

(2) Administers Advisers and Experts from Canada on contract and short-term consultants on contract by: 30%

- assembling background information on departments concerned,
- ensuring office, house, furniture, and vehicle support is available from local government,
- making hotel and initial transport arrangements,
- assisting in initial settling-in period;
- clearing advisors' goods and equipment through customs;
- verifying education claims of advisors and recommending Ottawa payment,
- reviewing other financial claims of advisors and recommending payment,
- arranging homeward shipping of advisors' personal effects, and reviewing claims,
- reviewing requests for small equipment purchases requested by advisors,
- reviewing local travel claims against consultants contracts.

(3) Administers the Commodity Assistance Program by: 25%

- maintaining lists of Canadian companies and local agents tendering on commodities,
- assembling data on production, consumption and prices in private and public companies requesting Canadian raw materials,
- assisting in evaluating tenders,
- ensuring arrangements are made for prompt customs clearances of goods,
- replying to letters from Canadian suppliers,
- maintaining data on private commercial tenders of interest to Canadian suppliers,
- verifying that tenders issued conform to standard Canadian practices,