

market and competitor intelligence.

- Prepare and manage bilateral agreements.
- Conduct post-initiated advocacy.
- Update information products: sector profiles, country or market reports, Web site, Country Action Plan, and economic, financial, commercial and investment reports.
- Forward trade leads directly to companies or through the International Business Opportunities Centre.
- Forward technology leads directly to companies or through the Industrial Research Assistance Program.
- Forward investment leads directly to partners or through Department of Foreign Affairs and International Trade.
- Make corporate liaison visits and report findings to partners in Canada.

We recognize that you are also involved in answering requests from non-business clients and that the relationships being forged may prove valuable. These activities may include:

- supporting Team Canada trade missions (Prime Minister, Minister for International Trade);
- supporting VIP (Very Important Person) visits from the local market to Canada;
- making trade-related representations on headquarters' instruction (advocacy);
- monitoring and reporting on local market environment and market access issues, including bilateral and multilateral trade policy and changes in economic, investment, and science and technology policies;
- raising awareness of the foreign market in Canada (Outreach, Marketplace, Exportvision);
- Commenting on various program applications (e.g., Program for Export Market Development, Technology Inflow Program, the Canadian International Development Agency's Industrial Cooperation and Renaissance Eastern Europe programs, the Export Development Corporation, the Canadian Commercial Corporation);
- Program and systems reporting, and maintaining local-contact database through the WIN Client Management System; and
- Post Administration: meetings; team-building; personnel development; training; holidays and sick leave; planning, coordination and work organization; personnel management; and facilities management.