|  |
| --- |
| **Job Qualifications Grid** |
| **Applicant Instructions:**1. In addition to submitting your cover letter and resume, you must submit a completed qualifications grid **no later than 12:00 PM PDT (noon), Thursday, March 1, 2018** to **Competition48154@oipc.bc.ca****.** You must email your application by the stated deadline in order to be considered in this competition.1. Clearly show how you demonstrate the essential and desirable qualifications (i.e. Education, Experience) for the initial screening through your resume and job qualifications grid. It is NOT sufficient to only state that the qualifications are met or to provide a listing of current or past responsibilities. You must clearly demonstrate **HOW, WHEN,** and **WHERE** the qualification was met through substantiation by examples. Information on your described skills, experience, etc. provided in a job qualifications grid should be supported by your resume. **Failure to provide the above information in the format required may result in your application being rejected from the process.**
2. The job qualifications grid is not intended to be a duplication of your resume. **See the example below showing the level of detail required of your responses:**

**Please limit this grid to a maximum of 2 pages. If your Job Qualifications Grid exceeds 2 pages, your application will not be considered. You may remove the above instructions if you require more room.** **Example:** **Example:** |
|  | **Minimum 1 year relevant experience providing administrative support services.** | **Start date: January 6, 2015****End date: February 20, 2016****Organization: (Ministry/Company name)****Type of administrative activities: While working at (company name) as (job title) I provided administrative support services to (title of position(s) supported). These services consisted of (services). The majority of my time was spent on (activity A) (X%), (activity B) (X%), and (activity C) (X%). I primarily supported (title of position A) and provided relief coverage for the (title of position B) approximately (X%) of my time.Type of administrative activities: While working at (company name) as (job title) I provided administrative es to (title of position(s) supported). These services consisted of (services). The majority of my****time was spent on (activity A) (X%), (activity B) (X%), and (activity C) (X%). I primarily supported (title of d provided relief coverage for the (title of position B) approximately (X%) of my time.** |
| **Applicant Name:** |
| **Phone #:** | **Email:** |
| **Requisition number: 48154** |
| **Position Title: Registrar of Inquiries** |
| **Job Requirements** | **Applicant Information** |
| **Essential Qualifications (Education, Training and Experience)** | **Clearly demonstrate HOW, WHEN, WHERE the qualification was met through substantiation by examples.** |
| Post-secondary education in a related field, such as paralegal training or a business or public administration diploma, combined with a minimum of 3 years' relevant, progressively responsible experience, preferably in a legal, judicial or quasi-judicial setting; and |  |
| Experience in drafting business and/or legal correspondence; or |  |
| An equivalent combination of education and experience may be considered. |  |
| **Preferred Qualifications**  | **Clearly demonstrate HOW, WHEN, WHERE the qualification was met through substantiation by examples.** |
| Previous experience in a registrar-related role for an independent commission, board, agency, administrative tribunal or the courts is preferred; |  |
| Experience providing advice and interpretation of complex policies and procedures in a time sensitive environment, to a variety of internal and external stakeholders is preferred.  |  |
| ☐I certify that all information submitted is true, complete and correct. I understand that any information provided by me in my application, any assessment documents or processes and/or an interview that is found to be false or misrepresented in any respect, may eliminate me from further consideration for employment or may result in my dismissal.Name: \_ Date: \_ |