

Profiles included in this document

	Name	Index	DOB	Gender	Nationality	E-Mail
1.	AL-MALAH, Raghdan	863248	20/05/1968	F	IRQ	raghdan8@hotmail.com
2.	ALEXANDER, Paul	773845	15/07/1970	M	NZE	paul_w_alexander@hotmail.com
3.	AMUGUNE, Vestina		22/12/1965	F	KEN	VESTINA_AMUGUNE@hotmail.com
4.	ARNAN-KAINYEK, Miranda	330584	23/05/1965	F	SIL	marnankay@yahoo.com
5.	AYE, Khin	614065	18/08/1974	M	MYA	aye.khin@gmail.com
6.	BAROUDI, Mohamed		02/09/1965	M	FRA	baroudi-si@wanadoo.fr
7.	EDJEANI, Peggy	044181	28/04/1966	F	GHA	peggyedjeani@yahoo.com
8.	KILPATRICK, Katie	394086	23/06/1978	F	AUL	kilpatrickk@optusnet.com.au
9.	PATRICK, Pauline	699967	22/06/1957	F	GUY	ppatrick35@yahoo.com
10.	TER-HOVSEPYAN, Marine	736030	25/10/1970	F	ARM	marina_terhovsepian@yahoo.com

Personal History Profile for Raghdan AL-MALAH

General Details

- | | | | |
|---|----------------------------------|--|-------------------------------------|
| 1. Family name
AL-MALAH | First Name
Raghdan | Middle Name
Naif | Maiden Name, (if any) |
| 2. Date of Birth
20/05/1968 | 3. City of Birth
Mosul | Country of Birth
Iraq | Index No
863248 |
| 4. Country of Nationality at Birth
Iraq | Second Nationality (if any) | 5. Country of Present Nationality
Iraq | Second Nationality (if any) |
| 6. Gender
Female | 7. Height [cm]
163 | 8. Weight [kg]
65 | 9. Marital Status
Married |
10. Entry into the United Nations service might require assignment to any area of the world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? **No**
- Are there any limitations on your ability to perform in your prospective field of work? **No**
11. Have you taken up legal permanent residence status in any country other than that of your nationality? **Yes. Canada.**
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? **01/01/1991**
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: **raghdan8@hotmail.com**

Relations

19. Are any of your relatives employed by a public international organization? **Yes**

If you answered yes in 19, list any relatives employed by the United Nations or its Specialized Agencies below:

Name	Relation	Organization
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If you have any dependents, list them below:

Dependent Name	Relationship	Date of Birth	Gender	City, Country of Birth	Nationalities
Abdulmouhsin AL MALAH	Father	07/03/1937	Male	Mosul, Iraq	Iraqi, Iraqi
Khalida FARHAN	Mother	10/01/1947	Female	Mosul, Iraq	Iraqi, Iraqi

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
Columbia Southern University	NY United States of America	Apr-2008 - Sep-2008
Main Course of Study	Field of Study	
Degree Title or Equivalent	Degree Type	
I'm still studying to obtain MBA in Project Management		

University Name	City, Country	From - To
Technical Institution/ Oxford University	Oxford United Kingdom	Oct-2004 - Jun-2005
Main Course of Study	Field of Study	
Air Crew	Transport Services	
Degree Title or Equivalent	Degree Type	
Diploma in IATA/UFTAA Foundation and EBT course, Cambridge University, England		

University Name	City, Country	From - To
University of Mosul	Mosul Iraq	Sep-1986 - Jul-1990
Main Course of Study	Field of Study	
Degree Title or Equivalent	Degree Type	
Bachelor of Arts/Literature in Translation/Arabic/English-English Arabic		

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
Alkifah High School	Mosul Iraq	Sep-1980 - Jun-1986
Main Course of Study	Certificate or Diploma	
High School/Scientific department		

Employment

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

Job Title Admin Assistant	Type of Business UN	From - To 01/01/2009 -
Name of Employer UNEP-TEEB Project	Name of Supervisor Mark Schauer	
Salaries per Annum: Starting 2300	Final 2300	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	Email Address raghdan8@hotmail.com	
Address of Employer Germany		
Number of Employees Supervised by You		
Description of Duties Acting OIC Admin officer, undertake actions related to the administration of the Project's human resource activities; Manage TEEB budget/allocation of funds and produce monthly financial report; Direct coordination with the donors - the German Ministry of Environment, the European Commission and DEFRA regarding the implementation of the project and produce all sorts of reports based on requirements of the project document; prepare contracts for the core scientific group at the University of Liverpool, IUCN, IEEP and UFZ/ Germany; focal point and coordinator for the TEEB Advisory Board Meetings and workshops; Climate Neutral Focal Point at the UN Climate Change in Bonn. Focal Point - TEEB representative at activities taking part at the United Nations Campus in Bonn; in Coordination with the IT specialist at UFZ, established Google Calendar to manage the TEEB events at an international level; in coordination with the procurement office in Nairobi, plan procurement actions for the project, which typically involve the purchasing of office equipment using IMIS; frequent travel to Geneva, London, Paris and Cambridge to attend UNEP meetings and workshops; Focal Point for the TEEB website, providing contents and liaise with Web developer in UNEP Nairobi/IT Office; will participate in the job re-classification 5 days training to be conducted at the Climate Change House in Bonn; write variety of reports and submit to UNEP main office and the donors. will participate in a salary survey workshop to be conducted at the Climate Change House in Bonn; Certified in Prince 2 Project management		
Summarize any of Your Achievements Serving the UN for over 15 years enhanced my ability to work in the areas of management and Administration, since all TEEB members have no UN background this itself played a big part in the results achieved through the implementation process of the Project. I'm the focal point in almost all activities taking part within the administration area. Me establishing the TEEB Google calendar was one of the important achievements which is being used extensively by all members to update the continues events that TEEB members have to attend or organize. Knowing the IMIS got the financial, HR and budget issues run smoothly throughout the implementation.		
Reasons for Leaving still working		

Job Title Portfolio Assistant	Type of Business UN	From - To 01/06/2007 - 01/12/2008
Name of Employer UNOPS	Name of Supervisor Melissa ESTEVA	
Salaries per Annum: Starting 936000	Final 288000	Currency Paid DKK
Is this a civil servant position of your Government? No		Is this a position within the UN Common System? Yes
Telephone Number	Email Address raghdana@unops.org	
Address of Employer Denmark		
Number of Employees Supervised by You		
Description of Duties Managing the Procurement, HR, logistics and the administration of the following projects: Arab Human Development Reports (AHDR), Quality Assessment of Higher Education in the Arab States (HE), Information Communication Technologies for Development in the Arab Region (ICTDAR), HIV/AIDS Regional Programme Arab States (HARPAS), Center for Arab Women Training and Research (CAWTAR).this includes: Manage the human resources activities for the above projects such as recruitment, placement, promotion, performance appraisal, job classification reviews, separation of staff members, training etc; Evaluate all documents relating to the procurement process, ensuring all requirements are complete and that they are acceptable in terms of budget, technical specifications and delivery times; Manage Supplier pre- qualification activities, entering new vendors into the Atlas system and maintain accuracy of data for existing vendors; Manage the above mentioned Projects payments to all vendors, raising POs requisitions and examine payment requests for completeness prior to processing, ensuring that all required documents and procedures are fulfilled to proceed with the payment, follow up with finance to ensure payment is done in due time; Prepare budget reports for various activities to keep track of all expenditure and for each project; Actively interact with clients to exchange information and feedback on requests ensuring clients' satisfaction.; Prepare Requests for Quotations, Invitation to Bids, evaluation of offers including negotiations with suppliers as appropriate; In coordination with the Projects focal points organize and coordinate all workshops-related activities including venue booking, travel arrangement, and participants logistics; Keeping track of all expenditure incurred during the workshop and submit expenditure reports.		
Summarize any of Your Achievements Given the fact that I have served the UN for the last 15 years and worked for few projects before, gave me the ability to grasp the work related to projects activities as well as having the Arabic Language as my mother tongue made it easy to communicate with the Projects Staff in the middle East		
Reasons for Leaving moved to UNEP		

Job Title Administrative Assistant	Type of Business UN	From - To 01/10/2005 - 01/06/2007
Name of Employer ESCWA/Iraqi Networking Academies Project	Name of Supervisor Mr. Abdulillah Dewachi	
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 12129639731		Email Address raghdan8@hotmail.com	
Address of Employer Lebanon			
Number of Employees Supervised by You			
Description of Duties Managed and reported on training, HR activities, Procurement, budgeting, administration and logistics of the project from Beirut: Focal point and coordinator with the beneficiaries from the Ministry of Higher Education in Iraq, representatives of the Regional Academies throughout Iraq, UNAMI in Amman and UNDG IFT; In coordination with the Project manager analyze, evaluate and prepare, project proposals, Project documents, Concept documents and analyze issues practicality in terms of human and financial resources; Managed all recruitment and staff administration functions; Collected information and perception from Ministry of Higher Education in Iraq, United Nations Development Program/Iraq Trust Fund in Amman/Jordan, UNESCO and institutional counterparts on operational/security matters and create trust and understanding; Coordinate with the Ministry of Foreign Affairs in Lebanon, Ministry of Foreign Affairs in Iraq to facilitate the travel of the Iraqi instructors for training purposes to Jordan and Lebanon; Produced and submitted the Emerging and Conflict Related Issues/ Iraqi Networking Academies (ECRI/INA) quarterly progress report and submit to the UN Development Group (UNDG), UNAMI cluster B; Negotiate agreements and drafts contracts with suppliers that establish the most cost-effective solution for ECRI/INA Project without compromising the quality or timelessness of delivery of goods; Conducted, monitored the work program and budget by performing regular and special reviews to assess progress of actual work versus the program plan for 2006/7. This includes producing monthly, quarterly and yearly budget reports, in coordination with UNAMI to keep track of all expenditure within the project budget line; Planned procurement actions for the INA project, which typically involve the purchasing of the IT Equipment for the Project (raising requisitions, purchasing orders, receiving and inspecting and distributing goods throughout the Regional Universiti			
Summarize any of Your Achievements 100% achievement in the implementation of the phase I and II of the project and project being recognized by Cisco and UNESCO as the best practice in the area of education and Culture for the year 2006 because of the activities that is don by the team.			
Reasons for Leaving offered another job with UNOPS			

Job Title Consultant	Type of Business SSA	From - To 01/11/2003 - 01/10/2005
Name of Employer UNESCWA	Name of Supervisor Dr. Ralf Klingbeil	
Salaries per Annum:		
Starting 18000	Final 18000	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 12129639731		Email Address raghdan8@hotmail.com
Address of Employer Lebanon		
Number of Employees Supervised by You 0		
Description of Duties Handled the translation of the ESCWA/BGR newsletter and reports these report are in relation to the international water resources (Alasi River). Manage the Administration, Finance, and budgeting in addition to the HR activities.		
Summarize any of Your Achievements due to my understanding of the cultures and the ethnic principles of that region specially the current issues between Syria, Leb. and Palestine, I managed to get a 100% enrolment in matter related to the administration and communications between the UN and the local community that worked together with us.		
Reasons for Leaving career development		

Job Title Text processing Assistant	Type of Business United Nations	From - To 01/01/2003 - 01/11/2003
Name of Employer UN House/ ESCWA, Beirut	Name of Supervisor Ms. Ahed Sboul	
Salaries per Annum:		
Starting 18000	Final 18000	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 12129639731		Email Address raghdan8@hotmail.com
Address of Employer Lebanon		
Number of Employees Supervised by You 0		
Description of Duties Responsible for the following: Corrected, formatted and finalized UNESCWA English and Arabic documents; which includes verifying of tables of contents, tables, equations and figures; Proofread word for word English documents to ensure that editorial corrections have been inserted; Ensured proper format for documents according to UN style, using the corresponding UN manuals as reference.		
Summarize any of Your Achievements Although I have not done text processing before but being a translator, having done editing helped me done the job professionally.		
Reasons for Leaving		

Career development

Job Title International Air Operation Assistant	Type of Business United Nations	From - To 01/12/2000 - 01/12/2002
Name of Employer United Nations Mission for Referendum in Western Sahara (MINURSO)	Name of Supervisor Mr. Marc Perreman/ Chief Air Support Unit	
Salaries per Annum: Starting Final Currency Paid 30000 30000 USD	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes	
Telephone Number 1212963	Email Address raghdan8@hotmail.com	
Address of Employer Morocco		
Number of Employees Supervised by You 12		
Description of Duties Supervised and coordinated the following: MOVCON daily tasks and duties at Laayoune Airport, freight movements on MINURSO flights, receipt and delivery of all cargo to/from Team Sites; loading and unloading of items to be air- transported by MINURSO aircraft; Process and supervise Cargo Booking List (Back Log) and Cargo Manifests and forward them to other concerned/involved MINURSO parties; Coordinated clearance for cargo transported by UN aircrafts from Las Palmas, Brindisi or any other location outside the mission area; Performed all necessary steps for the transport of Dangerous Goods (DGs) by air to team sites (TS) and from team sites, this includes receiving, inspection, packing, labeling, and certify documentation of DGs; Coordinated with MINURSO Security Officers verification of the imported duty-free general merchandise and electronic equipment, in accordance with MINURSO regulations. Frequent travel to the team sites.		
Summarize any of Your Achievements I have done Logistics and Admin within the UN system for a long time and the Head of office noticed that I have the ability to provide technical support in areas related to transportation and logistics. Also having the ability to develop, maintain and supervise accountability systems for materials, services and contracts management. As a result of that, it was easy and smooth to work with the new environment which created a great team spirit.		
Reasons for Leaving got married		

Job Title International Registration Assistant	Type of Business United Nations	From - To 01/08/1999 - 01/12/2000
Name of Employer MINURSO	Name of Supervisor Mr. Gernot Sauer	
Salaries per Annum: Starting Final Currency Paid 30000 30000 USD	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes	
Telephone Number 1212963 1952	Email Address raghdan8@hotmail.com	
Address of Employer Morocco		
Number of Employees Supervised by You 4		
Description of Duties Conducted confidential research on family grouping for the voting purposes and evaluated and edited reports out of the research conducted. Translated UN documents for the voting purposes; monitored the registration process of the voters. more details will be furnished upon request.		
Summarize any of Your Achievements Arabic helped me communicating easily with the voters and created trust to get the process going smoothly.		
Reasons for Leaving Career development		

Job Title EDP Admin Associate	Type of Business United Nations	From - To 01/05/1998 - 01/08/1999
Name of Employer United Nations Humanitarian Coordinator in Iraq (UNOHC) Baghdad/ Iraq	Name of Supervisor Mr. Nalin Indrasena	
Salaries per Annum: Starting Final Currency Paid 8400 8400 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 raghdan8@hotmail.com	
Address of Employer Iraq		
Number of Employees Supervised by You 0		
Description of Duties		

In charge of the overall procurement of the EDP and followed up on requirements such as: Bids, P.O.s, Sanctions Committee Approvals, Ministry of Foreign Affairs (MOFA) Approvals, Receiving and Inspection (R&I) and maintain the inventory system; Budget and Finance: Assist in developing of the EDP unit's work program and budget; analyze inputs and formulate resource allocations by work program, monitored accounts and payment to vendors and individual contractors for services. Monitored expenditure and review monthly expenditure/Obligations reports; Liaison with specialist bodies private and within the UN office to keep abreast with technical specifications and qualification criteria relating to specific products; Undertaken market research to identify and assist in the selection of Technical Consulting firms to provide services to procurement projects; Reviewed and processing of invoices including liaising with the finance branch and/or the supplier involved to solve any issues; Focal point between the MoFA and EDP/UNOHCI; Investigated and follow-up on all procurement related problems/inquiries to and provide prompt responses or follow-up on any query submitted by office in the North of Iraq, other UNOHCI Departments and/or clients whether directly involved or not; In cooperation with the Expediting and Finance Assistant, monitor the performance of suppliers with respect to on-time delivery and commercial acceptability. Assisted in the HR activities such as the recruitment, replacement, and helping in arranging training for staff.

Summarize any of Your Achievements

Iraq was suffering from the embargo and it was very difficult for most of the Local staff to get the training on the UN Standard software (Office Perfect 97, MS Office, Visio 4.x, CC: Mail 6.x, and REALITY System outside the UN office. My experience and knowledge of these programs helped giving training to other staff without the need to have a trainer from outside Iraq to do the training.

Reasons for Leaving

Re-assigned to MINURSO

Job Title Logistics Officer	Type of Business United Nations	From - To 01/02/1996 - 01/04/1998
Name of Employer World Food Program (WFP)	Name of Supervisor Michel French/ Chief WFP Sub Office in Mosul	
Salaries per Annum: Starting 7200	Final 7200	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 raghdan8@hotmail.com	
Address of Employer Iraq		
Number of Employees Supervised by You 8		
Description of Duties Managed and reported the Procurement and the warehouse activities such as movement of shipment within the boarders (Iraq, Turkey and Jordan); coordinated with the Iraqi and International suppliers regarding the purchasing and delivery of food; acted as an official translator between the Iraqi Government and the WFP-sub office- Mosul; liaised with the border control offices to ensure a smooth transfer of goods arriving from Amman-Baghdad-Mosul and Mosul-Erbil-Dohuk (north of Iraq) and Turkey; Followed up of the UN Sanctions Committee approvals on food and equipment based on individual projects; Coordinated with the WFP (main office) information databases on status of items/sanctions committee approvals and projects Managers to obtain relevant details to expedite shipment of goods; Prepared monthly activity report to WFP UN- Office in Baghdad, this is based on the databases and other systems that are being regularly replicated to update local and NY data; Supervised the Warehouse Controllers and the logistics staff in Mosul; prepared and formulated International Consultant's contracts based on operational requirements of the projects; Integrated and monitored the implementation of supply support plans and coordinated that with the WFP office in the North of Iraq (Dahook); integrated and monitored the implementation of supply support plans and coordinate that with the WFP office in the North of Iraq (Dahook)		
Summarize any of Your Achievements Being Iraqi, the coordination between the UN and the Iraqi authorities was very smooth and effective.		
Reasons for Leaving Closure of office and moved to Baghdad to work with UNOHCI		

Job Title Logistics Officer	Type of Business NGO	From - To 01/03/1993 - 01/01/1996
Name of Employer Red Cross and Red Crescent Society	Name of Supervisor Mr John Tsaryov / Logistics Officer	
Salaries per Annum: Starting 4800	Final 4800	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 raghdan8@hotmail.com	
Address of Employer Iraq		
Number of Employees Supervised by You 5		
Description of Duties Collected, conduct and analyzed data regarding availability of medicine in the northern part of Iraq from internal and external sources; in coordination with the food and medicine specialist inspected medicine and food items supplied to hospitals prior to their distribution; submitted varieties of reports which documented the food quality and medical supplies		
Summarize any of Your Achievements working as a coordinator between the UN and the government helped many families in Mosul and Kurdistan to receive their daily supply of food and other items easily.		
Reasons for Leaving Closure of Office		

Job Title Logistics Officer	Type of Business United Nations	From - To 01/03/1992 - 01/02/1993
Name of Employer United Nations High Commissioner for Refugees (UNHCR)	Name of Supervisor Mr. Edwardo Nado chief UNHCR Sub-Office In Mosul	

Salaries per Annum:		Currency Paid	Is this a civil servant position of your Government? No
Starting	Final		Is this a position within the UN Common System? Yes
10800	10800	USD	
Telephone Number		Email Address	
		raghdan8@hotmail.com, almalah@un.org	
Address of Employer			
Iraq			
Number of Employees Supervised by You			
4			
Description of Duties			
Supervised, monitored and reported the overall activities of the administration, Logistics, finance and budget of the UNHCR sub-office in Mosul; Translated all UNHCR documents; Acted as an interpreter between the Iraqi government/ Mosul and the UN office in Mosul. Acted as an interpreter between the UNICEF and the refugees at Kurdistan/ turkey borders.			
Summarize any of Your Achievements			
Helped other international staff to communicate easily with the Iraqi government in order to facilitate their movement throughout Iraq.			
Reasons for Leaving			
Closure of Office.			

Job Title	Type of Business	From - To
Translator	United Nations	01/01/1991 - 01/02/1992
Name of Employer	Name of Supervisor	
United Nations Children's Education Fund (UNICEF)	Ms. Hind Al-Masri/ Chief UNICEF Sub-Office In Mosul	

Salaries per Annum:		Currency Paid	Is this a civil servant position of your Government? No
Starting	Final		Is this a position within the UN Common System? Yes
10800	10800	USD	
Telephone Number		Email Address	
		raghdan8@hotmail.com	
Address of Employer			
Iraq			
Number of Employees Supervised by You			
5			
Description of Duties			
Translated the UNICEF documents from English into Arabic and via versa; acted as an interpreter between the Iraqi government/ Mosul and the UNICEF; acted as interpreter between UNICEF and the Iraqi families in Kurdistan.			
Summarize any of Your Achievements			
I have translated all documents received from the Iraqi authorities which made it easy for the UN to communicate better with the government			
Reasons for Leaving			
Closure of Office			

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

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

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

Address

UNEP, Hermann-Ehlers-Str.10
 Bonn Germany
 Telephone: 49-228-815 extension 0571
 Contact: Raghdan Al-Malah

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
Hatem AL ARIANI	Finance Associate	UNESCWA Lebanon	
Khaled AL NAIMEE	Air Operation Officer	MINURSO Lebanon	alnaimi_kh@hotmail.com
Ahed SBOUL	Senior Translator	UNESCWA, Riad Elsoulh Square, Beirut/Lebanon Lebanon	9611981301 sboul@un.org

Personal History Profile for Paul ALEXANDER

General Details

- | | | | |
|--|--------------------------------------|---|-------------------------------------|
| 1. Family name
ALEXANDER | First Name
Paul | Middle Name
William | Maiden Name, (if any) |
| 2. Date of Birth
15/07/1970 | 3. City of Birth
Otematata | Country of Birth
New Zealand | Index No
773845 |
| 4. Country of Nationality at Birth
New Zealand | Second Nationality (if any) | 5. Country of Present Nationality
New Zealand | Second Nationality (if any) |
| 6. Gender
Male | 7. Height [cm]
173 | 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? **Yes. Canada.**
13. What is your preferred field of work? **Purchasing and contracting specialists**
14. Would you accept employment for less than six months? **No**
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? **01/03/2005**
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? **No**
18. Email Address: **paul_w_alexander@hotmail.com**

Relations

19. Are any of your relatives employed by a public international organization? **No**

If you have any dependents, list them below:

Education

List all university degrees or equivalent qualifications obtained.

