

## Profiles included in this document

	Name	Index	DOB	Gender	Nationality	EMail
1.	ASUNCION, Benito		21/03/1953	M	USA	benito.asuncion@undp.org
2.	FAYE, Matar Sylla		26/04/1951	M	SEN	faye1@un.org
3.	KOUAME, Gregoire	424809	01/01/1966	M	IVC	kouameg@un.org
4.	MUTUNE, Dorothy	073487	30/12/1957	F	KEN	mutune@un.org
5.	NGOMBA, Teresia	356546	13/09/1956	F	KEN	ngomba@un.org
6.	NOEL - RASE, Jocelyne		16/09/1956	F	USA	jocelyne.rase@gmail.com
7.	PANGILINAN, Victoria	819316	24/05/1955	F	PHI	pangilinan@un.org
8.	RAMSAROOP, Florence	763058	20/06/1957	F	GUY	ramsaroop@un.org
9.	SUARES, Stanislaus	308969	10/04/1961	M	IND	suares@un.org
10.	THETTIKUZHI, Sasidharan	523511	05/04/1951	M	IND	thettikuzhi@un.org

# Personal History Profile for Benito ASUNCION

## General Details

- |  |                                   |  |                                     |
|--|-----------------------------------|--|-------------------------------------|
| 1. Family name<br><b>ASUNCION</b>                        | First Name<br><b>Benito</b>       | Middle Name<br><b>Isip</b>   | Maiden Name, (if any)               |
| 2. Date of Birth<br><b>21/03/1953</b>                    | 3. City of Birth<br><b>Manila</b> | Country of Birth<br><b>Philippines</b>                               | Index No                            |
| 4. Country of Nationality at Birth<br><b>Philippines</b> | Second Nationality (if any)       | 5. Country of Present Nationality<br><b>United States of America</b> | Second Nationality (if any)         |
| 6. Gender<br><b>Male</b>                                 | 7. Height [cm]<br><b>175</b>      | 8. Weight [kg]<br><b>83</b>  | 9. Marital Status<br><b>Married</b> |
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? **No**
- Are there any limitations on your ability to perform in your prospective field of work? **No**
11. Have you taken up legal permanent residence status in any country other than that of your nationality? **Yes. United States of America.**
13. What is your preferred field of work? **Personnel 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?
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: **benito.asuncion@undp.org**

## Education

List all university degrees or equivalent qualifications obtained.

University Name <b>Philippine College of Commerce</b>	City, Country <b>Manila Philippines</b>	From - To <b>Jan-1970 - Oct-1975</b>
Main Course of Study <b>Accounting</b>	Field of Study <b>Business &amp; Administration</b>	
Degree Title or Equivalent <b>Bachelor of Science in Accounting/Marketing</b>	Degree Type <b>Bachelor of Sciences</b>	

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

Name of School <b>Learning Resource Center - UNDP</b>	City, Country <b>New York United States of America</b>	From - To <b>Apr-2009 - Apr-2009</b>
Main Course of Study <b>Ethics Workshop</b>		Certificate or Diploma <b>Certificate</b>

Name of School <b>Learning Resource Center - UNDP</b>	City, Country <b>New York United States of America</b>	From - To <b>Apr-2009 - Apr-2009</b>
Main Course of Study <b>Presentation Skills Workshop</b>		Certificate or Diploma <b>Certificate</b>

Name of School <b>Learning Resource Center - UNDP</b>	City, Country <b>New York United States of America</b>	From - To <b>Apr-2009 - Apr-2009</b>
Main Course of Study <b>Comptency Base Interview Skills</b>		Certificate or Diploma <b>Certificate</b>

Name of School <b>Learning Resource Center - UNDP</b>	City, Country <b>New York United States of America</b>	From - To <b>Mar-2009 - Mar-2009</b>
Main Course of Study <b>Ethics Training Assessment</b>		Certificate or Diploma <b>Certificate</b>

Name of School <b>Cornell University</b>	City, Country <b>New York United States of America</b>	From - To <b>Oct-2008 - Apr-2009</b>
Main Course of Study <b>Human Resources Management Certification Program (11 Courses)</b>		Certificate or Diploma <b>Certificate</b>

Name of School <b>Arellano University-High School</b>	City, Country <b>Manila Philippines</b>	From - To <b>Jan-1966 - Oct-1970</b>
Main Course of Study <b>Secondary Education or High School Diploma</b>		Certificate or Diploma <b>High School Diploma</b>

# Employment

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

Job Title <b>HR Specialist/Officer</b>	Type of Business <b>DDR Unit (Demobilization, Disarmament and Reintegration)</b>	From - To <b>01/06/2009 -</b>
Name of Employer <b>UNDP Country Office - Sudan</b>	Name of Supervisor <b>Lkhasuren Batchuluun</b>	
Salaries per Annum: Starting	Final <b>0</b>	Currency Paid <b>USD</b>
Telephone Number	Is this a civil servant position of your Government? <b>No</b>	Is this a position within the UN Common System? <b>Yes</b>
Address of Employer <b>Sudan</b>	Email Address <b>benito.asuncion@undp.org</b>	
Number of Employees Supervised by You <b>6</b>	Description of Duties <b>Concluded detail assignment in UNDP DDR Unit Sudan as an HR Specialist/Officer from June to December 2009. Responsible for various tasks such as: international recruitment of both substantive and high level position for DDR; helping in the recruitment of national officer (NO's) and support staff (SC's); screening -evaluating on-line application for long-listing and short-listing as well as providing advise on many HR related issues, specially recruitment and contractual reforms for the DDR Unit. Serve as an HR ex-officio for telephone and personal interviews conducted by the DDR Unit. Serve as the focal point for international recruitment and provide advisory service to the HR section in the absence of the designate HR Specialist and HR Analyst. Act as direct liason between the HQ Recruitment Unit and Sudan DDR Unit. Provide and grant access for international vacancy announcement for DDR staff for long-listing and short-listing. Prepare corporate interview reports for submission and approval of Country Office and CRB in New York.</b>	
Reasons for Leaving <b>On detail assignment only.</b>	Summarize any of Your Achievements <b>On-going recruitment of all international, national and service-contract staff of UNDP DDR Unit in Khartoum, and Juba, South Sudan for DDR project and activities in the whole of Sudan. Conversion of ALD and L contract into the new UN contractual reforms.</b>	

Job Title <b>H.R. Officer</b>	Type of Business <b>Election</b>	From - To <b>01/05/2008 - 01/07/2008</b>
Name of Employer <b>UNDP Country Office - Elect Project</b>	Name of Supervisor <b>Margie Cook</b>	
Salaries per Annum: Starting	Final	Currency Paid <b>AFA</b>
Telephone Number	Is this a civil servant position of your Government? <b>No</b>	Is this a position within the UN Common System? <b>Yes</b>
Address of Employer <b>Afghanistan</b>	Email Address	
Number of Employees Supervised by You <b>2</b>	Description of Duties <b>Large number of recruitment of international staff and national staff as well as UNV staff for UNDP / UNAMA Election Project for the Voters registration which will coincide with the 2009-2010 Presidential and Parliamentary elections; Drafted and finalized job descriptions or TOR's; Submitted job descriptions for classification to UNDP RBAP; Liaise with Electoral Assistance Division (EAD) and follow-up with OHR/RBAP on various recruitment, classification and policy related issues; Screen and evaluate, shortlisted and interview candidates; Finalize and submit interview reports; Liaise with local OHR and Procurement units on ALD and SSA's recruitment issues; Liaise with OHR-HQ and Copenhagen on issues related to waivers, policy issues and 200 series contracts.</b>	
Reasons for Leaving <b>TDY or Surge detail assignments which will be on-going</b>	Summarize any of Your Achievements <b>On time recruitment and submission of all documents necessary for getting on board of Elect Project international and national staff.</b>	

Job Title <b>H.R. Associate</b>	Type of Business <b>Development Programme</b>	From - To <b>01/02/2008 -</b>
Name of Employer <b>United Nations Development Programme-OHR/BAS/RECRUITMENT</b>	Name of Supervisor <b>Michael Emery</b>	
Salaries per Annum: Starting	Final <b>7471600</b>	Currency Paid <b>USD</b>
Telephone Number <b>011212906-6200</b>	Is this a civil servant position of your Government? <b>No</b>	Is this a position within the UN Common System? <b>Yes</b>
Address of Employer <b>United States of America</b>	Email Address <b>benito.asuncion@undp.org</b>	

Number of Employees Supervised by You

1

Description of Duties

**Involve and participate in the Quarry recruitment and core post recruitment of UNDP staff both in HQ's and County & Field Offices Provide support to implementation of recruitment policies; Provides administrative, budgetary & logistical support to general recruitment process; Administers data storage, communication and work flow within the Recruitment Unit. All recruitment related HR functions for UNDP including travel of high-level candidates. Evaluating and screening CV & PHP's on prospective applicants and candidates. Assist in identification & proposal of mechanism to attract suitable candidates from various countries. Update & maintenance of Recruitment website including timely posting of ads, monitoring for org. consistency against corp. standards, maintenance of all recruit. portals and sites and significant interaction with CO on editing standards & policy advice; Monitoring on-line application forms, responding to questions & queries related to application procedures; Prep. of responses (including correspondence) on recruit. processes routine queries; Creation posting, monitoring and initial filtering applic. of strategic vacancies (D-2 and above); Prep. of assesments and interview schedules, written test, the induction and coord. of all travel for the Unit; Prep. of interview docs. for screening, interview panels and selection committee; Prep. of docs. & summary sheets for the Ex-Officio for the APB; Coord. of logistics for Competency-Based Interviewing training and co-facilitation to support service staff; Prep. for statistics for Quarry exercise; Managing the database during Quarry Review meeting; Prepares and monitors the annual budget of the Recruitment Unit; Maintenance of the database on recruitment info.& statistics; Efficient adminis. of the work flow & communication flow in the Unit; Estab. of the monitoring systems for work in progress informing supervisor on status of pending requests & work deadlines; Support to preparation of the year-end rep**

Summarize any of Your Achievements

**On time accomplishments of task provided by our recruitment team. Met all target delivery date involving interview and recruitment related deadlines.**

Reasons for Leaving

**Still active.**

Job Title <b>H.R. Officer</b>	Type of Business <b>Peacekeeping/Humanitarian mission</b>	From - To <b>01/05/2007 - 01/12/2007</b>
Name of Employer <b>United Nations Mission in Sudan, UNMIS</b>		Name of Supervisor <b>George Kabore, CCPO and Mohammed Hashi</b>

Salaries per Annum:

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

Telephone Number

Email Address  
**asuncion@un.org**

Address of Employer

**Sudan**

Number of Employees Supervised by You

2

Description of Duties

**- Assessed availability of candidates in Nucleus and check status of individual clearances - Reviewed eligibility of candidates i.e. 2 years in grade for mvt to higher level post, UNV (completion of required period of assignment), eligibility to transfer to another mission ..... - Provided short-lists of TCed candidates to PMs and specific vacancy requested. - Liaised with PMs to ensure timely filling of posts. - Responded to PMs queries concerning selected candidates - Assisted PMs in preparing comparative evaluation when they need guidance - Served as ex-officio in any interview panels from FS to Prof. up to D-1 - Followed-up with ROU on status of clearances as required - Updated vacancy tracks reports and attached necessary documents required. - Liaised with post manager to ensure that the staffing table is up to date - Provided any recruitment reports/statistics as requested - Created vacancy tracks and update Nucleus track. - Prepared, send and follow-up on offers and release requests - Ensured index numbers are available in IMIS and if not request thru HRITS e-request for UN Index No. - Updated tracks and ensure completion of files and transfer them to Travel in PMSS for their action - Liaised whenever possible with candidates on any query they may have - Liaised with UNV office in Bonn to confirm eligibility of UNV candidates - Maintained recruitment table (the general one recording our selections) and liaise with PMSS to follow-up on travel of candidates. Prepared and request medical clearances for all candidates selected; Requested travel for candidates selected for deployment to Travel Section including Civilian training to Brandisi. -Requested UN Index Number thru HRITS e-request and visa issuance for Sudan. -Conducted reference checks to external candidates recruited for their employer and university degrees. -In charged of running the HR Unit in Sector III-Malakai, Southern Sudan and 4 Team Sites: Bentiu, Bor, Melut and Nassir.**

Summarize any of Your Achievements

**Successfully met deadline for all recruitment request from all the substantive and support section of the mission. Met delivery target of placement and getting on board for all the successful candidates for deployment. On time achievement of all HR management; administraton and recruitment work related matters for Sector III and it's 4 Team Sites. Met deliverables and work plan related HR issues for the Regional Administrative Officer report for UNMIS Southern Regional Office in Juba, Southern Sudan.**

Reasons for Leaving

**My mother health situation needs my presence.**

Job Title <b>Human Resources Assistant</b>	Type of Business <b>Peacekeeping/Humanitarian mission</b>	From - To <b>01/08/2006 - 01/05/2007</b>
Name of Employer <b>United Nations Mission in Sudan, UNMIS</b>		Name of Supervisor <b>Ellen Murphy, Georges Kabore and Laure Alonet</b>

Salaries per Annum:

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

Telephone Number

Email Address  
**asuncion@un.org**

Address of Employer

**Sudan**

Number of Employees Supervised by You

1

Description of Duties

Initiated and process recruitment of selection fax from PMSS/ASD/OMS/DPKO New York for recruitment of as follows: external candidates selected; internal staff for movement to higher level and reappointment; movement to higher level within mission; movement between missions (Reappointment); movement between missions (Reassignment); staff on assignment or detail and other staff on reimbursable loan agreement (RLA) from other UN specialized agencies. Prepare and research Personal History Profile (PHP) and technical clearance for selected candidates for processing of their selection. Evaluate and screen candidates PHP for their eligibility and grading of recruitment allowance. Attend and participate as HR representative for candidates panel interviews. Create, keep and update vacancy/recruitment track; Liaise with HR Officers to provide Initially and Technically cleared candidates to PM; prepare, send and follow-up on offers and release requests in Nucleus system. Ensure index numbers are available in IMIS; assist in post mgmnt. activities. Update tracks and ensure completion of files and transfer them to Travel in Personnel Management Support Services (PMSS). Blocked posts on FPMS data base system. Assist in preparation of internal VA's. Liaise with United Nations Volunteers, UNV in Bonn to request eligibility of UNV candidates and their release confirmation for employment by the mission (UNMIS). Maintain and update recruitment table for processed recruitment of selected applicant and liaise with PMSS to follow-up on travel of candidates and problems encountered with the Nucleus system. Blocked post in the FPMS post management Lotus data base system. Respond to HR Officer query regarding international staff recruitment. Help other international recruitment staff in the preparation of report requested by the Chief Civilian Personnel Officer (CCPO) regarding recruitment table and matrix. Assist in preparation and finalization of doc. for PMSS for panel meetings by HR/CCPO

Summarize any of Your Achievements

Timely preparation and processing of selected candidates recruitment. Met delivery target of placement and getting on board all candidates selection fax sent by PMSS/DPKO NY HQ Office for deployment in Khartoum, Darfur and other Regions in Sudan.

Reasons for Leaving

Re-deployment to UNMIS Southern Region, Sector III-Malakal and it's 4 Team Sites (Bentiu, Bor, Melut and Bor) as an HRO.

Job Title	Type of Business		From - To
<b>Human Resources Assistant</b>	<b>Programme on HIV/AIDS</b>		<b>01/01/2005 - 01/07/2006</b>
Name of Employer	Name of Supervisor		
<b>UNAIDS-Joint United Nations Programme on HIV/AIDS</b>	<b>Alex Thern-Svanberg/Joanne Girard</b>		
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>93491</b>	<b>93491</b>	<b>CHF</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address		
<b>4122733-7372</b>	<b>benito.asuncion@undp.org</b>		
Address of Employer			
<b>Switzerland</b>			
Number of Employees Supervised by You			
Description of Duties			
<p><b>Organized and participated in meetings between the Regional Support Team field office (RST) and HRM to discuss issues related to recruitment of Prof. staff to be assigned to their respective Reg. Support Team (RST). Organized and prepared staff documentation to be discussed for the Appointment and Selection Committee meetings related to staff appointment, reassignment and reclassification. Member of the recruitment team dealing with recruitment of international Prof. staff, JPO and G.S. staff in the HQ, Regional Support Team (RST) and UCC country field office. Supported other Human Resources staff in carrying out/providing benefits and entitlements to Professional staff in the HQ, UCC and RST field office. Screened candidate application Personal History Form related to UNAIDS closed vacancy announcements to be forwarded for short listing to the concern departments. Participated in weekly HRM recruitment meeting to discuss strategies and issues related to overall recruitment of UNAIDS HQ and Field staff. Responsible for the management, administration and logistics of interviews under our scope/load and coordinated with other member of the recruitment team. Prepared other related paper works to be integrated in the Summary Report of each post interviewed. As of 2006, I also helped and assisted the H.R. Asst. in Contract Administration which involve processing request for staff movements, including appointments, reassignments and separations of staff. Facilitated the installation of staff, prepared attestation, assignment grant payments. Interagency staff movements: followed up, monitored and process interagency secondment, loan and transfer arrangements. Answered queries from staff and prepared and disseminated information to staff on entitlements. Request security clearances for all new &amp; reassigned staff; request periodic medical exams for all fixed-term staff in the field and HQ.</b></p>			
Summarize any of Your Achievements			
<p><b>Accomplish target date delivery for recruitment, placement and reassignment of professional and general services staff both in the HQ and Field which result to smooth operation of the regional support teams in the field and headquarters. Achieved deliverables and on time fielding of missions of various consultants. Updated inputing of data of UCC in the intranet within the prescribe due date.</b></p>			
Reasons for Leaving			
<p><b>On-loan (Reimbursable Loan Agreement) arrangement finished by 30 July 2006.</b></p>			

Job Title	Type of Business		From - To
<b>Human Resources Associate</b>	<b>Project Services/Management</b>		<b>01/04/2004 - 01/12/2004</b>
Name of Employer	Name of Supervisor		
<b>Central Asia, North Africa, Near East and Europe-UNOPS</b>	<b>Franco Becchi-Designate OIC-NY-Christophe Bouvier-Chief-Geneva and Melissa Esteva-PM</b>		
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>47285</b>	<b>64703</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address		
<b>001212457-1717</b>	<b>benitoa@unops.org</b>		
Address of Employer			
<b>United States of America</b>			
Number of Employees Supervised by You			
<b>0</b>			
Description of Duties			
<p><b>Supported the planning, management and administration for human resources and provided assistance in the recruitment of international consultant, national professional personnel and local service staff in accordance with relevant established policies and procedures governing human resources activities. Reviewed requests for recruitment together with their Terms of Reference or Job Descriptions. Determined appropriate honorarium and travel arrangements and advised travel entitlements. Ensured update and maintenance of information of recruitment systems to allow accurate statistical reporting. Developed and implement tracking tools to monitor recruitment status and other indicators for management purposes. Reviewed in consultation with the Div.of Human Resources, National Service Contract formats and salary scales for hiring and administering national project personnel. Support the planning, organization and logistical arrangements for workshops, corporate meetings, retreats.</b></p>			
Summarize any of Your Achievements			
<p><b>Consistently achieved delivery target for divisions recruitment of all contracted staff and consultants. Met all deadlines in fielding missions both in headquarter and the field offices.</b></p>			

## Reasons for Leaving

**Finished secondment with UNOPS and return to UNDP.**

Job Title	Type of Business		From - To
<b>Human Resources/Admin. Officer</b>	<b>Project Implementation</b>		<b>01/10/2003 - 01/12/2003</b>
Name of Employer	Name of Supervisor		
<b>United Nations Office for Project Services (UNOPS), Afghanistan Project Implementation Facility</b>	<b>Franco Becchi</b>		
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>64703</b>	<b>64703</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address		
	<b>benitoa@unopsmail.org</b>		
Address of Employer			
<b>Afghanistan</b>			
Number of Employees Supervised by You			
<b>7</b>			
Description of Duties			
<b>Assisted Operations Manager in setting standards on procedures to improve admin./logistics supports &amp; ensure efficiency &amp; effectiveness of the whole UNOPS, APIF. Oversees administration on office admin., facilities mgmt., registry, messenger services, office supplies, office planning, archives &amp; records. Supervised locally recruited Admin.Staff &amp; provide training on UNOPS rules &amp; guidelines. Oversaw &amp; supervised Personnel Unit in recruitment., issuance of contracts (ALD, SC, SSA etc.) monitoring of leave for local and intl. staff, prepared workplan and quarterly reports for administration and personnel unit. Responsible for security and maintenance of all office equip., office and official vehicles. Ensured effective efficient operation of registration, communications (collaboration with IT Officer)and pouch system. Maintained regular contact with field offices to identify and solve their issues. Oversaw transport/travel section for reservation of UN flights and accommodation.</b>			
Summarize any of Your Achievements			
<b>The responsibility of combined Human Resources Officer and Admin. Officer is a very demanding task; our team worked 6-7 days a week from 7:30 to 8:30 pm successfully meet all job requirement. I was able to offer solution to most of the administrative, logistic and personnel problems of our regional office in Afghanistan. Majority of the regional managers/coordinator thanked me for the job well done when it comes to the solution that affect their regional office. Participated successfully to the local salary survey conducted by UNDP to reflect the actual salary of local service contract staffs and national officers for all participating UN agencies, donor countries and non-governmental agencies (NGO). It's a privilege and honor to serve the people of Afghanistan to have an impact on their lives and to carry the UN principle for the betterment of their country.</b>			
Reasons for Leaving			
<b>Short mission assignment.</b>			

Job Title	Type of Business		From - To
<b>Senior Personnel Assistant</b>	<b>Peacekeeping Mission</b>		<b>01/12/1998 - 01/06/1999</b>
Name of Employer	Name of Supervisor		
<b>United Nations Mission in Bosnia and Herzegovina (UNMIBH)</b>	<b>Said Amirdivani</b>		
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>49000</b>	<b>59000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address		
Address of Employer			
<b>Bosnia and Herzegovina</b>			
Number of Employees Supervised by You			
<b>7</b>			
Description of Duties			
<b>Administered and managed 1,600 local staff, assisted them with their rights, privileges and entitlements; responsible for the daily recruitment of local staff; liaised with two regional Personnel Asst. in Banja Luka and Tuzla and one in Sarajevo; acted as the O.I.C. in the absence of the Chief, Local Staff Unit, reporting directly to the Chief Civilian Personnel Officer; responsible for the review and recommendation of grading and recruitment allowance, special leave without pay, maternity, annual leave, sick leave and medical evacuation; participated in the recruitment of para-professional local staff in the absence of the Chief Local Staff Unit; responsible for the preparation and presentation of bi-annual grading review for approximately 200 local staff, including drafting of related correspondence for approval and signature of the CAO, CCPO and the Chief Local Staff Unit, assisted in conducting English proficiency test for language assists. and other staff; responded to queries etc</b>			
Summarize any of Your Achievements			
<b>Able to met all deadlines of the fast phase work environment of the Local Staff Unit of UNMIBH and able to administered/managed the high volume of local staff rights, privileges and entitlements and able to save lives when it comes to processing of the emergency medical evacuation of any local staff in need of medical attention which is not available in the area.</b>			
Reasons for Leaving			
<b>UNOPS needs my services in the recruitment and administration of international and national/staff consultants.</b>			

Job Title	Type of Business		From - To
<b>Human Resources Assistant</b>	<b>Project Services/Management</b>		<b>01/10/1993 - 01/04/2004</b>
Name of Employer	Name of Supervisor		
<b>Western Asia, Arab States and Europe-UNOPS</b>	<b>Franco Becchi</b>		
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>49000</b>	<b>59000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address		
<b>001212457-1717</b>	<b>BenitoA@unops.org</b>		
Address of Employer			
<b>United States of America</b>			

Number of Employees Supervised by You

0

Description of Duties

**Recruitment and administration of International and National Staff/Cons. (NPPP`s). It involved setting of fees or grade and field office financial authorization. Management of their travel entitlements, requirements and needs. Mostly responsible for Human Resources Associate functions at HRMS. Provided assistance to the Chief in the recruitment of International/National Staff/ Cons. on the full range of personnel administration functions in order to provide timely and efficient services. Liased with Portfolio Manager in outposted division for WAASE in Geneva, reviewed request for personnel action form and mode of travel to ensure compliance with existing UNDP/UNOPS rules and establish priorities to ensure timely action/fielding of missions. Assisted in the solution of logistical problems, handled queries on routine matters from PM. Advised consultants on travel entitlements. Well verse on the financial & administrative aspect of UNDP/UNOPS.**

Summarize any of Your Achievements

**Consistently achieved delivery targets for the recruitment of international and national staff/consultants in the H.Q. and a number of field offices. Asked by other divisions (Environment Division, UNOPS) to fill up their personnel staff excigencies due to medical emergency of present personnel associate staff. Due to my broad experience in human resources I can perform the work/duties of the Human Resources Associate without a problem on any operating division in UNOPS.**

Reasons for Leaving

**Joined another division.**

Job Title <b>Administrative Assistant</b>	Type of Business <b>Development</b>	From - To <b>01/10/1985 - 01/10/1993</b>
Name of Employer <b>United Nations Development Programme (UNDP)</b>		Name of Supervisor <b>William Draper III</b>

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>39000</b>	<b>49000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>

Telephone Number

Email Address  
**bill@draperrichards.com**

Address of Employer

**United States of America**

Number of Employees Supervised by You

0

Description of Duties

**Assisted in managing and monitoring administrative budget; participated in the mid-/year-end reviews of budget increases/redeployment and assisted in the preparation of initial estimates for ensuing year; established miscellaneous obligation documents for consultants, staff on SSA and other office expenditures; preparation of necessary journal vouchers at year-end to liquidate balance on MOD`s processed payments to vendor/suppliers; prepared travel authorization for consultants, liaising directly with travel Section/Amex to ensure timely issuance of airtickets and travel advances; monitored daily attendance and telephone bills; in charged of office supplies requisition, ensuring that established procedures and specifications are met and updated the filing and registry system.**

Summarize any of Your Achievements

**Helped in the daily operation of the Office of the Adminsitrator to run smoothly and effectively as the top office of UNDP.**

Reasons for Leaving

**Moved to UNOPS/DHRM.**

Job Title <b>English Clerk</b>	Type of Business <b>Disaster Relief and Humanitarian Help</b>	From - To <b>01/01/1985 - 01/10/1985</b>
Name of Employer <b>United Nations Office for Emergency Operation in Africa (OEOA)</b>		Name of Supervisor <b>Susan Kabanaugh</b>

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>2720</b>	<b>2720</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>

Telephone Number

Email Address

Address of Employer

**United States of America**

Number of Employees Supervised by You

0

Description of Duties

**Assisted professional staff in the administrative and secretarial duties; type reports, memos, correspondence and reports; received and assessed telephone inquiries, referred to appropriate staff as necessary; updated and maintained the filing system, distribution of documents to other UN agencies and performed other duties that may be assigned.**

Summarize any of Your Achievements

**Able to typed and prepare reports on time that lead to the smooth operation of the division in general and also the updated filing system.**

Reasons for Leaving

**Moved to UNDP**

Job Title <b>Sales</b>	Type of Business <b>Brewery</b>	From - To <b>01/01/1979 - 01/11/1983</b>
Name of Employer <b>Asia Brewery</b>		Name of Supervisor <b>A Garcia</b>

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
-----	-----	----	-----

<b>24000</b>	<b>30000</b>	<b>PHP</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address	
Address of Employer <b>Philippines</b>			
Number of Employees Supervised by You <b>0</b>			
Description of Duties <b>Area salesman in charge of distribution and sales of company brewery products.</b>			
Summarize any of Your Achievements <b>Market area was number one in total sales and customer satisfaction and rate of growth compared to the rest of sales territory.</b>			
Reasons for Leaving <b>Immigrate to the U.S. for better opportunity in personal growth and family welfare specially the children.</b>			

