

see no logical objections to assignments covering a time period of not less than two years. Three positions that come to mind immediately, and fall into the above category are:

1) Head, Policy and Procedure Section.

It is our understanding that it would be desirable for the incumbent of the position to have a legal background and therefore may be difficult to replace.

2) Head, Training Section.

Provided the training function achieves the status envisioned by the Director and considering the specialized nature of the work, this position could be filled by an experienced Foreign Service Officer as a career development assignment.

3) Desk Officer, Assistance to Canadians Abroad Section.

A minimum of one well qualified, senior level employee to provide stability and back-up to the Section Head.

Consideration should also be given to:

- 1) Cross-training within Sections and Divisions to facilitate internal movement of skills to off-set vacancies and low levels of experience.
- 2) Develop a "country profile" containing essential background data, guidelines and examples of situations that the desk officer will be required to deal with. This will provide a smoother transition and will allow the new incumbent to quickly become assimilated into the geographic and political environment of the position.
- 3) Establish minimum levels of experience that would be acceptable, within each Section, to insure quality and quantity of outputs are maintained. In conjunction with this, particularly in those areas where there are only one or two employees, attempt to insure a minimum overlap period between the employee being posted and the employee being assigned.
- 4) Prevail upon the Personnel Planning and Development Division to prepare and circulate a list of all employees coming off rotational assignments and their dates of availability. This will allow Section Heads and Directors, from all areas of the Department, to play an active role in the selection