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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 body 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 SENIOR ANALYST, International Engagement and Education

12-month contract, Full-time position

Current salary range: \$66,716–\$96,133, depending on experience and qualifications.

Work arrangement can be remote, in-person, or hybrid

In joining CMEC, you will be part of a dynamic, intellectually stimulating, and collegial environment, in an organization that is focused on enhancing the quality of education for all Canadians. You will work with government officials, international partners, and colleagues from across the organization and around the country. This position is affiliated with the Canadian Office and Professional Employees Union (COPE) Local 343.

The Bilingual Senior Analyst, International Engagement and Education, will support the successful operations of the International Unit.

The Bilingual Senior Analyst will be responsible for leading on work related to OECD, UNESCO, and any other international organizations as deemed necessary. The Senior Analyst will also contribute their expertise in international education, collaborating on the Federal-Provincial Consultative Committee on Education-Related International Activities (FPCCERIA) and the Provincial/Territorial Consultative Committee on Education-Related International Activities (PTCCERIA) files on international students.

This role will appeal to individuals with a strong understanding of education in Canada and abroad, international relations, and with a strong capacity for rigorous research, writing, and analysis (to produce briefing notes, discussion/reflection papers, and reports).

The position will report directly to the Coordinator, International Education and Engagement.

Key responsibilities

1. Provides expertise on the work of CMEC with respect to international engagement and education, including consulting provinces and territories, developing CMEC's position on relevant issues, analyzing and preparing briefing materials and speaking points, developing options and recommendations, and contributing to briefings. The main focuses are ministerial and other high-level meetings, particularly meetings of the OECD and UNESCO, but also the G7, G20, OAS, APEC, and the Commonwealth, and two overarching OECD

committees, the Education Policy Committee (EDPC) and the Centre for Educational Research and Innovation (CERI), and CMEC engagement/relations with other countries.

2. Works directly with representatives of FPCCERIA and PTCCERIA, officials in provincial and territorial ministries of education and advanced education, international organizations such as OECD and others, federal government departments, and other relevant partners to advance the unit's work.

Key qualifications

- Superior oral communication and writing skills in French and English (candidates may be asked to write a test in their second language [French or English], and provide written samples of previous work)
- At least five years' experience in a relevant position
- Strong experience in international relations, international education, and policy analysis, including experience with international organizations and federal, provincial, and territorial governments
- Strong analytical and writing skills to prepare a variety of complex documents, such as discussion/reflection papers, reports, communications materials, and briefing notes
- Exceptional research skills (both qualitative and quantitative) combined with a keen interest in developing breadth and depth of knowledge and stay current on developments in domestic and international education
- Experience overseeing and coordinating participation in international meetings and projects
- Effective communication skills with a broad range of partners and audiences
- Strong diplomatic skills and excellent political acumen and judgement
- Exceptional relationship-building skills
- Advanced project-management skills
- Knowledge of Canada's education systems, government relations, structures, and policy, and/or experience in the education system and federal-provincial/territorial relations
- Strong project-management skills and experience
- Demonstrated experience managing competing priorities
- Exceptionally detail-oriented, with strong organizational skills and the ability to meet sometimes short deadlines
- Highly collaborative, with strong interpersonal and networking skills to develop and manage relations with key contacts across Canada (needed to acquire and share information, and to maintain positive working relationships with partners and allied organizations)

Preference will be given to candidates with one or more of the following:

- Knowledge of Canada's education system
- Experience in intergovernmental/multilateral relations
- Knowledge of/experience in international education

The position offers a competitive salary based on experience, as well as a full benefits package, including:

- Competitive vacation allotment

- Twelve (12) paid statutory holidays
- Ten (10) paid sick days
- Five (5) paid personal days
- Personal wellness and professional development account (\$600 annually)
- Contribution towards employee's own retirement savings plan
- Health benefits
- Flexible work schedule, with the opportunity for hybrid or remote work

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, by 4:00 p.m. EST, April 26, 2024. For more information, visit us at www.cmec.ca.

CMEC is committed to fostering an inclusive, diverse, and accessible environment, where all employees, business partners, and clients feel valued, respected, and supported. If you require accommodation during the recruitment and selection process, please let our Human Resources team know.

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.