

### Profiles included in this document

	Name	Index	DOB	Gender	Nationality	EMail
1.	AMMI, Abdelaziz	067539	06/04/1947	M	ALG	ammi@un.org
2.	ANDRAOS, Atwi	751946	26/02/1970	M	LEB	atwi.andraos@hotmail.com
3.	BROUGHTON, Timothy		19/04/1961	M	UK	tgbroughton@hotmail.com
4.	BRUNNHUBER, Claus	718113	08/01/1967	M	AUS	brunnhuber@un.org
5.	BUTLER, James	725697	05/11/1954	M	IRE	butler1@un.org
6.	CROWLEY, Timothy	760981	25/05/1965	M	IRE	crowleyt@un.org
7.	DIAB, Ziad	266201	05/06/1964	M	CRO	diabz@un.org
8.	GEROLD, Paul	203120	19/10/1953	M	SWI	gerold@un.org
9.	GEROLD, Paul	203120	19/10/1953	M	SWI	gerold@un.org
10.	GIHA, Abdelgadir	216424	01/01/1963	M	SUD	giha@un.org
11.	PARISI, Maria	556711	29/04/1972	F	ITA	parisi@un.org

## Personal History Profile for Abdelaziz AMMI

## General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
AMMI	Abdelaziz		
2. Date of Birth	3. City of Birth	Country of Birth	Index No
06/04/1947	Zitouna	Algeria	067539
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Algeria	Algeria	Algeria	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Male	167	72	Married
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities.			
Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? No			
13. What is your preferred field of work? Administrative officers			
14. Would you accept employment for less than six months? Yes			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? 01/01/2007			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? No			
18. Email Address: ammi@un.org			

## Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
Faculte de Droit Universite d'Alger	Algiers Algeria	Oct-1972 - Jul-1977
Main Course of Study	Field of Study	
General Law	Law	
Degree Title or Equivalent	Degree Type	
Licence en Droit	Postgraduate degree	

University Name	City, Country	From - To
Faculte de Droit Universite d'Alger	Algiers Algeria	Sep-1970 - Jul-1972
Main Course of Study	Field of Study	
General Law	Law	
Degree Title or Equivalent	Degree Type	
1 ere Capacite et 2 eme Capacite en Droit	Degree	

University Name	City, Country	From - To
Ecole Nationale d'Aministration Militaire	Algiers Algeria	Sep-1970 - Jun-1972
Main Course of Study	Field of Study	
Degree Title or Equivalent	Degree Type	
Officier de Logistique/Administration	Degree	

List all schools or other formal training or education from age 14 (e.g. high school, technical school and apprenticeship)

Name of School	City, Country	From - To
Lycee Houhou El-Mekki	Constantine Algeria	Sep-1966 - Jul-1969
Main Course of Study	Certificate or Diploma	
Secondary School: maths, human history and geography, literature, science, , foreign languages: french and english	Brevet d'Enseignement Secondaire	

## Employment

26. Starting with your present post, list in reverse order every employment you have had:

Job Title	Type of Business	From - To
R&I Unit Chief	Receiving and Inspection of goods and equipement	01/03/2000 -
Name of Employer	Name of Supervisor	
DPKO/FALD/MONUC	Mr. Pirojna Onmongcol, Mr. Martin Bentz, Mr. John Elswick	
Salaries per Annum:		

Starting <b>46574</b>	Final <b>78163</b>	Currency Paid <b>USD</b>	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address <b>ammi@un.org</b>	
Address of Employer <b>Congo, Dem. Rep.</b>			
Number of Employees Supervised by You <b>18</b>			
Description of Duties <b>-Overall management, coordination and supervision of the Receiving and Inspection Unit ( R&amp;I Unit); -Certifies Receiving and Inspection Reports for all items of supplies and equipment purchased by the United Nations for MONUC and FALD Reserve, as well as all items transferred from various United Nations missions;-Responsible for R&amp;I function of major mission-wide contracts: rations, ground and aviation fuel. Actvely partipates in the receiving and inspection procedures throughout the mission area for delivery of rations and other assets as required ;-Ensures that items received are in accordance with the specifications, terms and conditions specified in the relevant Purchase Orders, contracts, LOA ;-Ensures that goods newly purchased have been processed on Mercury System and R&amp;I Reports forwarded in time to Procurement for processing payment in accordance with POS terms ; Ensures that all items purchased locally under Direct Purchase Authorization have been inspected and manual R&amp;I Reports issued.-Responsible for overseeing the data entry of all non-expendable assets and attractive items into FACS/Galileo System in conformity with assets thresholds tracking , as well as monitoring and ensuring the accuracy and comprehensiveness of all items reflected in FACS/Galileo , as being received and entered into the mission assets database ;-Provides guidance to SAU on R&amp;I issues, guidelines and procedures. Work closely with Procurement, PCIU, MOVCON, all SAUs and FALD/NY to ensure an efficient and effective acquisition cycle.-Ensures that a Discrepancy Report is issued for all rejected and damaged shipment received ( if any) and are held in R&amp;I warehouse for further action. Request Llyods representative to carry out an insurance survey in connection with damaged/short shipment for insurance purposes and submit to UNHQ/Transport Operation Section insurance claims.-Ensures regular training to R&amp;I staff as well for new recruited prior their deployment.</b>			
Summarize any of Your Achievements <b>During the mentioned period in MONUC, the Receiving and Inspection Unit received and inspected more than 1100 millions dollards woth of incoming official shipments and ensured creation of accurate records of UN/ assets for over 105,000 items in the FACS/Galileo in conformity with FALD Threshold Assets tracking.I successfully trained many staff members who knew little or none in the field of receiving and inspection, Fiels Asset Control System/Galileo, Procurement Reality and Mercury System, to enable them to perform their duties in a professional way.Two R&amp;I offices in the new rear logitics logbases in Entebbe ( Uganda) and Kigoma (Tanzania) and Tweleve (12) R&amp;I sub-offices in the different sectors have been successfully implemented and staffed with qualified persons. Implemented rations and fuel daily reporting system within the various R&amp;I offices, Ration Unit and Contract Management Unit. Improved the R&amp;I process and streamlined the time between the receiving date and the final moment where original R&amp;I Reports is handed over to Procurement Section or forwarded to UNHQ for processing payment : R&amp;I Process does not exeed now 2/3 days average which is exceptional ;</b>			
Reasons for Leaving <b>For career development opportunity. I am handling the activities of the Chief R&amp;I in MONUC since 2000 with my current grade FS6 only while in in other missions R&amp;I supervisors are at higher level.</b>			

Job Title <b>OIC Receiving and Inspection Unit</b>	Type of Business <b>Receiving and Inspection of goods and equipment</b>	From - To <b>01/04/1998 - 01/02/2000</b>
Name of Employer <b>DPKO/FALD/MINURCA</b>	Name of Supervisor <b>Mr. Felipe Menjivar, Mr.Pirojna Onmongcol</b>	
Salaries per Annum: Starting <b>37097</b>	Final <b>38180</b>	Currency Paid <b>USD</b>
Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>Yes</b>		
Telephone Number		Email Address
Address of Employer <b>Central African Republic</b>		
Number of Employees Supervised by You <b>10</b>		
Description of Duties <b>Co-ordinates the activity of the Unit in ensuring that receipt and inspection of all supplies, equipment and services purchased by the Organization for the mission or transferred from other UN missions are performed in accordance with the laid down procedures ; -Liaise with the Procurement Section with regard to receiving copies of purchase orders prior to the ordered supplies, equipment or services being delivered ; -Liaise with various self-Accounting Unit (SAU) for the timely preparation of provisional R&amp;I Reports for the receipt and inspection of supplies, equipment or services directly delivered to their sections/units as outlined in the standard R&amp;I Procedures ; -Ensure that all R&amp;I reports ( Reality System), Discrepancy Reports, if any, are prepared in a timely manner for on forwarding to the processing unit, Procurement Section for their action, prior to the same being sent to the Finance Section for payment ; -Ensure that all supplies/equipment are supplied in accordance with the specifications, terms and conditions specified in the relevant purchase orders, LOA, contracts; -Ensure timely creation of data records in FACS on completion of R&amp;I Reports either in Reality System or Manual (PT.31-rev 95 form); Prepare and follow up action on Discrepancy reports raised on quality, quality or specifications; -Liaise with Property Control and Inventory Unit with regard to decalling/bar-coding property of non-expendable nature ; -Certify acceptance or rejection for supplies, equipment and services ; -Respond to any queries raised by different sections, auditors or other field missions pertaining to supplies/equipment dispatched to the mission ;</b>		
Summarize any of Your Achievements <b>Managed the Receiving and the Inspection Unit successfully as confirmed in all my FOPA during the mentioned period</b>		
Reasons for Leaving <b>Reassigned to the United Nations Mission in the Democratic Republic of Congo (MONUC).</b>		

Job Title <b>R&amp;I assistant &amp; OIC Receiving Inspection &amp; Customs Unit</b>	Type of Business <b>Receiving and Inspection of goods and equipment</b>	From - To <b>01/10/1998 - 01/04/1998</b>
Name of Employer <b>DPKO/FALD/UNTAES</b>	Name of Supervisor <b>Mr. Indya Ramadhan from 02/10/96 to 31/07/97. Mr. Thomas Arble from 01/08/97 to 26/02/98</b>	
Salaries per Annum: Starting <b>34569</b>	Final <b>35788</b>	Currency Paid <b>USD</b>
Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>Yes</b>		
Telephone Number		Email Address <b>ammi@un.org</b>

Address of Employer  
**United States of America**

Number of Employees Supervised by You  
**6**

Description of Duties  
**Co-ordinates the activity of the Unit in ensuring that receipt and inspection of all supplies, equipment and services are performed in accordance with the laid down procedures ; -Liaise with the Procurement Section with regard to receiving copies of purchase orders prior to the ordered supplies, equipment or services being delivered ; -Liaise with various self-Accounting Unit (SAU) for the timely preparation of provisional R&I Reports for the receipt and inspection of supplies, equipment or services directly delivered to their sections/units as outlined in the standard R&I Procedures ; -Ensure that all R&I reports ( Reality System), Discrepancy Reports, if any, are prepared in a timely manner for on forwarding to the processing unit, Procurement Section for their action, prior to the same being sent to the Finance Section for payment ; -Liaise with Property Control and Inventory Unit with regard to decalling property of non-expendable nature ; -Certify acceptance or rejection for supplies, equipment and services ; -Respond to any queries raised by different sections, auditors or other field missions pertaining to supplies/equipment dispatched to the mission ; -Co-ordinate the activity of the customs function in ensuring that all supplies ordered through UNTAES/UNHQ/Procurement Section ; all supplies/equipment consigned to any military contingent and supplies/equipment being shipped out of the mission area during the course of operations, rotation or after completion of tour of duty, are cleared in compliance with the appropriate laws governing the importation or exportation of the customs practices of the host country; ( Republic of Croatia ) ; -Liaise with various contingents Logistics Officers with regard to preparation of importation or exportation of contingent-owned supplies/equipment; -Liaise with Joint Movement Transport Unit on the movement of various convoys arranged to ship in or out of the mission are, supplies or equipment.**

Summarize any of Your Achievements  
**Managment of the Unit properly.**

Reasons for Leaving  
**Reassigned to the United Nations Mission in the Central African Republic (MINURCA)**

Job Title <b>OIC Receiving and Inspection Unit</b>	Type of Business <b>Receiving and Inspection of goods and equipment.</b>	From - To <b>01/07/1994 - 01/09/1996</b>
Name of Employer <b>DPKO/FALD/UNAMIR</b>		Name of Supervisor <b>Mr. Marc Molatte, Mr. Jeff Wordley, Mr. Abdi Farrah</b>

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>32947</b>	<b>36482</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>

Telephone Number

Email Address

Address of Employer  
**United States of America**

Number of Employees Supervised by You  
**13**

Description of Duties  
**Officer in charge of the Receiving and Inspection Unit (R&I). Responsible for receiving, inspection and certifying acceptance or rejection of all supplies and equipment purchased by the Organization for the mission or transferred from other United Nations missions. Ensure the completion of certification of all receipt, inspection and discrepancy reports in respect of technical supplies and equipment. -Ensure that all items received are in accordance with the specifications, terms and conditions specified in the relevant Purchase Orders, contracts, LOA and Issue Vouchers, packing list for transferred shipments. -Ensure that goods newly purchased have been processed manually and Receiving and Inspection Reports and Discrepancy Reports ( if any) have been issued and forwarded in time to Procurement Section. -Carry out In/Out Survey inspection for Contingent expendable and non-expendable Own Equipment in accordance with relevant LOA. -Liaise with Property Control Inventory Unit (PCIU) in respect of decalling new purchased assets and UNOE transferred. -Responsible for follow up action with Self-Accounting Units (SAU), MOVCON in respect of the new coming shipments, customs clearance, storage, security and space in the container yard. -Ensure that the R&I data base is up dated and accessible for SAU's , Audit and Procurement Section, Contract Management and Finance Section purposes. - As part of UNAMIR liquidation team, establish and manage scrapyard for all write-off assets as identified by LBSP minutes of board survey, receive from self-accounting Units with proper documentation of all condemned /write-off property and maintain records of its disposal. Issue form log 900 as applicable for the Declaration of Disposal of assets.**

Summarize any of Your Achievements  
**All in-coming shipments were received and inspected in time and in accordance with Receiving and Inspection laid down procedures.**

Reasons for Leaving  
**Reassigned to the United Nations Mission in Croatia ( UNTAES and UNPSG)**

Job Title <b>Legal adviser</b>	Type of Business <b>Legal advises</b>	From - To <b>01/09/1989 - 01/06/1994</b>
Name of Employer <b>Entreprise de Maintenance Industrielle (EMI)</b>		Name of Supervisor <b>Mr. Abdelmalek Djya</b>

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>180000</b>	<b>220000</b>	<b>DZD</b>	Is this a position within the UN Common System? <b>No</b>

Telephone Number

Email Address

Address of Employer  
**Algeria**

Number of Employees Supervised by You  
**2**

Description of Duties  
**-Provide advice and support to managers and staff on commercial, contract and human resource related legal matters ; - Administer, review and provide advice on interpretation and application of labor laws , commercial and contract laws , regulations and rules ; - Participate actively in the contract management process;- Analysing contract obligations and managing contract changes and disputes;-Determine the impact of contract and ambiguities bases on the basic rules and additional rules ; - Resolve contract disputes without litigation whenever possible if not negotiate conciliation settlement by arbitration ; -Represent the Entreprise on all judicial issues involving EMI's liability. Draft and submit conclusions in time to the appropriate jurisdiction ; - Determine and advice on benefits and entitlements for staff on the basis of contractual status and ensure a full implementation of the Entreprise Collective Agreement ; -**

Summarize any of Your Achievements

**Performed my duties professionally, saving always the EMI's interests. The EMI become a very competitive and contracted several public and private projects public and private partners. The EMI was in the top of the list of Enterprise invited for bid at the regional zone and even national level.**

Reasons for Leaving

**Appointment with UNAMIR UN peacekeeping mission in Rwanda**

Job Title <b>Project manager</b>	Type of Business <b>administration, commercial and market matters</b>	From - To <b>01/01/1978 - 01/12/1988</b>
Name of Employer <b>Entreprise De Batiments et Travaux Publics</b>	Name of Supervisor <b>Maatallah Salim</b>	
Salaries per Annum: Starting                      Final                      Currency Paid                      Is this a civil servant position of your Government? <b>No</b> <b>80000</b> <b>170000</b> <b>DZD</b> Is this a position within the UN Common System? <b>No</b>		
Telephone Number		Email Address
Address of Employer <b>Algeria</b>		
Number of Employees Supervised by You <b>40</b>		
Description of Duties <b>Planning and day-to-day management of financial resources of the Enterprise. Oversees the determination of building contract requirements. Implements legal and policy guidelines in respect of the contract law. Submit tender/bid for public and private offers. Participate actively during the contract negotiation phase with our partners . Draft contracts. Liaises with various public administrations offices and other private counterparts as well, Provide effective and timely planning, oversight, management and coordination of construction material support at the builder's yard and manpower and staff technicians at the building site. Plan and oversee the management of activities undertaken by the Enterprise to ensure contractual work programmes and programmed activities are carried out in a timely fashion in order to meet the contract delivery terms. Ensure that the designated architect/technician/foreman follow up on daily basis progress of builder's yard in the different locations. Submit a monthly Progress Report to the manager and our contracting parties. Assist the manager for the hand over and raise the " hand over Report" ( Proces Verbal).</b>		
Summarize any of Your Achievements <b>All contract/projects have been completely realized in time and delivered to the satisfaction of our partners.</b>		
Reasons for Leaving <b>Looking for new contract with appropriate profile with my background</b>		

Job Title <b>Officier d'Aministration</b>	Type of Business <b>Military administration &amp; logistics</b>	From - To <b>01/09/1972 - 01/10/1977</b>
Name of Employer <b>Groupe de Transport de Reserve Generale</b>	Name of Supervisor <b>Colonel Ahmed Bourezg</b>	
Salaries per Annum: Starting                      Final                      Currency Paid                      Is this a civil servant position of your Government? <b>Yes</b> <b>14400</b> <b>21000</b> <b>DZD</b> Is this a position within the UN Common System? <b>No</b>		
Telephone Number		Email Address
Address of Employer <b>Algeria</b>		
Number of Employees Supervised by You <b>20</b>		
Description of Duties <b>Ministry of National Defence : Groupe Transport de Reserve Generale (GTRG): Overall management all GTRG Administrative Services including Personnel Unit Finance and Budget section, Engineering Section. Plan, manage, supervise and coordinate policies and procedures for supporting the global GTRG vehicle fleet;; Develop and implement industry standard techniques of vehicle fleet management to suit GTRG's environment; Develop and implement procedures for assessing surface transport related operational budget requirements; -Plan, establish and direct a fully integrated, field programme joint support with GTRG/Headquarters and participate actively in the combined forces army manoeuvres. Assume responsibility of certifying officer and serve as a member of the certification committee responsible for approving expenditure regarding support and operations; - Ensure that materials and staff/personnel movement and programme operations are processed and authorized and put in place at all time and effective means of monitoring the movement of staff; - Conduct on monthly basis and unexpected spot check and auditing account of all administratives services; -</b>		
Summarize any of Your Achievements <b>Implemented administrative structures with adequated and qualified staff.</b>		
Reasons for Leaving <b>For a better opportunity</b>		

Have you any objections to our making inquiries of your present employer? **No**

Other Agencies of the United Nations System may be interested in our applicants. Do you have any objections to your Personal History Profile being made available to them? **No**

For clerical grades only:

Indicate typing speed in words per minute: English -      French -

List any office machines or equipment you can use:

List any of the Official Languages of the United Nations you know.

Language	Mother Tongue	Speak	Read	Write	Understand
English	No	Easily	Easily	Easily	Easily
French	No	Easily	Easily	Easily	Easily
Arabic	Yes	Easily	Easily	Easily	Easily

In addition to the six United Nations Official Languages, list any other languages you know.

## Address

Zitouna 36120  
Wilaya D'El-Tarf  
Zitouna El-Tarf Algeria  
Telephone: 213-38-619166  
Fax: 213-61-328583  
Contact: Abdelaziz Ammi

## Address

MONUC/ Proprety Management Section  
LogBase Congotex, Utex1  
Kinshasa NA Congo, Dem. Rep.  
Telephone: 243-39 0831 24 extension 5192  
Fax: 243-818907601  
Contact: Abdelaziz Ammi

## Address

Zitouna 36120  
Zitouna El-Tarf Algeria  
Telephone: 213-38-619166  
Fax: 213-61-328583  
Contact: Abdelaziz Ammi

## References

30. List three persons, not related to you, and who are not current United Nations Staff Members, who are familiar with your character and qualifications. Do not repeat the names of supervisors listed under Employment.

## Personal History Profile for Atwi ANDRAOS

## General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
<b>ANDRAOS</b>	<b>Atwi</b>	<b>Youssef</b>	
2. Date of Birth	3. City of Birth	Country of Birth	Index No
<b>26/02/1970</b>	<b>Ain-Ebel</b>	<b>Lebanon</b>	<b>751946</b>
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
<b>Lebanon</b>		<b>Lebanon</b>	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
<b>Male</b>	<b>173</b>	<b>77</b>	<b>Married</b>
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? <b>No</b>			
Are there any limitations on your ability to perform in your prospective field of work? <b>No</b>			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? <b>No</b>			
13. What is your preferred field of work? <b>Administrative specialists</b>			
14. Would you accept employment for less than six months? <b>Yes</b>			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? <b>01/07/1993</b>			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? <b>No</b>			
18. Email Address: <b>atwi.andraos@hotmail.com</b>			

## Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
<b>International Center for Technical Sciences CIT</b>	<b>Dora, Lebanon</b>	<b>Sep-1988 - Jul-1992</b>
Main Course of Study	Field of Study	
<b>Computer Programming</b>	<b>Computing</b>	
Degree Title or Equivalent	Degree Type	
<b>TS Business Computer</b>	<b>Undergraduate degree</b>	

List all schools or other formal training or education from age 14 (e.g. high school, technical school and apprenticeship)

Name of School	City, Country	From - To
<b>UNMIL</b>	<b>Monrovia Liberia</b>	<b>Nov-2007 - Nov-2007</b>
Main Course of Study		Certificate or Diploma
<b>Fundamentals of UN Procurement</b>		<b>Training Course</b>

Name of School	City, Country	From - To
<b>UNMIL</b>	<b>Monrovia Liberia</b>	<b>Mar-2007 - Mar-2007</b>
Main Course of Study		Certificate or Diploma
<b>WODM Sale Operations</b>		<b>Training Course</b>

Name of School	City, Country	From - To
<b>UNMIL HQ</b>	<b>Monrovia Liberia</b>	<b>Jun-2006 - Jun-2006</b>
Main Course of Study		Certificate or Diploma
<b>Performance Management</b>		<b>Competency Based Performance Management</b>

Name of School	City, Country	From - To
<b>United Nations Training</b>	<b>Freetown Sierra Leone</b>	<b>Mar-2004 - Mar-2004</b>
Main Course of Study		Certificate or Diploma
<b>New Finanacial Rules &amp; Regulations New Procurement Manual Contractor Performance Based Best Value for Money Legal aspects Drafting Contract</b>		<b>Advanced Procurement Training</b>

Name of School	City, Country	From - To
<b>DPKO United Nations</b>	<b>Brindisi Italy</b>	<b>Nov-2002 - Nov-2002</b>
Main Course of Study		Certificate or Diploma
<b>Procurement Procedures Procurement Principles &amp; Methodolgies Contract Managment Legal aspects &amp; implications</b>		<b>Advanced Field Procurement</b>

Name of School	City, Country	From - To
<b>DPKO UNIFIL "New Horizon"</b>	<b>Naqoura Lebanon</b>	<b>Aug-1999 - Sep-1999</b>

Main Course of Study <b>Windows &amp; MS Office applications</b>		Certificate or Diploma <b>"New Horizon" Advanced MS Office 1998</b>
Name of School <b>American Lebanese University</b>	City, Country <b>Beirut Lebanon</b>	From - To <b>Feb-1993 - May-1993</b>
Main Course of Study <b>Fox Pro Computer Programming</b>		Certificate or Diploma <b>FoxPro Programmer</b>
Name of School <b>Sin El-feel Official Secondary School</b>	City, Country <b>Beirut Lebanon</b>	From - To <b>Sep-1987 - Jul-1988</b>
Main Course of Study <b>MATHEMATICS</b>		Certificate or Diploma <b>BACHELOR II</b>
Name of School <b>New Generation School</b>	City, Country <b>Bent Jbeil Lebanon</b>	From - To <b>Sep-1984 - Jun-1986</b>
Main Course of Study <b>Math, Science, Philosophy and Literature</b>		Certificate or Diploma <b>BACHELOR I, Science &amp; Mathematics.</b>

# Employment

26. Starting with your present post, list in reverse order every employment you have had:

Job Title <b>Procurement Officer</b>			Type of Business <b>Purchasing</b>	From - To <b>01/12/2009 -</b>
Name of Employer <b>United Nations</b>			Name of Supervisor <b>Caterina De Bianchi</b>	
Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>	
<b>90000</b>	<b>90000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>	
Telephone Number <b>1212963</b>			Email Address <b>andraos@un.org</b>	
Address of Employer <b>United States of America</b>				
Number of Employees Supervised by You				
Description of Duties <b>Conduct analyses and market survey for Vehicles and Construction Equipment. Coordinating, reviewing and preparing the tender documentation for provision of vehicles and construction equipment for the UN peacekeeping missions.</b>				
Summarize any of Your Achievements <b>new assignment</b>				
Reasons for Leaving <b>n/a</b>				

  

Job Title <b>Chief of Procurement</b>			Type of Business <b>Tribunal operations</b>	From - To <b>01/02/2009 - 01/11/2009</b>
Name of Employer <b>Special Tribunal for Lebanon</b>			Name of Supervisor <b>Philip Mitnick</b>	
Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>	
<b>70000</b>	<b>70000</b>	<b>EUR</b>	Is this a position within the UN Common System? <b>No</b>	
Telephone Number <b>31 708003487</b>			Email Address <b>andraos@un.org</b>	
Address of Employer <b>Netherlands</b>				
Number of Employees Supervised by You <b>5</b>				
Description of Duties <b>Oversees, plan, develop and manage the procurement activities of the section involving multi-million dollar expenditures for worldwide procurement of a broad range of commodities and services for the Tribunal. Develop strategy for the effective implementation of procurement process; Represent the Tribunal in key meetings with senior officials and government officials, and in negotiations with senior executives.</b>				
Summarize any of Your Achievements <b>Manage to provide temporarily solutions for start-up phases and accommodate high volume of requirement to establish long terms agreements for the Tribunal operations.</b>				
Reasons for Leaving <b>Family obligations</b>				