University Name University of Western Sydney	City, Country Sydney Australia	From - To Sep-1997 - Nov-1997
Main Course of Study African Languages and Civilizations	Field of Study Humanities	
Degree Title or Equivalent Foodstuffs Inspector	Degree Type Undergraduate degree	

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

Name of School University of Western Sydney	City, Country Sydney Australia	From - To Sep-1997 - Nov-1997
Main Course of Study Royal Australian Army Ordnance Corps -Inspector Foodstuffs Course		Certificate or Diploma Qualified on Inspector Foodstuffs Course

Name of School Twizel Area School	City, Country Twizel New Zealand	From - To Aug-1986 - Dec-1987
Main Course of Study AS per above details plus Sport and Recreation		Certificate or Diploma 5th Form Certificate 6th Form Certificate

Name of School South Otago High School	City, Country Balclutha Unknown	From - To Jan-1984 - Aug-1986
Main Course of Study English,Geography,Science,Economics, Mathematics		Certificate or Diploma N/A. Transferred Schools before Examinations.

Employment

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

Job Title Volunteer Warehouse Associate	Type of Business Non Profit Organisation	From - To 01/01/2008 -
Name of Employer Ottawa Foodbank		Name of Supervisor Gary McCarthy

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
1	1	CAD	Is this a position within the UN Common System? No

Telephone Number
1613745-7001

Address of Employer
Canada

Number of Employees Supervised by You

Description of Duties
Ensure pallets are stocked in the sorting area and restocking if needed. Ensuring the quality of work meets standards and policies of the Food Bank. Cleanliness of the Warehouse. Issue of foodstuffs to member agencies. Other duties as mutually agreed upon with the Warehouse Manager.

Summarize any of Your Achievements
• Assist in the warehousing and distribution of dry, chilled and frozen food products for more than 130 member agencies and food programs throughout the National Capital Region.

Reasons for Leaving
My wife has been selected as the Canadian International Development Agency (CIDA) representative at the Joint Donor Office in Juba, Sudan.

Job Title Volunteer Warehouse Associate	Type of Business Non Profit Organisation	From - To 01/01/2007 - 01/12/2007
Name of Employer Foodbank of Waterloo Region	Name of Supervisor Rose Tanyi	

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
1	1	CAD	Is this a position within the UN Common System? No

Telephone Number
1519743-5576

Address of Employer
Canada

Number of Employees Supervised by You

Description of Duties
Customer Service, acted as first point of contact for donors and member agencies when entering warehouse. Issued foodstuffs to member agencies. Received foodstuffs from donors. Conducted Inventory Control operations on the Food Banks' computer based accounting system.

Summarize any of Your Achievements
Assisted in the warehousing and distribution of dry, chilled and frozen food products for more than 65 member agencies and food programs in the Waterloo Region

Reasons for Leaving
Moved to Ottawa as wife found government employment.

Job Title Rations Assistant	Type of Business United Nations	From - To 01/05/2005 - 01/12/2006
Name of Employer UNMIS	Name of Supervisor Manjit Dhooria	

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
55000	55000	USD	Is this a position within the UN Common System? No

Telephone Number

Address of Employer
Sudan

Number of Employees Supervised by You

Description of Duties
Acted as first line inspector for quality control of assigned camp and all co-located Troop Contributing Countries (TCC). Conducted frequent inspections of services under assigned contracts to ensure contractual compliance, quality control, Health, Hygiene and Environmental standards. Types of contracts assigned included but were not limited to catering services, pest control, cleaning and janitorial, fuel provision, camp maintenance, laundry. Administered the UN Tented Camp Contract in accordance with the SOPs. Brought contractual non-compliance to the attention of the Contractors On-site Manager. Any areas of contention were immediately brought to the attention of the Chief Rations and Camp Management Unit (RCMU). Reported to the responsible person during each TCC visit to inspect ration deliveries and ascertain contractor's compliance to the contract. Conducted initial on-the-job-training for all new Camp Managers coming into the mission area. Forwarded completed checklists to the Chief RCMU. Maintained relevant files. Reviewed TCC orders to ensure they complied with UN standards and regulations.

Summarize any of Your Achievements
Implementation of a management programme to ensure that the contractors meet their specific contractual obligations, thus increasing the standard of living for the UN tented camp residents and TCC personnel.

Reasons for Leaving
Moved to Canada to join fiancée

Job Title Perpetual Inventory Clerk	Type of Business Logistic Support	From - To 01/10/2004 - 01/05/2005
Name of Employer	Name of Supervisor	

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
75000	75000	NZD	Is this a position within the UN Common System? No

Telephone Number

Email Address

paul.alexander@supreme-group.net

Address of Employer

Kuwait

Number of Employees Supervised by You

2

Description of Duties

Responsible for ensuring that the Company's stockholdings are 100% accurate. Identification and elimination of any foreseeable problems before they arise.

Summarize any of Your Achievements

Due to being employed within this environment for only two months, I am still setting myself goals that will benefit both the Company and myself.

Reasons for Leaving

Widen logistic experience on a global level.

Job Title	Type of Business	From - To
I/C (In Charge) Automotive Parts Section	Armed Forces	01/07/2001 - 01/10/2004
Name of Employer	Name of Supervisor	
NZDF - Armoured Fighting Vehicle Workshop	Craig Surtees	

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
49500	35000	NZD	Is this a position within the UN Common System? No

Telephone Number

Email Address

Craig.Surtees@NZDF.mil.nz

Address of Employer

New Zealand

Number of Employees Supervised by You

3

Description of Duties

Responsible for the Procurement, Receipting, Inspection, Issuing, Storage and Maintenance of all automotive parts required to keep the unit at the directed operational level of capability. Provide the Workshop Manager with any required information of a technical nature. Ensuring that on-the-job training for junior personnel is conducted and is to the required standard. Responsible for the general well being and discipline of the other tradespersons (approximately 20 pers) within the Workshop environment.

Summarize any of Your Achievements

Successfully implemented the NZDF stocktaking procedures to the Workshop, ensuring that checks are made regularly and any discrepancies found are fully investigated. Thus allowing us to be pro-active in identifying faults and rectifying them before they escalated. Ensuring that all stock items required are available to the Commanding Officer so he can meet his directed outputs. I was deployed to East Timor over the period Feb-Mar 02 as part of the Automotive Parts Surge Team. We were responsible for conducting a 100% stocktake of all of the New Zealand Contingent automotive parts in East Timor. We also redesigned the layout of the Stores Section to ensure that it was more practical and complied to the New Zealand Army warehousing policies and principles. Successfully completed a two month tour of duty with the Waiouru Contract Management Team as the Finance Officer (whilst a full time civilian employee was located). Ensured that invoices were processed in an accurate and timely manner

Reasons for Leaving

Widen experience and knowledge on an international level

Job Title	Type of Business	From - To
I/C (In Charge) Automotive Parts Section	Armed Forces	01/10/2000 - 01/07/2001
Name of Employer	Name of Supervisor	
NZDF - 4 Logistic Battalion	Bill Dunlevey	

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
39000	26000	NZD	Is this a position within the UN Common System? No

Telephone Number

Email Address

William.Dunlevey@NZDF.mil.nz

Address of Employer

New Zealand

Number of Employees Supervised by You

3

Description of Duties

Responsible for the Procurement, Receipting, Inspection, Issuing, and Maintenance of all automotive parts required to keep the vehicles and equipment of the respective units within the Army Training Group in a servicable condition, thus allowing for the units to meet their directed outputs. Responsible for ensuring the Workshop physical stores inventory account reflected that of the SAP (Systems, Applications, and Products) inventory system. Provide the Officer Commanding with any technical information and direction as and when required. Ensuring that on-the-job training for junior personnel is conducted and is to the required standard. Responsible for the general well-being and discipline of all tradespersons (approximately 20 pers) within the Workshop Company.

Summarize any of Your Achievements

Successfully closedown the Workshop stores account and handed it over to Serco (New Zealand Limited) with no discrepancies or irregularities upon the disestablishment of 4 Logistic Battalion.

Reasons for Leaving

Disestablishment of Unit. Transferred to another Unit.

Job Title I/C Rations Section	Type of Business Armed Forces	From - To 01/05/2000 - 01/10/2000
Name of Employer NZDF - 2 Logistic Battalion	Name of Supervisor Ian Drew	
Salaries per Annum: Starting 39000	Final 46000	Currency Paid NZD
Telephone Number 646351-9068	Email Address Ian.Drew@NZDF.mil.nz	Is this a civil servant position of your Government? No Is this a position within the UN Common System? No
Address of Employer New Zealand		
Number of Employees Supervised by You 5		
Description of Duties Responsible for the Procurement, Receipting, Quality Inspection, Issuing, and Storage of all foodstuffs (both Operational Ration Packs and Fresh) to all Linton Military Camp Messes, and all 2 Land Force Group directed activities (Field exercises, support to other Government departments).		
Summarize any of Your Achievements Ensured that the quality and quantity of foodstuffs that was required to fulfil the specific requirements was met.		
Reasons for Leaving Posted to Waiouru Military Camp		

Job Title Rations Section Manager, 2 I/C Services Platoon	Type of Business Armed Forces	From - To 01/09/1999 - 01/05/2000
Name of Employer NZDF - East Timor	Name of Supervisor Dave Neal	
Salaries per Annum: Starting 39000	Final 46000	Currency Paid NZD
Telephone Number 646351-9422	Email Address David.Neal@NZDF.mil.nz	Is this a civil servant position of your Government? No Is this a position within the UN Common System? No
Address of Employer New Zealand		
Number of Employees Supervised by You 22		
Description of Duties Responsible for the initial establishment of the New Zealand Contingent logistic area, specifically the Catering and Rations area. Responsible for the Procurement of all foodstuffs (fresh rations, Operational Ration Packs, and bottled water) on a weekly basis. Responsible for the Receipting, Quality Inspection, Stocktaking and Storage of all foodstuffs upon it's arrival into theatre. Responsible for the distribution of all foodstuffs to the contingents outlying locations. Fulfilled the position of Second in Command for the Services Platoon. Attended daily briefings and gave briefings in the Commanders absence. Delegated tasks to appropriate personnel. Overall responsibility of the general well-being, welfare, and discipline of platoon personnel.		
Summarize any of Your Achievements Ensured that the necessary supplies reached the outlying locations within the given timeframes, thus ensuring that the personnel received their required daily intake of food. Established an excellent rapport with other country's representative (Australia, Canada, Fiji, Ireland, Nepal, Pakistan) ensuring a smooth running working relationship.		
Reasons for Leaving Finished Tour of Duty. Rotated back to New Zealand		

Job Title I/C (In Charge) Rations Section	Type of Business Armed Forces	From - To 01/02/1998 - 01/09/1999
Name of Employer NZDF - 2 Logistic Battalion	Name of Supervisor Ian Drew	
Salaries per Annum: Starting 39000	Final 46000	Currency Paid NZD
Telephone Number 646351-9068	Email Address Ian.Drew@NZDF.mil.nz	Is this a civil servant position of your Government? No Is this a position within the UN Common System? No
Address of Employer New Zealand		
Number of Employees Supervised by You 5		
Description of Duties Responsible for the Procurement, Receipting, Quality Inspection, Issuing, and Storage of all foodstuffs (both Operational Ration Packs and Fresh) to all Linton Military Camp Messes and all 2 Land Force Group directed activities (Field exercises, support to other Government departments)		

Summarize any of Your Achievements

Successfully organised the rationing for the security forces for the APEC (Asia Pacific Economic Community) leaders conference. Working in conjunction with civilian suppliers. Ensured that all unit demands for rationing support were met.

Reasons for Leaving

Tour of Duty - East Timor

Job Title I/C (In Charge) Rations Section	Type of Business Armed Forces	From - To 01/11/1997 - 01/02/1998
Name of Employer NZDF - Bougainville		Name of Supervisor Tony Harding
Salaries per Annum: Starting 39000	Final 46000	Currency Paid NZD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number 644527-1701	Email Address Tony.Harding@NZDF.mil.nz	
Address of Employer New Zealand		
Number of Employees Supervised by You 6		
Description of Duties Responsible for the initial establishment of the Truce Monitoring Groups' (TMG) logistic support area. Responsible for the Procurement of all foodstuffs (Fresh and Operational Ration Packs). Responsible for the Receipting, Quality Inspection, Stocktaking, Storage and Maintenance of all foodstuffs upon arrival into theatre. Responsible for ensuring that the distribution of all foodstuffs to the TMGs outlying areas were received within the given time frames. Responsible for the general well-being and discipline of all junior personnel within the Supply Platoon of the TMG.		
Summarize any of Your Achievements Ensured that the foodstuffs consumed by the TMG personnel were of an acceptable quality and quantity. Assisted in established an excellent rapport with the local population, thus leading to the resettlement of the villages in the surrounding area.		
Reasons for Leaving End of Tour of Duty. Rotated back to New Zealand		

Job Title I/C Rations, I/C Stores, Inventory Control	Type of Business Armed Forces	From - To 01/12/1994 - 01/11/1997
Name of Employer NZDF-2 Logistic Battalion		Name of Supervisor Tony Harding
Salaries per Annum: Starting 36000	Final 44000	Currency Paid NZD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number 6445271-701	Email Address Tony.Harding@NZDF.mil.nz	
Address of Employer New Zealand		
Number of Employees Supervised by You 14		
Description of Duties During this period I held numerous appointments including the following: Ledger Account Manager, I/C Stores Section, and I/C Rations Section. The assigned duties consisted of the following tasks: Co-ordination of provisioning equipment and stores from both civilian and military agencies. Co-ordination of the electronic ledger and stores movement, packaging and distribution of general equipment, petroleum products and foodstuffs in a timely manner.		
Summarize any of Your Achievements Successfully qualified on the Royal Australian Army Ordnance Corps (RAAOC) Foodstuffs Inspectors course conducted at the University of Western Sydney, Sydney, Australia. Thus allowing for the foodstuffs being delivered to Linton Military Camp to be quality inspected by qualified person. Qualified on several modules of the computer based inventory accounting system SAP (Systems, Applications, and Products) allowing for myself to be employed in various roles.		
Reasons for Leaving Posted to Bougainville.		

Job Title Various Appointments	Type of Business Armed Forces	From - To 01/01/1988 - 01/12/1994
Name of Employer NZDF - Various Units		Name of Supervisor Numerous
Salaries per Annum: Starting 22000	Final 33000	Currency Paid NZD
		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 New Zealand		
Number of Employees Supervised by You -		

Description of Duties

Over this period I held several different appointments within units in the New Zealand Army. Such appointments included: Bulk Warehouse section supervisor, where I was responsible for a team of personnel in charge of Receipting, Storage, Maintenance and Issuing of stores to various units within New Zealand. Internal Audit Section team member, where we were responsible for the true and accurate record of the stores accounts. Identification of any discrepancies and carry out any corrective action as required. Operations Clerk - Tactical School, where I was responsible for the drafting of map overlays and preparation of all exercise materials required.

Summarize any of Your Achievements

Assisted in improving the stores stock holding accounts through regular stocktakes. Ensured requesting units received their required stores within stipulated time frames

Reasons for Leaving

Posted to Linton Military Camp.

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:

Microsoft Office - Word, Excel, Powerpoint SAP (Systems, Applications, and Products) Inventory Management, Physical Inventory Crystal

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
Portuguese	No	Not easily	Not easily	Not easily	Not easily
Pigin	No	Not easily	Not easily	Not easily	Not easily
Tetum	No	Not easily	Not easily	Not easily	Not easily

Address

C/- Joint Donor Team
 Juba Sudan
 Telephone: 249-0121934529
 Fax: 249-0121934529
 Contact: Paul Alexander

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
Jason BELL	Assistant Operations Controller	UK Ministry of Defence Division Afghanistan	93798257894 jason.bell@supreme-group.net
Peter SHAW	Vice President, Business Development	PDL Toll USA Inc Afghanistan	1202403 0895 peter.shaw@pdtoll.com
Peter TILLEY	Executive Director	1317B Michael Street Afghanistan	1613745-7001 peter@theottawafoodbank.ca

Personal History Profile for Vestina AMUGUNE

General Details

- | | | | |
|--|------------------------------------|---|---|
| 1. Family name
AMUGUNE | First Name
Vestina | Middle Name
NKONDORA | Maiden Name, (if any)
KALECHE |
| 2. Date of Birth
22/12/1965 | 3. City of Birth
NAIROBI | Country of Birth
Kenya | Index No |
| 4. Country of Nationality at Birth
Kenya | Second Nationality (if any) | 5. Country of Present Nationality
Kenya | Second Nationality (if any) |
| 6. Gender
Female | 7. Height [cm]
158 | 8. Weight [kg]
78 | 9. Marital Status
Widowed |
10. Entry into the United Nations service might require assignment to any area of the world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? **No**
- Are there any limitations on your ability to perform in your prospective field of work? **No**
11. Have you taken up legal permanent residence status in any country other than that of your nationality? **No**
13. What is your preferred field of work? **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?
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: **VESTINA_AMUGUNE@hotmail.com**

Relations

19. Are any of your relatives employed by a public international organization? **No**

If you have any dependents, list them below:

Dependent Name	Relationship	Date of Birth	Gender	City, Country of Birth	Nationalities
Kent AMUGUNE	Son	07/02/1998	Male	Nairobi, Kenya	Kenyan
Ivy AMUGUNE	Daughter	22/08/1989	Female	Nairobi, Kenya	Kenyan
Lorraine AMUGUNE	Daughter	08/08/1986	Female	Nairobi, Kenya	Kenyan

Education

List all university degrees or equivalent qualifications obtained.

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

Name of School AMREF Training Centre	City, Country Nairobi Kenya	From - To Jun-2005 - Jun-2006
Main Course of Study Waste Management, Food Hygiene, Water & Health, Effects of Housing on Health, Personal Hygiene, Environmental Health overview, Environmental Survey, Vectors & Health of community.		Certificate or Diploma Certificate in Environmental Health
Name of School Kenya Polytechnic	City, Country Nairobi Kenya	From - To Jan-1984 - Dec-1986
Main Course of Study Applied Science, English & General Studies, Management, Large Scale Food Production - Theory & Practical, Accommodation Operations - Theory & Practical		Certificate or Diploma Diploma in Institutional Management
Name of School MOI GIRLS HIGH SCHOOL	City, Country ELDORET Kenya	From - To Jan-1980 - Nov-1983
Main Course of Study Mathematics, English, Home Science, Geography, Chemistry, music, Kiswahili, Biology.		Certificate or Diploma Kenya Certificate of Secondary Education.

Employment

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

Job Title Plant Hygienist	Type of Business Manufacturing	From - To 01/08/2000 - 01/10/2006
Name of Employer Colgate Palmolive (E.A) Limited		Name of Supervisor Davies Abwavo
Salaries per Annum: Starting	Final	Currency Paid
Is this a civil servant position of your Government? No		

792000	1650000	KES	Is this a position within the UN Common System? No
Telephone Number 254020534044/5		Email Address VESTINA_AMUGUNE@hotmail.com	
Address of Employer Kenya			
Number of Employees Supervised by You 12			
Description of Duties My duties were to oversee the cleaning and sanitization of the manufacturing plant. Check list and standard operating procedures are followed when they perform their duties. Write monthly reports on packaging and hygiene of the plant. Source and keep inventory for quality cleaning equipments and materials. Coordinating quarterly fumigation with pest control firms. Training factory staff on Good Manufacturing practices, hygiene and safety. Participate in internal and external audits in safety, hygiene and packaging materials. Monitor the catering contractor's to ensure food safety and hygiene programs are regularly carried out and documented and that quality and nutritious food is served to employees. Analyze contractors performance to ensure compliance with the contract terms, schedules and cost objectives are met. Visiting key suppliers to establish that packaging and technical standard specifications are being followed. As a member of the safety team, we organized safety week annually to sensitize employees on safety issues.			
Summarize any of Your Achievements I ensured a smooth transition of employees getting quality food from contracted caterers. Introduced the use of colour codes for cleaning equipments to minimise chances of contamination of the micro sensitive products. I developed training programs for Good Manufacturing practices (GMP), housekeeping and sanitation in facility. Developed an on site Pest control plan for the Colgate premises and standard operating procedure for the pest control plan. Implemented standards on waste segregation and management.			
Reasons for Leaving Due to global restructuring of Colgate companies world wide, Kenya plant closed its manufacturing premises in October 2006.			

