

**IMMEDIATE
ATTENTION**

EBAP/08/146

October 29, 2008

To: Members of the Executive Board

From: The Managing Director

Subject: **Organizational Changes in the IMF Institute**

I wish to inform the Executive Board of my intention to make the following organizational change in the IMF Institute (INS), effective November 12, 2008:

- The creation of a Training Operations Division to replace the existing Administrative Division. The Internal Economics Training Section will be transferred from the Immediate Office to the new division.

In connection with the reorganization, the following staff member will be reassigned:

- Ms. Gemina Archer-Davies (B02, Sierra Leone) currently Division Chief, Administrative Division, IMF Institute, to the position of Division Chief (B02), Training Operations Division, IMF Institute.

A brief curriculum vitae is attached.

Att: (1)

Other Distribution:
Department Heads

CURRICULUM VITAE

Gemina Archer-Davies



NATIONAL OF: Sierra Leone

EDUCATION:

1973 A.A., Liberal Arts, Immaculata College
1976 B.A., Psychology, George Washington University
1979 M.S.L.S., Library Science, Catholic University
1996 M.S.O.D., Human Resources and Organizational Development, The American University

OTHER WORK EXPERIENCE:

1974 - 1975 The George Washington University
Student Assistant, Department of Engineering Administration

FUND CAREER:

09.18.1975 Clerk, Joint Library, ADM
02.13.1980 Assistant Catalogue Librarian, Joint Library, ADM
05.01.1987 Periodicals Librarian, Joint Library, ADM
02.01.1990 Section Chief, Joint Library, ADM
01.22.1991 Human Resources Officer, Staff Development, ADM
03.07.1991 Section Chief, Joint Library, ADM
07.01.1991 Section Chief, Staff Benefits, ADM
02.07.1996 Deputy Division Chief, Staff Benefits, ADM
06.21.1999 Division Chief, Administrative Division, INS