



The Maritime Provinces Higher Education Commission (MPHEC), located in Fredericton, New Brunswick, is seeking an individual to fill the following position:

Interim Chief Executive Officer  
(\$110,000 to \$130,000)

The Maritime Provinces Higher Education Commission (MPHEC) is an agency for co-operation in post-secondary education amongst the three Maritime Provinces. The agency is accountable to the Ministers responsible for post-secondary education in New Brunswick, Nova Scotia and Prince Edward Island. The Commission's Board of Directors is composed of members representing the three governments, the Association of Atlantic Universities, students and the public-at-large. The Commission is supported by a dedicated professional staff.

MPHEC is seeking an experienced individual to lead and supervise all strategic and operational aspects of the Commission. This position reports directly to the Board of Directors and is responsible for the day-to-day management and functioning of the MPHEC. This is an interim appointment that could lead to a permanent position.

With a primary orientation of serving a dynamic post-secondary learning community, your experience and skills will be directed to advancing quality assurance initiatives of the MPHEC in education programming, in research and data analysis and in strategic planning associated with issues and challenges in post-secondary education.

The CEO is the executive head of the Commission and has leadership responsibility for a range of activities, including human resources, financial services, information services and technology.

Responsibilities include but are not limited to:

- Develop and recommend annual budget for Board approval and prudently manage organizational resources within those budget guidelines;
- Manage human and financial resources of the Commission;
- Lead a high-performing team;
- Make high level decisions about policy and strategy;
- Maintain positive working relations with the Commission's stakeholders;
- Provide leadership and be proactive on issues facing the post-secondary sector;
- Provide advice to the Commission on matters relating to legislative, regulatory and financial policies, as well as on the implications of their decisions relating to financial, human resources, technological, administrative and other requirements of the Commission;
- Support operations and administration of the Board by advising and informing members on relevant issues facing the Commission;
- Develop high quality business strategies and plans to ensure their alignment with short-term and long-term objectives of the Commission;
- Represent the Commission on regional, provincial and national Committees;

- Monitor, on a regular basis, processes, programs and services to ensure they meet the legislative requirements of the Commission and the needs of its stakeholders;
- Liaise with stakeholders regarding post-secondary education;
- Ensure that the organization, its mission, programs and services consistently present a strong, positive image to relevant stakeholders;
- Build alliances and partnerships with other organizations;
- Act, with the Chair, as the official spokesperson for the Commission.

The ability to stimulate cooperative action among the Maritime Provinces in the post-secondary education sector, and to administer regional MPHEC programs and services are key skills and attributes of the CEO. The ideal candidate will be a seasoned professional with a business mindset who is able to see the “big picture” in a variety of settings. A proven track record working collaboratively with key stakeholders will be paramount.

Qualifications:

- Master’s degree in a related field and at least ten years’ experience in a senior level position.
- Excellent communication skills;
- Proven ability to manage in a complex environment;
- Experience in finance and human resource management;
- Ability to inspire confidence and create trust;
- Written and spoken competence in both French and English;
- A good understanding of the post-secondary environment in the Maritime Provinces;
- A good understanding of corporate governance will be considered an asset.

A benefits package is available to the successful candidate. Interested candidates must demonstrate in their cover letter how they have acquired the skills and qualifications for this position.

Please send your resumé including names of three references and a cover letter in confidence to:

Jean-François Richard  
 Chair  
 Maritime Provinces Higher Education Commission  
 18 Antonine-Maillet Avenue  
 Université de Moncton  
 Moncton, N.-B.  
 E1A 3E9  
 Email: richarjf@umoncton.ca

We thank those who apply, however, only those selected for further consideration will be contacted.

Closing date for applications is **Friday, March 17 at 4h30 PM.**