

Profiles included in this document

	Name	Index	DOB	Gender	Nationality	E-Mail
1.	FISCHER, Yann		08/09/1972	M	FRA	yann_fischer@hotmail.com
2.	GAMINI, Palihawadana	089954	28/05/1954	M	SRL	palihawadana@un.org
3.	GODDARD, Peter	849536	25/05/1950	M	UK	goddard@un.org
4.	GONCALVES, Artur Jorge		02/09/1968	M	POR	goncalves@un.org
5.	HOLLAND, Patrick	580704	18/06/1956	M	IRE	patrick.holland@unon.org
6.	ISLAM, Mohammad	131956	20/05/1955	M	BGD	amin109@yahoo.com
7.	JAMANCA, Braima	428647	01/06/1963	M	GBS	jamanca@un.org
8.	KAMARA, Molly	644682	20/08/1971	M	LIR	ma.kamara@gmail.com
9.	KIEJNA, Mark	722954	24/05/1947	M	CAN	kiejna@un.org
10.	KIRKWOOD, Robert	089930	17/09/1960	M	UK	kirkwoodr@un.org

Personal History Profile for Yann FISCHER

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
FISCHER	Yann		
2. Date of Birth	3. City of Birth	Country of Birth	Index No
08/09/1972	Orange	France	
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
France		France	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Male	180	88	Single
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? No			
13. What is your preferred field of work? Relief 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: yann_fischer@hotmail.com			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
Harvard Kennedy School of Government	Cambridge United States of America	Jul-2008 - May-2009
Main Course of Study	Field of Study	
African Languages and Civilizations	Humanities	
Degree Title or Equivalent	Degree Type	
Master in Public Administration	Masters	

University Name	City, Country	From - To
City University of New York - Baruch College	New York City United States of America	Sep-1997 - Jun-1999
Main Course of Study	Field of Study	
Finance	Business & Administration	
Degree Title or Equivalent	Degree Type	
Master of Business and Administration	Masters	

University Name	City, Country	From - To
Universidad de Valencia	Valencia Spain	Jan-1995 - Jun-1995
Main Course of Study	Field of Study	
Degree Title or Equivalent	Degree Type	
Degree in Spanish and Economics	Advanced university degree	

University Name	City, Country	From - To
Saint Francis College	New York City United States of America	Sep-1992 - Jun-1996
Main Course of Study	Field of Study	
Economics	Social & Behavioural Science	
Degree Title or Equivalent	Degree Type	
Bachelor of Arts in International Economics	Bachelor of Arts	

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

Name of School	City, Country	From - To
Lycee Felix Esclangon	Manosque France	Sep-1987 - Jun-1991
Main Course of Study		Certificate or Diploma
Sciences		Baccalaureat

Employment

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

Job Title Administration Manager - Madagascar		Type of Business Engineering Procurement Construction Management (EPCM)	From - To 01/07/2009 -
Name of Employer SNC Lavalin		Name of Supervisor Pierre Légaré	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
114000	114000	CAD	Is this a position within the UN Common System? No
Telephone Number 261333781036		Email Address yann.fischer@sncclavalin.com	
Address of Employer Canada			
Number of Employees Supervised by You 300			
Description of Duties <p>SNC Lavalin, one of the world largest Engineering Procurement Construction Management (EPCM) company, was awarded the contract for the Ambatovy Nickel Mine Project in Madagascar representing a budget of \$ 4,2 billion. This project comprises of about 10,000 workers in a remote and highly volatile political environment. I have been appointed to lead the Administrative Department (comprising of HR and Community Affairs) reporting directly to the Project Director. This department comprises of about 300 staff with a \$ 100 million + budget and entails: - Develop and implement long-term strategy for the department with execution plans with KPIs and bring to the attention of the Project Director operational issues related to the EPCM operations, including those emerging from deliberations of the Malagasy governmental bodies, donors or project shareholders and provides interpretation of decisions made by all stakeholders; - Provide policy and advice to the Project Director for policy formulation on all issues related to Administration, HR, Budget, IT / COMMS, Security Services, Logistics, Transport, Camps Services, Field Procurement and Social / Community Affairs relations. - Maintain contact with all stakeholders; Ensure implementation of and follow-up to decisions of the Project Director and coordinate, review and clears strategic policy and tactical guidance documents; coordinate the completion and timely submission of various financial materials; monitor and direct records management, communication and information flows for most sections reporting to the Project Director; Conduct costs / benefits analysis; prepare presentations to governmental bodies such as the Defence Ministry. - Manage the Project Director's front office and supervise the staff; guide, develop and encourage training of staff under my supervision; and, foster teamwork and a gender balanced environment.</p>			
Summarize any of Your Achievements <p>Since my arrival to the Project and with the support of the Project Director, I have reorganized the Front Office and Administrative / HR and Community Affairs Department to increase its efficiency to successfully fulfil its mandate. This was driven following an initial careful review of each section in this Department and their mode of operation through SWOT analysis, cold eye review meetings, company's objectives reviews and developing strategies based on external and internal customers' expectations, available resources, KPIs and, furthermore, a careful understanding of the sections' delicate interactions with other departments on the Project; As a strong believer of "leading by example" and "what cannot be measured cannot be managed", I have intensively worked with the Finance Department to capture all financial data for each sections (budgets, actual, forecasts, etc) and contributed to create consolidated statements to determine the objectives of the managers reporting into me; Combined with the above reorganization, I have worked on the staffing lists to launch a HR overall strategy for the Project by introducing a recruitment and succession plan linked to measurable HR objectives; This HR strategy comprises of training modules for expatriates and local staff, career path planning, updating of job descriptions in line with the Project's requirements, employee's objectives (quantitative and qualitative), staff performance evaluation process and team building exercises under a common motto: One Project One Team. Additionally, I was mandated to drive an external reaching out exercise to the local community and authorities through regular interactions which have produced great results and a positive change of attitude of the local government vis-à-vis the Project. In the capacity of Project Administration Manager, I am also the main sponsor to the HIV/AIDS Policy Program Committee to educate all 10,000 Project's employees on HIV/AIDS, introduce preventive measures and work with the national Government on implementing sustainable programs to curb the disease. During the last Performance Evaluation Exercise (Dec 2009), SNC Lavalin Management graded my performance at the highest level (signed document available upon request). My positive contributions, ability to deliver in time and within allocated resources and team-spirited demeanour have been officially recognized by all stakeholders on the project.</p>			
Reasons for Leaving -			

Job Title Support Officer - Darfur Integrated Operational Team		Type of Business International Organization	From - To 01/11/2007 - 01/06/2008
Name of Employer United Nations - DPKO		Name of Supervisor Fouzia Abass - Michael Gaouette	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
130000	130000	USD	Is this a position within the UN Common System? No
Telephone Number 1917367		Email Address fischer@un.org	
Address of Employer United States of America			
Number of Employees Supervised by You 0			
Description of Duties <p>Reporting into the Senior Support Officer, I am responsible for acting as the focal point for integrated support services (ISS) matters and coordinating with UNAMID day-to-day operations in all specific areas of ISS. I am responsible for interfacing directly with officials at the appropriate levels in the Department of Field Support (LSD) and Mission counterparts to ensure efficient and effective provision of all Mission ISS requirements. I ensure that the development of ISS strategies, objectives, plans, risk management, policy, and guidance are built on appropriate specialized input and that such input is fully informed by first-hand knowledge of the situation as it develops in the field and by an integrated approach to conflict resolution at the strategic and operational levels. Within delegated authority, I work in close consultation with senior management in HQ and field mission counterparts and my specific responsibilities include: Coordinate/work closely with the administrative, military, police and substantive staff of the IOT to develop and monitor integrated concepts and support plans including integrated support forecasting, supply schedules, priorities or requirements; Ensure that outstanding and upcoming integrated support issues are identified to DFS in a timely manner; Advise senior leadership of outstanding issues and ensure their timely and effective resolution; Provide analysis and updates on support issues including major/complex reports on ISS matters for management; Advise the Head of the IOT and senior management on issues and practices for ISS requirements; Provide advice and support for the senior management in such areas as technical cooperation activities with donor countries or international/regional organizations such as the AU, EU or NATO; Participate in mission assessment reviews/visits; etc.</p>			
Summarize any of Your Achievements <p>During my tenure as Support Officer for the first IOT, I was able to provide specialized advice in a broad range of integrated support services to the Head of IOT and senior DPKO and DFS managers and counterparts demonstrating my professional competence and mastery of the subject matter. To date I have performed to the satisfaction of all stakeholders such as the IOT Team Leader, the Senior Support Officer, the Director of Logistics Support Division, the Director of Mission Support, the Chief Mission Support, all my IOT counterparts as well as representatives of all donor countries based at their Permanent Mission in NY. Additionally though my understanding of the UN system combined with my planning and organizational skills as well as customer service inclination, I was able to crystallize the role of first Support Officer within an IOT before all stakeholders. Last, my decision-making ability and enthusiasm to deliver while always striving to support my team mates has contributed to making the support function a pivotal one within the IOT structure.</p>			
Reasons for Leaving			

In line with my effort in continuous learning, I undertook a mid-career Master in Public Administration at Harvard University starting July 2008 through May 2009.

Job Title Logistics and Planning Officer	Type of Business International Organization	From - To 01/11/2006 - 01/10/2007
Name of Employer United Nations - DPKO	Name of Supervisor Peter McGhie / Rakesh Malik / Harjit Dhindsa	
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 12129631234	Email Address fischer@un.org	
Address of Employer United States of America		
Number of Employees Supervised by You 1		
Description of Duties Following my appointment as Logistics and Planning Officer for the new Chad-CAR peacekeeping mission (MiNUTAC) and two (2) Technical Assessment Missions in-country to gather all intelligence and liaise with the local authorities, my duties are the following (non-exhaustive list): Develop mission support concepts and plans in close coordination with other missions/agencies and United Nations Headquarters (UNHQ); Coordinate the logistic support to the future Mission Components; Coordination of support issues cross cutting various sections/services on behalf of Chief Operations Support Service (OSS)/LSD/OMS/DPKO; Plan, monitor and supervise logistics projects; Maintaine close liaison with relevant Section Chiefs in regard to these projects; Maintain an overall understanding of logistics capability available in the future mission area, including other UN Agencies/organizations and NGOs; Plan and review logistics and deployment plans with changes in potential mission mandate; Develop contingency logistics plans with Military and Police Planning Sections to deal with emergent situations that may develop as a result of natural or man-made situations; Develop logistics policies, processes and SOPs under the direction of the Chief OSS; Review current logistics policies/procedures and initiate remedial measures where there is a potential for improvements with office of Best Practices; Conduct independent studies, reviews or forming part of other study groups/teams dealing with the upcoming mission logistics matters; Develop Mission Budgets as required providing assistance to the Budget Officer; Additionally and based on my experience in the private sector, I was appointed as Team Leader for the first Darfur Peacekeeping Operations Risk Assessment, responsible for large scale risk evaluation and contracted support logistics with budgets far exceeding \$100m.		
Summarize any of Your Achievements During my current tenure as Logistics and Planning Officer for the new Chad-CAR peacekeeping mission I achieved the following: a- Pursuant to two technical missions in-country, I developed and produced the Logistics Mission Support Plan for up to 14,000 troops/staff to be deployed in-theater which will be use as support document for any deployment configuration; b- During these two assessment missions as LSD representative I federated the OMS team around the Terms of References ensuring all objectives were achieved in time both qualitatively and quantitatively; c- I generated Chad-CAR Technical Assessment Mission presentation and presented to all senior OMS staff including the ASG. It has been recognized by all parties as efficient and very professional and is now being adopted by Office of Best Practices to become the standard TAM presentation template for future missions; d- Etc.;		
Reasons for Leaving My contribution as planner is nearing to an end and am looking for a new challenge within the UN system where my services can be of assistance.		

Job Title General Manager Russia	Type of Business Supply of ready mixed concrete and aggregates management and logistics	From - To 01/03/2006 - 01/11/2006
Name of Employer Wagners Services	Name of Supervisor John Watts	
Salaries per Annum: Starting 110000	Final 110000	Currency Paid EUR
Is this a civil servant position of your Government? No Is this a position within the UN Common System? No		
Telephone Number 74242460083	Email Address yann.fischer@wagner.com.au	
Address of Employer Russian Federation		
Number of Employees Supervised by You 30		
Description of Duties • Responsible for an international ready-mixed concrete, construction materials supply, quarries management and aggregates logistics (road, sea, train) company servicing large Oil & Gas and Mining construction projects in highly challenging remote site environment (Russian Far East). • Responsible for the development of the company with an emphasis on sustainable business development in parallel to project-based projects via the optimization of client retention strategy and innovation to offer a new range of services to clients. • Review monthly finances in line with projects results and Russian financial rules and regulations before submitting to Wagners Global Senior Management and Board of Directors. • Oversee high value contract management of subcontractors from tender process to mobilization and operation • Redefine the supply chain department of the company to optimize procurement, distribution and reception within strict deadlines of a wide range of products ranging from aggregates to equipment into logistically challenging remote site locations throughout Siberia/Far East. • Take personal responsibility to achieve excellent HSES international standards through the implementation of comprehensive strategy combining local HSES practices and sponsor awareness at all levels of the company leading to exceptional HSES recognition by oil and gas.		
Summarize any of Your Achievements -		
Reasons for Leaving 7 years ago I left the UN system to engage in several years in the private sector to acquire a solid experience in general management, administration and supply chain management to better contribute to the UN mandate in the field.		

Job Title General Manager Russia	Type of Business Camp management, multiservice and logistics	From - To 01/09/2003 - 01/03/2006
Name of Employer Universal Sodexho	Name of Supervisor Lindsay Tocher	
Salaries per Annum:		

Starting 84000	Final 93600	Currency Paid EUR	Is this a civil servant position of your Government? No Is this a position within the UN Common System? No
Telephone Number 74242727108		Email Address fischer_russia@hotmail.com	
Address of Employer Russian Federation			
Number of Employees Supervised by You 1500			
Description of Duties <p>• Responsible for a large international multi services company servicing the oil, gas, construction and mining industry in remote site environment ranging from camps management/construction to transportation of people, vehicle/fleet/equipment maintenance, water and sewage treatment plants, fuel supply, security services, catering, housekeeping, retail, procurement services, etc. • Responsible for the business development of the company and the implementation of "Client for Life" concept to optimize client retention. • Managed over 1500 employees and developed company yearly turnover from USD 12 million (January 2004) to a profitable turnover of USD 50 million upon departure. • Created synergies with different international and local partners to gain greater competitiveness and foster a productive environment for business development to equip the company as a "one-stop-shop" for clients in support services in an extremely challenging local business and logistical environment. • Engaged in high value contract management of subcontractors from tender process to mobilization and operation. • Developed the supply chain strategy to optimize procurement and distribution of a wide range of products ranging from fuel procurement and delivery to creating a distribution platform for importing goods into Russia and dispatching them within challenging deadlines. • Sponsor HSES international standards combining them with local HSES practices through intensive training and personal commitment to strike the optimum balance leading to exceptional HSES recognition by oil and gas majors majors (see Achievement Section). • Developed and implemented a Human Resources training and retention plan for local employees through sound comprehension of Russian Federation Labor Code further contributing to commercial development in the Russian Far East.</p>			
Summarize any of Your Achievements -			
Reasons for Leaving -			

Job Title Operations Director	Type of Business Catering, Hospitality and Camps Management	From - To 01/01/2003 - 01/05/2003
Name of Employer Catering International Services	Name of Supervisor Jean-Louis Roche	
Salaries per Annum:		
Starting 84000	Final 84000	Currency Paid EUR
		Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes
Telephone Number 33491165300		Email Address
Address of Employer France		
Number of Employees Supervised by You 450		
Description of Duties <p>Catering International Services, a French-based company, is the catering/camp management sub-contractor for Exxon-Mobil in Chad to exploit the oil reserves of this country. CIS has faced problems ranging from its human resources management, its supply chain reliability to the commercial relations with its client since the beginning of the project, which have resulted in a negative impact on the profitability. As Operations Director, acting as Country Director, my responsibilities are: Review and reorganize the accounting/financial procedures of the operations (P&L, budget, etc.); Revamp the human resources policies, motivate and federate CIS expatriate and local staff to create a positive group synergy; Re-organize the whole supply chain in-country and internationally (purchasing, logistics, procurement and warehousing/stock management); Emphasize the role of CIS socio-economical projects (farming, health, education, etc.) and its impact on the local population.</p>		
Summarize any of Your Achievements <p>Upon arrival – January 2003: Turnover: 1.5 million Euro / monthly, Margin: - 250,000 Euro / monthly; Commercial Development: None; Staff Turnover: 50%; Present: Turnover: 1.5 million Euro / monthly, Margin: + 50,000 Euro / monthly; Commercial Development: 1 new contract negotiated and in-process; Selected to bid for 2 upcoming contracts; Staff Turnover: 4%</p>		
Reasons for Leaving <p>In light of the experience acquired in the private sector in similar environments as the ones where the UN operate, I would like to offer my services to contribute to the success of the UN mandates in the world.</p>		

Job Title Supply Chain Director	Type of Business Catering, Hospitality and Camps Management	From - To 01/01/2002 - 01/01/2003
Name of Employer Compass Group, Eurest Support Services	Name of Supervisor Mike Davy	
Salaries per Annum:		
Starting 82000	Final 82000	Currency Paid USD
		Is this a civil servant position of your Government? No Is this a position within the UN Common System? No
Telephone Number 35725824-306		Email Address mike.davy@ess-global.com
Address of Employer Cyprus		
Number of Employees Supervised by You 9		
Description of Duties		

In charge to implement the Supply Chain Strategy of the Group with local and international suppliers in several African countries via the re-organization of a Supply Chain Back Office to centralize, supervise and optimize all purchasing activities for commodities (US\$ 35,000,000 p.a.) with an emphasis on food and non-food items for catering remote, on-shore and offshore operations. Established and integrated distribution/purchasing platforms strategically located (Rotterdam, Singapore and Cape Town) to optimize procurement activities at the most efficient cost to maximize countries profitability along with enhancing their sales competitiveness. Applied purchasing principles, undertook and supervised request for quotations, invitations to bid, negotiations and contract awarding process to local and international suppliers. Developed preferred lists (suppliers, products, etc.) for the African region. Integrated a rebate strategy in line with the business.

Summarize any of Your Achievements

The most visible achievements that Compass Group gained was the implementation of a common supply chain strategy throughout the zone as all managers had been fully trained and were able to operate independently to extract the most value from their local supply chain activities. Another value was the savings of over US 1.5 million dollars generated within the budgetary year thanks to improved purchasing and logistics procedures. Overall, the most important gain was the development of a strong team-spirit, enthusiasm and high sense of professionalism within the supply chain division allowing Compass Group to undertake the most delicate and remote projects within Africa.

Reasons for Leaving

I wanted to be more country-focused than having a zone to manage. Furthermore, I wanted to deviate from managing only a branch of the business to a more general management position. CIS gave me the opportunity to be in charge of a whole country.

Job Title	Type of Business	From - To
Purchasing Director	Catering, Hospitality and Camps Management	01/01/2001 - 01/01/2002
Name of Employer	Name of Supervisor	
Compass Group, Eures Support Service Asia Pacific	Jeff Hayes	
Salaries per Annum:		
Starting	Final	Currency Paid
72000	72000	USD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number	Email Address	
659342-488	jeff.hayes@bigpond.com	
Address of Employer		
Singapore		
Number of Employees Supervised by You		
6		
Description of Duties		
<p>Created a Regional Supply Chain Office to centralize, supervised and optimized all purchasing activities for commodities (US\$ 20,000,000 p.a.) with an emphasis on food and non-food items within the Asian zone for catering remote, on-shore and offshore operations in Asia. Monitored the activities of other Purchasing Offices based in Australia and Europe involved in Asian activities. Undertook and supervised request for quotations, invitations to bid and contract awarding process. Applied purchasing, procurement, logistics and quality management principles across the supply chain with for instance the development of preferred lists (Suppliers, Products, etc.) for the Asian region. Developed an Asian Shopping Basket and negotiate prices with suppliers, established primary and secondary rebate procedures with distributors and manufacturers. Managed various projects such as the standardization and consolidation of items across the Asian operations to optimize purchasing.</p>		
Summarize any of Your Achievements		
<p>Achievements: Savings within the budget year of US \$ 900,000. Standardization of purchasing/procurement procedures throughout the zone within a minimum amount of time. Identification of synergies between Asia Pacific zone and others to optimize purchasing efficiency.</p>		
Reasons for Leaving		
In light of the success in Asia, a position within the same company was offered with a broader action and greater responsibilities.		

Job Title	Type of Business	From - To
Project Manager	Catering, Hospitality and Camps Management	01/08/2000 - 01/01/2001
Name of Employer	Name of Supervisor	
Compass Group, Eures Support Services East Timor	Jeff Hayes	
Salaries per Annum:		
Starting	Final	Currency Paid
72000	72000	USD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number	Email Address	
	jeff.hayes@bigpond.com	
Address of Employer		
East Timor		
Number of Employees Supervised by You		
120		
Description of Duties		
<p>In charge of a 120-manned operation (US\$ 30 million turnover) consisting in purchasing rations from Europe, Asia and Australia for over 7,000 soldiers, shipping and delivering them (road, air and sea) to 32 locations on the island. Monitored the activities of the Finance Section via the introduction of financial reports. Liaised weekly with the Accounting Section in Australia. Responsible to co-ordinate the work of Section Managers and supervise the purchasing from European and Australian food suppliers. Managed the logistical aspects of the operation (road, air and sea assets); Oversaw warehouses and ensured quality management procedures were in place; Supervised transport operations (road, air and sea) for delivery of rations at 32 different locations in an unfriendly environment; Monitored the containers fleet and streamlined their cost to the maximum. Identified and conducted negotiations with food and non-food suppliers, transport and shipping agents.</p>		
Summarize any of Your Achievements		
Achievements: Streamlined the logistics and purchasing to make it more efficient and fully respond to the needs of the client.		
Reasons for Leaving		
Promotion to a regional role within the same company.		

Job Title	Type of Business	From - To
Budget Assistant (OIC)	Peacekeeping Ops	01/03/2000 - 01/06/2000
Name of Employer	Name of Supervisor	
United Nations	Hany Abdel-Aziz	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
40000	40000	USD	Is this a position within the UN Common System? Yes
Telephone Number		Email Address	
Address of Employer			
Iraq			
Number of Employees Supervised by You			
0			
Description of Duties			
Responsible for the Budget Unit for the UN operation in Iraq. Focal point between Department of Peacekeeping Operations (Logistics and Finance Sections) in New York and Mission Management for all budgetary matters. Generated 6-month period budgets (approximately USD 40 million yearly) for the United Nations Office of the Humanitarian Coordinator in Iraq for presentation to Headquarters. Liaised with all Account Holders and senior management in order to determine the operational priorities and define budgetary strategies. Monitored budgets on a continuous basis via the utilization of complex spreadsheets. Verified and approved/disapproved requisitions. Performed budget reconciliation with the monthly financial statements. Conducted re-deployment of funds based on operational requirements. Participated in various management meetings aimed at improving management decision-making and identifying objectives. Liaised actively with all Account Holders for budgetary matters.			
Summarize any of Your Achievements			
Achievements: Streamline and improved the budget proposal for the following period as per the UN Controller requirements.			
Reasons for Leaving			
Desire to get more experience and knowledge.			

Job Title	Type of Business	From - To
Budget Assistant	Peacekeeping	01/08/1999 - 01/03/2000
Name of Employer	Name of Supervisor	
UN DPKO MINURCA	Hany Abdel-Aziz	
Salaries per Annum:		
Starting	Final	Currency Paid
40000	40000	USD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? Yes
Telephone Number		Email Address
Address of Employer		
United States of America		
Number of Employees Supervised by You		
Description of Duties		
-		
Summarize any of Your Achievements		
-		
Reasons for Leaving		
Transferred to UNOHCI - Iraq		

Job Title	Type of Business	From - To
Budget Assistant	United Nations Organization	01/03/1998 - 01/07/1999
Name of Employer	Name of Supervisor	
United Nations Organization	Jo Ann Lara	
Salaries per Annum:		
Starting	Final	Currency Paid
25000	25000	USD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? Yes
Telephone Number		Email Address
1212963		lara@un.org
Address of Employer		
United States of America		
Number of Employees Supervised by You		
0		
Description of Duties		
Served as the focal point within the Budget Division to compile financial data for all the UN international duty stations in view to generate the United Nations budget. Maintained daily contact with all Finance and Budget Managers around the world to keep them abreast of any fluctuations of financial and economic data. Worked within multiple teams to analyze the various macroeconomic parameters in view to generate presentations and reports using Microsoft Office software (Word, Excel, and PowerPoint) and others such as Lotus 123 and dBase IV. Integrated in country financial and economic factors (inflation, exchange rates, and cost of living indices) to assess the budget of the Organization and revised it accordingly; identified breaks in trends and their implications in the overall budget. Forecasted rates of exchange and other indices to simulate different scenarios to determine most efficient course of action in budget preparation.		
Summarize any of Your Achievements		
Created a manual, including charts and graphs, in order to develop a financial user-friendly automated system for future use by the Division. Generated presentations to clarify concepts and projects in view to represent the Division at seminars on Budgetary and Financial issues.		
Reasons for Leaving		
Desire to gain field experience via a posting to a Peacekeeping Operation.		

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

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

Language	Mother Tongue	Speak	Read	Write	Understand
Portuguese	No	Not easily	Easily	Not easily	Easily

Address

533 Route de Lyon - RN7
Orange France
Telephone: 33-6-8073-7105
Fax: 33-6-8073-7105
Contact: Yann Fischer

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
Stephane CARRE	Managing Director Africa (Austral)	- South Africa	stephane.carre@sodexo.com
Albert MONCEAU	Consultant	Domaine de Lalave South Africa	33492756727 albert@lalave.fr
John WATTS	General Manager Wagners Global	Anzac Avenue South Africa	john.watts@wagnersglobal.com

Personal History Profile for Palihawadana GAMINI

General Details

1. Family name GAMINI	First Name Palihawadana	Middle Name	Maiden Name, (if any)
2. Date of Birth 28/05/1954	3. City of Birth Colombo	Country of Birth Sri Lanka	Index No 089954
4. Country of Nationality at Birth Sri Lanka	Second Nationality (if any)	5. Country of Present Nationality Sri Lanka	Second Nationality (if any)
6. Gender Male	7. Height [cm] 170	8. Weight [kg] 82	9. Marital Status Married
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? No			
13. What is your preferred field of work? Administrative specialists			
14. Would you accept employment for less than six months? No			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? 01/09/1994			
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: palihawadana@un.org			

Education

List all university degrees or equivalent qualifications obtained.

