

- bringing to the attention of the Officer in Charge articles of interest from newspapers, magazines, journals and periodicals,
- translating the information selected from the language of the country to English or French as appropriate,
- assisting in the preparation of project reports and research papers in connection with the responsibilities and functions of the post involving detailed correspondence with other Departments, agencies, and provincial governments,
- transcribing the operational statistical data of the post to graphic and tabular charts for the purpose of analysing and improving the overall efficiency and effectiveness of office methods and procedures,
- carrying out the necessary research required in compiling information for the completion of the monthly operational reports of the post.

(4) Represents the Officer in Charge in business contacts with nationals and local officials to promote Departmental objectives by:

10%

- assisting in establishing contacts with local University officials as well as Canadians studying abroad to promote departmental programs,
- maintaining contacts as required with representatives of the news media, transportation companies, business concerns, travel agencies, government agencies and others who can further the programs of the Department,
- assisting the Officer in Charge in liaison with the various local organizations or agencies concerned in any way with Canadian immigration matters where language problems may arise.

(5) Acts in the capacity of operational supervisor by coordinating and providing general supervision of the locally-engaged staff by:

10%

- assigning work to local staff with various priorities as necessity dictates,
- bringing to the attention of the Officer in Charge staff problems and assisting in maintaining overall morale and discipline,