

Profiles included in this document

	Name	Index	DOB	Gender	Nationality	E-Mail
1.	ANDRAOS, Atwi	751946	26/02/1970	M	LEB	atwi.andraos@hotmail.com
2.	EVERSON SODAHL, Elizabeth	510010	22/01/1952	F	AUL	everson@un.org
3.	HOUGAZ-LAFERLA, Anne Marie		18/12/1955	F	USA	hougaz@un.org
4.	MANOLESCU, Mona	416361	16/11/1970	F	ROM	manolescu@hotmail.com
5.	MUNGA, Joyce	175829	28/05/1969	F	KEN	munga@un.org
6.	SIMBIRI, Azeneth		21/05/1962	F	KEN	simbiri@un.org
7.	SLABINAC, Vesna	505639	01/12/1953	F	CRO	slabinac@un.org
8.	SOTELO, Marilou	590136	17/08/1955	F	PHI	sotelo@un.org
9.	VRANIC, Dzenana	333517	27/11/1955	F	BIH	vranic@un.org
10.	ZETTEL, Ludmilla	430337	15/05/1959	F	FRA	zettel@un.org

Personal History Profile for Atwi ANDRAOS

General Details

- | | | | |
|--|-------------------------------------|---|-------------------------------------|
| 1. Family name
ANDRAOS | First Name
Atwi | Middle Name
Youssef | Maiden Name, (if any) |
| 2. Date of Birth
26/02/1970 | 3. City of Birth
Ain-Ebel | Country of Birth
Lebanon | Index No
751946 |
| 4. Country of Nationality at Birth
Lebanon | Second Nationality (if any) | 5. Country of Present Nationality
Lebanon | Second Nationality (if any) |
| 6. Gender
Male | 7. Height [cm]
173 | 8. Weight [kg]
77 | 9. Marital Status
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 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? **01/07/1993**
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: **atwi.andraos@hotmail.com**

Education

List all university degrees or equivalent qualifications obtained.

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

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

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

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

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

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

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

Name of School DPKO UNIFIL "New Horizon"	City, Country Naqoura Lebanon	From - To Aug-1999 - Sep-1999
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Main Course of Study Windows & MS Office applications		Certificate or Diploma "New Horizon" Advanced MS Office 1998
Name of School American Lebanese University	City, Country Beirut Lebanon	From - To Feb-1993 - May-1993
Main Course of Study Fox Pro Computer Programming		Certificate or Diploma FoxPro Programmer
Name of School Sin El-feel Official Secondary School	City, Country Beirut Lebanon	From - To Sep-1987 - Jul-1988
Main Course of Study MATHEMATICS		Certificate or Diploma BACHELOR II
Name of School New Generation School	City, Country Bent Jbeil Lebanon	From - To Sep-1984 - Jun-1986
Main Course of Study Math, Science, Philosophy and Literature		Certificate or Diploma BACHELOR I, Science & Mathematics.

Employment

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

Job Title Procurement Officer	Type of Business Purchasing	From - To 01/12/2009 -
Name of Employer United Nations		Name of Supervisor Caterina De Bianchi
Salaries per Annum: Starting 90000	Final 90000	Currency Paid USD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? Yes
Telephone Number 1212963	Email Address andraos@un.org	
Address of Employer United States of America		
Number of Employees Supervised by You		
Description of Duties 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.		
Summarize any of Your Achievements new assignment		
Reasons for Leaving n/a		

Job Title Chief of Procurement	Type of Business Tribunal operations	From - To 01/02/2009 - 01/11/2009
Name of Employer Special Tribunal for Lebanon		Name of Supervisor Philip Mitnick
Salaries per Annum: Starting 70000	Final 70000	Currency Paid EUR
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number 31 708003487	Email Address andraos@un.org	
Address of Employer Netherlands		
Number of Employees Supervised by You 5		
Description of Duties 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.		
Summarize any of Your Achievements Manage to provide temporarily solutions for start-up phases and accommodate high volume of requirement to establish long terms agreements for the Tribunal operations.		
Reasons for Leaving Family obligations		

Job Title Procurement Officer	Type of Business Procurement	From - To 01/01/2008 - 01/01/2009
Name of Employer UN/DFS/UNMIL	Name of Supervisor Josie Villamin	
Salaries per Annum: Starting 90000	Final 90000	Currency Paid USD
Telephone Number 12129639926	Email Address andraos@un.org	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes
Address of Employer Liberia	Number of Employees Supervised by You	Description of Duties Plan and prioritise 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;
Summarize any of Your Achievements I was able to integrate with the Contracts team and I managed all services Contract and negotiated new lease agreements.	Reasons for Leaving Joined the Tribunal for Lebanon as the Chief of Procurement.	

Job Title OIC, Support Unit	Type of Business Procurement	From - To 01/10/2003 - 01/01/2008
Name of Employer UN/DPKO/UNMIL/Procurement	Name of Supervisor Amadu Kamara/Christopher Fathers	
Salaries per Annum: Starting 36000	Final 57000	Currency Paid USD
Telephone Number 1212963 9927	Email Address andraos@un.org	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes
Address of Employer Liberia	Number of Employees Supervised by You 7	Description of Duties 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;
Summarize any of Your Achievements Setup Processing & Vendor Unit from scratch; Manage and build harmonized team up to 14 staff members; Procure goods & 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;	Reasons for Leaving n/a	

Job Title Procurement Assistant	Type of Business Purchasing	From - To 01/07/2003 - 01/10/2003
Name of Employer UN/DPKO/UNIFIL/Procurement	Name of Supervisor Rana Istwani	
Salaries per Annum: Starting 45000000	Final 45000000	Currency Paid LBP
Telephone Number	Email Address andraos@un.org	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes
Address of Employer Lebanon	Number of Employees Supervised by You 0	Description of Duties Act as IT Focal Point Procurement to support Mercury & 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
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 Procurement Assistant	Type of Business Procurement	From - To 01/01/2002 - 01/06/2003
Name of Employer UN/DPKO/UNMIBH/Procurement		Name of Supervisor Andreas Jouhourian/Almaz Ghanem
Salaries per Annum: Starting 24000	Final 27000	Currency Paid USD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? Yes
Telephone Number 38733496159	Email Address atwi.andraos@unmibh.org	
Address of Employer Bosnia and Herzegovina		
Number of Employees Supervised by You 2		
Description of Duties 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;		
Summarize any of Your Achievements -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 & 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&I Unit.		
Reasons for Leaving Mission closed		

Job Title Procurement Assistant	Type of Business Procurement	From - To 01/09/2000 - 01/12/2001
Name of Employer UN/DPKO/UNMIBH/Procurement		Name of Supervisor Pascal MUNSIKU
Salaries per Annum: Starting 24000	Final 25000	Currency Paid USD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? Yes
Telephone Number	Email Address	
Address of Employer Bosnia and Herzegovina		
Number of Employees Supervised by You 2		
Description of Duties 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 & payment -Liase with vendors, Requisitioners/Logistics Officers, Buyers & Finance to solve Discrepancies & 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 & reports to Adminsitration;		
Summarize any of Your Achievements -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 & payment.		
Reasons for Leaving Section Chief rotated staff to support Trust Fund and Engineering Team.		

Job Title Procurement Assistant	Type of Business Procurement	From - To 01/09/1997 - 01/09/2000
Name of Employer UN/DPKO/UNIFIL/Procurement		Name of Supervisor Goran Carlsson
Salaries per Annum: Starting 18000	Final 23000	Currency Paid USD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? Yes
Telephone Number	Email Address andraos@un.org	
Address of Employer Lebanon		
Number of Employees Supervised by You 0		
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 taxes, 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 IT Procurement Focal Point		Type of Business Procurement	From - To 01/08/1993 - 01/09/1997
Name of Employer UN/DPKO/UNIFIL/Procurement		Name of Supervisor Sertse Demisse	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
10000	20000	USD	Is this a position within the UN Common System? Yes
Telephone Number 9611827392	Email Address andraos@un.org		
Address of Employer Lebanon			
Number of Employees Supervised by You 0			
Description of Duties 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 & programming/ setup Database/ spreadsheets for procurement internal use. Processing payment and ensures compliance with relevant contracts, follow-up deliveries and liaises with Vendors, Buyers & Finance; Monitor & control Duty free purchasing for UNIFIL PX Units, Liaise with Customs Offices to facilitate & control Tax declaration for goods purchased by the Mission, PX Unit, -Buyer for Welfare(Sports, Audio Visual) & Stationery commodity.			
Summarize any of Your Achievements Analyze & develop a computer program to monitor & 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;			
Reasons for Leaving Promotion			

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
English	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

Church square
Ain Ebel, Bent-Jbeil Casa South Lebanon
Telephone: 961-5-942795
Fax: 1-347-1787
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 Elizabeth EVERSON SOD AHL

General Details

1. Family name EVERSON SOD AHL	First Name Elizabeth	Middle Name Dianne	Maiden Name, (if any) Everson
2. Date of Birth 22/01/1952	3. City of Birth Sydney	Country of Birth Australia	Index No 510010
4. Country of Nationality at Birth Australia	Second Nationality (if any)	5. Country of Present Nationality Australia	Second Nationality (if any)
6. Gender Female	7. Height [cm] 158	8. Weight [kg] 75	9. Marital Status 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? Purchasing and contracting specialists			
14. Would you accept employment for less than six months? No			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? 01/11/2007			
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: everson@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 ESCWA	City, Country Beirut Lebanon	From - To Mar-2006 - Mar-2006
Main Course of Study How to Conduct Successful PAS Discussions		Certificate or Diploma Certificate of Completion
Name of School Online, DPKO	City, Country UNIFIL Lebanon	From - To Feb-2006 - Feb-2006
Main Course of Study UN Prevention of Harrassement, Sexual Harrassment and Abuse of Authority in the Workplace		Certificate or Diploma Certificate of Completion
Name of School DPKO ONLINE	City, Country UNIFIL, Naqoura Lebanon	From - To Sep-2005 - Sep-2005
Main Course of Study Integrity Awareness Training		Certificate or Diploma Certificate of Completion
Name of School IAPSO	City, Country Vienna Austria	From - To Jun-2005 - Jun-2005
Main Course of Study Contractor and Supplier Relations Management Performance - Procurement related		Certificate or Diploma Certificate of Completion
Name of School DPKO	City, Country Naqoura Lebanon	From - To Sep-2004 - Sep-2004
Main Course of Study Supervisory Skills Training - Foundation for Excellence		Certificate or Diploma Certificate of Achievement
Name of School DPKO/PS	City, Country UNIFIL, Naqoura Lebanon	From - To Apr-2004 - Apr-2004
Main Course of Study Advanced Procurement Training		Certificate or Diploma Certificate of Completion
Name of School Online, UNSECOORD	City, Country UNIKOM, Kuwait Kuwait	From - To Sep-2003 - Sep-2003
Main Course of Study Basic Security in the Field		Certificate or Diploma Certificate of Completion
Name of School	City, Country	From - To

St. George Technical College	Sydney Australia	Jan-1966 - Jan-1967
Main Course of Study Commercial business course		Certificate or Diploma Business School Diploma

Name of School Kogarah High School	City, Country Sydney Australia	From - To Jan-1960 - Dec-1965
Main Course of Study English, History, Geography, Science, Math, Social Studies, French, Art		Certificate or Diploma Higher School Certificate

Employment

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

Job Title OIC Procurement	Type of Business International Independent Investigation Commission	From - To 01/03/2008 -
Name of Employer UNIIIC		Name of Supervisor Mr. Farrakh Shah
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 9611828048	Email Address everson@un.org	
Address of Employer Lebanon		
Number of Employees Supervised by You 1		
Description of Duties Responsible for overall management and running of Procurement Section related to the acquisition of goods and services and establishment of contracts for the Commission.		
Summarize any of Your Achievements Put in place procedures directly related to procurement activities which had not up to now been done. Was able to complete all assigned requisitions before the closing of the mandate.		
Reasons for Leaving Liquidation of the Commission therefore I am seeking another Mission		

Job Title Unit Supervisor	Type of Business Peacekeeping Mission	From - To 01/01/2004 - 01/03/2008
Name of Employer UNIFIL, Naqoura, Lebanon		Name of Supervisor Mr. Christian Gronnerod
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 9611827 393	Email Address everson@un.org	
Address of Employer Lebanon		
Number of Employees Supervised by You 7		
Description of Duties Day-to-day supervision and guidance of seven staff members who are tasked with procurement of a diverse range of goods, equipment and services encompassing medicines and medical services, security equipment and services, communications equipment, general supply items and the acquisition of contractual services for POL and Rations, Lease Agreements etc. In addition, in order to achieve successful results in bidding provide assistance to Requisitioners in the formulation of SOWs and SORs as and when required.		
Summarize any of Your Achievements Ensuring that procurement activities and assignments are completed within given timeframes, in accordance with UN Financial Regulations and Rules, the Procurement Manual and Directives, resulting in best source selection in a timely, cost effective, transparent and fair manner. Introduced for various procedures / techniques for enhancing day-to-day procurement activities, i.e. Excel procurement status report (tracking system), procedures for monitoring of case files. Ensured consolidation of requirements for repetitive services to reduce bidding exercises for same type commodities, resulting in establishment of blanket purchase orders or system contracts (for periods longer than one year). Focus has been on streamlining the deliverables to be procured with a view to improved cost effectiveness through bulk purchase and providing an efficient and time saving mechanism for procurement and requisitioners. Recommended and obtained (already developed) software for use in monitoring of duty free PX purchases by contingent military staff members which has now been adapted for use by UNIFIL. Continued briefing to requisitions to assist in formulating successful requisitions to streamline procurement process.		
Reasons for Leaving Don't wish to leave UNIFIL however wish to apply for higher level within the Section. Career advancement.		

Job Title OIC Procurement, UNIKOM	Type of Business Peacekeeping Mission	From - To 01/04/2003 - 01/12/2003
Name of Employer UNIKOM, Kuwait City, Liquidation Phase		Name of Supervisor Nader Darwich

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

Address of Employer
Kuwait

Number of Employees Supervised by You
4

Description of Duties
As OIC Procurement, UNIKOM, from April to December 2003, I was responsible for the day-to-day running and management of activities in Procurement Section post-war and during the liquidation phase of the Mission. On return from evacuation, major tasks focused on ensuring expedient payment of all outstanding invoices accrued during absence from the Mission; organization and onforwarding to home countries of personal baggage belonging to more than 100 UNMO's which had been left behind after evacuation; procurement of IOR goods and services required during liquidation in particular the contracting of numerous overseas shipments for shipment of both Contingent and UN owned equipment; closure of all 14th and 15th Mandate case files; organization, packing and archiving of all procurement case files for the last five years for shipment to UN HQ, New York

Summarize any of Your Achievements
With limited staff, established successfully, on an IOR basis, contractual services for overland shipment of goods, vehicles and equipment to UNOHCI, Baghdad which was performed by a contractor under hazardous and difficult conditions. Negotiated with vendors for cancellation of PO's issued pre-war, which were either undelivered and partially delivered in order to achieve a cost savings for the Organization. Contracted services for shipment of COE's and munitions to Argentina and Bangladesh and shipment of UNIKOM assets to other peacekeeping missions, specifically, UNMEE, UNAMI and UNDOF. Closed all Procurement case files and arranged shipment of archives to UN HQ. Achieved successful closure of Procurement Section with reduced number of staff members.

Reasons for Leaving
UNIKOM officially closed on 6 December 2003 following liquidation and I was reassigned to UNIFIL after applying for advertised position.

Job Title Contracts Officer/Procurement Assistant	Type of Business Peacekeeping Mission	From - To 01/10/1997 - 01/03/2003
Name of Employer UNIKOM, Kuwait	Name of Supervisor Mr Mauno Vanttaja	

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

Address of Employer
Kuwait

Number of Employees Supervised by You
0

Description of Duties
My responsibilities centred on procurement activities and contracts management related to the establishment of contracts and the monitoring of their performance during the contractual period. Major Contracts managed included Support Services Contracts comprising of six components and Catering Services as well as all engineering construction contracts for UNIKOM in both Kuwait and Iraq. In addition, I handled the establishment and monitoring of approximately 20-25 blanket purchase orders for recurrent requirements during the year. On a number of occasions throughout the year and up to a period of a month I acted as OIC Procurement.

Summarize any of Your Achievements
Two high value bidding exercises resulted in the establishment of two major contracts, Provision of Catering Services and Provision of Support Services to UNIKOM . Successful contractual management of same services until those duties were transferred to Contracts Management Unit.Organizing pre-bid conferences and on-site inspections related to the above and for numerous engineering/construction projects in both Kuwait and Iraq.(Promoted from FS4 to FS 5 in 2002)

Reasons for Leaving
Upon return from evacuation in April 2003, continued with UNIKOM in the position as OIC Procurement, UNIKOM.

Job Title Procurement Assistant	Type of Business Peacekeeping Mission	From - To 01/01/1996 - 01/09/1997
Name of Employer UNIFIL, Naqoura, Lebanon	Name of Supervisor Mr Joseph McCary	

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

Address of Employer
Lebanon

Number of Employees Supervised by You

Description of Duties
As Procurement Assistant in the Contracts Unit, I was tasked by the Supervisor of the Unit with the establishment and monitoring of rations contracts not available under the Mission's Dry Rations Contract, for Fresh Fruit and Vegetables, Dairy, Eggs and Bread in both Israel and Lebanon. In addition I monitored the National Day entitlements for UNIFIL troops in Lebanon. During this period I performed numerous market surveys and undertook on-site inspections of potential vendor's premises to ascertain suitability for pre-qualification for inclusion in bidding exercises, in particular for ration contracts; prepared ITBs for signature and release; prepared submissions for LCC and carried out contract management, after establishment, on the above contracts.

Summarize any of Your Achievements
Established and monitored rations contracts and liaised with vendors ensuring proper performance and timely delivery of rations to troops.

Reasons for Leaving

Assignment to UNIKOM, Kuwait

Job Title Procurement Assistant	Type of Business Peacekeeping Mission	From - To 01/08/1994 - 01/12/1995
Name of Employer UNPROFOR, Yugoslavia	Name of Supervisor Mr John Griffith	
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	
Address of Employer Croatia		
Number of Employees Supervised by You		
Description of Duties Under the supervision of the Unit Supervisor, I was responsible for procurement activities relating to the establishment of contractual services for laundry and dry cleaning for military and civilian staff at UNPROFOR HQ, cleaning and janitorial services for UNPROFOR premises and other support services including garbage collection and disposal of hazardous medical waste material. In addition, I was responsible for the extension and renewal of 600 housing leases established for contractual staff in Zagreb and provision of duty free supplies for PX.		
Summarize any of Your Achievements The establishment of a new contract, and monitoring thereof, provision of cleaning services at UNPRFOR premises as well as other service contracts.		
Reasons for Leaving Return to parent duty station, UNIFIL, Naqoura in connection with downsizing of Mission.		

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

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

Address

UNIIC
PU 3B Lebanon
Beirut Beirut Lebanon
Telephone: 961-1-828 048
Fax: 961-70893719
Contact: Elizabeth EVerson Sodahl

Address

19 Turimetta Street
Mona Vale NSW Australia
Telephone: 961-1-828 048
Fax: 961-70893719
Contact: Elizabeth Everson Sodahl

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
Les GIBSON	IATA Consultant and Marketing Manager for Kuwait Airlines	3 Hillstead Close Tetney Nr. Grimsby North Lines DN36 5 NH England United Kingdom	gibson_les@yahoo.com
Tryggve LIE	Professor and Head of Department of Periodontics and Dental Public Health,	P.O. Box 2492 Safat Kuwait United Kingdom	tryggve@hrc.kuniv.edu.kw
Roderick MCCAULIFFE	Comdt. Irish Army	No. 6 The Parklands Clarinbridge Co. Galway Ireland United Kingdom	35391776695 mccaulliffe@hotmail.com

Personal History Profile for Anne Marie HOUGAZ-LAFERLA

General Details

- | | | | |
|--|--|--|--|
| 1. Family name
HOUGAZ-LAFERLA | First Name
Anne Marie | Middle Name | Maiden Name, (if any) |
| 2. Date of Birth
18/12/1955 | 3. City of Birth
Cairo | Country of Birth
Egypt | Index No |
| 4. Country of Nationality at Birth
Egypt | Second Nationality (if any)
United States of America | 5. Country of Present Nationality
United States of America | Second Nationality (if any)
United States of America |
| 6. Gender
Female | 7. Height [cm]
168 | 8. Weight [kg]
68 | 9. Marital Status
Married |
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? **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? **01/05/1980**
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: **hougaz@un.org**

Education

List all university degrees or equivalent qualifications obtained.

