



Selection process number: 033-UK-03-26

Position number: 3214-UK-120-F

HR Clerk

Are you looking to join a team of motivated Canadian Armed Forces (CAF) Administrators who always put their customers and stakeholders first? Do you want to support the CAF mission by providing professional administrative support to our serving members and their families? Do you want to work in an environment where there's always something new to learn? If you think you have what it takes to assist CAF members relocate to and settle in UK, then we have the ideal position for you:

What you will be doing?

- Responding to employee inquiries and providing clear, professional support and guidance on administrative processes.
- Processing a variety of administrative tasks, including leave, payroll updates, and pay-related transactions.
- Administering benefits, allowances, and all related documentation with accuracy and confidentiality.
- Maintaining organised, up-to-date human resource records, files, and database entries.
- Collaborating with a team that recognises that our people are the foundation to our success.

What qualities do you offer?

- Exceptional customer service skills, with an ability to communicate clearly and professionally.
- The ability to use your discretion when dealing with sensitive or confidential information.
- A collaborative mindset with the willingness to support colleagues and contribute to a positive team culture.
- An eye for detail to ensure that non-compliance issues are avoided and that quality standards are maintained.
- Adaptable to changing priorities or tasks.
- An ability to plan and organise your tasks with minimal supervision.

Branch/Unit	CFSU(E) Det London
Location	Ruislip, United Kingdom
Internal Job Title	Common Services Clerk
External Job Title	HR Clerk
Deadline to register on RCPO Inventory	8th October 2026 @ 23:59h CET (Berlin time)
Work week hours	37.5 (full-time) This position is intended to be staffed on a full-time basis. However, part-time employment may be considered for the successful candidate, subject to operational requirements and management approval.
Classification	LE-A1

Starting Salary (step 1, gross)	£3,029.42 GBP per month Full salary details, including all incremental steps, is available on request.
Positions to be filled	1 A candidate pool of partially or fully qualified candidates may be created following the interviews. Underfills may be considered if no qualified candidates are found.

Essential Qualifications*

Essential Education (*must be clearly evidenced on your CV and/or letter):

- Successful completion of, at minimum, a high school diploma. Equivalent, relevant work experience can be accepted in lieu of a high school diploma.
An equivalent, relevant experience is defined as a minimum of two years of experience providing administrative support services in an office environment.

Essential Language (*must be clearly evidenced on your CV and/or letter):

- Fluent English is essential.

Essential Experience (*must be clearly evidenced on your CV and/or letter):

- Experience providing client service.
- Experience using the following Microsoft Office applications: Excel, Word and Outlook.
- A minimum of one year of experience providing administrative or financial support services in an office environment.

Essential Skills & Abilities (to be assessed at a later date via written assessment & pre-recorded video interview):

- Ability to work independently
- Ability to plan and organize
- Client service orientation
- Teamwork
- Discretion
- Adaptability
- Attention to detail
- Ability to communicate effectively orally
- Ability to communicate effectively in writing

Asset Qualifications

Desirable, but not essential. Could be applied / assessed at a later date (may be needed for the job)

Asset Experience

- Experience providing HR related support is an asset but is not essential.
- Experience interpreting policies and procedures is an asset but is not essential.
- Experience using an electronic records management system is an asset but is not essential.
- Experience using Microsoft SharePoint is an asset but is not essential.
- French is an asset but is not essential.

Conditions of Employment

- Must be able to obtain and maintain a Reliability status
- Willingness & ability to upgrade their security status to NATO Secret, if required to do so.

Operational & Organisational Requirements

- Depending on work requirements, hours of work may vary from time to time.
- Willingness and ability to complete mandatory education/training relevant to the position, and maintain the relevant certification throughout the duration of employment.
- For operational or unforeseen business reasons, employees must be willing and able to work from home, if requested to do so by their supervisor.

Additional Information

- This position is open to Adult Dependents (LEE) who are registered on the Regional Civilian Personnel Office (RCPO) Inventory and who meet all the NATO SOFA requirements to be eligible for employment as part of the Canadian 'civilian component'. This position is not accepting applications from Local Nationals.
- This position requires presence at the workplace and is only open to Adult Dependents who are living a commutable distance from the work location (e.g. less than 50 a mile drive from Ruislip).
- Your application must include a valid email address, and you must ensure that this address is functional and monitored at all times and accepts messages from unknown users (some email systems block these types of email). It is the candidates' responsibility to inform us of a change of contact information during this selection process. Failure to respond in a prescribed timeframe may result in elimination from this process.
- You may be assessed using one or more of the following tools: written assessments, interviews (pre-recorded video, Microsoft Teams or in-person), reference checking, and other assessment tools.
- Your overall conduct and communications, including email correspondence and telephone calls, throughout the entire process may be used in the assessment of qualifications.
- Achieving the pass mark on any of the assessments used does not mean you will move forward in the selection process. Management may decide to use a score that is higher than the pass mark on any of the evaluations used throughout the selection process.
- Appointments are based on merit, which is achieved when the person appointed meets the essential qualifications for the work to be performed, and consideration has been given to:
 - a) Any additional or desirable qualifications that are an asset to performing the work or for the organization, currently or in the future;
 - b) Any current or future operational requirements; and/or
 - c) Any current or future organisational needs.
- Costs associated with assessment, obtaining documentation to achieve reliability status or relocation will not be paid for or reimbursed by the employer (i.e. travel or any other associated costs/fees)
- Lateral transfers are possible within the organization, and these individuals will be given preference in the staffing process.
- Only applications submitted in English or French will be considered.

WHO IS INTERESTED?

You are kindly asked to ensure that you are fully registered on the RCPO Inventory (talent pool) BEFORE the deadline date of 8th October 2026 @ 23:59h. If you do not have an active RCPO Inventory registration, you can complete it here: [RCPO Inventory](#)

After this deadline date, our team will review all fully completed RCPO Inventory (talent pool) registrations. Candidates who meet the following criteria will be invited to apply for the position:

1. Essential Education as per the Statement of Merit Criteria
2. Essential Language as per the Statement of Merit Criteria
3. Essential Experience as per the Statement of Merit Criteria

4. Located a commutable distance from the workplace (less than a 50 mile drive from Ruislip)

If you have any questions, please email the RCPO via CFSUERCPO-StaffingServices@forces.gc.ca before the deadline date.