

POSITION GUIDECONSUL AND ADMINISTRATIVE OFFICERFunction

Manages the administrative support and consular activities at the Post.

Responsibilities and Authority

1. Plans for the necessary resources, and manages the administrative activities which support the posts activities.
2. Manages consular activities at his post.
3. Has authority to carry out previously approved administrative programs under the general guidance of the Head or Deputy Head of Post.
4. Advises on administrative matters relative to program planning and execution.
5. Does personnel counselling as appropriate.

Relationships

1. Reports to the Deputy Head of Post, at a large Post. Reports to the Head of Post at all other posts.
2. Consults with Deputy Head of Post about the political implications of consular and administrative matters.
3. Establishes and maintains useful administrative contacts.
4. Consults with his counterparts in other friendly missions.

Accountability

1. Develops objectives and schedules accomplishments for approval by his superior.
2. Reports at intervals determined by his superior, indicating in specific terms the degree to which accomplishments have met the approved objectives. Provides explanations as appropriate.

Note: The position guides developed in this section are developed along lines which are applicable to senior positions in an Embassy, High Commission or Consular Post. Position guides for the functional missions would have to be developed specifically for each individual case although the same format would be applicable.