

Profiles included in this document

	Name	Index	DOB	Gender	Nationality	EMail
1.	ALEXANDRU, Joana-luiza		22/11/1970	F	AUS	alexandru@un.org
2.	CORBIN, Joanna	222710	24/09/1961	F	UK	corbin@un.org
3.	D'SOUZA, Leena	117512	29/06/1951	F	USA	leena.dsouza@undp.org
4.	FORSTER, Harriette	413128	24/06/1956	F	GAM	Forsterh@un.org
5.	KAAMULI, Damali	122446	13/03/1959	F	USA	kaamuli@un.org
6.	LAMPANO, Thelma	421743	26/02/1958	F	PHI	lampano@un.org
7.	MAINA, Margaret	408101	11/05/1955	F	KEN	maina1@un.org
8.	OTIENO, Judith		25/06/1956	F	KEN	jotieno@unicef.org
9.	PHILIPS-ARASAKUMAR, Niloufer	751949	13/12/1959	F	SRL	naphilips@yahoo.com
10.	SANYE, Claudine		07/06/1958	F	IVC	claudinesanye0706@hotmail.com

Personal History Profile for Joana-luiza ALEXANDRU

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
ALEXANDRU	Joana-luiza		
2. Date of Birth	3. City of Birth	Country of Birth	Index No
22/11/1970	Ploiesti	Romania	
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Romania		Austria	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Female	164	52	Single
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? No			
13. What is your preferred field of work? Administrative specialists			
14. Would you accept employment for less than six months? No			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when?			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? No			
18. Email Address: alexandru@un.org			

Education

List all university degrees or equivalent qualifications obtained.

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

Name of School	City, Country	From - To
Institute for Career Development	Gaenserndorf Austria	Sep-1997 - May-1998
Main Course of Study		Certificate or Diploma
Human Resources and Business Management		Certificate of completion

Name of School	City, Country	From - To
Gymnasium	Vienna Austria	Dec-1988 - Jun-1990
Main Course of Study		Certificate or Diploma
Sciences and Humanistics		Matura (Baccalaureate)

Name of School	City, Country	From - To
College for Polytechnics	Frankfurt/Oder Germany	Sep-1986 - Jun-1988
Main Course of Study		Certificate or Diploma
accounting and administration		Diploma in Commerce

Employment

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

Job Title	Type of Business	From - To
Personal Assistant to DSRSG/RC/HC	Humanitarian Support	01/05/2008 -
Name of Employer		Name of Supervisor
MONUC		Ross Mountain
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	
	alexandru@un.org	
Address of Employer		
Congo, Dem. Rep.		
Number of Employees Supervised by You		
3		
Description of Duties		
General Administrative support, Recruitment and Budget support		
Summarize any of Your Achievements		

N/A

Reasons for Leaving

N/A

Job Title Communications Analysis Assistant within the Investigations Division	Type of Business Telecommunications	From - To 01/09/2007 - 01/05/2008
Name of Employer UNIIIC	Name of Supervisor Ms. Hildegard Retzlaff-Uertz	
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 962182	Email Address alexandru@un.org	
Address of Employer Lebanon		
Number of Employees Supervised by You		
Description of Duties analyse telecommunications data related to investigations by using i2 Analyst, iBase (Access DB) update information about subscribers and users of persons / phone numbers relevant to investigations		
Summarize any of Your Achievements Completed iBase training and objectifying of main investigation reports related to the Hariri case and most recent killings of Investigator Eid and Gen. Hajj as well as reports on Explosives		
Reasons for Leaving offer to move to higher level post in the O/DSRSG in MONUC		

Job Title Personal Assistant to DSRSG	Type of Business Administration	From - To 01/05/2007 - 01/08/2007
Name of Employer MONUC	Name of Supervisor Mr. Ross Mountain	
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 243818907458	Email Address alexandruj@un.org	
Address of Employer Congo, Dem. Rep.		
Number of Employees Supervised by You 3		
Description of Duties Handle incoming/outgoing correspondence and email of DSRSG Handle agenda and travel arrangements coordinate drivers' movements		
Summarize any of Your Achievements reached very good cooperation between all members of the office and within the Country Team through good communication in order to provide necessary support to numerous functions of the DSRSG (HC/RC/DO, Dir of UNDP, in charge of Elections and PID)		
Reasons for Leaving TDY limited to 3 months		

Job Title Personal Assistant to Chief Human Rights	Type of Business Peacekeeping	From - To 01/04/2006 - 01/04/2007
Name of Employer UNAMI	Name of Supervisor Gianni Magazzeni	
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 alexandru@un.org	
Address of Employer Iraq		
Number of Employees Supervised by You 2		
Description of Duties provide administrative assistance to the Head of the Human Rights Office; drafting budget and RBB documents; recruitment focal point in liaison with Personnel office within the mission, OHCHR and PMSS/NY; organizing HR related activities as part of the implementation of HR projects; organizing training for HRO staff;		
Summarize any of Your Achievements		

timely submission of the budget proposal for 2007 and RBB framework; reduced the vacancy rate by 50% within first 6 months (10 positions filled and 9 still vacant out of which 4 can't be filled at the moment because the respective office in Basra is not operational);

Reasons for Leaving

N/A

Job Title Personal Assistant to the Director Human Rights	Type of Business Human Rights	From - To 01/04/2004 - 01/03/2006
Name of Employer MONUC	Name of Supervisor Roberto Ricci until 31 Jan; Mr. Fernando Castanon since 3 Feb	
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 Congo, Dem. Rep.		
Number of Employees Supervised by You		
Description of Duties Keep the agenda of the Director, prioritize items/info for immediate action and resolve all his administrative requests (attendance, official travel etc.); draft and edit memos, code cables and letters, following up on tasks assigned to other staff members, section's work plan and operational needs; managing the Director's incoming correspondence/email, answering on his behalf or forwarding for action; managing confidential filing system including special investigations files;		
Summarize any of Your Achievements I have set up the Office of the Director of the Section and created the filing system, since he didn't have a Personal Assistant before.		
Reasons for Leaving I am with MONUC on a temporary assignment, coming from my parent duty station in UNFICYP. The experience gained in my current position is so vast, but I could not make use of it if I was to go back to Cyprus. In addition, my contractual status would not allow me to apply for a different position within UNFICYP. Therefore I am looking for an equally challenging position in a completely different working environment.		

Job Title Admin Assistant to the high level negotiating team on Cyprus' Annan Plan	Type of Business Peacekeeping	From - To 01/02/2004 - 01/04/2004
Name of Employer UNFICYP	Name of Supervisor Alvaro de Soto	
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 35722864552	Email Address	
Address of Employer Cyprus		
Number of Employees Supervised by You		
Description of Duties Assisting Law and Technical Committees that formed part of the high level negotiating team on the solution of the Cyprus problem, act as liaison between UNFICYP administration and the NY team, edit lists of laws and bi lateral and international agreements forwarded by Greek and Turkish Cypriot teams in preparation of the new constitution		
Summarize any of Your Achievements set up and secure smooth running of daily meetings		
Reasons for Leaving end of negotiation process		

Job Title Civil Affairs Liaison Assistant	Type of Business Civil Affairs	From - To 01/10/2002 - 01/01/2004
Name of Employer UNFICYP	Name of Supervisor Kannan Rajarathinam	
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 Cyprus		
Number of Employees Supervised by You		
Description of Duties Taking part in weekly humanitarian visits to the Greek Cypriot and Maronite enclaved community in the Turkish occupied northern part of the island in my function as a translator from Greek to English; liaising with the Greek Cypriot government authorities with regards to the living conditions of the Turkish Cypriot minority living in the southern part of the island; organizing daily bi-communal events in the Buffer Zone like conferences, seminars, artistic performances		

Summarize any of Your Achievements

Setting up of the Liaison Office for the Turkish Cypriot minority living in Limassol (the Greek Cypriot

Reasons for Leaving

TDY assignment to DRC

Job Title Personal Assistant to the Acting Third Member of the Committee of Missing Persons in Cyprus		Type of Business Humanitarian Affairs	From - To 01/11/2001 - 01/10/2002
Name of Employer UNFICYP		Name of Supervisor Pierre Guberan	
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 Cyprus			
Number of Employees Supervised by You			
Description of Duties Keeping the Agenda of the Acting Third Member of the Committee of Missing Persons; drafting and typing memos, letters and reports; organizing meetings with the offices of the Greek and Turkish Cypriot Member and taking notes; organizing official travel, keeping the attendance;			
Summarize any of Your Achievements Familiarized myself with the complex problem of the missing persons.			
Reasons for Leaving Was not able to make use of my knowledge of the Greek language within the working environment.			

Job Title Contracts Management Assistant		Type of Business General Services	From - To 01/01/2001 - 01/10/2001
Name of Employer UNFICYP		Name of Supervisor Richard Dellar	
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 Cyprus			
Number of Employees Supervised by You			
Description of Duties Assisting the Contracts Manager in conducting performance appraisals of the Contractors providing services to UNFICYP. Acting as translator at regular meetings with Contractors and taking notes. Drafting reports and minutes of meetings.			
Summarize any of Your Achievements Setting up the Contracts Management Office, since it had not existed before. Created together with the Contracts Manager a database for Contractors and a Performance Appraisal System.			
Reasons for Leaving The departure of the Contracts Manager left the position vacant and interrupted the continuity of the office.			

Job Title Personal Assistant to the Chargee d'Affaires		Type of Business Diplomatic	From - To 01/01/2000 - 01/09/2000
Name of Employer Embassy of Switzerland		Name of Supervisor Ms. Margrit Bieri	
Salaries per Annum: Starting Final Currency Paid		Is this a civil servant position of your Government? No Is this a position within the UN Common System? No	
Telephone Number		Email Address	
Address of Employer Cyprus			
Number of Employees Supervised by You			
Description of Duties Handle the agenda of the Head of Mission Process Visa applications Process passport extensions, marriage/birth certificates and other consular affairs			
Summarize any of Your Achievements Assisted in the preparation of the bi-annual financial report of the consular section			
Reasons for Leaving			

Limited duration contract. I was replacing the incumbent of the post during her absence on maternity leave.

Job Title Personnel Officer		Type of Business Catering Services	From - To 01/05/1995 - 01/09/1997
Name of Employer DO & CO AG Vienna		Name of Supervisor Margrit Kummingsberger	
Salaries per Annum:			
Starting 1100	Final 2000	Currency Paid EUR	Is this a civil servant position of your Government? No
			Is this a position within the UN Common System? No
Telephone Number		Email Address	
Address of Employer Austria			
Number of Employees Supervised by You			
Description of Duties Keeping the personnel files of approx 350 fixed term and employees 300 free lancers including recruitment process, performance appraisals, attendances, accountable for a cash box of 25.000 Euros per week for the payment of free lancers			
Summarize any of Your Achievements Set up a data base to keep records of working hours, payments and registration with the social insurance system for free lancers			
Reasons for Leaving Continuation of studies: Business Administration with Specialization in Tourism Industry			

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

List any of the Official Languages of the United Nations you know.					
Language	Mother Tongue	Speak	Read	Write	Understand
English	No	Easily	Easily	Easily	Easily
French	No	Easily	Easily	Not easily	Easily
Arabic	No	Not easily	Not easily	Not easily	Not easily

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

Language	Mother Tongue	Speak	Read	Write	Understand
German	No	Easily	Easily	Easily	Easily
Greek	No	Easily	Easily	Easily	Easily
Italian	No	Not easily	Easily	Not easily	Easily
Rumanian	Yes	Easily	Easily	Easily	Easily

Address

Girardigasse 15
Strasshof Austria
Telephone: 43-2287-2556
Contact: Joana-Luiza Alexandru

Address

11, Av. du l'Equateur
Ls Gombe
Kinshasa Congo, Dem. Rep.
Telephone: 243-818906664
Fax: 243-818907363
Contact: Joana-Luiza Alexandru

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
Eva HANDSCHUR	Lawyer	Passauer Platz 9 Austria	eva.handschur@gmail.com
Gherardo LA FRANCESCA	Italian Ambassador to Cyprus	Agios Dometios Austria	gherardo.lafrancesca@esteri.it

Personal History Profile for Joanna CORBIN

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
CORBIN	Joanna	Mary Alice	
2. Date of Birth	3. City of Birth	Country of Birth	Index No
24/09/1961	Hove, England	United Kingdom	222710
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
United Kingdom		United Kingdom	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Female	165	55	Married
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? No			
13. What is your preferred field of work? Administrative officers			
14. Would you accept employment for less than six months? Yes			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? 01/09/1994			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? No			
18. Email Address: corbin@un.org			

Education

List all university degrees or equivalent qualifications obtained.

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

Name of School	City, Country	From - To
Lincoln House Secretarial College	Brighton United Kingdom	Sep-1979 - Dec-1979
Main Course of Study		Certificate or Diploma
Secretarial skills		120 w.p.m. Pitman shorthand Advanced Pitman Typewriting certificate

Name of School	City, Country	From - To
Brighton Hove & Sussex VI Form College	Brighton United Kingdom	Sep-1977 - Jul-1979
Main Course of Study		Certificate or Diploma
Further education		2 A levels + 2 O levels

Name of School	City, Country	From - To
St Mary's Hall- secondary school	Brighton United Kingdom	Sep-1970 - Jul-1977
Main Course of Study		Certificate or Diploma
Secondary education		7 GCSE 'O' levels

Employment

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

Job Title	Type of Business	From - To
Personal Assistant to the ASG/Deputy Special Coordinator	Political office for the Middle East Peace Process	01/10/2006 -
Name of Employer		Name of Supervisor
UNSCO		Mr. Kevin Kennedy
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		
Israel		
Number of Employees Supervised by You		
Description of Duties		

Provide full range of secretarial and administrative assistance to the ASG: manage his calendar of meetings and appointments; receive screen and make calls on behalf of ASG, handle routine enquiries independently; research, compile and consolidate background materials, procedural papers and briefing files for ASG's official trips and meetings; coordinate ASG travel both within and outside the region, adhering to security and logistical procedures; organize official functions on behalf of ASG; process all claims and allowances related to ASG and perform any other administrative duties as requested. Ensure smooth running of the ASG's office; efficient flow of information between units, other UN agencies in the region, UN Secretariat, diplomatic representatives and NGOs. Review all documentation and prioritise in consultation with ASG or his Special Assistant the dissemination of routine and confidential documents. Follow-up all matters requiring action by ASG, draft responses to routine correspondence, keep records of incoming/outgoing correspondence and confidential files, build and maintain network of contacts. Coordinate work of driver assigned to ASG. Ensure adherence to UN protocol and UN rules & regulations, proofread and edit, as requested, documents emanating from ASG's office, train and advise junior colleagues as required. Assist in facilitating visits of the Secretary-General and other UN senior officials to the region.

Summarize any of Your Achievements

Swift dissemination of information, accurate and timely responses and follow-up. Smooth running of the ASG's office.

Reasons for Leaving

Current post which I assumed upon my return from maternity leave.

Job Title Personal Assistant to the Special Coordinator	Type of Business UN	From - To 01/08/1999 - 01/04/2006
Name of Employer UNSCO	Name of Supervisor Terje Roed-Larsen / Alvaro de Soto	
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 97082843555	Email Address corbin@un.org	
Address of Employer Israel		
Number of Employees Supervised by You		
Description of Duties Under the supervision of the USG/Special Coordinator facilitate the smooth running of the Executive Office by effective communication, timely dissemination of information, response and follow-up to routine correspondence, handle all Protocol matters, take minutes of meeting or Notes for the File as requested by the USG/SC, organise meetings/conferences and receptions on behalf of the USG/SC, compliance with Administrative procedures, maintain confidential and personal files, organise the USG/SC's diary. Monitor the UNSCO code cable facilities and distribute and send cables as directed by the USG/SC. Maintain cable logs. Prepare Travel Authorizations for all official travel of UNSCO staff members for the SCs signature. Prepare Quarterly Travel Plan on behalf of the SC for all official travel outside the UNSCO mandated area and forward to EOSG for approval. Coordinate the work of six internationally recruited security officers assigned to the SC. Obtain security clearances for meetings of the SC with high level officials.		
Summarize any of Your Achievements Protocol matters handled with tact and discretion. Meetings, receptions and seminars planned accurately and timely. Maintained communication and smooth running of the Executive Office. Information/correspondence brought to the attention of the Executive staff promptly and facilitated easy retrieval of documents from filing system. Routine and draft correspondence prepared accurately and timely. USG communications with various senior UN departments handled effectively. USG travel claims and entitlements processed timely. Security protection team in regular contact with Executive Office to coordinate their assignments.		
Reasons for Leaving Lateral transfer to work with ASG/Deputy Special Coordinator upon appointment		

Job Title Administration Assistant	Type of Business Tribunal for the Former Yugoslavia	From - To 01/01/1999 - 01/07/1999
Name of Employer ICTY	Name of Supervisor Mr. Robert Cannon	
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 Netherlands		
Number of Employees Supervised by You 3		
Description of Duties Assist the Chief GSS in the planning, organisation and administration of GSS. Coordination and supervision of the daily activities of the Administrative Unit and Protocol Unit. Preparation of all requisitions for recurring and non-recurring items for supplies and services. Assemble and maintain budgetary records on over thirty GSS accounts. Invoice tracking of GSS accounts. GSS petty cash custodian. Organisation of data and information, prepare and maintain records for the monitoring of project/programme implementations. Supervision of two Protocol Clerks and GSS Secretary.		
Summarize any of Your Achievements Smooth running of the GSS administrative activities and Protocol Unit.		
Reasons for Leaving Contractual issue		

Job Title Personal Assistant to the USG/Special Coordinator	Type of Business UN	From - To 01/01/1997 - 01/01/1999
Name of Employer UNSCO	Name of Supervisor Mr. Chinmaya Gharekhan	
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 Israel	
Number of Employees Supervised by You	
Description of Duties Handled all incoming correspondence and drafted routine replies for the USG. Organized meetings, receptions and conference for the USG. Coordinated USG's travel arrangements, including security clearances, border crossings, official travel. Processed all claims and allowances related to the USG. Accompanied USG to meetings and took notes and prepared draft minutes and Notes to the File.	
Summarize any of Your Achievements Drafted the TORs for the UNSCO Computer Committee and acted as secretary to the Committee. Appointed UNSCO Training Coordinator and organised computer software training and English/Arabic language training.	
Reasons for Leaving To broaden my skills in different areas.	

