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ADMINISTRATION

The Administrative Improvement Programme, begun three years ago, has been carried a major step forward with the structural reorganization of the administrative side of the Department.

Existing divisions concerned with personnel, finance, supplies and properties and central services have been regrouped into two branches -- Personnel and Finance and Administration. A third branch, combining communications and registry, called Communications and Information Systems Branch, has been created.

Personnel

The Personnel Branch consists of three divisions -- Personnel Operations, Staff Relations and Compensation, and Personnel Planning and Development. A fourth, to be called Personnel Systems and Records, will give the Branch a capability to develop and implement a programme for the computerization of records and the integration of personnel information systems.

Personnel Operations

The Personnel Operations Division deals with the recruitment, selection, promotion and assignment of all personnel. The Employment Section has work-sharing arrangements with the Public Service Commission for those classes for which delegation of staffing authority has not yet been made to the Department. The Posting Section is responsible for arranging the assignment of officers, clerks, stenographers, communicators, security guards and specialist personnel as required to units in Ottawa and posts abroad. Some 800 transfers of personnel were handled by this section in 1968. A section has been created to deal with assignment to diplomatic, consular and other missions abroad of personnel of other government departments.

The complex nature of the Department's operations requires competent and efficient employees. Highly specialized staff are needed for certain functions in the administrative areas. The majority of the Department's personnel, both officers and support staff, are rotational; that is to say, they are required to serve abroad as well as in Ottawa. Applicants for the Foreign Service are selected on the basis of merit and must be Canadian citizens who have resided in Canada for at least ten years. Foreign Service Officers and Administrative Trainees must also possess a degree from a university of recognized standing. Last year, 22 Foreign Service Officers and 31 Administrative Trainees and Administrative Service Officers were recruited, as well as a small number of specialists in personnel, information and finance.

The Department recruits women either as Foreign Service Officers or Administrative Service Officers. In 1968, seven women joined the Department, bringing to 82 the number of female officers in the Foreign Service.