



Public Service Alliance of Canada  
Alliance de la Fonction publique du Canada

**COMMITTED TO EQUALITY  
IN THE WORKPLACE**

# Employment Opportunity

**Competition Start Date: October 13, 2020**

**Competition Number:** 9232-0005A-020  
**Position Title:** Women’s and LGBTQ2+, Human Rights Program Officer  
**Branch/Section:** Negotiations and Programs Branch/Programs  
**Employment Type:** Term up to nineteen (19) months  
**Classification:** Band 12  
**Global linguistic level:** Second language [CEFR](#) level: **B2**  
**Salary:** \$97,763 - \$110,035 plus \$1,486, 43 Bilingual Allowance  
**Group:** UNIFOR 2025  
**Location:** Headquarters, Ottawa  
**Bona Fide Occupational Requirement (BFOR):** There is a Bona Fide Occupational Requirement (BFOR) associated with the position and requiring the position to be filled by a **qualified woman and LGBTQ2+.**

**Purpose of Position**

Under the direction of the Programs Coordinator and REVP responsible for programs and as part of a team that includes other programs, is responsible for the development and maintenance of the PSAC Women’s and Human Rights Programs for the membership which has the goal of integrating Women’s and Human Rights issues into all areas of the union work and provide the PSAC with expertise in Women’s and Human Rights matters, specifically LGBTQ2+ rights.

**Qualifications**

*Knowledge:*

- Remain current with the changes in women’s and Human Rights issues, specifically LGBTQ2+ and related legislation and jurisprudence (federal and other jurisdictions);
- Good knowledge of issues related to employment equity and equity including disability; Indigenous peoples; the diverse racially visible communities; gay/lesbian/bisexual and transgender persons, including how these issues relate to each gender within the specific communities;
- Good knowledge of PSAC programs and policies, the labour movement, adult education techniques;
- Knowledge of budget preparation and monitoring.

*Abilities:*

- Ability to manage the program, organize conferences / events / campaigns;
- Ability to communicate with members who identify as women and inspire others to achieve collective goals;
- Strong oral and written communication skills;
- Ability to communicate with a variety of people, inside and outside of the union involving complex, detailed and sensitive issues;
- Ability to motivate members, provide direction, guidance; delegating/allocating tasks, and organizing/coordinating others and to act as mentor in various ways (technical/professional) and coordinating the work of a group of members and staff.
- Second language skills as per the Common European Framework of Reference for Languages (CEFR) level indicated above.
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*Personal Suitability:*

- High degree of interpersonal skills, tact, sound judgment to deal with a variety of complicated issues and problems;
- Good judgment in organizing the National Conferences to ensure a wide diversity of members are provided with the opportunity to discuss issues in a union content.

A detailed job description is available on our website: <http://psacunion.ca/jobs-psac> or on the attached document

**This competition is open to:**

Employees of PSAC, Components, and PSAC Holdings Ltd.	Members giving PSAC membership number.	General public.
<b>Closing Date: October 28, 2020 at 3:30 p.m. (Eastern Time)</b>		

**How to apply**

Please submit your résumé stating how your knowledge, skills and abilities relate to the qualifications of the position.

**Internal applicants should submit their résumé online through the intranet. PSAC Members and candidates from external should apply online at: [psacunion.ca/jobs-psac](http://psacunion.ca/jobs-psac).**

Indeterminate PSAC employees who meet all the qualifications of this position can request a transfer in accordance to the relevant collective agreement by sending a written request to the Human Resources Section on or before the closing date.

**Members should provide their membership number to be considered at the membership level.**

**Note:** The Public Service Alliance of Canada is committed to achieving and maintaining a representative workforce that ensures the full participation and advancement of traditionally under-represented groups. Applications are encouraged from equity groups including women, racially visible persons, Indigenous peoples, persons with disabilities, lesbian, gay, bisexual, transgender, queer/questioning, and two-spirited (LGBTQ2+) persons.

Accommodations are available on request for candidates taking part in the selection process. For accommodation needs or to obtain a copy of the documents in alternate format, please email [hractionrh@psac-afpc.com](mailto:hractionrh@psac-afpc.com).

*Please note that if you are found unqualified at any step of this competition (i.e. written exam, interview and/or exercise) you will need to wait 180 calendar days from the date of Human Resources' written notification of being found unqualified before you will be screened-in to a competition for a similar position.*