Job Title Catering Supervisor	Type of Business Manufacturing	From - To 01/02/1991 - 01/08/2000
Name of Employer Colgate Palmolive (EA) Ltd	Name of Supervisor Davies Abwavo	

Salaries per Annum:		Is this a civil servant position of your Government? No	
Starting 540000	Final 720000	Currency Paid KES	Is this a position within the UN Common System? No
Telephone Number +254020534044		Email Address VESTINA_AMUGUNE@hotmail.com	
Address of Employer Kenya			
Number of Employees Supervised by You 8			
Description of Duties I planned menus for the Colgate employees according to the budget given. Recruitment, training of staff was my responsibility, apart from that keeping financial records and writing reports every month was part of my duty. Recommendations for promotions and disciplinary actions. Negotiating and soliciting quotations contracts with suppliers. Handling the purchasing of supplies. Ensure full compliance with public health act for food handlers is being followed.			
Summarize any of Your Achievements I saved Kenya shillings two million every year by cutting down on cost by sourcing for cheap but quality food, equipment from suppliers. I led the Colgate employees to sacrifice their meals for the week on a campaign to support aid relief to Turkana District (Kenya) for drought that had led to thousands of people dead because of hunger. The company collected Two million Kenya shillings for that course.			
Reasons for Leaving Promoted to Plant Hygienist			

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

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

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

Address

P.O. BOX 3024
 CODE 00506 - NAIROBI
 KENYA NAIROBI Kenya
 Fax: +254-20-0722775620
 Contact: VESTINA AMUGUNE

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
Davies ABWAVO	Logistics & Customer Service Director	P.O Box 30264 Kenya	254 020534044 Davies_Abwavo@colpal.com
Sally MUKHWANA	Director	P.O.BOX 30934 Kenya	2540203744430 adept@kenyaweb.com
Nicholas RUNYENJES	Finance AND Administration Manager	World Bank Kenya	2540203222600 nrunyenje@worldbank.org

Personal History Profile for Miranda ARNAN-KAINYEK

General Details

1. Family name ARNAN-KAINYEK	First Name Miranda	Middle Name KASHO	Maiden Name, (if any) GRANT
2. Date of Birth 23/05/1965	3. City of Birth FREETOWN	Country of Birth Sierra Leone	Index No 330584
4. Country of Nationality at Birth Sierra Leone	Second Nationality (if any)	5. Country of Present Nationality Sierra Leone	Second Nationality (if any)
6. Gender Female	7. Height [cm] 6	8. Weight [kg] 72	9. Marital Status Married

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

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

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

13. What is your preferred field of work? **Financial management specialists**

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

15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? **01/02/2002**

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: **marnankay@yahoo.com**

Relations

19. Are any of your relatives employed by a public international organization? **No**

If you have any dependents, list them below:

Dependent Name	Relationship	Date of Birth	Gender	City, Country of Birth	Nationalities
DENNIS ARNAN-KAINYEK	Spouse	02/11/1966	Male	FREETOWN, Sierra Leone	Sierra Leonean, Sierra Leonean
SIMEON KOROMA	Son	16/01/1993	Male	FREETOWN, Sierra Leone	Sierra Leonean, Sierra Leonean
Annie GRANT	Daughter	20/05/1999	Female	Freetown, Sierra Leone	Sierra Leonean
THERESA GRANT	Mother	19/01/1945	Female	FREETOWN, Sierra Leone	Sierra Leonean, Sierra Leonean

Education

List all university degrees or equivalent qualifications obtained.

University Name Cambridge International College	City, Country UK LONDON United Kingdom	From - To Mar-2009 - Nov-2009
Main Course of Study	Field of Study	
Degree Title or Equivalent Dip in Logistics Supply & Transportation Chain	Degree Type Undergraduate degree	

University Name Cambridge International College	City, Country London United Kingdom	From - To Apr-2001 - Apr-2002
Main Course of Study Accounting	Field of Study Business & Administration	
Degree Title or Equivalent DIP IN BUSSINESS ADMINISTRATION	Degree Type Undergraduate degree	

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

Name of School UN Civilian Training Section	City, Country KHARTOUM Sudan	From - To Jan-2009 - Jan-2009
Main Course of Study MINUTES WRITING COURSE		Certificate or Diploma CERTIFICATE IN MINUTES WRITNG

Name of School UN Civilian Training Section	City, Country KHARTOUM Sudan	From - To Nov-2008 - Nov-2008
Main Course of Study UN prevention of sexual abuse		Certificate or Diploma Certificate in Prevention of Sexual Abuse

Name of School FOOD SAFETY SPECIALIST PROGRAMME	City, Country TUKEY Turkey	From - To Sep-2008 - Dec-2008
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Main Course of Study FOOD SAFETY PROGRAM		Certificate or Diploma FOOD SAFETY SPECALIST
Name of School UN Civilian Training Section	City, Country FREETOWN Sierra Leone	From - To May-2008 - May-2008
Main Course of Study UN Ethnics and Integrity		Certificate or Diploma Certificate in Ethnics and Integrity
Name of School RETAIN FOOD ALLIANCE	City, Country FLORENCE United States of America	From - To Apr-2008 - Sep-2008
Main Course of Study FOOD SAFETY		Certificate or Diploma CERTIFICATE IN FOOD SAFETY MANAGEMENT
Name of School ABC121 PROFESSIONAL WRITING SKILLS	City, Country London United Kingdom	From - To Oct-2007 - Dec-2007
Main Course of Study PROFESSIONAL WRITING SKILLS		Certificate or Diploma CERTIFICATE IN WRITING SKILLS & BUSSINESS ADMINISTRATION
Name of School UN Civilian Training Section	City, Country KHARTOUM Sudan	From - To Dec-2006 - Dec-2006
Main Course of Study Advance Feild Security		Certificate or Diploma Certificate in Advance Feild Security
Name of School UN Civilian Training Section	City, Country ADIS ABABA Ethiopia	From - To Jul-2006 - Jul-2006
Main Course of Study RATIONS MANAGEMENT TRAINING		Certificate or Diploma CERTIFICATE IN NEW RATIONS SCALE
Name of School UN Civilian Training Section	City, Country FREETOWN Sierra Leone	From - To Feb-2005 - Feb-2005
Main Course of Study Client focus		Certificate or Diploma Certificate in Client focus
Name of School UN Civilian Training Section	City, Country FREETOWN Sierra Leone	From - To Jan-2005 - Jan-2005
Main Course of Study Diversity training		Certificate or Diploma Certificate in Diversity Training
Name of School UNITAR	City, Country FREETOWN Sierra Leone	From - To May-2004 - May-2004
Main Course of Study Conflict Resolution		Certificate or Diploma Certificate in International Conflict Resolution
Name of School UNITAR	City, Country FREETOWN Sudan	From - To Apr-2004 - Apr-2004
Main Course of Study Logistics Support to peac keeping		Certificate or Diploma Certificate Logistics Support in Peacekeeping Operation
Name of School UNITAR	City, Country FREETOWN Sierra Leone	From - To Apr-2004 - Apr-2004
Main Course of Study UN Operational support		Certificate or Diploma Certificate in UN Operational Support
Name of School UN Civilian Training Section	City, Country FREETOWN Sierra Leone	From - To Nov-2003 - Nov-2003
Main Course of Study Basic Field Security		Certificate or Diploma Certificate in Basic Field Security
Name of School UN Civilian Training Section	City, Country FREETOWN Sierra Leone	From - To Oct-2003 - Oct-2003
Main Course of Study MS Word processing		Certificate or Diploma Certificate in MS Word

LOGISTICS AND DATA ENTRY. PROCESSING OF RATIONS REQUISITIONS. ASSIST IN PROVIDING TECHNICAL ADVICE TO CONTINGENT FOOD OFFICERS ON RATIONS PROCEDURE AND OTHER RELATED MATTER ASSIST IN LIAISING WITH CONTRACTOR ON TIMELY DELIVERY OF FOOD, STOCK BALANCE, AND INABILITY FAULT REPORTS OF CONTINGENT. RESPONSIBLE FOR DATA BASE OF ALL CONTINGENT SPECIAL RATIONS REQUIREMENT, YEARLY AND HALF YEAR ASSIST IN SUMMARIZING THE DEMAND PATTERN OF CONTINGENTS IN THE RATION SCALE. RECONCILIATION OF INVOICES AND CLOSURE OF RATIONS PERIODICAL CONTRACT . RESPONSIBLE FOR ALL ADMINISTRATIVE AND CLERICAL JOB IN THE UNIT ie ESTERBLISHING PROFESSIONAL FILLING AND ARCHIVING SYSTEM MANAGE THE UNIT IN THE ABSENCE OF THE SUPERVISOR. ASSIST IN INVOICE PROCESSING, PLANNING AND PREPARATIONS OF ESTIMATE COST BUDGET ASSIST IN ORGANIZING MEETINGS WITH CONTRACTORS AND PREPARING MINUTE OF MEETINGS HELD WITH THE CONTRACTORS. ANY OTHER DUTIES ASSIGNED TO ME BY THE RATIONS CONTRACT MANAGER .

Summarize any of Your Achievements

ADVANCE COMPUTER SKILL. ADVANCE KOWLEDGE IN ADMINISTRATION AND FOOD SEVICES. KNOWLEDGE IN RATIONS CONTRACT MANAGEMENT AND SUPPLY SERVICES. KNOWLEDGE IN LOGISTICS SUPPORT AND DATA BASE. KNOWLEDGE IN UN PEACE KEEPING OPERATION. PROVEN ABILITY TO DEAL DIPLOMATICALLY WITH PERSONS OF ALL NATIONALITIES AT ALL LEVELS. GOOD COMPUTER SKILLS ON APPLICATIONS USED WITHIN THE UN SYSTEM (eg. MICROSOFT OFFICE, LOTUS NOTES, GALILEO, MERCURY SYSTEM

Reasons for Leaving

INTERNATIONAL APPOINTMENT

Job Title SALES REPRESENTATIVE	Type of Business ELECTRONICS BUSSINESS	From - To 01/02/1993 - 01/04/1998
Name of Employer KEY ELECTRONICS	Name of Supervisor MR EMMANUEL YEMOH	
Salaries per Annum: Starting 420	Final 600	Currency Paid USD
	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? No
Telephone Number	Email Address	
Address of Employer Liberia		
Number of Employees Supervised by You 3		
Description of Duties GENERAL SALES PROMOTION. KEEPING PROPER ACCOUNTING SYSTEM OF SALES AND ISSUE VOUCHERS, PROVIDES MONTHLY STATEMENT OF ACCOUNT FOR MEETINGS. PROVIDE STATISTICAL/FINANCIAL DATA FOR MONTHLY MEETING RAISE WORK ORDER AND REQUESTS FOR OFFICE SUPPLIES AND EQUIPMENT, DRAFT ROUTINE CORRESPONDENCE. SERVE AS FIRST POINT-OF-CONTACT REGARDING PROBLEMS/ISSUES WITH SUPPLIERS OF GOODS AND SERVICES. RESPONSIBLE FOR STOCK CONTROLLING AND STORE KEEPING. MANAGE, GUIDE, DEVELOPE AND TRAIN STAFF UNDER MY SUPERVISION.		
Summarize any of Your Achievements THREE MONTH TRAINING IN SALES MANAGEMENT ADMINISTRATION. LARGE EXPERIENCE IN MARKETING. AND PROCUREMENT EXPERIENCE IN PUBLIC RELATIONS. EXPERIENCE IN WAREHOUSING, STOCK COTROLLING & STOCK KEEPING. EXPERIENCE IN R&I, CODIFICATION AND QUANTIFICATION.		
Reasons for Leaving WAR		

Job Title ACCOUNTING CLERK (BILLING UNIT)	Type of Business ELECTRICITY	From - To 01/07/1987 - 01/10/1992
Name of Employer NATIONAL POWER AUTHORITY	Name of Supervisor BIMBI COLE	
Salaries per Annum: Starting 7002	Final 8003	Currency Paid SLL
	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? No
Telephone Number 23222225720	Email Address	
Address of Employer Sierra Leone		
Number of Employees Supervised by You 0		
Description of Duties PREPARING ELECTRICITY BILLS AND ASSISTING CONSUMERS ON COUNTER. KEEPING PROPER RECORDS OF ALL CONSUMERS ACCOUNT'S UP TO DATE. RECONCILING PAYMENT AND BALANCES OF CONSUMERS ACCOUNTS. DATA ANALYSES. COPUTERISING MONTHLY BALANCE SHEET. RESPONSIBLE FOR OFFICE ADMINISTRATION AND FILLING SYSTEM.		
Summarize any of Your Achievements EXPERIENCE IN ACCOUNTING AND COMPUTER OPERATIONS. EXPERIENCE IN KEEPING GOOD WORKING RELATIONSHIP IN AN ESTABLISH ORGANIZATION. EXPERIENCE IN CLIENT ORIENTATION. GOOD COMPUTER AND TECNOLOGY SKILL. SIX MONTH TRAINING IN ACCOUNTING AND COMPUTER OPERATIONS.		
Reasons for Leaving REDUNDANCY		

Job Title ACCOUNT'S CLERK	Type of Business PHARMACEUTICAL STORE	From - To 01/08/1984 - 01/07/1987
Name of Employer VATIB PHARMACY	Name of Supervisor DOCTOR BELL	
Salaries per Annum: Starting 1300	Final 1300	Currency Paid SLL
	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? No
Telephone Number	Email Address	

2322290439

marnankay@yahoo.com

Address of Employer

Sierra Leone

Number of Employees Supervised by You

0

Description of Duties

ACCOUNTS CLERK: RESPONSIBLE FOR ALL DATA ENTRY OF ARTICLE RECEIVED AND ISSUE. ACCOUNTING AND BOOK KEEPING RESPONSIBLE FOR KEEPING PROPER FINANCIAL AND STOCK RECORDS. RESPONSIBLE FOR ALL STOCK CONTROL AND KEEPING PROPER DAILY SALES RECORD. MANAGE AND PROCESSING OF INVOICES RECEIVED.

Summarize any of Your Achievements

EXPERIENCE IN STOCK CONTROLLING, BOOK KEEPING AND PETTY CASHIER VOUCHER. EXPERIENCE IN ADMINISTRATION/ACCOUNTING PRINCIPLE.

Reasons for Leaving

NEW APPOINTMENT

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

COMPUTER, FAX MACHINE, TELEX, PHOTO COPIER, SCANNING MACHINE, BINDING MACHINE AND ANY OTHER OFFICE MACHINE

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
Krio	Yes	Easily	Easily	Easily	Easily

Address

19 DORGAN STREET
 VAI CONGO MARKET
 FREETOWN WESTERN AREA Sierra Leone
 Telephone: 232-22-242204
 Fax: 232-76-661886
 Contact: MIRANDA ARNAN-KAINYEK

Address

UNMIS
 SUDAN
 KARTOUM Sudan
 Telephone: 249-09-0912179301
 Fax: 249-09-0912179301
 Contact: MIRANDA ARNAN-KAINYEK

Address

15A ONEIL STREET
 VIA ALBERT ACADEMY SCHOOL
 FREETOWN WESTERN AREA Sierra Leone
 Telephone: 232-33-524359
 Fax: 232-22-076661886
 Contact: MIRANDA ARNAN-KAINYEK

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
AMELIA GEORGESTONE	EX- PRINCIPAL	17 ONIEL STREET FREETOWN Sierra Leone	2322225748
OWIZZ KOROMA	PATHOLOGIST	CANNAUGH HOSPITAL PERCIVAL STREET Sierra Leone	2322225426 owizzkoroma@yahoo.com
NATHANIEL NICOL	REVEREND	2J GEORGE BROOK FREETOWN Sierra Leone	2322226402

Personal History Profile for Khin AYE

General Details

- | | | | |
|--|---------------------------------------|---|------------------------------------|
| 1. Family name
AYE | First Name
Khin | Middle Name
Maung | Maiden Name, (if any) |
| 2. Date of Birth
18/08/1974 | 3. City of Birth
Shwe Taung | Country of Birth
Myanmar | Index No
614065 |
| 4. Country of Nationality at Birth
Myanmar | Second Nationality (if any) | 5. Country of Present Nationality
Myanmar | Second Nationality (if any) |
| 6. Gender
Male | 7. Height [cm]
173 | 8. Weight [kg]
70 | 9. Marital Status
Single |
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? **No**
- Are there any limitations on your ability to perform in your prospective field of work? **No**
11. Have you taken up legal permanent residence status in any country other than that of your nationality? **No**
13. What is your preferred field of work? **Records and documents administrators**
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: **aye.khin@gmail.com**

Relations

19. Are any of your relatives employed by a public international organization? **No**

If you have any dependents, list them below:

Dependent Name	Relationship	Date of Birth	Gender	City, Country of Birth	Nationalities
U CHIT	Father	07/05/1940	Male	Shwetaung, Myanmar	of Myanmar
Daw Tin TIN	Mother	25/03/1944	Female	Shwetaung, Myanmar	of Myanmar

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
Yangon University, Hlaing Campus	Yangon Myanmar	May-1994 - May-1998
Main Course of Study	Field of Study	
Degree Title or Equivalent	Degree Type	
Bachelor of Sciences in Mathematics		

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
UNITAR	UNMIL, Monrovia Liberia	Jan-2005 - Jan-2005
Main Course of Study	Certificate or Diploma	
Advanced Topic in UN Logistics: The provision of troops and contingent-own Equipment (COE) and the method for reimbursement	Certificate	

Name of School	City, Country	From - To
UNITAR	UNMIL, Monrovia Liberia	Jan-2005 - Jan-2005
Main Course of Study	Certificate or Diploma	
Operational Logistics Support of UN Peacekeeping Mission: Intermediate Logistics	Certificate	

Name of School	City, Country	From - To
UNITAR	UNMIL, Monrovia Liberia	Jan-2005 - Jan-2005
Main Course of Study	Certificate or Diploma	
Logistics Support to UN Peacekeeping operations	Certificate	

Name of School	City, Country	From - To
Northern Territory University, NTU	Darwin Australia	Feb-2002 - Oct-2002
Main Course of Study	Certificate or Diploma	
(IT fundamental, MS Word, Excel, Access, Dos Operations, Hardware Operation, Workplace Communication Skill)	Certificate	

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

THE MINISTRY OF (FOREVER GROUP)

Yangon Myanmar

Sep-1999 - Dec-1999

Main Course of Study

Certificate or Diploma

Computer Accounting Course (WINDOWING SYATEM MANAGER/ GENERAL RECEIVABLE/ ACCOUNTS PAYABLE/ INVENTORY CONTROL/ ORDER ENTRY) Certificate

Name of School

City, Country

From - To

KMD International Studies Center

Yangon Myanmar

Jul-1999 - Sep-1999

Main Course of Study

Certificate or Diploma

Basic Computer(WINDOWS 98, WORD 97, EXCEL 97, PAGEMAKER 6.5, PAINTBRUSH) Certificate

Name of School

City, Country

From - To

NO. 1, Mayangone High School

Mayangone Myanmar

May-1991 - May-1993

Main Course of Study

Certificate or Diploma

Science Certificate

Employment

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

Job Title	Type of Business	From - To
OIC Contracts Services Unit (Contract Mgmt. Assistant)	Contracts Services & Administration	01/05/2009 -
Name of Employer	Name of Supervisor	
United Nations Mission In Sudan(UNMIS)	Stephen Farrells	
Salaries per Annum:		
Starting	Final	Currency Paid
65000	65000	USD
	Is this a civil servant position of your Government? Yes	
	Is this a position within the UN Common System? No	
Telephone Number	Email Address	
249915987496	aye@un.org	
Address of Employer		
Sudan		
Number of Employees Supervised by You		
9		
Description of Duties		
Contracts Services Unit (CSU) is to provide technical guidance and a properly administer and monitor all aspects of day-to day management of those contracts that involve the provision of re-occurring services. Contract Administrators of the services/commodities, mostly located in the Integrated Support Services, will in their turn perform Contract Administration (Task vendors to deliver within allowable contract parameters as required, ensuring that funds are obligated to this end; monitor measure, and certify services rendered). In what entails the day-to-day liaison with Contractors, and the drawdown of resources as required. It is to manage in the most efficient and cost effective control and monitoring systems for proper administration of the service contracts.Contract Administrators will be responsible for determining the need for, and magnitude of, resources required to support their operations, including outsourced activities, and answer for the variances in the utilisation of these resources. All accounts that finance support activities under the responsibility of Contract Administrator, including accounts for outsourced activities, will be placed in the relevant Contract Administrators' cost center. Raising requisitions in Mercury to obligate funds from which invoices are paid, is a Contract Administrators responsibility. Contract Administrator are further responsible for ensuring that prior to making any financial commitments, sufficient resources are obligated for this purpose. Contract Administrators will monitor evolving, and identify new requirements that will result in a one-off or recurrent financial commitment that is not already provided for, and communicate this to the Contract Managers for new contracts to be put in place, or amendments to be made to existing contracts.Contract Administrators will be responsible for managing their accounts, including the preparation of Statements of Expenditure on demand on demand, the management of out		
Summarize any of Your Achievements		
achieved in good budget planning, knowledge of managing of contracts HCC & LCC.		
Reasons for Leaving		
better future		

Job Title	Type of Business	From - To
Rations Assistant / Quality Assurance Evaluator	Peace Keeping Operation	01/10/2007 - 01/05/2009
Name of Employer	Name of Supervisor	
United Nations Mission in Sudan (UNMIS)	Manjit Dhooria	
Salaries per Annum:		
Starting	Final	Currency Paid
60000	60000	USD
	Is this a civil servant position of your Government? Yes	
	Is this a position within the UN Common System? No	
Telephone Number	Email Address	
19173673520	aye@un.org	
Address of Employer		
Sudan		
Number of Employees Supervised by You		
2		
Description of Duties		

To ensure minimum compliance to rations specification and overall quality assurance of all foods and services from the contractor's warehouse through transportation, delivery up to the points of receipt, storage and consumption by TCC. To verify that the Rations Contractor and TCC meet requirements of the United Nations Rations Specifications and Standard Operating Procedure (SOP) across the entire spectrum in rations operations in the Sectors. Responsible for providing the Quality Assurance for all work and /or services provided by the Rations Contractor in hi respective sector. Monitor, review and edit TCCs Unit rations requisitioning of 67 days advance before submitting to Rations Unit in Khartoum. Ensure Food Items requested by contingents are in conformity with the UN Rations Scale and are seasonally available; Ensure contingent's troops strength is correct and man days are accurate, taking into consideration personnel that are absent from contingent locations for various reasons, ie. Attachment, Detachments, Leave personnel hospitalized. Participate in regular training programs, i.e. Food Seminar and Food Conferences for contingent's Food Officers organized by Rations Unit. Provide suggestions and solutions on quality problems revealed and prepare reports for senior management. Compilation and submission of QAE Monthly Rations Report, Troops Strength Reports, Rations Reconciliation and Monthly Stock Balance to Rations Unit in Khartoum. Coordinate with the rations contractor to provide integration of rations inventory plan and establish stock lines by consolidation of like commodities. To assist and verify physically establishment of stock lines by consolidation of like commodities. To assist the Rations Contractor to standardize warehouse procedures & techniques according to HACCP & ISO 9000 protocols. Supervise distribution of rations to the TCC camps, conforming to the food orders and carry out inspections at all TCCs.