University Name Franciscan Institute	City, Country Cairo Egypt	From - To Oct-1975 - Jun-1977
Main Course of Study	Field of Study	
Degree Title or Equivalent Office Management Skills (Diploma)	Degree Type Advanced university degree	

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

Name of School Bon Pasteur	City, Country Cairo Egypt	From - To Sep-1971 - Jun-1974
Main Course of Study High School Degree	Certificate or Diploma High School Degree	

Employment

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

Job Title Contract Management Assistant	Type of Business Peace Keeping	From - To 01/01/2008 -
Name of Employer UNAMID	Name of Supervisor Mr. Ian R. Divers	
Salaries per Annum: Starting 64000	Final 64000	Currency Paid USD
	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? Yes
Telephone Number 24992241-0011	Email Address hougaz@un.org	
Address of Employer Sudan		
Number of Employees Supervised by You		
Description of Duties Contract Management Assistant within the Programme Management Group (PMG) in the Office of the Chief Integrated Support Services (OCISS). Monitoring all PAE project, preparing Task Orders and make sure that the task orders are implemented in time. assure that the quality assurance are within the procedures of the task orders.		
Summarize any of Your Achievements		

Collecting of data related to PAE Contracts, developing and maintaining a database on all ISS major service contracts including the maintenance of complete and accurate electronic and hardcopy records to ensure proper accountability; Assisting in the preparation / research development of - responses to contractual questions; - Consolidation of audit responses; - Operational plans, Standard Operating Procedures (SOPs), initiatives and projects relating to contract compliance and management; - quality assurance plans to provide a systematic, structured method to evaluate services and products; - Systems / procedures to resolve within the terms and conditions of the contract conflicts / problems arising in cases of poor performance or non-compliance with contractual obligations; and - Contract close procedures out including identifying, memorializing and disseminating best practices and lessons learned and performing contractor assessment.

Reasons for Leaving

I am still working in Contract Management Assistant

Job Title Procurement Assistant	Type of Business UN Peace Keeping	From - To 01/06/2007 - 01/12/2007
Name of Employer UNMIS	Name of Supervisor Barbara Klopp	
Salaries per Annum: Starting 72000	Final 72000	Currency Paid USD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? Yes
Telephone Number	Email Address hougaz@un.org	
Address of Employer Sudan		
Number of Employees Supervised by You 3		
Description of Duties Under the guidance and direction of Chief Procurement Officer in UNMIS, I carried out the procurement of goods and services which were required by the Mission, and performed the following: - Provided procurement leadership and support as a Team Leader for the region of Nyala: - Responsible for establishment of the Procurement office in the region; - Provide guidance, support and supervision of three (3) Junior Procurement Staff on (TDY); - Planned and managed all procurement and contractual aspects related to a variety of supplies and services which were large and complex both technically and legally; - Conducted market surveys through out the Region to identify sources of supply and potential suppliers; - Established an up to date database of vendor/contractors which I regularly reviewed for use in sourcing arrangements; - Organized conferences for contractors and vendors as well as SAU to inform them of UN procurement opportunities and provided an understanding of the UN Procurement Rules and Regulations. Prioritized assigned tasks, provided input into SOWs/SOP and provided guidance to requisitioners regarding specifications; - Handled complex cases related to the procurement process and implementation of contracts for same; - Accurately prepared solicitation documents ITB/RFP based on the nature of the requirements. - Provided timely response to queries received from invitees/bidders related to ITB and RFP processes, incorporating relevant input from the SAU. Combining and forwarding the numerous responses to all invitees prior to the closing date of the bidding, in accordance with the Procurement Manual requirements. - Upon receiving the responses from the T.C preparing memo to the SAU requesting their technical evaluation. - Managed and Prepared abstracts of bids to determine which supplier can deliver the required goods/services at the best terms/lowest costs and delivery time. - Prepared & presented cases for submission to LCC		
Summarize any of Your Achievements - Achieved by meeting all deadlines of all the requisitions which are IOR. - Enhanced customer satisfaction. - Provided support to cost center by conducting market surveys to identify reliable vendors. - Facilitated the development of trust between local vendors/contractors in the Nyala Regional and UNMIS, leading to better procurement outcomes for UNMIS and better opportunities for local vendors. - Advised and educated vendors in understanding the UN Procurement rules, procedures and practices; - Provided my colleagues with support and guidance on the Procurement Rules and Regulations to ensure an accurate and smooth operation in the Region. - Showed tolerance and persistence when faced with difficult problems or challenges.		
Reasons for Leaving Moved to UNAMID		

Job Title Procurement Assistant	Type of Business United Nations New York	From - To 01/09/2006 - 01/06/2007
Name of Employer Procurement Service	Name of Supervisor Francis Tse	
Salaries per Annum: Starting 70000	Final 70000	Currency Paid USD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? Yes
Telephone Number 1212963-2259	Email Address hougaz@un.org	
Address of Employer United States of America		
Number of Employees Supervised by You 0		
Description of Duties Under the direct supervision of Team Leader for IT and Communications. - Provides procurement support in which the main responsibilities are: Prioritize assigned tasks, clarify SOWs and provides guidance to requisitioners regarding specifications, - Handling complex cases related to the procurement of the same. - Accurately preparing standard solicitation documents (RFQ/ITB/RFP) identify suppliers through the Internet and other UN databases, to participate in bidding exercises based on the nature of the requirements. - Facilitating by immediately taking action of any further queries received from invitees to the requisitioners, combining and forwarding the responses to all invitees in order to receive numerous responses prior to the closing date. - Forwarding responses to the requisitioners for technical evaluation. - Preparing abstracts of bids to determine which supplier can deliver the required goods/services at the best terms/lowest costs and delivery time. - As required, prepare & present cases for submission to HCC for reviewing and subsequent approval. - Preparing and finalizing contracts and purchase orders in Procure Plus, with priority given to immediate operational Requirements as well as contracts for approval by the Team Leader. - Monitoring the status of Purchase Order delivery and liaise with other concerned officers on collection, delivery of goods, and timely submission of R & I reports. - Resolving problems related to the delivered goods. - From time to time maybe assigned different functions.		
Summarize any of Your Achievements - Achieved meeting all deadlines. - Enhanced customer satisfaction evidenced by reduction of complaints. - Provided support to cost center in conducting market survey. - Provided my colleagues with support and guidance with the Procurement Rules and Regulations to ensure an accurate and smooth operation in the Section. - Showed tolerance and persistence when faced with difficult problems or challenges.		
Reasons for Leaving converting to Field Service		

Job Title Procurement Assistant	Type of Business Peacekeeping	From - To 01/02/2005 - 01/08/2006
Name of Employer United Nations Assistance Mission In Iraq (UNAMI)	Name of Supervisor Hani El-Jadaa	
Salaries per Annum: Starting 69517	Final 69517	Currency Paid USD
	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? Yes
Telephone Number	Email Address hougaz@un.org	
Address of Employer Kuwait		
Number of Employees Supervised by You 0		
Description of Duties Provides procurement support in Procurement Section/UNAMI, in which the main responsibilities are: Prioritize assigned tasks, clarify SOWs and provides guidance to requisitions regarding specifications, identify suppliers through the Internet and other UN established databases, prepares bid abstract, submit & present cases to LCC/HCC, prepare Request for Proposal for CPO's signature; provide guidance to junior local staff; generates PO, approve them; as well as other procurement functions that maybe assigned from time to time.		
Summarize any of Your Achievements I was able to deliver goods/services on a timely manner on cases were are of urgent in nature.		
Reasons for Leaving Returning to parent duty station New York and would like to convert from General Service to Field Service		

Job Title Procurement Assistant	Type of Business Peace Keeping	From - To 01/11/2000 - 01/01/2005
Name of Employer MONUC	Name of Supervisor Barbara Klopp	
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 hougaz@un.org	
Address of Employer Congo		
Number of Employees Supervised by You		
Description of Duties - Accurately prepared solicitation document RFQ/ITB/RFP reliable and timely manner, - Ensure that the specifications (TOR/SOW) received are correct; - conduct market research to identify potential suppliers; - Invited suppliers local and international to participate in bidding exercises. - Prepared and presented cases for submission to LCC/HCC for review and subsequent approval. - Worked closely with requisitioners and budget officers to ensure and promote clarity and transparency in the procurement process. - Analyze quotations received and produce financial evaluation (Bid Abstract), - Coordinate with requisitioners, vendors, R & I and finance for delivery of goods, payment and other procurement related matters; - Trained junior procurement staff as request by my Supervisor.		
Summarize any of Your Achievements -Processed requisitions on a timely manner and negotiated with lowest bidders to give MONUC more discount.		
Reasons for Leaving Transferred to UNAMI		

Job Title Procurement Assistant	Type of Business United Nations Headquarters - NY	From - To 01/11/1997 - 01/10/2000
Name of Employer Procurement Division	Name of Supervisor Paulette Austin	
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 hougaz@un.org	
Address of Employer United States of America		
Number of Employees Supervised by You		
Description of Duties - Assisted in general operations & maintained the UN Supplier Roster database, Bid opening in PD. - Provided administrative and procurement related assistance to the Procurement Officer and Chief of Section. - Maintained the general operation of the UN Supplier roster data base with accuracy to provide up-to-date information to the UN Department and Procurement Division's staff. - Secured and filed performance bonds and released as instructed. - Received & secured bids, presided over formal bid openings, maintained bids opening and ITB files to ensure smooth bid opening in accordance with the requirements of the Procurement Rules. - Prepared quality solicitation documents accurately & reflected requirements - Ensured that recommendations resulting from commercial evaluations are Logical, justifiable in accordance with the UN Procurement Financial rules. - Prepared HCC for presentation. - Maintained close cooperation with requisitioning offices. - Provided on-going assistance/advice as needed and coordinated with the requisitioners & contract management to ensure contractors compliance with the contractual and UN terms/conditions. - Continuously contacted contractors/vendors to keep-up-to-date and anticipate resolving potential problems.		

Summarize any of Your Achievements

- Maintained up-to-date database for the vendor roster. - Ensured that bids handling and opening were transparent in accordance to the procurement rules and regulations. - Ensured bonds' release was conducted in accordance to procurement rules and regulation in timely manner

Reasons for Leaving

Transferred to a peace keeping "MONUC"

Job Title Admin. Assistant	Type of Business UN Vienna Office	From - To 01/06/1997 - 01/11/1997
Name of Employer Office for Drug Control and Crime Prevention		Name of Supervisor Sylvie Obrian

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
hougaz@un.org

Address of Employer
United States of America

Number of Employees Supervised by You

Description of Duties
- Provided Administrative assistance in ensuring smooth operation of NY office, and support to UNDCP and the Crime Division in its relations with HQ based entities, and facilitates close relations between the NY Office and Delegations and closer cooperation with NGOs, academic institutions, foundations and other important actors in civil society. - Arranged appointments and made all other administrative arrangements for the missions to NY of Vienna based staff. - Developed and maintained reference collection and electronic data retrieval system. - Monitored media reports on drugs and crime activities. - Prepared requisitions for procurement section i.e. office supplies and equipments. - Collected relevant articles news, researched drug and crime as directed through the Internet. - Responded to requests from delegation on the activities of UNDCP and the Crime Prevention, regarding their program of work, special events, seminars and General Assembly Special Sessions. - Collected statements of member states at special meeting and GA and circulated to Vienna HQ as well as to UNDCP Field Offices. Provided administrative backstopping to NGO, and responded to their requests for publications and other information. - Provided on-going assistance/advice as needed and coordinated with the Procurement Division regarding the office request. Prepared all the necessary requisitions needed i.e. supply and equipment requested by the office.

Summarize any of Your Achievements

- Provided support and coordination to ensure smooth operations between Vienna HQ and the field. - Successfully performed tasks by priority and deadlines - Ensured to arrange meetings at high levels with all concerns and followed the activity to provide any further requested services in a professional manner. - Developed and maintained good interpersonal skills, communication and respect to diversity. - Provided on-going assistance/advice as needed and coordinated with the Procurement Division regarding the office request.

Reasons for Leaving

Requested transfer to Procurement Division since I found that I gained good experience by working closely and directly with the procurement Division and also to improve my career within the organization.

Job Title Admin. Assistant	Type of Business United Nations Headquarters - NY	From - To 01/02/1997 - 01/06/1997
Name of Employer Oil for Food "Iraq Program"		Name of Supervisor Ms. Stephene Cheers

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
hougaz@un.org

Address of Employer
United States of America

Number of Employees Supervised by You

Description of Duties
- Coordinated in the implementation of SCR 986 (1995) with regard to petroleum sales. - Reviewed and streamlined the internal working procedures for processing of oil contracts, logged and filed all incoming and outgoing communications in relations of the oil Overseers with the 661 Committee, the Iraq State Oil Marketing Organization and the oil monitors in the field. - Daily updated the database for the oil prices. - Monitored oil contracts, letters of credit, sales, lifting and oil revenues. - Drafted recommendations of the Overseers to the Committee regarding pricing mechanisms, management of the revenue limit and other pertinent matters; updating authorization formats for oil contracts and letters of credit.

Summarize any of Your Achievements

- Provided Administrative assistance in ensuring smooth operation of office and facilitated close relations between the office and the member States. - Provided on-going assistance/advice as needed and coordinated with the Procurement Division regarding the office request. Prepared all the necessary requisitions needed i.e. supply and equipment requested by the office.

Reasons for Leaving

This was a temporary assignment till OHRM assigned me to a permanent post.

Job Title Budget Assistant	Type of Business United Nations Headquarters - NY	From - To 01/10/1995 - 01/02/1997
Name of Employer DDSMS		Name of Supervisor Marie Overssi

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

Address of Employer

United States of America

Number of Employees Supervised by You

Description of Duties

- Analyzed the budget and current expenditures, by reviewing monthly allotment reports, to ensure accuracy with the budget guidelines and maintenance of the project as per financial & administrative procedures. - Managed the Database, monitored the expenditures and obligations, as well as assisted in the administration and financial procedures and with overall review of financial performances report. - Reviewed status of expenditures in IMIS and compare with the approved budget; - Maintained close contact with the offices in the Department in order to get daily, weekly, quarterly report and finalized it as per the budget approval.

Summarize any of Your Achievements

- Provided budget assistance in ensuring smooth operation within the Department.

Reasons for Leaving

Downsizing the Department

Job Title

Technical Cooperation Assistant

Type of Business

United Nations Headquarters - NY

From - To

01/12/1993 - 01/10/1995

Name of Employer

Department of Technical Cooperation

Name of Supervisor

Boumechal

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

hougaz@un.org

Address of Employer

United States of America

Number of Employees Supervised by You

Description of Duties

- Assisted UNDP in implementing their projects for under developing Countries. - Provided support for daily activities in order to ensure the accuracy of the output and the deadlines are met, for personnel related issues both with the service, in the field and staff on Special Service Agreement. - Followed-up the extension of contracts, recruitment of Technical Advisors, consultants and experts and associated experts within their field. - Ensured that funds are obligated for the specific project, and follow-up with the Resident Representative to ensure that the project is running smoothly. - Monitored the budget and prepared a spread sheet of the expenditures quarterly and forwarded to finance section for their approval. - Ensured that expenditures are within the approved budget

Summarize any of Your Achievements

- Ensured that projects were implemented according to the financial rules and regulations within the set frame of time.

Reasons for Leaving

Movement within the department.

Job Title

Personal Assistant to the Director

Type of Business

New York

From - To

01/08/1991 - 01/11/1993

Name of Employer

Transnational Cooperation Management Division

Name of Supervisor

Hamdan Beinaissa

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

hougaz@un.org

Address of Employer

United States of America

Number of Employees Supervised by You

Description of Duties

- Personal Assistant to the Director of TCMD Coordinate with the staff and liaised with other Departments. - Performed administrative tasks in support of the coordinator as well as the Sections. - Developed and maintained office and filing systems, including computer based systems. - Screened all the incoming correspondences prior submission to the Director. - Monitored processing of correspondence and preparation of reports; draft, edit and prepared correspondence and documentation in English and French and submitted to the Director for his signatures. - Reviewed outgoing correspondence and documentation, including for correctness of language and for conformity with standard United Nations practices and procedures. - Arranged official travel for workshops and seminars outside New York, - Assisted in preparation of meeting, workshop by following up before and after the meeting to finalize the necessary documentation as well as provided secretarial assistance at the meetings. - Performed other duties when required.

Summarize any of Your Achievements

- Ensured running of the Office of the Director according to priority in timely manner while maintaining good interpersonal skills and keeping sensitivity and respect to diversity and multi-ethnic backgrounds. - Maintained confidentiality of sensitive issues.

Reasons for Leaving

Change of Management

Job Title

Programme Assistant and Personal Assistant to the Chief

Type of Business

United Nations Headquarters - NY

From - To

01/06/1980 - 01/07/1991

Name of Employer

Technical Cooperation Department

Name of Supervisor

Mr. Boumechal and Ms. Hanarahan

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
hougaz@un.org

Address of Employer
United States of America

Number of Employees Supervised by You

Description of Duties
- Assisted the economic affairs officer in implementing projects for under developing Countries - Provided support for daily activities in order to ensure the accuracy of the output and the deadlines are met, for personnel related issues both with the service, in the field and staff on Special Service Agreement - Followed-up the extension of contracts, recruitment of Technical Advisors, consultants and experts and associated experts within their field - Ensured that funds are obligated for the specific project, and follow-up with the country Resident Representative to ensure that the project is running smoothly. - Monitored the budget and prepared a spread sheet of the expenditures quarterly and forwarded to finance section for their approval.

Summarize any of Your Achievements
Implementing the projects under the supervision of the economic affairs officer, drafting letter and follow-up matters. As well as the personal assistant to Chief Finance in TCD

Reasons for Leaving
Reorganization the Department

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
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
Italian	Yes	Easily	Easily	Not easily	Easily

Address

330 3rd Avenue Apt. 3E
 New York
 New York United States of America
 Telephone: 249-2-241-0049 extension 3873
 Fax: 1-646-2441373
 Contact: Anne Marie Hougaz-Laferla

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
Martha NATALE	Retired from the UN	New York United States of America	1212472-1398
Timothy ROMAN	Private Business	Pennsylvania United States of America	1215275-2537
Magda TUCKER	Private Business	California United States of America	1707649-1244

Personal History Profile for Mona MANOLESCU

General Details

- | | | | |
|--|---|---|---|
| 1. Family name
MANOLESCU | First Name
Mona | Middle Name | Maiden Name, (if any)
Manolescu |
| 2. Date of Birth
16/11/1970 | 3. City of Birth
Bucharest | Country of Birth
Romania | Index No
416361 |
| 4. Country of Nationality at Birth
Romania | Second Nationality (if any)
Romania | 5. Country of Present Nationality
Romania | Second Nationality (if any) |
| 6. Gender
Female | 7. Height [cm]
163 | 8. Weight [kg]
61 | 9. Marital Status
Divorced |
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? **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? **Yes. United States of America.**
13. What is your preferred field of work? **Purchasing and contracting specialists**
14. Would you accept employment for less than six months? **No**
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? **01/05/2003**
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: **manolescu@hotmail.com**

Education

List all university degrees or equivalent qualifications obtained.

