

POSITION DIMENSIONS

Staff: 48

Division Operating Budget (1 year):

Division Capital Budget (1 year):

SPECIFIC ACCOUNTABILITIES

1. Ensure that the Division provides an acceptable level of service to its departmental clients in the area of office productivity systems support, word processing services, and Informatics advisory services.
2. Establish an organization that facilitates the economical and effective use of available human, physical and financial resources.
3. Develop policies, procedures and plans that reflect departmental and Bureau objectives and priorities, and which provide a framework for managing the Division and providing support to service users at headquarters and Posts abroad.