University Name CHARTED INSTITUTE OF LOGISTICS AND TRANSPORT	City, Country LONDON United Kingdom	From - To Jul-1996 - Jul-1999
Main Course of Study Other Engineering	Field of Study Engineering & Engineering Trades	
Degree Title or Equivalent CHARTERED FELLOW (FCILT)	Degree Type Advanced university degree	

University Name ST.CLEMENTS UNIVERSITY	City, Country SOUTH AUSTRALIA Australia	From - To Apr-1994 - Oct-1996
Main Course of Study Other Engineering	Field of Study Engineering & Engineering Trades	
Degree Title or Equivalent D.LITT IN PURCHASING MANAGEMENT	Degree Type Masters	

University Name UNIVERSITY OF WOLLONGONG	City, Country NEW SOUTH WALES Australia	From - To Jan-1990 - Jan-1992
Main Course of Study Management	Field of Study Business & Administration	
Degree Title or Equivalent MASTER OF ENGINEERING(HONOURS)	Degree Type PhD	

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

Name of School United Nations Training Center at UNLB	City, Country Brindisi Italy	From - To Mar-2009 - Nov-2009
Main Course of Study UN SENIOR MANAGEMENT Resource TRAINING PROGRAMME - "UN SMART"(Year 2009)		Certificate or Diploma I have sucessfully completed the Foundation Module, People Module, Finance-Magic Module, Administrative Support Module, Operations Support Module, and the Operations Support Delivery Module of the UN-SMART(Senior Mission Administration Resource Train

Name of School UNIVERSITY OF WOLLONGONG, SCHOOL OF MECHANICAL ENG	City, Country NEW SOUTH WALES Unknown	From - To Jan-1991 - Dec-1991
Main Course of Study TOTAL QUALITY MANAGEMENT		Certificate or Diploma CERTIFICATE IN TOTAL QUALITY MANAGEMENT

Name of School NATIONAL INSTITUTE OF BUSINESS MANAGEMENT	City, Country COLOMBO Sri Lanka	From - To Mar-1986 - Apr-1987
Main Course of Study ENGINEERING MANAGEMENT/INDUSTRIAL ENGINEERING		Certificate or Diploma POST GRADUATE DIPLOMA IN INDUSTRIAL ENGINEERING

Name of School COLLEGE OF TECHNOLOGY	City, Country DEHIWALA Sri Lanka	From - To Feb-1975 - Sep-1977
Main Course of Study AUTOMOTIVE ENGINEERING		Certificate or Diploma DIPLOMA IN AUTOMOBILE ENGINEERING

Name of School GURUKULA MAHA VIDYALAYA (COLLEGE)	City, Country KELANIYA Sri Lanka	From - To Mar-1972 - Apr-1974
Main Course of Study G.C.E. LEVEL		Certificate or Diploma G.C.E. LEVEL

Employment

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

Job Title CHIEF JOINT LOGISTICS OPERATIONS (P-4/Step15) - JOINT LOGISTICS OPERATIONS CENTER,	Type of Business UNITED NATIONS PEACE-KEEPING	From - To 01/01/2009 -
Name of Employer UNITED NATIONS OPERATION IN IVORY COAST	Name of Supervisor MRS. ELIZABETH GEORGE - CHIEF INTEGRATED SUPPORT SERVICES	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
		USD	Is this a position within the UN Common System? Yes
Telephone Number 001917367 3263	Email Address palihawadana@un.org		
Address of Employer United States of America			
Number of Employees Supervised by You 18			
Description of Duties To coordinate all the Integrated support Services operations including, Transport, Communications, IT, MOVCON, Air Operations, Supplies, Engineering and Civilian and Military Logistics Support services of ONUCI. Under the supervision of the Chief of Integrated Support Services (CISS) and within limits of delegated authority, I am responsible for the following: Exercise managerial and supervisory control over all logistics support required by the mission; Develop, prepare, coordinate and monitor overall logistic support plans including logistics forecasting, supply schedules, priorities or requirements, and resolution of urgent operational needs; Monitor and coordinate all multifunctional logistic requirements between UNHQ and the mission; Assist the CISS in the development of policy and procedures for field logistics support; Act as the principal liaison between the mission and Headquarters staff for logistics matters and co-ordinate day to day support of logistics operations; Brief the CISS on a daily basis on the ongoing operation/requests and field situation; Advise senior management on logistics management, structures and staffing levels to ensure that they are at all times adequate to meet the requirements of the logistics strategy; As per CISS instructions, direct ISS section chiefs to implement logistics support operations; Lead logistic reconnaissance missions to the various locations in the field in order to monitor the logistics support improvement; Organize and chair logistics meetings; Develop a training program for logistics staff in coordination with the military component and the various administration sections; Manage all civilian and military JLOC staff throughout the Mission area; and to perform any other assigned tasks or related duties as required.			
Summarize any of Your Achievements Successfully coordinating the Military and Civilian Logistics Operations of ONUCI for the satisfaction of the Senior Management and for the fulfilment of the mission mandate. I have been performing the duties as the Officer-In-Charge of the Chief Integrated Support Services from time-to-time in absence of the CISS successfully.			
Reasons for Leaving For professional development.			

Job Title SENIOR ADMINISTRATIVE OFFICER (P4/STEP15)	Type of Business PEACE-KEEPING	From - To 01/08/2004 - 01/01/2009
Name of Employer UNITED NATIONS MISSION IN ETHIOPIA AND ERITREA	Name of Supervisor Mr Maurice Crichley	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
112507	114931	USD	Is this a position within the UN Common System? Yes
Telephone Number 12129632311	Email Address palihawadana@un.org		
Address of Employer United States of America			
Number of Employees Supervised by You 81			
Description of Duties			

I have rendered my services as the Senior Administrative Officer (P4/Step15) attached to the Head Quarters of the United Nations Mission in Ethiopia and Eritrea at Addis Ababa, managing the total Administrative Support Services as well as the Logistics and Integrated Support Services including Engineering and BMS, MOVCON, Personnel, Finance, Supplies, Contracts, Transport, Communications, IT, Security, Travel & Traffic, Protocol, Medical Unit, Mail & Pouch, Registry and Records Movement Control, supervising 7 Internationals, 42 nationals, and 32 contractual staff. I am possessing an Advanced University Degree in Management (D.Litt.), Master of Engineering (Honours) Degree in Civil Engineering and have the Chartered Fellow Membership of the Chartered Institute of Logistics and Transport (FCILT), and some other Professional qualifications. I have a total of 27 yrs administrative management and logistics experience of which 14 yrs attached to United Nations Peace-keeping operations, and 15 yrs in various countries including, Nigeria, Libya, Cambodia, Australia, Georgia, Tajikistan, Uzbekistan, Eritrea, Ethiopia and in USA. I am possessing an extensive administrative management experience for 27 yrs. I have undergone a 3 months extensive training programme attached to the FALD/DPKO at UNHQ, New York as a Chief of General Services. I am providing the Senior Administrative Leadership and professional support on operational logistical and administrative matters, to substantive and military components of the mission HQ in Addis Ababa by setting priorities, guiding administrative unit chiefs, promoting team work, identifying areas of common interest as well as opportunities, ensuring timelines, effective communication and quality of outcome in relation to the Administrative Support Services and the Integrated Support Services responsibilities.

Summarize any of Your Achievements

I have taken over the duties as the Senior Administrative Officer of the UNMEE Head Quarters-Addis Ababa w.e.f. 23rd August 2004. I have handled all the Logistical and Administrative Support to the UNMEE - Addis Ababa Head Quarters at fully satisfactory level for the satisfaction of the Chief Administrative Officer and The Special Representative of the Secretary General of UNMEE during this period to-date. I also have completed the LCC Training at UNMIS-Sudan.

Reasons for Leaving

Promotional and Professional Development. I have already been in P-4 Level for the last 10 yrs and had 2 lateral moves within this period. Therefore, I am ready to be promoted to a P-5 Level now.

Job Title	Type of Business		From - To
ADMINISTRATIVE OFFICER - INTEGRATED SUPPORT SERVICES(P 4/STEP 14)	PEACE-KEEPING		01/02/2003 - 01/08/2004
Name of Employer			Name of Supervisor
UNITED NATIONS MISSION IN ETHIOPIA & ERITREA			MR VITALI PETROUNEV, CHIEF ADMINISTRATIVE OFFICER
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
83255	112507	USD	Is this a position within the UN Common System? Yes
Telephone Number	Email Address		
12129635921	palihawadana@un.org		
Address of Employer			
United States of America			
Number of Employees Supervised by You			
2			
Description of Duties			
Planning, programming , monitoring, and integration of the responsibilities including Logistics, Movement Control, Air Operations, Transport , Engineering, Contracts Management, Supplies, Communications and Electronic Support and Joint Logistics Operations. I have been posted as the Senior Administrative Officer (P-4) at UNMEE Addis Ababa Office w.e.f 23rd August 2004.			
Summarize any of Your Achievements			
Civilian and Military Integration to provide efficient, cost effective and timely provision of Logistics support services for the troops, Military Observers and Civilian administration of UNMEE, Ertrea. I also have served as the Officer-in-Charge of Integrated Support Services Section from time to time in absence if the CISS.			
Reasons for Leaving			
At the moment employed by UNMEE as the Administrative Officer (P-4/15) at Integrated Support Services Section. I have been transferred to UNMEE HQ in Addis Ababa on a Lateral move as the Senior Administrative Officer. I have already served for 10 yrs at P-4 level, and had 2 lateral moves and now, I am due to be promoted to a P-5 position.			

Job Title	Type of Business		From - To
CHIEF OF GENERAL SERVICES (P4/STEP14)	PEACEKEEPING		01/05/2000 - 01/02/2003
Name of Employer			Name of Supervisor
UNITED NATIONS OBSERVER MISSION IN GEORGIA			MR. ROBERT HOPKINS
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
108682	108682	USD	Is this a position within the UN Common System? Yes
Telephone Number	Email Address		
12129639562	palihawadana@un.org		
Address of Employer			
United States of America			
Number of Employees Supervised by You			
33			
Description of Duties			
Logistics Management Support Services of the UNOMIG; ; Line Management of the following cells: MOVECON UNIT (Air/Sea/Rail/Road Transportation); & Freight Forwarding; Claims Unit;; Air Operations Unit; Buildings Management Unit (BMS); Procurement Planning with the f±REALITYf° Software Package; Assets Management & Inventory Control with the field asset control system (FACS) Unit - (PCIU); Receiving & Inspection Unit for the materials (R&I); Supplies & Stores Unit;; Mail & Pouch Unit; Travels & Accommodation; Records Management and Registry Units.			
Summarize any of Your Achievements			
Served as the Acting Chief administrative Officer(OIC-Administration) for several times in absence of the CAO; served as a Certifying Officer, Bank Signatory, Chairperson of the LPSB, and a Member of the LCC, LCRB and the BOIs.			
Reasons for Leaving			
I had been transferred to UNMEE HQ in Asmara, Eritrea on a Lateral move on P-4 level as the Administrative Officer-Integrated Support Services of the UNMEE.			

Job Title	Type of Business		From - To
CHIEF OF GENERAL SERVICES	PEACEKEEPING		01/07/1998 - 01/05/2000
Name of Employer			Name of Supervisor

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
79754	84000	USD	Is this a position within the UN Common System? Yes

Telephone Number

Email Address

palihawadana@un.org

Address of Employer

Tajikistan

Number of Employees Supervised by You

10

Description of Duties

Strategic Planning, and Management of the General Services Section of UNMOT; Procurement Planning; Travel Unit; Visa Unit; Claims Unit; Assets Management & Inventory Control Unit (PCIU); GSS Budget Control and Requisition Unit; Receiving & Inspection Unit for the materials (R&I); Supplies Office & Stores Unit; Assembly Areas Mgt; Mail & Pouch Unit; Archives Mgt Unit; Equipment Maintenance Unit for Photo Copiers, Water purifiers, and Refrigerators; the Chairperson of the following committees: Local Property Survey Board (LPSB), Local Claims Review Board (LCRB), Local Committee on contracts (LCC). Also rendered services as the Officer-in-Charge of Administration at UNMOT Liaison Office at Tashkent, Uzbekistan w.e.f. 24 August upto 10 September 1998 during the relocation of UNMOT to Uzbekistan.

Summarize any of Your Achievements

Created Electronic Archiving Management and Paperless Office System, Acted as the Officer in Charge of Administration at UNMOT Office in Uzbekistan whilst evacuation exercise for 3 months.

Reasons for Leaving

Transferred on a Lateral move on P-4 Level and posted to UNOMIG, Georgia as the Chief of General Services.

Job Title

CHIEF OF GENERAL SERVICES (P 4/STEP 13)

Type of Business

PEACE-KEEPING

From - To

01/09/1994 - 01/07/1998

Name of Employer

DPKO/UNITED NATIONS OBSERVER MISSION IN GEORGIA (UNOMIG), GEORGIA

Name of Supervisor

ROBERT HOPKINS - CAO

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
83255	108682	USD	Is this a position within the UN Common System? Yes

Telephone Number

12129639562

Email Address

palihawadana@un.org

Address of Employer

Georgia

Number of Employees Supervised by You

32

Description of Duties

Total General Services and Logistics Management duties including, Movement Control (MOVEMENT CONTROL- AIR, SEA, RAIL, ROAD), Road Transportation/Despatch, Air Operations, Travel & Visa, Buildings Management(BMS), Procurement Planning Supplies Management, Property Control and Inventory Management(PCIU), Claims and Property Survey, Receiving& Inspection (R&I), Registry and the Pouch. And Records Management& Archiving. Member of the Local Claims Review Board(LCRB), Local Committee on Contracts (LCC Local Property Survey Board (LPSB), a Bank Signatory, and a Certifying Officer Also acting as the Officer-In-Charge of the Administration of the Mission from time- to- time.

Summarize any of Your Achievements

Drafted the MOVCON Standard Operating procedures for handling of the UN Aircraft Helicopters and Travel, Traffic, Transportation and Freight Forwarding Management. Cleared the backlog of 410 accumulated cases of Local property Survey Board, Set up a realistic Master Inventory for the mission, and set up and operate a satisfactory conference management service for the satisfaction of the SRSG, DSRSG, CMO, and the CAO of the mission.

Reasons for Leaving

Staff members who have completed 2 yrs service at UNOMIG have been asked to secure another posting.

Job Title

CONSULTANT IN EQUIPMENT PLANNING AND PROCUREMENT.(P-5/STEP1)

Type of Business

VOCATIONAL TRAINING

From - To

01/09/1993 - 01/12/1993

Name of Employer

ILO/UNDP, CAMBODIA

Name of Supervisor

TREVOR RIORDAN

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
61092	61092	USD	Is this a position within the UN Common System? Yes

Telephone Number

Email Address

Address of Employer

Cambodia

Number of Employees Supervised by You

4

Description of Duties

WRITING SPECIFICATIONS FOR EQUIPMENT AND MATERIALS, PLANNING, REQUISITIONING, ORDERING, PURCHASING, WRITING MAINTENANCE MANUALS, CONDUCTING OPERATIONAL AND MAINTENANCE TRAINING, COSTING AND BUDGETING, AND EQUIPMENT MANAGEMENT

Summarize any of Your Achievements

Written Specifications, Planned, ordered and Procured all the machinery and equipment required on time to carry out and achieve the results based project, Generated vocational training modules on equipment maintenance in support of the project.

Reasons for Leaving

End of project

Job Title TRANSPORT SPECIALIST - UNV		Type of Business PEACE-KEEPING	From - To 01/01/1993 - 01/09/1993
Name of Employer UNTAC/UNV, CAMBODIA		Name of Supervisor HARRY KOUKOPOULOS	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
11952	11952	USD	Is this a position within the UN Common System? Yes
Telephone Number		Email Address palihawadana@un.org	
Address of Employer Cambodia			
Number of Employees Supervised by You 135			
Description of Duties Transport Management(Passengers & Goods); MOVCON Management, Fleet management, vehicle maintenance, spareparts management, labour management, requisitioning and budgeting.			
Summarize any of Your Achievements Maintained the fleet of MOVCON vehicles on schedule, tasking the mechanics, ans panal beaters, managed the drivers on timely assignments in providing the planned levels of logistical support for the peacekeeping operation of UNTAC			
Reasons for Leaving End of mission			

Job Title SENIOR TRAINING OFFICER (OPERATION & MAINTENANCE)		Type of Business ENGINEERING	From - To 01/05/1992 - 01/12/1992
Name of Employer NATIONAL WATER SUPPLY BOARD, SRI LANKA		Name of Supervisor P. ABEYGOONAWARDENA	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? Yes
90000	90000	LKR	Is this a position within the UN Common System? Yes
Telephone Number		Email Address	
Address of Employer Sri Lanka			
Number of Employees Supervised by You 11			
Description of Duties Operation & Maintenance(O&M) of Plants & Equipment]; attached to the Manpower Development and Training Division, development of training modules and models, conducting training programs for managers, engineers, technicians and for general public.			
Summarize any of Your Achievements Developed and conducted more than 50 technical training programs on equipment maintenance for the benefit of engineers, technicians, and for the general public			
Reasons for Leaving For overseas employment			

Job Title TUTOR/RESEARCH ASSISTANT IN ENGINEERING		Type of Business UNIVERSITY	From - To 01/03/1991 - 01/03/1992
Name of Employer UNIVERSITY OF WOLLONGONG, AUSTRALIA		Name of Supervisor PROFESSOR R.N. SINGH	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
19800	24000	AUD	Is this a position within the UN Common System? Yes
Telephone Number		Email Address	
Address of Employer Australia			
Number of Employees Supervised by You 1			
Description of Duties Conducted reaserch on Traffic Noise mitigation Devices and Methods, tutoring to 1st year undergraduate students on Logistics, Traffic and Transportation Engineering and Management			
Summarize any of Your Achievements Sucessfully invented new methods and devices on Traffic Noise Mitigation, and properly coached and tutored the undergraduate students in relevant engineering subjects assisting them to improve their knowledge.			
Reasons for Leaving			

Completion and earning of Masters of Engineering (Honours) Degree in Civil Engineering and PhD resea

Job Title AUTOMOBILE ENGINEER		Type of Business ENGINEERING CONSTRUCTION	From - To 01/03/1989 - 01/01/1991
Name of Employer J & P (OVERSEAS) LTD, ENGINEERS, LIBYA		Name of Supervisor DINOS YIANGOU	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
9600	9600	USD	Is this a position within the UN Common System? Yes
Telephone Number		Email Address	
Address of Employer Libyan Arab Jamahiriya			
Number of Employees Supervised by You 269			
Description of Duties Logistics Planning for Vehicles and Equipment Management, Operation & Maintenance of Heavy and Light Construction Equipment, Vehicles, Workshop Management and MOVEMENT Control Management.			
Summarize any of Your Achievements On schedule maintenance delivery of maintained vehicles and equipment required for various projects, modifications of equipment with available spareparts and methods avoiding delays in maintenance work			
Reasons for Leaving for Post graduate studies at University of Wollongong, Australia			

Job Title WORKSHOP ENGINEER - HEAVY EQUIPMENT		Type of Business ENGINEERING	From - To 01/06/1988 - 01/03/1989
Name of Employer STATE ENGINEERING CORPORATION, SRI LANKA		Name of Supervisor G. GAJAWEERA	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? Yes
66000	102000	LKR	Is this a position within the UN Common System? Yes
Telephone Number		Email Address	
Address of Employer Sri Lanka			
Number of Employees Supervised by You 38			
Description of Duties All the Road transportation and Logistics Functions including; Repair & Maintenance of Heavy Construction Equipment and Vehicles; Purchasing & Supplies Management and MOVEMENT Control Management.			
Summarize any of Your Achievements Written equipment maintenance manuals for the benefit of users, developed and conducted maintenance training programs, and sucessful workshop management for the on time scheduled maintenance of heavy equipment.			
Reasons for Leaving for overseas employment			

Job Title TRANSPORT/SALES EXECUTIVE		Type of Business NEWSPAPERS/PRODUCT SALES	From - To 01/09/1984 - 01/04/1988
Name of Employer UPALI GROUP OF COMPANIES, SRI LANKA		Name of Supervisor S. SAMARASEKERA	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
78000	132000	LKR	Is this a position within the UN Common System? Yes
Telephone Number		Email Address	
Address of Employer Sri Lanka			
Number of Employees Supervised by You 190			
Description of Duties Logistics functions includingTransport and Physical Distribution Management and MOVCON Management; Management of Transport Workshops; Procurement and Importation Motor Cycles, spareparts and Equipment.			
Summarize any of Your Achievements Sucessful management of Transport Workshops, spares stores, and high yield distribution and sales of motorcycles and spareparts.			
Reasons for Leaving To join the State Engineering Corporation for professional development.			

Job Title HEAD OF AUTOMOTIVE ENGINEERING		Type of Business GOVT, TECHNICAL COLLEGE	From - To 01/04/1980 - 01/02/1984
Name of Employer CENTRAL WORKSHOPS-SOKOTO, NIGERIA		Name of Supervisor KINDI ZULU	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? Yes
8400	9600	USD	Is this a position within the UN Common System? Yes
Telephone Number		Email Address	
Address of Employer Nigeria			
Number of Employees Supervised by You 130			
Description of Duties Planning and Organizing of the Logistics Management of the Plant/Transport Workshops, MOVEMENT Control Management and development and conducting training programs on Maintenance Management.			
Summarize any of Your Achievements Sucessfully managed the planned maintenance programs on time, and trained more than 200 Nigerian students in Quality Maintenance Management			
Reasons for Leaving After the Military Coup in Nigeria			

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:

PC, FAX, COPIER, SCANNER, ELECTRONIC TYPE WRITER

List any of the Official Languages of the United Nations you know.					
Language	Mother Tongue	Speak	Read	Write	Understand
English	No	Easily	Easily	Easily	Easily
French	No	Not easily	Not easily	Not easily	Not easily
Russian	No	Easily	Easily	Not easily	Easily
In addition to the six United Nations Official Languages, list any other languages you know.					
Language	Mother Tongue	Speak	Read	Write	Understand
German	No	Not easily	Not easily	Not easily	Not easily
Sinhala	Yes	Easily	Easily	Easily	Easily

Address

5/6, TAPPAHENA ROAD
VIA ADI WISSA ROAD
RAGAMA WESTERN PROVINCE Sri Lanka
Telephone: 94-11-2955137
Fax: 94-777-362890
Contact: PALIHAWADANA GAMINI

Address

CJLOC, UNITED NATIONS OPERATION IN IVORY COAST (UNOCI)
HEAD QUARTERS, ABIDJAN
NEW YORK NY United States of America
Telephone: 1-917-367 3263 extension 5619
Fax: 0022-05-980403
Contact: PALIHAWADANA GAMINI

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
GEORGE ELIZABETH	Chief Integrated Support Services	ONUCl HQ, SEBROKO, United States of America	1917367 3263 georgee@un.org

SISIRA SAMARASEKERA	GENERAL MANAGER - ENGINEERING	GENERAL MANAGER-EGO OPERATIONS United States of America	94777756225 sisiraks@hotmail.com
DIVINE WALLACE	Chief of Mission Support	ONUCI HQ, SEBROKO United States of America	1917367 3263 divine@un.org

Personal History Profile for Peter GODDARD

General Details

1. Family name GODDARD	First Name Peter	Middle Name	Maiden Name, (if any)
2. Date of Birth 25/05/1950	3. City of Birth Leeds	Country of Birth United Kingdom	Index No 849536
4. Country of Nationality at Birth United Kingdom	Second Nationality (if any)	5. Country of Present Nationality United Kingdom	Second Nationality (if any)
6. Gender Male	7. Height [cm] 178	8. Weight [kg] 70	9. Marital Status Married
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? No			
13. What is your preferred field of work? Administrative officers			
14. Would you accept employment for less than six months? No			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? 01/02/2009			
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: goddard@un.org			

Education

List all university degrees or equivalent qualifications obtained.

University Name Ministry of Defence Professional Training Centre, Part time course	City, Country Winchester United Kingdom	From - To Oct-1985 - Sep-1988
Main Course of Study Finance	Field of Study Business & Administration	
Degree Title or Equivalent Chartered Management Accountant	Degree Type Advanced university degree	

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

Name of School Kitson College of Engineering and Science	City, Country Leeds United Kingdom	From - To Sep-1966 - Jun-1971
Main Course of Study Electrical engineering (attended evenings)		Certificate or Diploma Higher National Cert. in Electrical Engineering

Name of School Yorkshire Electricity Board	City, Country Leeds United Kingdom	From - To Sep-1966 - Aug-1972
Main Course of Study Electrical apprenticeship followed by student engineer course		Certificate or Diploma Certificates of Electrical Apprenticeship and Electrical Engineer

Name of School Foxwood Comprehensive School	City, Country Leeds United Kingdom	From - To Sep-1961 - Jun-1965
Main Course of Study General education		Certificate or Diploma Not applicable

Employment

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

Job Title Chief Administrative Services	Type of Business PKM	From - To 01/02/2008 -
Name of Employer MINURCAT		Name of Supervisor Bernard Lee/Guy Siri
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 Goddard@un.org
Address of Employer Chad	
Number of Employees Supervised by You 78	
Description of Duties <p>Reporting directly to the Chief Mission Support, I am responsible for the delivery of efficient and accurate administrative services to MINURCAT personnel. MINURCAT has a current staffing table of 1,549 comprising International Staff (510), National Staff (572), Military Liaison Officers (50), United Nations Police (300) and United Nations Volunteers (117) deployed in eight main locations within the mission area. In addition, with effect from 15 March 2009, MINURCAT's Contingent Troop strength of 5,200 has started to deploy (currently 2,200). In particular, I am responsible for the supervision of 78 personnel of Human Resources, Finance, Procurement, Contracts Management, Training, Claims and Local Property Survey Board, UNV Support Unit, Welfare and Staff Counselling. Specifically, and because MINURCAT is still in the start-up phase, I am responsible for drafting and implementing procedures and policies. Located in the East of Chad, some 500km from mission headquarters, I operate with a large amount of autonomy and, due to the failure of a large construction contract that would have provided living and working accommodation and enabled full deployment in the East of Chad, operations are carried out with minimal staffing. Many mission personnel are located in remote and inaccessible areas of Chad which tends to make even the most basic of tasks difficult. The lack of usable roads and basic infrastructure, such as banks, when added to constant security concerns tests ingenuity to the full in order to carryout support functions. The main thrust of the Mission's mandate is the training, deployment and support of 850 Chadian Police Officers - Détachment Intégré de Sécurité - (DIS), most of who are located adjacent to Refugee and IDP camps in the East of Chad. The DIS is funded by a Trust Fund and my greatest challenge is the payment of a stipend and allowances to all DIS in 19 locations. I act as Officer-in-Charge on a frequent basis in the absence</p>	
Summarize any of Your Achievements <p>On my arrival in February 2008, MINURCAT was still very much in the start-up phase with few staff in most Sections and no staff in the rest of them. The Chief Mission Support was involved in logistics matters on an almost full time basis due to the failure of a very large engineering contract and I, therefore, handled most of the responsibility for administrative matters that he would normally have been responsible for. In June 2008, due to Rebel action in the East of Chad, and whilst acting as Officer in Charge due to the absence of the Chief Mission Support, I successfully planned and made arrangements to evacuate 500 personnel from Chad to Cameroon. The evacuation of personnel from the East of Chad to N'Djamena was carried out and accommodation and funding arranged in Cameroon for all staff. I also made arrangement with EUFOR for the protection of essential personnel that would remain and the safekeeping of over 100 vehicles. The Rebels ultimately turned away from N'Djamena and the evacuation did not take place. I was also responsible for completing the Mission's input to a mission subsistence allowance (MSA) review that resulted in a 31% increase in MSA. I assisted in the preparation of the first budget submission, including attendance at ACABQ.</p>	
Reasons for Leaving N/A	

Job Title Executive Officer	Type of Business Pension Fund	From - To 01/02/2004 - 01/02/2008
Name of Employer United Nations Joint Staff Pension Fund		Name of Supervisor Mr. Bernard Cocheme
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 01212963-7042	Email Address goddard@un.org	
Address of Employer United States of America		
Number of Employees Supervised by You 5		
Description of Duties <p>Reporting directly to the Chief Executive Officer, I was responsible for the efficient running of the administration of the Pension Fund. This included HR, Finance, Budget, Facilities Management, Security and liaison with the Building Management. Specifically, I was responsible for providing efficient and timely personnel administrative support to the staff of the Fund, including the processing of the full range of HR related issues from salary and allowances to the administration of recruitment and promotion of staff. I was also responsible for all aspects of the Fund's Administrative Expenses. This included the preparation and presentation of the Fund's proposed budget to the Pension Board, ACABQ and the Fifth Committee and subsequent control of expenditures and the apportionment of costs between the Fund and the United Nations under the cost sharing agreement. The Fund recently moved to a commercial building and the efficient management of office accommodation in all respects, which would normally be carried out by Facilities Management Service, was my responsibility. The Fund, as an Inter-Agency Organization, is not required to comply with the United Nations regulations on HR and procurement matters; I was involved with the decision making process when our policies differed. I was also responsible for the drafting and presentation of a number of finance and policy papers to the Pensions Board and Committee of Actuaries.</p>		
Summarize any of Your Achievements <p>I was responsible for the relocation of the Fund from the Secretariat Building to commercial premises. This entailed the renovation of four floors of the building and the successful move of 144 staff over one weekend. This also includes a far greater involvement with the Building Management than is usual in a UN administered building. With regard to the Fund's administrative accounts I was responsible for the change from commercial accounting software to IMIS. This also included formulating a methodology to efficiently and accurately calculate the UN share of administrative expenses on a monthly basis. I was also responsible for successful completion of the Fund's first budget submission in the RBB format for the 2008-2009 biennium.</p>		
Reasons for Leaving Assignment to MINURCAT until August 2009		

Job Title Chief, Trust Fund Unit	Type of Business International Organisation	From - To 01/08/2000 - 01/06/2002
Name of Employer United Nations, UNMIK		Name of Supervisor Mr. Luiz Carlos Da Costa
Salaries per Annum: Starting Final Currency Paid	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes	
Telephone Number 1212963 8442	Email Address	
Address of Employer Yugoslavia		

Number of Employees Supervised by You

3

Description of Duties

I was responsible for the overall management of the Trust Fund on behalf of the SRSG. In particular, I reviewed all projects prior to approval by the SRSG and the Controller and requested allotments, allocations and redeployments. I was also responsible for controlling expenditures and reporting to Donor States. In addition, I managed the Quick-impact Projects (projects of short duration costing less than \$50,000). In this respect, I was responsible for the submission, approval and implementation of all projects including authorizing expenditures, submitting final reports and acting as Secretary to the Quick-impact Review Committee. I also negotiated with Donors with respect to the use of contributions.