University Name ILO Training center and University of Turin	City, Country Turin Italy	From - To Oct-2002 - Jun-2003
Main Course of Study Management	Field of Study Business & Administration	
Degree Title or Equivalent Masters in Management of Development	Degree Type Masters	

University Name University of Bucharest	City, Country Bucharest Romania	From - To Oct-1996 - Jul-1997
Main Course of Study Political Science	Field of Study Social & Behavioural Science	
Degree Title or Equivalent Masters in Political Science - course completed successfully. Dissertation not submitted.	Degree Type Postgraduate degree	

University Name Universidad Autonoma de Barcelona	City, Country Barcelona Spain	From - To Jan-1994 - Jun-1994
Main Course of Study Anthropology (except Physical)	Field of Study Social & Behavioural Science	
Degree Title or Equivalent Certificate	Degree Type Degree	

University Name University of Bucharest	City, Country Bucharest Romania	From - To Sep-1991 - Jul-1996
Main Course of Study Sociology	Field of Study Social & Behavioural Science	
Degree Title or Equivalent Bachelor in Sociology	Degree Type Bachelor of Arts	

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

Name of School Caragiale Science Gymnasium	City, Country Bucharest Romania	From - To Sep-1986 - Jul-1990
Main Course of Study Science	Certificate or Diploma Bacalureat	

Name of School Russian primary school	City, Country Moscow Russian Federation	From - To Sep-1982 - Jul-1983
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Employment

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

Job Title Logistics Officer	Type of Business Logistics	From - To 01/06/2008 -
Name of Employer UNIFIL	Name of Supervisor Houston Fergusson	
Salaries per Annum: Starting 43200	Final 43200	Currency Paid USD
	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? Yes
Telephone Number 96170806682	Email Address manolescu@un.org	
Address of Employer Lebanon		
Number of Employees Supervised by You 2		
Description of Duties - Team Leader for Sector East of the mission responsible to coordinate and monitor logistics support to military operations and other mission activities -Review logistic support requests received from contingents ensuring that such requests are justified and are operational requirements. -Seek technical expertise and advice from service provider, COE unit that quantities requested are within applicable guidelines/scales. -Monitor provision of services and supplies to ensure timely completion and delivery, ensuring the customer is informed of progress and/or problems. -Maintain regular communication with contingent logistic officers concerning issues or new information about services and supplies - Temporarily on 3 months deployment to train and assist COE unit in carrying out the troops inspections of the Sector West contingents with a view to become a COE inspector.		
Summarize any of Your Achievements -Update and regularly disseminate Troop Strength and Deployment schedule to ISS and other service providers to ensure they are kept up to date with actual situation on the ground. -Ensure CLOs are fully briefed and familiar with monthly reports required from contingents to ISS sections, and follow up submission of these reports when required. -Faciliate meetings/conferences between ISS and contingents as required.		
Reasons for Leaving currently under UNIFIL employment.		

Job Title Procurement Officer	Type of Business Procurement	From - To 01/09/2004 - 01/06/2008
Name of Employer United Nations Operations in Cote d'Ivoire ONUCI	Name of Supervisor Helen Dodd	
Salaries per Annum: Starting 42000	Final 42000	Currency Paid USD
	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? Yes
Telephone Number	Email Address manolescu@un.org	
Address of Employer Cote d'Ivoire		
Number of Employees Supervised by You		
Description of Duties • Team leader within the Procurement section responsible for the acquisition of goods and services related to Security, Transport, Public information and Air operations. Overseeing a team of 3 procurement assistants who have buyer responsibilities. • Previously team leader for Engineering projects. Supervised a team of 5 buyers that procured goods and services for engineering works within military camps in the country in the value of approximately 26 Million Dollars per budget year. The reason for change was the requisite rotation of procurement buyers between sections. • Negotiated and managed engineering work contracts related to the renovation of a 5 story hotel in Abidjan that became the main UNHQ. Contracts valued at approximately 3 Million USD. • Negotiated and managed over 20 leases for various locations such as: hotel accommodation for staff officers, open land and warehouse space for troops' accommodation, private accommodation for the SRSG and office space including the main UNHQ in Abidjan, contracts valued at approximately 4,5 Million USD/year. • Negotiated and implemented the contract for a duty free (PX) store in the UNHQ in Abidjan. • Negotiated the "activation" of the catering clause in the UN rations contract for Cote D'Ivoire. • Currently in charge of procuring goods and services for the following sections in ONUCI: Transport, Security, Air Operations and Public Information Office. • Officer in charge of Procurement department in the absence of Chief Procurement Officer with a delegated authority of up to 25 000 USD. • Part of a 5 member evacuation team responsible for organizing the logistics for the evacuation of UN personnel in case of emergency.		
Summarize any of Your Achievements Negotiated and managed engineering work contracts related to the renovation of a hotel in Abidjan that became the main UNHQ. Negotiated and managed various Engineering work contracts valued at approximately 2,5 Million USD. • Negotiated and managed over 20 leases for various locations such as hotel type for staff officers, open land and warehouse space for troops' accommodation, private accommodation for the SRSG and office space including the main UNHQ in Abidjan, contracts valued at approximately 4,5 Million per year. • Negotiated and implemented the contract for a duty free (PX) store in the UNHQ in Abidjan.		
Reasons for Leaving Promotion and change of mission to UNIFIL		

Job Title Program Manager (P2) Community Development	Type of Business UN Agency	From - To 01/10/2001 - 01/07/2002
Name of Employer International Organization for Migration	Name of Supervisor Oscar Sandoval	
Salaries per Annum:		

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
60000	60000	USD	Is this a position within the UN Common System? Yes
Telephone Number		Email Address	
6703905644		OSANDOVAL@iom.int	
Address of Employer			
East Timor			
Number of Employees Supervised by You			
19			
Description of Duties			
<ul style="list-style-type: none"> • Responsible for implementing a community development program with the aim of rehabilitating the rural/socio-economic infrastructure at local level, community empowerment and strengthening local governance through project implementation • Successfully implemented 120 small infrastructure projects in seven Districts throughout the country on 1 million USD budget. • Prepared monthly reports to the donor (OTI/USAID) and prepared final program reports. • Donor coordination: liaised and coordinated development projects with other UN agencies, World Bank, Asian Development Bank (ADB) donors, NGOs. • Managed a staff of 14 (technical supervisors, procurement officers) and coordinated 5 International staff. • International electoral observer for 14 April presidential elections in East Timor, as part of IOM observers group. 			
Summarize any of Your Achievements			
120 physical infrastructure projects successfully implemented.			
Reasons for Leaving			
End of contract			

Job Title	Type of Business	From - To
Public Services Officer Support/Infrastructure (P4 consultant - SSA)	UN	01/08/2001 - 01/10/2001
Name of Employer	Name of Supervisor	
UNITED NATIONS TRANSITIONAL ADMINISTRATION IN EAST TIMOR (UNTAET)	Angus Green District Administrator	
Salaries per Annum:		
Starting	Final	Currency Paid
90000	90000	USD
Telephone Number		Email Address
6703905454		agreen@hotmail.com
Address of Employer		
East Timor		
Number of Employees Supervised by You		
30		
Description of Duties		
<ul style="list-style-type: none"> • Management of implementation of field contracts for several donors funded programs (ADB, USAID, UN) destined for emergency rehabilitation of roads, of power and water supply and of government buildings (such as schools and hospitals). • Prepared weekly reports for the central administration and liaised with donors. • Managed a staff of 30 local technicians running the daily operations for power and water supply. 		
Summarize any of Your Achievements		
Completed over 10 contracted projects for restoration of public buildings, maintenance and functioning of electrical power in the districts (acquiring new generators), repair and maintenance of inland roads.		
Reasons for Leaving		
end of contract		

Job Title	Type of Business	From - To
Humanitarian Affairs Officer/District Field Officer/Public Services Support Officer.	UN Emergency rehabilitation	01/12/1999 - 01/08/2001
Name of Employer	Name of Supervisor	
UNTAET - UNV	William Smith, District Administrator	
Salaries per Annum:		
Starting	Final	Currency Paid
32000	32000	USD
Telephone Number		Email Address
6703907270		smithw@un.org
Address of Employer		
East Timor		
Number of Employees Supervised by You		
14		
Description of Duties		
<ul style="list-style-type: none"> • Coordinated humanitarian activities in conjunction with international NGOs and UN agencies, for two of the largest districts in East Timor including all aspects related to emergency assistance such as distribution of food and non-food items; coordination of the shelter program; receiving of returnees to the district including participation participating in peace and reconciliation meetings in the villages. • As District Field Officer managed development activities in the region in various fields including: agriculture, infrastructure, disbursement of funds through work projects. • Chaired Sub-District Advisory meetings comprising leaders of the community and the weekly humanitarian coordination meeting comprising UN agencies and NGOs. • Prepared weekly reports for UNTAET central administration and OCHA. • Served as temporary District Advisor, highest UN position in the district in charge of all UN personnel. • Supervised between 5-14 technical staff in the district. • Focal point for disaster management in the region of Baucau, East Timor. • Area security warden, Baucau, East Timor. 		
Summarize any of Your Achievements		
provided relief aid for hundreds of people in the regions, conducted assessments of humanitarian situation, helped reestablish basic services. Focal point for disaster management.		
Reasons for Leaving		
change of contract		

Job Title Marketing and Events Manager	Type of Business Youth TV	From - To 01/07/1998 - 01/12/1999
Name of Employer Atomic TV Romania		Name of Supervisor David Coolidge, General Manager
Salaries per Annum: Starting 72000000	Final 8000000	Currency Paid ROL
	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? No
Telephone Number 4021722520073	Email Address tudoran@atomic.ro	
Address of Employer Romania		
Number of Employees Supervised by You 10		
Description of Duties <ul style="list-style-type: none"> • Supervised the launching campaign of a new youth television channel in Romania. Atomic TV shortly became and it is to this day the leading music and youth culture channel in Romania. • Contracted and managed marketing and advertising projects executed by Saatchi&Saatchi Advertising destined to promote Atomic TV on the local market. • Managed 500,000 USD merchandising budget for advertisement purposed for the Atomic TV stations throughout the country. • Responsible of initiating and managing advertising contracts with major music companies, advertising agencies press and radio. • Created and developed a strategy of promotion through events and contests. • Coordinated and monitored market research for the company, including building databases on viewers' feedback on the channel. 		
Summarize any of Your Achievements Set up the launch campaign for a youth television.		
Reasons for Leaving relocation to East Timor		

Job Title International Registration & Polling Supervisor -	Type of Business Political and elections - 2 missions of 2 months each	From - To 01/11/1997 - 01/06/1998
Name of Employer Organization for Security and Cooperation in Europe		Name of Supervisor Michael Mc Dermott, Senior Political Officer
Salaries per Annum: Starting 32000	Final 32000	Currency Paid USD
	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? No
Telephone Number	Email Address mcdermott@yahoo.com	
Address of Employer Bosnia and Herzegovina		
Number of Employees Supervised by You 7		
Description of Duties Responsible for the development of the election and voters' registration process in compliance with the rules and regulations established by OSCE Provisional Election Committee.		
Summarize any of Your Achievements validated results in the 1997, 1998 elections.		
Reasons for Leaving end of contract		

Job Title Business and Administrative Manager	Type of Business Youth television	From - To 01/07/1997 - 01/12/1998
Name of Employer Atomic TV Romania		Name of Supervisor David Coolidge
Salaries per Annum: Starting 72000000	Final 8000000	Currency Paid ROL
	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? No
Telephone Number 4021722520073	Email Address tudoran@atomic.ro	
Address of Employer Romania		
Number of Employees Supervised by You 10		
Description of Duties <ul style="list-style-type: none"> • Set up the business/administrative activities of a new youth television channel in Romania. • Managed administrative budgets, identified and contracted office location, coordinated the initial set up of office, hired staff (created a database of regular suppliers and collaborators). Responsible for the procurement for the entire activities of the office. • Managed the supply contracts for the company, including: importation of Telecom equipment, office and film production supply, media and production supply for outhouse events. • Part of the negotiating team between Atomic TV and the government for obtaining the broadcasting license in 7 major cities around the country. • Prepared weekly Newsletter with focus on political, economical and legal issues for the Board of Directors. 		

Summarize any of Your Achievements

Set up the operational business of the leading youth Television in Romania.

Reasons for Leaving

Promotion and change of position within the company

Job Title Program Coordinator	Type of Business Elections	From - To 01/10/1996 - 01/12/1996
Name of Employer OSCE, Office for Democratic Institutions and Human Rights (ODIHR)	Name of Supervisor Peter Hatch	
Salaries per Annum: Starting 32000	Final 32000	Currency Paid USD
Telephone Number 40212120398	Email Address peterhatch@hotmail.com	Is this a civil servant position of your Government? No Is this a position within the UN Common System? No
Address of Employer Romania	Number of Employees Supervised by You 50	Description of Duties · Assisted and coordinated the International Observers' Mission for 1996 elections in Romania, deployment of approximately 50 people. · Liaison with main political parties leaders and local authorities. · Assessment of hot spot areas in collaboration with local NGOs. · Coordinated the publishing of instruction manual for the Observers and final report of the mission. · March 1996-1997, Bucharest, Romania.
Summarize any of Your Achievements OSCE team validated electoral results in the Romania's general elections.	Reasons for Leaving end of contract	

Job Title Program Coordinator	Type of Business Gender affairs	From - To 01/03/1996 - 01/05/1996
Name of Employer United Nations Development Program (UNDP)	Name of Supervisor Despina Pascal, Consultant	
Salaries per Annum: Starting 100	Final 100	Currency Paid ROL
Telephone Number 40210000	Email Address pascal@hotmail.com	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes
Address of Employer Romania	Number of Employees Supervised by You 0	Description of Duties Trainer of Gender Awareness seminars
Summarize any of Your Achievements Delivered semindars on gender awareness to 50 women.	Reasons for Leaving end of contract	

Job Title Program Coordinator	Type of Business Governance consultants/political	From - To 01/07/1994 - 01/07/1995
Name of Employer National democratic Institute of US (NDI)	Name of Supervisor John Swanson	
Salaries per Annum: Starting 18000	Final 18000	Currency Paid USD
Telephone Number 40210000	Email Address swanson@hotmail.com	Is this a civil servant position of your Government? No Is this a position within the UN Common System? No
Address of Employer Romania	Number of Employees Supervised by You 0	Description of Duties · Assisted NDI Field Officer in offering technical consultancy to Romanian Parliament. Responsibilities also included extensive traveling within the country visiting MP offices, organizing trainings and assisting NDI international staff. · Translated legal documents from and into English (both written and live). · Assisted with the coordination and publishing of a manual for MPs, with focus on electoral systems.

Summarize any of Your Achievements

Assisted with the coordination and publishing of a manual for MPs, with focus on electoral systems

Reasons for Leaving

relocation to USA

Job Title Language Instructor&Translator		Type of Business Business consultancy and training	From - To 01/06/1992 - 01/07/1995
Name of Employer International Center for Entrepreneurial Studies (ICES)		Name of Supervisor Ion Anton	
Salaries per Annum: Starting 6000	Final 10000	Currency Paid USD	Is this a civil servant position of your Government? No Is this a position within the UN Common System? No
Telephone Number 40210000	Email Address		
Address of Employer Romania			
Number of Employees Supervised by You 0			
Description of Duties · Responsible for general administrative work and for organizing business seminars.· Translated business classes (both written and live).· Served as a teaching assistant of Business English classes (worked with English Instructors).· Extensive training "Training the trainers program" in the field of business/entrepreneurship			
Summarize any of Your Achievements Acquired solid administrative and business training.			
Reasons for Leaving relocaton to US			

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:

Computers, faxes, scanners, video equipment, etc.

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
Russian	No	Easily	Not easily	Not 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
Indonesian	No	Not easily	Not easily	Not easily	Not easily
Portuguese	No	Not easily	Not easily	Not easily	Easily
Rumanian	Yes	Easily	Easily	Easily	Easily
Serbo Croatian	No	Not easily	Not easily	Not easily	Not easily

Address

UNIFIL PO BOX 5852, Grand Central Station
 New York NY United States of America
 Telephone: 96-1-7080668 extension 162568
 Fax: 96-1-05990567
 Contact: Mona Manolescu

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
Dmitry DOVGOPOLY	Chief Field Procurement Section	New York Headquarters United States of America	12129635309 dovgopoly@un.org
Michael EMERY	UN - DPKO - Career development	3 UN Plaza New York United States of America	12129633744 emery@un.org

Personal History Profile for Joyce MUNGA

General Details

- | | | | |
|--|---|---|---|
| 1. Family name
MUNGA | First Name
Joyce | Middle Name
JOAN | Maiden Name, (if any)
NYAMBURA |
| 2. Date of Birth
28/05/1969 | 3. City of Birth
NAIROBI | Country of Birth
Kenya | Index No
175829 |
| 4. Country of Nationality at Birth
Kenya | Second Nationality (if any)
Kenya | 5. Country of Present Nationality
Kenya | Second Nationality (if any)
Kenya |
| 6. Gender
Female | 7. Height [cm]
153 | 8. Weight [kg]
54 | 9. Marital Status
Single |
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? **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? **01/04/2008**
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: **munga@un.org**

Education

List all university degrees or equivalent qualifications obtained.

University Name UNIVERSITY OF LEICESTER	City, Country LEICESTER United Kingdom	From - To Jul-2001 - Jul-2005
Main Course of Study Management	Field of Study Business & Administration	
Degree Title or Equivalent MBA: Information Management Technology	Degree Type Masters	

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

Name of School Chartered Institute of Purchasing and Supply	City, Country Lincolnshire United Kingdom	From - To Aug-1998 - May-2000
Main Course of Study Purchasing and Supply Management		Certificate or Diploma Graduate Diploma in Purchasing and Supply (MCIPS)

Name of School Kenya Polytechnic	City, Country Nairobi Kenya	From - To Aug-1989 - Jul-1991
Main Course of Study Business Administration		Certificate or Diploma Diploma in Business Administration

Name of School Kaptagat Girls High School	City, Country Eldoret Kenya	From - To Jan-1987 - Dec-1988
Main Course of Study Kenya Advanced Certificate of Education		Certificate or Diploma Certificate KACE

Name of School Aga Khan High School	City, Country Nairobi Kenya	From - To Jan-1984 - Dec-1986
Main Course of Study Kenya Certificate of Education		Certificate or Diploma Certificate (K.C.E.)