Job Title Secretary (G4)	Type of Business Food Aid	From - To 01/07/1996 - 01/01/1997
Name of Employer World Food Programme - Rome		Name of Supervisor Mr. Francisco Roque-Castro
Salaries per Annum: Starting Final Currency Paid	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes	
Telephone Number	Email Address	
Address of Employer Italy		
Number of Employees Supervised by You		
Description of Duties Promoted to position as secretary in the Latin American & Caribbean Bureau. Involved in the daily running of the bureau and reported directly to the Chief Desk Officer. As the only English mother tongue secretary in the bureau I was involved in editing and drafting many documents.		
Summarize any of Your Achievements Contributed to the smooth running of the division.		
Reasons for Leaving Desire to work in the field.		

Job Title Office Manager	Type of Business UN Agency - food aid	From - To 01/01/1996 - 01/06/1996
Name of Employer World Food Programme		Name of Supervisor Mr. Trevor Page
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 D.P.R of Korea		
Number of Employees Supervised by You		
Description of Duties Responsible for the management and administration of finance functions in temporary WFP office comprising 3 international and 2 local staff. Day to day office management, supervision of two drivers, managemnet of imprest account, preparation of financial reports to HQ, independent correspondence on administrative and financial matters, secretarial assistance to Country Director. OiC during absence of more senior staff members.		
Summarize any of Your Achievements Timely reporting to HQ. Smooth running of office. Dealt with all protocol matters.		
Reasons for Leaving On TDY and left due to being selected for a promotion.		

Job Title Stenographer	Type of Business UN Agency - food aid	From - To 01/07/1995 - 01/01/1996
Name of Employer World Food Programme		Name of Supervisor Mr. Trevor Page
Salaries per Annum: Starting Final Currency Paid	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes	

Telephone Number	Email Address
Address of Employer Italy	
Number of Employees Supervised by You	
Description of Duties Provided secretarial support to the Deputy Executive Director of Operations on various unique and specialised projects.	
Summarize any of Your Achievements Provided support in an efficient and timely manner.	
Reasons for Leaving Opportunity to work in the field.	

Job Title Administration Clerk	Type of Business UN Agency - food aid	From - To 01/05/1995 - 01/06/1995
Name of Employer World Food Programme	Name of Supervisor Ms Sidney Scholl	
Salaries per Annum: Starting	Final	Currency Paid
Is this a civil servant position of your Government? No		Is this a position within the UN Common System? Yes
Telephone Number		Email Address
Address of Employer Italy		
Number of Employees Supervised by You		
Description of Duties Clerk inputting data onto internal personnel system about PARs and RPAs specialized systems: FINSYS PERSYS and Post control System		
Summarize any of Your Achievements Data input correct and timely		
Reasons for Leaving Selected to a fixed term post.		

Job Title Stenographer	Type of Business UN Agency - food aid	From - To 01/10/1994 - 01/04/1995
Name of Employer World Food Programme	Name of Supervisor Mr. Francesco Strippoli	
Salaries per Annum: Starting	Final	Currency Paid
Is this a civil servant position of your Government? No		Is this a position within the UN Common System? Yes
Telephone Number		Email Address
Address of Employer Italy		
Number of Employees Supervised by You		
Description of Duties Secretarial role encompassing all secretariat functions for the Director of the CIS & former Yugoslavia emergency unit; set up a directory database of contacts for the unit on FoxPro for internal and external reporting.		
Summarize any of Your Achievements Secretarial duties completed in an efficient and timely manner and successful reporting from the FoxPro database.		
Reasons for Leaving Cross training.		

Job Title Executive Assistant	Type of Business International security and alarms	From - To 01/11/1992 - 01/03/1994
Name of Employer Automated Security International	Name of Supervisor Mr. Jean Pierre Payat	
Salaries per Annum: Starting	Final	Currency Paid
25000	30000	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 Spain		
Number of Employees Supervised by You		

Description of Duties

Set up the Southern European office of Automated Security (Holdings) PLC. Located office space, implemented all administrative prerequisites and handled all the legalities to register the company in Spain and allow it to start trading under the name Automated Security International. Organised the purchase and installation of office furniture and equipment and provided secretarial support to the Director and managed the budget and preparation of monthly reporting of accounts.

Summarize any of Your Achievements

Successful set up and functioning of new company.

Reasons for Leaving

Southern European market not profitable enough for parent company who wished to invest more in US market.

Job Title Executive Assistant	Type of Business Lessor and broker of IBM mainframe computers	From - To 01/10/1989 - 01/04/1992
Name of Employer Comdisco France S.A.	Name of Supervisor Mr. John Inglis	
Salaries per Annum: Starting Final Currency Paid Is this a civil servant position of your Government? No 180000 200000 FRF Is this a position within the UN Common System? No		
Telephone Number Email Address		
Address of Employer France		
Number of Employees Supervised by You		
Description of Duties Actively involved in the evolution and expansion of the Operations Department to a team of 34 in four divisions. Offered direct support to the Director of Operations and interface between management and workers. Provided in-house training on WordPerfect and Symphony. Organised, set up and attended meetings and training sessions and maintained all personnel files and recruitment requests for the department. Drafted routine correspondence in English and French.		
Summarize any of Your Achievements Facilitated expansion and smooth running of the division.		
Reasons for Leaving Relocation of European headquarters from Paris to Slough, UK.		

Job Title Personal Assistant	Type of Business Fund Management	From - To 01/09/1988 - 01/10/1989
Name of Employer Baring International	Name of Supervisor Mr. Michael Banton	
Salaries per Annum: Starting Final Currency Paid Is this a civil servant position of your Government? No 13000 14000 GBP Is this a position within the UN Common System? No		
Telephone Number Email Address		
Address of Employer United Kingdom		
Number of Employees Supervised by You		
Description of Duties Provided secretarial support to the Director in charge of South East Asia and Pacific region.		
Summarize any of Your Achievements Successful handling of the Director's diary.		
Reasons for Leaving Desire to 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 - **60** French - **55**

List any office machines or equipment you can use:

Computer skills - Word/Excel/Lotus Notes Fax / photocopier / communications equipment - crypto voice/fax and hand held radio

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

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

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

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

Address

221 Goldstone Crescent
Hove East Sussex United Kingdom
Telephone: 44-1273-563351
Contact: Joanna Corbin

Address

c/o UNSCO
P.O. Box 490
Jerusalem Israel
Telephone: 972-2-5687260
Fax: 972-545-627833
Contact: Joanna Corbin

References

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

Reference Name	Occupation or Business	Address	Telephone/Email
----------------	------------------------	---------	-----------------

Personal History Profile for Leena D'SOUZA

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
D'SOUZA	Leena	S	
2. Date of Birth	3. City of Birth	Country of Birth	Index No
29/06/1951	Moodbidri	India	117512
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
India	United States of America	United States of America	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Female	165	59	Married
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? No			
13. What is your preferred field of work? Administrative specialists			
14. Would you accept employment for less than six months? Yes			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? 01/09/2009			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? No			
18. Email Address: leena.dsouza@undp.org			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
St. Joseph's Higher Secondary School	Bajpe India	Jun-1968 - Mar-1969
Main Course of Study	Field of Study	
Degree Title or Equivalent	Degree Type	
Pre-University - General Studies	Degree	

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

Name of School	City, Country	From - To
Holy Family Girls' High School	Bajpe India	Jun-1964 - Apr-1968
Main Course of Study	Certificate or Diploma	
Social Studies, Chemistry, Physics, Science and Mathematics	High School	

Employment

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

Job Title	Type of Business	From - To
Personal Assistant to the USG and ASG	Political Mediation	01/01/2010 -
Name of Employer	Name of Supervisor	
UNAMID/Joint Mediation Support Team	Mr. Djibrill Bassole(USG) and Mr. Azouz Ennifar (ASG)	
Salaries per Annum:	Is this a civil servant position of your Government? No	
Starting	Is this a position within the UN Common System? Yes	
78983		
Final		
78983		
Currency Paid		
USD		
Telephone Number	Email Address	
249912501983	dsouza5@un.org	
Address of Employer		
Sudan		
Number of Employees Supervised by You		
1		

Job Title	Type of Business	From - To
Personal and Administrative Assistant to the ASG	Political Mediation	01/07/2008 - 01/08/2009
Name of Employer	Name of Supervisor	
UNAMID/Joint Mediation Support Team	Azouz Ennifar, Assistant Secretary-General	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
72000	72000	USD	Is this a position within the UN Common System? Yes
Telephone Number			Email Address
249912502060			dsouza5@un.org
Address of Employer			
Sudan			
Number of Employees Supervised by You			
1			
Description of Duties			
<p>Liaise with local Embassies and the Ministry of Foreign Affairs, the Movements and the Team to plan and schedule the mediation and other high-level meetings. Prioritize and organize Deputy Joint Chief Mediator's daily schedule of the meeting and conferences. Send out invitations to high-level diplomatic and donor community for Chief Mediator's briefings and ensure adequate participation. Arrange for the briefing and information materials, conference room facilities and refreshments. Collect and distribute code cables and maintain confidential records. Ensure flow of communication by distributing and circulating important and urgent communication verbally and through electronic share-files. Liaise and coordinate with Travel, Visa, Protocol and Finance Units on the Team's international and local travel plans. Ensure timely submission of Team's F-10 travel claims and follow-up on their reimbursements. Anticipate movement of personnel to accommodate the executive level office space, equipments and vehicles and office supplies. Maintain and report daily security staff tracking. Maintain and submit the monthly attendance, leave and hazard pay records for the Team. Maintain and update the Units periodic travel plans and ensure adequate coverage in their absence. Brief the new arrival of team members of non-UN background on UN staff rules and regulations and conditions of service and guide them on their entitlements and benefits. As a back-up to the Personal Assistants of the Chief Mediator and Chief of Staff, and to the Liaison and Human Resources Assistant, during their absence.</p>			
Summarize any of Your Achievements			
<p>During the transition period from July to November 2008 and in the absence of adequate support staff I have assisted the Officer-In-Charge for the Joint Mediation Support Team and the Chief of Staff ensuring smooth and effective functioning of the Executive Office. With my professional and peace-keeping mission experience, I have demonstrated my skills and abilities to plan, organize, prioritize and coordinate to accomplish the most demanding tasks to facilitate the Mediation Team at senior level in their "complex and emergency" high-level political meetings and conferences with the government, movement leaders, diplomatic and donor community ensuring adequate/large representation and well organized delegation. Ensured timely and regular flow of information across the Team in Khartoum and Darfur and acted as primary interface with administration and all support issues related to the Team. With the newly structured UNAMID in Darfur and during the transition period much coordination and follow-up was required with Travel, Finance, Human Resource counter-parts during the most demanding period and under stressful circumstances. With the new recruitment of colleagues from African Union and new senior level staff members joining the Team with multi-cultural and multi-ethnic background I have demonstrated respect for diversity. With my calm and diligent approach, inter-personal skills and team-spirit, I have established close and friendly working relationship ensuring gender equality and respect to work in harmony. I have provided sound advice and guidance to the newly recruited Team members especially with non-UN background, on conditions of service, duties and responsibilities, privileges and entitlements under the UN Staff Rules and Regulations, especially of the Peace-Keeping Mission entitlements ensuring their accountability and safe-guarding their interests. Being panel member for the Administrative Assistant at FS-3 level job interviews, I have ensured transparency in the selection process. I have guided, trained and monitored, with honesty and truthfulness, without consideration of personal gain, the junior-level national and international administrative assistants in carrying-out their daily tasks efficiently in the most complex, tensed and challenging nature of the operating environment. I have brought some sensitive personnel and operational issues to the attention of the high-level management in the interest of the organization and approached them for their intervention to correct the working situation within the Team. Assisted the UNMIS Deputy SRSG in Khartoum and UNAMID Deputy Joint Special Representative in Darfur in the absence of their Personal Assistants.</p>			
Reasons for Leaving			
still working			

Job Title	Type of Business	From - To
Personal and Administrative Assistant to the USG	Political Mediation Support	01/08/2007 - 01/06/2008
Name of Employer		Name of Supervisor
UNAMID/Joint Mediation Support Team		Jan Eliasson
Salaries per Annum:		
Starting	Final	Currency Paid
72000	72000	USD
Is this a civil servant position of your Government? No		
Is this a position within the UN Common System? Yes		
Telephone Number		Email Address
249912502060		dsouza5@un.org
Address of Employer		
Sudan		
Number of Employees Supervised by You		
Description of Duties		
<p>Brief the incoming senior-level staff with non-UN background on UN Staff Rules and Regulations and guide them on staff entitlements. Facilitate official mission travels international and local, for the Special Envoy, Chef de Cabinet, and 14 political substantive staff. Liaise with Embassies, Diplomatic Community, Donor Groups, International and Regional Partners, etc. for SE's high-level international and local meetings/conferences, press and media briefings and interviews. Arrange for conference services. Accompany the Political Team on their international and local travels when required. Process travel reimbursement claims electronically and follow-up on payments. Maintain electronic and hard copies filing of their confidential personnel data. Ensure necessary protocol and logistics for the Team's travel. Anticipate requisition for the Special Envoy's Office and the substantive political Team for their adequate and appropriate office space, equipments, supplies, logistics, vehicles, etc. and ensure timely provision. Arrange catering for high-level functions and events whenever required. Draft correspondence related to political and administrative issue. Maintain Attendance Records/Leave Plan and confidential personnel records for key-personnel. Brief and train the two newly arrived junior-level administrative staff on complex peace-keeping related activities and responsibilities. Monitor their daily work for accuracy and completeness.</p>		
Summarize any of Your Achievements		
Ensured timely and smooth mission travels of the Team and efficient running of the SE's office with timely and successful delivery meeting deadlines.		
Reasons for Leaving		
Still working but looking for job opportunities with higher-level responsibilities.		

Job Title	Type of Business	From - To
Personal and Administrative Assistant to the ASG	Development Programme	01/02/2006 - 01/08/2007
Name of Employer		Name of Supervisor
United Nations Development Programme		Gilbert Hounbo/ASG
Salaries per Annum:		
Starting	Final	Currency Paid
69000	69000	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
-----		-----

1347489-5892

leena.dsouza@undp.org

Address of Employer

United States of America

Number of Employees Supervised by You

Description of Duties

Under the supervision of the Assistant Administrator and Regional Director/ASG, provided personal and administrative assistance by performing the following main tasks:screened, filtered and flagged his e-mails to his key-staff for info.& action. Followed-up on the responses to meet deadlines. Checked for accuracy all correspondence for proper clearance for Director's signature; maintained records of personal and confidential and regular chron files; prioritized meetings requests and constantly updated the most demanding & hectic daily appointments schedule, and received visitors; created and updated an electronic matrix for the invitations for meetings & conference, from internal and external partners for the Director's travel plans. Managed the most demanding, urgent and extensive mission travels by processing the authorizations, ensuring visa requirements,arranged logistics with COs. Ensured timely submission of travel claims, followed up with Travel Unit and checked on ATLAS for reimbursement payments; Ensured submission of sufficient background documents,information and briefing materials, speeches, etc. by the deadline for the Director's meetings and conferences with internal and external partners, OSG, OA and for travel binder, in a timely manner; Responded to e-mails on behalf of the Director and drafted out-going correspondence as and when necessary; Screened, filtered and replied to queries in a polite manner, and channeled calls to appropriate staff for enormous number of incoming telephone calls on Director's three lines simultaneously, under pressure, in a calm manner in a past-paced environment; Set up&maintained Roll O'Deck for easy access on contacts.Managed the reservation of Bureau's Conference Room Facilities prioritizing the internal and external meetings; Exercised willingness to assist other Unit Heads to get the job done timely and effectively, especially during late hours; Provided administrative support to the visiting CO staff to HQ.

Summarize any of Your Achievements

supported the supervisor in successfully carrying out the Director's Compact encompassing 45 counries, UNDP's largest Regional Bureau, with almost one third of the countries in crisis or post-crisis situations.

Reasons for Leaving

Travel to Peace-Keeping assignment with the United Nations.

Job Title

Personal and Administrative Assistant to the ASG

Type of Business

Development Programme

From - To

01/07/2004 - 01/01/2006

Name of Employer

United Nations Development Programme

Name of Supervisor

Abdoulie Janneh/ASG

Salaries per Annum:

Starting	Final	Currency Paid
69000	75000	USD

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

Telephone Number

1212906-5900

Email Address

leena.dsouza@undp.org

Address of Employer

United States of America

Number of Employees Supervised by You

Description of Duties

Under the supervision of the Assistant Administrator and Regional Director/ASG, provided personal and administrative assistance by performing the following main tasks:screened, filtered and flagged his e-mails to his key-staff for info.& action. Followed-up on the responses to meet deadlines. Checked for accuracy all correspondence for proper clearance for Director's signature; maintained records of personal and confidential and regular chron files; prioritized meetings requests and constantly updated the most demanding & hectic daily appointments schedule, and received visitors; created and updated an electronic matrix for the invitations for meetings & conference, from internal and external partners for the Director's travel plans. Managed the most demanding, urgent and extensive mission travels by processing the authorizations, ensuring visa requirements,arranged logistics with COs. Ensured timely submission of travel claims, followed up with Travel Unit and checked on ATLAS for reimbursement payments; Ensured submission of sufficient background documents,information and briefing materials, speeches, etc. by the deadline for the Director's meetings and conferences with internal and external partners, OSG, OA and for travel binder, in a timely manner; Responded to e-mails on behalf of the Director and drafted out-going correspondence as and when necessary; Screened, filtered and replied to queries in a polite manner, and channeled calls to appropriate staff for enormous number of incoming telephone calls on Director's three lines simultaneously, under pressure, in a calm manner in a past-paced environment; Set up&maintained Roll O'Deck for easy access on contacts.Managed the reservation of Bureau's Conference Room Facilities prioritizing the internal and external meetings; Exercised willingness to assist other Unit Heads to get the job done timely and effectively, especially during late hours; Provided administrative support to the visiting CO staff to HQ.

