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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 DATA OFFICER, LEARNING ASSESSMENT PROGRAMS

Full-time, fixed-term contract until November 28, 2025

Current salary range: \$59,410–\$72,852, 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 **Data Officer, Learning Assessment Programs** supports data-related work on flagship projects that assess the knowledge and skills of students at the pan-Canadian and international levels. Such 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

- Assist the data management team with the collection, verification, processing, coding, and storage of data related to large-scale assessment projects
- Assist the data management team with the ongoing development, management, and maintenance of databases, platforms, and applications related to large-scale assessment projects
- Develop database reports, forms, and queries
- Organize data capture (automatic or manual) activities, and conduct data-integrity and validation checks to ensure all required data are properly collected, tracked, and verified
- Implement security protocols related to data access and their long-term safekeeping in accordance with data privacy and protection regulations
- Contribute to the overall management of data-related activities associated with assessment-item development and banking, standard setting, sampling, assessment administration, and

- coding sessions related to the assigned projects
- Maintain communication with officials from provinces and territories, schools, school board/districts, test administrators, and external contractors regarding any required data follow-up
- Respond to data queries in a timely manner

Key qualifications

- Superior ability to both speak and write in English and French (candidates may be asked to write a test or provide written samples of previous work)
- At least one year of experience (typically gained through work at related organizations or government institutions) with large-scale data sets and large-scale data-collection activities or similar work, preferably in the field of education
- Exceptionally detail-oriented, with strong organizational skills and the ability to manage competing priorities to meet critical deadlines
- Highly collaborative, with strong interpersonal skills to work with relevant partners
- Strong communication skills, with the ability to present and deliver information clearly and effectively
- Ability to exercise discretion and tact in highly confidential and politically sensitive situations
- Strong computer skills

Additional assets

- Advanced proficiency in Microsoft Excel and Access
- Experience with database management systems (DBMS), ability to develop applications using database management software, and skills in database programming and management
- Knowledge of data security and protection of privacy protocols and regulations

To apply, please send a copy of your cover letter and résumé to the Council of Ministers of Education, Canada (CMEC), by **July 28, 2025, 4:00 p.m. ET**. 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.