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## EXPERIENCE ASSESSMENT OFFICER

Professional Engineers Ontario (PEO) administers the *Professional Engineers Act* to serve and protect the public interest by licensing Ontario's 80,000 professional engineers and setting standards for and regulating the engineering profession in the province.

PEO has an immediate opportunity for a licensed professional engineer to support its Licensing and Registration Division in the role of **Experience Assessment Officer**. Reporting to the Manager, Licensure, this contract position is responsible for assessing an applicant's engineering experience qualifications as well as providing timely recommendations related to the engineering experience for licensure purposes.

Key responsibilities include:

- conducting detailed assessments of the quality of engineering experience of candidates for licensure (compare facts as presented to establish guidelines/standards/rules);
- documenting findings in database and preparing reports as required;
- determining the eligibility of applicants' engineering experience for licensure and making recommendations for licensure to the Manager, Licensure; and
- communicating technical information and outcomes of the assessment with applicants, their professional engineer referees and members of the Experience Requirements Committee (ERC), both verbally and in writing.

The successful candidate will possess a first-hand familiarity with engineering work and the ability to differentiate between engineering and non-engineering activities, combined with effective organizational skills with a keen eye for detail, excellent interpersonal skills, and demonstrated experience with database and office technology.

This is a contract assignment until the end of 2018.

Qualified professional engineers are invited to submit resumes in confidence no later than **August 18, 2017** along with a cover letter stating salary expectations to: [peopledevelopment@peo.on.ca](mailto:peopledevelopment@peo.on.ca).

*We thank all applicants in advance for your interest in our organization and advise that only those candidates selected for interviews will be contacted.*