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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 SENIOR ANALYST, INTERNATIONAL

Full-time position

Current annual salary range: \$64,605–\$90,300

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

Position summary:

The **Bilingual Senior Analyst** supports the International unit, liaising on international activities with a focus on three major international organizations: the Organisation for Economic Co-operation and Development (OECD), the United Nations Educational, Scientific and Cultural Organization (UNESCO), and the Commonwealth.

This role will appeal to individuals with strong research and writing skills (to produce briefing notes and reports for a range of stakeholders that include ministers of education), the intellectual curiosity and rigour to monitor and investigate emerging developments in education in Canada, and the ability to make the appropriate linkages with topics discussed at international ministerial meetings. The position will support the Director, International, in overseeing the development and progress of various files.

Key Qualifications

- Superior communication skills in both French and English (spoken and written)
- Strong writing skills in both French and English to prepare a variety of complex documents such as reports, communications materials, and briefings
- University degree in a field that emphasizes research, analysis, and writing
- Exceptional research skills (both qualitative and quantitative) to stay current with developments in the field of specialization, combined with a keen interest in developing breadth and depth of knowledge in education
- Knowledge of Canada's education systems, government relations, structures, and policy, and/or experience in the education system

- At least five years' 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
- Exceptional project-management skills and experience
- Demonstrated experience managing competing priorities
- Exceptionally detail-oriented, with strong organizational skills and the ability to meet critical deadlines
- Highly collaborative, with strong interpersonal and networking skills to develop key contacts across Canada (needed to acquire and share information) 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. EDT, May 12, 2017**. 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.