

- (d) to serve Canadians in the country;
- (e) to make information about Canada available.

A constant flow of communications keeps the missions and the Department in Ottawa in close touch on all such matters.

#### Qualifications for the Service

Those entering the external service of Canada do so on a career basis under the merit system. Only Canadian citizens who have resided at least ten years in Canada are eligible for admission.

The basic qualification for the diplomatic service is a university degree, preferably with post-graduate study. Examinations are held annually by the Public Service Commission and consist of two parts: a written test and an oral examination. The written test for the position of Foreign Service Officer, Grade 1, consists of a short-answer paper of the "objective" type, designed to discover a candidate's intelligence and general knowledge, and a paper consisting of essays on Canadian and international affairs. The oral examination is designed to disclose personal suitability and knowledge of modern languages.

As in other government departments, veterans are given preference in all appointments.

The more senior positions of high commissioner and ambassador are filled by appointment. Appointees are normally "career men" who have come up through the Public Service, but in some cases distinguished citizens are appointed directly from private life. Since shortly after the Second World War, women have been admitted to the Canadian diplomatic service on the same basis as men.

As Canada's interests multiply in the international field, the work of the Department continues to grow. To meet these increased responsibilities, the Department had, in Ottawa and abroad, in December 1966, a total of 616 officers and 1,334 clerical and stenographic personnel. In addition, missions abroad employed a total of 867 locally-engaged employees.

#### Administrative Staff

Appointments to the rotational administrative staff of the Department are made through the Public Service Commission on the basis of results obtained in competitive examinations conducted periodically by the Commission. Members of the rotational staff are appointed initially to positions in Ottawa; after a period of satisfactory service and training, they are normally chosen for a foreign posting. All are accepted in the Department on the understanding that they are prepared to serve in Ottawa or at any post abroad as required. A tour of duty at a foreign post varies from two to three and one-half years, depending on the climate and living conditions at the post concerned.