

Profiles included in this document

	Name	Index	DOB	Gender	Nationality	EMail
1.	KARUHANGA, Eugene	775350	30/08/1976	M	UGA	karuhanga@un.org
2.	LAMA, Pradeep	144601	16/05/1970	M	NEP	lamap@un.org
3.	SHARMA, Rajiva	687796	16/09/1951	M	IND	rajiva_s_2000@yahoo.co.uk
4.	SHARMA, Rajiva	687796	16/09/1951	M	IND	rajiva_s_2000@yahoo.co.uk
5.	SUAREZ, Pablo	786688	25/12/1957	M	ARG	pablojsuarez@hotmail.com
6.	TOO, Samuel	845178	03/11/1972	M	KEN	tool@un.org

Personal History Profile for Eugene KARUHANGA

General Details

- | | | | |
|---|------------------------------|--|-----------------------------|
| 1. Family name
KARUHANGA | First Name
Eugene | Middle Name
Mugisha | Maiden Name, (if any) |
| 2. Date of Birth
30/08/1976 | 3. City of Birth | Country of Birth
Uganda | Index No
775350 |
| 4. Country of Nationality at Birth
Uganda | Second Nationality (if any) | 5. Country of Present Nationality
Uganda | Second Nationality (if any) |
| 6. Gender
Male | 7. Height [cm]
191 | 8. Weight [kg]
99 | 9. Marital Status |
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? **No**
- Are there any limitations on your ability to perform in your prospective field of work? **No**
11. Have you taken up legal permanent residence status in any country other than that of your nationality? **No**
13. What is your preferred field of work? **Administrative officers**
14. Would you accept employment for less than six months? **Yes**
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? **01/03/2005**
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: **karuhanga@un.org**

Education

List all university degrees or equivalent qualifications obtained.

University Name Institut d'Europe-Asie, Universitaire Aix-Marseille III	City, Country Aix en Provence France	From - To Oct-2003 - Jul-2004
Main Course of Study International Law	Field of Study Law	
Degree Title or Equivalent Masters in European Business Law. Emphasizing on: Comparative European Legal Systems, International Human Rights, Financial, Fiscal and Monetary Law, Competition Law, European Policies, Social and Labour Law, Commercial Law and The European Legal Order	Degree Type Postgraduate degree	

University Name Makerere University	City, Country Kampala Uganda	From - To Sep-1997 - Jul-2001
Main Course of Study General Law	Field of Study Law	
Degree Title or Equivalent Bachelor of Laws	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 King's College Budo	City, Country Kampala Uganda	From - To Apr-1995 - Mar-1997
Main Course of Study Advanced Levels. African and European History, Economics, African and English Literature and Divinity	Certificate or Diploma Advanced Level Certificate	

Name of School King's College Budo	City, Country Kampala Uganda	From - To Jan-1992 - Nov-1994
Main Course of Study O' Levels. English, Mathematics, Chemistry, Biology, Physics, World Geography, African History, Divinity, Commerce	Certificate or Diploma O' Level Certificate	

Employment

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

Job Title Operational Review Officer	Type of Business International Civil Service	From - To 01/06/2009 -
Name of Employer United Nations/ Department of Field Support	Name of Supervisor Seth Adza	
Salaries per Annum:		

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
105000	105000	USD	Is this a position within the UN Common System? Yes
Telephone Number		Email Address	
1212963		karuhanga@un.org	
Address of Employer			
United States of America			
Number of Employees Supervised by You			
Description of Duties			
<p>Assist with responses to internal and external audits of peacekeeping missions; brief auditors as requested on controls and reporting procedures relating to both the Department of Field Support (DFS) and the Department of Peacekeeping Operations (DPKO); identify shortcomings and irregularities; recommends proper compliance with audit recommendations; coordinate and guide field missions on responses to audit reports; prepare responses to findings and recommendations of the Office of Internal Oversight Services (OIOS), Joint Inspection Unit (JIU) and Board of Auditors (BOA). Research and recommend follow-up mechanisms on audit reports; develop and distribute guidelines for DFS, DPKO and peacekeeping missions to ensure compliance with audit recommendations; follow-up on audit and investigation recommendations; develop policies/procedures and make recommendations to prevent fraud and presumptive fraud. Maintain AudiTrack database; provide progress reports on status of implementation of recommendations; conducts proactive reviews of management practices at both Headquarters and field with a view to avoiding repeated audit findings and improve missions' management and identify and recommend policy reviews and proposals for implementation of revised policies/procedures. Assist the BOI Unit with follow ups and reviews of the BOI Policy and SOP, assist with the recruitment of staff to the Section</p>			
Summarize any of Your Achievements			
<p>Since joining the Audit Response and BOI Section in DFS, I have frequently exceeded performance expectations. I have announced over 15 audit visits in a timely manner that facilitated the provision of the required support to the auditors. Collated comments, and developed and articulated timely responses that contributed to the factual accuracy and completeness over 20 oversight reports during this period. My notable achievement so far has been the closure of 48 OIOS recommendations for DPKO/DFS during the semi annual review of OIOS (about 65 per cent of the total recommendations). This accounted for the highest number of recommendations closed by DPKO/DFS since the establishment of the Audit Response and BOI Section. I cannot say it was an individual achievement, by a team achievement for my supervisor was also very instrumental in the closure of these recommendations. Recruitment lead times are a problem that most offices at the UN face, but I am proud of my achievements in this regard as I was able to expedite the recruitment of a candidate on a TVA for the Section in less than 60 days and for recruitment of the unit Chief within 90 days from the posting of the vacancy in galaxy. Again I cannot take the credit for the success, as my supervisor was also instrumental in this achievement. Provide guidance to the offices of DPKO/DFS and the missions on the procedures and corrective actions resulting in improved compliance with oversight matters. Contributed to the drafting and finalization of the 2008/2009 performance inputs and portfolio of evidence, which were accepted by the Front and Executive Offices without any amendments. Contributed to the 2010/2011 support account budget submission, which was also accepted by the Front and Executive Offices without any amendments. Drafted the assigned sections of the SOP of the Audit Response Unit that were accepted without any significant amendments.</p>			
Reasons for Leaving			
N/A			

Job Title	Type of Business	From - To
Administrative Officer	Peacekeeping	01/12/2006 - 01/06/2009
Name of Employer	Name of Supervisor	
United Nations Mission in Liberia	Paula Kim	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
60000	49190	USD	Is this a position within the UN Common System? Yes
Telephone Number		Email Address	
Address of Employer		Number of Employees Supervised by You	
United States of America			
Description of Duties			
<p>Act as the Liaison between the Administration and the National Staff Association on behalf of the Director of Administration (DOA); identify shortcomings and irregularities, recommending proper compliance with audit recommendations; coordinate and guide the Section chiefs on responses to audit reports; prepares responses to findings and recommendations of the Office of Internal Oversight Services (OIOS) and Board of Auditors (BOA); follow-up on audit and investigation recommendations; maintain the audit-tracking database; provides progress reports on status of implementation of recommendations; conduct proactive reviews of management practices with a view to avoiding repeated audit findings and improve missions' management and identify and recommend policy reviews and proposals for implementation of revised policy/procedures; conducts both qualitative and quantitative analysis of Board of Inquiry (BOI) recommendations to identify areas for action; coordinate and ensure the proper preparation of notification of casualties' data; Provide an administrative/induction briefing on the functions of the Office of the DOA and responsibilities and benefits for new UNMIL personnel; Ensure that the Boards' findings, and methodology possess the requisite integrity and merit; that all avenues of investigation have been exhausted, and that the writing, format and structure is clear and unambiguous in its expression; Draft the final transmittal note for the Special Representative of the Secretary-General (SRSG) for his concurrence and final transmittal to HQs; Review investigation reports slated for HQ BOIs, in particular on aviation accidents, serious injuries and deaths, procurement losses and other losses of UN owned equipment, mismanagement, abuse of office and serious misconduct; should the misconduct warrant administrative sanction against the staff member, draft reprimands for the DOA's signature; Draft information circulars and administrative instructions and other commun</p>			
Summarize any of Your Achievements			
<p>providing substantive support to the Senior Administrative Officer (SAO) and or the Director of Administration (DOA) by affording sound advice and guidance to enable them to make informed decisions and to focus on high-level issues, by promoting the interest of the Division and the Organization at large, maintaining good relationships with various groups of stake holders, within Administration and outside the Division contributing to the implementation of policies at the Mission level; Research and analyse any issue of relevance to the DOA and SAO, such as policy issues and administrative matters. Identify trends and potential problems, brief and make recommendations to the DOA. Prepare background and briefing papers, participate in the DOA's and SAO's meetings with mission officials; prepare notes on the meetings, and as required, draft reports/notes to the SRSG and other United Nations officials on the results; maintaining an 80 per cent implementation rate of all internal OIOS audit recommendations; the expeditious completion of HQ BOI reports with a findings, and methodology possessing the requisite integrity and merit, all avenues of investigation have been exhausted, and that the writing, format and structure is clear and unambiguous in its expression. All this of course is only possible with a concerted effort of the staff in the Office of the DOA, the Section Chiefs, the resident and external audit team, the BOI Officers and legal officers in the Office of the Senior Legal Advisor. Importantly, with the advice and guidance of the DOA and the Senior Administrative Officer who have created an environment conducive to productivity.</p>			
Reasons for Leaving			
Received an Offer with the Audit Response and BOI Section in DFS. Wanted to get HQs experience, work with DFS HQs team and acquire an overview of operations of DPKO/DFS.			

Job Title	Type of Business	From - To
Board of Inquiry Officer	Permanent Secretariat to all Boards of Inquiry. Responsible for the coordination, facilitation and preparation of HQ BOI Reports.	01/05/2005 - 01/12/2006
Name of Employer	Name of Supervisor	
United Nations Mission in Liberia	Nasser Zakr	
Salaries per Annum:		

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
49190	49190	USD	Is this a position within the UN Common System? Yes

Telephone Number
1212963-9928

Address of Employer
United States of America

Number of Employees Supervised by You
3

Description of Duties
Working within the Mission's BOI Secretariat; Advise on policy matters to ad-hoc Board of Inquiry (BOI) members; Liaising with the relevant investigative bodies to ensure that all material evidence and documentation are available; Liaise with Force Commander, Chief Military Personnel Officer (CMPO) MILOBS, Chief of Staff and other relevant authorities as required; Provide an administrative briefing at initial meeting of the Board; Monitor the implementation and progress of each Inquiry. Liaise with the individual Chairpersons to ensure that the proper modes of inquiry and formatting are followed; Provide adequate clerical, logistical and communications support to the individual Boards during the investigations; Ensures that the Boards' findings, and methodology possess the requisite integrity and merit; that all avenues of investigation have been exhausted, and that the writing, format and structure is clear and unambiguous in its expression; Prepare the final report and subsequent presentations to the Board of Inquiry for transmission to the Director of Administration (DOA) and the Special Representative of the Secretary-General (SRSG) for their concurrence and final transmittal to Headquarters; Review investigation reports slated for HQBOIs, in particular on aviation accidents, serious injuries and deaths, procurement losses and other losses of UN owned equipment, mismanagement, abuse of office and serious misconduct; This includes: i) Identification, location and assistance in interviews with witnesses; ii) Preparation of witness statements; iii) Attendance in Board deliberations; iv) Participation in on-site visits; v) Draft of various related memoranda; and vi) Draft of BOI reports and subsequent transmittal notes. Liaises with other Sections and Units to obtain all required information and documentation; Prepares Convening Orders for signature by the SRSG; Performs any other duties as required.

