



cmecc

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 ANALYST, POLICY

Full-time, one year contract

Current annual salary range: \$60,650 – 82,250

Search area: within commuting distance of 95 St. Clair Avenue West, Toronto

CMEC offers the opportunity to work in a dynamic, collegial, and bilingual environment that promotes professional development and career advancement.

Position summary:

The **Analyst** will support Canada's involvement in an international project coordinated in the CMEC Secretariat's Policy Sector. This role will appeal to individuals with strong policy-research and writing skills to produce complex written reports for a range of stakeholders that includes ministers of education and the public. The successful candidate will also have the intellectual curiosity and rigour to monitor and investigate ongoing developments in education systems in Canada and abroad.

Key Qualifications

- Superior skills in French and English, both oral and written (candidates may be asked to provide writing samples)
- University degree in a field that emphasizes research, analysis, and writing
- Strong research skills (both qualitative and quantitative), combined with a keen interest in developing a breadth and depth of knowledge in education
- Knowledge of government relations, structures, and policy, and/or experience in the education or public-policy domains
- Knowledge of Excel and the ability to produce statistical tables is an asset
- Exceptionally detail-oriented, with strong organizational skills and the ability to meet critical deadlines (project-management experience is desirable)
- Highly collaborative, with strong interpersonal and networking skills to develop key contacts across Canada (needed to acquire and share information)

Please send an electronic version of your cover letter and résumé to the Council of Ministers of Education, Canada (CMEC), to the attention of Human Resources at hr@cmecc.ca, **by 4:00 p.m. EDT, June 20, 2018**. For more information, visit us at 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.