



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, 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/delegations.

If you want to contribute to parliamentary work in a dynamic and multidisciplinary environment, then PIRS provides an unparalleled opportunity to apply your education and knowledge in a wide range of public policy areas. We are currently looking for an **Analyst** to join our highly respected section responsible for supporting parliamentarians with policy research and analysis.

Analyst

Government, Industry and Finance Section Parliamentary Information and Research Service

Determinate / Acting / Assignment / Secondment Position

AN-01 – AN-03 (\$62,473–\$108,446)
(Bilingual staffing – imperative: CBC/CBC)

Our ideal candidates demonstrate the competencies listed in the [Research, Analysis and Library Specialists Group \(sub-Group C\)](#).

For the purposes of this selection process, the following knowledge criteria will be evaluated:

- Knowledge of the Parliament of Canada, the federal government and current affairs
- Knowledge of public policy and economic issues
- Knowledge of quantitative and qualitative research methods

To be considered, candidates must have:

- A master's degree in public policy, public administration or economics OR a master's degree with a program of studies that is equivalent to any of these fields
- Experience preparing written materials related to economic or public policy issues, including reports, publications, briefing notes, correspondence or presentations

Assets:

- Experience incorporating visual elements (such as infographics, GIS maps, charts, tables, etc.) into research reports
- Experience with quantitative methods, including those acquired through the use of MS Excel, Statistics Canada's Social Policy Simulation Database and Model (SPSD/M) or another microsimulation model
- Experience with copyright issues or government operations and the estimates process

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, an interview and a post-interview written exam. 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.



LIBRARY of PARLIAMENT

BIBLIOTHÈQUE du PARLEMENT

- The Library of Parliament is committed to employment equity.
- 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 3 June 2018 – 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-32** 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

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.

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