Summarize any of Your Achievements
Developing a vast understanding and knowledge of theories, concepts and approaches relevant to criminal investigations, improved on my interpersonal skills both spoken and written; good research and analytical skills, networking with people of different cultural backgrounds working in the mission and as such developed great contacts and friends in different sections in the mission. Knowledge of procedural and substantive rules and regulations and administrative instructions of the UN. Proficiency in legal report drafting and the ability to prepare legal memoranda and opinions under pressure and short deadlines. Have received commendation from several Board members, the Office of the Senior Legal Adviser and the Office of the DSRSG in charge of Operations and Rule of Law for the preparation of excellent reports and transmittal notes. Commendation from the Force Legal Adviser for the assistance in development of a field manual on procedures relevant to conducting preliminary investigations and conducting fortnightly induction sessions for newly recruited military contingent members. This year the Secretariat was faced with a serious problem especially a shortage of staff and the growing number of incidents. I was tasked with more or less a triple load of work on top of my other duties, fortunately, I have faced the challenge and can confidently say that despite the pressure, and I have performed commendably.

Reasons for Leaving
Career development.

Job Title	Type of Business	From - To
Staff mediator and Business Development Manager	Conflict resolution in the form of alternative dispute resolution techniques	01/06/2002 - 01/05/2005
Name of Employer	Name of Supervisor	
Centre for Arbitration and Dispute Resolution (CADER)	Mr Jimmy Muyanja	

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
7200000	7200000	UGS	

Telephone Number
+256772757171

Address of Employer
Uganda

Number of Employees Supervised by You
3

Description of Duties
Mediation, conciliation and arbitration of commercial, domestic disputes or conflicts between different parties. Widening the client base at CADER to include East African legal and natural persons. Liaise with the Ministries of Justice, Gender and Trade to reform commercial and family law to suit the needs of CADER.

Summarize any of Your Achievements
Drafted a Proposal and won a grant from the Austrian Government for the Institution to train professionals and students in ADR. Learnt how to negotiate with different parties to come to a resolution using non-legal means and thus avert conflict. It is a challenge working as a business schemes expansion manager and with my extensive knowledge of the East African Federation Law and the European Law I was recently promoted to the above-mentioned post. The Medical Doctors Association, Architects Association and Accountants Association have become members of CADER as a result of this expansion initiative. I am working with the Ministry of Education to Include Conflict Resolution in the curricula of University Law Faculties in the Country. As a result the number of clients that go for alternative means of conflict resolution is increasing at a fast pace.

Reasons for Leaving
Great opportunity to get international experience, meet people of diverse cultures, experience life in West Africa and Networking.

Job Title	Type of Business	From - To
Legal Associate	Law Firm	01/01/2002 - 01/09/2003
Name of Employer	Name of Supervisor	
Kampala Associated Advocates	Mr. Oscar Kambona	

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
9600000	9600000	UGS	

Telephone Number
25641344123

Address of Employer
Uganda

Number of Employees Supervised by You
4

Description of Duties

As a legal associate my duties to the team involved research, opinions in civil and commercial matters as well as doing civil and commercial law drafting, filing of pleadings and other legal documents and offering opinions on certain criminal, civil and commercial disputes. Assisted the arbitration team in carrying out legal research on a wide variety of legal and non-legal issues. Client handling and orientation.

Summarize any of Your Achievements

Improved my understanding of various aspects of international humanitarian law, Human rights issues, criminal, family and commercial law. In depth knowledge of legal procedures and instruments and experience in applying legal expertise to analysing and resolving a vast range of legal issues and problems. Mediated and resolved conflicts between parties on behalf of the law firm and as such improving on my interpersonal and communication skills and networking in the process. The excellent team I was involved with lead to satisfaction for both the majority of clients in conflict and the partners of the Law Firm, which law firm is presently the leading law firm in Uganda. Learnt a lot from my supervisors and those that I supervised as regards the work but also relationships in the working environment.

Reasons for Leaving

Career advancement, improve and share my knowledge of public international law and international humanitarian law and also get hands on experience in these fields. Left the Law Firm to pursue a Master's Degree in law in France.

Job Title Research Assistant	Type of Business private consultancy	From - To 01/02/2001 - 01/09/2001
Name of Employer Private Sector Foundation	Name of Supervisor Kande Sabiti	
Salaries per Annum: Starting 1000000	Final 1000000	Currency Paid UGS
Is this a civil servant position of your Government? No		Is this a position within the UN Common System? No
Telephone Number 256772937193	Email Address kakwezi2608@yahoo.co.uk	
Address of Employer Uganda		
Number of Employees Supervised by You 0		
Description of Duties I worked as a research assistant to a consultant for the Private Sector Foundation (PSF) in the Uganda Commercial Justice Sector Study commissioned by the Ministry of Justice to reform the commercial justice aspects of the laws of Uganda. The first area of my research involved assisting in preparing a user-guide to the Commercial Court for the private sector, carrying out research on the impact of the proposed Companies Bill on Uganda commercial sector. The second area of my research was parliamentary process and my research involved tracking legislation and studying parliamentary procedure, with particular emphasis on The Financial Institutions Statute, Insolvency Bill, Bankruptcy Act, Partnership Act and the proposed Companies Bill. Other fields of my research involved bills of exchange, investment promotion, sale of goods and international trade, taxation and capital markets.		
Summarize any of Your Achievements Gained vast knowledge in the process in numerous fields of law, both theoretical and practical. Learnt how to be a more efficient researcher. This was a good stepping-stone for me to advance my career.		
Reasons for Leaving End of contract.		

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 - **50** French -

List any office machines or equipment you can use:

computer, phone, photocopier, fax machine, digital camera, projector, digital sender, printer

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

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

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

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

Address

Room 14056B
380 Madison Avenue
New York NEW YORK United States of America
Telephone: 1-212-963 extension 2034
Fax: 1-631-579-5818
Contact: Eugene Karuhanga

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

Peter KAUMA

Advocate

Plot 5A2 Acacia Avenue, Kololo Uganda

**256712616263
peter@kandk.co.ug**

Julius MUSOKE

Lawyer

**African Development Bank Legal Services Department
15 Avenue De Ghana B.P 323 TUNIS 1002 Tunis
Belvedere Uganda**

**21671103621
jmusoke@yahoo.com**

Alan RWAKAKOOKO

Capital Markets Authority

**8th Floor Jubilee Insurance Centre, Parliament Avenue
Uganda**

**256772433115
alanrwax@yahoo.com**

Personal History Profile for Pradeep LAMA

General Details

1. Family name LAMA	First Name Pradeep	Middle Name	Maiden Name, (if any)
2. Date of Birth 16/05/1970	3. City of Birth Kathmandu	Country of Birth Nepal	Index No 144601
4. Country of Nationality at Birth Nepal	Second Nationality (if any)	5. Country of Present Nationality Nepal	Second Nationality (if any)
6. Gender Male	7. Height [cm] 170	8. Weight [kg] 60	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? **Administrative officers**

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

15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? **01/02/2004**

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: **lamap@un.org**

Education

List all university degrees or equivalent qualifications obtained.

University Name Tribhuwan University	City, Country Kathmandu Nepal	From - To Jul-1990 - Jun-1993
Main Course of Study Other Humanities	Field of Study Humanities	
Degree Title or Equivalent Bachelor of Arts	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 MINISTRY OF TOURISM Tourism Training Centre	City, Country Kathmandu Nepal	From - To Mar-1993 - Jun-1994
Main Course of Study Tourism (Airline Ticketing, Sales and Marketing)		Certificate or Diploma CERTIFICATE IN AIRLINE TICKETING, SALES& MARKETING

Name of School Tashi Namgyal	City, Country Gangtok India	From - To Feb-1984 - Nov-1989
Main Course of Study High School		Certificate or Diploma High School

Employment

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

Job Title Regional Coordinator	Type of Business Administration	From - To 01/07/2004 -
Name of Employer UNMIL		Name of Supervisor Stephan Setian, Henry Thompson, Melva Crouch, Stephen Lieberman
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		Email Address lamap@un.org
Address of Employer Liberia		
Number of Employees Supervised by You --		

Description of Duties

Monitored and coordinated actions related to logistics and administrative support to the Regional Offices and Military contingents and ensured they are adequately and efficiently provided. Coordinated actions to ensure consistency and appropriateness in implementation of UN rules, mission support plan and policies. Participated in discussions with Mission Support Service Chiefs and contributed to plan and prepare operational policies and support to the mission. Ensured Regional Administrative Officers (RAO) have appropriate tools and support to operate efficiently. Kept RAOs informed of the new development at the HQ. Demonstrated active involvement in RAO's day to day activities and ensured UNMIL concept of support is effectively implemented. Identified problem areas and discussed with senior managers and provided timely and corrective response. Monitored and reviewed the work program and budget by conducting regular and special reviews to assess progress of actual work versus the work plan. Coordinated RAOs efforts at the HQ and ensured coordinated and timely response. Built a bridge between RAOs and the HQ. Coordinated regular visits to the Regional Offices to share and discuss areas of concerns with all the staff. Identified and analyzed training needs and organize appropriate trainings for RAOs. Analyzed RAO needs, suggestions and recommendations and presented them to senior managers for appropriate support and guidance. Ensured the senior managers had greater visibility of the regional activities at all times. Coordinated special projects assigned by the CISS/DOA. Served as the Certifying Officers.

Summarize any of Your Achievements

Under ISS, I coordinated the establishment of all UNMIL regional offices (25) within a year. I proposed CISS and DOA the realignment of regional administrative boundary of UNMIL which were established as proposed. I also rewrote the TOR for RAOs to better suit the mission needs. I coordinated the establishment of Integrated electronic Check In / Check out (CICO) system in UNMIL which is being replicated in other missions. In June 2007, I contributed to the discussion to restructuring the Division of Mission Support as the mission was entering into a more stable phase. The support mechanism had to be adjusted to better suit the mission need. Thus the regional administration was brought directly under Director of Mission Support from ISS for higher profiling and accountability. As Regional Coordinator I was reassigned to Office of the Director of Mission Support. Staff Welfare Issues; I have been actively involved in the staff welfare activities both in the regions and at the HQ. I was the Vice Chairman of the First Staff Welfare Committee. I have contributed immensely to the staff welfare initiatives, ideas and events. This included setting up of UN Transit Houses as alternative accommodation facility around Liberia where there were no safe or near standard facilities. This facilitated both long and short term staff deployment which directly affected advancement of the mission. I also set up and managed the Welfare Club in the HQ. This was commented to be one of the best places to socialize by many staff who have been around the missions. I organized and managed numerous social events promoting both local and international culture and tradition. These events immensely contributed to boost staff morale. I am still an active member of the UNMIL Staff Welfare and Recreation Committee. I was selected for P3 post and moved to higher level on 01 Dec 2008.

