

- providing appropriate forms in case of passport requests and loss of passports, and checking that all the necessary information has been provided,
 - obtaining the approval and signature of the appropriate Embassy official and forwarding forms to the appropriate location.
- (3) Maintains list of Canadians residing in country/ies to which Embassy is accredited in order that they may be identified and located in case of an emergency by: 20%
- sending registration cards to Canadians in order to obtain information such as local address, address of contacts in Canada, names and addresses of dependents,
 - typing form-letters and forwarding annually to appropriate persons in order to confirm registration, and,
 - compiling quarterly reports of registration for transmission to Ottawa.
- (4) Provides support for Admin. section by taking dictation and preparing correspondence for Office Manager by: 15%
- typing and photostating all financial forms and vouchers,
 - obtaining drivers' licences and official identity cards for Embassy personnel.
- (5) Performs other duties, such as typing memos, making photocopies, answering general enquiries concerning Canadian regulations on customs, vaccination, and writing and forwarding the monthly consular reports to Ottawa. 5%

INCUMBENT

SUPERVISOR

DATE

DATE