

WOMAN OFFICER, GRADE 3, DEPARTMENT OF IMMIGRATION AND
COLONIZATION.

DEFINITION OF CLASS:

Under direction, to assist the Supervisor of the Women's Division, Department of Immigration and Colonization, or under the direction of the Director of European Emigration to supervise the work of the women officers in the British Isles; to handle correspondence and take charge of office work; to co-operate with and advise Emigration Agents in matters related to the selection of women immigrants; on occasion to conduct investigations; make reports; give lectures; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation, and preferably university training; at least four years of experience in welfare work or in work of equivalent character, two years of which shall have been in a supervisory capacity; reasonable knowledge of immigration laws and regulations and of conditions in Canada affecting the employment of women; familiarity with office methods, supervisory ability, tact, good judgment.

COMPENSATION:

Annual: \$2520 2640 2760