

Reviewing Officer

The reviewing officer will be either the Head of Post or Director of Division, or other officer to whom the rating officer reports.

RESPONSIBILITIES AND DUTIES

1. Indicate the percentage of work done in second official language.

2. Employee's Duties

A statement of the job requirements is to be formulated jointly by the rating officer and the rated employee during the first three months of the rating period (or within three months after the arrival on duty of either the rating officer or the rated employee). The statement is to be sufficiently explicit to make clear the specific responsibilities and duties of the rated employee.

3. Insert the date on which the duties were discussed with the employee.

4. Additional Duties Undertaken

Describe here any duties not covered by the job description performed by the employee outside the scope of her/his group and/or level, either on a continuing or on a one-time basis during the appraisal period.