Job Title <b>Procurement Officer</b>	Type of Business <b>Procurement</b>	From - To <b>01/01/2008 - 01/01/2009</b>
Name of Employer <b>UN/DFS/UNMIL</b>		Name of Supervisor <b>Josie Villamin</b>
Salaries per Annum: Starting <b>90000</b>	Final <b>90000</b>	Currency Paid <b>USD</b>
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>12129639926</b>	Email Address <b>andraos@un.org</b>	
Address of Employer <b>Liberia</b>		
Number of Employees Supervised by You		
Description of Duties <b>Plan and prioritize procurement actions for assigned cases; Create Case file for requisition; Analyse the Requisition specs to ensure adequacy of specifications; identify potential sources and conduct market survey, review analysis and negotiate responses from suppliers and ensure selection of the most competitive bid to achieve best value for money. Draft communications related to Procurement; Draft Purchase Orders/Contracts; Monitor vendor performance;</b>		
Summarize any of Your Achievements <b>I was able to integrate with the Contracts team and I managed all services Contract and negotiated new lease agreements.</b>		
Reasons for Leaving <b>Joined the Tribunal for Lebanon as the Chief of Procurement.</b>		

Job Title <b>OIC, Support Unit</b>	Type of Business <b>Procurement</b>	From - To <b>01/10/2003 - 01/01/2008</b>
Name of Employer <b>UN/DPKO/UNMIL/Procurement</b>		Name of Supervisor <b>Amadu Kamara/Christopher Fathers</b>
Salaries per Annum: Starting <b>36000</b>	Final <b>57000</b>	Currency Paid <b>USD</b>
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>1212963 9927</b>	Email Address <b>andraos@un.org</b>	
Address of Employer <b>Liberia</b>		
Number of Employees Supervised by You <b>7</b>		
Description of Duties <b>Overseeing the Support Unit; Plan, develop and manage the procurement activities within the unit. Providing authoritative technical and policy advice on all aspects of procurement; Develop guidelines and policy revisions for approval by the Chief of Section; Draft solicitations (RFQ, ITB, RFP, PO) templates for the approval by the Chief Procurement Officer; Participate in recruitment and selection of new staff and developing training programs; Act as Chairman of Local vendor Review Committee(LVRC); Act as Mercury Focal Point for UNMIL; Coach, mentor and evaluate staff within the Unit. Participate in recruitment and selection of new staff and developing training programs. Prepare and supervise preparation of solicitation documents (RFP/RFQ/ITB) based on nature of requirements and cost for Support Unit; Handle complexity and significant cases in Support Unit; Ensuring that suppliers obligations are met. Prepare LCC/HCC case presentations for approval by the CPO.Evaluation of the submitted VRA from potential Vendors using the UN's established evaluation criteria as set forth in manual. Approve or disapprove of Vendor registration applications. Provide Reports, KPI and management data;</b>		
Summarize any of Your Achievements <b>Setup Processing &amp; Vendor Unit from scratch; Manage and build harmonized team up to 14 staff members; Procure goods &amp; services in timely manner to enable smooth start-up phase, deployment, disarmament, re-habitation, election and maintenance; Maintain computer system to ensure timely deliveries and payment;</b>		
Reasons for Leaving <b>n/a</b>		

Job Title <b>Procurement Assistant</b>	Type of Business <b>Purchasing</b>	From - To <b>01/07/2003 - 01/10/2003</b>
Name of Employer <b>UN/DPKO/UNIFIL/Procurement</b>		Name of Supervisor <b>Rana Istwani</b>
Salaries per Annum: Starting <b>45000000</b>	Final <b>45000000</b>	Currency Paid <b>LBP</b>
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address <b>andraos@un.org</b>	
Address of Employer <b>Lebanon</b>		
Number of Employees Supervised by You <b>0</b>		
Description of Duties <b>Act as IT Focal Point Procurement to support Mercury &amp; UNIFIL Acquisition Plan in addition to Delivery tracking system. PX Manager: Review duty free merchandise order for each contingent to insure that all orders are within the monthly quotas per soldier/staff and in accordance with PX procedures, maintain record for all PX activities</b>		
Summarize any of Your Achievements		

**-Implementing new filing system; -Enhance Procurement Acquisition Plan database; -Developing a Lotus Ntes database for delivery tracking system;**

Reasons for Leaving

**Rapid Deployment to UNMIL.**

Job Title <b>Procurement Assistant</b>	Type of Business <b>Procurement</b>	From - To <b>01/01/2002 - 01/06/2003</b>
Name of Employer <b>UN/DPKO/UNMIBH/Procurement</b>		Name of Supervisor <b>Andreas Jouhourian/Almaz Ghanem</b>
Salaries per Annum: Starting                      Final                      Currency Paid                      Is this a civil servant position of your Government? <b>No</b> <b>24000                      27000                      USD                      Is this a position within the UN Common System? <b>Yes</b></b>		
Telephone Number                      Email Address <b>38733496159                      atwi.andraos@unmibh.org</b>		
Address of Employer <b>Bosnia and Herzegovina</b>		
Number of Employees Supervised by You <b>2</b>		
Description of Duties <b>Performing duties as buyer for all UNMIBH Lease Agreements, Trust Fund Construction projects and IT requirement. Acts as Procurement Focal Point for developing new Computer system for all DPKO missions (Mercury System). -Acts as OIC, Processing unit on the absence of the Unit Chief;</b>		
Summarize any of Your Achievements <b>-The Mercury system was successfully developed, launched and implemented in all peacekeeping missions. -Develop electronic software solution to handle Property Survey cases for sale of assets during liquidation phase; -Procure civil works from trust fund to re-habitat Historical, Sport, Electrification, Water, Schools &amp; Police stations; -The average time to effect vendor payment reduced from 27 to 19 day as a result of close coordination with Requisitioning Offices and R&amp;I Unit.</b>		
Reasons for Leaving <b>Mission closed</b>		

Job Title <b>Procurement Assistant</b>	Type of Business <b>Procurement</b>	From - To <b>01/09/2000 - 01/12/2001</b>
Name of Employer <b>UN/DPKO/UNMIBH/Procurement</b>		Name of Supervisor <b>Pascal MUNSIKU</b>
Salaries per Annum: Starting                      Final                      Currency Paid                      Is this a civil servant position of your Government? <b>No</b> <b>24000                      25000                      USD                      Is this a position within the UN Common System? <b>Yes</b></b>		
Telephone Number                      Email Address		
Address of Employer <b>Bosnia and Herzegovina</b>		
Number of Employees Supervised by You <b>2</b>		
Description of Duties <b>Scrutinize invoices in order to make sure that they are in compliance with purchase orders/contracts and goods /services received and accepted; Match invoices and processing payments to vendors; -Control approved requisitions; -Maintain and update case files; -Expedite delivery &amp; payment -Liase with vendors, Requisitioners/Logistics Officers, Buyers &amp; Finance to solve Discrepancies &amp; expedite payments; -Act as OIC, Processing Unit on the absence of the Unit Chief; -Act as focal-point for procurement to support the Mercury! team in their task to develop new Procurement system (Mercury system); -Test the Mercury system, reports bugs and request enhancements; -Provide statistics &amp; reports to Adminsitration;</b>		
Summarize any of Your Achievements <b>-90% of vendor Payments processed and paid within the time stated in the Contract/Purchase Order; -95% of goods delivery made as promised; -maintain low outstanding balances related to Procurement obligations; -Design reports to alert Processing staff to expedite the deliveries and report vendor delivery performace; -Design report to close Purchase Order/Contract upon completion of delivery &amp; payment.</b>		
Reasons for Leaving <b>Section Chief rotated staff to support Trust Fund and Engineering Team.</b>		

Job Title <b>Procurement Assistant</b>	Type of Business <b>Procurement</b>	From - To <b>01/09/1997 - 01/09/2000</b>
Name of Employer <b>UN/DPKO/UNIFIL/Procurement</b>		Name of Supervisor <b>Goran Carlsson</b>
Salaries per Annum: Starting                      Final                      Currency Paid                      Is this a civil servant position of your Government? <b>No</b> <b>18000                      23000                      USD                      Is this a position within the UN Common System? <b>Yes</b></b>		
Telephone Number                      Email Address <b>andraos@un.org</b>		
Address of Employer <b>Lebanon</b>		
Number of Employees Supervised by You <b>0</b>		
Description of Duties		

**IT Focal Point provides monthly activities/statistics reports/charts, troubleshooting, setup computers, installs programs, assists procurement user in computer and develops & setup database, spreadsheets for procurement internal use. Buyer: analyzes and evaluates requisitions, prepares bids (request for quotation/tie bid/proposal) prepares and issuance of Purchase Orders and contracts, controls all transaction in accordance with the established procedures maintains and updates case files with all activities, monitors good delivery schedule and services implementation table. -Processing: managing invoices, scrutinizes invoices against receiving and inspections reports and makes sure that payment made in accordance with its Purchase order/Contracts terms and conditions, processes/follow-up payments and liaises with Finance, drafts faxes, handles discrepancy reports, hurdles with vendors and R&I, controls and manages pending Purchase Orders, contracts and review outstanding obligations.**

Summarize any of Your Achievements

**Developing many databases for internal use in order to control and monitor activities;**

Reasons for Leaving

**TDY to UNMIBH**

Job Title <b>IT Procurement Focal Point</b>		Type of Business <b>Procurement</b>	From - To <b>01/08/1993 - 01/09/1997</b>
Name of Employer <b>UN/DPKO/UNIFIL/Procurement</b>		Name of Supervisor <b>Sertse Demisse</b>	
Salaries per Annum:			
Starting <b>10000</b>	Final <b>20000</b>	Currency Paid <b>USD</b>	Is this a civil servant position of your Government? <b>No</b>
			Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>9611827392</b>		Email Address <b>andraos@un.org</b>	
Address of Employer <b>Lebanon</b>			
Number of Employees Supervised by You <b>0</b>			
Description of Duties <b>IT Focal point: works as a Reality focal point, monitors requirements, provides monthly activities/statistics reports/charts, troubleshooting, setup computers, installs programs, assists procurement user in computer field &amp; programming/ setup Database/ spreadsheets for procurement internal use. Processing payment and ensures compliance with relevant contracts, follow-up deliveries and liaises with Vendors, Buyers &amp; Finance; Monitor &amp; control Duty free purchasing for UNIFIL PX Units, Liaise with Customs Offices to facilitate &amp; control Tax declaration for goods purchased by the Mission, PX Unit, -Buyer for Welfare(Sports, Audio Visual) &amp; Stationery commodity.</b>			
Summarize any of Your Achievements <b>Analyze &amp; develop a computer program to monitor &amp; manage: -PX Unit activities. -Duty free purchase for International staff; -Delivery tracking and expediting system; Develop in house database to cover the reporting and alerting modules and provide: -Generate electronic fax, Regret letter to companies; -Vendor reporting system; -Monitor buyer activities; -Monthly reporting tools; -Requisition tracking database;</b>			
Reasons for Leaving <b>Promotion</b>			

Have you any objections to our making inquiries of your present employer? **No**

Other Agencies of the United Nations System may be interested in our applicants. Do you have any objections to your Personal History Profile being made available to them? **Yes**

For clerical grades only:

Indicate typing speed in words per minute: English - **35** French -

List any office machines or equipment you can use:  
**Computer, etc..**

List any of the Official Languages of the United Nations you know.

Language	Mother Tongue	Speak	Read	Write	Understand
<b>English</b>	<b>No</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>
<b>Arabic</b>	<b>Yes</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>

In addition to the six United Nations Official Languages, list any other languages you know.

Address

Church square  
Ain Ebel, Bent-Jbeil Casa South Lebanon  
Telephone: 231-6-532626  
Fax: 231-5-319185  
Contact: Atwi Andraos

References

30. List three persons, not related to you, and who are not current United Nations Staff Members, who are familiar with your character and qualifications. Do not repeat the names of supervisors listed under Employment.

Reference Name	Occupation or Business	Address	Telephone/Email
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## Personal History Profile for Timothy BROUGHTON

## General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
<b>BROUGHTON</b>	<b>Timothy</b>	<b>George</b>	
2. Date of Birth	3. City of Birth	Country of Birth	Index No
<b>19/04/1961</b>	<b>Scotton</b>	<b>United Kingdom</b>	
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
<b>United Kingdom</b>		<b>United Kingdom</b>	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
<b>Male</b>	<b>184</b>	<b>88</b>	<b>Married</b>
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities.			
Are there any limitations on your ability to engage in all travel? <b>No</b>			
Are there any limitations on your ability to perform in your prospective field of work? <b>No</b>			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? <b>No</b>			
13. What is your preferred field of work? <b>Administrative officers</b>			
14. Would you accept employment for less than six months? <b>Yes</b>			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when?			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? <b>No</b>			
18. Email Address: <b>tgbroughton@hotmail.com</b>			

## Education

List all university degrees or equivalent qualifications obtained.

List all schools or other formal training or education from age 14 (e.g. high school, technical school and apprenticeship)

Name of School	City, Country	From - To
<b>Thornlow Prep School</b>	<b>Weymouth United Kingdom</b>	<b>Sep-1971 - May-1977</b>
Main Course of Study		Certificate or Diploma
<b>General Education to standard of GSCE/O Level</b>		<b>Leaving Certificate</b>

## Employment

26. Starting with your present post, list in reverse order every employment you have had:

Job Title	Type of Business	From - To
<b>PX Manager</b>	<b>Retail</b>	<b>01/06/2002 - 01/12/2006</b>
Name of Employer		Name of Supervisor
<b>ES-KO International Inc</b>		<b>Cesare Ferraro</b>
Salaries per Annum:		
Starting	Final	Currency Paid
<b>29120</b>	<b>36720</b>	<b>GBP</b>
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>No</b>
Telephone Number	Email Address	
<b>377979776</b>	<b>es-ko@monaco.mc</b>	
Address of Employer		
<b>Monaco</b>		
Number of Employees Supervised by You		
<b>30</b>		
Description of Duties		
<b>Responsible for the running of projects offering complete retail services to the UN community. My first position was in Eritrea where I set up a new PX service for the UNMEE community in Asmara. After closure of the UNMEE PX I was assigned to the UNAMSIL PX in November 2004. While running the UNAMSIL PX I was tasked with opening additional services and a PX in Liberia in support of the UNMIL community in January 2005. I am responsible for the following in no particular order of priority as they are all fundamental to the efficient and successful running of the project: - Accomodation for all international staff -Maintenance of all generators, reefer containers, vehicles and electrical and IT equipment - Local staff recruitment - Local procurement - Ordering of all saleable stock as well replacement equipment - clearing and receiving of all imported goods - Visa and residence stamps for all international staff - liaison between UNMIL and ESKO head office - contract management including provision of extra services, amendments and extensions -customer interface to resolve problems and issues - accounting for \$576,000 of local annual expenses - schedule planning for all staff to ensure leave taken does not affect daily activities -administration of a computer system to ensure all duty free goods are accounted for in a proper manner as well as maintaining a database of over 3,000 stock lines - supervision of a warehouse handling stock to the value of \$1.5m in support of retail sales in excess of \$350,000 per month - provision of a full supermarket service which provides a fresh bakery, delicatessen, fresh fruit and vegetables, chilled and frozen goods as well as standard supermarket lines I am also responsible for the management of the UNIOSIL PX in Freetown.</b>		
Summarize any of Your Achievements		
<b>Created a supermarket operation from start in Eritrea to serve the UNMEE community in Asmara. Upon assignment to the UNAMSIL PX I was able to drastically cut costs and stock levels while also improving the service and range available which resulted in the extension of contract. Created a supermarket project in Liberia from its start in a open warehouse environment to its current position of being a purpose built supermarket environment with all aspects of service that would be found in a medium sized supermarket in Europe or America. The success of the above mentioned project resulted in an extension of the contract as well as the request to provide a further retail outlet in the UNMIL HQ building at Pan African Plaza.</b>		

## Reasons for Leaving

**The continued lack of support and resources to maintain the standards required for such an operation. This issue had been ongoing for 9 months and I was not able to secure the support or resources required to maintain the credibility of the contract and felt no other course of action was available other than my resignation with relevant notice period.**

Job Title <b>Financial Advisor</b>	Type of Business <b>Financial services</b>	From - To <b>01/10/1995 - 01/05/2002</b>
Name of Employer <b>Self employed with services tied to RJ Temple plc</b>	Name of Supervisor <b>Alan Foster</b>	
Salaries per Annum: Starting                      Final                      Currency Paid                      Is this a civil servant position of your Government? <b>No</b> <b>20000                      30000                      GBP                      Is this a position within the UN Common System? <b>No</b></b>		
Telephone Number		Email Address
Address of Employer <b>United Kingdom</b>		
Number of Employees Supervised by You <b>0</b>		
Description of Duties <b>Providing investments services to customers as well as all other financial need solutions.</b>		
Summarize any of Your Achievements <b>Successfully managed and advised on investment portfolios of approximately GBP15 million. Successfully completed a course in financial planning which provided me with a diploma in financial services.</b>		
Reasons for Leaving <b>The continued controversial strangulation of the financial service sector which effectively stopped the correct advice been given to customers in a very difficult and bureaucratic dictated environment.</b>		

Job Title <b>Retail Manager</b>	Type of Business <b>Retail supermarket</b>	From - To <b>01/05/1979 - 01/09/1995</b>
Name of Employer <b>NAAFI</b>	Name of Supervisor <b>Andrew Campbell</b>	
Salaries per Annum: Starting                      Final                      Currency Paid                      Is this a civil servant position of your Government? <b>No</b> <b>10000                      25000                      GBP                      Is this a position within the UN Common System? <b>No</b></b>		
Telephone Number		Email Address
Address of Employer <b>United Kingdom</b>		
Number of Employees Supervised by You <b>35</b>		
Description of Duties <b>Manager responsible for the running of a foodhall and warehouse reporting to the official in charge for all aspects including: - Local staff recruitment - Local procurement - Ordering of all saleable stock as well replacement equipment - clearing and receiving of all imported goods - Liaison between different departments of the overall supermarket - Management of the customer service desk to resolve problems and issues - Schedule planning for all staff to ensure leave taken did not affect daily activities - Administration of a computer system to ensure all duty free goods are accounted for in a proper manner as well as maintaining a database of over 2,000 stock lines - supervision of a warehouse handling stock to the value of GBP 1.8m in support of retail sales in excess of GBP 350,000 per month - provision of a full supermarket service which provides a butchery, delicatessen, fresh fruit and vegetables, chilled and frozen goods as well as standard supermarket lines - Responsible for the coordination of securely moving capital from the supermarket to the bank on a daily basis</b>		
Summarize any of Your Achievements <b>My employment commenced as a casual staff member collecting trolleys and assisting customers with their shopping culminating to my last position of being the manager of the largest state of the art foodhall operated by NAAFI worldwide. Assisted in the opening of the new shopping complex built over the site of the old Spandau Prison which was "holding" Rudolf Hess. Upon his death the prison was demolished and a purpose built shopping complex was built which allowed NAAFI to provide a state of the art supermarket which included the first electronic point of sale system which in turn allowed the electronic control of all sales and stock items for the first time. In 1990 I was on active service with the Territorial Army on behalf of NAAFI and was tasked with operating a rear echelon warehousing system providing goods to the front line troops during Desert Storm. Based in Al Juybal, Saudi Arabia until the conclusion of the ground war and was then tasked with moving supplies and warehousing up the lines into Kuwait to provide a more effective and efficient supply line.</b>		
Reasons for Leaving <b>Options for Change cam which resulted in the mass withdrawal of UK troops from Germany back to UK. I decided at that time that it was time for me to return to UK to settle my young family down to a more settled living environment rather than relocating every 3 years.</b>		

Have you any objections to our making inquiries of your present employer? **Yes**

Other Agencies of the United Nations System may be interested in our applicants. Do you have any objections to your Personal History Profile being made available to them? **Yes**

For clerical grades only:

Indicate typing speed in words per minute: English -      French -

List any office machines or equipment you can use:

List any of the Official Languages of the United Nations you know.

Language	Mother Tongue	Speak	Read	Write	Understand
<b>English</b>	<b>Yes</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>

In addition to the six United Nations Official Languages, list any other languages you know.

Language	Mother Tongue	Speak	Read	Write	Understand
German	No	Not easily	Not easily	Not easily	Not easily

## Address

86 Glebe Road  
Stratford Upon Avon Warwickshire United Kingdom  
Telephone: 0044-1789-293301  
Fax: 0044-7963-630857  
Contact: Timothy Broughton

## References

30. List three persons, not related to you, and who are not current United Nations Staff Members, who are familiar with your character and qualifications. Do not repeat the names of supervisors listed under Employment.

Reference Name	Occupation or Business	Address	Telephone/Email
Roy CHALKLEY	Managing Director	UMARCO Liberia	002316 516973 chalkleyroy@aol.com
Christopher GABELLE	Institutions and Governance Advisor	Delegation of the European Commision Liberia	002316 542828 wawwawhop@aol.com
Jurgen LANDOLT	Managing Director	Monrovia Breweries Liberia	00231775 14377 mbi.jcl@gmx.net

## Personal History Profile for Claus BRUNNHUBER

## General Details

1. Family name <b>BRUNNHUBER</b>	First Name <b>Claus</b>	Middle Name	Maiden Name, (if any)
2. Date of Birth <b>08/01/1967</b>	3. City of Birth <b>Graz</b>	Country of Birth <b>Austria</b>	Index No <b>718113</b>
4. Country of Nationality at Birth <b>Austria</b>	Second Nationality (if any) <b>Austria</b>	5. Country of Present Nationality <b>Austria</b>	Second Nationality (if any)
6. Gender <b>Male</b>	7. Height [cm] <b>180</b>	8. Weight [kg] <b>80</b>	9. Marital Status <b>Married</b>
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? <b>No</b>			
Are there any limitations on your ability to perform in your prospective field of work? <b>No</b>			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? <b>No</b>			
13. What is your preferred field of work? <b>Management development specialists</b>			
14. Would you accept employment for less than six months? <b>Yes</b>			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? <b>01/01/2001</b>			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? <b>No</b>			
18. Email Address: <b>brunnhuber@un.org</b>			

## Education

List all university degrees or equivalent qualifications obtained.

List all schools or other formal training or education from age 14 (e.g. high school, technical school and apprenticeship)

Name of School <b>Searl Education Service</b>	City, Country <b>Long distance study United States of America</b>	From - To <b>Jan-2004 - Jun-2004</b>
Main Course of Study <b>Warehousing fundamental cours</b>		Certificate or Diploma <b>Certificate of Completion</b>

Name of School <b>Police Academy In Graz, Austria</b>	City, Country <b>Graz Austria</b>	From - To <b>May-1991 - Jun-1993</b>
Main Course of Study <b>Criminal Law, Public Law, Civilian Law , Management, Conflict Prevention, Riot Control and training on special police equipment</b>		Certificate or Diploma <b>Inspector's Certificate</b>

Name of School <b>Bundes Gymnasium Pestalozi</b>	City, Country <b>Graz Austria</b>	From - To <b>Jun-1982 - Jun-1988</b>
Main Course of Study <b>High school</b>		Certificate or Diploma <b>certificated</b>

## Employment

26. Starting with your present post, list in reverse order every employment you have had:

Job Title <b>Acting Chief Supply</b>	Type of Business <b>Supply Operation</b>	From - To <b>01/04/2007 -</b>
Name of Employer <b>UN DPKO BINUB</b>		Name of Supervisor <b>Vasyl Sydorenko</b>
Salaries per Annum: Starting  Final  Currency Paid	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>Yes</b>	
Telephone Number	Email Address <b>brunnhuber@un.org</b>	
Address of Employer <b>United States of America</b>		
Number of Employees Supervised by You <b>12</b>		
Description of Duties		

Under the overall supervision of the Chief Integrated Support Services (CISS) and within delegated authority, I am responsible to: Formulate and oversee supply support operations for the provision of supply support and supplies required by BINUB; Manage supply and related services issues that affect the field mission, including managing, coordinating and supervising the work of the General Stores Unit, Rations Unit and Fuel Unit; Coordinate between senior management at Mission, UNHQ, and as applicable UN Agencies, Programmes and Funds to establish priorities and develop comprehensive supply support plans for the life of BINUB; Provide guidance and input in the development of mission directives, instructions and procedures for field supply support; Manage overall Supply Section input into the acquisition process, e.g. budget formulation, acquisition planning, development of scopes of work, specifications, requisitions, participation in technical evaluations, submissions to Local Committee Contracts (LCC); Develop and recommend mission supply operations Results Based Budgeting (RBB) and detailed budget submissions incorporating all requirements of the various supply clients and ensuring that funds proposed are adequate to meet support services and supply needs; Monitor expenditures and approve requisitions for provision, acquisition and contracting of services and acquisition of supply related equipment and supplies; Initiate and oversee periodic reviews of policies, practices and directives to ensure best practices in supply issues, standards and procedures; Liaise with the Mission Contract Compliance Management Section in the resolution of contractual implementation disputes; Develop Supply Section business plans and monitor the implementation of individual unit work plans; Develop, train and monitor performance of personnel within the Section.