Summarize any of Your Achievements

I improved efficiency of the unit by : 1. Supervising the construction and implementation of a database that contained all details appertaining to almost 500 projects submitted. The database was also used to control the 250 projects that were approved for implementation, including the production of reports to Donors. 2. Drafted and submitted to the Controller comprehensive instructions for the submission, approval, implementation and control for both quick-impact and large projects. 3. Investigated and reconstructed the accounts of a project, to the value of \$10,000,000, that took place in 1999 to enable the accounts for that biennium to be closed.

Reasons for Leaving

Completion of two year assignment.

Job Title	Type of Business	From - To
Administrative Officer	International organisation	01/08/1997 - 01/01/2004
Name of Employer	Name of Supervisor	
United Nations, Executive Office/DPKO	Ms. C. Peluso/Mr. P. Carey	
Salaries per Annum:		
Starting	Final	Currency Paid
95752	106529	USD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? Yes
Telephone Number	Email Address	
	goddard@un.org	
Address of Employer		
United States of America		
Number of Employees Supervised by You		
12		
Description of Duties		
Responsible for the preparation of the Department's programme budget and support account requirements, certification and monitoring expenditures, completion of performance reports, responding to observations from both internal and external auditors and preparation for and attendance at ACABQ, the Fifth Committee and CPC. I was also responsible for a number of Trust Funds, including the Trust Fund for Mine Action. This entailed review of all requests for allotments/allocations submitted by the Mine Action Service. In addition, I managed general administration of the Department, such as office space management, procurement of equipment and supplies and inventory control. I was required to act as Officer in Charge during the absence of the Executive Officer.		
Summarize any of Your Achievements		
With a much smaller staff, than at present in the Executive Office, I assisted during the departure of 134 gratis military officers and the recruitment of an almost equal number of military and civilian officers on newly approved posts. I was also instrumental in the smooth transfer of the Mine Action Service to DPKO that entailed the implementation of administrative procedures to ensure efficient and working relationship with OPPBA. In the absence of the Executive Officer acted as Officer-in-Charge over the period May through September 1999.		
Reasons for Leaving		
I was selected as Executive Officer of the UNJSPF. During this period I was assigned to UNMIK from August 2000 to June 2002 as Chief, Trust Fund Unit.		

Job Title	Type of Business	From - To
Chief Finance Officer	Criminal Tribunal	01/10/1995 - 01/11/1996
Name of Employer	Name of Supervisor	
International Criminal Tribunal for Rwanda	Mr. G. Anderson	
Salaries per Annum:		
Starting	Final	Currency Paid
91442	93597	USD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? Yes
Telephone Number	Email Address	
Address of Employer		
Tanzania, United Rep. of		
Number of Employees Supervised by You		
9		
Description of Duties		
I was responsible for the initial formation of the Finance Section that was located in Arusha, Tanzania with a smaller office in Kigali, Rwanda. On formation of the Section I responsible for management of all financial activities, including the ICTR Trust Fund, approval of all financial transactions and supervision of finance staff in both locations. I also prepared the Tribunal's budgets and monitored subsequent expenditures while participating as Vice Chairman of the Local Committee on Contracts and Chairman of the Tender Committee.		
Summarize any of Your Achievements		
On initial deployment to Arusha the Chief Administrative Officer remained in New York. On my arrival the Tribunal had absolutely no equipment (vehicles, computer, etc.) or supplies, nor were there any arrangements with agents to enable fuel to be drawn or air flights to booked. As the most senior officer in the mission area, and of my own volition, I was instrumental in obtaining equipment, making agreements with travel agents and implementing administrative functions in order that the Tribunal could start to function.		
Reasons for Leaving		
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Job Title	Type of Business	From - To
Senior Management Accountant	Defence	01/05/1995 - 01/10/1995
Name of Employer	Name of Supervisor	
- - - - -	- - - - -	

British Army			Col Mitcheson
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
50000	50000	GBP	Is this a position within the UN Common System? No
Telephone Number		Email Address	
Address of Employer			
United Kingdom			
Number of Employees Supervised by You			
10			
Description of Duties			
<p>In the rank of Lieutenant Colonel I was responsible for advising the Commander (of 80% of the British Army) on all financial matters. Specifically, as part of the team formulating the Strategic Plan, I provided professional advice on the change over from cash to accrual accounting and setting and interpretation of performance indicators (similar to RBB). I was also responsible for the validation of Ministry of Defence accounting policy papers and assessing the resources required for implementation and assessment of activity based output costing plans and performance measurement. In addition, I conducted the scoping study and assisted with setting up of teams within the Command to control the newly installed budgetary control methods. I was also responsible for validation of the cost benefit analysis of projects aimed at outsourcing functions within the Command.</p>			
Summarize any of Your Achievements			
<p>Assisted with the implementation of activity based costing methods. This was one of the biggest change of methodology that the armed forces had taken part in for many years and, in particularly, this involved convincing senior officers that it would give them greater control and more flexibility.</p>			
Reasons for Leaving			
Offered appointment with ICTR			

Job Title		Type of Business	From - To
Chief, Financial Planning Section, FMSS/FALD/DPKO		International Organisation	01/12/1993 - 01/04/1995
Name of Employer		Name of Supervisor	
United Nations, seconded from the British Army		Mr. Amir Dossal	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
41000	42000	GBP	Is this a position within the UN Common System? No
Telephone Number		Email Address	
Address of Employer			
United States of America			
Number of Employees Supervised by You			
6			
Description of Duties			
<p>During this period many of the larger peacekeeping missions were deployed and constantly increased in size. Due to this I formed and headed the Financial Planning Section. I was responsible for the identification of requirements for all new and expanding peacekeeping missions and operations. This entailed the preparation of financial implications, draft budgets and applications for commitment authorities and advance funding. I was also responsible for attendance at and responding to questions from the ACABQ and the Fifth Committee with or in place of the Chief of Service. During this period I also acted as trouble-shooter and carried out missions to Cyprus, Somalia, Rwanda, Croatia, Geneva and Liberia.</p>			
Summarize any of Your Achievements			
<p>It was during this period that the ACABQ was urging that costs included in budget submissions should be standardized. In order to respond to this, I oversaw the completion of the Standard Cost Manual and Standard Ratios that were subsequently used in all budgets. I also designed of the prototype Automated Cost Estimating System. These tools greatly enhanced the Sections ability to respond quickly and with greater consistency. Whilst acting as trouble-shooter I made it possible for missions to comply with the requirements of the GA by, amongst others, visiting Somalia and completing a performance report for the mission, visiting Rwanda whilst the killings were still taking place and the civil war was raging in order to complete a budget for the mission to increased in size and at a later stage solved problems that had occurred between UNAMIR and the Observer Mission fielded by UNHCR in Rwanda.</p>			
Reasons for Leaving			
Secondment to United Nations completed, returned to duty with the British Army			

Job Title		Type of Business	From - To
Finance Officer, FMSS/FALD/DPKO		International Organisation	01/10/1992 - 01/11/1993
Name of Employer		Name of Supervisor	
United Nations seconded from the British Army		Mr. Amir Dossal	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
40000	41000	GBP	Is this a position within the UN Common System? No
Telephone Number		Email Address	
Address of Employer			
United States of America			
Number of Employees Supervised by You			
1			
Description of Duties			
<p>I was responsible for the day-to-day financial management of four peacekeeping operations (UNFICYP, ONUMOZ, UNAMIR and UNAMUR) including preparation of budgets and performance reports, issuance of sub-allotments, policy guidance to the field, monitoring and management of Trust Funds and the preparation of responses to questions from the ACABQ and internal auditors.</p>			
Summarize any of Your Achievements			
<p>During this period I worked on the design and introduction of the first automated budget calculation system that introduced the phased deployment of military contingents and civilian staff. I introduced the concept of phasing military and civilian personnel into a mission in a realistic manner. The concept of the standardization of costs to be included in budgets was also introduced which evolved into the formation of the Financial Planning Section</p>			

Reasons for Leaving
Resigned within FMSS to more senior appointment

Job Title Head of Management Accountancy Team		Type of Business Defence	From - To 01/05/1990 - 01/05/1992
Name of Employer British Army		Name of Supervisor Col. E. Sant	
Salaries per Annum: Starting Final Currency Paid Is this a civil servant position of your Government? No 38000 40000 GBP Is this a position within the UN Common System? No			
Telephone Number		Email Address	
Address of Employer China			
Number of Employees Supervised by You 5			
Description of Duties Responsible for the provision of a Management Accountancy Service in the geographical area Hong Kong, Brunei, Nepal, Korea and Singapore. In particular, I was responsible for the calculation of costs to be levied by the British Government on the Governments of Hong Kong and Brunei for the garrisoning of servicemen in those two countries. In addition, I assisted the Headquarters Staff in formulating long, medium and short term plans and completed investment appraisals on such diverse topics as a Jungle Warfare School in Brunei to a Resettlement Farm in Nepal.			
Summarize any of Your Achievements In respect of the costs to be levied on the Hong Kong and Brunei Governments I rewrote the instructions for the 85 locations in UK, Hong Kong, Brunei, Nepal, Korea and Singapore that supplied data and also automated the calculation process and completed instruction manuals.			
Reasons for Leaving Re-assigned on completion of tour			

Job Title Head of Management Accountancy Team (UK)		Type of Business Defence	From - To 01/06/1989 - 01/05/1990
Name of Employer British Army		Name of Supervisor Col. A. Mills	
Salaries per Annum: Starting Final Currency Paid Is this a civil servant position of your Government? No 35000 38000 GBP Is this a position within the UN Common System? No			
Telephone Number		Email Address	
Address of Employer United Kingdom			
Number of Employees Supervised by You 5			
Description of Duties Responsible for production of studies within the UK or on a world-wide basis. My specific task was to oversee the accuracy and validity of data supplied from sources within the British Armed Forces, within NATO and arms and equipment manufactures. Ultimately I completed discussion papers to be presented to senior military and civilian officers with the Ministry of Defence.			
Summarize any of Your Achievements Successfully completed complex studies that assisted top level decisions to be made with confidence in particularly when this involved out-sourcing of specific functions to civilian contractors. This required a detailed understanding of both commercial and Government accounting standards to enable both sets of costs to be compared on a comparable and sound basis.			
Reasons for Leaving Reassigned on completion of tour			

Job Title Management Accountant		Type of Business Defence	From - To 01/08/1987 - 01/04/1989
Name of Employer British Army		Name of Supervisor Lt. Col. Barret	
Salaries per Annum: Starting Final Currency Paid Is this a civil servant position of your Government? No 33000 35000 GBP Is this a position within the UN Common System? No			
Telephone Number		Email Address	
Address of Employer United Kingdom			
Number of Employees Supervised by You 2			
Description of Duties			

As part of the HQ staff I was involved with the efficient movement of personnel, animals and freight by land, sea and air. This entailed the completion of budgets, issuance of allotments to sub-units and the control of expenditures. It also entailed being responsible for the full contractual procedures including, issuance of tender documents, acting as Secretary to the contracts committee and the control and monitoring of such contracts once issued.

Summarize any of Your Achievements

Completed investment appraisals aimed at reducing operating costs of vehicles by the implementation of an imprest system for commercial pattern vehicles spares and also leasing of specific types of vehicles.

Reasons for Leaving

Resigned on completion of tour

Job Title	Type of Business		From - To
Force Base Paymaster, Falkland Islands	Defence		01/10/1984 - 01/02/1985
Name of Employer	Name of Supervisor		
British Army	Gen. Sir Peter de la C de la Billierie		
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
30000	30000	GBP	Is this a position within the UN Common System? No
Telephone Number		Email Address	
Address of Employer			
United Kingdom			
Number of Employees Supervised by You			
8			
Description of Duties			
Responsible for providing financial and personnel services to all 5,000 servicemen (Navy, Army and Air Force) and civilians stationed on the Falkland Islands and South Georgia. This included payment of salaries to servicemen and settlement of bills to local creditors. I was also tasked with maintenance of personal files and the technical control of and provision of banking facilities for 24 non-government funded accounts.			
Summarize any of Your Achievements			
Assisted with the efficient running of the Command. Also assisted Banks in the movement of currency from the UK and the local Government Treasury to control the flow of and replacement of cash.			
Reasons for Leaving			
Completion of emergency tour of duty			

Job Title	Type of Business		From - To
Section Officer	Defence		01/05/1983 - 01/06/1986
Name of Employer	Name of Supervisor		
British Army	Cols. McDonald & Bunney		
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
24000	28000	GBP	Is this a position within the UN Common System? No
Telephone Number		Email Address	
Address of Employer			
United Kingdom			
Number of Employees Supervised by You			
24			
Description of Duties			
Controlled a section within a data input centre responsible for the maintenance of 25,000 servicemen's pay accounts, including audit, amendment and subsequent input of data to mainframe computers. In addition, I was given the authority to approve payments by interpretation and implementation of regulations.			
Summarize any of Your Achievements			
Improved efficiency by functionalising tasks carried out by personnel and also rotation of staff to maintain their interest and reduce lethargy on many of the more repetitive functions.			
Reasons for Leaving			
Resigned on completion of tour of duty			

Job Title	Type of Business		From - To
Paymaster	Defence		01/07/1979 - 01/04/1983
Name of Employer	Name of Supervisor		
British Army	Lt.Col. S. Caney		
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
21000	24000	GBP	Is this a position within the UN Common System? No
Telephone Number		Email Address	
Address of Employer			
Cyprus			
Number of Employees Supervised by You			
6			

Description of Duties
This included the provision of personal and financial advice on pay, banking, insurance, tax and investments to 650 officers and men. The control of public accounts including the audit and payment of salaries, allowance claims of all natures and creditors as well as control and audit of 10 Regimental accounts and substantial investments were also included in my area of responsibility.

Summarize any of Your Achievements
Successfully carried out, from the financial point of view, movement of the Battalion of 650 men on three occasions from the UK to Cyprus, from Cyprus to Tidworth in England and from England to Northern Island. This entailed ensuring that all servicemen and their families were provided for.

Reasons for Leaving
Resigned on completion of tour of duty

Job Title
Workshop/Training Officer

Type of Business
Defence

From - To
01/02/1976 - 01/01/1979

Name of Employer
British Army

Name of Supervisor
Lt. Col. Stiven/Maj. Walsh

Salaries per Annum:
Starting
15000
Final
18000
Currency Paid
GBP

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

Telephone Number

Email Address

Address of Employer
Germany

Number of Employees Supervised by You
50

Description of Duties
Responsible for the direct control of 50 servicemen in order to undertake timely and quality control of equipment repair. I was also responsible for the individual and collective training of 300 men including planning, logistics support and financial matters.

Summarize any of Your Achievements
Successful completion of the repair of military equipment. I also conducted military exercises in the field and ensured that all servicemen passed all mandatory skill at arms tests. I designed a modification to military bridging equipment that when implemented reduced vehicle accidents.

Reasons for Leaving
Resigned on completion of tour of duty

Job Title
Electrical Engineer

Type of Business
Supply of electrical energy

From - To
01/09/1965 - 01/05/1975

Name of Employer
Yorkshire Electricity Board

Name of Supervisor
Mr. Brown

Salaries per Annum:
Starting
1000
Final
10000
Currency Paid
GBP

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

Telephone Number

Email Address

Address of Employer
United Kingdom

Number of Employees Supervised by You
85

Description of Duties
Responsible at various times for the design, work planning and on-site construction and supervision of electrical distribution networks. This entailed controlling projects, within budget, by use of company staff, contract labour and hired equipment and plant. Invariably the larger projects would require electricity supplies to be disrupted that entailed careful negotiation with commerce and industry and working to a rigid schedule once the public had been informed of such disruptions.

Summarize any of Your Achievements
By careful consideration in the planning and execution of projects, particularly when called to locate and repair system faults, reduced the time consumers were disconnected from the network.

Reasons for Leaving
Accepted by the British Army

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

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

Address

MINURCAT
Abeche Chad
Telephone: 235-251 1888 extension 6882
Fax: 235-690 0055
Contact: Peter Goddard

Address

2 Far Moss
Alwoodley
Leeds Yorkshire United Kingdom
Telephone: 44-113-230 0961
Contact: Peter Goddard

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
Green ALAN	Deputy Head Teacher	5 Primley Park Avenue United Kingdom	441132694790
Glenn COWLEM	Accountant	18 Kingfisher Reach United Kingdom	441937574721
Jean-Pierre HALBWACHS	Former UN Controller	. United Kingdom	19143096704 albvax@hotmail.com

Personal History Profile for Artur Jorge GONCALVES

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
GONCALVES	Artur Jorge	Jorge	
2. Date of Birth	3. City of Birth	Country of Birth	Index No
02/09/1968	Maputo	Portugal	
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Portugal	South Africa	Portugal	South Africa
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Male	168	67	Married
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? No			
13. What is your preferred field of work? Administrative specialists			
14. Would you accept employment for less than six months? Yes			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when?			
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: goncalves@un.org			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
UNISA	Pretoria South Africa	Feb-1990 - Nov-1992
Main Course of Study	Field of Study	
Institutional Administration	Business & Administration	
Degree Title or Equivalent	Degree Type	
Bachelor of Commerce	Degree	

University Name	City, Country	From - To
Witwatersrand	Johannesburg South Africa	Feb-1987 - Nov-1990
Main Course of Study	Field of Study	
Psychology	Social & Behavioural Science	
Degree Title or Equivalent	Degree Type	
Bachelor of Science	Bachelor of Sciences	

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

Name of School	City, Country	From - To
Barberton High School	Barberton South Africa	Jan-1982 - Dec-1986
Main Course of Study		Certificate or Diploma
Science, Maths		Matric - First Class

Employment

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

Job Title	Type of Business	From - To
Senior Administrative Officer	Peacekeeping	01/03/2007 -
Name of Employer		Name of Supervisor
DPKO - UNIFIL		Marcel Savard/Girish Sinha
Salaries per Annum:		
Starting	Final	Currency Paid
		USD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? Yes
Telephone Number	Email Address	
1212963 3003	goncalves@un.org	
Address of Employer		
Lebanon		
Number of Employees Supervised by You		

Description of Duties

Having initially been assigned Special Assistant functions in support of the Director, I started covering the SAO position since June 2007 when the incumbent SAO went on TDY, and continue to perform the full range of SAO functions to this date. Main duties have included 1) Assistance to the Director with planning, coordination, & oversight of mission support goals; 2) Preparation of Mission Support inputs for specific Mission reports; 3) Drafting of circulars and policy instructions in coordination with subject experts to institute or reinforce different rules and procedures related to mission support arrangements; 4) Drafting and editing responses to OIOS/CRA & BOA reports; 5) Representing Mission Support at meetings with other Mission Components and visiting teams, and integrating working groups on behalf of Mission Support, offering parameters of relevant policy & rules, viability of proposals, and generally managing expectations during exploratory discussion on different ways of implementing the Mission's mandate which might imply a burden for Mission Support; 6) Preparation of presentation material for budget sessions and official visits; 7) Oversight of sector admin coordination offices which are largely autonomous but still rely on the Director for overall guidance; 8) Chairing the Local Committee on Contracts and ensuring high timely and high quality minutes which reduce exposure for DMS with due consideration for delivering against operational mandate demands; 9) Managing in-Mission travel including all certification; 10) Managing 24/7 on site P3-P5 Administrative Duty Officer roster.

Summarize any of Your Achievements

Improved coordination of DOA tasking, and instituted processes for systematic follow-up on issues, for better oversight by the DOA and Service Chiefs of mission support progress. Completed Organisation and detailed Terms of Reference for the Office of the DOA, including the Sector Offices, and contributed to a marked improvement of LCC minutes transmitted to UNHQ to defend Mission requirements exceeding its delegated authority.

Reasons for Leaving

No applicable.

Job Title Administrative Officer/Special Assistant	Type of Business Peacekeeping	From - To 01/09/2005 - 01/03/2007
Name of Employer DPKO - MONUC	Name of Supervisor Hazel Scott	
Salaries per Annum:		
Starting 117172	Final 117172	Currency Paid USD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? Yes
Telephone Number 12129630103		Email Address goncalves@un.org
Address of Employer Congo, Dem. Rep.		
Number of Employees Supervised by You 1		
Description of Duties <p>While the reorganization covered in the achievement parts below has been my primary focus for most of the past 10 months, I have continued to perform most of my previous duties as the Special Assistant to the DOA, in some areas taking on progressively greater levels of responsibility in the absence of a SAO. Key tasks have included: •close collaboration with the Senior Legal Adviser and service providers in the mission to develop MOUs for support to UN and non-UN organizations working in direct support of MONUC's mandate. This collaboration further includes all aspects related to the SOFA which affect the mission administration and the identification of evolving disputes which may translate into claims against the organisation, and; •participation in working groups representing the principal level of interface between different components of the mission, and between the mission and UN agencies and non-UN organizations, where emerging needs are expressed and options are sounded, and where I am required to assess and relay the capabilities of the administration in a manner that does not feed unrealistic expectations; •budget preparation, mainly the justification of posts in the administrative organization falling under the direct responsibility of the DOA, and provision of responses to queries of the legislative bodies in this respect; •compilation and packaging of administration inputs for various internal and external presentations which have to be delivered by the DOA, including delivery of certain presentations for the induction of Military Observers and Civilian Personnel; •participation in the Local Committee of Contracts where cases for acquisition of goods and services are presented and deliberated upon, prior to recommendations being made to the Director of the Administration to approve cases within the mission's delegated authority, and to refer others to the HCC.</p>		
Summarize any of Your Achievements <p>During the 10 months of my assignment to date with the mission's new Director of Administration, I have focused on assuring continuity between the successive management teams, while at same time managing change based on new approaches to doing business, and a forced reorganization brought on by the recommendations of different mission reviews over time. The management of this change in a year of elections that represent a key milestone in the transitional calendar and an unprecedented demand for support that was not all foreseen, and obtaining the approval of the legislative bodies for the mission's initiatives, represents a key achievement for the mission and me personally. As an Admin Officer in the Office of the mission's Director of Administration, my focus has been on the facilitation of the restructuring of the mission's administrative support organization to better serve the needs of the support component's client base, following a review of this organization that was requested by the legislative bodies during the presentation of successive budgets since 2003. The new organization focuses on devolving operational and tactical planning and decision making to the field under the overall coordination of substantive Heads of Office, for more responsive services and synchronization of support with local objectives for fulfilling the mission's mandate. Process has involved a paradigm shift that sees support requests dealt with at the lowest possible of three layers in the administrative hierarchy, freeing senior managers for a more strategic focus on mission support. My role focused on a consultative process to effect changes required to the geographical borders of administrative and logistical support, the review of the distribution of field offices and the staffing numbers and levels to staff these, elaboration of terms of reference for administrative personnel at each of these levels, identification of 80 incumbents, and oversight of an ongoing transition to the new organization.</p>		
Reasons for Leaving <p>Having covered two very interesting assignments during a 5.5 stretch in the DRC, I felt that a change would benefit me professionally. The attraction of an established mission where I could have my dependant with me for only the second time in more than 12 years of service with the Organisation, was also a big factor contributing to my decision.</p>		

Job Title Adminisitrative Officer/Special Assistant	Type of Business Peacekeeping Mission - Division of Administration	From - To 01/11/2004 - 01/09/2005
Name of Employer DPKO - MONUC	Name of Supervisor Marcel Savard	
Salaries per Annum:		
Starting 117172	Final 117172	Currency Paid USD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? Yes
Telephone Number 1212963 0103		Email Address goncalves@un.org
Address of Employer Congo, Dem. Rep.		
Number of Employees Supervised by You 2		
Description of Duties		

Working in direct support of the Director Administration in MONUC, my tasks included: •office management including processing of all official correspondence, routing for action and information, and following-up on preparation of required responses; •drafting and editing mission official correspondence including administrative instructions and information circulars, faxes, code cables, monthly reports, & audit and OIOS investigation report responses; •researching rules and regulations, ST/AIs, & GA resolutions and consulting with service and section chiefs in administration to draft policy initiatives based on weaknesses identified by the Director and oversight bodies; •representing the Administration at meetings and sector visits involving Substantive, Military, & Civilian Police components, including delivery of presentations for induction training and general Mission Administration introduction; •preparation of briefing material and development of presentations for official visitors and mission presentations for UNHQ; •participation in the drafting of agreements/MOUs for support to be provided to third parties (UN agencies, EU, ICC), and coordination of support provided thereunder, including cost recovery; •reviewing requests for support in respect of official visitors and third parties not covered in formal agreements with the Mission, authorization of personnel movements and coordination with service providers, including cost recovery where necessary; •participation in the review of cost estimates, including justifications for additional posts and operational costs, analysis of Status of Expenditure, preparation of performance reports, and certification of payment requests; •liaison with Senior Legal Adviser on issues related to compliance difficulties experienced with privileges and immunities accorded under the SOFA with the DRC, & SOMAs and MOUs with neighboring countries, and claims brought against MONUC.

