



**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 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, Pathways to Teach Canada**

**Full-time position, 24-month contract**

**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, Pathways to Teach Canada** will support the successful implementation of the new services offered by this unit. Pathways to Teach Canada will provide a single point of entry for internationally educated teachers (IETs) to apply for licensure in participating provinces and territories by offering credential assessment and language-competency assessment services.

The Bilingual Senior Analyst, Pathways to Teach Canada responsibilities are to:

- Undertake research on the policies and procedures for the assessment and recognition of qualifications related to the teaching profession;
- Prepare briefing materials;
- Supervise the work of external consultants and third-party vendors;
- Assist in the management of the project activities and deliverables in general;
- Support the implementation of project activities related to credential and language competency assessments;
- Monitor and investigate emerging developments in teacher certification in Canada and internationally; and
- Make appropriate linkages with topics discussed at expert and international ministerial meetings.

The position will report directly to the Coordinator, Pathways to Teach Canada, and work closely with the Administrative Officer, Pathways to Teach Canada; registrars and senior representatives of participating provincial and territorial regulatory bodies for the teaching profession in Canada; third-party vendors who provide the services; and external expert consultants; and federal, provincial, and territorial government officials.

This role will appeal to individuals with a strong understanding of academic credential-assessment policies and procedures, as well as rigorous research, writing, and data-analysis skills (to produce briefing notes, discussion/reflection papers, and reports for a range of partners and allied organizations).

### **Key qualifications**

- Superior oral communication and writing skills in French and English (candidates might 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
- Experience in a professional regulatory body or at a postsecondary educational institution is desirable
- Master's degree in a field that emphasizes research, analysis, and writing
- 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) to stay current with developments in the field of specialization, combined with a keen interest in developing breadth and depth of knowledge in domestic and international education programs and certifications related to the teaching profession
- 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 critical 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
- Knowledge of teacher education programs
- Knowledge of the qualifications issued to teachers in Canada
- The assessment and recognition of qualifications in general

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, December 22, 2023**. For more information, visit us at [www.cmec.ca](http://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.**