Job Title <b>Export/Import Assistant</b>		Type of Business <b>Commercial/International Bank</b>	From - To <b>01/12/1975 - 01/11/1979</b>
Name of Employer <b>Philippine Banking Corporation</b>		Name of Supervisor <b>Rey Plata</b>	
Salaries per Annum: Starting <b>18000</b>		Final <b>22000</b>	Currency Paid <b>PHP</b>
		Is this a civil servant position of your Government? <b>No</b>	
		Is this a position within the UN Common System? <b>Yes</b>	
Telephone Number		Email Address	
Address of Employer <b>Philippines</b>			
Number of Employees Supervised by You <b>2</b>			
Description of Duties <b>In charge of the Export/Import section and Foreign Currency Deposit of the International Division of the bank.</b>			
Summarize any of Your Achievements <b>On time processing of the export and import application of bank customers which help the bank in increase it's income derive thru this process. Also increase the foreign currency and dollar reserve of the bank by accurately converting customer's foreign currency transaction into local currency.</b>			
Reasons for Leaving <b>Move to Asia Brewery sales.</b>			

Job Title <b>General Bookkeeper</b>		Type of Business <b>Investment and management</b>	From - To <b>01/10/1973 - 01/10/1975</b>
Name of Employer <b>Rustan Investment and Management Corporation</b>		Name of Supervisor <b>Ging Marchan</b>	
Salaries per Annum: Starting <b>15000</b>		Final <b>17000</b>	Currency Paid <b>PHP</b>
		Is this a civil servant position of your Government? <b>No</b>	
		Is this a position within the UN Common System? <b>Yes</b>	
Telephone Number		Email Address	
Address of Employer <b>Philippines</b>			
Number of Employees Supervised by You <b>2</b>			
Description of Duties <b>In charge of the book of accounts (Accounts Payable, Accounts Receivable, General Subsidiary Ledger, Suspense Account, 201 Rank and File payroll and Petty Cash account of the company.</b>			
Summarize any of Your Achievements <b>Help the company in posting and balancing company transaction that lead to the accurate book of accounts data which is important in determining the asset and liability of the company and also process the salary of the rank and file employees on time including bonus at the end of the year.</b>			
Reasons for Leaving <b>Move to Philippine Banking Corporation for better opportunity.</b>			

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

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

For clerical grades only:

Indicate typing speed in words per minute: English - **60** French -

List any office machines or equipment you can use:

**Personal/Lap top Computer (MSWord, MS Office, Super Office, Microsoft Outlook, Wordperfect, Excel, Lotus 123, Groupwise, Lotus Notes, Netscape, PowerPoint, NUCLEUS System, FPMS, IMIS, PeopleSoft, Atlas ERP, New Reality, Brio, Remedy Web/ITS, FMS, Trim, Database) photocopier, fax, scanner, binder, perforating machine and others.**

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

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

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

Language	Mother Tongue	Speak	Read	Write	Understand
<b>Tagalog</b>	<b>No</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>

## Address

851 Alden Road  
 Paramus New Jersey United States of America  
 Telephone: 1-201-670-8966  
 Contact: Benito Asuncion

## References

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

Reference Name	Occupation or Business	Address	Telephone/Email
<b>Leonor LEE</b>	<b>Business Advisor (Director title)</b>	<b>United Nations Development Programme-BAS/BOM/OHR United States of America</b>	<b>011212906-6200 Leonor.lee@undp.org</b>
<b>Bertil LINDBLAD</b>	<b>Director of UNAIDS New York Office</b>	<b>60 East, 42nd Street, Suite 932 United States of America</b>	<b>011212867-1640 lindbladb@unaids.org</b>
<b>Ellen MURPHY</b>	<b>Deputy Chief of Field Personnel Operations Services/FPD/DFS</b>	<b>9th Floor, DC1 Bldg., One UN Plaza, New York, N.Y. 10017 United States of America</b>	<b>011212963-1951 murphy@un.org</b>

## Personal History Profile for Matar Sylla FAYE

### General Details

- |  |                                     |   |                                     |
|--|-------------------------------------|---|-------------------------------------|
| 1. Family name<br><b>FAYE</b>                        | First Name<br><b>Matar Sylla</b>    | Middle Name   | Maiden Name, (if any)               |
| 2. Date of Birth<br><b>26/04/1951</b>                | 3. City of Birth<br><b>Rufisque</b> | Country of Birth<br><b>Senegal</b>                  | Index No                            |
| 4. Country of Nationality at Birth<br><b>Senegal</b> | Second Nationality (if any)         | 5. Country of Present Nationality<br><b>Senegal</b> | Second Nationality (if any)         |
| 6. Gender<br><b>Male</b>                             | 7. Height [cm]<br><b>188</b>        | 8. Weight [kg]<br><b>93</b>                         | 9. Marital Status<br><b>Married</b> |
10. Entry into the United Nations service might require assignment to any area of the world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? **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? **Personnel 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?
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: **faye1@un.org**

### Education

List all university degrees or equivalent qualifications obtained.

University Name <b>Ecole Nationale de Secretariat</b>	City, Country <b>Dakar Senegal</b>	From - To <b>Oct-1972 - Jun-1974</b>
Main Course of Study <b>Secretarial and Office Work</b>	Field of Study <b>Business &amp; Administration</b>	
Degree Title or Equivalent <b>Diplome du Brevet d'etudes professionnelles</b>	Degree Type <b>Undergraduate degree</b>	

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

Name of School <b>Lycee Abdoulaye Sadj</b>	City, Country <b>Rufisque Senegal</b>	From - To <b>Oct-1965 - Jun-1972</b>
Main Course of Study <b>Secondary High School</b>		Certificate or Diploma <b>Brevet d'Etudes du Premier Cycle</b>

### Employment

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

Job Title <b>Human Resources Officer</b>	Type of Business <b>United Nations</b>	From - To <b>01/10/2009 -</b>
Name of Employer <b>United Nations/DPKO</b>		Name of Supervisor <b>Anthony Nweke</b>
Salaries per Annum: Starting	Final	Currency Paid
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>3908311830 6000</b>	Email Address <b>faye1@un.org</b>	
Address of Employer <b>Sudan</b>		
Number of Employees Supervised by You <b>9</b>		
Description of Duties <b>Designated Officer in Charge of the Recruitment Unit. Provide advice and support to managers and staff on human resources related matters. Identify upcoming vacancies in coordination with client offices. Monitor and evaluate recruitment and placement related activities of client offices. Supervise and monitor the work of the Human Resources Assistants in carrying out all human resources administrative transactions. Provide advice on interpretation and application of policies, regulations and rules. Advise and counsel staff in respect of rights, responsibilities, code of conduct and difficulties associated with work and entitlements.</b>		
Summarize any of Your Achievements <b>Effective administration of staff rules and regulations</b>		

Reasons for Leaving

**downsized staff reassigned from UNOMIG to be regularized.**

Job Title <b>Human Resources Officer/Deputy CCPO</b>	Type of Business <b>United Nations</b>	From - To <b>01/10/2007 - 01/10/2009</b>
Name of Employer <b>United Nations Observer Mission in Georgia</b>		Name of Supervisor <b>Martin Ojjerro</b>
Salaries per Annum: Starting                      Final                      Currency Paid		Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>390831231000</b>	Email Address <b>faye1@un.org</b>	
Address of Employer <b>Georgia</b>		
Number of Employees Supervised by You <b>5</b>		
Description of Duties <b>Provide support to the CCPO in the fulfilment of the Section expectations regarding benefits administration, recruitment, and other HR issues; Provide advice and support to managers and staff on HR related matters. Administer, review, and provide advice on interpretation and application of policies, rules and regulations; Prepare vacancy announcements, review applications, and provide short-list to programme managers; arrange and conduct interviews to selected candidates; serve as ex-officio in recruitment panels; review recommendation on the selection of candidates; candidates search from NUCLEUS for proposal to programme managers; keep staff abreast on staff rules and regulations, entitlements and benefits; assist supervisors and staff with understanding and using the performance appraisal system; advise and acciounsel staff in respect of rights, responsibilities, code of conduct associated with work and entitlements; undertake full range of other human resources activities; supervise the work of the personnel assistants in both local and international units of the section; assure customer service orientation to work; supervise and monitor the work of the HRAs in carrying out all human resources administrative transactions; determine and recommend benefits and entitlements for staff; provide guidance to staff under my supervision.</b>		
Summarize any of Your Achievements <b>Effective administration of staff rules and regulations</b>		
Reasons for Leaving <b>Non-extension of Mission Mandate</b>		

Job Title <b>Personnel Assistant/Deputy CCPO</b>	Type of Business <b>United Nations</b>	From - To <b>01/03/2004 - 01/10/2007</b>
Name of Employer <b>United Nations Logistics Base (UNLB)</b>		Name of Supervisor <b>Pascaliah Omiya</b>
Salaries per Annum: Starting                      Final                      Currency Paid		Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>Yes</b>
<b>65150                      78736                      USD</b>		
Telephone Number <b>390831446058</b>	Email Address <b>faye1@un.org</b>	
Address of Employer <b>Italy</b>		
Number of Employees Supervised by You <b>6</b>		
Description of Duties <b>Providing personnel support on implementation of policies, practices and procedures on all aspects involving recruitment and placement, administration of entitlements, travel, human resources planning, staff training, development, career support.</b>		
Summarize any of Your Achievements <b>Effective administration of staff rules and regulations</b>		
Reasons for Leaving <b>Movement to higher level</b>		

Job Title <b>Sr. Human Resources Assistant</b>	Type of Business <b>United Nations</b>	From - To <b>01/10/2001 - 01/01/2003</b>
Name of Employer <b>United Nations Economic Commission for Africa (UNECA)</b>		Name of Supervisor <b>Mr Ahmed Thabit</b>
Salaries per Annum: Starting                      Final                      Currency Paid		Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>Yes</b>
<b>138202                      138202                      ETB</b>		
Telephone Number	Email Address <b>faye1@un.org</b>	
Address of Employer <b>Ethiopia</b>		
Number of Employees Supervised by You <b>1</b>		
Description of Duties		

Secretary of the Examinations & Testing Committee. Interviews General Services candidates for employment. Secretary of the Appointment & Promotion Committee, Appointment & Promotion Panel, Department Review Panels. Secretary of the PAS Joint Monitoring Committee. Administering the ECA Internship Programme. Advising client staff on UN Rules & Regulations. Co-ordinating the work of the Management Team of the Human Resources Services Section. Administering staff members benefits. Co-ordinating implementation of the GS classification exercise.

Summarize any of Your Achievements

**Revising the GS Examination and Testing. Implementation of high number of PAS rate. Reorganization of the Registry Unit.**

Reasons for Leaving

**applying for a secondment or mission assignment**

Job Title <b>Sr. Human Resources Assistant</b>	Type of Business <b>United Nations</b>	From - To <b>01/01/1996 - 01/09/2001</b>
Name of Employer <b>United Nations Economic Commission for Africa (UNECA)</b>	Name of Supervisor <b>Ahmed Thabit</b>	
Salaries per Annum: Starting <b>103864</b>	Final <b>106764</b>	Currency Paid <b>ETB</b>
Telephone Number	Is this a civil servant position of your Government? <b>No</b>	
Address of Employer <b>Ethiopia</b>	Is this a position within the UN Common System? <b>Yes</b>	
Number of Employees Supervised by You <b>2</b>	Email Address <b>faye1@un.org</b>	
Description of Duties <b>Team leader of the other support staff of the team. Assigns, reviews work, balance workload, solves unusual problems, etc.... Provides services in personnel and entitlements administration to all categories of staff of client divisions (Monitoring and overseeing eligibility of staff to entitlements and benefits, processing staff entitlements and benefits. contractual status, performing IMIS required functions. Assists in the recruitment process of all categories of staff. Deputizes and provides support to Human Resources Officer</b>		
Summarize any of Your Achievements <b>Contributed to the restructuring of the HRSS. Enhance team members knowledge on staff rules and regulations</b>		
Reasons for Leaving <b>moved to another team in the same section</b>		

Job Title <b>Associate Personnel Officer</b>	Type of Business <b>United Nations</b>	From - To <b>01/10/1994 - 01/12/1995</b>
Name of Employer <b>United Nations Environment Programme (UNEP)</b>	Name of Supervisor <b>Joanne Basimakopoulos</b>	
Salaries per Annum: Starting <b>40760</b>	Final <b>42075</b>	Currency Paid <b>USD</b>
Telephone Number	Is this a civil servant position of your Government? <b>No</b>	
Address of Employer <b>Kenya</b>	Is this a position within the UN Common System? <b>Yes</b>	
Number of Employees Supervised by You <b>5</b>	Email Address	
Description of Duties <b>Personnel Officer. Acted as OIC, Staff Services Unit, before restructuring of Office. Then head of a Team, handling the following: Ensures filling of vacancies, including recruitment, selection, administration and orientation. Supervises staff services including the administration of entitlements (assignment, education grant, rental subsidy, mobility/hardship, home leave, etc.)initiating and completing action with regard to contractual status of staff, preparation of appointment letters, renewal of appointments. Guidance and supervision of three personnel assistants and a secretary. Monitoring their performance, setting objectives and standards with them. Advises Programmes Managers and staff at large on UN procedures, and Rules and Regulations.</b>		
Summarize any of Your Achievements <b>contributing to the awareness of UN Rules &amp; Regulations. Contributed to the restructuring of UNEP Human Resources Services.</b>		
Reasons for Leaving <b>End of secondment.</b>		

Job Title <b>Sr. Personnel Assistant</b>	Type of Business	From - To <b>01/05/1993 - 30/09/1994</b>
Name of Employer <b>United Nations Economic Commission for Africa (UNECA)</b>	Name of Supervisor <b>Mr George Kabore</b>	
Salaries per Annum: Starting <b>62972</b>	Final <b>70662</b>	Currency Paid <b>ETB</b>
Telephone Number	Is this a civil servant position of your Government? <b>No</b>	
Address of Employer <b>Ethiopia</b>	Is this a position within the UN Common System? <b>Yes</b>	
Number of Employees Supervised by You	Email Address	

0

Description of Duties

**Revert to previous duties; the same duties as stated for period August 1978 to November 1992**

Summarize any of Your Achievements

**Conducted successfully the Place-to-Place Survey of 1992.**

Reasons for Leaving

**Secondment to the United Nations Environment Programme (UNEP)**

Job Title		Type of Business	From - To
<b>Personnel Officer (SPA)</b>		<b>United Nations</b>	<b>01/11/1992 - 01/04/1993</b>
Name of Employer		Name of Supervisor	
<b>United Nations Economic Commission for Africa (UNECA)</b>		<b>Ms Lucretia Tahir</b>	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>40903</b>	<b>55691</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address	
Address of Employer			
<b>Ethiopia</b>			
Number of Employees Supervised by You			
<b>1</b>			
Description of Duties			
<b>Initiating and completing action with regard to contractual status of professional staf members and experts. Preparing presentations to Appointment and Promotion Committee for conversion of professional staff members' appointments to career appointments and for 5 year Review of permanent appointments. Handling administrative matters pertaining to Pension Fund and Group Life and Medical Insurance. Checking computations of overtime and medical claims. Initiating and completing separation action for professional staff members. Conducting dependency status survey including supervision of issuance of personnel actions for changes in status-all categories. Assisting Unit Chief by drafting memoranda, faxes, cables on various subjects. Handling other miscellaneous administrative tasks. Conducting the Place-to-Place Cost of Living Survey for Addis Ababa. Draft letters to government authorities concerning accommodation and the maintenance of houses occupied by ECA staff.</b>			
Summarize any of Your Achievements			
<b>Contributed to well-awareness of UN Rules and Regulations</b>			
Reasons for Leaving			
<b>End of Special Post Allowance (SPA), because of returning of substantive officer from Peace Keeping mission</b>			

Job Title		Type of Business	From - To
<b>Personnel Assistant and then Sr. Personnel Assistant(1987)</b>			<b>01/08/1978 - 31/10/1992</b>
Name of Employer		Name of Supervisor	
<b>United Nations Economic Commission for Africa (UNECA)</b>		<b>Mr George Y. Kabore</b>	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>29046</b>	<b>35151</b>	<b>ETB</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address	
Address of Employer			
<b>Ethiopia</b>			
Number of Employees Supervised by You			
<b>1</b>			
Description of Duties			
<b>Responsible for the organization of all ECA examinations and testing. Administering tests for ECA and other UN agencies in Addis Ababa. Assist in work related to recruitment, classification of GS staff, Appointment and Promotion Panel. Assists in administering benefits for staff members. In charge of the Personnel Records Unit. Responsible of the ECA staffing list (entering data, maintaining, updating). Assists in the recruitment process of all category of staff. Handling the recruitment of interpreters/translators, consulotants and project staff.</b>			
Summarize any of Your Achievements			
<b>Contributed to the awareness of UN Staff Rules &amp; Regulations</b>			
Reasons for Leaving			
<b>Seconded to the United Nations Environment Programme (UNEP)</b>			

Job Title		Type of Business	From - To
<b>Administrative Secretary</b>			<b>01/06/1974 - 31/07/1978</b>
Name of Employer		Name of Supervisor	
<b>United Nations Development Programme (UNDP)</b>		<b>Mr Constantin Carayanis</b>	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>75000</b>	<b>85000</b>	<b>XOF</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address	
Address of Employer			
<b>Senegal</b>			

Number of Employees Supervised by You

**0**

Description of Duties

**In the charge of the telex. Handling staff members appointments, periodical reports, renewal of appointments. Assists visiting experts and briefing them. Review candidates applications. Handling the UN pouch for UNDP and other agencies in Dakar. Handling procurement duties. Handling all administrative duties of the Administrative and Finance Section.**

Summarize any of Your Achievements

**Contributed to the efficiency of the Office**

Reasons for Leaving

**Transfer to UNECA, after successfully passed a competitive exam, as an internationally recruited General Service Staff**

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 - **60**

List any office machines or equipment you can use:

**PCs, Fax, Digital sender, Photocopiers**

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

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

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

Language	Mother Tongue	Speak	Read	Write	Understand
<b>Amharic</b>	<b>No</b>	<b>Easily</b>	<b>Not easily</b>	<b>Not easily</b>	<b>Easily</b>
<b>Italian</b>	<b>No</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>
<b>Wolof</b>	<b>Yes</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>

## Address

UNAMID  
El Fasher Sudan  
Telephone: 39-0831-1830 6000 extension 3260  
Fax: 249-922-210178  
Contact: Matar Sylla Faye

## Address

c/o Mrs Mulu Deboch  
Ottawa Canada  
Telephone: 1-613-7397766  
Contact: Matar Faye

## References

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

Reference Name	Occupation or Business	Address	Telephone/Email
<b>Mbaye DIOUF</b>	<b>Director</b>	<b>SRDC/EA P.O. Box 4654 Kigali Rwanda</b>	<b>250086548</b>
<b>Amadou KEBE</b>	<b>Ambassador</b>	<b>Senegal Embassy in Ethiopia Rwanda</b>	
<b>Jean THIAKANE</b>	<b>1st Secretary</b>	<b>Ambassade du Senegal a Paris 14, av. Robert Schuman Paris Rwanda</b>	<b>330147053945</b>

# Personal History Profile for Gregoire KOUAME

## General Details

- |  |                                     |   |                                     |
|--|-------------------------------------|---|-------------------------------------|
| 1. Family name<br><b>KOUAME</b>                            | First Name<br><b>Gregoire</b>       | Middle Name<br><b>Konan</b>                               | Maiden Name, (if any)               |
| 2. Date of Birth<br><b>01/01/1966</b>                      | 3. City of Birth<br><b>Sakassou</b> | Country of Birth<br><b>Cote d Ivoire</b>                  | Index No<br><b>424809</b>           |
| 4. Country of Nationality at Birth<br><b>Cote d Ivoire</b> | Second Nationality (if any)         | 5. Country of Present Nationality<br><b>Cote d Ivoire</b> | Second Nationality (if any)         |
| 6. Gender<br><b>Male</b>                                   | 7. Height [cm]<br><b>194</b>        | 8. Weight [kg]<br><b>85</b>                               | 9. Marital Status<br><b>Married</b> |
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities.  
Are there any limitations on your ability to engage in all travel? **No**
- Are there any limitations on your ability to perform in your prospective field of work? **No**
11. Have you taken up legal permanent residence status in any country other than that of your nationality? **No**
13. What is your preferred field of work? **Financial management specialists**
14. Would you accept employment for less than six months? **No**
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when?
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? **No**
18. Email Address: **kouameg@un.org**

## Education

List all university degrees or equivalent qualifications obtained.

University Name <b>Fondation Universitaire Mercure (Chambre Economique Europeenne)</b>	City, Country <b>Bruxelles Belgium</b>	From - To <b>Sep-2005 - May-2007</b>
Main Course of Study <b>Personnel Administration</b>	Field of Study <b>Business &amp; Administration</b>	
Degree Title or Equivalent <b>Diplome d'Etudes Superieures Specialisees (DESS) - Ressources Humaines</b>	Degree Type <b>Degree</b>	

University Name <b>Institut National Superieur de l'Enseignement Technique (INSET)</b>	City, Country <b>Yamoussoukro Cote d Ivoire</b>	From - To <b>Oct-1987 - Jun-1990</b>
Main Course of Study <b>Secretarial and Office Work</b>	Field of Study <b>Business &amp; Administration</b>	
Degree Title or Equivalent <b>Diplome Universitaire de Technologie (Option: Secretariat Bilingue)</b>	Degree Type <b>Degree</b>	

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

Name of School <b>Centre Africain de Management et de Perfectionnement des Cadres (CAMPC)</b>	City, Country <b>Abidjan Cote d Ivoire</b>	From - To <b>Oct-2001 - Nov-2001</b>
Main Course of Study <b>Human Resources Management</b>		Certificate or Diploma <b>Certificate</b>

Name of School <b>Institut de Formation Continue</b>	City, Country <b>Abidjan Cote d Ivoire</b>	From - To <b>Sep-2000 - Sep-2000</b>
Main Course of Study <b>Personnel Management</b>		Certificate or Diploma <b>Certificate</b>

Name of School <b>Lycee Moderne II</b>	City, Country <b>Bouake Cote d Ivoire</b>	From - To <b>Oct-1984 - Jul-1987</b>
Main Course of Study <b>General studies</b>		Certificate or Diploma <b>Baccalaureat, Serie A2</b>

## Employment

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

Job Title	Type of Business	From - To

<b>OIC, Khartoum Regional Human Resources Office</b>			<b>Peacekeeping</b>	<b>01/03/2009 -</b>
Name of Employer <b>United Nations African Union Mission in Darfur (UNAMID)</b>			Name of Supervisor <b>Anthony Nweke</b>	
Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>	
			Is this a position within the UN Common System? <b>Yes</b>	
Telephone Number			Email Address <b>kouameg@un.org, gregoirekouame@hotmail.com</b>	
Address of Employer <b>Sudan</b>				
Number of Employees Supervised by You <b>4</b>				
Description of Duties <b>Establish the Human Resources in Khartoum. Provide advice and support to programme managers and staff members stationed in Addis Ababa, Entebbe and Khartoum on human resources related matters. Identify upcoming vacancies in coordination with client offices and provide timely response to staff needs. Monitor and evaluate recruitment and placement related activities of client offices, and recommend changes or corrections related to procedures to these offices. Supervise and monitor the work of the Human Resources Assistants in carrying out their respective duties as per defines job descriptions. Provide advice on interpretation and application of policies, regulations and rules. Review and provide advice on exceptions to policies, regulation and rules. Administer and provide advice on salary and related benefits, travel, and social security entitlements. Determine and recommend benefits and entitlements for staff on the basis of contractual status. Review policies and procedures and recommend changes as required. Review and recommend level of remuneration for locally recruited consultants. Identify and analyse staff development and career support needs. Provide advice on mobility and career development to staff. Design, plan, monitor and provide induction orientation programme and briefing to new staff members. Provide performance management advice to staff and management. Assist supervisors and staff with understanding and using the performance appraisal system (PAS). Advise and counsel staff in respect of rights, responsibilities, code of conduct and difficulties associated with work and entitlements.</b>				
Summarize any of Your Achievements <b>Distribution of work among staff members. Level of responsibility and accountability defined. Restructure of the Check-in Unit to reduce its activities to 25% of the Human Resources Office duties. Organized group meetings with International and National staff on the new contractual arrangements.</b>				
Reasons for Leaving <b>Not leaving</b>				

Job Title <b>Human Resources Assistant</b>			Type of Business <b>Peacekeeping</b>	From - To <b>01/02/2008 - 01/02/2009</b>
Name of Employer <b>United Nations African Union Mission in Darfur (UNAMID)</b>			Name of Supervisor <b>Doris Munoko</b>	
Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>	
			Is this a position within the UN Common System? <b>Yes</b>	
Telephone Number			Email Address <b>kouameg@un.org</b>	
Address of Employer <b>Sudan</b>				
Number of Employees Supervised by You				
Description of Duties <b>Initiate, review, process and follow-up on actions related to the administration of entitlements in respect of the mission's staff members, ensuring consistency in the application of UN rules and procedures, as well as best practices pertaining to the conditions of service. Interact, liaise and discuss with colleagues, supervisors in office and support desk team in FPD New York on policy matters and procedures, as required, in the process of various entitlements for international staff members. Conduct regularly briefing sessions on human resources benefits, entitlements and conditions of service to new recruited/assigned staff members to UNAMID. Review individual data and upload them in FPMS database. Review and update FPMS database along with staff member's data in IMIS. Liaise with FPD New York on corrective measures in IMIS. Seek guidance and liaise with NYK/HQs on difficulties experienced in the use of IMIS. Draft various human resources related correspondence to Headquarters and other DPKO Missions. Review administrative documents, draft and finalize the Mission's weekly Personnel Activities Report. Review the appointment status of international staff members and initiate appropriate actions for the extension or the non-renewal of the appointments. Initiate and finalize Personnel Actions in IMIS for the extension of appointments, separations, family allowance as well as other type of action as required. Initiate and process the check-out paperwork for staff members who are completing their appointments / assignments. Advise staff members on separation entitlements. Liaise and follow up with both staff members and programme managers on the contractual status of staff on TDY to UNAMID. Draft and finalize extension fax and/or separation memos as appropriate. Receive and listen staff members in their daily queries on their entitlements, benefits and other related matters. Advise them according to UN rules, regulations and procedures. Prepare letters of "To Whom</b>				
Summarize any of Your Achievements <b>Office of the International Staff Unit was set up in El-Fasher. Distribution of duties and staff members were done. New staff members and new arrivals received properly their induction/briefing on human resources entitlements and benefits. Good client orientation developed and implemented. Appointments were extended on time to avoid non-payment of salaries. Good interaction and communication between colleagues in the office.</b>				
Reasons for Leaving <b>Not leaving</b>				

Job Title <b>Human Resources Assistant (Head of International Staff Unit)</b>			Type of Business <b>Peacekeeping</b>	From - To <b>01/10/2007 - 01/01/2008</b>
Name of Employer <b>DPKO / United Nations Integrated Office in Burundi (BINUB)</b>			Name of Supervisor <b>Mr. Dirk De Bruyne</b>	
Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>	
			Is this a position within the UN Common System? <b>Yes</b>	
Telephone Number			Email Address <b>kouameg@un.org</b>	
Address of Employer				

**Burundi**

Number of Employees Supervised by You

**3**

Description of Duties

**Planned and organized activities/work of the International Staff Unit. Provided advice and support to section chiefs and staff members on human resources related matters. Retrieved applications from the Nucleus database and review them. Arranged interviews, drafted minutes and recommendation fax to HQs and liaised with all concerned parties on recruitment of international staff. Followed up with supervisor, section chiefs and HQs on pending recruitments. Supervised and monitored the work of the team members in the Unit in carrying out all human resources administrative duties including processing of personnel actions, maintenance of staffing tables, and processing of contracts. Provided advice on interpretation and application of policies, regulations and rules. Reviewed and provided advice on exceptions to policies, regulation and rules. Provided advice on career development to staff. Provided induction orientation programme and briefing to new staff members. Provided performance management advice to staff and management. Assisted supervisors and staff with understanding and using the performance appraisal system (PAS). Advised and counselled staff in respect of rights, responsibilities, code of conduct and difficulties associated with work and entitlements. Reviewed and approved Personnel Actions in IMIS. Acted as Officer-In-Charge of the Personnel Section in the absence of the Chief Civilian Personnel Officer.**

