



Office of the Merit Commissioner

Job Posting:

Program Audit Analyst, Band 1
Permanent, Full-Time
Salary Range: \$65,300.21 - \$93,100.19
Victoria, B.C.

This posting is to establish an eligibility list to fill similar future vacancies in a full-time or part-time temporary or permanent capacity.

The Merit Commissioner, an independent officer of the Legislature, provides independent oversight to uphold the principle of merit in public service hiring. To monitor the application of merit to public service appointments, as outlined in the *Public Service Act*, the Merit Commissioner is responsible for conducting random audits of appointments and reporting out the results. The Merit Commissioner also monitors the application of merit through [staffing reviews](#). Finally, the Merit Commissioner monitors the processes used for just cause dismissals to ensure consistency with government practices, policies and standards. The Merit Commissioner annually reports findings to the public through the Legislative Assembly.

The Program Audit Analyst plays a key part in the Office of the Merit Commissioner's work to conduct random audits of BC Public Service appointments and report out on findings. This position conducts detailed audits of hiring processes and appointments as part of the Merit Performance Audit Program. This position further supports the office by collecting, analyzing, and presenting data related to hiring and just cause dismissals reviews. In addition to audit, data analytics, and reporting responsibilities, the position also conducts research, writes reports, and undertakes other projects and assignments as required.

This position is part of a small team that includes core staff and contracted auditors. We are passionate about our work and enjoy working together. At the Office of the Merit Commissioner, we are guided by fairness, impartiality, and teamwork as we deliver on the Merit Commissioner's mandate. The Program Audit Analyst works independently as well as directly with all members of the team.

The Office of the Merit Commissioner works in a hybrid model. Flexible work options are available: specifically, upon meeting the requirements set out in a telework agreement, staff are permitted to work from home for part of the work week. All staff work together in the Victoria office on shared days during the week.

For complete details, please review the attached job profile.

This position is excluded from union membership. A criminal record check will be required.

For more information about our office, visit [our website](#).

To Apply:

DO NOT submit your application for this position through the BC Government Hiring Centre website. Applications submitted through the BC Government Hiring Centre will not be considered.

Your application package must be submitted by email to recruitment@meritcomm.bc.ca, quoting competition number 116730 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.

Application packages must be received by email no later than **12:00 pm (noon) PST, Friday, October 4th, 2024**. Incomplete applications, late applications, or applications submitted incorrectly 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.

The Office of the Merit Commissioner values diversity in the workforce. Consider joining our team and being part of an inclusive and rewarding workplace.

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](#).

NOTE: If your degree was obtained outside of Canada, you will need to confirm it has been assessed for equivalency through a recognized [Canadian Credential Evaluation Service](#). Confirmation for equivalency for your degree is required for you to be considered and will be requested prior to an offer of employment.

Your qualifications grid may be evaluated as part of the screening process with respect to the position requirement to be able to communicate in writing in a clear manner. Candidates may be asked to complete a written assignment or other assessment(s) as part of the selection process.

If you have questions related to the position or the application process, please email recruitment@meritcomm.bc.ca.

Office of the Merit Commissioner for BC
Upholding Fair Hiring in the BC Public Service
<https://www.meritcomm.bc.ca/>