

The Pharmacy Examining Board of Canada (PEBC) is now inviting applications for 2 positions of **Exam Development Specialist (2 Year Contract)**. These are full-time, hybrid positions.

A competitive salary is offered. The positions will remain open until suitable candidates are found. All qualified candidates are encouraged to apply. It is a fundamental requirement of employment at PEBC that the employee is able to be physically present at the PEBC office in Toronto, Ontario, to perform their employment duties, for the number of in-office days required. All qualified candidates must be legally entitled to work in Canada.

PEBC is committed to attracting, engaging and developing a diverse and inclusive workforce.

PEBC welcomes and encourages applications from candidates with disabilities. If you require accommodation anytime during the recruitment process, please indicate this in your application.

Interested applicants are invited to submit their CV and a letter of interest.

Thank you for your interest in this position. Please note only shortlisted candidates will be contacted.

### **Position Purpose:**

Support structural enhancement of existing assessments. Support development, evaluation and implementation of new assessment models and services. Apply project management principles to support effective execution.

### **Responsibilities:**

#### **Assessments**

- Review existing assessments and identify opportunities to implement best practices for enhancements through research and environmental scans
- Prepare reports and proposals
- Collaborate with Project Lead and Exam Leads to propose changes to assessments and plan approach to develop, pilot, implement and evaluate assessment changes

#### **Project Management**

- Create project plans and monitor to ensure projects completed on time and on budget
- Use project management tools to ensure

#### **Perform other Duties as Required**

**Qualifications:**

- university degree (with post-graduate education in a relevant field is preferred)
- minimum 5 years experience in competency assessment development and / or education
- strong understanding of professional practice of pharmacists and pharmacy technicians
- strong written and verbal communication skills, experience with report writing and proposals
- experience coordinating projects with understanding of project management principles and tools
- registration as a pharmacy professional is an asset

**Working Conditions & Other Requirements:**

- Majority of work is performed at a desk in a temperature-controlled office environment, requiring sustained periods of computer use and visual concentration.
- Occasional light physical effort may be needed to transport examination or meeting materials.
- Applicable PEBC Remote Work Policy Category: B - with attendance in office 2 to 3 days per week and occasionally more, as needed.
- Travel to examination centres and attendance at local meetings and workshops, including on weekends or evenings, is often required.
- Available to work longer days (greater than 7 hours) as operational demands require.
- Overtime work as required or deemed necessary.
- Confidentiality and security of information and examination materials must be maintained at all times, both within and outside the office.