Summarize any of Your Achievements

Successful feeding to all TCCs in Sector Five by Rations Contractor compliance with UNMIS SOP and UNRS. Well Set up standardized warehouse procedures & techniques according to HACCP and ISO 9000 protocols for Rations Contractor and All TCCs in Sector. Also successful feeding to all TCCs in timely manner. Assure for receiving of rations for all TCCs according to their rations order and compliance with UNRS. Well improve occupational health and safety in sector.

Reasons for Leaving

I would like a more responsible and challenging position with the United Nations System.

Job Title	Type of Business	From - To
Ration Assistant, PX Coordinator Assistant,A. Admin Assistant	Peacekeeping Mission	01/08/2004 - 01/06/2007
Name of Employer	Name of Supervisor	
UNMIL United Nations Mission In Liberia	Josef Aigelsreiter	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
33000	33000	USD	Is this a position within the UN Common System? No
Telephone Number	Email Address		
	aye@un.org		
Address of Employer			
Liberia			
Number of Employees Supervised by You			
0			
Description of Duties			

Ensure that the Ration Contractor Invoices are accompanied by adequate support documentation to facilitate review and processing. Ensure that any discrepancy on the Delivery Note against Receiving and Inspection Report is noted for necessary action. Ensure that Ration Contractor Invoices are processed and comply with Contract Specifications as they relate to unit cost, unauthorized Commodity Substitution, Quantity and Quality specifications, Receiving and Inspection procedures and Ceiling Man/Day Rate. Process and verify of Ration Contractor invoices for submission to Finance Section for payment. Prepare contingent requisition IAW UN ration scale of issue and cost. Ensure contingent requests are within CMR and do not exceed the maximum entitlement. Ensure food items requested by contingents are seasonally available. Ensure contingent troop strength is correct and man day accurate. Provide technical advice to contingent food officers on the requisition procedures and any other matter pertaining to the request documentation. Assist in the preparation of rations delivery schedules (Air & Road) and ensure that contractors, contingents and R & I are aware of delivery times and coordinate with Movcon on issues relating to rations delivery. Prepare the contractor's performance statistics report per consumption period. Ensure the Contractor's performance is based on the criteria's stipulated in the contract. Review and compare contractor's performance report with the Mission report and highlight areas of differences, and then discuss with contractor on the variances to reach a common ground on the statistics. Assist the staff food officer in making initial briefings to newly assigned contingent food officers. Responsible for Emergency Combat Rations receiving and inspecting whenever necessary. Identifies mission requirements for MRE in accordance with mission policy. Maintain records of distribution of MRE to Contingents. Prepare authorization documents for consumption.

Summarize any of Your Achievements

Conducted one-to-one training for new Food Officers on preparation of requisitions, SOPs, etc. Became a competent user of the Matrix system for reporting on attendance. Became a competent user of the Galileo system for reporting on petty cash expenditure in the Supply Section. Assumed attendance monitoring duties of the Administrative Assistant of the Chief Supply during her absences, involving the attendance monitoring of nearly 70 staff (CVs,UNVs & LS). Briefed newly arrived staff in mission during the check-in process on PX regulations, allowances, etc. Trained Food Clerks (Military) in 42 contingents on filing procedures, report writing, etc. Prepared monthly Global Evaluation Statistics for reporting to New York. Have gained a lot of knowledge and experience through involvement in the Food Cell, notably knowledge and experience in the area of logistics. Have developed considerable and diverse cross-cultural communication skills through my day-to-day dealings with contingents from 14 different countries.

Reasons for Leaving

I would like a more responsible and challenging position with the United Nations System.

Job Title	Type of Business	From - To
Country Director/Marketing Coordinator	General Trading	01/11/2003 - 01/06/2004
Name of Employer	Name of Supervisor	
Bell-Indo Co., Ltd	Hugo	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
12000	16000	USD	Is this a position within the UN Common System? No
Telephone Number	Email Address		
6703312554	bellindo-dili@bell-indo.com		
Address of Employer			
East Timor			
Number of Employees Supervised by You			
5			
Description of Duties			

Supervised and managed the day-to-day operation activities of the country. Developed and maintained office recording and filing systems. Coordinated with the Head Office in Bangkok, developed marketing strategies directed to local customers and potential buyers to increase the company's profit. Represented the company during sales promotion, procurement and bidding activities. Prepared monthly financial and other related reports for submission to the Head Office in Bangkok. Prepared and secured documents for clearance of goods by the Customs Department. Performed procurement works such as canvassing materials, prices analysis, and prepare the documents for bidding. Performed other legal tasks as directed by superior.

Summarize any of Your Achievements

Effectively managed the country office for Bell-Indo, a Swiss-based international marketing company and its 5 staff. Developed independent working skills, such as time and self management. Was successful in gaining a number of major contracts for the company and nearly doubled the annual income of the office. Negotiated with the Timorese Government for the payment of the company's tax debt accumulated over the previous three years. Gained considerable knowledge on bid preparation and bidding techniques. Became adept at customs clearance rules and techniques. Acquired considerable insight into marketing techniques and strategies.

Reasons for Leaving

I was offered a position in the United Nations Mission in East Timor.

Job Title	Type of Business	From - To
PX Coordinator Assistant	Duty Free Coordination	01/09/2003 - 01/06/2004
Name of Employer	Name of Supervisor	
UNMISSET/CAS/PX Committee	Mr. Josef Aigelsreiter / Mr Donald Gillies	
Salaries per Annum:	Is this a civil servant position of your Government? No	
Starting	Final	Currency Paid
12000	15000	USD
		Is this a position within the UN Common System? No
Telephone Number	Email Address	
6703312210	aye@un.org	
Address of Employer		
East Timor		
Number of Employees Supervised by You		
0		
Description of Duties		
<p>General Administration of UNMISSET contract and PX operations. Duties included calculation of allowable purchase of alcohol of UN international staff, UN agencies, military contingents and Authorized entities. Monitored and checked on a regular basis prices of goods sold at the PX in accordance with the Memo of Agreement between UNMISSET and the Eurest. Checked and approved the PX purchase orders of military contingents. Checked and verified shipping documents such as Airway Bill, Seaway Bill and Supplier Invoices, Custom clearance. Prepared the monthly reports of PX purchases as order basis like alcohol beverages and cigarettes for military and UN personnel. Prepared reports of rebates income from the contractor, Chief Administration Services, Chief Finance and to the PX Committee. Performed other legal tasks as directed by superiors.</p>		
Summarize any of Your Achievements		
<p>In-depth knowledge of duty free coordination, Rules & Regulations and the nature of agreements between Local Government and United Nation Organisation. Gained knowledge on Customs Clearance. Developed independent working skills after PX Coordinator left the mission.</p>		
Reasons for Leaving		
<p>I wanted to be in full time work, more financially secure and have a more responsible job.</p>		

Job Title	Type of Business	From - To
In charge Of Staff recreation Center	RECREATION CENTRE	01/09/2002 - 01/09/2003
Name of Employer	Name of Supervisor	
SWRC , STAFF WELFARE AND RECREATION COMMITTEE	BETTY DUHAYLONGSOD	
Salaries per Annum:	Is this a civil servant position of your Government? No	
Starting	Final	Currency Paid
6000	10000	USD
		Is this a position within the UN Common System? No
Telephone Number	Email Address	
67037232605	markkma_2001@yahoo.com	
Address of Employer		
East Timor		
Number of Employees Supervised by You		
3		
Description of Duties		
<p>Performed General Administration for the Center that include purchase of stocks, accounting, inventory and control of supply and beverages. Handled registration of membership and issuance of ID cards to members. Managed the UN Staff Recreation Center (Gymnasium) and other facilities. Organized and supervised the social functions of the UN Staff Welfare Committee, which include meetings of the different UNMISSET Departments and other social events (Yoga, Ballroom Dancing, Tae Kwon Do). Developed and implemented the catalog system for the Staff Welfare Library and monitor the borrowers. Assisted in the photo documentation and the logistical requirements for the monthly publication of the UNMISSET's newsletter. Conducted reports on the daily sales of gym canteen and the applicant's membership fee. Conducted monthly audit report of the canteen to be submitted to the Committee's Auditor. Performed other legal tasks as directed by superiors.</p>		
Summarize any of Your Achievements		
<p>Gained experience in public relations, management of programs, solicitation of prizes & sponsorship.</p>		
Reasons for Leaving		
<p>I was looking for greener pastures.</p>		

Job Title	Type of Business	From - To
FOOD AND BEVERAGE SUPERVISOR	Hotel	01/11/2001 - 01/06/2002
Name of Employer	Name of Supervisor	
CARLTON HOTEL	John Wong	
Salaries per Annum:	Is this a civil servant position of your Government? No	
Starting	Final	Currency Paid
16500	20000	AUD
		Is this a position within the UN Common System? No
Telephone Number	Email Address	
61889800800	markkma_2001@yahoo.com	

Address of Employer

Australia

Number of Employees Supervised by You

9

Description of Duties

Managed nine (9) food and beverage outlets of the Carlton Hotel. Supervision of 18 food attendants, which included monitoring of staff's work attendance and absences as well as prepared of their monthly routine assignment. Managed the financial database of the business, monitor and reported the daily income of the food outlets. Performed monthly inventory of stock of supplies, bar expenses, sales income, and marketing expenses. Created marketing strategies for the Hotel's promotion. Assisted the functions organizer in terms of food and beverages. Performed other legal tasks as directed by the manager.

Summarize any of Your Achievements

Learned the Rules and Regulations of running a successful five star Hotel. Managed the food and beverage department. Gained competence in the use of micro computers for reporting of daily sales from 9 food outlets.

Reasons for Leaving

I was looking for a better position.

Job Title	Type of Business	From - To
GENERAL MANAGER	RESTAURANT	01/10/2000 - 01/06/2001
Name of Employer	Name of Supervisor	
DILI SANDS CAFE	DOUGLAS MOE	

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
24000	30000	AUD	Is this a position within the UN Common System? No

Telephone Number

67037232605

Email Address

markkma_2001@yahoo.com

Address of Employer

East Timor

Number of Employees Supervised by You

13

Description of Duties

Overall manager of the restaurant's operation from purchasing of supplies and bar requirements; identifying new menu; organizing catering functions, restaurant layout, furnishings and décor. Monitor daily income of restaurant, and perform inventory control. Supervised the training of local staff in proper and professional handling of customer's needs and complaints. Prepared the monthly payroll of the employees based on the labor code and tax regulations. Performed the matrix of monthly attendance reports, schedule of leave, day off of staff on a weekly basis and sick leave. Created marketing strategy and perform public relations' functions and promotional activities. Supervised the staff in conduct of stocks inventory. Performed other tasked as directed.

Summarize any of Your Achievements

Developed skills in management & client service. Also developed skills in on the job training / monitoring.

Reasons for Leaving

Deaded to go to Australia to work & study.

Job Title	Type of Business	From - To
ASSISTANT LOGISTIC MANAGER	CONSTRUCTION AND RESTAURANT	01/01/2000 - 01/06/2000
Name of Employer	Name of Supervisor	
TIMOR LOGISTIC PTY. LTD.	FRANCIS LI	

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
16000	20000	AUD	Is this a position within the UN Common System? No

Telephone Number

67037232605

Email Address

markkma_2001@yahoo.com

Address of Employer

East Timor

Number of Employees Supervised by You

15

Description of Duties

Performing general accounting, payroll, inventory and control of construction and restaurant purchases. Securing customs clearance, preparing. Performed general accounting, payroll, inventory and control of construction and restaurant purchases. Responsible for securing customs clearance, preparation of purchase orders and logistic arrangements-handling and delivery of goods. Prepared documents and attended construction biddings at various national government and private firms and International group organizations. Inspected and surveyed the location, civil engineering works, outlined and compute the scope of work, prepared the budget estimate and the price quotation, and the letter of proposal. Prepared purchase of materials, hired workers and laborers; monitored the timelines of the projects that was set in the contracts. Prepared the purchase order and coordinated with the suppliers regarding the price, quantity and quality of product. Prepared and submitted the canvasses reports for approval set appointment and schedule of delivery for the distributions of the products. Prepare documents for inspection of the projects at followed-up the payments. Responsible for monitoring the incoming and outgoing stocks, receiving quantity, quality, checking and documentations. Received all the deliveries from suppliers and ensure that only the approved P.O. quality and items specifications/quality are accepted. Prepared and compiled data contained in the contract quotations, budget proposals; bids result to determine which supplier can deliver the quality goods /services at the best, reasonable and lower price. Performed general administration and public relations; conducted market research, study and development, preparation of price quotations. Performed the proper warehousing and storage of stocks, the classification of expendable and non-expendable, serialized and non-serialize items. Conducted inventory, determined the wear and tearand the proper disposal of stock

Summarize any of Your Achievements

Have gained a lot of knowledge and experience through involvement in through Logistic Ptd Ltd, notably knowledge and experience in the area of logistics and engineering.

Reasons for Leaving

COMPLETION OF CONTRACT

Job Title Assistant Logistic Manager	Type of Business Export/Import	From - To 01/03/1998 - 01/12/1999
Name of Employer Europ Continent Export/Import co.ltd	Name of Supervisor Emmanuel Felix	
Salaries per Annum: Starting 15000	Final 30000	Currency Paid MMK
	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? No
Telephone Number 9501295463	Email Address markkma_2001@yahoo.com	
Address of Employer Myanmar		
Number of Employees Supervised by You 2		
Description of Duties Secured medicines and medical equipment export and import licenses, Custom's clearances; data entry of accounting transactions, inventory and control using Peachtree accounting software. Prepared contracts, tender quotations, follow-up of purchases and delivery schedule. Developed marketing strategies, promotion and exhibition activities; Planned appropriate store display. Prepared a draft of purchase order and contracts, coordinated the distribution of pertinent documents to all dealers, and ensured appropriate specifications of products and equipment. Performed the proper warehousing and storage of supplies, serialized and non-serialized, expendable and non-expendable items. Determined the expiration of medicines, vaccines and medical reagents and maintenance of the medical equipments that are on stocks. Received and checked the storage and issuance of materials, ensured that the policy and procedures on receipt and issuance of material are implemented. Responsible for stacking and handling of materials, ensuring that all items are labeled and stored in designated appropriate storage, conducted regular physical inventory count of stocks and maintain the cleanliness and orderliness of the storage area. Prepared the purchase order and coordinated with the suppliers regarding the price, quantity and quality of product. Prepared and submitted the canvasses reports for approval set appointment and schedule of delivery for the distributions of the products. Monitored the incoming and outgoing stocks, receiving quantity, quality, checking and documentations. Received all the deliveries from suppliers and ensure that only the approved P.O. quality and items specifications/quality are accepted. Responsible for the checking of supplier's invoice/delivery receipt against the approved P.O. to ensure the correctness and completeness of delivery transfer of all newly delivered products in the designated storage area.		
Summarize any of Your Achievements Knowledge of Export/Import applications. Became a competent user of Peachtree accounting software and inventory control systems as well as acquiring general logistic knowledge		
Reasons for Leaving I wished to further my career and broaden my experience by seeking work overseas		

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

Computer, calculator, Photocopier, fax and scanner

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
Chinese	No	Easily	Not easily	Not easily	Easily

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

Language	Mother Tongue	Speak	Read	Write	Understand
Indonesian	No	Easily	Not easily	Not easily	Easily
Burmese	Yes	Easily	Easily	Easily	Easily
Tetum	No	Easily	Not easily	Not easily	Easily

Address

Bld#257, Room 14, 3rd floor,
Yanaung 6th Street, East Yakin
Yangon Yangon Myanmar
Telephone: 95-9-5091789
Fax: 95-9-5073240
Contact: Khin Aye

Address

UNMIS, Khartoum
PO Box 5013, GCS, Newyork NY 10163-5013, USA
Khartoum Ebid Khatim Sudan
Telephone: 1-917-3673520 extension 7072
Fax: 249-91-5987496
Contact: Khin Aye

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
Josef AIGELSREITER	Ration Officer	UNIFIL Lebanon	aigelsreiterj@un.org
Aki NOTAKE	Movement Control Officer	UNMIN Lebanon	notake@un.org
Rofle TERENCE	Training Officer	DPKO, UN HQ Lebanon	rofle@un.org

Personal History Profile for Mohamed BAROUDI

General Details

1. Family name BAROUDI	First Name Mohamed	Middle Name DIAA EL DEEN	Maiden Name, (if any)
2. Date of Birth 02/09/1965	3. City of Birth HOMS	Country of Birth Syrian Arab Republic	Index No
4. Country of Nationality at Birth Syrian Arab Republic	Second Nationality (if any) France	5. Country of Present Nationality France	Second Nationality (if any)
6. Gender Male	7. Height [cm] 183	8. Weight [kg] 85	9. Marital Status Married

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

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

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

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

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

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

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

18. Email Address: **baroudi-si@wanadoo.fr**

Relations

19. Are any of your relatives employed by a public international organization? **No**

If you have any dependents, list them below:

Dependent Name	Relationship	Date of Birth	Gender	City, Country of Birth	Nationalities
ISABELLE BAROUDI	Spouse	02/01/1970	Female	ANNECEY, France	French
ISMAEL BAROUDI	Son	10/12/1996	Male	CASTELNAUDARY, France	French
SOFIAN BAROUDI	Son	12/07/2001	Male	CASTELNAUDARY, France	French

Education

List all university degrees or equivalent qualifications obtained.

University Name LITERATURE ANGLAISE	City, Country DAMAS Syrian Arab Republic	From - To Sep-1984 - Jun-1986
Main Course of Study Native Languages	Field of Study Humanities	
Degree Title or Equivalent 2 ANS SUR 4	Degree Type Degree	

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

Name of School ECOLE DES FOURRIERES	City, Country ROCHEFORT France	From - To Mar-2002 - Jul-2002
Main Course of Study ECOLE MILITAIRE AVEC UNE FORMATION CONTINUE DANS LE DOMAINE DE L'ADMINISTRATION ET SOUTIEN DE L'HOMME FILIERE RESTAURATION HOTELIERE LOISIRS MOYENNE 15.43/20 MENTION BIEN		Certificate or Diploma BREVET SUPERIEUR DE TECHNICIEN DE L' ARMEE DE TERRE/BREVET HOMOLOGUE DANS LE DOMAINE ET LE GROUPE DE SPECIALITES ADMINISTRATION ET SOUTIEN DE L'HOMME NIVEAU 3 OU BTS + 2

Employment

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

Job Title GERANT D'ACTIVITES RESTAURATION SOUTIEN DE L'HOMME EN TEMPS DE PAIX ET EN TEMPS DE GUERRE	Type of Business SOUTIEN DE L'HOMME RESTAURATION COLLECTIVE	From - To 01/10/1989 - 01/04/2007
Name of Employer REPUBLIQUE FRANCAISE/MINISTERE DE LA DEFENSE/2EME REGIMENT ETRANGER DE GENIE/DIRECTION FADMINISTRATIVE ET FINANCIERE		Name of Supervisor LE COMMISSAIRE CAPITAINE PENTEL FREDERIC
Salaries per Annum: Starting: ----- Final: -----	Currency Paid: -----	Is this a civil servant position of your Government? Yes

20000	24000	EUR	Is this a position within the UN Common System? No
Telephone Number		Email Address	
Address of Employer			
France			
Number of Employees Supervised by You			
30			
Description of Duties			
JE SUIS ACTUELLEMNT A LA TETE D'UNE TRENTAINE D'HOMME POUR ASSURE QUOTIDIENNEMENT LA GESTION D'UN ORGANISME NOURRICIER CHARGE DE SOUTENIR UNE COLLECTIVITE MILITAIRE DE 1000 INDIVIDUS AVEC SES SPECIFICITES COMME LES RAVITAILLEMENTS EN MANOEUVRES ET LES NOMBREUSES MANIFESTATIONS OUVERTES OU NON AU PUBLIC.			
Summarize any of Your Achievements			
MON TRAVAIL A ETE UNANIMEMENT RECONNU, MON ESPRIT DE SERVICE, MON SENS DES RESPONSABILITES, MA DISPONIBILITE ET MES COMPETENCES PROFESSIONNELLES ONT FAIT DE MOI UN ELEMENT INDISPENSABLE AU BON FONCTIONNEMENT DE LA VIE REGIMENTAIRE.			
Reasons for Leaving			
APRES 17 ANS DE BONS ET LOYAUX SERVICES JE SOUHAITERAIS METTRE A PROFIT TOUS MES ACQUIS PROFESSIONNELS ET HUMAINS AU SERVICE D'UNE ORGANISATION COMME LA VOTRE			

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 - **35** French - **35**

List any office machines or equipment you can use:

word, Excel, Powerpoint, Sigmès outil comptable. MANAGER/BURSAR 16 YEARS OF EXPERIENCE IN CATERNG/MANAGEMENT QULIFICATIONS SUPERVISOR OF 30 PERSONS MANAGER OF PLANNING ; BUDGETING AND BUYING PROVISIONS(SUPPLYS AND STOCKS) UP TO DATE KNOWLEDGE OF HYGIENE, HEALTH ; SECURITY ; AND HACCP UP TO DATE KNOWLEDGE OF COMPUTERS ; (WOR

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

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

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

Address

3 LOT BARTHEE
84 390 VAUCLUSE France
Telephone: 33-490047926
Fax: -0671887831
Contact: MOHAMED DIAA ELDEEN BAROUDI

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
FREDERIC PENTEL	DIREC TEUR ADMINISTRATIF ET FINANCIER	2EME REGIMENT ETRANGER DE GENIE France	
LOUIS PICHOT DE CHMPLEURY	GENERAL COMMANDANT LA LEGION ETRANGER	COMMANDEMENT DE LA DLEGION ETRANGERE France	
STEPHANE POUJOL DE MOLLIENS	CJEF DE BUREAU D'AIDE A LA RECONVERSION DE LA LEGION ETRANGER	QUARTIER VIENOT France	

