**Applicant Instructions:**

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

1. Cover Letter
2. Resume
3. Qualifications Matrix (see below)

**Qualifications Matrix:**

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| PART A: Eligibility to work in Canada | Confirmation is required |
| PART B: Education | You must clearly demonstrate **HOW, WHEN,** and **WHERE** you met the required education |
| PART C: 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 in order 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 4 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   I am in the process of obtaining a Temporary Work Permit   None of the Above | |
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**IMPORTANT SCREENING INFORMATION:** SUPPORTING EVIDENCE TO CORROBORATE EDUCATION AND EXPERIENCE MUST ALSO APPEAR WITHIN THE APPLICANT’S RESUME, WITH CLEAR DATES (MONTH/YEAR) SO THAT THE NUMBER OF YEARS OF EXPERIENCE MAY BE VERIFIED AND THE PANEL CAN CLEARY SEE THAT THE ACTIVITY WAS A MAJOR AND REGULAR PART OF THE ROLE.

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| PART B: EDUCATION |
| EDUCATION REQUIREMENT: Diploma in Computer Science or Computer Programming |
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| PART C: EXPERIENCE |
| EXPERIENCE REQUIREMENT #1: Minimum of 1 year of related experience including:  • performing data analytics;  • managing data dictionaries;  • managing relational database;  • managing database architecture design; AND  • programming data analytics routines |
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| EXPERIENCE REQUIREMENT #2: Minimum 1 year of experience working on data analyst and/or data science projects including contributing to the scope, objectives, data requirements and methodologies. |
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| PREFERENCE #1: Experience performing data analytics in support of financial or performance audits |
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| PREFERENCE #2: Experience using ACL or other audit related software (e.g., SQL, IDEA, or SMS). |
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| PREFERENCE #3: Experience utilizing data visualization tools such as Microsoft Power BI, Tableau, or similar. |
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| PREFERENCE #4: Experience working in the public sector. |
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