



Conflict of Interest and Ethics Commissioner
Commissaire aux conflits d'intérêts et à l'éthique

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 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: 25-EAP-AC-02

Title: Compliance Assistant

Positions: Indeterminate, Term, Assignment, Acting

Group and level: ET-02

Salary: \$58,221 - \$70,833

Closing date: July 7, 2025, 23:59, Eastern Time

A pool of qualified candidates will be created.

Who can apply?

This selection process is open to persons legally entitled to work in Canada, and citizens and permanent residents abroad. Preference will be given to Canadian citizens.

Some tasks for this job need to be done in the National Capital Region. If you get the job, you might have to move there or travel there at your own expense.

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 Assistant supports the day-to-day operations of the Advisory and Compliance team as well as the Director. In this role, you will:

- monitor the general email box in order to track and file submissions from Members of Parliament and public office holders;
- review submissions to determine the completeness of files;
- communicate with Members of Parliament and public office holders, and coordinate with the team to obtain missing information;
- prepare, distribute and follow up on correspondence in order to request information and update records;
- be responsible for handling submitted encrypted documents and troubleshoot resulting IT issues;
- input information in databases, reconcile submitted information and manage electronic files to ensure the consistency, completeness and integrity of data.

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

Education

Secondary school diploma or an acceptable combination of education, training and/or experience.

Experience

Experience in providing administrative support.

Experience in creating, revising and/or formatting a template letter in MS Word.

Experience in compiling, validating, and reporting information.

Experience in creating and maintaining electronic files and databases.

Experience with Microsoft Office Suite.

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

Knowledge

Knowledge of general office procedures.

Knowledge of document management protocols for sensitive and classified documents.

Abilities

Ability to communicate effectively orally.

Ability to communicate effectively in writing.

Competencies

Research and analysis

Work and time management

Adaptability

Stakeholder relations

Professionalism

Team spirit and collaboration

Language requirements

Bilingual imperative BBB/BBB

Condition(s) of employment

Security clearance: Secret

Assets

Experience in working in a federal government or parliamentary entity.

Experience with CRM Dynamics or ServiceNow.

Experience with SharePoint.

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 some of the asset qualifications to choose candidates who best match what we are looking for in terms of skills, experience, and other criteria.

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 any of the applicable **asset qualifications** 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 resume by email at HR-RH@cie.parl.gc.ca.

Please let us know if you cannot complete the application in the format required.

Questions?

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

While we thank all those who apply, we will only contact those selected for further consideration.