Personal History Profile for Peggy EDJEANI

General Details

- | | | | |
|--|-----------------------------------|---|------------------------------------|
| 1. Family name
EDJEANI | First Name
Peggy | Middle Name
Etonam Yawa | Maiden Name, (if any) |
| 2. Date of Birth
28/04/1966 | 3. City of Birth
Tamale | Country of Birth
Ghana | Index No
044181 |
| 4. Country of Nationality at Birth
Ghana | Second Nationality (if any) | 5. Country of Present Nationality
Ghana | Second Nationality (if any) |
| 6. Gender
Female | 7. Height [cm]
170 | 8. Weight [kg]
95 | 9. Marital Status
Single |
10. Entry into the United Nations service might require assignment to any area of the world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? **No**
- Are there any limitations on your ability to perform in your prospective field of work? **No**
11. Have you taken up legal permanent residence status in any country other than that of your nationality? **No**
13. What is your preferred field of work? **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?
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: **peggyedjeani@yahoo.com**

Relations

19. Are any of your relatives employed by a public international organization? **No**

If you have any dependents, list them below:

Dependent Name	Relationship	Date of Birth	Gender	City, Country of Birth	Nationalities
PAUL SELORM EDJEANI	Son	25/03/1998	Male	ACCRA, Ghana	Ghanaian
ALICE GRETTE KWAWU - EDJEANI	Mother	26/12/1932	Female	GBADZEME, Ghana	Ghanaian

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
UNITED NATIONS MISSION IN LIBERIA (INTEGRATED MISSION TRAINING CENTRE)	MONROVIA Liberia	Mar-2008 - Mar-2008
Main Course of Study Military	Field of Study Security Services	
Degree Title or Equivalent MILITARY OBSERVERS AND STAFF OFFICERS' CERTIFICATE	Degree Type Postgraduate degree	
KOFI ANNAN INTERNATIONAL PEACEKEEPING TRAINING CENTRE (KAIPTC)	TESHIE -ACCRA Ghana	Sep-2007 - Oct-2007
Main Course of Study Military	Field of Study Security Services	
Degree Title or Equivalent MILITARY OBSERVERS AND STAFF OFFICERS' CERTIFICATE	Degree Type Postgraduate degree	
UNITAR	NEW YORK United States of America	Sep-2006 - Sep-2006
Main Course of Study	Field of Study	
Degree Title or Equivalent CERTIFICATE IN UN LOGISTICAL SUPPORT	Degree Type Postgraduate degree	
United States Army Logistics Management College	Fort Lee, Virginia United States of America	Oct-2004 - Apr-2005
Main Course of Study	Field of Study	
Degree Title or Equivalent Diploma in Logistics Management	Degree Type Postgraduate degree	
University Name	City, Country	From - To

Ghana Institute of Management and Public Administration	Accra Ghana	Sep-2002 - Jun-2003
Main Course of Study Public Administration	Field of Study Business & Administration	
Degree Title or Equivalent Post Graduate Diploma in Public Administration	Degree Type Postgraduate degree	

University Name Ghana Armed Forces Command and Staff College (Senior Division)	City, Country Accra Ghana	From - To Sep-2002 - Aug-2003
Main Course of Study	Field of Study	
Degree Title or Equivalent PSC	Degree Type	

University Name Ghana Armed Forces Command and Staff College (Junior Division)	City, Country Teshie, Accra Ghana	From - To Jul-2000 - Dec-2000
Main Course of Study Military	Field of Study Security Services	
Degree Title or Equivalent JSC	Degree Type Undergraduate degree	

University Name Ghana Institute of Journalism	City, Country Accra Ghana	From - To Sep-1986 - Jun-1988
Main Course of Study Journalism	Field of Study Journalism & Information	
Degree Title or Equivalent Diploma in Public Relations and Advertising	Degree Type Undergraduate degree	

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

Name of School Ghana Armed Forces Command and Staff College	City, Country Accra Ghana	From - To May-2003 - Jun-2003
Main Course of Study Civil Security		Certificate or Diploma Certificate in Crisis Management

Name of School Ghana Armed Forces Command and Staff College	City, Country Accra Ghana	From - To Apr-2003 - May-2003
Main Course of Study Civil Security		Certificate or Diploma Certificate in International Peace Support Operations

Name of School Ghana Armed Forces Mechanical Transport School	City, Country Accra Ghana	From - To Jul-1993 - Oct-1993
Main Course of Study Road Motor Vehicle Operations		Certificate or Diploma Certificate in Transport Management

Name of School Ghana Military Academy	City, Country Accra Ghana	From - To Jan-1992 - Aug-1992
Main Course of Study Security Services		Certificate or Diploma Diploma in Military Studies

Name of School Mawuli Secondary School	City, Country Ho Ghana	From - To Sep-1984 - Jun-1986
Main Course of Study General Arts		Certificate or Diploma General Certificate of education, Advanced Level

Name of School Accra High school	City, Country Accra Ghana	From - To Sep-1982 - Jun-1984
Main Course of Study General Arts, Food and Nutrition		Certificate or Diploma General certificate of Education, Ordinary Level

Name of School Burma Camp Junior Secondary School	City, Country Accra Ghana	From - To Sep-1978 - Jun-1981
Main Course of Study General Arts		Certificate or Diploma Junior Secondary School Basic Certificate of Education

Employment

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

Job Title DEPUTY DIRECTOR SUPPLIES & TRANSPORT	Type of Business MILITARY (LOGISTICS)	From - To 01/03/2009 -
Name of Employer MINISTRY OF DEFENCE, GHANA	Name of Supervisor COLONEL JAMES ADAMU-KOTO	
Salaries per Annum: Starting 60000	Final 62000	Currency Paid GHC
Telephone Number	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? No
Address of Employer Ghana	Email Address peggyedjeani@yahoo.com	
Number of Employees Supervised by You		
Description of Duties Deputy Director in charge of ration, fuel and petroleum products, miscellaneous and disinfectants, as well as transport for the Ghana Armed Forces.		
Summarize any of Your Achievements A review of existing SOPs and policies to improve on performance and save costs.		
Reasons for Leaving still at post		

Job Title CARGO HANDLING OFFICER, MOVCON	Type of Business MOVEMENT CONTROL	From - To 01/02/2008 - 01/05/2008
Name of Employer UNITED NATIONS MISSION IN LIBERIA (UNMIL)	Name of Supervisor JOSEPH KWEMALA	
Salaries per Annum: Starting 43000	Final 44000	Currency Paid USD
Telephone Number	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? No
Address of Employer Liberia	Email Address	
Number of Employees Supervised by You		
Description of Duties • Responsible to the Chief Military Movcon. • Advice the Chief Military Movcon on all Movcon matters. • Act as the Deputy to the Chief Military Movcon. • Organize coordinating conferences with Contingents' Liaison Officers/Unit Enplanement Officers. • Finalize rotation programmes. • Task UN MPs to conduct luggage/cargo search of outgoing troops. • Conduct luggage check and transport them to the Robertsfield International Airport (RIA). • Check in troops at RIA. • Receive incoming rotation flights at RIA. • Receive cargo at airport. • Unload cargo from aircraft and dispatch same to its destination. • Assist disembark/embark of troops out of/into the aircraft.		
Summarize any of Your Achievements • Effectively organized smooth rotations. • Successfully run the Movcon office in the absence of the Chief Military Movcon.		
Reasons for Leaving STILL AT POST		

Job Title DEPUTY DIRECTOR SUPPLIES AND TRANSPORT (MOVEMENT CONTROL)	Type of Business MILITARY	From - To 01/05/2007 - 01/02/2008
Name of Employer GHANA ARMED FORCES	Name of Supervisor COLONEL JAMES ADAMU-KOTO	
Salaries per Annum: Starting 7200	Final 7300	Currency Paid GHC
Telephone Number	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? No
Address of Employer Ghana	Email Address peggyedjeani@yahoo.com	
Number of Employees Supervised by You		
Description of Duties • Responsible to the Director Supplies and Transport for all Movement. • Principal adviser to the Director Supplies and Transport on all armed forces movement (goods/personnel) by air, sea and rail. • Coordinate and liaise with all Movement Units within the Armed forces and the civilians at the various ports of embarkation/disembarkation. • Prepare annual movement estimates. • Oversee the promotion and welfare of Movement Personnel.		
Summarize any of Your Achievements EFFICIENTLY		

Reasons for Leaving

FOR PEACEKEEPING OPERATIONS IN LIBERIA

Job Title UNIFIL SO 5 (FOOD)	Type of Business Peacekeeping Operations	From - To 01/04/2006 - 01/05/2007
Name of Employer UNITED NATIONS INTERIM FORCE IN LEBANON (UNIFIL)	Name of Supervisor MR JOSEF AIGELSREITER	
Salaries per Annum: Starting 63000	Final 63700	Currency Paid USD
Telephone Number	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? No
Address of Employer Lebanon	Email Address peggyedjeani@yahoo.com	
Number of Employees Supervised by You		
Description of Duties • Responsible to the Senior Staff Officer (SSO) Food and the Force Logistics Officer (FLO) for the feeding of all troops in the mission area. • Officiate as the SSO Food in his absence. • Compile all food demands for the Mission in line with the key terms of the UN Rations Scale. • Prepare the Specifications of Requirement for contracts together with the CMU. • Assist the CMU in the preparation of the budget for the mission. • Conduct monthly Food Officers Conference. • Act as the Military Warehouse Manager of the UNIFIL Food Warehouse. • Undertake Quarterly Stock Taking of all foods at the Warehouse. • Ensure turn-over or rotation of rations is carried out at the warehouse to prevent product infestation or expiration. • Inspect and receive rations from the Global Vendor together with the Assistant Food Officer (AFO), CMU and Receipt and Inspection (R & I) unit. • Act as the Quality Control Officer and record any discrepancy in close liaison with the CMU and R & I during the receipt of ration via the Global Vendor. • Codify and receive all rations received and certified by R & I into the various containers at the Food Warehouse via the Galileo System. • Check and control the weekly and other special requisitions raised by the various contingents/units. • Approve and distribute rations to contingents/units through the Galileo System. • Prepare and distribute the Schedule of Rations Delivery for the various contingents/units. • Check and compile all food demand requisitions received from all units/contingents. • Record all complaints on food in conjunction with the CMU. • Evaluate rations in consultation with the CMU, the Chief Hygiene Officer (CHO), the Chief Procurement Office (CPO) and the Claims Section and prepare Write Offs, Condemnation and Disposal Certificates. • Coordinate and participate in quarterly combined Logistics and Hygiene inspections of contingents/units. • Train Unit Food Officers on new UNRS.		
Summarize any of Your Achievements • Successfully participated in the New UN Ration Scale training held in Abidjan in July 2006. • Effectively administered the entire UNIFIL Food Cell while the SO FOOD was on leave for two months. • Efficiently designed and implemented an efficient requisition and distribution mechanism. • Effectively supervised the use of Standard Operating Procedures (SOPs) for efficient food warehousing, distribution and inventory control. • Achieved 3% elimination of waste in the mission area through good warehouse maintenance. • Controlled and reduced pilfering at the Warehouse through an effective monitoring system. • Achieved 10% budget savings by synchronizing Dry, Frozen and Fresh Rations demands raised by Units together to eliminate over demanding by Units. • Effectively vetted all units' demands before approval. • Efficiently ensured the smooth running of the Food Cell by organising monthly Food Conferences for the Contingent Food officers to disseminate and explain into detail UNIFIL Ration Policies and Regulations and to also get feedback from the Officers. • Effectively trained Contingent/Unit Food Officers on procedures involving the UN Rations Scale, requisitioning including supplements, as well as the delivery and storage of rations. • Adeptly extracted, prepared an easy Training Package and effectively trained Contingents/Unit Food Officers on the New UN Ration Scale based on 4,500 calories.		
Reasons for Leaving End of duty tour		

Job Title Chief Instructor /Officer Commanding, Armed Forces Mechanical Transport and Armed Forces Fire Service Training Schools	Type of Business MILITARY	From - To 01/05/2005 - 01/04/2006
Name of Employer MINISTRY OF DEFENCE,GHANA	Name of Supervisor COLONEL DA BOAKYE	
Salaries per Annum: Starting 36000000	Final 36200000	Currency Paid GHC
Telephone Number	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? No
Address of Employer Ghana	Email Address peggyedjeani@yahoo.com	
Number of Employees Supervised by You		
Description of Duties • Officer Commanding of the Armed Forces Mechanical Transport and the Armed Forces Fire Service Training Schools. • Administer and control the Armed Forces Mechanical Transport School as well as the Armed Forces Fire Service Training School. • Train Ghana Armed Forces Supplies and Transport Personnel in Movement, Supply and Transport duties, as well as other service personnel in driving and fire fighting and prevention. • Monitor and ensure a high performance level of both Instructors and Students.		
Summarize any of Your Achievements • Efficiently commanded and supervised 50 Instructors, men/women and civilian employees of the Schools above and 160 Students per each school term. • Successfully raised employee satisfaction levels by 30% within the first three months of appointment leading to 99% punctuality and increased output translating into a raise in students' performance by 60%. • Efficiently raised students' performance level by 60% within the first three months through the implementation of award schemes for deserving students and the redesign of existing teaching methods/techniques. • Successfully introduced weekly meetings with the Instructors and general staff as a means of disseminating information and getting feedback from them to ensure the smooth running of the school. • Successfully introduced the Performance Based Contract in regards to the renovation and refurbishment of the two schools mentioned above to cut down on cost, time and supervision while making budget savings and ensuring quality for an improved learning environment.		
Reasons for Leaving TO TAKE UP ASSIGNMENT AS UNIFIL STAFF OFFICER 5 (FOOD).		

Job Title Assistant Deputy Director, Supplies and Transport	Type of Business MILITARY	From - To 01/09/2004 - 01/10/2004
Name of Employer MINISTRY OF DEFENCE,GHANA	Name of Supervisor COLONEL DA BOAKYE	
Salaries per Annum:		

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
359700000	360000000	GHC	Is this a position within the UN Common System? No
Telephone Number	Email Address		
	peggyedjeani@yahoo.com		
Address of Employer			
Ghana			
Number of Employees Supervised by You			
Description of Duties			
<ul style="list-style-type: none"> • Responsible to the Deputy Director and Director Supplies and Transport for all Supplies of Food, Water, Disinfectants and Sanitary Materials, Petroleum, Lubricants and Oils (POL) as well as Transport matters within the Ghana Armed Forces. • Measure and evaluate contractors performance based on contract terms. 			
Summarize any of Your Achievements			
<ul style="list-style-type: none"> • Efficiently supervised the use of Standard Operating Procedures (SOPs) for efficient food warehousing, distribution and inventory control. This translated into a 3% increase in food economy within the Ghana Armed Forces. • Achieved 2% reduction in annual logistics budget through the implementation of reformulated Supplies and Transport policies and the redesign of existing Food and Petroleum re-supply chains in the Armed Forces. • Successfully participated in bidding exercises to award Food and POL contracts to suppliers and also to evaluate their performances as stipulated in the contract terms. 			
Reasons for Leaving			
To attend the Advanced Logistics management Course at the United States Army Logistics Management College, USA.			

Job Title	Type of Business	From - To
GHANBATT FOOD OFFICER (UNAMSIL)	PEACEKEEPING	01/09/2001 - 01/09/2004
Name of Employer	Name of Supervisor	
UNITED NATIONS MISSION IN SIERRA LEONE (UNAMSIL)	COLONEL Y AKOFUR	
Salaries per Annum:		
Starting	Final	Currency Paid
62000	62500	USD
Telephone Number	Email Address	
	peggyedjeani@yahoo.com	
Address of Employer		
Sierra Leone		
Number of Employees Supervised by You		
Description of Duties		
<p>In three years, undertook 4 tours to UNAMSIL as Contingent Rations Officer. During those tours, a summary of my responsibilities are:</p> <ul style="list-style-type: none"> • Responsible to the Commanding officer for all Food matters. • Train battalion ration men/women and cooks on UN Ration operating procedures and standards. • Prepare and forward monthly requisitions to UNAMSIL headquarters. • Check, receive and distribute and account for all rations received. • Ensure good warehouse and storage of foods. • Ensure periodic turnover is carried on. • Conduct regular inspections at the various cookhouses and messes. • Compile all complaints and forward to the Food Cell. • Prepare and forward Monthly Food Returns. • Ensure foods are prepared in their right quantities, quality, and at the correct hygienic conditions. 		
Summarize any of Your Achievements		
<p>During those 4 tours, a summary of my achievements are as follows:</p> <ul style="list-style-type: none"> • Controlled 34 Men and Women and successfully fed 810 Officers, Men and Women of the Ghana Battalion (GHANBATT) serving with the United Nations Mission in Sierra Leone (UNAMSIL) with food supplied by the UNAMSIL Headquarters. • Effectively made mealtimes a memorable dining experience for all troops through the introduction of varied and delicious meals. • Professionally showcased Ghanaian Cuisine at UNAMSIL Headquarters' organised Food Bazaars and ceremonies. • Efficiently facilitated the 'winning of Hearts and Minds' of the locals through Humanitarian Assistance translating into 80% acceptance of the Ghana Battalion by the locals. • Proficiently eliminated waste by introducing realistic menu planning and efficient food distribution and storage system resulting in 7% increase in Food Security in the mission area. • Competently controlled storage facilities devoid of rodents and pest infestation at all Ghanbatt positions thus protecting the battalion from contracting Lassa Fever which was then common in Sierra Leone. 		
Reasons for Leaving		
END OF DUTY TOUR		

Job Title	Type of Business	From - To
Acting Commanding Officer, Defence Mechanical Transport Battalion	MILITARY	01/02/2001 - 01/05/2001
Name of Employer	Name of Supervisor	
MINISTRY OF DEFENCE,GHANA	Colonel DA Boakye	
Salaries per Annum:		
Starting	Final	Currency Paid
355500000	356000000	GHC
Telephone Number	Email Address	
Address of Employer		
Ghana		
Number of Employees Supervised by You		
Description of Duties		
<ul style="list-style-type: none"> • Acting Commanding Officer of the Defence Mechanical Transport Battalion. • Administer and control the 821 Officers, Men/Women and Civilian Employees of the Defence Mechanical Transport Battalion. • Responsible to the Director Supplies and Transport on all transport matters including Petroleum, Oils and Lubricants (POL). • Advice, coordinate and liaise with the Support Service Brigade on all transport and POL matters. • Provide 2nd and 3rd Line Transport Support to all the Armed Forces Battalions and Training Institutions. • Supply POL to all Battalion locations. • Monitor and ensure a high performance level of the Battalion. 		
Summarize any of Your Achievements		

- Successfully commanded 821 officers, Men/Women and Civilian Employees of the Defence Mechanical Transport Battalion.
- Fruitfully realised a 10% increase in productivity through the implementation of employee self improvement schemes.
- Controlled and maintained a 98.5% efficiency of 550 combat and administrative vehicles through driver education and adherence of proper servicing and maintenance schedules.
- Effectively operated a \$10 million Petroleum, Oils and Lubricants (POL) supplies.
- Facilitated a \$1.million reduction in annual budget through the adherence of Servicing Schedules, Lectures on Defensive Driving, and the implementation of reformulated transport policies and award schemes by the Ghana Armed Forces translating into a 90% reduction in road traffic accidents.
- Successfully controlled a fleet of 200 light and heavy-duty vehicles at 98% efficiency levels.
- Successfully participated in bidding exercises to award POL contracts to suppliers as well as monitor and measure their performances against the contract terms.
- Successfully formed part of an Acceptance Board to inspect and approve new vehicles for the Ghana Armed Forces based on quality and performance ie, cost effectiveness, fuel consumption rate, robust nature for different terrains, standardisation (to reduce cost on spares), and durability among other factors.

