



cmecc

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, 7-month contract

Current annual salary range: \$62,634 – \$87,554

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), the Progress in International Reading Literacy Study (PIRLS), and the Programme for International Student Assessment (PISA). The **Analyst, Learning Assessment Programs**, will maintain working relationships with officials in provincial and territorial ministries/departments and schools to support a range of projects coordinated through the assessment unit.

Key Qualifications

- Superior skills in French and English, both oral and written (candidates may be asked to provide writing samples) to prepare a variety of complex documents such as reports, communications materials, and briefings
- 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
- Demonstrated experience managing multiple projects with multiple stakeholders and competing priorities
- Demonstrated ability to prepare project plans, monitor progress, and track timelines
- Demonstrated experience managing competing priorities
- Knowledge of Canada's education systems

- 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 Kathryn O'Grady, Coordinator Learning Assessment programs at k.ograde@cmecc.ca, by **4:00 p.m. EST, November 13, 2020**. 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.