Employment

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

Job Title Procurement Assistant	Type of Business UN Peace Keeping Mission	From - To 01/10/2005 -
Name of Employer MONUC		Name of Supervisor Mr. Alpha Yayah Kallon

Salaries per Annum:			Is this a civil servant position of your Government? No
Starting	Final	Currency Paid	Is this a position within the UN Common System? Yes
60508	78983	USD	
Telephone Number			Email Address
12129630103			munga@un.org
Address of Employer			
Congo, Dem. Rep.			
Number of Employees Supervised by You			
7			
Description of Duties			
<p>Serving as OIC Processing & Administrative Unit duties include: Procurement of major contracts; expedite and process Purchase Orders through monitoring timely delivery of goods; coordinating communications with MOVCON, R&I, Finance & requisitioner; Managing discrepancy reports, invoice releasing & Purchase Order Completion in Mercury; liquidation of Purchase Orders; As Mercury and E-CC focal point, assist Procurement staff as necessary; coordinate and generate procurement periodical reports for CPO & transmit to UNHQ as appropriate; Coordinate Audit enquires; Coordinate Mission quarterly Acquisition Plan with SAUs; manage Procurement Archives; information dissemination to clients; coordinate in-house training; Assist CPO with administrative matters as and when required; Previous Procurement assignments in Contracts & Leases Unit, Engineering and Transport Unit & Supply and CITS Units included; Review assigned requisitions, SOW /SOR/TOR for accuracy; identify source of supply from Vendor roster, market survey or advertise EOI as necessary; prepare & distribute invitations to tender (RFQs/ITBs/RFPs); prepare and manage all aspects of bid/proposal technical and financial evaluations; Make recommendations for award of P.Os and contracts as appropriate; prepare submissions to the Local/Headquarters Committee on Contracts for review and subsequent approval for cases that exceed the authorized CPO and or mission authority; prepare relevant purchase orders/ contracts for CPO's signature and transmit Contacts/POs to vendors for signature; follow-up and give feedback to relevant sections; Monitor performance of vendors for P.Os/contracts awarded in coordination with the requisitioning offices and action where necessary; participate in negotiations to resolve conflicts as appropriate; provide status report as required . Draft Procurement correspondence as appropriate; Monitor performance bonds; Liaise with other UN offices & colleagues to adopt Best Practices</p>			
Summarize any of Your Achievements			
<p>I have enhanced my understanding in the application of the UN Financial Rules and Regulations, Procurement Manual and Policy guidelines. Currently, I am the Oic in Procurement and Administrative Unit and well as the Procurement focal point for Mercury and E-CC, give me a chance to transfer my knowledge to the benefit of the organization. While performing the above mentioned duties, I have developed strong administrative and analytical skills in planning, organizing and prioritizing thus enhancing efficiency and effectiveness ensuring timely delivery of results. The administrative support provided has resulted in the timely and effective dissemination of information as required; I am a team player and have managed to maintain effective working relationships with my supervisors, colleagues and clients while remaining professional, diplomatic and firm under pressure. This has improved client satisfaction evidenced by reduction on complaints; I've acquired and maintained good communication skills; I have established effective interpersonal skills in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity thus promoting a conducive environment. I am flexible and adaptable to situations, working within tight time schedules and established budgets while remaining accountable. I am committed to continuous learning. I have enhanced personal confidence, integrity and professionalism due to the diverse experiences gained and interaction in an international sphere. I have acquired relevant computer skills in databases, Mercury, Business Object, E-Archiving, galileo and IMIS. The Unit I am supervising has managed to Archive documents dating back to 2001 through 2006, which is a great achievement for the mission. I have also provided the administrative support in the interviewing and recruitment of 6 new staff members within a period of 5 months which has assisted in filling the high vacancy rate that was in Procurement. I have also assisted in volunteer work as a trustee back in Kenya in a none profit making organization assisting needy people in the slums of Nairobi where I was in charge of finance and budget coordination.</p>			
Reasons for Leaving			
<p>I am looking for a career advancement and mobility given the skills and experience acquired in the United Nations over the last fourteen years in the Supply Chain management & administrative services. Given my academic qualifications, work experience and other social responsibilities, I am confident that I can perform on a higher post with more responsibilities in Procurement and I Look forward to the opportunity. I am also looking forward to expanding my skills in other administrative services such as Administration, Contract Management, Budget and Human Resources.</p>			

Job Title	Type of Business	From - To
Procurement Assistant	Procurement	01/01/1996 - 01/10/2005
Name of Employer	Name of Supervisor	
UNON	Mrs. Josie Villamin	

Salaries per Annum:			Is this a civil servant position of your Government? No
Starting	Final	Currency Paid	Is this a position within the UN Common System? Yes
1544321	1606439	KES	
Telephone Number			Email Address
25420623584			joyce.munga@unon.org
Address of Employer			
Kenya			
Number of Employees Supervised by You			
1			
Description of Duties			
<p>Worked in UNONs Contract Unit for 9 years under the general guidance of the Chief, Procurement, Travel and Shipping Section, responsibilities included, contracting services, negotiating terms of contracts with contractors, preparing & reviewing requests for bids and other works related to the procurement process which included the following; Developing and establishing, in consultation with requisitioning offices, standards and specifications for the procurement of services and works in keeping with relevant UN Financial Rules and Regulations and the Procurement Manual; assist requisitioners determine budget; Reviewing pre-encumbrances for Institutional Corporate Agreements, requisitions for services, maintenance contracts, leasing/hiring and works; Coordinating all phases of the procurement process from the pre-award of the contract, awarding of contract and contract administration e.g: A) Pre-award phase: Finalizing the terms of reference to invite proposals; Market research; Requesting for proposals; Conducting pre-bid/proposal conferences with prospective bidders/proposers; Participate in evaluating the technical proposals; Evaluating and analyzing the financial proposals/bids; B) Contract Award phase: Preparing written presentations on proposed recommendations to the Local Committee on Contracts for review and approval and handle follow-up actions as necessary; b)negotiating, drafting and finalizing the contract with selected contractor; Conveying notification of award C)Contract Administration phase: Monitoring contract performance & Evaluation; Processing payment; participate in problem or conflict resolutions; Prepare replies to correspondence on routine matters; Monitor performance bonds; Provide statistical reports</p>			
Summarize any of Your Achievements			
<p>I completed a diploma in Supply Management (CIPS) and also completed a Masters programme in Business Administration(MBA). I acquired administrative skills, thus enhancing efficiency and effectiveness within the organisation.- this led to promotion of team spirit enhancing performance in meeting the organisational goals and objectives. This made me acquire a positive approach in all tasks, providing solutions while practicing diplomacy thus fostering positive image of the organisation- It also enhanced my confidence and personal integrity. In the process. I also acquired planning and organizing and managing skills while performing other duties as a trustee on voluntary basis working with under-privileged persons in the slums of Nairobi, Kenya, which operates under The Ford Foundation.</p>			
Reasons for Leaving			
Mission re-assignment to MONUC, in search for a career growth while still within the UN system			

Job Title	Type of Business	From - To
Procurement Clerk	UN Agency	01/01/1994 - 01/12/1995
Name of Employer	Name of Supervisor	

Salaries per Annum:

Starting Final Currency Paid
306270 367943 KES

Is this a civil servant position of your Government? **No**Is this a position within the UN Common System? **Yes**

Telephone Number

254020623581

Email Address

joyce.munga@unep.org

Address of Employer

Kenya

Number of Employees Supervised by You

0

Description of Duties

Procurement of goods and services for UNEP offices through quotations Request for Proposals Assisting in the coordination of unit budget with budget officer and finance *Registration of Vendors and evaluation of vendors * preparation of statistics for goods and services purchased * Transport cordinations and other protocol maters

Summarize any of Your Achievements

Awarding contracts in the best interest of the organization in the most competitive bidder and timely manner.

Reasons for Leaving

re-assignment from UNEP to UNON following administrative merger of both UNEP and UN-HABITAT

Job Title

Stores, Ledger Control Supervisor

Type of Business

Hotel

From - To

01/09/1993 - 01/12/1993

Name of Employer

WINDSOR GOLF & COUNTRY CLUB

Name of Supervisor

Mr Wanjeki

Salaries per Annum:

Starting Final Currency Paid
157000 157000 KES

Is this a civil servant position of your Government? **No**Is this a position within the UN Common System? **Yes**

Telephone Number

Email Address

Address of Employer

Kenya

Number of Employees Supervised by You

0

Description of Duties

Stock control where I prepared the request for stock replenishment, managing the re-order levels , issuing stock to relevant departments, updating the ledgers using stores requisition, and reconciliating the reports and sending to the purchasing manager and the financial controller

Summarize any of Your Achievements

Developed good public relations skills and responsibility through planning, stock management while enhancing my communication skills improved interpersonal skills and confidence thus managed to work under minimum supervision this saved the employer on costly waste which would have been caused by delays

Reasons for Leaving

Joined UNEP after an interview.

Job Title

Purchasing Assistant Officer

Type of Business

Manufacturing

From - To

01/07/1991 - 01/12/1992

Name of Employer

Nalin Nail Works Ltd.

Name of Supervisor

Mr Ngaira

Salaries per Annum:

Starting Final Currency Paid
58520 88619 KES

Is this a civil servant position of your Government? **No**Is this a position within the UN Common System? **No**

Telephone Number

Email Address

Address of Employer

Kenya

Number of Employees Supervised by You

0

Description of Duties

Planing for imports after consultations with the Store-keeper Internationl Purchasing Marine Claims and general correspondences with suppliers, shipping agents, insurance companies, lawyers and other parties

Summarize any of Your Achievements

Improved interpersonal skills, enhancing performance and productivity through planing and organising and ensuring maximum utilization of resources

Reasons for Leaving

Better prospects

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	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
Kikuyu	Yes	Easily	Easily	Easily	Easily
Kiswahili	No	Easily	Easily	Easily	Easily

Address

P.O. 28713-00200
NAIROBI
NAIROBI NAIROBI Kenya
Telephone: 254-20-2021959
Fax: 254-722350381
Contact: JOYCE MUNGA

Address

MONUC
PROCUREMENT SECTION
Kinshasa Congo, Dem. Rep.
Telephone: 1-212-9630103 extension 6048
Fax: 243 -813684969
Contact: JOYCE MUNGA

Address

P.O. BOX 28713-00200
Nairobi
Nairobi Nairobi Kenya
Telephone: 254-738126308
Fax: 254-722703649
Contact: JOYCE MUNGA

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
Andrew MUNGAI GICHUHO	Director, ICT, Kenyatta University	P.O. Box 43844-00100 Nairobi, Kenya Kenya	director-ict@ku.ac.ke
JOSEPH MURIUKI	LOGISTIC OFFICER	P.O. BOX 67577 NAIROBI, KENYA Kenya	25420824729 joseph.mugweru@dhl.co.ke
Cecilia NZIOKA	Banker	P.O. Box 14868-00100 Kenya	cesnzioka@gmail.com

Personal History Profile for Azeneth SIMBIRI

General Details

1. Family name SIMBIRI	First Name Azeneth	Middle Name Atieno	Maiden Name, (if any)
2. Date of Birth 21/05/1962	3. City of Birth Kisumu	Country of Birth Kenya	Index No
4. Country of Nationality at Birth Kenya	Second Nationality (if any)	5. Country of Present Nationality Kenya	Second Nationality (if any)
6. Gender Female	7. Height [cm]	8. Weight [kg] 72	9. Marital Status Single

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? **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?

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: **simbiri@un.org**

Education

List all university degrees or equivalent qualifications obtained.

University Name Daystar	City, Country Nairobi Kenya	From - To Aug-1991 - May-1995
Main Course of Study	Field of Study	
Degree Title or Equivalent Bachelor of Commerce in Business Administration	Degree Type	

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

Name of School Chartered Institute of Purchasing and Supply	City, Country Easton House United Kingdom	From - To May-1997 - Nov-1998
Main Course of Study Professional Graduate Diploma		Certificate or Diploma Graduate Diploma in Purchasing and Supply

Employment

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

Job Title Procurement Officer	Type of Business Peace Keeping Mission/Operation	From - To 01/07/2008 -
Name of Employer UNAMID (DPKO)		Name of Supervisor Michelle Lavery
Salaries per Annum: Starting 52048	Final 52048	Currency Paid USD
	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? Yes
Telephone Number	Email Address simbiri@un.org	
Address of Employer Sudan		
Number of Employees Supervised by You		
Description of Duties a) Research and analyze information related to stakeholders needs and issues on demand and supply markets b) Assist stakeholders in forming procurement strategies for high value and/ high volume categories of procurement c) Establish and manage Supplier Development Strategy d) Coordinate and conduct Supplier's business seminars e) Draft and publish vendor newsletter f) Analyzed the mission's budget allocations for each category of goods and services. g) Provide advice to Chief Procurement and Contract Services on organization, systems, policies and procedures to be applied to Mission procurement portfolio h) Coordinates with training unit, the training of staff involved in procurement function		
Summarize any of Your Achievements a) Significant procurement action for 3PL was procured using the 3PL document prepared by me and colleagues b) Successfully Coordinated 7 Suppliers Business seminars c) coordinated training for procurement staff (so far 7 training by UNDP). d) UNAMID's supply positioning matrix and portfolio report produced		

Reasons for Leaving

NA

Job Title Compliance Officer I, Capacity Building	Type of Business Government	From - To 01/12/2007 - 01/07/2008
Name of Employer Public Procurement Oversight Authority	Name of Supervisor Mr. Robert Hunja	
Salaries per Annum: Starting 1980000	Final 1980000	Currency Paid KES
Is this a civil servant position of your Government? Yes		Is this a position within the UN Common System? No
Telephone Number	Email Address atienosimbiri@treasury.go.ke	
Address of Employer Kenya		
Number of Employees Supervised by You 3		
Description of Duties 1. Prepare Capacity building/training TORs for Consultancy services 2. Manage the consultants (contract management) 3. Monitor the Quality Assurance for the trainings to be offered 4. Prepare training needs for procuring entities		
Summarize any of Your Achievements Prepared an acceptable TOR on capacity building and professionalization of procurement in the public sector for funding by GTZ		
Reasons for Leaving Offer by the UN and my personal desire to improve my experience of procurement at an international level. UN provides an excellent opportunity to work with International Civil Service and opportunity to procurement at international level.		

Job Title Procurement Officer	Type of Business Government and Donor Procurement	From - To 01/08/2006 - 01/11/2007
Name of Employer Ministry of Livestock and Fisheries Development (IFAD Project)	Name of Supervisor Moses Kembe	
Salaries per Annum: Starting 1890132	Final 2004000	Currency Paid KES
Is this a civil servant position of your Government? Yes		Is this a position within the UN Common System? No
Telephone Number	Email Address azy_simbiri@yahoo.com	
Address of Employer Kenya		
Number of Employees Supervised by You		
Description of Duties procurement of works, goods and services and consultancy services and vendor registration, market intelligence and supply source intelligence. Manage the stakeholders in the government dairy agencies's needs Ensured that the 7 program districts were procuring in line with Government and donor procurement guidelines the low value procurements Holding sessions to update District Procurement Officers on new Governmenr and donor rules and regulations when the need arose		
Summarize any of Your Achievements procured on time and in an ethical, effective and efficient manner		
Reasons for Leaving I was requested by the Interim Director -General of Public Procurement Oversight Authority to join his team in the initial stages of operationlizing the Authority		

Job Title Snr. Procurement Officer	Type of Business Government procurement	From - To 01/09/2005 - 01/08/2006
Name of Employer Ministry of Immigration & Registration of Person	Name of Supervisor Emmanuel Kisombe	
Salaries per Annum: Starting 528000	Final 530400	Currency Paid KES
Is this a civil servant position of your Government? Yes		Is this a position within the UN Common System? No
Telephone Number	Email Address azy_simbiri@yahoo.com	
Address of Employer Kenya		
Number of Employees Supervised by You 15		
Description of Duties Procurement of Ministry's works, goods and services, and consultancy services for the five departments under the Ministry. Prepared the Procurement Plan for the Administration Department of the Ministry and prepared a consolidated procurement plan for the whole Ministry in line with the Ministry's Annual Work Plan and Budget. Ensured that inventory and stores was well manged and updated Was responsible for ensuring that a training plan for the procurement staff was in corporated in the Ministry's overall training plan. Oversaw and approved registration and maintenance of vendors Was a resource person for Public Procurement Oversight Authority on matters partening to public procurement and gave lectures in public procurement.		

Summarize any of Your Achievements

Ensured that wastage in procurement was minimised by bulking procurements and also engaging professionals to draw up technical requirement

Reasons for Leaving

Was given a contract to work for International Fund for Agricultural Development under Ministry of Livestock, Kenya

Job Title Senior Procurement Officer, Procurement I, II	Type of Business Civil Service	From - To 01/06/1998 - 01/09/2005	
Name of Employer Ministry of Finance		Name of Supervisor Mr. Kenneth Mwangi, Mr. Luke Obiri and Mr P. Mbugua	
Salaries per Annum: Starting 280800	Final 528000	Currency Paid KES	Is this a civil servant position of your Government? Yes Is this a position within the UN Common System? No
Telephone Number 2542252299	Email Address atienosimbiri@treasury.go.ke		
Address of Employer Kenya			
Number of Employees Supervised by You 11			
Description of Duties •Processing of appeals and or complaints from aggrieved parties by analyzing the tender documents and any other relevant documents for the Administrative Review by the Appeals Board. •Minute taking and writing for review process Assisting the procuring entities in the implementation of the procurement reforms by providing on spot advice on matters relating to the reforms/new procurement regulations and seeking to know the impediments they are encountering in implementation of the new regulations. •Giving advice on procurement policy issues to all public entities •Giving lectures on Government of Kenya public procurement regulations and on procurement processes. •Assisting the procuring entities in the implementation of the procurement reforms by providing on spot advice on matters relating to the reforms/new procurement regulations and seeking to know the impediments they are encountering in implementation of the new regulations. •Giving advice on procurement policy issues to all public entities •Giving lectures on Government of Kenya public procurement regulations and on procurement processes. While working in the Central Tender Board, I was responsible for analysis of Tenders that were to be awarded by the Central Tender Board from the line Ministries. Wrote the minutes of the Central Board Meetings. Ensured that GOK and Donor Regulation were adhered to while working in the technical section of Public Procurement Directorate			
Summarize any of Your Achievements •The Government was able to save on a number of Projects after highlighting mis-procurement by the procurement entities while analyzing the tender documents. The Board ensures that such contract awards to such projects are cancelled in full or in part. •Aggrieved parties are able to have fair treatment after the appeal is analyzed and recommendations are made to the Board to make informed decisions, which have far reaching effects on the procuring entity and/or aggrieved party and the taxpayer. •Ensured that the Permanent Secretary (PS), Treasury, does not sign contracts that are badly drawn by the procuring entities, saving the Government from entering into such financial commitments. •Ensured that contracts that are entered by the procuring entities were procured following the required procurement procedures before Permanent Secretary, Treasury signs the documents.			
Reasons for Leaving It is time to get some breadth and its always good to go to a different organization and learn there too. Sometimes one stays in one place for too long and fails to acquire values elsewhere. I want to widen my professional exposure.			

Job Title Procurement 11	Type of Business Civil Service	From - To 01/03/1996 - 01/06/1998	
Name of Employer Ministry of Agriculture		Name of Supervisor Mr. R. R. Otieno	
Salaries per Annum: Starting 90000	Final 96000	Currency Paid KES	Is this a civil servant position of your Government? Yes Is this a position within the UN Common System? No
Telephone Number	Email Address		
Address of Employer Kenya			
Number of Employees Supervised by You			
Description of Duties •Preparing and analysis of quotations and tenders and contracts, preparing price comparison schedules and ensuring that competitive bidding is done and made recommendations for award •Maintained & updated a register for suppliers •Vendor registration and maintaining vendor register. Supplier selection, order processing expediting, receiving and on spot quality inspection. Market Intelligence on commodities and their prices therein •Ensured prompt payment of suppliers			
Summarize any of Your Achievements •Procured diverse services/goods for two projects in the Ministry of Agriculture, World Bank (WB) – Agricultural Sector Management Project II (ASMP II) and International Fund for Agricultural Development (IFAD projects successfully.			
Reasons for Leaving Was transferred			

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 - **60** French -

List any office machines or equipment you can use:

Computer Fax Photocopiers scanner 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

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

Language	Mother Tongue	Speak	Read	Write	Understand
Kikamba	No	Easily	Not easily	Not easily	Easily
Luo	Yes	Easily	Easily	Easily	Easily
Swahili	No	Easily	Easily	Easily	Easily

Address

75843
 Nairobi Nairobi Kenya
 Telephone: 249-910 028696
 Fax: 249-910 028 69
 Contact: Azeneth Simbiri

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
Jared Okwach ABAGI	Director	Own and Associates Kenya	aloma@africaonline.co.ke
Hellen Amollo OMONDI	High Court Judge	High Court of Kenya Kenya	
Celestine OTUNGA	Director, Public Procurement Directorate	Ministry of Finance Kenya	salomeotunga@yahoo.com

Personal History Profile for Vesna SLABINAC

General Details

1. Family name SLABINAC	First Name Vesna	Middle Name	Maiden Name, (if any)
2. Date of Birth 01/12/1953	3. City of Birth Zagreb	Country of Birth Croatia	Index No 505639
4. Country of Nationality at Birth Croatia	Second Nationality (if any)	5. Country of Present Nationality Croatia	Second Nationality (if any)
6. Gender Female	7. Height [cm] 158	8. Weight [kg] 53	9. Marital Status 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? **Purchasing and contracting specialists**

14. Would you accept employment for less than six months? **No**

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: **slabinac@un.org**

Education

List all university degrees or equivalent qualifications obtained.