Summarize any of Your Achievements

supported the supervisor in successfully carrying out the Director's Compact encompassing 45 counries, UNDP's largest Regional Bureau, with almost one third of the countries in crisis or post-crisis situations.

Reasons for Leaving

still working

Job Title

Administrative and Programme Associate

Type of Business

Development Programme

From - To

01/03/2002 - 01/06/2004

Name of Employer

UNDP

Name of Supervisor

Jean Barut

Salaries per Annum:

Starting	Final	Currency Paid
64000	69000	USD

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

Telephone Number

1212906-3610

Email Address

leena.dsouza@undp.org

Address of Employer

United States of America

Number of Employees Supervised by You

Description of Duties

Administrative and Programme support to the Senior Economist and Policy Advisor,;Strategic and Regional Programme Advisor;Programme Specialist; and Governance Advisor: Contributed tremendously towards the Regional Programme "Southern Africa Initiatives" the UNDP flagship initiative on HIV/AIDS;As coordination focal point for the Recruitment Programme of RBA Senior Field Economists assisted in the process of selection and recruitment;Updated Regional Economists List; assisted in the preparation of the Economists Cluster meeting from HQNY and traveled to Johannesburg to arrange the smooth facilitation of the meeting and timely production of the report; assisted in the data collection on the project on Least Developed Countries for the preparation of the SG's report on implementation of the Plan of Action adopted at the Brussels LDC Conference. As focal point for the bi-annual exercise on "Strengthening Publishing in UNDP" data entry on Publications from COs.; processed travel authorizations for supervisors and consultants; provided programmatic support to two other supervisors; attended and recorded minutes of the Unit's weekly meetings; covered as back-up to the Administrative Assistant in her absence.

Summarize any of Your Achievements

Achieved the Unit's mandage of carrying out the regional projects programming efficiently and effectively.

Reasons for Leaving

I was requested to work with the Assistant Administrator and Regional Director/ASG

Job Title Administrative and Finance Associate	Type of Business Non-Proft (Peace-Keeping)	From - To 01/05/2001 - 01/02/2002
Name of Employer UNTAET	Name of Supervisor Joseph Chung	
Salaries per Annum: Starting 60000	Final 60000	Currency Paid USD
Is this a civil servant position of your Government? No		Is this a position within the UN Common System? Yes
Telephone Number		Email Address
Address of Employer East Timor		
Number of Employees Supervised by You 1		
Description of Duties Administrative and Finance support to the Manager, Disaster Management. Assisted as panel member for the selection of local staff during the handover of UN mandate to formed local Ministry; responsible for office recurrent budget and petty cash aqccount; responsible for procurement & logistics, maintainance and repairs; assisted in the operational field support in the establishment of National Emergency Operations Centre and in activities like emergency relief operations and field surveys; assisted in organizing the disaster related training workshops for the local staff; maintained attendance and leave records for international and national staff; ensured maintainance of the Unit's vehicles for emergency despatch. Train, guide and monitor the newly hired local administrative assistant on day-to-day duties.		
Summarize any of Your Achievements supported in successfully carrying out the Departments mandate related to disaster management. Timely completion of the local staff training to prepare themselves to confidently take over the jobs from the outgoing UNTAET staff.		
Reasons for Leaving Requested by HQNY to return to duty-station.		

Job Title Administrative Assistant to the Office of the SRS	Type of Business Peace-Keeping Operations	From - To 01/02/2000 - 01/04/2001
Name of Employer UNMIBH	Name of Supervisor Jacque Paul Klein/USG	
Salaries per Annum: Starting 60000	Final 60000	Currency Paid USD
Is this a civil servant position of your Government? No		Is this a position within the UN Common System? Yes
Telephone Number		Email Address
Address of Employer Bosnia and Herzegovina		
Number of Employees Supervised by You		
Description of Duties Administrative support to the Special Representative of the Secretary-General (SRSG/USG) Ensured staff compliance with the administrative rules and guidelines established by the UN and UNTAES for the mission and brief the national and military personnel on policies & procedures, and benefits & entitlements. Maintained attendance and leave records, travel plans, duty rosters, and movement of personnel; maintained confidential records and chronological files. Coordinated with Protocol with mission travel arrangements. Prepared travel claims for reimbursement and followed-up on payments. Anticipated the requisitions for the Office of the SRSG and his official accommodation for vehicles, office equipments and supplies, furniture, and the maintainance and repairs of vehicles and office equipments and followed up on procurement. As part of the front office team filled in during the absence of the Personal Assistant and the Secretary and on weekly duty-rosters for early morning and late evening shifts.		
Summarize any of Your Achievements supported in successfully achieving the SRSG's mission mandate.		
Reasons for Leaving reassignment to another peace-keeping mission		

Job Title Administrative Associate	Type of Business Development Programme	From - To 01/07/1998 - 01/01/2000
Name of Employer UNDP	Name of Supervisor Thelma Awori/ASG	
Salaries per Annum: Starting 49000	Final 54000	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

1212906-5900	leena.dsouza@undp.org
Address of Employer United States of America	
Number of Employees Supervised by You	
Description of Duties Administrative and secretarial support to the Assistant Secretary General; Assistant Administrator and Director Regional Bureau for Africa with main tasks as follows:screened, filtered and flagged her e-mails to his key-staff for info.& action; in consultation with the Special Assistant distributed all the incoming mail addressed to the Director; checked for proper clearance the out-going correspondene for signature; maintained persoanal and confidential and regular chron files; prioritized meetings requests and constantly updated the most demanding & hectic daily appointments schedule, and received visitors; Managed the most demanding, urgent and extensive mission travels by processing the authorizations, ensuring visa requirements, arranged for logistics with COs. Ensured timely submission of travel claims, followed up with Travel Unit for imbursement payments; Ensured submission of sufficient background documents, information and briefing materials, speeches, etc. by the deadline for the Director's meetings and conferences with internal and external partners, OSG, OA and for travel binder, in a timely manner; Responded to e-mails on behalf of the Director and drafted out-going correspondence as and when necessary; Screened, filtered and replied to queries in a polite manner, and channeled calls to appropriate staff for enormous number of incoming telephone calls on Director's three lines simultaneously, under pressure, in a calm manner in a past-paced environment; Set up&maintained Roll O'Deck for easy access on contacts.Managed the reservation of Bureau's Conference Room Facilities prioritizing the internal and external meetings; Exercised willingness to assist other Unit Heads to get the job done timely and effectively, especially during late hours; Assisted in organizing events and receptions as and when required.	
Summarize any of Your Achievements supported the Director in successfully achieving the Director's compact encompassing 45 countries, UNDP's largest Regional Bureau, with almost one third of the countries in crisis or post-crisis situations.	
Reasons for Leaving requested by the SRSG to join his office with UNMIBH mission in Sarajevo	

Job Title Administrative Assistant to the Office of the SRSG	Type of Business Peace-Keeping Operations	From - To 01/05/1996 - 01/02/1998
Name of Employer UNTAES		Name of Supervisor Jacques Paul Klein
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? Yes		
Telephone Number Email Address		
Address of Employer Croatia		
Number of Employees Supervised by You		
Description of Duties Administrative support to the SRSG/USG.		
Summarize any of Your Achievements Supported the SRSG in the administrative issues including his 30 key-personnel. Ensured staff compliance with the administrative rules and guidelines established by the UN and UNTAES for the mission and brief the national and military personnel on policies & procedures, and benefits & entitlements. Maintained attendance and leave records, travel plans, duty rosters, and movement of personnel; maintained confidential records and chronological files. Coordinated with Protocol with mission travel arrangements. Prepared travel claims for reimbursement and followed-up on payments. Anticipated the requisitions for the Office of the SRSG and his official accommodation for vehicles, office equipments and supplies, furniture, and maintainance and repairs of vehicles and office quipments and followed up on procurement. As part of the front office team filled in during the absence of the Personal Assistant and the Secretary and on weekly duty-rosters.		
Reasons for Leaving End of UN mission mandate in Croatia returned to HQNY		

Job Title Administrative and Civil Affairs Assistant	Type of Business Peace-Keeping Operations	From - To 01/12/1993 - 01/05/1996
Name of Employer UNPROFOR and UNCRO		Name of Supervisor Salahuddeen Choudhary
Salaries per Annum: Starting Final Currency Paid Is this a civil servant position of your Government? No 45000 47000 USD Is this a position within the UN Common System? Yes		
Telephone Number Email Address		
Address of Employer Yugoslavia		
Number of Employees Supervised by You		
Description of Duties Assisting the Head of Civil Affairs in Humanitarian and Civil Affairs and administrative, secretarial and civil affairs related work as follows: maintained leave records, travel plans and movement of personnel records; screened telephone calls and assisted in producing periodical reports to HQ;assisted in civilian and humanitarian affairs programme in the field i.e. village visitation, medical transfers, investigative research pertaining to human rights abuse and criminal activities; mission persons, family reunions, teaching summer students, organizing arts and craft exhibitions.		
Summarize any of Your Achievements successfully carrying out the Unit's mission mandate in the Sector East region		
Reasons for Leaving I was requested by the SRSG to join his office.		

Job Title Administrative Assistant/OTC. Management Services Section	Type of Business Development Programme	From - To 01/08/1992 - 01/12/1993
---	--	---

Name of Employer UNIFEM			Name of Supervisor William Kwan		
Salaries per Annum:					
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No		
42000	45000	USD	Is this a position within the UN Common System? Yes		
Telephone Number			Email Address		
Address of Employer United States of America					
Number of Employees Supervised by You					
Description of Duties Provided Aministrative and Secretarial support to the Chief of the Section. Processed procurement and logistics requisitions for office furniture, equipments and supplies. Processed periodical payments to vendors and consultants and staff on SSA contracts; maintained attendance and leave records of entire staff of the organization. Provided information and technology assistance in the daily operations.					
Summarize any of Your Achievements Ensured smooth functioning of the organization in finance, IT and procurement related issues.					
Reasons for Leaving traveled on peace-keeping mission assignment.					

Job Title Regional Secretary - Africa		Type of Business Development Programme		From - To 01/01/1989 - 01/08/1992	
Name of Employer UNIFEM				Name of Supervisor Thelma Awori	
Salaries per Annum:					
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No		
33000	35000	USD	Is this a position within the UN Common System? Yes		
Telephone Number			Email Address		
Address of Employer United States of America					
Number of Employees Supervised by You					
Description of Duties Provided Secretarial support to the Regional Chief for Africa. Transcribed shorthand for outgoing correspondence. Screened and answered queries on phone and by mail. Processed tranvel requests ensured visa, logistical arrangements. Prepared travel up on travel claims. Maintained filing system. Provided information and briefing materials on projects. Assisted the programme officer in project related work. Liaised with COs. on project programming.					
Summarize any of Your Achievements ensured smooth running of the office and supported prompt delivery of project programmes.					
Reasons for Leaving higher level post					

Job Title Accounting Secretary		Type of Business Certified Public Accountant		From - To 01/07/1986 - 01/12/1988	
Name of Employer Suresh Brahmabhatt, CPA				Name of Supervisor Suresh Brahmabhatt	
Salaries per Annum:					
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No		
24500	30000	USD	Is this a position within the UN Common System? Yes		
Telephone Number			Email Address		
Address of Employer United States of America					
Number of Employees Supervised by You					
Description of Duties Provided support to th Chief of the firm with secretarial, administrative and finance related work, like transcribed shorthand for outgoing correspondence, book-keeping and producing computerized tax returns, accounting reports for various individual, corporate clients anf for the NYC audits. Maintained attendance records of all the staff and prepared payroll; attended telephone calls. Prepared weekly payroll for the staff.					
Summarize any of Your Achievements Timely submission of the financial and audit reports to the clientele.					
Reasons for Leaving Better prospect					

Job Title Accounting Secretary		Type of Business Hospitality Industry		From - To 01/07/1982 - 01/05/1985	
Name of Employer Hilton International Fujairah				Name of Supervisor Mohammad Sirbal	

Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No	
29000	29000	AED	Is this a position within the UN Common System? No	
Telephone Number		Email Address		
Address of Employer United Arab Emirates				
Number of Employees Supervised by You				
Description of Duties Provided secretarial support to the Financial Comptroller. Transcribed shorthand for outgoing correspondence. Recorded minutes of the weekly management meetings. Prepared periodical revenue reports. Maintained filing and records keeping. Maintained attendance records and prepared payroll-checks.				
Summarize any of Your Achievements Smooth running of the Accounting Department by reporting revenues to HQ on time with utmost confidentiality.				
Reasons for Leaving Transfer of residence - leaving the country				

Job Title Steno-Secretary		Type of Business banking	From - To 01/11/1979 - 01/07/1981	
Name of Employer Federal Commercial Bank		Name of Supervisor Abdulrahim Hugo		
Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No	
25000	25000	AED	Is this a position within the UN Common System? Yes	
Telephone Number		Email Address		
Address of Employer United Arab Emirates				
Number of Employees Supervised by You				
Description of Duties Provided secretarial support to the Branch Manager. transcribed shorthand for outgoing correspondence. Maintained filing system. Assisted in preparing the periodical fiancial reports to HQ. Assisted in the opening of letters of credits, bills of lading and other client services.				
Summarize any of Your Achievements Smooth running of the bank and timely submission of the reports and client services with utmost confidentiality.				
Reasons for Leaving better prospects				

Job Title Steno-Secretary		Type of Business Banking	From - To 01/07/1978 - 01/08/1979	
Name of Employer Dubai Bank		Name of Supervisor John Campbell		
Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No	
25000	25000	AED	Is this a position within the UN Common System? Yes	
Telephone Number		Email Address		
Address of Employer United Arab Emirates				
Number of Employees Supervised by You				
Description of Duties Provided secretarial services to the Branch Manager; transcribed shorthand for outgoing correspondence;assited in preparing periodical confidential revenue reports;maintained confiedntial filing system on clients.				
Summarize any of Your Achievements Smooth running of the Audit Department with confidentiality.				
Reasons for Leaving For Better Prospects				

Job Title Steno-Secretary		Type of Business Shipping	From - To 01/07/1976 - 01/03/1978	
Name of Employer Sotinmar Shipping		Name of Supervisor Capt. B. Donnally		
Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No	
24000	24000	AED	Is this a position within the UN Common System? Yes	

Telephone Number	Email Address
Address of Employer United Arab Emirates	
Number of Employees Supervised by You	
Description of Duties Provided secretarial support to the Shipping Manager. Transcribed shorthand for routine correspondence. Processed marine insurance claims independantly, for clients. Telex operating and records keeping.	
Summarize any of Your Achievements Satisfactory running of the shipping clientele services and timely compensation of the insurance claims.	
Reasons for Leaving better prospects	

Job Title Steno-Secretary	Type of Business Manufacturing of Industrial Textile Drying Machines	From - To 01/02/1972 - 01/08/1975
Name of Employer Dalal Engineering Ltd.	Name of Supervisor B. Dalal	
Salaries per Annum: Starting 7000	Final 8500	Currency Paid INR
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 India		
Number of Employees Supervised by You		
Description of Duties Provided secretarial support to the Purchasing Manager. Transcribed shorthand for outgoing correspondence. Maintained filing system. Answered telephone calls.		
Summarize any of Your Achievements Timely purchase of the inventory required for the business and smooth running of the office.		
Reasons for Leaving relocated to United Arab Emirates		

Job Title Steno-Secretary	Type of Business Trading Electrical and Electronic appliances and accessories	From - To 01/08/1970 - 01/12/1971
Name of Employer Greens Electric Corporation	Name of Supervisor Natwarlal S.Desai	
Salaries per Annum: Starting 6000	Final 6500	Currency Paid INR
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 India		
Number of Employees Supervised by You		
Description of Duties Transcribed shorthand for outgoing correspondence. Answered telephones for clients, enquiries.		
Summarize any of Your Achievements Maintained satisfied clientele and ensured smooth running of the business.		
Reasons for Leaving better prospects		

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

Language	Mother Tongue	Speak	Read	Write	Understand
English	No	Easily	Easily	Easily	Easily
French	No	Not easily	Not easily	Not easily	Not easily
Arabic	No	Not 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
Hindi	No	Easily	Easily	Easily	Easily
Kannada	No	Easily	Easily	Easily	Easily
Konkani	Yes	Easily	Easily	Easily	Easily
Malayalam	No	Not easily	Not easily	Not easily	Easily
Marathi	No	Not easily	Not easily	Not easily	Easily
Serbo Croatian	No	Easily	Not easily	Not easily	Easily
Tulu	No	Easily	Easily	Easily	Easily
Hindustani	No	Easily	Easily	Easily	Easily
Croatian	No	Easily	Not easily	Not easily	Easily

Address

88-20 76 Street
Woodhaven
New York New York United States of America
Fax: 1-347-427-8238
Contact: Leena D'Souza

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
Irene D'SILVA	Legal Assistant	35-24 72nd St. United States of America	1718478-1619 inadsilva@hotmail.com
Khadija HASCI	Consultant	313 East 44th Street United States of America	1212661
Yanick LEONARD	Admin. Associate	213E 66 Street United States of America	1212794-2979

