



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 **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: **Project Officer**.

The **Project Officer** plans, researches, develops, implements, coordinates and evaluates several multi-phase interpretive and educational projects, including visitor programs and services, publications, multimedia products, social media campaigns and websites, to support Parliament and parliamentarians in increasing the public's knowledge of and appreciation for Parliament.

PROJECT OFFICER
PLANNING AND PUBLIC OUTREACH
PUBLIC EDUCATION PROGRAMS

Determinate/Acting/Assignment/Secondment Position

MPA-2 (\$66,787 – \$79,005)
(Bilingual staffing – imperative: CBC/CBC)

* Salaries effective 1 April 2021

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 project management methodology, project planning, and evaluation techniques/strategies
- Knowledge of communications/marketing theory and techniques using a variety of media and targeting various audiences
- Knowledge of heritage interpretation theory and techniques
- Knowledge of Canadian and parliamentary history; the structure of Parliament and the legislative process, as well as the art and architecture of the Parliament Buildings

To be considered, candidates must have:

- A Bachelor's degree from a recognized university that is relevant to the duties of the position
- Experience in planning and coordinating projects for the development and delivery of programs, products and services to various clients, including the supervision of external contractors
- Experience in the development, coordination and/or drafting of written communications including web content, promotional initiatives and strategies, and planning documents
- Experience with online learning projects and/or knowledge of educational strategies

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 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.
- 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 Sunday, March 7th, 2021 – 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 20-LOP-342** 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

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.

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