



**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 education 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, Programme for International Assessment of Adult Competencies (PIAAC)**

**Full-time, 15-month contract**

**Annual salary range: \$75,444–\$97,373**

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

**Position summary**

Reporting to the Coordinator, Postsecondary Education and Adult Learning, and working closely with the Coordinator, Learning Assessment Programs, the **Manager, PIAAC**, provides support to provinces and territories in the planning and implementation of the next cycle of PIAAC.

The Programme for International Assessment of Adult Competencies is an international assessment from OECD of the foundational skills of adults between 16 and 65 years of age administered in a large number of countries around the world, including Canada.

The **Manager, PIAAC**, is responsible for managing deliverables and timelines related to agreements stemming from Canada's participation in PIAAC; acts as liaison with key partners such as Employment and Social Development Canada (ESDC) and other stakeholders in planning for PIAAC 2021–22; supports provincial/territorial representatives at Canadian and international meetings; develops a pan-Canadian research plan; and coordinates the flow of information to and from provinces and territories.

**Key qualifications**

- Superior command of French and English, both written and spoken
- Three or more years of experience with project management of multi-stakeholder initiatives
- Excellent knowledge of pan-Canadian education issues
- Excellent diplomacy and political acumen, with the ability to navigate complex, concurrent priorities in stakeholder relations
- Experience with large-scale assessments or surveys

- Experience developing research programs, including dissemination activities
- Experience with intergovernmental relations
- Strong interpersonal and negotiating skills to work with senior representatives of provincial/territorial and federal governments and other stakeholders
- Exceptionally detail-oriented, with strong project-management and organizational skills, and the ability to provide project deliverables on time and on budget
- Strong analytical and reporting capabilities
- Experience managing data and analyzing information to make presentations and project recommendations
- Graduate degree in educational policy or assessment, public policy or administration, or other relevant field (or a superior combination of education and experience)

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, May 25, 2021**. 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.**