Summarize any of Your Achievements

- Demonstrated ability to provide seasoned technical advice to managers across the whole range of supply functions; improvement of the ability to manage a supply programme in a field operation; - Demonstrated effectiveness in the development of policy and procedures for field supply support; - Demonstrated fiscal awareness and responsibility and thorough knowledge of UN financial rules; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of peace operations. - Demonstrated ability to provide leadership and take responsibility for incorporating gender perspectives into substantive work; commitment to the goal of achieving gender balance in staffing. - Proven record of building and managing teams and creating an enabling work environment, including ability to effectively lead, supervise, mentor, train, develop and evaluate staff. - Demonstrated planning and organization skills to effectively develop work plans, direct others in the execution of work, and ensure timely delivery of results. - Demonstrated highly effective interpersonal skills, including ability to lead a complex support organization and to coordinate and operate effectively across organizational boundaries; ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity; ability to operate independently in an austere environment for protracted periods.

Reasons for Leaving

present

Job Title <b>OIC Supply Planning and Budget Unit</b>	Type of Business <b>Supply Operation</b>	From - To <b>01/06/2004 - 01/03/2007</b>
Name of Employer <b>UN DPKO ONUB</b>	Name of Supervisor <b>Walter Joebstl</b>	
Salaries per Annum: Starting                      Final                      Currency Paid	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>Yes</b>	
Telephone Number	Email Address	
Address of Employer <b>United States of America</b>		
Number of Employees Supervised by You <b>4</b>		
Description of Duties <b>.Provision of necessary materials in the most efficient and timely manner while adhering to the United Nations Financial Rules, Regulations, Operational Support Manual, as well as other applicable directives and policies; .Elaboration of the specifications of items required for the smooth operation of the Mission; .Issuance of Mission items/Welfare items to the Military and Civilian personnel; .Efficient, cost effective and timely acquisition, replenishment, use, storage and disposal of specialized stores, general supplies..Long-, medium- and short-term supply planning by identifying requirements and determining the range and quantities of items needed to support the Mission. Planning phases include technical writing of specifications, identifying items, cataloguing, scaling issues/ replacements and the establishment of procedures;</b>		
Summarize any of Your Achievements <b>Mission start up preparation of Budget 2004/2005,preparation of Budget 2005/2006,Budget 2006/2007,</b>		
Reasons for Leaving <b>Reassignment to BINUB</b>		

Job Title <b>Supply Warehouse Manager</b>	Type of Business <b>Supply Operation</b>	From - To <b>01/05/2001 - 01/06/2004</b>
Name of Employer <b>UN DPKO UNMEE</b>	Name of Supervisor <b>Nicholson Hilary</b>	
Salaries per Annum: Starting                      Final                      Currency Paid	Is this a civil servant position of your Government? <b>Yes</b> Is this a position within the UN Common System? <b>Yes</b>	
Telephone Number	Email Address	
Address of Employer <b>United States of America</b>		
Number of Employees Supervised by You		
Description of Duties <b>Warehouse Manager,Coordinating the activities of the different parts of the Warehouse unit,Inspection and Signing of R&amp;I reportsUpdates on FACS system for assets,Tracking of Issuing and consumption of expendable items,Organisation of warehouse aspects including stock location, shelving, warehouse layout, Personnel managementDirectly supervising of local staffProcurement planningRaising of requisition in accordance to the mission demandsPreparation of specifications and SOWLiaison with various military components on supply related issuesManagement of water storage and distribution of UN produce drinking water at UN owned water plants (average production per month 550.000 bottles)Officer in charge of Supply Section during the absents of the Chief Supply</b>		
Summarize any of Your Achievements <b>Implementation of warehousing system in the mission. Supply Online catalogueMission budgets and performance reports2001/ 2002, 2002/2003,2003/2004,2004/ 2005</b>		
Reasons for Leaving <b>Reassignment to ONUB</b>		

Job Title <b>Police Liaison Officer</b>	Type of Business <b>Liaison Officer</b>	From - To <b>01/08/1999 - 01/03/2001</b>
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Name of Employer <b>Ministry of Internal Affairs, UNMIK</b>			Name of Supervisor <b>Ellen Aamodt</b>		
Salaries per Annum:					
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>Yes</b>		
			Is this a position within the UN Common System? <b>Yes</b>		
Telephone Number			Email Address		
Address of Employer <b>Austria</b>					
Number of Employees Supervised by You <b>7</b>					
Description of Duties <b>Description of Duties As the Liaison Officer between the Chief Supply Officer, UNMIK Administration, and the Chief of Police Logistics, UNMIK, my responsibilities include the following:•Planning all police equipment requirements for UNMIK Police (4,000+) for budget years 2000/2001 and 2001/2002;•Preparing cost estimates, specifications and requisitions in Reality for police requirements for defence, security, forensic, uniform and training equipment items, within a budget of approximately \$3 million;•Preparing budget performance report on police equipment;•Conducting technical evaluations of bids and proposals received in response to UNMIKs RFPs and ITBs;•Advising the Local Committee on Contracts on technical issues related to police equipment;• Arranging training for UNMIK police on new equipment;</b>					
Summarize any of Your Achievements <b>•Preparing the master specifications for a global systems contract for all UN peacekeeping missions for 182 operational police items; projecting UNMIK's quantities and costs for the next two year period;</b>					
Reasons for Leaving <b>End of Mission</b>					

Job Title <b>Police Officer</b>		Type of Business <b>Police Officer</b>	From - To <b>01/11/1998 - 01/08/1999</b>
Name of Employer <b>Ministry of Internal Affairs</b>		Name of Supervisor <b>Benno Kleinfencher</b>	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>Yes</b>
			Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address	
Address of Employer <b>Austria</b>			
Number of Employees Supervised by You			
Description of Duties <b>I was responsible for several levels of law enforcement activities, including the following:•Reporting directly to the court on criminal offences;•Investigating and finalising reports for the court;• Member of the Special Police Unit for Riot control.</b>			
Summarize any of Your Achievements <b>N/A</b>			
Reasons for Leaving <b>Appointment to UNMIK</b>			

Job Title <b>Peacekeeper</b>		Type of Business <b>DPKO</b>	From - To <b>01/01/1998 - 01/10/1998</b>
Name of Employer <b>Ministry of Internal Affairs, UNPSG</b>		Name of Supervisor <b>Halvor Hartz</b>	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>Yes</b>
			Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address	
Address of Employer <b>Austria</b>			
Number of Employees Supervised by You <b>35</b>			
Description of Duties <b>Reporting directly to the UNPSG Police Commissioner and responsible for the following:•International police monitoring in one of five districts in Eastern Slavonia, including border police and Danube River police;• Providing support to the new, independent Croatian Police Force in the district;•Preparing weekly performance reports on local police activities to the Police Commissioner;•Preparing daily and weekly occurrence reports (including sections on human rights, situation and major incidents);•Coordinating human rights monitoring in conjunction with Civil Affairs and OSCE;•Directing and/or coordinating United Nations Police administrative and logistics functions in the district.</b>			
Summarize any of Your Achievements <b>N/A</b>			
Reasons for Leaving <b>End of Mission</b>			

Job Title	Type of Business	From - To
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Station Commander	DPKO	01/05/1997 - 01/01/1998
Name of Employer Ministry of Internal Affairs, UNTAES		Name of Supervisor Halvor Hartz
Salaries per Annum: Starting	Final	Currency Paid
		Is this a civil servant position of your Government? Yes
		Is this a position within the UN Common System? Yes
Telephone Number		Email Address
Address of Employer Austria		
Number of Employees Supervised by You 292		
Description of Duties Reporting directly to the Police Commissioner for UNTAES and responsible for the following:International police monitoring in one of two regions in Eastern Slavonia (Bela Manastir);Supervising and coordinating training of local police;Monitoring of two local municipal elections; Providing support to the transitional Croatian Police Force in the district;Provision of weekly performance reports on local police to the Police Commissioner;Preparing daily and weekly occurrence reports (including sections on human rights, situation and major incidents;Coordinating human rights monitoring in conjunction with Civil Affairs and OSCE;Coordinating United Nations Police administrative and logistics functions in the district.		
Summarize any of Your Achievements Peace in Croatia		
Reasons for Leaving End of Mission		

Job Title Police Officer	Type of Business Police Officer	From - To 01/05/1993 - 01/05/1997
Name of Employer Ministry of Internal Affairs		Name of Supervisor Benno Kleinfnerchner
Salaries per Annum: Starting	Final	Currency Paid
		USD
		Is this a civil servant position of your Government? Yes
		Is this a position within the UN Common System? Yes
Telephone Number 2570257860594		Email Address
Address of Employer Austria		
Number of Employees Supervised by You 0		
Description of Duties Law enforcement;Reporting directly to court on minor criminal offences;Investigating and finalising reports for the court;Member of the Special Police Unit for Riot control.		
Summarize any of Your Achievements N/A		
Reasons for Leaving Appointment to UNTAES		

Job Title Police Student	Type of Business Police	From - To 01/04/1991 - 01/05/1993
Name of Employer Ministry of Internal Affairs		Name of Supervisor Reinhold Frueauf
Salaries per Annum: Starting	Final	Currency Paid
		USD
		Is this a civil servant position of your Government? Yes
		Is this a position within the UN Common System? Yes
Telephone Number		Email Address
Address of Employer Austria		
Number of Employees Supervised by You		
Description of Duties The Police Academy programme included training in the following areas:Criminal law;Administrative law;Substantive law; Constitutional law;Traffic law;Political science; Constabulary riot control;Forensic;Weapon and equipment information and training;Executive power;Combat practice firing and self defence; Conflict prevention;Domestic law;		
Summarize any of Your Achievements N/A		
Reasons for Leaving Graduation from the Academy		

Job Title	Type of Business	From - To
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<b>Soldier</b>	<b>Soldier</b>	<b>01/04/1990 - 01/11/1990</b>
Name of Employer <b>Ministry of Defence</b>		Name of Supervisor <b>Brg URL</b>
Salaries per Annum: Starting <b>47000</b>	Final <b>47000</b>	Currency Paid <b>USD</b>
		Is this a civil servant position of your Government? <b>Yes</b> Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address
Address of Employer <b>Austria</b>		
Number of Employees Supervised by You		
Description of Duties <b>Compulsory military services</b>		
Summarize any of Your Achievements <b>N/A</b>		
Reasons for Leaving <b>join of Police Force Policy Academy</b>		

Job Title <b>Warehouse Assistant</b>	Type of Business <b>Mail -order business warehousing</b>	From - To <b>01/10/1989 - 01/03/1990</b>
Name of Employer <b>Neckerman Versand Oesterreich AG</b>		Name of Supervisor <b>Peter Springer</b>
Salaries per Annum: Starting	Final	Currency Paid <b>ATS</b>
		Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address
Address of Employer <b>Austria</b>		
Number of Employees Supervised by You <b>0</b>		
Description of Duties <b>Receiving of new stock items, preparing "Receiving and Inspection" reports, codifying of Stock items, assigning shelf numbers, support in warehouse operations, receiving restock orders form Sub stores all over Austria. Preparation of customer mail orders to put into automatic packing and shipping system, preparation of post delivery papers as the warehouse had its own indoor Post Office, Documentations on returned shipments from customers, preparation of respond to customer enquires.</b>		
Summarize any of Your Achievements <b>N/A</b>		
Reasons for Leaving <b>Attending college</b>		

Job Title <b>Warehouse Assistant</b>	Type of Business <b>Mail -order business warehousing</b>	From - To <b>01/11/1988 - 01/12/1988</b>
Name of Employer <b>Grossverstandhaus Kastner &amp; Oehler</b>		Name of Supervisor <b>Peter Springer</b>
Salaries per Annum: Starting	Final <b>30000</b>	Currency Paid <b>USD</b>
		Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address
Address of Employer <b>Austria</b>		
Number of Employees Supervised by You		
Description of Duties <b>Receiving of new stock items, preparing "Receiving and Inspection" reports, codifying of Stock items, assigning shelf numbers, support in warehouse operations, receiving restock orders form Sub stores all over Austria. Preparation of customer mail orders to put into automatic packing and shipping system, preparation of post delivery papers as the warehouse had its own indoor Post Office, Documentations on returned shipments from customers, preparation of respond to customer enquires.</b>		
Summarize any of Your Achievements <b>N/A</b>		
Reasons for Leaving <b>Attending college</b>		

Job Title <b>Security Officer</b>	Type of Business <b>Security</b>	From - To <b>01/04/1988 - 01/10/1988</b>
Name of Employer <b>OEWD Oesterreichischer Wachdienst</b>		Name of Supervisor <b>Alfred Neuman</b>

Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>	
		<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>	
Telephone Number		Email Address		
Address of Employer				
<b>Austria</b>				
Number of Employees Supervised by You				
Description of Duties				
<b>Protection of private owned properties.</b>				
Summarize any of Your Achievements				
<b>N/A</b>				
Reasons for Leaving				
<b>Attending college</b>				

Job Title		Type of Business	From - To
<b>Warehouse Assistant</b>		<b>Mail -order business warehousing</b>	<b>01/05/1987 - 01/12/1987</b>
Name of Employer		Name of Supervisor	
<b>Grossverstandhaus Kastner &amp; Oehler</b>		<b>Peter Springer</b>	

Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>	
<b>200000</b>	<b>250000</b>	<b>ATS</b>	Is this a position within the UN Common System? <b>Yes</b>	
Telephone Number		Email Address		
Address of Employer				
<b>Austria</b>				
Number of Employees Supervised by You				
<b>0</b>				
Description of Duties				
<b>Receiving of new stock items, preparing "Receiving and Inspection" reports, codifying of Stock items, assigning shelf numbers, support in warehouse operations, receiving restock orders form Sub stores all over Austria. Preparation of customer mail orders to put into automatic packing and shipping system, preparation of post delivery papers as the warehouse had its own indoor Post Office, Documentations on returned shipments from customers, preparation of respond to customer enquires.</b>				
Summarize any of Your Achievements				
<b>N/A</b>				
Reasons for Leaving				
<b>Attending college</b>				

Job Title		Type of Business	From - To
<b>Warehouse Assistant</b>		<b>Mail -order business warehousing</b>	<b>01/06/1986 - 01/08/1986</b>
Name of Employer		Name of Supervisor	
<b>Grossverstandhaus Kastner &amp; Oehler</b>		<b>Peter Springer</b>	

Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>	
		<b>ATS</b>	Is this a position within the UN Common System? <b>Yes</b>	
Telephone Number		Email Address		
Address of Employer				
<b>Austria</b>				
Number of Employees Supervised by You				
<b>0</b>				
Description of Duties				
<b>Receiving of new stock items, preparing "Receiving and Inspection" reports, codifying of Stock items, assigning shelf numbers, support in warehouse operations, receiving restock orders form Sub stores all over Austria. Preparation of customer mail orders to put into automatic packing and shipping system, preparation of post delivery papers as the warehouse had its own indoor Post Office, Documentations on returned shipments from customers, preparation of respond to customer enquires.</b>				
Summarize any of Your Achievements				
<b>N/A</b>				
Reasons for Leaving				
<b>Attending college</b>				

Have you any objections to our making inquiries of your present employer? **No**

Other Agencies of the United Nations System may be interested in our applicants. Do you have any objections to your Personal History Profile being made available to them? **Yes**

For clerical grades only:

Indicate typing speed in words per minute: English -      French -

List any office machines or equipment you can use:

List any of the Official Languages of the United Nations you know.

Language	Mother Tongue	Speak	Read	Write	Understand
English	No	Easily	Easily	Easily	Easily

In addition to the six United Nations Official Languages, list any other languages you know.

Language	Mother Tongue	Speak	Read	Write	Understand
German	Yes	Easily	Easily	Easily	Easily

Address

Stockleiten 26  
Gratkorn Styria Austria  
Telephone: 43-3124-22591  
Contact: Claus Brunnhuber

Address

BINUB  
Bujumbura Burundi  
Telephone: 257-0-860594 extension 5481  
Contact: Claus Brunnhuber

References

30. List three persons, not related to you, and who are not current United Nations Staff Members, who are familiar with your character and qualifications. Do not repeat the names of supervisors listed under Employment.

Reference Name	Occupation or Business	Address	Telephone/Email
Philip COOPER	DAO East Timor	HQ East Timor Australia	67000000
Walter FALLMANN	Police Commissioner (retr.)	Police Department Graz, Austria Kalauerstrasse 12 Australia	43316888
Heinz REICHER	Director of Austrian Police Academy in Graz	Austrian Police Academy in Graz, Austrai 8020 Graz, Kalauerstrasse 12 Australia	43316888

## Personal History Profile for James BUTLER

## General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
<b>BUTLER</b>	<b>James</b>		
2. Date of Birth	3. City of Birth	Country of Birth	Index No
<b>05/11/1954</b>	<b>Cashel</b>	<b>Ireland</b>	<b>725697</b>
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
<b>Ireland</b>		<b>Ireland</b>	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
<b>Male</b>	<b>173</b>	<b>78</b>	<b>Married</b>
10. Entry into the United Nations service might require assignment to any area of the world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? <b>No</b>			
Are there any limitations on your ability to perform in your prospective field of work? <b>No</b>			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? <b>No</b>			
13. What is your preferred field of work? <b>Administrative officers</b>			
14. Would you accept employment for less than six months? <b>No</b>			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? <b>01/07/1991</b>			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? <b>No</b>			
18. Email Address: <b>butler1@un.org</b>			

## Education

List all university degrees or equivalent qualifications obtained.

List all schools or other formal training or education from age 14 (e.g. high school, technical school and apprenticeship)

Name of School	City, Country	From - To
<b>United Nations on Line Training</b>	<b>UNIFIL Lebanon</b>	<b>Aug-2008 - Aug-2008</b>
Main Course of Study		Certificate or Diploma
<b>UN Prevention of Harassment, Sexual Harassment and Abuse of Authority in the Workplace.</b>		<b>Certificate Obtained</b>

Name of School	City, Country	From - To
<b>United Nations on Line Training</b>	<b>UNIFIL Lebanon</b>	<b>Aug-2008 - Aug-2008</b>
Main Course of Study		Certificate or Diploma
<b>Integrity Awareness Initiative.</b>		<b>Certificate Obtained</b>

Name of School	City, Country	From - To
<b>UNIFIL Training Center</b>	<b>UNIFIL Lebanon</b>	<b>May-2008 - May-2008</b>
Main Course of Study		Certificate or Diploma
<b>Competency Based Selection &amp; Interviewing Skills.</b>		<b>Certificate obtained</b>

Name of School	City, Country	From - To
<b>UNDOF Training Centre</b>	<b>Damascus Syrian Arab Republic</b>	<b>Apr-2005 - Apr-2005</b>
Main Course of Study		Certificate or Diploma
<b>Supervisory Training Skills</b>		<b>Certificate awarded</b>

Name of School	City, Country	From - To
<b>UNDOF Training Centre</b>	<b>Damascus Syrian Arab Republic</b>	<b>Oct-2004 - Nov-2004</b>
Main Course of Study		Certificate or Diploma
<b>Galileo Training Course, PCIU, SAU Operations. Business Object.</b>		<b>Certificates awarded</b>

Name of School	City, Country	From - To
<b>UNLB Training School</b>	<b>Brindisi Italy</b>	<b>Apr-2004 - Apr-2004</b>
Main Course of Study		Certificate or Diploma
<b>People Management Training Program Course</b>		<b>Certificate awarded</b>

Name of School	City, Country	From - To
<b>Naas Computer Training Center Ltd</b>	<b>Naas, County Kildare Ireland</b>	<b>May-1997 - May-1997</b>
Main Course of Study		Certificate or Diploma
<b>Microsoft Excel, Visio and Timeline Database.</b>		<b>Certificate Awarded</b>

Name of School	City, Country	From - To

<b>Garda Drug Squad Headquarters</b>	<b>Dublin Ireland</b>	<b>May-1987 - Jun-1987</b>
Main Course of Study		Certificate or Diploma
<b>Drug Identification and Investigation</b>		<b>Certificate Awarded.</b>

Name of School	City, Country	From - To
<b>Garda Technical Bureau</b>	<b>Dublin Ireland</b>	<b>Sep-1986 - Dec-1986</b>
Main Course of Study		Certificate or Diploma
<b>Scenes of Crime Examiner, Protection of Crime Scene, Identification and collection of Material and Forensic evidence, Dealing with all aspects of crimes and Criminal Law.</b>		<b>Diploma awarded.</b>

Name of School	City, Country	From - To
<b>Garda Photographic Unit, Garda Technical Bureau</b>	<b>Dublin Ireland</b>	<b>Jul-1986 - Aug-1986</b>
Main Course of Study		Certificate or Diploma
<b>Police and Forensic Photography</b>		<b>Certificate Awarded</b>

Name of School	City, Country	From - To
<b>Irish Air Corp School</b>	<b>Dublin Ireland</b>	<b>May-1986 - Jun-1986</b>
Main Course of Study		Certificate or Diploma
<b>Military and Police Photography, Development and Processing.</b>		<b>Certificate Awarded.</b>

Name of School	City, Country	From - To
<b>Mc Donagh Infantry Training School</b>	<b>Curragh, County Kildare Ireland</b>	<b>Aug-1980 - Sep-1980</b>
Main Course of Study		Certificate or Diploma
<b>Arms and Foot Drill Instructor Course</b>		<b>Certificate Awarded.</b>

Name of School	City, Country	From - To
<b>Military Police Training Academy</b>	<b>Curragh, County Kildare Ireland</b>	<b>Apr-1978 - Jul-1978</b>
Main Course of Study		Certificate or Diploma
<b>Advanced Military Police Training, in all aspects of Police Work during time of Peace, War and Civil unrest.</b>		<b>Certificate awarded.</b>

Name of School	City, Country	From - To
<b>Garda Technical Bureau</b>	<b>Dublin Ireland</b>	<b>Aug-1976 - Nov-1976</b>
Main Course of Study		Certificate or Diploma
<b>Criminal Investigations and Detection, Irish Civil and Statute Law.</b>		<b>Diploma Awarded.</b>

Name of School	City, Country	From - To
<b>Curragh VEC</b>	<b>County Kildare Ireland</b>	<b>Sep-1975 - Jun-1976</b>
Main Course of Study		Certificate or Diploma
<b>English, Maths, Irish and English History</b>		<b>Leaving Certificate</b>

Name of School	City, Country	From - To
<b>Military Transport Training School</b>	<b>Curragh, County Kildare Ireland</b>	<b>Jul-1974 - Sep-1974</b>
Main Course of Study		Certificate or Diploma
<b>Driving Instructions/Training on all Military and Civilian Vehicles. VIP defensive/protection driving.</b>		<b>Military Transport Training School Diploma and Military and Civilian Driving Licence awarded.</b>

Name of School	City, Country	From - To
<b>Military Police Training Academy</b>	<b>Curragh, County Kildare Ireland</b>	<b>Aug-1972 - Feb-1973</b>
Main Course of Study		Certificate or Diploma
<b>Crime Prevention and Investigation, Small and Medium Weapons Training, Criminal, Military, Common and Statute Law, VIP Close Protection.</b>		<b>Military Police Training School Diploma received.</b>

Name of School	City, Country	From - To
<b>Christian Secondary Brothers</b>	<b>Callan, County Kilkenny Ireland</b>	<b>Sep-1968 - Jun-1971</b>
Main Course of Study		Certificate or Diploma
<b>English, Maths, History, Carpentry</b>		<b>Leaving Certificate</b>

## Employment

26. Starting with your present post, list in reverse order every employment you have had:

Job Title	Type of Business	From - To
<b>COE/MOU Unit Operations Officer/Team Leader</b>	<b>COE/MOU Administration</b>	<b>01/12/2006 -</b>
Name of Employer		Name of Supervisor
<b>UNIFIL</b>		<b>Mr. Jerzy Kobzdej</b>

Salaries per Annum:			Is this a civil servant position of your Government? <b>No</b>
Starting	Final	Currency Paid	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>9611827841</b>			Email Address <b>butler1@un.org</b>
Address of Employer <b>Lebanon</b>			
Number of Employees Supervised by You			
Description of Duties <b>Under the direct supervision of the Chief COE/MOU Unit my duties are as follows; a)Overall supervision for the mission's management of MOU; b)Overall supervision of MOU Management Unit; c)Planning of all MOU verification inspections; d)Planning of day-to-day activities of MOU Management Unit; e)Management of the mission MOU/COE library (MOU/COE Database); f)Provision of guidance to the mission's Asset Managers and Formed Units in respect to contingents' entitlements; g)Co-ordination of the review of Verification Reports (VR) with relevant offices; h)Participates in Verification Inspections when required; i)Identify shortfalls and recommends action to meet MOU specifications; j)Ensure that all VR are submitted to DPKO in due time and in due form; k)Quality control of MOU Management Unit's performance; l)Acts as focal point of contacts on all MOU related issues between Formed Units, the mission's components and OMS/DPKO; m)Gives advice on the application of UN rules, regulations and the mission policy in regard to MOU and other related matters; n)Assist Prepare the mission's MOU/COE budget; o)Performs other duties as required by Chief COE/MOU Unit &amp; CPMS</b>			
Summarize any of Your Achievements <b>All Inspectios are carried out in a timely manner and reports submitted without undue delay. Timely follow up and response on all outstanding issues, with regard to MOU, Verification Reports, etc, with COE Staff, Military Contingents, and Offices of Mission and UN HQ.</b>			
Reasons for Leaving <b>Still employed in this position</b>			

