



Deputy Director of Management and Operations Questionnaire

Instructions to Applicants:

Please provide a written answer to each of the following questions and submit the completed questionnaire with your resume. Only those applications with this completed questionnaire and other documents listed in the vacancy notice shall be considered complete and evaluated. Applicants are requested to be as succinct as possible while providing the requested information.

- 1) Please describe your experience in Financial Management to include Accounting (*Years of experience and tasks*).

- 2) Please describe your experience developing and implementing budgets. Please also describe your experience preparing and presenting analytical budget reports (*Please precise de number of years*)



3) Please describe your experience in developing and/or delivering training. Describe the types of trainings and the methods of delivery.

4) Please describe any experience in all these topics: Procurement, Human Resource Management, Cashiering and Volunteer Management. *(Please precise de number of years)*

a) Procurement:

a) *Human Resource Management:*



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b) Cashiering:

c) *Volunteer Management:*

5) Please provide information on your level of education.

