

EQUAL OPPORTUNITIES FOR WOMEN PROGRAM

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

1980-81

Rationale/Explication

In order to improve administration at Posts, steps are being taken to reduce the incidence of underfilling of office manager positions abroad and provide better-qualified CRs, a large proportion of whom are women, to fill these positions. Since it is doubtful that there will be promotions for rotational CRs this fiscal year, it is important to develop the capabilities of employees to better meet the requirements of the next higher level in the interim.

Objective/Objectif

To achieve as much coincidence as is structurally possible between level of office manager positions and level of incumbent and to provide well-qualified personnel to fill these positions. This is linked to the classification review related to AS positions overseas.

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

To review and confirm classification level of all office manager positions at Posts.
- Complete by end of fiscal year.

Responsibility: Personnel Policy & Planning Section (in liaison with Classification & Organization Section)

To review, rearrange as necessary, and reclassify Headquarters' work packages to provide rotational CR positions at proper levels to balance positions abroad and to provide appropriate Headquarters experience for present and future office managers - will require several years, since conversion of non-rotational positions involved is dependent upon attrition of incumbents.

Responsibility: Personnel Policy & Planning Section (in liaison with Classification & Organization Section)

To assign as many women as possible into Headquarters positions providing experience directly relevant to the duties of office managers.

Responsibility: Support Staff Assignment Section

Evaluation Criteria/Critères d'évaluation

Improvements in Headquarters/abroad ratio of positions, level by level.

Proportion of women assigned to office manager developmental positions.

Evaluation/Evaluation

In 1979-80 the Department had nine (9) women office managers abroad. This number has been increased to thirteen (13) in 1980-81. In addition, out of the twelve (12) women who returned to Canada in 1980-81 eleven (11) have been assigned to O.M. developmental positions.

The classification review of AS positions both overseas and at Headquarters has been accorded a higher priority and a second competition is in progress (see also page 63 regarding the earlier competition). A number of CR positions are being reviewed in conjunction with this exercise.