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## EXPERIENCE ASSESSMENT OFFICER (One-year contract)

Under the authority of the *Professional Engineers Act*, Professional Engineers Ontario (PEO) governs over 87,500 licence and certificate holders and regulates professional engineering in Ontario. PEO's mission is to regulate and advance the practice of engineering to protect the public interest. Its vision is to be the trusted leader in professional self-regulation.

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 candidates' engineering experience for licensure (compare facts as presented to establish guidelines/standards/rules);
- Documenting findings in a 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, 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. The candidate will also have effective organizational skills, a keen eye for detail, excellent interpersonal skills, and demonstrated experience with database and office technology.

Qualified professional engineers are invited to submit resumes in confidence no later than **November 6, 2018** 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.*