Personal History Profile for Harriette FORSTER

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
FORSTER	Harriette	Abioseh	
2. Date of Birth	3. City of Birth	Country of Birth	Index No
24/06/1956	Banjul	Gambia	413128
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Gambia		Gambia	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Female	157	65	
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? No			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? 01/05/1998			
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: Forsterh@un.org			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
The College of Professional Management	London, United Kingdom United Kingdom	Sep-1997 - Jun-1998
Main Course of Study	Field of Study	
Personnel Administration	Business & Administration	
Degree Title or Equivalent	Degree Type	
Dipolma Courses: 1 Office Management and Administration 2. Principles of Modern Management 3. Business Management and Administration	Postgraduate degree	

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

Name of School	City, Country	From - To
Roosevelt Secondary School for Girls	Freetown Sierra Leone	Jun-1968 - Sep-1973
Main Course of Study	Certificate or Diploma	
Secondary education	School Leaving Certificate	

Employment

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

Job Title	Type of Business	From - To
Administrative Assistant	Peace Keeping Operations	01/07/2005 -
Name of Employer	Name of Supervisor	
Department of Peace Keeping Operations	Mr. Farid Zarif, Chief of Staff - January 2008-present	
Salaries per Annum:	Is this a civil servant position of your Government? No	
Starting	Is this a position within the UN Common System? Yes	
65151		
Final		
65151		
Currency Paid		
USD		
Telephone Number	Email Address	
24991081	forsterh@un.org	
Address of Employer		
Sudan		
Number of Employees Supervised by You		
3		
Description of Duties		

Since my deployment to UNMIS-Khartoum in July 2005, where I am currently serving the third of three UNMIS Chiefs of Staff, I am responsible for the management of the Chief of Staff's appointments calendar and serve as communication link on all programmatic matters between the Office of the Chief of Staff and representatives of the host country Government, civil and religious societies, as well as the Diplomatic Community, UNMIS Heads of Sections, Heads of UNMIS Field Offices as well as heads of UN Agencies, Funds and Programmes represented in Sudan.. Responsible for the day to day management of all incoming and outgoing correspondence requiring the attention of the Chief of Staff including the follow up issues as and where necessary. As required, attend and draft minutes of meeting and provides full administrative support to the Chief of Staff and his small staff within the Office of the Chief of Staff. Manages the correspondence logging system in the OCOS and to maintain the office archives. Compile COS's Briefing Book on a daily basis; manage request for information and follow-up all matters requiring the action by the COS including requests from Sections/staff members within the organization, Draft responses and ensure thorough follow-up and that request are addressed by appropriate personnel; Research, compile and consolidate background materials procedural papers and briefing file for the COS's official trips, meetings and discussion with external visitors, Assist in the preparation of meeting documentation and collect relevant documents/hand-outs/ report relating to official meetings; liaise with the Heads of office on security and logistical arrangements; take notes during sessions and draft minutes of the meetings monitor attendance, sick leave and annual leave of staff in the OCOS Supervises two National staff, i.e. one Office Assistant and one Chauffeur and where applicable, will participate on interview Panels to evaluate National and International.

Summarize any of Your Achievements

Since joining UNMIS in July 2005 to assist the then Chief of Staff, Mr. Peter Schumann until his reassignment as Regional Coordinator for southern Sudan in January 2007), UNMIS was in its very early and difficult start-up phase. During this difficult period I was responsible to coordinate meetings at the Ministry for Foreign Affairs and to accompany the Chief of Staff for minute taking which constituted a definitive record of those early discussions for use at the UNMIS Senior Management level. In addition to my current duties explained above, upon the establishment of each of the 12 Field Offices in southern Sudan and the Darfurs, and until such time as a Field Office liaison staff member was recruited , I had sole responsibility for providing administrative support to each of the newly-deployed Heads of Offices. These duties included the collection and timely dissemination of their Weekly Reports to the SRSG and UNMIS Senior Management, facilitating and supporting the first meeting of the Heads of Offices as a whole under the auspices of the SRSG and Chief of Staff, as well as acting as an invaluable communication link between the Office of the Chief of Staff and our colleagues in hazardous duty stations. Provide prompt personnel/Administrative Support to the office of the COS and SRSG

Reasons for Leaving

still in current assignment

Job Title Personal Assistant	Type of Business Peace-Keeping Operations	From - To 01/05/2002 - 01/06/2005
Name of Employer United Nations Mission in Kosovo	Name of Supervisor Saber Azam	
Salaries per Annum:		
Starting 48500	Final 48500	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 2129638442		Email Address forsterh@un.org
Address of Employer United States of America		
Number of Employees Supervised by You 4		
Description of Duties Coordinate flow of documents to and from the SRSG and PDSRSG and handles in line with establish procedures in the office of the COS, keep schedule of the COS and makes arrangement for his./her meetings and appointments received official visitor's screens incoming telephone calls and directs as appropriate. Handle personnel and administrative matters of the office with the division of administrative. Keep current code cables and all confidential file. Clear trays of pending documents and coordinates further action with Administrative Assistant (Coordinator) Coordinates assignment of the COS driver supervises Administrative Clerk and office messenger in coordination with two international Administrative Assistant, coordinates duties of the office messenger. Keep leave plans for staff of the COS. Compile leave plans for Heads of Pillars and SRSG component offices for main vacation periods. Draft routine correspondence and prepare letters for signature. Coordinates several of administrative services with building management, communications, IT and other support services staff. Log document in the office correspondence logging system and perform document searches as and when required. Participates in the duty roster of the OSRSG		
Summarize any of Your Achievements Provide prompt personnel Administrative Support to the Offices of the COS and SRSG. Certificate of completion of the UN Logistical Support to the United Nations Peacekeeping Operations, Certificate of achievement supervisory Skills Training Foundation for Excellence , Certificate of appreciation awarded to PAS rebuttal Cases		
Reasons for Leaving assigned to another mission		

Job Title Administrative Assistant	Type of Business Peace Keeping Operations	From - To 01/08/1999 - 01/05/2002
Name of Employer United Nations Mission in Kosovo	Name of Supervisor Hans Engelhardt	
Salaries per Annum:		
Starting 3800	Final 3800	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 2129638442		Email Address forsterh@un.org
Address of Employer Yugoslavia		
Number of Employees Supervised by You 6		
Description of Duties Perform administrative support function which includes supervision of Clerical and administrative staff; engage in the fields of work such as personnel check- in and out Reproduction, accommodation, claim mail/pouch, R & I, PCIU Records and Archives and Travel Units as indicated by the requirement and structure of the organization. Interpretation and processing of entitlement and maintenance of various personnel records and files. Liaised with personnel section to ascertain information regarding contract status of national staff within our units Responsible for motoring and preparing of monthly attendance records electronically for National and International staff within the General Services. Assist in recruitment of General Services staff for non-specialist work including evaluating candidates' applications. Supervise the work performed by the National staff. Collect information and assist conducting survey on local cost of living. Participate in conducting interviews as requested by personnel section to select Language assist for pristine and outside region. Advises and assist other staff in area of office management. Arrange for and attend meeting on a daily administrative matters, participate in discussion of new or revised procedures and policies. Prepare on own initiative correspondence, report when necessary. In addition to general administrative responsibilities, also supervise directly or indirectly activities concerned with office and ground maintenance and similar services perform secretarial duties to the UNMIK Tender Committee and Board of Inquiry.		
Summarize any of Your Achievements		

Provide efficient follow-up by the Unit under General Services

Reasons for Leaving

Reassigned to an other section

Job Title Administrative Support Officer	Type of Business Management of UN Volunteers Programme	From - To 01/07/1998 - 01/07/1999
Name of Employer United Nations Volunteers Programme	Name of Supervisor Ms. Tomoko Kase	
Salaries per Annum: Starting Final Currency Paid Is this a civil servant position of your Government? No 204000 204000 USD Is this a position within the UN Common System? Yes		
Telephone Number 49228815		Email Address forsterh@un.org
Address of Employer Germany		
Number of Employees Supervised by You 1		
Description of Duties Administrative Support Officer UNV Programme, UNDP Sarajevo. Management and Administrative Implementation of the UN Volunteer Programme in Bosnia and Herzegovina both National and International UNV Specialist. Ensure that Agencies are informed of the UNVs arrival. Brief UNVs on all administrative matters, e.g. The Condition of Services, MDA payment, contract obligations, and security issues. Implementation and monitoring of agencies needing UNVs. Provides administrative and logistics support to the International UNV Specialist. Correspond/deal with Van Breda on all matter from Van Breda, certificate of medical expenses claim refunds provide administrative support to the National UNVs. Prepared International UNV Specialist payrolls and process all financial related material s for prompt submission to the UNDP Finance Unit for payment. Monitoring of Annual Leave and R & R request. Create and maintain a filing system containing UNV personal files, programme subject related files and Admin/Financial related. Assist in arranging personal property Insurances for UNV Specialist maintains database. Deputize for Programme Manager in her absence. Supervise the work performed by the National Administrative Assistant Organized field trips through out fields were UNV Specialist are. Organizing and conducting Administrative Briefing and Workshop implemented Streamline procedures for UNV Specialist i.e. MDA (Monthly Duty Allowance) to volunteers living Allowances (VLA) Monitoring security situation and advise all UNV Specialist for their safety accordingly, and work closely with UNDP Bosnia Herzegovina office regarding UNV Matters.		
Summarize any of Your Achievements Provide timely recruitment and payment of all United Nations Volunteers with the UNDP and UNHCR		
Reasons for Leaving End of Mission Assignment		

Job Title Administrative Support Officer	Type of Business Management of UN Volunteers Programme	From - To 01/06/1996 - 01/06/1998
Name of Employer United Nations Volunteers Programme	Name of Supervisor Kevin Bohne	
Salaries per Annum: Starting Final Currency Paid Is this a civil servant position of your Government? No 20400 204000 USD Is this a position within the UN Common System? Yes		
Telephone Number 49228815		Email Address information@unvolunteers.org
Address of Employer Germany		
Number of Employees Supervised by You 1		
Description of Duties Administrative Support to all UNV's serving with UNV/UNTAES (120) Maintain areas of involvement are administrative and logistics Support for UNVs, monitoring role as the changing situation in the mission, how changes may effect the present specialist condition of services carrying out field visits to the duty station of the UNVs to ensure their general well-being, logistics and transport communications agency support, living condition and security are all being adequately addressed and maintained. Liaise between the UNV Specialists and UNV HQ for timely process of all payment. Receiving, accommodating administering, monitoring contracts MDA (monthly Duty Allowances) Living Allowances payment post extension, leave records. Arrange security briefing. Arrange medical evacuation of UNV to Zagreb or other places as approved by the Medical Director and arrange for settlement of hospital/medical expenses direct with the hospital/medical facilities through UNTAES office as appropriate and claim refunds from Van Breda Co. International. Assist in arranging personal Property Insurances fro UNV. Maintain Database. Raised requisition for the Unit in the UN Reality Network System. Arrange home leave, repatriation travel for UNV Specialist Deputizing for Programmed Manager in his absence, liaising closely with UNV Headquarters, Bonn. Requested by the UNV HQ to close the UNTAES UNV Programme Mission in May 1999.		
Summarize any of Your Achievements Managed all 120 UN Volunteers. Closed the United Nations Volunteers Programme in UNTAES		
Reasons for Leaving End on Mission Assignment		

Job Title Administrative Support Officer	Type of Business Management of UN Volunteers Programme	From - To 01/04/1995 - 01/04/1996
Name of Employer United Nations Volunteers Programme	Name of Supervisor Ms. Veronique Zidi	
Salaries per Annum: Starting Final Currency Paid Is this a civil servant position of your Government? No 20400 20400 USD Is this a position within the UN Common System? Yes		
Telephone Number		Email Address

49228815	information@unvolunteers.org
Address of Employer Germany	
Number of Employees Supervised by You 2	
Description of Duties Administrative Support for all UNV's serving with UNMIR (75) reception and accommodation of UNV Specialist. Issuance of contract and extensions. Monitoring changing the situation in the Mission. Maintain filling system, leave reports, arranged home leave/repatriation travel, liased and obtain medical attention, treatment for the UNV Specialist from if appropriate mission medical unit correspond/deal directly with van brenda on all matter concerning medical/health insurance. Ensure that medical examination and resignation are undertaken in accordance with the specialist provision for the mission and UNV Specialist and informed UNVHQ on an immediate basis on asny action taken in this respect. Deputizing for the Programme Manager during her absence. Was requested by UNV HRU to assist in the setting up of the UNV Programme Administrative Support Unit in UNVEM, Angola effective 19 October to 19 November 1995. Liasing with UNV HQ Bonn	
Summarize any of Your Achievements Provide efficient Administrative Support to all 75 United Nations Volunteers. Called upon to eastablished UNV Mission in Angola	
Reasons for Leaving End of Mission Assignment	

Job Title Administrative Support Officer		Type of Business Management of UN Volunteers Programme	From - To 01/06/1994 - 01/06/1995
Name of Employer United Nations Volunteers Programme		Name of Supervisor Mr. A.M. Rao	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
204000	20400	USD	Is this a position within the UN Common System? Yes
Telephone Number 49228815	Email Address information@unvolunteers.org		
Address of Employer Germany			
Number of Employees Supervised by You 2			
Description of Duties xxxxxxxxxxxx			
Summarize any of Your Achievements xxxxxxxxxxxx			
Reasons for Leaving End of Mission Assignment			

Job Title Secretary and Administrative Officer		Type of Business United Nations Country Programme	From - To 01/04/1986 - 01/06/1994
Name of Employer United Nations Development Prgramme		Name of Supervisor Mr. Mathias Lubega	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
500	600	GMD	Is this a position within the UN Common System? Yes
Telephone Number	Email Address forsterh@un.org		
Address of Employer Gambia			
Number of Employees Supervised by You 2			
Description of Duties Secretary and Administrative Officer and logistic support to the Unit. Monotoring each UNV Specialist contratual status. Secure accommodation, visa etc. Arrange travel as required home leave repatriation/evacuation of Gambian UNV Specialist. Backstopped UNV Programme Officer			
Summarize any of Your Achievements Prompt recruitment of all incoming UNVs. Created a data base for incoming AND OUTGOING unvs			
Reasons for Leaving Career Propects			

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 - **65** French -

List any office machines or equipment you can use:

Computer, Fax, Photocopier, Dictaphone, Calculator, Didital Sender, Scanner, two way radios

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
Krio	Yes	Easily	Easily	Easily	Easily

Address

C/o United Nations Mission in Sudan (UNMIS)
Sudan Khartoum Sudan
Telephone: 249-91-249 018708 extension 6410
Fax: 249-91-0912178821
Contact: Harriette Forster

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
A.M. RAO	Peace Keeping Operations	Dili East Timor	6707230736 amereshwara@un.org
Saber AZAM	Chief of Staff	C/o United Nations East Timor	2129065000 Azam@un.org
Peter SCHUMANN	Peace Keeping Operations	United Nations Mission in Sudan East Timor	249911807 6000 schumann@un.org

Personal History Profile for Damali KAAMULI

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
KAAMULI	Damali		
2. Date of Birth	3. City of Birth	Country of Birth	Index No
13/03/1959	Mbale	Uganda	122446
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Uganda		United States of America	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Female	164	75	Single
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? 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? 01/04/2009			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? No			
18. Email Address: kaamuli@un.org			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
BMCC, City University of New York	New York United States of America	Jan-1992 - Dec-1996
Main Course of Study	Field of Study	
Degree Title or Equivalent	Degree Type	
Associate Degree in Office Administration		

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
UNOMIG	Sukhumi Georgia	May-2009 - May-2009
Main Course of Study		Certificate or Diploma
Competency Interviewing.		Competency Based Interviewing.

Name of School	City, Country	From - To
HCC	Sukhumi Georgia	Feb-2009 - Feb-2009
Main Course of Study		Certificate or Diploma
Basic Traininf for LCCs		Basic Training for Local Committee on Contracts.

Name of School	City, Country	From - To
UNOMIG	Sukhumi Georgia	Nov-2006 - Nov-2006
Main Course of Study		Certificate or Diploma
Advanced Security in the Field.		Certificate in Advanced Security in the Field.

Name of School	City, Country	From - To
UNOMIG	Sukhumi Georgia	Mar-2006 - Mar-2006
Main Course of Study		Certificate or Diploma
Integrity Awareness Initiative.		Certificate in Integrity Awareness Initiative.

Name of School	City, Country	From - To
UNOMIG	Sukhumi Georgia	Feb-2006 - Feb-2006
Main Course of Study		Certificate or Diploma
Standards of Conduct		Certificate: Standards of Conduct.

Name of School	City, Country	From - To
UNOMIG	Sukhumi Georgia	Dec-2003 - Dec-2003
Main Course of Study		Certificate or Diploma
Basic Security in the Field		Certificate in Basic Security in the Field.