University Name CENTAR ZA CESTOVNI SAOBRACAJ	City, Country Zagreb Croatia	From - To Mar-1986 - May-1988
Main Course of Study Teacher Training	Field of Study Education	
Degree Title or Equivalent V STUPANJ STRUCNE SPREME -INSTRUKTOR VOZnje	Degree Type Degree	

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

Name of School SKOLSKI CENTAR ZA CESTOVNI SAOBRACAJ	City, Country Zagreb Croatia	From - To Sep-1979 - Jun-1980
Main Course of Study Technical School		Certificate or Diploma UVJERENJE O OSPOBLJENOSTI

Name of School VI Gimnazija	City, Country Zagreb Croatia	From - To Sep-1968 - Jun-1972
Main Course of Study High School		Certificate or Diploma SVJEDODZBA O ZAVRSNOM ISPITU (Graduation Certificate)

Employment

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

Job Title Supervisor Unit 2	Type of Business Peace-keeping	From - To 01/08/2008 -
Name of Employer UNIFIL		Name of Supervisor Christian Gronnerod
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 9611827412	Email Address slabinac@un.org	
Address of Employer Lebanon		
Number of Employees Supervised by You 5		

Description of Duties

As the Supervisor of Unit 2, I organize and control the Unit's operation, supervise day-to-day activities and provide work directions and guidance to staff under my supervision. Unit 2 deals with acquisition of commodities for Supply and Transport Sections, and from time to time takes on assignments related to engineering and general services projects. My duties include: review of requisitions, correspondence and technical evaluations received from requisitioning offices, as well as purchase orders, contracts, presentations to LCC/HCC and all correspondence prepared by staff in our Unit prior to forwarding them for approval by the CPO. I also personally perform procurement activities related to all Mission's major contracts, as assigned by the CPO. In the role of the First Reporting Officer, I provide guidance in establishing Work Plan/Goals, as well as review and evaluate their performance (PAS).

Summarize any of Your Achievements

I was able to introduce some additions into (a) bidding document templates that clarify the issue of tax exemption, (b) Mercury purchase order template, so that each line shows the requisition line number, (c) filling mode of procurement case files.

Reasons for Leaving

N/A

Job Title Head-Contracts Unit & D/CPO	Type of Business Peace-keeping	From - To 01/06/2006 - 01/07/2008
Name of Employer UN/FALD/DPKO UNDOF	Name of Supervisor Fouzia Abbas/Denis Kubat	
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 slabinac@un.org	
Address of Employer Syrian Arab Republic		
Number of Employees Supervised by You		
Description of Duties	Upon recruitment of the CPO I resumed my duties as Head of Contracts Unit - description of duties is given below. In addition, I was assigned the duties of the Deputy CPO. In this role, I assist the CPO in organizing and controlling the Section's operation according to the work plan and in conformance with the CPO's general guidance and instructions. During the absence of the CPO, I act as Officer-in-Charge of Procurement Section.	
Summarize any of Your Achievements	Provided guidance and assistance to requisitioners on establishing various blanket purchase orders/systems contracts. Contributed in coordinating the Acquisition Plan so that only 0.7% was left unspent.	
Reasons for Leaving	N/A	

Job Title Officer-in-Charge Procurement Section	Type of Business Peacekeeping	From - To 01/09/2005 - 01/06/2006
Name of Employer UN/FALD/DPKO - UNDOF	Name of Supervisor Patrick Devaney, CAO	
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 963116130214	Email Address slabinac@un.org	
Address of Employer Syrian Arab Republic		
Number of Employees Supervised by You 12		
Description of Duties	Since 29 august 2005 and up to date I have been acting as OIC Procurement Section with 12 local and 1 international staff under my direct supervision. My main duties as OIC Procurement are summarized as follows: - Plan and oversee the management of procurement activities undertaken by the Procurement Section; - Ensure that all procurement activities are carried out in a timely fashion, coordinating diverse projects in the Section, and, in liaison with other Sections/Branches, UN-HQ Procurement Service/DM, DPKO/OMS, Field Missions and Logistics Base; - Analyze and evaluate procurement requests, develop highly complex contracts for procurement of non-routine and technologically advanced commodities or long-range services, review and finalize reports for contracts committees, recommend awards, approve, within my delegated authority, purchase orders and contracts in accordance with United Nations Financial Regulations and Rules, guidelines specified in the UN Procurement Manual and established procedures and practices. - Approve varieties of procurement-related documents, contracts, communications, guidelines, instructions, etc. and recommend those exceeding my delegated authority for the CAO's approval. - Carry out administrative tasks necessary for the functioning of the Section, including preparation of budget, assigning and monitoring performance parameters and critical indicators, reporting on budget performance, preparation of inputs for Results-Based Budgeting, evaluation of staff performance (E-PAS). - Undertake any other duties as assigned by Chief Administrative Officer.	
Summarize any of Your Achievements	Despite the serious shortage of staff, I was able to run the Section's operation and ensure that all procurements, and administrative tasks necessary for the functioning of the Section, are carried out in a timely manner.	
Reasons for Leaving	N/A	

Job Title Head-Contracts Unit	Type of Business Peacekeeping	From - To 01/05/2005 - 01/08/2005
Name of Employer UN/FALD/DPKO - UNDOF	Name of Supervisor Mr. Mladen Mladenov	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
		USD	Is this a position within the UN Common System? Yes
Telephone Number	Email Address		
963116130214	slabinac@un.org		
Address of Employer			
Syrian Arab Republic			
Number of Employees Supervised by You			
3			
Description of Duties			
UPON RETURN FROM ONUCI I RESUMED THE DUTIES AS HEAD-CONTRACT UNIT IN UNDOF PROCUREMENT SECTION. DESCRIPTION OF DUTIES GIVEN BELOW.			
Summarize any of Your Achievements			
PLEASE SEE BELOW.			
Reasons for Leaving			
N/A			

Job Title	Type of Business	From - To
Procurement Assistant	Peacekeeping	01/02/2005 - 01/04/2005
Name of Employer	Name of Supervisor	
UN/FALD/DPKO - ONUCI	Ms. Helen Dodd, CPO	

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		
Address of Employer			
Cote d'Ivoire			
Number of Employees Supervised by You			
Description of Duties			
DURING THE SHORT-TERM ASSIGNMENT TO ONUCI, MY DUTIES INVOLVED PROCUREMENT OF GOODS AND SERVICES, COVERING DIVERSE COMMODITIES AND COMPLEX SERVICES REQUIRED FOR THE MISSION (E.G. INFORMATION TECHNOLOGY, CONSTRUCTION, ENGINEERING, FREIGHT FORWARDING AND CUSTOMS CLEARANCE, LEASES, RENTAL, ETC. AND SALE OF SURPLUS ASSETS)			
Summarize any of Your Achievements			
I WAS ABLE TO CONTRIBUTE BY INTRODUCING TEMPLATES FOR VARIOUS PROCUREMENT DOCUMENTS AND BY PROVIDING THE ON-THE-JOB TRAINING TO PROCUREMENT STAFF WITH RESPECT TO DEVELOPMENT AND APPLICATION OF EVALUATION CRITERIA AND METHODOLOGIES FOR ANALYZING AND EVALUATING COMPLEX PROPOSALS			
Reasons for Leaving			
Return to the parent duty station			

Job Title	Type of Business	From - To
Head-Contracts Unit	Peacekeeping	01/03/2000 - 01/01/2005
Name of Employer	Name of Supervisor	
UN/FALD/DPKO - UNDOF	Mr. Balakrishnan Amirthalingam	

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		
Address of Employer			
Syrian Arab Republic			
Number of Employees Supervised by You			
Description of Duties			
As the Head-Contracts Unit, organize and control the Unit's operation, supervise day-to-day activities and provide work directions and guidance to junior contracts staff (3 local staff). In the role of the First Reporting Officer, I provide guidance in establishing Work Plan/Goals, as well as review and evaluate their performance (PAS). As part of my duties, I review technical evaluations received from requisitioning offices, and purchase orders, contracts, presentations to LCC/HCC as well as all correspondence received from junior procurement staff prior to forwarding them for approval by the CPO/D-CPO. I sign contracts/purchase orders within my delegated authority. I also personally perform procurement activities related to all Mission's major contracts (rations, POL, customs clearance and freight forwarding). In addition to above, during D/CPO's absence, I act as Deputy to the CPO. In this role, my duties include: - supervise and provide work directions to all junior staff in Contracts Unit and Purchasing and Invoice Processing Unit (12 local staff & 1 international); - manage and coordinate activities in Procurement Section, which involves overseeing the entire procurement workload from receipt of requisitions until the final stage when contracts/purchase orders are ready for the CPO's signature. During both D/CPO's and CPO's absence, I act as Officer-in-Charge Procurement Section.			
Summarize any of Your Achievements			
The past three years were marked by 'UNDOF Modernization Programme' and Contracts Unit was extremely busy with a large number of construction projects/contracts, establishing on an average 100 written contracts per year.			
Reasons for Leaving			
TDY to ONUCI			

Job Title	Type of Business	From - To
-	-	-

Procurement Assistant	Peacekeeping	01/06/1999 - 01/02/2000
Name of Employer UN/FALD/DPKO - UNAMET		Name of Supervisor Ms. Patricia Parsons, CPO
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
Address of Employer East Timor		
Number of Employees Supervised by You		
Description of Duties In the start-up phase of the Mission in East Timor, I was a member of the small procurement team that has set up the procurement office from scratch. This involved identifying potential vendors, creating databases and various templates for solicitation, purchase orders and contracts. The procurement tool "Reality" was not available and we had to produce bids and purchase orders "manually". My duties included all procurement related functions.		
Summarize any of Your Achievements Established excellent working relationship with the Procurement Team, where I was one of the three buyers. As a result, despite the many difficulties and shortage of staff, we managed to effectively support the Mission's operation.		
Reasons for Leaving Reassignment to UNDOF.		

Job Title Administrative Assistant/Deputy to the Dining Facility Manager	Type of Business PEACEKEEPING	From - To 01/12/1997 - 01/05/1999
Name of Employer NATO - SFOR		Name of Supervisor THOMAS WATSON, SM1 US NAVY
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? No
14000 14000 USD		
Telephone Number		Email Address
Address of Employer Croatia		
Number of Employees Supervised by You 28		
Description of Duties WITHIN THE DELEGATED AUTHORITY, ASSIST AND/OR REPLACE (DURING HIS ABSENCE) THE DINING FACILITY MANAGER; CO-SUPERVISE AND ENSURE SMOOTH RUNNING OF CATERING OPERATION AT SFOR HQ IN ZAGREB; MONITOR PERFORMANCE OF STAFF PROVIDING CATERING SERVICE TO MILITARY TROOPS; - RECTIFY FOOD ORDERS AND MONITOR DELIVERY; ENSURE THAT THERE IS ADEQUATE STOCK OF RATIONS AT ALL TIMES IN ACCORDANCE WITH AUTHORIZED ALLOWANCE/RATION SCALE OF ISSUE; OBSERVE PROPER STORAGE OF FRESH, FROZEN AND DRY RATIONS; ACCOUNT RECORDS OF EXPENDITURES AND CREDITS; PREPARE WEEKLY AND MONTHLY REPORTS.		
Summarize any of Your Achievements BY PUTTING IN PLACE STANDARD OPERATING PROCEDURES, WAS ABLE TO MINIMIZE WASTE AND ABUSE OF RATIONS, AND FOOD SERVICE ASSETS, WHILE IMPROVING THE QUALITY OF SERVED MEALS.		
Reasons for Leaving EMPLOYMENT WITH UN		

Job Title Administrative Assistant	Type of Business PEACEKEEPING	From - To 01/02/1997 - 01/08/1997
Name of Employer UN/FALD/DPKO - UNPF		Name of Supervisor FEB & JULY/AUG 97 - MR. STEINAR B. BJORNSSON, DOA; MAR-JUNE 97 - MR. JOHN RICHARDSON, HEAD PIT
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
Address of Employer Croatia		
Number of Employees Supervised by You		
Description of Duties THIS WAS THE LIQUIDATION PHASE OF THE MISSION; DURING THE MONTH OF FEBRUARY 1997 AND PART OF JULY 1997 I WAS PERFORMING DUTIES AS ADMIN ASSISTANT TO EXTERNAL AUDITORS' TEAM, UNDER THE SUPERVISION OF THE ODOA; FROM MARCH TO JUNE 1997 I WAS ENGAGED IN GENERAL SERVICES SECTION, PERFORMING DUTIES AS ADMIN ASSISTANT TO PROPERTY INSPECTION TEAM; PART OF JULY AND AUGUST 1997, I WAS TASKED TO ASSIST THE LIQUIDATION/AUCTION TEAM. MY DUTIES INCLUDED INVOICING VENDORS AND MONITORING THE PAYMENT FOR THE UN ASSETS SOLD AT THE AUCTION, AND REPORTING THE PROGRESS TO THE DOA.		
Summarize any of Your Achievements PROVIDED VALUABLE ASSISTANCE AND CONTRIBUTED IN MEETING DEADLINES RELATED TO LIQUIDATION PHASE		
Reasons for Leaving		

THE MISSION CLOSED DOWN

Job Title Sales Manager	Type of Business COMMERCIAL	From - To 01/09/1996 - 01/01/1997
Name of Employer MARK-L		Name of Supervisor MS. BRANKA LUKAC
Salaries per Annum: Starting 90000	Final 90000	Currency Paid HRK
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number	Email Address	
Address of Employer Croatia		
Number of Employees Supervised by You 1		
Description of Duties PROFESSIONAL ASSISTANCE IN SETTING UP A NEW BUSINESS; MANAGING THE BUSINESS		
Summarize any of Your Achievements NEGOTIATED FAVORABLE CONTRACTS WITH INTERNATIONAL SUPPLIERS AND ESTABLISHED THE SALES ON THE LOCAL MARKET IN CROATIA		
Reasons for Leaving N/A		

Job Title Procurement Assistant	Type of Business PEACEKEEPING	From - To 01/08/1992 - 01/08/1996
Name of Employer UN/FALD/DPKO - UNPROFOR - UNTOFY		Name of Supervisor AUG 92-JAN 96: MR. LEO KWAKU; FEB 96-AUG 96 - MS. OLIVIA KOUKOPOULOS
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	
Address of Employer Croatia		
Number of Employees Supervised by You		
Description of Duties - Analysis and evaluation of procurement requests submitted by the Supply and Property Management Section, in order to determine their validity, authority for demand and funding, as well as completeness of specifications; - Identification and pre-selection of potential suppliers, preparation of a list of invitees for approval by the supervisor; - Preparation of solicitation documents (request for quotation, invitation to bid or request for proposal, as appropriate) for issuance to the pre-selected potential suppliers; - Review and evaluation of quotations/bids/proposals received in response and, as required, seek clarifications from the invitees for the preparation of a comprehensive abstract of bids; - Evaluation of proposals to determine which supplier can deliver at best possible terms for the organization with due consideration to quality, price, transportation costs, prompt payment discounts and other factors; - Preparation of presentations to Local and Headquarters Committee on Contracts; - Preparation of purchase orders/contracts; - Resolving issues and problems related to delivered goods/services, preparation of all necessary correspondence; - Perform other procurement related functions as required by the supervisor/section chief.		
Summarize any of Your Achievements Established and administered all contracts for provision of food rations and catering services for 45,000 military troops deployed throughout the Former Yugoslavia.		
Reasons for Leaving New post.		

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

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

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

Address

Bijeljinska 24
Zagreb Croatia
Telephone: 385-1-3817079
Contact: Vesna Slabinac

Address

UNIFIL HQ Naqoura
Tyre Lebanon
Telephone: 961-1-827412 extension 5412
Fax: 961-70-839923
Contact: Vesna Slabinac

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
----------------	------------------------	---------	-----------------

Personal History Profile for Marilou SOTELO

General Details

- | | | | |
|--|--|---|-------------------------------------|
| 1. Family name
SOTELO | First Name
Marilou | Middle Name
Besa | Maiden Name, (if any) |
| 2. Date of Birth
17/08/1955 | 3. City of Birth
Iloilo City | Country of Birth
Philippines | Index No
590136 |
| 4. Country of Nationality at Birth
Philippines | Second Nationality (if any) | 5. Country of Present Nationality
Philippines | Second Nationality (if any) |
| 6. Gender
Female | 7. Height [cm]
13 | 8. Weight [kg]
55 | 9. Marital Status
Married |
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? **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? **01/01/1987**
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: **sotelo@un.org**

Education

List all university degrees or equivalent qualifications obtained.