Reasons for Leaving

N/A

Job Title Field Coordinator	Type of Business Disarmament, Demobilization and Reintegration	From - To 01/03/2004 - 01/06/2004
Name of Employer UNMIL	Name of Supervisor Raul Carrera	
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 Liberia		
Number of Employees Supervised by You 10		
Description of Duties		
<p>Participated in discussions with the Mission's civilian and military components to streamline the Disarmament, Demobilization, and Reintegration (DDR) concept of the mission. Actively contributed to DDR policy development and drafted Disarmament and Demobilization Joint Operational Plan (JOP) Mar, 2004. Coordinated the establishment of Disarmament and Demobilization (DD) cantonment sites. Coordinated logistic and operational support to ensure cantonment sites and staff were adequately equipped to operate efficiently and effectively. Monitored and analyzed disarmament and demobilization activities. Reviewed relevant documents and reports, identified problems and issues and recommended corrective actions. Liaised with relevant UN agencies, NGOs, other working groups and representatives of parties to the conflict to facilitate and support the Disarmament and Demobilization activities/initiatives. Advised regional staff on lessons learnt and best practices through work shops and trainings with emphasis on Demobilization. Contributed to integrated team development within the section and among working partners.</p>		
Summarize any of Your Achievements		
<p>I successfully coordinated the establishment of the first 6 Disarmament and Demobilization camps, trained all the camp managers on the job and closely monitored to ensure that they were efficient and effective. The demobilization process was successfully completed.</p>		
Reasons for Leaving		
<p>I was offered a post of Regional Coordinator in the office of Chief ISS</p>		

Job Title Field Coordinator	Type of Business Disarmament, Demobilization and Reintegration	From - To 01/01/2003 - 01/02/2004
Name of Employer UNAMSIL	Name of Supervisor Desmond Molloy	
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 Sierra Leone		
Number of Employees Supervised by You 1		
Description of Duties		
<p>Served as focal point for all the regional offices. Developed and maintained appropriate networks to facilitate and support Reintegration activities/ initiatives in the regions. Liaised closely with specialized organizations and local partners to develop assistance programs for vulnerable groups. Facilitated the mobilization and organization of networks of local partners around the goals of socioeconomic reintegration and economic recovery, involving local NGOs, CBOs, private sector enterprises, and local authorities. Coordinated logistics and administrative support and ensured regional staff are adequately equipped to operate efficiently and effectively. Scrutinized all the Reintegration projects submitted from the regions and represented them at the Project Approval Committee. Regularly traveled to the regions to monitor and evaluate the projects and ensure project objectives were implemented and achieved effectively. Advised regional staff on lessons learnt and best practices through work shops and trainings. Contributed to integrated team development within the section and among working partners.</p>		
Summarize any of Your Achievements		

I established project tracking database to streamline all the project related activities. This assisted the whole section to have greater visibility on progress made on each projects. This saved considerable time in following up on the project activities. I was selected and seconded to kick start the DDR program in UNMIL (Liberia). Once in Liberia, I formed a group to draft DR Joint Operational Plan to support the DDR framework. I organized training for UNMOs and Camp Managers on Disarmament and Demobilization process and organized on the job training for other camp management staff.

Reasons for Leaving

I applied for a post in DDDR Section in UNMIL (Liberia) and I was selected.

Job Title Reintegration Officer	Type of Business Disarmament, Demobilization and Reintegration	From - To 01/12/2001 - 01/12/2002
Name of Employer UNAMSIL	Name of Supervisor Desmond Molloy	
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	Email Address	
Address of Employer Sierra Leone		
Number of Employees Supervised by You 1		
Description of Duties Served as focal point to facilitate the reintegration process at District level. Carried out research on DDR related subjects, operational activities, analyzed and provided early warning reports in relation to the reintegration environment in the district. Presented statistical data and other information gathered from diverse sources. Developed and maintained appropriate networks with local government, traditional leadership, UN Agencies, NGOs CBOs, community opinion leaders and the ex-combatant community. Provided close support and guidance to government agency for reintegration, National Commission of DDR in delivery of reintegration programs. Conflict resolution and sensitization between community and client ex-combatant group. Identification and capacity analysis of potential reintegration project implementing partners, assistance in development of proposals and support to presentation of proposals for reintegration projects to Projects Approval Committee. Monitored, evaluated and reported on project implementation.		
Summarize any of Your Achievements Organized road shows and delivered presentations through out the area of responsibility to sensitize both ex combatant and local community on the ongoing reintegration program and issues associated with the program. This contributed immensely to resolving conflicts arising in the delivery of the Reintegration Opportunity Programme (ROP) between the client ex combatants, NCDDR, host community and the programme implementing partners. All the potential conflict and subsequent threat to peace in AOR was contained. Reintegration Opportunity Programme (ROP) was delivered effectively. I ensured successful implementation over 20 "Stop Gap" projects in support of ROP. I was awarded 21 UN Award 2004 by the Secretary General. I reactivated the Farmers Union in the AOR and organized a long term Rice Seed Multiplication Project funded through a bilateral donor to sustain the union. The cost of the project was over \$125,000 USD. This project not only assisted in sustainable development of farmers in the AOR but contributed immensely to the reintegration of ex combatants and the host community. I assisted in establishment of 5 NCDDR offices in the northern region of Sierra Leone.		
Reasons for Leaving I was selected for the post of Field Coordinator at the HQ.		

Job Title Logistic and Operations Officer	Type of Business Electoral	From - To 01/01/2001 - 01/10/2001
Name of Employer UNTAET	Name of Supervisor Kerry Hiesner	
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 3		
Description of Duties Implemented logistics support plan in the 2 western districts of East Timor for the conduct of 88 member Constituent Assembly election. Ensured 6 district electoral coordinators and the staff were adequately equipped to operate effectively and efficiently. Maintained consistent monitoring and support to the Independent Electoral Commission (IEC) offices and the staff deployed. This included working closely with ISS sections and deployed military units. Actively contributed to an extensive capacity building program for East Timorese staff through out the electoral CA process. Assisted Chief of Logistics and Operations to prepare plan for procurement, distribution and recovering of electoral equipment and supplies (both sensitive and non sensitive). Assisted Area Managers in training, induction and the nationwide deployment of 250 UNVs.		
Summarize any of Your Achievements The election was successfully conducted.		
Reasons for Leaving End of Contract. I was selected for a post that I had applied for in Sierra Leone DDR Coordination Section.		

Job Title Civil Affairs Officer	Type of Business Transitional Administration	From - To 01/10/1999 - 01/12/2000
Name of Employer UNTAET	Name of Supervisor Kenji Isezaki	
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

30

Description of Duties

Assessed and analyzed political, economic and social environment in post conflict environment, provided early warning reports and proposed corrective actions. Coordinated mandate implementation with other international agencies and assessed on the impact on the political, economic and social environment. Developed and maintained close contact with local pressure groups. Participated in restoration of civil authority through identification and engagement of local experts and local leaders. Actively assisted in the coordination of actions to obtain technical assistance from (multilateral and bilateral) donor agencies with respect to capacity building of local authorities. Assessed humanitarian needs and coordinated appropriate assistance with lead UN agency, NGOs and Community Based Organizations (CBOs).

Summarize any of Your Achievements

I successfully implemented the mandate and participated in the successful restoration of transitional civil authority. Added responsibilities: I was assigned two additional districts as part of my area of responsibility. I coordinated the infrastructure development programs in the whole district. I monitored and evaluated the UNTAET funded projects in the district.

Reasons for Leaving

I was interested in Electoral Operations thus I applied for the post and I was selected for the post.

Job Title	Type of Business	From - To
Electoral Officer	Electoral	01/06/1999 - 01/09/1999
Name of Employer	Name of Supervisor	
UNAMET/ELECTORAL	Adrian Morrice	
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		
20		
Description of Duties		
Established UN presence in the district in preparations of the 1999 referendum in East Timor. Recruited polling staff, conducted Civic and Voter education, identification and registration of eligible voters, hearing and reporting of complaints in appeals process. Deployed and returned all registration and polling materials. Trained polling staff and organized polling. External Relations; Liaised with the District Administration including senior Military, Police Officers and other pressure groups and maintained a good working relationship. Monitored political environment and reported all political activities. Coordinated the activities of all the mission components in the region.		
Summarize any of Your Achievements		
Served as the team leader in the region. Established a Regional Campaign Committee (RCC) to monitor the conduct of the political campaign with involvement of the Indonesian Police. The RCC facilitated the campaign events between registered pro- autonomy and pro- independence parties. I maintained a very good relationship with the local pressure groups and this helped particularly in identifying potential threat to the political process or the community. This assisted in establishing an early warning system. The campaign events and the polling were conducted without any incidents.		
Reasons for Leaving		
End of Contract.		

Job Title	Type of Business	From - To
Logistic and Operations Officer	Logistic and operational coordination	01/03/1999 - 01/06/1999
Name of Employer	Name of Supervisor	
UNEAS/UNDP Nepal	Henning Karcher	
Salaries per Annum:		
Starting	Final	Currency Paid
1500	1500	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	
97715523991		
Address of Employer		
Nepal		
Number of Employees Supervised by You		
Description of Duties		
Worked closely with UNDP to formulate a Logistics and Operation plans to support the National Elections Commission (NEC) to effectively conduct Constituent Assembly Election 1999. Under the direction of the Country Coordinator, planned and coordinated logistic and operational support to the Joint International Observers Group (JIOG). This included reception, pre deployment induction, training, deployment and repatriation of Election Observers. Ensured the international electoral observers were sufficiently equipped to be deployed to the regions with necessary resources to operate efficiently. Established secure movement control plan. Additional responsibilities included; Advised and assisted the domestic observers groups in planning the deployment of over 500 observers and where possible optimized resources.		
Summarize any of Your Achievements		
The 1999 Nepal Constituent Election was held in 2 phases mainly because of the political situation and the logistic complexity to cover the remote areas. I successfully coordinated the movement of JIOG and deployed them to all the polling stations. With my local knowledge, local networks and my previous experience as local tour operator, some of the observers were able to observe elections in some of the most remote polling stations. The election was successfully observed without any incidents. I was recommended to work for UNAMET by the Country Coordinator.		
Reasons for Leaving		
End of Contract.		

