



Careers at the Office of the Conflict of Interest and Ethics Commissioner

Why work with us?

The Office of the Conflict of Interest and Ethics Commissioner is a small parliamentary organization that offers big opportunities.

- We are a friendly, dynamic team of about 50 employees.
- We have an important mission: helping elected and appointed federal officials avoid conflicts of interests.
- We promote innovation, collaboration, and employee growth and recognition.
- We embrace equity, diversity and inclusion, value differences, and support the full participation of all employees.
- We offer competitive salaries, excellent benefits (including a minimum of four weeks of vacation leave and extra “flexible” leave), telework possibilities, and learning opportunities.

The Office is committed to providing an inclusive and barrier-free work environment, starting with the hiring process. Please self-identify if you are comfortable doing so, and we will keep that information confidential. If you need special accommodation at any point, please call Human Resources at 613-995-0723 or [send an email](#).

For more information about the Office, please visit our [website](#).

About the job

Selection process number: 26-IAP-CM-03

Title: Compensation Advisor

Positions: Indeterminate

Group and level: ET-05

Positions to be filled: 1

Salary: \$92,068 to \$112,056

Work environment: Hybrid

Closing date: June 1, 2026 – 23:59, Eastern Time

A pool of qualified candidates will be created.

Who can apply?

This selection process is open to employees of a parliamentary entity, employees of the federal public service and persons employed in the Public Service of Canada. Preference will be given to Canadian citizens.

This job needs to be done in the National Capital Region. Employees work in a hybrid model. Your presence at the Office may be required on short notice.

We may give priority to candidates who identify as being part of one of the following employment equity groups: women, Indigenous peoples, racial and ethnic groups and persons with disabilities.

What are some of the duties of this job?

The Compensation Advisor plans and manages the delivery of all compensation, benefit and leave services for employees, executives and the Commissioner at the Office of the Conflict of Interest and Ethics Commissioner. The incumbent serves as a technical subject-matter expert and the primary contact for all employees, executives, the Commissioner and external partners for providing services, advice and guidance on matters related to compensation, leave and benefits. The incumbent is responsible for day-to-day operational planning and coordination; ensuring the accurate and timely provision of pay, benefit and leave services; completing and entering pay and leave actions; monitoring the quality of transactions and ensuring their compliance with administrative processes, regulations, legislation and other prevailing instruments; addressing and resolving more complex and contentious issues, problems and complaints; and ensuring the ongoing integrity of related data, systems and work processes. As a member of the Corporate Management team, the incumbent plays a key role in the planning, development and implementation of policies, practices and system innovations that support compensation and benefit services at the Office.

Your application must clearly explain how you meet these essential qualifications:

Education

Graduation from a recognized post-secondary institution in a field relevant to the position or an acceptable combination of post-secondary education, training and experience providing advice on the application of an act or regulations.

Experience

Experience providing compensation services within the federal public service or parliamentary entities.

Experience performing compensation and benefit entries in the Phoenix pay system, dealing with all situations, such as hires, actings, promotions, leave without pay, retirements, dual employment, etc.

Experience in providing advice to employees at all levels with regards to pay and benefits services.

Experience managing projects or initiatives.

Experience researching, interpreting, and applying policies, directives or guidelines related to compensation and benefits programs.

Note: Experience will be assessed in terms of the depth and breadth of activities, the complexity and diversity of work handled, as well as the level of autonomy demonstrated.

The following will be applied/assessed at a later date (essential for the job):

Knowledge

Knowledge of compensation and benefit processing through the Phoenix pay system.

Knowledge of compensation and benefit legislation, policies and procedures.

Ability

Ability to plan, organize and prioritize concurrent demands and multiple projects to meet client expectations, priorities, and deadlines.

Ability to analyze complex cases and recommend solutions on a variety of compensation benefits.

Ability to communicate effectively in writing and orally.

Ability to manage projects.

Ability to work independently

Competencies

Demonstrating integrity and respect

Thinking things through

Working effectively with others

Showing initiative and being action-oriented

Attention to detail

Language requirements

Bilingual imperative BBB/BBB

Assets

Experience in drafting a variety of compensation related documentation, such as guidelines, procedures, reports and summaries.

Experience in establishing and maintaining partnerships and networks with internal and external partners (e.g., central agency officials, communities of practice, other government departments or non-government organizations).

Experience in providing advice and guidance with relevant collective agreement, policies and legislation.

Experience in the direct entry working environment of the Phoenix pay system.

Experience in administering a human resource and leave management system.

Operational needs

Willingness to work extended hours on occasion.

Condition(s) of employment

Security clearance: Secret

Communication

We will contact you by email. It is up to you to check your email regularly, so you do not miss any opportunities. If you do not respond to an email within the stated time, we will not consider your application further. Also, please make sure the email address you give us is valid, works all the time, and accepts messages from unknown senders.

If we receive a lot of applications, we might use different strategies to manage them. We could consider applying the asset qualification or we may assess and select candidates who demonstrate the greatest breadth and depth of experience related to the merit criteria, or who best meet the qualifications and requirements of the position.

If asked, you must show proof of your education. If your qualifications are from another country, you will need to prove they are equivalent to Canadian standards. You can get more information from the [Canadian Information Centre for International Credentials](#).

In the hiring process, you can use either English or French. When applying, please indicate your preferred language.

You are responsible for any costs for moving or travelling during the hiring process.

Interested in applying?

1. Your application must include the [application form](#) that clearly outlines how you meet the **education** and each of the **experience criteria** listed in the **essential qualifications** and the **asset qualification** if applicable as indicated in the job poster. Give relevant and concrete examples from your work history. Include specific details that explain how much experience you have, and how and when you gained it. It is not enough to simply state that you meet the qualification, or list current or past responsibilities.
2. **Applications not accompanied by the application form and your resume will not be considered.**
3. Send your application form and resume and [by email](#). Please let us know if you cannot complete the application in the format required.
4. We thank all those who apply. **We will only contact those selected for further consideration.**

Questions?

Contact Human Resources at 613-995-0723 or [email us](#).