



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:

TWO (2) BILINGUAL DATA OFFICERS, LEARNING ASSESSMENT PROGRAMS

- **One full-time position**
- **One full-time 12-month contract position**

Current annual salary range: \$57,680–\$70,730, depending on experience and qualifications

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, including the Pan-Canadian Assessment Program (PCAP), the Programme for International Student Assessment (PISA), the Progress in International Reading Literacy Study (PIRLS), and the Trends in International Mathematics and Science Study (TIMSS).

The **Data Officer, Learning Assessment Programs**, assists the data specialist with the collection, verification, dissemination, and storage of information related to large-scale assessment projects. The Data Officer also contributes to the work of the overall management of data-related activities associated with item development and banking, standard setting, and coding sessions related to the assigned projects. Responsibilities include the design of databases, where necessary; the organization of data capture (automatic or manual), including the management of the operations at coding sessions, when applicable; data integrity and validation checks; and the implementation of security protocols related to access to the data and their long-term safekeeping.

Key qualifications

- Bilingual (French and English), with excellent spoken and written skills in both languages
- Postsecondary diploma or degree in a related field is an asset
- Advanced knowledge of Microsoft Excel and ability to develop applications in Microsoft Access
- Experience with large-scale datasets and large-scale data-collection activities, preferably in the field of education
- Knowledge of data security and protection of privacy protocols and regulations
- Knowledge of and ability to use the following programs is an asset: Remark, Data Management Expert (DME), WinW3S, Online Survey System (from IEA), SPSS Complex Samples Module, online survey software such as Survey Monkey or Fluid Surveys
- Exceptional computer skills, with experience working with and troubleshooting data-collection and analysis programs
- Strong organizational, multitasking, time-management, and priority-setting skills
- Strong attention to detail
- Good project-management skills
- Ability to work collaboratively within a team
- Well-developed interpersonal skills
- Ability to communicate clearly and effectively
- Demonstrated ability to exercise discretion in dealing with sensitive, confidential matters
- Knowledge of, and sensitivity to, intergovernmental relations

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, April 30, 2021**. 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 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.