Summarize any of Your Achievements

Facilitated the growth spurt that took the mission to a total strength exceeding 20,000, contributing to ensuring maximum collaboration between operational service providers in the logistics services, administrative services, and the clients of the Division Of Administration. Administration focal point for negotiation and drafting of MOUs with the International Criminal Court, ICTR, the EUPOL Civilian Police Force in the DRC, and WFP. Assisted in the review of the mission organisation that saw the creation of the forward Division Headquarters and Brigades in Ituri and the Kivus, supported by a Missions Support Planning and Liaison Office in Kisangani and Regional Administrative Officers in collocation with the Brigades. Prepared presentations for the ACABQ in respect of the revised budget 2004/2005 and the commitment authority to cover the first four months of 2005/2006. Drafted policy in respect of the management of casual daily workers in MONUC and transportation of non-MONUC personnel in UN vehicles and aircraft. Drafted support component inputs to SG reports to the Security Council, and responses to Board of Audit and OIOS reports and recommendations.

Reasons for Leaving

Change of mission Director of Administration

Job Title	Type of Business	From - To
Contracts Officer/ Chief Contracts Management Section	Peacekeeping/Mission Support	01/12/2003 - 01/11/2004
Name of Employer	Name of Supervisor	
DPKO - MONUC	Ms. Heather Landon	
Salaries per Annum:		
Starting	Final	Currency Paid
96302	117172	USD
Is this a civil servant position of your Government? No		
Is this a position within the UN Common System? Yes		
Telephone Number	Email Address	
1212963 0103	goncalves@un.org	
Address of Employer		
Congo, Dem. Rep.		
Number of Employees Supervised by You		
23		
Description of Duties		
<p>Support to Mission Administration and Requisitioners with the management of contracts for RATIONS, AIR CHARTER SERVICES, AIRFIELD SERVICES, MEDICAL SERVICES, TECHNICAL LABOUR SERVICES, FUEL SERVICES. Support includes contract implementation/tasking, performance measurement/reporting, quality assurance, processing and certification of invoices for payment. Pre contract support to Requisitioners in the form of the elaboration of SOWs/SORs, development of bid evaluation criteria/matrixes, assistance with technical evaluation of proposals, preparation of case material for LCC presentations. Conduct of regular performance meetings, completion of periodic performance reports, assurance of UN compliance with obligations under contracts, including material support and payment terms. Participation in dispute resolution proceedings, liaison with Desk Officers in LSD and PD.</p>		
Summarize any of Your Achievements		
<p>Ensured unimpeded delivery of services and commodities to the operational support sections of the Mission in a manner that stood up to close scrutiny and represented best value for the Organisation. Kept a Section of 23 staff motivated and delivering outstanding results despite stressful working conditions and many doubts in relation to the future of the section when distribution of contract management functions between logistics and administrative services was being debated. Developed Lotus Notes based customer satisfaction surveys for medical and catering contracts, which allowed management and concerned sections instantaneous access to client assessment of services provided by contractors.</p>		
Reasons for Leaving		
<p>Having utilised the performance appraisal process to express my interest in broadening my experience in general administration I was finally approached by the Director Of Administration to work with him as an Administrative Officer/Special Assistant. I was especially interested at capitalising on the opportunity to learn from the person in the post as he approached the end of a long career and extensive experience in the Organisation.</p>		

Job Title	Type of Business	From - To
Contracts Officer/ Deputy Chief Contracts Management Section	Peacekeeping/Mission Support	01/09/2001 - 01/11/2003
Name of Employer	Name of Supervisor	
DPKO - MONUC	Mr. Gilles Briere	
Salaries per Annum:		
Starting	Final	Currency Paid
60000	60000	USD
Is this a civil servant position of your Government? No		
Is this a position within the UN Common System? Yes		
Telephone Number	Email Address	
1212963 0103	goncalves@un.org	
Address of Employer		
Congo, Dem. Rep.		
Number of Employees Supervised by You		
6		
Description of Duties		
<p>Support to the Section Chief towards the management of contracts for RATIONS, AIR CHARTER SERVICES, AIRFIELD SERVICES, MEDICAL SERVICES, TECHNICAL LABOUR SERVICES, FUEL SERVICES. Support included contract implementation/tasking, performance measurement/reporting, quality assurance, processing and certification of invoices for payment. Pre contract support to Requisitioners in the form of the elaboration of SOWs/SORs, development of bid evaluation criteria/matrixes, assistance with technical evaluation of proposals, preparation of case material for LCC presentations. Conduct of regular performance meetings, completion of periodic performance reports, assurance of UN compliance with obligations under contracts, including material support and payment terms. Supervised section of 26 staff in chief's absence.</p>		
Summarize any of Your Achievements		

Managed internationally bid contracts for services and commodities, executed by the Procurement Service of the UN, to in accordance with industry standards. Participated in the entire process of outsourcing new areas of mission support, from definition of requirements, development of project timelines, and completion of SOWs with the operational services to the organisation of site visits, preparation of evaluation matrixes, technical evaluation of bids, and preparation of material for presentation to local and headquarters committees on contracts. Contract portfolio exceeding \$200Million/annum, including contracts for RATIONS, AIR CHARTER SERVICES, AIRFIELD SERVICES, MEDICAL SERVICES, TECHNICAL LABOUR SERVICES, FUEL SERVICES. Tasks included contract implementation through issuance of work/task orders to contractors, performance measurement/ reporting, quality assurance, processing and certification of invoices for payment, and dispute resolution. Acting Deputy of the Contracts Management Section for 18 months and Certifying Officer on invoices.

Reasons for Leaving

To fill the post vacated by the departure of the Chief of the Section.

Job Title Emergency Officer	Type of Business Huamnitarian/Development	From - To 01/06/2000 - 01/05/2001
Name of Employer WFP	Name of Supervisor Mr. David Schaad/ Ms. Georgia Shaver	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
60000	60000	USD	Is this a position within the UN Common System? Yes
Telephone Number	Email Address		
Address of Employer Mozambique			
Number of Employees Supervised by You 0			
Description of Duties Attached to the office of the regional representative of the WFP, assisted in the planning and coordination of WFP's contribution to the response effort to flooding in the Zambezi valley in central Mozambique. Tasks in support of the commodity pipeline, including the logistics (airlift operations, river transport, emergency road repair) of delivery to IDPs, and subsequent distribution to beneficiaries. Collation of sub-office data for the production of weekly sitreps for public, media, and HQ use. Liaison with partner organisations (NGOs & Government) to ensure a coordinated and timely response in respect of the entire range of needs, including health and sanitation, shelter and accommodation, and seeds and tools.			
Summarize any of Your Achievements Assistance involving 4,000mt of food commodities/month to 250,000 internally displaced persons across four affected provinces. Beneficiaries mostly concentrated in 75 temporary accommodation centres, many of which were only accessible by air or boat.			
Reasons for Leaving End of emergency.			

Job Title Emergency Officer	Type of Business Humanitarian	From - To 01/01/2000 - 01/06/2000
Name of Employer OCHA/UNDP	Name of Supervisor Mr. Emmanuel de Casterle	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
60000	60000	USD	Is this a position within the UN Common System? Yes
Telephone Number	Email Address		
Address of Employer Mozambique			
Number of Employees Supervised by You 0			
Description of Duties Assigned in the office of the Resident Coordinator on an OCHA/UNDAC project to coordinate the international response to the floods and cyclones of February 2000. Temporarily assigned in the national institute for disaster management (INGC), responsible agency for coordinating the international assistance, including MIL contingents from 9 countries, and a fleet of 59 aircraft. Financial control and reporting in respect of coordination budget allocated to UNDP. Liaison with individual solidarity groups in South Africa and further afield to streamline procurement and supply lines			
Summarize any of Your Achievements Integrated the United Nations disaster management team made up of heads of resident agencies, serving as the UN's in-country disaster management link to the government of Mozambique, the donor community, NGOs, and OCHA-GE, who jointly raised \$160m for immediate emergency relief and \$450m for rehabilitation/reconstruction projects.			
Reasons for Leaving Assignment with WFP			

Job Title Technical Adviser - Administration and Procurement	Type of Business Capacity Building/Development	From - To 01/09/1997 - 01/10/1999
Name of Employer UNOPS	Name of Supervisor Mr. Bjorn Wakman	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
100000	100000	USD	Is this a position within the UN Common System? Yes
Telephone Number	Email Address		
Address of Employer Angola			

Number of Employees Supervised by You

0

Description of Duties

Responsible for the development, introduction, and implementation of systems and procedures in the areas of logistics, procurement, and administration, which could be joined in templates to serve as SOPs for the Angolan National Demining Institute (INAROE). Preparation of short and medium term planning cycles, with focus on templates which would facilitate the counterparts' future development of similar plans. Translation of working plans into budget proposals. Main areas of capacity building and training included procurement, namely the issue of tenders, contract negotiation and award; receipt storage and issue of equipment; stock control and reordering; and coordination of resupply to remote locations. Coordination and management of logistics support catering for the needs of seven fully operational demining 'brigades' and a mines training school, supported by a fleet of 120 vehicles, and some 1,800 lines of non-expendable equipment.

Summarize any of Your Achievements

In the short space of two years developed/ reinforced the capacity of designated national counterparts to take over complete responsibility for the everyday running of the organisation.

Reasons for Leaving

Family reasons.

Job Title		Type of Business	From - To
Contracts Administrator		Peacekeeping/Mission Support	01/09/1995 - 01/09/1997
Name of Employer		Name of Supervisor	
DPKO - MONUA		Mr Gilles Briere	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
50000	50000	USD	Is this a position within the UN Common System? Yes
Telephone Number		Email Address	
Address of Employer			
Angola			
Number of Employees Supervised by You			
0			
Description of Duties			
Administration of commercial contracts, totaling us\$50m/annum, entered into by PD/UNHQ, including contracts for the provision of rations to +/- 7,000 contingent personnel (ES-KO), a logistic support service contract (Raytheon/Odebrecht) under which were employed +/-1,500 personnel, a contract for the removal of mines / ordnance from 7,000kms of national roadways (MECHEM), and an engineering support services contract (IECS). Tasks included administrative liaison/ negotiation functions with contractor representatives and the immediate beneficiaries of these contracts, the oversight of quality control and quality assurance functions, and the assimilation and management of progress and budget related information.			
Summarize any of Your Achievements			
Unimpeded delivery of service. UN and Contractor compliance with obligations.			
Reasons for Leaving			
Better Offer.			

Job Title		Type of Business	From - To
Administrator		Peacekeeping/Mission Support	01/01/1993 - 01/04/1995
Name of Employer		Name of Supervisor	
DPKO - ONUMOZ		Mr. Joao Kol	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
35000	35000	USD	Is this a position within the UN Common System? Yes
Telephone Number		Email Address	
Address of Employer			
Mozambique			
Number of Employees Supervised by You			
0			
Description of Duties			
HR functions in support of a team of 250 United Nations professional volunteers from 65 countries, assigned to the Mission under a MOU between Geneva based Volunteer Programme and DPKO. Responsible for the local recruitment of volunteers, induction and training coordination of unvs, including the compilation of relevant materials, assuring the welfare of unvs to the extent possible, and offering accountability for the disbursements from the programme's us\$6m budget through constant liaison with the Geneva HQ.			
Summarize any of Your Achievements			
Welfare of 250 UNVs			
Reasons for Leaving			
End of Mission.			

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

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

Language	Mother Tongue	Speak	Read	Write	Understand
Afrikaans	No	Easily	Easily	Easily	Easily
Portuguese	Yes	Easily	Easily	Easily	Easily

Address

Vila Nova Da Rainha
Parcearia, #67 Estrada Nacional 2
Tondela Portugal
Telephone: 1-212-9630103 extension 6030
Fax: 243-818907855
Contact: Artur Jorge Goncalves

Address

c/o UNIFIL
Naqoura Lebanon
Telephone: 1-212-9633003 extension 6710
Fax: 961-70913226
Contact: Artur Jorge Goncalves

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
Larry COOKE	Colonel/UN Staff Member (Retired)	Dublin Ireland	353214896070 larrycooke10@hotmail.com
Fernando DACOSTA	Admin. Officer	Av. Mao Tse Tung Ireland	parts@toyota.co.mz

Personal History Profile for Patrick HOLLAND

General Details

1. Family name HOLLAND	First Name Patrick	Middle Name John	Maiden Name, (if any) n/a
2. Date of Birth 18/06/1956	3. City of Birth Ballybunion, County Kerry	Country of Birth Ireland	Index No 580704
4. Country of Nationality at Birth Ireland	Second Nationality (if any)	5. Country of Present Nationality Ireland	Second Nationality (if any)
6. Gender Male	7. Height [cm] 179	8. Weight [kg] 97	9. Marital Status Married

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

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

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

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

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

15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? **01/05/2000**

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: **patrick.holland@unon.org**

Education

List all university degrees or equivalent qualifications obtained.

University Name Institute of Certified Public Accountants in Ireland	City, Country Dublin Ireland	From - To Sep-1981 - Sep-1987
Main Course of Study Finance	Field of Study Business & Administration	
Degree Title or Equivalent CPA - Certified Public Accountant	Degree Type Advanced university degree	

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

Name of School Regional Technical College Sligo	City, Country Sligo Ireland	From - To Sep-1974 - Jun-1977
Main Course of Study Accounting, Auditing, Economics, Statistics, General Principals of Law, Commercial Law, Company Law, Taxation, Cost Accounting, Management Accounting, Data Processing and Management Information Systems		Certificate or Diploma Certificate in Foundation and Professional Accounting

Name of School Colaiste Iosagain (De La Salle)	City, Country Ballyvourney, County Cork Ireland	From - To Sep-1969 - Jun-1974
Main Course of Study English, Gaelic, Latin, French, History, Geography, Maths, Art, Mechanical Drawing and Civics.		Certificate or Diploma National Leaving and Intermediate Certificates

Employment

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

Job Title Senior Administrative Officer	Type of Business Peackemaking	From - To 01/09/2008 -
Name of Employer United Nations Political Office for Somalia		Name of Supervisor Ahmedou oudl-Abdallah
Salaries per Annum: Starting 109152	Final 111987	Currency Paid USD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? Yes
Telephone Number 25420762	Email Address patrick.holland@unon.org	
Address of Employer Kenya		
Number of Employees Supervised by You -		

Description of Duties

Reporting to the SRSG, Head of Mission with direct responsibility for the planning organizing, implementing, managing and overseeing the activities of the mission support component. Principal adviser on management matters relating to finance, human resources, budgeting, logistics and general administration; develop, prepare, coordinate and monitor work plans, strategies and programmes for the support activities of the mission; in coordination with other offices of the mission, plan and forecast the personnel, financial and logistical requirements; exercise budgetary and administrative control; report on administrative, logistical and financial matters. Provide guidance, performance evaluation, supervision and mentoring of mission support staff.

Summarize any of Your Achievements

Contributed to the implementation of the mission mandate by providing the necessary managerial, logistical and administrative support required for the fulfilment of the mandate, in such areas as budget, finance, human resources management, general services, and logistics. Providing effective management of human, financial and material resources of the mission. In coordination with the substantive component of the mission and the Department of Field Support, successfully planned and implemented the expansion of the mission and integration of the mission support functions with UNSOA. Contributed to the support services required for the successful completion of the Djiboute Peace Process, DPA/DPKO TAM Missions and DPA/UNPOS Trust Fund activities.

Reasons for Leaving

With the integration of the mission support functions of both UNPOS and UNSOA my post is proposed to be abolished effective 31 December 2009.

Job Title Administrative Officer	Type of Business Investigation	From - To 01/05/2008 - 01/09/2008
Name of Employer United Nations International Independent Investigation Commission		Name of Supervisor Mr. Marco Carmignani, Chief of Staff

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
102235	102235	USD	Is this a position within the UN Common System? Yes

Telephone Number

9611828002

Email Address

Address of Employer

Lebanon

Number of Employees Supervised by You

22

Description of Duties

On temporary assignment reporting to the Chief of Staff. Assisting the Commissioner and the Senior Management Group with the preparation, formulation and submission of the 2009 staffing and operational budget requirements of the Office of the Prosecutor - Special Tribunal for Lebanon (STL). Providing administrative, financial management and logistical support to the Commission while OIC of Mission Support.

Summarize any of Your Achievements

Worked successfully with the Commissioner, Senior Management, Commission staff and the Registrar of the STL and his staff on the completion and submission of the 2009 staffing and operational budget requirements. Contributed to the success of the Commission as it expanded by the provision of effective and effectual mission support services to the substantive components of the Commission.

Reasons for Leaving

To take up the Senior Administrative Officer position with UNPOS

Job Title Administrative Officer	Type of Business Diplomacy	From - To 01/10/2006 - 01/05/2008
Name of Employer United Nations Office of the Special Envoy for the Future Status Process for Kosovo		Name of Supervisor Martti Ahtisaari

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
94879	102235	USD	Is this a position within the UN Common System? Yes

Telephone Number

43123049

Email Address

Patrick.Holland@UNOSEK.ORG

Address of Employer

Austria

Number of Employees Supervised by You

12

Description of Duties

Reporting to the Special Envoy, Head of Mission with direct responsibility for the planning, organizing, implementing, managing and overseeing the activities of the administrative component. Principal adviser on management matters relating to human resources, budgeting, financial and general administration; develop, prepare, coordinate and monitor work plans, strategies and programmes for the administrative activities of the mission; in coordination with other offices of the mission, plan and forecast the personnel, financial and logistical requirements; exercise budgetary and administrative control; report on administrative, logistical and financial matters. Certifying Officer for the Mission in accordance with Financial rule 105. Provide guidance, performance evaluation, supervision and mentoring to administrative support staff.

Summarize any of Your Achievements

Contributed to the implementation of the mission mandate by providing the necessary managerial, logistical and administrative support required for the fulfilment of the mandate, in such areas as budget, finance, human resources management, general services, and logistics. Provided effective management of human, financial and material resources of the mission. In coordination with the substantive component of the mission and the Department of Field Support, successfully planned and implemented the downsizing and liquidation of the Mission.

Reasons for Leaving

Mission was closed on 30 April 2008

Job Title Administrative Officer	Type of Business UN Political Mission - Conflict Prevention	From - To 01/08/2003 - 01/10/2006
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Name of Employer DPKO/DPA - United Nations Tajikistan Office of Peace-building			Name of Supervisor Dr. Vladimir Sotirov RSG, Head of Mission		
Salaries per Annum:					
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No		
90637	94879	USD	Is this a position within the UN Common System? Yes		
Telephone Number 992372210110			Email Address sotirovv@un.org		
Address of Employer Tajikistan					
Number of Employees Supervised by You 15					
Description of Duties Reporting to the RSG, Head of Mission with direct responsibility for co-ordinating and effective delivery of administrative services to Mission personnel. Responsible for the Office of the Administrative Officer in discharging the following functions: Finance, Personnel, Procurement, General Services, Security, Communications and Information Technology. Principal adviser to the RSG on all administrative matters; provided administrative support for carrying out the substantive work of the Mission in an efficient and effective manner; providing effective management of human, financial and physical resources of the Mission; overseeing the Mission administrative activities; liaise with components of the Administration to ensure the development, preparation and coordination/monitoring work plans, strategies and programmed administrative activities of the Mission. Certifying Officer for the Mission in accordance with Financial Rule 105 expenditures on services/supplies/equipment/personnel					
Summarize any of Your Achievements Upon my arrival in the Mission I actively and effectively reviewed the activities in the administrative and budget sectors of the Mission and recommended concrete measures for the improvement of UNTOP administrative performance. Established sound policies, procedures, practices, standards and tools consistent with United Nations policy and practice resulting in proper accounting, financial management and control; Evaluated administrative support and other staff in the functions under the Administrative Officer's area of responsibility. Coordinated the preparation and submission of the Missions budget for the financial year 2004, 2005, 2006 and 2007. Provided advice and guidance on the preparation of United Nations Trust Fund Projects/ Programmes submitted by the Mission to the Department of Political Affairs for implementation in 2004/5/6. Implemented initiatives for the strengthening and enhancement of security measures in the Mission. Strengthened the delivery of services and support to the Political Office in an efficient and effective manner. Installed and implemented the e-PAS Performance System throughout the Mission in 2004/5.					
Reasons for Leaving New challenges and an opportunity to advance my career. Lateral move required to apply for P.5 positions.					

Job Title Civil Affairs Officer - Budget and Finance Officer		Type of Business Peacekeeping / Civil Administration	From - To 01/05/2000 - 01/07/2003
Name of Employer DPKO - UNMIK		Name of Supervisor John Rogers, United Nations Municipal Representative	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
68306	68306	USD	Is this a position within the UN Common System? Yes
Telephone Number		Email Address rogersj@un.org	
Address of Employer Yugoslavia			
Number of Employees Supervised by You 0			
Description of Duties Financial control, coordinating, monitoring and reporting on the budget and financial activities of the municipalities of Gjakovë (Population 150,000) and Malishevë (Population 60,000) Pëc/Prizren Region. Building management capacity within the Municipal Directorates of Budget and Finance, Education and Science, and Health, including budget/financial planning and control, development of financial systems and administration of the municipal treasury function. Approving Officer. Coordination of municipal projects funded by the United Nations Trust Fund. Acted for periods as Local Community Officer, Municipal Civil Registration Officer and Municipal Administrator. Budget and financial control of humanitarian and infrastructure projects carried out by the Kosovo Protection Corps (KPC). Providing financial guidance to the Municipal Administrator, President of the Municipal Assembly, Policy and Finance Committee, Chief Executive Officer and Municipal Board of Directors.			
Summarize any of Your Achievements Based on the recommendations of the external auditors Deloitte & Touche both municipalities were certified as having adequate budgetary and financial management systems in place with the necessary capacity and capability to implement effective financial procedures and controls. The SRSG on 18 December 2002 formally transferred responsibilities for financial administration to both municipalities. Organized and coordinated the Municipal Civil Service in Malishevë in being the first municipality in Kosovo to have its municipal projects approved by the Municipal Local Investment Fund (EU funded). These projects included street pavement with street lighting and fifteen kilometers of secondary roads, at a cost of 600,000DEM. Obtained approval for a zero based staffing structure for the municipality which was incorporated into the approved municipal budgets. Empowered local civil servants in budget, finance and procurement.			
Reasons for Leaving This post was abolished with effect from 1 July 2003. Recruited as Administrative Officer (Chief) of UNTOP commenced on 1st August 2003.			

Job Title Regional Finance Officer		Type of Business Conflict Prevention and Election Supervision	From - To 01/07/1996 - 01/12/1999
Name of Employer Organization for Security and Cooperation in Europe		Name of Supervisor John Ging, Chief Finance Officer	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
48463	56527	USD	Is this a position within the UN Common System? No
Telephone Number		Email Address	
Address of Employer Austria			

Number of Employees Supervised by You

3

Description of Duties

OSCE Mission to Bosnia - April 98 to Dec 99 - Finance Officer with Regional Centre Banja Luka. Approving Officer. Responsible for budget and financial control of the centre, its thirteen Field Offices together with Elections, Human Rights, Democratisation Programmes and Federal Ombudsmen expenditures. Management of the treasury function. Installed new financial controls, procedures, trained unit heads and finance staff in OSCE Financial Rules and Regulations. Prepared budgets and reported on financial performance. Assigned to OSCE Mission to Kosovo (OMIK) during Sept/Oct 99 with responsibility for the installation of a functioning accounting system at Mission Headquarters. OSCE Secretariat -July96 to April98- Accountant. Approving Officer. Claims examination, approval of payments, journal vouchers, review financial transactions and reports of OSCE Missions and Institutions. Assisted with the establishment of the Internal Audit function at the Secretariat, Vienna. Training of staff.

Summarize any of Your Achievements

Restored and maintained budget and financial control at OSCE Regional Centre Banja Luka, (OSCE Mission to Bosnia and Herzegovina). Installed a functioning accounting system at OSCE Mission in Kosovo (OMIK) at Mission Headquarters Pristina. Assisted in the establishment of the Internal Audit Department at OSCE Secretariat in Vienna. Successfully carried out internal audits on sections within the OSCE Secretariat which resulted in improved efficiencies and strengthening of internal controls. Prepared position papers for the implementation of OSCE Permanent Council decisions on the OSCE Contingency Fund and Revolving Fund. Assisted in the payment of 1,500 Election Supervisors for Bosnian Elections in 1996 and 1997. Successfully trained staff in OSCE Financial Rules and Regulations.

Reasons for Leaving

Family reasons. My father was in very poor health at this time. He has since passed away.

Job Title	Type of Business	From - To
Budget Officer	Peacekeeping	01/06/1994 - 01/06/1996
Name of Employer	Name of Supervisor	
DPKO - UNPROFOR	Catherine Pollard, Chief Budget Planning and Control Section	
Salaries per Annum:		
Starting	Final	Currency Paid
35000	37000	USD
Is this a civil servant position of your Government? No		
Is this a position within the UN Common System? Yes		
Telephone Number	Email Address	
	pollardc@un.org	
Address of Employer		
Croatia		
Number of Employees Supervised by You		
9		
Description of Duties		
Coordination and monitoring the budget activities of UNPROFOR`s Transport Section with a budget of US\$200 million. Budget planning, implemented procedures, controls, reporting and analysis of the budgetary situation. Provided financial guidance to the Certifying Officer, review requirement proposals and justifications, coordinate budget proposals, including the provision of financial information and advice on budgetary requirements, status of allotments and validity of encumbered funds (unliquidated obligations). Liase with senior managers and unit heads on the preparation of budgets, utilization of budgetary allotments and implementation of cost saving measures. Certify the availability of funds. Assumed additional responsibility for the budget activities of the Supply, Property and Management Section on 1 Jan.96. Participated in the downsizing of the mission and establishment of new missions, UNTAES and UNMIBH. Trained staff in budget preparation, management, control and performance.		
Summarize any of Your Achievements		
Prepared draft budget cost estimates for each budget period/mandate within the required deadlines. Prepared budget performance report for each budget period/mandate within the required deadlines. Successfully assisted in the implementation of the annual budget US\$200 million, in accordance with United Nations Financial Rules and Regulations. Maintained budget and financial control within the approved allotments and allocations. Successfully trained managers and staff in budget and financial control, analysis and reporting. Successfully advised the Certifying Officer on United Nations Financial Rules and Regulations together with UN Procurement Rules and Procedures. Successfully kept UNNY informed and updated on vehicle numbers, maintenance costs and letters of assist for troop contributing countries.		
Reasons for Leaving		
To take up position with the Organization for Security and Cooperation in Europe - OSCE.		

