

Assistant Management Analyst

Recruitment number: PD-0334-May09

Required supplemental questions

- All applicants must submit a written or typed response to each of the following questions.
 - The responses must be addressed individually and included with the application on a separate sheet(s).
 - Write your telephone number, including the area code, in the upper right corner of each page, but not your name.
 - Your responses will be used as part of your application evaluation.
- 1. Explain your experience with and knowledge of contract administration.**
 - 2. Describe your role in budget development and monitoring, and financial planning.**
 - 3. Describe your experience with computerized spreadsheets. What software programs are you proficient in? Describe the most complex spreadsheet you developed or worked with.**
 - 4. This position requires the incumbent to be highly motivated. The individual must be able to work independently as well as part of a team. Describe ways in which you have demonstrated these qualities.**