Name of School Short Method Secretarial Institute	City, Country New York United States of America	From - To Sep-1990 - Dec-1990
Main Course of Study Word Processing and computer skills		Certificate or Diploma Certificate in word processing and Data entry

Name of School SCS Business Institute, New York	City, Country New York United States of America	From - To Jul-1988 - Jun-1989
Main Course of Study Computer Operation skills		Certificate or Diploma Diploma in Computer entry operations

Name of School Uganda College of Commerce	City, Country Kampala Uganda	From - To Jan-1981 - Sep-1983
Main Course of Study Secretarial Science		Certificate or Diploma Diploma in Stenography/Secretarial Science

Employment

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

Job Title Personal Assistant / Administrative Assistant	Type of Business Peacekeeping	From - To 01/08/2009 -
Name of Employer UNMIT, Dili, East Timor		Name of Supervisor Mr. Finn Reske-Nielsen, DSRSG
Salaries per Annum: Starting Final Currency Paid USD	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes	
Telephone Number 1212963-0099	Email Address kaamuli@un.org	
Address of Employer East Timor		
Number of Employees Supervised by You 1		
Description of Duties In the integrated office of the DSRSG/RC/HC, as Administrative Assistant, I perform the following functions: • In charge of the overall administrative support to the DSRSG's Front Office. • Responsible for general office management (recruitment of national staff; office supplies; building management/camp services; monitoring leave for front office staff). • Responsible for maintaining filing and distributions systems for correspondence and code cables. • Work closely with the DSRSG Special Assistant (UNMIT) in processing MOPs for UN Agencies and NGOs and in organizing special flights, including for donors and the Government. • Work closely with the DSRSG Special Assistants (UNMIT and UNDP) in monitoring issues of relevance for the DSRSG and following up with the substantive sections in his pillar and with the administrative sections. • Organize official functions for the DSRSG/RC/HC. • Draft correspondence and memo as requested. • Work closely with the national Secretary to the DSRSG (UNDP staff), who is in charge of the busy calendar of the DSRSG. • First reporting officer for one national office assistant. • Work closely with the DSRSG Close Protection Officers in the administrative supervision of two drivers.		
Summarize any of Your Achievements In this short time, I have been able to successfully arrange two high-level meetings which involved Government Officials, the Diplomatic Corpse, NGOs and UNMIT officials. I have also been able to process air travel requests from UN Agencies, non-UN personnel and those of the Government of Timor-Leste in addition to carrying out my day-to-day routines.		
Reasons for Leaving Still in this position.		

Job Title Personal Assistant to SRSG and DSRSG / Office Manager, Office of the SRSG/DSRSG	Type of Business Peacekeeping Mission	From - To 01/03/1999 - 01/08/2009
Name of Employer UNOMIG		Name of Supervisor Mr. Johan Verbeke, SRSG and Mr. Joseph Stephanides, DSRSG
Salaries per Annum: Starting Final Currency Paid USD	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes	
Telephone Number 1212963-9562	Email Address Stephanides@un.org (DSRSG) and Verbeke@un.org (S	
Address of Employer Georgia		
Number of Employees Supervised by You 5		
Description of Duties		

Provide secretarial and administrative support to the SRSG and DSRSG by handling top confidential incoming and outgoing correspondence with tact: responsible for the DSRSG's daily calendar, processing travel requests, Aide Memoires, Notes Verbales, and all administrative routine correspondence of the Office to different Sections of the Mission as directed by the SRSG and DSRSG; set up a filing system and reference materials for the Office. Act as a liaison between the DSRSG's Office and Mission's Senior Management including other units – update DSRSG and the Political Team on all incoming tasks requiring action/and or pending and communicate to different components of the Mission expeditiously as instructed by the DSRSG and SRSG; Provide secretarial and administrative support to the SRSG in the Tbilisi Liaison Office by carrying out all the routines in that office during the absence of the Secretary assigned to the Tbilisi Office – i.e., manage the daily calendar; arrange high-level meetings of the SRSG with the diplomatic community and other high-ranking officials; make travel arrangements and hotel bookings for official trips for the SRSG. Act as Office Manager/Caretaker of the entire premises of the Office of the SRSG/DSRSG at UNOMIG HQ. Sukhumi by carrying out the following:- In charge of the overall running of the entire office; Responsible for all repair-work and new equipment.; Supervision of local workers/cleaners. Serve as Mission's Secretary to the Local Committee of Contracts (LCC) – arrange LCC meetings, took minutes and disseminate them appropriately; Serve as Mission's Secretary to the Board of Inquiry (BOI). Provide Secretarial support to the Political Section in the Office of the SRSG/DSRSG.

Summarize any of Your Achievements

• Prepared and processed confidential information for the SRSG and DSRSG including the Senior Management of the Mission: these included: code cables, reports, agreements, protocols and internal Mission communication. • Analyzed and prioritized all incoming correspondence by identifying issues requiring supervisors' immediate attention and referred others to relevant offices for appropriate action as per SRSG/DSRSG's instructions. Monitored all assigned tasks and followed-up on actions to be taken; this resulted in the smooth flow and finalization of tasks. • Acted as a liaison between the DSRSG's Office and Mission's Senior Management including other Sections of the Mission and DPKO, NY HQ. Updated DSRSG and the Political Team on tasks requiring action/and or pending and communicated to different components of the Mission expeditiously as instructed by the DSRSG and SRSG and sought their responses for completion of assignments. • Drafted responses to a diverse range of correspondence and other communications as directed by the SRSG and DSRSG while exercising quality control for all outgoing documents by proofreading, editing for format, grammar, punctuation as per the UN drafting manual. • Researched, collected and summarized background materials for use in preparation of reports, briefings, meetings, and other information sources for supervisors which resulted in ease of reference materials for the superiors. • Developed a filing system that streamlined all important protocols and agreements pertaining to the settlement of the Mission's conflict right from its establishment to the end (1993 – 2009) resulting in an up-to-date database of all basic and important documents for easy and quick reference. • . Organized all official functions for the SRSG and DSRSG which included high-ranking meetings i.e., Cocktails; Coordinating Council meetings between the two conflict parties; meetings of the conflict parties and the Ambassadors (Group of Friends of the Secretary-General), including many regular meetings between Georgian and Abkhaz officials on the resolution of the conflict – resulting in smooth administrative and logistical completion of all conferences and meetings. • Supervised and coordinated the work of all National staff and maids of the Office of the SRSG and DSRSG at Sukhumi HQ. • As Office Manager, controlled maintenance services of installations, systems and equipment throughout the building of the office of the SRSG/DSRSG and made sure that everything was in place and intact. • Coordinated the repair work, maintenance and upkeep of the facilities through the Chief Engineer and oversaw special needs to ensure quality work for the requirements of the Office. • Served as Mission's Secretary to the Local Committee of Contracts (LCC) – arranged LCC meetings, took minutes and disseminated them appropriately. The minutes were a very useful tool as a follow-up in similar cases. • Served as Mission's Secretary to the Boards of Inquiry (BOI) – arranged meetings and took minutes including interviews and prepared final reports for signature and eventually onforwarding to DPKO, NY.

Reasons for Leaving

Looking for challenges at a higher level.

Job Title	Type of Business	From - To
Credentials Assistant /and Personal Assistant to the Special Representative of the Secretary-General to the International Criminal Court (ICC)	UN Legal Office - Establishment of the International Criminal Court (ICC) in Rome.	01/06/1998 - 01/07/1998
Name of Employer	Name of Supervisor	
Office of Legal Affairs, The Legal Counsel	Mr. Hans Corell, Under-Secretary-General for Legal Affairs, The Legal Counsel	

Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government?	No
		USD	Is this a position within the UN Common System?	Yes
Telephone Number			Email Address	
1212963-4813			lasiuk@un.org	
Address of Employer				
United States of America				
Number of Employees Supervised by You				
Description of Duties				
Provided administrative and secretarial support to 3 Legal Officers of the Office of the Legal Counsel/OLA Duties included: Taking dictation and transcribing drafts; Typing, formatting and finalizing correspondence on a variety of legal matters.				

Summarize any of Your Achievements

• Formatted and finalized: Secretary-General's reports; • Edited and finalized legal opinions; • Organized and finalized many international agreements relating to among others both the Yugoslav and the Rwanda Tribunals – this required special technique in bonding and sealing, which was my speciality in the Unit; f • Finalized many important letters to Governments and Embassies for the Secretary-General's signature, giving special attention to the SG's format; • Prepared, edited and formatted all other routine correspondence/documents for signatures within the Department; • Maintained a constant update utilizing the Paradox program of Monthly Time Sheets and logged incoming and completed assignments, which made it easy for follow-up on pending and finalized assignments. • Screened and answered phones and queries pertaining to legal matters and directed callers as appropriate. • Conducted a basic Para-legal research for academic literature and bibliographies by utilizing UNBIS, UN Legal Library, OLA Registry for legal opinions on questions of peace-keeping operations (SOMAs/SOFAs etc.) and International Humanitarian Law, which enabled the Legal Team to have readily available documentation for reference. • Established a well-organized filing system for reference of legal documents on all relevant subjects for the three Legal Officers and collected files and background documentation in relation to their assignments, resulting in easy and handy referencing. • Kept chronological files of all outgoing correspondence for the supervisors; • Covered the front office of the USG and ASG in the absence of the assigned secretaries/assistants; • Covered lunch assignments in the absence of other secretaries/assistants; • Undertook other duties within the section whenever called upon.

Reasons for Leaving

This was a short-term assignment for six weeks in Rome (FAO Office). I returned to my parent office at UN Headquarters in New York.

Job Title	Type of Business	From - To
Secretary/Admin. Assistant	Legal	01/04/1995 - 01/03/1999
Name of Employer	Name of Supervisor	
Office of Legal Affairs, The Legal Counsel	1.) MS. DAPHNA SHRAGA, Principal Officer, 2.) Mr. David Hutchnson, Senior Legal Officer and 3.) Mr.	

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
		USD		
Telephone Number			Email Address	
1212963-4813			lasiuk@un.org	
Address of Employer				
United States of America				

Number of Employees Supervised by You

Description of Duties

Provided administrative and secretarial support to 3 Legal Officers of the Office of the Legal Counsel/OLA Duties included: Taking dictation and transcribing drafts; Typing, formatting and finalizing correspondence on a variety of legal matters.

Summarize any of Your Achievements

• **Formatted and finalized: Secretary-General's reports;** • **Edited and finalized legal opinions;** • **Organized and finalized many international agreements relating to among others both the Yugoslav and the Rwanda Tribunals – this required special technique in bonding and sealing, which was my speciality in the Unit;** • **Finalized many important letters to Governments and Embassies for the Secretary-General's signature, giving special attention to the SG's format;** • **Prepared, edited and formatted all other routine correspondence/documents for signatures within the Department;** • **Maintained a constant update utilizing the Paradox program of Monthly Time Sheets and logged incoming and completed assignments, which made it easy for follow-up on pending and finalized assignments.** • **Screened and answered phones and queries pertaining to legal matters and directed callers as appropriate.** • **Conducted a basic Para-legal research for academic literature and bibliographies by utilizing UNBIS, UN Legal Library, OLA Registry for legal opinions on questions of peace-keeping operations (SOMAs/SOFAs etc.) and International Humanitarian Law, which enabled the Legal Team to have readily available documentation for reference.** • **Established a well-organized filing system for reference of legal documents on all relevant subjects for the three Legal Officers and collected files and background documentation in relation to their assignments, resulting in easy and handy referencing.** • **Kept chronological files of all outgoing correspondence for the supervisors;** • **Covered the front office of the USG and ASG in the absence of the assigned secretaries/assistants;** • **Covered lunch assignments in the absence of other secretaries/assistants;** • **Undertook other duties within the section whenever called upon.**

Reasons for Leaving

Mission assignment to UNOMIG.

Job Title Secretary/Admin. Assistant	Type of Business Legal	From - To 01/09/1992 - 01/04/1995
Name of Employer General Legal Division, Office of Legal Affairs		Name of Supervisor Ms. Nina Lahoud and Ms. Antigoni Axenidou

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

1212963-4813

Email Address

lasiuk@un.org

Address of Employer

United States of America

Number of Employees Supervised by You

Description of Duties

Secretarial and administrative support to two Legal Officers with a heavy workload. Duties:- Took dictation and transcribed drafts for review and eventual finalization on a diverse range of legal issues. Filing; legal research; collection of background material from libraries for reference, and answered phones and directed them accordingly.

Summarize any of Your Achievements

- **Typed drafts and finalized legal opinions, international agreements, contracts, clauses, revision of Rules and Regulations, and all routine correspondence; Travel claims/reimbursements.** - **Utilized paradox for constant update of Monthly Time Sheets; logged incoming and completed assignments.** - **Established and updated supervisors' reference files.** - **Maintained chronological files for the supervisors on all their assignments, both pending and completed. Continuously collected relevant documents and background materials for the supervisors' daily drafting and file updates.** - **Conducted para-legal research to identify academic literature and bibliographies by utilizing UNBIS, UN Legal Library, OLA Registry for legal opinions on relevant assignments of supervisors.** - **Gathered OLA legal opinion files for drafting and reviewing of agreements/contracts and clauses.** - **Requested from PRU and JAB background material/files required for cases brought before the UN Administrative Tribunal.** - **Assisted with the front office of the Director whenever the assigned secretary was out on leave.** - **Prioritized rush work assignments and handled confidential matters cautiously.** - **Logged all long-distance calls and facsimiles, attended to incoming calls and directed them appropriately.**

Reasons for Leaving

Moved to the Office of the Legal Counsel on a promotion.

Job Title Secretary	Type of Business Refugee and Jewish Resettlement Agency	From - To 01/08/1988 - 01/08/1992
Name of Employer New York Association for New Americans (NYANA)		Name of Supervisor Mr. Arie Bierman

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
27000	27000	USD	Is this a position within the UN Common System? No

Telephone Number

Email Address

Address of Employer

United States of America

Number of Employees Supervised by You

Description of Duties

In charge of receiving new immigrants sponsored by the Hebrew Immigrant Aid Society (HIAS) and New York Association for New Americans (NYANA): - Liaised with the parent Agency - HIAS on the arrival dates of immigrants and arranged their arrivals. - **In charge of preparing and opening up new cases of arriving immigrants, scheduling their appointments with their assigned case workers and making a follow-up on their appointments.** - **Introduced a filing system for clients' cases for easy reference** - **Heavy phone contacts: – answered clients' questions on a constant basis regarding the sponsor agency and directed them accordingly;** - **Typed letters, memos and filed cases of new clients** - **In charge of the departmental petty cash.**

Summarize any of Your Achievements

Because of my good diversity relations, I successfully helped a lot of immigrants mostly from Russia to resettle in the New York area. Because I was also an immigrant, interaction with others was easy and this made the work of the Agency flow with ease.

Reasons for Leaving

I joined the UN.

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

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

For clerical grades only:

Indicate typing speed in words per minute: English - **65** French -

List any office machines or equipment you can use:

Computers, copiers, faxes, digital senders, and printers

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
Russian	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
Luganda	Yes	Easily	Easily	Easily	Easily
Swahili	No	Easily	Easily	Easily	Easily

Address

917 Redstone Trail
Dacula GA United States of America
Telephone: 1-678-377-4679
Contact: Damali KAAMULI

Address

c/o UNMIT (Office of the DSRSG/GSDHC)
P.O. BOX 4758
New York NY United States of America
Telephone: 1-212-963-0099 extension 5466
Contact: Damali KAAMULI

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
H.E. Ambassador Dieter BODEN	Former SRSG, UNOMIG	Behlertstr. 21, Germany	4903312370227 d-boden@arcor.de
H.E. Ambassador Ivo PETROV	Bulgarian Ambassador to Germany (former DSRSG, UNOMIG)	Mauerstrasse 11 Germany	49176122 99 170 ivopetrov2001@yahoo.com OR ivo.petrov@botschaft-bulgarien.de
H.E. Ambassador Heidi TAGLIAVINI	Former SRSG, UNOMIG	Ministry of Foreign Affairs Germany	4131325-1790 heidi.tagliavini@eda.admin.ch

Personal History Profile for Thelma LAMPANO

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
LAMPANO	Thelma	Mendoza	Mora
2. Date of Birth	3. City of Birth	Country of Birth	Index No
26/02/1958	Quezon City	Philippines	421743
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Philippines		Philippines	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Female	162	70	Widowed
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities.			
Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? No			
13. What is your preferred field of work? Personnel management specialists			
14. Would you accept employment for less than six months? Yes			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? 01/07/2005			
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: lampano@un.org			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
University of the East	Manila Philippines	Jun-1975 - Mar-1977
Main Course of Study	Field of Study	
Secretarial and Office Work	Business & Administration	
Degree Title or Equivalent	Degree Type	
Bachelor of Science in Secretarial Education	Bachelor of Sciences	

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

Name of School	City, Country	From - To
Ramon Magsaysay High School	Manila Philippines	Jun-1971 - Mar-1975
Main Course of Study	Certificate or Diploma	
Secondary	High School	

Employment

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

Job Title	Type of Business	From - To
Personal Assistant to the Deputy SRSG (Political)	Peacekeeping mission	01/01/2010 -
Name of Employer	Name of Supervisor	
UN Mission in Sudan	Jasbir Lidder	
Salaries per Annum:	Is this a civil servant position of your Government?	
Starting	Final	Currency Paid
57000	57000	USD
Is this a position within the UN Common System?		
Yes		
Telephone Number	Email Address	
Address of Employer		
Sudan		
Number of Employees Supervised by You		
Description of Duties		
Provide assistance to the Deputy SRSG on the day-to-day activities in the Political Pillar		
Summarize any of Your Achievements		
Organize and set-up office system		
Reasons for Leaving		
still in the post		

Job Title Administrative Assistant - RCSO/HERR		Type of Business Peacekeeping mission	From - To 01/06/2009 - 01/01/2010
Name of Employer UN Mission in Sudan (UNMIS)		Name of Supervisor Clarence Soriano	
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 lampano@un.org	
Address of Employer Sudan			
Number of Employees Supervised by You			
Description of Duties Provide administrative support to the Humanitarian, Early Recovery and Reintegration Unit: (a) assist in the recruitment of national staff; (b) take minutes of meetings; (c) Organize workshops; (d) prepare TORs of National Staff in the HERR Unit.			
Summarize any of Your Achievements Ongoing			
Reasons for Leaving still in post			

Job Title Administrative Assistant to the Chief of Mission Support		Type of Business Liquidation Office	From - To 01/03/2009 - 01/05/2009
Name of Employer UNIIC Liquidation Office		Name of Supervisor Mr. Farrakh Shah	
Salaries per Annum: Starting	Final	Currency Paid	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes
61824	61824	USD	
Telephone Number 96118002		Email Address lampano@un.org	
Address of Employer Lebanon			
Number of Employees Supervised by You 1			
Description of Duties (a) provides administrative support to CMS including providing link between the CMS and service units in the Administration; (b) participates in the LMT meeting, take down minutes of meeting and monitor follow-up actions; (c) drafts routine correspondence; (d) archives files related to Administration; and (e) Assists Personnel Unit in the time and attendance records, preparation of separation documents and administrative details.			
Summarize any of Your Achievements Proper archiving of Admin. Unit files for transfer to UNHQ.			
Reasons for Leaving End of mission			

Job Title Personal Assistant to the Commissioner		Type of Business Investigation Commission	From - To 01/12/2006 - 01/02/2009
Name of Employer United Nations International Independent Investigation Commission (UNIIC)		Name of Supervisor Mr. Daniel Bellemare	
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
61452	61452	USD	
Telephone Number 9611828002		Email Address lampano@un.org	
Address of Employer Lebanon			
Number of Employees Supervised by You 1			
Description of Duties (a) provide day-to-day back-up support as Personal Assistant to the Commissioner and Chief of Staff on administrative work; (b) manage the calendar of meetings and appointments of the Commissioner, most of which involve Prosecutor-General, ambassadors, heads of international organizations, dignitaries and officials of high ranking positions; (c) manage requests for information and follow-up all matters requiring action by the Commissioner including requests from sections/staff members within the organization; (d) arrange and coordinate the Commissioner, Chief of Staff and Special Assistant's travel including setting-up appointments, preparing all travel requirements and completing travel claim forms upon return; (e) compile and consolidate background materials, procedural papers and briefing files for the Commissioner official trips, meetings and discussion with various visitors; (f) read all correspondence, both incoming and outgoing, take the decision about priority to be given to documents and, sometimes in consultation with the Commissioner, the routing and distribution of routine and confidential material; (g) assist Investigation Unit in the process and compilation of RFAs (Requests for Assistance) and maintenance of the database; (h) prepare monthly report on RFA statistics and personnel list on geographical distribution; (i) monitor attendance, sick leave and ORB/annual leave of all staff in the Commissioner's office; and (j) maintain and update (on regular basis) database of key contacts, directories of Diplomatic Missions in Lebanon and relevant agencies.			
Summarize any of Your Achievements			

Reorganized the front office to improve its effectiveness. Set-up a system on better processing of RFAs (Requests for Assistance) to Prosecutor-General and member states.

