



**APPOINTMENT OF AN HONORARY CONSUL
WINNIPEG, MANITOBA**

The Jamaican High Commission is seeking the appointment of an Honorary Consul in Winnipeg, Manitoba.

The prospective candidate should either be a Jamaican national or a Canadian who is resident in the country, with sound professional standing and an impeccable record and status. The appointee will provide important services to the Government of Jamaica and to Jamaican citizens and entities. The appointment is non-remunerative in nature.

Interested candidates are invited to submit their expressions of interest, accompanied by Curriculum Vitae, two (2) suitable recommendations and a photograph by 31st August 2016, addressed to:

**Post: Honorary Consul
Jamaican High Commission
151 Slater Street, Suite 1000
Ottawa, ON K1P 5H3**



JAMAICAN HIGH COMMISSION

151 Slater Street, Suite 1000
Ottawa, ON K1P 5H3

Telephone: (613) 233-9311 | Facsimile: (613) 233-0611
executiveassistant@jhcottawa.ca | www.jhcottawa.ca

Introduction

Honorary Consuls are appointed by the Government of Jamaica in the capitals of countries or other major cities where there is no resident Diplomatic or Career Consular Representation. These appointments are non-remunerative in nature.

The position of Honorary Consul in Winnipeg, Manitoba, falls under the jurisdiction of a Superintending Post, which is the Jamaican High Commission located in Ottawa.

Duties and Responsibilities

Honorary Consuls are required to undertake the following duties:

Promotion of the National Interests of Jamaica

- Assist in the development of trade, investment, tourism, and cultural links between Jamaica and the receiving State, in consultation with the Superintending Post, and where appropriate, with the Jamaica Tourist Board and the Jamaica Promotions Limited (JAMPRO).
- Disseminate information on trade, investment, tourism and culture.

Protection of the Interests of Jamaican Nationals

- Honorary Consuls shall respond to negative reports in the media of the receiving State on Jamaica or Jamaicans. All dealings with the media, whether through press releases, interviews or comments, should be undertaken in consultation with the Superintending Post.
- Notify the Superintending Post of the arrests and detentions of nationals.
- Provide assistance to arrested or incarcerated nationals to the extent possible.
- Advise the Superintending Post of notification for the deportation of Jamaican nationals.
- Assist with the repatriation of distressed Jamaican nationals.
- Assist Jamaicans trading in, visiting or residing in the consular jurisdiction.

- Assist the Superintending Post in maintaining a register of Jamaicans residing within the consular jurisdiction.

Issuance of Travel Documents and Visas

- Process and transmit passport applications to the Superintending Post.
- Issue emergency travel documents, with the appropriate authorisation from the Ministry of National Security, to Jamaican Nationals.
- Issue visas, in accordance with the appropriate visa regulations, to persons wishing to travel to Jamaica.

Assistance during Visits of Jamaican Dignitaries and Officials

- Arrange/coordinate appointments with Government officials and corporate interests in receiving State;
- Participate in/extend courtesies at the airport;
- Arrange meetings of visiting dignitaries/officials with Jamaican nationals in the jurisdiction.

June 2016