Reasons for Leaving

END OF RELIEVING DUTIES

Job Title GHANBATT Food Officer (UNIFIL)		Type of Business PEACEKEEPING OPERATIONS	From - To 01/12/1997 - 01/09/2000
Name of Employer UNITED NATIONS INTERIM FORCE IN LEBANON (UNIFIL)		Name of Supervisor Colonel Theo Tawiah	
Salaries per Annum: Starting Final Currency Paid		Is this a civil servant position of your Government? No	
58000 58300 USD		Is this a position within the UN Common System? No	
Telephone Number		Email Address peggyedjeani@yahoo.com	
Address of Employer Lebanon			
Number of Employees Supervised by You			
Description of Duties From Dec 1997 to Sep 1999, managed various projects involving Movement and Distribution of Personnel and Material with the Supply and Transport Corp as a Supply and Transport Officer Fromm Sep 1999 to Sp 2000: Responsible to the Commanding officer for all Food matters. Train battalion ration men/women and cooks on UN Ration operating procedures and standards. Prepare and forward monthly requisitions to UNIFIL Headquarters. Check, receive, distribute and account for all rations received. Ensure good warehouse and storage of foods. Conduct regular inspections at the various cookhouses and messes. Ensure periodic turnover is carried on. Compile all complaints and forward to the Food Cell. Prepare and forward Monthly Food Returns. Ensure foods are prepared in their right quantities, quality and at the correct hygienic conditions.			
Summarize any of Your Achievements • Controlled 40 Ration Storemen/women and Cooks and successfully fed 810 Officers, Men and Women of the Ghana Battalion (GHANBATT) serving with the United Nations Interim Force in Lebanon (UNIFIL). • Adeptly organised cookery refresher training for Ghanbatt Cooks. • Effectively made mealtimes a memorable dining experience for all troops through the introduction of varied and delicious meals. • Efficiently facilitated the 'winning of Hearts and Minds' of the locals through Humanitarian Assistance translating into 85% acceptance of the Ghana Battalion by the locals. • Successfully eliminated 5% waste by introducing realistic menu planning in the mission area. • Competently controlled storage facilities devoid of rodents and pest infestation at all Ghanbatt positions. • Ensured efficient food distribution and storage in the mission area resulting in 5% increase in Food Security. • Facilitated the Battalion's success in peacekeeping by the 'winning of Hearts and Minds' of the locals through Humanitarian Assistance. This translated into 90% acceptance of the Ghana Battalion by the locals.			
Reasons for Leaving END OF DUTY TOUR			

Job Title Mechanical Transport Officer (ECOMOG)		Type of Business PEACEKEEPING	From - To 01/09/1996 - 01/11/1997
Name of Employer ECOWAS MONITORING GROUP IN LIBERIA (ECOMOG)		Name of Supervisor Lt Col Dan Prah	
Salaries per Annum: Starting Final Currency Paid		Is this a civil servant position of your Government? No	
36000 36900 USD		Is this a position within the UN Common System? No	
Telephone Number		Email Address peggyedjeani@yahoo.com	
Address of Employer Liberia			
Number of Employees Supervised by You			
Description of Duties • Mechanical Transport Officer (MTO) for the Ghana Battalion serving with the ECOWAS Monitoring Group (ECOMOG) in Liberia. • Administer 100 Men and Women (drivers, administrative staff and POL assistants) of the Defence Mechanical Transport Battalion serving in ECOMOG, Liberia. • Responsible to the Commanding Officer for all transport matters including POL. • Advice, coordinate and approve all transport and POL request from the various companies. • Provide 2nd and 3rd Line Transport Support to all the Companies and Platoon positions. • Supply POL to all Company locations. • Monitor and ensure a high performance level of the transport office.			
Summarize any of Your Achievements • Controlled 150 men and women of the Ghana Battalion serving with the ECOWAS Monitoring Group in Liberia (ECOMOG). • Managed a fleet of 100 light and heavy-duty vehicles at 97% efficiency levels together with Petroleum, Oils and Lubricants (POL). This resulted in the quick and fast movement by the Ghana Battalion preventing much battle casualties. • Successfully operated with only 2% record of road traffic accidents as a result of driver training and good maintenance of the vehicles.			
Reasons for Leaving END OF DUTY TOUR			

Job Title Mechanical Transport Officer (UNAMIR)		Type of Business PEACEKEEPING	From - To 01/09/1994 - 01/02/1996
Name of Employer United Nations Assistance Mission in Rwanda (UNAMIR)		Name of Supervisor Lieutenant Colonel Frank Owoo	
Salaries per Annum: Starting Final Currency Paid		Is this a civil servant position of your Government? No	

50000	51000	USD	Is this a position within the UN Common System? No
Telephone Number		Email Address peggyedjeani@yahoo.com	
Address of Employer Rwanda			
Number of Employees Supervised by You			
Description of Duties Performed Duties as Supply and Transport officer with the Supply and Transport Corps from September 1994 to April 1995. As Supply and Transport Officer I was involved in Management of Personnel and Material Movement for the Ghana Armed Forces. Managed the Procurement, Warehousing of Rations and Petroleum Products for the Ghana Armed Forces. From Apr 1995 to Feb 1996: Mechanical Transport Officer (MTO) for the Ghana Battalion serving with the United Nations Assistance Mission in Rwanda (UNAMIR). • Administer 100 Men (drivers, administrative staff and POL assistants) of the Defence Mechanical Transport Battalion serving in UNAMIR, Rwanda. • Responsible to the Commanding Officer for all transport matters including POL. • Advice, coordinate and approve all transport and POL request from the various companies. • Provide 2nd and 3rd Line Transport Support to all the Companies and Platoon positions. • Supply POL to all Company locations. • Prepare to offer assistance to NGOs and other government institutions as approved by the Battalion Headquarters. • Monitor and ensure a high performance level of the transport office.			
Summarize any of Your Achievements Successfully managed a fleet of 155 light and heavy-duty vehicles at 99.5% efficiency levels for the Ghana Battalion serving with the United Nations Assistance Mission in Rwanda (UNAMIR). Controlled 130 men and women of the Ghana Battalion serving with UNAMIR. Efficiently gave the Battalion well coordinated transport support. Effectively assisted NGOs with transport support to distribute relief items to refugees. Adeptly planned and implemented the repatriation of 17,500 refugees to their home regions from various camps in Rwanda through the formulation of an effective and efficient transport support programme. Successfully operated with an almost accident free record (0.65% road traffic accidents).			
Reasons for Leaving END OF DUTY TOUR			

Job Title Mechanical Transport Officer (UNIFIL)	Type of Business PEACEKEEPING	From - To 01/03/1994 - 01/09/1994
Name of Employer United Nations Interim Force in Lebanon (UNIFIL)	Name of Supervisor Colonel V GK Gamor	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
48000	49000	USD	Is this a position within the UN Common System? No
Telephone Number		Email Address peggyedjeani@yahoo.com	
Address of Employer Lebanon			
Number of Employees Supervised by You			
Description of Duties • Mechanical Transport Officer (MTO) for the Ghana Battalion serving with the United Nations Interim Force in Lebanon (UNIFIL). • Administer 100 Men and Women (drivers, administrative staff and POL assistants) of the Defence Mechanical Transport Battalion serving with UNIFIL, Lebanon. • Responsible to the Commanding Officer for all transport matters including POL. • Advice, coordinate and approve all transport and POL request from the various companies. • Provide 2nd and 3rd Line Transport Support to all the Companies and Platoon positions. • Supply POL to all Company locations. • Monitor and ensure a high performance level of the transport office.			
Summarize any of Your Achievements • Efficiently advised the Commanding Officer of the Ghana Battalion serving under the United Nations Interim Force in Lebanon (UNIFIL) on all Transport and Petroleum, oils and Lubricants (POL) matters. • Successfully controlled and managed a fleet of 110 combat and administrative vehicles at 99% efficiency levels. • Effectively achieved a 97% reduction in road traffic accidents through driver education and reformulated transport policies. • Efficiently gave the Battalion well coordinated transport support.			
Reasons for Leaving END OF DUTY TOUR			

Job Title Administrative / Mechanical Transport Officer, Defence Mechanical Transport Battalion	Type of Business Personnel and Transport Management	From - To 01/08/1992 - 01/03/1994
Name of Employer MINISTRY OF DEFENCE,GHANA	Name of Supervisor Col Anyansombe	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
340000000	342000000	GHC	Is this a position within the UN Common System? No
Telephone Number		Email Address peggyedjeani@yahoo.com	
Address of Employer Ghana			
Number of Employees Supervised by You			
Description of Duties Act as the Personal Assistant to the Commanding Officer. Act as the personnel/ administrative officer of the battalion. Receive, distribute and account for POL. Prepare monthly returns			
Summarize any of Your Achievements Administered 821 officers, men/women and civilian employees of the Defence Mechanical Transport Battalion. Successfully promoted esprit de corps in the Unit translating leading to increased employee satisfaction within the first year. This also helped to reduce the rate of road traffic accidents by 20%. Efficiently raised the morale of troops by 60% during the first year through reformulated welfare policies and training packages translating into increased output and a well-contented battalion. Effectively maintained an efficient transport and POL support systems for all the Armed Forces Battalions/Units. Effectively ensured 98% readiness state of all vehicles and equipment.			
Reasons for Leaving For peacekeeping duties.			

Job Title Public Relations Officer (Western Regional Headquarters)	Type of Business Fire Service	From - To 01/06/1990 - 01/01/1992
Name of Employer GHANA NATIONAL FIRE SERVICE (GNFS)	Name of Supervisor Mr Adablanu Elias	
Salaries per Annum: Starting 20000000	Final 205000000	Currency Paid GHC
Telephone Number	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? No
Address of Employer Ghana	Email Address peggyedjeani@yahoo.com	
Number of Employees Supervised by You		
Description of Duties <ul style="list-style-type: none"> • Act as the Public Relations Officer of the GNFS, Western Regional Headquarters. • Promote good public relations between the General Public and GNFS. • Promote good Community Relations. • Act as the liaison between management and the staff. • Promote and maintain good Employee Relations. 		
Summarize any of Your Achievements <ul style="list-style-type: none"> • Effectively maintained good employee relations through the use of various Public Relations tools. • Facilitated 60% of fire awareness through effective and practical fire educational programmes translating into public acceptance of the role of the GNFS. • Achieved 50% reduction in fire outbreaks through a redesign of Public Relations Tools. This helped to restore the eroded image of the GNFS in the eyes of the public. • Managed to attract sponsorship for Fire Educational Programmes from both Government and Non-Governmental Institutions through the implementation and reformulated Public Relations policy; translating into 50% reduction of loss of lives and property within the first year. 		
Reasons for Leaving For Military training		

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
Ewe	Yes	Easily	Not easily	Not easily	Easily
Ga	No	Not easily	Not easily	Not easily	Easily
Twi	No	Easily	Easily	Easily	Easily

Address

DEPUTY DIRECTOR SUPPLIES & TRANSPORT, DIRECTORATE OF SUPPLIES AND TRANSPORT, GENERAL HEADQUARTERS,
 MINISTRY OF DEFENCE
 BURMA CAMP ACCRA Ghana
 Telephone: 233-248-619 800
 Fax: 233-20-(8122 816
 Contact: PEGGY (MAJOR) EDJEANI

Address

Box KD 160
 KANDA GREATER ACCRA REGION Ghana
 Telephone: 233-248-619 800
 Fax: 233-277-855429
 Contact: Peggy (Major) Edjeani

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
Lieutenant Colonel Tony ADOKPA	Military Officer	Legal Department, General Headquarters, Ministry of Defence, Ghana	233242309 952 tonyadokpa@yahoo.com
Danny HAIZEL	Chartered Administrator	BOX CT 5865, CANTONMENTS, Ghana	233244364 142 daniel@nextsite.com

COLONEL EMMANUEL OPOKU

MILITARY OFFICER

**ACTING DIRECTOR, SUPPLIES AND TRANSPORT,
GENERAL HEADQUARTERS, Ghana**

233244333 839

Personal History Profile for Katie KILPATRICK

General Details

- | | | | |
|--|------------------------------------|---|---------------------------------------|
| 1. Family name
KILPATRICK | First Name
Katie | Middle Name
Maree | Maiden Name, (if any) |
| 2. Date of Birth
23/06/1978 | 3. City of Birth
Penrith | Country of Birth
Australia | Index No
394086 |
| 4. Country of Nationality at Birth
Australia | Second Nationality (if any) | 5. Country of Present Nationality
Australia | Second Nationality (if any) |
| 6. Gender
Female | 7. Height [cm]
160 | 8. Weight [kg]
70 | 9. Marital Status
Separated |
10. Entry into the United Nations service might require assignment to any area of the world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? **No**
- Are there any limitations on your ability to perform in your prospective field of work? **No**
11. Have you taken up legal permanent residence status in any country other than that of your nationality? **No**
13. What is your preferred field of work? **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? **01/01/2007**
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? **No**
18. Email Address: **kilpatrickk@optusnet.com.au**

Relations

19. Are any of your relatives employed by a public international organization? **No**

If you have any dependents, list them below:

Dependent Name	Relationship	Date of Birth	Gender	City, Country of Birth	Nationalities
Alexis BOGA	Daughter	31/01/2002	Female	Townsville, Australia	Australian

Education

List all university degrees or equivalent qualifications obtained.

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

Name of School Advancing Food Safety	City, Country Melbourne Australia	From - To May-2006 - Nov-2006
Main Course of Study HACCP, External Food Auditing, Food Technology, QA processes, QA Management. Diploma is obtained after successful completion of HACCP, External Food Auditing, QA Management and Advanced QA Management Courses		Certificate or Diploma Diploma in Food Industry QA Management
Name of School Australia Packaging Institute	City, Country Sydney Australia	From - To Nov-2004 - Nov-2004
Main Course of Study Different technologies of food packaging, predominately; paperboard, plastics and laminates		Certificate or Diploma Certificate of Packaging Technology
Name of School Army Logistics Training Centre	City, Country Wodonga Australia	From - To Jul-2004 - Dec-2004
Main Course of Study Competencies included: Develop work priorities Implement effective workplace relationships Implement operational plan Monitor a safe workplace Promote team effectiveness Implement workplace information system Develop teams and individuals Identify risk and apply risk management processes		Certificate or Diploma Certificate IV in Business (Frontline Management)
Name of School Army Logistics Training Centre	City, Country Wodonga Australia	From - To Mar-2004 - Jun-2004
Main Course of Study Competencies Include: Use advanced workplace communication strategies Apply government processes Encourage compliance with legislation in the public sector Support policy implementation Implement workplace safety procedures and programs Use resources to achieve work unit goals Develop and implement work unit plans Gather and analyse information Undertake career planning Deal with conflict Compose complex workplace documents Provide workplace mentoring Provide workplace coaching Mo		Certificate or Diploma Certificate IV in Government
Name of School Army Logistics Training Centre	City, Country Wodonga Australia	From - To Jan-2004 - Mar-2004
Main Course of Study		Certificate or Diploma

Competencies Include: Develop work priorities Implement effective workplace relationships Implement operational plan Monitor a safe workplace Promote team effectiveness Implement workplace information system Develop teams and individuals Identify risk and apply risk management processes Sentence Records Undertake Disposal Program Destroy Records Coordinate Stocktakes Organise Transport of Freight or Goods Collect, Analyse and Present Workplace Data and Information Apply Workplac

Certificate IV in Transport and Distribution (Warehousing and Storage)

Name of School Advancing Food Safety (previously Food Operations)	City, Country Brisbane Australia	From - To Nov-2002 - Nov-2002
Main Course of Study HACCP, Auditing Principles, QA, Food Technology		Certificate or Diploma External Food Safety Auditors Course

Name of School Advancing Food Safety (previously Food Operations)	City, Country Adelaide Australia	From - To Jun-2002 - Jun-2002
Main Course of Study HACCP, Food Technology, Food Microbiology		Certificate or Diploma Principles and Application of HACCP

Name of School Royal Melbourne Institute of Technology	City, Country Melbourne Australia	From - To Jul-2001 - Oct-2001
Main Course of Study Food Technology, Microbiology, Chemistry		Certificate or Diploma Army Inspector Foodstuffs Course (Based on National Competencies for Cert IV Food Technology)

Name of School Kelvin Grove State High School	City, Country Brisbane Australia	From - To May-1995 - Nov-1995
Main Course of Study Final year of High School - subjects included; Maths I, Maths II, Chemistry, Physics, English		Certificate or Diploma High School Certificate

Employment

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

Job Title Quality Assurance Manager Rations Unit	Type of Business Peacekeeping	From - To 01/04/2007 -
Name of Employer United Nations DPKO		Name of Supervisor Anthony Feeney
Salaries per Annum: Starting 45600	Final 45600	Currency Paid USD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number	Email Address kilpatrickk@un.org	
Address of Employer Haiti		
Number of Employees Supervised by You		
Description of Duties Overview: MINUSTAH has 8011 troops and police located at 28 physical sites in the country. The Quality Manager is responsible for ensuring safe and quality ration products; fresh, dry and frozen are delivered to the Contingents in accordance with requisitions and the UN Ration Scale. As Quality Manager Rations Unit my duties include, but are not limited to: • Raising and implementing Standard Operating Procedures for Rations Unit • Raising and implementing the Rations Unit Quality Manual • Conducting daily inspections at the Contractors warehouse for delivery of fresh, frozen and dry rations • Oversee the selecting and packing of rations for 8000+ troops and police • Liaise with Receipts and Inspection Unit for delivery of rations • Implement and manage the stock rotation plan for consumption of Emergency Ration Packs • Raise specifications for new products to be included in the Rations Scale set by UNHQ New York • Conduct technical evaluations on equipment for procurement • Conduct monthly inspections and audits on cafeterias and sandwich bars • Conduct quarterly inspections on all Military and FPU kitchen and ration storage • Liaise with Joint Logistics Operations Center to assist Contingents • Assist Requisitions Cell in processing requisitions accurately and on time • Assist Chief Rations Unit with raising Statement of Works for Rations Contract and Catering Services Contract • Raise Security Incident Reports for damage to any Emergency Ration Packs		
Summarize any of Your Achievements Upon arrival into the mission, I became aware there was no standard for the Contractor or the Contingents to maintain in regards to Food Safety and Quality. Inspections and audits are difficult when no standards are set. I raised the MINUSTAH Quality Assurance Manual. The Manual includes a Food Safety Standard for Suppliers, a Food Safety Plan for Contingents and a Quality Manual for the Contractor and Contingents. The Food Safety Standard for Suppliers provides comprehensive details of the standard to be achieved and is a basis for the Contractor to raise their Food Safety Plan. The Standard is also the basis of all inspections and checklists. The Standard is now at New York and is being implanted into Statement of Works for future Rations Contracts. In addition to the Quality Assurance Manual; I have developed and implemented a number of Standard Operating Procedures, including; Storage of Rations, Disposal of Emergency Ration Packs and the Inspection of Rations. I have conducted a number of inspections at all Contingent locations. I have spent many hours in helicopters or driving to the various locations; including being escorted by Security and Military through red zones. My previous military experience has proved valuable in understanding the frustrations sometimes felt by the military and I have been able to help their transition into the UN system. I have created a Contingent Handbook to be passed to new arriving Logistics Officers that contain pertinent information on procedures and policies and clearly demonstrated guidance on completing requisitions.		
Reasons for Leaving I am still currently stationed in Haiti. I enjoy mission life and working for the UN. Whilst I am enjoying Haiti, I look forward to new challenges and bringing my experience to another mission.		

Job Title Technical Advisor - Foodstuffs	Type of Business Military	From - To 01/01/2005 - 01/04/2007
Name of Employer Department of Defence - Army		Name of Supervisor WO1 Walter Meurant

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? Yes
58000	58000	AUD	Is this a position within the UN Common System? No
Telephone Number		Email Address	
610392826269		katie.kilpatrick@defence.gov.au	
Address of Employer			
Australia			
Number of Employees Supervised by You			
0			
Description of Duties			
<p>1. Conduct and coordinate sensory evaluations of foodstuff products considered for inclusion in the Australian Combat Ration Pack (CRP); 2. Assist the Defence Nutritional Research Centre in the conduct of trials and projects relating to nutritional requirements and extended shelf life products; 3. Conduct external food safety audits and quality assurance audits on current and potential suppliers; 4. Coordinate, monitor and evaluate technical inspections conducted by full time Inspector Foodstuffs by Military and Civilian within Australia and deployed on Operations; 5. Maintain the Combat Ration Information System nutritional access database to include references to all relevant specifications, micronutrient values, weight, dimensions and co; 6. Author and review the Australian Defence Force Food Specifications; 7. Technical Publication Officer: Australian Defence Force Food Specifications and SUPMAN 4; 8. Coordinate CRP and fresh food recalls as per the Australia New Zealand Food Safety Authority; 9. Conduct laboratory evaluations and analysis of foodstuffs and food packaging; 10. Coordinate technical analysis of product (s) by a registered laboratory as required; 11. Coordinate and design the yearly build of CRP for the Australian Defence Force ensuring all proximate and micronutrient values are met; 12. Liaise with current and potential suppliers in regards to the research and development of Australian Defence Force CRP components and ancillary items and attend trade shows to source new food technology; 13. Conduct technical evaluations on tender submissions to ensure compliance with the ADFFS and the ADF Food Safety Standard; 14. National Fleet Manager / Inventory Manager of Combat Ration Packs (CRP) across Australia an on overseas deployments; 15. Provide technical input to ADF policy and procedures; 16. Provide lecture support to the ADF Inspector Foodstuffs and Catering courses; and 17. Liaise with unit/ships on food safety and quality issues.</p>			
Summarize any of Your Achievements			
<p>1. Created work instructions and standard operating procedures for a number of responsibilities within the section. 2. Created Intergrated Logistic Instructions on te storage and quality assurance inspections for Combat Ration Packs. 3. Increased the number of menus for Combat Ration One Man from five to eight and introduced a vegetarian ration pack.</p>			
Reasons for Leaving			
To commence work with United Nations DPKO - MINUSTAH			

Job Title	Type of Business	From - To
Operations Officer / Regional Inspector Foodstuffs	Military	01/01/2003 - 01/12/2004
Name of Employer	Name of Supervisor	
Department of Defence- Army	WO2 Peter Harrison	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? Yes
50000	50000	AUD	Is this a position within the UN Common System? No
Telephone Number		Email Address	
610882597816		katie.kilpatrick@defence.gov.au	
Address of Employer			
Australia			
Number of Employees Supervised by You			
2			
Description of Duties			
<p>1. Raise and implement contracts to supply fresh food to Defence Establishments in the Southern Region; 2. Conduct External Food Safety Audits and QA Audits on suppliers; 3. Raise technical evaluations on tenderer; 4. Calculate requisitions from units to provide fresh rations to soldiers in barracks and field; 5. Raise purchase orders and process all payments utilising the Defence finance management system. Implement and control the budget for Rations within the Southern Region and implement cost effective measures; 6. Inventory control and stock management of CRP within the Southern Region; 7. Conduct Quality and technical inspections on Combat Ration Packs in the Southern Region; 8. Conduct quality inspections on fresh food upon receipt and manage unsatisfactory service reports. Monitor transportation of fresh rations to field environments ensuring quality assurance and food safety is met at all time; 9. Conduct inspections of barracks and field kitchens against Food Safety Programs; 10. Manage and maintain Special Forces equipment within the Southern Region; 11. Maintain a SECRET clearance and develop the state counter-terrorism plan IAW the National Plan; 12. React to short notice call-outs and mixed forces (civilian police, coastguard) scenarios with Special Forces; and 13. Procure items required by forces deployed overseas.</p>			
Summarize any of Your Achievements			
<p>1. Created the regional CT plan with liasion of Special Operations Command and Joint Logistics Command. 2. Created the Caterers Pack for the Southern Region to better inform the units of the rations scales and to streamline processes and procedures. 3. Undertook an internal auditing (QA) course to assist the unit in becoming ISO 9000 compliant.</p>			
Reasons for Leaving			
Military Posting			

Job Title	Type of Business	From - To
Control Office Corporal - Foodstuffs	Military	01/01/2002 - 01/12/2002
Name of Employer	Name of Supervisor	
Department of Defence - Army	WO2 Jim Briant	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? Yes
50000	50000	AUD	Is this a position within the UN Common System? No
Telephone Number		Email Address	
610747711379		katie.kilpatrick@defence.gov.au	
Address of Employer			
Australia			
Number of Employees Supervised by You			
3			
Description of Duties			

Supervise the entitlements, calculations and ordering of fresh food for the North Queensland Region; 2. Process accounts payable and manage the \$1.2 M budget; 3. Coordinate initial and continual staff training in foodstuffs and military skills; 4. Deploy the Control Office for eight weeks on exercise to coordinate fresh food and CRP rationing to a force of +6000; 5. Weekly weapon coaching on F88 AUSTEYR and F89 Minimi; 6. Conduct technical inspections upon receipt of fresh foodstuffs to whs; and 7. Assist with Food Safety Audits on suppliers.

