

BENCHMARK POSITION NUMBER: 18 CLASSIFICATION LEVEL: 7
SECTION TITLE: CIDA EFFECTIVE DATE: _____
POSITION TITLE: PROGRAM ASST. SUPERVISOR'S TITLE: _____
POSITION NUMBER: _____ SUPERVISOR'S LEVEL: _____

SUMMARY

Under the direction of a Senior CIDA Officer, the incumbent is responsible for the detailed administration of specific aspects of the Development Assistance Program, with particular reference to the administration of trainees (both Commonwealth Scholars and Colombo Plan), advisers and experts from Canada on contract and short term consultants on contract; administers the commodity assistance program; assembles data and reports and provides analysis on the various local economic sectors, and reports development interests outlined in Annual Reports of many agencies, boards and corporations which are now published in local language only.

DUTIES

% OF TIME

- (1) Administers trainees under the Development Assistance Program 30%
by:
- drafting letters to sponsoring bodies, CIDA, Commonwealth Scholarship Committee in Canada, trainees during recruitment period, selection period, training period in Canada, pre-return period, local resettlement period,
 - interviewing and briefing trainees during selection and pre-departure period,
 - interviewing Departments on extension requests and proposed employment on return to this country,
 - evaluating requests for extension or early return and recommending agreement or otherwise,
 - maintaining full records on trainees,
 - arranging medical examinations, air tickets, baggage entitlements, visas and initial payment for trainees,
 - revising Booklet on CIDA Procedures for local trainees,
 - arranging special clearance for trainee dependents (if applicable) and ensuring partial payment of salaries to trainees.