

## PREFACE

This standard describes the plan to be used in classifying positions for Locally-Engaged Staff abroad.

The plan provides a non-quantitative method for determining the relative value of positions. Benchmark position descriptions are provided which serve as reference points for position evaluations.

This standard is designed for use by those individuals who have been delegated authority to classify positions for locally-engaged employees by the Under-Secretary of State for External Affairs pursuant to Section 2.1 of the Locally-Engaged Staffs' Terms and Conditions Regulations.

It is the responsibility of the line manager to determine and describe the duties and responsibilities of a position. Subsequent to the development of a position description, it will be the responsibility of those individuals who have been delegated authority to classify positions for locally-engaged employees to ensure that legislative and delegated authorities are effectively discharged.