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**IMMEDIATE
ATTENTION**

MASTER FILES
ROOM C-525

0455

EB/CAM/91/89

December 17, 1991

To: Members of the Committee on
Executive Board Administrative Matters

From: The Acting Committee Secretary

Subject: Promotion of Secretarial Assistant

The attached memorandum from the Acting Chairman of the Committee deals with a request from an Executive Director for review of the comparability of outside experience with Fund service in connection with criteria for the promotion of a secretarial assistant.

In the absence of a request to the Acting Committee Secretary by noon on Friday, December 20, 1991, that this matter be considered in Committee, the review will be deemed approved and the promotion will be processed accordingly.

Att: (1)

Other Distribution:
Members of the Executive Board



Office Memorandum

To: Members of the Committee on
Executive Board Administrative Matters

December 17, 1991

From: C. Scott Clark, Acting Chairman

Subject: Promotion of Secretarial Assistant

The attached request from an Executive Director concerning a secretarial assistant appears to be a straight-forward case of comparability for meeting the requirement of 15 years' experience for progression to Grade A08. Accordingly, I believe that the Committee may concur in this recommendation without the need for meeting.

Attachment



Office Memorandum

To: The Chairman, Committee on
Executive Board Administrative Matters

December 17, 1991

From: E.A. Evans

Subject: Promotion of Secretarial Assistant - Review of Comparability
of Outside Experience

I wish to recommend the promotion of my Secretarial Assistant, Mrs. Karen Miller, with effect from November 1, 1991, under the provision for the promotion of a secretarial assistant to Grade A8 as set forth in Paragraph 1(e) of EBAP/90/113, Supplement 2 (5/25/90). For promotion under Paragraph 1(e), a secretarial assistant must, in addition to other specified criteria, have had 15 years of experience in the Fund or in a comparable institution, with outside experience reviewed for comparability by the Committee on Executive Board Administrative Matters.

Mrs. Miller, who joined the Fund in November 1984, will have had a total of six years and 11 months of Fund service, all of which have been in this office. Other outside experience as a secretary included two years and six months at the Australian Embassy, Washington DC, four years with the Australian foreign service (as secretary to the Minister (Financial), Australian Embassy, Bonn, secretary to the political officers, Australian Embassy, Seoul), and three years and four months with the New South Wales Government Public Service Board.

I would appreciate the concurrence of the Committee that Mrs. Miller's outside experience would qualify as being comparable to Fund service in order that she may meet the requirement of a total of 15 years' experience in the Fund and comparable institutions.