Summarize any of Your Achievements

**A clear distribution of duties and responsibilities among the team members. The working atmosphere has changed and is really challenging with high motivation, interaction and confidence among the staff in the Unit and the staff members.**

Reasons for Leaving

**Not leaving**

Job Title <b>Human Resources Assistant (Head of National Staff Unit)</b>	Type of Business <b>Peacekeeping</b>	From - To <b>01/02/2007 - 01/09/2007</b>
Name of Employer <b>DPKO / United Nations Integrated Office in Burundi (BINUB)</b>		Name of Supervisor <b>Mr. Dirk De Bruyne</b>

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

**kouameg@un.org**

Address of Employer

**Burundi**

Number of Employees Supervised by You

**5**

Description of Duties

**Recent responsibilities in the Capacity of Head of the National Staff Unit include the following duties in addition to the ones described in the recent period: Provide advice and support to section chiefs and staff on human resources related matters. Prepare reports. Identify upcoming vacancies in coordination with sections and advise on the use of the posts. Prepare vacancy announcements, review applications, and provide a short-list to those sections. Arrange and conduct interviews to select candidates. Review recommendation on the selection of candidate by sections. Monitor and evaluate recruitment and placement related activities of client offices, and recommend changes or corrections related to procedures to these offices. Supervise and monitor the work of the Human Resources Assistants in carrying out all human resources administrative duties including preparation of personnel actions, maintenance of staffing tables, and processing of contracts. Provide advice on interpretation and application of policies, regulations and rules. Review and provide advice on exceptions to policies, regulation and rules. Provide advice on career development to staff. Provide induction orientation programme and briefing to new staff members. Provide performance management advice to staff and management. Assist supervisors and staff with understanding and using the performance appraisal system (PAS). Advise and counsel staff in respect of rights, responsibilities, code of conduct and difficulties associated with work and entitlements. Act as Officer-In-Charge of the Personnel Section in the absence of the Chief Civilian Personnel Officer.**

Summarize any of Your Achievements

**The National Staff Unit is well organized with clear distribution of duties and responsibilities among the team members. The working atmosphere is really challenging with high motivation, interaction and confidence among the staff in the Unit. Regular Unit and individual meetings are organized to clarify objectives and expectations. The recruitment process and procedures of ONUB national staff to BINUB was efficiently managed: sound recommendation was made and led on the recruitment procedure of national staff from the ONUB to BINUB; 201 ONUB local staff members were reassigned to BINUB (235 authorized posts) following competitive recruitment. Few cases of complaints were recorded. Staff members were given notice of separation within the required timeframe and the check-out procedure was very well conducted with and emphasis. Procedures were reinforced to improve the recruitment and the administration of the national staff entitlements. Individual files are updated. The notion of "Sharing Knowledge" was launched to build the capacity of the national staff members through informal training and discussion meetings on entitlements.**

Reasons for Leaving

**Not leaving**

Job Title <b>Human Resources Assistant</b>	Type of Business <b>Peacekeeping</b>	From - To <b>01/04/2006 - 01/01/2007</b>
Name of Employer <b>DPKO / United Nations Operation in Burundi (ONUB)</b>		Name of Supervisor <b>Ms. Lesley McInnis</b>

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

**kouameg@un.org**

Address of Employer

**Burundi**

Number of Employees Supervised by You

**2**

Description of Duties

Maintain an accurate staffing table. Generate weekly and monthly reports and statistics on various related needs (gender, post in used, category of personnel, etc.) by ONUB Administration. Advise supervisor, Chief Civilian Personnel Officer (CCPO) Section Chiefs and ONUB Administration on post management. Draft and circulate vacancy announcements for national positions. Review the applications and short list relevant candidates for interview. Develop interview protocols, set up panels and participate as Member Ex-Officio. Draft and finalize minutes for the recruitment of staff members. Provide feedback to candidates on the results of the interview. Develop / adapt Mission plan, strategy and procedures to ensure a transparent downsizing and recruitment processes. Advise concerned staff members on their status by means of letters and meetings and provide them with relevant information and resources on placement possibilities. Assist and advise staff members in registering their PHP in Galaxy. Provide CCPO with relevant information on each individual staff member being separated or reappointed. Disseminate information about entitlements, benefits and obligations and provide guidance to staff. Communicate / educate Section Chiefs and staff members about UN rules and regulations, specifically entitlements, benefits, rights and obligations, as well as career development and pension issues. Process various appointments and entitlements in IMIS and provide staff members with relevant information and documentation. Liaise with Finance Section on the payment of staff members' entitlements. Act as e-PAS Coordinator for ONUB and advise staff members and reporting officers on workplan and appropriate actions. Liaise with e-PAS Focal Points on a smooth implementation of the PAS in the Mission. Advise supervisor and CCPO on the consistent application and interpretation of policies for national staff as well as measures to ensure good working atmosphere. Provide regular leadership,

Summarize any of Your Achievements

The National Staff Unit is very well organized and the downsizing strategy for national staff was well planned and implemented. The Chief of the Mission was very happy with the recruitment done in December 2006 which allowed most of the national staff to be recruited for the follow on Mission on time. All entitlements for national staff were processed in IMIS and accurate figures and statistics on staff members were made available to the use of the ONUB Administration and DPKO HQs. Staff under supervision perform excellently and provide good service to clients. They have self-development career plan.

Reasons for Leaving

Looking for another challenging opportunity

Job Title		Type of Business	From - To
<b>Human Resources Assistant</b>		<b>Peace Keeping</b>	<b>01/08/2004 - 01/03/2006</b>
Name of Employer		Name of Supervisor	
<b>DPKO / United Nations Operation in Burundi (ONUB)</b>		<b>Dominique Gagnon</b>	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
		<b>XOF</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address	
		<b>kouameg@un.org, gregoirekouame@hotmail.com</b>	
Address of Employer			
<b>Burundi</b>			
Number of Employees Supervised by You			
<b>2</b>			
Description of Duties			
<p><b>A. Recruitment. Process the recruitment of local staff, including preparing the vacancy announcement, scheduling interview sessions, making appointments with candidates, attending interview sessions as Member Ex-Officio, writing minutes of interviews, etc. 2. Advise managers and supervisors on selection requirements, competencies and disciplinary issues. 3. Plan and organize telephone interviews for the recruitment to national and international positions, draft and finalize minutes. 4. Draft correspondence for the recruitment of international staff B. Staff Entitlements 5. Process the check-in for newly arrived International Staff, Military Observers, Staff Officers and Civilian Police Officers 5. Advise staff members and Individual Contractors on conditions of service, rights and obligations. 6. Process extension of appointment and related entitlements in IMIS for both national and international staff. 7. Provide support to the National Staff Unit for the re-processing the Initial Appointments of the staffing for local staff C. Staffing Table 8. Develop and maintain the staffing tables for both national and international staff. Retrieve reports and data from the staffing table for the use of ONUB Administration, and advise on the use of posts and related matters. 9. As Focal Point for ONUB Staffing Table, Nucleus version developed by DPKO, interact and update regularly DPKO on internal movement. 10. Provide support to the National Staff Unit for the development of the staffing table for local staff D.e-PAS: 11. Ensure the implementation of the PAS in ONUB for the performance cycle July 2005 - June 2006. E: Other - 12. Provide assistance in any other duty at the request.</b></p>			
Summarize any of Your Achievements			
<p><b>Produced a staffing table using the excell spreadsheet; developped interview guidelines for national and international positions; Advised Section Chiefs and Administration on the use of the posts in the Mission; Assisted, trained and coached local staff members and UNV of the section on the use of IMIS and softwares; advised staff members, international and local, on career development and their entitlements; hold meetings with Chiefs of Sections of their staffing needs; used interpersonal skills to create or improve substantially a good working atmosphere in the office; coached direct supervisee on organization, planning and interpersonal skills. As e-PAS implementation Team Leader, developped Information Circular and related documentation on PAS implementation, organized meetings with e-PAS focal points and Section Chiefs on e-PAS implementation and assisted individual staff members in developing their workplans.</b></p>			
Reasons for Leaving			
<b>Not leaving (on loan from UNICEF)</b>			

Job Title		Type of Business	From - To
<b>Human Resources Assistant</b>		<b>UN Services</b>	<b>01/12/2001 - 01/08/2004</b>
Name of Employer		Name of Supervisor	
<b>UNICEF Regional Office</b>		<b>Ms Mariam Ndiaye Coulibaly</b>	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
		<b>XOF</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address	
		<b>wcaro@unicef.org</b>	
Address of Employer			
<b>Cote d Ivoire</b>			
Number of Employees Supervised by You			
<b>0</b>			
Description of Duties			
<p><b>Provide technical assistance / advice to the 24 country offices of the WCA region regarding entitlements, appointment issues, post classification and training issues. Participated in group work and discussions on HIV/AIDS in the office and assist Country Offices on same issue. Followed up recommendation of group meeting in view of establishment of new filing system in country offices. Assisted Liberia and Chad Offices in personnel management aspect</b></p>			
Summarize any of Your Achievements			

**Advised Country Offices on staff members entitlements and recruitment issues. Classified the posts for the submission to the PBR meeting and discussed the results with concerned country offices. Contributed, as a leader, to the preparation of draft paper on UNICEF Regional Office Response to HIV/AIDS. Raised awareness on HIV/AIDS among staff and their families, especially in UNICEF Abidjan Contributed to design a filing system for the WCA Region. Mission based Assistance to Cote d'Ivoire, Liberia and Chad Offices where I advised UNICEF top management of the concerned country offices on action to take to improve the human resources management. Hold meeting with staff members as well and advised on their entitlements.**

Reasons for Leaving

**Still employed with UNICEF, but on loan to DPKO for United Nations Peace Keeping Operations in Burundi**

Job Title <b>Human Resources Assistant</b>	Type of Business <b>UN Services</b>	From - To <b>01/07/1994 - 01/11/2001</b>
Name of Employer <b>UNICEF Regional Office</b>		Name of Supervisor <b>Ms Mariam Ndiaye Coulibaly</b>
Salaries per Annum: Starting	Final	Currency Paid
		<b>XOF</b>
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address <b>wcaro@unicef.org</b>
Address of Employer <b>Cote d Ivoire</b>		
Number of Employees Supervised by You <b>0</b>		
Description of Duties <b>Processed extension of contracts and medical reimbursement claims for local staff. Liaised with candidates and arrange interview panels for recruitment at local and international vacant posts in the Regional Office. Created and updated an Orientation Package for new UNICEF staff in Abidjan. Set up an efficient follow up system of all matters in the Personnel Unit. Organized and provided secretarial support to workshops related to Human Resource Management and Regional Management Team. Made travel arrangements for supervisor and performed liaison duties with other Units/Sections. Arranged internal and external meetings. Monitored the Performance Evaluation Reports (140) for staff members supervised at first and second levels by the Regional Director.</b>		
Summarize any of Your Achievements <b>Orientation system for new staff was set up Filing system created and maintained Organization of meeting much improved</b>		
Reasons for Leaving <b>Promotion at higher grade</b>		

Job Title <b>Registry Assistant</b>	Type of Business <b>UN Services</b>	From - To <b>01/05/1992 - 01/06/1994</b>
Name of Employer <b>International Labour Organization</b>		Name of Supervisor <b>M Honore Ndoko</b>
Salaries per Annum: Starting	Final	Currency Paid
<b>7030000</b>	<b>7733000</b>	<b>XOF</b>
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address
Address of Employer <b>Cote d Ivoire</b>		
Number of Employees Supervised by You <b>0</b>		
Description of Duties <b>Received and recorded all correspondence and reports. Filed these documents according to the system. Answered to queries concerning same. Prepared and received the diplomatic pouch weekly.</b>		
Summarize any of Your Achievements <b>Improvement of Pouch system</b>		
Reasons for Leaving <b>Better Offer at UNICEF</b>		

Job Title <b>Bilingual Secretary</b>	Type of Business <b>Bible Edition &amp; Publication</b>	From - To <b>01/12/1991 - 01/04/1992</b>
Name of Employer <b>United Bible Society</b>		Name of Supervisor <b>Dr Joachim Some</b>
Salaries per Annum: Starting	Final	Currency Paid
<b>2800000</b>	<b>2800000</b>	<b>XOF</b>
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address
Address of Employer <b>Cote d Ivoire</b>		
Number of Employees Supervised by You <b>0</b>		
Description of Duties		

Received, log, routed correspondence, reports, documents from and to boards, etc. and filed them accordingly. Received and screened telephone calls.

Summarize any of Your Achievements

Set up the Secretariat

Reasons for Leaving

Better Offer at ILO

Job Title <b>Bilingual Secretary</b>	Type of Business <b>UN Services</b>	From - To <b>01/10/1991 - 01/12/1991</b>	
Name of Employer <b>UNIDO</b>		Name of Supervisor <b>M Hughes Olivier</b>	
Salaries per Annum: Starting <b>6750000</b>	Final <b>6750000</b>	Currency Paid <b>XOF</b>	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address		
Address of Employer <b>Cote d Ivoire</b>			
Number of Employees Supervised by You <b>0</b>			
Description of Duties <b>Typed and proofread correspondence, documents and reports. Arranged meetings and maintained supervisor's agenda. Received and screened visitors and telephone calls.</b>			
Summarize any of Your Achievements <b>Set up secretariat</b>			
Reasons for Leaving <b>end of contract</b>			

Job Title <b>Data Entry Clerk</b>	Type of Business <b>Research on HIV/AIDS</b>	From - To <b>01/06/1991 - 01/11/1991</b>	
Name of Employer <b>Projet RETRO-CI</b>		Name of Supervisor <b>M Ronan Doorly</b>	
Salaries per Annum: Starting <b>2500000</b>	Final <b>2500000</b>	Currency Paid <b>XOF</b>	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address		
Address of Employer <b>Cote d Ivoire</b>			
Number of Employees Supervised by You <b>0</b>			
Description of Duties <b>Entered data on computer using dBASE (Database software). Produced various computerized statistics. Drafted memos and file documents.</b>			
Summarize any of Your Achievements <b>Produced statistics on various data</b>			
Reasons for Leaving <b>Better offer</b>			

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

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

## Address

04 BP 443  
Abidjan Cote d Ivoire

Telephone: 225-07925818  
Fax: 225-07925818

## Address

UNAMID Khartoum Liaison Office  
Khartoum Sudan  
Telephone: 249-925875744 extension 8037  
Fax: 249-925875744  
Contact: Gregoire Kouame

## Address

Yopougon, Camp Militaire  
ABIDJAN Cote d Ivoire  
Telephone: 225-07925818  
Fax: 225-07925818  
Contact: Gregoire Kouame

## References

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

Reference Name	Occupation or Business	Address	Telephone/Email
<b>Elise KAKAM</b>	<b>Administrative Assistant</b>	<b>c/o UNICEF Yaounde Cameroon</b>	<b>ekakam@unicef.org</b>
<b>Rima SALAH</b>	<b>UNICEF Deputy Director</b>	<b>c/o UNICEF New York Cameroon</b>	<b>12123267000 rsalah@unicef.org</b>
<b>Edouard YAO</b>	<b>Director, MAP International West Africa</b>	<b>01 BP 1639 Abidjan 01 Cameroon</b>	<b>kouek7@hotmail.com</b>

## Personal History Profile for Dorothy MUTUNE

### General Details

- |  |                                     |   |                                       |
|--|-------------------------------------|---|---------------------------------------|
| 1. Family name<br><b>MUTUNE</b>                    | First Name<br><b>Dorothy</b>        | Middle Name<br><b>Mumbua</b>                      | Maiden Name, (if any)<br><b>Sungu</b> |
| 2. Date of Birth<br><b>30/12/1957</b>              | 3. City of Birth<br><b>Machakos</b> | Country of Birth<br><b>Kenya</b>                  | Index No<br><b>073487</b>             |
| 4. Country of Nationality at Birth<br><b>Kenya</b> | Second Nationality (if any)         | 5. Country of Present Nationality<br><b>Kenya</b> | Second Nationality (if any)           |
| 6. Gender<br><b>Female</b>                         | 7. Height [cm]<br><b>163</b>        | 8. Weight [kg]<br><b>63</b>                       | 9. Marital Status<br><b>Married</b>   |
10. Entry into the United Nations service might require assignment to any area of the world in which the United Nations might have responsibilities.  
Are there any limitations on your ability to engage in all travel? **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? **Personnel 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? **01/02/2008**
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: **mutune@un.org**

### Education

List all university degrees or equivalent qualifications obtained.

University Name <b>The University of Nairobi</b>	City, Country <b>Nairobi Kenya</b>	From - To <b>Sep-2004 - Apr-2007</b>
Main Course of Study <b>Psychology</b>	Field of Study <b>Social &amp; Behavioural Science</b>	
Degree Title or Equivalent <b>Bachelor of Psychology (Counselling), 1st Class Hons.</b>	Degree Type <b>Degree</b>	

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

Name of School <b>The Univeristy of Nairobi</b>	City, Country <b>Nairobi Kenya</b>	From - To <b>May-2003 - Jun-2004</b>
Main Course of Study <b>Human Resources Management</b>		Certificate or Diploma <b>Diploma in Human Resources Management(Distinction pass)</b>

Name of School <b>Graffins College</b>	City, Country <b>Nairobi Kenya</b>	From - To <b>Apr-2001 - Sep-2001</b>
Main Course of Study <b>Human Resources Development</b>		Certificate or Diploma <b>Diploma, Human Resources Development</b>

Name of School <b>Kenya Institute of Administration</b>	City, Country <b>Nairobi Kenya</b>	From - To <b>Jan-1982 - Dec-1982</b>
Main Course of Study <b>French language</b>		Certificate or Diploma <b>Advanced Certificate in French</b>

Name of School <b>Government Secretarial College</b>	City, Country <b>Mombasa Kenya</b>	From - To <b>Jun-1976 - Apr-1978</b>
Main Course of Study <b>Business Education</b>		Certificate or Diploma <b>Diploma, East African Business Education</b>

Name of School <b>Mulango Girls High School</b>	City, Country <b>Kitui Kenya</b>	From - To <b>Feb-1972 - Nov-1975</b>
Main Course of Study <b>High School</b>		Certificate or Diploma <b>O Level, Division II</b>

### Employment

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

Job Title <b>Human Resources Assistant</b>	Type of Business <b>Peace Keeping Operations</b>	From - To <b>01/08/2008 -</b>
Name of Employer <b>DPKO/MONUC</b>	Name of Supervisor <b>Susan A. Asomaning</b>	
Salaries per Annum: Starting <b>61824</b>	Final <b>61824</b>	Currency Paid <b>USD</b>
	Is this a civil servant position of your Government? <b>No</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>243814167186</b>	Email Address <b>mutune@un.org</b>	
Address of Employer <b>Congo, Dem. Rep.</b>		
Number of Employees Supervised by You <b>0</b>		
Description of Duties <b>Provide orientation, counseling &amp; guidance on the Rules and Regulations, benefits, entitlements &amp; conditions of service in the Mission Area &amp; the requirements of the Conduct &amp; Discipline Unit. Administer &amp; monitor contractual status of clients, including relevant actions regarding appointments, extensions, reassignments, reappointments, analyzing recommendations regarding changes in contractual status, determining status &amp; entitlements of such staff to ensure smooth &amp; expeditious entry on duty &amp; payroll. Advise clients on their eligibility for benefits &amp; entitlements within their conditions of employment and on the procedures for submission of claims for such entitlements. Administer such benefits and entitlements including insurance coverage; pension fund participation; dependency or family allowance; change of family or dependency status and related actions; travel and freight entitlements; and separation benefits. Review and coordinate with FPD clients' eligibility for entitlement/benefits within the Staff Rules &amp; Regulations; seek clarifications from OIC, Personnel Section or FPD &amp; provide feedback to clients; Review, analyze and document cases requiring exceptional treatment and inform OIC, Personnel Section &amp; FPD; prepare responses for OIC, CCPO's signature as required. Process &amp; record staff data and entitlements in IMIS for payment, and/or forward certified entitlement/benefit to the next stage of processing/payment. Maintain updated &amp; accurate data in FPMS and IMIS databases. Monitor changes in personnel policy, benefits and allowances and liaise with supervisor and other units of Personnel Section to facilitate implementation as required. Write Comparative Evaluation Reports of interviewed candidates on ad-hoc basis. Maintain buddy system with my colleagues during each other's absence to ensure continuity of services in the Section. Perform any other functions as may be requested by OIC, Personnel Section or the Human Resources Officers.</b>		
Summarize any of Your Achievements <b>Timely and smooth settling of new staff members. Timely payment of entitlements/salaries. Effective communication with managers and clients. Excellent team work within Human Resources Section/MONUC &amp; FPD</b>		
Reasons for Leaving <b>Still working for DPKO/MONUC</b>		

Job Title <b>Human Resources Assistant</b>	Type of Business <b>United Nations</b>	From - To <b>01/05/2008 - 01/08/2008</b>
Name of Employer <b>UNON</b>	Name of Supervisor <b>Arthi Gounder-Nair</b>	
Salaries per Annum: Starting <b>2319834</b>	Final <b>2319834</b>	Currency Paid <b>KES</b>
	Is this a civil servant position of your Government? <b>No</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>254207621234</b>	Email Address <b>Arthi.Nair@unon.org</b>	
Address of Employer <b>Kenya</b>		
Number of Employees Supervised by You		
Description of Duties <b>In addition to duties performed from September 2007, the Chief of Human Resources Section appointed me as team leader, increasing my responsibility with the following functions: Ensuring payroll withhold cases are dealt with in a timely manner to avoid non-inclusion of staff in the monthly payroll; Finalize all e-lump sum travel requests; Monitor the electronic log to ensure that no cases are overlooked, and that action is completed within the set service level agreements; Receive all education grants and allocate for processing within the team then review for completeness/correctness before submission to the HRO; In liaison with the HRO determine individual strengths and weaknesses within the team, and identify areas for improvement; Work within the team to provide general or individual training to ensure that all team members are completely conversant with the IMIS processing; Sign of on behalf on HRO all standard communications, including letters of appointment, ensuring completeness and correctness of documents being forwarded or submitted; Approve PAs for changes in dependency status, changes in marital status, routine contract extensions; approve within grades (WIGs); approve changes in medical/life insurance. As a UNON designated HIV/AIDS Peer Counsellor and SOS provider support staff members with psychological and emotional distress either due to HIV/AIDS, job related stress or family distress.</b>		
Summarize any of Your Achievements <b>Smooth functioning the Staff Administration Section and increased client orientation satisfaction</b>		
Reasons for Leaving <b>Accepted an offer from DPKO/MONUC at the FS-5 level.</b>		

Job Title <b>Human Resources Assistant</b>	Type of Business <b>Human Resources Management Service (UNON)</b>	From - To <b>01/09/2007 - 01/04/2008</b>
Name of Employer <b>United Nations Office at Nairobi</b>	Name of Supervisor <b>Arthi Gounder-Nair, Human Resources Officer</b>	
Salaries per Annum: Starting <b>2319834</b>	Final <b>2319834</b>	Currency Paid <b>KES</b>
	Is this a civil servant position of your Government? <b>No</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>254207623289</b>	Email Address <b>Dorothy.Mutune@unon.org</b>	

Address of Employer

**Kenya**

Number of Employees Supervised by You

**0**

Description of Duties

**Team Leader of 5 HR Assistants at the G-7 & G-6 levels; Provide orientation and guidance to clients; Provide on-the-job training and guidance to team members. Coordinate and prepare reports, statistical information actions required in support of special exercises and ad-hoc activities of staff administration. Coordinator within staff administration section for various activities in support of staff administration, such as compilation and dissemination of information and statistics; Verify entitlements for HR Officer's approval; Provide orientation, briefings on the Rules & Regulations, benefits and entitlements; counseling and guidance to clients. Coordinate and monitor the status of appointments to ensure smooth and expeditious entry on duty for new staff & timely entry in payroll; Advise clients on eligibility for benefits and entitlements within conditions of employment & administer benefits & entitlements including mobility; hardship allowances; medical and life insurance coverage; pension fund participation; dependency allowance; education grant; home leave; family visit; maternity and all types of leave; rental subsidy; travel entitlements; promotion; special post allowance; separation; Review, analyze and document cases requiring exceptional treatment for the approving authority; prepare responses for supervisor's signature as required; Process and record staff data and entitlements in IMIS, forward certified entitlement/benefit to the next stage of processing; extensions, transfers, reassignments, loans or secondment of staff, analysing recommendations regarding changes in contractual status, approve WAE PAs**

Summarize any of Your Achievements

**Timely and smooth settling of new staff members. Timely payment of entitlements/salaries. Effective communication with managers and clients. Excellent team work within HRMS and other departments of UNON. Timely posting of vacancy announcements in Galaxy. As a UNON designated Peer Counsellor and SOS provider, provide counselling to staff members with psychological distress and emotional distress either due to HIV/AIDS, terminal illness, job related stress or family distress**

Reasons for Leaving

**Still with UNON**

Job Title	Type of Business	From - To
<b>Human Resources Assistant</b>	<b>United Nations</b>	<b>01/01/2005 - 01/08/2007</b>
Name of Employer	Name of Supervisor	
<b>United Nations Office at Nairobi</b>	<b>Lynette Butler, Human Resources Officer</b>	

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>1857130</b>	<b>2260957</b>	<b>KES</b>	Is this a position within the UN Common System? <b>Yes</b>

Telephone Number

Email Address

Address of Employer

**Kenya**

Number of Employees Supervised by You

Description of Duties

**• Provide orientation and guidance to clients and on-the-job training and guidance to junior colleagues in the Unit and newly recruited Human Resources Assistants. The following are the major duties and responsibilities: Monitor the status of appointments of staff in offices served by my respective Unit. Review candidates' documents for accurate evaluation and determination of entry step/level, ensure pre-recruitment formalities, and other recruitment related actions for smooth and expeditious entry on duty for new appointees and staff on transfer/reassignment, as well as timely entry in the payroll. Provide clarifications requested by the new staff member on conditions of service, entitlements and benefits and ensure continuous feedback to office and staff member on status of recruitment. Advise clients on their eligibility for benefits and entitlements within their conditions of employment and on the procedures for submission of claims and requests. Administer benefits and entitlements of staff, including mobility and hardship allowances; medical and life insurance coverage; pension fund participation; dependency allowance; education grant; home leave; family visit; maternity and all types of special leave; rental subsidy; residential security allowance, change of family/dependency status and related actions; travel and freight entitlements; compensation claims; special post allowance; and separation benefits. Review staff member's eligibility for entitlement / benefits within the Staff Rules and Regulations; determine entitlement if required; seek clarifications and discuss requests with staff member as necessary; review, analyse and document cases requiring exception to procedure; prepare responses for supervisor's signature as required. Process and record staff data and entitlements in the Integrated Management Information System (IMIS) for payment, and/or forward certified entitlement/benefit to the next stage of processing/payment. As a UNON designated Peer Co**

Summarize any of Your Achievements

**Ensure timely payroll actions and prompt processing of all entitlements**

Reasons for Leaving

**Promoted to Senior Human Resources Assistant at the G-7 level**

Job Title	Type of Business	From - To
<b>Human Resources Assistant</b>	<b>United Nations</b>	<b>01/05/2000 - 01/12/2004</b>
Name of Employer	Name of Supervisor	
<b>United Nations Office at Nairobi</b>	<b>Lynette Butler, Human Resources Officer</b>	

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>1185619</b>	<b>1592219</b>	<b>KES</b>	Is this a position within the UN Common System? <b>Yes</b>

Telephone Number

Email Address

Address of Employer

**Kenya**

Number of Employees Supervised by You

**0**

Description of Duties

**Administer benefits and entitlements for staff including medical and life insurance coverage; pension fund participation; dependency allowance; education grant; home leave; family visit; maternity, paternity, adoption leave; Monitor contractual status of staff, and undertake actions related to timely processing of appointment, extension, transfer, reassignment, loan, mission detail or secondment of staff. Maintain effective liaison with managers, staff members and counterparts in other UNON Services to ensure smooth processing of actions described in paragraphs 1 to 3 above. Perform any duties as may be assigned by the Human Resources Officer. Be proactive in follow-up and feedback (written and oral) to offices and staff members on the above issues. Provide clarifications to clients on their eligibility for benefits and entitlements within their conditions of employment, and on the procedures for submission of claims and requests. Stay abreast with changes in human resources policies, benefits and allowances. Ensure that new procedures guidelines and instructions are followed. Any other functions related to staff administration, as required.**