Reasons for Leaving

End of UNIIIC mandate

Job Title	Type of Business	From - To
Personal Assistant to the Special Representative of the Secretary-General	UN mission	01/07/2006 - 01/12/2006
Name of Employer	Name of Supervisor	
UNAMA	Mr. Tom Koenigs	
Salaries per Annum:		
Starting	Final	Currency Paid
52000	52000	USD
Is this a civil servant position of your Government?		No
Is this a position within the UN Common System?		Yes
Telephone Number	Email Address	
1212963 2668	lampano@un.org	
Address of Employer		
Afghanistan		
Number of Employees Supervised by You		
6		
Description of Duties		
(a) Manage the calendar of meetings and appointments of SRSG, most of which involved President and ministries of Afghan government, ambassadors, heads of international organizations, dignitaries and officials of high ranking positions; (b) Manage requests for information and follow-up all matters requiring action by the SRSG including requests from sections/staff members within the organization; (c) arrange and coordinate both the SRSG and his Special Assistant's travel including setting-up appointments, preparing all travel requirements (i.e., visa, airticket, hotel) and completing travel claim forms upon return; (d) Coordinate and arrange all official functions at the SRSG residence, including: organizing receptions, arranging for the care of the residence (maintenance, procurement, etc.), facilitate the stay of the guests staying at the residence; (e) Maintain and update (on regular basis) database of key contacts, directories of Diplomatic Missions in Kabul and relevant agencies; (f) Assist in arranging and coordinating missions from Headquarters and other organizations to the country; and (g) Supervise the work and administrative requirements of national administrative assistant and drivers reporting in the OSRSG.		
Summarize any of Your Achievements		
Established a procedural admin. system in the Office of SRSG and trained the local staff		
Reasons for Leaving		
for advancement		

Job Title	Type of Business	From - To
Personal Assistant to the Chief of Staff	Peacekeeping mission	01/10/2004 - 01/06/2006
Name of Employer	Name of Supervisor	
United Nations Assistance Mission in Afghanistan (UNAMA)	Larry Sampler/Humayun Kabir/Sergiy Illarionov	
Salaries per Annum:		
Starting	Final	Currency Paid
52267	52267	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	
12129632668	lampano@un.org	
Address of Employer		
Afghanistan		
Number of Employees Supervised by You		
1		
Description of Duties		
(a) Assist the Chief of Staff (COS) in managing the key relationships between the office of SRSG, DSRSGs, CAO, Advisers, other key elements of UNAMA and international and governmental community; (b) Assist in the recruitment of substantive staff (i.e., Political, Human Rights, and Civil Affairs Officers) including evaluating candidate applications, preparation of comparative analysis and scheduling of panel interview of candidates. (c) Follow-up on the status of filling vacancies, availability of candidates and staff movements, and update records in an automated system; (d) Carry out searches independently to collect information, analyze and evaluate facts and assemble them, together with the necessary documents, in a briefing package for COS; (e) Prepare monthly attendance report of all international staff reporting in the Office of COS. Prepare ORB, AL and Travel Plans of all staff reporting in the Office of SRSG (Political, Human Rights, Gender, Military, Civilian Police, Legal, and Rule of Law Unit) including all the staff in the region/field; (f) Handle personnel and administrative work for international staff in field offices (i.e., leave administration, contracts, FOPAs); (g) Manage requests for information and those requiring action submitted to the OCOS and OSRSG, including requests from section/staff members within the Organization; (h) Participate in the organization and preparation of Senior Management Group, Management Advisory Group and Heads of Field Offices meetings including taking down minutes of meeting; (i) Provide day-to-day back-up support as Personal Assistant to the SRSG in all areas of work and during absence of SRSG's Personal Assistant; and (j) Facilitate support and coordinate functions of the Field Support Coordination Unit and Field Offices and assist the COS in the supervision of their activities.		
Summarize any of Your Achievements		
Assisted in the recruitment of substantive staff and which resulted to reduction of vacancy rate in two months. Developed procedural system for effective functioning of the OCOS that has given guidance to both international and local staff		
Reasons for Leaving		
promotion to PA to SRSG		

Job Title	Type of Business	From - To
Senior Secretary to the Deputy Director	International Organization	01/07/2001 - 01/10/2004
Name of Employer	Name of Supervisor	
International Labour Organization	Ms Carmela I Torres	
Salaries per Annum:		
Starting	Final	Currency Paid
896500	896500	PHP
Is this a civil servant position of your Government?		No
Is this a position within the UN Common System?		Yes

Telephone Number 6325809920	Email Address lampano@ilomnl.org.ph
Address of Employer Philippines	
Number of Employees Supervised by You 0	
Description of Duties (a) Liaised with all staff on programme, finance and administrative matters, ensured that deadlines are properly complied with; (b) Prepared and administered entrance examinations for Administrative Assistants/ Secretaries post for ILO projects; (c) Initiated travel arrangements for the Director, consultants and study tour participants: visas, airline and hotel bookings. Prepared work programme and briefing materials; (d) Processed travel claims both for international and national staff including project staff (i.e., DSA entitlements, terminal allowance); (e) Classified all the incoming correspondences/documents for the Deputy Director, according to the importance and also prepared a note giving a gist of important matters which needs immediate attention; (f) Assisted expatriate (specialists and experts) on current living situations in the country of residence; (g) Assisted in the monitoring the allocations and expenditures of activities funded under ILO's Regular Budget for Technical Cooperation including preparation of quarterly reports on service delivery rate submitted to Headquarters and Regional Office; and (h) Gender Recording Focal Point.	
Summarize any of Your Achievements Performed work related to the Office's relocation, oversees the budget and monitored the different phases of relocation from planning, actual construction and close.	
Reasons for Leaving Career advancement	

Job Title Administrative Officer	Type of Business Peacekeeping Missions	From - To 01/09/2000 - 01/06/2001								
Name of Employer UNTAET	Name of Supervisor Mr Carmelo Noriel									
Salaries per Annum: <table border="0" style="width: 100%;"> <tr> <td style="width: 20%;">Starting</td> <td style="width: 20%;">Final</td> <td style="width: 20%;">Currency Paid</td> <td style="width: 40%;">Is this a civil servant position of your Government? No</td> </tr> <tr> <td>34200</td> <td>34200</td> <td>USD</td> <td>Is this a position within the UN Common System? Yes</td> </tr> </table>			Starting	Final	Currency Paid	Is this a civil servant position of your Government? No	34200	34200	USD	Is this a position within the UN Common System? Yes
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No							
34200	34200	USD	Is this a position within the UN Common System? Yes							
Telephone Number Address of Employer East Timor										
Number of Employees Supervised by You 12										
Description of Duties (a) Coordinated the administrative, personnel and financial operations of the Division; (b) Provided administrative assistance and guidance to subordinate staff and supervised proper application of administrative and financial rules; (c) Carried out all operations required for authorizing and effectuating expenditures under all types of funding and ensuring the most rational use of those funds; (d) Prepared vacancy announcements and arranged for the circulation of announcements; (e) Reviewed applications in response to vacancy announcements, undertake preliminary screening of applicants on the basis of standard criteria, selected and referred suitable applicants to supervisor and to CISPE (Civil Service); (f) Prepared letters, memoranda, notes and reports for the Division Head in respect of administrative, financial, procurement and programme matters; and (g) Liaised with other components of UNTAET/ETTA's administration on financial and administrative requirements of the Division										
Summarize any of Your Achievements Established the administrative, financial and personnel management system of the Division, Participated in the preparation of the Division's budget for fiscal year July 2001- June 2002. Trained the local staff specifically the National Admin. and Finance Officer										
Reasons for Leaving recalled to duty station										

Job Title International Secretary	Type of Business International Organization	From - To 01/06/1999 - 01/05/2000								
Name of Employer International Labour Organization	Name of Supervisor Mr Djankou Ndjoukou									
Salaries per Annum: <table border="0" style="width: 100%;"> <tr> <td style="width: 20%;">Starting</td> <td style="width: 20%;">Final</td> <td style="width: 20%;">Currency Paid</td> <td style="width: 40%;">Is this a civil servant position of your Government? No</td> </tr> <tr> <td>45600</td> <td>45600</td> <td>USD</td> <td>Is this a position within the UN Common System? Yes</td> </tr> </table>			Starting	Final	Currency Paid	Is this a civil servant position of your Government? No	45600	45600	USD	Is this a position within the UN Common System? Yes
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No							
45600	45600	USD	Is this a position within the UN Common System? Yes							
Telephone Number Address of Employer China										
Number of Employees Supervised by You 6										
Description of Duties (a) Coordinated the work of the Office secretariat and brief and trained secretaries and gave guidance to other staff on office procedures; (b) Established work priorities, ensured equitable workloads for other general service staff members especially in peak work periods, established deadlines and reviewed the completed work before signature of the Director; (c) Coordinated with other ILO offices on programme matters as well as with other UN agencies and social partners (government, workers and employers group) in the duty station; (d) Analyzed, assigned and monitored receipt and distribution of mails, correspondences and documents; (e) During the absence of the Director, go through the mails (including e-mails) and responded to urgent correspondence on his behalf; and (f) Supervised matters of protocol involving appointments, meetings and visits by high-ranking officials										
Summarize any of Your Achievements Undertook a complete reorganization of the Office's overall secretarial and administrative services and trained the local staff.										
Reasons for Leaving end of contract										

Job Title	Type of Business	From - To
Chief Secretary and In-Charge of the Documentation Centre	International Organization	01/03/1994 - 01/05/1999
Name of Employer	Name of Supervisor	
ILO's South East Asia and the Pacific Multidisciplinary Advisory Team	Mr. Wolf-Rudiger Bohning	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
600000	600000	PHP	Is this a position within the UN Common System? Yes
Telephone Number	Email Address		
Address of Employer			
Philippines			
Number of Employees Supervised by You			
3			
Description of Duties			
<p>(a) Coordinated the secretarial services of the Team distributed special assignments to other secretaries; (b) Cleared correspondence for the Director's signature, keep track of deadline and followed-up outstanding matters; (c) Studied administrative and personnel problems of staff members and provided information to resolve these as well as provided pertinent information to the supervisor and staff responsible for taking appropriate action; (d) Identified and prepared background information to justify the need for new or adjusted administrative procedures to ensure adequate control of communications, correspondences and secretarial support for conferences and meetings; (e) Assisted Senior Specialists who are all expatriates at the time of installation in the Philippines (i.e., housing, schools for their children; (f) Managed and maintained library operations and services; and (g) Received and conducted bibliographic research on all order requests from ILO officials using standard bibliographic reference tools.</p>			
Summarize any of Your Achievements			
Established ILO Manila Documentation Centre. Assisted staff in their training needs and arranged two national secretaries to provide administrative support to workshops held in Papua New Guinea.			
Reasons for Leaving			
Selected for ILO Beijing post			

Job Title	Type of Business	From - To
Programme Secretary, Maternal and Child Health Unit	International Organization	01/09/1991 - 01/02/1994
Name of Employer	Name of Supervisor	
UNICEF	Dr. Rose Sales	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
20000	20000	PHP	Is this a position within the UN Common System? Yes
Telephone Number	Email Address		
Address of Employer			
Philippines			
Number of Employees Supervised by You			
Description of Duties			
<p>(a) Prepared release of funds correspondence for counterpart agencies; (b) Screened requests for appointments with supervisor according to the nature of the requests and their urgency, make tentative commitments, confirm mutually convenient schedules and rearrange schedules disrupted by unexpected events; (c) Screened, logged as necessary, and redirect mail and correspondence. Inform and remind responsible staff of follow-up dates and monitor deadlines for response or specific actions. Draft standard correspondence; (d) Created and maintain the work unit's filing and reference system. Clarified needs with professional staff for document specifications and location for easy search and reference purposes. Maintain the unit's stationery and basic supplies; and (e) Provided general secretariat support services for meetings.</p>			
Summarize any of Your Achievements			
Trained the secretaries on how to use the basic and advance features of Wordperfect program.			
Reasons for Leaving			
career advancement			

Job Title	Type of Business	From - To
Programme Secretary for Regional Planner/Programmer	International Organization	01/03/1989 - 01/08/1991
Name of Employer	Name of Supervisor	
UNDP/Development Training and Communication Planning	Mr. Romeo Gecolea	

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			
Philippines			
Number of Employees Supervised by You			
Description of Duties			
Provided administrative and secretarial support.			
Summarize any of Your Achievements			
Established office system.			
Reasons for Leaving			
career advancement			

Job Title Administrative Officer	Type of Business Political/Legislative and Law Office	From - To 01/09/1985 - 01/02/1989
Name of Employer Office of Congressman Emigdio Tanjuatco, Jr.	Name of Supervisor Emigdio S. Tanjuatco, Jr.	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
52000	65000	PHP	Is this a position within the UN Common System? No
Telephone Number	Email Address		
Address of Employer Philippines			
Number of Employees Supervised by You 7			
Description of Duties (i) prepared staff payroll and monthly/quarterly Government reports on income tax and social security; (ii) organized internal and external events; (iii) set-up work procedures; (iv) takes down minutes of monthly meeting of New York University Alumni Association-Philippines; (v) assisted in the preparation of affidavits, agreements, deeds and other legal forms at a law office; (vi) reviewed documents for notarial seal; and (vii) maintained personnel files			
Summarize any of Your Achievements Established the office specifically registered all personnel in the Social Security Sytem			
Reasons for Leaving Better opportunities with UN			

Job Title Executive Secretary to Accounting/Administration Manager	Type of Business Food manufacturing	From - To 01/03/1982 - 01/08/1985
Name of Employer Filipro, Inc.	Name of Supervisor Mr. Eusebio Minebe	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
42000	56400	PHP	Is this a position within the UN Common System? No
Telephone Number	Email Address		
Address of Employer Philippines			
Number of Employees Supervised by You			
Description of Duties (i) assisted Procurement Unit in the preparation of Requests for Quotations and Purchase Orders; (ii) prepared and managed correspondence, reports and documents; (iii) inventory control of office supplies; (iv) maintained Office Procedure Manual; and provide admin. support to all staff in Accounting Unit (i.e., leave requests, training)			
Summarize any of Your Achievements Established procedural system			
Reasons for Leaving career advancement			

Job Title Executive Secretary to the President and General Manager	Type of Business Insurance Adjuster	From - To 01/03/1976 - 01/06/1981
Name of Employer Toplis and Harding (Far East), Inc.	Name of Supervisor Mr. Marcial Hernando	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
7200	9600	PHP	Is this a position within the UN Common System? No
Telephone Number	Email Address		
Address of Employer Philippines			
Number of Employees Supervised by You			
Description of Duties (i) maintained and scheduled calendars; (ii) arranged and confirmed appointments; (iii) handled incoming mails and other materials; (iv) set-up and maintained filing systems; and (v) typed letters and take down dictations			
Summarize any of Your Achievements set-up office system			
Reasons for Leaving For career advancements			

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 - **80** French -

List any office machines or equipment you can use:

Desktop and laptop computers, digital scanner, photocopying, overhead project, LCD

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
Chinese	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
Tagalog	Yes	Easily	Easily	Easily	Easily

Address

Lot 7, Block 5, Adam Street
Paraiso Subdivision, Talon
Las Pinas City Philippines
Telephone: 63-2-801 8571
Fax: 63-916-760 4593
Contact: Thelma Lampano

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
Wolf-Rudiger BOHNING	Retired ILO Official	Ferney-Voltaire France	wrbohning@bluewin.ch
Humayun KABIR	Retired UN official	Toronto France	HumayunRuhi@gmail.com
Larry SAMPLER	US government official	US State Department France	lsampler@hotmail.com

Personal History Profile for Margaret MAINA

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
MAINA	Margaret	Nyambura	
2. Date of Birth	3. City of Birth	Country of Birth	Index No
11/05/1955	Nairobi	Kenya	408101
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Kenya		Kenya	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Female	165	65	Married
10. Entry into the United Nations service might require assignment to any area of the world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? No			
13. What is your preferred field of work? Administrative specialists			
14. Would you accept employment for less than six months? Yes			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when?			
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: maina1@un.org			

Education

List all university degrees or equivalent qualifications obtained.