Job Title	Type of Business	From - To
Facilator and Course Lecturer	Regional Educational Authority	01/10/1991 - 01/06/1994
Name of Employer	Name of Supervisor	
County Limerick Vocational Educational Committee	Willian Crowe, Deputy CEO	
Salaries per Annum:		
Starting	Final	Currency Paid
15500	22000	IEP
Is this a civil servant position of your Government? No		
Is this a position within the UN Common System? No		
Telephone Number	Email Address	
Address of Employer		
Ireland		
Number of Employees Supervised by You		
0		
Description of Duties		
Lecturer in accounting and management information systems. Facilitator to a number of European Commission funded Community Enterprise Development Programmes - development of business plans and capacity building for local development groups.		
Summarize any of Your Achievements		
Successfully prepared and delivered a number of courses and seminars on behalf of the ecdudational authority. Facilated the organisation of and delivery of a number of EU funded Community Enterprise Development Programmes on behalf of the EU and the Educational Authority.		
Reasons for Leaving		
To take up the Budget Officer position with the United Nations Mission UNPROFOR in Zagreb, Croatia.		

Job Title	Type of Business	From - To
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Senior Management Consultant	Management Consultants	01/09/1991 - 01/10/1993
Name of Employer O`Neil, Holland, Gaffney, & Millett		Name of Supervisor Not applicable - Equal Partners
Salaries per Annum: Starting 25000	Final 27000	Currency Paid IEP
		Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes
Telephone Number		Email Address
Address of Employer Ireland		
Number of Employees Supervised by You 0		
Description of Duties Co-founder and equity partner in a firm of management and economic consultants providing consultancy services to health agencies in Ireland and governments in Eastern Europe. Direct responsibility for the design and installation of budget and finance control systems in Ministry of Health funded Health Boards including staff training at headquarters and hospital level. Restructure finance and budget departments of regional health authorities, including the design and installation of budget and finance systems. Marketing and installation of a computer based staff cost control system (WTE system). Development of the system and customization of the system to meet client specific requirements and needs.		
Summarize any of Your Achievements Enhanced the firms profile and exposure to new business. Helped the firm secure and complete significant Irish Government and EU consultancy projects in Ireland and Eastern Europe. Installed the WTE system in ten private/public hospitals in Ireland resulting in significant savings in the annual payroll costs for these organizations. Contributed significantly to the fee income generated for the firm.		
Reasons for Leaving The Partnership was dissolved by mutual concent.		

Senior Manangement Consultant	Management Consultants	01/05/1988 - 01/09/1991
Name of Employer Irish Health Services Development Corporation		Name of Supervisor James Clyne - Managing Director
Salaries per Annum: Starting 21000	Final 25000	Currency Paid IEP
		Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes
Telephone Number		Email Address
Address of Employer Ireland		
Number of Employees Supervised by You 0		
Description of Duties Irish Government sponsored company providing health management expertise to health service providers in the domestic and international markets. Reporting to the managing director with responsibility for specific consultancy projects including : Design and implementation of control systems and procedures for the preparation, operation and management of health board income; revenue expenditure and capital expenditure budgets. Co-authored software application program for Microsoft Windows, to control and monitor staff numbers and costs based on the whole-time equivalent concept. Seconded to a Regional Health Board (budget U\$186 million and staff 3,200) for twelve months. Reporting to the Chief Executive Officer with responsibility for monitoring the effectiveness of new budgetary systems and procedures, budget performance and funds management programme.		
Summarize any of Your Achievements Assisted in the establishment of the Management Consultancy Division within the Corporation. Contrituted to a number of successful management consultancy projects for the health sector in Ireland, including management and control of budgets and finance at unit, department, hospital and health board levels. Successfully restructured a number of finance departments within health boards and hospitals. Successfully designed and marketed software application program for the cotrol and monitoring staff numbers and costs. This system was based on the whole-time equivalent concept. The operation of the system achieved significant budget savings for the Hospitals, Health Boards and the Irish Government. Fee income generated for the corporation increased significantly as a result. Enhanced the corporations profile and exposure to new business		
Reasons for Leaving To set up a management consultancy business in partnership.		

Audit Manager	Chartered Accountants	01/12/1983 - 01/05/1988
Name of Employer Farrell Grant Sparks & Company		Name of Supervisor Pierce Farrell, Senior Audit Partner
Salaries per Annum: Starting 15000	Final 18000	Currency Paid IEP
		Is this a civil servant position of your Government? No Is this a position within the UN Common System? No
Telephone Number 35314758137		Email Address
Address of Employer Ireland		
Number of Employees Supervised by You 7		
Description of Duties		

Commenced as audit assistant and progressed to Audit Manager. Reporting to the senior audit partner with responsibility for managing an auditing/accounting team, including: leading the team in providing professional auditing/accounting services for a broad portfolio of clients. Planning, coordinating, supervising and reviewing work carried out by the team. Trained staff in the implementation and operation of computerized accounting, internal controls and auditing techniques. Investigated fraudulent and irregular accountancy systems. Negotiating with financial institutions, government agencies and revenue officials on behalf of clients. Seconded for twelve months to a large leisure/entertainment corporation as Financial Controller with responsibility for the finance function.

Summarize any of Your Achievements

Consistently provided high quality of professional auditing/accounting services to the firms` clients. Successfully trained staff in modern auditing/accounting procedures and techniques. Improved significantly the fee income generated from the rendering of these services. Assisted a number of clients in restructuring their business operations. Enhanced the firms profile and exposure to new business.

Reasons for Leaving

To take up the position of Senior Management Consultant with Irish Health Services Development Corporation.

Job Title Audit Senior/Office Manager	Type of Business Chartered Accountants	From - To 01/10/1978 - 01/12/1983
Name of Employer John McCarthy & Company	Name of Supervisor John Mc Carthy - Chartered Accountant	

Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government?	No
3500	12000	IEP	Is this a position within the UN Common System?	Yes
Telephone Number		Email Address		
Address of Employer Ireland				
Number of Employees Supervised by You 5				
Description of Duties Commenced as trainee accountant and progressed to audit senior/office manager. Reporting to the principal partner, gained experience in all areas of the practice, including: Preparation of financial statements for companies, partnerships, and self-employed. Auditing and preparation of taxation returns. Preparation of business development plans and bank submissions. Responsibility for planning, coordinating and supervising the work carried out by staff. Seconded for twelve months to a large manufacturing/service group of companies in the capacity of Financial Controller with responsibility for the finance function.				
Summarize any of Your Achievements Consistently provided high quality auditing, accounting and tax advisory service to a growing and expanding group of clients. The firm expanded and prospered as fee income generated increased. Successfully trained newly recruited staff in auditing, accounting procedures and techniques.				
Reasons for Leaving To take up new position with Farrell Grant Sparks & Company - Chartered Accountants				

Job Title Trainee Accountant	Type of Business Management Consultancy	From - To 01/08/1977 - 01/10/1978
Name of Employer Chartered Financial Services Limited	Name of Supervisor Enda Flannery - Managing Director	

Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government?	No
1500	1800	IEP	Is this a position within the UN Common System?	Yes
Telephone Number		Email Address		
Address of Employer Ireland				
Number of Employees Supervised by You 1				
Description of Duties Reporting to the Managing Director with responsibility for compilation and presentation of monthly management reports for clients. Gained practical experience in accountancy, stacktaking and the operation of computers.				
Summarize any of Your Achievements Assisted in building and promoting the business. Assumed responsibility for managing the business for six months while the mananging director was hospitalized as a result of a serious illness. Provided a high quality professional service to the firm and its clients.				
Reasons for Leaving To take up a new position with John Mc Carthy & Company - Chartered Accountants				

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:

Telephones, Fax Machines, Copiers, Scanners, Computers, MS Software Packages and IMIS

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

Language	Mother Tongue	Speak	Read	Write	Understand
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English	Yes	Easily	Easily	Easily	Easily
In addition to the six United Nations Official Languages, list any other languages you know.					
Language	Mother Tongue	Speak	Read	Write	Understand
Gaelic Ire	No	Easily	Easily	Easily	Easily

Address

No. 91/142 UN Cresent Road
 Nairobi Kenya
 Telephone: 254-20-762 extension 7142
 Fax: 254-738-600606
 Contact: Patrick Holland

Address

79 Dromroe
 Rhebogue
 Limerick City Ireland
 Telephone: 353-61-317227
 Contact: Patrick Holland

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
Rossa MARTIN	Lawyer, Partner in Joyce & Martin Law Firm	255 Crumlin Road, Dublin 12, Ireland	35314555400 joycemar@indigo.ie
Eamonn SIGGINS	Chief Executive Officer, CPA Institute Ireland	Institute of Certified Public Accountants in Ireland, 9 Ely Place, Dublin 2 Ireland	35316767353 esiggins@cpaireland.ie
Aidan WALSH	Retired United Nations Staff Member	1 Ashfield, Templeogue, Dublin 6W, Ireland	35314901103 aidanwalsh@ireland.com

Personal History Profile for Mohammad ISLAM

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
ISLAM	Mohammad	Aminul	
2. Date of Birth	3. City of Birth	Country of Birth	Index No
20/05/1955	Rangpur	Bangladesh	131956
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Bangladesh		Bangladesh	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Male	162	67	Married
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? Yes. Canada.			
13. What is your preferred field of work? Professional, managerial & technical specialists for which no job family exists			
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? 01/12/2009			
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: amin109@yahoo.com			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
University of Rajshahi	Rajshahi Bangladesh	Jun-1977 - May-1979
Main Course of Study	Field of Study	
Economics	Social & Behavioural Science	
Degree Title or Equivalent	Degree Type	
Master of Arts in Economics	Masters	

University Name	City, Country	From - To
Government Carmichael College under University of Rajshai	Rangpur Bangladesh	May-1973 - Apr-1997
Main Course of Study	Field of Study	
Economics	Social & Behavioural Science	
Degree Title or Equivalent	Degree Type	
Bachelor of Arts (Honors) in Economics	Bachelor of Arts	

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

Name of School	City, Country	From - To
Rajshahi Cadet College	Rajshahi Bangladesh	Mar-1970 - Apr-1972
Main Course of Study		Certificate or Diploma
Science		Higher Secondary Certificate

Name of School	City, Country	From - To
Rajshahi Cadet College	Rajshahi Bangladesh	Feb-1966 - Feb-1970
Main Course of Study		Certificate or Diploma
Science		Secondary School Certificate

Employment

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

Job Title	Type of Business	From - To
Senior Administrative Officer	Mission Support	01/03/2009 -
Name of Employer		Name of Supervisor
DPKO/UNAMID		Wolfgang Weiszegger
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 2490912538384	Email Address amin109@yahoo.com, islam19@un.org
Address of Employer Sudan	
Number of Employees Supervised by You 165	
Description of Duties Provide best mission support to all components of the sector west. Address and resolve all administrative issues. Assist in the recruitment of national and international staff. Recommend extension of contracts and hiring plus request extension of contracts of individual contractors. Approve all internal travel (MOPs). Approval & Certification of all payments & F-10 Claims. Capacity building of national staff and encouragement of team work & respect for diversity. Cost effective rentals of premises and local purchases. Negotiation & liaison with government, UNCT, NGOs & other stakeholders. Support to substantive units, military, police, contingents, FPU's & team sites. Look after the welfare of staff and support welfare activities. Summarize Any Of Your Achievements. In spite of adverse operating conditions, phase IV security conditions, the under-resourced units inherited from AMIS and restrictions imposed by the Government of Sudan, have successfully established new sector headquarter (substantive camp) eliminating office accommodation problem as well as established Super Camp for TCCs & PCCs including emergency fuel reserve for the sector. Established new guest houses. In spite of all odds received and settled ten Military and Police contingents. Enhanced the security of eight team sites and improved support services. Provided support in the building/improvement of access roads to the super camp, ex-AU camp, airport & substantive camp. Support to sub sector - Zalingie. Deputize for the Head of Office during his absence.	
Summarize any of Your Achievements In spite of adverse operating conditions, phase IV security conditions, the under-resourced units inherited from AMIS and restrictions imposed by the Government of Sudan, have successfully established new sector headquarter (substantive camp) eliminating office accommodation problem as well as established Super Camp for TCCs & PCCs including emergency fuel reserve for the sector. Established new guest houses. In spite of all odds received and settled ten Military, Police contingents and FPU's. Enhanced the security of eight team sites, sub sector-Zalingie and improved support services. Provided support in the building/improvement of access roads to the super camp & substantive camp. Provided support and establish PX, Bank and Cafeteria in the sector hq. Started Gym, Volley Ball, Basket Ball, Long Tennis. Planted trees and beautified.	
Reasons for Leaving N/A	

Job Title Sector Administrative Officer (SAO), UNAMID	Type of Business Mission Support	From - To 01/01/2008 - 01/02/2009						
Name of Employer DPKO/UNAMID	Name of Supervisor Abdullah Fadil							
Salaries per Annum: <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">Starting</td> <td style="width: 33%;">Final</td> <td style="width: 33%;">Currency Paid</td> </tr> <tr> <td>87000</td> <td>89700</td> <td>USD</td> </tr> </table>			Starting	Final	Currency Paid	87000	89700	USD
Starting	Final	Currency Paid						
87000	89700	USD						
Telephone Number								
Address of Employer Sudan								
Number of Employees Supervised by You 130								
Description of Duties Provide best mission support to all components of the sector south. Address and resolve all administrative issues. Recruit national staff and assist in the recruitment of international staff. Recommend extension of contracts and hiring plus request extension of contracts of individual contractors. Approve all internal travel (MOPs). Approval & Certification of all payments. Capacity building of national staff and encouragement of team work. Cost effective rentals of premises and local purchases. Negotiation & liaison with Government & other stakeholders. Support team sites.								
Summarize any of Your Achievements Have arranged land with Government for Super Camp. Established office and guest houses. Inspite of all odds received and arranged accomodation plus food for first deployment of forces: BANFPU & Chinese Engineers.								
Reasons for Leaving Reassigned to Sector West								

Job Title Regional Administrative Officer (RAO), UNAMIS/UNMIS	Type of Business Administration, Peacekeeping Operations	From - To 01/02/2005 - 01/12/2007						
Name of Employer UN/DPKO/FALD/PMSS for UNAMIS/UNMIS	Name of Supervisor Paul Johnson							
Salaries per Annum: <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">Starting</td> <td style="width: 33%;">Final</td> <td style="width: 33%;">Currency Paid</td> </tr> <tr> <td>68380</td> <td>68380</td> <td>USD</td> </tr> </table>			Starting	Final	Currency Paid	68380	68380	USD
Starting	Final	Currency Paid						
68380	68380	USD						
Telephone Number								
Address of Employer United States of America								
Number of Employees Supervised by You 95								
Description of Duties Establish UNMIS Regional Offices in Malakal (South Sudan) & Nyala (South Darfur) and living accomodation for 1872 military troops, military observers, civilian police and international civilian staff in sector-3, Malakal, Southern Sudan. Provide administrative and logistics support to all components within the region. Liaise with the GOS and SPLA (M). Find and rent houses for living accomodation of international civilian staff and obtain land from GOS for troops deployment, etc.								
Summarize any of Your Achievements Have succesfully established wonderful working relation with both the GOS and SPLA (M). Established UNMIS Regional office and have acquired land for military troops deployment. Have rented houses for living accomodation of international civilian staff and got renovated to UN standard.								
Reasons for Leaving								

Moved to UNAMID

Job Title Operations Manager/Administration Specialist		Type of Business Local Government Development in Iraq	From - To 01/06/2003 - 01/05/2004
Name of Employer USAID/RTI		Name of Supervisor Col. Gregory Brown	
Salaries per Annum: Starting 78200		Final 78200	Currency Paid USD
		Is this a civil servant position of your Government? No	
		Is this a position within the UN Common System? No	
Telephone Number 1919541-6028		Email Address	
Address of Employer United States of America			
Number of Employees Supervised by You 150			
Description of Duties Managed the whole Program operations & logistics. Ensured best life support for program staff. Administered RTI Northern & Central regional offices in Erbil, Mosul, Kirkuk, Sulaimanya Ramadi, & Fallujah. Coordinated all operational & logistics matters of the regions including but not limited to identifying & renting houses/villas for accommodation & office, getting those renovated & furnished to RTI/USAID standard. Procured & got trailers installed in the army bases incase of emergency as safe heaven. Procured all equipments (computers, printers, fax machines, photocopy machines, scanners, etc) & stationeries. Prepared operational/logistics budget & request cash for operational purposes. Arranged installation of all communication equipments & procure locally hand held radios (walkie talkies), cell phones, sat phones, etc. Managed vehicle fleet, assign vehicles & drivers. Provided full administrative and life support to expatriate staff of field offices (Erbil, Mosul, Kirkuk, Sulaimanya.			
Summarize any of Your Achievements Under heavy security threat have successfully run the operations department and given best life support to International staff. Trained local Iraqi Staff on Administration, Operations & Logistics plus local Govt. on Civil Society Administration in Fallujah and Ramadi.			
Reasons for Leaving Contract ended			

Job Title Administrative Officer (Office of CAS) and Administrative Officer/Deputy Chief of Local Personnel Unit of UNTAET/UNMISSET		Type of Business Administrative and Personnel Support	From - To 01/08/2000 - 01/05/2002
Name of Employer UN Department of Peacekeeping Operations (FALD/DPKO) for UNTAET/UNMISSET		Name of Supervisor Ms Nieva Mendoza and Mr Antonio YU	
Salaries per Annum: Starting 63250		Final 65380	Currency Paid USD
		Is this a civil servant position of your Government? No	
		Is this a position within the UN Common System? Yes	
Telephone Number 1212963 0099		Email Address	
Address of Employer United States of America			
Number of Employees Supervised by You 65			
Description of Duties In the office of CAS (grouped under which are the Administration, Finance, Procurement, General Services and Personnel sections, also included under Personnel are the UNV Unit and the Chief Medical Officer Unit) was responsible for the coordination and effective delivery of internal administrative services to Mission personnel. Acted as principal adviser to the CAS on all matters pertaining to personnel, finance, procurement and general services management. Assisted the CAS in providing effective management of human, financial and physical resources of the sections which fall under the CAS group and to planned, organized, implemented, manage and oversaw administrative activities. Liaised with Sections in ensuring the development, preparation and coordination/ monitoring of work plans, strategies and programs for the administrative activities of the Mission. In LPU was responsible for implementing UN personnel policies & procedures applicable to local staff component of the mission.			
Summarize any of Your Achievements My high commitment to the UN principles and policies in particular to that of Peacekeeping Operations, high degree of professionalism, hard work and attention to details in a fast paced environment made it possible for UN/DPKO to gain respect and earn the name of "The Most Successful UN Peacekeeping Operation/field mission in its History." The administrative and personnel support in the field mission UNTAET/UNMISSET which are the important components of any Peacekeeping Operation/Field Mission resulted in the Capacity Building of the Timorese Local staff which led to the successful holding of the countries election and subsequent hand over of power to the elected Timorese Government, an achievement appreciated by both the UN Secretary General and the World Community. My valuable contribution attributed to the smooth operation of the offices of CAS and LPU. I had implemented administrative policies and procedures as well as developed my contacts in the key administrative areas both in Headquarters and the District Offices which are important in finding prompt and satisfactory solutions. I consistently demonstrated a service oriented attitude in line with my conviction that one of Administration`s primary purposes is to provide administrative support to the Mission, which helps as a catalyst to for success of any Mission.			
Reasons for Leaving Contract ended			

Job Title Registration Officer (P.3-V)		Type of Business Peacekeeping and Registration of Voters for Referendum	From - To 01/12/1997 - 01/03/1998
Name of Employer UN/FALD/DPKO for MINURSO		Name of Supervisor Mr. Robin Kinloch Chairman ID Commission	
Salaries per Annum: Starting 63250		Final 63250	Currency Paid USD
		Is this a civil servant position of your Government? No	
		Is this a position within the UN Common System? Yes	

Telephone Number	Email Address
1212963	
Address of Employer	
United States of America	
Number of Employees Supervised by You	
60	
Description of Duties	
Planned and arranged referendum in Western Sahara, Interviewed Saharawi and Moroccan applicants for establishing eligibility to vote. Assessed Logistics need for Identification Commission for opening new centers. Assisted with the dispatch of monitoring team and reviewing monitoring schedules. Acted as Base duty Officer in Tindouf (Algeria) and Mauritania bases. Trained local staff on data entry, data verification, registration process, logistics and administration. Supervised and managed a team of 20 international and 40 local staff. Liaised between MINURSO, other agencies, Moroccan government representatives and Polisario representatives.	
Summarize any of Your Achievements	
Successfully completed Interview and Registration process. Trained local staff on data entry, data verification, registration process, logistics and administration.	
Reasons for Leaving	
Contract ended	

Job Title	Type of Business	From - To
Registration Officer (P.3-V)	Peacekeeping Operation and Referendum	01/01/1995 - 01/04/1996
Name of Employer	Name of Supervisor	
UN/FALD/DPKO for MINURSO	Mr Robin Kinloch Chairman ID Commission	
Salaries per Annum:		
Starting	Final	Currency Paid
61250	63380	USD
Is this a civil servant position of your Government?		No
Is this a position within the UN Common System?		Yes
Telephone Number	Email Address	
1212963		
Address of Employer		
United States of America		
Number of Employees Supervised by You		
60		
Description of Duties		
Planned and arranged referendum in Western Sahara, Interviewed Saharawi and Moroccan applicants for establishing eligibility to vote. Assessed Logistics need for Identification Commission for opening new centers. Assisted with the dispatch of monitoring team and reviewing monitoring schedules. Acted as Base duty Officer in Tindouf (Algeria) and Mauritania bases. Supervised and managed a team of 20 international and 40 local staff. Trained local staff on data entry, verification, registration process, logistics, administration. Liaised between MINURSO, other agencies, Moroccan Govt. representatives and Polisario representatives.		
Summarize any of Your Achievements		
Successfully carried out interview and registration of potential voters for possible referendum. Built the capacity of local staff and counterpart.		
Reasons for Leaving		
Contract ended		

Job Title	Type of Business	From - To
Director	Human Rights advocacy, promotion, protection, urgent appeals.	01/08/1994 - 01/08/2000
Name of Employer	Name of Supervisor	
Coordinating Council for Human Rights in Bangladesh (CCHRB)	Father R. W Timm and Akram H Chowdhury	
Salaries per Annum:		
Starting	Final	Currency Paid
495000	720000	BDT
Is this a civil servant position of your Government?		No
Is this a position within the UN Common System?		Yes
Telephone Number	Email Address	
88029137785		
Address of Employer		
Bangladesh		
Number of Employees Supervised by You		
195		
Description of Duties		
Was responsible for overall administration, recruitment, financial control, programming, logistics, purchases, advocacy, promotion and protection of human rights, urgent appeals, fund raising. Organized seminars/symposiums, coordinated and networked, trained, edited, wrote reports. Supervised and managed a team of 23 staff and maintained liaison with various embassies, donors, government departments and 186 NGO`s. Involved in advocacy, capacity building and fund raising activities, etc.		
Summarize any of Your Achievements		
Successfully networked with 186 member organizations and increased their capacity building. Raised enough fund for office running, human rights training and election monitoring from both local and overseas donors. On several occasions interacted with Govt. and got released many innocent people arrested by police. Made several international urgent appeals which brought impact in the international arena.		
Reasons for Leaving		
To take up UN Peacekeeping Operation job iwith UNTAET in East Timor.		

Job Title	Type of Business	From - To
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Emergency Food-Aid Coordinator/Officer-in-Charge (P.2-IV) for WFP Kabul, Afghanistan		Humanitarian Aid	01/05/1991 - 01/07/1992								
Name of Employer UN World Food Program		Name of Supervisor Mr. J. A. Charriere									
Salaries per Annum: <table border="0"> <tr> <td>Starting</td> <td>Final</td> <td>Currency Paid</td> <td>Is this a civil servant position of your Government? No</td> </tr> <tr> <td>57850</td> <td>58300</td> <td>USD</td> <td>Is this a position within the UN Common System? Yes</td> </tr> </table>				Starting	Final	Currency Paid	Is this a civil servant position of your Government? No	57850	58300	USD	Is this a position within the UN Common System? Yes
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No								
57850	58300	USD	Is this a position within the UN Common System? Yes								
Telephone Number		Email Address									
Address of Employer Italy											
Number of Employees Supervised by You 150											
Description of Duties Ran day to day office administration. Handled and coordinated all Emergency Programs. Made country's logistics planning, pipeline analysis, Established supply chain and logistic frame Work. Developed internal transport contracts and Local purchases. Supervised inventory management of relief goods and supplies. Prepared Food for Work projects. Assisted in the recruitment of national staff and UN Volunteers as well as implementation of personnel policies and procedures. Administered staff entitlements under both 100 and 300 series. Looked after the security and safety of all staff and advised UN security coordinator on security issues. Trained 10 United Nation Volunteers and 46 local staff on operations, admin, logistics management and Food Security. Prepared staff performance appraisals. Represented WFP in Emergency/Logistics coordination meetings. Liaised between WFP, other UN agencies, Donors and Government. Acted as Officer-in-Charge in absence of Director of Operation.											
Summarize any of Your Achievements Kept the war torn country people survive through successful implementation of emergency operation/food-aid. Established country supply chain and logistics framework which helped transport emergency aid to furthest corners of the country. Trained and Built the capacity of the local staff in taking over from international staff many positions in emergency handling, program management, admin and logistics.											
Reasons for Leaving Contract ended											

Logistics Coordinator (P.2-III) - Operation Lifeline Sudan, for WFP Khartoum, Sudan		Humanitarian Aid and Emergency Operation	01/07/1988 - 01/05/1991								
Name of Employer UN/World Food Program		Name of Supervisor Mr. Peter Jobber									
Salaries per Annum: <table border="0"> <tr> <td>Starting</td> <td>Final</td> <td>Currency Paid</td> <td>Is this a civil servant position of your Government? No</td> </tr> <tr> <td>52890</td> <td>53560</td> <td>USD</td> <td>Is this a position within the UN Common System? Yes</td> </tr> </table>				Starting	Final	Currency Paid	Is this a civil servant position of your Government? No	52890	53560	USD	Is this a position within the UN Common System? Yes
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No								
52890	53560	USD	Is this a position within the UN Common System? Yes								
Telephone Number		Email Address									
Address of Employer Italy											
Number of Employees Supervised by You 104											
Description of Duties Assisted in the recruitment of national staff and UN Volunteers as well as in the implementation of UN personnel policies and procedures. Handled Emergency Operation Lifeline Sudan, Drought/Flood, Refugees, Returnees and Displaced population projects. Made country Logistics planning, yearly food needs projection and Food Security planning. Coordinated, expedited and monitored all in country food movements. Handled up to 1.2 million tons of food aid a year. Arranged transport contracts local purchases and SWAP. Prepared Logistics budget. Represented WFP in Logistics coordination meetings. Supervised port discharge of bulk shipments of food. Trained United nation Volunteers, local staff and government logisticians on Logistics/Warehouse management. Liaised among WFP, USAID and other donors, Local Government Organizations and Government Relief and Rehabilitation Commission. Went on Special Humanitarian Mission to Eritrea as officer on special duty to Eritrea and opened WFP office.											
Summarize any of Your Achievements Established emergency logistics framework and trained local staff which resulted in taking over from international staff in many centres. Very successfully handled the biggest and most complex emergency operation "Operation Lifeline Sudan" which resulted in alleviating the sufferings of the needy population and IDP's and for which was highly praised by the Govt. of Sudan's Relief and Rehabilitation Commission.											
Reasons for Leaving Transferred to Afghanistan											

UNV Admin and Logistics Officer - for WFP/UNHCR, Juba(Southern Sudan) and Gedaref (Eastern Sudan)-Head of Sub-Office		Humanitarian and Emergency Aid	01/11/1983 - 01/07/1988								
Name of Employer United Nations Volunteer (UNV) for WFP/UNHCR		Name of Supervisor Mr. Gerard Vigue and Mr. Khaled Adly									
Salaries per Annum: <table border="0"> <tr> <td>Starting</td> <td>Final</td> <td>Currency Paid</td> <td>Is this a civil servant position of your Government? No</td> </tr> <tr> <td>12000</td> <td>18000</td> <td>USD</td> <td>Is this a position within the UN Common System? Yes</td> </tr> </table>				Starting	Final	Currency Paid	Is this a civil servant position of your Government? No	12000	18000	USD	Is this a position within the UN Common System? Yes
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No								
12000	18000	USD	Is this a position within the UN Common System? Yes								
Telephone Number		Email Address									
Address of Employer Switzerland											
Number of Employees Supervised by You 67											
Description of Duties											

Ran day to day office administration. Assisted in the recruitment of national staff and UN Volunteers as well as implementation of UN personnel policies and procedures. Administered staff entitlements under both 100 and 300 series. Looked after the security and safety of all staff and advised UN security coordinator on security issues. Responsible for the overall management of Ugandan refugee projects in the south and Eritrean Refugees in the East of Sudan. Participated in the assessment of food needs. Made request for food. Managed receipt and dispatch of food, warehousing, inventory control, prepared distribution plan and arranged transportation to the refugee camps. Made extensive visits to refugee camps to ensure WFP food aid distributed as per PLANOPS ration scale. Managed WFP transport fleet and prepared Logistics budget. Represented WFP in Logistics/Supply Coordination meetings. Trained 2 UNV's 65 storekeepers and government logistics officers on Logistics/Warehouse management.