Summarize any of Your Achievements

**Ensure prompt payroll and entitlement processing**

Reasons for Leaving

**Promoted to Senior Human Resources Assistant at the G-6 level.**

Job Title <b>Secretary</b>	Type of Business <b>UN</b>	From - To <b>01/07/1999 - 01/05/2000</b>
Name of Employer <b>United Nations Environment Programme</b>	Name of Supervisor <b>Strike Mkindla, Programme Officer</b>	
Salaries per Annum: Starting <b>1000443</b>	Final <b>100443</b>	Currency Paid <b>KES</b>
Is this a civil servant position of your Government? <b>No</b>		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>254020623289</b>	Email Address <b>uneppre@uneca.org</b>	
Address of Employer <b>Kenya</b>		
Number of Employees Supervised by You <b>0</b>		
Description of Duties <b>Manage supervisor's diary by arranging all divisional meetings. Draw to supervisor' attention to urgent matters and correspondence. Distribute to programme officers mailfor attention. Draft and proof-read correspondence for supervisor's signature and dispatch the same either in hard copies or in electronic version. Compile information for GC, GA, UNEPLINK reports for supervisor's report. Type, proof-read and format reports for presentation by the supervisor to the Director or Office of the Executive Director. Maintain and update names, telephone/fax numbers, e-mail addresses, physical addresses and postal addresses for DEPI staff, other UN agencies and cooperating agencies dealing with DEPI. Keep programme officers informed of any meetings scheduled by the Director since my direct supervisor was the divisional focal point. Distribute publications, magazine, gazettes, GC/GA and other reading materials to DEPI staff. Float weekly correspondence to all staff .</b>		
Summarize any of Your Achievements <b>Ensured smooth running of the office.</b>		
Reasons for Leaving <b>To take up assignment in HRMS, UNON</b>		

Job Title <b>Administrative Assistant</b>	Type of Business <b>UN</b>	From - To <b>01/04/1996 - 01/06/1999</b>
Name of Employer <b>United Nations Mission in Bosnia-Herzegovina</b>	Name of Supervisor <b>Isleifur Petursson Regional Administrative Officer</b>	
Salaries per Annum: Starting <b>32400</b>	Final <b>32400</b>	Currency Paid <b>USD</b>
Is this a civil servant position of your Government? <b>No</b>		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address <b>petursson@un.org</b>	
Address of Employer <b>Bosnia and Herzegovina</b>		
Number of Employees Supervised by You <b>0</b>		
Description of Duties <b>Day to day running of the Regional Administrative Officer (RAO's) office.Handling diplomatic mail. Arrange regional meetings, maintain lists of all international missions in the theatre. Prepare situation reports for Regional administrative officer's signature and transmit the same to Chief Administrative Officer. Keep record of movement of personnel(MOP). Order furniture , equipment and stationery. Take and transcribe dictation. Maintain attendance records. Serviced as personnel assistant for one month in the mission headquarters</b>		
Summarize any of Your Achievements <b>Smooth running of the Region including monitoring political movements. Maintained excellent communication with the office of the Chief Administrative Officer and the Civilian Chief Personnel Officer.</b>		
Reasons for Leaving <b>End of assignment and return to duty station</b>		

Job Title <b>Administrative Assistant</b>	Type of Business <b>UN</b>	From - To <b>01/08/1995 - 01/04/1996</b>
Name of Employer <b>United Nations Peace Force</b>	Name of Supervisor <b>Edric Selous Legal Adviser</b>	
Salaries per Annum: Starting <b>32400</b>	Final <b>32400</b>	Currency Paid <b>USD</b>
Is this a civil servant position of your Government? <b>No</b>		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address <b>selous@un.org</b>	
Address of Employer <b>Croatia</b>		

Number of Employees Supervised by You

**0**

Description of Duties

**Open, update and maintain files for 5 legal officers. Recieve claim documents from host government and obtain translation to English for legal officers. Receive code cables for the Principal Legal Adviser. Draft routine correspondence. Order furniture, equipment and stationery for the legal office. Maintain lists and names of International organisations and contact persons of the host government. Perform any other duties as may be required by the Principal Legal Adviser in the Office of the Special Representative of the Secretary General(OSRSG).**

Summarize any of Your Achievements

**Smooth running of the Legal Office**

Reasons for Leaving

**Reassignment from UNPF to United Nations Mission in Bosnia-Herzegovina (UNMIBH).**

Job Title <b>Secretary</b>	Type of Business <b>UN</b>	From - To <b>01/07/1992 - 01/08/1995</b>
Name of Employer <b>United Nations Environment Programme</b>		Name of Supervisor <b>Luis Felipe Guerrero, Chief, Fund Management Branch</b>

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>100443</b>	<b>1000443</b>	<b>KES</b>	Is this a position within the UN Common System? <b>Yes</b>

Telephone Number

**254020623289**

Email Address

Address of Employer

**Kenya**

Number of Employees Supervised by You

**0**

Description of Duties

**Maintain and update Chief's diary. Maintain monthly Fund Project Implementation dBase. Arrangement and coordinate meetings, Research and provide information to Chief, FPMB on GA, GC and all UNEP conventions. Prepare SSA requests and submit to Human Resources office. Compile information pertaining to expenditure, cash balances and counterpart contributions for incorporation in monthly status. Receive, read, cross reference and distribute all mail. Edit all correspondence requiring chief's signature. Draft routine correspondence. Perform any other duties as may be required by the Chief, or Deputy Chief, FPMB.**

Summarize any of Your Achievements

**Smooth and effective running of the Branch**

Reasons for Leaving

**Reassignment to Peace Keeping Mission by DPKO**

Job Title <b>Secretary</b>	Type of Business <b>UN</b>	From - To <b>01/10/1989 - 01/06/1992</b>
Name of Employer <b>United Nations Environment Programme</b>		Name of Supervisor <b>Edgar Valenzuela Fund Management Officer</b>

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>15000</b>	<b>20000</b>	<b>KES</b>	Is this a position within the UN Common System? <b>Yes</b>

Telephone Number

Address of Employer

**Kenya**

Number of Employees Supervised by You

**0**

Description of Duties

**Take and transcribe dictations, prepare monthly status of projects, Receive, log and dispatch mail. Draft and reply to routine correspondence. Raise and follow up obligating documents, order furniture and equipment. Perform any other duties as may be required by the Fund Management Officer or Chief, FPMB. Backstop team members.**

Summarize any of Your Achievements

**Excellent team work**

Reasons for Leaving

**Reassignment to the Office of the Chief.**

Job Title <b>Administrative Assistant</b>	Type of Business <b>Trading Company</b>	From - To <b>01/01/1984 - 01/09/1989</b>
Name of Employer <b>Kenya Farmers Association</b>		Name of Supervisor <b>Francis Nganga, Manager</b>

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>3500</b>	<b>8000</b>	<b>KES</b>	Is this a position within the UN Common System? <b>No</b>

Telephone Number

Email Address

Address of Employer  
**Kenya**

Number of Employees Supervised by You  
**4**

Description of Duties  
**Maintain diaries fo the Chairman and the General Manager, Receive and dispatch mail, Prepare and dispatch Board Meeting Notices, Board Minutes and all correspondence related to the Board. Take and transcribe shorthand dictation. Coordinate and secure trade and import licences from the Central Bank of Kenya and the Ministry of Commerce. Assign duties to the subordinate staff.**

Summarize any of Your Achievements  
**Efficient procurement of goods.**

Reasons for Leaving  
**Take up an appointment with UNEP.**

Job Title <b>Personal Assistant to Permanent Secretary</b>	Type of Business <b>Government of Kenya</b>	From - To <b>01/12/1982 - 01/12/1983</b>
Name of Employer <b>Ministry of Agriculture</b>		Name of Supervisor <b>David Namu, Permanent Secretary</b>

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>Yes</b>
<b>2000</b>	<b>2800</b>	<b>KES</b>	Is this a position within the UN Common System? <b>No</b>

Telephone Number  
**254020718870**

Address of Employer  
**Kenya**

Number of Employees Supervised by You  
**4**

Description of Duties  
**Administrative duties; Maintain contact with Office of the President and State House, maintain Permanent Secretary's diary, maintain and keep safe custody all Cabinet Papers, Classified government documents, personal files for Ministers and Senior Ministry officials, Receive make and screen all telephone calls, answer routine queries, receive and open all mail, draft routine correspondence, carry out any other duties as may be required by the Permanent Secretary or the Minister.**

Summarize any of Your Achievements  
**Ensured smooth running of the office of the top accounting officer in the ministry, prompt attendance of all cabinet meetings and close contact with Office of the President and State House.**

Reasons for Leaving  
**Take up an appointment in the Corporate Sector**

Job Title <b>Secretary</b>	Type of Business <b>Civil Service</b>	From - To <b>01/12/1980 - 01/12/1982</b>
Name of Employer <b>Office of the President</b>		Name of Supervisor <b>Mr Jonanathan Birir, Deputy Secretary Administration</b>

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>Yes</b>
<b>1500</b>	<b>1700</b>	<b>KES</b>	Is this a position within the UN Common System? <b>No</b>

Telephone Number  
**254020227411**

Address of Employer  
**Kenya**

Number of Employees Supervised by You  
**2**

Description of Duties  
**Routine secretarial duties, maintain and keep custody of all Cabinet Papers and classified documents, personal files for senior ministry officials and provincial administrators. Maintain close communication with Offices of the Chief, Secretary, Permanent Secretary and Ministry of Foreign Affairs. Mantain the deputy secretary's diary, receive, make and screen all telephone calls, take and transcribe shorthand notes, draft routine correspondence, receive and dispatch mail, perform any other duties as may be requested by the deputy secretary or the permanent secretary.**

Summarize any of Your Achievements  
**Effective and efficient running of the office of the deputy secretary. Smooth coordination with the offices of the Chief Secretary and Permanent Secretary.**

Reasons for Leaving  
**Promotion and reassignment to the Ministry of Agriculture.**

Job Title <b>Secretary</b>	Type of Business <b>Civil Service</b>	From - To <b>01/04/1978 - 01/11/1980</b>
Name of Employer <b>Office of the President</b>		Name of Supervisor <b>Reuben Musyoki, Deputy Secretary Finance</b>

Salaries per Annum:

Starting <b>1200</b>	Final <b>1700</b>	Currency Paid <b>KES</b>	Is this a civil servant position of your Government? <b>Yes</b>
Telephone Number <b>25420227411</b>		Is this a position within the UN Common System? <b>No</b>	
Address of Employer <b>Kenya</b>		Email Address	
Number of Employees Supervised by You <b>2</b>			
Description of Duties <b>Routine secretarial duties, receive, open and dispatch all mail, type all draft and financial estimates of the Ministry, prepare documents for central tender board, maintain custody of all district officers files, maintain close communication with the offices of the Chief Secretary, Permanent Secretary and Ministry of Finance. Maintain the diary of Deputy Secretary, Finance.</b>			
Summarize any of Your Achievements <b>Timely submission of accurate accounts and estimates to the Treasury.</b>			
Reasons for Leaving <b>Promotion and reassignment from Finance to Administration</b>			

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

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

For clerical grades only:

Indicate typing speed in words per minute: English - **50** French -

List any office machines or equipment you can use:

**computers, typewriters, photocopiers, printers, fax machines, telephone**

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

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

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

Language	Mother Tongue	Speak	Read	Write	Understand
<b>Kikamba</b>	<b>Yes</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>
<b>Kiswahili</b>	<b>No</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>

## Address

c/o DPKO/MONUC

Kinshasa Kinshasa Congo, Dem. Rep.

Telephone: 243-814-167186

Fax: 243-814-167186

Contact: Dorothy Mutune

## References

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

Reference Name	Occupation or Business	Address	Telephone/Email
<b>Lynette BUTLER-MATAITINI</b>	<b>Chief, Staff Administration Section, HRMS</b>	<b>United Nations Office at Vienna Austria</b>	<b>43 126060 5483 Lynette BUTLER-MATAITINI@UNOV.org</b>
<b>Arthi GOUNDER-NAIR</b>	<b>Human Resources Officer</b>	<b>P. O. Box 67578 Austria</b>	<b>254020762 3006 Arthi.Nair@unon.org</b>
<b>Anastasia WILSON</b>	<b>Chief, Human Resources Management Service, UN-ESCWA</b>	<b>UN House Austria</b>	<b>9611978 306 wilsona@un.org</b>

## Personal History Profile for Teresia NGOMBA

### General Details

1. Family name <b>NGOMBA</b>	First Name <b>Teresia</b>	Middle Name <b>Kalekye</b>	Maiden Name, (if any)
2. Date of Birth <b>13/09/1956</b>	3. City of Birth <b>Kitui</b>	Country of Birth <b>Kenya</b>	Index No <b>356546</b>
4. Country of Nationality at Birth <b>Kenya</b>	Second Nationality (if any)	5. Country of Present Nationality <b>Kenya</b>	Second Nationality (if any) <b>Kenya</b>
6. Gender <b>Female</b>	7. Height [cm] <b>155</b>	8. Weight [kg] <b>60</b>	9. Marital Status <b>Married</b>
10. Entry into the United Nations service might require assignment to any area of the world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? <b>No</b>			
Are there any limitations on your ability to perform in your prospective field of work? <b>No</b>			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? <b>No</b>			
13. What is your preferred field of work? <b>Personnel management specialists</b>			
14. Would you accept employment for less than six months? <b>Yes</b>			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? <b>01/05/1987</b>			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? <b>No</b>			
18. Email Address: <b>ngomba@un.org</b>			

### Education

List all university degrees or equivalent qualifications obtained.

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

Name of School <b>UNMIT</b>	City, Country <b>Dili East Timor</b>	From - To <b>Jun-2009 - Jun-2009</b>
Main Course of Study <b>Competency-based Interviewing Techniques.</b>		Certificate or Diploma <b>Certificate of Attendance. [ In-house Training ]</b>
Name of School <b>UNMIT</b>	City, Country <b>Dili East Timor</b>	From - To <b>Nov-2008 - Nov-2008</b>
Main Course of Study <b>Supervisory Skills Training - How to be an effective supervisor.</b>		Certificate or Diploma <b>Certificate of Attendance [ In-house Training ].</b>
Name of School <b>UNMIT</b>	City, Country <b>Dili East Timor</b>	From - To <b>Jun-2008 - Jun-2008</b>
Main Course of Study <b>Gender Awareness Training.</b>		Certificate or Diploma <b>Certificate of Attendance. [ In-house Training ]</b>
Name of School <b>Kenya Institute of Management</b>	City, Country <b>Nairobi Kenya</b>	From - To <b>Jan-1984 - Nov-1985</b>
Main Course of Study <b>Business Administration</b>		Certificate or Diploma <b>National Certificate in Business Administration</b>
Name of School <b>Kianda Secretarial College</b>	City, Country <b>Nairobi Kenya</b>	From - To <b>Jan-1977 - Nov-1977</b>
Main Course of Study <b>Secretarial Training</b>		Certificate or Diploma <b>Shorthand 100 wpm, Tying 55 wpm; Office Administration</b>
Name of School <b>Loreto High School</b>	City, Country <b>Limuru Kenya</b>	From - To <b>Jan-1975 - Nov-1976</b>
Main Course of Study <b>English, History and Christian Education</b>		Certificate or Diploma <b>Advanced Level Certificate of Secondary Education</b>
Name of School <b>St. Angela's Secondary School</b>	City, Country <b>Kitui Kenya</b>	From - To <b>Jan-1971 - Nov-1974</b>

## Employment

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

Job Title <b>Head, International Staffing Support Unit</b>	Type of Business <b>Peacekeeping</b>	From - To <b>01/08/2009 -</b>
Name of Employer <b>United Nations Assistance Mission in Afghanistan (UNAMA)</b>	Name of Supervisor <b>Amareswara Rao</b>	
Salaries per Annum: Starting                      Final                      Currency Paid	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>Yes</b>	
Telephone Number	Email Address <b>ngomba-unama@un.org</b>	
Address of Employer <b>Afghanistan</b>		
Number of Employees Supervised by You <b>5</b>		
Description of Duties <b>Currently on TDY to UNAMA as Head of International Staffing Support Unit which is responsible for the administration of benefits and entitlements for international staff. While supervising the day-to-day activities of the HR Assistants, I have been tasked with reviewing the functions of the HR Assistants with a view to re-aligning their functions in order to create a clear distinction between staff administration functions, post management and recruitment. I am also tasked with reviewing the implementation of the HR reforms and related follow-on actions, as well as dissemination of relevant information to international staff through information circulars.</b>		
Summarize any of Your Achievements <b>I believe I have made a positive impact on the follow-on actions in connection with implementation of the HR Reforms. I have also proposed changes to the administrative procedures which have been positively received by the administration of UNAMA.</b>		
Reasons for Leaving <b>End of TDY and return to parent mission, UNMIT.</b>		

Job Title <b>Head, International Staffing Support Unit</b>	Type of Business <b>Peacekeeping</b>	From - To <b>01/09/2008 - 01/07/2009</b>
Name of Employer <b>DPKO UNMIT</b>	Name of Supervisor <b>Aggrey Kedogo</b>	
Salaries per Annum: Starting                      Final                      Currency Paid	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>Yes</b>	
Telephone Number	Email Address <b>ngomba@un.org</b>	
Address of Employer <b>East Timor</b>		
Number of Employees Supervised by You <b>5</b>		
Description of Duties <b>Administration of benefits and entitlements for internationally-recruited staff members; administration of benefits and entitlements for UN Police Officers and Military Liaison Officers.</b>		
Summarize any of Your Achievements <b>Successful delivery of services and support to international civilian personnel, including supervising all the actions related to the HR reforms and transition in to the new contractual arrangements effective 1 July 2009.</b>		
Reasons for Leaving <b>N/A</b>		

Job Title <b>OIC, Civilian Personnel Section</b>	Type of Business <b>Human Resources</b>	From - To <b>01/03/2008 - 01/09/2008</b>
Name of Employer <b>UNMIT</b>	Name of Supervisor <b>Michael Barnes</b>	
Salaries per Annum: Starting                      Final                      Currency Paid	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>Yes</b>	
Telephone Number	Email Address	
Address of Employer <b>Australia</b>		
Number of Employees Supervised by You		

## Description of Duties

**OIC, Civilian Personnel Section from 14 March 2008 through 6 April 2008; and from 14 July through 10 September 2008. During this period, I undertook the full range of responsibilities of Chief Civilian Personnel Officer, including managing the four components of the Civilian Personnel Section, i.e. International Staffing Support Unit, the National Staff Unit, Recruitment Cell and Special Projects. As Acting CCPO, my major responsibility was to ensure an integrated approach to human resources management that is in accordance with the mission's mandate and established mission priorities. Advised senior management, service and section chiefs on all aspects of HR policies and procedures, including those related to recruitment, administration of benefits and entitlements, performance management and other human resource-related concerns.**

## Summarize any of Your Achievements

**Averting a strike by our 860 national staff which was to take place from mid-July 2008. Successful completion of 2007-2008 BOA (13 August - 4 September 2008). Successful completion of reviewing and finalising staffing requirements for 2009-2010 Budget.**

## Reasons for Leaving

**Arrival of Chief Civilian Personnel Officer.**

Job Title	Type of Business	From - To
<b>Head, International Staffing Support Unit</b>	<b>Peacekeeping</b>	<b>01/04/2006 - 01/03/2008</b>
Name of Employer	Name of Supervisor	
<b>DPKO UNMIT</b>	<b>Amareswara Rao</b>	
Salaries per Annum:		
Starting	Final	Currency Paid
<b>63932</b>		<b>USD</b>
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address	
<b>1212963-0099</b>	<b>ngomba@un.org</b>	
Address of Employer		
<b>Australia</b>		
Number of Employees Supervised by You		
<b>5</b>		
Description of Duties		
<p><b>Supports the CCPO in the implementation and maintenance of HR policies and practices as well as related UN rules and regulations applicable to all aspects of International and National Staff members' entitlements, allowances, benefits and terms of employment; assists with the monitoring of career development issues, performance management, recruitment and job classification and other staffing issues. Additionally performs Certifying Officer functions for the mission, and Approving Officer for IMIS-related actions. Supervises, organizes, delegates, plans and monitors as appropriate the work related to the entitlements, benefits, allowances and other personnel/administrative activities including recruitment, separations, reassignments etc., affecting International and Local Staff members. Liaises with counterparts, senior officials and other support staff in PMSS and other missions and agencies, on issues relevant to the work of the Civilian Personnel Section. Facilitates the processes connected with complaints, fact-finding or disciplinary issues. This includes the coordination of informal processes at the mission level or the support of formal proceedings in which PMSS and OHRM are engaged, involving disciplinary cases and cases referred to an ad hoc Joint Disciplinary Committee. Acts as Focal Point and Secretary of the mission's Panels for the Special Post Allowance Review, ePAS rebuttals, comparative review in a downsizing environment, or any other ad hoc Panels .</b></p>		
Summarize any of Your Achievements		
<p><b>During the period April 2006 through June 2006, the mission was undergoing crisis as a result of the security events that took place in Timor-Leste. International staff had to be relocated out of the country, and I the only essential staff left behind to assist the CCPO during this critical period. Then we found ourselves in the start-up phase of the UNMIT mission, a critical period in terms of trying to staff a mission that had been on the downsizing mode. Short-staffed as the Section was, I played an active role in the speedy recruitment of both national and international staff, while managing the increasing number of staff appointed to the the mission.</b></p>		
Reasons for Leaving		
<b>N/A for now.</b>		

Job Title	Type of Business	From - To
<b>Senior Personnel Assistant</b>	<b>Peace-keeping</b>	<b>01/05/2004 - 01/04/2006</b>
Name of Employer	Name of Supervisor	
<b>DPKO/UNMISSET/UNOTIL</b>	<b>Suthat Ungthornrungrasi/Amareswara Rao Munagala/Girvan Calder</b>	
Salaries per Annum:		
Starting	Final	Currency Paid
<b>63932</b>		<b>USD</b>
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address	
<b>1212963-0099</b>	<b>ngomba@un.org</b>	
Address of Employer		
<b>Australia</b>		
Number of Employees Supervised by You		
<b>4</b>		
Description of Duties		
<p><b>(UNMISSET &amp; UNOTIL): As Senior Personnel Assistant, I support the Personnel Officer and the CCPO in executing their critical roles in the Section. Acts as Team-leader in coordinating activities related to the management of benefits and entitlements for international staff. Acted as OIC, International Staff Unit during the Chief's absence on leave, thereby assuming all related functions, including supervision of international Personnel Assistants, as well as being of direct support to the CCPO on substantive issues. Supports the Section in monitoring staff contracts by generating reports to help seek recommendations for extensions from Section Chiefs, followed by the preparation of the comprehensive report to PMSS seeking authorization to extend contracts in IMIS. Coordinates various UNOTIL Panel Meetings (SPA, Comparative Review, Movement of Staff to Higher level Posts, Staff Union/Management meetings); attends and assumes the role of Secretary to the Panels, drafts Minutes and coordinates all other related actions. Prepares briefing notes and participates at induction programmes for new arrivals. Supports the Section in the monitoring and maintenance of staff contracts and processing of related actions in IMIS. Assists the CCPO in a number of Special Projects, such as compiling data and information for consideration of reappointment from 300 to 100 series. Researches on complex issues and briefs the CCPO accordingly. Maintains and updates the Staffing Tables and generates periodic reports as required by the Management.</b></p>		
Summarize any of Your Achievements		
<b>My 2004/2005 ePAS acknowledges my capabilities within increased levels of responsibility, and my significant role in the efficient management of the Section.</b>		
Reasons for Leaving		
<b>N/A.</b>		

Job Title <b>Personnel Assistant (SPA G-7)</b>	Type of Business <b>Peace-keeping</b>	From - To <b>01/04/2000 - 01/04/2004</b>
Name of Employer <b>DPKO/UNTAET/UNMISSET</b>		Name of Supervisor <b>Amareswara Rao/Suthat Ungsuthornrungsi</b>
Salaries per Annum: Starting                      Final                      Currency Paid <b>KES</b>	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>Yes</b>	
Telephone Number	Email Address <b>ngomba@un.org</b>	
Address of Employer <b>Australia</b>		
Number of Employees Supervised by You <b>4</b>		
Description of Duties <b>(UNTAET/UNMSET) – As a Personnel Assistant, I performed the whole range of Personnel Assistant functions relating to the processing of benefits and entitlements of international staff (Leave, HL, FVT, Travel Allowance and processing of related lump-sums). In addition, I was also assigned special projects by the CCPO and the Chief International Staff Unit. Participated in activities aimed at improving the quality of services rendered to international staff. Coordinated weekly learning hours, and researched on topics for discussion and sharing between Personnel Officers and Personnel Assistants. Briefed international staff on their benefits and entitlements and guided them on the interpretation of staff rules and regulations, in accordance with their series of appointment. Monitored staff contracts locally in FPMS, and generated reports which were used to seek recommendations for extension from Section Chiefs. Prepared the comprehensive report to PMSS seeking approval to extend contracts in IMIS, and the related actions. Coordinated meetings of various Panels, SPA Review, Comparative Review, Rebuttal Panels, meetings between Staff Union/Meetings, attend such meetings and assumed the role of Secretary to the Panels, prepared Minutes and all related actions. Served as Focal Point for the UNMISSET Drawdown Plan, generating lists of affected staff and all relevant documentation, and forwarding the same to PMSS for consideration of future assignments. Assisted the CCPO in a number of Special Projects, such as compiling data and information for consideration of reappointment from 300 to 100 series, researching on complex issues and briefing the CCPO accordingly. Maintaining and updating the Staffing Tables and generating reports as required by the Management.</b>		
Summarize any of Your Achievements <b>My 2003/2004 ePAS acknowledges my significant contribution to the smooth operations of the Section. My capabilities to perform higher level functions of a Personnel Officer are well acknowledged.</b>		
Reasons for Leaving <b>N/A at this time.</b>		

Job Title <b>Personnel Assistant</b>	Type of Business <b>UN - Human Resources</b>	From - To <b>01/07/1998 - 01/03/2000</b>
Name of Employer <b>UNON</b>		Name of Supervisor <b>Vibeke Glavind</b>
Salaries per Annum: Starting                      Final                      Currency Paid <b>KES</b>	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>Yes</b>	
Telephone Number	Email Address <b>UNON@un.org</b>	
Address of Employer <b>Kenya</b>		
Number of Employees Supervised by You <b>0</b>		
Description of Duties <b>Assisted in the recruitment of internationally-recruited project staff assigned to various duty stations world-wide, as well as locally-recruited staff administered through UNDP field Offices. Screened, and evaluated prospective candidates and made recommendations for recruitment grade; Prepared Offers/Letters of Appointment, PT8s travel-related matters; Assisted in the administration of benefits and entitlements for international staff, i.e. HL, FVT, EGT etc. Prepared Personnel Actions in IMIS and raised Letters of Appointment. Liaised with UNDP field Offices in administration of benefits and entitlements for locally-recruited local staff. Reviewed, processed leave requests and maintained attendance records for international staff.</b>		
Summarize any of Your Achievements <b>Staff member's entitlements were processed and paid in a timely manner. There were less daily visits to Personnel since staff were properly advised.</b>		
Reasons for Leaving <b>Reassignment to UNMISSET.</b>		

Job Title <b>Administrative Assistant</b>	Type of Business <b>Peace-keeping</b>	From - To <b>01/05/1994 - 01/06/1998</b>
Name of Employer <b>UNPROFOR/UNPF/UNMIBH</b>		Name of Supervisor <b>Various - William Eagleton</b>
Salaries per Annum: Starting                      Final                      Currency Paid	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>Yes</b>	
Telephone Number	Email Address	
Address of Employer <b>Bosnia and Herzegovina</b>		
Number of Employees Supervised by You		

