



LIBRARY OF PARLIAMENT  
BIBLIOTHÈQUE DU PARLEMENT

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: **Information and Research Technician.**

Information and Research Technicians work in teams within the Central Services and User Experience section, to respond to reference requests from parliamentary clients and information requests about the role, history and work of the Parliament of Canada from the public. Technicians have the opportunity to work on requests covering a wide variety of subjects, whether in person, over the telephone or online.

The position of Information Research Technician offers a great opportunity for new or experienced technicians and information professionals to develop their reference services skills and to acquire a deeper knowledge of parliamentary and government publications. If you are searching for a team-oriented environment that is ever changing, fast-paced, stimulating and rewarding, this position is right for you.

**Information and Research Technician**  
**Central Services and User Experience Section**  
**Parliamentary Information and Research Service**

*Anticipatory Indeterminate Staffing*  
*Determinate / Acting / Assignment / Secondment Position*

**LT-04 \* (\$58,881–\$67,324) \*\***  
**(Bilingual staffing – imperative: CBC/CBC)**

**\*Job description is currently under review**

**\*\*Rates of pay indicate economic increases up to 2016**

**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 at the Library of Parliament that require similar knowledge or competencies.

**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 Canadian parliamentary system, the federal government and parliamentary publications
- Knowledge of current affairs that are of possible interest to Canadians

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

- A library technician diploma or equivalent from a recognized post-secondary institution or an acceptable combination of a university degree and relevant experience
- Experience providing information or reference services

**Asset:**

- Experience working in a library, information centre or parliamentary environment

**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.
- 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.

**Apply no later than 24 November 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 19-LOP-326** in your documents and, if you apply by email, in the subject line of your email.

Send us your application:

By email: [LOPCareers-CarrieresBDP@parl.gc.ca](mailto:LOPCareers-CarrieresBDP@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 [LOPCareers-CarrieresBDP@parl.gc.ca](mailto:LOPCareers-CarrieresBDP@parl.gc.ca).

**Please note: Those who had applied previously need not reapply.**

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