

- upgrading operational productivity of locally-engaged staff through recommendation and implementation of changes in work procedures improving efficiency,
- informing the Officer in Charge of improvements or deterioration of support services provided under the integrated system,
- instructing locally-engaged staff of changes in operational methods and procedures as they occur.

(6) Responsible for maintaining a financial record of all transactions concerning the Manpower and Immigration program budget under the appropriate standard objects by:

5%

- preparing for submission to the Officer in Charge current representational and travel expenditures on a monthly and quarterly basis with respect to each standard object,
- assisting the Officer in Charge in the preparation of estimates for the annual program budget by gathering the necessary information and data required and evaluating and projecting future expenditures and priorities.

(7) Performs other duties as required such as maintaining and procuring all stationery and office supplies including Canadian publications and informational material, maintaining proper inventory records and ensuring that new orders are submitted on a scheduled basis; assisting in the drafting and revision of the Form Letter Manuals in the local, English and French language as required; dealing with minor complaints from the public concerning reception or waiting room facilities, distribution of forms and literature or other services normally provided by the office and bringing serious matters to the attention of the Officer in Charge, and performing duties of receptionist when required.

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 INCUMBENT

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 SUPERVISOR

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 DATE

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 DATE