

BENCHMARK POSITION NUMBER: 19 CLASSIFICATION LEVEL: 7
SECTION TITLE: IMMIGRATION EFFECTIVE DATE: _____
POSITION TITLE: IMMIGRATION PROGRAM ASST. SUPERVISOR'S TITLE: _____
POSITION NUMBER: _____ SUPERVISOR'S LEVEL: _____

SUMMARY

Under the direction of the Officer in Charge at the post, assesses and evaluates by paper screening, individual applications submitted by prospective immigrants to Canada; assists in the processing of both immigrant and non-immigrant applications and contributes to the effective operation of the post immigration program; participates in the preparation of reports and studies on Manpower and Immigration matters; represents the Officer in Charge in business contacts with nationals and officials of the host country to promote Departmental objectives; acts in the capacity of operational supervisor; maintains a financial record of transactions concerning the Manpower and Immigration program budget; manages day to day operations in the absence of Officer in Charge;

DUTIES% OF TIME

1. Assesses and evaluates, by paper screening, individual applications submitted by prospective immigrants to Canada by: 30%
 - requesting additional information if required, to carry out the assessment and evaluation of the application,
 - determining assessment units applicable to educational qualifications, occupational demand and skill, age factor, area demand, pre-arranged employment, language ability, relatives in Canada and, in nominated cases, the bonus factor,
 - recommending for refusal those applicants who do not meet the selection criteria by reason of receiving insufficient assessment units on paper screening and preparing refusal letters for the signature of the Officer in Charge,
 - recommending discouragement of those applicants who are unlikely to meet the selection criteria on assessment interview and preparing discouragement letters,
 - accepting those applicants who meet the selection criteria on paper screening and commencing processing procedures, scheduling individuals for assessment interview.