



**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 MANAGER, TEACHER CERTIFICATION INITIATIVES**

**Full-time, 7-month contract**

**Current annual salary range:** \$75,444–\$97,373, depending on experience and qualifications

**Start date:** Beginning of December 2020

#### **Position summary:**

The bilingual **Manager, Teacher Certification Initiatives** is responsible for managing the Pan-Canadian Assessment Centre and Integration of Internationally Educated Teachers project, in coordination with the CMEC Registrars for Teacher Certification Canada (RTCC) and its two working groups. This role will appeal to individuals with strong project management skills.

Reporting to the Canadian Information Centre for International Credentials (CICIC) coordinator and supported by an analyst, the manager leads all aspects of project implementation, including managing contractors, setting and tracking work plans and budgets, communicating with a broad range of stakeholders, and assuring high-quality project deliverables and outcomes. The incumbent will engage with governments' senior officials, professional regulatory bodies responsible for teacher certification in Canada, and external expert consultants.

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

#### **Key qualifications**

- A degree in business, education, public administration, public policy, or other relevant field
- Superior command of English and French, both written and spoken
- Three to five years of mid- to senior-level experience in the public sector or a professional regulatory body
- Experience with managing large-scale projects, committee work, and managing a budget
- Excellent interpersonal, multitasking, and presentation skills
- Highly developed networking and negotiating skills
- Highly developed decision-making and problem-solving abilities

- Well-developed research skills
- Computer literacy
- Knowledge of, and sensitivity to, federal and provincial/territorial intergovernmental relations

Preference may be given to candidates with one or more of the following:

- Experience in the public sector or a professional regulatory body
- Knowledge of teacher-education programs, qualifications issued to teachers in Canada, and the assessment and recognition of qualifications
- Experience managing government-funded projects

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](mailto:hr@cmecc.ca), by **4:00 p.m. EDT, October 12, 2020**. For more information, visit us at [www.cmecc.ca](http://www.cmecc.ca).

CMEC welcomes applications from persons with disabilities. Accommodations are available upon request for candidates taking part in 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.**