



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!

The Library 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.

Executive Services provides strategic support and services to the Parliamentary Librarian, senior executives and the Library of Parliament in various areas, including corporate communications and management of the Library's digital presence.

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

The **Administrative Assistant** provides administrative and logistical support for to the Office of the Parliamentary Librarian (OPL) and reports to the Office Manager.

ADMINISTRATIVE ASSISTANT OFFICE OF THE PARLIAMENTARY LIBRARIAN

Determinate/Acting/Assignment/Secondment Position – (6 months with possibility of extension)

MPA-1 (\$53,941 – \$70,893)
(Bilingual staffing – imperative: CBC/CBC)

NOTE: While this position is eligible for part-time telework, regular on-site presence is required at Library of Parliament workplaces located in the National Capital Region.

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 corporate policies, administrative procedures and best practices related to financial administration, budgets, conference and training registration, travel arrangements, procurement, office equipment and electronic records management
- Knowledge of office procedures and practices, as well as software (Microsoft Office Suite, Adobe Acrobat Pro) and document management systems to input, retrieve and compile data and documents

To be considered, candidates must have:

- Successful completion of post-secondary education, or an acceptable combination of relevant education, training and experience
- Experience organizing and coordinating information, including in corporate document management systems, documents, files and "bring forward" systems
- Experience preparing and revising correspondence in both official languages
- Experience coordinating training, conference and travel activities

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 may 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.
- On 20 June 2022, the vaccination requirement for employees of the Library of Parliament established by the Policy on COVID-19 Vaccination was suspended. The Library of Parliament will continue to follow the situation closely, and should the

epidemiological conditions change, we will assess whether there is a need to reinstate the vaccination policy and the associated essential condition of employment applicable to indeterminate, determinate, student and intern hiring.

- 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.
- Must be legally allowed to work in Canada.

Apply no later than Sunday, October 9, 2022 – 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 22-LOP-248** in your documents and, in the subject line of your email.

Send us your application:

By email: LOPCareers-CarrieresBDP@parl.gc.ca

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.