0

Description of Duties

**May 1994 – April 1996 - Provided administrative support to the Office of the Special Coordinator for Sarajevo. Duties included attending Project Coordination Meetings and compiling of Minutes. Maintaining Personnel records and monitoring attendance. Preparing monthly attendance reports for payment of MSA/Hazard allowances. Guiding international staff with regard to their benefits and entitlements. Maintaining Attendance records and liaising with the Mission's Headquarters for MSA payment. Assisting Programme Officers in the management of the Sarajevo Trust Fund, including screening of Project Proposals and drafting project synopsis for presentation to the Project Review Committee. Attending Project Review Committee Meetings and compiling Minutes. Responsible for obtaining monthly progress reports and preparation of payment requests to the Finance Section**

Summarize any of Your Achievements

**The Office of the Special Coordinator functioned smoothly with very few staff, as my administrative support was also extended to Programme assistance.**

Reasons for Leaving

**End of Mission Assignment**

Job Title <b>Personal Assistant</b>	Type of Business <b>UN Environment Agency</b>	From - To <b>01/06/1990 - 01/04/1994</b>
Name of Employer <b>UNEP</b>		Name of Supervisor <b>Mr. Anthony Brough, ASG</b>
Salaries per Annum: Starting                      Final                      Currency Paid		Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address
Address of Employer <b>Kenya</b>		
Number of Employees Supervised by You		
Description of Duties <b>Responsible for the Junior Professional Officer Programme. In close consultation with the Finance Officer, I was involved in preparing the draft Budget/costings document; preparing submission to the various participating Governments; Initiating the Offers of Appointment for the JPOs; Initiating Letters of Appointments; monitoring the JPO Programme, and responsible for all relevant follow-ups both internally and externally. Focal Point for the Junior Professional Officers, as well as serving as their Time and Attendance Leave Monitor. Responsible for maintaining the Personnel records for JPOs. Reviewing and processing annual leave requests, home leave and Official travel PT8s, and liaising with the relevant Sections to enable the smooth management of the benefits and entitlements for the JPOs.</b>		
Summarize any of Your Achievements <b>Pending the recruitment of a P-3 Officer for this position, I successfully played a critical role in the management and coordination of this important programme.</b>		
Reasons for Leaving <b>Mission Assignment</b>		

Job Title <b>Recruitment Assistant</b>	Type of Business <b>UN Environment Programme</b>	From - To <b>01/05/1987 - 01/05/1990</b>
Name of Employer <b>UNEP</b>		Name of Supervisor <b>Ms. Teresa Muigai, Personnel Officer</b>
Salaries per Annum: Starting                      Final                      Currency Paid		Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address
Address of Employer <b>Kenya</b>		
Number of Employees Supervised by You		
Description of Duties <b>I was assigned to the Recruitment Unit of Personnel Section where I assisted the Recruitment Officer with reviewing job applications, sorting them out, classifying and short-listing candidates; communicating with candidates to request for additional information for the short-listed candidates, convening meetings of the Appointment &amp; Promotion Panels and preparing Minutes; classification; and recommendation of grading, and initiating Offers of Appointment. I also conducted interviews for Secretarial staff for typing and shorthand skills.</b>		
Summarize any of Your Achievements <b>This being my first job in the UN was most exiting for me to learn the recruitment processes of an International Organization in comparison to my previous post as a Personnel Officer in an NGO. Because I was given the opportunity to introduce new ways of doing things, I was instrumental in implementing an log-in system for all applications received, indicating status of each applicant. This provided a valuable briefing page for the Section Chief to know the status of recruitment at any given time.</b>		
Reasons for Leaving <b>Reassigned to work with the ASG for Fund and Administration, to be the Focal Point on Personnel-related issues.</b>		

Job Title <b>Executive Assistant</b>	Type of Business <b>NGO</b>	From - To <b>01/01/1985 - 01/05/1987</b>
Name of Employer <b>Voluntary Agencies Development Assistance</b>		Name of Supervisor <b>Jacob Mwangi</b>
Salaries per Annum: Starting                      Final                      Currency Paid		Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>No</b>
Telephone Number		Email Address

Address of Employer

**Kenya**

Number of Employees Supervised by You

**0**

Description of Duties

**Responsible for all Personnel-related aspects of staff directly employed by VADA, e.g. interviewing, selection and maintenance of their benefits and entitlements. Also responsible for formatting Vacancy Announcements for positions in affiliated NGOs, for placement in the local media and circulation to Universities and other international organizations; Sorting out applications according to occupational groups; Shortlisting and forwarding recommended candidates to the respective NGOs; Coordinating interviews of selected candidates on behalf of the NGOs; Making salary recommendations; Preparing contracts for the selected candidates, for replication on the respective NGO Letterhead. Coordinating training seminars and workshops for NGOs, including negotiating venue prices and the service package.**

Summarize any of Your Achievements

**I joined this relatively small service NGO, which was short-staffed, and since I assumed all personnel-related and administrative tasks, I used my skills to develop efficient office systems, i.e. I introduced a more efficient filing system which separated Personnel files from other general files. I also recommended office lay-out and seating arrangements which gave the Personnel Section the privacy required in view of confidentiality of information kept by Personnel, as opposed to being housed together with other Units.**

Reasons for Leaving

**Better prospects.**

Job Title	Type of Business	From - To
<b>Executive Secretary</b>	<b>Textile Industry</b>	<b>01/02/1979 - 01/12/1984</b>

Name of Employer	Name of Supervisor
<b>Kenya Taitex Mills Limited</b>	<b>Francis Kihagi</b>

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>60000</b>	<b>72000</b>	<b>KES</b>	Is this a position within the UN Common System? <b>No</b>

Telephone Number

Email Address

Address of Employer

**Kenya**

Number of Employees Supervised by You

**6**

Description of Duties

**Assisted the Executive Director in the management and running of his immediate Office; Maintained Personnel Records and Confidential files; Monitored attendance and maintained leave records and the Annual Bonus Register. Arranged training seminars and Workshops for Managers, as well as serving as Secretary at such seminars/workshops and prepared Reports/Minutes. Monitored overtime and processing of relevant documents for payment.**

Summarize any of Your Achievements

**Proposed changes to Office layout for the entire Office which boosted morale of all Managers.**

Reasons for Leaving

**In pursuit of more challenge.**

Job Title	Type of Business	From - To
<b>Secretary</b>	<b>Banking</b>	<b>01/01/1978 - 01/01/1979</b>

Name of Employer	Name of Supervisor
<b>Kenya Commercial Bank</b>	<b>Assigned to Group of Managers</b>

Salaries per Annum:

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

Telephone Number

Email Address

Address of Employer

**Kenya**

Number of Employees Supervised by You

**4**

Description of Duties

**Provided secretarial support to 3 Corporate Managers. Duties included Typing/Shorthand; arranging of Meetings with high profile Corporate clients; Responsible for ordering of Office Supplies and overseeing the Office Filing system.**

Summarize any of Your Achievements

**I played a major role in setting up the Office lay-out as we had just moved into new offices at the Headquarters Building. I also played a significant role in the smooth running of the office which was acknowledged through my performance evaluation where I was rated as "excellent".**

Reasons for Leaving

**In pursuit of better prospects.**

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

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

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

## Address

DPKO UNMIT  
P.O. Box 2436  
Darwin Australia  
Telephone: 1-212-963-0099 extension 5501  
Fax: 670-724-3733  
Contact: Teresia NGOMBA

## Address

P.O. Box 55614-00200  
Nairobi Kenya  
Telephone: 254-20-600-362  
Fax: 254-720-669977  
Contact: Teresia NGOMBA

## References

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

Reference Name	Occupation or Business	Address	Telephone/Email
<b>Esther Nyokabi KIRIKA</b>	<b>Businesswoman</b>	<b>P.O. Box 74509, 00200 City Square Nairobi Kenya</b>	
<b>Justina MBALU</b>	<b>Catholic Nun</b>	<b>c/o Loreto Convent Eastleigh P.O. Box 10002, 00100 GPO Nairobi Kenya</b>	
<b>Charity MWANGI</b>	<b>Business Woman</b>	<b>P.O. Box 54926, 00200 City Square Nairobi Kenya</b>	

## Personal History Profile for Jocelyne NOEL - RASE

### General Details

- |  |                                    |  |                                      |
|--|------------------------------------|--|--------------------------------------|
| 1. Family name<br><b>NOEL - RASE</b>                 | First Name<br><b>Jocelyne</b>      | Middle Name<br><b>Maria</b>  | Maiden Name, (if any)<br><b>Rase</b> |
| 2. Date of Birth<br><b>16/09/1956</b>                | 3. City of Birth<br><b>Seraing</b> | Country of Birth<br><b>Belgium</b>                                   | Index No                             |
| 4. Country of Nationality at Birth<br><b>Belgium</b> | Second Nationality (if any)        | 5. Country of Present Nationality<br><b>United States of America</b> | Second Nationality (if any)          |
| 6. Gender<br><b>Female</b>                           | 7. Height [cm]<br><b>165</b>       | 8. Weight [kg]<br><b>65</b>  | 9. Marital Status<br><b>Married</b>  |
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? **No**
- Are there any limitations on your ability to perform in your prospective field of work? **No**
11. Have you taken up legal permanent residence status in any country other than that of your nationality? **Yes. United States of America.**
13. What is your preferred field of work? **Management development specialists**
14. Would you accept employment for less than six months? **Yes**
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when?
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? **No**
18. Email Address: **jocelyne.rase@gmail.com**

### Education

List all university degrees or equivalent qualifications obtained.

University Name <b>CAPT</b>	City, Country <b>Philadelphia United States of America</b>	From - To <b>Mar-2008 - Mar-2008</b>
Main Course of Study <b>Psychology</b>	Field of Study <b>Social &amp; Behavioural Science</b>	
Degree Title or Equivalent <b>Certification in MBTI</b>	Degree Type <b>Degree</b>	
University Name <b>SHL</b>	City, Country <b>Brussels Belgium</b>	From - To <b>Apr-2005 - May-2005</b>
Main Course of Study <b>Psychology</b>	Field of Study <b>Social &amp; Behavioural Science</b>	
Degree Title or Equivalent <b>Certification in OPQ &amp; Assessment Centers</b>	Degree Type <b>Degree</b>	
University Name <b>Society for Human Resources Management</b>	City, Country <b>NY United States of America</b>	From - To <b>Dec-2000 - Jun-2001</b>
Main Course of Study <b>Peace and Conflict Studies</b>	Field of Study <b>Social &amp; Behavioural Science</b>	
Degree Title or Equivalent <b>PHR: Professional in Human Resources Certificate</b>	Degree Type <b>Postgraduate degree</b>	
University Name <b>South Oaks Institute for Addictive Behaviors</b>	City, Country <b>Amytville, NY United States of America</b>	From - To <b>Sep-1993 - Jun-1994</b>
Main Course of Study <b>Psychology</b>	Field of Study <b>Social &amp; Behavioural Science</b>	
Degree Title or Equivalent <b>CASAC Certificate in Alcoholism and Substance Abuse Counseling</b>	Degree Type <b>Postgraduate degree</b>	
University Name <b>Ackerman Institute for Family Therapy</b>	City, Country <b>New York United States of America</b>	From - To <b>Sep-1992 - Jun-1993</b>
Main Course of Study <b>Psychology</b>	Field of Study <b>Social &amp; Behavioural Science</b>	
Degree Title or Equivalent <b>Internship in Family Therapy</b>	Degree Type <b>Degree</b>	
University Name <b>Catholic University of Louvain</b>	City, Country <b>Louvain Belgium</b>	From - To <b>Sep-1975 - Jun-1980</b>

Main Course of Study <b>Psychology</b>	Field of Study <b>Social &amp; Behavioural Science</b>
Degree Title or Equivalent <b>License en Psychologie</b>	Degree Type <b>Masters</b>

University Name <b>SAS, School of Education</b>	City, Country <b>Collonges sous Saleve France</b>	From - To <b>Sep-1974 - May-1975</b>
Main Course of Study <b>Education Science</b>	Field of Study <b>Education</b>	
Degree Title or Equivalent <b>Certificate in Education</b>	Degree Type <b>Degree</b>	

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

Name of School <b>Athenee Royal de Jumet</b>	City, Country <b>Jumet Belgium</b>	From - To <b>Sep-1968 - May-1974</b>
Main Course of Study <b>Scientific</b>		Certificate or Diploma <b>High School Diploma</b>

## Employment

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

Job Title <b>HR Consultant - Training</b>	Type of Business <b>Banking</b>	From - To <b>01/12/2009 -</b>
Name of Employer <b>DEXIA Bank</b>		Name of Supervisor <b>Anne Louise Tiddell</b>
Salaries per Annum: Starting <b>1000</b>	Final <b>1000</b>	Currency Paid <b>EUR</b>
	Is this a civil servant position of your Government? <b>No</b>	Is this a position within the UN Common System? <b>No</b>
Telephone Number	Email Address	
Address of Employer <b>Luxembourg</b>		
Number of Employees Supervised by You		
Description of Duties <b>Training and team coaching, using the MBTI Chnage management initiatives</b>		
Summarize any of Your Achievements <b>Team interventions to address conflict and upcoming challenges Change management</b>		
Reasons for Leaving <b>temporary assignments</b>		

Job Title <b>HR Consultant - Team Coach</b>	Type of Business <b>Public Adnistration</b>	From - To <b>01/08/2009 -</b>
Name of Employer <b>EUROPEAN COMMISSION</b>		Name of Supervisor <b>Ugne Thorneau</b>
Salaries per Annum: Starting <b>1000</b>	Final <b>1000</b>	Currency Paid <b>EUR</b>
	Is this a civil servant position of your Government? <b>No</b>	Is this a position within the UN Common System? <b>No</b>
Telephone Number	Email Address	
Address of Employer <b>Belgium</b>		
Number of Employees Supervised by You		
Description of Duties <b>Team coaching Training Change management systems</b>		
Summarize any of Your Achievements <b>Interventions to address critical issues and prepare for upcoming challenges</b>		
Reasons for Leaving <b>temporary assignments</b>		

Job Title <b>HR Consultant Executive Coach</b>	Type of Business <b>Bank</b>	From - To <b>01/12/2008 -</b>
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Name of Employer <b>ASIAN DEVELOPMENT Bank - ADB</b>			Name of Supervisor <b>Jennifer Francis</b>
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>75000</b>	<b>75000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>No</b>
Telephone Number <b>6326324444</b>		Email Address <b>JFRANCIS@ADB.org</b>	
Address of Employer <b>Philippines</b>			
Number of Employees Supervised by You <b>0</b>			
Description of Duties <b>Setting up and monitoring a coaching programme for project team leaders - for Coaches and Coachees</b>			
Summarize any of Your Achievements <b>COACHING</b>			
Reasons for Leaving <b>temporary mission</b>			

Job Title <b>HR Consultant - Founder</b>		Type of Business <b>Consulting</b>	From - To <b>01/01/2008 -</b>
Name of Employer <b>SMARTER NOT HARDER</b>		Name of Supervisor <b>Self</b>	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>120000</b>	<b>120000</b>	<b>EUR</b>	Is this a position within the UN Common System? <b>No</b>
Telephone Number <b>3267214502</b>		Email Address <b>smarternotharder.belgium@gmail.com</b>	
Address of Employer <b>Belgium</b>			
Number of Employees Supervised by You <b>0</b>			
Description of Duties <b>HR Consultant Assessment &amp; development centers Executive Coaching Design and delivery of management training Talent development</b>			
Summarize any of Your Achievements <b>Founder a a new international HR consulting group</b>			
Reasons for Leaving <b>None</b>			

Job Title <b>HR Consultant - Executive Coaching &amp; Talent Management</b>		Type of Business <b>Pharmaceutical Industry - Vaccines</b>	From - To <b>01/12/2007 -</b>
Name of Employer <b>GLAXOSMITH KLINE BIOLOGICALS</b>		Name of Supervisor <b>Patrice Briol</b>	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>108000</b>	<b>108000</b>	<b>EUR</b>	Is this a position within the UN Common System? <b>No</b>
Telephone Number <b>3210858821</b>		Email Address	
Address of Employer <b>Belgium</b>			
Number of Employees Supervised by You <b>0</b>			
Description of Duties <b>Executive coaching - for middle and upper management 360° feedback sessions Designing and conducting talent management programmes Team coaching using the MBTI Mediation</b>			
Summarize any of Your Achievements <b>Set up of coaching programmes: coaching for performance and for development for individuals and teams Design of training programmes</b>			
Reasons for Leaving <b>Termed service agreement</b>			

Job Title <b>HR Consultant - Training and Staff Development</b>		Type of Business <b>UN agency</b>	From - To <b>01/05/2007 - 01/12/2007</b>
Name of Employer <b>INTERNATIONAL ATOMIC ENERGY AGENC - UN IAEA</b>		Name of Supervisor <b>Catherine Monzel</b>	

Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government?	<b>No</b>
<b>72000</b>	<b>72000</b>	<b>EUR</b>	Is this a position within the UN Common System?	<b>Yes</b>
Telephone Number		Email Address		
<b>431260024668</b>		<b>j.rase@iaea.org</b>		
Address of Employer				
<b>Austria</b>				
Number of Employees Supervised by You				
<b>0</b>				
Description of Duties				
<b>Design and implement a Career Development Center for all agency staff Design a residential Management Development Programme for middle and upper management. Design an Ethics and Integrity training programme</b>				
Summarize any of Your Achievements				
<b>Design new competence-based curriculum for management development</b>				
Reasons for Leaving				
<b>short-term service agreement contract</b>				

Job Title	Type of Business	From - To
<b>Interim Head of HR</b>	<b>Administration and Training</b>	<b>01/05/2006 - 01/02/2007</b>
Name of Employer	Name of Supervisor	
<b>European Training Foundation - ETF</b>	<b>Robert Teunissen</b>	

Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government?	<b>Yes</b>
<b>75000</b>	<b>75000</b>	<b>EUR</b>	Is this a position within the UN Common System?	<b>No</b>
Telephone Number		Email Address		
<b>390111970 2504</b>				
Address of Employer				
<b>Italy</b>				
Number of Employees Supervised by You				
<b>6</b>				
Description of Duties				
<b>Design HR policy. Design and implement HR procedures, guidelines and implementing rules in compliance with the Staff Regulations of the European Commission. Support all HR functions in times of significant changes in the organisation.</b>				
Summarize any of Your Achievements				
<b>Design a new HR Policy focused on professional growth and career development for ETF staff</b>				
Reasons for Leaving				
<b>insecurity of the post- short term contract</b>				

Job Title	Type of Business	From - To
<b>HR Consultant</b>	<b>Consultancy</b>	<b>01/05/2004 - 01/04/2006</b>
Name of Employer	Name of Supervisor	
<b>Various consultancy groups: SHL, DDI, GRH Mgt, OPP, AMA, MCE</b>	<b>self</b>	

Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government?	<b>No</b>
<b>65000</b>	<b>80000</b>	<b>EUR</b>	Is this a position within the UN Common System?	<b>No</b>
Telephone Number		Email Address		
<b>32477923950</b>		<b>Jocelyne.Noel@gmail.com</b>		
Address of Employer				
<b>Belgium</b>				
Number of Employees Supervised by You				
<b>0</b>				
Description of Duties				
<b>Consult with international clients in order to identify their needs and design highly customized blended learning solutions for global projects. Design Diagnostic Tools, 360° Competency Profiling Tools, Knowledge Assessment Tools, e-learning initiatives, and customized training. Deliver Customized Training on Performance Management. Conduct Assessment centers</b>				
Summarize any of Your Achievements				
<b>Development of Talent Management programme. Creation of customised Assessment and Development centers for high potentials of international clients such as Toyota, Volvo, Eurocontrol, Euroclear , etc Certified in OPQ and Global Leadership Profile and Egoprism.</b>				
Reasons for Leaving				
<b>better challenge; more job stability</b>				

Job Title	Type of Business	From - To
<b>Manager of Training and Organizational Development Specialist</b>	<b>Health Insurance Company (Not for Profit)</b>	<b>01/11/2000 - 01/04/2004</b>
Name of Employer	Name of Supervisor	

## Salaries per Annum:

Starting                      Final                      Currency Paid  
**55000                      65000                      USD**

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

Telephone Number

**1212615 0154**

Email Address

**Jnoel@ghi.com**

Address of Employer

**United States of America**

Number of Employees Supervised by You

**5**

Description of Duties

**Development (incl all training materials and manuals)and delivery of training curriculum on Leadership, Management and Supervisory skills, Performance Evaluation, Change Management, Presentation Skills, Employee Relations issues, Progressive Discipline, Project Management, etc. Development of a Leadership Development Program for Upper Management: training on Executive Leadership, Coaching, Succession Planning, Mentoring, etc. Creation of a Corporate University. Organizational development interventions: needs assessments, customer satisfaction surveys, employee satisfaction surveys. Design of 360 degree evaluations. Use of training evaluation tools to ensure adequate ROI.**

Summarize any of Your Achievements

**Creation of a Corporate University:one week of intensive training program for newly hired and promoted managers on supervisory skills and management practices**

Reasons for Leaving

**Money. Feeling that I accomplished all I could. I am ready for a bigger challenge.**

Job Title

**Clinical Director**

Type of Business

**Hospital, Drug Treatment Program**

From - To

**01/02/1998 - 01/10/2000**

Name of Employer

**Queens Health Network**

Name of Supervisor

**Amy Hoffman MD**

## Salaries per Annum:

Starting                      Final                      Currency Paid  
**55000                      60000                      USD**

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

Telephone Number

**1718334 3190**

Email Address

Address of Employer

**United States of America**

Number of Employees Supervised by You

**30**

Description of Duties

**Organization of drug treatment for 400 methadone patients. Training , Organizational development of program. Clinical supervision of staff and coordination of treatment activities.**

Summarize any of Your Achievements

**Creation of Methadone to Abstinence Program. Creation of a Vocational Program.**

Reasons for Leaving

**Reorganization of hospital departments**

Job Title

**Clinical Director**

Type of Business

**Drug Treatment Program for Women**

From - To

**01/04/1996 - 01/01/1998**

Name of Employer

**Neighborhood Youth and Family Services**

Name of Supervisor

**Nancy King**

## Salaries per Annum:

Starting                      Final                      Currency Paid  
**38000                      40000                      USD**

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

Telephone Number

**1718731 8900**

Email Address

Address of Employer

**United States of America**

Number of Employees Supervised by You

**15**

Description of Duties

**Organization and supervision of clinical program for female substance abusers who had lost custody of their children. Advocacy. Supervision of Domestic Violence Program.**

Summarize any of Your Achievements

**Creation of a Relapse Prevention Program. Implementation of a Psychodrama program to address PTSD issues.**

Reasons for Leaving

**Salary too low**

Job Title

**Corporate Trainer in Human Resources Solutions Part Time**

Type of Business

**School of Continuing Education and Professional Development**

From - To

**01/09/1995 - 01/06/2002**

Name of Employer <b>Molloy College Part Time</b>			Name of Supervisor <b>Marion Lowenthal</b>		
Salaries per Annum:					
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>		
<b>15000</b>	<b>50</b>	<b>USD</b>	Is this a position within the UN Common System? <b>No</b>		
Telephone Number			Email Address		
Address of Employer <b>United States of America</b>					
Number of Employees Supervised by You <b>0</b>					
Description of Duties <b>Design and delivery of training for Alcoholism and Substance Abuse Counseling program. Design and delivery of HR courses on management skills for the Business department</b>					
Summarize any of Your Achievements <b>Creation of a Relapse Prevention Certificate program approved by OASAS. Creation of a 10 week certificate program in Management Skills.</b>					
Reasons for Leaving <b>I moved to NYC. This was a part time job.</b>					

Job Title <b>HR Consultant - Training and Organisational Development</b>		Type of Business <b>Consultancy on HR solutions</b>	From - To <b>01/01/1994 - 01/03/1996</b>		
Name of Employer <b>New Dimensions Management Systems</b>		Name of Supervisor <b>Self</b>			
Salaries per Annum:					
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>		
<b>25000</b>	<b>30000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>No</b>		
Telephone Number <b>1516868 6353</b>			Email Address		
Address of Employer <b>United States of America</b>					
Number of Employees Supervised by You <b>0</b>					
Description of Duties <b>Consultant in HR solutions Corporate Training on Supervisory and Management Skills</b>					
Summarize any of Your Achievements <b>Developped training curriculum and HR initiatvies for clients</b>					
Reasons for Leaving <b>need for more financial stability</b>					

Job Title <b>HR Director</b>		Type of Business <b>Multi disciplinary medical practice</b>	From - To <b>01/02/1990 - 01/12/1993</b>		
Name of Employer <b>PNAB Medical Center</b>		Name of Supervisor <b>Dr Berenstein</b>			
Salaries per Annum:					
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>		
<b>45000</b>	<b>50000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>No</b>		
Telephone Number			Email Address		
Address of Employer <b>United States of America</b>					
Number of Employees Supervised by You <b>12</b>					
Description of Duties <b>HR Administration of a large medical practice Supervision of staff. Support of all HR functions.</b>					
Summarize any of Your Achievements <b>Set up and expand this practice</b>					
Reasons for Leaving <b>I moved.</b>					

Job Title <b>Clinician- Family Therapist- Substance Abuse Counselor</b>		Type of Business <b>Mental Health and Substance Abuse Counseling</b>	From - To <b>01/09/1980 - 01/02/1990</b>		
Name of Employer <b>Various Mental Health clinics</b>		Name of Supervisor <b>various</b>			
Salaries per Annum:					

Starting <b>20000</b>	Final <b>25000</b>	Currency Paid <b>USD</b>	Is this a civil servant position of your Government? <b>No</b>
			Is this a position within the UN Common System? <b>No</b>
Telephone Number		Email Address	
Address of Employer <b>United States of America</b>			
Number of Employees Supervised by You			
Description of Duties <b>Clinical work with drug abusers and their families, battered women</b>			
Summarize any of Your Achievements <b>Setting up clinical programs</b>			
Reasons for Leaving <b>wanted to change to HR</b>			

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

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

For clerical grades only:

Indicate typing speed in words per minute: English - **50** French - **50**

List any office machines or equipment you can use:

**PC**

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

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

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

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

## Address

21 RUE DU GRAND PLATEAU APT 3.3  
 PONT A CELLES Belgium  
 Telephone: 32-71-840877  
 Fax: 32-477-923950  
 Contact: JOCELYNE RASE

## References

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

Reference Name	Occupation or Business	Address	Telephone/Email
<b>Jennifer FRANCIS</b>	<b>Head of Learning &amp; Development</b>	<b>6 ADB Avenue, Mandaluyong City 1550 Philippines</b>	<b>6326324444 jfrancis@adb.org</b>
<b>JC KOLE</b>	<b>Performance Consulting International</b>	<b>www.performanceconsultinginternational.com Philippines</b>	<b>1646320 7118 jckole@gmail.com</b>
<b>Catherine MONZEL</b>	<b>UN Agency</b>	<b>5 Wagramer Strasse Philippines</b>	<b>4312600 21527 C.Monzel@iaea.org</b>

## Personal History Profile for Victoria PANGILINAN

### General Details

1. Family name <b>PANGILINAN</b>	First Name <b>Victoria</b>	Middle Name <b>Asia</b>	Maiden Name, (if any)
2. Date of Birth <b>24/05/1955</b>	3. City of Birth <b>Manila</b>	Country of Birth <b>Philippines</b>	Index No <b>819316</b>
4. Country of Nationality at Birth <b>Philippines</b>	Second Nationality (if any)	5. Country of Present Nationality <b>Philippines</b>	Second Nationality (if any)
6. Gender <b>Female</b>	7. Height [cm] <b>163</b>	8. Weight [kg] <b>75</b>	9. Marital Status <b>Single</b>
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? <b>No</b>			
Are there any limitations on your ability to perform in your prospective field of work? <b>No</b>			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? <b>No</b>			
13. What is your preferred field of work? <b>Personnel management specialists</b>			
14. Would you accept employment for less than six months? <b>No</b>			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? <b>01/10/1988</b>			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? <b>No</b>			
18. Email Address: <b>pangilinan@un.org</b>			

### Education

List all university degrees or equivalent qualifications obtained.

