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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 DIRECTOR, ADMINISTRATION**

### **Full-time position**

**Current salary range: \$115,000 – \$131,450 + full benefits package**

Reporting to the Executive Director and as part of the leadership team, the **Director, Administration**, has accountability for the development, implementation, and support of financial, administrative, human-resource, and IT systems to enable CMEC to realize its strategic priorities.

The Director, Administration, advises on financial reporting and risk management to CMEC leadership with respect to key performance metrics, the financial integrity of the organization and operational effectiveness, and controllership.

This position offers a competitive salary based on experience and qualifications, as well as the opportunity to provide leadership in a dynamic, collegial environment, working with senior government officials, colleagues, and stakeholders. While the Director, Administration, will manage a human-resources manager and small finance and IT teams, this role is both strategic and hands-on, given the finance-lead aspects of the position. The successful applicant will also have the opportunity to implement systems, processes, and tools to streamline operations and upgrade financial reporting.

### **Key Qualifications**

- A minimum of five years' experience leading finance professionals
- Several years of additional responsibility for human resources, administration, and operations would be ideal
- Superior skills in managing hands-on reporting of data and in designing and implementing systems to deliver efficiencies
- Demonstrated knowledge and experience with modern controllership and best practices associated with good financial and business management (e.g., risk management)
- Superior command of French and English (both written and spoken)
- University degree in business/management and a professional designation in finance (CPA or equivalent)
- Excellent management, project-management, and planning skills to lead diverse functions and develop strategies and change-management plans
- Demonstrated skill and experience in managing professional and technical employees

- Highly collaborative, with strong interpersonal skills, to work with a broad spectrum of government officials, decision makers, and other stakeholders, exercising discretion and tact in confidential and sensitive situations and negotiations
- Capacity to present complex financial data and recommendations, reports, briefing notes, and high-level responses in a clear and concise manner for decision making
- Ideally, senior-level experience in the public sector or not-for-profit administration

If you wish to apply, please send an electronic version of your cover letter and résumé to the Council of Ministers of Education, Canada (CMEC), to the attention of [hr@cmecc.ca](mailto:hr@cmecc.ca), by **12:00 p.m. EST, February 15, 2017**. 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.**