Job Title	Type of Business	From - To
Tour & Travel Executive	Tourism	01/05/1993 - 01/02/1999

Name of Employer Trinity Travel			Name of Supervisor Praveen Lama		
Salaries per Annum:					
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No		
15000	60000	NPR	Is this a position within the UN Common System? No		
Telephone Number 97712246367			Email Address		
Address of Employer Nepal					
Number of Employees Supervised by You 15					
Description of Duties Planned and prepared holiday packages for all categories of clients. Assisted senior managers in planning and preparing holiday packages for international trade fairs and promoted them. Developed and maintained appropriate networks both internationally and nationally to promote company sales and services. Supervised local sales and managed credit lines with partners. Conducted local market research and regularly evaluated company products. Developed and maintained appropriate network outside of the company to promote company products. Planned and prepared various training programs for junior sales executives.					
Summarize any of Your Achievements I started as a junior sales executive in Trinity Travels and learned a lot from various colleagues, supervisors and clients. I learned fast and moved quickly to the post of Sales Supervisor. I have travelled extensively both nationally and internationally to promote sales and services of Trinity Travels. This contributed immensely to my both personal and professional growth.					
Reasons for Leaving In search of new adventure					

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 - **40**

List any office machines or equipment you can use:

COMPUTER, SCANNER, DIGITAL SENDER, PHOTO COPIER, HF Radio

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
Italian	No	Not easily	Not easily	Not easily	Not easily
Krio	No	Not easily	Not easily	Not easily	Not easily
Nepali	Yes	Easily	Easily	Easily	Easily

Address

Jwagal, Kupondole, Lalitpur 10
Kathmandu Nepal
Telephone: 977-1-5523 767
Fax: 231-6-537 999
Contact: Pradeep LAMA

Address

Sea Side
Monrovia Liberia
Telephone: 231-6537999
Contact: Pradeep Lama

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
Adrian MORRICE	Former UN employee	NY United States of America	0016464923980 ademorrice@yahoo.com
Caitlin REIGER	Lawyer	Melbourne United States of America	creiger@ictj.org
Rajiv SINGH	Economist	Kupondole United States of America	97715526716 rajivsingha@hotmail.com

Personal History Profile for Rajiva SHARMA

General Details

- | | | | |
|--|--------------------------------------|---|-------------------------------------|
| 1. Family name
SHARMA | First Name
Rajiva | Middle Name | Maiden Name, (if any) |
| 2. Date of Birth
16/09/1951 | 3. City of Birth
Dehra Dun | Country of Birth
India | Index No
687796 |
| 4. Country of Nationality at Birth
India | Second Nationality (if any) | 5. Country of Present Nationality
India | Second Nationality (if any) |
| 6. Gender
Male | 7. Height [cm]
167 | 8. Weight [kg]
71 | 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? **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? **01/02/2001**
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: **rajiva_s_2000@yahoo.co.uk**

Education

List all university degrees or equivalent qualifications obtained.

University Name Military College of Electronics & Mechanical Engg	City, Country Secunderabad India	From - To Dec-1986 - Feb-1987
Main Course of Study Management	Field of Study Business & Administration	
Degree Title or Equivalent Workshop Company Commander's Course (Middle Level General Management & Administration)	Degree Type Postgraduate degree	

University Name Military College of Electronics and Mechanical Engg	City, Country Secunderabad India	From - To Jul-1981 - Jan-1982
Main Course of Study Telecommunications	Field of Study Engineering & Engineering Trades	
Degree Title or Equivalent Officers' Radar Engg Course (ORrE)	Degree Type Postgraduate degree	

University Name Military College of Electronics & Mechanical Engg	City, Country Secunderabad India	From - To Dec-1976 - Jun-1977
Main Course of Study Telecommunications	Field of Study Engineering & Engineering Trades	
Degree Title or Equivalent Officers' Radio Engineering (ORE)	Degree Type Postgraduate degree	

University Name Aligarh University	City, Country Aligarh India	From - To Jul-1967 - Jul-1972
Main Course of Study Electrical Engineering	Field of Study Engineering & Engineering Trades	
Degree Title or Equivalent Bachelor of Engineering in Electrical Engg.	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 Aligarh University	City, Country Aligarh India	From - To Jul-1966 - Jun-1967
Main Course of Study Science		Certificate or Diploma Pre-University

Name of School Government Inter College	City, Country Aligarh India	From - To Jul-1964 - Jun-1966
---	---------------------------------------	---

Employment

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

Job Title Administrative Officer	Type of Business Peace Keeping Mission	From - To 01/09/2008 -
Name of Employer UNAMID United Nations	Name of Supervisor Duncan Robinson	
Salaries per Annum: Starting 57463	Final 67221	Currency Paid USD
Telephone Number	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? Yes
Address of Employer United States of America	Email Address rajiva_s_2000@yahoo.co.uk	
Number of Employees Supervised by You 20		
Description of Duties Administration of CITS. International Civil Servant. Effectively coordinate actions relative to the administration of human resource activities including recruitment, ensuring consistency in the application of UN rules and procedures; Take the lead with respect to the preparation and implementation of the work program, ensuring that financial resources are utilized to implement activities in accordance with the Mission Budget and allotments issued; Monitor and review the work program and budget by conducting regular and special reviews to assess progress of actual work versus the programme plan; Define requirements and work with systems units with respect to improving budget reporting systems and cost effective utilization of program resources; Supervise and/or provide guidance on financial administration and management information issues and practices to colleagues; Provide guidance and leadership to more junior staff; Oversee work related to billing and receipt of income from various services, operational travel programme, monitoring and evaluation of vendor contracts/payment to vendors and individual contractors for services. Review adequacy of space requirements; Oversee the identification of office technology needs and maintenance of equipment, software and systems; Perform other related work as required. Deputed to JSCM, Addis Ababa on TDY as SAO to support the office. Also temporarily assigned to Sector North Darfur as SAO to handle the pre and post 04 Mar 09 (The day ICC decided to issue arrest warrant of top leader) crisis period. At both the places performed very well to the entire satisfaction of the UNAMID leadership.		
Summarize any of Your Achievements Apart from other routine responsibilities, handled all recruitments very well to ensure that reassigned staff doesn't suffer and the documentation were done perfectly to save time. Put systems in place in newly established JSCM Office in Addis Ababa and handles VVIP movements for various meetings and conferences. In Sector North during the 04 Mar 09 crisis made the arrangement of Concentration Point to accommodate 2000 staff members in fully functional facility in record time.		
Reasons for Leaving Not yet left.		

Job Title Chief Executive Officer	Type of Business Software Development and Help Desk	From - To 01/01/2006 - 01/08/2008
Name of Employer Ohio Learning Systems Pvt Ltd	Name of Supervisor Col Vijay Julka	
Salaries per Annum: Starting 1332000	Final 2172000	Currency Paid INR
Telephone Number	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? No
Address of Employer India	Email Address rajiva_s_2000@yahoo.co.uk	
Number of Employees Supervised by You 20		
Description of Duties CEO of Indian Operations for IT Help Desk and Software Development. To establish IT business in India both for software development and IT Help Desk from zero level for a US based company. Did the job successfully which involves multifarious activities in all aspects of management starting from arranging finance, audit, accommodation, furnishing, equipment, recruitment, making organogram, recruitment, training, personnel, administration, marketing, statutory compliances, transport, US trips including arranging US visa etc etc. In brief from one to all. Also responsible for HR function at Corporate Head Office for a group of companies employing 600 persons in trading and manufacturing.		
Summarize any of Your Achievements Got the business started from scratch with in two months.		
Reasons for Leaving Better prospects.		

Job Title Consultant	Type of Business Human Resource and Business Strategy Consultancy	From - To 01/12/2003 - 01/12/2005
Name of Employer Self Employed	Name of Supervisor Not applicable	
Salaries per Annum: Starting 600000	Final 650000	Currency Paid INR
	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 India	
Number of Employees Supervised by You	
Description of Duties Providing Consultancy to the private companies in the field of HR and business strategies.	
Summarize any of Your Achievements Made HR Manual for companies and also got the business of three companies (Two IT Companies and one Textile Company) established.	
Reasons for Leaving Shifted to a more matured job.	

Job Title International Observer & Head Telecom Sector Observation	Type of Business Humanitarian Mission	From - To 01/04/2001 - 01/11/2003
Name of Employer UNOHCI, DPKO, UN HQ	Name of Supervisor M Manzur Khan	
Salaries per Annum: Starting 79778	Final 83255	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 3010	Email Address rajiva_s_2000@yahoo.co.uk	
Address of Employer United States of America		
Number of Employees Supervised by You 14		
Description of Duties From Apr 01, Alternate (Telecommunication), and as international observer in Telecom Sectoral Working Group, took a leading role in getting the observation activities started from scratch. Personally, designed all the observation forms and standardized the reporting mechanism for effective and smooth operations. Trained all the observers on conducting the observations in sensitive sector in Iraq.		
Summarize any of Your Achievements Trained all the observers on conducting the observations in sensitive sector in Iraq. Got observation conducted smoothly on time. Had excellent relations with Govt of Iraq. My three performance appraisal reports (FOPA) were written in UNOHCI. I scored 3 and 4 marks respectively in two reports out of maximum 5 while the third report was told to be destroyed in bombing of UNOHCI office in Baghdad on 19 Aug 03.		
Reasons for Leaving Separated because of closing down of UNOHCI on 21 Nov 03 as per the latest Security Council Resolution.		

Job Title Promotor	Type of Business HR Consultancy	From - To 01/10/2000 - 01/03/2001
Name of Employer Astra Consultants	Name of Supervisor Self Employment	
Salaries per Annum: Starting 400000	Final 400000	Currency Paid LBP
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 India		
Number of Employees Supervised by You 2		
Description of Duties The organization was dealing with HR consultancy in IT sector focused on man power planning, recruitment, training, motivation, stress management, performance evaluation etc. The customer focus was on the companies located in USA and India. Consulted IT Companies for making effective HR related policies for better productivity		
Summarize any of Your Achievements Nothing worth mentioning.		
Reasons for Leaving Slump in IT industry worldwide.		

