

PERSONNEL INFORMATION

8. That secretarial job packages be reviewed with a view to reducing the amount of straight typing (perhaps by hiring more typists, both rotational and non-rotational) and that secretaries be given a chance (through APROD or lateral transfers to the CR Group) to gain experience in other areas such as administration, consular or personnel, with a view to improving their long-term career prospects (perhaps through promotion from APROD into a rotational AS Group). Provision should be made for secretaries to volunteer for Temporary Duty.

9. That the Departmental establishment be reviewed with a view to improving the officer/secretary ratio in a number of areas; and that the classification of secretarial positions be raised. In particular, all SCY-1 positions should be training positions, with SCY-2 being the effective working level (as in other Departments). All SCY positions abroad should be classified at least at the 2 level. In addition, numerous other positions should be up-graded (e.g. secretaries to Heads of Post could all be SCY-4).

10. That information on accommodation at posts abroad be made available to secretaries before postings are accepted, and that the minimum housing standards for SCY's be two-bedroom units.

4. One of the major conclusions of the Committee is that alternative selection procedures (tests, interviews) are inappropriate to the rotational foreign service secretary and that the present system of promotion board using supervisor-prepared appraisal report be continued.