

- explaining the services and occasionally providing all necessary documents and forms upon request, and giving general guidance on procedure to follow concerning their completion and use,
- searching for the communicating information on specific enquiries,
- directing visitors to the appropriate officers for further consultations,
- giving general information and documents on Canada to students and other visitors upon request,
- reporting monthly on the number of visitors and various requests for visas, etc.

(3) Receives, directs and sends out mail for the post by: 10%

- receiving in-coming mail and parcels and passing mail to the Security Guard on duty for distribution and opening as applicable,
- keeping records of purchase of official postage,
- stamping official out-going mail,
- holding mail for travelling Canadians scheduled to visit the country and sending such mail to forwarding addresses.

(4) Performs other duties such as acting as interpreter as required, drafting administrative correspondence in the language of the country and typing letters in both Canadian official languages as required, translating miscellaneous French/English/language of the country correspondence, making official hotel and travel arrangements, and replacing the Consular Assistant during absences on leave, and maintaining in order the newspaper and information material in the reception area. 10%

INCUMBENT

SUPERVISOR

DATE

DATE