Summarize any of Your Achievements

My high degree of professionalism, commitment to work ethics and timely actions kept away 98 thousand Ugandan refugees in the South Sudan, 460,000 Eritrean Refugees in the Eastern Sudan and 200,000 IDP's from starvation. Training the Logistics Officers and Storekeepers made them run the operation in successful manner after I had left which has been a tremendous achievement.

Reasons for Leaving

Absorbed by UN/WFP in the Professional Category due to my excellent performance.

Job Title Program Officer (Logistics/Distribution) for UNFPA		Type of Business Population Control	From - To 01/04/1982 - 01/11/1983
Name of Employer United Nations Population Fund (UNFPA)		Name of Supervisor Mr. Dharam R. Gupta	
Salaries per Annum: Starting 360000		Final 480000	Currency Paid BDT
		Is this a civil servant position of your Government? No	
		Is this a position within the UN Common System? Yes	
Telephone Number		Email Address	
Address of Employer Bangladesh			
Number of Employees Supervised by You 146			
Description of Duties Programmed and implemented quarterly and annual work plans. Ensured smooth distribution of Family Planning (FP) supplies. Identified problems affecting distribution system and suggested ways and means of improving. Assessed monthly needs of FP supplies of districts and recommended distribution. Assisted Senior Technical Advisor in the recruitment and implementation of personnel policies. Trained 78 store keepers and 68 government Logistics Officers and Asstts on the Logistics/Warehouse management system. Took part in the "Training of Trainers program on Logistics/Warehouse Management." Liaised with UNFPA, Ministry of Health and District FP Offices.			
Summarize any of Your Achievements My high degree of professionalism in programming and implementation of quarterly and annual work plans made considerable impact in controlling the population increase in Bangladesh which has been a pressing problem for Bangladesh. Training the Govt. Logistics Officers, Asstts and Storekeepers resulted in the successful take over in running the operation for which UNFPA was highly appreciated by the Donors.			
Reasons for Leaving To take up UNV assignment in Sudan			

Job Title Program Officer		Type of Business Humanitarian and Development	From - To 01/05/1980 - 01/03/1982
Name of Employer CARE-International (Bangladesh)		Name of Supervisor Mr. Lutful Gofur	
Salaries per Annum: Starting 132000		Final 168000	Currency Paid BDT
		Is this a civil servant position of your Government? No	
		Is this a position within the UN Common System? Yes	
Telephone Number		Email Address	
Address of Employer Bangladesh			
Number of Employees Supervised by You 44			
Description of Duties Ran day to day operations. Programmed and ensured implementation of Food for Works (FFW) projects in the districts of Comilla, Noakhali and Sylhet. Made extensive field visits to ensure fair distribution of manday ration. Arranged release of food from government warehouses. Prepared reports on FFW projects in light of field data collection. Supervised and Trained field staff. Assisted Unit Administrator in the administration, budget, recruitment/personnel matters, staff benefits and entitlements. Acted as Officer-in-Charge in absence of Unit Administrator. Liaised and trained 44 local staff on programming/logistics.			
Summarize any of Your Achievements My practical programming and implementation of Food For Works (FFW) projects brought changes improving the rural infrastructure/communication (roads, bridges, culverts)			
Reasons for Leaving Accepting UNFPA job			

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
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English	No	Easily	Easily	Easily	Easily
In addition to the six United Nations Official Languages, list any other languages you know.					
Language	Mother Tongue	Speak	Read	Write	Understand
Hindi	No	Easily	Not easily	Not easily	Easily
Bengali	Yes	Easily	Easily	Easily	Easily
Urdu	No	Easily	Not easily	Not easily	Easily

Address

401 - 01 Hickory Tree Road (Weston)
Toronto Ontario Canada
Telephone: 1-416-614-2050
Contact: Mohammad Islam

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
Khawaja ADEEB	Deputy Director of Aid	Save the Children United States of America	KAdeeb@savechildren.org
Lutfor KHAN	Banker	PA-107, South Badda United States of America	sumonmbm@yahoo.com
Jubayer SIDDIQUI	It Specialist	4 Eddelu Drive United States of America	jubayer@yahoo.ca

Personal History Profile for Braima JAMANCA

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
JAMANCA	Braima		
2. Date of Birth	3. City of Birth	Country of Birth	Index No
01/06/1963	Sonaco	Guinea-Bissau	428647
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Guinea-Bissau		Guinea-Bissau	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Male	171	77	Married
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities.			
Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? No			
13. What is your preferred field of work? Administrative specialists			
14. Would you accept employment for less than six months? 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: jamanca@un.org			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
Colorado Technical University	Colorado Springs United States of America	May-2006 - Aug-2007
Main Course of Study	Field of Study	
Accounting	Business & Administration	
Degree Title or Equivalent	Degree Type	
MBA in Accounting	Masters	

University Name	City, Country	From - To
University at Albany, State University of New York (SUNY-A)	Albany United States of America	Jun-1997 - May-1999
Main Course of Study	Field of Study	
Finance	Business & Administration	
Degree Title or Equivalent	Degree Type	
Masters of Arts in Economics (MA)	Masters	

University Name	City, Country	From - To
University at Albany, State University of New York (SUNY-A)	Albany United States of America	Jun-1997 - May-1999
Main Course of Study	Field of Study	
Finance	Business & Administration	
Degree Title or Equivalent	Degree Type	
Coursework-Masters of Public Administration (MPA)	Masters	

University Name	City, Country	From - To
Univesite Sainte-Anne	Church Point, Nova Scotia Canada	Sep-1990 - Dec-1994
Main Course of Study	Field of Study	
Accounting	Business & Administration	
Degree Title or Equivalent	Degree Type	
Bachelor of Business Administration (BA)	Undergraduate degree	

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

Name of School	City, Country	From - To
High School of Kwame N'Krumah	Bissau Guinea-Bissau	Sep-1984 - Jul-1986
Main Course of Study		Certificate or Diploma
High School General Studies		Diploma of Completion of Secondary Studies

Name of School	City, Country	From - To
Regional High School of Bafata	Bafata Guinea-Bissau	Sep-1980 - Jul-1984
Main Course of Study		Certificate or Diploma

High school General Studies		Certificate of Completion of High School Studies
Name of School Primary School of Sonaco	City, Country Sonaco Guinea-Bissau	From - To Sep-1972 - Jun-1980
Main Course of Study Primary School Studies		Certificate or Diploma Diploma of Completion of Primary School Studies

Employment

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

Job Title Senior Administrative Officer, P-5		Type of Business Peace Keeping Operations	From - To 01/04/2008 -
Name of Employer United Nations Mission in the Central African Republic and Chad (MINURCAT)		Name of Supervisor Major General Gerardo C. Chaumont, Police Commissioner	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
106907	111987	USD	Is this a position within the UN Common System? Yes
Telephone Number		Email Address jamanca@un.org	
Address of Employer Chad			
Number of Employees Supervised by You 64			
Description of Duties <p>Act as COS for police component, as principal adviser on strategic workplan, staff management, budget, finance, general administration. Coordinate police component work program (selection,training, deployment of 850 police), manage budget and allocated human resources. Draft code cables,SG reports, develop RBB reflecting police mandate, represent police in political meetings with CA Republic (Prime Minister, govt officials), UN country team for SSR, discuss mission mandate implementation. Prepare presentations for HQ high level official visits, coordinate premises allocation to police staff. Develop, prepare, monitor work plans, strategies and programmes for administrative aspects of police component, including Trust Fund. Develop creative solutions to manage payment of stipend to Chadian Police Officers (DIS). Supervise development and implementation of training policies. Monitor progress in selection and training of Chadian police officers who are part of DIS. Ensure that role, responsibilities and reporting lines are clear to each staff member. Monitor progress against milestones and deadlines. Supervise internal investigations, administration (technical and administrative services) and deployment of 300 international police officers, recruitment and training of 850 national police officers and recruitment of 129 national staff. Exercise budgetary and administrative control of \$25.5 million Trust Fund budget. Report on all administrative, logistical and financial matters. Draft guidelines, reports and correspondences on wide range of issues. Act as OIC Police Component in absence Police Commissioner (D-2), represent Police Commissioner in Senior Management meetings, meetings with national authorities. Supervise 64 international staff, police officers,1P-4 Chief Training Officer. Focal point for logistics-construction police stations, posts, accommodation in 20 locations, manage 214 police vehicles, draft daily police consolidated reports. Appraise staff performance</p>			
Summarize any of Your Achievements <p>Successfully managed process of hiring 850 national police officers in Chad from April to August 2008 plus 127 in October 2009; established interview panel of 16 international police officers, supervised interview process, selection and training of 850 police officers. Selected to participate in three interview panels of senior staff at P-5 level: Senior Gender Affairs Officer, Special Assistant to the Head of Mission and Senior Information Analyst; recognized for ability to interview and select good candidates. Coached Chief Training Officer to more carefully select senior staff for appointment as officer in charge in his absence to maintain moral of entire police force in training section. Empowered three chief of sections in UN international police to interview and select police officers within their sections to develop team management skills levels and increase accountability of direct reports. Developed establishment plan for Chadian Police for humanitarian protection including standard operating procedures, chronogram of activities and support modalities, September 2008; recognized for planning ability. Enhanced UN police visibility and effectiveness in Chad by leading team preparing six Quick Impact Projects (QIP) on prison rehabilitation and upgrading police communication system; received approval from QIP Committee. Enabled police officers use local banking system chosen by UN, developed payroll system for 850 Chadian police officers. Prepared \$21 million Trust Fund budget in support of police, prisons and justice for 2010, controlled budget execution of \$25.5 million trust fund for 2008/09 in support of Chadian police; recognized for carefully administering budget. Took initiative to develop first terms of reference establishing coordination committee for Chadian police, other security forces and humanitarian actors to ensure coordination of work; recognized for vision and problem solving abilities. Improved UN ability to monitor human rights in Chad by identifying need for establishing database for recording and tracking crimes and status of individuals arrested and detained; developed terms of reference for Chadian police for database and recommended creation of 1P-4 Information System Officer and recruitment to create database. Recognized for encouraging Chadian police authorities to increase number of female police officers; helped create public information campaign to recruit 250 women to join Chadian National Police and assisted in increasing sensitivity to diversity. Wrote UN police results-based budgeting performance accomplishments included in United Nations Secretary-General Reports in 2008 & 2009; recognized for writing effective accomplishment statements used in UN reports without significant changes. Supervised preparation of daily activities reports for UN police in Chad and distributed reports to Mission and New York Headquarters senior managers; recognized for consistently providing high quality reports. Delivered welcome speeches for new international police officers during induction training; explained mission mandate, concept of UN police operations, priorities and personnel discipline and conduct related issues; recognized for taking leadership role in training normally handled by Police Commissioner. Persuaded Police Commissioner to consider to emphasis quality over timeliness in preparation of operational order for police deployment and extended deadlines by 2 days. -Appointed by the SRSG as police component focal point on mission strategic planning team. -Successfully attended DFS/UNHQ SMART -Appointed by the Director of Mission Support as chairpeson of Local Committee on Contracts</p>			
Reasons for Leaving Seeking for increased level of responsibilities, new challenges and opportunities for learning and growing			

Job Title Chief Finance Officer, P-4		Type of Business United Nations Peacekeeping Mission	From - To 01/08/2006 - 01/03/2008
Name of Employer United Nations Mission for the Referendum in Western Sahara (MINURSO)		Name of Supervisor Nader Darwich, Chief of Mission Support	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
85974	89836	USD	Is this a position within the UN Common System? Yes
Telephone Number		Email Address jamanca@un.org	
Address of Employer			

United States of America

Number of Employees Supervised by You

11

Description of Duties

CFO -Principal Approving Officer of Mission expenditures;oversaw preparation and signed end month financial statements. Reviewed payments to ensure compliance with Financial Regulations and Rules, internal control were working, such as periodic petty cash spot verification. Provided senior management timely and accurate financial and other management information in usable and understandable format to support operating initiatives and strategic alternatives. Reputation as a strategic, hands-on business with reputation for business judgment, leadership skills and integrity. Chaired Local Committee on Contracts (LCC) more than a year, member of Property Survey Board (LPSB), Claims Review Board (CRB) & PX Committee. Participated/chaired interview/recruitment panels up to P-4 level and prepared candidates comparative evaluations. Member of SPA& rebuttal panels. Chief Budget Officer - played major role in the preparation of budget for Mission. Coordinated estimates developed by sections/account holders and provided necessary technical assistance in preparation of budget RBB framework, costing and performance reporting. Advised Chief Administrative Officer and Budget Review Committee (BRC) on budget matters. Recommended budget procedures and develop budget instructions for the SRSG signature, which included timetable for completion. Review budget estimates, resolved budget conflicts, recommended changes to the budget process. Participated in substantive area budget planning meetings in advisory capacity. Participated in budget review and committee meetings. Acted as resource person on all mission's RBB aspects and supervised Finance and Budget staff. Coordinated budget matters with HQ.OIC Administration in absence of Chief Administrative Officer (D-1) for 1 month, in addition to CFO and CBO duties. Delegated to sign on behalf of CAO correspondences with HQ originated from Administrative Service Sections: personnel, procurement, finance and general service section.

Summarize any of Your Achievements

Enabled UN to recover additional \$1.2 million from UNHCR by recognizing need for Memorandum of Understanding (MOU) to cover services provided by the Mission to UNHCR; drafted MOU, provided cost recovery schedule and received MOU approval from Controller in 2006. Designated Officer-in-Charge of Administration in the absence of the Chief Administrative Officer (D-1) in Western Sahara Mission for 1 month; recognized for exceeding expectations in managing the Administration. Track record of effectively interviewing, selecting and managing people, and chairing procurement committees in UN field operations. Initiated the first drafted MOU between MINURSO and African Union Observers Delegation (September 2007), to be approved by DPKO and Controller to establish clear responsibilities of each partner. Worked with team members to resolve fire protection requirements, 11/2006; analyzed key factors, secured inputs from relevant parties, suggested redefining team members' role and holding more meetings to help working together and resolve the problem; recommended comprehensive study/assessment of mission-wide requirements for fire protection and redeployment of budget fund to support. Prepared budget and financial performance reports approved by headquarters budget legislative bodies; broke down activities into manageable and detailed tasks and decide which tasks to delegate and those to carry out personally to complete projects on time. Appointed by CAO as chairperson of local committee on contracts (LCC), starting 09/2006 to present; recognized for excellent work and expertise in procurement and for ability of setting direction, creating positive atmosphere on team. Recognized for abilities to manage conflicts between staff by bringing staff to table to talk through the performance problem, preparing work improvement plan and assigning clear roles resulting in better work performance and team work. Praised for supporting staff develop technical and organizational skills by encouraging internal rotation and training and helping prioritize tasks to work more efficiently. Praised for helping staff become familiar and manage office equipments and supplies efficiently and eliminating waste. Recognized for helping ensure staff meet deadlines by periodically meeting to check work progress; make sure short-term deadlines are met for budgets preparation. Praised for reporting non-compliance with financial regulations and rules of UN for receipt of 80 donated mobile phones prior to securing approval from Controller, October 2007; recommended establishing formal contract with service provider to ensure future compliance. Secured additional funding of \$900,000 for security projects and rehabilitation of runways in Western Sahara by justifying need to UN HQ; helped UN increase security of Mission employees in case of attack. Initiated acquisition of first computer equipment for electronic archive system for Finance Section, 2007, after 16 years of existence; benchmarked against UN Assistance Mission in Iraq (UNAMI). Attended for first time UN Competency-Based Interview skills training for panel members. Recommended ending mismanagement of free telephone lines provided in Tindouf Liaison Office by host country authorities; limited potential of future liabilities for UN. Identified benefit to UN of ensuring local government provided workers receive adequate healthcare coverage and compensation; persuaded key UN leaders to support providing coverage and compensation for local workers and prepared to draft MOU.

Reasons for Leaving

Promotion and career development opportunity.

Job Title	Type of Business	From - To
Electoral Chief Finance & Budget Officer, SPA, P-4, May 2004	United Nations Peace Keeping Mission	01/10/2004 - 01/07/2006
Name of Employer	Name of Supervisor	
United Nations Stabilization Mission in Haiti (MINUSTAH)	Gerard Le Chevallier, Chief Electoral Officer	

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
68306	71715	USD	Is this a position within the UN Common System? Yes

Telephone Number

1917367-9074

Email Address

jamanca@un.org

Address of Employer

United States of America

Number of Employees Supervised by You

18

Description of Duties

Acted as lead resource person on overall electoral assistance section programmatic aspects of Results-Based Budgeting (RBB). Coordinated formulation of mandate implementation plan, budget preparation and RBB performance monitoring. Prepared \$60.7 million budget for elections project; supervised management of funds; ensured achievements of project objectives. Chaired/co-chaired elections extended committee on contracts, including donor countries; prepared committee minutes of meeting/decisions. Saved elections project \$3.7 millions in procurement of printing services for voter identification cards, payroll to poll-workers. Participated on preparation of SG reports to Security Council, talking points for SRSG. Appointed chairman of electoral assistance task force finance and administration sub-committee. Supervised 18 staff working for elections funds management unit & payroll of 48,000 electoral staff: 888 electoral police officers (security guards), elections supervisors, elections administration staff, trainers and poll-workers. Participated in donors meetings, planning meetings with Electoral Cooperation Committee with Organization of American States (OAS). Attended USA State Department donors' conference calls. Participated in political and coordination meetings with Electoral Commission, UN Agencies to discuss overall electoral process planning, voter registration logistical, security and civic education. OIC, Electoral in absence of Chief attend senior management meetings. Prepared TOR & participated in recruitment of consultants, P3, P-4, P-5 level prepared candidates comparative evaluations.

Summarize any of Your Achievements

Developed Haiti elections budget totaling \$60.7 million for UN Mission; justified budget to UN & donor countries; managed approved funds to cover all election costs. Saved UN \$1.5 million by chairing elections extended committee on contracts; recommended awarding printing of voter identification cards in Haiti to lowest bidder; overcame objections from Haiti government determined to keep business within Haiti. Recognized for persuading key stakeholders in 2005 Haiti elections to agree to terms of MOU despite different needs; drafted MOU for election funding and received approval and signatures within two months; worked closely with Director to ensure approval by Prime Minister, President of Electoral Commission, SRSG, Special Representative of OAS Secretary-General in Haiti and UNDP Resident Representative. Developed first Terms of Reference for extended procurement committee on Haiti elections materials and services to ensure transparent management of extra budgetary resources; recognized for communicating effectively with donor countries and other stakeholders. Recommended recruitment of Demography Advisor accepted by Director of the Electoral Assistance Section (EAS) that estimated Haiti's eligible voter population between 3.4 to 3.7 million, while host authorities claimed 4.2 million; recognized for developing creative solutions to sensitive issues. Made 15 oral presentations in 2005/2006 about proposed Haiti elections budget to donor countries and electoral commission; helped ensure budget approved by all stakeholders including Organization of American States and European Union. Worked closely with Director to recruit qualified national and international election experts to provide demographic analysis, voter registration technical advice, votes counting technology, and electoral dispute during 2005/2006 Haiti elections; prepared Terms of References for election experts and received approval from Director of EAS. Proposed supplementary budget for elections and received from Peacekeeping Financing Division (PFD) approval for 48 GTA additional posts in October 2005 and 84 posts in August 2006.Prepared, after receiving training, EAS results based budgeting (RBB) framework for 2006/07 and financial performance report for 2005/06 approved by PFD and ACABQ. Prepared the Terms of Reference for the establishment of the Mission Trust Fund in Support of Political Transition in Haiti approved within 2 months by the Assistant Secretary-General, Controller. Participated in field trips for elections logistical and security assessment and civic education planning and produced reports that findings were included in the elections budget and concept of operations, such the number of security personnel required for each vote registration center, means of transporting elections materials, communication and training facilities available in regions. Recognized for taking unpopular stand for refusing to change bid award decision about IT equipment approved by extended elections committee on contract members in Haiti's Mission in 2005; supported by Director of EAS and Head of Mission. Identified Haiti Electoral Commission financial reporting needs and recommended installation of accounting software and assets management system, 2005-2006; helped ensure Commission's financial reporting systems were electronic. Recognized for proposing and developing supplementary budget for elections to provide additional staff required; approved by Director of PFD. Led establishment of payroll system for 2005/06 Haiti elections with 48,000 electoral workers; contracted bank throughout country to handle cash payments to workers; recognized for problem solving abilities.

Reasons for Leaving
Promotion and career advancement

Job Title	Type of Business	From - To
Finance Officer, OIC Finance and Budget Sections, P-3	UN	01/06/2004 - 01/09/2004
Name of Employer	Name of Supervisor	
United Nations Stabilization Mission in Haiti (MINUSTAH)	Antonio Gomez de la Torre	
Salaries per Annum:		
Starting	Final	Currency Paid
68306	68306	USD
Is this a civil servant position of your Government?		No
Is this a position within the UN Common System?		Yes
Telephone Number	Email Address	
509509556-6401	jamanca@un.org	
Address of Employer		
United States of America		
Number of Employees Supervised by You		
17		
Description of Duties		
Exercised delegation authority from Controller for approval of payments and maintaining mission accounts. Liaised with UNDP on administrative and financial assistance to mission pending installation of Sun System/Progen Payroll. Briefed newly arriving staff on mission subsistence allowance payments policy. Supervised work of finance section staff, ensured for implementation of Financial Regulations and Rules. Advised CAO on overall mission finance and budget matters. Developed mission cost estimate, requested allotment and monitored mission expenditures. Approved requisitions/advised accounts holders regarding their budgets management issues. Prepared request for redeployment of funds with full justifications. Attended/chaired committee on contracts meetings; chaired Tenders Committee meetings.		
Summarize any of Your Achievements		
Led cost of living survey in Haiti's Mission and recommended establishing uniform Mission Daily Subsistence Allowance (MSA) to maintain staff morale. Identified need for Haiti staff to use electronic pay slips; worked closely with programmer to develop electronic pay slips through Lotus Notes email system. Developed self-managed teams in Haiti's Mission Finance Section through developing and conducting training in accounting, Sun System and Progen payroll to 15 newly recruited local and international employees in 2004 to enhance technical skills build team interaction and encourage cooperation among staff Drafted guidelines used in first terms of reference for small grants provided out of \$2.5 million Quick Impacts Projects funds in Haiti for peacekeeping mission, 2004 to fund construction of prison, women's projects, and school reconstruction; approved by Special Representative, Secretary General within one month. Successfully negotiated with Sogebank to open 2,500 accounts for civilian police, civilian and international staff, and military staff officers, and to deliver cash payments at end of each month to mission to reduce risk of kidnapping staff. Selected by OIC Administration as chairperson of Haiti Mission's LCC for two months in 2004 and as co-chairperson of elections extended committee on contracts for 2 years (2005/2006), including donor country representatives. Appointed in July 2004 by Haiti's Mission Chief Administrative Officer as member of Appointment and Posting Committee (APC) for interviewing and selecting national staff for new mission, including 16 finance local staff. Recognized for making work environment more positive by organizing and conducting Sun System and Progen Payroll training for 15 newly recruited local and international staff in Haiti in July 2004; organized getting together outside of work to build morale and camaraderie among team members.		
Reasons for Leaving		
Movement requested by Deputy Special Representative of the Secretary-General for MINUSTAH to assist with preparation of budget for elections, establish and manage Mission Trust Fund in Support of Political Transition in Haiti.		

Job Title	Type of Business	From - To
Budget Officer, P-3	UN	01/03/2004 - 01/05/2004
Name of Employer	Name of Supervisor	
FMSS/ASD/OMS/DPKO	Mr. Christopher Bolger	
Salaries per Annum:		
Starting	Final	Currency Paid
68306	68306	USD
Is this a civil servant position of your Government?		No
Is this a position within the UN Common System?		No
Telephone Number	Email Address	
	jamanca@un.org	
Address of Employer		
United States of America		
Number of Employees Supervised by You		
0		
Description of Duties		
Under the supervision of Chief of Unit and the Chief Finance Support Section, developed commitment authority budgets for MINUSTAH following Results-Based Budgeting (RBB) framework. Revised budget proposals submitted by other components and accounts holders and attended mission planning meetings defining resources requirement for new peace keeping mission. Attended budget discussions meetings with Advisory Committee on Administrative and Budgetary Questions (ACABQ) and with 5th committee. Prepared budget responses for issues raised by Peacekeeping Financing Division (PFD) and ACABQ regarding mission budget. Prepared funding distribution and requested allotment, redeployment and realignment of funds. Prepared in IMIS pre-encumbrance or requisitions (funds reservation) for acquisition of goods and services. Prepared MINUSTAH technical assessment mission team initial budget and managed resources provided throughout completion of assessment. Provided inputs in preparation of technical assessment mission report to UN security council. Prepared request for funding distribution, reservation and redeployment. Acted as Certifying Officer for DPKO Rapidly Deployable Mission Headquarters Trust Fund (RJA). Prepared financial authorizations or cables and monitored implementation by receiving agency (UNDP). Participated in MINUSTAH assessment mission and prepared report on Haiti financial infrastructure (banking sector) soundness. Attended queries on MINUSTAH budget matters.		
Summarize any of Your Achievements		
Recognized for quality of work in Haiti start up mission; prepared first pre-mandate commitment authority budget for \$50 million and six-month operations budget of \$172 million; approved by budget legislative bodies. Selected in March 2004 by Chief FMSS/DPKO to participate in UNHQ led Technical Assessment Mission establishing UN Stabilization Mission in Haiti; recognized for achieving excellent results for financial infrastructures assessment.		
Reasons for Leaving		
Promotion and career advancement.		