University Name University of San Agustin	City, Country Iloilo City Philippines	From - To Jun-1971 - Mar-1975
Main Course of Study Banking	Field of Study Business & Administration	
Degree Title or Equivalent Bachelor of Science in Commerce (Major in Banking and Finance)	Degree Type Bachelor of Sciences	

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

Name of School United Nations Mission in Liberia, Integrated Mission Training Unit	City, Country Monrovia Liberia	From - To Jul-2009 - Jul-2009
Main Course of Study Customer Service		Certificate or Diploma Certificate

Name of School UN Website On-Line Course	City, Country Monrovia Liberia	From - To Apr-2009 - Apr-2009
Main Course of Study UN Prevention of Harassment, Sexual Harassment and Abuse of Authority in the Workplace (SEA)		Certificate or Diploma Certificate

Name of School UNMIL Transport Section	City, Country Monrovia Liberia	From - To Apr-2009 - Apr-2009
Main Course of Study Off-road Driver Training		Certificate or Diploma Certificate

Name of School UNHQ/DM/HCC - UNMIL/IMTC	City, Country Monrovia Liberia	From - To Feb-2009 - Feb-2009
Main Course of Study Basic Training for Local Committee on Contracts, 3-6 February 2009, Headquarters Committee on Contracts/Dept. of Management, UNHQ New York		Certificate or Diploma Certificate

Name of School UNMIL/IMTC	City, Country Monrovia Liberia	From - To Jan-2009 - Jan-2009
Main Course of Study Ethics and Integrity in UN Procurement		Certificate or Diploma Workshop

Name of School United Nations Mission in Liberia/IMTC	City, Country Monrovia Liberia	From - To Oct-2008 - Oct-2008
Main Course of Study		Certificate or Diploma

Ethics and Integrity in UN Procurement		Certificate
Name of School United Nations Mission in Liberia	City, Country Monrovia Liberia	From - To Oct-2008 - Oct-2008
Main Course of Study UN Competency-Based Performance Management Training, 1-2 October 2008, Administered jointly by the IMTC and UNHQ Contractor		Certificate or Diploma Certificate
Name of School United Nations Mission in Liberia	City, Country Monrovia Liberia	From - To Jun-2008 - Jun-2008
Main Course of Study Performance Management for First Reporting Officers, 26 June 2008, Administered by the IMTC		Certificate or Diploma Certificate
Name of School United Nations Mission in Liberia	City, Country Monrovia Liberia	From - To Nov-2007 - Nov-2007
Main Course of Study Fundamentals of UN Procurement - Administered jointly by UNPD and IAPSO		Certificate or Diploma Certificate
Name of School United Nations Mission in Liberia	City, Country Monrovia Liberia	From - To Mar-2007 - Mar-2007
Main Course of Study Advanced Security in the Field - UN Dept. of Safety and Security		Certificate or Diploma Certificate
Name of School United Nations Mission in Liberia	City, Country Monrovia Liberia	From - To Nov-2006 - Nov-2006
Main Course of Study Galileo Training on Sales Operations/ Disposal of Assets		Certificate or Diploma Certificate
Name of School United Nations Mission in Liberia	City, Country Monrovia Liberia	From - To Nov-2006 - Nov-2006
Main Course of Study Microsoft Power Point		Certificate or Diploma Certificate
Name of School United Nations Mission in Liberia	City, Country Monrovia Liberia	From - To Oct-2006 - Oct-2006
Main Course of Study Basic Security in the Field - Staff Safety, Health and Welfare		Certificate or Diploma Certificate
Name of School United Nations Mission in Liberia	City, Country Monrovia Liberia	From - To Sep-2006 - Sep-2006
Main Course of Study Sex, Abuse and Exploitation Workshop (SEA)		Certificate or Diploma Certificate
Name of School United Nations Mission in Liberia	City, Country Monrovia Liberia	From - To Sep-2006 - Sep-2006
Main Course of Study Conflict Resolution Workshop		Certificate or Diploma Certificate
Name of School United Nations Mission in Liberia	City, Country Monrovia Liberia	From - To Apr-2006 - Apr-2006
Main Course of Study Mercury 2 Procurement Software		Certificate or Diploma Certificate
Name of School United Nations Mission in Liberia	City, Country Monrovia Liberia	From - To Apr-2006 - Apr-2006
Main Course of Study Advanced Procurement Workshop		Certificate or Diploma Certificate
Name of School United Nations Mission in Liberia	City, Country Monrovia Liberia	From - To Aug-2005 - Aug-2005
Main Course of Study Supervision - Teamwork and Development		Certificate or Diploma Certificate
Name of School United Nations Mission in Liberia	City, Country Monrovia Liberia	From - To Jul-2005 - Jul-2005
Main Course of Study		Certificate or Diploma -

Name of School United Nations Mission in Liberia	City, Country Monrovia Liberia	From - To May-2005 - May-2005
Main Course of Study Interpersonal Skills Training		Certificate or Diploma Certificate

Employment

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

Job Title OIC, Support Unit, Procurement Section	Type of Business UN Peacekeeping Mission	From - To 01/02/2008 -
Name of Employer United Nations Mission in Liberia		Name of Supervisor Christopher Fathers/Josie Villamin
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 12129639926	Email Address sotelo@un.org	
Address of Employer Liberia		
Number of Employees Supervised by You 7		
Description of Duties Responsible to plan, develop and manage the procurement activities of the Support Unit which are divided into: Vendor management and registrations, Expediting of deliveries, Filing and archiving, Direct ordering from UN System Contracts and Freight Forwarding Services, and Management of the Local Vendors Review Committee. Develop guidelines and policy revisions for approval by CPO, as required; Routinely update the unit's staff on new developments and discuss ways and means of continuous improvement of the unit's functionalities; Re-distribute the unit's workload; Coach, mentor and evaluate staff; Provide and encourage cross training to the unit's staff for multiple functions; Prepare and supervise staff in the preparation of solicitation documents based on nature of requirements and cost; Coordinate and follow-up with staff in the weekly scheduling and arrangement of opening of bids and proposals; Handle complex and significant cases; Draft and finalze LCC/HCC case presentations; Ensure that suppliers obligations are fully met; Monitor and coordinate clearance of unliquidated obligations; Evaluate the submitted vendor registrations by applying the UN Procurement Manual established evaluation criteria; Approve/disapprove vendor registration; Conduct quarterly review of the existing suppliers in the mercury database; Provide supplier-related information to the Local Vendor Review Committee, when required; Act as Chairperson of the LVRC; Routinely monitor weekly update of relevant data in the mission Bulletin Board for tracking of requisitions and purchase orders; Draft/edit procurement templates in the Mercury system for the consideration and approval by the CPO; draft office internal guidelines; Manage generated mercury BO reports; Manage and coordinate closure of purchase order files, before archiving, to ensure completeness for audit trail; Participate as Member in the recruitment and selection of new staff; Section focal points for SEA and ENRU, Bldg Fire Warden		
Summarize any of Your Achievements I have gained over 13 years of progressive experience in all phases of UN procurement operations, with proficiency in procurement computer systems (Reality, Mercury, Galileo, Business Objects), effective oral and written communication, organizational, prioritization and analytical skills, including ability to explain and present procurement-related information and requirements, and prepared written correspondence in a clear and concise style. I have demonstrated attention to details, with strict adherence to procedures and policies; and met given-deadlines. My strong knowledge of procurement and its principles, general office and administration procedures facilitated the successful operations of the unit, such as fairness and transparency in work assignments, satisfactory services to clients, continuous learning and sharing of knowledge; registration processed and related action completed promptly and effectively; updated and accurate vendor database; prompt preparation of responses and submission of reports and feedbacks to CPO and office clients; appropriate internal guidelines issued as appropriate; provided clients and mercury users with accessible on-line viewing and printing of relevant data from the UNMIL Bulletin Board; successful filing/archiving of purchase order files for fast and easy access; Close coordination achieved during the opening of bids and the Tender Opening Committees whereby oversights are avoided.		
Reasons for Leaving still employed with UNMIL		

Job Title OIC, CITS & Supply Unit, Procurement Section	Type of Business UN Peacekeeping	From - To 01/05/2005 - 01/01/2008
Name of Employer United Nations Mission in Liberia (UNMIL)		Name of Supervisor Christopher Fathers/Thierry M'bra
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 12129639926	Email Address sotelo@un.org	
Address of Employer Liberia		
Number of Employees Supervised by You 6		
Description of Duties		

Acted as OIC of the Unit; Carried out procurement of goods and services in accordance with the UN FRR and established procurement policies, procedures and guidelines. Managed and motivated unit's staff by means of developing, coordinating, and assigning of workload; Reviewed requisitions to ensure accuracy of technical specifications and consistent with the approved Section Acquisition Plan; Monitored market prices, availability and quality/specifications of items; Carried out market surveys to keep track of developments and availability of goods/services; Evaluated and recommended potential vendors/contractors for registration in the vendor database; Sourced and analyzed suppliers; Drafted and issued contracts; Prepared/transmitted solicitation of bids; Arranged bid openings; Received/ evaluated offers and bid documents; Prepared bid abstracts; Prepared procurement requests and placed purchase orders in accordance with established rules and regulations; Followed-up, enquired/liased with suppliers to ensure timely delivery and accurate inspection and receipt; Monitored performance of vendors by identifying their shortcomings and recommended suspension for appropriate action by the LVRC, when required; Monitored contracts, recommendation for extensions to ensure adherence with contract terms and conditions; Drafted/reviewed/finalized presentations regarding cases involving financial commitments in excess of the CPO's delegated authority for approval by the LCC/HCC; Participated in LCC meetings; Provided support and guidance to unit's staff on all phases of the procurement process; Issued procurement related guidelines, and established standard office correspondence templates; Issued and administered supply/service contracts; Monitored and evaluated staff through periodic performance reports; Participated as Member in the recruitment and selection of new staff; Section focal point for SEA.

Summarize any of Your Achievements

Based on my duties and responsibilities, I have summarized my achievements as follows: 1) Acted as OIC of Unit pending appointment of new Chief of Unit in addition to Buyer functions; 2) Initiated and maintained, both written and oral, communication with clients throughout the procurement process; Handled the processing of complex procurement cases promptly and effectively; 3) Maintained harmonious relations with team members, by sharing value-added skills and learned new capabilities from others. 4) Developed good working relationship with clients and providing timely updates of the status of estimated time of arrival, purchase orders deliveries, shipment arrivals; 5) Extensively utilized long term agreement – HQ system contracts; 6) Timely preparation of responses and submission of reports and feedbacks to the CPO and other clients; 7) Thorough knowledge and application of the mercury system also contributed to my achievements.

Reasons for Leaving

Rotation of Duties - took up new assignment as OIC of Support Unit

Job Title OIC of Unit, Engineering & Transport Unit, Procurement Section	Type of Business Peacekeeping Operations	From - To 01/10/2003 - 01/04/2005
Name of Employer United Nations Mission in Liberia		Name of Supervisor Christopher Fathers/ Soren Bro

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 1212963 9926		Email Address sotelo@un.org	
Address of Employer Liberia			
Number of Employees Supervised by You 6			

Description of Duties

Acted as OIC of the Unit pending appointment of the Unit Chief and deputizes on his behalf in addition to being a Buyer; Carried out procurement of goods and services in accordance with the UN FRR and established procurement policies, procedures and guidelines. Managed and motivated junior staff by means of developing, coordinating, and distribution of workload; Reviewed requisitions to ensure accuracy of technical specifications; Monitored market prices, availability and quality/specifications of items; Carried out market surveys to keep track of developments and availability of goods and services; Evaluated and recommended potential vendors/contractors for registration in the vendor database; Sourced and analyzed suppliers; Prepared/transmitted solicitation of bids; Arranged bid openings; Evaluated offers and bid documents; Prepared bid abstracts; Prepared procurement requests and placed purchase orders; Followed-up, enquired/liased with suppliers to ensure timely delivery and accurate inspection and receipt; Monitored performance of vendors by identifying their shortcomings and recommended suspension for appropriate action by the LVRC, when required; Drafted and issued supply/service contracts; Monitored contracts, recommendation for extensions to ensure adherence with contract terms and conditions; Drafted/finalized presentations regarding cases involving financial commitments in excess of the CPO/Mission's delegated authority for approval by the LCC/HCC; Participated in the LCC meetings; Provided support and guidance to junior staff on all phases of the procurement process; Performed other tasks required by the CPO.

Summarize any of Your Achievements

I have summarized my achievements as follows: Managed effectively the Unit's functions as both OIC of Unit and Buyer; Maintained effective, written and oral, communications with clients throughout the procurement cycle; Handled the processing of complex procurement cases promptly and effectively; Initiated good working relations with team members, by sharing value-added skills and learned new capabilities from others; Developed good working relationship with other clients by providing them with timely updates of the status of estimated time of arrival, purchase orders deliveries, shipment arrivals; Utilized long term agreement, such as HQ system contracts and initiated establishment of local system contracts; Prompt preparation of responses and submission of reports and feedbacks to the CPO and other clients; Thorough knowledge and application of the mercury system also contributed to my mentioned achievements.

Reasons for Leaving

Rotation within the section; Re-assignment to CITS & Supply Purchasing Unit

Job Title Administrative Assistant to Director of Division, CPCS/DGACM	Type of Business UN conference and meeting servicing	From - To 01/01/1998 - 01/09/2003
Name of Employer United Nations Headquarters - New York		Name of Supervisor Vivian Lewis

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 sotelo@un.org	
Address of Employer United States of America			
Number of Employees Supervised by You			
Description of Duties			

Assisted the Director of the Division on the centralized planning, coordination and organization of meetings and conference servicing, policy, and practice throughout the UN; Traveled extensively to service UN conferences held away from Headquarters; Compiled background documentation for meetings and conferences; Scheduled/arranged appointments with UN staff, UN diplomats, government officials and representatives of non-governmental organizations; Drafted and prepared routine memoranda, notes, faxes, letters and notes verbales; Provided information to visitors and staff in accordance with the nature of the request/query and degree of urgency; Reviewed all incoming and outgoing documentation/correspondence; Managed proper office filing and archiving system; Coordinated official travel arrangements and processed approval of same; Assisted and coordinated with the Secretary of IAMLADP (Inter-Agency Meeting on Language Arrangements, Documentation and Publications) in the research, data collection and preparation of background documentation for the meeting; Used the document search systems (DRITS and ODS); Responded to routine queries regarding both programme and organization arrangements; Prepared formal invitations to the meetings for specialized agencies, organizations and departments of the UN and other inter-governmental and institutional observers; Maintained record of meeting participants status, including attendance and preparation of documentation; prepare draft and final version of background meeting documentation prior final processing, printing, and publishing; Attended and serviced international conferences held abroad; Kept abreast of new duties-related developments. Performed other tasks required by the Director.

Summarize any of Your Achievements

Performed broad range of administrative functions which resulted to the effective and uninterrupted workflow in the planning and coordination of meetings and conference servicing at Headquarters and away from Headquarters; Demonstrated openness when sharing information and keeping clients informed; Developed clear goals consistent with the office strategies; Identified priority activities and met given-deadlines; Timely action and orderly arrangement of meeting; Supervised effectively junior staff; Provided and ensured proper coverage and effective functioning of the CPCS office and the IAMLADP secretariat.

Reasons for Leaving

Accepted Peacekeeping assignment with UNMIL

Job Title OIC, Region West Procurement Section	Type of Business UN Peacekeeping mission	From - To 01/01/1996 - 01/12/1997
Name of Employer United Nations Mission in Bosnia and Herzegovina		Name of Supervisor Isleifur Petursson/Francois Chapais

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

sotelo@un.org

Address of Employer

Bosnia and Herzegovina

Number of Employees Supervised by You

2

Description of Duties

Under the direct supervision of the Chief Procurement Officer through the Regional Administrative Officer, I was responsible for the day-to-day management of the Regional Procurement Section. Performed purchasing and contracting of goods/services in accordance with the appropriate UN FRR and with strict adherence to the UN Procurement Manual policies and guidelines; Supervised, mentor and evaluated staff; Analyzed and evaluated the workload of the office by proper planning and organization of work and ensured timely procurement actions/deliveries; Reviewed requisitions and determined appropriate technical specifications and scope or statement of works for the required goods and services; Extensive traveling throughout the region to ensure offices are provided to the International Civilian Police Monitors whereby tedious negotiations with Lessors were carried out with due consideration to safeguard best interest of the Organization; Prepared ITB/RFP/RFQ for tendering; Compiled list of sources of supply and invitees to bids through market surveys; Reviewed requests for contracts, specifications for bids, proposals and quotations; Liaised closely with clients particularly on provision of office spaces throughout the Region for the International Police Task Force; Identified and carried out negotiations with various landlords on the establishment of leases and service contracts and ensured that mission standards are fully met; Drafted and issued various contracts; Mentor, evaluate and process Performance Appraisal reports for staff; Performed other ad hoc duties, as required by the RAO and CPO.

Summarize any of Your Achievements

Initiated and maintained, both written and oral, effective communications and negotiations with clients and landlords throughout the establishment of leases and service contracts; Handled and processed complex procurement cases effectively through RAO and CPO's guidance; Maintained harmonious working relations with colleagues in the office, by sharing value-added skills and knowledge; Developed positive working relationship with clients; Thorough knowledge and application of the Reality system contributed greatly to my achievements.

Reasons for Leaving

Repatriation to Parent Duty Station - CPCS/DGACM - UNHQ

Job Title Procurement Assistant, Transport Unit, Procurement Section	Type of Business UN Peacekeeping mission	From - To 01/03/1992 - 01/12/1995
Name of Employer United Nations Protection Force		Name of Supervisor Kiplin Perkins

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

Address of Employer

Croatia

Number of Employees Supervised by You

3

Description of Duties

Under the direct supervision of the Chief of Unit; Responsible for the procurement of goods and services; Drafted maintenance and service contracts; Analyzed and evaluated assigned requisitions and determined in consultation w/ clients the appropriate technical specifications/scope or statement of works for the required goods/services; Proposed product substitutions consistent w/ requirements, to achieve cost savings in line w/ accepted standards of quality, delivery and service; Compiled list of sources of supply and invitees to bids through market surveys and vendor lists; Supervised and motivated staff; Drafted and issued ITBs/RFPs/RFQs to potential invitees; Analyzed bids/proposals/quotations to determine which supplier can best deliver products/services; Drafted presentations of the analysis of bids for the consideration and approval of the LCC/HCC, if required, and justifications for the award of purchase orders; Negotiated for best interest of the UN and with strict adherence and application of the UN FRR and established procurement policies, procedures and guidelines; Issued purchase orders in final form for approval by the CPO and ensured timely delivery of goods/services ordered; Maintained harmonious relations with colleagues and clients; Applied Reality system to prepare bids and purchase orders; Performed other duties as tasked by CPO or Chief of Unit.

Summarize any of Your Achievements

Receipt of accurate technical specifications as a result of effective teamwork with clients; Demonstrated effective negotiating skills, e.g. directed by the CPO to represent the section in assisting with the identification and establishment a new office accommodation for the UNMIBH Regional West HQ in Banja Luka. Procurement along with colleagues from, CITS and BMS/ES took the lead in identifying a suitable government-owned office building. Several meetings and negotiations took place between Procurement/ES reps and the Government Officials, building was successfully negotiated under the Status of Forces Agreement, and free of charge to UBMIBH thereby generating enormous savings to the UN.

Reasons for Leaving

Redeployed to the UNMIBH Mission, to be In-Charge of the Region West HQ Procurement Office in Banja Luka, Bosnia & Herzegovina.

Job Title	Type of Business		From - To
Administrative Assistant to the Director of Division, Interpretation and Meetings Division	Conference and meeting services		01/09/1987 - 01/02/1992
Name of Employer	Name of Supervisor		
United Nations Headquarters - New York	George Patterson		
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		
Address of Employer			
United States of America			
Number of Employees Supervised by You			
Description of Duties			
Provided full administrative support to the Director of the Division; Drafted and prepared routine memoranda, notes, faxes, letters and notes verbales; Prepared travel arrangements including visa, flight and hotel reservations for the Director; Arranged and scheduled meetings; Provided information to visitors and staff in accordance with the nature of the request/query and degree of urgency; Compiled information and documentation required for the meetings; Managed and maintained proper filing/archiving system; Monitored and screened incoming telephone calls and directed queries to the respective offices, if required; Transmit outgoing fax/cables; Maintained good working relations with colleagues and others; Ensured proper coverage of the office; Performed other duties as assigned by the Director.			
Summarize any of Your Achievements			
Provided timely action and orderly manner in the meeting arrangements and scheduling; Good liaison with colleagues and others outside of the Division/Department including member States delegates and officials; Proper and effective coverage of the office at all times; Easy and fast tracking and retrieval of correspondence/ documents; Cordial and pleasant service afforded to colleagues and others.			
Reasons for Leaving			
Peacekeeping assignment to UNMLOY/ UNPF/ UNPROFOR (former Yugoslavia/Croatia)			

Job Title	Type of Business		From - To
Office Manager	Import/Export		01/09/1985 - 01/08/1987
Name of Employer	Name of Supervisor		
Azhari Trading Company	Fadi Azhari		
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
20000	22000	USD	Is this a position within the UN Common System? No
Telephone Number	Email Address		
Address of Employer			
United States of America			
Number of Employees Supervised by You			
5			
Description of Duties			
Provided full range of office management and administrative support functions; Ensured smooth and efficient information flow within the office of the President; Processed confidential information; Drafted and issued memoranda, cables and letters; Coordinated travel arrangements for the President; Provided responses to clients in accordance with the nature of their request/query; Supervised and motivated staff; Responded to day-to-day queries; Encouraged and maintained good working relations in the office; Organized and arranged office social functions; Managed work related to procurement, billing and receipt of income from various clients; Acquired/procured office equipment, stationeries/supplies and other office related requirements; Established and issued service contracts (e.g. janitorial, maintenance, repair & maintenance of office equipment, advertising, etc.); Processed and safeguarded confidential matters; Performed other duties as assigned by the President.			
Summarize any of Your Achievements			
Demonstrated in-depth knowledge of all aspects of management and administration; Established priorities in planning, coordinating and monitoring my duties and responsibilities and those under my supervision; Identified client needs and appropriate solutions; Able to write in clear and concise manner and to communicate orally in an effective manner; Effective day-to-day management, coordination, planning and delegation of work; Prompt and orderly arrangement of meetings and travel requirements; Transparent and timely procurement of office equipment and stationeries/supplies; Ensured prompt monitoring and review of service contracts; Provided satisfactory and cordial services to clients; Harmonious office environment; Prompt office attendance; Timely action to ad hoc requests; Demonstrated effective organizational skills and achieved large volume of work in an efficient and timely manner.			
Reasons for Leaving			
Employed by UN HQ			

Job Title	Type of Business		From - To
Sales Coordinator	Real Estate Marketing and Construction Works		01/05/1978 - 01/11/1983
Name of Employer	Name of Supervisor		
RGV Real Estate Corporation/Val Construction Company	Alan Valencia		
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
60000	100000	PHP	Is this a position within the UN Common System? No
Telephone Number	Email Address		

Address of Employer

Philippines

Number of Employees Supervised by You

5

Description of Duties

Coordinated and supported the Vice-President in the development of office administrative systems and procedures; Drafted and issued memoranda, presentations, invitations, cables and letters; Proofread and edit texts for adherence for format, grammar, punctuation and style; Responded to complex information requests and inquiries; Assisted in the preparation of presentation materials; Coordinated and maintained calendar/schedules; Monitored changes and communicated relevant data to appropriate staff and clients, inside and outside of the Vice-Presidents Office; Performed various administrative duties, including preparing and processing administrative requests/documents; Liaised with the Brokers to ensure effective functioning of meetings and product sales presentations; Performed other tasks as required by the Vice-President.