Job Title General Manager and Chief of Projects	Type of Business Telecom Equipment Manufacturing	From - To 01/07/1996 - 01/09/2000
Name of Employer Bharti Enterprises	Name of Supervisor Rakesh B Mittal	
Salaries per Annum: Starting 360000	Final 840000	Currency Paid INR
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 India	
Number of Employees Supervised by You 307	
Description of Duties In Apr 00 took over as Chief of a dying project of providing connectivity of 100 km with optical fibre network buried in HDPE ducts in an inhospitable area in India. The job involved dealing with No. of contractors, logistic support, man management, managing the Govt. Authorities both quality assurance and executive. From May 99 to Mar 00 as Chief of project of HDPE duct manufacturing business, in 11 months turned the company around. Got the organization ISO 9000 certification the first certification in its category in India and assisted Indian PTT in making the policy and generic specification for HDPE ducts in India. From Jul 96 to Apr 99 as Chief of project for constructing a new facility with state-of-the-art technology equipment, got the operations completed in record time, shifted the complete works to the new facility and ensure obstruction free cash flow. Inter acted very closely with Government Ministries and industries confederation like CII and FICCI. Could make things happen as desired. Office bearer of CII, Northern Region. As Chief of the organisation made policies, supervised and controlled the complete HR and Administration activity. Head Administration and HR reported to me directly. It was due to excellent Administration and HR function in the organisation that I could turn the loss making company around in record time. Supervised all the aspects of logistics successfully and performed very well in this field too.	
Summarize any of Your Achievements Turned two multinational telecom companies around in record time. Got both the companies ISO Certification. Got Nation Quality Award 1997 for Business Excellence. Improved productivity of the out put at par with international norms. Graded as best administered company and got TQM Award.	
Reasons for Leaving Better prospects and to over come the monotony.	

Job Title Chief Manufacturing Unit	Type of Business Hi Tech Telecom Eqpt Manufacturing	From - To 01/09/1994 - 01/06/1996
Name of Employer Precision Electronics Ltd	Name of Supervisor Ashok Kanodia	
Salaries per Annum:		
Starting 120000	Final 240000	Currency Paid INR
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 India		
Number of Employees Supervised by You 60		
Description of Duties As Chief Manufacturing to take up all activities after receipt of Purchase Order i.e man power planning, material procurement, production eqpt upgradation, production planning, quality checks - internal and by the customer, packing and despatch. After sales support.		
Summarize any of Your Achievements Increased the quality production by three folds, drastic reduction in failure rate, got self certification for quality by Government for their supplies. At last turned the company around.		
Reasons for Leaving Better opportunity.		

Job Title Lieutenant Colonel	Type of Business Defence Forces	From - To 01/06/1972 - 01/08/1994
Name of Employer Indian Army	Name of Supervisor Brig SC Tandon	
Salaries per Annum:		
Starting 10800	Final 144000	Currency Paid INR
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 India		
Number of Employees Supervised by You 2500		
Description of Duties Commissioned as an officer in the technical services of defense forces in 1972. Progressively reached the rank of Lt Col before taking premature retirement in 1994. As head of various sizes of army organizations had been directly responsible for their total management including making policies, advising higher HQ on policy matters, over all coordination during peace time and hostility in inhospitable conditions. Inter acted very closely with government and other agencies. Had excellent public relations and liaison with one and all. In nut shall, had a satisfying and successful career in uniform. In all the military units where I was posted I supervised the Administration and HR activities. It is because of excellent administration and HR function my units did exceedingly well and in the bargain I got excellent appraisal reports. Supervised all the aspects of logistics successfully and performed very well in this field too. Extensive experience in inspections both technical and administrative and evaluation reports.		
Summarize any of Your Achievements Successfully commanded all the units and made them very efficient and effective in their roles.		
Reasons for Leaving Better and faster growth.		

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

Other Agencies of the United Nations System may be interested in our applicants. Do you have any objections to your Personal History Profile being made available to them? **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
Arabic	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
Hindi	Yes	Easily	Easily	Easily	Easily
Punjabi	No	Easily	Not easily	Not easily	Easily
Bhojpuri	No	Easily	Easily	Easily	Easily
Bihari	No	Easily	Easily	Easily	Easily
Haryanvi	No	Easily	Easily	Easily	Easily
Hindustani	No	Easily	Easily	Easily	Easily

Address

611, Sector 28
NOIDA UP India
Telephone: 91-120-2455471
Fax: 91-989-1265501
Contact: Rajiva Sharma

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 Rajiva SHARMA

General Details

- | | | | |
|--|--------------------------------------|---|-------------------------------------|
| 1. Family name
SHARMA | First Name
Rajiva | Middle Name | Maiden Name, (if any) |
| 2. Date of Birth
16/09/1951 | 3. City of Birth
Dehra Dun | Country of Birth
India | Index No
687796 |
| 4. Country of Nationality at Birth
India | Second Nationality (if any) | 5. Country of Present Nationality
India | Second Nationality (if any) |
| 6. Gender
Male | 7. Height [cm]
167 | 8. Weight [kg]
71 | 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? **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? **01/02/2001**
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: **rajiva_s_2000@yahoo.co.uk**

Education

List all university degrees or equivalent qualifications obtained.

University Name Military College of Electronics & Mechanical Engg	City, Country Secunderabad India	From - To Dec-1986 - Feb-1987
Main Course of Study Management	Field of Study Business & Administration	
Degree Title or Equivalent Workshop Company Commander's Course (Middle Level General Management & Administration)	Degree Type Postgraduate degree	

University Name Military College of Electronics and Mechanical Engg	City, Country Secunderabad India	From - To Jul-1981 - Jan-1982
Main Course of Study Telecommunications	Field of Study Engineering & Engineering Trades	
Degree Title or Equivalent Officers' Radar Engg Course (ORrE)	Degree Type Postgraduate degree	

University Name Military College of Electronics & Mechanical Engg	City, Country Secunderabad India	From - To Dec-1976 - Jun-1977
Main Course of Study Telecommunications	Field of Study Engineering & Engineering Trades	
Degree Title or Equivalent Officers' Radio Engineering (ORE)	Degree Type Postgraduate degree	

University Name Aligarh University	City, Country Aligarh India	From - To Jul-1967 - Jul-1972
Main Course of Study Electrical Engineering	Field of Study Engineering & Engineering Trades	
Degree Title or Equivalent Bachelor of Engineering in Electrical Engg.	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 Aligarh University	City, Country Aligarh India	From - To Jul-1966 - Jun-1967
Main Course of Study Science	Certificate or Diploma Pre-University	

Name of School Government Inter College	City, Country Aligarh India	From - To Jul-1964 - Jun-1966
---	---------------------------------------	---

Employment

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

Job Title Administrative Officer	Type of Business Peace Keeping Mission	From - To 01/09/2008 -
Name of Employer UNAMID United Nations	Name of Supervisor Duncan Robinson	
Salaries per Annum: Starting 57463	Final 67221	Currency Paid USD
Telephone Number	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? Yes
Address of Employer United States of America	Email Address rajiva_s_2000@yahoo.co.uk	
Number of Employees Supervised by You 20		
Description of Duties Administration of CITS. International Civil Servant. Effectively coordinate actions relative to the administration of human resource activities including recruitment, ensuring consistency in the application of UN rules and procedures; Take the lead with respect to the preparation and implementation of the work program, ensuring that financial resources are utilized to implement activities in accordance with the Mission Budget and allotments issued; Monitor and review the work program and budget by conducting regular and special reviews to assess progress of actual work versus the programme plan; Define requirements and work with systems units with respect to improving budget reporting systems and cost effective utilization of program resources; Supervise and/or provide guidance on financial administration and management information issues and practices to colleagues; Provide guidance and leadership to more junior staff; Oversee work related to billing and receipt of income from various services, operational travel programme, monitoring and evaluation of vendor contracts/payment to vendors and individual contractors for services. Review adequacy of space requirements; Oversee the identification of office technology needs and maintenance of equipment, software and systems; Perform other related work as required. Deputed to JSCM, Addis Ababa on TDY as SAO to support the office. Also temporarily assigned to Sector North Darfur as SAO to handle the pre and post 04 Mar 09 (The day ICC decided to issue arrest warrant of top leader) crisis period. At both the places performed very well to the entire satisfaction of the UNAMID leadership.		
Summarize any of Your Achievements Apart from other routine responsibilities, handled all recruitments very well to ensure that reassigned staff doesn't suffer and the documentation were done perfectly to save time. Put systems in place in newly established JSCM Office in Addis Ababa and handles VVIP movements for various meetings and conferences. In Sector North during the 04 Mar 09 crisis made the arrangement of Concentration Point to accommodate 2000 staff members in fully functional facility in record time.		
Reasons for Leaving Not yet left.		

Job Title Chief Executive Officer	Type of Business Software Development and Help Desk	From - To 01/01/2006 - 01/08/2008
Name of Employer Ohio Learning Systems Pvt Ltd	Name of Supervisor Col Vijay Julka	
Salaries per Annum: Starting 1332000	Final 2172000	Currency Paid INR
Telephone Number	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? No
Address of Employer India	Email Address rajiva_s_2000@yahoo.co.uk	
Number of Employees Supervised by You 20		
Description of Duties CEO of Indian Operations for IT Help Desk and Software Development. To establish IT business in India both for software development and IT Help Desk from zero level for a US based company. Did the job successfully which involves multifarious activities in all aspects of management starting from arranging finance, audit, accommodation, furnishing, equipment, recruitment, making organogram, recruitment, training, personnel, administration, marketing, statutory compliances, transport, US trips including arranging US visa etc etc. In brief from one to all. Also responsible for HR function at Corporate Head Office for a group of companies employing 600 persons in trading and manufacturing.		
Summarize any of Your Achievements Got the business started from scratch with in two months.		
Reasons for Leaving Better prospects.		

Job Title Consultant	Type of Business Human Resource and Business Strategy Consultancy	From - To 01/12/2003 - 01/12/2005
Name of Employer Self Employed	Name of Supervisor Not applicable	
Salaries per Annum: Starting 600000	Final 650000	Currency Paid INR
Telephone Number	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 India	
Number of Employees Supervised by You	
Description of Duties Providing Consultancy to the private companies in the field of HR and business strategies.	
Summarize any of Your Achievements Made HR Manual for companies and also got the business of three companies (Two IT Companies and one Textile Company) established.	
Reasons for Leaving Shifted to a more matured job.	

Job Title International Observer & Head Telecom Sector Observation	Type of Business Humanitarian Mission	From - To 01/04/2001 - 01/11/2003
Name of Employer UNOHCI, DPKO, UN HQ	Name of Supervisor M Manzur Khan	
Salaries per Annum: Starting 79778	Final 83255	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 3010	Email Address rajiva_s_2000@yahoo.co.uk	
Address of Employer United States of America		
Number of Employees Supervised by You 14		
Description of Duties From Apr 01, Alternate (Telecommunication), and as international observer in Telecom Sectoral Working Group, took a leading role in getting the observation activities started from scratch. Personally, designed all the observation forms and standardized the reporting mechanism for effective and smooth operations. Trained all the observers on conducting the observations in sensitive sector in Iraq.		
Summarize any of Your Achievements Trained all the observers on conducting the observations in sensitive sector in Iraq. Got observation conducted smoothly on time. Had excellent relations with Govt of Iraq. My three performance appraisal reports (FOPA) were written in UNOHCI. I scored 3 and 4 marks respectively in two reports out of maximum 5 while the third report was told to be destroyed in bombing of UNOHCI office in Baghdad on 19 Aug 03.		
Reasons for Leaving Separated because of closing down of UNOHCI on 21 Nov 03 as per the latest Security Council Resolution.		

