



Call for Interest

Making a difference for your colleagues

What is it?

Interested in a new challenge helping your public service colleagues? Public Services and Procurement Canada is looking for current and former public servants who are hard-working, passionate and want to resolve public service pay problems.

Who can participate?

If you are at the CR-04 level (or higher) you can help.

Location?

Opportunities at level are available across Canada, including Halifax, Miramichi, Montreal, the National Capital Area, Toronto, Winnipeg, Shawinigan, Edmonton and Vancouver. Preference will be given to those individuals available to work in these areas.

How do I apply?

Applicants at level will need to get their management approval for assignments, at level, of a minimum of 6 weeks. They should send their CV to the generic email address TPSGC.emploiservicesdepaye-jobspayservices.PWGSC@tpsgc-pwgsc.gc.ca and clearly indicate the stream and location of their choice. They will be provided all of the training required at one of the designated location.

The Streams?

The Public Service Pay Centre is looking for people at different levels with a variety of skills set to provide support in one of four streams:

1. Administrative support
2. Customer service
3. Compensation advisors and Compensation Analysts
4. Analysts (various)

Need more information?

Please call the Pay Services Employment Opportunities line at 1-844-798-5080.



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Stream #1 Administrative support

Levels: CR-04/CR-05/AS-01 or equivalent group and level

Duties: A variety of administrative support responsibilities in support of the Pay Centre's operations. The focus over the coming months will be mainly contributing to the implementation of recently signed collective agreements through data entry in our systems. These entries will allow fellow public servants to follow the progress of their own file. Part of the role may also involve cleaning data entry by removing duplicates and re-labelling cases as required.

Skills/Experience:

Experience using Microsoft Outlook, Microsoft Word, and Microsoft Excel. Also please indicate if you have experience in the creation and classification of electronic records or experience working in accounts receivable and analyzing financial data.

Stream #2 Customer Service Representatives

Levels: AS-01 to AS-02

Duties: Provide support in a client service contact centre handling incoming calls from federal employees experiencing pay related issues. Contacting clients by phone and email to provide updates or to follow up on pay related issues.

Skills/Experience: Client service and communications experience are required. Experience working in a call centre is an asset. Experience working with telephone systems, case management tools or the Phoenix pay system is an asset.

Stream #3 Compensation Advisors and Compensation Analysts

Levels: AS-02 to AS-06

Duties: Process pay transactions and provide management with analysis and recommendations on complex cases.

Skills/ Experience: Experience processing pay with the Regional Pay System and/or Phoenix Pay System. Working with PeopleSoft is also an asset. As well, employees who have experience analyzing and making recommendations to address pay-related issues.

Stream #4 Analysts (various)

Levels: FI 01 to FI 03, AS-01 to AS-04

Duties: Research multiple Government of Canada collective agreements and proceed in retroactive calculations, based on requirements for ratified collective agreements.

Skills/Experience: Experience with financial systems or accounts payable.

If you want to submit your application and CV, please send it to TPSGC.emploiservicesdepaye-jobsponsors.PWGSC@tpsgc-pwgsc.gc.ca.