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|----|---|-----|
| 2. | <u>Classifies and catalogues books by:</u>  | 20% |
|    | <ul style="list-style-type: none"> <li>- compiling a descriptive catalogue with author, title and subject entries using the Dewey Decimal Classification System,</li> <li>- determining the amount of descriptive detail necessary to enable the user of the catalogue to identify specific items,</li> <li>- determining the subject content, assigning the appropriate subject headings and making cross references where necessary.</li> </ul> |     |
| 3. | <u>Acts as interpreter for press, radio, and/or TV interviews and press conferences.</u>  | 10% |
| 4. | <u>Coordinates publicity with other sections of the Embassy.</u>  | 10% |
| 5. | <u>Assists in expediting customs clearances related to films, art pieces, books, photographs, etc., for exhibitions or presentations.</u>   | 10% |
| 6. | <u>Assists National Film Board, Canadian Broadcasting Corporation and Canadian press representatives.</u>   | 10% |
| 7. | <u>Sets up and/or supervises Embassy exhibitions.</u>   | 5%  |
| 8. | <u>Drafts reports as required.</u>  | 5%  |

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 INCUMBENT

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 SUPERVISOR

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 DATE

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