University Name <b>New York University</b>	City, Country <b>New York City United States of America</b>	From - To <b>Jul-1997 - Sep-1998</b>
Main Course of Study <b>Personnel Administration</b>	Field of Study <b>Business &amp; Administration</b>	
Degree Title or Equivalent <b>Short Courses on Human Resources</b>	Degree Type <b>Undergraduate degree</b>	
University Name <b>Alliance Francaise de Manille</b>	City, Country <b>Manila Philippines</b>	From - To <b>Sep-1984 - Jul-1988</b>
Main Course of Study	Field of Study	
Degree Title or Equivalent <b>French Language Course</b>	Degree Type <b>Undergraduate degree</b>	
University Name <b>Polytechnic University of the Philippines</b>	City, Country <b>Manila Philippines</b>	From - To <b>Jun-1978 - Nov-1982</b>
Main Course of Study <b>Accounting</b>	Field of Study <b>Business &amp; Administration</b>	
Degree Title or Equivalent <b>Bachelor of Science Major in Accounting</b>	Degree Type <b>Bachelor of Sciences</b>	
University Name <b>Philippine College of Commerce</b>	City, Country <b>Manila Philippines</b>	From - To <b>Jun-1975 - Mar-1977</b>
Main Course of Study <b>Marketing</b>	Field of Study <b>Business &amp; Administration</b>	
Degree Title or Equivalent <b>Bachelor of Science Major in Marketing Management</b>	Degree Type <b>Bachelor of Sciences</b>	
University Name <b>Philippine College of Commerce</b>	City, Country <b>Manila Philippines</b>	From - To <b>Jun-1972 - May-1975</b>
Main Course of Study <b>Secretarial and Office Work</b>	Field of Study <b>Business &amp; Administration</b>	
Degree Title or Equivalent <b>Associate in Commerce</b>	Degree Type <b>Bachelor of Sciences</b>	

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

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

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

Job Title <b>HR Focal Point for Substantive Staff</b>	Type of Business <b>International Organization</b>	From - To <b>01/01/2006 -</b>
Name of Employer <b>UNAMI-KUWAIT</b>	Name of Supervisor <b>Farid El-Assi</b>	
Salaries per Annum: Starting                      Final                      Currency Paid <b>49000                      49000                      USD</b>	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>Yes</b>	
Telephone Number <b>96522230222</b>	Email Address <b>pangilinan@un.org</b>	
Address of Employer <b>Kuwait</b>		
Number of Employees Supervised by You <b>2</b>		
Description of Duties <b>Under the supervision and guidance of the CHRS, in-charge of the management and supervision of the International Unit/Personnel Section UNAMI. Provides advice and support on human relations matters. Administers and provides advice on interpretation and application of UN policies, regulations and rules. Advises staff of rights, responsibilities, code of conduct and entitlements. Ascertains staff requirements. Participates in panel interviewing local applicants. Trains, supervises and guides personnel assistants of the Unit in order to ensure the smooth flow of work and to oversee that delegated authority on personnel matter is adequately exercised. Attends to all the personnel administration requirements of international staff of all the five regions of the mission. Ensures that transparency and all core values of the UN is applied in all aspects of personnel administration. Assists the CHRS in visualizing and introducing procedures and systems that streamlines the work according to rules and regulations. Signs on behalf of the CHRS when he is in other regions of the mission. Performs other ad-hoc duties assigned by the CHRS. Assists the CHRS in guiding the Local Unit and Attendance Unit in the application of and interpretation/implementation of UN rules and regulations. Alternates for the CHRS in the Recruitment Panel for Local candidates.</b>		
Summarize any of Your Achievements <b>Trained four Personnel Assistants for the International Unit. Introduce new procedures in accordance to UN Rules and Regulations that will streamline and better the service offered by the Section</b>		
Reasons for Leaving <b>Advancement.</b>		

Job Title <b>Team Leader - Personnel International Unit</b>	Type of Business <b>International Organization</b>	From - To <b>01/12/2004 - 01/01/2006</b>
Name of Employer <b>UNAMI-KUWAIT</b>	Name of Supervisor <b>Farid El-Assi</b>	
Salaries per Annum: Starting                      Final                      Currency Paid <b>62731                      62731                      USD</b>	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>Yes</b>	
Telephone Number	Email Address <b>pangilinan@un.org</b>	
Address of Employer <b>Kuwait</b>		
Number of Employees Supervised by You <b>2</b>		
Description of Duties <b>Under the supervision and guidance of the CCPO, in-charge of the management and supervision of the International Unit/Personnel Section UNAMI. Provides advice and support on human relations matters. Administers and provides advice on interpretation and application of UN policies, regulations and rules. Advises staff of rights, responsibilities, code of conduct and entitlements. Ascertains staff requirements. Participates in panel interviewing local applicants. Trains, supervises and guides personnel assistants of the Unit in order to ensure the smooth flow of work and to oversee that delegated authority on personnel matter is adequately exercised. Attends to all the personnel administration requirements of international staff of all the five regions of the mission. Ensures that transparency and all core values of the UN is applied in all aspects of personnel administration. Assists the CCPO in visualizing and introducing procedures and systems that streamlines the work according to rules and regulations. Signs on behalf of the CCPO when he is in other regions of the mission. Performs other ad-hoc duties assigned by the CCPO. Assists the CCPO in guiding the Local Unit and Attendance Unit in the application of and interpretation/implementation of UN rules and regulations. Alternates for the CCPO in the Recruitment Panel for Local candidates.</b>		
Summarize any of Your Achievements <b>Complete supervision of International Unit/Personnel Section. Improved my ability and understanding of interpretation of UN policies, rules and regulations. Continued efficient training two personnel assistants. My HR knowledge and experience of more than 16 years were referred to and relied on extensively by all sections and clients. Although, I was assigned to be the Team Leader of International Unit. I was also tasked by the CCPO to help guide the Local Unit and Attendance Unit in the application of the UN procedures and rules. Assisted staff members in understanding the UN rules and regulations on Personnel issues and helped in motivating them in complying with the requirements and fulfilling their responsibilities. Liaised effectively with counterparts, DPKO, Pension, other UNHQ offices and all mission sections on HR relates issues.</b>		
Reasons for Leaving <b>Promotion to FS-5</b>		

Job Title <b>Senior Personnel Assistant /International Unit</b>	Type of Business <b>UN Mission</b>	From - To <b>01/10/2003 - 01/12/2004</b>
Name of Employer	Name of Supervisor	

## Salaries per Annum:

Starting	Final	Currency Paid
<b>65520</b>	<b>65520</b>	<b>USD</b>

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

Telephone Number

**001212963-2668**

Email Address

**pangilinan@un.org**

Address of Employer

**Afghanistan**

Number of Employees Supervised by You

**2**

Description of Duties

**Under the direct supervision of the CCPO, responsible of processing of all SPA recommendations and related issues as well as the creation and composition of the Panel. Functions as senior personnel assistant among four PAs. Advises staff members of their benefits and entitlements, rights and responsibilities, code of conduct. Advises and addresses CCPO on all requests from various officers/units related to personnel issues. Advises and updates other offices/units on UN personnel policies and procedures for all staff and ensures that these policies are observed. Formulates faxes, memoranda, letters for the International Unit. Conducts interviews of national candidates for vacancies. Covers for all international colleagues who are on leave. Performs all personnel administration functions. Handles special reports and other projects as maybe assigned by the CCPO. Acted as Officer-in-Charge, Personnel Section. Visualizes and introduces procedures and systems to streamline the work of the Unit ensuring that rules and regulations are followed. Provides advice and support to managers on human resources related matters. Inducts new arrivals on all benefits and entitlements and what to expect in the mission. Performs other tasks assigned by the CCPO and CAS. Assisted the CCPO in guiding International and Local Unit in the interpretation and implementation of UN rules and regulations.**

Summarize any of Your Achievements

**Specialization in the complete SPA process. Performance of IMIS functions in the field. Performs a more comprehensive function in Personnel Administration in International Unit. Trained three international staff for Personnel Assistant posts and one new International Personnel Officer. Trained the three new personnel assistants in IMIS. Assisted the CCPO in putting up procedures and systems for better client servicing in accordance with UN Rules and Regulations. My 16 years of HR experience was referred to extensively and relied on by administration and substantive chiefs of sections. Helped in solving pending cases of various sections on HR issues. Earned the respect of both administrative and substantive components on professionalism shown in the execution of my functions in personnel section. Cooperated closely with CITS in the establishment and maintenance of a share drive for Personnel Section which provided easy access for clients on their Personnel Forms. Introduced an induction checklist with complete information circulars and administrative instructions for new arrivals to familiarize them better with the UN rules and regulations and to equip them with the information and knowledge of their responsibilities to their entitlement and benefits. Trained the new UNV Information Officer on the UN policies/rules/regulations and attendance keeping.**

Reasons for Leaving

**Re-assigned to UNAMI.**

Job Title

**Administrative Assistant/In-charge of Personnel Unit**

Type of Business

**UN Mission**

From - To

**01/05/2003 - 01/09/2003**

Name of Employer

**UNOHCI - Dohuk/Iraq**

Name of Supervisor

**Samuel Baidoo**

## Salaries per Annum:

Starting	Final	Currency Paid
<b>63168</b>	<b>63168</b>	<b>USD</b>

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

Telephone Number

Email Address

**pangilinan@un.org**

Address of Employer

**Iraq**

Number of Employees Supervised by You

**1**

Description of Duties

**Under the direct supervision of the Senior Administrative Officer and guidance of the UNOHCI Dohuk Admin. Officer, initiates reviews and processes and follows-up on actions related to the administration of the Unit's Human resources activities and ensuring consistency in the application of UN rules and procedures. Responds to inquiries and provides information and advise to staff members' administrative queries and entitlements. Oversees the maintenance of national vacancy files and keep track of status of vacancy announcements. Conducts meetings/briefings with national staff to explain further their benefits, entitlements and other employment issues. Researches on various rulings and policies pertaining to Personnel issues. Prepares all Personnel Reports. Liaises with Finance North, Baghdad and Larnaca regarding salaries of local and international staff. Assists in the payment of salary of local staff/international staff. Responds to queries and provides information relating to personnel/finance matters.**

Summarize any of Your Achievements

**Learned to work more independently on mission level and acquired more job knowledge on finance and other fields of administration. My long years of HR experience and knowledge was extensively referred to and relied on by all offices of the three northern governorates. Learned more about inter-region offices coordination and cooperation. Conducted the recruitment process for the medical team of region and guided the two other regions of the process.**

Reasons for Leaving

**Re-assignment to UNAMA.**

Job Title

**Personnel Supervisor, Civilian Personnel Unit, UNOHCI NORTH**

Type of Business

**UN mission**

From - To

**01/10/2002 - 01/05/2003**

Name of Employer

**UNOHCI - ERBIL**

Name of Supervisor

**Jose Aguirre**

## Salaries per Annum:

Starting	Final	Currency Paid
<b>61584</b>	<b>63168</b>	<b>USD</b>

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

Telephone Number

Email Address

**pangilinan@un.org**

Address of Employer

**Iraq**

Number of Employees Supervised by You

## Description of Duties

**Under the direct supervision of the CCPO responsible for overall management and co-ordination of personnel related issues for both local and international staff in the three Northern Governorates. Advises international and local staff of their benefits and entitlements. Organizes recruitment process of qualified local applicants for vacant posts based on established UN rules and procedures. Advises CCPO on all requests from various offices/units related to personnel issues. Advises and updates other offices/units on UN personnel policies and procedures for all staff and ensures that these policies are observed. Handles special reports and other projects as maybe assigned by the OIC-Adm. North and CCPO. Trains, supervises and guides two local staff in the performance of their duties. Conducts visits to the the other regions of the Northern Governorates.**

## Summarize any of Your Achievements

**Acquired more independence at work and improved more on supervisory skills. Handled more areas of responsibilities. Honed skills in training personnel assistants in their jobs. My HR experience and knowledge was extensively referred to by the different sections/offices. Trained international and local personnel assistants. Three of the local staff I trained in Personnel Administration were eventually re-assigned to other missions, two as TDYs and one as international staff.**

## Reasons for Leaving

**Re-assignment to Dohuk after the war to supervise personnel unit and act as administrative assistant.**

Job Title <b>Senior Personnel Assistant</b>	Type of Business <b>UN mission</b>	From - To <b>01/11/2001 - 01/10/2002</b>
Name of Employer <b>UNOHCI - BAGHDAD</b>	Name of Supervisor <b>Jose Aguirre</b>	
Salaries per Annum: Starting <b>59911</b>	Final <b>61584</b>	Currency Paid <b>USD</b>
	Is this a civil servant position of your Government? <b>No</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address <b>pangilinan@un.org</b>	
Address of Employer <b>Iraq</b>		
Number of Employees Supervised by You <b>2</b>		
Description of Duties		
<b>Under the supervision and guidance of the CCPO, administers to all international staff on various personnel issues. Advises them on entitlement/benefits and responds to queries on UN Staff Rules and Regulations/Personnel Policies and Guidelines. Liaises and coordinates with DPKO counterparts on various personnel matters. Researches on personnel policies and guidelines. Monitors arrivals and departures of international staff. Initiates and processes PERs/FOPA/s Special Reports. Processes requests for Home Leave, Family Visit Travel and Travel Allowance. Processes recommendations for extension, completion and or re-assignment of staff. Prepares PARs for weekly submission to DPKO. Handles rebuttal procedures and grievances cases. Initiates requests for Iraqi Visas for new staff. Performs duties and responsibilities of the Personnel Officer in her absence. Trains staff on personnel administration. In the absence of the CCPO and Personnel Officer acts as OIC/Personnel Section. Performs other ad-hoc duties assigned from time to time.</b>		
Summarize any of Your Achievements		
<b>Acquired more knowledge of personnel administration in the field and developed more my supervisory skills. Honed my ability on the effective interpretation of UN rules and regulations. Liaised effectively with all counterparts, DPKO, Pension and all offices for the mission. Trained two locally-recruited staff and two international staff on personnel assistant functions. Evaluated by my CCPO as problem solver with innovative approach to human resources management.</b>		
Reasons for Leaving		
<b>Re-assignment to UNOHCI NORTH to supervise Personnel Section in the three governorates.</b>		

Job Title <b>Personnel Assistant</b>	Type of Business <b>UN Mission</b>	From - To <b>01/08/1999 - 01/10/2001</b>
Name of Employer <b>UNOHCI BAGHDAD</b>	Name of Supervisor <b>Vadim Padalka/William Mudiwa</b>	
Salaries per Annum: Starting <b>59211</b>	Final <b>59911</b>	Currency Paid <b>USD</b>
	Is this a civil servant position of your Government? <b>No</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address <b>pangilinan@un.org</b>	
Address of Employer <b>Iraq</b>		
Number of Employees Supervised by You <b>2</b>		
Description of Duties		
<b>Under the supervision and guidance of the CCPO advises international staff members of their entitlement/benefits and responds to queries on UN Staff Rules and Regulations/Personnel Policies and guidelines. Provides administrative support to the CCPO and Personnel Officer for efficient functions of Personnel Section. Liaises and coordinates with administrative assistants/counterparts in DPKO on personnel matters and issues. Formulates/drafts circulars/memorandum/facsimile on personnel matters as needed. Researches on personnel policies and guidelines. Administer and provide advice on interpretation and application of policies, regulations and rules. Interview local applicants for selection to local vacancies. Maintains and updates attendance records/folders. Prepares MSA and Hazard Reports. Serves as Secretary of the Local Committe on Contracts. Performs other ad-hoc assignment as and when required.</b>		
Summarize any of Your Achievements		
<b>Acquired more knowledge and work experience of personnel administration in the field mission. Acted as OIC Personnel and covered for the Personnel Officer when she goes on leave. Performed the duties and responsibilities of the OIC-Administration UNOHCI North which administered three Northern Governorates Offices on temporary basis. Acquired an over all view and experience/knowledge of personnel administration in the field/DPKO peacekeeping operations.</b>		
Reasons for Leaving		
<b>Advancement</b>		

Job Title <b>Human Resources Assistant/OHRM</b>	Type of Business <b>International Organization</b>	From - To <b>01/01/1996 - 01/08/1999</b>
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Name of Employer <b>OHRM/UNHQ</b>			Name of Supervisor <b>Martha Natale</b>		
Salaries per Annum:					
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>		
<b>55000</b>	<b>56000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>		
Telephone Number <b>001212963</b>			Email Address <b>pangilinan@un.org</b>		
Address of Employer <b>United States of America</b>					
Number of Employees Supervised by You <b>0</b>					
Description of Duties <b>Under the supervision of the Chief of Cluster V: Advises and counsels international staff member in respect of rights, responsibilities, code of conduct and challenges associated with work and entitlements. Inducts new arrivals on their terms of reference, benefits, UN rules and regulations. Processess personnel action through the IMIS. Prepares documents for appointment and promotion board regarding shortlisted candidates. Prepares P.35 for repatriating staff members. Responds to queries of staff members regarding Personnel issues. Processes education grant, rental subsidy and other personnel actions.</b>					
Summarize any of Your Achievements <b>Continued knowledge and work experience on personnel administration. Progressively learned IMIS processing of personnel actions. Honed negotiable skills and developed more client orientation and efficient servicing.</b>					
Reasons for Leaving <b>Temporary mission assignment to Iraq.</b>					

Job Title <b>Personnel Clerk</b>		Type of Business <b>International Organization</b>		From - To <b>01/09/1994 - 01/12/1995</b>	
Name of Employer <b>OHRM UNHQ</b>				Name of Supervisor <b>Martha Natale</b>	
Salaries per Annum:					
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>		
<b>53000</b>	<b>54000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>		
Telephone Number <b>001212963</b>			Email Address <b>pangilinan@un.org</b>		
Address of Employer <b>United States of America</b>					
Number of Employees Supervised by You <b>0</b>					
Description of Duties <b>Advises international staff members of their entitlement and benefits. Inducts new arrivals. Processes personnel action through IMIS. Prepares P.35 for repatriating staff members. Responds to queries of staff members on personnel issues. Processes education grant, rental subsidy and all other personnel actions.</b>					
Summarize any of Your Achievements <b>Acquired comprehensive knowledge on personnel administration from induction to repatriation.</b>					
Reasons for Leaving <b>Change of title</b>					

Job Title <b>Personnel Benefits Clerk</b>		Type of Business <b>International Organization</b>		From - To <b>01/02/1989 - 01/09/1994</b>	
Name of Employer <b>United Nations Headquarters</b>				Name of Supervisor <b>Celine Michaud</b>	
Salaries per Annum:					
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>		
<b>40000</b>	<b>42000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>		
Telephone Number <b>001212963</b>			Email Address <b>pangilinan@un.org</b>		
Address of Employer <b>United States of America</b>					
Number of Employees Supervised by You <b>0</b>					
Description of Duties <b>Advises staff members of their entitlement and benefits. Processes P.5 actions regarding establishment or discontinuance of allowances, change of marital status, etc. Processes education grant claims, rental subsidies and P.35 forms.</b>					
Summarize any of Your Achievements <b>Initially learned various UN staff entitlement and benefits and the process and system.</b>					
Reasons for Leaving <b>Office merged with Staff Administration and Monitoring System/OHRM.</b>					

Job Title <b>Secretary</b>	Type of Business <b>International Organization</b>	From - To <b>01/10/1988 - 01/02/1989</b>
Name of Employer <b>United Nations Headquarters</b>	Name of Supervisor <b>Benny Widoyo</b>	
Salaries per Annum: Starting <b>26400</b>	Final <b>26400</b>	Currency Paid <b>USD</b>
	Is this a civil servant position of your Government? <b>No</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address <b>pangilinan@un.org</b>	
Address of Employer <b>United States of America</b>		
Number of Employees Supervised by You <b>0</b>		
Description of Duties <b>Provides secretarial assistance to the four officers of the Regional Commissions. Prepares faxes and correspondences. Arranges meetings with the Regional Commission and various ambassadors and government representatives.</b>		
Summarize any of Your Achievements <b>Acquired knowledge on coordination of conference in the UN system. Learned of the UN processes and systems among the UN regional commissions. Coordinated with the various embassies and consulates.</b>		
Reasons for Leaving <b>Transferred to OHRM and obtained fixed term contract.</b>		

Job Title <b>Various posts from Comms. Asst. to Loans Processor</b>	Type of Business <b>Commercial Bank</b>	From - To <b>01/10/1975 - 01/08/1988</b>
Name of Employer <b>Rizal Commercial Banking Corporation</b>	Name of Supervisor <b>Mr. Teddy Dy</b>	
Salaries per Annum: Starting <b>2000</b>	Final <b>4000</b>	Currency Paid <b>PHP</b>
	Is this a civil servant position of your Government? <b>No</b>	Is this a position within the UN Common System? <b>No</b>
Telephone Number	Email Address	
Address of Employer <b>Philippines</b>		
Number of Employees Supervised by You <b>2</b>		
Description of Duties <b>Held various posts from Communication Assistant to Loans Assistant.</b>		
Summarize any of Your Achievements <b>Learned the commercial banking processes and management system. Learned and developed efficient client servicing and timely completion of work. Entrusted by clients on the administering of their investment.</b>		
Reasons for Leaving <b>Advancement.</b>		

Job Title <b>Secretary</b>	Type of Business <b>Military Installation</b>	From - To <b>01/10/1973 - 01/09/1975</b>
Name of Employer <b>Communications Elec. Group</b>	Name of Supervisor <b>Angelino Medina</b>	
Salaries per Annum: Starting <b>18000</b>	Final <b>18000</b>	Currency Paid <b>PHP</b>
	Is this a civil servant position of your Government? <b>No</b>	Is this a position within the UN Common System? <b>No</b>
Telephone Number	Email Address	
Address of Employer <b>Philippines</b>		
Number of Employees Supervised by You <b>0</b>		
Description of Duties <b>Secretarial functions and procurement tasks</b>		
Summarize any of Your Achievements <b>Learned office procedures and organization. Acquired good knowledge of communication operations. Managed to function as secretary to four military supervisors. Learned military communications and procurement functions.</b>		
Reasons for Leaving <b>Advancement</b>		

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

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

For clerical grades only:

Indicate typing speed in words per minute: English - **60** French -

List any office machines or equipment you can use:

**computer, adding machine, typewriter, fax machine, copier, digital sender, handheld radio**

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

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

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

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

## Address

24 Ibuna Street  
San Juan  
Metro Manila Philippines  
Telephone: 63-2-727-45-65  
Fax: 63-9169509444  
Contact: Victoria Pangilinan

## References

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

Reference Name	Occupation or Business	Address	Telephone/Email
<b>Milagros MAGSAJO</b>	<b>Manager</b>	<b>2363 Mabolo St. Philippines</b>	<b>632847-4355 mzmagsajo@yahoo.com</b>
<b>Marie Grace MONTALVO</b>	<b>Vice-President</b>	<b>Rizal Commercial Banking Corporation Philippines</b>	<b>632845-4881 bm_greenbelt@rcbc.com</b>
<b>Cristina NAVARRETE</b>	<b>Vice President - RCBC</b>	<b>Rizal Commercial Banking Corporation RCBC Towers Makati, Metro Manila Philippines</b>	<b>6323713339 ctnavarrete@yahoo.com</b>

# Personal History Profile for Florence RAMSAROOP

## General Details

- |   |                                       |  |                                     |
|---|---------------------------------------|--|-------------------------------------|
| 1. Family name<br><b>RAMSAROOP</b>                  | First Name<br><b>Florence</b>         | Middle Name<br><b>Lakshmi</b>                      | Maiden Name, (if any)               |
| 2. Date of Birth<br><b>20/06/1957</b>               | 3. City of Birth<br><b>Georgetown</b> | Country of Birth<br><b>Guyana</b>                  | Index No<br><b>763058</b>           |
| 4. Country of Nationality at Birth<br><b>Guyana</b> | Second Nationality (if any)           | 5. Country of Present Nationality<br><b>Guyana</b> | Second Nationality (if any)         |
| 6. Gender<br><b>Female</b>                          | 7. Height [cm]<br><b>157</b>          | 8. Weight [kg]<br><b>68</b>                        | 9. Marital Status<br><b>Married</b> |
10. Entry into the United Nations service might require assignment to any area of the world in which the United Nations might have responsibilities.  
Are there any limitations on your ability to engage in all travel? **No**
- Are there any limitations on your ability to perform in your prospective field of work? **No**
11. Have you taken up legal permanent residence status in any country other than that of your nationality? **No**
13. What is your preferred field of work? **Administrative specialists**
14. Would you accept employment for less than six months? **Yes**
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? **01/07/1987**
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? **No**
18. Email Address: **ramsaroop@un.org**

## Education

List all university degrees or equivalent qualifications obtained.

