



**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:

## **LOGISTICS OFFICER**

**Full-time, permanent position**

**Current annual salary range: \$57,680–\$70,730**, depending on experience and qualifications

### **Position summary**

The **Logistics Officer** oversees the logistics involved in the computer-based administration of international and pan-Canadian assessments, including preparing of laptops (updating, packing, shipping); scheduling and managing the shipping of laptops and materials for schools; performing device verification for school computers; providing IT support to schools during test administration and during coding sessions and meetings; overseeing the IT helpdesk during test administration and maintaining communication logs; maintaining and organizing laptop inventory; and assisting with the data capture and verification.

This position supports the successful implementation of flagship projects that assess the knowledge and skills of students at the pan-Canadian and international levels, including the Pan-Canadian Assessment Program (PCAP), the Programme for International Student Assessment (PISA), the Progress in International Reading Literacy Study (PIRLS), and the Trends in International Mathematics and Science Study (TIMSS).

### **Key qualifications**

- Bilingual (French and English), with excellent spoken and written skills in both languages
- Postsecondary diploma or degree in a related field
- At least two years of experience (typically gained through work at related organizations or government institutions) with developing complex schedules for shipping and receiving
- Highly collaborative, with strong interpersonal skills to work with a broad spectrum of school officials and other stakeholders
- Ability to exercise discretion and tact in highly confidential and politically sensitive situations

- Demonstrated experience managing multiple projects with multiple stakeholders and competing priorities
- Demonstrated ability to prepare schedules, monitor progress, and track timelines
- Strong attention to detail
- Knowledge of Canada's education systems
- Ability to work independently and collaboratively within a team
- Experience with large-scale datasets and large-scale data-collection activities, preferably in the field of education
- Knowledge of data security and protection of privacy protocols and regulations
- Knowledge of, and ability to use, Microsoft Access and online survey software such as Survey Monkey or Fluid Surveys is an asset

This position will require on-site presence, since it involves manual handling of the equipment. 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](mailto:hr@cmecc.ca), by **4:00 p.m. EDT, September 30, 2021**. For more information, visit us at [www.cmecc.ca](http://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.**