



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!

**Business Support Services (BSS)** provides support and services to the Library of Parliament in the areas of human resources, finance and materiel management, corporate planning, information technology, corporate communications, and publishing, editing and creative services.

We are currently looking for candidates to staff the following position: **Desktop Publishing and Quality Assurance Officer**.

The **Desktop Publishing and Quality Assurance Officer** is responsible for providing professional and timely desktop publishing and quality assurance services to Library of Parliament content owners to enable them to produce high-quality documents intended for internal users, parliamentary clients and the general public.

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## Desktop Publishing and Quality Assurance Officer

### Publishing, Editing and Creative Services Business Support Services

#### *Anticipatory Position*

**CGS-5 (\$55,639–\$62,778)**

(Bilingual staffing – imperative: CCB/CCB)

**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 requiring similar knowledge or competencies.

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**For the purposes of this selection process, the competencies listed in the attached Competency Profile will be evaluated.**

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

- Desktop publishing using MSWord (specifically word processing and formatting functions)

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

- Successful completion of post-secondary education
- Extensive experience using the Microsoft Office Suite 2010 or 2016, including MS Word, MS Excel, MS Outlook, and MS PowerPoint
- Experience with desktop publishing and formatting functions and their effective application in a publishing environment in order to ensure high-quality professional services
- Experience in proofreading texts in both official languages (comparison and grammar)
- Experience working in a high-volume production environment with shifting priorities where team work is essential to ensure timely and responsive service

**Asset:**

- Experience with document management practices and a corporate electronic document and records management system, such as OpenText Content Server

**Operational Requirements:**

- Willing and able to work the assigned Desktop Publishing and Quality Assurance Officer schedule to ensure service during core hours of work – 8:00 a.m. to 4:30 p.m. and 9:00 a.m. to 5:30 p.m. on a rotational basis
- Willing and able to work overtime during short, pre-established peak periods

**Candidates retained in this selection process will be required to obtain:**

- A successful second-language evaluation (Bilingual staffing – imperative: [CCB/CCB](#))
- 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.
- 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 16 December 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-61** 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.**