Job Title <b>Property Control and Inventory Officer/COE Unit Manager</b>	Type of Business <b>Peace Keeping (Administrative, Financial and Logistic) (General Services Section)</b>	From - To <b>01/11/2000 - 01/12/2006</b>
Name of Employer <b>UNDOF</b>	Name of Supervisor <b>Mr. James Donnellan</b>	
Salaries per Annum:		
Starting	Final	Currency Paid
Is this a civil servant position of your Government? <b>No</b>		
Is this a position within the UN Common System? <b>Yes</b>		
Telephone Number <b>963116130214</b>		Email Address <b>butler1@un.org</b>
Address of Employer <b>United States of America</b>		
Number of Employees Supervised by You <b>3</b>		
Description of Duties <b>Under the direct management of the Chief General Services Section, the Property Control and Inventory Officer is responsible for the operation of the PCIU &amp; MOU/COE Unit in accordance with the Field Administration Manual and SOP governing procedures for Asset Management. In brief the incumbent conducts the following tasks: Manages, and Monitors the effectiveness and execution of Property Control and procedures related to the Mission's management of assets; Ensures, that asset managers conform with accountability and proper tracking mechanisms as per the Organization's adopted procedures; Identifies, and implements solutions to problematic areas of the property control process and ensures that an effective support mechanism for GALILEO and the control of UN property is sustained; Ensures, accurate data is properly recorded in GALILEO and that electronic formatting, is maintained for property control and accountability purposes in conformance with adopted procedures for Field missions as issued by LSD/OMS guidelines; Verifies, the accuracy of the data recorded/updated in GALILEO, by conducting Physical Inventory Checks of all Mission assets twice a year by contingent, corresponding with rotation of Commanding Officer's every Six Months/Yearly, and submit IN/OUT Survey Reports accordingly; Acts, as focal point in the mission for all GALILEO related matters; Reconciles, and Prepares the financial monthly, financial year-end and physical year end inventory reports, related to non-expendable assets for submission to UNDOF Management and HQ LSD/OMS approval; Prepares and ensures the accuracy of PCIU statistics, by identifying anomalies and recommends necessary corrective action to asset managers of relevant Self Accounting Units; Manages, and Supervises COE Unit and carries-out the Verification Inspections of all COE Equipment of Troop Contributing Countries (TCC) to the Mission, and submits the Verification and Operational Readiness Reports to LSD UNHQ.</b>		
Summarize any of Your Achievements <b>All property is Controlled according to UN Rules, Regulations and Procedures. All Financial Reports submitted prior to schedules correctly formatted and balanced.</b>		
Reasons for Leaving <b>Reassignment to UNIFIL- COE/MOU Unit</b>		

Job Title <b>Chief Material Management Unit, Engineering Section</b>	Type of Business <b>Engineering</b>	From - To <b>01/01/2000 - 01/11/2000</b>
Name of Employer <b>UNTAET</b>	Name of Supervisor <b>Mr. Kees Verboom</b>	
Salaries per Annum:		
Starting	Final	Currency Paid
<b>68000</b>	<b>68000</b>	<b>USD</b>
Is this a civil servant position of your Government? <b>No</b>		
Is this a position within the UN Common System? <b>Yes</b>		
Telephone Number		Email Address
Address of Employer <b>Other</b>		
Number of Employees Supervised by You <b>20</b>		
Description of Duties <b>It was my responsibility to supervise International and National Staff, to insure the efficient running of the unit. To order materials/stores for Engineering/Building Management Services. To set up Warehouses, Compounds and control systems and to safeguard all UN Assets. Initiates action to ensure that accurate and complete accounting, reporting and internal control systems were implemented and functional and that all relevant records were maintained.</b>		



Summarize any of Your Achievements

**I set up new effective Warehouse and Compound Operations and Control systems, had Material Compounds established for ease of work and control for all users and clients, Air and road Transportation of Materials and equipment to the Regions. The operations and controls I set up were highly effective with minium staff which I also trained. This resulted in a very efficient Team and also resulted in zero losses of UN Equipment and Materials. All Materials issued were based on signed work orders and Projects, which I examined and inspected the projects and works during there construction with regard to Material use, savings, etc.**

Reasons for Leaving

**To take up higher level Post and new field of work.**

Job Title	Type of Business	From - To
<b>Assistant Engineering Building Management Officer</b>	<b>Chief General Services Section</b>	<b>01/03/1997 - 01/01/2000</b>
Name of Employer	Name of Supervisor	
<b>UNTSO</b>	<b>Mr. Donald Gillies</b>	
Salaries per Annum:		
Starting	Final	Currency Paid
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address	
Address of Employer		
<b>East Timor</b>		
Number of Employees Supervised by You		
<b>10</b>		
Description of Duties		
<b>My tasks was to develop a plan and a scope of work for the rebuilding, refurbishing and to develop a continues maintenance plan for all UN Installations in our mission area, which included, Israel, Syria, Jordan, Egypt and Lebanon. To budget and control all equipment, supplies biannually and annually and supervise a work force of UN Local Staff, Local contractors who are contracted to do specifics works/Contracts.To make cost saving proposals with regard to materials, maintenance and staff as the Mission was in the process of streamlining. My Duties and Responsibilities: Under the direction of CHIEF EBMU and in his absence, the Chief General Services Section.I was responsible for supervising and taking charge the execution by groups of skilled, semi-skilled, unskilled workers, Contract Services, Contractors and Maintenance in UNTSO HQ.This included:Supervise an work force of: Carpenters, Masons, Plumbers, Painters, Gardeners, Laborers, Cleaners and other work forces that was employed by the Organization from time to time and deploying these staff for maximum efficiency, economy and timeliness. Establish and set proper safety standards in the work place, in use of tools, equipment and materials.Assist CEBMU Officer with regard to tasks/projects to be carried out, there priority, staff required, materials required, financial implications to the Organization and time schedule for the task/project and submit reports.Provide regular reports to CEBMU Officer and Chief General Services Section on the progress of work been undertaken and any hold-ups or other problems as they arise. Be in a position to suggest and prove how to solve these problems and hold-ups. Brief the CAO and COS on projects, make drawings on the Visio program and produce Project Timelines on Microsoft Projects and costing of the projects. Ensure that all vital services are checked regularly and maintained in a proper, efficient working order: water, sewage, central heating, electrical supply, stand by g</b>		
Summarize any of Your Achievements		
<b>Initated and completed replacement of asbestos roofing of all buildings in the Mission HQ. Redesigned and Refurbished all offices in the Mission. Regenerated all gardens in the Mission HQ. Had installed new central heating system in the HQ Compound to be more efficient and cost effective. Established good and safe working practices with Staff and Contractors in a smooth, efficient working environment. Constructed New Central Warehouse operations for the Mission, saving of Store Staffing which could and were used to perform other functions. Gave greater control and accountability for the Mission Administration.</b>		
Reasons for Leaving		
<b>TDY UNTAET</b>		

Job Title	Type of Business	From - To
<b>Security Officer</b>	<b>Chief Security Officer</b>	<b>01/03/1995 - 01/03/1997</b>
Name of Employer	Name of Supervisor	
<b>UNTSO</b>	<b>Mr. Thomas Grasberger</b>	
Salaries per Annum:		
Starting	Final	Currency Paid
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address	
Address of Employer		
<b>Israel</b>		
Number of Employees Supervised by You		
<b>6</b>		
Description of Duties		
<b>I performed Security Duties, Main Gate Duty, Mobile &amp; Foot Patrols, VIP Driving Assignment, Diplomatic Pouch and Supply Driving assignments. Bus driving assignment conveying local staff to and from work during crisis and closures of the West Bank Area. Liaison and dealing with the IDF Civilian Administration in the West Bank and Gaza in obtaining Entry and Exit Permits for National staff. Security checks on passengers and cargo for the UN-Fokker flight to and from Jerusalem Airport. Team Leader Duties, supervising International Security Officers and National Guards in the performance of their duties, detailing of assignment, giving advice and directions with regard to their assignment and duties. Also appointed Clerk, Training and Fire Safety Officer; these duties initialed making out Monthly duty planner, Weekly Duty Roster, Leave planner, recording and the proper logging of incidents. Keeping a full and accurate record of all reported incidents, accidents etc. Checking of all fire equipment and training personnel in the safe use of this equipment and how to extinguish fires and control and prevent fire spreading and to ensure the safety of personnel and UN property. Carry out investigations as directed by Chief Security Officer.</b>		
Summarize any of Your Achievements		
<b>Training of all Security Personnel in the safe use of Fire Fighting equipment and how to extinguish fires and control and prevent fire spreading and to ensure the safety of personnel and UN property. Got National Staff to their employment during high tension periods when Israel imposed closures on the West Bank, by getting work permits from Israeli Administration and driving buses to and from the homes and work places of the staff and ensuring their safety during these journeys.</b>		
Reasons for Leaving		
<b>Offered New Function in Engineering and Building Management Unit.</b>		

Job Title	Type of Business	From - To
<b>Field Service Assistant UNLOG/ Manager of the Reporting - Evacuation Center and Administrative Officer, UNSCO, Gaza.</b>	<b>CAO UNTSO &amp; USG/Special Coordinator for the Occupied Territories</b>	<b>01/08/1993 - 01/03/1995</b>
Name of Employer	Name of Supervisor	

UNTSO/UNSCO			Mr. J. Wortell & Mr. Terje Rode Larsen
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
			Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address	
Address of Employer			
<b>Israel</b>			
Number of Employees Supervised by You			
<b>15</b>			
Description of Duties			
<b>Field Service Assistant United Nations Liaison Office Gaza and Manager of the Reporting - Evacuation Center Gaza and Administrative Officer, UNSCO Gaza.. As the FSA acting on behalf of the CAO UNTSO, I was responsible for the provisioning and effective functioning of the Administrative and Logistic support services to the Liaison Office. My function was to support, assist and advice the Chief LO on those matters. Plan and co-ordinate tasks and assignment with other UN Offices and Groups with-in the Gaza.Deal directly with Landlords on matters relating to lease Contracts and building maintenance.Provide travel assistance for UN Personnel and their personal effects/shipments to and from Gaza.Liaise with the Military and Civilian Administration/Authorities, Israeli and Palestinian with regard to free movement of UN Personnel and Local Employees, also on Security matters and obtaining travel, entry and exit permits for UNTSO Local Employees.Carry out Fire and Safety equipment checks and surveys on UN Installations for UN Agencies and submit written reports on requirements, faults and recommendations. Manager of the Reporting and Evacuation Center.I was responsible for the day today management of the Center. This Center provided an full bar, restaurant, accommodation, function facilities and gymnasium on a 24-hour basis all year round with no closed days. The Center was for UN, Diplomatic and International Staff in Gaza.I had total responsibility for the following:Purchases of all Stock and Equipment, Stock Control and Sales Records.Control of four bank accounts, Current and Savings in US Dollar and New Israeli Shequel. Control of all financial transactions and bank lodgments.Staff salaries, overtime and other benefits.Over all control and supervision of staff employed, consisting of Clerical, Bar, Cooks, Waiters, and House staff, Cleaners, Gardeners and Security Guards. Hiring and supervising the work of contractors when providing maintenance and other services.Maint</b>			
Summarize any of Your Achievements			
<b>I performed all my functions and tasks to the highest standards, which showed I got complete renovations of the UNREC completed with funds earned from profits made and on my departure a bank balance of over US\$100,000.00. Was in the accounts plus it was fully stocked and rent paid, not like when I took over as manager it was in very poor condition and very few assets both financial and stock. The UNLO Office ran smoothly and was well maintained by physically and administratively. I received the highest praise and letters of accommodation for my achievements. UNSCO as a very junior and long employed staff member with the UN, I was asked to start up this Mission with only advise support from UNTSO HQ, this I done and to date my hard work shows in the offices success.</b>			
Reasons for Leaving			
<b>UNTSO completed is mandate in Gaza,UNLO Closed and UNREC was handed over to UNRWA. SAO appointed to UNSCO.</b>			

Job Title	Type of Business	From - To
<b>Security Officer</b>	<b>Chief Security Officer</b>	<b>01/10/1992 - 01/08/1993</b>
Name of Employer	Name of Supervisor	
<b>UNTSO</b>	<b>Mr. Markko Mickola</b>	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
			Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address	
Address of Employer			
<b>Israel</b>			
Number of Employees Supervised by You			
<b>6</b>			
Description of Duties			
<b>I performed Security Duties, Main Gate Duty, Mobile &amp; Foot Patrols, VIP Driving Assignment, Diplomatic Pouch and Supply Driving assignments. Bus driving assignment conveying local staff to and from work during crisis and closures of the West Bank Area. Liaison and dealing with the IDF Civilian Administration in the West Bank and Gaza in obtaining Entry and Exit Permits for local staff. Security checks on passengers and cargo for the UN-Fokker flight to and from Jerusalem Airport. Team Leader Duties, supervising International Security Officers and Local Guards in the performance of their duties, detailing of assignment, giving advice and directions with regard to their assignment and duties. I was appointed Clerk, Training and Fire Safety Officer; these duties initialed making out Monthly duty planner, Weekly Duty Roster, Leave planner, recording and the proper logging of incidents. Keeping a full and accurate record of all reported incidents, accidents etc. Checking of all fire equipment and training personnel in the safe use of this equipment and how to extinguish fires and control and prevent fire spreading and to ensure the safety of personnel and UN property. Carry out investigations as directed by Chief Security Officer.</b>			
Summarize any of Your Achievements			
<b>Trained UN Security Staff in Crime prevention and Fire Fighting Techniques and VIP Protection.</b>			
Reasons for Leaving			
<b>Appointment as FSA UNLOG/Manager of the UNREC Gaza and AO UNSCO.</b>			

Job Title	Type of Business	From - To
<b>Special Criminal Investigator</b>	<b>Police Investigations.</b>	<b>01/02/1972 - 01/10/1992</b>
Name of Employer	Name of Supervisor	
<b>Irish Defence Forces</b>	<b>Col. N. Fitzgerald</b>	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>Yes</b>
<b>80000</b>	<b>21000</b>	<b>IEP</b>	Is this a position within the UN Common System? <b>No</b>
Telephone Number		Email Address	
Address of Employer			
<b>Ireland</b>			
Number of Employees Supervised by You			
<b>30</b>			

Description of Duties  
**Irish Defence Forces. Underwent training and advanced to undergo a Special Infantry Course and Rangers Course, Passed. Joined the Military Police Corps, Curragh Command, County Kildare, 1972 and underwent the courses listed. In 1974 I was assigned to the Special Criminal Investigation Unit where I remained until 1989 when I retired to work in a Private Security Company. During my years with the Special Crime Investigation Unit I was involved in all types of investigations, i.e., Murders, Suicides, Rapes, Assaults, Larcenies, shootings, bombings, Prison escapes and Police Intelligence work and the collection, control and security of evidence. During my years in the SCIU I was Officer in Charge for a period of six years. I assisted and worked with the National Civilian Police Force (Gardai) and Police and Military forces of other Countries. in Police investigations and other related Security issues related to Terrorist activities. I worked for two months in 1974 in the Military Prison, which held Civilian Political Prisoners. During my Police Service, I instructed and trained students in both the Officers Military College and the Police Academy in Police work, Investigations, Scene of Crime Examination. Formulating training programs for the Police Academy and Units. I rejoined the forces in February 1990 after taking a year off to obtain some experience working in a civilian environment. Subsequently I went on a leave of absence from October 1992 to October 1995 and joined the UN Field Service 27th October 1992 and retired from the forces in October 1995.**  
  
Summarize any of Your Achievements  
**Trained Military Personnel in specialized Police work, in investigations and anti-terrorist activities. During my career I investigated a large number of serious crimes with positive results and Court Convictions. Due to the nature of my employment I cannot give full details of all my achievements or what other duties I performed during my Military career.**  
  
Reasons for Leaving  
**To work with the United Nations**

Have you any objections to our making inquiries of your present employer?   **No**

Other Agencies of the United Nations System may be interested in our applicants. Do you have any objections to your Personal History Profile being made available to them?   **No**

For clerical grades only:

Indicate typing speed in words per minute: English -        French -

List any office machines or equipment you can use:

List any of the Official Languages of the United Nations you know.

Language	Mother Tongue	Speak	Read	Write	Understand
<b>English</b>	<b>Yes</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>

In addition to the six United Nations Official Languages, list any other languages you know.

Address

UNIFIL HQ  
Naqoura Lebanon  
Telephone: 961-1 extension 5841  
Fax: 961-70987051  
Contact: James Butler

Address

133 The Oaks  
Newbridge County Kildare Ireland  
Telephone: 353-45-438179  
Fax: 353-87-4149311  
Contact: James Butler

References

30. List three persons, not related to you, and who are not current United Nations Staff Members, who are familiar with your character and qualifications. Do not repeat the names of supervisors listed under Employment.

Reference Name	Occupation or Business	Address	Telephone/Email
<b>Gregoray CURRAN</b>	<b>Security Consultant &amp; Security Alarm Installations</b>	<b>133 The Oaks Ireland</b>	<b>35345438719</b>
<b>John O'BRIEN</b>	<b>J&amp;D O'Brien LTD</b>	<b>Green Avenue Ireland</b>	<b>35345879305</b>
<b>Gerald SMITH</b>	<b>Chief Administrative Officer</b>	<b>UNDOF HQ Ireland</b>	<b>963116130214-6</b>

## Personal History Profile for Timothy CROWLEY

## General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
<b>CROWLEY</b>	<b>Timothy</b>	<b>Andrew</b>	
2. Date of Birth	3. City of Birth	Country of Birth	Index No
<b>25/05/1965</b>	<b>Cork</b>	<b>Ireland</b>	<b>760981</b>
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
<b>Ireland</b>		<b>Ireland</b>	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
<b>Male</b>	<b>172</b>	<b>72</b>	<b>Married</b>
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? <b>No</b>			
Are there any limitations on your ability to perform in your prospective field of work? <b>No</b>			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? <b>No</b>			
13. What is your preferred field of work? <b>Administrative specialists</b>			
14. Would you accept employment for less than six months? <b>Yes</b>			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? <b>01/03/1992</b>			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? <b>No</b>			
18. Email Address: <b>crowleyt@un.org</b>			

## Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
<b>Open University United Kingdom</b>	<b>Milton Keynes United Kingdom</b>	<b>Feb-1999 - Oct-2004</b>
Main Course of Study	Field of Study	
<b>Management</b>	<b>Business &amp; Administration</b>	
Degree Title or Equivalent	Degree Type	
<b>Bachelor of Arts (Honours Degree) Business Studies</b>	<b>Advanced university degree</b>	

List all schools or other formal training or education from age 14 (e.g. high school, technical school and apprenticeship)

Name of School	City, Country	From - To
<b>United Nations Training</b>	<b>UN United States of America</b>	<b>Oct-2001 - Feb-2009</b>
Main Course of Study		Certificate or Diploma
<b>Supervisory Skills Training ( UNMIBH Oct 01), Effective Written Communication Training ( UNMIBH May 02), Performance Management and e-PAS W/Shop (UNOMIG Aug 03), Competency-based Interviewing W/Shop (UNOMIG Aug 03), People Management Training Programme ( UNLB - Mar 29 - Apr 1 /05), Knowledge Management ( Oct 06-on line), Advanced Project Management (Oct 07 - on line), Liquidation and Property Disposal W/Shop (UNMIK Apr 08). LCC W/Shop( UNOMIG Jan 09) FMT W/Shop (UNOMIG Feb 09) RBB W/Shop (UNPO</b>		<b>Certificates in: Supervisory Skills; Effective Written Communication; Performance Management and e-PAS Workshop;Competency-based Interviewing; People Management; Knowledge Management ; Advanced Project Management ; FMT Cert ; LCC Training Cert.</b>

Name of School	City, Country	From - To
<b>Open University ,UK</b>	<b>Milton Keynes United Kingdom</b>	<b>Feb-2000 - Oct-2001</b>
Main Course of Study		Certificate or Diploma
<b>Economics</b>		<b>Diploma Economics</b>

Name of School	City, Country	From - To
<b>UK Open University( Distance Learning)</b>	<b>Milton Keynes United Kingdom</b>	<b>Feb-1999 - Oct-2004</b>
Main Course of Study		Certificate or Diploma
<b>Business Studies -Honours</b>		<b>Certificate in Mathematics ( 1999) Certificate in Living with Technology (1999) Certificate in Understanding Business Behaviour ( 2002) Certificate in Business Behaviour in a Changing World (2003) Certificate in Understanding Business Functions (</b>

Name of School	City, Country	From - To
<b>International Correspondence School ( USA)</b>	<b>Scranton , PY. United States of America</b>	<b>Mar-1996 - Aug-1998</b>
Main Course of Study		Certificate or Diploma
<b>Air-conditioning and refrigeration engineering</b>		<b>Diploma in air-conditioning and reffridgeration</b>

Name of School	City, Country	From - To
----------------	---------------	-----------

<b>Army Apprentice School/Ordnance School</b>	<b>Dublin Ireland</b>	<b>Aug-1982 - Aug-1986</b>
Main Course of Study <b>Electrical Technician,Instrument Artificer,Electronics, Bomb disposal, Method of Instruction Course.</b>		Certificate or Diploma <b>Electrical/Instrumentation/Electronic/MOI Certificates.</b>

Name of School <b>Patrician Academy</b>	City, Country <b>Mallow Co Cork Ireland</b>	From - To <b>Sep-1979 - Jun-1982</b>
Main Course of Study <b>Irish High School</b>		Certificate or Diploma <b>Intermediate and Group Certificates</b>

## Employment

26. Starting with your present post, list in reverse order every employment you have had:

Job Title <b>Administrative Officer Itegrated Support Services</b>	Type of Business <b>Mission Support</b>	From - To <b>01/11/2009 -</b>
Name of Employer <b>DFS UNMIL</b>		Name of Supervisor <b>Kofi Johnson - CISS</b>

Salaries per Annum: Starting	Final	Currency Paid <b>USD</b>	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>2315315296</b>	Email Address <b>crowleyt@un.org</b>		
Address of Employer <b>United States of America</b>			
Number of Employees Supervised by You <b>5</b>			
Description of Duties <b>Integrated Support Services Coordinator/Monitor, Budget/Finance /Procurement inputs/reports/ submissions. Integrated Support Services Focal Point covering the entire span of human resource activities. Integrated Support Services Coordinator/Monitor internal/external audit inputs/reports/ submissions. Integrated Support Services Logistics/ Property/Asset Management Focal Point. Oversee ( follow up on) the development and implementation of Integrated Support Services Work Plan. Identify deviations and propose corrective measures. Monitor adherence and provide admin/mission support advice on UN policies , rules , regulations and guidelines . Recommend best practices. Ensure that accurate and complete accounting, reporting and internal control systems are functioning and that all relevant records are maintained. Ensure that supervised staffs are adequately trained, cross trained; identify additional training needs to achieve high working standards. Effectively coordinate actions relative to mission support ISS activities.</b>			
Summarize any of Your Achievements <b>Since I arrived in November in coordination with ADU/Procurement oganised large yard sale. Since I arrived in November in coordination with ADU/Procurement organized large yard sale. As ISS Budget Coordinator UNMIL Budget (USD 540,000,000) now at ACABQ stage).</b>			
Reasons for Leaving <b>na</b>			

Job Title <b>Administrative and Trust Fund Project Officer now Liquidation Coordinator, UNOMIG</b>	Type of Business <b>Peace Keeping</b>	From - To <b>01/06/2003 - 01/11/2009</b>
Name of Employer <b>FALD/DPKO (UNOMIG)</b>		Name of Supervisor <b>Ms. Margaret Simon / CMS</b>

Salaries per Annum: Starting	Final	Currency Paid <b>USD</b>	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>99532926855</b>	Email Address <b>crowleyt@un.org</b>		
Address of Employer <b>United States of America</b>			
Number of Employees Supervised by You <b>75</b>			
Description of Duties <b>Conduct independent research and analysis, identify issues, formulate options and make conclusions and recommendations on a broad range of mission support issues. Draft/ review various briefing notes, reports, position papers, memos, letters, NV's etc.Provision of Administrative , Logistical and Financial support to the SRSG, MILOBS, CIVPOL and substantial civilian components of the UNOMIG mission based at Zugdidi sector and the Tbilisi Office of the SRSG. The CAO's representative at the missions Logs Base and Liaison Office (O/SRSG) and as such tasked to ensure the efficient , effective and fair use and distribution of scarce resources. Responsible for ensuring appropriate, effective and efficient mechanisms for Trust Fund programme management, selection, implementation and monitoring. Represent UNOMIG at UNCT meetings. TDY UNPOS April through June 2009 setting up Trust Fund Programme. Appointed Liquidation Coordinator July 1 upon return from UNPOS. Bank signatory , member LPSB, LCC and Tender Opening Committee.</b>			
Summarize any of Your Achievements <b>Additional multifunctional responsibilities: Took over the cost saving distribution of all payments in the sector on assuming the responsibilty of SAO. In addition took over the day to day running of the Supply Unit in the base and the Engineering Unit during the absence of the international incumbents. Negotiated a new five year lease for the compound on behalf of procurement. Resolved many local community disputes in my role as a United Nations Representative. Member of LPSB , LCC and Tender Opening Committee, Bank signatory, chaired a number of BOI's and enquiries. Involved in all mission travel issues. Assisted (O/CFO-OCONT) in establishing mission banking contract with Bank of Georgia. Ran and liquidated ,having implemented all projects,1.4 million dollar trust fund account. Compiled numerous donor reports. On TDY set up UNPOS Trust Fund Office. Liquidation Coordinator - successful mission liquidation on schedule</b>			
Reasons for Leaving <b>Close of Mission TDY UNMIL ( Liberia) to higher level post FS07/P4.</b>			

