



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 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 613-943-0724 or send an email to HR-RH@cie.parl.gc.ca.

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

About the job

Selection process number: 26-IAP-COP-04

Title: Communications Officer, Media and Public Relations

Positions: 18 months Term, Assignment, Acting

Group and level: ET-04

Positions to be filled: 1

Salary: \$79,465 – \$96,745

Work environment: Hybrid

Closing date: October 6, 2026, 23:59, Eastern Time

A pool of qualified candidates may be created for a term or indeterminate position.

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. Your presence at the Office is sometimes 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 Communications Officer, Media and Public Relations, provides professional communications expertise in support of the Office's mandate, reputation, and public accountability. The role includes planning and implementing communications activities for the media, the public, and internal audiences.

Key duties include responding to media and public inquiries, drafting a range of communication products such as media responses, web content, speeches, and internal communication materials, and supporting issues management and ensuring information is accurate, clear, non-partisan, and aligned with the Office's mandate and established communication protocols. The role also involves collaborating with internal management to support informed decision making and effective communication outcomes.

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

Education

A degree from a recognized post-secondary institution in Communications, Public Relations, Journalism, Political Science, or a related field, or an acceptable combination of post-secondary education, training, and equivalent work experience.

Experience

A minimum of four years of experience in any combination of the following areas:

- Media relations and/or public affairs, including responding to media or public inquiries, or
- Developing and implementing communications plans and strategies, or
- Researching, drafting, and producing a variety of communications products (e.g., media responses, briefing notes, web content, internal communication materials), or
- Coordinating and supporting communications projects or initiatives.

Experience briefing or advising senior management, orally and in writing.

Experience researching, analyzing, and synthesizing information from multiple sources to support communication activities.

Experience preparing written products such as briefing notes, reports, backgrounders, or other materials intended to support decision making or public communications.

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

Knowledge

Knowledge of communication best practices, principles, and techniques, particularly in the public-sector or non-partisan context.

Knowledge of issues management, media relations, and public communications, including considerations related to accuracy, transparency, and reputational risk.

Knowledge of research and information-gathering methods relevant to communications, including media monitoring.

Ability

Ability to analyze, synthesize, and summarize complex or sensitive information for diverse audiences.

Ability to draft clear and accurate communications products using plain-language principles, under tight deadlines.

Ability to communicate effectively orally, including in responding to questions and explaining information in a professional and neutral manner.

Ability to exercise judgment and discretion when dealing with sensitive information or high-profile communication issues.

Competencies

Demonstrating integrity and respect

Thinking things through

Working effectively with others

Showing initiative and being action-oriented

Adaptability and responsiveness in a fast-paced environment

Professionalism

Language requirements

Bilingual imperative CBC/CBC

Assets

Experience supporting or acting as media spokesperson, or working directly with media representatives.

Experience preparing and delivering presentations or briefings to internal or external audiences.

Experience supporting issues management or communications related to sensitive or high-profile matters.

Experience coordinating or managing communications-related projects or initiatives.

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 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 application form and resume by email, at HR-RH@cie.parl.gc.ca. 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 613-943-0724 or email us at HR-RH@cie.parl.gc.ca.