



Student Job Opportunity

Selection Process Number: 18-ICA-WEST-OE-TERM-WOAED-259

The Canadian Food Inspection Agency (CFIA) is dedicated to safeguarding food, animals and plants. To support this effort, we are seeking enthusiastic students to provide support in the food programs by assisting with or completing field related activities. For more information about the CFIA, visit www.inspection.gc.ca

Within the Operations and Science Branches of the CFIA, we have the following opportunities:

Plant Health Programs

Duties of the position may include:

- Conducting plant pest surveys (insect or disease). You may be using a Global Position Systems (GPS)
- Crop inspection
- Asian Gypsy Moth vessel inspections
- Soil Sampling
- Interacting with producers and the public

Developmental Meat Inspector (Student Placement)

Duties of the position may include:

- perform post-mortem inspection of hog, beef, or poultry portions, internal organs and carcasses
- make routine disposition on portions and internal organs
- identify carcasses requiring further evaluation by a Veterinarian
- Standing for long periods of time and working in physically demanding environment

Food Safety Inspection (Student Placement)

Duties of the position may include:

- Collecting and conducting food sampling in support of food safety complaints and investigations.
- Creating food sample submissions to the laboratory for further analysis.
- Travelling to field locations and collecting basic information in support of food safety complaints and investigations.
- Verifying the effectiveness of recall activities at food retail locations.
- Working on CFIA electronic systems to report on and document work.



Veterinary Program (Student Placement – 2nd or 3rd year)

Duties of the position may include:

This is an educational opportunity involving exposure to the day-to-day responsibilities of veterinarians working for the CFIA. Building upon the candidate's undergraduate training in regulatory medicine, the primary focus will be development of a clear understanding of the responsibilities of veterinarians working in the Federal Public Service. Duties and responsibilities in both Meat Hygiene and Animal Health will be emphasized. **These responsibilities could include:**

- Inspection of live animals at ports of entry (humane transport and Foreign Animal Disease (FAD) control);
- Inspection and testing of live animals for export
- Inspection and testing of imported animals
- Scrapie surveillance inspections
- Specified Risk Material (SRM) sampling
- Inspection and monitoring of Artificial Insemination Units for the purpose of export to other countries;
- Humane Transport and Trace Inspections at sales barns to ensure compliance with humane transportation regulations and Livestock Identification program requirements;
- Inspection of meat and poultry abattoirs under different inspection methodologies, such as: Hazard Analysis Critical Control Points (HACCP), Canadian Poultry Inspection Program (CPIP), Modern Poultry Inspection Program (MPIP), Compliance Verification System (CVS);
- Inspection of processing establishments
- Aquatic inspection
- Veterinary students will also be required to produce and present a project related to the Canadian Food Inspection Agency activities.

Multi Commodity Inspector (Student Placement)

Duties of the position may include:

- Independently collect samples of food products both import and export including but not limited to Fresh Fruits and Vegetables, Fish, Processed Products, Dairy, Eggs, Meat etc.
- Prepare sampling receipts as required for samples obtained
- Package, organize collected samples and prepare electronic reports for submission to the appropriate labs
- Organize and possibly prepare shipping documents electronically for courier services using CFIA accounts
- Interact with regulated parties in a professional manner when conducting sampling activities



Administrative Assistant

Duties of the position may include:

- Provide a variety of administrative, clerical and financial support
- Data entry into and maintenance of administrative and financial databases
- prepare reports, letters, presentations, agendas and minutes
- Maintain manual and electronic filing systems
- Collection of financial data from Managers
- Provide customer service to clients
- Working knowledge of Microsoft Excel and Outlook
- Working knowledge and accuracy in business mathematics
- Book travel and accommodations
- Work and function as part of a team

Student Laboratory Technician

Duties of the position may include:

- May assist in the preparation of samples for laboratory analysis.
- May assist in the development of testing procedures based on industry standards.
- May participate in method development and other projects.
- Performs assigned Quality Assurance (QA) duties under the supervision of the QA Supervisor.
- Uses laboratory tools and equipment to detect pathogens, toxins or chemical contaminants in samples.
- Performs work in accordance with established work and safety standards.
- Documents and communicates results.
- May perform minor maintenance on lab equipment under direction of a qualified staff member.

Requirements for appointment to a position

- Security clearance
- Undergo and pass a pre-placement health evaluation as required
- Valid driver's licence
- Willing to meet specific conditions of employment for specific position

Job details

Employment period: Approximately four months, typically from May to August 2019

Rate of pay: From \$12.93 - \$25.94 based on academic level

Work Location: Various locations in Western Canada

How to apply

Please send your résumé and cover letter to cfia.hrwest-rhouest.acia@canada.ca



Co-op program may be possible. Please ensure you identify your interest in your application.