Job Title <b>Regional Administrative Officer/Regional Engineer</b>	Type of Business <b>Peace Keeping</b>	From - To <b>01/09/1998 - 01/06/2003</b>
Name of Employer <b>FALD/DPKO ( UNMIBH)</b>	Name of Supervisor <b>Mr. Karsten Herrel</b>	
Salaries per Annum:		
Starting <b>52000</b>	Final <b>60000</b>	Currency Paid <b>USD</b>
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address <b>crowleyt@un.org</b>
Address of Employer <b>United States of America</b>		
Number of Employees Supervised by You <b>300</b>		
Description of Duties <b>As the representative of the Chef Administrative Officer I was tasked with providing effective and efficient administrative, financial and logistical support to the UNMIBH Mostar Region, the UNMOP mission and later the Tuzla Logistics Base- which included approximately 300 all category personnel. As RAO I was required to budget for, determine, and plan personnel and resource requirements and also tasked with providing guidance and overall direction to my AOR`s civilian staff ( 17 internations-159 nationals) and subsiquently ensuring the effective and efficient management of personnel and resources. As asset manger I also policed the FAC`s and FESS asset tracking systems. As RAO I was responsible for all payments in the region and the management of the petty cash fund. My RAO security responsibilites included acting as Chief Warden and the focal point for evacuations. I had a dual function and as Regional Engineer I was responsible for all engineering activities.</b>		
Summarize any of Your Achievements <b>Planned and subsequently proactively coordinated the sucessful liquidation of the UNMOP Mission,UNMIBH Mostar Region and UNMIBH Tusla Logistics Base. My main accomplishments included handling claims at the local level,input into the draw down of staff and the final asset disposal plans,organisation and coordination of yard sales, BOS's,donations, and the preparation of assets for mission transfer . I also effectively negotiated favourable hand-over terms with all relevant lessors - without one single claim against the organisation. I was commended by the CAO for the way I carried out this task and met all targets set by his office. He recommended my methodology should be used as a model for other regions to follow. Before liquidation: Helped to implement the UNMIBH and UNMOP mission mandates by providing effective administrative,engineering and logistical support to both missions - including providing assistance/advce to military, police and other substantive units. I also sucessfully implemented the State Border Service project within my region, one of the sucess stories of UNMIBH. In May of 2002 I was appointed Regional Liquidation Co-ordinator in addition to my other duties and had to effectively plan the liquidation of the Mostar Region, UNMOP mission and later Tuzla Logistics Base.</b>		
Reasons for Leaving <b>Mission closed transfered to UNOMIG Georgia</b>		

Job Title <b>Supervisor Electrical/Generator Units</b>	Type of Business <b>Peace Keeping</b>	From - To <b>01/09/1995 - 01/08/1997</b>
Name of Employer <b>FALD/DPKO ( UNOMIL)</b>	Name of Supervisor <b>Mr. Pablo Cornejo (CCO)</b>	
Salaries per Annum:		
Starting <b>48000</b>	Final <b>50000</b>	Currency Paid <b>USD</b>
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address
Address of Employer <b>United States of America</b>		
Number of Employees Supervised by You <b>20</b>		
Description of Duties <b>xI was appointed Supervisor of the Generator and Electrical Units in UNOMIL. As the mission relied solely on generator power as its source of electrical energy; a great weight was placed on my shoulders to ensure that each installation had a 24 hour stable power supply. In this context I had to budget for, plan, design and commision each project ensuring that an adequate supply of first line maintenance parts and electrical accessories/switchgear was available on site and that same and each installation, conformed to the highest safety standards. My budgetary skills and estimation skills were especially tested in relation to the procurement of adequate supplies of diesel since UNOMIL HQ utilized two diesel guzzling 947 kva generators as its primary souce of power supply.</b>		
Summarize any of Your Achievements <b>x In April of 1996 war again errupted on the streets of the Capital Monrovia and Nationwide. UNOMIL HQ was completly looted and some staff were taken hostage - later released unharmed. A decision was taken to evacuate mission personnel to neighbouring countires. However I along wth twelve others were identified as essential staff and requested to stay behind and assist with the evacuation by boat of the others. After the evacuation process was sucessfully completed I along with the others retrieved a large quantity of UN owned assets. During this difficult period I assisted the mission sucessfully run on a skeleton staff by at one time or another accepting additional responsibilities in the form of OIC PCIU, OIC Transport and the Communications Stores Supervisor. Our achievements and our joint institutional memories ensured the mission recovered in a relatively short time frame and ultimately fulfilled its mandate. During the missions liquidation phase I was appointed Team Leader for the closure of several Team Sites. I carried through all my tasks within the given timeframe and with my alloted resources. I saw the mssion through until after the Presedentail elections and with them UNOMIL`S mandate</b>		
Reasons for Leaving <b>Transferred ( tdy) to UNMIBH</b>		

Job Title <b>Electrician, later Supervisor Warm and Cold Unit</b>	Type of Business <b>Peacekeeping</b>	From - To <b>01/01/1993 - 01/08/1995</b>
Name of Employer <b>FALD/DPKO (UNIFIL)</b>	Name of Supervisor <b>Mr. Thor Eyjolfsson</b>	
Salaries per Annum:		
Starting <b>46000</b>	Final <b>47000</b>	Currency Paid <b>USD</b>
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address

Address of Employer

United States of America

Number of Employees Supervised by You

14

Description of Duties

xWhen I first started I was placed in charge of the electRIcal side of construction in relation to the re-location of Ghanbatt and Irishbatt HQ`s. I had to budget for, design, plan, produce scope of works for and subsiquently oversee the electrical instalations for both of these long-term six figure sum projects. I later moved from the Electrical Unit to the Warm and Cold Unit where I primarily concentrated on the maintenance and refurbishment of a 1000 meter squared walk in freezer and several of the 40 meter squared variety. I was also held accountable for the maintenance and repair of kitchen appliances and both stand alone and central airconditioning systems.

Summarize any of Your Achievements

x Both HQ projects were completed within budget and timeframes. In addition the refurbishment of the 1000 meter cubed central freezer went as planned and the missions cold storage of \$250,000 worth of food was not adversely affected in any way.

Reasons for Leaving

Transferred ( tdy) to UNOMIL

Job Title

ArmourerArtificer Instrument/Explosive Ordnance Demolition Technician

Type of Business

Irish Defence Forces

From - To

01/08/1982 - 01/12/1992

Name of Employer

Dept Of Defence

Name of Supervisor

Comdt Peter Daly

Salaries per Annum:

Starting

Final

Currency Paid

Is this a civil servant position of your Government? Yes

Is this a position within the UN Common System? Yes

13000

18000

IEP

Telephone Number

Email Address

Address of Employer

Ireland

Number of Employees Supervised by You

14

Description of Duties

xI joined the Army Apprentice School in August of 1982. During my time in that establishment I was trained as an Electrical Technician and was also trained in the art of Field Craft, survival skills, and undertook military training in general.I graduated from the AAS in 1985 and was posted to the Army Ordnance school where I was trained as an Instrument Technician and trained in the art of bomb disposal techniques. I was also enrolled in Kevin Street College Dublin to complete a series of Electronic Servicing courses. In 1987 I was transferred to the Naval Base in Haulbowline to put my training into practice and was responsible for the servicing and maintenance of naval weapon guidance systems, weapons systems in general: robots utilised for bomb disposal and the carrying out of explosive ordnance demolition tasks. My proffesional skills and military skills were further tested during my overseas service with Irishbatt UNIFIL in 1988 and 1990.

Summarize any of Your Achievements

xMy discharge papers indicate that I completed my military service with distinction and hope along the way I helped to save some lives especially in relation to my overseas bomb disposal activities.

Reasons for Leaving

Got employment with United Nations as a Field Service Officer.

Have you any objections to our making inquiries of your present employer? No

Other Agencies of the United Nations System may be interested in our applicants. Do you have any objections to your Personal History Profile being made available to them? No

For clerical grades only:

Indicate typing speed in words per minute: English - French -

List any office machines or equipment you can use:

List any of the Official Languages of the United Nations you know.

Language

Mother Tongue

Speak

Read

Write

Understand

English

Yes

Easily

Easily

Easily

Easily

French

No

Not easily

Not easily

Not easily

Not easily

In addition to the six United Nations Official Languages, list any other languages you know.

Language

Mother Tongue

Speak

Read

Write

Understand

Serbo Croatian

No

Not easily

Not easily

Not easily

Not easily

Address

12 St Judes, Willow Drive, Muskerry Estate,  
Ballinacollig , Co Cork Ireland  
Telephone: 353-21-4875571  
Fax: 353-86-3827927  
Contact: Timothy Crowley

Address

Administrative Officer  
Monrovia ,UNMIL, United Nations

Monrovia Liberia  
Telephone: 231-531-5296  
Fax: 231-531-9391  
Contact: Timothy Crowley

## References

30. List three persons, not related to you, and who are not current United Nations Staff Members, who are familiar with your character and qualifications. Do not repeat the names of supervisors listed under Employment.

Reference Name	Occupation or Business	Address	Telephone/Email
Seamus QUINLAN	Retired Police Inspector	Muskerry Estate, Ballincollig, Co Cork Ireland	353214871357
Margaret SIMON	EX CMS UNOMIG RETIRED	Germany Ireland	Margaret.Simon@gmx.net
Paul THOMPSON	EX-CAO DPKO MISSIONS	Canada Ireland	1613478-3204 jpthompson@bell.net



UNITED NATIONS  NATIONS UNIES

## Personal History Profile for Ziad DIAB

### General Details

1. Family name <b>DIAB</b>	First Name <b>Ziad</b>	Middle Name	Maiden Name, (if any)
2. Date of Birth <b>05/06/1964</b>	3. City of Birth <b>Al-Kuwait</b>	Country of Birth <b>Lebanon</b>	Index No <b>266201</b>
4. Country of Nationality at Birth <b>Lebanon</b>	Second Nationality (if any)	5. Country of Present Nationality <b>Croatia</b>	Second Nationality (if any)
6. Gender <b>Male</b>	7. Height [cm] <b>173</b>	8. Weight [kg] <b>85</b>	9. Marital Status <b>Married</b>

10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities.  
Are there any limitations on your ability to engage in all travel? **No**

Are there any limitations on your ability to perform in your prospective field of work? **No**

11. Have you taken up legal permanent residence status in any country other than that of your nationality? **No**

13. What is your preferred field of work? **Purchasing and contracting specialists**

14. Would you accept employment for less than six months? **Yes**

15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? **01/08/1992**

16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? **No**

18. Email Address: **diabz@un.org**

### Education

List all university degrees or equivalent qualifications obtained.

University Name <b>UNIVERSITY OF ZAGREB</b>	City, Country <b>Zagreb Croatia</b>	From - To <b>Sep-1986 - Sep-1993</b>
Main Course of Study <b>Management</b>	Field of Study <b>Business &amp; Administration</b>	
Degree Title or Equivalent <b>Bachelor of Business Administration with major in Economics of Tourism and Hospitality</b>	Degree Type <b>Bachelor of Sciences</b>	

List all schools or other formal training or education from age 14 (e.g. high school, technical school and apprenticeship)

Name of School <b>AHMAD BASHER AL-RUMI, SECONDARY SCHOOL</b>	City, Country <b>Al-Kuwait Kuwait</b>	From - To <b>Sep-1979 - Jun-1983</b>
Main Course of Study <b>SCIENCE SECTION</b>		Certificate or Diploma <b>SECONDARY SCHOOL DIPLOMA IN "SCIENCE SECTION"</b>

### Employment

26. Starting with your present post, list in reverse order every employment you have had:

Job Title <b>Officer-In-Charge, Supply Section &amp; Services</b>	Type of Business <b>Logistics/Supply</b>	From - To <b>01/07/2009 -</b>
Name of Employer <b>UNMIK (United Nations Mission in Kosovo)</b>		Name of Supervisor <b>David Meadows</b>
Salaries per Annum: Starting Final Currency Paid	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>Yes</b>	
Telephone Number <b>12129638442</b>	Email Address <b>diabz@un.org</b>	
Address of Employer <b>United States of America</b>		
Number of Employees Supervised by You <b>15</b>		
Description of Duties		

Provide effective and timely planning, oversight, management and coordination of supply support operations; Integrate and monitor the implementation of UNMIK supply support plans; Liaise between UNMIK and Headquarters staff on field supply matters and coordinate day-to-day support of supply operations; Plan and coordinate supply support of UNMIK during its evolving phases; Manage overall Supply Section input into the acquisition process, e.g. budget formulation, acquisition planning, development of scopes of work, specifications, requisitions, participation in technical evaluations, submissions to Local Committee Contracts (LCC); Develop and recommend mission supply operations Results Based Budgeting (RBB) and ensuring that funds proposed are adequate to meet support services and supply needs; Undertake detailed research and develop formal submissions/recommendations to senior management with respect to issues involving supply Services Contracts; Review best practices in contract's development, identify areas for improvement, train staff and adapt such practices to UN requirements; Plan and prepare current cost estimates/budget implications and long-term forecasts of UNMIK's requirements for machinery, equipment, tools, materials, services, supplies, MOSS food rations; Develop, review, evaluate and upgrade policy and procedures for use by field supply staff; Authorize requirements for commercial procurement, maintenance and disposal of items; Manage allocation and control of all equipment and stores received, stored and distributed by the mission; Ensure that accurate and complete accounting, reporting and internal control systems are functioning and that all relevant records are maintained; Analyze problems, audit and performance reports on mission activities and provides remedial actions where required; Develop Supply Section business plans and monitor the implementation of individual unit work plans; Supervise assigned staff & other related work as required.

Summarize any of Your Achievements

In addition to my news responsibilities as OIC Supply Section & Services, I am still executing General Supply responsibilities and duties of Warehouse Manager; During the short period, the Supply Section has been restructured to meet the missions drawdown goals and objectives; Formulate and oversee supply support operations for the provision of supply support and supplies required by UNMIK mission; Manage supply and related services issues that affect the mission, including managing, coordinating and supervising the work of the General Stores Unit, Contracts Management, Fuel Unit, Camps Services (Rations); Successfully closing down of 4 Regional Warehouses, relocation of the main Warehouse & Distribution Center; Releasing surplus Assets and Expendables in accordance to PADP, dispatching 3 shipments of weapons and ammunition to other UN mission; Effectively solving contractual dispute on payment of leased photocopiers; Re-writing Statement of Requirements/Work (SOW) on provision of ground Fuel and on provision of Catering Services at Mission Headquarters; Present Cost estimate to Chief Mission Support on Outsourcing of Security Services at UN Liaison Office in Belgrade; Drafting budget plan for fiscal year 2010-2011; Assist the Administration to resolve/implement activities arising within the area of supply support due to technical, logistical or operational factors; Monitor the general stores material of the Mission; Monitor stock-levels in accordance to mission specific stock ratios, redistribution plans and replenishment activities to ensure that adequate stocks are maintained to meet the operational requirements of the Mission; Coordinate the yearly procurement plan based on identified residual requirements, current holdings, usage, disposal and estimate budgetary restraints to permit a continuous flow of resources into the Mission; Initiate re-provisioning requirements with the requisitioning staff, Budget Office and Procurement Section to ensure timely delivery based upon long lead times and the requirement for international bidding in accordance with customer requirements; Initiate, produce and implement common standards of supply procedures throughout the mission based on the development of Standard Operating Procedures (SOPs), Adherence to UN Rules and Regulations and supply directives; Consolidate Supply reports and analyze relevant data and assess their impact upon Mission support, then take corrective action to resolve shortfalls; Administer the documentation flow within the Supply Section to ensure that the definition of requirements is detailed, technical evaluations are thorough and properly conducted, and that the process is conducted in a timely and proficient manner; Liaise with other Sections/Sectors within the Mission to ensure that the passage of information is obtained/made available in order to provide Supply support to the Mission; Perform internal verifications upon supply activities to ensure UN assets are being properly distributed, their accountability is maintained and to ensure maximization of material available to the Mission; Perform other duties as required.

Reasons for Leaving

N/A

Job Title		Type of Business	From - To
Manager, Supply Warehouse & Distribution Centre		LOGISTICS / SUPPLY	01/06/2001 - 01/07/2009
Name of Employer		Name of Supervisor	
UNMIK (United Nations Interim Administration in Kosovo)		Alexander Kasatkin	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
50365	62165	USD	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address	
12129638442		diabz@un.org	
Address of Employer			
United States of America			
Number of Employees Supervised by You			
22			
Description of Duties			
Project mission's requirements (UNMIK) for effective, timely supply and logistic support; Ensure requisitions for supplies are properly prepared and reviewed such that they are issued/replenished/allocated to the mission in a timely and coordinated manner and in accordance to financial rules & regulations and approved Budget. Ascertain reliable flow of supply in the mission; Draft related Standard Operating Procedures (SOPs) in areas of Receiving and Inspection, Quality Control, Inventory Control and Management; Supervise Staff in the Warehouse Operations and Administration Cells to maximize productivity and to achieve planned goals; Review periodically Staff performance reports; Oversee stock consumption against established ratios, review approved requisitions for all commodities, issue in accordance to appropriate scale of issue, mission priorities and stock availability; Conduct inventory-control, stock-checking and analyzing; Process and approve write-off requests; Ensure security, safety and full accountability of materials and assets at all times; Assist Chief Supply in Budget preparations and planning for subsequent fiscal years based on consumptions reports, trends and demand forecasting; Quarterly review procurement plan; Apply DPKO's standard cost estimates and ratios for budget and acquisition planning; Perform Technical Evaluations based on responses to "Invitation-to-Bid" and "Requests-for-Quotations"; Draft Scope of Works (Statements of Work) for Service/maintenance Contracts; Establish plans for disposal or redeployment of assets in accordance to UN Liquidation Manual and Asset's Categorization; Accountable for, and update the Warehouse Management System "Galileo" and other database applications for tracking, reconciliation, accounting purposes and analyzing stock history data; Develop Mission reports in Businesses Objects and Web Intelligence; Any other task assigned by Chief Supply & Services Section.			

Summarize any of Your Achievements

Design layout structure of UNMIK Warehouse and Distribution Center; Using appropriate storage hardware solutions for different types of inventory, same with selection of Material Handling equipment; Applying advance inventory control management methods, which resulted in accurate inventory and in-time reordering cycle, such as: ABC analysis, Min-Max, Reorder point methods; Draft SOE of Warehouse Security and Safety procedures; Introduce advance stock picking mechanism; Establish appropriate storage facilities for specific commodities; Control of all items subject to storage expiration by using FIFO methods for inventory rotation; Operate a commodity disposal system in accordance with UN regulations; Using Spot-check Techniques, Random sampling and two-staged random sampling in process of receiving and inspection of goods and materials; Applying Pull and Push techniques versus demands for Supply items; Submit to senior management reports on current mission requirements, forecast future demands; Assist in effective and timely planning, oversight, management and coordination of supply support operations; Develop a stock reporting mechanism including a reference to key performance indicators; monitor and analyze contracts performance to ensure compliance with contract terms, schedules and cost objectives; Manage and train Supply staff as assigned. Monitor and analyze contract performance to ensure compliance with contract terms, schedules and cost objectives; Manage and train Supply staff as assigned; Perform other related tasks as required (as such acted as focal point of the UNMIK Specific Stock Ratios for all Self Accounting Units) Establish and maintain electronic/hardcopy records for all relevant transactions and correspondences to ensure proper audit trail and ready to respond to OIOS (Auditing) reports; Analyze audit observations and prepare background information; Liaison with customers and monitor ongoing development inside and outside Client's environment to keep informed and anticipate problems, inform customers of progress or setbacks in projects.

Reasons for Leaving

Still employed (I am still active in performing the above described duties and responsibilities in addition of my appointment as OIC Supply Section & Services effectively 21 July 2009.

Job Title		Type of Business	From - To
Officer-in-Charge / Central Supply Depot		Logistics/Supply	01/12/1997 - 01/06/2001
Name of Employer		Name of Supervisor	
MINURSO (UN Mission in Western Sahara)		Martin Bentz	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
28281	37778	USD	Is this a position within the UN Common System? <b>Yes</b>

Telephone Number	Email Address <b>diabz@un.org</b>
Address of Employer <b>United States of America</b>	
Number of Employees Supervised by You <b>12</b>	
Description of Duties <b>Monitor and control receiving, issuing and storing of materials; Identify the requirements and deter-mines on the range and quantity of items required to support the mission; Accountable for all the materials in stock, especially for UN assets and equipments; In cooperation with Chief General Ser-vices/Chief Technical Support Section, and appropriate military supply officers, calculate and submit requisitions for commodity requirements based on existing strength, entitlement, scale of issue, or known operational plans, and budget limitations; Estimate and project the budget for General Supply &amp; Warehouse; Control expenditures and fund's allotments; Make sure that United Nations Financial and Procurement rules and regulations are implemented in daily activities; Operate receipt and inspection system for all in coming supplies/assets; Quality Control/Quality Assurance; Care of material in Unit Stock where special storage conditions are necessary; Initiate write off process up to disposal and removal of material from the inventory system; Establish and maintain appropriate storage facility for General Stores, Specific items, Food and Rations, etc; Make recommendations on Central Supply Depot layout structure; Review and assess the security system in place for the mission's Logistic base; Maintain a computerized inventory control system for all expendable and non-expendable property, rate of consumption for consumable items, control of all items subject to storage expiration, conducts periodical physical stocktaking (cycle count); Establish computerized inventory control and stock tracking system (before implementation of computerized Innovatory Management System FACS and Galileo); Any other task requested by Chief General Services.</b>	
Summarize any of Your Achievements <b>Building up the new Central Supply Depot. Design layout. Introduced enhanced security system in place for the mission's Logistic base. Maintaining a computerized inventory control system for all expendable and non-expendable property, rate of consumption for consumable items, control of all items subject to storage expiration, conducts periodical physical stocktaking (cycle count). Establish computerized inventory control and stock tracking system (before implementation of FACS and Galileo system)</b>	
Reasons for Leaving <b>Re-assignment to UNMIK in Kosovo</b>	

Job Title <b>Supervisor Diplomatic Pouch/Mail Unit &amp; Reproduction Unit</b>	Type of Business <b>General Services</b>	From - To <b>01/03/1997 - 01/12/1997</b>
Name of Employer <b>UNMIBH</b>	Name of Supervisor <b>Joe Warren</b>	
Salaries per Annum: Starting <b>17707</b>	Final <b>17707</b>	Currency Paid <b>USD</b>
Is this a civil servant position of your Government? <b>No</b>		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address	
Address of Employer <b>United States of America</b>		
Number of Employees Supervised by You <b>1</b>		
Description of Duties <b>After downsizing of UNPROFOR operations, this unit (Mali/Pouch and Reproduction transferred to UNMIBH Central Support Services (CSS) at Camp Please Zagreb. It acted as the focal point for Diplomatic pouch, mail and reproduction services. Organize shipping and forwarding of UNTAES, UNMIBH, UNPREDEP, UNPF diplomatic pouch from/to UN HQ New York, and to other destinations when required. Provides comprehensive Mail Services to all UN missions in the area of the Former Yugoslavia (Central point for Mail/Pouch operations from 1995-1999). In addition to the above, performs tasks as described in the next paragraph</b>		
Summarize any of Your Achievements <b>Provide training and assistance to Officers-in-charge of Mail/Pouch, and Reproduction operations within UNTAES, UNMIBH, and UNPREDEP missions. Following up on UN postal matters. Implemente UN regulations and instructions in the area of Diplomatic Pouch &amp; Mail</b>		
Reasons for Leaving <b>Offer for mission appointment to MINIRSO mission</b>		

Job Title <b>Supervisor Diplomatic Pouch &amp; Mail Unit</b>	Type of Business <b>General Services</b>	From - To <b>01/08/1992 - 01/03/1997</b>
Name of Employer <b>UNPF HQ (Ex-UNPROFOR)</b>	Name of Supervisor <b>Selvam PERAMBALM, Chief General Services</b>	
Salaries per Annum: Starting <b>6600</b>	Final <b>17707</b>	Currency Paid <b>USD</b>
Is this a civil servant position of your Government? <b>No</b>		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address	
Address of Employer <b>United States of America</b>		
Number of Employees Supervised by You <b>10</b>		
Description of Duties <b>Determines the most direct, secure and economic route for outgoing/incoming UN diplomatic pouch, and establishes/maintains Mail/Pouch Services to/from UN HQ New York, Geneva, UNLB (Brindisi), and UN missions established in the area of the Former Yugoslavia. Determines the most cost effective and fastest delivery methods of special mail via International Courier Agencies, prepares related shipping documents. Maintains close liaison with the host country postal authority with view to ensure comprehensive provision of applicable postal rules and regulations. Maintains close liaison with authorized UNPF Shipping/Clearing Agent and local customs Authorities in overseeing the safety and timely arrival/dispatch of UN Diplomatic Pouch. Supervises and administers messenger services (9 messengers) at UNPF HQ and UN Logistics Base Pleso. Supervises two mail and two reproduction Clerks. Controls and verifies postal invoices, air way bills and shipping invoices for submission to Chief of Section.</b>		
Summarize any of Your Achievements		

Establishing screen and check walls for outgoing official mail/pouch/correspondence to ensure safety measures, and UN Pouch and Postal rules and regulations are followed and implemented. Establish databases for Staff Member location, change of location and mail forwarding address after departing the mission area. Introducing Sale of UN and US postal stamps to UN staff members. Determine and calculate the required postage for outgoing private mail. Initiation of system contracts between UNPF and host country postal authority and Shipping/Clearing Agents.

