



The **Library of Parliament** is a non-partisan organization providing stimulating and rewarding work. We recognize that our employees are our most important asset and, as such, we offer excellent benefits, a minimum of four weeks' vacation leave, learning opportunities to support professional and career development, competitive salaries, and more!

Our **Parliamentary Information and Research Service (PIRS)** provides high-quality, substantive and timely information, research and analysis to parliamentary committees, individual senators and members of the House of Commons, and parliamentary associations and delegations.

We are currently looking for candidates to staff the following position: **Administrative Assistant**.

The Administrative Assistant performs administrative duties to support the Division Administrative Services Coordinators, to ensure the smooth functioning of the office by facilitating day-to-day operations.

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## **Administrative Assistant Parliamentary Information and Research Services**

***Determinate / Acting / Assignment / Secondment Position (with a possibility of indeterminate)***

**CGS-5 (\$55,639 – \$62,778)**  
(Bilingual staffing – imperative: CBC/CBC)

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**For the purposes of this selection process, the competencies listed in the attached Competency Profile will be evaluated.**

**The following knowledge criteria will also be evaluated:**

- General knowledge of the Library's functions, mandate and its role within the Parliament of Canada
- Knowledge of effective office administration, record management procedures (electronic and paper)

**To be considered, candidates must have:**

- Successful completion of post-secondary education relevant to the duties of the position or an acceptable combination of relevant education, training and work experience
- Experience providing administrative support to a manager or staff
- Experience with facilitating professional correspondence and responding to enquires in a timely manner
- Experience creating and organizing files and folders in a record management system (either electronic or paper)
- Experience using office management software such as MS Office Suite (Word, Excel, Outlook) and an electronic records management software

**Candidates retained in this selection process will be required to obtain:**

- A successful second-language evaluation (Bilingual staffing – imperative: [CBC/CBC](#))
- A successful pre-employment screening

**Additional Information:**

- This selection process is open to the public and to employee or persons of the Library of Parliament, the Senate, the House of Commons, the Office of the Senate Ethics Officer, the Office of the Conflict of Interest and Ethics Commissioner, the Parliamentary Protective Service, and the Office of the Parliamentary Budget Officer.
- This selection process will include a second-language evaluation, a written qualifying exam and an interview. The interview will consist of behavioural, situational and knowledge-based questions. Candidates will be required to pass each stage in order to move to the next stage of the selection process.
- Qualified candidates from this selection process may be considered for determinate or indeterminate positions at the Library of Parliament that require similar knowledge and/or competencies.
- Education and experience requirements will be used to determine which candidates will be asked to participate in the next stage of the selection process.
- Satisfactory references and proof of education are essential conditions of appointment.
- Travel and relocation expenses are the responsibility of the candidates.
- The Library of Parliament is committed to employment equity.
- Preference will be given to Canadian citizens and to permanent residents who are legally able to work in Canada. Applicants who have a valid work permit may also be considered.

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**Apply no later than 14 April 2019 – 11:59 p.m. (Eastern Time).**

To apply, please send us your curriculum vitae, along with a covering letter indicating how you meet each of the education and experience requirements of the position. Please quote **Staffing Process 18-LOP-309** in your documents and, if you apply by email, in the subject line of your email.

Send us your application:



LIBRARY *of* PARLIAMENT

BIBLIOTHÈQUE *du* PARLEMENT

By email: [lopres@parl.gc.ca](mailto:lopres@parl.gc.ca)

By fax: 613-995-9582

By mail: 50 O'Connor Street  
Library of Parliament  
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Questions? Contact Human Resources at 613-617-0943 or [lopres@parl.gc.ca](mailto:lopres@parl.gc.ca).

**We thank all those who apply. Please note that only those selected for further consideration will be contacted.**