

EQUAL OPPORTUNITIES FOR WOMEN PROGRAM

PROGRAMME DE L'ÉGALITÉ D'ACCÈS À L'EMPLOI POUR LA FEMME

1980-81

Rationale/Explication

At many Posts abroad, as well as at Headquarters, secretaries are required to perform duties which do not always fall within the normal secretarial job package, e.g. Registry, Consular, specific administrative duties, etc. In addition, secretaries frequently find themselves given the opportunity or are thrust in emergency circumstances, into telecom, RCMP, NHW, ITC, CIDA and CEIC areas without any orientation.

Objective/Objectif (Continuing)

Provide all secretaries with information on job packages prior to postings abroad in order to prepare them better for these assignments. Provide the opportunity of formal instruction in specialist programme areas prior to posting to encourage post management to expose individuals to work in non-secretarial areas, thus facilitating their progression at a later stage of their career development.

Action Plans (Activities, Scheduling, Responsibility Centres)
Plans d'action (activités, échéanciers, centres de responsabilité)

Prior to assignments, all secretaries will be informed of the major duties in their new assignment; those being assigned to ICER work stations will be given relevant orientation.

This is a year-round activity.

Responsibility: Support Staff Assignment Section
 Training & Development Section

Evaluation Criteria/Critères d'évaluation

- All secretaries being assigned in 1980-81 will be provided with information relating to job content concerning their new assignment.
- Written reports from secretaries and managers at the end of the year evaluating the usefulness of this activity.

Evaluation/Évaluation

Telegrams went out of all posts where SCY moves have been scheduled to take place in 1980-81 requesting confirmation of the duties to be performed by the replacement secretaries. The summary of duties have been provided to SCY's being offered these positions in all cases and there have been several instances where acceptance or refusal of postings has been based on job content. It is now obvious through verbal and written reports that this activity has been extremely beneficial. It is felt no further evaluation is required. Orientation sessions provide an overview of the SCY job and special conditions relating to overseas assignments. SCY's are increasingly being trained in Consular and Passport work prior to posting.