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EB/CAM/86/47

August 12, 1986

To: Members of the Committee on  
Executive Board Administrative Matters

From: The Committee Secretary

Subject: Grading of Secretarial and Clerical Assistants

The attached memorandum concerning grading of Secretarial Assistants is being circulated at the request of the Acting Chairman.

Att: (1)

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Members of the Executive Board



INTERNATIONAL MONETARY FUND  
WASHINGTON, D. C. 20431

MANAGING DIRECTOR

CABLE ADDRESS  
INTERFUND

August 8, 1986

MEMORANDUM

To: The Chairman, Committee on  
Executive Board Administrative Matters

From: The Managing Director

Subject: Grading of Secretarial Assistants to Executive Directors

I have noted the proposals on this subject which were recently issued to the Executive Board (EBAP/86/163, Corr. 1). I feel I should draw attention to an aspect of these proposals which gives me some concern. This is that, as drafted, the proposals can be seen as applying different and more generous standards to the grading of secretarial assistants to Executive Directors--particularly to the most senior of such assistants--than were applied to the grading of staff. As you can well appreciate, such a perception would have a most deleterious effect on staff morale and on the credibility of the grading exercise itself.

I understand that your Committee is currently reviewing its original proposals. I very much hope that, in the course of this review, the Committee will give serious consideration to introducing more explicit criteria for, and limitations on, progression of senior secretarial assistants through the different grade levels, which would help to avoid the adverse implication referred to above.