



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.

The **Public Education Programs division** is responsible for the design, development and implementation of strategies, programs, and initiatives to educate and inform Canadians about Parliament and its institutions including tours, exhibits, print and web resources.

We are currently looking for candidates to staff the following position: **Program Officer**.

The Program Officer plans, develops, implements, coordinates and evaluates educational projects and programs; including seminars, educational resources, study visits and special events, and the Teachers Institute on Canadian Parliamentary Democracy; to support Parliament and parliamentarians in increasing the public's awareness and appreciation for Parliamentary Democracy in Canada.

**PROGRAM OFFICER
EDUCATION AND LEARNING
PARLIAMENTARY INFORMATION, EDUCATION AND
RESEARCH SERVICES**

Indeterminate Position

MPA-3 (\$73,887 – \$87,404)

(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:

- Knowledge of Canadian and Parliamentary history, the federal government, and the roles and responsibilities of parliamentarians
- Knowledge of current pedagogical methods in Canadian education, including adult learning
- Knowledge of key issues in public policy and current affairs

To be considered, candidates must have:

- A post-secondary education in a field related to the duties of the position OR an acceptable combination of relevant education, training and experience
- Experience in the development, coordination and drafting of written communication products for target audiences, promotional initiatives, and program planning documents
- Experience in managing multiple programs simultaneously and dealing with various internal and external stakeholders, including acting as a representative for the institution/organization
- Experience in the planning and implementation of learning programs and events

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.
- 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.
- 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 12 February 2023 – 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 “**LAST NAME, FIRST NAME - Staffing Process 22-LOP-433**” in your documents and, in the subject line of your email.

Send us your application by email at 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.