

LES	Office Supervisor	A.R. Akam	POS5
Office Management	Assistant Office Supervisor	U. Stoute	POS4
Registry	Head	Vacant	POS4
	Registry Clerk/Stenographer	M. Thomas	POS3
	" " " "	J.A. Dandrade	POS3
	Receptionist/Registry	O. Chan	POS3
Visa Correspondence	Head	S. Lucas	POS4
	Clerk/Stenographer	C. Sirgow	POS3
	" "	C. Norton	POS3
	" "	D. Campbell	POS3
Secretary	Secretary	J.M. Boissiere	POS5
Char	Char	E.Dick	P/R6

The Officer-in-Charge (OIC) is responsible for the general management of the Immigration program at the post. In addition to these overall management responsibilities, he is involved in the processing of some immigrant cases and conducts interviews in both Port of Spain and Guyana.

According to the draft 1981/82 Country Program report shown to the team, the objectives of the Officer-in-Charge are to:

- a) reduce immigrant processing time to acceptable levels, especially for Family Class applicants,