



cmeec

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, TEST ADMINISTRATION, LEARNING ASSESSMENT PROGRAMS

Permanent, full-time position

Current 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, Test Administration** leads the successful implementation of the Programme for International Student Assessment (PISA), a multiyear, flagship, international project that assesses the knowledge and skills of 15-year-old students. In Canada, the assessment is administered across participating provinces and territories. The Manager facilitates all aspects of the project cycle, including work with the international project consortium, preparation of assessment instruments and materials, development of administration processes, assignment and training of test administrators, communication with schools and interested parties, assessment delivery, coding, and reporting of results. The Manager is responsible for managing project plans, workflows, and timelines, as well as working with staff to ensure all project deliverables are completed on time and within budget.

The Manager also works directly with senior representatives of pan-Canadian and provincial/territorial education committees to obtain consensus on assessment tools, processes, and implementation, and also provides support to streamline operational procedures across the other large-scale assessments coordinated by the assessment unit.

The position is supported by a shared team of analysts, psychometricians, a data specialist and data officers, administrative support, and translators and copy editors.

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

Key qualifications

- Superior command of English and French, both written and spoken
- Graduate degree (master's or PhD) in a relevant field, or undergraduate degree with equivalent work experience in project management and preparing reports
- A degree with a specialization in educational assessment and measurement is an asset
- Experience with educational programs or initiatives, typically gained through senior project experience at provincial/territorial ministries/departments of education, educational institutions, or private educational assessment companies
- Experience in a managerial role, managing projects at the pan-Canadian and international levels or of an equivalent scale is considered an asset
- Excellent knowledge of research methodology and statistical analysis is considered an asset
- Strong interpersonal skills to develop and maintain relevant networks and positive working relationships with CMEC teams, senior government officials, international project consortium members, contractors, and other interested parties
- Exceptionally detail-oriented, with strong project management and organizational skills
- Demonstrated ability to prepare project plans, monitor progress, and track timelines, as well as provide project deliverables on time and within budget
- Ability to manage competing priorities, and to identify and mitigate project risks
- Highly developed decision-making and problem-solving abilities
- Experience with developing and delivering presentations to large audiences
- Superior writing skills, with ability to analyze and convey complex data and information to a variety of audiences
- Ability to exercise discretion and tact in highly confidential and sensitive situations
- Knowledge of education systems in Canada
- Ability to travel within Canada and internationally for short durations a few times per year

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 (up to \$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 **4:00 p.m. EDT, October 30, 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.