy, professionalism, initiative, flexibility



- Experience in living abroad and working in a group environment for extended periods of time

CONDITIONS OF WORK

- Must be available for work from September 26, 2021, to March 31, 2022.
There will be no vacation leave granted during this period
- Must be a Canadian citizen or a landed immigrant with a Canadian passport.
- Must possess a Canadian passport valid at least until September 30, 2022
- Must provide an Occupational Health Assessment Report (completed within 3 months)
- Must wear a pressed and clean uniform (provided by Canada Pavilion) when on duty.
- Must adhere to a shift schedule established for the Pavilion
- Must share accommodation facilities, specifically a kitchen, bathroom and living room with another hosting staff or Canada Pavilion personnel, if applicable



Receptionist

EDUCATION

Completion of three years post-secondary education, in disciplines such as history, modern languages, political science, tourism and travel, marketing, economics, commerce, social science, communications, geography or an equivalent combination of education and experience in areas such as communications, public relations, tourism and hotel management.

LANGUAGE REQUIREMENTS

Receptionists must be fluent in English, French and Arabic. Knowledge of additional languages is an asset.

EXPERIENCE

- Experience in providing administrative and secretarial type services
- Demonstrated extensive experience in dealing with the public and VIPs, i.e. high-ranking government officials and corporate personnel
- Experience in office management, procedures, working with computers, and various software
- Demonstrated experience in liaising with representatives of foreign organizations

KNOWLEDGE

- Good knowledge of Canadian history, geography, culture and political environment
- General knowledge of the UAE and its culture and Canadian-UAE relations
- Good knowledge and appreciation of protocol matters

ABILITIES

- Ability to transmit information to Canada Pavilion visitors
- Ability to work well in team setting
- Ability to work in a foreign country
- Ability to work under pressure with minimal supervision
- Ability to deal with difficult situations

PERSONAL SUITABILITY

- Judgment and interpersonal skills
- Tact, diplomacy, professionalism, initiative, flexibility



- Experience in living abroad and working in a group environment for extended periods of time
- Excellent organizational skills

CONDITIONS OF WORK

- Must be available for work from September 26, 2021, to March 31, 2022.
There will be no vacation leave granted during this period
- Must be a Canadian citizen or a landed immigrant with a Canadian passport.
- Must possess a Canadian passport valid at least until September 30, 2022
- Must provide an Occupational Health Assessment Report (completed within 3 months)
- Must wear a pressed and clean uniform (provided by Canada Pavilion) when on duty
- Must adhere to a shift schedule established for the Pavilion
- Must share accommodation facilities, specifically a kitchen, bathroom and living room with another hosting staff or receptionist



Driver/ Administrative Clerk

LANGUAGE REQUIREMENTS

Drivers/administrative clerks must be fluent in English and Arabic and if possible in French. Knowledge of additional languages is an asset.

EXPERIENCE

- Demonstrated experience in providing chauffeur services
- Experience in providing general office and secretarial type services
- Experience working with computers and various software
- Experience with Global Positioning applications in vehicles

KNOWLEDGE

- Good knowledge of Dubai, Abu Dhabi and surrounding areas
- Good knowledge of the UAE and its culture

ABILITIES

- Ability to lift and carry objects weighing up to 25 kg
- Ability to negotiate passage and pricing on behalf of visiting delegates

PERSONAL SUITABILITY

- Tact, diplomacy, professionalism, initiative, flexibility

CONDITIONS OF WORK

- Must possess a valid chauffeur-driving license approved by the UAE (Dubai and surrounding area)
- Must adhere to a shift schedule established for the Pavilion
- Must adhere to all Expo Organizer's general transport and traffic rules when driving on the Expo site.



Service Staff / Administrative Clerk

EDUCATION

A diploma from a hospitality school, secondary school or an acceptable combination of education, relevant training or experience.

LANGUAGE REQUIREMENTS

The service staff/administrative clerk must be fluent in English and Arabic and possess French language skills. Knowledge of additional languages is an asset.

EXPERIENCE

- Demonstrated experience in food and beverage service in an international context
- Experience in providing general office and secretarial type services
- Experience working with computers and various software

KNOWLEDGE

- Good knowledge of Microsoft Office Suite
- General knowledge of food, wine, beverages and food preparation
- Good knowledge of Canadian history, geography, culture and issues
- General knowledge of the UAE and its culture and Canadian-UAE relations
- General knowledge of local (UAE) distributors/wholesalers

ABILITIES

- Ability to work effectively in a team and under pressure
- Ability to collaborate with colleagues
- Ability to clearly and precisely communicate both orally and in writing
- Ability to work long hours when required
- Ability to adapt to different service environments

PERSONAL SUITABILITY

- Sense of organization
- Client Service Orientation
- Attention to detail
- Teamwork and Cooperation
- Judgment
- Adaptability



- Autonomy
- Impeccable dress

CONDITIONS OF WORK

- Must be available for work from September 26, 2021, to March 31, 2022.
There will be no vacation leave granted during this period.
- If a Canadian citizen or a landed immigrant with a Canadian passport, Canadian passport must be valid until September 30, 2022.
- Must provide an Occupational Health Assessment Report (completed within 3 months).
- Must wear a pressed and clean service staff uniform during events at the Pavilion.
- Must adhere to a work schedule set by the Culinary Program Manager based on the events schedule at the Pavilion.



Service / Wait Staff

EDUCATION

A diploma from a hospitality school, secondary school or an acceptable combination of education, relevant training or experience.

LANGUAGE REQUIREMENTS

The service / wait staff must be fluent in English and/or French. Knowledge of Arabic and additional languages is an asset.

EXPERIENCE

- Demonstrated experience in serving food and beverages in a high-end environment

KNOWLEDGE

- General knowledge of food, wine, beverages and food preparation
- Good knowledge of Canadian history, geography, culture and issues
- General knowledge of the UAE and its culture and Canadian-UAE relations

ABILITIES

- Ability to work effectively in a team and under pressure
- Ability to communicate effectively orally
- Ability to collaborate with colleagues
- Ability to work long hours when required
- Ability to adapt to different service environments

PERSONAL SUITABILITY

- Client Service Orientation
- Attention to detail
- Teamwork and Cooperation
- Judgment
- Adaptability
- Impeccable dress



CONDITIONS OF WORK

- Must be available for work from September 26, 2021 to March 31, 2022. There will be no vacation leave granted during this period.
- If a Canadian citizen or a landed immigrant with a Canadian passport, Canadian passport must be valid until September 30, 2022.
- Must provide an Occupational Health Assessment Report (completed within 3 months).
- Must wear a pressed and clean service staff uniform during events at the Pavilion.
- Must adhere to a work schedule set by the Culinary Program Manager based on the events schedule at the Pavilion.