

Science and Technology Matters

The Canada Science and Technology Museum Corporation and its three Museums --- the Canada Agriculture Museum, the Canada Aviation Museum and the Canada Science and Technology Museum form a dynamic organization responsible for preserving and protecting Canada's scientific and technological past, present and future.

We are currently seeking an:

Executive Director, Corporate Secretariat

As the Executive Director, Corporate Secretariat, you will take up the unique and exciting challenges of managing the operations of the Board of Trustees and an effective corporate planning and reporting process.

You will be responsible for the development of key corporate documents, corporate policies, corporate responses in the areas of corporate governance, special government program initiatives. You will coordinate the Corporate evaluation research services, the corporate audit program, the Corporation's Access to Information and Privacy activities. You will also be responsible for activities associated with the duties of Secretary to the Canada Science and Technology Museum Corporation Foundation

Qualifications:

As a graduate or post graduate in Business Administration, Public Administration, Political Science, Communications or with relevant work experience, you have an in-depth knowledge of the structure, policies, mandate and mission of the Corporation, the legislative framework within which the organization operates as a Crown Corporation; Acts and regulations which applies to the Corporation; good knowledge of budgeting, planning, work flow management, risk management, auditing and social science research methods. Fluency in French and English is required.

Please forward your electronic résumé no later than **April 9, 2010** indicating reference # **2009/2010-CSTMC-070**, to competition@technomuses.ca

The CSTMC is committed to the principles of employment equity. We thank all candidates for showing interest in our Corporation; however, only successful candidate(s) will be contacted.