



cmeec

Council of
Ministers
of Education,
Canada

Conseil des
ministres
de l'Éducation
(Canada)

THE COUNCIL OF MINISTERS OF EDUCATION, CANADA (CMEC), is an intergovernmental agency providing leadership in policy development, program administration, and research at the pan-Canadian and international levels. Located in the heart of Toronto (steps from the St. Clair subway), CMEC is seeking a:

BILINGUAL ANALYST, LEARNING ASSESSMENT PROGRAMS

Full-time, regular contract

Current annual salary range: \$60,650 – \$82,250

CMEC offers the opportunity to work in a dynamic, collegial, and bilingual environment that promotes professional development and career advancement.

Position summary:

This position supports the successful implementation of flagship projects that assess the knowledge and skills of students at the pan-Canadian and international levels, such as the Pan-Canadian Assessment Program (PCAP) and the Programme for International Student Assessment (PISA). The **Analyst, Learning Assessment Programs**, applies his or her expertise to the preparation and verification of assessment materials and contributes to the drafting of reports for educators, education decision makers, and other stakeholders.

Key Qualifications

- Superior skills in French and English, both oral and written (candidates may be asked to provide writing samples)
- University degree with specialization in social sciences or relevant discipline
- At least two years of experience (typically gained through work at related organizations or government institutions) with large-scale reports and/or other publications dealing with social, economic, or education policy
- Strong writing skills in both French and English to prepare a variety of complex documents such as reports, communications materials, and briefings
- Exceptionally detail-oriented, with strong organizational skills and the ability to meet critical deadlines
- Excellent knowledge of research methodology, statistical analysis, and reporting
- Exceptional research skills to stay current with developments in the field of specialization
- Demonstrated experience managing competing priorities
- Knowledge of Canada's education systems and labour markets
- Strong interpersonal skills to develop and maintain networks of senior government officials and build and maintain positive working relationships with stakeholders
- Ability to work independently and collaboratively within a team

Please send an electronic version of your cover letter and résumé to the Council of Ministers of Education, Canada (CMEC), to the attention of Human Resources at hr@cmecc.ca, by **4:00 p.m. EST, December 5, 2018**. For more information, visit us at www.cmecc.ca.

CMEC welcomes applications from persons with disabilities. Accommodations are available upon request for candidates taking part of the selection process.

CMEC thanks all candidates for their interest in this position. Only those who are selected for an interview will be contacted. Candidates must be legally entitled to work in Canada.

CMEC is an equal-opportunity employer.