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**IMMEDIATE
ATTENTION**

EB/CAM/90/40

June 20, 1990

To: Members of the Committee on
Executive Board Administrative Matters

From: The Committee Secretary

Subject: Promotion of Secretarial Assistants

The attached memorandum from the Committee Chairman deals with requests from several Executive Directors for review of the comparability of outside experience with Fund service in connection with criteria for promotion of secretarial assistants.

In the absence of a request to the Committee Secretary by noon on Monday, June 25, 1990, that this matter be considered in Committee, the reviews will be deemed approved and the promotions will be processed accordingly.

Att: (1)

Other Distribution:
Members of the Executive Board



Office Memorandum

June 19, 1990

To: Members of the Committee on
Executive Board Administrative Matters

From: F. Cassell, Chairman

Subject: Promotion of Secretarial Assistants

The attached requests from several Executive Directors appear to be straight-forward cases of the comparability of outside experience with Fund service for the purpose of meeting the requirement for 15 years' experience for promotion of a secretarial assistant. Accordingly, I believe that the Committee may wish to concur in these requests without the need for meeting.

Attachments



Office Memorandum

June 19, 1990

To: Mr. Cassell, Chairman, Committee on
Executive Board Administrative Matters

From: C. Scott Clark

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

I wish to recommend the promotion of my Secretarial Assistant, Miss Monique Chagnon, with effect from May 1, 1990, under the provision for the promotion of a secretarial assistant to Grade A8 as set forth in Paragraph 1(f) of EBAP/940/113, Supplement 2 (5/25/90). For promotion under Paragraph 1(f), a secretarial assistant must, in addition to the 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.

Miss Chagnon, who joined the Fund in January 1984, will have had a total of six years and three months of Fund service, all of which has been in this office. Other outside experience as a secretary included eleven years and nine months in the Canadian foreign service (as secretary to Director, Federal-Provincial Co-ordination Bureau (Ottawa), secretary to Ambassador, Canadian Embassy (Lisbon), in charge of the secretariat during the 29th United Nations General Assembly (New York), secretary to Deputy Under-Secretary (Ottawa), secretary to Minister and Deputy Chief of Mission, Canadian Embassy (Paris), secretary to Ambassador, Canadian Embassy (Washington)), and seven years as secretary to the Dean of Engineering, University of Montreal.

I would appreciate the concurrence of the Committee that Miss Chagnon'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.



Office Memorandum

June 15, 1990

To: Mr. Cassell, Chairman, Committee on
Executive Board Administrative Matters

From: El Tayeb El Kogali

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

I wish to recommend the promotion of my Secretarial Assistant, Mrs. Nasibu Kibola, with effect from May 1, 1990, 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 the 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. Kibola, who joined the Fund in March 1985, will have had a total of six years and two months of Fund service, all of which have been in this office. Other outside experience as a secretary included seven years as personal secretary and office management assistant with the Arusha International Conference Centre, one year with the Office for Regional Co-operation in Arusha, and seven years with the Common Market and Economic Affairs Secretariat of the East African Community.

I would appreciate the concurrence of the Committee that Mrs. Kibola'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.



Office Memorandum

June 19, 1990

To: Mr. Cassell, Chairman, Committee on
Executive Board Administrative Matters

From: E. Feldman

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

I wish to recommend the promotion of my Secretarial Assistant, Mrs. Julieta H. Severi, with effect from May 1, 1990, under the provision for the promotion of a secretarial assistant to Grade A7 as set forth in Paragraph 1(d) of EBAP/90/113, Supplement 2 (5/25/90). For promotion under Paragraph 1(d), a secretarial assistant must, in addition to the 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. Severi, who joined the Fund in April 1985, will have had a total of five years and one month of Fund service, all of which has been in this office. Other outside experience as a secretary included over nine years with the Inter-American Development Bank, one year with Montemar, S.A. in Montevideo, and about five years with Roche International Ltd. in Montevideo.

I would appreciate the concurrence of the Committee that Mrs. Severi'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.



Office Memorandum

June 8, 1990

To: Mr. Cassell, Chairman, Committee on
Executive Board Administrative Matters

From: G. A. Posthumus

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

I wish to recommend the promotion of my Secretarial Assistant, Mrs. Gudule M. Theunissen, with effect from May 1, 1990, 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 the 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. Theunissen, who joined the Fund in April 1983, will have had a total of 7 years of service in this office. She has been at Grade A7 since July 1987. Other outside experience as a secretary included 3 years and 10 months as secretary to the Head of the Economic Division of the Royal Netherlands Embassy in Washington and 4 years and 2 months as secretary to the Chairman of Department of the State University of Utrecht.

I would appreciate the concurrence of the Committee that Mrs. Theunissen'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.