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

Name of School	City, Country	From - To
Data Centre	Nairobi Kenya	Sep-1990 - Jun-1991
Main Course of Study		Certificate or Diploma
Computer training		Certificate

Name of School	City, Country	From - To
Kianda College	Nairobi Kenya	Jan-1973 - Dec-1973
Main Course of Study		Certificate or Diploma
Secretarial Training, Office Practice and Sociology		Shorthand: 110 wpm Typing: 65 wpm Certificates: Sociology & Office Practice

Name of School	City, Country	From - To
Nairobi Girls Secondary School	Nairobi Kenya	Jan-1969 - Dec-1972
Main Course of Study		Certificate or Diploma
Secondary School Education		"O" Levels Certificate - 2nd Division

Employment

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

Job Title	Type of Business	From - To
MOVCON Administrative Assistant	Peacekeeping	01/09/2005 -
Name of Employer		Name of Supervisor
ONUCI		Pia Stefanizzi
Salaries per Annum:		
Starting	Final	Currency Paid
62031	62031	USD
Telephone Number	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? Yes
	Email Address	
	maina1@un.org	
Address of Employer		
United States of America		
Number of Employees Supervised by You		
Description of Duties		

Provide efficient and effective administrative support. Liaise with all sections as well as MOVCON elements on all administrative issues. Coordinate and ensure successful completion of all MOVCON training. Assist in identifying training needs, provider, venue and funds availability. Initiate PT8 procedure for training abroad and ensure logistics are in place for in-house training. Coordinate CMOVCON travel to sectors/abroad. Facilitate by advance planning and coordination of MOVCON staff's temporary detachments to TCN in advance of rotations. Launch F10s and follow up. Train and empower national staff. Organize meetings, coordinate and ensure that all necessary briefs are at hand, take notes, process and circulate minutes. Responsible for compilation of accurate statistics, invoice processing, contractors performance evaluation, all budgetary matters and Petty Cash custodian in the absence of the budget officer. Assist in developing the Section's work plan and budget. Responsible for post and personnel management. Maintain attendance records and staff leave roster. Ensure office supplies/equipment/furniture are secured. Report malfunctioning equipment. Keep inventory of office equipment. Screen all incoming correspondence, route and follow-up. Assist in the preparation of the weekly/bi-weekly/monthly CISS/CMS reports/presentations. Restructure/maintain a functional filing system. Being aware of UN correspondence templates/protocol, produce accurate drafts and well formatted correspondence. Review correspondence prepared for CMOVCON signature and make necessary alterations to ensure high standards of production of correspondence is maintained. Keep routine correspondence by e-mail to essential recipients only. Channel official correspondence to and out of section recipients through MOVCON. Observe chain of command. Ensure adherence to Mission policy with regards to fuel in-taking.

Summarize any of Your Achievements

My ability to organize my work independently and discharge all duties without close supervision has enhanced the Section's output. Being able to ensure that administrative matters are addressed within deadlines makes it possible for the Section to timely address the Missions IORs. Being patient and methodical I have been able to successfully empower several national staff in administrative posts. Having a jovial and positive attitude makes it easy for all around to work in harmony. Being able to establish and maintaining good working relations with internal and external civilian and military elements enhances productivity across the board. All the above allow MOVCON to meet its expectations with easy.

Reasons for Leaving

Seeking an FS 5 post within the DPKO.

Job Title	Type of Business	From - To
Senior Administrative Assistant	Peacekeeping	01/11/2001 - 01/09/2005
Name of Employer	Name of Supervisor	
MONUC	Virendra Chhikara	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
63053	63053	USD	Is this a position within the UN Common System? Yes
Telephone Number	Email Address		
1212963-0103	maina1@un.org		
Address of Employer			
United States of America			
Number of Employees Supervised by You			
0			
Description of Duties			
<p>Provided administrative support to the entire AS and served as LCC Secretary. Responsible for processing incoming/outgoing mail i.e receive, take instructions, draft responses, dispatch or circulate/track, edit reports/outgoing mail. Responsible for data inputting/monitoring the AS register of accidents, hazards, incidents, occurrences, hostile acts and safety recommendation. Established/maintained a functional filing system. Assisted in developing AS workplan and budget. Responsible for post management. Coordinated AS training programme by assisting in identifying training needs, provider/venue, liaising w/other sections for budget clearance, travel arrangements/logistics for inhouse training. Coordinated UNHQ review visits by ensuring IDs/official telephone/vehicles were in place, all necessary AS presentations/briefs were in hand and organized the team's sector travel. Organized effective circulation of documents to the sector s/ms. Organized meetings as requested by assessing the need of space depending on size of meeting, arranging appropriate meeting room and ensuring all supplies and logistics are in place. Responsible for note taking and processing minutes. Coordinated setting up the AS airport office i.e. liaising with BMES/CITS/Supply Sections for the office container/necessary provisions and the relocation of the entire AS to IVECO. Responsible for requesting and coordinating transport for sector s/ms while in Kinshasa. Responsible for office requisitions, attendance records and leave plans. Coordinated MASO's travel to the sectors/abroad, prepared F10s and followed up thereafter. Followed up on all personnel, budgetary and any other matters pertaining to AS. As LCC Secretary: organize meetings, prepare agenda, copy/circulate case presentations, take notes, process minutes for DOA's approval, submit signed minutes to Procurement, circulate accordingly. establish/maintain electronic LCC database/filing system. Secretary/member of various BOIs</p>			
Summarize any of Your Achievements			
<p>Actions well coordinated led to: successful completion of training activities/meetings/visits, setting up new offices and relocating AS to IVECO with ease, timely receipt of logistics. Functionally filing systems led to easy retrieval of AS/LCC documents. Effective data processing/monitoring led to other sections emulating our database. Effective flow of info led to timely responses. Accurate note taking/minutes processing led to expeditious finalization of minutes. Willingness to assist/good team spirit led to positive results. CAS remarked: "always predisposed to accepting voluntarily additional tasks". "due to her personality it is pleasant to work with her". Most positive attitude towards the UN, hardwork and good working relationship with supervisors/colleagues has reflected the best of the UN in my work and facilitated actualization of our Mission mandate. Few remarks from supervisors: CAS:"S/M's grade is inadequate, she deserves a higher level". LCC Chairman: "recognition of: my dedication/hard work as LCC Secretary, appreciation for: my professionalism and excellent performance. Highly commendable for: among others timely follow-up on various matters as well as other tasks related to this position". DOA rated my performance as Best 2% - unusual contribution - "S/M is a great performer with a good sense of responsibility".</p>			
Reasons for Leaving			
Seeking a FS 5 position and new challenges in being part of establishing new UN Missions.			

Job Title	Type of Business	From - To
Senior Secretary/Personal Assistant to Minister for Justice	Peacekeeping	01/03/2000 - 01/11/2001
Name of Employer	Name of Supervisor	
UNTAET	Gita Honwana Welch	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
49161	49161	USD	Is this a position within the UN Common System? Yes
Telephone Number	Email Address		
6140781-4089	maina1@un.org		
Address of Employer			
United States of America			
Number of Employees Supervised by You			
4			
Description of Duties			

Due to staff shortage, I provided administrative support to both the Cabinet Member for Justice as her PA, the Justice Dept and its dependant services i.e. courts/prisons/prosecution/public defenders/law reform/AG. For the CM: on two occasions I coordinated setting up the CM's Secretariat. Managed a very busy schedule of appointments involving very high ranking officials. Drafted/prepared/reviewed both incoming and outgoing routine and confidential correspondence for signature. Compiled CM's daily briefs. Prepared quarterly travel plans and special flight requests. Arranged CM's travel, prepared and followed up on all F10s. Arranged media coverage. Organized official dinners, lunches or cocktails. For Justice Dept: Processed all incoming/outgoing mail. Coordinated agenda inputs for meetings/visits, processed minutes. Coordinated/ensured all necessary briefs were in hand. Ensured effective circulation of documents for action/info. Established/maintained functional filing systems. Responsible for post and personnel management. Coordinated secretarial and office personnel support. Coordinated the distribution of limited resources i.e. transport, computers etc. Coached 8 ETs. Assisted in setting up independent offices for all the dependant services.

Summarize any of Your Achievements

Actions well coordinated enhanced smooth relocation/setting up of new independent offices for the dependant services with minimal work disruption. Positive support, notable PR abilities/hardwork led the CM to state: "S/M has been instrumental in advising/assisting me with issues of an organization matter pertaining to support services. She is an exception assistant". "...her PR ability is truly amazing and her capacity to work long hours and produce quality work is remarkable". Willingness to assist/good team spirit led to positive results CM stated: "her readiness to accept added duties is exemplary". "A true team player who constantly helps me maintain a reasonable high standard within the Justice team". Functional filing systems led to easy retrieval of documents with 3 CMs relying on our filing. Effective coaching led the PM, Ministers for Justice/IA to propose that I initiate a training programme for the 3 Ministries. Most positive attitude towards the UN, hardwork and good working relationship with supervisors/peers has reflected the best of the UN in my work and facilitated actualization of the JD's mandate of establishing Prosecution Services/ Special Prosecution Unit/Courts/Prisons/Public Defence/Law Reform/AG offices. Director, OETTA rated my performance as Best 2% unusual contribution: "Clearly an exceptional performance".

Reasons for Leaving

Reassignment

Job Title Senior Secretary/Personal Assistant to the SRSG		Type of Business Peacekeeping	From - To 01/11/1997 - 01/10/1999
Name of Employer UNOMSIL		Name of Supervisor Ambassador Francis G Okelo	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
1242652	1242652	KES	Is this a position within the UN Common System? Yes
Telephone Number 2322229764		Email Address maina1@un.org	
Address of Employer Sierra Leone			
Number of Employees Supervised by You 2			
Description of Duties Provided admin. support as PA to the SRSG. Attended to a large number of visitors. Screened all incoming calls. Placed local/long distance confidential calls. Maintained a very busy schedule of appointments. Processed all incoming/outgoing mail. Handled all the SRSG's confidential correspondence. Assisted in processing code cables/sitreps/SG reports. Provided secretarial support to the PAOs/MA/PIO. Drafted/prepared/reviewed correspondence for signature. Established/maintained the OSRSG filing systems. Coordinated SRSG's meetings/visits. Coordinated/ensured that all necessary briefs were in hand. Arranged SRSG's travel in Sierra Leone/abroad. Prepared/followed up on the SRSG's travel/claims/payments. Responsible for the attendance records/leave plans/office supplies. Responsible for setting up/re-establishing OSRSG twice due to relocation/evacuation and set up OSRSG in Conakry. Liaised with SRSG's Protective Detail. Processed monthly tel/fax. Arranged media coverage/official receptions.			
Summarize any of Your Achievements Actions well coordinated enhanced smooth relocation/establishment of the OSRSG on two occasions with very minimal work disruption which led to the SRSG remarking: ".....her considerable experience and knowledge have made her an invaluable asset to the functioning of my office, especially after the two relocations of UNOMSIL". Notable team player with effective public relations led to the SRSG to remark: "Ms Maina is well-liked by her colleagues and interacts effectively with the large number of official visitors calling on me. She provides a calming influence amidst the hectic atmosphere of my office". Notable ability to work under difficult environment as per the SRSG's remarks: "Ms Maina maintains her effectiveness and steady performance within the difficult working environment of our Mission". Notable hardwork and dedication made it possible for me to handle a heavy workload with ease and led the SRSG to remark: "Ms Maina responds well to the many demands made on her in this position". Most positive attitude towards the UN, hardwork and good working relationship with supervisors/colleagues has reflected the best of the UN in my work and created enabling grounds for our mandate implementation.			
Reasons for Leaving Recalled by UNON which was my parent organization then.			

Job Title Senior Secretary/Personal Assistant to the SRSG		Type of Business Peacekeeping	From - To 01/07/1995 - 01/11/1997
Name of Employer UNOMIL		Name of Supervisor Ambassador Anthony B Nyaki and Ambassador Tuliameni Kalomoh	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
1242652	1242652	KES	Is this a position within the UN Common System? Yes
Telephone Number 231226172		Email Address maina1@un.org	
Address of Employer United States of America			
Number of Employees Supervised by You 5			
Description of Duties Provided admin support as PA to the SRSG. On two occasions set up/re-established OSRSG due to war/relocation. Screened/directed a large number of visitors. Screened incoming calls/placed local/long distance confidential calls. Maintained daily/long range schedule of appointments. Processed all incoming/outgoing mail. Drafted/prepared/reviewed correspondence for signature. Assisted with the processing of code cables/sitreps/SG reports/speeches. Responsible for all incoming/outgoing code cable/eyes only/personal files. Restructured the entire OSRSG filing system. Coordinated all SRSG's meetings with Agency Heads/Senior staff/PAOs/all staff. Coordinated agenda inputs. Coordinated/ensured that all necessary briefs were in hand. Assisted in coordinating SRSG's travels in Liberia/abroad. Liaised with his Protective Detail. Prepared/followed up on travel/claims/payments. Responsible for attendance record/leave plans/tel/fax bills/office supplies. Arranged official receptions/media coverage.			
Summarize any of Your Achievements			

Actions well coordinated enhanced smooth relocation of the OSRSG on two occasions with minimal work disruption. Effective support led to Amb. Anthony B. Nyaki remarking "a very dedicated and hardworking s/m who works long hours without looking at the clock. Has a keen sense of urgency. Very loyal and dependable. A pleasure to work with." Being able to work under pressure and willingness to assist led Amb. Tuliameni Kalomoh to remark "s/m performed her duty exceptionally well under all circumstances. Always ready and willing to work over and above the call of duty. A top notch assistant". Most positive attitude towards the UN, hardwork and good working relationship with supervisors/colleagues has reflected the best of the UN in my work and facilitated actualization of our Mission mandate implementation. Performance rated: Best 2% - unusual contribution.

Reasons for Leaving

Re-assignment

Job Title Senior Secretary/Personal Assistant to the SRSG		Type of Business Peacekeeping/Political	From - To 01/03/1993 - 01/07/1995
Name of Employer UNOSOM II/UNPOS		Name of Supervisor Admiral Jonathan Howe/Ambassador Lansana Kouyat/Ambassador James Victor Gbeho/Dr Abdul Kabia	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
1242652	1242652	KES	Is this a position within the UN Common System? Yes
Telephone Number 1212963-9925		Email Address maina1@un.org	
Address of Employer Somalia			
Number of Employees Supervised by You 4			
Description of Duties Provided admin support as PA to 2 SRSGs, an Acting SRSG and a Representative. Performed duties similar to the ones described under UNOMIL. For UNPOS - in addition to the duties outlined under UNOMIL: Assisted in establishing the entire office. Prepared/ followed up on requests for furniture/supplies. Drafted/processed introduction letters. Arranged meetings with the diplomatic corps, UN Agency heads, NGOs and the Kenya Government. Assisted in coordinating/establishing contact with the Somali leaders in Somalia and those operating from Nairobi. Liaised with different sections of UNEP on administrative issues of the new Mission. Established/maintained a functional filing system.			
Summarize any of Your Achievements Actions well coordinated led to the timely receipt of equipments/services which enhanced the new Mission's operations. Effective support/positive attitude/hardwork led to the following remarks from Admiral Jonathan Howe: "S/M is a very efficient worker". "All deadlines are met on time without exception". "She produces large amounts of work in short period of time when needed". "Able to work independently and produce highest quality work". "Totally dependable and dedicated". "Often worked extremely long days and nights to ensure reports to the SG from us got out on time". "An outstanding professional in every respect whose positive personality during difficult circumstances made her a very special member of the team". "Has good idea for improving office efficiency". "A truly outstanding International Civil Servant". Willingness to assist enabled us meet deadlines even under duress. Amb. Lansana Kouyate remarked "s/m performs all her duties in a particularly efficient way". "Very loyal and dependable". "Her cheerfulness during difficult times makes it a pleasure to work with". Dr. Abdul Kabia added "s/m is very efficient, conscientious and delivers work on time". "She is an excellent performer". Above remarks reinforce that my support facilitated actualization of our Missions' mandate. All performances rated Best 2%.			
Reasons for Leaving			
Re-assignment			

Job Title Stenographer ((1977) promoted Secretary (1980), promoted Senior Secretary (1984)		Type of Business External Relations/TCD/R&D/Personnel and Environmental Law	From - To 01/02/1977 - 01/03/1993
Name of Employer UNEP/UN Habitat		Name of Supervisor James Armstrong/John Miller/Frank Tackie/Gehan Sinnatamby/Sylvie Campaigne/Seth Osafo	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
1242652	1242652	KES	Is this a position within the UN Common System? Yes
Telephone Number 2542621234		Email Address maina1@un.org	
Address of Employer Kenya			
Number of Employees Supervised by You 0			
Description of Duties Served in different Departments/Sections of UNEP/UN Habitat where I provided admin/secretarial/budgetary support in addition to other tasks: While in Environmental Law Section: Was responsible for setting up global meetings (bio-diversity/climate change/ozone and many others). Was responsible for the maintenance of UNEP/Environmental Law Treaties File which required a lot of data inputting. TCD: Was in charge of TCD's fellowship programme which entailed a whole lot of coordination with institutions/UNDP worldwide/preparation of budgets/revisions etc. External Relations: Was responsible for maintaining records of pledges/contributions. Drafted appeal letters to donors. Prepared drafts for Foundation Newsletter. Liaised with diplomatic corps.			
Summarize any of Your Achievements Effective coordination led to successful conclusion of the global meetings as per the Director, OED remark "S/M is a diligent worker, uses her time wisely". "Organization of s/m's work has been notable". "Every task she did was done exceptionally well". It also led to successful conclusion of the fellowships as per the Director, TCD remarks: "S/M effectively organized/followed up the fellowships programme in the Section". "Totally dependable". "S/M always willing to assist, exceptionally, when needed". "S/M is an asset to the UN". Effective support/follow up led to timely production of the Newsletters and most updated infomation on pledges/contributions. Effective liaison with the diplomatic corps led to aimcable solutions which led to the establishment of UN Habitat with its HQs in Nairobi. Chief, UNHHSF remarked "S/M has shown much responsibility in maintaining the records of the ER of the Foundation and particularly those pertaining to pledges and contributions". "S/M was particularly effective in preparing drafts for Newsletters and assisting in maintaining effective liasion with Diplomatic Corps". "A great performer who is always ready to assist". Above remarks reinforce that my support facilitated actualization of the respective Sections mandates.			
Reasons for Leaving			
Mission assignment			

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 - **65** French - **25**

List any office machines or equipment you can use:

Computer, Typewriter, Scanner, Fax, Photocopier, Shredder, Dictaphone, Digital Sender

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

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

Address

P.O. Box 1059-00621
Village Market
Nairobi na Kenya
Telephone: 254-722-519629
Fax: 254-722-719360
Contact: Margaret Maina

References

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

Reference Name	Occupation or Business	Address	Telephone/Email
----------------	------------------------	---------	-----------------

Personal History Profile for Judith OTIENO

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
OTIENO	Judith	Ayoo	
2. Date of Birth	3. City of Birth	Country of Birth	Index No
25/06/1956	Siaya	Kenya	
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Kenya		Kenya	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Female	159	84	Widowed
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? No			
13. What is your preferred field of work? Administrative officers			
14. Would you accept employment for less than six months? Yes			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? 01/07/2005			
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: jotieno@unicef.org			

Education

List all university degrees or equivalent qualifications obtained.

