

2. *Part B of the form (Duties/Responsibilities) requires a job description to be jointly formulated or agreed upon by the secretary and the supervisor no later than three (3) months after arrival of either the secretary or the supervisor or the beginning of a new appraisal period.*
3. *A Circular Document or Administrative Notice be issued to all posts to introduce the new system well in advance of the annual call for appraisals.*
4. *A notice be included in the Administrative Notice every three months to remind management of their obligation to prepare and discuss job descriptions with their employees as described in our Recommendation Number 2.*