

ADMINISTRATION PROGRAM

HEAD OF MISSION GUIDE

1 MANAGEMENT

- A. Is the Mission Administration Program organized appropriately to ensure the most effective service and judicious use of resources?
- B. Is it necessary for all Canada-based positions to be filled by a Canada-based employee rather than a Locally Engaged Staff [LES] employee? Has spousal employment been considered?
- C. Is the Mission Administrative Officer [MAO] reporting directly to me?
- D. Is the MAO responsible for all aspects of Administration at the Mission [i.e. finance, personnel, physical resources, records, security and communications]?
- E. Do I hold regular meetings with the MAO to keep abreast of all administrative activities and to ensure that reporting deadlines, as set out in the Mission Annual Diary are being met?
- F. Have administrative staff received sufficient training to effectively conduct their duties?
- G. Does the MAO meet with Administrative Officers from other foreign missions to discuss areas of common concern?
- H. When staff are absent in key administrative positions have other employees been delegated as back-up and have they been adequately trained?
- I. Does the MAO have regular meetings with the Administration supervisors and staff to set priorities and to discuss work assignments?
- J. In the Mission Planning Exercise were objectives discussed and set for the administrative area and communicated to all program managers?