



**Are you well practiced in human resources with experience in facilitating, reviewing and/or providing advice on the hiring process?**

**Do you thrive in an environment where fairness, reasonableness, and administrative fairness help drive the work you produce?**

**Would you enjoy the challenge of reviewing and auditing aspects of the hiring process, measuring it against legislative mandates, and supporting a merit-based BC Public Service?**

The Office of the Merit Commissioner (OMC) is a unique office that provides independent oversight of hiring and just cause dismissals processes in the BC Public Service. Reporting to the deputy commissioner, the program manager plays a key role on the audit team and in supporting internal staffing reviews as per the *Public Service Act*. This position also supports the team in communicating audit findings to organizations to help them improve hiring and just cause dismissals processes.

Become part of a team guided by human resources expertise, fairness, rigour, impartiality, and teamwork as we deliver on a unique mandate.

Located in downtown Victoria, this role offers a team-focused, collaborative atmosphere with flexible working conditions in a fantastic working environment where learning is valued. The OMC works in a hybrid model. All staff work together in the office on Tuesdays and Thursdays. Flexible work options may be available for other days of the week: upon meeting the requirements set out in a telework agreement, staff are permitted to work from home for part of the work week.

This posting is for one permanent, **part-time** opportunity. Part-time may be two or three days a week.

An eligibility list for the same or similar future opportunities may be established. This position is excluded from union membership.

Our office recognizes the value of varied cultural backgrounds, lived experience, education, and professional experience and we welcome applications from candidates with a variety of backgrounds,

influences, and experiences.

For more information about the Office of the Merit Commissioner, 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.**

To apply for this position, you must submit a complete application package to [recruitment@meritcomm.bc.ca](mailto:recruitment@meritcomm.bc.ca).  
**Your email must quote the competition number 121014 in the subject line.**

Your application must consist of:

- A resume that provides detailed information about your education and employment history in order to clearly demonstrate how you meet the required job qualifications listed in the attached job profile. Please ensure your employment history includes the month and year(s) for each job in your resume as well as job-related responsibilities.
- Employment Application Form
- Must be submitted by **September 3, 2025**

What to expect from the hiring process:

- Only those that pass the initial screening requirements will be considered for the next step in the selection process.
- Incomplete applications, late applications, or applications submitted incorrectly will not be evaluated or acknowledged.
- Requirement for written sample: If you pass the screening stage, you will be contacted to provide a sample of your written work. You must be able to provide the writing sample to continue in the competition.
  - The sample must be a work or volunteer-related writing sample that includes a recommendation or finding, is at least two pages long, and that you completed without the use of artificial intelligence (AI.) This includes using AI to research, draft, or organize the writing.
    - The exception is that you may have used the assistance of a program such as Grammarly for copy editing purposes, such as to correct spelling mistakes. You must document any use of AI for this purpose.
  - You may also be required to provide the name and contact information of a person who can speak to your role in writing the document.
  - Additional details will be provided if you are invited to submit the writing sample.
- After interviews, reference checks will take place for candidates who are selected to move forward in the competition.

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](#).

Please review the attached job profile to see the education, experience, knowledge, skills, and abilities to qualify for this opportunity.

If you have questions related to the position or the application process, please send an email to [recruitment@meritcomm.bc.ca](mailto:recruitment@meritcomm.bc.ca).

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