



OFFICE OF THE
**INFORMATION &
PRIVACY COMMISSIONER**
FOR BRITISH COLUMBIA

Job Posting:

Executive Administrative Assistant
EAA (E15) – Temporary, Full-Time
Salary range: \$60,161.40-\$68,045.59
Anticipated Starting Salary: \$63,576.49
Victoria, BC

The Office of the Information and Privacy Commissioner (OIPC) provides independent oversight and enforcement of BC's access and privacy laws under the *Freedom of Information and Protection of Privacy Act* (FIPPA), the *Personal Information Protection Act* (PIPA) and the *Lobbyists Transparency Act* (LTA).

The Executive Administrative Assistant is responsible for providing executive administrative support to OIPC senior management and, in the absence of the Executive Coordinator, providing administrative support to the Commissioner, Deputy Commissioners, Directors and OIPC staff. This includes receiving calls and responding to general inquiries from the public, scheduling, correspondence handling, report compilation and distribution, presentation development, records management, travel research and booking, and claim processing. The position makes use of a wide variety of office equipment and systems including telephone, voicemail, email, online calendar, word processing, scanning, multi-function printing, internet research, proprietary database input and queries, shredding, etc.

The Executive Administrative Assistant is required to exercise discretion and ensure confidentiality is respected in dealing with internal and external stakeholders.

We are striving to build a diverse team to represent the population we serve and to better meet the needs of our citizens. We encourage applications from Indigenous, Black or racialized persons, women, people with diverse gender identities or expressions, and/or people with disabilities.

Qualifications:

This opportunity may be of interest to those individuals who possess the following required qualifications:

- Grade 12 plus a certificate in office administration or equivalent.
- Office experience working in a confidential capacity.
- An equivalent combination of education and related experience may be considered.

Preference may be given to applicants with:

- Knowledge of structure and program deliverables of the Office of the Information and Privacy Commissioner.

Complete qualifications, including competencies, are outlined in the job profile which can be found linked at the bottom of this page.

This posting is to fill temporary, full-time position for **one year** and to create an eligibility list for similar temporary or permanent future opportunities. Temporary positions may become full or part-time, permanent status. This position is excluded from union membership.

This position may be performed virtually in extraordinary circumstances; however, the requirement is that candidates are available to work in person full-time from our Victoria office.

How to Apply:

Your application package must be submitted by email to: Recruitment@oipc.bc.ca, quoting the competition number 111064 in the subject line.

To apply for this position, you must submit a complete application package, which includes:

- 1) Your resume
- 2) A completed employment application form

Your application package must clearly demonstrate how your education and experience meet the position requirements. You must identify which positions you are relying upon to meet the criteria of relevant experience and how the position meets that criteria. In describing your education and experience, please pay particular attention to the position description, including the competencies and selection criteria.

Following the instructions above, only those applications received by email no later than **12:00 pm (noon) PST on Monday, March 25, 2024** will be considered. Incomplete or late applications will not be evaluated or acknowledged, and only those applicants who pass all initial screening requirements will be considered for the next step in the selection process. Your resume and employment application form may be evaluated as part of the screening process with respect to the position requirement to be able to communicate in writing in an effective manner. Candidates may be asked to complete a written assignment as part of the selection process.

Applicants who identify as Indigenous may choose to seek assistance with their application by accessing the [Indigenous Applicant Advisory Service](#) available through the BC Public Service.

To apply for this position, you must be eligible to work in Canada. You must be a Canadian citizen or permanent resident of Canada or authorized in writing to work in Canada under the federal *Immigration Act*. For further information, please refer to the [BC Public Service website](#).

If you have questions related to the competition process, please contact the HR team at Recruitment@oipc.bc.ca, quoting competition number 111064 in the subject line.

By submitting your application, you confirm that you have worked on it independently and you have not used AI technology or paraphrasing technology to prepare it.

Competition Number: 111064

Closing date: 12:00 pm (noon) PST, Monday, March 25, 2024

Information and Privacy Commissioner for BC
Promoting and protecting the information and privacy rights of British Columbians.
<http://www.oipc.bc.ca/>