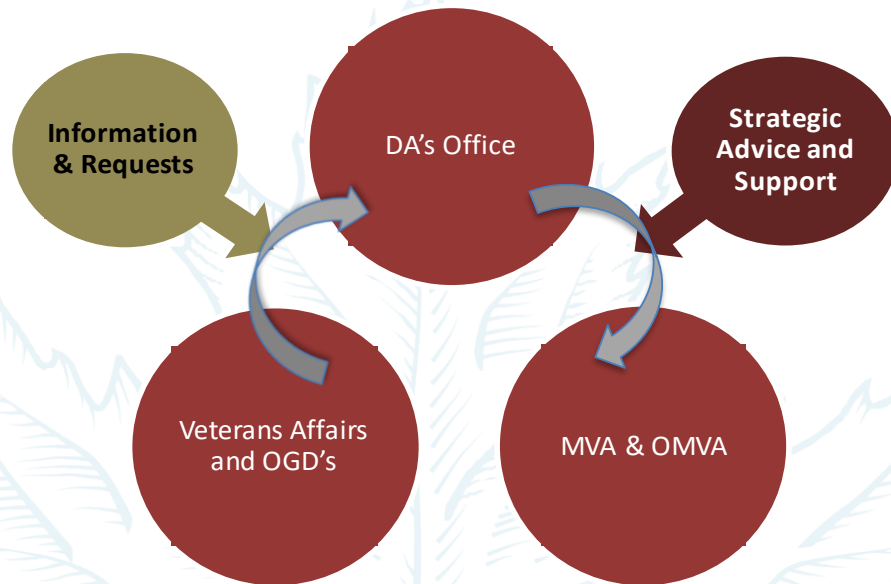




Departmental Assistant's (DA) Office



- Provide strategic and technical support to the Minister, OMVA and DMO through coordination of information sharing, tasking briefings, value-added support on departmental policy, programs, operations and corporate functions including technical support and Ministerial events and meetings
- Establish and manage strategic working relationships across the Department – DMO, ADMOs, OMVA and other GoC Departments
- Ensure effective linkages and integration of strategic support and advice
- Manage office related issues within OMVA that require immediate attention, and provide support and guidance related to any requests
- Provide overall coordination and on-the-ground logistical and protocol support to domestic Ministerial travel