Summarize any of Your Achievements

Applied knowledge and experience of relevant administrative practices and procedures, including record management and filing system procedures; Showed tact and discretion in dealing with confidential matters; Demonstrated ability to apply good judgement in the given-assignments; Effective time management; Able to prioritize and plan work to meet deadlines; Maintained good interpersonal skills and effective working relations with office clients and others; Applied good communication skills, oral and written, including drafting and editing skills; Carried out multiple tasks simultaneously in a busy front-office environment, and maintained professional demeanour; Remained calm in stressful situations; Managed to work under pressure and with close attention to details.

Reasons for Leaving

Relocated to another City

Job Title Finance Assistant	Type of Business Shipping and Freight Forwarding Services	From - To 01/04/1975 - 01/03/1976
Name of Employer NENACO		Name of Supervisor Manuel Villa

Salaries per Annum:			Is this a civil servant position of your Government? No
Starting	Final	Currency Paid	Is this a position within the UN Common System? No
30000	35000	PHP	

Telephone Number

Email Address

Address of Employer

Philippines

Number of Employees Supervised by You

Description of Duties

Kept accounts of obligations and expenditures of the company; Checked the financial aspects and accuracy of input before final approval by the Chief Accountant; Reconciled and reviewed the journal vouchers and expense accounts to ensure that proper clearance procedures have been followed; Reviewed various accounting transactions (e.g. payroll, final payments, travel claims, etc.), to ensure accuracy of disbursements and adherence to policies and guidelines; Drafted and processed correspondence and documents in order to respond to enquiries in respect of relevant financial issues; Assisted in the preparation of financial reports; Assisted in the closing of monthly accounts; Performed other required tasks.

Summarize any of Your Achievements

Performed and applied my knowledge of the established application of the accounting policies and practices; Gained positive exposure and practical experience on the office operations and objectives; Worked under pressure and met deadlines without disruption; Positively showed willingness to learn new tasks; Developed good interpersonal skills.

Reasons for Leaving

Health reasons (Maternity)

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, Facsimile, Photocopier, Typewriter, Digital Sender and Telecommunications Radio (VHF/SF including vehicle installed radios), Shredder

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
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
Serbo Croatian	No	Easily	Easily	Not easily	Easily
Tagalog	No	Easily	Easily	Easily	Easily

Address

22 D.B. Ledesma St., Jaro
Iloilo City Iloilo Philippines
Telephone: 63-33-3202617
Fax: 23-01-531 9178
Contact: Marilou Sotelo

Address

UN Mission in Liberia (UNMIL - Monrovia)
Procurement Section, 3rd Street cor. Tubman Blvd., Sinkor, Monrovia, c/o PO Box 4677
c/o New York NY United States of America
Telephone: 1-212-963 9926 extension 5257
Fax: 23-01-5319178
Contact: Marilou Sotelo

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 Dzenana VRANIC

General Details

1. Family name VRANIC	First Name Dzenana	Middle Name /	Maiden Name, (if any) HADZIC
2. Date of Birth 27/11/1955	3. City of Birth FOCA	Country of Birth Bosnia and Herzegovina	Index No 333517
4. Country of Nationality at Birth Bosnia and Herzegovina	Second Nationality (if any)	5. Country of Present Nationality Bosnia and Herzegovina	Second Nationality (if any)
6. Gender Female	7. Height [cm] 182	8. Weight [kg] 85	9. Marital Status Married

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? **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? **01/02/1994**

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: **vranic@un.org**

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
SARAJEVO UNIVERSITY- ELEKTROTEHNICKI FAKULTET	SARAJEVO Bosnia and Herzegovina	Sep-1973 - Nov-1977
Main Course of Study Other Engineering	Field of Study Engineering & Engineering Trades	
Degree Title or Equivalent Bachelor of Sciences in Electrical Engineering	Degree Type Bachelor of Sciences	

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
Training Course organized by UNHQ	Pristina Yugoslavia	May-2009 - May-2009
Main Course of Study Advance Training Course for Local Committee on Contracts 19-22 May 2009		Certificate or Diploma Certificate of Completion - Advance Training Course for Local Committee on Contracts

Name of School	City, Country	From - To
Training - Liquidation and Property Disposal Workshop organized by UNHQ	Pristina Yugoslavia	Apr-2008 - Apr-2008
Main Course of Study I have prepared and presented UNMIK Procurement procedures and timelines for Disposal of Property through Commercial Sale for Liquidation and Property Disposal Workshop organized by NY HQ.		Certificate or Diploma Liquidation and Property Disposal Workshop

Name of School	City, Country	From - To
Training Course organized by UNHQ	Pristina Yugoslavia	Feb-2008 - Feb-2008
Main Course of Study Basic Training for Local Committee on Contracts		Certificate or Diploma Certificate of Completion - Basic Training Course for Local Committee on Contracts

Name of School	City, Country	From - To
Training Course organized by UNDP -IAPSO	Vienna Austria	Jun-2007 - Jun-2007
Main Course of Study Procurement Strategy Development		Certificate or Diploma Certificate-Procurement Strategy Development

Name of School	City, Country	From - To
Training course - Workshop	Pristina Yugoslavia	May-2005 - May-2005
Main Course of Study Performance Management Workshop		Certificate or Diploma Certificate - Performance Management Workshop

Name of School Training course organized by UNDP -IAPSO	City, Country Vienna Austria	From - To Jun-2004 - Jun-2004
Main Course of Study Contracting of Services and Works		Certificate or Diploma Certificate - Contracting of Services and Works
Name of School ILLINI BLUFFS HIGH SCHOOL	City, Country GLASFORD United States of America	From - To Sep-1972 - Jun-1973
Main Course of Study MATHEMATICS		Certificate or Diploma HIGH SCHOOL DIPLOMA
Name of School HIGH SCHOOL	City, Country SARAJEVO Unknown	From - To Sep-1969 - Jun-1972
Main Course of Study MATHEMATICS, PHYSICS, ENGLISH LANGUAGE,		Certificate or Diploma HIGH SCHOOL DIPLOMA

Employment

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

Job Title OIC a.i. Contracts Unit at Procurement Section	Type of Business PROCUREMENT	From - To 01/03/2009 -
Name of Employer UNMIK		Name of Supervisor Vladimir Grechka
Salaries per Annum: Starting Final Currency Paid USD	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes	
Telephone Number 38138504 604	Email Address vranic@un.org	
Address of Employer Yugoslavia		
Number of Employees Supervised by You		
Description of Duties - Supervise, distribute the work and provide work direction and guidance to procurement staff; - Elaborate and implement operational strategies; - Efficient management of procurement process which includes: timely and proper preparation of procurement plans for the office and projects, establishment of the deadlines and monitoring of their implementation; control of procurement processes: issuance of solicitation documents, receipt and evaluation of bids, proposal, negotiation of contracts in full compliance with UN rules and regulation in order to obtain the best value for money, prepare Local/ Headquarter Committee on Contracts (LCC/HCC) presentations for financial commitments in excess of the delegated monetary ceilings of procurement, for approval by the authorized official and issue contracts/purchase orders, Participate in the LCC as case officer providing relevant explanations and details to the committee, Coordinates with contracts officers regarding the presentations received from junior staff for the LCC/HCC, Coordinate with requisitioning personnel in preparing scope of work and any additional guidance required, Overview and evaluate the performance of vendors and contracts; - Facilitation of knowledge building and knowledge sharing: organization of training for the operations/projects staff on Procurement; - Provide training to procurement staff / programme officers and project managers on procurement and procurement process; -provide training to procurement staff on procurement procedures for commercial sale of UN Owned Equipment.		
Summarize any of Your Achievements - Trained and supervised UNMIK Procurement staff on rules and procedures during commercial sales conducted by UNMIK in 2009. - Prepared and presented Procurement procedures and timelines for Disposal of Property through Commercial Sale for Liquidation and Property Disposal Workshop organized by NY HQ in UNMIK Pristina in April 2008. - Prepared and presented Procurement Process and Procedures for the LCC Advanced Training Course organized by NYHQ in May 2009 in Pristina, UNMIK. - Established major contracts for the mission: Provision of Camp Support Services to Special Police Units, Travel Management Services, Aviation Fuel, Freight Forwarding services, Ground Fuel, Security Services, Cleaning Service, Disposal of Hazardous Waste, PX Facilities.		
Reasons for Leaving N/A		

Job Title Procurement Assistant	Type of Business Procurement	From - To 01/05/2003 - 01/02/2009
Name of Employer UNMIK		Name of Supervisor Vladimir Grechka
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	
Address of Employer Yugoslavia		
Number of Employees Supervised by You 2		
Description of Duties		

Supervise, distribute the work and provide work direction and guidance to junior procurement assistants that are working in the Contracts Unit of Procurement Section. - Coordinate with requisitioning personnel in preparing scope of work and any additional guidance required. - Procure services/goods of high value required by mission: Ground Fuel, Aviation Fuel, Camp Support Services for Police Units, Travel Management Services, Oil and Lubricants, Freight Forwarding Services. - Receive, review and prioritize requests, issue solicitation document: RFP/ ITB, establish evaluation criteria with requisitioning offices; conduct financial evaluation; prepare Local/ Headquarter Committee on Contracts (LCC/HCC) presentations for financial commitments in excess of the delegated monetary ceilings of procurement, for approval by the authorized official and issue contracts/purchase orders - Overview and evaluate the performance of vendors and contracts; - Participate in the LCC as case officer providing relevant explanations and details to the committee. - Coordinates with contracts officers regarding the presentations received from junior staff for the LCC/HCC. - Review technical evaluations received from requisitioning offices and coordinate with purchasing officers to select offer in accordance with established financial rules and regulations. - Review contracts/purchase orders received from junior procurement staff prior to forwarding them for approval by the senior officer. - Conduct commercial sale of UNMIK assets which have been written off and recommended by Local/ HQ Property Survey board for commercial sale: prepare advertisements, organize site visit for inspection of assets, prepare ITB, evaluate bids after they are received and opened by Tender Opening Committee; approve lots, create and approve notification of sales, and create bill of sales in Galileo System, coordinate with Asset Disposal Unit handover of assets after the payment was made.

Summarize any of Your Achievements

Conducted a commercial Sales in UNMIK in 2007/2008. Established major contracts for the mission: Provision of Camp Support Services to Special Police Units, Travel Management Services, Aviation Fuel, Freight Forwarding services, Provision of Ground Fuel, Security Services, Cleaning Service. - Prepared and presented Procurement procedures and timelines for Disposal of Property through Commercial Sale for Liquidation and Property Disposal Workshop organized by NY HQ in UNMIK Pristina in April 2008.

Reasons for Leaving

I was appointed as Officer in Charge a.i. of the Contracts Unit of Procurement Section during assignment of Chief Contracts Unit to the DMS office.

Job Title PROCUREMENT ASSISTANT	Type of Business PROCUREMENT	From - To 01/09/1999 - 01/05/2003
Name of Employer UNMIBH	Name of Supervisor FRANCOIS CHAPAIS	
Salaries per Annum: Starting 19700	Final 22730	Currency Paid USD
Is this a civil servant position of your Government? No		Is this a position within the UN Common System? Yes
Telephone Number	Email Address	
Address of Employer Bosnia and Herzegovina		
Number of Employees Supervised by You		
Description of Duties Verifying requirements assigned and specification of requisitioners; conducting bidding exercises-issue solicitation document: RFP/ ITB, establish evaluation criteria with requisitioning offices; evaluating bids; preparing bid abstracts; issuing purchase orders/ contracts, prepare presentations to Local/HQ Committee on Contracts(LCC/HCC); conducting sale of UN assets during mission liquidation period; liaison with requisitioners and vendors; conducting market survey.		
Summarize any of Your Achievements - By working in Procurement Section I did support International Police Task Forces (IPTF) in BIH to train local police, to establish police border services, to prevent smuggling of people with a common aim to keep peace and improve living conditions in BIH. - Conducted sale of UN assets in timely manner during UNMBIH liquidation period which resulted in closure of the mission in a due time.		
Reasons for Leaving End of UNMIBH by 31 December 2002.		

Job Title ADMINISTRATIVE ASSISTANT	Type of Business ENGINEERING	From - To 01/04/1996 - 01/09/1999
Name of Employer UNMIBH	Name of Supervisor MINAS LESSANU	
Salaries per Annum: Starting	Final	Currency Paid USD
Is this a civil servant position of your Government? No		Is this a position within the UN Common System? Yes
Telephone Number 38733496000	Email Address	
Address of Employer Bosnia and Herzegovina		
Number of Employees Supervised by You 0		
Description of Duties Requisition creation for the purchase of materials / services; assisting with identification of premises and negotiations of utilities services and leases; support the Chief Engineer and the section in providing administrative assistance: maintain /update Engineering Personnel and vehicle database, monthly processing of attendance records, day to day office correspondence works and documentation processing.		
Summarize any of Your Achievements Working in Engineering Section i helped smoothly running of the section at the very beginning, when UNMIBH was just being established.		
Reasons for Leaving Work in Procurement Section is more challenging.		

Job Title ADMINISTRATIVE ASSISTANT/INTERPRETER	Type of Business ENGINEERING/ADMINISTRATION	From - To 01/03/1994 - 01/04/1996
Name of Employer UNPROFOR	Name of Supervisor RAIMO VUOLTENAHU/ DAVID CRAGO	
Salaries per Annum: Starting	Final	Currency Paid
Is this a civil servant position of your Government? No		

USD

Is this a position within the UN Common System? **Yes**

Telephone Number

38733496000

Email Address

Address of Employer

Bosnia and Herzegovina

Number of Employees Supervised by You

0

Description of Duties

Supported Chief Engineering and Section providing administrative services. assisting negotiations for the exchange of the war prisoners and helping with distribution of humanitarian aid; oral and written translation.

Summarize any of Your Achievements

Working for UNPROFOR I assisted negotiations for the war prisoners, dead bodies exchange; helped with the distribution of humanitarian aid to displaced people and refugees.

Reasons for Leaving

UNPROFOR was replaced byUNMIBH

Job Title

SALES MANAGER/ PROJECT ENGINEER

Type of Business

ENGINEERING

From - To

01/11/1977 - 01/05/1992

Name of Employer

ENERGOINVEST

Name of Supervisor

ANTON HADZIALIC

Salaries per Annum:

Starting Final

Currency Paid

BAM

Is this a civil servant position of your Government? **No**

Is this a position within the UN Common System? **Yes**

Telephone Number

38733525 644

Email Address

Address of Employer

Bosnia and Herzegovina

Number of Employees Supervised by You

0

Description of Duties

Assess tender documents, recommend viable technical and commercial aspects for commitment, preparing of offers, negotiating of offers, preparing contract documents. Detail design (wiring diagrams) for control and measuring in Power plants, Sugar plants, Breweries, all located in BIH. Administer field tests and evaluations of actual installations.

Summarize any of Your Achievements

Helped with the sale of the equipment produced in Energoinvest BIH and participated in the purchasing of the know how/ equipment for the Energoinvest turn key projects.

Reasons for Leaving

War started in BIH.

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	Not easily	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	Yes	Easily	Easily	Easily	Easily

Address

UNMIK, KOSOVO
PRISHTINE Yugoslavia
Telephone: 381-38-504 604 extension 5933
Fax: 381-63-8007 758
Contact: DZENANA VRANIC

Address

KARPUZOVA 1
SARAJEVO Bosnia and Herzegovina
Telephone: 387-33-23 89 13

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
Martha AYOUB	National Professional Procurement Officer	UNIFIL HQ Nakura Lebanon	ayoubm@un.org
Alma DJOZO	Procurement Assistant	UNFIL HQ Nakura Lebanon	djozo@un.org
Vladimir TIURIN	PROCUREMENT OFFICER	UNFIL HQ Nakura, Lebanon Lebanon	tiurin@un.org

Personal History Profile for Ludmilla ZETTEL

General Details

1. Family name ZETTEL	First Name Ludmilla	Middle Name	Maiden Name, (if any)
2. Date of Birth 15/05/1959	3. City of Birth Mulhouse	Country of Birth France	Index No 430337
4. Country of Nationality at Birth France	Second Nationality (if any)	5. Country of Present Nationality France	Second Nationality (if any)
6. Gender Female	7. Height [cm] 168	8. Weight [kg] 60	9. Marital Status Divorced
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? 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? Yes. Italy.			
13. What is your preferred field of work? Purchasing and contracting specialists			
14. Would you accept employment for less than six months? No			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? 01/12/2007			
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: zettel@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 SMART Programme	City, Country On-line study with Workshops in UNLB Italy	From - To Feb-2009 - Nov-2009
Main Course of Study Senior Mission Administration and Resource Training Programme (SMART)		Certificate or Diploma UN SMART Certificate
Name of School ILO International Training Centre	City, Country Turin Italy	From - To Apr-2008 - Apr-2008
Main Course of Study Sustainable procurement - social, economic and environmental considerations in public procurement.		Certificate or Diploma Diploma No. 2008/A901086/5
Name of School UN Procurement Training (UNDP/IAPSO/UNPD)	City, Country Abidjan Cote d Ivoire	From - To Jan-2008 - Jan-2008
Main Course of Study Fundamentals of UN Procurement		Certificate or Diploma Certificate of Achievement
Name of School UN Procurement Training	City, Country Abidjan Cote d Ivoire	From - To Apr-2005 - Apr-2005
Main Course of Study Advanced Procurement Workshop		Certificate or Diploma Certificate of Achievement
Name of School The Open University	City, Country Milton Keynes United Kingdom	From - To Feb-2000 - Dec-2005
Main Course of Study Economics and International Studies, International Development, Social Sciences		Certificate or Diploma Bachelor of Science Degree Diploma in Economics Certificate in Social Sciences
Name of School Ecole Ruegg	City, Country Lausanne Switzerland	From - To Sep-1979 - Jul-1980
Main Course of Study Bilingual Secretary (French/English)		Certificate or Diploma Diploma for bilingual secretary
Name of School Collège Pierre Viret	City, Country Lausanne Switzerland	From - To Sep-1976 - Jul-1978
Main Course of Study Secondary School, scientific		Certificate or Diploma n/a

