**Applicant Instructions:**

All applicants are required to submit two documents (emailed as one submission):

1. Resume
2. Qualifications Matrix (see below)

**Qualifications Matrix:**

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| PART A: Eligibility to work in Canada | Confirmation is required |
| PART B: Vaccination Status | Confirmation is required |
| PART C: Education | You must clearly demonstrate **HOW, WHEN,** and **WHERE** you met the required education |
| PART D: Experience | You must clearly demonstrate **HOW, WHEN,** and **WHERE** you gained each type of required experience |
| Evidence of all essential qualifications listed above must be clearly presented for an application to be screened to the next phase in the competitive process.  **Failure to provide the above information in the format required will result in your application not being advanced in the selection process.**  **Please limit this qualification matrix to a maximum of four pages.** | |

**IMPORTANT:**

Information on your described skills, experience, etc. provided in the qualification matrix must be supported by your resume (including month/year of start and end dates)

**It is NOT sufficient to only state:**

* Qualifications are met; or
* See Resume; or
* To provide a listing of current or past responsibilities.

The job questionnaire is not intended to be a duplication of your resume.

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| PART A: ELIGIBILITY | |
| APPLICANT NAME: | |
| To be considered for this opportunity you must be immediately eligible to accept employment in Canada.  Please confirm YOUR CURRENT CITIZENSHIP/IMMIGRATION STATUS ALLOWS YOU TO ACCEPT EMPLOYMENT IN CANADA. | |
|  YES |  NO |
| To be considered for this opportunity you must be immediately eligible to accept employment in Canada. Please select the response that best describes your current legal entitlement to work in Canada:   I am a Canadian citizen or permanent resident   I have a valid temporary work permit   None of the above | |

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| PART B: VACCINATION STATUS |
| At the Office of the Auditor General, the health and safety of our people is a high priority. As such, proof of COVID-19 vaccination is required of all staff. It is a term of acceptance of employment that you agree to comply with all vaccination requirements. Our policy is aligned with the COVID-19 vaccination policy for B.C. public service employees.  Please confirm that you meet the COVID-19 vaccination requirement. Proof of vaccination will be required should you be successful in obtaining this position. |
|  I meet the COVID-19 vaccination requirement   I do not meet the COVID-19 vaccination requirement |

**IMPORTANT SCREENING INFORMATION:** SUPPORTING EVIDENCE TO CORROBORATE EDUCATION AND EXPERIENCE MUST APPEAR WITHIN THE APPLICANT’S RESUME, WITH CLEAR DATES (MONTH/YEAR) SO THAT THE NUMBER OF YEARS OF EXPERIENCE MAY BE VERIFIED.

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| PART C: EDUCATION |
| EDUCATION REQUIREMENT: Grade 12 or equivalent plus completion of recognized business, or office administration courses. An equivalent combination of education and experience may be considered |
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| PART D: EXPERIENCE |
| EXPERIENCE REQUIREMENT #1: Minimum two years’ office experience providing administrative support services. |
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| EXPERIENCE REQUIREMENT #2: Experience with organizing complex meeting and travel arrangement and maintaining electronic calendars/itineraries. |
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| EXPERIENCE REQUIREMENT #3: Experience preparing a variety of high-level, confidential correspondence, reports/documents. |
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| EXPERIENCE REQUIREMENT #4: Experience using MS Office Suite, including Microsoft Word, Excel, PowerPoint and Outlook. |
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| PREFERENCE #1: Preference may be given for experience working within an auditing office and/or within the B.C. public service. |
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| PREFERENCE #2: Preference may be given for experience working in a confidential capacity with executive level positions (Assistant Auditor General, Assistant Deputy Minister, VP/CFO or above). |
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| WHERE DID YOU HEAR ABOUT US? |
| Please tell us where you heard about this position (LinkedIn, BC Public Service Job Board, Indeed, word of mouth, etc.) |
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