Job Title	Type of Business	From - To
Finance Officer, OIC Finance and Budget Sections, P-3	United Nations	01/12/2003 - 01/02/2004
Name of Employer	Name of Supervisor	

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
68306	68306	USD	Is this a position within the UN Common System? Yes

Telephone Number

3573579 958 6442

Email Address

jamanca@un.org

Address of Employer

Cyprus

Number of Employees Supervised by You

13

Description of Duties

Responsible for exercising delegation of authority from the Controller, approving expenditures and obligations documents and maintaining of the mission accounts. Supervised the preparation of end-month financial statements. Prepared budget as required and ensured full compliance with the UN Financial Rules and Regulations. Supervised and appraised Finance and Budget staff. Advised the Chief Administrative Officer regarding the overall program financial matters. Reviewed allotment and initiated request for funds redeployment/realignment to cover expenditures. Member of Local Property Survey Board & Claims Review Board. Liaised with the UNHQ regarding overall mission financial aspects. Monitored account receivables and prepared requests for write-off of receivables, when necessary. Distributed work and monitored staff performance. Took initiatives to improve daily operations. Responded to Auditors queries and comments and ensured for proper implementation of audit recommendations.

Summarize any of Your Achievements

Recognized for successfully managing financial liquidation of United Nations Office for Humanitarian Coordinator in Iraq (Oil-for-Food Program) within three-month period, when all previous liquidations took at least one year; reduced Oil-for-Food Program outstanding receivables from \$1 million to \$42,000 during liquidation. Developed creative solution to pay 500 Iraqi nationals working for UN, when organization unable to enter Baghdad in 2003; analyzed options and recommended going outside normal UN procurement process to award contract to United Kingdom based currency-trading company to deliver cash payment to settle outstanding salaries. Motivated demoralized national staff to work towards timely completion of liquidation of Oil-for-Food Program by listening to concerns and providing assistance to enhance morale and commitment to work, 2003/2004.

Reasons for Leaving

I was on temporary assignment for the liquidation and were reassigned to DPKO NY Finance Support Services (FMSS) for 3 months to prepare for new peace keeping mission in Haiti as the liquidation ended.

Job Title

Programme Resources Mobilization Officer (Trust Fund Management Officer), P-3

Type of Business

United Nations

From - To

01/07/2003 - 01/11/2003

Name of Employer

United Nations Mine Action Service (UNMAS)

Name of Supervisor

Ms Ilene Cohn

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
68306	68306	USD	Is this a position within the UN Common System? Yes

Telephone Number

1212963-6171

Email Address

jamanca@un.org

Address of Employer

United States of America

Number of Employees Supervised by You

2

Description of Duties

Under direct supervision of Chief Policy, Information & Resource Mobilization Section developed budget for UN Mine Action Services for Voluntary Trust Fund for Assistance in Mine Action (VTF). Acted as focal point in management of VTF income and expenditures. Monitored pledges and contributions. Prepared requests for allocation, allotment and payments to UN Agencies, NGOs and UNMAS budget. Monitored budget implementation and request redeployment of funds within budget classes. Liaised with Contribution Section for pledges receipt into VTF account monitoring. Liaised with the Executive Office & Accounts Division to timely process agreements with donors and agencies. Verified funds allocations in IMIS, obligations and disbursements. Reviewed projects proposals budget & financial arrangements with agencies and provided recommendations.

Summarize any of Your Achievements

Took initiative to improve voluntary trust fund management by proposing a creation of fund monitoring tool and administrative management database aimed at improving office overall financial reporting system to donors agencies and countries.

Reasons for Leaving

Recommended by DPKO to liquidate UN Oil-for-Food Program in Iraq (Dec-03 to Feb-04) and participate in HQ technical assessment mission to Haiti in March 2004.

Job Title

Finance Officer, OIC Finance Section, P-2

Type of Business

United Nations

From - To

01/01/2001 - 01/06/2003

Name of Employer

United Nations Mission in Ethiopia and Eritrea (UNMEE)

Name of Supervisor

Ms Mary Roth

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
53129	53129	USD	Is this a position within the UN Common System? Yes

Telephone Number

Email Address

jamanca@un.org

Address of Employer

Eritrea

Number of Employees Supervised by You

18

Description of Duties

Under direct supervision of Chief Administrative Services (CAS), acted as Officer-in-Charge (January-May 2003) and supervised Finance Section daily work & staff. Approved disbursement vouchers, obligations and allotments. Supervised processing of IOVs. Verified that designated certifying officer has certified invoices and DVs for payments. Ensured that civilian and military staff travel entitlements were calculated as per UN financial rules and regulations. Supervised end month accounts closure and signed mission monthly financial statements. Oversaw replenishment of Imprest and Petty Cash Accounts. Liaised with banks in which mission bank accounts are held. Liaised with host countries tax authorities for refund of tax paid by UN. Chaired Tenders Committee and attend Local Committee on Contracts meetings. Acted as OIC Budget in absence of Chief Budget Unit. Responded audit findings. Acted as first appraising officer of Finance Staff. Performed other duties as directed by CAS.

Summarize any of Your Achievements

Identified \$600,000 cost to UN for host countries violating Status of Forces Agreement (SOFA) in UN Mission in Ethiopia and Eritrea (UNMEE) in 2002; analyzed sales tax, excise duties and rental of land/premises; submitted quarterly tax payments report to host countries government tax authorities for refund to UNMEE. Recognized in UN Mission in Ethiopia & Eritrea for successfully negotiating with Commercial Bank of Eritrea for providing exclusive teller services at central Headquarters to 4,900 Mission employees; saved time for employees.

Reasons for Leaving

Mobility to expand experience within UN system and achieve career development goals.

Job Title	Type of Business	From - To
Associate Finance Officer, P-2	United Nations	01/09/1999 - 01/12/2000
Name of Employer	Name of Supervisor	
Finance Management and Support Services (FMSS)/FALD/DPKO, UNHQ	Mr M`hand Ladjouzi	
Salaries per Annum:		
Starting	Final	Currency Paid
49265	53206	USD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? Yes
Telephone Number		Email Address
		jamanca@un.org
Address of Employer		
United States of America		
Number of Employees Supervised by You		
0		
Description of Duties		
Reviewed and prepared budget estimate for amount reimbursable to Troop Contributing Countries (TCCs) for write-off claims in respect of their Contingent-Owned-Equipment (COE) destroyed in the UN peacekeeping missions. Drafted payment certification memos addressed to OPPBA for claims settlement. Attended United Nations Headquarters Property Survey Board (HPSB) meetings and provided financial advice to Board Members for write-off claims approval. Briefed Chief of Finance Management and Support Services and Permanent Missions to UN representatives on status of various Contingent Owned-Equipment write-off claims. Maintained records of estimated amounts payable and recoverable from Governments of TCCs submitted to ACABQ. Prepared supporting documents and briefed auditors on status of COE outstanding write-off claims. Participated in initiation of Memorandum of Understanding negotiation meetings with Permanent Missions representatives.		
Summarize any of Your Achievements		
Set up first UN system to calculate write-off cases/claims in peacekeeping missions in liquidation, 1999-2000; identified \$47 million in liquidations (UNPROFOR-Yugoslavia, UNOSOM-Somalia, UNMIBH-Bosnia, UNTAE-Slovenia, UNAMIR-Rwanda, UNTAC-Cambodia and MIPONUH) reimbursed to troop contributing countries. Drafted memoranda and notes verbale in French and English about payments and recovery from permanent missions, 1999; recognized for ability to successfully write clear memoranda in both languages		
Reasons for Leaving		
Mission appointment with United Nations Mission in Ethiopia and Eritrea (UNMEE).		

Job Title	Type of Business	From - To
Budget Officer & Analyst	Legislature	01/01/1999 - 01/08/1999
Name of Employer	Name of Supervisor	
New York State Assembly, Ways and Means Committee (Fiscal Committee)	Mr Tom Okure	
Salaries per Annum:		
Starting	Final	Currency Paid
21600	24600	USD
		Is this a civil servant position of your Government? Yes
		Is this a position within the UN Common System? Yes
Telephone Number		Email Address
Address of Employer		
United States of America		
Number of Employees Supervised by You		
0		
Description of Duties		
Analyzed and assisted with preparation of budgetary recommendations. Assisted with negotiation and preparation of budget bill copies. Monitored expenditures and reviewed relevant financial reports. Analyzed legislation in appropriate substantive areas. Performed annual budget and legislative oversight functions over Office of Governor and Lieutenant Governor (\$12,729,600), State Comptroller (\$153,224,100) and Division of Budget (\$37,012,300). Made oral presentations of bills before Assembly Ways and Means Committee meetings and answered questions. Performed cost-benefit analysis (fiscal impact assessment) of legislation. Discussed before Ways and Means Committee staff member's cost-benefits of legislation prior moving it into floor for vote. Worked on special projects and reports as directed by Supervisors and Assembly Committee Members.		
Summarize any of Your Achievements		
Performed successfully budgetary oversight functions over Office of Governor and Lieutenant Governor, State Comptroller and Division of Budget ; ensured expenditures stayed within approved budget; reported variances to State Legislature Budget Director.		
Reasons for Leaving		
New job with United Nations Department of Peacekeeping Operations (DPKO), Financial Management and Support Services (FMSS).		

Job Title	Type of Business	From - To
Training Assistant/Budget	International Development Agency	01/04/1995 - 01/08/1996
Name of Employer	Name of Supervisor	
Trade and Investment Promotion Support (TIPS) of the United States Agency for International Development (USAID)	Mr Dauda Saw	
Salaries per Annum:		

Starting	Final	Currency Paid	Is this a civil servant position of your Government?
9600	12000	USD	No
Telephone Number		Email Address	
		Dsau@hotmail.com	
Address of Employer			
Guinea-Bissau			
Number of Employees Supervised by You			
10			
Description of Duties			
Prepared and monitored budgets for TIPS training activities. Performed training need assessment for private sector associations and designed suitable business management courses for training. Provided technical assistance to private sector associations' participation in international trade fairs and in organization of in-country trade fairs. Assisted private sector associations in initiating and establishing self-service financial institutions or credit unions. Participated in the design of scope of work for consultants (trainers). Disseminated domestic and regional trade and investment regulations. Monitored TIPS training activities, including refresher courses. Designed computer classes for National Assembly (ANP) staff members. Assisted Guinea-Bissau Assembly Members participate in offshore study tours and visits. Organized workshops, seminars, consultants' briefings, conferences and round-tables Drafted Request for Proposal and participated in the selection process.			
Summarize any of Your Achievements			
Assisted Guinea-Bissau private sector groups (associations) with organizing and conducting the country first Trade Fair. The Trade Fair congregated various private sector business individuals and groups, including NGOs. The Trade Fair was aimed at promoting domestic trade and investment opportunities and at fostering policy changes from the Government. As a result of the Fair, the private sector awareness about domestic opportunities increased and a common understanding between the Government and the private sector was achieved. The Government accepted to honor the private sector demand for trade and investment legislation changes (laws and regulations).			
Reasons for Leaving			
Graduate studies in the United States of America: Masters in Economics.			

Job Title	Type of Business	From - To
Projects Manager	Ministry of International Cooperation	01/09/1986 - 01/08/1989
Name of Employer	Name of Supervisor	
SOLIDAMI-Institute for Coordination of NGOs Support to Guinea-Bissau	Ms Augusta Henriques	
Salaries per Annum:		
Starting	Final	Currency Paid
240	600	USD
Is this a civil servant position of your Government?		No
Is this a position within the UN Common System?		Yes
Telephone Number		Email Address
Address of Employer		
Guinea-Bissau		
Number of Employees Supervised by You		
40		
Description of Duties		
Processed payroll and paid salary to all employees of the Institute (SOLIDAMI). Worked with community groups and associations to identify priority community needs for development. Planned and designed projects. Supervised projects' procurement process and implementation. Assisted Non-Governmental Organizations-NGOs (donors) with monitoring funded projects implementation and performance assessment. Assisted with the creation and establishment of national and international NGOs in Guinea-Bissau. Prepared annual funding program (budget) with NGOs for support to Guinea-Bissau.		
Summarize any of Your Achievements		
Assisted international NGOs with projects implementation, monitoring and evaluation of projects performance and with preparation of financial reports submitted to donors headquarters. Assited new NGOs with identification of areas of operation in the country (Guinea-Bissau) and advised on projects identification (community needs) for implementation.		
Reasons for Leaving		
Left for Canada for undergraduate studies in Business Administration.		

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:

Sun System, IMIS, FMT, Chase Insight, scanners, Photocopy machines and fax machines

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

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

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

Language	Mother Tongue	Speak	Read	Write	Understand
Ful/Fulani	Yes	Easily	Easily	Easily	Easily
Portuguese	No	Easily	Easily	Easily	Easily

Address

805 87TH Street

North Bergen NJ United States of America
Telephone: 1-201-758-8221
Fax: 1-201-328-4831
Contact: Braima Jamanca

Address

MINURCAT- Headquarters
P.O. Box 5100 Grand Central Station
New York, NY United States of America
Telephone: 1-917-367-2684 extension 6085
Fax: 235-690-00-96
Contact: Braima Jamanca

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
Mr. Paul AGHADJANIAN	Chief of Mission Support, MINUSTAH	MINUSTAH, P.O. Box 5008 Grand Central Station Haiti	1917367-9075 aghadjanian@un.org
Mr. Gerard LE CHEVALLIER	Director, Political Affairs	MINUSTAH, P.O. Box 5008 Grand Central Station Haiti	1917367-9075 lechevallier@un.org
Mr. Antero LOPES	Team Leader, Standing Police Capacity (SPC), Police Division, DPKO	260 Madison Avenue Haiti	1917463-6068 Lopesa@un.org

Personal History Profile for Molly KAMARA

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
KAMARA	Molly		
2. Date of Birth	3. City of Birth	Country of Birth	Index No
20/08/1971	Monrovia	Liberia	644682
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Liberia		Liberia	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Male	178	75	Single
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities.			
Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? Yes. United States of America.			
13. What is your preferred field of work? Management and programme analysts			
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: ma.kamara@gmail.com			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
Rutgers University	New Brunswick United States of America	Sep-1900 - Dec-1900
Main Course of Study	Field of Study	
Finance	Business & Administration	
Degree Title or Equivalent	Degree Type	
Bachelor of Science in Economics	Bachelor of Sciences	

University Name	City, Country	From - To
The Wharton School, University of Pennsylvania	Philadelphia United States of America	Aug-1900 - Dec-1900
Main Course of Study	Field of Study	
Management	Business & Administration	
Degree Title or Equivalent	Degree Type	
Master of Business Administration	Advanced university degree	

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

Name of School	City, Country	From - To
University of Liberia	Monrovia Liberia	Jan-1989 - Jun-1990
Main Course of Study		Certificate or Diploma
Maths and Physics		Junior Student until civil war and certificates

Name of School	City, Country	From - To
Bong Town International School	Bong Mines Liberia	Feb-1977 - Dec-1988
Main Course of Study		Certificate or Diploma
High School		High School

Employment

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

Job Title	Type of Business	From - To
Project Officer Supply Chain - Logistics	United Nations	01/10/2007 -
Name of Employer		Name of Supervisor
United Nations - ERP Project		Clemens Adams
Salaries per Annum:		
Starting	Final	Currency Paid
135000	135000	USD
		Is this a civil servant position of your Government? Yes
		Is this a position within the UN Common System? Yes

Telephone Number 19173679121	Email Address
Address of Employer United States of America	
Number of Employees Supervised by You	
Description of Duties Responsible for performing assigned strategic logistics-related ERP project activities pertaining to process design, detailed system designs, configuration, customization, testing, training, and client support during Design, Build, and Roll out phases. Responsible also for supply chain procurement outreach to field mission users. The officer will be assigned supervisory responsibilities. The incumbent is responsible for the following duties: Prepares and supervises various written outputs, including 'As Is' business process documentation, 'To Be' designs, functional specifications, background papers, analysis, substantial sections of reports and studies, and related duties. Leads in collecting, developing and validating 'To Be' design requirements by conducting workshops, facilitating subject matter expert focus groups, surveys, and/or conducting conference room pilots as needed, including the identification of participants, preparation of agenda items, documents, presentations, formulation of discussion structure that engenders ideas, stimulates debates, achieves agreements on the 'To Be' design, and related duties. Provides hands-on team leadership and process improvement subject matter expertise in the area of logistics management. Participates in initial package configuration using the vendor-specific process model with the integration consultants and assigned logistics management subject matter experts from offices throughout the Secretariat. Leads and actively participates in the fit/gap analysis process with the subject matter experts and the integration consultants to determine the configuration design and associated business process change or where customization is required to fulfil the requirements of the 'To-Be' design. Leads the development of risk/benefit analyses associated with customizations. If necessary, directs and prepares written and oral justifications for specific customizations. Articulates and drafts functional specifications for systems cu	
Summarize any of Your Achievements Mapped "as-is" processes and prepared narratives for COE, Fuel and Rations, Asset Management, Project and Programme Management, Medical, CITS, Engineering, Aviation, Surface Transport, MOVCON and Air Safety; Visited seven key UN entities and conducted seminars attended by more than 800 targeted staff members. Established a database and network of SMEs.	
Reasons for Leaving Ongoing	

Job Title Senior Administrative Officer	Type of Business Peacekeeping	From - To 01/02/2007 - 01/10/2007
Name of Employer UNOCI	Name of Supervisor Wallace Divine	
Salaries per Annum: Starting Final Currency Paid Is this a civil servant position of your Government? No 127000 127000 USD Is this a position within the UN Common System? Yes		
Telephone Number Email Address		
Address of Employer Cote d Ivoire		
Number of Employees Supervised by You 10		
Description of Duties Assist and support the Chief Mission Support (CMS) in the planning, organizing, implementing, managing and overseeing the activities of the Administrative and logistics component. Act as principal adviser on all management matters pertaining to integrated support (Aviation, MOVCON, Surface Transport, CITS, etc) and procurement, human resources, budgeting, financial and general administration; Ensure development, preparation, coordination and monitoring of work plans, strategies and programmes for the administrative activities of the Mission and take the lead in securing the required human and financial resources; In cooperation with other offices of the Mission, plan and forecast the personnel, financial and logistical requirements of all Mission components; Exercise budgetary and administrative control; Report on all administrative, logistical and financial matters; Draft guidelines, reports and correspondence on a wide range of issues for the CMS and ensure that all relevant UN rules and regulations are adhered to; Draft responses to correspondence required from the Office of the CMS on administrative/policy documents; Provide advice and assist the CMS on areas of problem solving and dealing with ad-hoc issues that arise and undertake tasks and special projects as requested by the CMS, such as Security/Evacuation Plan, Welfare Activities, etc; Undertake evaluation of support provided by the Administration to the various parts of the Mission; Monitor implementation of Audit/Board of Inquiry recommendations; Assist the CMS in the supervision of Air Safety matters; Represent the Mission Administration at regular meetings with other UN Agencies; Serve as audit focal point; Serve as Chairperson of Property Survey Board, Claims Review Board, Welfare Committee and Local Committee on Contracts.		
Summarize any of Your Achievements Led the revision of the Logistics Concept of Operations and the mission aviation fleet size and composition, Developed logistics and administrative policies, managed the development and roll-out of e-MOP; Chair the ICT Steering Committee; supervised audits, developed timelines for implementation of recommendations; Served on Aviation Safety Council, etc		
Reasons for Leaving Professional advancement		

Job Title Administrative Management Officer	Type of Business United Nations	From - To 01/07/2004 - 01/11/2006
Name of Employer Dept of Peacekeeping Operations	Name of Supervisor Mr Clemens Adams	
Salaries per Annum: Starting Final Currency Paid Is this a civil servant position of your Government? No 103000 103000 USD Is this a position within the UN Common System? Yes		
Telephone Number Email Address 1212963-6133		
Address of Employer United States of America		
Number of Employees Supervised by You 0		
Description of Duties		

Provide advice to the Chief of Specialist Support Service on all budgetary and logistics matters. Initiate and conduct studies to improve operations, policies and budget reporting systems and cost-effective utilization of program resources; Monitor and control budgetary allocations through regular reviews; Draft routine and ad hoc outputs and provide effective monitoring reports and data; Identify deviations from plans and propose corrective measures; Establish and maintain a set of sound policies, procedures, standards and tools which are consistent with UN policy and practice in order to ensure proper accounting, financial management and control; Develop, coordinate and administer the SSS elements of the DFS regular budget and corresponding performance reports; Coordinate and consolidate timely and comprehensive responses to the Advisory Committee on Administrative and Budgetary Questions (ACABQ) and other legislative bodies' observations and queries; Coordinate responses to audit reports, observations and recommendations from the Office of Internal Oversight Services (OIOS) and the UN Board of Auditors (BOA) pertaining to all aspects of SSS; Prepare inputs for SSS work plan; Perform other duties as required.

Summarize any of Your Achievements

Prepare cross-cutting reports on logistics and report emerging trend on aviation. Prepared Performance Reports and RBB for HQ allotment of mission budgets. Reviewed Mission's logistic operations and budgets. Prepared budget templates. Update the Standard Cost Manual. Prepare responses to BOA and OIOS audits. Participated in pre-ACABQ meetings and prepare responses to ACABQ and Fifth Committee queries. Participated in the planning for several missions start-up: UNMIS, UNAMID, Nepal, etc;

Reasons for Leaving

Transfer

Job Title	Type of Business	From - To
Senior Administrative Officer	United Nations	01/03/2003 - 01/05/2004
Name of Employer	Name of Supervisor	
MINUCI and ONUCI	Felix Downes-Thomas and Wallace Divine	
Salaries per Annum:		
Starting	Final	Currency Paid
72000	78000	USD
		Is this a civil servant position of your Government? Yes
		Is this a position within the UN Common System? Yes
Telephone Number		Email Address
Address of Employer		
Cote d Ivoire		
Number of Employees Supervised by You		
250		
Description of Duties		
Served as OIC - Administration during MINUCI and advised the SRSG on Admin and log matters. Focal point for all admin and log support in the mission. During ONUCI, Served as SAO responsible for Administrative Services sections (Finance, Personnel, Procurement and General Services.)		
Summarize any of Your Achievements		
Established the admin and log support structure and infrastructure, which was at variance with recommendation from UNHQ. Recommended the elimination of a forward log base. The structure, which is still used, has proven to be effective and more efficient; Negotiated and obtained free-of-charge the first mission HQ and log base;		
Reasons for Leaving		
Reassignment to New York		

Job Title	Type of Business	From - To
Sector Administrative Officer (Logistics)	United Nations	01/03/2001 - 01/08/2001
Name of Employer	Name of Supervisor	
UNMEE	Vitali Petroneuv	
Salaries per Annum:		
Starting	Final	Currency Paid
40000	40000	USD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? Yes
Telephone Number		Email Address
Address of Employer		
Eritrea		
Number of Employees Supervised by You		
60		
Description of Duties		
Headed a team of professional and general service staff that provided administrative and logistical support to the various components of the UNMEE in Sector West which contained 60 percent of the entire mission's military contingent. Supervised the establishment of the sector headquarters and construction of a major airport, the establishment of teamsites and provided guidance to other Sector Administrators. Assist in the establishment of contingent headquarters. Served as the focal point for communications, transportation, IT, travel, accommodation, and other support to the more than 3,000 military personnel stationed at 35 locations within the sector. Supervised the implementations of local contracts; negotiated lease and other sector-based contracts. Spareheaded the recruitment of local personnel. Liaised with various contingent heads and and the Senior Sector UNMO for the timely and efficient provision of logistical and administrative service.		
Summarize any of Your Achievements		
Supervised the establishment of the Sector Headquarters and 13 teamsites. Supervised the construction of an airport and several helipads. Negotiated the lease of properties such as buildings and the provision of services such as water, electricity. Served as a mentor to other Sector Administrators.		
Reasons for Leaving		
To pursue higher education.		

Job Title	Type of Business	From - To
Project Information Officer	United Nations	01/01/1998 - 01/01/1999
Name of Employer	Name of Supervisor	
United Nations Office for Project Services	Paul Koulen	
Salaries per Annum:		
Starting	Final	Currency Paid
58000	60000	USD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? Yes

Telephone Number	Email Address
Address of Employer Kenya	
Number of Employees Supervised by You 4	
Description of Duties Established and published a monthly newsletter that strengthened the role of the Tanzanian Prime Minister in the coordination of rehabilitation and development projects in refugee affected areas; conducted numerous surveys and prepared an 80-page development cooperation report which was used for various donor conferences; trained Planning Officers of the Ministry of Economic Affairs on survey techniques, data analysis and interpretation; trained village, ward, and district workers on enumeration techniques. Assisted in the preparation of UNDP Development Cooperation Analysis Report. Traveled frequently.	
Summarize any of Your Achievements Conducted a survey for development indicators; trained Planning Officers; established a newsletter that strengthened coordination between the government and NGOs and donor agencies.	
Reasons for Leaving To pursue further education.	