Job Title Promotor	Type of Business HR Consultancy	From - To 01/10/2000 - 01/03/2001
Name of Employer Astra Consultants	Name of Supervisor Self Employment	
Salaries per Annum: Starting 400000	Final 400000	Currency Paid LBP
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 India		
Number of Employees Supervised by You 2		
Description of Duties The organization was dealing with HR consultancy in IT sector focused on man power planning, recruitment, training, motivation, stress management, performance evaluation etc. The customer focus was on the companies located in USA and India. Consulted IT Companies for making effective HR related policies for better productivity		
Summarize any of Your Achievements Nothing worth mentioning.		
Reasons for Leaving Slump in IT industry worldwide.		

Job Title General Manager and Chief of Projects	Type of Business Telecom Equipment Manufacturing	From - To 01/07/1996 - 01/09/2000
Name of Employer Bharti Enterprises	Name of Supervisor Rakesh B Mittal	
Salaries per Annum: Starting 360000	Final 840000	Currency Paid INR
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 India	
Number of Employees Supervised by You 307	
Description of Duties In Apr 00 took over as Chief of a dying project of providing connectivity of 100 km with optical fibre network buried in HDPE ducts in an inhospitable area in India. The job involved dealing with No. of contractors, logistic support, man management, managing the Govt. Authorities both quality assurance and executive. From May 99 to Mar 00 as Chief of project of HDPE duct manufacturing business, in 11 months turned the company around. Got the organization ISO 9000 certification the first certification in its category in India and assisted Indian PTT in making the policy and generic specification for HDPE ducts in India. From Jul 96 to Apr 99 as Chief of project for constructing a new facility with state-of-the-art technology equipment, got the operations completed in record time, shifted the complete works to the new facility and ensure obstruction free cash flow. Inter acted very closely with Government Ministries and industries confederation like CII and FICCI. Could make things happen as desired. Office bearer of CII, Northern Region. As Chief of the organisation made policies, supervised and controlled the complete HR and Administration activity. Head Administration and HR reported to me directly. It was due to excellent Administration and HR function in the organisation that I could turn the loss making company around in record time. Supervised all the aspects of logistics successfully and performed very well in this field too.	
Summarize any of Your Achievements Turned two multinational telecom companies around in record time. Got both the companies ISO Certification. Got Nation Quality Award 1997 for Business Excellence. Improved productivity of the out put at par with international norms. Graded as best administered company and got TQM Award.	
Reasons for Leaving Better prospects and to over come the monotony.	

Job Title Chief Manufacturing Unit	Type of Business Hi Tech Telecom Eqpt Manufacturing	From - To 01/09/1994 - 01/06/1996
Name of Employer Precision Electronics Ltd	Name of Supervisor Ashok Kanodia	
Salaries per Annum:		
Starting 120000	Final 240000	Currency Paid INR
		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 India		
Number of Employees Supervised by You 60		
Description of Duties As Chief Manufacturing to take up all activities after receipt of Purchase Order i.e man power planning, material procurement, production eqpt upgradation, production planning, quality checks - internal and by the customer, packing and despatch. After sales support.		
Summarize any of Your Achievements Increased the quality production by three folds, drastic reduction in failure rate, got self certification for quality by Government for their supplies. At last turned the company around.		
Reasons for Leaving Better opportunity.		

Job Title Lieutenant Colonel	Type of Business Defence Forces	From - To 01/06/1972 - 01/08/1994
Name of Employer Indian Army	Name of Supervisor Brig SC Tandon	
Salaries per Annum:		
Starting 10800	Final 144000	Currency Paid INR
		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 India		
Number of Employees Supervised by You 2500		
Description of Duties Commissioned as an officer in the technical services of defense forces in 1972. Progressively reached the rank of Lt Col before taking premature retirement in 1994. As head of various sizes of army organizations had been directly responsible for their total management including making policies, advising higher HQ on policy matters, over all coordination during peace time and hostility in inhospitable conditions. Inter acted very closely with government and other agencies. Had excellent public relations and liaison with one and all. In nut shall, had a satisfying and successful career in uniform. In all the military units where I was posted I supervised the Administration and HR activities. It is because of excellent administration and HR function my units did exceedingly well and in the bargain I got excellent appraisal reports. Supervised all the aspects of logistics successfully and performed very well in this field too. Extensive experience in inspections both technical and administrative and evaluation reports.		
Summarize any of Your Achievements Successfully commanded all the units and made them very efficient and effective in their roles.		
Reasons for Leaving Better and faster growth.		

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

Other Agencies of the United Nations System may be interested in our applicants. Do you have any objections to your Personal History Profile being made available to them? **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
Arabic	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
Hindi	Yes	Easily	Easily	Easily	Easily
Punjabi	No	Easily	Not easily	Not easily	Easily
Bhojpuri	No	Easily	Easily	Easily	Easily
Bihari	No	Easily	Easily	Easily	Easily
Haryanvi	No	Easily	Easily	Easily	Easily
Hindustani	No	Easily	Easily	Easily	Easily

Address

611, Sector 28
NOIDA UP India
Telephone: 91-120-2455471
Fax: 91-989-1265501
Contact: Rajiva Sharma

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 Pablo SUAREZ

General Details

1. Family name SUAREZ	First Name Pablo	Middle Name JESUS	Maiden Name, (if any)
2. Date of Birth 25/12/1957	3. City of Birth Gualeguay-Entre Rios	Country of Birth Argentina	Index No 786688
4. Country of Nationality at Birth Argentina	Second Nationality (if any)	5. Country of Present Nationality Argentina	Second Nationality (if any)
6. Gender Male	7. Height [cm] 178	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? **Administrative officers**

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

15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? **01/06/2008**

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: **pablojsuarez@hotmail.com**

Education

List all university degrees or equivalent qualifications obtained.

University Name Instituto Universitario Aeronautico	City, Country Cordoba Argentina	From - To Feb-1994 - Oct-1999
Main Course of Study	Field of Study	
Degree Title or Equivalent Licenciado en Sistemas Aereos y Aeroespaciales	Degree Type	
University Name Air Force College	City, Country Buenos Aires Argentina	From - To Mar-1982 - Dec-1994
Main Course of Study	Field of Study	
Degree Title or Equivalent Staff Officer	Degree Type	
University Name Air Force Academy	City, Country Cordoba Argentina	From - To Jan-1980 - Dec-1980
Main Course of Study	Field of Study	
Degree Title or Equivalent Military Pilot	Degree Type	
University Name Air Force Academy	City, Country Cordoba Argentina	From - To Feb-1976 - Dec-1979
Main Course of Study	Field of Study	
Degree Title or Equivalent Air Force Officer	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 International Air Transport Association (IATA)	City, Country Kinshasa Congo, Dem. Rep.	From - To May-2004 - May-2004
Main Course of Study Aviation		Certificate or Diploma 1) Air Operations Manager; 2) Quality Assurance Expert; 3) Aviation Risk Manager.
Name of School International Air Transport Association (IATA)	City, Country Kinshasa Congo, Dem. Rep.	From - To Oct-2002 - Oct-2002
Main Course of Study Aviation and Safety		Certificate or Diploma Dangerous Goods Expert

Name of School Mercantile High School	City, Country Gualeguay (Entre Rios) Argentina	From - To Mar-1970 - Nov-1975
Main Course of Study Accountant orientation		Certificate or Diploma High School Diploma

Employment

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

Job Title Administrative Officer	Type of Business Administration	From - To 01/04/2005 -
Name of Employer UNDPKO (MINUSTAH)		Name of Supervisor Mr. Paul AGHADJANIAN
Salaries per Annum: Starting 69779	Final 69779	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 suarez2@un.org	
Address of Employer Haiti		
Number of Employees Supervised by You 130		
Description of Duties ACT as the representative of the Chief Mission Support (CMS) at the regional level. ** MONITOR and COORDINATE the provision of administrative, personnel, finance, procurement and logistic support to all Mission components in the regional HQ and related sub-offices. ** ADVISE and SUPERVISE regional heads of unit on all administrative matters and UN Rules and Regulations. ** PARTICIPATE in senior coordination meetings, including Senior Management Team and Security Management Team. ** ACT as Senior Warden; participate in the design and implementation of regional evacuation plans. ** ACT as Human Resources representative in the region and coordinate administrative action related to human resources management ** IDENTIFY vacancies, design job profiles and participate in the recruitment of new staff. ** MANAGE the regional imprest fund and authorise its use according to financial rules and regulations ** MONITOR expenditures against budget lines. ** ENCOURAGE team work and efficient responses to regional needs and problems when they arise.		
Summarize any of Your Achievements In only four months, ASSESSED NEEDS and IMPROVED administrative support and follow up necessary to the creation of good working conditions and operational capacity in Les Cayes region: from an initial three basic field stations set up in small temporary facilities - only equipped with basic installations, limited materials, and minimum staff - the region developed into 4 fully operational field offices (1 regional HQ and 3 sub-offices) with conference facilities, clinic, transport workshop, cafeteria, adequate office space and other equipment. ** Since November 2007, PROFESSIONALLY MANAGED all administrative, financial and personnel matters in Gonaives region (1 regional HQ and 2 sub-offices), through regular weekly visits to all stations, needs assessments with each mission's component, prompt follow-up of regional requests with section chiefs in Port-au-Prince, supervision of staff's work, monthly progress reports of accomplishments, and creative solutions to problems. ** During the recent floods in Gonaives (September 2008), ORGANISED and COORDINATED the entire MINUSTAH's response to the humanitarian crisis, in the absence of the Head of Office and the Security Officer. In this capacity, coordinated military, police and civilian recovery efforts, liaised with national authorities, other UN agencies and international organisations to ensure coordinated response. ** PARTICIPATED in the evacuation and relocation of UN staff from their accommodations to the UN HQ. ** ENSURED proper use of funds, through the preparation of regional budgets, management of local funds (USD 15.000 per month), monitoring of cost plans against expenditures, assessing local vendors and follow-up on procurement processes. ** CONTRIBUTED to the creation of an excellent team spirit both in Gonaives and Les Cayes regions, by bringing increased communication among sections/units, facilitating the solution of conflicts among staff, and ensuring that welfare activities were made available to all staff (through the setting up of a welfare committee, organisation of social events, etc.). ** Successfully SELECTED to join the UN Peer Support Network ** ACQUIRED good knowledge of French through language courses and practice, resulting in increased communication with national staff and local actors. Since February 2009 efficiently MANAGED Fort Liberté office with a high challenge in Border Management activities being this one of the main mission's goal in the present phase CONTRIBUTED to improve the basic existing installation up to adequate facilities for the deployed military, UNPOL and civilian strength. DEVELOPED and IMPLEMENTED one logistic plan in support of the national elections. DEVELOPED the logistic plan for the future development of the office aimed to face the border management challenge		
Reasons for Leaving N/A		

