

**Title: Program Evaluation Officer**

**Position Location:** Ottawa, Ontario, Canada

We currently have a one year term employment opportunity.

The position is located within NSERC (Natural Sciences and Engineering Research Council of Canada).

**CLASSIFICATION:** GR-7

**SALARY:** (\$57,524 – \$70,152)

**LANGUAGE REQUIREMENTS:** Bilingual Imperative CBB/CBB

**WHO CAN APPLY:** Canadian citizens and permanent residents residing in the National Capital Region

**JOB SUMMARY:**

Provides evaluation services and authoritative advice on evaluation related issues for the Natural Sciences and Engineering Research Council. Develops options strategies to manage major evaluation files/issues and multi-stakeholder relations. Plans, directs and conducts socio-economic evaluative studies and research addressing issues related to the mandate of the Council.

**EDUCATION:**

Graduation from a recognized university, with a bachelor's degree

**EXPERIENCE:**

Experience in the design, conduct, and the reporting on evaluative studies and/or surveys

**ADDITIONAL REQUIREMENTS/COMMENTS:**

Enhanced security level.

Candidates from outside the National Capital Region will be required to pay for their travel and relocation expenses.

A written exam may be administered.

**REFERENCE NUMBER: NS-06-0613**

**CLOSING DATE: February 10, 2006**

## **STATEMENT OF QUALIFICATIONS:**

### **KNOWLEDGE:**

Knowledge of the practice of program evaluation and program performance measurement as practiced within the federal government.

Knowledge of the university research environment, the research process and the process of transfer of research results to the user sectors.

Knowledge of evaluation methods.

Knowledge of methods of statistical analysis.

Knowledge of word processing and data processing and analysis computer packages.

### **ABILITIES:**

Ability to manage a workload and deliver products on time.

Ability to effectively manage concurrent and complex projects.

Ability to communicate orally and to write and present carefully articulated, well-reasoned, coherent reports and memoranda.

Ability to interact with sensitivity and persuasiveness with program managers in carrying out evaluation-related duties.

### **PERSONAL SUITABILITY:**

Effective interpersonal relationships (including tact and diplomacy)

Initiative

Thoroughness

Dependability

**We thank all of you for your interest in this employment opportunity. Please note however that only those applicants selected for further consideration will be contacted.**

**Please send your application by February 10, 2006, quoting the Reference Number: NS-06-0613 to:**

**NSERC (Natural Sciences and Engineering Research Council of Canada)  
Constitution Square, Tower II  
350 Albert Street, P.O. Box 1610  
Ottawa, Ontario K1P 6G4**

**Fax: (613) 943-8675**

**E-mail: [recruiting@nserc.ca](mailto:recruiting@nserc.ca)**

Candidates must fully demonstrate in their application that they meet all of the qualifications.

NSERC is committed to developing inclusive, barrier-free recruitment processes and work environments. If contacted regarding this competition, please advise the Council official in a timely fashion of any accommodation assistance which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

NSERC is an equal opportunity employer and encourages applications from women, members of a visible minority group, Aboriginal people and persons with disabilities.

Preference will be given to Canadian citizens and permanent residents.