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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 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, INTERNATIONAL

Full-time, 10-month contract

Current annual salary range: \$62,634–\$87,554, depending on experience and qualifications

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

Position summary:

The **Bilingual Analyst** supports the International unit, liaising on international activities with a focus on major international organizations, such as the Organisation for Economic Co-operation and Development (OECD), the United Nations Educational, Scientific and Cultural Organization (UNESCO), and the Commonwealth.

This role will appeal to individuals with strong research and writing skills (to produce briefing notes and reports for a range of stakeholders that include ministers of education), the intellectual curiosity and rigour to monitor and investigate emerging developments in education in Canada, and the ability to make the appropriate linkages with topics discussed at international ministerial meetings. The incumbent will report to the Director, International, and will work with a senior analyst, an analyst, and administrative professionals.

Key qualifications

- Superior command of French and English, both written and spoken
- University degree, with specialization in the social sciences, political science or related field, or equivalent work experience
- At least two years' experience (typically gained through work at related organizations or government institutions) with large-scale reports and/or other publications dealing with social, economic, or education policy
- Strong writing skills in both French and English to prepare a variety of complex documents such as reports, communications materials, and briefings

- Exceptionally detail-oriented, with strong organizational skills and the ability to meet critical deadlines
- Demonstrated experience managing competing priorities
- Knowledge of Canada's education systems, international relations, and current affairs
- Strong interpersonal skills to develop and maintain networks of government officials and build and maintain positive working relationships with stakeholders
- Knowledge of, and sensitivity to, federal and provincial/territorial intergovernmental relations
- Strong diplomatic acumen and judgement
- Ability to work independently and collaboratively within a team

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, July 24, 2020**. 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.