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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 ADMINISTRATIVE OFFICER, LEARNING ASSESSMENT PROGRAMS

Full-time position, fixed-term contract until July 2025, with the possibility of extension

Current annual salary range: \$53,182–\$72,326, 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 **Administrative Officer, Learning Assessment Programs** supports the successful implementation of flagship projects that assess the knowledge and skills of students at the pan-Canadian and international levels. These projects include the Pan-Canadian Assessment Program (PCAP), the Progress in International Reading Literacy Study (PIRLS), the Programme for International Student Assessment (PISA), and the Trends in International Mathematics and Science Study (TIMSS).

This position reports directly to the Coordinator, Learning Assessment Programs.

Key responsibilities

- Prepares and updates assessment administration–related resources (e.g., webpages, documents, manuals, form templates) and ensures the consistency of documents across large-scale assessment projects
- Organizes, verifies, and tracks the translation, copy editing, and layout of test instruments and materials, as well as other assessment-related documents, in collaboration with CMEC Secretariat staff, international contractors, and external service providers

- Oversees the test administration helpdesk by providing ongoing support, responding to queries, and maintaining communication logs
- Coordinates complex logistical arrangements for meetings and events, including preparing meeting documents and training resources
- Assists with data entry and verification, including following up with schools/test administrators and working with data and financial officers to support the verification of administration forms and expense claims
- Liaises with key partners (including senior government and school officials), consultants, and suppliers, as required
- Coordinates other operational and administrative work, as required

Key qualifications

- A minimum of three years' experience providing administrative support and following up on multiple files
- Excellent ability to communicate in both English and French (oral and written). Note: candidates may be asked to write a test or provide written samples
- Strong writing skills to prepare and review various communications and documents
- Excellent interpersonal skills to maintain positive working relationships with the other members of the Assessment team, CMEC Secretariat staff more broadly, and external partners
- Strong attention to detail
- Excellent computer skills, including facility with the Microsoft Office suite of products. In particular, must be able to format documents and manipulate and use spreadsheets and databases
- Strong organizational and task-management skills, with the ability to plan and prioritize work, meet tight deadlines, and work in a fast-paced environment
- Demonstrated experience managing competing priorities
- Excellent problem-solving skills
- General knowledge of Canada's education systems

NOTE: The selected candidate must be able to work outside normal business hours (e.g., starting at 7:00 a.m. or ending at 6:00 p.m. EDT) during test administration periods (April/May) to support helpdesk hours and schools across different time zones.

Please send an electronic version of your cover letter and résumé to the Council of Ministers of Education, Canada (CMEC), **by 4:00 p.m. EDT, 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.