



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!

**Business Support Services (BSS)** provides support and services to the Library of Parliament in the areas of human resources, finance and materiel management, corporate planning, information technology, corporate communications, and publishing, editing and creative services.

We are currently looking for candidates to staff the following position: **Assistant Advisor, Compensation**. Working in a small, dynamic team responsible for a wide variety of human resources (HR) functions, the Assistant Advisor, Compensation, provides administrative support services to clients of the Human Resources Directorate and to a team of HR officers and advisors specializing in compensation, employee programs and HR systems.

## **Assistant Advisor, Compensation – Employee Services**

### **Human Resources Directorate Business Support Services**

***Determinate / Acting / Assignment / Secondment Position  
(one year with a possibility of extension)***

**MPA-1 (\$49,218 – \$64,686)\***  
(Bilingual staffing – imperative: CBC/CBC)

\*Rates of pay include economic increases up to 2016

**NOTE:** This selection process will also be used to establish a pool of prequalified candidates that could be used to staff determinate and indeterminate positions at the Library of Parliament that require similar knowledge or competencies.

**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 core HR functions, such as classification, staffing and compensation

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

- A bachelor's degree from a recognized university with a specialization in a field relevant to the position OR an acceptable combination of education, training and relevant experience
- Experience providing administrative support in a human resources environment
- Experience providing information to managers and employees on administrative processes and procedures
- Experience responding to enquiries from the public and internal stakeholders
- Experience using an HR information management system
- Experience using MS Office applications, including MS Word, and preparing reports using MS Excel

**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 employees 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 and an interview. The interview will consist of behavioural, situational and knowledge-based questions. The selection process may also include a written qualifying exam. 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 27 October 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 19-LOP-281** in your documents and, if you apply by email, in the subject line of your email.

Send us your application:

By email: [LOPCareers-CarrieresBDP@parl.gc.ca](mailto:LOPCareers-CarrieresBDP@parl.gc.ca)

By fax: 613-995-9582

By mail: 50 O'Connor Street  
Library of Parliament  
Human Resources Directorate  
Ottawa, ON K1A 0A9

Questions? Contact Human Resources at 613-797-9238 or [LOPCareers-CarrieresBDP@parl.gc.ca](mailto:LOPCareers-CarrieresBDP@parl.gc.ca).

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