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 DATA OFFICER, LEARNING ASSESSMENT PROGRAMS
Full-time, 12-month contract
Current annual salary range: $57,680–$70,730, depending on experience and qualifications

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

This position requires some in-person work at the offices of CMEC.

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

Position summary

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).

The **Data Officer, Learning Assessment Programs**, assists the data specialist with the collection, verification, dissemination, and storage of information related to large-scale assessment projects. Working with the data management team, responsibilities include the organization of data capture (automatic or manual); data integrity and validation checks; and the implementation of security protocols related to access to the data, and their long-term safekeeping. The Data Officer also contributes to the work of the overall management of data-related activities associated with item development and banking, standard setting, and coding sessions related to the assigned projects.

Key qualifications

- Bilingual (French and English), with excellent spoken and written skills in both languages
- Postsecondary diploma or degree in a related field is an asset
- At least two years of experience (typically gained through work at related organizations or government institutions) with large-scale datasets and large-scale data-collection activities, preferably in the field of education
- Highly collaborative, with strong interpersonal skills to work with a broad spectrum of school officials and other stakeholders, and to exercise discretion and tact in highly confidential and politically sensitive situations
- Exceptional computer skills, and experience working with—and troubleshooting—data-collection and verification programs, including advanced knowledge of Microsoft Excel and Microsoft Access or other database tools (including ability to develop forms, queries, and reports)
- Knowledge of data security and protection of privacy protocols and regulations
- Knowledge of, and ability to use, the following programs is an asset: Data Management Expert (DME), WinW3S, Online Survey System (from IEA), and online survey software such as SurveyMonkey
- Strong organizational, multitasking, time-management, and priority-setting skills
- Strong attention to detail
- Ability to communicate clearly and effectively

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@cmec.ca, by **4:00 p.m. EDT, August 29, 2022**. For more information, visit us at www.cmec.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.