

- (2) Collects, maintains and collates a variety of documentation and records related to the programs by: 35%
- organizing CIDA's filing system including the officer's diaries, records and reference material,
  - typing the reports for their signatures.
- (3) Acts as social secretary by: 10%
- writing invitation cards and typing guest lists, recording replies to invitations sent,
  - accepting or regretting invitations on behalf of officers, as instructed.
  - preparing schedules of appointments for officers.
- (4) Performs other duties such as up-dating telephone lists of the Posts, making accommodation and travel arrangements as required, preparing travel expense claims, utilities expenses claim and education allowance claim, replacing the other secretaries when available, and making photocopies, attending to and solving routine problems of CIDA experts working in the field by referring them to the appropriate person, keeping a record and selecting all important incoming correspondence and filing part of the CIDA paper work, and reviewing daily newspapers and clipping articles relevant to CIDA's activities. 5%

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 INCUMBENT

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 SUPERVISOR

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 DATE

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 DATE