Summarize any of Your Achievements

As a CPL, deployed on an internation exercise to Shoalwater Bay and acted in higher duties to command the control office.

Reasons for Leaving

Military Posting

Job Title Technical Publications Officer	Type of Business Military	From - To 01/01/2001 - 01/12/2001
Name of Employer Department of Defence - Army	Name of Supervisor WO2 Croft	
Salaries per Annum: Starting 48000	Final 48000	Currency Paid AUD
	Is this a civil servant position of your Government? Yes	Is this a position within the UN Common System? No
Telephone Number	Email Address katie.kilpatrick@defence.gov.au	
Address of Employer Australia		
Number of Employees Supervised by You 0		
Description of Duties Receipt publication amendments onto library computer system; 2. Amend all publications in library and located in the unit; 3. Ensure pilot's flight documentation was correct before each flight; 4. Destroy superseded documents.		
Summarize any of Your Achievements During the twelve month posting completed the ADF Inspector Foodstuffs and the Small Arms Coaching Course		
Reasons for Leaving Military Posting		

Job Title Ration Clerk - East Timor	Type of Business Military	From - To 01/09/1999 - 31/01/2000
Name of Employer Department of Defence - Army	Name of Supervisor CPL Tracy Jacobson	
Salaries per Annum: Starting 48000	Final 48000	Currency Paid AUD
	Is this a civil servant position of your Government? Yes	Is this a position within the UN Common System? No
Telephone Number	Email Address katie.kilpatrick@defence.gov.au	
Address of Employer East Timor		
Number of Employees Supervised by You 0		
Description of Duties 1. Receive signals of unit strengths, locations and ration substitutions; 2. Calculate quantity of fresh rations to order; 3. Receipt bulk food delivery weekly at the wharf; 4. Conduct technical and quality inspections on fresh food upon receipt and inspect refridgeratin graphs for temperature maintenance on ship at wharf; 5. Once QA inspections of fresh food is assured, travel in convoys to transport the food to outer locations of East Timor. Furthr QA inspections of food at arrival of outposts and QA / Food Safety inspections of kitchens; 6. Liaise with other countries (9) to determine cultural feeding requirements; 7. Assist with the bulk break of non-perishable rations; 8. Travel to regional East Timor to conduct inspections on field kitchens and storage facilities; 9. Order, receipt, store and inventory control of bottled water; 10. Calculate quantity, order, receipt, store and conduct inventory control for the canned equivalent foodstuffs (The force [11,000] x 7 days); 11. Conduct inventory control on CRP; and 12. Conduct technical inspections on CRP.		
Summarize any of Your Achievements The ability to prioritise workloads and work unsupervised and expediently was proven with only two ration clerks feeding 11000 troops from more than nine countries.		
Reasons for Leaving Operational rotation		

Job Title Control Office Clerk - Foodstuffs	Type of Business Military	From - To 01/03/1997 - 31/08/1999
Name of Employer Department of Defence - Army	Name of Supervisor WO2 Owens	
Salaries per Annum: Starting 42000	Final 45000	Currency Paid AUD
	Is this a civil servant position of your Government? Yes	Is this a position within the UN Common System? No
Telephone Number	Email Address katie.kilpatrick@defence.gov.au	
Address of Employer Australia		

Number of Employees Supervised by You

0

Description of Duties

Calculate unit entitlements for fresh food against number of personnel and ration scale; 2. Order bulk quantity of rations to suppliers; 3. Raise Unsatisfactory Service Reports against suppliers if required; 4. Maintain stock ledgers and inventory control for non-perishable commodities in the warehouse; and 5. Assist warehouse staff with bulk breaks.

Summarize any of Your Achievements

Introduced the first Caterers Pack. The information pack is designed to inform Caterer's the ration scales, forms to be completed, and general policy and timings. During the posting, I received the ADF Soldiers Medallion for Exemplary Service to the Battalion. I was also deployed to East Timor - see next employment position.

Reasons for Leaving

Military Posting

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

Computer, Fax, Printer, Digital Sender, Scanner, Speak Easy, Shredder 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

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

Address

12 Intrepid Ct
Beachmere Queensland Australia
Telephone: 61-7-54290111
Fax: 61-0408885654
Contact: Katie Kilpatrick

Address

MINUSTAH Logbase Supply Section
Boulevard Toussaint Louverture et Clercine 18
Port-au-Prince Haiti
Fax: 509-34739303
Contact: Katie Kilpatrick

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
Thomas TRAYNOR	Program Manager - GSSPO DMO	PM Health Program GSSPO Australia	610392826749 thomas.traynor2@defence.gov.au
Simon WELSH	Department of Defence - Army	Deputy Director GSSPO Australia	610392825707 simon.welsh@defence.gov.au
Dennis WILSON	Department of Defence - Public Servant	Joint Logistics Unit - North Queensland Australia	610747711379 dennis.wilson@defence.gov.au

Personal History Profile for Pauline PATRICK

General Details

- | | | | |
|---|---|--|---|
| 1. Family name
PATRICK | First Name
Pauline | Middle Name
Theresa | Maiden Name, (if any)
Patrick |
| 2. Date of Birth
22/06/1957 | 3. City of Birth
New Amsterdam, Berbice | Country of Birth
Guyana | Index No
699967 |
| 4. Country of Nationality at Birth
Guyana | Second Nationality (if any) | 5. Country of Present Nationality
Guyana | Second Nationality (if any) |
| 6. Gender
Female | 7. Height [cm]
63 | 8. Weight [kg]
135 | 9. Marital Status
Single |
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? **No**
- Are there any limitations on your ability to perform in your prospective field of work? **No**
11. Have you taken up legal permanent residence status in any country other than that of your nationality? **Yes. Canada.**
13. What is your preferred field of work? **Dental, nutrition, medical, nursing and veterinary specialists**
14. Would you accept employment for less than six months? **Yes**
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? **01/01/2001**
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? **No**
18. Email Address: **ppatrick35@yahoo.com**

Relations

19. Are any of your relatives employed by a public international organization? **No**

If you have any dependents, list them below:

Education

List all university degrees or equivalent qualifications obtained.

University Name State University of New York at Plattsburgh	City, Country Plattsburgh, New York United States of America	From - To Aug-1982 - May-1985
Main Course of Study Nutrition	Field of Study Health	
Degree Title or Equivalent Bachelor of Science in Food & Nutrition	Degree Type Bachelor of Sciences	

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

Name of School New York Institute of Dietetics	City, Country New York, New York United States of America	From - To Jan-1981 - May-1982
Main Course of Study Diet Therapy and Dietetic Management for Hospital & Health Services and Community Nutrition Programs		Certificate or Diploma Diploma in Diet Therapy & Food Service Management

Name of School Barbados Institute of Management	City, Country Bridgetown Barbados	From - To Sep-1979 - Jul-1980
Main Course of Study Business Mathematics and Basic Accounting Principals		Certificate or Diploma Diploma

Name of School St Roses High School	City, Country Georgetown Guyana	From - To Sep-1969 - Jul-1974
Main Course of Study General Curriculum		Certificate or Diploma 5 General Certificate of Education Subjects English Mathematics History Food and Nutrition Biology

Employment

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

Job Title Nutrition Manager	Type of Business Geriatric Care	From - To 01/04/2007 -
Name of Employer		Name of Supervisor

Salaries per Annum:

Starting	Final	Currency Paid
40000	40000	CAD

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

Telephone Number

1519686-0484

Email Address

ppatrick@jarlette.com

Address of Employer

Canada

Number of Employees Supervised by You

28

Description of Duties

Overall management of Food Service System in 120 bed Nursing Home and a 66 capacity Retirement Lodge. Nutrition evaluation of New Admissions, determine nutritional risk level and subsequent nutritional intervention; conduct quarterly review requirements of all residents. Manage operational details of various food production and service functions, making certain all contractual obligations are fulfilled. Supervise 32 employees and ensure that preparation and service standards are met. Hired and trained new employees. Develop work schedules, production job breakdowns and work routines; and employee payroll procedures. Produce monthly financial reports detailing daily food entitlements for subsized residents of the nursing home and revenue from the retirement lodge.

Summarize any of Your Achievements

Took initiative to devise a system of referral documents to provide employees with current information regarding programs such as back care inservices, hazard communication, and food-borne pathogens and blood / person-to-person contact exposure. Introduced several procedural and methods changes through accurate orders for timely deliveries; identifying best supplier prices, ensuring reduced wast in products and materials are wasted and try to achieve consistency in cost savings, resulting in a (10 per cent) significant reduction on product purchases. Expertise in finding out how much time is worth, concentrating on the right things, deciding work priorities, planning to solve a problem, tackling the right tasks first through prioritizing "to do" lists, and executing the plan in a timely manner. To maximize employee efficiency, redesigned the food service system work routines by utilizing the results of tasks studies. Acted in the capacity of management to resolve conflicts within a unionized working environment and conflicts between employees.

Reasons for Leaving

To pursue a lifelong dream of serving with in an international capacity providing Nutrition Health Services in developing Nations.

Job Title

Claims/PSB Assistant

Type of Business

Peacekeeping Mission

From - To

01/08/2004 - 01/06/2006

Name of Employer

MONUC-UNDPKO Mission in the Congo

Name of Supervisor

Mr. Daniel Biart

Salaries per Annum:

Starting	Final	Currency Paid
44600	44600	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

patrickp@un.org

Address of Employer

Congo, Dem. Rep.

Number of Employees Supervised by You

Description of Duties

The Alternate Secretary of the Mission's Local Property Survey Board (LPSB); As a member of the Claims/LPSB Unit, provided secretarial support to the Supervisor of the Claims/PSB Unit, the Chairperson of the Local Property Survey Board (LPSB); Screened, analyzed and processed write-off requests; analyzed reported facts and for compliance with the United Nations Financial and Administrative Rules and Regulations, regarding cases as submitted by civilian security, military police, the Mission's Board of Inquiry and Board of Survey; drafted and finalized A, AW and SB case documents related to reports of loss and damage to UNOE and the potential financial assessments of staff member for presentation to the LPSB and the Director of Administration; coordinated and participated in the LPSB Meetings; prepared correspondence and disseminated recommendations and approvals of the LPSB and the DOA to concerned parties (civilian staff, military, civilian police, contractor/contractor personnel) for action and followed-up on action to be taken; processed case documents with supporting facts for submission to the Headquarters Property Survey Board in a timely manner; updated the FACS Disposal Module of written-off property; maintained LPSB archive system.

Summarize any of Your Achievements

I joined the Mission's Claims/PSB Unit during a period of transition. I was faced with a backlog of cases for which my drafting skills and ability to interpret and apply United Nations Financial and Administrative Rules and Regulations allowed me to tackle outstanding cases to assist the Unit. My experiences as a Contract Management/Supply Section Assistant prepared me to adapt and provide the necessary support to the Secretariat. I developed spreadsheets to organize, prioritize and monitor daily progress of the assigned caseload. I developed good working relationship with colleagues from other Sections involved in the management of United Nations Owned Equipment to better facilitate the process, in direct consultation with the Chief of Claims/PSB, determined the appropriate LPSB action necessary for individual cases related to UN assets that were reported lost, stolen and/or damaged. Monitored the submission of relevant investigative reports; requested additional supporting documents to accurately present the specific facts regarding each case to the LPSB.

Reasons for Leaving

I took some time off to finalize migration to Canada and to settle imperative personal matters.

Job Title

Contract Management Assistant

Type of Business

Peacekeeping Mission

From - To

01/07/2002 - 01/08/2004

Name of Employer

MONUC - UNDPKO Mission in the Congo

Name of Supervisor

Mr. Jorge Goncalves

Salaries per Annum:

Starting	Final	Currency Paid
44600	44600	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

patrickp@un.org

Address of Employer

Congo, Dem. Rep.

Number of Employees Supervised by You

Description of Duties

As a Contract Management Assistant I reported to the relevant Contract Manager on all day-to-day administrative matters related to the execution of tasks to ensure that Contracts were executed within the Terms and Conditions agreed upon; drafted, processed and followed-up on all relevant internal and external correspondence; As CMA for the Rations and Food Supplies Contract for Military Contingents (about 10,000 troops), with different ethnic and cultural needs; reviewed monthly food requisitions to ensure that orders met the UN Rations Scale guidelines per man per day; prepared and processed monthly invoices within the Terms of the Contract; coordinated and participated in bi-weekly quality assurance meetings with the Contractor's personnel and representatives from key Sections involved in the Logistical planning for the distribution of supplies to various Sectors around the country; and to address food safety and quality issues to maintain maximum quality and sanitation standards; coordinated hygiene and sanitation inspections of the Contractor's warehouses; ensured that UN and International Standards for Foods were met and quality products and services were received. As CMA for the Catering and PX Services, conducted a Mission-Wide needs assessment Recce, developed and drafted the Mission's Scope of Work for these Services; participated as an ex-officio member to the Catering and PX Committees as an advisor on Food Selection, Hygiene and Sanitation; participated in cost analysis and negotiations, etc. As CMA for the Airfield Services and Airfield Rehabilitation Contracts, I assisted in ensuring that UN Assets and Services issued under the Terms of the Contract were utilized, returned according to the Terms of the Contract and if not initiate necessary action for recovery. Coordinated and participated in weekly meetings, planned and monitored payment schedules; processed medical payments; on-going review of reports and of incidents, and database management.

Summarize any of Your Achievements

In July 2002, because of my strong background in Food and Nutrition I was requested to compute and report on the Caloric and Nutritional value of the UN Rations Scale as a Special Project to UNHQ/DPKO/Supply. This was in response to the Organization's concerns regarding excess inventory. I researched, analyzed and compiled a comprehensive report of the Caloric content of the UN International Food/Rations Scale of issuance. The findings, conclusions and recommendations of this report formed the basis for the review and subsequent revisions to the Rations Scale. Developed and executed a Technical Evaluation Matrix to assess compliance of the prospective bid proposals submitted for the Mission's catering Services; this Matrix was revised and adapted to evaluate impending Request for Proposals for Commissary/PX Services. Developed criteria for customer satisfaction surveys to determine overall acceptance of these services. Participated on the Mission's Board of Inquiry which was a special interest of mine. Developed and implemented Catering Contractor(s)' performance evaluation criteria. Spent time with the Mission's Chief of Claims/PSB Unit becoming familiar with the UN Financial Rules and Regulations and Property/Asset Management procedures.

Reasons for Leaving

During the latter part of this period of my employment, I felt the need to expand on my skills and move into an area where I could be better utilized to contribute more to the Mission's objectives, therefore I requested a reassignment to Claims/PSB Unit. Here I could expand on my knowledge of the UN Financial Rules and Regulations and at the same time utilize my analytical and drafting skills. I was offered a post with the Claims/PSB Unit.

Job Title Contract Management Assistant/Supply Budget Assistant	Type of Business Peacekeeping Mission	From - To 01/05/2001 - 01/06/2002
Name of Employer MONUC - UNDPKO Mission in the Congo		Name of Supervisor Mr. Luc Holbrecht
Salaries per Annum: Starting 44600	Final 44600	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 patrickp@un.org
Address of Employer Congo, Dem. Rep.		
Number of Employees Supervised by You		
Description of Duties		
<p>During this period as the Rations Contract assistant for the Eastern Region of the DRC, I traveled to various Sectors to assess the needs of contingent, for Rations/Food Supplies; addressed logistical problems; problem solved; coordinated solutions for food distribution to troops in remote areas, inspected Contingent Food preparation and storage areas, carried out inspections of the Contractor's warehouse. Raised requisitions in Mercury for Food/ Rations, Supply assets and fuel. Under the direct supervision of the Chief Supply Office with guidance from the Budget officer, planned and computed the Mission's multimillion dollar, Supply Budget for the periods of 2001 to 2002 and 2002 to 2003; for large and small expendable and non-expendable supply equipment necessary for the expanding Mission.</p>		
Summarize any of Your Achievements		
<p>Using Microsoft Excel Program, prepared spreadsheets to organize and compute monthly food requisitions and invoices processing to improve accountability. Computed the Mission's Multi-million dollar Supply budget in a timely manner with improved accuracy.</p>		
Reasons for Leaving		
<p>The Section evolved and the unit I was assigned to what became the Contract Management Section to accommodate the Mission expansion.</p>		

Job Title Health Educator/ Dietician/Research Inventionist	Type of Business Epidemiological Research Centre	From - To 01/09/1998 - 01/04/2001
Name of Employer John Hopkins University School of Medicine/PROHealth Clinic		Name of Supervisor Dr. Lawrence Appel
Salaries per Annum: Starting 35000	Final 38000	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 14102812990		Email Address ppatrick35@yahoo.com
Address of Employer United States of America		
Number of Employees Supervised by You 5		
Description of Duties		
<p>Developed, coordinated and administered a community based Lifestyle Intervention Program for African-American Women (Project WIN); provided group and individual counseling to assist subjects in making dietary, physical activity and other important behavioral changes in their lifestyles with the aim to reduce the incidence of Hypertension and other cardio vascular disease risk factors, researched food content and analysis for nutritional values. Served as a primary interventionist on the Nationwide PREMIER Lifestyle Intervention Program, created and designed by an interdisciplinary planning committee made up of colleagues from four major Universities/Research Centers across the United States; developed program materials for participants and instructors, lead subcommittee groups involved in the development of self-monitoring devices, recipe development and testing to facilitate and encourage change in participants. Conducted Research Site inspections as part of an interdisciplinary team, gathered, computed and reported data and attended weekly Interdisciplinary Case Management Meetings. Involved in the recruitment of research subjects and support staff; coordinated and supervised support staff involved in the research Programs.</p>		
Summarize any of Your Achievements		

My greatest achievement was the development of the draft program material for instructors and subjects participating in the WIN Project, a nutritional, physical activity and motivational Lifestyle Program which was based on the scientifically proven Dietary Approaches to Stop Hypertension Diet Principals to lower weight, hypertension and other cardiovascular disease risk factors; worked diligently within a very strict deadline resulting in successfully finishing the program with eighty per cent (80%) of the participants reaching their goals with various degrees of accomplishment.

Reasons for Leaving

To pursue a career with the United Nations as a Rations Contract Assistant.

Job Title	Type of Business		From - To
Clinical Dietician/Breastfeeding Coordinator	Supplemental Food Program		01/08/1996 - 01/08/1998
Name of Employer	Name of Supervisor		
Women, Infants & Children Program	Mr. Ralph Moore		
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
30000	32000	USD	Is this a position within the UN Common System? No
Telephone Number	Email Address		
	ppatrick35@yahoo.com		
Address of Employer			
United States of America			
Number of Employees Supervised by You			
6			
Description of Duties			
Responsibilities included overseeing the overall operations of two(2) clinic sites on alternative days of the week. Manages budgeted resources through inventory control. Supervised staff engaged in determining the eligibility of applicants to receive supplemental foods. Conducted on-going staff development training to enhance customer satisfaction and services. Assessed the nutritional needs of applicants at High Risk and requiring Nutritional Intervention, provided the appropriate nutritional intervention in consultation with the Primary Healthcare Provider(s) and Social Services. Monitored progress, planned and conducted Nutrition education classes for groups of recipients with similar Nutritional needs.			
Summarize any of Your Achievements			
Promoted, coordinated and implemented Committee outreach programs for Breastfeeding initiatives and facilitated Breastfeeding activities within the Clinics to help to educate and encourage Mothers who Breastfed and/or were planning to.			
Reasons for Leaving			
During this period I worked as a Consulting Dietician for an inner city Lifestyle program on a part-time basis and was given the opportunity to participate on a larger scale at the Johns Hopkins School of Medicine, so I moved on to do research on full time.			

Job Title	Type of Business		From - To
Food Service Manager / Dietician	Hospital Food Service Contracting		01/11/1986 - 01/04/1996
Name of Employer	Name of Supervisor		
ARAMARK Food Company/ Sinai Hospital of Baltimore	Geri Banko		
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
31000	33000	USD	Is this a position within the UN Common System? No
Telephone Number	Email Address		
14106019000			
Address of Employer			
United States of America			
Number of Employees Supervised by You			
35			
Description of Duties			
Co-supervised dietary employees engaged in the daily preparation and service of patients' meals; planned monthly cycle menus; ordered all food and supplies; developed master schedule for employees daily work assignments; conducted training on a monthly basis; implemented quality assurance procedures for equipment and food supplies; supervised weekly and monthly inventory of food and supplies; made requisition forms of food and supplies as needed; supervised sanitation and safety procedures and polices; supervised cafeteria personnel food production and meal service.			
Summarize any of Your Achievements			
This work experience built my confidence to successfully manage budgeted resources through inventory control using a database; and inspire and support others to work at their highest level. I gained the ability to effectively prioritize, delegate and motivate using exceptional communication and interpersonal skills to manage varied food production processes for about 500 patients admitted to a Medical Teaching facility. Some skills acquired: interviewing and hiring employee, performance evaluation, scheduling; attendance control; and evaluating services and. Coordinated all aspects of the food service component with the finance department.			
Reasons for Leaving			
I left to experience working as a Community Dietician with the Women, Infant and children Program of Baltimore.			