Name of School
College du Belvédère
 Main Course of Study
Secondary School

City, Country
Lausanne Switzerland

From - To
Sep-1973 - Jul-1975
 Certificate or Diploma
n/a

Employment

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

Job Title Procurement Assistant	Type of Business Procurement	From - To 01/01/2007 -
Name of Employer ONU CI		Name of Supervisor Josef Jasny, CPO till 04/12/09 / then Nester Odaga-Jalomayo, Chief Administrative Services (CAS)
Salaries per Annum: Starting 117144	Final 127308	Currency Paid USD
	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? Yes
Telephone Number	Email Address zettell@un.org	
Address of Employer Cote d Ivoire		
Number of Employees Supervised by You 4		
Description of Duties <p>Under the direct supervision of the Chief Procurement Officer (CPO) and the overall supervision of the Chief Administrative Services and within the limits of the delegated authority, I am responsible for all matters relating to the timely purchase of goods and services for the mission, specifically: In my quality of Team Leader, plan, develop and manage the procurement activities involving high volume and complex worldwide procurement of a broad range of commodities and services; Determine appropriate strategy/approach to best serve institutional interests, and ensure implementation; Provide technical and policy advice to stakeholders on all aspects of procurement, Oversee preparation and distribution of invitations to tender and manage all aspects of bid/proposal evaluations; Plan and allocate work assignments; Coach, mentor, and evaluate staff; Participate in recruitment and selection of new staff and in the development of training programs; Direct, manage and conduct planning, solicitation, negotiation; Participate in negotiations with senior supplier representatives; Sign procurement orders up to the authorized limit, recommend authorization of procurement contracts/purchase orders, prepare/oversee submissions to the Contracts Committee; Conduct market research to keep abreast of market developments and availability of good and services; Evaluate and recommend potential supply sources; Develop proposals on revisions to procurement policies and procedures, recommend strategy for implementation; Oversee adherence to contractual agreements, recommends amendments of contracts, advise concerned parties on contractual rights and obligations; Represent the organization in key meetings with senior and government officials, and in negotiations with senior executives vendors for the purpose of concluding major contracts; Prepare guidelines, instructions, etc.; Provide guidance to the unit/section personnel under supervision; Act as OIC Procurement as and when required.</p>		
Summarize any of Your Achievements <p>My 19 years experience in U.N. Procurement, among which 8 years field missions, brought a substantial contribution to the Section's performance. Certain parts of the UN Procurement Manual, rules, regulations and procedures sometimes need clarifications and need professional judgment as to their interpretation in order to ensure a procurement process in the best interest of the organization; I therefore regularly issue updated guidelines within the procurement section in order "to do the things right" while considering different procurement circumstances/alternative solutions and abiding with the UN rules and regulations. In order to improve the understanding of procurement by the mission requisitioning offices, I issued a summary procurement procedures, rules and regulations, which was posted on the mission intranet procurement section page; it is accessible to all mission staff and is aimed to address and clarify doubt/misunderstanding on procurement processes and procedures. Such Summary Procurement Procedures were included in the welcome package of the mission Induction Training; upon my suggestion to the CMS and his approval/endorsement, a procurement session was included in the mission Induction Training as from 7 May 2009, in order to ensure awareness of the basics of procurement by the new recruits. My duties and responsibilities generally require to work independently, and more in collaboration with the CPO than supervised by him. This implies daily coordination, sharing information, seeking for/offering advice in order to ensure a section single vision, in turn to be shared with the procurement personnel, thus enabling "to do the right thing" as individuals and as a section, thus achieving the section's/mission's objectives. The nature of my work is of continuing responsibility; as the Team Leader of the biggest Unit of the section, I daily review and clear the case files submitted by the procurement staff before submitting them for the CPO's signature, and I sign those procurement actions within the authority delegated to me by the Chief of Mission Support (CMS). I also handle/review/clear all case files in French language, represent the CPO/Procurement in key meetings when so delegated, and have regular contacts with Government Representatives linked with the re-deployment of troops in the country; in this framework, I worked in active coordination with the mixed civilian and military redeployment group and managed to timely issue lease contracts and Memoranda of Understanding (MOUs) to accommodate the movement of troops within the territory of Cote d'Ivoire; the same coordination was essential with Engineering Section in order to ensure timely delivery of construction material to settle the new sites occupied by ONU CI; this was successfully achieved through the issuance of Local System Contracts. Upon the request by the CPO, I have been performing the functions of the vacant Procurement Officer P-3 position as from March 2008; an SPA was requested to that effect, and was approved by the mission; the supporting document is available upon request.</p>		
Reasons for Leaving <p>I had the opportunity to substantially expand my U.N. experience since I joined ONU CI in 2005, and I look forward to keep learning through a challenging new position.</p>		

Job Title Procurement Assistant	Type of Business United Nations	From - To 01/01/2005 - 01/01/2007
Name of Employer ONU CI		Name of Supervisor Ms. Helen Dodd
Salaries per Annum: Starting 109128	Final 118494	Currency Paid USD
	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? Yes
Telephone Number	Email Address zettell@un.org	
Address of Employer Cote d Ivoire		
Number of Employees Supervised by You 2		
Description of Duties		

Under the direct supervision of the Chief Procurement Officer (CPO), my duties and responsibilities as the Team Leader of the Procurement Unit responsible for requirements originating from Public Information Office, General Services Section and Transport Section, included: Plan, develop and manage all procurement and contractual aspects related to worldwide procurement of variety of supplies and services; Supervised staff under my Unit, provided them daily direction and guidance; Advised stakeholders on procurement issues, providing support and guidance throughout the procurement cycle; Reviewed procurement requests to ensure appropriateness of technical specifications and asked for clarifications when needed; Identified source of supply; Issued invitations to tender, managed all aspects of bid/proposal evaluations; Made recommendations for finalization of purchases and award of contracts; Prepared submissions to the Local/Headquarters Committee on Contracts; Prepared related purchase orders and contracts for signature by the CPO; Monitored the performance of suppliers/contractors for purchase orders/contracts awarded, in close coordination with the requisitioning offices; Participated in negotiations with senior supplier representatives to resolve issues/conflicts for complex procurement projects; Established and maintained work program and schedule for ongoing contracts and newly-planned ones; Oversaw adherence to contractual agreements, recommendations for amendments and/or extension of contracts, advised concerned parties on contractual rights and obligations; Conducted market research to keep abreast of market developments and availability of goods and services, evaluated and recommend potential new sources of supply for inclusion in the procurement database; Prepared a variety of procurement-related documents, communications, guidelines instructions; Acted as OIC Procurement as and when required.

Summarize any of Your Achievements

Thanks to my accrued FAO experience in both contracts and purchasing including previous three years field experience, my first Performance Report in ONUCI quoted "Ludmilla has hit the ground running and has stepped up the challenge even in the most pressurized of circumstances. Her performance as OIC Procurement has demonstrated her skills, knowledge and capabilities in Procurement and she has been an asset to the section." During this period, I successfully handled some of the mission most complex procurement cases, e.g. skilled and unskilled labor services, mission vehicle fleet insurance, etc.; I also managed to successfully handle the Section as a whole during my several appointments as OIC Procurement, by working in and leading the staff in a pro-active team spirit. In order to enable expansion of the roster of local suppliers, I organized a Procurement page on ONUCI Public website where tenders requiring Expression of Interest (EOI) are posted, thus enabling more competition.

Reasons for Leaving

In January 2007, I accepted DPKO's offer for a Procurement Assistant FS-5 position, and I resigned from FAO to join ONUCI in the same period.

Job Title Procurement Assistant	Type of Business Food & Agriculture	From - To 01/12/2003 - 01/12/2004
Name of Employer FAO of the UN		Name of Supervisor Regina Gambino OIC Procurement Service FAO Rome

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
63742	65808	USD	Is this a position within the UN Common System? Yes

Telephone Number

3906570

Email Address

regina.gambino@fao.org

Address of Employer

Italy

Number of Employees Supervised by You

0

Description of Duties

Under the general supervision of the Chief Procurement Service, my duties and responsibilities included: Plan, develop and manage all procurement and contractual aspects related to worldwide procurement of a variety of supplies and services associated with significant complexity (technically and legally); Provided junior staff direction and guidance; Advised technical offices and recipient entities on the full range of procurement issues, providing support and guidance at all stage of the procurement cycle; Reviewed procurement requests to ensure appropriateness of technical specifications and sought clarifications when necessary; Identified source of supply; Prepared and distributed invitations to tender, and managed all aspects of bid/proposal evaluations; Made recommendations for finalization of purchases and award of contracts; Prepared submissions to the Committee on Contracts for review and subsequent approval by the authorized official, for cases that exceed the authorized signature authority, prepared relevant purchase orders and contracts for signature by the Chief Procurement Service; Monitored the performance of suppliers/contractors for purchase orders/contracts awarded, in close coordination with the technical offices, and participated in negotiations with senior supplier representatives to resolve issues/conflicts for complex procurement projects; Established and maintained work program and schedule for ongoing contracts and newly-planned ones; Oversaw adherence to contractual agreements, recommendations for amendments and/or extension of contracts, advised concerned parties on contractual rights and obligations; Conducted market research to keep abreast of market developments and availability of goods and services, evaluated and recommend potential new sources of supply for inclusion in the procurement database; Prepared a variety of procurement-related documents, communications, guidelines instructions, etc.

Summarize any of Your Achievements

I brought to FAO HQ Procurement Service the field experience I accrued during the three years I was out posted in Iraq, thus contributing to a highly performing Procurement Section.

Reasons for Leaving

I joined ONUCI in January 2005, hired from FAO by DPKO on a "Reimbursable Loan Agreement" basis.

Job Title Purchasing Assistant	Type of Business Procurement	From - To 01/08/2000 - 01/11/2003
Name of Employer FAO of the UN, Iraq		Name of Supervisor George Politis, Chief Procurement Service

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
108000	110000	USD	Is this a position within the UN Common System? Yes

Telephone Number

390657053987

Email Address

Address of Employer

Iraq

Number of Employees Supervised by You

15

Description of Duties

Under the overall guidance of the Chief, Procurement Service, HQ, my duties and responsibilities in FAO Iraq were: Organize the establishment of a Procurement Unit; Based on FAO Procurement Manual, issued local Procurement Procedures, standard contractual documents, Standard Operating Procedures (SOP); Participate in recruitment process of new procurement staff; Designed and implemented training and workshop programs for both procurement staff and international technical staff, providing guidance on procurement rules, regulations and procedures; Examined and appraise requests for procurement actions to ensure they were technically complete and in conformity with established FAO practice; Made determinations on the type of procurement action required and tender procedure to be used in the selection of supplier/contractor and the firms to be invited to tender; Investigated and identified potential sources of supply for equipment or services required; Made initial determinations and recommendations concerning disputes or claims arising out of procurement actions; Planned work, carried out daily supervision and training required of staff assigned to procurement; Collected and maintained accurate statistics and information regarding procurement actions undertaken; Committed the Organization up to amounts so delegated; Submitted interim reports, at two month intervals, describing activities undertaken, outlining any problems/ complications encountered and measures to overcome these; Reviewed and examined all documentation prepared or under preparation for the tendering of contracts and/or purchases, including specifications, tender documents, initial review of offers received, evaluations and submissions to the Procurement Committee; Collected and maintained all documentation on activities related to the mission; For repeated and extensive periods, acted as OIC Procurement as and when required.

Summarize any of Your Achievements

I contributed to establish and run a performing Procurement Unit in the Coordination Office, Erbil, Northern Iraq, and in the three Sub-Offices in Erbil, Dohuk and Suleimaniyah. In November 2003, I was charged to effect regional procurement in Iraqi Kurdistan in order to redistribute the remaining US\$ 10 million of the Locally Generated Fund in the Kurdish area and to have urgent projects implemented before the closure of the Oil-for-Food Program. I performed this task successfully considering that such procurement actions had to be undertaken and finalized within a time lapse of two weeks. Another great achievement was that the National Procurement Staff I recruited and trained demonstrated to be competent to the point that even after international staff left the FAO mission in Iraq, they kept performing beyond expectations, in commendable team spirit and professional approach. One of the big challenges during that period was my repeated and extended appointments as Officer-in-Charge of the Procurement Section in FAO Office in Iraq, on an International Procurement Officer P-4 post, which I consistently and successfully performed; the supporting document from my former supervisor in FAO is available upon request. The reason for these repeated and extended appointments as OIC Procurement was that two International Procurement Officers were recruited to perform their duties in FAO office in Iraq, but their appointment was very short, I was therefore appointed to perform their duties before their recruitment and after their departure; I was also responsible to assist them in acquainting themselves with the local situation, and in familiarizing with the UN rules and Procurement procedures upon their recruitment.

Reasons for Leaving

At the end of Iraq Programme in November 2003, I came back to my previous position in FAO HQ, Rome, as Purchasing Assistant for the Emergency Operations and Rehabilitation Division.

Job Title Contracts Assistant	Type of Business Procurement	From - To 01/04/1990 - 01/07/2000
Name of Employer FAO of the UN	Name of Supervisor George Politis	

Salaries per Annum:			Is this a civil servant position of your Government? No	
Starting 43276	Final 49719	Currency Paid EUR	Is this a position within the UN Common System? Yes	
Telephone Number 390657056702	Email Address george.politis@fao.org			
Address of Employer Italy				
Number of Employees Supervised by You 0				

Description of Duties

Under the overall guidance and supervision of the Chief Procurement Service, my duties and responsibilities were as follows: Assisted the Chief and Contract Officer in the acquisition of a wide variety of goods and services worldwide; Reviewed, recorded and prioritized contract requests and obtained additional information/documentation as required; Determined the availability of vendors and funding sources; Monitored status of existing requisitions, maintained contact with suppliers to ensure timely delivery of goods and services, coordinated shipment of goods/commodities/ equipment, verified receipt and inspection of deliverables and accurate reporting, as and when required; Issued tender documents (Requests for Quotation, Invitations to Bid, Requests for Proposal) based on the nature of requirements and cost of procurement involved; Submitted offers received for Technical Evaluation to the Technical Sections; Prepared abstracts of offers and compiled data contained in quotations, proposals and bids to determine which supplier can deliver the required goods/services at the best terms and lowest costs possible; Finalized purchase orders and contracts; Prepared submission to the Contracts Committee for review and subsequent approval by the authorized official; Assisted relevant Officers in complex, high value purchase/contract operations; Coordinated distribution of procurement documents to concerned parties, ensured appropriate follow-up action; Maintained relevant internal databases and files; Kept track of all contractual agreements, systems contracts, etc. and informed concerned users of contractual rights and obligations; Researched, retrieved and presented information from a variety of internal and external sources on sources of supply, vendors by commodity, etc., and obtained specifications for new products and equipment on the market; Drafted routine correspondence; carried out procurement emergency missions (in Mozambique and Zimbabwe).

Summarize any of Your Achievements

I began my procurement experience as a Contracts Assistant; during this period I had the opportunity to work on very interesting case files and to establish a substantial quantity of contracts of different nature for a variety of services related to food and agriculture, e.g. services of air spraying of poppy fields in Afghanistan, spraying for eradication of crickets in various regions of Africa, etc. I was working with contracts in two languages; English and French, but in some instances I was requested to establish contract in Spanish language, as the only procurement staff speaking Spanish. After ten years dedication to the FAO Contracts Office during which I had the opportunity to deepen my knowledge of FAO contracts and Procurement Manual, I obtained a promotion and switched to the FAO Purchasing Office, which kept expanding my procurement experience. My continuous willingness to learn enabled me to become a fully efficient member of the FAO Procurement Service, of which I contributed to the successful performance.

Reasons for Leaving

In August 2000, I was designated by the Chief Procurement Service, the Director Administrative Services, and the Chief, Emergency Operations and Rehabilitation Division, to go to the FAO Coordination Office in Erbil, Northern Iraq, in order to establish a Procurement Unit, including all the related tasks and responsibilities as described above.

Job Title Administrative Assistant, Finance	Type of Business Finance Section	From - To 01/07/1988 - 01/03/1990
Name of Employer FAO of the UN	Name of Supervisor Mr. Stefano Cesarno	

Salaries per Annum:			Is this a civil servant position of your Government? No	
Starting 40465	Final 41000	Currency Paid EUR	Is this a position within the UN Common System? Yes	
Telephone Number	Email Address			
Address of Employer Italy				
Number of Employees Supervised by You 0				
Description of Duties				

Under the general supervision of the Chief Finance, my main duties included: daily contacts with the various divisions of FAO concerning official travel of their respective officers; forwarding of detailed travel plans to various FAO representations throughout the world, requesting government clearance and authorizing payment of per diem as necessary; arranged for insurance of excess baggage for official travel, acted as intermediary between the claimant and the Insurance Company.

Summarize any of Your Achievements

I contributed to a performing Finance/Travel Unit, ensuring proper coordination between the related offices to enable satisfactory travel and timely administrative arrangements for FAO Consultants and Officers in duty travel.

Reasons for Leaving

Promotion to Contracts Assistant, FAO Procurement Service, in April 1990.

Job Title Administrative Assistant, Legal Office	Type of Business Legal Office	From - To 01/07/1986 - 01/06/1988
Name of Employer FAO of the UN	Name of Supervisor Mr. Gerald Moore, Legal Counsel	

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
40465	41840	EUR	Is this a position within the UN Common System? Yes

Telephone Number 39065705	Email Address
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Address of Employer
Italy

Number of Employees Supervised by You

Description of Duties

Under the direct supervision of the Legal Counsel, my duties were as follows: editing and finalization of official reports prepared by consultants with a view to assisting governments of developing countries with the implementation of national legislations (generally Fishery Legislation Compendium); provided administrative assistance to newly arrived consultants; assisted with the organization of official travel, workshops, meetings and publications.

Summarize any of Your Achievements

By undertaking editing of reports with attention and responsibility and taking into consideration the time constraints, including remaining beyond working hours in order to finalize urgent reports, I contributed to a performing Legal Office by submitting finalized reports in time to enable timely submission to the concerned entities/governments.

Reasons for Leaving

No more funds were available for this position; however, in view of my successful services/performance in the Legal Office, FAO proposed me a lateral switch to FAO Travel/Finance Office, which I accepted.

Job Title Administrative Assistant	Type of Business Import Export	From - To 01/10/1981 - 01/05/1985
Name of Employer Codefine S.A.	Name of Supervisor Mr. Schinasi	

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
50000	50000	CHF	Is this a position within the UN Common System? No

Telephone Number	Email Address
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Address of Employer
Switzerland

Number of Employees Supervised by You
0

Description of Duties

From 1981 to 1983 I worked with Codefine S.A., an international trading and manufacturing company present worldwide in barter trades, carpet, textile and packaging industries, in more than 50 countries around the globe, serving a diverse array of industries. Under the direct supervision of the Director, my duties consisted in daily communication and coordination (by telephone, telex, fax) with the manufacturers and the clients in order to buy and sell packaging row products. From 1984 to 1985 I worked for Inter-Emploi, Lausanne, Switzerland, an interim employment agency for short contracts. During that period, I worked for a bank (Crédit Suisse), in a Lawyer's office and for some other companies for short period contracts. During that period I also worked during a short period (about two months) as an Assistant in a Art Gallery in Switzerland; an antiques expert had rented the "Chateau d'Allaman" where he had settled a permanent exhibition of antiques; I was responsible for guiding the visitors, providing them information about antiques upon request.

Summarize any of Your Achievements

I was very motivated to learn through my first professional experiences, I therefore provided excellent services to all these employers.

Reasons for Leaving

I left Switzerland in 1985 and went to Rome, Italy; I joined the Food and Agriculture Organization of the United Nations (FAO) in July 1986.

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	Yes	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
Italian	No	Easily	Easily	Easily	Easily

Address

c/o ONUCI
Ancien Hôtel Sebroko, Boulevard de la Paix
Abidjan Cote d Ivoire
Telephone: 225-2023 extension 7225
Fax: 225-05 990209
Contact: Ludmilla Zettel

Address

Via Fonte Tartaruga 8
Trevignano Romano RM Italy
Telephone: 39-06-9985117
Fax: 39-340-6402194
Contact: Ludmilla Zettel

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
Regina GAMBINO	Procurement Strategy and Monitoring Officer	Viale delle Terme di Caracalla Italy	390657056324 regina.gambino@fao.org
Paolo GROPPA	Land Tenure System Analysis Officer, FAO	FAO of the UN Italy	390657054741 paolo.grosso@fao.org
Thierry KAISER	Senior Legal Advisor, ONUCI	c/o ONUCI Italy	kaiser@un.org