



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, and publishing, editing and creative services.

We are currently looking for candidates to staff the following position: **Senior Officer, Contracting and Procurement**.

The Senior Officer, Contracting and Procurement provides procurement and contracting services for the Library of Parliament; provides expert advice; and builds/maintains effective business and working relationships with clients, suppliers and partners, while safeguarding the LOP's accountability, transparency, impartiality and credibility. The Senior Officer, Contracting and Procurement also provides procurement and contracting services to the Office of the Parliamentary Budget Officer.

## **Senior Officer, Contracting and Procurement**

### **Finance, Materiel Management, Security, Administrative Services and Corporate Planning**

#### ***Anticipatory Staffing***

**MPA-4\* (\$75,284–\$89,055)**

(Bilingual staffing – imperative: CBC/CBC)

\*Rates of pay indicate 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:**

- Knowledge of general business laws, competitive bidding laws, industry standards and general business practices in the private sector and/or public sector to provide expert advice and to negotiate, approve and administer contracts of considerable complexity
- Knowledge of procedures and practices for developing procurement strategies and complex procurement and tendering documents, reviewing and validating evaluation, and awarding contracts
- Knowledge of negotiation practices and skills to understand, interpret and negotiate terms and conditions of contracts and various types of agreements
- Knowledge of practices and processes for assessing contract risks to the two organizations and for identifying and applying response strategies when entering into contracts, while upholding the principles of competitiveness, fairness, equity, transparency and best value

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

- A university degree or college diploma (from a recognized institution) OR acceptable combination of education, training and relevant experience
- Recent\* and significant\*\* experience in preparing documents for the tendering, evaluation and selection of suppliers to meet organizational goods and services requirements
- Recent\* and significant\*\* experience in providing advice on procurement or contracting policies, practices or procedures
- Recent\* and significant\*\* experience in analyzing procurement requirements and in providing advice and viable solutions to clients on all aspects of the procurement process (goods and services requirements). A procurement and contracting process includes, but is not limited to, developing and publishing solicitation documents, managing a bid evaluation process, awarding contracts, debriefing unsuccessful bidders and managing of a contract.

\***Recent** experience is defined as experience acquired within the last five (5) years.

\*\***Significant** experience is understood to mean a substantial depth and breadth as well as complexity of tasks that could be expected to have been obtained by carrying out the functions for three (3) years.

**Assets:**

- Experience in preparing documents for the tendering, evaluation and selection of suppliers to meet organizational goods and services requirements within the public sector
- Experience in providing advice on procurement or contracting policies, practices or procedures within the public sector



- Experience using an automated financial and/or materiel management system/integrated procurement system (e.g., Unit4 Business World)

**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, 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 31 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-344** 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.**