University Name <b>Hunter College of the City University of New York</b>	City, Country <b>New York United States of America</b>	From - To <b>Sep-2002 - Jul-2006</b>
Main Course of Study <b>African Languages and Civilizations</b>	Field of Study <b>Humanities</b>	
Degree Title or Equivalent <b>Bachelor of Science in Accounting</b>	Degree Type <b>Bachelor of Sciences</b>	

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

Name of School <b>United Nations Secretariat</b>	City, Country <b>New York United States of America</b>	From - To <b>Feb-2008 - Feb-2008</b>
Main Course of Study <b>Supervisory Skills Training.</b>		Certificate or Diploma <b>Certificate of participation.</b>

Name of School <b>United Nations Headquarters</b>	City, Country <b>New York United States of America</b>	From - To <b>May-2007 - May-2007</b>
Main Course of Study <b>Human Resources Management Course</b>		Certificate or Diploma <b>Certificate of Participation</b>

Name of School <b>United Nations Headquarters</b>	City, Country <b>New York United States of America</b>	From - To <b>Nov-2006 - Nov-2006</b>
Main Course of Study <b>Workshop on Professional Ethics and Integrity in our Daily Work</b>		Certificate or Diploma <b>Certificate of Participation</b>

Name of School <b>United Nations Headquarters</b>	City, Country <b>New York United States of America</b>	From - To <b>Sep-2004 - Sep-2004</b>
Main Course of Study <b>Client Service Skills Workshop</b>		Certificate or Diploma <b>Certificate of Participation</b>

Name of School <b>United Nations Headquarters</b>	City, Country <b>New York United States of America</b>	From - To <b>Mar-2002 - Mar-2002</b>
Main Course of Study <b>Selection and Interviewing Skills Workshop</b>		Certificate or Diploma <b>Certificate of Participation</b>

Name of School <b>United Nations Headquarters</b>	City, Country <b>New York United States of America</b>	From - To <b>Jun-1999 - Jun-1999</b>
Main Course of Study <b>Conflict Resolution Programme -Resolving differences in the Workplace</b>		Certificate or Diploma <b>Certificate of Participation</b>

Name of School <b>United Nations Headquarters</b>	City, Country <b>New York United States of America</b>	From - To <b>May-1999 - May-1999</b>
Main Course of Study <b>Special Career Development Workshop for Interpersonal Skills and Building Relationships</b>		Certificate or Diploma <b>Certificate of Participation</b>
Name of School <b>United Nations Headquarters</b>	City, Country <b>New York United States of America</b>	From - To <b>Jun-1994 - Aug-1998</b>
Main Course of Study <b>Extensive IMIS Training in the processing of Personnel Actions relating to various Contractual Arrangements, Entitlements and Time &amp; Attendance</b>		Certificate or Diploma <b>Certificate of Participation</b>
Name of School <b>United Nations Headquarters</b>	City, Country <b>New York United States of America</b>	From - To <b>May-1993 - May-1993</b>
Main Course of Study <b>Accounting Clerks Exam</b>		Certificate or Diploma <b>OHRM's Letter of Notification</b>
Name of School <b>Cummings Lodge High School</b>	City, Country <b>Georgetown Guyana</b>	From - To <b>Sep-1969 - May-1974</b>
Main Course of Study <b>General Certificate of Education "O" Levels</b>		Certificate or Diploma <b>GCE "O" Level Certificate</b>

## Employment

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

Job Title <b>Senior Human Resources Assistant</b>	Type of Business <b>Service</b>	From - To <b>01/11/2008 -</b>
Name of Employer <b>FPD/DFS</b>		Name of Supervisor <b>Paulin Djomo</b>
Salaries per Annum: Starting <b>94633</b>	Final <b>94633</b>	Currency Paid <b>USD</b>
	Is this a civil servant position of your Government? <b>No</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address <b>ramsaroop@un.org</b>	
Address of Employer <b>United States of America</b>		
Number of Employees Supervised by You <b>3</b>		
Description of Duties <b>Effective 1 October 2008, I was assigned the functions of the Desk Officer for the Political Missions, UNOGBIS, UNIPSIL, UNOWA/CNMC in the Africa II Team. Under the supervision of the Team Leader, I am responsible for updating Staffing Tables, monitor and support recruitment in the missions, provide guidance and mentor the Human Resources Sections of the missions on staff benefits and entitlements, support the missions in the implementation of the Human Resources Action Plans, Review Budget documents for the missions with our Field Budget &amp; Finance Division/DFS as well as attend Security Council and Fifth Committee Budget meetings on renewed Budgets. support missions in transition (reconfiguration-draw down-start up) in planning and incorporating Human Resources Management in their programme, approve all IMIS actions, Financial Authorizations for Travel of civilian and Military personnel to the missions, obligate funds and certify payments for Consultants, Attend meetings related to missions welfare, participated in FPD working groups on recent HR Reforms.</b>		
Summarize any of Your Achievements <b>During this period, the new integrated mission of UNIPSIL took off. The challenge was to recruit staff in a short period of time, without compromising the recruitment and selection process. Vacancy rate is about 20 percent, and the goal is to achieve zero percent vacancy rate by end of September 2009.</b>		
Reasons for Leaving <b>Continue to seek new challenges, as well as to increase mobility.</b>		

Job Title <b>Senior Human Resources Assistant</b>	Type of Business <b>Service</b>	From - To <b>01/04/2001 - 01/10/2008</b>
Name of Employer <b>FPD/DFS/DPKO</b>		Name of Supervisor <b>Achim Voss</b>
Salaries per Annum: Starting <b>56000</b>	Final <b>56000</b>	Currency Paid <b>USD</b>
	Is this a civil servant position of your Government? <b>No</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address <b>ramsaroop@un.org</b>	
Address of Employer <b>United States of America</b>		
Number of Employees Supervised by You <b>4</b>		

## Description of Duties

Under the direct supervision of the Human Resources Officer and the general guidance of the Chief of the Integrated Human Resources Management Regional Section in the Field Personnel Operations Service, provide support in the area of Administration for Special and Established Missions: by administering staff contracts in coordination with missions, process payroll IMIS actions for field staff, including staff salaries, benefits and entitlements; review and prepare recommendations for reappointment of field staff from 300 to 100 series fixed-term appointments and Special Post Allowances for the approval of the Chief; review and advise missions on the administration of entitlements for locally-recruited staff members; review, research and prepare responses to the missions in consultation with HR Officer, Team Leader or Chief of FPOS on a wide range of entitlements such as Special Leave without Pay, Paternity Leave, retention of staff members beyond mandatory age of retirement, travels, extension of contracts in compliance with mission mandates; provide background information on administrative appeal cases to QUAIMS and implement disciplinary cases; provide advice and guidance to missions on the proper interpretation and application of staff rules, administrative instructions and policies in coordination with HR Officer, Team Leader, Quality Assurance and Information Management Section (QUAIMS); provide IMIS training and guidance to the Missions (some IMIS actions were delegated to the field during this period), Time & Attendance; provide training, guidance and monitor the work of new and junior Administrative Assistants; participate in discussions to resolve difficult and complicated administrative cases also contributed to discussions on entitlements & benefits for field staff during the drafting of the Standard Office Procedure (SOP) for Personnel.

## Summarize any of Your Achievements

During this period, I administered up to six Special and Established Missions at one time, consisting of close to 1,000 International staff members. Although the challenge was enormous, I was able to be extremely calm and work under the intense pressure, prioritizing my work to meet the urgent needs of the Missions. Despite my heavy work schedule, I still found the time to address the missions requests for constant guidance and IMIS training. I also was able to continue training new and junior Administrative Assistants. During this period I was also privileged to join the then Chief of PMSS, Mr. Alejandro Henning on a one-week trip to UNFICYP, Cyprus in 2002 to train field staff in IMIS and resolve administrative issues. I also went on a Staff Exchange Programme to UNAMI for 3 months from June to September 2008.

## Reasons for Leaving

Continue to function at current level.

Job Title	Type of Business		From - To
<b>Personnel Assistant</b>	<b>Service</b>		<b>01/11/1992 - 01/03/2001</b>
Name of Employer	Name of Supervisor		
<b>PMSS/FALD/DPKO</b>	<b>Chaste Abimana</b>		
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>51000</b>	<b>51000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address		
	<b>ramsaroop@un.org</b>		
Address of Employer			
<b>United States of America</b>			
Number of Employees Supervised by You			
<b>3</b>			
Description of Duties			
<p>Under the general supervision of the Chief, PMSS and Personnel Officer, provided support in the area of Administration for Special &amp; Established Missions including, UNAMIR, UNOMIL, UNAVEM, UNFICYP, UNMOGIP &amp; UNDOF. Some of my main functions were administering staff contracts in coordination with missions, process IMIS related actions for International field staff (all types of PAs) i.e. initial appointments, reassignments, assignments/details, SPAs, Promotions, Dependency, Separations etc.; review and advise missions on the administration of entitlements for locally-recruited staff members; review, research and prepare responses to the missions in consultation with Personnel Officer, on a wide range of entitlements such as Special Leave, Travels - home leave, family visit, initial, education grant, repatriation; review extension of contracts in compliance with mission mandates, review recommendations for SPAs and Promotions cases; provide background information on administrative appeal cases to OHRM and implement disciplinary cases; provide advice and guidance to missions on the proper interpretation and application of Staff Rules, Administrative Instructions and Policies in coordination with Personnel Officer; participate in group discussions on consistency and application of policy matters and when the need arose to discuss difficult and complicated administrative cases.; reviewed post classification for both local and International staff members for submission to OHRM; train, guide and monitor the work of new and junior Administrative Assistants in the areas of Administration and IMIS; participated in a major mobility and hardship data cleanup; served as the understudy for mobility &amp; hardship, rental subsidy and education grant.</p>			
Summarize any of Your Achievements			
<p>During this period I gained the ability to work more confidently and independently. I continued to consolidate my knowledge of Administrative matters, the interpretation, understanding and application of the Staff Rules and Administrative Policies. With the introduction of IMIS, I was able to attend various training sessions which increased my proficiency in the correct processing. I also continued to respond to the missions in a timely matter and meet payroll deadlines, ensuring staff were paid on time. I also contributed to the Mobility and Hardship cleanup exercise. During this period also, I did a significant amount of IMIS &amp; Administrative training with new and junior Administrative Assistants.</p>			
Reasons for Leaving			
promoted to higher level functions within the Section.			

Job Title	Type of Business		From - To
<b>Personnel Assistant</b>	<b>Service</b>		<b>01/01/1990 - 01/11/1992</b>
Name of Employer	Name of Supervisor		
<b>DAM/FOD/FPS</b>	<b>Antonio Bautista</b>		
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>46077</b>	<b>46077</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address		
	<b>ramsaroop@un.org</b>		
Address of Employer			
<b>United States of America</b>			
Number of Employees Supervised by You			
<b>0</b>			
Description of Duties			
<p>Under the general supervision of the Chief, Field Personnel Section and the direct supervision of the Senior Administrative Officer, I provided support in the area of Administration for several Special Missions, including UNAVEM, ONUVEH, UNTAG &amp; UNOMSA, consisting of several hundreds of international and locally recruited staff members. Some of my main functions were processing payroll P.5 actions (pre IMIS) for international field staff, including staff salaries, benefits and entitlements (all types of P.5 actions as there was no delegation to the field during this time); review and advise missions on the administration of entitlements for locally-recruited staff members; review, research and prepare responses to the missions in consultation with the Senior Administrative Officer on a wide range of entitlements, including family visit, home leave &amp; repatriation travels; review recommendations for extensions; liaise with Permanent Missions on matters related to nationals of respective governments; complete separation arrangements including review of shipment entitlements, repatriation grant and audit of Attendance Records; processing of weekly Administrative Reports; assisting other Administrative Assistants.</p>			
Summarize any of Your Achievements			

**This was my first exposure to Administrative work and I was able to meet the challenges presented. During this period, there were certainly fewer missions, however the volume of work was enormous, as there was no delegation of authority to the Special Missions, all P.5 actions were processed and entitlement requests were reviewed and approved by FOD. Despite the high volume of work, I was able to plan and organize my work well, responding to the missions in a timely manner, and also found the time to assist my other colleagues. During this time, I was also able to learn and gain a tremendous amount of knowledge from Senior Administrative Assistants and the Senior Personnel Officer. I took advantage to learn and familiarize myself with the Staff Rules and Administrative Policies relevant to Administration. I was also able to establish relationships with the Personnel Staff in the Missions for the very first time.**

Reasons for Leaving

**promotion to higher level functions.**

Job Title <b>Clerk</b>	Type of Business <b>Service</b>	From - To <b>01/06/1989 - 01/12/1989</b>
Name of Employer <b>DAM/FOD</b>	Name of Supervisor <b>Lilemor Zakay</b>	
Salaries per Annum: Starting <b>37000</b>	Final <b>37000</b>	Currency Paid <b>USD</b>
Is this a civil servant position of your Government? <b>No</b>		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address <b>ramsaroop@un.org</b>	
Address of Employer <b>United States of America</b>		
Number of Employees Supervised by You		
Description of Duties <b>Maintaining, updating &amp; retiring personnel working files for field staff members; researching OFOESA Registry for information required by administrative personnel; assisting in office typing &amp; photocopying.</b>		
Summarize any of Your Achievements <b>Ensuring accurate filing according to date order and familiarizing myself with the different aspects of field missions.</b>		
Reasons for Leaving <b>Moved to the Administrative Section of FOD where I was given the opportunity to begin administering field missions.</b>		

Job Title <b>Messenger</b>	Type of Business <b>Service</b>	From - To <b>01/07/1987 - 01/06/1989</b>
Name of Employer <b>Mail Operations Section/UN Secretariat</b>	Name of Supervisor <b>John Mack</b>	
Salaries per Annum: Starting <b>33000</b>	Final <b>33000</b>	Currency Paid <b>USD</b>
Is this a civil servant position of your Government? <b>No</b>		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address <b>ramsaroop@un.org</b>	
Address of Employer <b>United States of America</b>		
Number of Employees Supervised by You <b>0</b>		
Description of Duties <b>Distribution of early morning documents; mail runs, pool runs taking documents to and from the French, English, Russian, Spanish, Arabic and Chinese Sections; Special Mail Service.</b>		
Summarize any of Your Achievements <b>Ensuring that documents &amp; mails were delivered on time.</b>		
Reasons for Leaving <b>To seek better opportunities in another UN Department.</b>		

Job Title <b>Senior Accounting Assistant</b>	Type of Business <b>Insurance</b>	From - To <b>01/03/1982 - 01/05/1987</b>
Name of Employer <b>Guyana &amp; Trinidad Mutual Life and Fire Insurance Co. Ltd.</b>	Name of Supervisor <b>Mr Eswick Morris</b>	
Salaries per Annum: Starting <b>50000</b>	Final <b>53000</b>	Currency Paid <b>GYD</b>
Is this a civil servant position of your Government? <b>No</b>		Is this a position within the UN Common System? <b>No</b>
Telephone Number	Email Address	
Address of Employer <b>Guyana</b>		
Number of Employees Supervised by You <b>0</b>		
Description of Duties <b>Review Cashbooks for Caribbean countries - Grenada, St. Vincent &amp; Antigua; prepare bank balances and reconciliations; statistics on income and expenditure.</b>		

Summarize any of Your Achievements

**Efficient and Timely processing.**

Reasons for Leaving

**To emigrate to the USA.**

Job Title <b>Accounting Assistant</b>	Type of Business <b>Servicing</b>	From - To <b>01/01/1982 - 01/03/1982</b>	
Name of Employer <b>Mayor and Town Council</b>		Name of Supervisor <b>Mr Ramalho</b>	
Salaries per Annum: Starting <b>43800</b>	Final <b>43800</b>	Currency Paid <b>GYD</b>	Is this a civil servant position of your Government? <b>Yes</b> Is this a position within the UN Common System? <b>No</b>
Telephone Number	Email Address		
Address of Employer <b>Guyana</b>			
Number of Employees Supervised by You <b>0</b>			
Description of Duties <b>Bank Reconciliations.</b>			
Summarize any of Your Achievements <b>Timely and Efficient balancing.</b>			
Reasons for Leaving <b>For better opportunities.</b>			

Job Title <b>Assistant Treasurer</b>	Type of Business <b>Trade Union</b>	From - To <b>01/01/1977 - 01/04/1980</b>	
Name of Employer <b>Guyana Agriculture and General Workers Union</b>		Name of Supervisor <b>Mr Maccie Hamid</b>	
Salaries per Annum: Starting <b>30000</b>	Final <b>35400</b>	Currency Paid <b>GYD</b>	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>No</b>
Telephone Number	Email Address		
Address of Employer <b>Guyana</b>			
Number of Employees Supervised by You <b>0</b>			
Description of Duties <b>Bank Reconciliations, Cashbooks, Payroll.</b>			
Summarize any of Your Achievements <b>Timely and Efficient processing.</b>			
Reasons for Leaving <b>For better opportunities.</b>			

Job Title <b>Primary School Teacher</b>	Type of Business <b>Educational</b>	From - To <b>01/09/1974 - 01/07/1975</b>	
Name of Employer <b>Ministry of Education</b>		Name of Supervisor <b>Mr Jerry Butchey</b>	
Salaries per Annum: Starting <b>27000</b>	Final <b>27000</b>	Currency Paid <b>GYD</b>	Is this a civil servant position of your Government? <b>Yes</b> Is this a position within the UN Common System? <b>No</b>
Telephone Number	Email Address		
Address of Employer <b>Guyana</b>			
Number of Employees Supervised by You <b>0</b>			
Description of Duties <b>Teaching grades 1-4</b>			
Summarize any of Your Achievements <b>Tried to impress upon students the importance of education and the future benefits; took time to attend to individual needs of students, treated students impartially.</b>			
Reasons for Leaving <b>For better opportunities.</b>			

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

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

For clerical grades only:

Indicate typing speed in words per minute: English - **45** French -

List any office machines or equipment you can use:

**Typewriter, Computer, Photocopying, Scanning.**

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

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

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

## Address

63-26, 99 St., Apt 6B  
Rego Park  
Queens NYC United States of America  
Telephone: 1-718-896 9260  
Contact: Ramsaroop Florence

## References

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

Reference Name	Occupation or Business	Address	Telephone/Email
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## Personal History Profile for Stanislaus SUARES

### General Details

- |  |                                      |   |                                     |
|--|--------------------------------------|---|-------------------------------------|
| 1. Family name<br><b>SUARES</b>                    | First Name<br><b>Stanislaus</b>      | Middle Name                                       | Maiden Name, (if any)               |
| 2. Date of Birth<br><b>10/04/1961</b>              | 3. City of Birth<br><b>Mangalore</b> | Country of Birth<br><b>India</b>                  | Index No<br><b>308969</b>           |
| 4. Country of Nationality at Birth<br><b>India</b> | Second Nationality (if any)          | 5. Country of Present Nationality<br><b>India</b> | Second Nationality (if any)         |
| 6. Gender<br><b>Male</b>                           | 7. Height [cm]<br><b>177</b>         | 8. Weight [kg]<br><b>90</b>                       | 9. Marital Status<br><b>Married</b> |
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? **No**
- Are there any limitations on your ability to perform in your prospective field of work? **No**
11. Have you taken up legal permanent residence status in any country other than that of your nationality? **No**
13. What is your preferred field of work? **Personnel 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? **01/01/1994**
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? **No**
18. Email Address: **suares@un.org**

### Education

List all university degrees or equivalent qualifications obtained.

University Name <b>School of Social Work</b>	City, Country <b>Mangalore India</b>	From - To <b>Jun-1980 - Apr-1982</b>
Main Course of Study <b>Personnel Administration</b>	Field of Study <b>Business &amp; Administration</b>	
Degree Title or Equivalent <b>Master in Social Work (MSW)</b>	Degree Type <b>Postgraduate degree</b>	

University Name <b>St. Aloysius College</b>	City, Country <b>Mangalore India</b>	From - To <b>Jun-1977 - Mar-1980</b>
Main Course of Study <b>Other Humanities</b>	Field of Study <b>Humanities</b>	
Degree Title or Equivalent <b>Bachelor of Arts (BA)</b>	Degree Type <b>Degree</b>	

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

Name of School <b>UN DPKO Training</b>	City, Country <b>Kuwait Kuwait</b>	From - To <b>Sep-2008 - Sep-2008</b>
Main Course of Study <b>Entry Level Supervisory Skills Workshop</b>		Certificate or Diploma <b>Certificate of participation</b>

Name of School <b>UN DPKO Training</b>	City, Country <b>Laayounne Morocco</b>	From - To <b>Mar-2005 - Mar-2005</b>
Main Course of Study <b>Competency Based Interview Techniques</b>		Certificate or Diploma <b>Certificate of participation</b>

Name of School <b>UNDPKO Training</b>	City, Country <b>Laayounne Morocco</b>	From - To <b>Mar-2005 - Mar-2005</b>
Main Course of Study <b>Performance Management Training</b>		Certificate or Diploma <b>Certificate of participation</b>

Name of School <b>Kendriya Vidyalaya</b>	City, Country <b>Mangalore India</b>	From - To <b>Jun-1974 - Mar-1977</b>
Main Course of Study <b>History, Economics, English Literature</b>		Certificate or Diploma <b>High School Certificate</b>

### Employment

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

Job Title <b>Human Resources Assistant</b>	Type of Business <b>Peace keeping &amp; political mission</b>	From - To <b>01/03/2008 -</b>
Name of Employer <b>United Nations Assistance Mission for Iraq (UNAMI)</b>		Name of Supervisor <b>Ms. Jacinta Muhoho</b>
Salaries per Annum: Starting <b>72058</b>	Final <b>75519</b>	Currency Paid <b>USD</b>
	Is this a civil servant position of your Government? <b>No</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address <b>suares@un.org</b>	
Address of Employer <b>Kuwait</b>		
Number of Employees Supervised by You <b>6</b>		
Description of Duties <b>Provide support and advise to Chief Human Resources Section on Human Resources functions relating to national staff. Monitor national posts and liaise proactively with the Programme Managers to fill them in a timely and transparent manner to ensure maximum operational efficiency, draft Vacancy Announcements in accordance with the approved Generic Job Profile, attend recruitment panel interview either as Programme Manager or as an ex-Officio member representing Chief, Human Resources Section, Review Selection Recommendations submitted by the Programme Manager to ensure adherence to recruitment principles and processes, Review grading level of the selected candidate, Prepare Offer of Appointment, reference checks, Perform the duties of Human Resources Officer for administration and entitlement related actions, Inform, advise and guide SMs on the issues relating to their contractual status, benefits and entitlements; Monitor performance evaluation reports, individual contracts, contract renewals, administration of time and attendance including Special Leave, Maternity/Paternity and other leave entitlements. Provide assistance to the Chief Human Resources Section as ex-officio panel member on e-pas rebuttal and special post allowance (SPA) panels, provide inputs on entitlements survey such as extended hazard pay, Supervise and monitor work of human resource assistants in carrying out functions of recruitment, administrative functions, entitlements and contractual status, Delegate tasks and monitor the progress against set deadlines and schedules; provide guidance wherever necessary, ensure capacity building in the team, Support and encourage the staff under responsibility to set challenging assignments to ensure prompt and efficient client service; Provide a professional leadership to the national staff unit as Team Leader/ Supervisor and Human Resources Officer.</b>		
Summarize any of Your Achievements <b>Facilitated in the decrease of the national staff vacancy rates, increased gender and geographical distribution to be in line with the recruitment principles, decrease the time limit of recruitment by timely and prompt action on the recruitment process, timely processing of staff salaries, benefits and entitlements, anticipated clients' needs in advance on HR related activities and find solutions and provide them with positive feedback on HR related activities, provided effective and professional leadership to the national staffing unit of Human Resources Section.</b>		
Reasons for Leaving <b>currently employed</b>		

Job Title <b>Personnel Assistant</b>	Type of Business <b>Project related to Khmer Rouge Trial</b>	From - To <b>01/04/2006 - 01/03/2008</b>
Name of Employer <b>UN Assistance to Khmer Rouge Trial (UNAKRT)</b>		Name of Supervisor <b>Ms. Jenny REDL</b>
Salaries per Annum: Starting <b>62031</b>	Final <b>70457</b>	Currency Paid <b>USD</b>
	Is this a civil servant position of your Government? <b>No</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address <b>Suares@un.org</b>	
Address of Employer <b>Cambodia</b>		
Number of Employees Supervised by You		
Description of Duties <b>Recruitment of International Staff, print and screen applications in accordance with the vacancy announcements as per galaxy, prepare short lists for review and approval of Chief of Personnel, schedule tests and interviews, advise candidates on queries related to recruitment status, follow up on interview reports and selection process with UN HQ, New York, contact candidates on various personnel and admin. related formalities and documents, prepare briefing notes, upon arrival, advise staff members on their entitlements, ensure completion of all papers relating to induction and initial travel. Follow up on various personnel related matters such as Personnel Actions, LOA, including all aspects of time and attendance. Prepare consultant contracts, pre encumbrance documents, obligations, performance reports and payment vouchers for consultant &amp; Individual Contractors, input data in IMIS, create index numbers in IMIS for international and other personnel, process assignment grants, rental subsidy claims, education grant claims, initial travel of family members to duty station. Carry out general personnel related activities of the international staff by producing statistical reports, monthly returns, post management etc.</b>		
Summarize any of Your Achievements <b>In a short span of six months, with the assistance and supervision of the Chief of Personnel, filled up the vacant posts and brought on board almost all the staff authorized for the smooth operations of the tribunal. Handled all the support functions single handed from the start up of the tribunal.</b>		
Reasons for Leaving <b>Reappointed to UNAMI as FS-5.</b>		

Job Title <b>Personnel Assistant</b>	Type of Business <b>Peacekeeping</b>	From - To <b>01/10/2003 - 01/03/2006</b>
Name of Employer <b>MINURSO</b>		Name of Supervisor <b>Mr. Anwar El-Masri, OIC, Personnel</b>
Salaries per Annum: Starting <b>60177</b>	Final <b>64488</b>	Currency Paid <b>USD</b>
	Is this a civil servant position of your Government? <b>No</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address	

Address of Employer

**Morocco**

Number of Employees Supervised by You

**2**

Description of Duties

**Administer Local as well as International Personnel Unit, coordinate with section chiefs on local staff recruitment and individual contractors, draft VA, screen applications and prepare shortlists, contact candidates for test/interview, act as interview panel member, seek approval for hiring, induction and orientation of new recruits, initiate medical clearances, initial appointment, dependency allowance, administer entitlements, extend appointments, payroll, time and attendance, review grades and levels of local recruited staff, process within grade salary increments, supervise and guide local personnel clerks. Act as Panel Member (Secretary) on TDY assignments of local staff, Act as alternate secretary on SPA Panel as well as FS Promotion Review Panel, Brief newly arrived international staff, assist in check in and completing documentation, extend appointments, dependency allowances, liaise with counterparts and HRO in PMSS, UN HQ on staff related entitlements, check out process, correspondence relating to reassignment/TDY, update and maintain Post Management, FPMS database, process data and information for ACABQ and Audit related activities. Effective utilization of FPMS, IMIS and Crystal Reports to obtain desired results. Serve as acting secretary to local SPA Panel, monthly staffing reports to PMSS, gender balancing and mainstreaming. Perform other duties as assigned by OIC, Personnel.**

Summarize any of Your Achievements

**Successfully prepared and maintained a staffing table on FPMS and reconciling the staffing data on FPMS, IMIS and Nucleas staffing tables, verify, check and rectify discrepancies upon appropriate guidance from CCPO, assist in the orientation of E-pas to mission personnel by providing briefing and on line training, enhance client satisfaction by providing effective and efficient services on time, be an active part of the team having healthy relationship with colleagues, use of computers for enhancement of work processes.**

Reasons for Leaving

**Inter Organization Transfer to UNAKRT, Phnom Penh, Cambodia**

Job Title <b>Personnel Assistant</b>	Type of Business <b>Peace keeping</b>	From - To <b>01/07/2000 - 01/09/2003</b>
Name of Employer <b>UNMISSET</b>	Name of Supervisor <b>Mr. Antonio Q. Yu, Chief LPU</b>	

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>51225</b>	<b>51225</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>

Telephone Number

Email Address

**suares@un.org**

Address of Employer

**Australia**

Number of Employees Supervised by You

**2**

Description of Duties

**Administer local staff, issuance of individual contracts, raise Personnel Actions and LOA on extension of contracts, process dependency allowance, initiate separation action, payroll clearance action, pension fund. Effective utilisation of FPMS, Coordinate with Finance and Payroll on local staff contracts and in respect of salary and final payment. Initiate recruitment action on the staffing requirement, verify attendance reports, process requests for AL, SL, Maternity Leave, maintain individual attendance record cards, input attendance in the FPMS. participate with Chief, Local Personnel Unit in meetings with other administrative units, including conditions of service, act as unit's focal point with resident and external audit, act as panel member on recruitment and upgrade requests, coordinate with Unit Chief and CCPO the mission's implementation of downsizing plan and draft related correspondence, supervise International Personnel Database Assistant and local Personnel Clerk.**

Summarize any of Your Achievements

**In the absence of the previous Chief of Local Personnel Unit while on leave or on official business, have successfully administered the Unit's day to day operations, supervising the International as well as local staff. Actively involved in planning and implementing the downsizing process of the areas under responsibility, initiate and effect final settlement of almost 300 staff made redundant due to the mandate of the mission. Supervise the day to day operations of the Unit in the absence of the Deputy Chief.**

Reasons for Leaving

**Selected as Personnel Assistant and Reassigned to MINURSO on 100 series Fixed Term Appointment.**

Job Title <b>Senior Personnel Clerk</b>	Type of Business <b>Peace keeping</b>	From - To <b>01/02/1994 - 01/07/2000</b>
Name of Employer <b>UNIKOM</b>	Name of Supervisor <b>Ms Jacinta Muhoho</b>	

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>25368</b>	<b>33032</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>

Telephone Number

Email Address

**suares@un.org**

Address of Employer

**Kuwait**

Number of Employees Supervised by You

**0**

Description of Duties

**Prepare weekly Administrative Reports, create & update Personnel data of local and international staff in Staff management, Post Management & Personnel Actions in the Field Personnel Management System (FPMS), Update Monthly Staffing Records, Process Mission Subsistence Allowance (MSA) payment for International civilian staff, process MIP claims, assist local staff in completing personnel related forms such as pension fund, medical insurance and designation of beneficiary, prepare letters of appointment for local staff indicating renewal of fixed-term appointments, initiate and process PERs for local staff, prepare the periodic civilian duty roster, draft advertisements; prepare data sheets of applicants for locally advertised posts, contact candidates for test/interview. Prepare offer of appointment letters, issue certificates for various purposes, co-ordinate with International Personnel Assistant regarding entitlements and other jobs relating to local staff.**

Summarize any of Your Achievements

**My knowledge of UN rules and regulations as well as administrative procedures along with my work performance and educational background enabled my selection by UN HQ for a TDY assignment to UNTAET and later for appointment as an International Field Service 300 series staff member.**

Reasons for Leaving

To take up an International Appointment with UNTAET under 300 series.