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

Computer, Copy Machine, Fax, Digital Sender Scanner Proficient in Microsoft (Word, Excel, Access, Power Point & Publisher) Lotus Notes and Internet Application

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

Language	Mother Tongue	Speak	Read	Write	Understand
- . .	--	- ..	- ..	- ..	- ..

English	Yes	Easily	Easily	Easily	Easily
French	No	Not easily	Not easily	Not easily	Not easily
Spanish	No	Not easily	Not easily	Not easily	Not easily

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

Address

924 Wonderland Road Apt. 408
 London Ontario Canada
 Telephone: 1-226-663-9001
 Contact: Pauline Theresa Patrick

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
Auriol EUROPE	Project Officer @ The World Bank	10400 Strathmore Park Court Suite 105 Bethesda, Maryland 20852 United States of America	12128289833 aeurope@worldbank.org
Lesley GAETJENS	Environmentalist	16139 Kenny Road Laurel, Maryland 20912 United States of America	13012063333 lgaetjens@verizon.net
Edna LONCKE	School Principle - New York Board of Education	144-21 167 Street United States of America	17189789707 eloncke@nyc.rr.com

Personal History Profile for Marine TER-HOVSEPYAN

General Details

1. Family name TER-HOVSEPYAN	First Name Marine	Middle Name	Maiden Name, (if any)
2. Date of Birth 25/10/1970	3. City of Birth Yerevan	Country of Birth Armenia	Index No 736030
4. Country of Nationality at Birth Armenia	Second Nationality (if any)	5. Country of Present Nationality Armenia	Second Nationality (if any)
6. Gender Female	7. Height [cm] 164	8. Weight [kg] 56	9. Marital Status Divorced

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

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

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

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

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

15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? **01/04/2001**

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

18. Email Address: **marina_terhovsepian@yahoo.com**

Relations

19. Are any of your relatives employed by a public international organization? **No**

If you have any dependents, list them below:

Dependent Name	Relationship	Date of Birth	Gender	City, Country of Birth	Nationalities
Rudolf YEGANYAN	Son	03/09/1998	Male	Yerevan, Armenia	Armenian

Education

List all university degrees or equivalent qualifications obtained.

University Name St-Petersburg Inst, of Inter. Econom. Relations, Economy and Law	City, Country Yerevan Armenia	From - To Aug-1997 - Dec-1999
Main Course of Study General Law	Field of Study Law	
Degree Title or Equivalent BA in Law	Degree Type Bachelor of Arts	

University Name Yerevan Pedagogical Institute of Foreign Languages and General History	City, Country Yerevan Armenia	From - To Aug-1987 - Jun-1992
Main Course of Study Other Humanities	Field of Study Humanities	
Degree Title or Equivalent Diploma of Highest Education in Pedagogics, General History and English Language	Degree Type Degree	

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

Name of School UN DPKO UNMIK	City, Country Pristina Serbia and Montenegro	From - To May-2009 - May-2009
Main Course of Study Basic Training for Local Committee on Contracts		Certificate or Diploma Certificate of Completion

Name of School Mannet-Switzerland	City, Country Khartoum Sudan	From - To Apr-2007 - Apr-2007
Main Course of Study People Management Training DPKO/UNMIS		Certificate or Diploma Certificate

Name of School IAPSO/UNDP	City, Country Vienna Austria	From - To Jun-2005 - Jun-2005
Main Course of Study		Certificate or Diploma

Contract Management and Supplier Relationship Course		Certificate
Name of School UNITAR, NY	City, Country NY United States of America	From - To Mar-2004 - Apr-2004
Main Course of Study Correspondence Course Logistical Support to UN Peacekeeping Operations		Certificate or Diploma Certificate
Name of School World Food Programme	City, Country Rome Italy	From - To Sep-1999 - Oct-1999
Main Course of Study Training of Trainers for WFP Security Awareness Trainings Programme		Certificate or Diploma Certificate of Security Awareness Trainer
Name of School Russian school No42, Armenia	City, Country Yerevan Armenia	From - To Sep-1977 - Jul-1987
Main Course of Study Secondary school education (including all subjects)		Certificate or Diploma Attestate of Secondary Education

Employment

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

Job Title	Type of Business	From - To
Contract Managemnt/Procurement	Contract Management/Procurement	01/07/2009 -
Name of Employer UNSOA		Name of Supervisor Isaac Mcceney
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 Kenya		
Number of Employees Supervised by You		
Description of Duties dfdf		
Summarize any of Your Achievements dfd		
Reasons for Leaving dfdf		

Job Title	Type of Business	From - To
Contracts Management Supervisor	Contracts Management	01/04/2008 -
Name of Employer UNMIK		Name of Supervisor Mr. Alexander Kasatkin
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 ter-hovsepyan@un.org	
Address of Employer Yugoslavia		
Number of Employees Supervised by You 4		
Description of Duties Under direct supervision of Chief Supply responsible for supervision of Managment and Administration of Combined Camp Services Contract which includes (rations, water, catering, laundry and cleaning services to all PFU camps in Kosovo). Main responsibilities is overseeing and management of the following operational activities of CMU QA/QC Unit: - Obtaining and Approval of food, catering and water requisions from Contractor. - Supervision and coordination of communication with Contractor's Representatives, FPU Log Officers for the provision of Combined Camp Services (Food provision, catering, water provision, laundry and cleaning services). - Conduct and chair monthly performance meetings with Procurement, Contractor and Supply Sections. - Coordinate the Collection, analysis and verification of data of actual deliveries versus the order amount and identify deficiencies and discrepancies. - Ensure contractor's deliveries and services according to specified quality, quantity and timeliness. Provide and maintain reliable, cost-effective, flexible, and prompt logistics support to our customers. Respond promptly to customer inquiries and service requests. Formalize customer response mechanism. Recommend solutions and/or alternate course of actions for clients / SPU. Ensure implementation of "Best Practices" Tools with both the clients & the contractors. Improve Contractor Performance - Develop/maintain and implement SOPs/ write Statements of Work (SOWs) and Statements of Requirements (SORs) for Contracts Management. Analyze requirements. Compare the current contracts and amend/rebid where necessary. - Carry out sample tests of services to ensure contractual compliance. - Participate in new split combined services contract new bidding process with Procurement section - Organize and manage maintenance of program QA/QC. - Invent ways and means to eradicate and or reduce misuse and mishandling of UN property. Effective Management of personnel of the CMU.		
Summarize any of Your Achievements		

Increase compliance with provisions of combined services contract to 100% - Reduction in outstanding issues concerning combined services contract - All submissions of invoices dates are being met Customer requests acknowledged within 2 working days of receipt, with subsequent responses and/or updates provided to customer within each two working days hereafter until the service is provided, or a decision on the fate of the request is determined. Eliminated contractor's difficulties in performance of contractual obligations - Service oriented activity addressing each client group's identified needs provided in a timely and cost effective manner. - Improvements to service levels of contractor. - Maintain high level of quality services to customers. All staff undertake cross training in all fields of Rations Management - Improved capacity for staff of CMU QA/QC unit

Reasons for Leaving

Currently employed.

Job Title Rations and Service Contracts Administrator	Type of Business Contracts Management/Supply/Logistics	From - To 01/06/2007 - 01/04/2008
Name of Employer UNMEE	Name of Supervisor Moses Ndiangu	
Salaries per Annum: Starting 60942	Final 60942	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 2911150411	Email Address ter-hovsepyan@un.org	
Address of Employer Eritrea		
Number of Employees Supervised by You 5		
Description of Duties 1. Reassigned to UNMEE in June 2007 as OIC Rations Cell till Jan. 2008. Under the supervision of Chief Supply is responsible for the supervision of Rations contract operations which includes Requisitioning, Invoicing, Operations/Logistics and Contracts mngm. cells. Manage the Missions rations, ration packs and water contact; monitor and analyse contractors performance, Coordinate requisitions submission and food deliveries, participate in database establishment for Invoices verification, organize and participate in regular performance meetings with contractor, document cases of poor performance, review invoices in case of disputes, advise DO/ Chief Supply section on related matters. Developing SOW, SOPs, guidelines, training programmes. Conduct briefing for contingents and newly recruited staff. Coordinate with Contractor on all related issues. Brief Contractor on Rations contract and responsibilities of both parties. Draft CAO reports, audit reports comments. Monitor consumption patterns against requisitions and budget to verify that contract unit cost and total cost amounts are not compromised. 2. Administration of the following Supply Section service contracts NRG photocopiers, printing, Supply of Casual labour, laundry services and Haircutting services, by optimizing current delivery of services, regularization of oversight processes, identification of future service requirements, implementation of procurement actions and forecasting budget requirements appropriately. • Ensure customer satisfaction in the provision catering services within the mission. • Conduct key risk management reviews of the current contracts. • Identify salient issues to be addressed contractually for compliancy by the contractors. • Review service requirements of the mission. • Provide input to future budget requirements for the Supply work Plan. • Institute constant review processes for full utilization of machines, staff and or services and justification of payment.		
Summarize any of Your Achievements All deadlines for requisitions submissions are met, Invoices paid on time within 30 days, all auditor's comments were followed up. - 100% implementation of effective control measures of contract services achieved. - All benchmarked goals achieved and best practices based on them implemented for better client orientation. - Implimented timely identification of possible delinquences and amicable resolution of disputes. • Increase compliance with provisions of rations contract to 100% •100% reduction in outstanding issues concerning rations contract. •audit observations answered and complied with.		
Reasons for Leaving Reassignment to UNMIK Kosovo.		

Job Title Service Contracts Assistant	Type of Business Contracts Administration/Management	From - To 01/12/2005 - 01/05/2007
Name of Employer UNMIS	Name of Supervisor Mr. Rengasamy Subramaniam	
Salaries per Annum: Starting 54135	Final 54135	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 00249912179341	Email Address ter-hovsepyan@un.org	
Address of Employer Sudan		
Number of Employees Supervised by You 3		
Description of Duties Reassigned to UNMIS Khartoum in December 2005, as Supply Assistant in Supply/Contracts Services Unit. Responsible for management of Supply Service Contracts, such as printing, stamps and NRG photocopiers systems Contract for UNMIS. Established logistics operation, deployment procedures, Invoicing procedures and Reporting for NRG contract and all Service Contracts. Coordination of the contractors' activities all over the Sudan/UNMIS operation. Supervision of two staff for Logistics/Operation and Invoicing/Accounting. Supervision of Contractor's representative located in UNMIS office. Raise requisitions for service contracts, control the budget. Preparation of weekly and monthly reports for the management. Organization and participation in regular performance meetings with contractor, document cases of non compliance or poor performance, dispute resolution between contractor and UNMIS concerned sections. Participate in developing SOW, SOPs, guidelines, training programmes. Conduct briefing and trainings for newly recruited staff. Coordinate with Contractor on all related issues. Participation and cooperation with procurement in the Invoice processing procedures. Preparation of Contractors' Performance Evaluation reports. Cooperation with procurement on Service contracts local vendors technical evaluation. Participation of Fuel contracts Invoice processing. Established correct procedures of Invoices verification for fuel and submission by Contractors.		
Summarize any of Your Achievements All deadlines were met. NRG photocopiers system contract's deployment completed on time and in accordance with JLOC general plan. Invoices were processed and submitted for payment on time. Logistics operation conducted in accordance with the deployment plans and met deadlines of the requests. Contractors performance evaluations submitted on timeley manner. Contractors positivelley improved their performance and client orientation.		
Reasons for Leaving Reassignment to UNMEE Eritrea with promotion FS 5.		

Job Title Contracts Mngmt Assistant	Type of Business Contracts Management/Logistics	From - To 01/04/2004 - 01/11/2005
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Name of Employer ONU CI			Name of Supervisor Mr. Omkar Basnyet		
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		
53811	53811	USD			
Telephone Number			Email Address		
			marina_terhovsepian@yahoo.com		
Address of Employer Cote d Ivoire					
Number of Employees Supervised by You 4					
Description of Duties Reassigned to ONU CI in April 2004 for a start up in Supply/Rations Unit. Under the supervision of Chief Supply at the beginning phase of the mission coordinated establishment of Food Rations Unit such as Requisitioning, Invoicing, Operations/Logistics and Contracts mngm. cells. Manage the Missions rations, ration packs and water contact; monitor and analyse contractors performance, Coordinate requisitions submission and food deliveries, participate in database establishment for Invoices verification, organize and participate in regular performance meetings with contractor, document cases of poor performance, dispute resolution between contractor and ONU CI concerned sections, review invoices in case of disputes, advise DO/ Chief rations cell on related matters. Participate in developing SOW, SOPs, guidelines, training programmes. Conduct briefing for contingents and newly recruited staff. Coordinate with Contractor on all related issues. Brief Contractor on Rations contract and responsibilities of both parties. Draft CAO reports, audit reports comments. Monitor consumption patterns against requisitions and budget to verify that contract unit cost and total cost amounts are not compromised; From February 2005 until June 2005 acted as OIC for Rations Unit at the absence of Chief of Rations Unit. Coordinate all units of the Rations cell. Coordinate establishment of the mission reserve stocks in Abidjan and sectors. In November 2004 during the ONU CI evacuation period acted as a Liaison Officer in UNMIL/ Liberia for Logistics support provided from UNMIL to ONU CI.					
Summarize any of Your Achievements All deadlines and submission dates are met. Contracts administration (operations, requisitioning, invoicing) of Rations Unit has been established. Contract commencement and food provisions started at the date required by the contract. Coordination meetings started as of the first month of contract commencement. Contingents have been timely briefed on new procedures and documentation distributed for their information. Contractor received timely instructions and guidelines on contracts management side. Rations database for Invoices processing has been established and developed. Documentation has been recorded and problems followed up. Clear SOPs for Rations Contracts Management have been drafted and approved with appropriate provisions and safeguards. Effectively planned and developed contract is created in order to achieve objectives, manage risk and maximize value for money. Common grounds with all concerned is achieved. Our clients are better informed on issues and support provided. Timely resolution of disputes. Timely and accurate implementation of SOPs. Timely inspections conducted and reported. Timely submission of reports to management. Reduced number of outstanding issues.					
Reasons for Leaving Reassignment to UNMIS					

Job Title Contracts Management Assistant Food Rations Contract Coordinator		Type of Business Contracts Management/Logistics/ISS	From - To 01/08/2002 - 01/04/2004
Name of Employer UNMEE, Eritrea, Asmara		Name of Supervisor Mr Gary Taylor, CCMS	
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
44871	44871	USD	
Telephone Number 2911151907		Email Address ter-hovsepian@un.org	
Address of Employer Eritrea			
Number of Employees Supervised by You 0			
Description of Duties Assist in drafting of SOWs in coord. with concerned units. Review contract extensions and implementation schedules to ensure continuity of operations. Advise of Rations contract amendments as necessary. Manage and monitor major Rat. Con. compliance with the terms and conditions of the Con.. Act as POC for issues affecting Rat. contract. Analyse contractual obligations and assigning responsibilities. Visit implementation sites. Provide guidance and advice to AH on implementation. Particip. in meetings with AH and contractor. Provide advice to Desig. Official for Rations Con., AH(s) and other UNMEE Sections regarding issues involving Rat. contract and risk management. Identify the need for UN assist. Assist in dispute resolutions between AH(s) and contractor. Prepare reports on issues, visits, disputes. Submit reports to DO, CISS, CAO. Elaboration of procedures by which CM and Adm. can be monit. and eval.. Receive invoices. Assist in the develop. of QA prog. Implement Ration's SOPs in coordination with Account holders.			
Summarize any of Your Achievements All submission dates are met. Clear SOWs are created, according to SOP and contracts with appropriate provisions and safeguards . Contract with suitable provisions and minimum inconsistencies is improved. Effectively planned and developed contract is created in order to achieve objectives, manage risk and maximize value for money. Common grounds with all concerned is achieved. Increased compliance with provisions is achieved. Reduction in outstanding issues Reduced audit observations. Our clients are better informed on issues and support provided. Timely identification of delinquencies. Timely and amicable resolution of disputes. All invoices are accepted and forwarded to concerned sections on time, paid within 30 days. All discrepancies and pending invoices are cleared on time. Timely and accurate implementation of SOPs. Timely inspections conducted and reported. Timely submission of reports to HQ and management. Reduced number of outstanding audit issues.			
Reasons for Leaving Reassignment to ONU CI			

Job Title Administrative Assistant		Type of Business Administrative	From - To 01/06/2001 - 01/06/2002
Name of Employer UNTAET		Name of Supervisor Ms Catherine Walker	
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
43044	43044	USD	
Telephone Number		Email Address ter-hovsepian@un.org	

Address of Employer

East Timor

Number of Employees Supervised by You

1

Description of Duties

Admin. and Office Mngmt for Planning and Projects Assessment Unit (PPAU). National staff recruitment, participation in interviews and final reporting. Coordination with Training/Language Unit for local staff to participate in Language, Mngmnt, Office skills trainings. On-job training of national staff involved in Admin. Participation in organization of Orientation training Progr. for Local staff in Admin., Office Mngmt, Planning and Monitoring, Capacity building in development and poverty reduction. Participation in INGOs and Local NGOs coordination meetings, working group meetings. Involvement in benchmarks submission and formatting. Daily Sitreps completion from PPAU and submission to Planning Commission. Participation in "Library Creation" (information collection) project. Participation in Steering Committee meetings for Dili Donor's Conf. Preparation of budget, all venue arrangements, hotel reservations for delegates, catering arrangements. Assisting Head of Donor Coord. Unit.

Summarize any of Your Achievements

Administration and Office management for Planning and Project assessment unit has been maintained. All deadlines were met. Local staff recruitment for PPU completed. On-job training for administrative staff conducted and the administrative responsibilities handed over to national staff. Daily Sitreps completed and submitted to Planning Commission. Benchmarks submission on time. Involvement in Capacity building in development and poverty reduction, in NGO coordination, participation in INGOs and Local NGOs coordination meetings, NGO working group meetings, drafting reports of the NGO Coord. Meetings and submitting them according to deadlines. Donor conference was held and submissions met.

Reasons for Leaving

Mission downsizing, assignment with UNMEE, Eritrea.

Job Title	Type of Business	From - To
Trainer	Training	01/09/1999 - 01/12/2000
Name of Employer	Name of Supervisor	
UN/World Food Programme	Ms. Arlene Mitchell, Head HR	
Salaries per Annum:		
Starting	Final	Currency Paid
200	200	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	
	marina_terhovsepian@yahoo.com	
Address of Employer		
Italy		
Number of Employees Supervised by You		
0		
Description of Duties		
In Sep. 1999 was selected to participate in Security Awareness Training for Trainers held in WFP HQs/ Rome. After a month of training was assigned as a Security Awareness Trainer for Russian and English speaking countries staff. Conducted Security Awareness Training in WFP Rome, WFP Armenia, Tajikistan, Georgia, Uzbekistan and Russia (Chechnya office). Also SAT was conducted by the request of UNDP Res. Rep. for UNDP staff in Armenia.		
Summarize any of Your Achievements		
Successfully accomplished Security Awareness Training in WFP HQ/Rome and received a certificate of WFP Security Awareness Trainer. Received assignments to conduct trainings in Rome, Tajikistan, Georgia, Uzbekistan, Armenia and Chechnya. Conducted 13 training sessions with the participation of around 250 WFP staff members. All participants were actively involved in the training modules and at the end of the sessions discussions were held. End – session Reports were submitted to WFP/Rome on time to SAT management.		
Reasons for Leaving		
End of training programme.		

Job Title	Type of Business	From - To
Programme Assistant	Humanitarian/Programming	01/03/1994 - 01/06/2001
Name of Employer	Name of Supervisor	
World Foor Programme	Ms. Erika Joergensen, CD	
Salaries per Annum:		
Starting	Final	Currency Paid
5725	5725	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	
	marina_terhovsepian@yahoo.com	
Address of Employer		
Armenia		
Number of Employees Supervised by You		
5		
Description of Duties		
Logistics Assistant,WFP aircraft coordinator in the region. Responsible for Financi. Operations, co-ordination with Int. org., NGOs and government to WFP air operation related issues. Arranging customs clearances for cargoes, co-operation with railways department, daily reports prep. In Jan. 2000 transferred to Program Unit as Food for Training Programme Coordinator. Make information available for country briefs and FFT purposes; ensure project cycle deadlines are met; Cooperate in FFT project pre-selection, reviewing and monitoring. Monitor, update and track data related to FFT project , commodity pipelines and financ. allotment status reports, informing the relevant divisions. Carry out advocacy and information related tasks for FFT activities. Produce monitoring forms, LOUs /Agreements with IP. Preparation FFT Allocation plans for trainees and trainers for dispatch plan preparation. Co-ordination of FFT field Monitoring staff in C/O and Sub-Offices. Participation in FFW, relief.		
Summarize any of Your Achievements		
WFP aircraft coordinator in the region was conducted according to the schedules. All reservations were maintained and information submitted on time. All Financial reports submitted on time. Customs clearances for cargoes arranged and co-operation with railways department maintained. Established Food for Training Programme for Armenia CO, which was new pilot project. Prepared all LOUs with implementing partners, prepared monthly reports on FFT activities. Participate in preparation of Manuals for participants with Implementing partners. During the 4 months of winter project, 13000 beneficiaries participated in Food for Training course and received food rations. Coordination with Logistic unit and monitoring of the sessions. Supervision of 5 field FFT monitors. Preparation of next cycle of Food for Training Programme. All deadlines were met on time.		
Reasons for Leaving		
Employment with UNTAET/Dili/East Timor.		

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

fax, codan, pactor

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	Easily	Easily

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

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

Address

Procurement/CMU Section
UNSOA
Nairobi Kenya
Telephone: -124 extension 1673
Fax: +254-770740649
Contact: Marine Ter-Hovsepyan

Address

St. Martiros Sarian - 38, apt. 39
Yerevan Armenia
Telephone: 374-10-532585
Contact: Marine Ter-Hovsepyan

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. Hakan FALKELL	Deputy Country Director	WFP, New Guinea Guinea	Hakan.Falkell@wfp.org