Working at the CFIA

The CFIA and the National Indigenous Advisory Circle (NIAC) strive to create an environment where Indigenous people can realize their career aspirations in a fair, respectful and inclusive environment. In addition, the CFIA is committed to providing a mentorship program to support students and help them integrate easily into the workplace. We believe that having a diverse workforce translates to fresh ideas and new ways of addressing the challenges and opportunities we face each day.



CFIA Employment Questionnaire

Profile

1. First Name: _____

Last Name: _____

EMAIL: _____

2. Do you have legal status which entitles you to work in Canada (Canadian citizenship, permanent resident status or work permit)? Please note that you could be asked to provide proof of working legal status should you receive an offer of employment.

Yes No

3. **Mobility:** Please select your top 3 locations in which you would like to work by checking the appropriate boxes and identifying your choices order. We may have opportunities in other work locations not included in this list and we may contact you to verify your interest. Please note that relocation expenses are not covered.

British Columbia

- Abbotsford, BC
- Burnaby, BC
- Cranbrook, BC
- Dawson Creek, BC
- Delta, BC
- Kelowna, BC
- Langley, BC
- Oliver, BC
- Parksville, BC
- Port Coquitlam, BC
- Prince George, BC
- Richmond, BC
- Surrey, BC
- Vancouver, BC
- Vernon, BC
- Victoria, BC

Alberta

- Brooks, AB
- Calgary, AB
- Edmonton, AB
- Grande Prairie, AB
- High River, AB
- Lacombe, AB
- Lethbridge, AB
- Red Deer, AB
- Trochu, AB
- Balzac, AB
- Taber, AB
- Fort Mcleod

Saskatchewan

- Moose Jaw, SK
- Neudorf, SK
- Regina, SK
- Saskatoon, SK
- Wynyard, SK

Manitoba

- Blumenort, MB
- Brandon, MB
- Neepawa, MB
- Winnipeg, MB

4. **Field of work:** Please select your top 3 fields in which you would like to work by checking the appropriate boxes and identifying your choices order.



- Plant Health Programs
- Developmental Meat Inspector (Student Placement)
- Food Safety Inspection (Student Placement)
- Veterinary Program (Student Placement – 2nd or 3rd Year)
- Multi Commodity Inspector (Student Placement)
- Administrative Assistant

5. Co-op program may be possible with some positions. Are you submitting your résumé as part of a co-op program? If so please share the name and contact information of your co-op Coordinator.

Yes No

Name and contact information of co-op Coordinator:

6. **Official Languages of Canada:** All Canadians have the right to receive services from CFIA in the official language of their choice, whether it is English or French. As such, we encourage candidates who can read, write and speak the two official languages to self-identify.

What is your first official language?

English French

Do you consider yourself bilingual? If so, please identify your proficiency.

Basic Intermediate Advanced

7. **Voluntary self-identification:** By law, under the [Employment Equity Act](#), the CFIA is required to survey its workforce. The information collected will paint a portrait of our people, our educational profile and how representative we are in the designated groups. As per the Employment Equity Act:

a) An Aboriginal person is a North American Indian or a member of a First Nation, Aboriginal, Métis or Inuit. North American Indians or members of a First Nation include treaty, status or registered Indians, as well as non-status and non-registered Indians.

Do you self-identify as an Aboriginal person?

Yes No



- b) A person who is a member of a visible minority group is a person (other than an Aboriginal person as previously defined), who are non-Caucasian in race or non-white in colour, regardless of place of birth.

Do you self-identify as a member of a visible minority group?

Yes No

- c) A person with a disability has a long-term or recurring physical, mental, sensory, psychiatric or learning impairment and:
- Considers himself/herself to be disadvantaged in employment by reason of that impairment; or
 - Believes that an employer or potential employer is likely to consider him/her to be disadvantaged in employment by reason of that impairment, and includes persons whose functional limitations owing to their impairment have been accommodated in their current job or workplace.

Do you self-identify as a person with a disability?

Yes No

8. Are you registered as a full-time secondary or post-secondary student at an accredited educational institution **and** returning to full-time studies for the next academic term?
- Yes No

9. What is your area of study?

10. What is your projected graduation date (month & year)?

We thank you for your interest in the Canadian Food Inspection Agency (CFIA). Should you meet the requirements for the position(s) listed, you will be contacted for an assessment which could include an interview, references and/or written exam. Only candidates considered for a job opportunity will be contacted.

For more information and learn more about the benefits of working at the CFIA, please visit our website at www.inspection.gc.ca.