



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-AC-01

Title: Compliance Officer

Positions: Indeterminate / Term / Secondment / Interchange

Group and level: ET-03

Positions to be filled: 1

Salary: \$68,503 – \$83,429

Work environment: Hybrid

Closing date: May 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 Compliance Officer is responsible for initiating the communication and case management processes for individuals subject to the *Conflict of Interest Code for Members of the House of Commons* and the *Conflict of Interest Act*, for initiating post-employment communications, and for maintaining an up-to-date record of all nominations and public office holders.

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

Education

A secondary school diploma.

Experience

Experience in using various Microsoft Office applications such as Outlook, Word, Excel.

Experience in creating and maintaining electronic files.

Experience in establishing and/or maintaining working relationships with other work units, departments, or agencies.

Experience in creating, revising and/or formatting templates in Microsoft Word or Outlook.

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

Ability

Ability to communicate effectively in writing and orally.

Ability to research, analyze and interpret information.

Ability to perform tasks with accuracy and attention to detail.

Ability to follow directions, provide information, explain processes and respond to queries.

Ability to manage a number of files in parallel, set priorities, and meet established deadlines.

Competencies

Demonstrating integrity and respect

Thinking things through

Working effectively with others

Showing initiative and being action-oriented

Language requirements

Bilingual imperative CBC/CBC

Assets

Experience with customer relationship management software like Dynamics 365 or ServiceNow.

Experience with electronic records management system like Microsoft, SharePoint or GCdocs.

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. Please note that **we will communicate only with those selected for further consideration.**

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. While 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](#).