

Where separate consular offices exist they operate under the general supervision of the head of the diplomatic mission in the country, while receiving instructions in matters of detail from the Consular Division in the Department.

Part of the work of a post is to distribute information about Canada. In a few centres this is done by full-time information officers; elsewhere it is undertaken by other officers. Where there are no diplomatic or consular representatives, the trade commissioner or other Canadian Government officials stationed in the country does this work.

In some cases officers of other departments of the Canadian Government -- commercial, military, naval, air or others -- are attached to the missions. Though responsible to their own departmental heads in Ottawa, they also work under the general supervision and direction of the head of the mission.

The work of a mission abroad is:

- (a) to conduct negotiations with the government to which it is accredited;
- (b) to keep the home government fully informed of political and other developments of significance in the country in which it is serving;
- (c) to watch over Canada's interests in the country;
- (d) to serve Canadians in the country;
- (e) to make information about Canada available.

A constant flow of despatches keeps the missions and the Department in Ottawa in close touch on all such matters.

Qualifications for the Service

Those entering the external service of Canada do so on a career basis under the merit system. Only British subjects who have resided at least ten years in Canada are eligible for admission.

The basic qualification for the diplomatic service is a university degree with, preferably, post-graduate study. Examinations are held annually by the Civil Service Commission and consist of three parts: a written test, a rating on the basis of education and experience and an oral examination. The written test for the position of Third Secretary or Foreign Service Office, Grade 1, consists of a short-answer "objective" type paper designed to discover a candidate's intelligence and general knowledge, and a paper consisting of essays and a précis on Canadian and international affairs. The oral examination is designed to disclose personal suitability and knowledge of modern languages.

As in other government departments, veterans are given preference in all appointments.