



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!

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 Assistant**.

As part of a team in a fast-paced environment, the Research Assistant supports the Visualization and Research Publications activities and often acts as intermediary with internal clients.

The Library of Parliament promotes equity, diversity and inclusion in its workplace and encourages applications from all qualified individuals.

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## Research Assistant

### Publications, Media Monitoring and Visualization Section Parliamentary Information and Research Service

*Determinate / Acting / Assignment / Secondment Position*

**AWL-01 (\$58,240–\$71,553)**  
(Bilingual staffing – imperative: CBC/CBC)

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**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 social media strategies, platforms and tools (including Twitter and WordPress)

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

- A bachelor's degree from a recognized university, preferably in communications or related field
- Experience preparing written material, including reports, publications, briefing notes, correspondence or presentations
- Experience working to meet client needs, within short deadlines

**Asset:**

- Experience offering training
- Knowledge of best practices in the development of visual elements (such as charts and tables)
- Knowledge in the area of statistics, data, and quantitative analysis
- Experience in developing visual elements (such as charts and graphics)
- Experience in the use of advanced Excel features and functions such as formulas and producing charts

**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.



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- 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 21 February 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 18-LOP-206** in your documents and, if you apply by email, in the subject line of your email.

Send us your application:

By email: [lopres@parl.gc.ca](mailto:lopres@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 [lopres@parl.gc.ca](mailto:lopres@parl.gc.ca).

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