Reasons for Leaving

Liquidation of UNPF and re-appointment with UNMIBH (Central Support Services, Camp Please, Zagreb)

Have you any objections to our making inquiries of your present employer? **No**

Other Agencies of the United Nations System may be interested in our applicants. Do you have any objections to your Personal History Profile being made available to them? **No**

For clerical grades only:

Indicate typing speed in words per minute: English - **40** French -

List any office machines or equipment you can use:

**All Kind of Personal Computers, FACSIMILE MACHINES, PHOTOCOPY MACHINES, ELECTRONIC/MANUAL TYPEWRITER**

List any of the Official Languages of the United Nations you know.

Language	Mother Tongue	Speak	Read	Write	Understand
English	No	Easily	Easily	Easily	Easily
French	No	Not easily	Easily	Not easily	Not easily
Arabic	Yes	Easily	Easily	Easily	Easily

In addition to the six United Nations Official Languages, list any other languages you know.

Language	Mother Tongue	Speak	Read	Write	Understand
Serbo Croatian	No	Easily	Easily	Easily	Easily
Croatian	No	Easily	Easily	Easily	Easily

Address

UNMIK, Kosovo  
P.O. Box 4778  
New York NY United States of America  
Telephone: 1-212-9638442 extension 4991  
Fax: 377-44-300193  
Contact: Ziad Diab

Address

Raciceva 14  
Zagreb Croatia  
Telephone: 385-1-2333963  
Fax: 385-98-9066431  
Contact: Ziad Diab

References

30. List three persons, not related to you, and who are not current United Nations Staff Members, who are familiar with your character and qualifications. Do not repeat the names of supervisors listed under Employment.

Reference Name	Occupation or Business	Address	Telephone/Email
Matta AL-AMURI	Personnel (Human resources)	ESCWA Lebanon	9611997801 al-amuri@un.org
Martin BENTZ	Administration, General Services	DPKO/FALD/UNMEE/Eritrea Lebanon	12129634499 bentz@un.org
Alan VENTII	Logistics	DPKO/FALD/UNTSO/Jerusalem Lebanon	12129633001 ventii@un.org

## Personal History Profile for Paul GEROLD

## General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
GEROLD	Paul	Joseph	N/A
2. Date of Birth	3. City of Birth	Country of Birth	Index No
19/10/1953	London	Switzerland	203120
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Switzerland	United Kingdom	Switzerland	United Kingdom
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Male	173	60	Single
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities.			
Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? No			
13. What is your preferred field of work? Administrative officers			
14. Would you accept employment for less than six months? Yes			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? 01/08/1993			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? No			
18. Email Address: gerold@un.org			

## Education

List all university degrees or equivalent qualifications obtained.

List all schools or other formal training or education from age 14 (e.g. high school, technical school and apprenticeship)

Name of School	City, Country	From - To
The Oratory School	Reading, Berkshire United Kingdom	Apr-1967 - Jul-1972
Main Course of Study		Certificate or Diploma
General Education		History, British Constitution,Economic History.

## Employment

26. Starting with your present post, list in reverse order every employment you have had:

Job Title	Type of Business	From - To
R & I Assistant	Administration	01/03/2007 -
Name of Employer		Name of Supervisor
UNIFIL		Jo Ocampo
Salaries per Annum:		
Starting	Final	Currency Paid
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? Yes
Telephone Number	Email Address	
9611821451	gerold@un.org	
Address of Employer		
Lebanon		
Number of Employees Supervised by You		
8		
Description of Duties		
To manage and organise the team to achieve the tasks put before it. To Receive and Inspect incoming shipments from vendors and/or other UN Missions.		
Summarize any of Your Achievements		
Success		
Reasons for Leaving		
To gain advancement within DPKO.		

Job Title	Type of Business	From - To
OIC R & I Unit	PeaceKeeping	01/08/2004 - 01/03/2007
Name of Employer		Name of Supervisor
ONUB		Francesca Kwasa

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
		<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address		
<b>257212867 5122</b>	<b>gerold@un.org</b>		
Address of Employer			
<b>Burundi</b>			
Number of Employees Supervised by You			
<b>14</b>			
Description of Duties			
<b>To manage and organise the team to achieve the tasks put before it.To Receive and Inspect incoming shipments from vendors and/or other UN Missions. To verify the conformity of the Purchase Order and/or Mission Release Order. To indicate any delivery discrepancy whenever required. To raise a Report in the Galileo system to enable processing and payment.</b>			
Summarize any of Your Achievements			
<b>At the start-up of any Mission the work load is normally high, especially in our particular unit. We were and still are keeping up with all incoming shipments.</b>			
Reasons for Leaving			
<b>To gain advancement within DPKO.</b>			

Job Title	Type of Business	From - To
<b>Supply Assistant</b>	<b>Peace Keeping</b>	<b>01/01/2000 - 01/03/2003</b>
Name of Employer	Name of Supervisor	
<b>United Nations</b>	<b>Mark Kiejna</b>	
Salaries per Annum:		
Starting	Final	Currency Paid
<b>43000</b>	<b>43000</b>	<b>USD</b>
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address	
<b>38733496968</b>	<b>gerold@un.org</b>	
Address of Employer		
<b>Bosnia and Herzegovina</b>		
Number of Employees Supervised by You		
<b>1</b>		
Description of Duties		
<b>I create all Police Trust Fund Requisitions in the Mercury system. In order to accomplish this task, I am in constant touch with IPTF, Budget and Procurement. For technical assistance, I seek advice from Transport, Building Engineering and Communications. I am also responsible for the storing and distribution of Trust Fund items to the various Local Police Stations and Government Ministries in Bosnia and Herzegovina. I also deputise for the Warehouse Manager in his absence. I am familiar with both FESS and FACS systems. I also deputise for the Catering Manager in his absence ensuring that a consistently high standard of service is provided in our restaurant.</b>		
Summarize any of Your Achievements		
<b>During the months of November and December 2001 I was placed under considerable pressure to process a vast quantity of Requisitions as the Trust Fund Year-end was approaching. My target was achieved. I believe that I have achieved the trust and respect of the various sections that I deal with, Procurement, Budget and IPTF which has contributed to the smooth running of my unit and has increased the effectiveness of the Trust Fund.</b>		
Reasons for Leaving		
<b>My contract of Limited Duration expires on the 31st March 2003. I am therefore actively seeking re-assignment.</b>		

Job Title	Type of Business	From - To
<b>Supply Assistant.</b>	<b>Peace Keeping.</b>	<b>01/03/1996 - 01/04/1998</b>
Name of Employer	Name of Supervisor	
<b>United Nations.</b>	<b>Serguei Toropov</b>	
Salaries per Annum:		
Starting	Final	Currency Paid
<b>36500</b>	<b>43000</b>	<b>USD</b>
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address	
<b>38733496968</b>	<b>gerold@un.org</b>	
Address of Employer		
<b>Croatia</b>		
Number of Employees Supervised by You		
<b>12</b>		
Description of Duties		
<b>I was responsible for the Supply Warehouse. I ensured that all requests were processed in a timely manner. I ensured that the quality of supplies received from vendors met the technical specifications required. I ensured that all Supply items were stocked in a neat and tidy order. I supervised regular stock checks and weekly stock checks. I ensured the security of the Warehouse. I ensured the safety of operations of all MHE and other warehouse equipment. I ensured that stocks were replenished in good time.</b>		
Summarize any of Your Achievements		
<b>With limited knowledge of the local language I was able to train the local workforce into an efficient unit which ensured that both the military and civilian units felt they were being given a quality service.</b>		
Reasons for Leaving		
<b>Expiry of Limited Duration Contract.</b>		

Job Title	Type of Business	From - To
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<b>Operations Manager</b>			<b>Recruitment Consultants.</b>	<b>01/10/1993 - 01/03/1996</b>
Name of Employer <b>Defence Systems Ltd.</b>			Name of Supervisor <b>Michael Wolfendon</b>	
Salaries per Annum: Starting                      Final                      Currency Paid <b>34600                      36500                      USD</b>			Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>Yes</b>	
Telephone Number <b>44207808 5800</b>			Email Address <b>info@armor-mine-action.com</b>	
Address of Employer <b>United Kingdom</b>				
Number of Employees Supervised by You <b>23</b>				
Description of Duties <b>Responsible for the effective and efficient functioning of all food handling and storage operations in UNPROFOR, Camp Pleso. Liasing with the French Military Logistics Office in order to plan road convoys and air flights to send food to the battalions in Bosnia and Herzegovina. To attend the weekly Food Meeting in Headquarters.</b>				
Summarize any of Your Achievements <b>I was able to reduce the duplication of work done by the Military and Civilian Food Offices by negotiation and compromise.</b>				
Reasons for Leaving <b>Re-assignment to UNTAES.</b>				

Job Title <b>Business Development Manager</b>			Type of Business <b>Recruitment and Training</b>	From - To <b>01/02/1993 - 01/10/1993</b>
Name of Employer <b>Precision Resources Ltd.</b>			Name of Supervisor <b>Peter Dannhorn</b>	
Salaries per Annum: Starting                      Final                      Currency Paid <b>30000                      30000                      USD</b>			Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>No</b>	
Telephone Number <b>44207371 7575</b>			Email Address <b>precision@iofm.net</b>	
Address of Employer <b>United Kingdom</b>				
Number of Employees Supervised by You <b>0</b>				
Description of Duties <b>To initiate contact and establish an identification of needs with prospective clients which would lead to training programmes being implemented. To be aware of new training initiatives and grants being implemented by government agencies. Recruiting personnel for various projects world-wide.</b>				
Summarize any of Your Achievements <b>Instigated negotiations with Defence Systems Ltd in order to help them recruit personnel for UNPROFOR.</b>				
Reasons for Leaving <b>To join UNPROFOR.</b>				

Job Title <b>Distribution Manager</b>			Type of Business <b>Pizza Organization.</b>	From - To <b>01/02/1992 - 01/02/1993</b>
Name of Employer <b>Domino`s Pizza.</b>			Name of Supervisor <b>Robert Jenkins</b>	
Salaries per Annum: Starting                      Final                      Currency Paid <b>25500                      25500                      USD</b>			Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>No</b>	
Telephone Number <b>441908580000</b>			Email Address <b>dominos@pizza.co.uk</b>	
Address of Employer <b>United Kingdom</b>				
Number of Employees Supervised by You <b>22</b>				
Description of Duties <b>The control of the receipt, storage and quality of food products. Inventory control and the procurement of food products and ingredients from European and World-wide suppliers. Food distribution planning. Delivery fleet scheduling and vehicle maintenance. Communicating with customers on a daily basis to ensure that their requirements are being met.</b>				
Summarize any of Your Achievements <b>Re-scheduled deliveries which resulted in substantial cost savings.</b>				
Reasons for Leaving <b>To join Precision Resources Ltd.</b>				

Job Title	Type of Business	From - To
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<b>Business Development Executive</b>			<b>Management Consultancy</b>	<b>01/01/1990 - 01/02/1992</b>
Name of Employer <b>Management and Personnel Services Ltd.</b>			Name of Supervisor <b>Derek Randall</b>	
Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>	
<b>22500</b>	<b>25500</b>	<b>USD</b>	Is this a position within the UN Common System? <b>No</b>	
Telephone Number <b>441582480800</b>			Email Address <b>maps.org@compuserve.com</b>	
Address of Employer <b>United Kingdom</b>				
Number of Employees Supervised by You <b>0</b>				
Description of Duties <b>To identify client interest in training by business research and cold-calling. Administer Thomas International Psychometric Tests for client's employees. Evaluation and feedback to management and staff on an individual basis. Monitoring and assessing individuals' training and development progress.</b>				
Summarize any of Your Achievements <b>Responsible for setting up one profitable account.</b>				
Reasons for Leaving <b>To join Domino's Pizza International.</b>				

Job Title <b>Distribution manager</b>			Type of Business <b>Banana Distribution</b>	From - To <b>01/04/1984 - 01/11/1989</b>
Name of Employer <b>Fyffes plc.</b>			Name of Supervisor <b>Paul Shields</b>	
Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>	
<b>15000</b>	<b>27750</b>	<b>USD</b>	Is this a position within the UN Common System? <b>No</b>	
Telephone Number <b>3531887 2700</b>			Email Address <b>info@fyffes.com</b>	
Address of Employer <b>Ireland</b>				
Number of Employees Supervised by You <b>22</b>				
Description of Duties <b>The receipt, storage, quality control and ripening of green bananas imported from Central America and the Windward Islands. Sales of the finished product to the retail supermarkets and the wholesale trade. Planning the annual budget for the distribution centre. The profitability of the distribution centre. All personnel matters. Producing management accounts to Head Office on a monthly basis.</b>				
Summarize any of Your Achievements <b>In one distribution centre that I was responsible for, the existing equipment that we had was very antiquated. However, contrary to all expectations I was able to convince one of the large supermarket chains that we were capable of producing a banana that would meet their specifications.</b>				
Reasons for Leaving <b>To join Management and Personnel Services.</b>				

Job Title <b>Sales Manager</b>			Type of Business <b>World-wide Meat Distributor.</b>	From - To <b>01/02/1973 - 01/10/1983</b>
Name of Employer <b>The Union International plc.</b>			Name of Supervisor <b>Paul Marchant</b>	
Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>	
<b>4500</b>	<b>22500</b>	<b>USD</b>	Is this a position within the UN Common System? <b>No</b>	
Telephone Number <b>441248 1212</b>			Email Address <b>gerold@un.org</b>	
Address of Employer <b>United Kingdom</b>				
Number of Employees Supervised by You <b>20</b>				
Description of Duties <b>I worked for various subsidiaries of Union International in France, Holland, The UK and Nigeria within a sales and marketing sphere, specialising in the sales of frozen and chilled meat products. In Nigeria we also imported tinned and chilled food items as well as alcohol.</b>				
Summarize any of Your Achievements <b>In Nigeria, I was able to successfully negotiate favourable credit terms with our World-wide suppliers thus avoiding letter of credit terms.</b>				
Reasons for Leaving <b>Made redundant on return to England as the company was downsizing.</b>				



Have you any objections to our making inquiries of your present employer? **No**

Other Agencies of the United Nations System may be interested in our applicants. Do you have any objections to your Personal History Profile being made available to them? **No**

For clerical grades only:

Indicate typing speed in words per minute: English -      French -

List any office machines or equipment you can use:

**Galileo and Mercury modules.**

List any of the Official Languages of the United Nations you know.

Language	Mother Tongue	Speak	Read	Write	Understand
<b>English</b>	<b>Yes</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>
<b>French</b>	<b>No</b>	<b>Not easily</b>	<b>Not easily</b>	<b>Not easily</b>	<b>Not easily</b>
<b>Spanish</b>	<b>No</b>	<b>Not easily</b>	<b>Not easily</b>	<b>Not easily</b>	<b>Not easily</b>

In addition to the six United Nations Official Languages, list any other languages you know.

Language	Mother Tongue	Speak	Read	Write	Understand
<b>Croatian</b>	<b>No</b>	<b>Not easily</b>	<b>Not easily</b>	<b>Not easily</b>	<b>Not easily</b>

Address

Apartado 314  
Estepona Malaga Spain  
Telephone: 34-952-79 51 17  
Fax: 34-626993038  
Contact: Paul Gerold

References

30. List three persons, not related to you, and who are not current United Nations Staff Members, who are familiar with your character and qualifications. Do not repeat the names of supervisors listed under Employment.

Reference Name	Occupation or Business	Address	Telephone/Email
<b>Joan BLACKLEDGE</b>	<b>Business consultant</b>	<b>1, Tennyson Road, Bedford, Bedfordshire. United Kingdom</b>	<b>441234261454 maps.org@compuserve.com</b>
<b>Patrick CRAIG-MCFEELY</b>	<b>Medical Doctor</b>	<b>Pump Court United Kingdom</b>	<b>44747820222 patrickcmf@doctors.org.uk</b>
<b>Robert RABL</b>	<b>Company Director</b>	<b>Sonnenbergstr. 12, CH-6060, Sarnen. United Kingdom</b>	<b>41416610456 rabl@swissonline.ch</b>

## Personal History Profile for Paul GEROLD

## General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
GEROLD	Paul	Joseph	N/A
2. Date of Birth	3. City of Birth	Country of Birth	Index No
19/10/1953	London	Switzerland	203120
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Switzerland	United Kingdom	Switzerland	United Kingdom
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Male	173	60	Single
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities.			
Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? No			
13. What is your preferred field of work? Administrative officers			
14. Would you accept employment for less than six months? Yes			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? 01/08/1993			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? No			
18. Email Address: gerold@un.org			

## Education

List all university degrees or equivalent qualifications obtained.

List all schools or other formal training or education from age 14 (e.g. high school, technical school and apprenticeship)

Name of School	City, Country	From - To
The Oratory School	Reading, Berkshire United Kingdom	Apr-1967 - Jul-1972
Main Course of Study		Certificate or Diploma
General Education		History, British Constitution,Economic History.

## Employment

26. Starting with your present post, list in reverse order every employment you have had:

Job Title	Type of Business	From - To
R & I Assistant	Administration	01/03/2007 -
Name of Employer		Name of Supervisor
UNIFIL		Jo Ocampo
Salaries per Annum:		
Starting	Final	Currency Paid
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? Yes
Telephone Number	Email Address	
9611821451	gerold@un.org	
Address of Employer		
Lebanon		
Number of Employees Supervised by You		
8		
Description of Duties		
To manage and organise the team to achieve the tasks put before it. To Receive and Inspect incoming shipments from vendors and/or other UN Missions.		
Summarize any of Your Achievements		
Success		
Reasons for Leaving		
To gain advancement within DPKO.		

Job Title	Type of Business	From - To
OIC R & I Unit	PeaceKeeping	01/08/2004 - 01/03/2007
Name of Employer		Name of Supervisor
ONUB		Francesca Kwasa

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
		<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address		
<b>257212867 5122</b>	<b>gerold@un.org</b>		
Address of Employer			
<b>Burundi</b>			
Number of Employees Supervised by You			
<b>14</b>			
Description of Duties			
<b>To manage and organise the team to achieve the tasks put before it.To Receive and Inspect incoming shipments from vendors and/or other UN Missions. To verify the conformity of the Purchase Order and/or Mission Release Order. To indicate any delivery discrepancy whenever required. To raise a Report in the Galileo system to enable processing and payment.</b>			
Summarize any of Your Achievements			
<b>At the start-up of any Mission the work load is normally high, especially in our particular unit. We were and still are keeping up with all incoming shipments.</b>			
Reasons for Leaving			
<b>To gain advancement within DPKO.</b>			

Job Title	Type of Business	From - To
<b>Supply Assistant</b>	<b>Peace Keeping</b>	<b>01/01/2000 - 01/03/2003</b>
Name of Employer	Name of Supervisor	
<b>United Nations</b>	<b>Mark Kiejna</b>	
Salaries per Annum:		
Starting	Final	Currency Paid
<b>43000</b>	<b>43000</b>	<b>USD</b>
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address	
<b>38733496968</b>	<b>gerold@un.org</b>	
Address of Employer		
<b>Bosnia and Herzegovina</b>		
Number of Employees Supervised by You		
<b>1</b>		
Description of Duties		
<b>I create all Police Trust Fund Requisitions in the Mercury system. In order to accomplish this task, I am in constant touch with IPTF, Budget and Procurement. For technical assistance, I seek advice from Transport, Building Engineering and Communications. I am also responsible for the storing and distribution of Trust Fund items to the various Local Police Stations and Government Ministries in Bosnia and Herzegovina. I also deputise for the Warehouse Manager in his absence. I am familiar with both FESS and FACS systems. I also deputise for the Catering Manager in his absence ensuring that a consistently high standard of service is provided in our restaurant.</b>		
Summarize any of Your Achievements		
<b>During the months of November and December 2001 I was placed under considerable pressure to process a vast quantity of Requisitions as the Trust Fund Year-end was approaching. My target was achieved. I believe that I have achieved the trust and respect of the various sections that I deal with, Procurement, Budget and IPTF which has contributed to the smooth running of my unit and has increased the effectiveness of the Trust Fund.</b>		
Reasons for Leaving		
<b>My contract of Limited Duration expires on the 31st March 2003. I am therefore actively seeking re-assignment.</b>		

Job Title	Type of Business	From - To
<b>Supply Assistant.</b>	<b>Peace Keeping.</b>	<b>01/03/1996 - 01/04/1998</b>
Name of Employer	Name of Supervisor	
<b>United Nations.</b>	<b>Serguei Toropov</b>	
Salaries per Annum:		
Starting	Final	Currency Paid
<b>36500</b>	<b>43000</b>	<b>USD</b>
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address	
<b>38733496968</b>	<b>gerold@un.org</b>	
Address of Employer		
<b>Croatia</b>		
Number of Employees Supervised by You		
<b>12</b>		
Description of Duties		
<b>I was responsible for the Supply Warehouse. I ensured that all requests were processed in a timely manner. I ensured that the quality of supplies received from vendors met the technical specifications required. I ensured that all Supply items were stocked in a neat and tidy order. I supervised regular stock checks and weekly stock checks. I ensured the security of the Warehouse. I ensured the safety of operations of all MHE and other warehouse equipment. I ensured that stocks were replenished in good time.</b>		
Summarize any of Your Achievements		
<b>With limited knowledge of the local language I was able to train the local workforce into an efficient unit which ensured that both the military and civilian units felt they were being given a quality service.</b>		
Reasons for Leaving		
<b>Expiry of Limited Duration Contract.</b>		

Job Title	Type of Business	From - To
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<b>Operations Manager</b>			<b>Recruitment Consultants.</b>	<b>01/10/1993 - 01/03/1996</b>
Name of Employer <b>Defence Systems Ltd.</b>			Name of Supervisor <b>Michael Wolfendon</b>	
Salaries per Annum: Starting                      Final                      Currency Paid <b>34600                      36500                      USD</b>			Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>Yes</b>	
Telephone Number <b>44207808 5800</b>			Email Address <b>info@armor-mine-action.com</b>	
Address of Employer <b>United Kingdom</b>				
Number of Employees Supervised by You <b>23</b>				
Description of Duties <b>Responsible for the effective and efficient functioning of all food handling and storage operations in UNPROFOR, Camp Pleso. Liasing with the French Military Logistics Office in order to plan road convoys and air flights to send food to the battalions in Bosnia and Herzegovina. To attend the weekly Food Meeting in Headquarters.</b>				
Summarize any of Your Achievements <b>I was able to reduce the duplication of work done by the Military and Civilian Food Offices by negotiation and compomise.</b>				
Reasons for Leaving <b>Re-assignment to UNTAES.</b>				

Job Title <b>Business Development Manager</b>			Type of Business <b>Recruitment and Training</b>	From - To <b>01/02/1993 - 01/10/1993</b>
Name of Employer <b>Precision Resources Ltd.</b>			Name of Supervisor <b>Peter Dannhorn</b>	
Salaries per Annum: Starting                      Final                      Currency Paid <b>30000                      30000                      USD</b>			Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>No</b>	
Telephone Number <b>44207371 7575</b>			Email Address <b>precision@iofm.net</b>	
Address of Employer <b>United Kingdom</b>				
Number of Employees Supervised by You <b>0</b>				
Description of Duties <b>To initiate contact and establish an identification of needs with prospective clients which would lead to training programmes being implemented. To be aware of new training initiatives and grants being implemented by government agencies. Recruiting personnel for various projects world-wide.</b>				
Summarize any of Your Achievements <b>Instigated negotiations with Defence Systems Ltd in order to help them recruit personnel for UNPROFOR.</b>				
Reasons for Leaving <b>To join UNPROFOR.</b>				

Job Title <b>Distribution Manager</b>			Type of Business <b>Pizza Organization.</b>	From - To <b>01/02/1992 - 01/02/1993</b>
Name of Employer <b>Domino`s Pizza.</b>			Name of Supervisor <b>Robert Jenkins</b>	
Salaries per Annum: Starting                      Final                      Currency Paid <b>25500                      25500                      USD</b>			Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>No</b>	
Telephone Number <b>441908580000</b>			Email Address <b>dominos@pizza.co.uk</b>	
Address of Employer <b>United Kingdom</b>				
Number of Employees Supervised by You <b>22</b>				
Description of Duties <b>The control of the receipt, storage and quality of food products. Inventory control and the procurement of food products and ingredients from European and World-wide suppliers. Food distribution planning. Delivery fleet scheduling and vehicle maintenance. Communicating with customers on a daily basis to ensure that their requirements are being met.</b>				
Summarize any of Your Achievements <b>Re-scheduled deliveries which resulted in substantial cost savings.</b>				
Reasons for Leaving <b>To join Precision Resources Ltd.</b>				

Job Title	Type of Business	From - To
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<b>Business Development Executive</b>			<b>Management Consultancy</b>	<b>01/01/1990 - 01/02/1992</b>
Name of Employer <b>Management and Personnel Services Ltd.</b>			Name of Supervisor <b>Derek Randall</b>	
Salaries per Annum: Starting                      Final                      Currency Paid <b>22500                      25500                      USD</b>			Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>No</b>	
Telephone Number <b>441582480800</b>			Email Address <b>maps.org@compuserve.com</b>	
Address of Employer <b>United Kingdom</b>				
Number of Employees Supervised by You <b>0</b>				
Description of Duties <b>To identify client interest in training by business research and cold-calling. Administer Thomas International Psychometric Tests for client's employees. Evaluation and feedback to management and staff on an individual basis. Monitoring and assessing individuals' training and development progress.</b>				
Summarize any of Your Achievements <b>Responsible for setting up one profitable account.</b>				
Reasons for Leaving <b>To join Domino's Pizza International.</b>				

Job Title <b>Distribution manager</b>			Type of Business <b>Banana Distribution</b>	From - To <b>01/04/1984 - 01/11/1989</b>
Name of Employer <b>Fyffes plc.</b>			Name of Supervisor <b>Paul Shields</b>	
Salaries per Annum: Starting                      Final                      Currency Paid <b>15000                      27750                      USD</b>			Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>No</b>	
Telephone Number <b>3531887 2700</b>			Email Address <b>info@fyffes.com</b>	
Address of Employer <b>Ireland</b>				
Number of Employees Supervised by You <b>22</b>				
Description of Duties <b>The receipt, storage, quality control and ripening of green bananas imported from Central America and the Windward Islands. Sales of the finished product to the retail supermarkets and the wholesale trade. Planning the annual budget for the distribution centre. The profitability of the distribution centre. All personnel matters. Producing management accounts to Head Office on a monthly basis.</b>				
Summarize any of Your Achievements <b>In one distribution centre that I was responsible for, the existing equipment that we had was very antiquated. However, contrary to all expectations I was able to convince one of the large supermarket chains that we were capable of producing a banana that would meet their specifications.</b>				
Reasons for Leaving <b>To join Management and Personnel Services.</b>				

Job Title <b>Sales Manager</b>			Type of Business <b>World-wide Meat Distributor.</b>	From - To <b>01/02/1973 - 01/10/1983</b>
Name of Employer <b>The Union International plc.</b>			Name of Supervisor <b>Paul Marchant</b>	
Salaries per Annum: Starting                      Final                      Currency Paid <b>4500                      22500                      USD</b>			Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>No</b>	
Telephone Number <b>441248 1212</b>			Email Address <b>gerold@un.org</b>	
Address of Employer <b>United Kingdom</b>				
Number of Employees Supervised by You <b>20</b>				
Description of Duties <b>I worked for various subsidiaries of Union International in France, Holland, The UK and Nigeria within a sales and marketing sphere, specialising in the sales of frozen and chilled meat products. In Nigeria we also imported tinned and chilled food items as well as alcohol.</b>				
Summarize any of Your Achievements <b>In Nigeria, I was able to successfully negotiate favourable credit terms with our World-wide suppliers thus avoiding letter of credit terms.</b>				
Reasons for Leaving <b>Made redundant on return to England as the company was downsizing.</b>				

Have you any objections to our making inquiries of your present employer? **No**

Other Agencies of the United Nations System may be interested in our applicants. Do you have any objections to your Personal History Profile being made available to them? **No**

For clerical grades only:

Indicate typing speed in words per minute: English -      French -

List any office machines or equipment you can use:

**Galileo and Mercury modules.**

List any of the Official Languages of the United Nations you know.

