



The **Library of Parliament** is a non-partisan organization providing stimulating and rewarding work in support of 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, 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, reference, research and analysis to parliamentary committees, individual senators and members of the House of Commons, and parliamentary associations and delegations and delivers public education programs and seminars.

We are currently looking for candidates to staff the following position: **Information and Research Technician.**

Information and Research Technicians work in teams to provide parliamentarians and parliamentary clients an impartial, confidential and bilingual reference service covering a wide variety of topics and issues of interest. Technicians also respond to information requests from the general public about the role, history and work of the Parliament of Canada.

INFORMATION AND RESEARCH TECHNICIAN

PARLIAMENTARY INFORMATION AND RESEARCH SERVICE

Determinate/Acting/Assignment/Secondment Position

Until 31 March 2023

LT-4 (\$62,179 - \$71,095)

(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 search tools and techniques used to retrieve information from catalogues, online databases and websites
- Knowledge of the Canadian parliamentary system, the federal government and parliamentary publications
- Knowledge of current affairs that are of interest to parliamentarians and the general public

To be considered, candidates must have:

- A Library Technician diploma or a combination of relevant work experience and a bachelor's degree in one of the following domains: Communications, Journalism, Information Studies, International Studies, Museum Studies or Political Science

Assets:

- Experience providing information or reference services
- Experience working in a library, information centre or parliamentary environment

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 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.

- 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 Wednesday, September 30th, 2020 – 11:59 p.m. (Eastern Time).

To apply, please send us your curriculum vitae, along with a covering letter and how you meet each of the education and experience requirements of the position. Please quote **Staffing Process 20-LOP-165** 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.