Job Title <b>Consultant - Personnel &amp; General Administration</b>	Type of Business <b>Trading &amp; Contracting</b>	From - To <b>01/07/1993 - 01/12/1993</b>
Name of Employer <b>N &amp; M Commercial Group</b>		Name of Supervisor <b>Mr. Abdullah Mubarak</b>
Salaries per Annum: Starting <b>300</b>	Final <b>300</b>	Currency Paid <b>KWD</b>
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>No</b>
Telephone Number	Email Address	
Address of Employer <b>Kuwait</b>		
Number of Employees Supervised by You <b>5</b>		
Description of Duties <b>Computerized updating of all Personnel Records including employee residence and passport validity, renewed contracts, appointments, compensation packages, end of service indemnities and settlements, prepare sales reports for budget &amp; inventory purposes, computerised record keeping of shipping procedures, kept the management informed on the latest amendments to labour laws as applicable to private sector</b>		
Summarize any of Your Achievements <b>Updated all personnel and general administrative records for the company.</b>		
Reasons for Leaving <b>To join UNIKOM</b>		

Job Title <b>Deputy Personnel Manager</b>	Type of Business <b>Manufacture of telecom instruments</b>	From - To <b>01/11/1983 - 01/07/1993</b>
Name of Employer <b>ITI Limited</b>		Name of Supervisor <b>Mr. KGS Alva</b>
Salaries per Annum: Starting <b>36000</b>	Final <b>84000</b>	Currency Paid <b>INR</b>
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address	
Address of Employer <b>India</b>		
Number of Employees Supervised by You <b>17</b>		
Description of Duties <b>Handling wage &amp; salary administration, employee grievance procedure, disciplinary action, motivation and counselling, Participate in Management-Staff Union meetings &amp; draft minutes and after approval, issue final minutes, follow-up and co-ordinate with relevant sections the implementation of the decisions taken therein, analysing and recommending changes to the company policies, process time bound promotions of staff, supervising staff members including professional and clerical support staff.</b>		
Summarize any of Your Achievements <b>My qualification enabled me to join the company as a Personnel Officer. With my dedication to work, competence and analytical ability, I rose to the position of Assistant Manager and thereafter, as a Deputy Personnel Manager.</b>		
Reasons for Leaving <b>Left to Kuwait for better international job prospects.</b>		

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

**Fax machines, photo copiers, scanners, personal computers**

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

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

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

Language	Mother Tongue	Speak	Read	Write	Understand
<b>Hindi</b>	<b>No</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>
<b>Kannada</b>	<b>No</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>
<b>Konkani</b>	<b>Yes</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>

Malayalam	No	Easily	Not easily	Not easily	Easily
Tamil	No	Easily	Not easily	Not easily	Easily

## Address

Block 4, Kheitan , Al Waleed Abd Al Malek Street  
 United Nations Assistance Mission to Iraq (UNAMI)  
 Kuwait City Kuwait  
 Telephone: 965-22230222 extension 2010  
 Fax: 965-67007848  
 Contact: Stanislaus Soares

## Address

402, Orchid Apartments, A R D'Souza Road  
 Bendore Well, Mangalore  
 Mangalore Karnataka India  
 Telephone: +91-824-4267850  
 Fax: 0091-9945997311  
 Contact: Stanislaus SUARES

## References

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

Reference Name	Occupation or Business	Address	Telephone/Email
<b>Santosh P HEBBAR</b>	<b>Scientist/Engineer</b>	<b>Prog. Planning &amp; Eval. Group (PPEG) ISRO Satellite Centre Airport Road, Vimanapura P.O. Bangalore 560017, India India India</b>	<b>91805082145 hebbbar@isac.ernet.in</b>
<b>Avinash NAIR</b>	<b>Senior Sports Reporter</b>	<b>The Hindu 19 &amp; 21, Infantry Road Bangalore - 560021 India India</b>	<b>9180286 3296 avi@hindu.co.in</b>
<b>Krishnadas RAI</b>	<b>Personnel Manager</b>	<b>Indian Telephone Industries Limited Corporate Office Museum Road, Bangalore 560001 India India</b>	<b>91805292958 rai_krishnadas@hotmail.com</b>

## Personal History Profile for Sasidharan THETTIKUZHI

### General Details

1. Family name <b>THETTIKUZHI</b>	First Name <b>Sasidharan</b>	Middle Name	Maiden Name, (if any)
2. Date of Birth <b>05/04/1951</b>	3. City of Birth <b>Kerala</b>	Country of Birth <b>India</b>	Index No <b>523511</b>
4. Country of Nationality at Birth <b>India</b>	Second Nationality (if any)	5. Country of Present Nationality <b>India</b>	Second Nationality (if any)
6. Gender <b>Male</b>	7. Height [cm] <b>165</b>	8. Weight [kg] <b>65</b>	9. Marital Status <b>Married</b>
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? <b>No</b>			
Are there any limitations on your ability to perform in your prospective field of work? <b>No</b>			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? <b>No</b>			
13. What is your preferred field of work? <b>Personnel management specialists</b>			
14. Would you accept employment for less than six months? <b>No</b>			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when?			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? <b>No</b>			
18. Email Address: <b>thettikuzhi@un.org</b>			

### Education

List all university degrees or equivalent qualifications obtained.

University Name <b>Lebanese American University (LAU)</b>	City, Country <b>Beirut Lebanon</b>	From - To <b>Feb-2002 - Jun-2005</b>
Main Course of Study <b>Personnel Administration</b>	Field of Study <b>Business &amp; Administration</b>	
Degree Title or Equivalent <b>Master of Business Administration with special emphasis on Human Resources Management.</b>	Degree Type <b>Postgraduate degree</b>	

University Name <b>Sri Venkateswara University</b>	City, Country <b>Thirupati India</b>	From - To <b>Aug-1991 - Aug-1998</b>
Main Course of Study <b>Public Administration</b>	Field of Study <b>Business &amp; Administration</b>	
Degree Title or Equivalent <b>B. A. (Economics, Political Science and Public Administration).</b>	Degree Type <b>Bachelor of Arts</b>	

University Name <b>University of Kerala, India</b>	City, Country <b>Kerala India</b>	From - To <b>Oct-1970 - Jun-1972</b>
Main Course of Study <b>Economics</b>	Field of Study <b>Social &amp; Behavioural Science</b>	
Degree Title or Equivalent <b>Pre-Degree (Economics, Indian History and World History).</b>	Degree Type <b>Undergraduate degree</b>	

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

Name of School <b>United Nations Headquarters,</b>	City, Country <b>New York United States of America</b>	From - To <b>Nov-2009 - Dec-2009</b>
Main Course of Study <b>Attended the Training Workshop on Civilian Personnel Officers held from 30 November until 10 December 2009.</b>	Certificate or Diploma <b>No certificate.</b>	

Name of School <b>United Nations</b>	City, Country <b>Beirut Lebanon</b>	From - To <b>Mar-2009 - Apr-2009</b>
Main Course of Study <b>Mandatory Training on Procurement to serve as a member of LCC and Property Survey Board.</b>	Certificate or Diploma <b>Certificate obtained.</b>	

Name of School <b>United Nations, UNTSO</b>	City, Country <b>Jerusalem 91004 Israel</b>	From - To <b>Oct-2008 - Oct-2008</b>
Main Course of Study <b>Client Service Skills Workshop for the United Nations.</b>	Certificate or Diploma <b>Certificate obtained.</b>	

Name of School <b>United Nations</b>	City, Country <b>Beirut Lebanon</b>	From - To <b>Mar-2008 - Mar-2008</b>
Main Course of Study <b>Project Planning (5 days of full workshop)</b>		Certificate or Diploma <b>Certificate obtained.</b>
Name of School <b>United Nations Training</b>	City, Country <b>Beirut Lebanon</b>	From - To <b>May-2006 - May-2006</b>
Main Course of Study <b>Knowledge management Training.</b>		Certificate or Diploma <b>No certificate.</b>
Name of School <b>United Nations Training</b>	City, Country <b>Beirut Lebanon</b>	From - To <b>Jan-2006 - Feb-2006</b>
Main Course of Study <b>Writing course for international communication</b>		Certificate or Diploma <b>Certificate.</b>
Name of School <b>United Nations Training</b>	City, Country <b>Beirut Lebanon</b>	From - To <b>Nov-2005 - Nov-2005</b>
Main Course of Study <b>Pension Fund Seminar and workshop.</b>		Certificate or Diploma <b>No certificate.</b>
Name of School <b>United Nations Training</b>	City, Country <b>Beirut Lebanon</b>	From - To <b>Jul-2005 - Jul-2005</b>
Main Course of Study <b>HIV learning strategy at the UN workplace.</b>		Certificate or Diploma <b>No certificate.</b>
Name of School <b>United Nations Training</b>	City, Country <b>Beirut Lebanon</b>	From - To <b>Apr-2005 - Apr-2005</b>
Main Course of Study <b>Training on the Staff Selection System and Central Review Bodies.</b>		Certificate or Diploma <b>No certificate.</b>
Name of School <b>United Nations Training</b>	City, Country <b>Beirut Lebanon</b>	From - To <b>Apr-2005 - Apr-2005</b>
Main Course of Study <b>PAS: Work planning and goals setting.</b>		Certificate or Diploma <b>No certificate.</b>
Name of School <b>United Nations Training</b>	City, Country <b>Beirut Lebanon</b>	From - To <b>Jul-2004 - Jul-2004</b>
Main Course of Study <b>Collaborative Negotiation Skills - Follow-up.</b>		Certificate or Diploma <b>Certificate</b>
Name of School <b>United Nations Training</b>	City, Country <b>Beirut Lebanon</b>	From - To <b>Dec-2003 - Dec-2003</b>
Main Course of Study <b>On-the-job Training with Human Resources Services at UNOV.</b>		Certificate or Diploma <b>No certificate.</b>
Name of School <b>United Nations Training</b>	City, Country <b>Beirut Lebanon</b>	From - To <b>Oct-2003 - Oct-2003</b>
Main Course of Study <b>Procurement and Contract Management Module.</b>		Certificate or Diploma <b>Certificate</b>
Name of School <b>United Nations Training</b>	City, Country <b>Beirut Lebanon</b>	From - To <b>Jun-2003 - Jun-2003</b>
Main Course of Study <b>Staff Selection System Learning Programme Part II to CR bodies and PCOs.</b>		Certificate or Diploma <b>Certificate</b>
Name of School <b>United Nations Training</b>	City, Country <b>Beirut Lebanon</b>	From - To <b>May-2003 - May-2003</b>
Main Course of Study <b>Staff Selection System Learning Programme Part I to PCOs, Alternates and Assistants.</b>		Certificate or Diploma <b>Certificate</b>
Name of School <b>United Nations Training</b>	City, Country <b>Beirut Lebanon</b>	From - To <b>Mar-2003 - Jun-2003</b>
Main Course of Study <b>Supervisory Skills Training.</b>		Certificate or Diploma <b>Certificate</b>

Name of School <b>United Nations Training</b>	City, Country <b>Geneva Swaziland</b>	From - To <b>Oct-2002 - Oct-2002</b>
Main Course of Study <b>Hands on Training on Galaxy.</b>		Certificate or Diploma <b>Certificate</b>
Name of School <b>United Nations Training</b>	City, Country <b>Beirut Lebanon</b>	From - To <b>Feb-2002 - Feb-2002</b>
Main Course of Study <b>Collaborative Negotiation Skills.</b>		Certificate or Diploma <b>Certificate</b>
Name of School <b>United Nations Training</b>	City, Country <b>Beirut Lebanon</b>	From - To <b>Nov-2001 - Nov-2001</b>
Main Course of Study <b>Microsoft Word 2000 Advanced.</b>		Certificate or Diploma <b>Certificate</b>
Name of School <b>United Nations Training</b>	City, Country <b>Beirut Lebanon</b>	From - To <b>Nov-2001 - Nov-2001</b>
Main Course of Study <b>Microsoft Excel 2000.</b>		Certificate or Diploma <b>Certificate</b>

## Employment

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

Job Title <b>Officer-in-Charge, Civilian Personnel &amp; Travel Section</b>	Type of Business <b>United Nations</b>	From - To <b>01/06/2009 -</b>
Name of Employer <b>United Nations Truce Supervision Organization</b>		Name of Supervisor <b>Ms. Cecilia McGill, Chief of Mission Support, UNTSO</b>
Salaries per Annum: Starting                      Final                      Currency Paid <b>USD</b>	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>Yes</b>	
Telephone Number <b>97225687325</b>	Email Address <b>thettikuzhi@un.org</b>	
Address of Employer <b>Israel</b>		
Number of Employees Supervised by You <b>12</b>		
Description of Duties <b>Provide technical advice and options to line managers to resolve operational Human Resources problems and also matters on staff selection system and modalities of interviews. Clarify human resources issues, which are raised in the Executive Board meetings. Supervise and manage the recruitment Units for national and international staff. Serve as Ex-Officio member in the interview panel for GS, FS and Professional positions, Subsidiary Panel for Appointment, Placement and Promotion of GS and SPA Committee and clarify issues in line with established policies and procedures. Review case presentation and finalize the minutes of the meeting by adhering to the administrative instructions and other established rules and regulations. Supervise and manage the entitlement team in settling travel claims, home leave and education grant claims. Serve as certifying officer for all accounts. Certify medical insurance claims for the locally recruited staff. Certify travel authorization. Plan, organize and manage teams by creating an enabling environment, including to effectively lead, supervise, mentor, develop and manage the performance of the staff. Manage and undertake the overall responsibilities of the Civilian Personnel Section in achieving the organizational goals and objectives efficiently and effectively. Provide advice on interpretation and application of policies, regulations and rules to line managers and staff. Administer and provide advice on salary and related benefits. Determine and recommend benefits and entitlements for staff on the basis of contractual status and also recommend level of remuneration for locally recruited consultants. Identify and analyze staff development and career support needs. Advice on mobility and career development to staff. Provide performance management advice to staff and management. Assist supervisors and staff in understanding and using the performance appraisal system (PAS).</b>		
Summarize any of Your Achievements <b>A number of rebuttal cases were resolved amicably through mediation without going through the Rebuttal Panel, thereby saving Organizational resources. Many complex recruitment issues were reviewed and proposed appropriate solution to the Upper Management for approval. Accelerated selection process by submitting recommendations convincingly for FPD's approval resulting to reduce the recruitment time as well as reducing vacancy rates considerably. Acted as the resources person for proposing and formulating agreed termination package for UNTSO. Successfully resolved a number of pending long overdue cases with HQ.</b>		
Reasons for Leaving <b>Not leaving.</b>		

Job Title <b>Deputy Chief Civilian Personnel Officer</b>	Type of Business <b>United Nations</b>	From - To <b>01/07/2008 - 01/06/2009</b>
Name of Employer <b>United Nations Truce Supervision Organization</b>		Name of Supervisor <b>Ms. Grace Bugaari, Chief Civilian Personnel and Travel Officer</b>
Salaries per Annum: Starting                      Final                      Currency Paid <b>USD</b>	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>Yes</b>	
Telephone Number <b>97225687325</b>	Email Address <b>thettikuzhi@un.org</b>	

Address of Employer

**Israel**

Number of Employees Supervised by You

**8**

Description of Duties

**Supervise and direct the two Recruitment Units (International and National) within the Civilian Personnel Section. Assist programme managers in the whole spectrum of recruitment related actions; Review vacancy announcements in accordance with the requirements of the post; Participate in the interview panel as member or ex-officio; Draft and finalize interview reports for higher level positions in the office of the Chief of Staff and Chief of Mission Support; Prepare comparative evaluation; Review and finalize interview reports submitted by Programme Managers. Review offer of appointment to ensure that the duration, remuneration and entitlements are in line with the UN rules. Serve as Ex-Officio for the Special Post Allowance and Subsidiary Panel; Review and finalize presentation by following the relevant administrative rules and regulations prior to submission of the case for approval of FPD. Provide clarifications on issues and policies during the SPA Committee meetings and Subsidiary Panel meetings when cases are discussed. Review and certify travel authorizations (PT8) for all official travel of military personnel (UNMOs), staff members and their eligible dependents by ensuring Best Value for Money. Certify medical claims for locally recruited staff members and their eligible dependents as well as for retired staff members and their dependents. Serve as the Deputy to the Chief Civilian Personnel Officer (CCPO) and act as Officer-in-Charge during the absence of the CCPO. Lead and manage the smooth functioning of the Section. Review documents and correspondence prepared by subordinate staff. Handle rebuttal cases. Advise Programme Managers on policy matters related to human resources. Deal with complaints from staff members and endeavor to negotiate settlements. Assist the CCPO in resolving complicated human resources problems by conducting necessary research and fact-finding and preparing recommended course of action.**

Summarize any of Your Achievements

**Met the human resources requirements of UNTSO on time by identifying the most suitable candidates through competitive process. Reduced the time requirement for filling vacancies. Reduced the vacancy rate to the minimum and raised female representation. Clarified issues relating to human resources and policy matters raised by the SPA Committee and Subsidiary Panel to their satisfaction leading to finalization of cases in a timely manner and expedited the recruitment process.**

Reasons for Leaving

**Not leaving.**

Job Title

**Associate Human Resources Officer, SPA to P-2**

Type of Business

**Conduct and administer recruitments, benefits and allowances.**

From - To

**01/03/2007 - 01/06/2008**

Name of Employer

**UN ESCWA**

Name of Supervisor

**Ms. Sabah Chebib**

Salaries per Annum:

Starting	Final	Currency Paid
<b>57153</b>	<b>57153</b>	<b>USD</b>

Is this a civil servant position of your Government? **Yes**

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

Telephone Number

**9611978326**

Email Address

**thettikuzhi@un.org**

Address of Employer

**Lebanon**

Number of Employees Supervised by You

**5**

Description of Duties

**Conduct workshops on Galaxy workflow and operational modalities on staff selection system for programme managers and members of CR bodies. Counsel staff members on entitlements, obligations, applicability of staff rules and regulations. Provide technical advice and options to line managers to resolve operational Human Resources problems and also matters on staff selection system and modalities of interviews. Prepare draft questions for interviews for posts at the professional and general services level. Interpret staff rules and regulations for practical applicability. Participate as a member in the interview panel for junior positions. Arrange interviews and prepare interview reports for senior positions. Clarify issues in line with established policies and procedures. Analyze individual cases and interpret and apply rules, regulations, procedures and policies governing human resources management and suggest appropriate action. Conduct research and prepare response to Joint Appeals Board and Administrative Tribunal on cases of appeal with regard to recruitment cases. Assist the Office of the Executive Secretary in building vacancy announcements for senior positions, evaluation of candidates and all recruitment issues and complete cases on Galaxy.**

Summarize any of Your Achievements

**A number of interviews for higher level posts were conducted and reports finalized with the concurrence of the Interview Panel and the cases were submitted to the satisfaction of the HQ Central Review Board on time. Adequate responses with justification were provided to the internal justice system on cases of appeal, which served the JAB and Tribunal to take appropriate decisions without delay. Appropriate suggestions on sensitive issues were given to the upper management, which helped to reduce the number of appeal cases.**

Reasons for Leaving

**Mobility and career advancement.**

Job Title

**Senior Human Resources Assistant, GS-7**

Type of Business

**United Nations**

From - To

**01/07/2000 - 01/02/2007**

Name of Employer

**United Nations Economic and Social Commission for Western Asia (UN ESCWA)**

Name of Supervisor

**Ms. Cornelia Moussa, Chief**

Salaries per Annum:

Starting	Final	Currency Paid
<b>93293000</b>	<b>97455000</b>	<b>LBP</b>

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

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

Telephone Number

**9611978326**

Email Address

**thettikuzhi@un.org**

Address of Employer

**Lebanon**

Number of Employees Supervised by You

**5**

Description of Duties

Serve as Focal Point for recruitment of Professional, General Service staff, Project Personnel and Associate Experts: These complex tasks have been carried out to the best of my ability, without any complaints from clients or from upper management, by adhering to geographical distribution, gender balance and statistics on recruitment timeliness. The tasks involved are as follows: Anticipate and inform programme managers on projected and forthcoming vacancies six months in advance, finalize job descriptions, if not generic, in consultation with concerned Programme Managers. Perform the role of: EO, to assign VAs on Galaxy, for vacancy building; Alternate PCO for drafting VAs, HRCO to review VAs and ECs and on-line posting. Conduct on-line screening of applications to determine eligibility, arrange and participate in interviews, representing Human Resources Management Section. Serve as Secretary to CR bodies (CRC and CRP): Conduct review of evaluation criteria to ensure consistency with JD and VA as well as the recommended list to confirm that all internal candidates are evaluated appropriately by the PCO prior to submitting them to CR bodies. Formulate and send offer of appointment to the selected candidates by determining steps and entitlements. Serve as Secretary to SPA Committee: Prepare internal vacancy announcements for SPA cases and screen applications and prepare case presentation to the Committee. Administer short-term contracts under 300 series of the Staff Rule by determining level and entitlements. Serve as focal point to OHRM for NCE, G to P and Voluntary Management Programme. Advise and assist programme managers on the new staff selection system and its automated tool, Galaxy. Administer staff entitlement, shipment of personal effects and household goods, home leave, education grant and all sorts of official travel. Prepare communication, including appeal cases and audit response. Serve as Secretary to Joint Advisory Committee (JAC).

Summarize any of Your Achievements

As Secretary to CRC and CRP and as Focal Point for recruitment of both professionals and general services staff, presented cases for the consideration of CR bodies in a timely manner and issues for clarification, including policy matters, were provided on time to accelerate the recruitment process and filling vacancies without delay. Timely follow-up on cases with OHRM and Programme Managers resulted in reducing average recruitment time for filling vacant posts to 161 days and also filling most of the vacant P-2 posts reserved for competitive examinations at ESCWA on time, thus reduced the vacancy rate below 5 per cent. Developed and applied innovative strategies for external recruitment from source selection to appointment by ensuring demographic diversity and geographic balance and gender goals were consistently promoted and applied. Managed timely and appropriate selection or placement of staff, taking into consideration Organizational priorities and arranged interviews and negotiated with candidates selected for the post regarding their reporting to duty. Took the lead in coordinating, advising, and facilitating HR activities, and establishing committees namely, CRC, CRP, SPA Committee and Interview Panels on time which facilitated meeting the human resources need of the Organization on time. As an elected executive member of the ESCWA Staff Council provided tangible contribution for the welfare of the staff.

Reasons for Leaving

Continuing in service.

Job Title	Type of Business	From - To
<b>Personnel Assistant</b>	<b>UN</b>	<b>01/12/1997 - 01/06/2000</b>
Name of Employer	Name of Supervisor	
<b>UN ESCWA</b>	<b>Mr. Erasmo Lara</b>	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>39795</b>	<b>39795</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address		
<b>9611978 326</b>			
Address of Employer			
<b>Lebanon</b>			
Number of Employees Supervised by You			
<b>1</b>			

Description of Duties

Classification of General Service posts: Review job descriptions in line with organizational structure and supervision and suggest appropriate revision in case of deficiencies, vagueness or inaccuracies. Classify individual posts based on job descriptions. Monitor the contractual status of both GS and Professional staff and draw the attention of concerned Programme Manager for recommendation to take timely action (extension/separation). Administer entitlement of annual leave, home leave, sick leave and maternity leave. Review and process claims relating to international staff (home leave, education grant and education grant travel). Administer contracts for consultants, individual contractors and short-term staff and determine their remuneration by following the administrative rules and regulations and timely reporting to OHRM. Monitor the enrolment of locally-recruited staff and their eligible dependents in the Medical Insurance Plan (MIP) and settlement of their claims. Ensure the enrolment of retirees in the After Service Health Insurance under MIP. Determine whether a subscribers' case merits recommendation for reimbursement under the hardship provision and to submit the relevant documentation to Headquarters, New York. Brief staff members with regard to the Plan.

Summarize any of Your Achievements

Finalized a large number of contractual agreements for consultants and individual contractors from within and outside ESCWA region, on time, in line with the approved programme of work and effected payment without any delay and complaints either from ESCWA or outside ESCWA. Handled the unusual volume of work during the relocation of ESCWA from Amman to Beirut. Participated in the Task-Force upon nomination by the Chief, Human Resources Management Section, and in the preparation of a report for switching the locally recruited General Service staff from MIP to Van Breda Medical Insurance Scheme and the transfer was smoothly administered.

Reasons for Leaving

Not leaving

Job Title	Type of Business	From - To
<b>Supervisor and Secretary to Claims Review Board</b>	<b>Claims Review Board</b>	<b>01/09/1992 - 01/11/1997</b>
Name of Employer	Name of Supervisor	
<b>UNPROFOR</b>	<b>Mr. A. T. Galindo</b>	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>35000</b>	<b>35000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address		
Address of Employer			
<b>Croatia</b>			
Number of Employees Supervised by You			
<b>4</b>			

Description of Duties

Supervised the Claims Review Unit which consisted of 10 personnel, handling third-party claims arising from property damage and bodily injuries including fatal injuries. Served as alternate Secretary and later Secretary to the Claims Review Board. During post-liquidation period and upon the departure of the Chief (P-4), I was entrusted with the whole responsibility of managing the Unit. I was able to make significant contribution to the Organization, including substantial monetary savings. Allocated and monitored the work of the Claims and Property Survey Unit in line with established policies, procedures, regulations and rules. Reviewed case presentations written by other assistants prior to submission to the Claims Review Board meetings (CRB and PSB) and liaised with the Legal Member of the Board regarding cases dealing with legal issues. Monitored the submission of relevant minutes to the Local Board meetings and to the Headquarters Boards. Negotiated with claimants and their legal representatives on the most complex and sensitive third-party compensation claims for property damages, bodily and fatal injuries, in the interest of the Organization. Conducted site inspection of properties (premises of contingent accommodation and observation posts) with the team of UN engineers and technical experts to identify and assess damage caused due to UN occupancy and to prepare the cost estimation by determining UN liabilities, if any.

Summarize any of Your Achievements

**Timely investigation of cases regarding damage to third party properties, efficiently and effectively, resulted in determining UN liabilities precisely which in turn reduced the cost to the UN in terms of compensation and also helped to protect the image of the Organization. Served as Coordinator, as nominated by the Administration, to handle and conclude rebuttal cases. Served as Vice Chairperson of the International Staff Committee.**

Reasons for Leaving

**Return to parent office.**

Job Title <b>Assistant (GS-6)</b>	Type of Business <b>Administrative</b>	From - To <b>01/08/1985 - 01/08/1992</b>
Name of Employer <b>United Nations</b>		Name of Supervisor <b>M. M. Sherif</b>
Salaries per Annum: Starting <b>30000</b>	Final <b>30000</b>	Currency Paid <b>USD</b>
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address
Address of Employer <b>Iraq</b>		
Number of Employees Supervised by You <b>3</b>		
Description of Duties <b>Arranging appointments and meetings for the Chief and Division, screening and prioritizing incoming communication, drafting and reviewing memoranda and other communication, providing administrative services, answering queries and distributing assignments to other secretaries in the Division.</b>		
Summarize any of Your Achievements <b>-Planning, organizing and prioritizing communication and timely follow-up and reminding the concerned staff to meet deadlines, thereby contributing to the overall efficiency of the Division to a large extent.</b>		
Reasons for Leaving <b>-</b>		

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

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

Language	Mother Tongue	Speak	Read	Write	Understand
<b>Hindi</b>	<b>No</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>
<b>Malayalam</b>	<b>Yes</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>

## Address

United Nations Truce Supervision Organization  
Government House  
Jerusalem 91004 Israel  
Telephone: 972-2-568-7325  
Fax: 972-54-2603805  
Contact: Sasidharan Thettikuzhi

## Address

Srisailom, Plamud, Pattom, Trivandrum 695004  
Kerala India  
Telephone: 961-5-804054  
Contact:

## References

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

Reference Name	Occupation or Business	Address	Telephone/Email
<b>Grace MS. BUGAARI</b>	<b>Occupation</b>	<b>United Naitons Truce Supervision Organization Israel</b>	<b>97225687320 bugaari@un.org</b>
<b>Cecilia MS. MCGILL</b>	<b>Occupation</b>	<b>United Naitons Truce Supervision Organization Israel</b>	<b>97225687300 mcgill@un.org</b>