Job Title Aviation Officer	Type of Business Peacekeeping operations	From - To 01/12/2001 - 01/03/2005
Name of Employer UNDPKO (MONUC)		Name of Supervisor Mr. Francisco ROUILLON
Salaries per Annum: Starting 68306	Final 68306	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 suarez2@un.org	
Address of Employer Congo, Dem. Rep.		
Number of Employees Supervised by You 130		
Description of Duties Under the supervision of the Chief Aviation, PLAN and MONITOR the air operations in the assigned sector. ** ORGANISE the Air Terminal Unit. ** COORDINATE and SUPERVISE contractors providing services. ** LIAISE and COORDINATE fleet and staff movements in the airport ground area and the airspace with national civilian aviation authorities. ** PLAN, BUDGET and MONITOR aviation expenditures in the area of responsibility, including staffing tables. ** VERIFY the provision of services and performance of contractors and the respect of Letters of Agreements with troops contributing countries. ** DESIGN and IMPLEMENT quality assurance programmes for aviation operations. ** COORDINATE with Aviation Safety and MOVCON units the smooth development of the daily air operations.		
Summarize any of Your Achievements		

PROFESSIONALLY MANAGED for over 3 years the air operations of Eastern DRC, the largest (1.000.000 Km2) and most challenging sector of MONUC. * * * **SUPERVISED** 4 Aviation Coordination Centers (CC), 15 team sites, and the work of 5 Aviations Officers deployed in my sub-region. * * * **CREATED** a training centre in Kisangani serving the entire MONUC's aviation operation, providing induction courses for new staff prior to their final deployment and career development plans for other staff, in line with the highest aviation and safety standards (more than 50 staff trained in 2 years). * * * **ADMINISTERED** a fleet of 32 aircrafts - fixed and rotary wings - flown by civilian contractors and military contingents under LOAs. * * * **PROVIDED** timely and efficient logistic and aviation support in response of Mission's needs, including troops' deployment and rotations, medical evacuations, rapid deployment/evacuation of staff by air and other emergencies. * * * **INTEGRATED** and **COORDINATED** aviation safety policies, procedures and emergency response plans into air operations management systems. * * * **PLANNED** and **SUPERVISED** the provision of logistic support and air transportation of humanitarian aid in response to natural disasters, diseases outbreaks and other humanitarian crises. * * * **TIMELY ACCOMPLISHED** all missions required without any incident.

Reasons for Leaving

Transfer to MINUSTAH.

Job Title Director of Operations and Air Safety Department	Type of Business Aviation	From - To 01/02/2000 - 01/10/2001
Name of Employer National Civil Aviation Institute	Name of Supervisor Col. Julio LOMBARDI	
Salaries per Annum: Starting 18000	Final 18000	Currency Paid ARS
Is this a civil servant position of your Government? No		Is this a position within the UN Common System? No
Telephone Number 541146289433	Email Address	
Address of Employer Argentina		
Number of Employees Supervised by You 19		
Description of Duties PLAN and MONITOR air operations. * * DESIGN and OVERSEE the security system in the area of responsibility, composed of one civilian airport (with light aircraft operations) and the Aviation Museum. * * IMPLEMENT and MONITOR air safety programmes. * * DESIGN and DELIVER training to civilian pilots. * * SUPERVISE all civilian aviation training centers and training implementation.		
Summarize any of Your Achievements DESIGNED and VALIDATED a standardized aviation training programme, which served as a basis for training courses in all 50 civil aviation training centers of Argentina. * * * CREATED and TESTED the entire perimeter and access security system of the airport and museum area (fences and walls, fixed guards positions, access checkpoints with tracking system for visitors, internal patrols, electronic surveillance devices and communication systems).		
Reasons for Leaving Serve for the United Nations in the field.		

Job Title Director of Air Operations and Air Safety Department	Type of Business Commercial Aviation	From - To 01/07/1998 - 01/12/1999
Name of Employer LADE Airline	Name of Supervisor Col. Gustavo TESTONI	
Salaries per Annum: Starting 17000	Final 17000	Currency Paid ARS
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 Argentina		
Number of Employees Supervised by You 250		
Description of Duties MANAGE 35 commercial airline agencies in southern Argentina through a centralized budget and procurement process. * * PREPARE offers for UN bids and coordinate international UN troops' rotations. * * DESIGN an air safety program for LADE Airline and supervise its implementation in the agencies. * * PLAN and OVERSEE international cargo flights transporting livestock, frozen food and general cargo. * * PLAN and DEVISE domestic regular flight schedules. * * PROVIDE air transportation support in developing areas of southern Argentina.		
Summarize any of Your Achievements PROVIDED technical advice on administration, logistic and procurement activities which resulted in budget savings, through rental of more suitable office facilities, improved communications means and methods of recruitment of personnel. * * * IMPROVED flight schedules so that they better matched regional needs, resulted in a consistent reduction of expenses and increase of benefits. * * * PROVIDED safe and standardized operations in all the stations.		
Reasons for Leaving Promotion within the Air Force.		

Job Title Director of Communication Department	Type of Business Commercial aviation	From - To 01/01/1998 - 01/07/1998
Name of Employer LADE Airline	Name of Supervisor Col. Gustavo TESTONI	
Salaries per Annum: Starting 17000	Final 17000	Currency Paid ARS
Is this a civil servant position of your Government? No		Is this a position within the UN Common System? No
Telephone Number 541143176000	Email Address	

Address of Employer

Argentina

Number of Employees Supervised by You

12

Description of Duties

COORDINATE the provision of communication services to 35 commercial airline agencies in South Argentina and link them with their headquarters. * * DEVELOP and UPDATE/UPGRADE LADE Airline communication's network. * * SUPERVISE the work of technical personnel in the airline's HQ and in its agencies.

Summarize any of Your Achievements

RESEARCHED market options for purchase/lease of communication equipment and connectivity, to improve communication system. * * * CREATED an internet-based network channelling 80% of the company's communications, which resulted in the saving of considerable telephone expenses and the integration of LADE Airline into international airlines online reservations and sale systems.

Reasons for Leaving

New assignment within the company.

Job Title	Type of Business	From - To
Director of Human Resources Department	Aviation/Human Resources	01/12/1996 - 01/12/1997
Name of Employer	Name of Supervisor	
Air Space Control Center	Col. Guillermo PORTA	
Salaries per Annum:		
Starting	Final	Currency Paid
16000	16000	ARS
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number	Email Address	
541143176000		
Address of Employer		
Argentina		
Number of Employees Supervised by You		
15		
Description of Duties		
Under the direct supervision of the Air Force Human Resources Director, MANAGE personnel matters of air force officers and non commissioned officers (NCOs). * * COORDINATE all administrative actions relative to the administration of human resources activities, such as recruitments, appraisals and promotions. * * IDENTIFY vacancies, prepare job profiles and participate in interviews and test of candidates. * * DESIGN Unit staffing tables and organization charts. * * CONTRIBUTE to the development and design of a career development plan training programme on air traffic surveillance.		
Summarize any of Your Achievements		
PROFESSIONALLY HANDLED personnel files of 40 officers and 250 NCOs and promptly provided advice on personnel matters, appraisal processes and rules and regulations. * * * DEVELOPED and REDESIGNED career plans profiles for officers ad NCOs and related positions and followed up on recruitment processes. * * * In a team of five, contributed to the design of a specialised 2-years training programme for officers and NCOs, in full compliance with International Civil Aviation Organisation (ICAO) standards.		
Reasons for Leaving		
New assignment.		

Job Title	Type of Business	From - To
Chief of Procurement Department	Airport management	01/01/1995 - 01/12/1996
Name of Employer	Name of Supervisor	
Ezeiza International Airport	Col. Nicolas BENZA	
Salaries per Annum:		
Starting	Final	Currency Paid
15000	15000	ARS
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? Yes
Telephone Number	Email Address	
541143176000		
Address of Employer		
Argentina		
Number of Employees Supervised by You		
25		
Description of Duties		
MONITOR the preparation and implementation of the airport budget and related cost-plan. * * PLAN AND MONITOR the purchase of airport equipment and supplies. * * ORGANISE national and international bids for the provision of airport services. * * SUPERVISE the provision of services and supplies.		
Summarize any of Your Achievements		
ENSURED that the yearly airport budget (3 millions USD) was designed to match airport needs in terms of equipment, services, resources and supplies, which resulted in good planning and forecasting, and avoided unforeseen purchases. * * * REDUCED electricity consumption expenses of 30%, by modernising and improving navigation and communication equipment at the airport.		
Reasons for Leaving		
New Assignment within the Air Force		

Job Title	Type of Business	From - To
Security Officer-Part time	Security	01/01/1991 - 01/01/1995
Name of Employer	Name of Supervisor	
El Alcalzar	Miguel SPICCIA	
Salaries per Annum:		

Starting 21600	Final 21600	Currency Paid ARS	Is this a civil servant position of your Government? No
			Is this a position within the UN Common System? No
Telephone Number 541147585046		Email Address	
Address of Employer Argentina			
Number of Employees Supervised by You 18			
Description of Duties COORDINATE daily operations and keep track of ongoing security operations, such as escorts, facilities and fixed positions, in the designated geographical area of responsibility. * * DESIGN and DELIVER training programmes on security issues for staff. * * PREPARE and IMPLEMENT SOPs for security operations. * * ASSESS new security systems to be implemented in terms of technology, distribution and links.* * INVESTIGATE internal and external delinquency cases and supervise the work of others in this area.			
Summarize any of Your Achievements Within six months, DESIGNED a one-month training for new staff on security issues and a one-week refreshment course for team leaders and security officers, which resulted in increased professionalism of staff and prestige for the company. * * * IMPROVED security service delivery for ongoing operations resulted in better capacity of reaction for urgent requests, problems, threats and other incidents. * * * The team under my supervision UNDERTOOK professional investigations which eased investigations by law enforcement agencies in cases connected with the company security system. * * * DEvised technically and financially well-balanced security systems for private customers.			
Reasons for Leaving New assignment within the Air Force required full-time commitment.			