Language	Mother Tongue	Speak	Read	Write	Understand
<b>English</b>	<b>Yes</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>
<b>French</b>	<b>No</b>	<b>Not easily</b>	<b>Not easily</b>	<b>Not easily</b>	<b>Not easily</b>
<b>Spanish</b>	<b>No</b>	<b>Not easily</b>	<b>Not easily</b>	<b>Not easily</b>	<b>Not easily</b>

In addition to the six United Nations Official Languages, list any other languages you know.

Language	Mother Tongue	Speak	Read	Write	Understand
<b>Croatian</b>	<b>No</b>	<b>Not easily</b>	<b>Not easily</b>	<b>Not easily</b>	<b>Not easily</b>

Address

Apartado 314  
Estepona Malaga Spain  
Telephone: 34-952-79 51 17  
Fax: 34-626993038  
Contact: Paul Gerold

References

30. List three persons, not related to you, and who are not current United Nations Staff Members, who are familiar with your character and qualifications. Do not repeat the names of supervisors listed under Employment.

Reference Name	Occupation or Business	Address	Telephone/Email
<b>Joan BLACKLEDGE</b>	<b>Business consultant</b>	<b>1, Tennyson Road, Bedford, Bedfordshire. United Kingdom</b>	<b>441234261454 maps.org@compuserve.com</b>
<b>Patrick CRAIG-MCFEELY</b>	<b>Medical Doctor</b>	<b>Pump Court United Kingdom</b>	<b>44747820222 patrickcmf@doctors.org.uk</b>
<b>Robert RABL</b>	<b>Company Director</b>	<b>Sonnenbergstr. 12, CH-6060, Sarnen. United Kingdom</b>	<b>41416610456 rabl@swissonline.ch</b>

## Personal History Profile for Abdelgadir GIHA

## General Details

1. Family name <b>GIHA</b>	First Name <b>Abdelgadir</b>	Middle Name <b>Elsadig</b>	Maiden Name, (if any)
2. Date of Birth <b>01/01/1963</b>	3. City of Birth <b>KOSTI</b>	Country of Birth <b>Sudan</b>	Index No <b>216424</b>
4. Country of Nationality at Birth <b>Sudan</b>	Second Nationality (if any)	5. Country of Present Nationality <b>Sudan</b>	Second Nationality (if any)
6. Gender <b>Male</b>	7. Height [cm] <b>176</b>	8. Weight [kg] <b>72</b>	9. Marital Status <b>Married</b>

10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities.  
Are there any limitations on your ability to engage in all travel? **No**

Are there any limitations on your ability to perform in your prospective field of work? **No**

11. Have you taken up legal permanent residence status in any country other than that of your nationality? **No**

13. What is your preferred field of work? **Administrative officers**

14. Would you accept employment for less than six months? **Yes**

15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when?

16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? **No**

18. Email Address: **giha@un.org**

## Education

List all university degrees or equivalent qualifications obtained.

University Name <b>Univesity of Poona</b>	City, Country <b>Poona India</b>	From - To <b>Jun-1985 - Apr-1988</b>
Main Course of Study <b>Political Science</b>	Field of Study <b>Social &amp; Behavioural Science</b>	
Degree Title or Equivalent <b>Bachelor of Arts in Political Science</b>	Degree Type <b>Bachelor of Arts</b>	

List all schools or other formal training or education from age 14 (e.g. high school, technical school and apprenticeship)

Name of School <b>Kosti high Secondary School</b>	City, Country <b>Kosti Sudan</b>	From - To <b>May-1980 - Apr-1983</b>
Main Course of Study <b>Biology</b>		Certificate or Diploma <b>High Secondary School,Certificate</b>

## Employment

26. Starting with your present post, list in reverse order every employment you have had:

Job Title <b>Claims Assistant</b>	Type of Business <b>Peacekeepin Operation</b>	From - To <b>01/07/2006 -</b>
Name of Employer <b>United Nations Interim Forces in Lebanon, UNIFIL</b>		Name of Supervisor <b>Thomas Haroulis</b>
Salaries per Annum: Starting <b>60177</b>	Final <b>88572</b>	Currency Paid <b>USD</b>
	Is this a civil servant position of your Government? <b>No</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>12129633003</b>	Email Address <b>giha@un.org</b>	
Address of Employer <b>Lebanon</b>		
Number of Employees Supervised by You		
Description of Duties		

Consolidate write-off requests submitted by Self Accounting Units(SAUs); Analyze documentation received from various sources including Military Police, UN Security, Boards of Survey, Board of Inquiry concerning loss or damage to UN Property; Prepare LPSB cases files for write off of UN Property; Prepare A and SB cases formats in FACS and Galileo Systems and draft cases presentation for review, deliberation and consideration by LPSB; Prepare LPSB meeting's agenda and draft/prepare minutes of LPSB meetings; Refer cases exceeding the mission's delegation of authority , cases involve surcharge and cost recovery to Headquarters Property Survey Board for review and approval; Prepare summary of Administrative Write-off Cases (AW) for approval by the Head of Administration; Prepare summary of Administrative Write-off Cases (AW) for approval by the Head of Administration; Consolidate, review supporting documents attached to claims for compensations submitted by third party and UN staff members to verify their accuracy and reasonableness; Investigate and collect additional information including site visits on third party compensation claims arising from traffic accident involving UN vehicles and claims arising from UN occupancy of premises ; Prepare Claims Review Board files ; Prepare LCRB meetings agenda ; Draft cases presentation for review and consideration by Local Claims Review Board (LCRB), and draft minutes of meetings; Refer cases exceeding the mission's delegation of authority to the Headquarters Claims Review Board for review and approval; Disseminate the decision and approval of the LCRB to the concerned parties. Prepare Automobile Accident Report (AALR) and forward to UN AIG insurance local adjuster. Participate Board of Inquiry Activity as a member

Summarize any of Your Achievements

na

Reasons for Leaving

na

Job Title <b>Claims Unit Supervisor</b>		Type of Business <b>Peacekeeping</b>	From - To <b>01/08/2004 - 01/07/2006</b>
Name of Employer <b>United Nations Observer Mission in Georgia</b>		Name of Supervisor <b>Isleifur Petursson</b>	
Salaries per Annum:			
Starting <b>54000</b>	Final <b>60177</b>	Currency Paid <b>USD</b>	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>1212963</b>		Email Address <b>giha@un.org</b>	
Address of Employer <b>Georgia</b>			
Number of Employees Supervised by You <b>0</b>			
Description of Duties <b>Manage Claims Unit in compliance with Delegation of Authority, United Nations Regulations, Rules, Policies and good practices. Plan, organize and monitor the work of the unit. Guides and monitor the work of Survey Teams. Analyze, screen, process property write-off request and prepare AW, A and SB (property survey cases categories) presentation and submit to the LPSB , Chief Administrative Officer (CAO) and the Headquarter Property Survey Board(HPSB) UNHQ in New York for review and recommendation. Analyze, review, process claims for compensation received from UN Personnel , UN Police, Military members and third parties, and present to LCRB , Chief Administrative Officer CAO and Headquarter Claims Review Board (HCRB) at UNHQ in New York for review and recommendation . Draft the minutes of LPSB and LCRB meetings, coordinate the signatures and submit to the CAO for approval. Disseminate recommendation and approval of LCRB, LPSB and CAO to concerned parties and follow up on action taken. As Secretary of Local Property Survey Board (LPSB) and Local Claims Review Board (LCRB) provide support to the Chairperson of (LPSB) and the Chairperson of (LCRB). Follow up with Security Section on the investigation of cases related to Traffic accident, loss and theft of United Nations property. Participate in claims survey missions in order to collect and verify data. Monitor, review the processing and procedure for the preparation, updating and completion of property survey cases in the electronic Disposal Module of the Field Assets Control System (FACS) and Galileo Property Management System. Maintain regular contact with HPSB, HCRB and Property Management Unit at UNHQ New York, to follow up on cases and to seek guidance on complicated issues related to PSB cases. OIC MOVCON from Apr. to Oct. 2005: Duties, Manage MOVCON and Travel Unit's operation. Ensure that the procedures are executed in conformity with UN Regulations and Rules and SOPs.</b>			
Summarize any of Your Achievements <b>Improved the processing and procedure for the preparation and swift completion of claims cases and property survey cases .</b>			
Reasons for Leaving <b>Reappointment to UNIFIL</b>			

Job Title <b>Receiving and Inspection Unit Supervisor</b>		Type of Business <b>Peacekeeping</b>	From - To <b>01/06/2003 - 01/07/2004</b>
Name of Employer <b>United Nations Observer Mission in Georgia</b>		Name of Supervisor <b>Isleifur PETURSSON</b>	
Salaries per Annum:			
Starting <b>54887</b>	Final <b>54887</b>	Currency Paid <b>USD</b>	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>12129639562</b>		Email Address	
Address of Employer <b>Georgia</b>			
Number of Employees Supervised by You <b>3</b>			
Description of Duties <b>Overall planning and coordination of Receiving and Inspection tasks, liaise and coordinate with MOVCON and Procurement Section delivery and receiving of shipments, establish in coordination with SAUs the schedule/timing of inspection of goods and conduct jointly the inspection process, certify findings after completion of inspection process, assign bar code labels to non-expendable items, enter information related to non-expendable into FACS, coordinate producing and distribution of final Receiving and Inspection reports.</b>			
Summarize any of Your Achievements <b>Establishment of R&amp;I warehousing Intruducing tracking database for R&amp;I.</b>			
Reasons for Leaving <b>Reassignment with mission</b>			

Job Title <b>Assets Manager</b>		Type of Business <b>Peacekeeping</b>	From - To <b>01/04/2001 - 01/06/2003</b>
Name of Employer		Name of Supervisor	



## Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>53661</b>	<b>53661</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>

Telephone Number

Email Address

Address of Employer

**Bosnia and Herzegovina**

Number of Employees Supervised by You

**14**

## Description of Duties

**Management of Engineering assets and equipment inventory from conceptual stage through disposal, management of Engineering warehousing functions, operations and staff, section's logistics and operation coordinator, plan and manage the supply chain process related to engineering materials, identify surplus and obsolete materials and manage the disposal process, assist CTS/CE in planning and management aspects including budget preparation, expenditure and personnel resources management, involve in engineering section administrative matters, Initiate Engineering Preliminarily Assets disposal plan, plan and implement disposal of assets during the mission liquidation phase.**

Summarize any of Your Achievements

**Establishment of warehousing operation system. Planning assets disposal During mission`s Downsizing and Liquidation stages**

Reasons for Leaving

**Reassigned to UNOMIG**

Job Title

**Property Control and Inventory Assistant**

Type of Business

**Humanitarian Assistance**

From - To

**01/07/1998 - 01/04/2001**

Name of Employer

**United Nation Office Of Humanitarian Coordinator For Iraq**

Name of Supervisor

**Sunny Sandstrom and Stephan Setian**

## Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>43000</b>	<b>45000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>

Telephone Number

**1212963-3010**

Email Address

**giha@un.org**

Address of Employer

**Iraq**

Number of Employees Supervised by You

**13**

## Description of Duties

**Conduct receiving and inspection process for goods and services, produce Receiving and Inspection reports in Reality and Field Assets Control Systems, manage and supervise operation and staff of Supply stores, raise procurement requisitions for supplies and replenishment of stocks, Manage and supervise functions and staff of Travel and Liaison unit, assist in administrative support of General Services Section, assist in budget planning and operation of General Services Section, coordinate with Property Control and Inventory Unit entry and tracking of assets, act as OIC General Services Section during absence of CGSO.**

Summarize any of Your Achievements

**Establishment of R&I unit & database, Establishment of GSS Budget tracking System**

Reasons for Leaving

**Reassigned to UNMIBH**

Job Title

**Assets and Logistics Manager**

Type of Business

**Peacekeeping Operation**

From - To

**01/02/1997 - 01/07/1998**

Name of Employer

**United Nations Transitional Administration for Eastern Slavonia-Croatia-UNTAES**

Name of Supervisor

**Stephan Setian**

## Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>36000</b>	<b>37500</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>

Telephone Number

Email Address

**giha@un.org**

Address of Employer

**Croatia**

Number of Employees Supervised by You

**33**

## Description of Duties

**Establishment of Engineering assets and materials database, management of Engineering assets and equipment inventory from conceptual stage through disposal, management of Engineering warehousing functions, operations and staff, maintain inter section contacts to facilitate and supplement the logistical warehousing tasks, plan and manage the supply chain process related to engineering materials, identify surplus and obsolete materials and manage the disposal process, assist CE in planning and management aspects including budget preparation, expenditure and personnel resources management, involve in engineering section administrative matters, Initiate Engineering Preliminarily Assets disposal plan, plan and implement disposal of assets during the mission liquidation phase .**

Summarize any of Your Achievements

**Establishment of materials management system and database, Successfully completed disposal of assets and materials valued approx. US\$ 75 millions**

Reasons for Leaving

**Closure of the mission and reassigned to UNOHCI**

Job Title <b>UNV-Inventory and Supply officer</b>		Type of Business <b>Peacekeeping Operation</b>	From - To <b>01/06/1995 - 01/02/1997</b>
Name of Employer <b>United Nations Mission in Haiti-UNMIH</b>		Name of Supervisor <b>Mr Ove Magenson</b>	
Salaries per Annum:			
Starting <b>24000</b>	Final <b>24000</b>	Currency Paid <b>USD</b>	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address <b>giha@un.org</b>	
Address of Employer <b>Haiti</b>			
Number of Employees Supervised by You <b>7</b>			
Description of Duties <b>Daily management of engineering warehousing operation, follow up on regular basis and assist Receiving and Inspection Unit on deliveries and inspection of engineering materials, provide stock status report on regular basis for replenishment of stock, issue materials to camp maintenance projects and other engineering projects, responsible for Section's Fixed Assets inventory, follow up on regular basis with property Control and Inventory Unit in relation to tracking and accountability of assets , provide PCIU with supporting documents to ensure controlling of section assets , provide information regarding inventory to the concerned bodies including UN HQ – NY , conduct physical verifications to insure good Control and safety of engineering assets , prepare the write-off reports and proposals to the Mission Property Survey Board , prepare the shipping documents of engineering materials, representative of BM&amp;E section in the Mission Liquidation Team (MLT) .</b>			
Summarize any of Your Achievements <b>Establishment of Engineering warehouse, and inventory database</b>			
Reasons for Leaving <b>reassigned as International Staff to UNTAES</b>			

Job Title <b>Logistics Officer</b>		Type of Business <b>Relief Operation</b>	From - To <b>01/02/1992 - 01/08/1994</b>
Name of Employer <b>Irish NGO CONCERN</b>		Name of Supervisor <b>David berry-Ronat Lellis</b>	
Salaries per Annum:			
Starting <b>2000</b>	Final <b>3200</b>	Currency Paid <b>USD</b>	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>No</b>
Telephone Number		Email Address	
Address of Employer <b>Ireland</b>			
Number of Employees Supervised by You <b>42</b>			
Description of Duties <b>Prepare food aid and non food items applications to the donors, tracking of food aid and non food commodities consignments from the donors until the final destination, prepare the operation budgets of the food aid distribution project, administrate the food aid distribution contracts, management of stores and logistic staff, prepare daily, weekly and monthly food aid and noon food items stock status and movement reports (Basic Statistics) to the concerned bodies (WFP , USAID , EURONAIID , and Government of Sudan concerned offices , attend WFP , NGO'S , EC and Government coordination meetings , assist in organizing workshops and seminar regarding emergency preparedness , prepare final reports of Food for Work Project , prepare the narrative and final food and non food commodity distribution reports to the donors , make regular trips to field offices ensure the smooth functioning of the project .</b>			
Summarize any of Your Achievements <b>Establishment of storage and warehousing, storage and logistics system</b>			
Reasons for Leaving <b>End of Operation</b>			

Job Title <b>Logistics Officer</b>		Type of Business <b>Relief Operation/South White Nile Province</b>	From - To <b>01/04/1991 - 01/02/1992</b>
Name of Employer <b>Irish NGO CONCERN-Sudan</b>		Name of Supervisor <b>Ms Louis Supple</b>	
Salaries per Annum:			
Starting <b>1800</b>	Final <b>2000</b>	Currency Paid <b>USD</b>	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>No</b>
Telephone Number		Email Address	
Address of Employer <b>Ireland</b>			
Number of Employees Supervised by You <b>44</b>			
Description of Duties <b>Prepare the food aid distribution allocation and rations list in coordination with local authorities and local relief committee, design food aid and nonfood distribution and deliveries plans, administer the food aid distribution contracts, management of stores and logistic staff, prepare daily, weekly and monthly food aid and noon food items movement reports to the Logistics Coordinator and Local Relief Committee, issue the dispatch waybills , logistics book keeping , attend regular Local Relief Committee meetings .</b>			

Summarize any of Your Achievements  
**Establishment of warehousing operation and management procedure**

Reasons for Leaving  
**Transfer to Head Office**

Job Title <b>Area Coordinator/Monitor</b>		Type of Business <b>Relief Programme-South white Nile Province-Sudan</b>	From - To <b>01/02/1991 - 01/04/1991</b>
Name of Employer <b>NGO CONCERN</b>		Name of Supervisor <b>Louis Supple</b>	
Salaries per Annum: Starting <b>1800</b>	Final <b>1800</b>	Currency Paid <b>USD</b>	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>No</b>
Telephone Number		Email Address	
Address of Employer <b>Ireland</b>			
Number of Employees Supervised by You <b>5</b>			
Description of Duties <b>Conduct needs assessment in sixty-three villages and displaced camps with main focus on food requirements and children needs, data collection, analyzing and processing, monitor food distribution and assess impact, provide data on health and nutrition, supervise supplementary feeding projects.</b>			
Summarize any of Your Achievements <b>Developing data collection questionnaires and methods</b>			
Reasons for Leaving <b>Reassigned as Logistics officer</b>			

Job Title <b>Manager</b>		Type of Business <b>Private Sector</b>	From - To <b>01/09/1989 - 01/07/1990</b>
Name of Employer <b>Modern Pharmacy-Kosti-Sudan</b>		Name of Supervisor <b>Dr Mahmoud M Ali</b>	
Salaries per Annum: Starting <b>1500</b>	Final <b>1700</b>	Currency Paid <b>USD</b>	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>No</b>
Telephone Number <b>249571822227</b>		Email Address	
Address of Employer <b>Sudan</b>			
Number of Employees Supervised by You <b>3</b>			
Description of Duties <b>Dealing with local Medical Companies and Authorized dealers regarding medical Supplies and drugs procurement to the Pharmacy, manage account and records, supervisor of the pharmacy workers, deal with Taxation and Social Insurance offices.</b>			
Summarize any of Your Achievements <b>Establishment of accounting and customer service system</b>			
Reasons for Leaving <b>resigned</b>			

Have you any objections to our making inquiries of your present employer? **No**

Other Agencies of the United Nations System may be interested in our applicants. Do you have any objections to your Personal History Profile being made available to them? **No**

For clerical grades only:  
Indicate typing speed in words per minute: English -      French -  
List any office machines or equipment you can use:  
**Computer, Fax machine, Digital Scanner, Photocopy Machine, Digital Sender and Video Projector.**

List any of the Official Languages of the United Nations you know.

Language	Mother Tongue	Speak	Read	Write	Understand
<b>English</b>	<b>No</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>
<b>Arabic</b>	<b>Yes</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>

In addition to the six United Nations Official Languages, list any other languages you know.

Language	Mother Tongue	Speak	Read	Write	Understand
<b>Hindi</b>	<b>No</b>	<b>Not easily</b>	<b>Not easily</b>	<b>Not easily</b>	<b>Not easily</b>

# Address

UNIFIL  
PO BOX 5852  
New York NY United States of America  
Telephone: 1-212-9633003 extension 5378  
Fax: 961-3019104  
Contact: Abdelgadir Giha

# Address

Elsafa Quarter#54  
Kosti White Nile Sudan  
Telephone: 249-5718-22301  
Fax: 249-9-12949527  
Contact: Abdelgadir GIHA

# References

30. List three persons, not related to you, and who are not current United Nations Staff Members, who are familiar with your character and qualifications. Do not repeat the names of supervisors listed under Employment.

