



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

The Library of Parliament believes that the excellence for which it is known is enhanced by nurturing an inclusive workplace that embraces diversity, values differences and supports the full participation of all employees. The Library is committed to creating and maintaining a diverse workforce reflecting the communities we live in and work in, the clients we work with, and Canadian society at large.

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: **Research Assistants**.

Research assistants provide research and analysis to parliamentarians and their staff by responding to their queries. Research Assistants also support the work of Analysts and Librarians, as well as other individuals across PIRS and the Library.

RESEARCH ASSISTANTS
LEGAL AND SOCIAL AFFAIRS DIVISION
ECONOMICS, RESOURCES AND INTERNATIONAL AFFAIRS DIVISION
PARLIAMENTARY INFORMATION AND RESEARCH SERVICE

Indeterminate/Determinate/Acting/Assignment/Secondment Position

AWL-01 (\$61,199 – \$75,188)
(Bilingual staffing – imperative: CBC/CBC)

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 the Parliament of Canada, the federal government and current affairs
- Knowledge of Canada's public policies in one or more of the areas covered by PIRS (please refer to the attached document for a description of research divisions and services)

To be considered, candidates must have:

- A bachelor's degree in a field related to the position
- Experience preparing written material, including reports, publications, briefing notes, correspondence or presentations

Candidates retained in this selection process will be required to have or 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 written exam and an interview. The interview will consist of behavioural, situational and knowledge-based questions. Candidates will be required to pass each stage to be considered for the next stage of the selection process.
- 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.
- 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.

Apply no later than September 13th, 2020 – 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 20-LOP-124** 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

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 613-617-0943 or LOPCareers-CarrieresBDP@parl.gc.ca.

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