Job Title Air Force Pilot	Type of Business Military Air Operation	From - To 01/01/1981 - 01/12/1994
Name of Employer Argentinean Air Force	Name of Supervisor Col. Pablo CARBALLO	

Salaries per Annum:			
Starting 10000	Final 15000	Currency Paid ARS	Is this a civil servant position of your Government? No
			Is this a position within the UN Common System? Yes
Telephone Number 541143176000		Email Address	
Address of Employer Argentina			
Number of Employees Supervised by You 50			
Description of Duties PERFORM duties as wing pilot and leader, as well as cargo aircraft instructor within the Cargo Aircraft Pilot's Course for Air Force pilots. * * * PARTICIPATE in military operations during the South Atlantic War (1982): performing cargo/passengers flights, sea surveillance, search and rescue operations. * * PROVIDE yearly compulsory and voluntary training to soldiers on military matters.			
Summarize any of Your Achievements PLANNED and CONDUCTED all kinds of operations and flown in bad climates. * * * Gained extensive flying experience as well as in-flight leadership. * * * PARTICIPATED in the organizing, planning and undertaking of humanitarian and rescue operations during and after natural disasters, such as floods, earthquakes and forest fires. * * * MANAGED large units and supervise staff in a high pressure environment.			
Reasons for Leaving New assignment within the Air Force.			

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	Not easily	Easily
Spanish	Yes	Easily	Easily	Easily	Easily

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

Address

Moreno 850 Ap 11 D
Ciudad de Buenos Aires Argentina
Telephone: 54-11-43314483
Fax: 54-911-51018590
Contact: Patricia Suarez

Address

387 Ave. John Brown, Bourdon
Port-Au Prince Haiti
Telephone: 509-2442050 extension 5520
Fax: 509-4584166
Contact: Pablo Suarez

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
Roberto BRIEND	Retired	Manzana 13 Bloque 2 Barrio Jockey Club Argentina	543514672619 robertobriend@hotmail.com

Personal History Profile for Samuel TOO

General Details

- | | | | |
|--|------------------------------------|---|-------------------------------------|
| 1. Family name
TOO | First Name
Samuel | Middle Name
KIPNGETICH | Maiden Name, (if any) |
| 2. Date of Birth
03/11/1972 | 3. City of Birth
Kericho | Country of Birth
Kenya | Index No
845178 |
| 4. Country of Nationality at Birth
Kenya | Second Nationality (if any) | 5. Country of Present Nationality
Kenya | Second Nationality (if any) |
| 6. Gender
Male | 7. Height [cm]
167 | 8. Weight [kg]
78 | 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? **Financial management 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? **01/02/1999**
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: **too1@un.org**

Education

List all university degrees or equivalent qualifications obtained.

University Name Eastern & Southern African Management Institute (ESAMI)	City, Country Arusha Tanzania, United Rep. of	From - To Nov-2006 - Nov-2008
Main Course of Study Management	Field of Study Business & Administration	
Degree Title or Equivalent Masters in Business Administration (MBA)	Degree Type Advanced university degree	

University Name UNIVERSITY OF NAIROBI	City, Country NAIROBI Kenya	From - To Feb-1992 - Jul-1996
Main Course of Study Accounting	Field of Study Business & Administration	
Degree Title or Equivalent Bachelor of Commerce	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 KASNEB (Part-time student)	City, Country Nairobi Kenya	From - To Jun-1994 - Dec-1999
Main Course of Study Accounting and Finance		Certificate or Diploma Certified Public Accountant III (Highest qualification)

Name of School Kabianga School	City, Country Kericho Kenya	From - To Jan-1987 - Nov-1990
Main Course of Study High School education		Certificate or Diploma Kenya Certificate of Secondary Education

Employment

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

Job Title Administrative & Finance Officer	Type of Business United Nations	From - To 01/06/2006 -
Name of Employer United Nations Office for the Coordination of Humanitarian Affairs		Name of Supervisor Timothy Pitt
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

256312244821

Email Address

too1@un.org

Address of Employer

Uganda

Number of Employees Supervised by You

13

Description of Duties

Supporting day to day operation of the administrative, human resources & finance functions of the office. Manages office inventories, office leases and daily administrative support. Prepare annual cost plan, request for allotments, and reconcile the IOVs with the UNDP disbursements by liaising with HQ. Oversee the recruitment and induction function of national and general service staff. Process supplies requisition from the sub-field offices.

Summarize any of Your Achievements

Have managed to provide a coordinated approach to the seven sub-offices in the Northern part, Karamoja region and the main office in Kampala. Have succeeded in keeping the expenditures within the approved cost plan and by working closely with UNDP operations manager have managed to cultivate an excellent working relationship thus achieving a short-turn around in processing time. I am very active member of inter-agency operations management team where we have managed to bridge the gap for operation officers for all the UN agencies in Uganda. On personal development, I have graduated with MBA degree that had widen my skills and acquired more knowledge in human resources, finance and management.

Reasons for Leaving

Presently working but wish to advance my career at a higher level and even offer my professional services and experiences in financial management.

Job Title

Assistant Administrative & Finance Officer (Grade NOB)

Type of Business

International Organisation

From - To

01/07/2003 - 01/02/2006

Name of Employer

UN OCHA/IRIN

Name of Supervisor

Mark Bidder & Patricia Banks

Salaries per Annum:

Starting

2182322

Final

2514657

Currency Paid

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

Telephone Number

254020622606

Email Address

samuel@irinnews.org

Address of Employer

Kenya

Number of Employees Supervised by You

12

Description of Duties

Maintain an overview of IRIN offices to ensure that timely administrative support is provided in general -Participate in recruitment and training of General Service staff and review and evaluate their performance -Prepare detailed IRIN cost estimates and participate in budget analysis and projection as required. Review budget and actual expenditure and make recommendation to IRIN Coordinator for areas of improvement in budget control -By working closely with UNDP,oversees the procurement function of the office -Maintained financial records and monitoring systems to record and reconcile expenditures for all IRIN offices -Arranges for and or attends meetings on day-to-day administrative matters. -Supports the Coordinator in preparing finance and administrative related correspondence to OCHA HQ and partner UN agencies including annual progress report to donors

Summarize any of Your Achievements

Design, develop and successful implementation of oracle finance application currently being used by IRIN and was able to make the application accessible online. Organized a very successful administration training in Dec 2005 held in Dubai and attended by admin assistants from all IRIN offices.

Reasons for Leaving

Offered international assignment

Job Title

Administrative/Finance Ass.

Type of Business

International Organisation

From - To

01/07/2002 - 01/06/2003

Name of Employer

UN OCHA/IRIN

Name of Supervisor

Patricia Banks

Salaries per Annum:

Starting

1496673

Final

1496673

Currency Paid

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

Telephone Number

254020622147

Email Address

irin@ocha.unon.org

Address of Employer

Kenya

Number of Employees Supervised by You

12

Description of Duties

Maintain an overview of IRIN-CEA to ensure timely administrative support is provided. Overall supervision of locally recruited staff. Participate in recruitment and training of General Service staff and review and evaluate their performance. Prepare detailed IRIN cost estimates and participate in budget analysis and projection. Review budget and actual expenditure and make recommendation to IRIN Coordinator. Maintain financial records and monitoring systems to record and reconcile expenditure for all IRIN offices. Incharge of procurement function of the office. Arranges for and or attend meetings on day-to-day administrative matters. Support the Coordinator in preparing finance and administrative related correspondence to OCHA NY and partner UN agencies.

Summarize any of Your Achievements

Designed and Successfully implement finance tracking system presently being used by IRIN Nairobi, Johannesburg and Ankara and was able to implement the software in IRIN offices of Abidjan, Islamabad and Kabul. The finance software has greatly help IRIN in managing its finances by keeping proper records. Before I automated the finance section, all transactions like payment requests were being done manually. Presently all payments request to UNDP can be accounted for. This has greatly reduced the processing time and help keeps history data for inquiries purposes.

Reasons for Leaving

Got promoted to National Officer

Job Title Finance Assistant	Type of Business International Organisation	From - To 01/04/2000 - 01/06/2002
Name of Employer UN OCHA/IRIN	Name of Supervisor Abdi Farah	
Salaries per Annum: Starting 898323	Final 1069425	Currency Paid KES
Is this a civil servant position of your Government? No		Is this a position within the UN Common System? Yes
Telephone Number 2542622147	Email Address irin@ocha.unon.org	
Address of Employer Kenya		
Number of Employees Supervised by You 0		
Description of Duties Maintain financial record for IRIN, prepares manage and monitor IRIN annual budget,process disbursements,travel advance & travel claims,local staff salaries and consultant fees through UNDP country office.Maintain office petty cash account.		
Summarize any of Your Achievements Designed and successfully implemented a finance tracking system. The system generates payment requests and tracks balances in each budget line.It also maintained database for all financial transaction initiated by the office.		
Reasons for Leaving Career reasons		

Job Title Finance Assistant	Type of Business International Organisation	From - To 01/05/1999 - 01/03/2000
Name of Employer UNON	Name of Supervisor Philip Mwanthi	
Salaries per Annum: Starting 671412	Final 703385	Currency Paid KES
Is this a civil servant position of your Government? No		Is this a position within the UN Common System? Yes
Telephone Number 2542621234	Email Address samuel.too@unon.org	
Address of Employer Kenya		
Number of Employees Supervised by You 0		
Description of Duties Process accounts receiveable for UNON,UNEP & UNCHS. Determine amounts to be recovered from staff on separation and passed journal entries for reconcilled accounts.		
Summarize any of Your Achievements Was able to clear backlog and cleaned accounts receiveables in readiness for the upgrade to IMIS. Also was able to collect huge some of money from staff who had not paid up for some time.		
Reasons for Leaving Career prospects		

Job Title Accountant	Type of Business Exploration & retailing of petroleum products	From - To 01/09/1996 - 01/04/1999
Name of Employer National Oil Corp. of Kenya	Name of Supervisor Faith Njuguna	
Salaries per Annum: Starting 273240	Final 497925	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 2542608070	Email Address	
Address of Employer Kenya		
Number of Employees Supervised by You 6		
Description of Duties In charge of general ledger section,preparation of financial reports and managed treasury section. Also maintained creditors & debtors legders.		
Summarize any of Your Achievements Was part of a team that reorganised the finance section and upgrade the operation from manual to automated one. With systematic software,I was able to organise finance data and produced timely financial reports for both management and the government.		

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
Swahili	No	Easily	Easily	Easily	Easily
Kalenjin	Yes	Easily	Easily	Easily	Easily

Address

c/o UN OCHA Malcolm X Avenue, Plot 48 Kololo
P.O Box 7184
Kampala Uganda
Telephone: 256-312-244821
Fax: 256-772226644
Contact: SAMUEL TOO

Address

P.O BOX 6091,
00100 GPO
NAIROBI NAIROBI Kenya
Telephone: 254-722733741
Fax: 254-722733741
Contact: SAMUEL TOO

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
Willy KETER	Assistant Director of Planning, City of Nairobi	POSTBANK, P.O Box 30075, Nairobi Kenya	keterw@yahoo.com
Tom OCHIENG	System developer and Administration	USAID-Kenya, Box 3499-00100, Nairobi Kenya Kenya	tochieng@usaid.gov
Nelson TONUJ	Head of System development	Office of the President-Kenya Kenya	nktonui@yahoo.co.uk