

- drafting routine correspondence to local corporations, CIDA, ITC.

(4) Assembles and analyses data and reports by:

15%

- assembling and reviewing Annual Reports of corporations, agencies, boards and ministries,
- reporting on specific ventures of Canada from the local language reports,
- visiting Government Printers every fortnight to review recent publications, recommending purchases,
- assembling maps, organization charts, graphs and telephone lists from departments or corporations with which Canada has large programs, and from United Nations and other donor sources.

INCUMBENT

SUPERVISOR

DATE

DATE