**CRS**

**Time: 1H20 mins**

**Afghanistan Program**

**Placement Test for National Coordinator of Facilities, Transportation, and Logistics (National Operation & Transport Coordinator) Position**

**Instructions:**

Please answer the following questions using MS Word and MS Excel. Answers should be single spaced, in Arial font, and 11 point and in English only. The answers for the first two questions should not be less than eight sentences. When finished, ALL of your work should be saved on the desktop of this computer in a folder titled with your name and the date. Also print and sign the document and return it to HR along with the question paper. You should have any question, please do not hesitate to ask for clarifications.

**Part One**

## **General Objective:**

Time: 20 minutes

1. CRS has four provincial offices and more than 20 sub offices. We have over 350 staff working in these offices carrying out agriculture, water management, education, and emergency relief programs. What do you expect the biggest challenges will be?

**Part Two**

## **Training, Systems**

Time: 20 minutes

1. You are responsible for training our drivers. Please design that training program. Describe what subjects you would cover and the methods you would use to teach them.
2. If we asked you to look for a new office facility in a district in Badghis Province, what would you look for in a property and what would your priorities be to get the property ready for use?

**Part Three:**

**Management:**

Time: 20 minutes

1. You manage several staff. One of your staff people tells you that he thinks another staff person may be taking bribes from our vendors. What will you say to the staff person who has come to you? What else, if anything, will you do about the situation?

**Part Four:**

**Computer Test:**

Time: 20 minutes

1. See the Excel file called “NCFTL Test Inventory Tracking Sheet.” This is the beginning of an inventory. Please add the headings for columns for other information you would like to have on the inventory tracking sheet.
2. See the Excel file called “NCFTL Test Vehicle Logs.” Please analyze the data in that workbook, calculating the total number of miles driven, the total for each vehicle, and the total for each place to which the vehicles drove. On sheet 1, please also add columns headings for any other information you would like to collect on the vehicle logs.

End