



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: **Manager, Current Awareness**.

The incumbent manages the Current Awareness team responsible for the development and operation of the Library of Parliament's (LOP) electronic media monitoring service which provides non-partisan, high quality, digital and curated news products to clients across the LOP, members of the House of Commons and the Senate and their staffs.

## Manager, Current Awareness

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

*Determinate / Acting / Assignment / Secondment Position (until December 2020)*

**MPA-5 (\$84,056–\$99,434)**  
(Bilingual staffing – imperative: CBC/CBC)

**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 tools and processes for the delivery of client-focused products
- of trends in the Canadian media landscape
- of principles of information management
- of the Canadian Parliamentary context

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

- A post-secondary degree in communications, political science or related field of study from a recognized university
- Experience in media monitoring or related field of work
- Experience in project management
- Experience managing in a team environment
- Experience in delivering training/orientation to end users

**Asset:**

- A Master's degree in Library Science or in Library and Information Science from a recognized university

**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.
- 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 16 June 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-69** 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).

**Note: Candidates who have already applied do not need to submit a new application.**

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