

CONSULTANCY ASSIGNMENT TO DEVELOP A JOB QUESTIONNAIRE

Assignment Location: Ottawa, Canada

Anticipated Start Date of Assignment: July 2016

DESCRIPTION OF CONSULTANCY ASSIGNMENT

The [Canadian Bureau for International Education](#) (CBIE) – a national, not-for-profit, membership organization located in Ottawa, Ontario - is currently seeking a consultant to develop a job questionnaire intended to capture job-related data in support of the organization's job evaluation process. A joint job evaluation committee recently updated the organization's job evaluation program which comprises 11 sub-factors. Job evaluation decisions are determined using a point factor evaluation method. To date, job descriptions have been used to determine the point rating for individual jobs within the organization.

In addition to the use of job descriptions, CBIE desires to use a job questionnaire in order to collect additional job-related information that will serve to provide a complete picture of current jobs within the organization. It is planned that both the job descriptions and completed job questionnaires will be used by CBIE's joint job evaluation committee in undertaking job evaluation going forward for its 59 unionized employees.

The job questionnaire to be developed by the consultant would be intended to capture job-related data concerning the sub-factors within CBIE's job evaluation program. It is expected that on the basis of analysis of the organization's job descriptions and consultations with CBIE staff, the consultant would prepare a draft job questionnaire. This questionnaire would be reviewed by the joint job evaluation committee with input provided to the consultant. On the basis of this feedback, a finalized version of the job questionnaire would be submitted to CBIE for use as part of its internal job evaluation process.

As it relates to the disclosure of information, it is understood and agreed that the Consultant shall, during and after the effective period of the Contract, treat as confidential and not divulge, unless authorized in writing by the Canadian Bureau for International Education, any information obtained in the course of the performance of the Contract.

Unless otherwise agreed, the Consultant's assignment shall be performed at the Consultant's place of business. Meeting space will be provided as necessary by CBIE in order to support data collection, analysis and consultation through the assignment period. Technical and clerical support, supplies and equipment necessary to accomplish tasks are to be provided by the Consultant and included in the all-inclusive per diem rate of compensation.

CONSULTANT QUALIFICATIONS SOUGHT

- Minimum of ten years senior-level practical experience in conducting job analysis and job evaluation in a work setting, preferably within a non-government organizational context;
- Thorough understanding of human resources management practices and processes, including the interpretation of relevant human resources policies;
- Understanding of unionized environments;
- Experience analyzing job-related organizational information;
- Experience engaging in workplace consultations for the collection and analysis of human resources job-related information;
- Experience working in a diverse, multi-lingual project-based environment preferably with an international mandate;
- Strong analytical and organizational skills; and
- Knowledge of English and French an asset.

BACKGROUND ON CBIE'S JOB EVALUATION PROGRAM

CBIE's *Job Evaluation Program* presently serves as the organization's internal salary administration program. It is a program which was custom developed by Mercer in the mid-1980s to suit the non-governmental organization's unique needs, and subsequently updated in 1993, 2012 and 2016, respectively. As presently employed, the *Job Evaluation Program* consists of 11 sub-factors. Job evaluation decisions are determined using a point factor evaluation method.

There is currently a total of 27 unionized jobs which would need to be considered as part of the development of the job questionnaire. Job descriptions are presently available for each of the above-noted jobs.

SUBMISSION OF EXPRESSION OF INTEREST/PROPOSALS

Prospective consultants are invited to submit proposals/expressions of interest including the following documentation:

- Curriculum Vitae – the Consultant’s curriculum vitae must be provided including two recent work-related client references; and
- Written Proposal – the Consultant shall provide a brief written 1-2 page proposal articulating his/her intended approach to the above-described Consultancy Assignment, including an indication of the estimated level of effort and expected per diem rate for the assignment.

The daily rate should be based upon a 7.5 hour working day. Payment shall be for days actually worked. For work performed of a duration more or less than one (1) day, the daily rate will be prorated accordingly to cover the actual time worked.

Short-listed consultants will be interviewed by CBIE’s joint job evaluation committee as part of the consultant evaluation and selection process.

Should prospective consultants have any questions related to this posting, or require additional information/clarification, they are invited to contact CBIE’s Human Resources Manager in writing via e-mail at jobs@cbie.ca with the subject line: **Job Questionnaire Consultancy Assignment**.

Please submit expressions of interest/proposals as soon as possible.

All submissions must be submitted in writing via e-mail to the Human Resources Department at jobs@cbie.ca with the subject line: **Job Questionnaire Consultancy Assignment**.

The Canadian Bureau for International Education thanks all prospective applicants for their interest in this consultancy assignment. Due to the anticipated high volume of response to this consultancy posting, only short-listed applicants shall be contacted as part of the consultant evaluation and selection process.

ABOUT THE CANADIAN BUREAU FOR INTERNATIONAL EDUCATION

The Canadian Bureau for International Education (CBIE) is a national, bilingual, not-for-profit, membership organization dedicated to the promotion of Canada's international relations through international education: the free movement of ideas and learners across national boundaries.

CBIE's activities comprise scholarship management, civil society and public sector reform, research and information services, advocacy, training programs, professional development for international educators and other services for members and learners.

CBIE promotes the special interests of the international learner, both the foreign national studying in Canada and the Canadian studying abroad, through educational exchanges, scholarships, training awards and internships, technical assistance in education and other related services.

CBIE believes that international education is one of the best ways to create understanding among peoples and to develop enduring political, cultural and economic links among nations.

CBIE is a unique organization in Canada. Among the major national organizations, only CBIE covers the spectrum of Canadian education, from K-12 to postgraduate, public and private sectors. CBIE exclusively among national organizations is dedicated to international education.

CBIE has been a leader in this field for over 40 years, making Canada's mark in the world of international training and learning, and achieving beneficial linkages for Canada and our partner countries.

To learn more about CBIE, prospective consultancy assignment applicants are invited to visit our website: <http://www.cbie.ca>.