

POSITION GUIDEHEAD OF POSTFunction

The management of international relations and the protection of Canadian interests on behalf of the Government of Canada, in the countries to which he is accredited.

Responsibility and Authority

1. Plans and manages international relations between Canada and the country to which he is accredited.¹⁴
2. Establishes and maintains effective relations with the officials and members of the government and influential persons of the country or countries to which he is accredited, and within the diplomatic community generally.¹⁴
3. Provides general direction of the activities at his mission.
4. Has authority to make decisions in regard to all planned activities at his post within the limits of existing approved activities, policy and allotted resources.
5. Delegates authority for all but major decisions concerning the operation of his post to his Deputy Head of Post and Administrative Officer.
6. Coordinates the activities of, and assists the officers of, other government departments within his area of responsibility.
7. Manages arrangements for the protection of Canadians and Canadian interests abroad.
8. Manages international negotiations between Canada and the country to which he is accredited.

Relationships

1. Reports to the Secretary of State for External Affairs.
2. Receives direction and guidance from the Minister and Under-Secretary, as well as from officers of the Department to whom specific authority has been delegated.

¹⁴ If a Head of Consular Post, he deals with government officials in his area, but deals with the National Government through the Canadian Embassy or High Commission.