



**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 agency providing leadership in education 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, EDUCATION DATA AND RESEARCH**

**Full-time, permanent position**

**Annual salary range: \$75,444 - \$97,373**

The Manager, Education Data and Research, oversees CMEC's coordination and participation in a number of key data and research activities that provide indicators concerning education in Canada and respond to CMEC objectives and priorities. Many of the activities are initiated through the Canadian Education Statistics Council (CESC), to improve the quality and comparability of Canadian education data and to provide information that can inform policy development in education. These include:

- [Indicators](#) – the Pan-Canadian Education Indicators Program (PCEIP) provides a set of statistical measures on education systems in Canada.
- [International Studies](#) – CESC coordinates Canada's participation in the OECD's education indicators projects, including its annual publication, Education at a Glance.

Reporting to the Director, Programs, the manager coordinates work on the Pan-Canadian Education Indicators Program, and works in close collaboration with colleagues at Statistics Canada, with a number of provincial/territorial groups, and with a small team at CMEC. The manager is responsible for project management for all aspects of the indicators program, and works on the development, review, and analysis of the range of indicators and related products. Effective collaboration with key partners will be essential.

### **Key qualifications**

- Superior command of French and English, both written and spoken
- Knowledge of education measurement, in particular with respect to pan-Canadian and international indicators
- Strong research skills (both qualitative and quantitative), combined with a keen interest in developing breadth and depth of knowledge in education
- Knowledge of Excel and the ability to produce statistical tables
- Knowledge of government relations, structures, policy, and Canadian education systems
- Experience managing projects at the pan-Canadian level or at equivalent scale

- Experience with presenting data and research; organizing a research or indicators program is an asset
- Budget management experience is an asset
- Graduate degree in education, policy, or related field
- Exceptionally detail-oriented, with strong project-management and organizational skills, and the ability to provide project deliverables on time and on budget
- Ability to work effectively and collaboratively within pan-Canadian networks and with CMEC colleagues and stakeholders to achieve desired results

**CMEC is open to considering a remote-work arrangement for this position.**

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 **12:00 p.m. EDT, December 3, 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.**