Reference Name	Occupation or Business	Address	Telephone/Email
Mohammed Osman ALI	Programme Manager	Concern -Khartoum Sudan	24912874499 moali79@hotmail.com
Moira BERTHONY	Field Director	Concern1 Upper Camden Street Dublin 2 Sudan	000000
Imad OSMAN	Admin and Finnance Officer	WFP HQ, Rome Sudan	390665131 imadosmansalih@wfp.org

## Personal History Profile for Maria PARISI

## General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
<b>PARISI</b>	<b>Maria</b>		
2. Date of Birth	3. City of Birth	Country of Birth	Index No
<b>29/04/1972</b>	<b>Ostuni</b>	<b>Italy</b>	<b>556711</b>
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
<b>Italy</b>		<b>Italy</b>	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
<b>Female</b>	<b>165</b>	<b>54</b>	<b>Divorced</b>
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? <b>No</b>			
Are there any limitations on your ability to perform in your prospective field of work? <b>No</b>			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? <b>No</b>			
13. What is your preferred field of work? <b>Administrative specialists</b>			
14. Would you accept employment for less than six months? <b>Yes</b>			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when?			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? <b>No</b>			
18. Email Address: <b>parisi@un.org</b>			

## Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
<b>The Open University</b>	<b>Keynes United Kingdom</b>	<b>Sep-2007 - Mar-2010</b>
Main Course of Study	Field of Study	
Degree Title or Equivalent	Degree Type	
<b>Bachelor of Arts</b>		

University Name	City, Country	From - To
<b>The Open University</b>	<b>Milton Keynes United Kingdom</b>	<b>Sep-2007 - Nov-2008</b>
Main Course of Study	Field of Study	
Degree Title or Equivalent	Degree Type	
<b>Certificate in Business Studies</b>		

List all schools or other formal training or education from age 14 (e.g. high school, technical school and apprenticeship)

Name of School	City, Country	From - To
<b>APM Group - pearcemayfield</b>	<b>Beirut Lebanon</b>	<b>Mar-2010 - Mar-2010</b>
Main Course of Study		Certificate or Diploma
<b>PRINCE2 - Projects in Controlled Environments</b>		<b>Certificate of Completion</b>

Name of School	City, Country	From - To
<b>Formatech Integrated Learning Centers</b>	<b>Naqoura Lebanon</b>	<b>Mar-2010 - Mar-2010</b>
Main Course of Study		Certificate or Diploma
<b>Project Management</b>		<b>Certificate of Successful Completion</b>

Name of School	City, Country	From - To
<b>United Nations On-line Learning Programme</b>	<b>Asmara Eritrea</b>	<b>Sep-2005 - Oct-2005</b>
Main Course of Study		Certificate or Diploma
<b>Integrity Awareness Initiative, Sexual Exploitation and Abuse (SEA) Awareness Program</b>		<b>Certificate of successful completion</b>

Name of School	City, Country	From - To
<b>UNLB</b>	<b>Brindisi Italy</b>	<b>Jun-2004 - Jun-2004</b>
Main Course of Study		Certificate or Diploma
<b>Material Preservation, Storage and Packaging</b>		<b>Certificate of successful completion</b>

Name of School	City, Country	From - To
<b>DPKO Civilian Training Section</b>	<b>Online course, e-learning United States of America</b>	<b>Oct-2003 - Jan-2004</b>
Main Course of Study		Certificate or Diploma

<b>Client Focus and Stress Management</b>		<b>Certificate of successful completion</b>
Name of School <b>UNITAR - POCI</b>	City, Country <b>Correspondence Course United States of America</b>	From - To <b>Sep-2003 - Sep-2003</b>
Main Course of Study <b>Logistical Support of UN Peacekeeping and Operational Logistical Support, Beginner and Intermediate Course</b>		Certificate or Diploma <b>Certificate of successful completion</b>
Name of School <b>UNLB</b>	City, Country <b>Brindisi Italy</b>	From - To <b>Jun-2002 - Jun-2002</b>
Main Course of Study <b>Introduction to Mercury Computer Programm</b>		Certificate or Diploma <b>Certificate of successful completion</b>
Name of School <b>UNLB, Consaer</b>	City, Country <b>Brindisi Italy</b>	From - To <b>May-2002 - May-2002</b>
Main Course of Study <b>Supervisory Skills Training</b>		Certificate or Diploma <b>Certificate of successful completion</b>
Name of School <b>UNLB, Consaer</b>	City, Country <b>Brindisi Italy</b>	From - To <b>May-2002 - Jul-2002</b>
Main Course of Study <b>Technical Business English</b>		Certificate or Diploma <b>Certificate of successful completion</b>
Name of School <b>UNLB</b>	City, Country <b>Brindisi Italy</b>	From - To <b>Nov-2000 - Nov-2000</b>
Main Course of Study <b>Logistics Training</b>		Certificate or Diploma <b>Certificate of successful completion</b>
Name of School <b>The British School</b>	City, Country <b>Brindisi Italy</b>	From - To <b>Sep-1997 - May-1998</b>
Main Course of Study <b>The English Language, Advanced</b>		Certificate or Diploma <b>English level 3, validated by University of Oxford</b>
Name of School <b>The British School</b>	City, Country <b>Brindisi Italy</b>	From - To <b>Sep-1990 - May-1991</b>
Main Course of Study <b>The English Language, certificate issue by University of Cambridge, local examination syndicate.</b>		Certificate or Diploma <b>Preliminary English Test</b>
Name of School <b>I.T.I.S 'G. Giorgi'</b>	City, Country <b>Brindisi Italy</b>	From - To <b>Sep-1986 - Jun-1991</b>
Main Course of Study <b>Technical School</b>		Certificate or Diploma <b>Analyst Programmer</b>

# Employment

26. Starting with your present post, list in reverse order every employment you have had:

Job Title <b>OIC Property Control and Inventory Unit (PCIU)</b>			Type of Business <b>Peacekeeping</b>	From - To <b>01/09/2006 -</b>
Name of Employer <b>UNIFIL Naqoura</b>			Name of Supervisor <b>Mr. Anton Antchev</b>	
Salaries per Annum:			Is this a civil servant position of your Government? <b>No</b>	
Starting	Final	Currency Paid	Is this a position within the UN Common System? <b>Yes</b>	
<b>50000</b>	<b>50000</b>	<b>USD</b>		
Telephone Number <b>9611827660</b>			Email Address <b>parisi@un.org</b>	
Address of Employer <b>Lebanon</b>				
Number of Employees Supervised by You <b>9</b>				
Description of Duties				

\* Plan and execute complete annual physical verifications and request record reconciliation in respect of all non-expendable property; \* Promote the development of property management policies, managerial practices and other tools that assist in sound decision making of property management; \* Prepare year-end, financial year-end, and monthly inventory reports of all non-expendable UN owned property; \* Carry out research on selected aspects of property management including the collection, analysis and presentation of statistical data and other information gathered from diverse sources; \* Prepare written outputs such as background papers, analytical notes, reports and studies, SOPs, Administrative Instructions, Mission Action Plan; \* Ensure that accurate and internal control systems are functioning and that all relevant records are maintained; \* Design and develop relevant databases; \* Exercise managerial and supervisory controls over the proper execution of functions carried out within PCIU as well as direct the workload priorities; \* Ensure that outputs produced by the unit maintain high-quality standards, that reports are clear, objective and based on comprehensive data; \* Carry out administrative tasks necessary for the functioning of the unit including assigning and monitoring performance parameters and critical indicators reporting on project performance, preparation of inputs for result based budgeting etc; \* Provide administrative and substantive support to property management meetings, including preparation of background documents and presentations; \* Undertake outreach activities; \* Review best practices and adapt such practices to UN requirements; \* Develop training workshops to promote the correct application and interpretation of property management rules and policies; \* Manage, guide and train staff under my supervision.

Summarize any of Your Achievements

\* Initiated and completed the recruitment of 6 additional staff following the rapid expansion of the mission from 2,000 to 15,000 military personnel; \* Restructured the Unit and created a Verification and a Database Cell which allows clear division of tasks and more accurate reporting and data analysis; \* In 2008 the Unit achieved 99.6% (27,413 assets) physical verification despite the rapid expansion of UNIFIL's inventory from 13,000 to 28,000 assets and could repeat the successful performance in 2009, when 99.7 % of assets were physically inspected. \* Drafted two mission specific SOPs and eight Administrative Instructions on property management; \* Initiated and completed two major projects to standardize 'Admin' and 'Locations' fields in the Galileo inventory system. 1,044 admin entries were reduced to 165. UNIFIL was commended for the successful implementation of the project by HQ; \* Reconciled the Galileo staff list and removed 439 records of personnel no longer on board; \* Designed and implemented a set of management and data analysis reports to monitor mission inventory performance and compliance with the DFS objectives and KPIs allowing stakeholders to match the achieved against the expected results. As a direct consequence, the mission has been able to increase its capabilities in managing its inventory. In 2008, inventory data discrepancies have significantly reduced by about 65% and in 2009, mission surplus decreased by more than 60% and ageing equipment by 50%; \* Developed and implemented an unique task management tool, the PCIU Task Management Database, to formally assign and record all tasks undertaken by the unit allowing effective planning, directing workload priorities and monitoring performance; \* Developed and implemented a PCIU intranet web page in 2008 that allows mission personnel to obtain a list of assets assigned to them on-line 24/7; \* In 2010, PCIU developed and implemented a web page application that facilitates stakeholders and managers to view the inventory status and to monitor the inventory performance as well as mission compliance with KPIs set by DFS in the various strategic inventory areas on-line without having to view several reports using Business Objects; \* In 2010, developed and implemented a web page application (GIS tool) that allows mission personnel and asset managers to view the geographical distribution of the assets under their responsibility. \* In March 2010, participated as field mission representative in the Change Management Board discussions with DFS offices at Headquarters New York on Galileo enhancements affecting all field missions.

Reasons for Leaving

To seek a higher position that is commensurate to my professional experience and my managerial competencies.

Job Title <b>OIC Property Control and Inventory Unit (PCIU) UNMEE Ethiopia</b>		Type of Business <b>Peacekeeping</b>	From - To <b>01/12/2005 - 01/09/2006</b>
Name of Employer <b>UNMEE Addis Ababa</b>		Name of Supervisor <b>Mr. Michael Barnes</b>	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>40000</b>	<b>40000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address <b>parisi@un.org</b>	
Address of Employer <b>Ethiopia</b>			
Number of Employees Supervised by You <b>2</b>			
Description of Duties * Established, supervised and managed the Property Control Inventory Unit of UNMEE in Ethiopia following the relocation of half the mission's staff from Eritrea to Ethiopia; * Took the lead with respect to the implementation of the property management work plan for UNMEE's operation in Ethiopia; * Conducted physical verifications of assets located in Ethiopia; * Monitored and reviewed the work program by conducting regular and special reviews to assess progress of actual work versus the program plan; * Communicated and interacted with clients to provide effective client service, including receiving, researching and appropriately responding to inquiries and/or complaints to allow reconciliation of data records discrepancies generated by the sudden relocation of staff. * Developed procedures and implemented same to ensure that management controls are consistent with UN policies and practice; * Initiated action to ensure that accurate reporting and internal control system are implemented and are functional and that all relevant records are maintained; * Provided guidance and leadership to junior staff.			
Summarize any of Your Achievements * Established within one week the PCIU office in Ethiopia during a sensitive and difficult period of UNMEE due to the relocation of a vast number of staff from Eritrea to Ethiopia in Dec 05; * 100 % of assets located in Ethiopia were inspected and relevant records updated despite geographic and logistical difficulties to reach the area of operation approx 1,100 km from HQ; * Initiated and completed a project to standardize the look-up tables 'Admin' and 'Locations' in the Galileo inventory system for assets located in Ethiopia; * Reviewed and amended the Galileo Staff List in-line with the list of civilian and military personnel present in the mission; * Adjusted data records and reconciled inventory discrepancies generated by the unexpected relocation to Ethiopia; * All handover vouchers for UN assets left in Asmara were prepared and submitted to the respective Self Accounting Units. As a result, all inventory discrepancies generated by the relocation were reconciled with 40 calendar days. * Generated and submitted all monthly, calendar year and financial year end reports for each of the three inventories maintained by UNMEE. * Held weekly unit meetings which resulted in improved communications within the office.			
Reasons for Leaving <b>Career advancement.</b>			

Job Title <b>Property Control and Inventory Unite (PCIU) Assistant</b>		Type of Business <b>UN Peacekeeping</b>	From - To <b>01/09/2004 - 01/03/2005</b>
Name of Employer <b>UNMEE Asmara</b>		Name of Supervisor <b>Mr. Sulejman Halilagic</b>	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
			Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address <b>parisi@un.org</b>	
Address of Employer <b>Eritrea</b>			
Number of Employees Supervised by You <b>4</b>			
Description of Duties			

\* **Planned and executed complete annual physical verifications and requested record reconciliation in respect of all non-expendable property deployed in my area of responsibility;** \* **Verified the accuracy of data recorded in Galileo and correct data anomalies.;** \* **Prepared weekly activity reports, signaling areas needing special attention to the Chief PCIU;** \* **Liaised closely with the Self Accounting Units and representatives of other sections to devise most efficient use of resources and staff for joint physical inspections in remote areas of the mission;** \* **Prepared reports including audit responses, management analysis and activity summary tables for review by the Chief PCIU/Chief General Services;** \* **Trained property management stakeholders on how to use the Galileo inventory system and Business Objects reporting tool;** \* **Identified and implemented solutions to problematic areas of the asset control process;** **Prepared year-end, financial year-end, and monthly inventory reports of all non-expendable UN owned property;** \* **Analyzed the inventory database and conducted other research as necessary to respond to inquiries and resolved questions and/or complaints.** \* **Closely cooperated with the Claims Unit to ensure integrity of data recorded in FACS and Galileo pending the implementation of the Write Off and Disposal Module (WODM) for items in write off status;** \* **Liaised with ICC Galileo Team at UNLB on Galileo performance issues, discussing weaknesses and possible improvements of the Galileo inventory system;** \* **Contributed to training and outreach activities and advocated improved record keeping practices.** \* **Prepared replies to correspondence on routine matters.**

Summarize any of Your Achievements

\* **Self-taught the newly introduced Business Objects reporting tool and reached skilled proficiency level.** \* **Designed and implemented a set of data analysis reports using the newly implemented Business Objects reporting tool to monitor the accuracy of inventory data and related financial transactions;** \* **Designed and implemented a set of reports to detect and compile data discrepancies upon completion of PCIU inspection;** \* **Piloted the implementation and testing of the Galileo PCIU Online Inspection Module's barcode reader to increase effectiveness and efficiency of physical inspections.**

Reasons for Leaving

**Relocation of staff to Addis Ababa following a decision of the Eritrean Government to expell Russian, North American and European mission personnel.**

Job Title	Type of Business	From - To
<b>R&amp;I Project Leader</b>	<b>Peacekeeping</b>	<b>01/05/2004 - 01/06/2004</b>
Name of Employer	Name of Supervisor	
<b>ONUCI Abidjan</b>	<b>Mr. Godwin Oguzie</b>	
Salaries per Annum:		
Starting	Final	Currency Paid
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address	
Address of Employer		
<b>Cote d Ivoire</b>		
Number of Employees Supervised by You		
<b>7</b>		
Description of Duties		
<p>* <b>Led a team of R&amp;I specialists from UNLB dispatched to ONUCI, which was in its start-up phase, to provide assistance with the R&amp;I process for assets sent from UNLB.</b> * <b>Reviewed relevant documents such as manual issue vouchers and property usage reports to determine current location of assets to plan and coordinate effective physical inspections away from the mission's Headquarters in Abidjan;</b> * <b>Conducted physical inspections of non-expendable assets transferred from UNLB;</b> * <b>Ensured that project work programs and programmed activities were carried out in a timely fashion to ensure completion of the project as per schedule.</b> * <b>Provided daily activity reports to mission management.</b> * <b>Provided policy guidance to junior inspectors of the mission on the R&amp;I process for assets transferred from other missions.</b></p>		
Summarize any of Your Achievements		
<p>* <b>More than 2,000 assets were inspected and the relevant records were updated in the electronic inventory system despite the fact that most assets had already been deployed to various regions in the country;</b> * <b>The project was completed within the scheduled time frame of one month.</b> * <b>A daily sitrep on the status of the project was sent to ONUCI Chief General Services and UNLB.</b> * <b>A 'best practices' report was prepared for ONUCI and UNLB management upon completion of the project, identifying areas that should be improved to increase effectiveness and efficiency of similar projects in the future.</b></p>		
Reasons for Leaving		
<b>Successful completion of the project.</b>		

Job Title	Type of Business	From - To
<b>Receiving and Inspection (R&amp;I) Lead Person</b>	<b>UN Peacekeeping</b>	<b>01/11/2002 - 01/09/2004</b>
Name of Employer	Name of Supervisor	
<b>UNLB Brindisi</b>	<b>Mr. Joseph Kenny</b>	
Salaries per Annum:		
Starting	Final	Currency Paid
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address	
Address of Employer		
<b>Italy</b>		
Number of Employees Supervised by You		
<b>5</b>		
Description of Duties		
<p>* <b>Supervised as team leader the overall R&amp;I process of inspections assigned to my team;</b> * <b>Planned, organized, monitored and assessed the work of the team;</b> * <b>Conducted comprehensive R&amp;I physical inspections and performed relevant data entry into the assets control system FACS/FESS;</b> * <b>Ensured that assets were classified in line with thresholds established by HQ and bar-coded in accordance with relevant policies;</b> * <b>Oversaw the accuracy and comprehensiveness of data entered by my team into 14 transshipment databases, UNLB, FALD Reserve and SDS inventory databases (FACS and FESS) with a combine value of more than 180,000,000 \$;</b> * <b>Maintained accurate records for each R&amp;I performed, both manually and electronically in the R&amp;I register;</b> * <b>Provided overall guidance to the R&amp;I team under my responsibility focusing on the main working priorities within the unit and verified that the assigned deadlines were fully met;</b> * <b>Liaised closely with Procurement Section and UN HQ on discrepancies solving problems related to shortages, damages and missing equipment and for processing of payment on a timely basis;</b> * <b>Brought emerging issues to the attention of the Chief R&amp;I and SPMS;</b> * <b>Submitted R&amp;I summary reports for review by the Unit Chief;</b> * <b>Coordinated with Self Accounting Units and liaised with internal team members to ensure an effective and efficient R&amp;I process;</b> * <b>Reviewed purchase orders and prepared bullets points for quick reference to P.O. terms and conditions.</b></p>		
Summarize any of Your Achievements		
<p>* <b>Created a user-friendly inspection manual for the Ericsson PABX, reducing the time needed to complete the R&amp;I process by 50 %;</b> * <b>Inspection process was completed within 5 working days and consequently no backlog did build-up.</b> * <b>Discrepancies on deliveries were submitted to Procurement within 5 working days facilitating Procurement follow-up actions with vendors.</b> * <b>R&amp;I process and acknowledgement of items received from other missions was completed within seven working days, enabling UNLB and the shipping mission to report correct financial transactions.</b></p>		
Reasons for Leaving		
<b>Career advancement.</b>		



Job Title <b>Receiving and Inspection (R&amp;I) Clerk</b>	Type of Business <b>UN Peacekeeping</b>	From - To <b>01/12/1997 - 01/10/2002</b>
Name of Employer <b>UNLB Brindisi</b>	Name of Supervisor <b>Joseph Kenny</b>	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
			Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address		
Address of Employer <b>Italy</b>			
Number of Employees Supervised by You <b>5</b>			
Description of Duties <p><b>* Received, inspected and issued acceptance certificates in respect of equipment transferred to UNLB from other missions and in respect of items or services procured from vendors. * Prepared damage discrepancy reports (DDRs) for goods not in conformance with specifications detailed in the respective purchase orders. * Categorized items in accordance with the threshold database received from HQ into expendable, non-expendable and affixed barcodes as required; * Performed quality control, quality assurance and monitoring on data input for FACS/FESS (Field Assets Control System/Field Expendable &amp; Services System); * Organized and coordinated inspections of technical equipment in cooperation with a representative of the respective self-accounting unit; * Maintained auditable records for control and accountability in electronic and hardcopy format; * Prepared, distributed and kept a log of R&amp;I reports and Damage Discrepancy Reports (DDRs); * Discussed daily problems, suggesting improvements to the electronic inventory systems, with the IT administrators; * Drafted correspondence for transmission to UN HQ and peacekeeping missions.</b></p>			
Summarize any of Your Achievements <p><b>* Appointed as R&amp;I FESS Focal Point from Feb 2002 until the introduction of Galileo; * Actively participated as R&amp;I subject matter expert (SME) in the design and implementation of the Galileo R&amp;I module.</b></p>			
Reasons for Leaving <b>Career advancement</b>			

Job Title <b>Receiving and Inspection (R&amp;I) Inspector</b>	Type of Business <b>UN Peacekeeping</b>	From - To <b>01/01/1997 - 01/11/1997</b>
Name of Employer <b>UNLB Brindisi</b>	Name of Supervisor <b>Amara Reinsurvan</b>	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>2591800</b>	<b>2591800</b>	<b>ITL</b>	Is this a position within the UN Common System? <b>No</b>
Telephone Number	Email Address		
Address of Employer <b>Italy</b>			
Number of Employees Supervised by You <b>5</b>			
Description of Duties <p><b>* Received and inspected UN owned equipment received from the liquidating peacekeeping mission in the former Yugoslavia. * Separated non-expendable from expendable property and assisted with the categorization of serviceability of items. * Maintained a spreadsheet of all items inspected and consequently entered appropriate data in the electronic assets control program (Paradox). * Maintained accurate and auditable records for property control and accountability.</b></p>			
Summarize any of Your Achievements <p><b>* 306 sea containers were R&amp;I'd during this period.</b></p>			
Reasons for Leaving <b>Offer of appointment under the 100 Series.</b>			

Job Title <b>Logistics Assistant</b>	Type of Business <b>UN Peacekeeping</b>	From - To <b>01/07/1996 - 01/10/1996</b>
Name of Employer <b>UNLB Brindisi</b>	Name of Supervisor <b>Idris Haroun</b>	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>16300000</b>	<b>16300000</b>	<b>ITL</b>	Is this a position within the UN Common System? <b>No</b>
Telephone Number	Email Address		
Address of Employer <b>Italy</b>			
Number of Employees Supervised by You <b>0</b>			
Description of Duties <p><b>* Contributed to the establishment of the Generator Unit; * Assisted in the planning, development and implementation of an electronic inventory database for generators, spare parts and consumables; * Assisted in preparing issue/receipt vouchers for assets, spare parts and consumables; * Provided general office support services, scheduled appointments, monitored deadlines, drafted routine correspondences and assisted in the preparation of documentation for distribution to various offices; * Maintained up-to-date work unit files in both electronic and hard copy format; * Designed, developed and updated relevant software for tracking, reconciliation and inventory control purposes.</b></p>			
Summarize any of Your Achievements			

\* Participated in the design and implementation of an electronic spare parts inventory database for generator spare parts and unit assets.

Reasons for Leaving

Successful completion of the project.

Job Title	Type of Business	From - To
Logistics Assistant	Instrumentation Automation	01/11/1995 - 01/02/1996
Name of Employer	Name of Supervisor	
Impianti T.S. SRL	Vincenzo Quarta	

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government?
16800000	16800000	ITL	No

Is this a position within the UN Common System? No

Telephone Number

Email Address

Address of Employer

Italy

Number of Employees Supervised by You

0

Description of Duties

\* Designed and created an electronic inventory database; \* Developed, tested and implemented an electronic system used to manage activities within the engineering section; \* Provided support to the network managements; \* Participated in the design and implementation of an electronic archive for financial transactions. \* Provided technical advice and support in the design of an electronic inventory database.

Summarize any of Your Achievements

\* Design and creation of electronic inventory database; \* The electronic archive was successfully introduced. \* Developed new, more effective stock replenishment mechanisms to ensure adequate levels of goods at all times, including peak times such as spring and fall.

Reasons for Leaving

Successful completion of the project.

Job Title	Type of Business	From - To
Logistics Assistant	Civil Industrial Electric Plants	01/09/1991 - 01/02/1992
Name of Employer	Name of Supervisor	
Veccari Ditta	Giuseppe Veccari	

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government?
6000000	6000000	ITL	No

Is this a position within the UN Common System? No

Telephone Number

Email Address

Address of Employer

Italy

Number of Employees Supervised by You

0

Description of Duties

\* Inspected and controlled incoming and outgoing material with respect to quality and quantity; \* Maintained inventory control and facilitated the transfer of records to a computerized inventory system. \* Raised requisitions for stock replenishment to ensure a continuous provision of services. \* Scheduled appointments and drafted routine correspondence; \* Maintained office files up-to-date in electronic and hardcopy format.

Summarize any of Your Achievements

\* Stock level of goods was always adequate to meet the demand; \* Manual inventory records were entered successfully into the electronic stock control database without disruption of the business operation allowing a more effective managements of stocks and consequently business operation.

Reasons for Leaving

Successful completion of the project.

Have you any objections to our making inquiries of your present employer? No

Other Agencies of the United Nations System may be interested in our applicants. Do you have any objections to your Personal History Profile being made available to them? No

For clerical grades only:

Indicate typing speed in words per minute: English - French -

List any office machines or equipment you can use:

Personal computer, typewriter, fax machine, photocopier, electronic calculator, digital sender.

List any of the Official Languages of the United Nations you know.

Language	Mother Tongue	Speak	Read	Write	Understand
English	No	Easily	Easily	Easily	Easily
Spanish	No	Easily	Easily	Not easily	Easily

In addition to the six United Nations Official Languages, list any other languages you know.

Language	Mother Tongue	Speak	Read	Write	Understand
German	No	Not easily	Easily	Not easily	Easily
--	--	--	--	--	--

Address

UNIFIL P.O. Box 199  
Tyre Lebanon  
Telephone: 961-1-827660  
Fax: 961-70-914047  
Contact: Maria Parisi

Address

Via Don Milani No. 34  
San Vito dei Normanni BR Italy  
Telephone: 39-0831-983513  
Contact: Maria Parisi

References

30. List three persons, not related to you, and who are not current United Nations Staff Members, who are familiar with your character and qualifications. Do not repeat the names of supervisors listed under Employment.

Reference Name	Occupation or Business	Address	Telephone/Email
Ferdinando ROSATI	Municipality Administrator	Via S. D'Acquisto 20, Seregno, Milano 20038 Italy	393475387228
Marianna SANTOBUONO	Health Care Instituion	Via G. Divagno 21, 72019 San Vito dei Normanni Italy	393477408100
Manmeet SCHOBER	Administrative Services	400 Brooks Lane Coppell, Tx, 75019 Italy	19727457289 m.schober@verizon.net