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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 body 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 MANAGER, International Projects

Full-time, fixed-term 18-month contract

Current annual salary range: \$77,707–\$100,294, depending on experience and qualifications

Work arrangement can be remote, in-person, or hybrid

This position is a member of the Canadian Office and Professional Employees Union (COPE) Local 343.

In joining CMEC, you will be part of a dynamic, intellectually stimulating, and collegial environment, in an organization that is focused on enhancing the quality of education for all Canadians. You will work with government officials, international partners, and colleagues from across the organization and around the country.

The **Manager, International Projects** oversees a range of projects and initiatives related to CMEC's work in Early Learning and Elementary-Secondary Education (EL-ESE), including activities involving relevant OECD projects. Such work entails the coordination of provincial/territorial input regarding these projects. The Manager will attend meetings; coordinate exchanges of information; and liaise with ministries and departments of education when required. This work will be carried out in collaboration with the Canadian representatives to the projects and with oversight from relevant committees. The Manager will also support the work of Canada's representatives to the projects and will be responsible for synthesizing knowledge and disseminating information about trends, best practices, and research from the projects to help inform provincial/territorial policies and practices.

The Manager is responsible for the analysis of data and information, targeted research, and for the development of reports, either directly or in support of a third-party contractor, as required.

The Manager is responsible for managing project plans and timelines and working with staff to ensure deliverables are completed on time and on budget (e.g., publications and provincial/territorial scans).

The objective of the EL-ESE unit is to support the work of CMEC in advancing the policy objectives, activities, and deliverables outlined under the CMEC Strategic Plan.

This position reports directly to the Coordinator, EL-ESE.

Key responsibilities

Writing

- Writes several types of documents for a range of audiences, and in many different formats: research summaries, briefing notes, ACDME and CMEC meeting materials, records of decisions, correspondence, presentations

Project management

- Oversees a range of international projects and initiatives related to CMEC's work in EL-ESE, including all activities related to relevant OECD projects
- Develops and implements project budgets, timelines, and critical paths
- Coordinates the logistics and organization of in-person and virtual committee meetings
- Supports the work of Canada's representatives to international projects

Research, analysis, and policy development

- Conducts research regarding: environmental scans; provincial, territorial and federal policies and programs; academic papers; surveys, etc.
- Prepares policy options and recommendations, briefing notes, position papers, presentation packages for senior officials based on quantitative and qualitative information
- Compares and provides overviews of different educational regimes and policy environments
- Coordinates exchanges of information and liaises with ministries and departments of education

Key qualifications

- A minimum of three years' experience in a relevant field. Such experience is typically gained through work at provincial/territorial ministries/departments of education or in educational institutions
- Graduate degree (master's or PhD) in education, policy, or related field or equivalent work experience
- Experience in a managerial role, managing projects at the pan-Canadian and international levels or of equivalent scale, would be considered an asset
- Superior oral and writing skills required in both English and French
- Strong research, analytical, and conceptual abilities, including ability to use qualitative, quantitative, and statistical data/information to clearly convey information
- Demonstrated ability to design and prepare effective information packages and presentation materials in support of briefings and international meetings
- Experience with presenting data, research and ideas, organizing information to easily convey key messages for senior decision-makers and government officials
- Good knowledge of intergovernmental organizational structures and communication and management protocols
- Excellent project- and task-management skills

- Ability to work under tight deadlines and under pressure
- Highly developed decision-making and problem-solving abilities
- Ability to exercise discretion and tact in sensitive and confidential situations, and ability to protect highly confidential and politically sensitive material
- Experience with intergovernmental relations, structures, policies
- Familiarity with Canadian education systems and knowledge of, and sensitivity to, federal and provincial/territorial intergovernmental relations
- Demonstrated ability to prepare project plans, monitor progress, and track timelines, as well as ability to provide project deliverables on time and on budget
- Ability to manage competing priorities and identify and mitigate project risks
- Ability to work effectively and collaboratively within pan-Canadian and international networks and with CMEC colleagues and relevant partners to achieve desired results
- Strong interpersonal skills to develop and maintain relevant networks and positive working relationships with CMEC teams, senior government officials, international project members, contractors, and other interested parties
- Experience with planning, developing, and delivering training and information sessions

The position offers a competitive salary based on experience, as well as a full benefits package, including:

- Competitive vacation allotment
- Twelve (12) paid statutory holidays
- Ten (10) paid sick days
- Five (5) paid personal days
- Personal wellness and professional development account (\$600 annually)
- Contribution towards employee's own retirement savings plan
- Health benefits
- Flexible work schedule, with the opportunity for hybrid or remote work

Please send an electronic version of your cover letter and résumé to the Council of Ministers of Education, Canada (CMEC), by **October 3, 2024**. For more information, visit us at www.cmec.ca.

CMEC is committed to fostering an inclusive, diverse, and accessible environment, where all employees, business partners, and clients feel valued, respected, and supported. If you require accommodation during the recruitment and selection process, please let our Human Resources team know.

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.