Job Title Administrative Officer and Regional ISS Officer	Type of Business United Nations	From - To 01/09/1995 - 01/01/1998
Name of Employer United Nations	Name of Supervisor Paul Johnson/Hubert Price/Girish Sinha	
Salaries per Annum: Starting 30000	Final 30000	Currency Paid USD
Is this a civil servant position of your Government? No		Is this a position within the UN Common System? Yes
Telephone Number	Email Address	
Address of Employer Angola		
Number of Employees Supervised by You 30		
Description of Duties Represented the Division of Administration in the Quartering Areas. Supervised the construction of seven quartering areas for up 15,000 residents in conjunction with UNITA, UN peacekeepers and engineers and contractors. Received and accounted for all UN assets; supervised the regular distribution of food and non-food items to the soldiers and their families. Ensure that residents (disarmed UNITA troop and their families, UN personnel and contractors) received a constant supply of health support, electricity, water, rations and general supplies. Oversaw contractors' support to the camps; monitored their performance. Supervised the provision of general administrative and logistics services - communication, transport, camp services, etc. Trained several other Administrative Officers on the importance of working teamwork in managing each quartering area.		
Summarize any of Your Achievements Managed the log and admin support to over 15,000 residents in isolated and difficult environments. Supervised the construction, from scratch, of seven of the 15 quartering areas in remote areas and supervised their closure. Trained several other Administrative Officers.		
Reasons for Leaving To assume work with UNOPS		

Job Title Senior Project Assistant	Type of Business United Nations	From - To 01/03/1994 - 01/08/1995
Name of Employer UNOPS	Name of Supervisor Jeanette Carter	
Salaries per Annum: Starting	Final	Currency Paid USD
Is this a civil servant position of your Government? No		Is this a position within the UN Common System? Yes
Telephone Number	Email Address	
Address of Employer Liberia		
Number of Employees Supervised by You 4		
Description of Duties Supervised the establishment of the local IT unit, and the development and maintenance various databases on micro-projects. Supervised the setting up of the first Geographic Information System in Liberia. Served on numerous task forces that primarily responded to the urgent and unexpected humanitarian needs of refugees and internally displaced people.		
Summarize any of Your Achievements Established the IT unit, a geographic information system and several databases.		
Reasons for Leaving To assume work in Angola with UNAVEM III		

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 - **30**

List any office machines or equipment you can use:
Fax, computer, satellite systems, etc

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

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

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

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

Address

650 West 42nd Street
Apt 1525
New York New York United States of America
Telephone: 1-7325869621
Fax: 1-732-586-9621
Contact: Kamara Molly

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
Clemens ADAMS	United Nations	Chief SSS/LSD United States of America	1212963-1234 adams@un.org
Paul JOHNSON	United Nations	FALD / DPKO United States of America	12129636135 johnsonp@un.org
Abou MOUSSA	PDSRSG	ONUCI United States of America	

Personal History Profile for Mark KIEJNA

General Details

- | | | | |
|------------------------------------|-----------------------------|-----------------------------------|-----------------------------|
| 1. Family name | First Name | Middle Name | Maiden Name, (if any) |
| KIEJNA | Mark | | |
| 2. Date of Birth | 3. City of Birth | Country of Birth | Index No |
| 24/05/1947 | | | 722954 |
| 4. Country of Nationality at Birth | Second Nationality (if any) | 5. Country of Present Nationality | Second Nationality (if any) |
| | | Canada | |
| 6. Gender | 7. Height [cm] | 8. Weight [kg] | 9. Marital Status |
| Male | 174 | 80 | |
10. Entry into the United Nations service might require assignment to any area of the world in which the United Nations might have responsibilities.
Are there any limitations on your ability to engage in all travel? **No**
- Are there any limitations on your ability to perform in your prospective field of work? **No**
11. Have you taken up legal permanent residence status in any country other than that of your nationality? **Yes. Poland.**
13. What is your preferred field of work? **Administrative officers**
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: **kiejna@un.org**

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
Warsaw University	Warsaw Poland	Sep-1971 - Aug-1972
Main Course of Study	Field of Study	
Public Administration	Business & Administration	
Degree Title or Equivalent	Degree Type	
Political Science	Postgraduate degree	

University Name	City, Country	From - To
University of International Relations (MGIMO)	Moscow Russian Federation	Sep-1965 - Jul-1971
Main Course of Study	Field of Study	
International Law	Law	
Degree Title or Equivalent	Degree Type	
Master of Arts M. A.	Masters	

University Name	City, Country	From - To
Wroclaw University	Wroclaw Poland	Aug-1964 - Jul-1965
Main Course of Study	Field of Study	
General Law	Law	
Degree Title or Equivalent	Degree Type	
Certificate of Completion of the Law Courses	Undergraduate degree	

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

Name of School	City, Country	From - To
Integrated Mission Training Center	Monrovia Liberia	Feb-2009 - Feb-2009
Main Course of Study		Certificate or Diploma
Advance Training for Local Committee on Contact Members		Certificate in Advance Training for Local Committee on Contact

Name of School	City, Country	From - To
Integrated Mission Training Center	Monrovia Liberia	Aug-2008 - Aug-2008
Main Course of Study		Certificate or Diploma
Budget Planning and Preparation. Training by UNHQ ABACUS Team.		Certificate in Budget Planning and Preparation

Name of School	City, Country	From - To
Integrated Mission Training Center	Monrovia Liberia	May-2008 - May-2008
Main Course of Study		Certificate or Diploma

Name of School
Secondary High School

City, Country
Wloclawek Poland

From - To
Sep-1960 - Aug-1964

Main Course of Study
General Education

Certificate or Diploma
Certificate of Graduation

Employment

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

Job Title Chief General Services	Type of Business Peacekeeping, Administration	From - To 01/11/2003 -
Name of Employer UNMIL		Name of Supervisor Stephen L. Lieberman / Stephani L. Scheer
Salaries per Annum: Starting 65000	Final 65000	Currency Paid USD
	Is this a civil servant position of your Government? Yes	
	Is this a position within the UN Common System? Yes	
Telephone Number	Email Address kiejna@un.org	
Address of Employer Liberia		
Number of Employees Supervised by You 147		
Description of Duties Under the direct authority of the Director of Mission Support or CAS in my capacity as Chief General Services I am responsible for the effective and efficient operation of all General Services and related administrative mission support services. In addition as the second most senior administrative services officer I was acting as OIC, CAS. In this capacity I was directly responsible for assisting and supporting the DMS in planning, organizing, implementing, managing and overseeing the activities of all Administrative components of the Mission, especially for the review of the major Procurement Contracts. Responsible for running the GSS Allocation Center that controlled the requisitions and Budget expenditure for GSS, Security, Press and Information, Training, Medical, Facility Mangt. Directly responsible for the following Units: Claims/LPSB Unit, Travel, Traffic and Visa Unit, Receiving & Inspection Unit, Property Control and Inventory Unit, Facility Management, Mail & Pouch Unit, Registry & Archives and Reproduction Units. Responsible for managing and maintaining all important facilities in the large peacekeeping mission environment. Providing input into SOWs for contracts directly under supervision and responsible for reviewing LCC presentation, development of technical evaluation criteria. Providing support for the contracts including the development of a quality assurance plan to provide a systematic, structured method to evaluate services and products. As the long-standing Co-Chairman of the LCC underwent extensive professional training on procurement process including advanced UNHQ training for the members of LCC. In my capacity as the Senior LCC member I ensured that all major contracts were reviewed in accordance with the highest UN standards, to ensure efficiency and transparency of all Procurement process in the mission. Certifying Officer and Bank Signatory for the Mission.		
Summarize any of Your Achievements In difficult conditions of the start-up of the Mission established very efficient administrative supporting services including but not limited to General Services. Provided the most efficient administrative support services in most critical areas throughout the life of the Mission. I took a number of initiatives and supervised implementation of several most important projects for the mission that improved space allocation and radically improved working and health conditions for staff. Initiated and chaired the Mission Staff Welfare Committee that led to improved morale for the staff. Through active participation and co-chairing the LCC substantially contributed to improved contract review and awarding system in the mission. Overall, GSS was one of the most efficient Section of the Mission Support Services.		
Reasons for Leaving Present		

Job Title Chief General Services	Type of Business Peacekeeping, Administration	From - To 01/03/2003 - 01/11/2003
Name of Employer UNOCHI		Name of Supervisor CAO
Salaries per Annum: Starting 62000	Final 62000	Currency Paid USD
	Is this a civil servant position of your Government? Yes	
	Is this a position within the UN Common System? Yes	
Telephone Number	Email Address	
Address of Employer Iraq		
Number of Employees Supervised by You 30		
Description of Duties Under the direct supervision of the CAO as Chief General Services I was responsible for the administration and management of a diverse range of administrative, logistic and technical services. This included: Managing Supplies, Travel & Traffic Unit, Mail & Pouch Unit, Archives, Claims Property write-off Unit, Property Disposal and Receiving and Inspection Unit Engineering and building management services, Chairman of LPSB, CRB and PX Committee, Member of LCC and Tender Opening Committee. Certifying Officer, Managing Property control in the Field Assets Control Systems (FACS), Supervising Transport Section, Managing receiving and inspection of all supplies shipped to the Mission, Mail and Pouch services throughout the Mission Registry and Archives services/determines retention period of documents and disposal of obsolete documents, Reproduction services, Monitoring Contractual services including catering etc, Supervising Claims, Property Survey Board and Board of Inquiry Monitoring and verifying Contractual services Identifying needs and undertaking special projects I was also managing United Nations Interagency Hub (16 UN major agencies) in Larnaca, Cyprus In the absence of the CAO I was acting as OIC Administration.		
Summarize any of Your Achievements In extremely difficult and hardship conditions in Baghdad/Iraq/ UNOCHI successfully managed hand-over and write-off UN property belonging to several successive UN Missions in Iraq. During the evacuation phase of the Mission from Baghdad managed very efficiently coordination and administration of the activities of the United Nations Interagency Hub in Larnaca (Cyprus) of 16 major UN agencies transferred from Iraq.		
Reasons for Leaving		

Transfer to UNMIL

Job Title Chief General Services		Type of Business Peacekeeping, Administration	From - To 01/10/1996 - 01/03/2003
Name of Employer UNMIBH		Name of Supervisor Mr. Souren Seraydarian	
Salaries per Annum: Starting 60000	Final 60000	Currency Paid USD	Is this a civil servant position of your Government? Yes Is this a position within the UN Common System? Yes
Telephone Number		Email Address kiejna@un.org	
Address of Employer Bosnia and Herzegovina			
Number of Employees Supervised by You 50			
Description of Duties Managing Supply Unit, Travel & Traffic Unit, Mail & Pouch Unit, Archives, Supplies, Claims Property write-off Unit, Property Disposal and Receiving and Inspection Unit, Chairman of LPSB, CRB and PX Committee, Member of LCC and Tender Opening Committee Certifying Officer, Property control in the Field Assets Control Systems (FACS) Managing receiving and inspection of all supplies shipped to the Mission - Mail and Pouch services throughout the Mission -Registry and Archives services/ determines retention period of documents and disposal of obsolete documents -Reproductions services, Monitoring Contractual services including catering etc, -Supervising Claims, Property Survey Board and Board of Inquiry -Monitoring and verifying Contractual services including catering etc. indentifying needs and undertaking special projects.			
Summarize any of Your Achievements Run very smoothly General Services Section that included Supplies successfully managed the process of liquidation and write-off of UN property. By the end of the mission all claims including residual UNPROFOR, UNPF claims were liquidated and all the UN property written off and disposed off.			
Reasons for Leaving Transfer to UNOHCI Baghdad			

Job Title D/CGS, Chief Claims Officer		Type of Business Peacekeeping, Administration	From - To 01/06/1994 - 01/10/1996
Name of Employer UNAMIR		Name of Supervisor Susan Matthew, A. Bah	
Salaries per Annum: Starting 60000	Final 60000	Currency Paid USD	Is this a civil servant position of your Government? Yes Is this a position within the UN Common System? Yes
Telephone Number		Email Address kiejna@un.org	
Address of Employer Rwanda			
Number of Employees Supervised by You 30			
Description of Duties Managing Claims, Local Property Survey Board, as the deputy Chief of General Services Section in the absence of the Chief superising work of General Services Section, PCIU, R&I, Travel, Archives and Registry . Acting as the Chairman of Board of Inquiry.			
Summarize any of Your Achievements Successfully written off and disposed all UN property and liquadated all outstanding claims.			
Reasons for Leaving Transfer to UNMIBH			

Job Title Financial Controller		Type of Business Peacekeeping, Administration	From - To 01/03/1993 - 01/02/1994
Name of Employer UNTAC		Name of Supervisor Roger Lawrence	
Salaries per Annum: Starting 60000	Final 60000	Currency Paid USD	Is this a civil servant position of your Government? Yes Is this a position within the UN Common System? Yes
Telephone Number		Email Address kiejna@un.org	
Address of Employer Cambodia			
Number of Employees Supervised by You			
Description of Duties Financial Controller, Finance Liaison Officer between UNTAC and the Finance Officer of Combodia. as the Deputy Director of the UNTAC Provincial Administration in Koh Kong responsible for overseeing Public Finances and Budgets of the Province.			
Summarize any of Your Achievements			

Overseeing and controlling the Provincial Finance and Budget system in the Province of Koh Kong. Overseeing and establishing an effective tazation and customers systems in the Province.

Reasons for Leaving

End of the Mission

Job Title

Senior Policy Officer

Name of Employer

Canada Government

Type of Business

Administration

From - To

01/12/1989 - 01/03/1993

Name of Supervisor

Mr Randy Nanner

Salaries per Annum:

Starting

Final

Currency Paid

Is this a civil servant position of your Government?

Is this a position within the UN Common System?

Telephone Number

Email Address

Address of Employer

Number of Employees Supervised by You

Description of Duties

Summarize any of Your Achievements

Reasons for Leaving

48000

50000

CAD

Yes

No

Canada

Senior Policy Advisor. Developing new fiscal and financial adminstrative policies

Sucessfully assisted in a new draft legislation to be approved by the Canadian Parliament

Appointment with UN

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

List any of the Official Languages of the United Nations you know.					
Language	Mother Tongue	Speak	Read	Write	Understand
English	Yes	Easily	Easily	Easily	Easily
French	No	Easily	Easily	Not easily	Easily
Russian	No	Easily	Easily	Easily	Easily
In addition to the six United Nations Official Languages, list any other languages you know.					
Language	Mother Tongue	Speak	Read	Write	Understand
German	No	Easily	Easily	Easily	Easily
Hindi	No	Easily	Easily	Easily	Easily
Polish	Yes	Easily	Easily	Easily	Easily
Urdu	No	Easily	Not easily	Not easily	Easily
Croatian	No	Easily	Easily	Not easily	Easily

Address

UNMIL-Monrovia General Services Section, PAP Building Sinkor, Tubman Boulevard
Post Office P. O. Box 4677
Monrovia Liberia
Telephone: 2316-06- extension 171480
Fax: 2316-06-06-530308
Contact: Mark Kiejna

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
Savitri BUTCHEY	UN Retired	New York United States of America	2316532200 holmdel19@comcast.net
Jacques Paul KLEIN	UN retiree	Washington, DC United States of America	001703821 1419 kleinp@cox.net
Souren SERAYDARIAN	UN Ritired	Vienna United States of America	

Personal History Profile for Robert KIRKWOOD

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
KIRKWOOD	Robert	James	
2. Date of Birth	3. City of Birth	Country of Birth	Index No
17/09/1960	Belfast	United Kingdom	089930
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
United Kingdom		United Kingdom	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Male	178	98	Married
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? No			
13. What is your preferred field of work? Administrative officers			
14. Would you accept employment for less than six months? No			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? 01/06/1994			
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: kirkwoodr@un.org			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
University of Leicester	Leicester United Kingdom	Jan-2005 - Jun-2008
Main Course of Study	Field of Study	
Accounting	Business & Administration	
Degree Title or Equivalent	Degree Type	
MSc in HR Management	Advanced university degree	

University Name	City, Country	From - To
University of Ulster	Belfast United Kingdom	Sep-1982 - Jun-1984
Main Course of Study	Field of Study	
Education Science	Education	
Degree Title or Equivalent	Degree Type	
Professional Diploma, Community Development	Advanced university degree	

University Name	City, Country	From - To
Belfast Institute of Technology	Belfast United Kingdom	Sep-1977 - Jun-1982
Main Course of Study	Field of Study	
Other Engineering	Engineering & Engineering Trades	
Degree Title or Equivalent	Degree Type	
HNC Mechanical and Production Engineering	Bachelor of Sciences	

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

Name of School	City, Country	From - To
Boys' Model School	Belfast United Kingdom	Sep-1972 - Jun-1977
Main Course of Study		Certificate or Diploma
'O' Levels		English, Maths, Physics, Chemistry, Biology, Engineering drawing, Geography.

Employment

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

Job Title	Type of Business	From - To
Chief JLOC	UN Peacekeeping	01/11/2008 -
Name of Employer		Name of Supervisor
MINURCAT		Guy Siri/ Gilles Briere

Salaries per Annum:			Is this a civil servant position of your Government? No
Starting	Final	Currency Paid	Is this a position within the UN Common System? Yes
Telephone Number 19173672684			Email Address kirkwoodr@un.org
Address of Employer Chad			
Number of Employees Supervised by You 15			
Description of Duties I manage and guide and ensure that the JLOC provides all mission components, other UN and non- UN entities with single point of coordination for all aspects of logistics support in the mission area of responsibility. In order to achieve this my experience as a logistics officer with a thorough knowledge of United Nations logistics system, financial and procurement rules and United Nations administrative procedures has been critical. I am also the principal advisor to CISS and CMS on all logistics planning and operations matters.			
Summarize any of Your Achievements I have been the main focal point for the transition of the Transfer of Authority via a vis logistics and support from EUFOR Chad to MINURCAT. Due to the vastly different institutional cultures and policies this was a very challenging task. It was achieved largely due to the fact that I lead the team that assembled the technical Agreement on Support between the EU and the UN. It is the only signed agreement between the two institutions with financial implications.			
Reasons for Leaving I am ready for a either a CISS or CAS post in a larger mission or a CMS post in a smaller one.			

Job Title Chief, Africa 1, LogOps, LSD	Type of Business Peacekeeping support	From - To 01/01/2008 - 01/10/2008
Name of Employer United Nations		Name of Supervisor Xavier Devaulx de Chambord

Salaries per Annum:			Is this a civil servant position of your Government? No
Starting	Final	Currency Paid	Is this a position within the UN Common System? Yes
Telephone Number			Email Address kirkwoodr@un.org
Address of Employer United States of America			
Number of Employees Supervised by You 5			
Description of Duties Providing cross-discipline technical support to all Africa 1 PKOs and DPA missions. Provide strategic overview to Director LSD of support requirements to PKOs including budget, contracts, staffing, aviation, fuel, engineering etc.			
Summarize any of Your Achievements Set up of HQ based support structures to MINURCAT including MOU with EU, contracts, budgets etc.			
Reasons for Leaving New challenge.			

Job Title Team Leader, Chad-CAR Planning Team.	Type of Business Logistics Planning	From - To 01/06/2007 - 01/12/2007
Name of Employer LSD/DFS		Name of Supervisor Xavier Devaulx de Chambord

Salaries per Annum:			Is this a civil servant position of your Government? No
Starting	Final	Currency Paid	Is this a position within the UN Common System? Yes
Telephone Number			Email Address kirkwoodr@un.org
Address of Employer United States of America			
Number of Employees Supervised by You 6			
Description of Duties As Team Leader I provide direction and supervision on the development of the planning activities for the deployment and sustainment of MINURCAT. The development of the Mission Support Plan, the Material Resourcing Plan, The Planning Assumptions and necessary agreements with member states and EUFOR to provide support are among the deliverables of the Team.			
Summarize any of Your Achievements The development of the LOA for support in a non UN-Troop mission is novel to UN Peacekeeping but a cornerstone of the support concept.			
Reasons for Leaving Move to Chief of Africa 1. LogOps.			

Job Title Logistics Officer	Type of Business UN Peace Keeping	From - To 01/10/2006 - 01/05/2007
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Name of Employer DPKO/LSD			Name of Supervisor Rakesh Malik		
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 1917367 4216			Email Address kirkwoodr@un.org		
Address of Employer United States of America					
Number of Employees Supervised by You					
Description of Duties Logistical and administrative planning and backstopping support to UNIFIL and UNMIT. This includes, with my colleagues, coordination of all support activities such as aviation, vehicular transport, engineering, etc through processes such as MOU negotiations, budget preparation, commodities planning etc.					
Summarize any of Your Achievements This is a very temporary assignment and much of what we do is fast moving; highlights do not have time to mature however the fuel support package to the LAF was one such highlight. This involved all aspects of UN administrative processes such as supply modalities, accounting, budgeting (including the legislative and oversight issues) etc.					
Reasons for Leaving This assignment is coming to a natural end as UNIFIL is fully stood up and I am seeking a new and more challenging job.					

Job Title Field Administrative Officer - Kinshasa		Type of Business UN Peace Keeping	From - To 01/01/2006 - 01/10/2006
Name of Employer UN Peace Keeping - MONUC		Name of Supervisor Craig Boyd	
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 39083124 5418		Email Address kirkwoodr@un.org	
Address of Employer United States of America			
Number of Employees Supervised by You 350			
Description of Duties Provision of all common services in Kinshasa which is fully 30% of the organisation's resources including all facilities, supplies, transportation, air support and logistics to over 4,000 MONUC personnel (Military, Police and Civilian).			
Summarize any of Your Achievements Set up of decentralized support system separating operational and tactical processes from the strategic higher level managerial processes so that MONUC may pursue its mandate with faster and more efficient support services.			
Reasons for Leaving Wish for greater responsibility and career progression.			

Job Title Deputy Registrar (Chief Administrative Officer)		Type of Business International Criminal Justice	From - To 01/07/2002 - 01/10/2005
Name of Employer Special Court for Sierra Leone (on loan from ICTY)		Name of Supervisor Robin Vincent	
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 390831257015		Email Address kirkwoodr@un.org	
Address of Employer Sierra Leone			
Number of Employees Supervised by You 8			
Description of Duties I have direct responsibility for providing common services to the institution. These include Finance, Personnel, Procurement, Budget, Communications, IT, Security, Buildings Management, Transport, Supply, etc. As Acting Registrar I supervise the Registry's substantive activities. These include, Defence, Court Management, Translation, Court Reporting, Library and Archives, Detention, Outreach. Press and Public Affairs etc.			
Summarize any of Your Achievements Developed the services and infrastructure for a war crimes tribunal (the first to be situated in the place where the conflict took place) from the ground up. Developed a 12 acre green-field site into a state-of-the-art court house, offices and detention centre. Established fully functioning financial, budgetary and personnel systems. In addition I have provided oversight to the development of a secure IT network, communications system, and Security and Safety Service. The Court is audited by OIOS internally and the UN Board of Auditors externally (and operates within the UN Financial and Personnel Rules and Regulations). In over 3 years the court has not received an audit observation of materiality. Providing the means by which the judges, prosecutors, investigators, defence attorneys etc can achieve the goals of the court and maintain the court's integrity in terms of financial and administrative governance has been a deeply satisfying challenge.			
Reasons for Leaving			

I came to Sierra Leone establish the support system for a groundbreaking institution and I feel that I have achieved that. I am ready for a new challenge.

Job Title Chief Facilities Management/ OIC General Services	Type of Business International Criminal Justice	From - To 01/01/1998 - 01/07/2002
Name of Employer ICTY	Name of Supervisor Kip Perkins (now DOA UNMIS) Ron Stokes (now DOA UNMIL)	
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 31705125000	Email Address	
Address of Employer Netherlands		
Number of Employees Supervised by You 15		
Description of Duties Managed leases, construction, maintenance, space allocation etc for all ICTY buildings in the Hague and in the field including offices, courtrooms, detention facility, field mortuaries etc. In addition as OIC GSS I managed Travel, Transport, Visas & Entitlements, Supply, Property Control, R&I as well as all service and supply contracts.		
Summarize any of Your Achievements ICTY expanded from 300 staff to 1250 during my tenure and increased field activities due to the Kosovo crises. I ensured that the substantive programmes had proper facilities and services so that they could proceed at the quickest possible speed. I also streamlined and automated many systems such as maintenance, the V&E module of the personnel management system, Travel, Stores, lease management etc. Though I supervised many projects I am particularly proud that I specified and supervised the installation and commissioning of an integrated security and safety system which entailed CCTV, Intruder Detection, Fire Detection, Access Control and Alarm Management networked across all buildings in the Hague - the first in the UN system.		
Reasons for Leaving New challenge at the Special Court for Sierra Leone at a more senior level with substantially more responsibility.		

Job Title Head Buildings Management and Engineering	Type of Business Peacekeeping	From - To 01/05/1996 - 01/12/1997
Name of Employer UN Peacekeeping	Name of Supervisor Ron Stokes (now DOA UNMIL)	
Salaries per Annum: Starting Final Currency Paid	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes	
Telephone Number	Email Address	
Address of Employer Italy		
Number of Employees Supervised by You 22		
Description of Duties Construction, development, refurbishment and maintenance of all Logistics Base facilities including warehouses, offices, workshops and hardstanding. In addition the set up of the engineering assets warehouse for mission support.		
Summarize any of Your Achievements Refurbished and equipped all large scale workshops, intalled new electrical and safety systems in all buildings, installed backup power supplies to critical systems such as DPKO's earth station satellite farm, servers etc.		
Reasons for Leaving New challenge.		

Job Title OIC GSS/ Deputy Chief Buildings Management	Type of Business Peacekeeping	From - To 01/01/1995 - 01/05/1996
Name of Employer UN Peacekeeping	Name of Supervisor Krishna Gowanden	
Salaries per Annum: Starting Final Currency Paid	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes	
Telephone Number	Email Address	
Address of Employer Liberia		
Number of Employees Supervised by You 36		
Description of Duties Registry, Pouch, R&I, PCIU, Warehousing, Supply as OIC GSS. As D'Chief BMS the design and construction of countrywide DDR sites.		
Summarize any of Your Achievements		

Designed, specified and constructed DDR sites in the most remote of places often without air transportation of staff, equipment or materials.

Reasons for Leaving

Hostilities broke out and we were evacuated.

Job Title General Services Officer (Training in UNHQ)	Type of Business Peacekeeping	From - To 01/09/1994 - 01/12/1994
Name of Employer UN Peacekeeping		Name of Supervisor N/A

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

Telephone Number Email Address

Address of Employer
United States of America

Number of Employees Supervised by You

Description of Duties
Training prior to mission assignment in Finance, Budget, Personnel, Procurement, General Services and Engineering.

Summarize any of Your Achievements
Learned a great deal about the UN administrative systems.

Reasons for Leaving
Mission assignment.

Job Title Contracts Manager	Type of Business Engineering Contracting.	From - To 01/09/1992 - 01/08/1994
Name of Employer D&L Ltd.		Name of Supervisor Adrian Smith

Salaries per Annum:
Starting Final Currency Paid Is this a civil servant position of your Government? **No**
35000 40000 GBP Is this a position within the UN Common System? **No**

Telephone Number Email Address

Address of Employer
United Kingdom

Number of Employees Supervised by You
16

Description of Duties
Prepare bids for public tenders. Negotiate contract terms, provide oversight for project implementation. I also had 2 short periods on UN contract for the Cambodian and South African Elections as a logistician.

Summarize any of Your Achievements
Considerably increased the company's success rate in public sector tendering.

Reasons for Leaving
New challenge with UN.

Job Title Community Development Worker	Type of Business Education and Community Development	From - To 01/09/1984 - 01/08/1992
Name of Employer Education and Library Board		Name of Supervisor Ivan Cross

Salaries per Annum:
Starting Final Currency Paid Is this a civil servant position of your Government? **No**
18000 20000 GBP Is this a position within the UN Common System? **No**

Telephone Number Email Address

Address of Employer
United Kingdom

Number of Employees Supervised by You
20

Description of Duties
Community development through work with groups on issue based educational programmes including crime, sectarian violence, economic development, school facilities and health care.

Summarize any of Your Achievements
Set up a number of Community Councils which coordinated the efforts and resources of Social Services, Education Department, Police etc with the involvement of grass roots community groups.

Reasons for Leaving
New challenge and better pay.

Job Title Planning Engineer			Type of Business Manufacturing	From - To 01/09/1977 - 01/09/1982
Name of Employer Mackie Engineering			Name of Supervisor Brian Napier, Chief Planning Engineer.	
Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No	
7000	12000	GBP	Is this a position within the UN Common System? No	
Telephone Number			Email Address	
Address of Employer United Kingdom				
Number of Employees Supervised by You				
Description of Duties Production Planning, redesign, material specification, component routing etc.				
Summarize any of Your Achievements Implemented more efficient manufacturing processes and simpler, easier to produce designs.				
Reasons for Leaving Return to education.				

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

List any of the Official Languages of the United Nations you know.					
Language	Mother Tongue	Speak	Read	Write	Understand
English	Yes	Easily	Easily	Easily	Easily
In addition to the six United Nations Official Languages, list any other languages you know.					
Language	Mother Tongue	Speak	Read	Write	Understand
Dutch	No	Not easily	Easily	Not easily	Easily

Address

51 Grove Road
Ballynahinch County Down United Kingdom
Telephone: 44-2897-563942
Contact: Robert Kirkwood

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
Geoffrey ROBERTSON Q.C.	Appeals Judge	Special Court for Sierra Leone Sierra Leone	robertsong@un.org
Dr. Bill SMITH	Senior Civil Servant and Academic	11 Old Cavehill Road Sierra Leone	442890776570 btsmith@ntlworld.com
Robin VINCENT CBE	Senior Civil Servant	C/O UK Court Service Sierra Leone	441614409526 robin.vincent@ukonline.co.uk