

2. Assists in the processing of both immigrant and non-immigrant applications and contributes to the effective operation of a post abroad by:

25%

- preparing correspondence in English, French or the language of the country to prospective immigrants and non-immigrants concerning their applications and those requiring specialized information or advice,
- drafting correspondence and memoranda on cases involving refusals and representations, or other problems, for the signature of the Officer in Charge,
- obtaining specific information from Immigration and Manpower offices in Canada on various aspects of immigration cases such as family status, pre-arranged employment, employment opportunities and verification of settlement arrangements,
- counselling student applicants, verifying letters of acceptance from educational institutions in Canada and making financial arrangements as appropriate for maintenance, arranging for medical examinations and the preparation of visas and letters of facilitation where required for the signature of the Officer in Charge,
- screening applications from non-immigrants determining if visa exempt categories apply, counselling non-immigrants and scheduling for interview those who must be seen, arranging for the preparation of visas where required for the signature of the Officer in Charge,
- interviewing, examining and counselling applicants for Employment Visas and referring to Officer in Charge when required,
- arranging for and assisting in the preparation of regular area visits by the Officer in Charge to carry out duties in the countries for which the office is responsible and other post travel as required.

(3) Participates in the preparation of reports and studies on Manpower and Immigration matters to meet post objectives and the research policy and program requirements of the Department by:

15%

- searching for, studying and analysing published material (in newspapers, books, technical journals, reports and surveys) located in local libraries, government printing and information offices, universities, national archives and newspaper offices,