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

Name of School	City, Country	From - To
British Council	Nairobi Kenya	Dec-2009 - Dec-2009
Main Course of Study		Certificate or Diploma
Communication and Office Administration Skills		Certificate course

Name of School	City, Country	From - To
Alliance Francaise	Nairobi Kenya	Mar-1992 - Oct-1994
Main Course of Study		Certificate or Diploma
French		Diploma

Name of School	City, Country	From - To
The Kenya Polytechnic College	Nairobi Kenya	Jan-1974 - Nov-1975
Main Course of Study		Certificate or Diploma
Administrative/Secretarial		Diploma certificate

Name of School	City, Country	From - To
Rang'ala Girls High School	Kisumu Kenya	Jan-1970 - Nov-1973
Main Course of Study		Certificate or Diploma
Secondary Education		EACE "O" level Certificate

Employment

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

Job Title	Type of Business	From - To
Programme Assistant	Administration/programme budget	01/03/2002 -
Name of Employer		Name of Supervisor
UNICEF		Michael Klaus
Salaries per Annum:		
Starting	Final	Currency Paid
1269429	25462680	KES
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? Yes
Telephone Number	Email Address	
254207622653	jotieno@unicef.org	
Address of Employer		
Kenya		

Number of Employees Supervised by You

Description of Duties

Provides programme/administrative support particularly related to budget management and monitoring of expenditures and obligations; including contract delivery schedules project inputs; Leave monitoring, make travel arrangements and follow up on the authorization, security clearances, visas and tickets necessary for travel, raising payment requests, contract and supply requisitions ensuring consultants are paid their dues. Ensure effective and efficient functioning of the section by managing day to day operations of the section, maintenance of protocol procedures, management of information flow, follow up on deadlines and commitments made. Draft correspondence as per instructions received and prepare and respond to routine correspondence for signature.

Summarize any of Your Achievements

I was a committee member of the Task Force reviewing the work processes in both Regional and the Country Office in 2006 and 2007. The Terms of Reference was to look at the workflow process of SSA's, Supply, Travel, Cash and Contract requisitions in the 2 offices which is consolidated in the Country office (Support Services Centre).

Reasons for Leaving

I am still serving in the same position.

Job Title	Type of Business	From - To
Senior Secretary	Secretarial and Administration	01/04/1999 - 01/02/2002
Name of Employer	Name of Supervisor	
UNICEF	Madeline Eisner	
Salaries per Annum:		
Starting	Final	Currency Paid
1141859	1141859	KES
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? Yes
Telephone Number		Email Address
25420622653		jotieno@unicef.org
Address of Employer		
Kenya		
Number of Employees Supervised by You		
Description of Duties		
Provide administrative and secretarial support; making travel arrangements, monitors the budget and payments to consultants. Manage and regularly update international media list based in both Kenya and South Africa; browse the internet and local newspapers for issues of interest to UNICEF. Draft non-substantive correspondence and follow-up actions. Type correspondence and reports, prepare briefing materials for use on official trips. Maintain the Supervisor's calendar, schedule appointments and meetings, receive incoming calls, take messages and answer question with discretion, tact and diplomacy.		
Summarize any of Your Achievements		
Assignment to UNICEF Addis Ababa for one month to help with the Coordination and logistics of the Pan African Forum on global movement of Children which took place in Cairo, Egypt and was very successful. Worked in liaison with AU office to ensure all documents were translated in the AU working languages and ready for the meeting.		
Reasons for Leaving		
Promotion		

Job Title	Type of Business	From - To
Principal Secretary (Bilingual)	Administration and Secretarial	01/11/1996 - 01/03/1999
Name of Employer	Name of Supervisor	
UNICEF	Mr. Ndolamb Ngokwey and Ms. Georgette Aithnard	
Salaries per Annum:		
Starting	Final	Currency Paid
50882	55093	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
		jotieno@unicef.org
Address of Employer		
Guinea		
Number of Employees Supervised by You		
2		
Description of Duties		
My duties were of an Executive Assistant, facilitating the smooth and efficient functioning of the Representative office. Professional image projected in-person and telephone interaction. Discretion exercised with confidential information, complex sensitive subject matters and data. Ensured all administrative support to the Representative, managing day to day operation of the office. Summarized a wide variety of in-coming correspondences for the Country Representative and prioritize documents according to action required; reviewed and edited outgoing correspondence for the Representative signature; Effective preparation and knowledge delivery of correspondence/ communications, documentation and reports contributing to achievement of work objectives; edited documents in English and informal translation from French to English; conveyed to staff directives and information from the Representative; coordinated Representative participation in Programme/Operations activities by monitoring and managing the Representative daily programme and provided guidance to units in preparing background/briefing documents for the Representative		
Summarize any of Your Achievements		
Improvement on implementation and presentation (layout) of Country Programme for the year 1995-2000 which made Guinea office win UNICEF Award of Excellence. The assignment in Guinea office was quite challenging and rewarding given that it was at international level and away from my home country. My French language skills greatly improved as Guinea is 100% francophone. I learnt a lot and acquired new skills in the field, with the exposure to dealing with people from different cultural backgrounds, government officials, diplomatic corps other UN agencies whom I was in contact with on a daily basis. I was also awarded UNICEF Award for Performance Excellence.		
Reasons for Leaving		
Post was nationalized and since I still had lien on post, I came back to Nairobi.		

Job Title	Type of Business	From - To
Senior Secretary	Administration/Secretarial	01/05/1989 - 01/10/1996
Name of Employer	Name of Supervisor	

UNICEF			Abdul Mohammed	
Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No	
787484	1063109	KES	Is this a position within the UN Common System? Yes	
Telephone Number			Email Address	
25420622653			jotieno@unicef.org	
Address of Employer				
Kenya				
Number of Employees Supervised by You				
Description of Duties				
Administrative and secretarial support to the Regional Communication Officer and back-stops for the Principal Secretary the Regional Director and Deputy Regional Director. Substantially reduce paperwork and keep the supervisor abreast of developments by writing short information notes; Schedule appointments, make travel arrangements and inform all concerned at NYHQ. Manage filing system and assist in organizing and providing administrative/secretarial support to meetings.				
Summarize any of Your Achievements				
Successfully organized high profile international meetings. In 1995, I was assigned to the "Graça Machel Study on the Impact of Armed Conflict on Children" in Pretoria, South Africa for 4 months to provide administrative, logistical and secretarial support. Responsible for overseeing all office operations and office relocation to New York in the absence of the Programme Manager. Avery challenging assignment given the problems the office was facing at the time, but I remained focussed and achieved my tasks.				
Reasons for Leaving				
Promotion				

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

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

For clerical grades only:

Indicate typing speed in words per minute: English - **100** French -

List any office machines or equipment you can use:

MS Office applications 2003 and 2007(including Word, Excel, Powerpoint, Access) Lotus notes, Internet and E-mail Fax machines, photocopiers, dictaphone,

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

Address

P.O. Box 55762
 Nairobi - 00200 Kenya
 Telephone: 254-720-735144
 Fax: 254-720-735144
 Contact: Judith Otieno

Address

UNICEF
 P.O. Box 44145
 Nairobi Kenya
 Telephone: 254-20-7622653
 Fax: 254-20-720-735144
 Contact: Judith Otieno

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
Salim LONE	Communication	P.O. Box 44145 Kenya	254722963802 salimlone@msn.com
Richard ODINDO	Education Specialist	P.O. Box 70634 Kenya	254734765245 rodindo@gmail.com

Personal History Profile for Niloufer PHILIPS-ARASAKUMAR

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
PHILIPS-ARASAKUMAR	Niloufer	Anne	
2. Date of Birth	3. City of Birth	Country of Birth	Index No
13/12/1959	Colombo	Sri Lanka	751949
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Sri Lanka		Sri Lanka	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Female	160	62	Single
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? No			
13. What is your preferred field of work? Administrative officers			
14. Would you accept employment for less than six months? No			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? 01/08/2000			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? No			
18. Email Address: naphilips@yahoo.com			

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 Various	City, Country New York United States of America	From - To Sep-2001 - Jan-1900
Main Course of Study IMIS		Certificate or Diploma IMIS on the job training

Name of School Various	City, Country Kuwait City Undefined	From - To Jan-1997 - May-2001
Main Course of Study Refresher courses in the latest computer software		Certificate or Diploma Prolog, Lotus

Name of School National Institute of Business Management	City, Country Colombo Sri Lanka	From - To Mar-1981 - Apr-1981
Main Course of Study Office Procedures		Certificate or Diploma Office Procedures

Name of School C.M.S. Ladies' College	City, Country Colombo Sri Lanka	From - To Jan-1976 - Dec-1976
Main Course of Study Secretarial		Certificate or Diploma Secretarial

Name of School Various	City, Country Colombo Sri Lanka	From - To Jan-1976 - Oct-1992
Main Course of Study Refresher courses in the latest computer software		Certificate or Diploma MS Word, Excel, Power Point, Outlook

Name of School C.M.S. Ladies' College	City, Country Colombo Sri Lanka	From - To Jan-1964 - Dec-1975
Main Course of Study Secondary School		Certificate or Diploma G.C.E. Ordinary Level

Employment

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

Job Title	Type of Business	From - To
Administrative Assistant	International Organization	01/09/2004 -

Name of Employer Peacekeeping Situation Centre, Department of Peacekeeping Operations			Name of Supervisor Francois Dureau, Corinna Kuhl, Tom Hojbjerg		
Salaries per Annum:					
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No		
100	100	USD	Is this a position within the UN Common System? No		
Telephone Number 1212963-1382			Email Address philipsn@un.org		
Address of Employer United States of America					
Number of Employees Supervised by You 2					
Description of Duties 1)Provide Personal Assistant support to the Chief/Situation Centre/Front Office in all his functions, including attending to telephone inquiries, independently preparing and handling correspondence (routing slips, code cables, notes and e-mail messages), uploading in MARS, scheduling and coordinating meetings and appointments, monitoring and maintaining the Chief's e-mail and manages the travel plan for cluster including all official travel of the Chief. 2)Day-to-day focal point on all personnel issues with the DPKO Executive Office (recruitment,extensions, reclassifications, etc.). 3)Preparation and maintenance of personnel records, manages the leave and attendance records (previously on IMIS, WIRe and now on Matrix). 4) Ordering of Stationery supplies on IMIS. 5)Sitting on interview panels both as a panel member and a note taker. 6)Assisting with the building and preparation of VAs, reclassification of vacancies, vetting of applications and setting up of interviews for various posts (professional and general service). Updating of the selection criteria in Galaxy. 7)As Focal Point, assisting the Deputy Chief with assimilating and compiling the Budget submissions. 8)Coordinator for the forthcoming renovation and relocation under the CMP. 9)Provide research/editorial assistance to other staff in the Situation Centre, including developing presentations using graphics, charts, tables, maps etc. as needed, especially in preparation for operational or security briefings. 10) Preparing materials for submission as official documents following UN guidelines and requirements. Reviewing documents and updating procedures. 11)Coordinating and assisting with the preparations for meetings/seminars/conferences hosted by the Situation Centre. 12)Screening and disseminating incoming correspondence, maintaining electronic and hard copy filing systems and advising most effective organization of files. 13)Property Records Custodian responsible for the update of the inventory.					
Summarize any of Your Achievements 1) Overall responsible for the smooth functioning of the front office and in addition to my main functions as the Personal Assistant to the Chief, I assist with a broad range of administrative tasks for all Situation Centre colleagues. 2) Active involvement with recruitment of SitCen personnel. 3) Ability to work independently, excellent drafting skills, handles very sensitive correspondence and information with complete discretion, meet deadlines while maintaining the highest standards of quality. 4) Willingness to undertake and tackle any task, irrespective of whether it falls within the framework of my work plan or not. 5) Successful planning and conducting of the International Situation Centre seminar. 6) Overall supervision of work done by other administrative staff – includes drafting and dissemination of correspondence, filing, travel arrangements, facilities management requests etc.					
Reasons for Leaving Interested in enhancing my scope of work and broadening my knowledge, whilst seeking more challenges in the UN system.					

Job Title Administrative Assistant		Type of Business International Organization	From - To 01/06/2002 - 01/08/2004
Name of Employer United Nations - USG`s Office, Department of Management		Name of Supervisor Harriet Schmidt, Nancy Hurtz-Soyka	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
100	100	USD	Is this a position within the UN Common System? No
Telephone Number 1212963-1382		Email Address philipsn@un.org	
Address of Employer United States of America			
Number of Employees Supervised by You 1			
Description of Duties To assist the USG for Management & Principal Officer/Front Office in their official activities & ongoing work assignments; Contribute fully to the smooth-running of the Office; Create & produce PowerPoint presentations; Manages the leave and attendance records for all DM senior (ASG, D-2) & OUSG staff; Perform routine admin. functions which include filing, preparing of & independently responding to letters/memoranda, e-mail correspondence, making appointments, transcribing/editing tapes; Maintain & use Lotus Correspondence Log database for incoming and outgoing mail; Use of IMIS to record DM/OUSG attendance & overtime and order stationery; Follow-up/monitor recommendations for clearance of candidates for UN posts; Liaises with senior government officials for meetings with the USG/DM; Screen & prioritize USG's e-mail; Assume the position of personal assistant to the USG in her absence; Provide technical advice and assistance to all staff in troubleshooting computer related problems;			
Summarize any of Your Achievements Reorganized the existing filing system, including archiving, currently in the process of the development of a new, more access-friendly filing system. Availed of my excellent drafting skills in assisting the Front Office with preparation of correspondence and editing of reports, documents etc. Set up a database to establish an orderly clearance process for staff requiring designation for senior administrative positions which has significantly improved the internal processing of designations of certified administrative officers. Revamped the graphic material and charts required for the financial presentations.			
Reasons for Leaving Offer of employment with the Situation Centre, DPKO			

Job Title Administrative Assistant		Type of Business International Organization	From - To 01/01/2002 - 01/05/2002
Name of Employer United Nations - Situation Centre, DPKO		Name of Supervisor Francois Dureau	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
100	100	USD	Is this a position within the UN Common System? Yes
Telephone Number		Email Address philipsn@un.org	

Address of Employer
United States of America
Number of Employees Supervised by You
0
Description of Duties
Routine secretarial functions, which include filing, reorganizing filing system, typing of letters/memoranda, e-mail correspondence, coordinating conference room schedule, making appointments, operation and use of Correspondence Log database for incoming and outgoing mail, E-Stars for reports, Editing daily reports
Summarize any of Your Achievements
Reorganized the existing filing system. Was assigned to independently prepare correspondence and edit reports etc. based on my excellent drafting skills.
Reasons for Leaving
Short term assignment - was replacing someone who was on mission

Job Title	Type of Business	From - To
Editorial Clerk	International Organization	01/09/2001 - 01/12/2001
Name of Employer	Name of Supervisor	
United Nations - English Text Processing Unit, DGAACM	Majorie Boyce	
Salaries per Annum:		
Starting	Final	Currency Paid
100	100	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	
	philipsn@un.org	
Address of Employer		
United States of America		
Number of Employees Supervised by You		
0		
Description of Duties		
Typing. transcribing, proof reading		
Summarize any of Your Achievements		
N/A		
Reasons for Leaving		
Hired for the General Assembly on a short-term assignment		

Job Title	Type of Business	From - To
Executive Secretary/Personal Assistant	Construction Managers	01/01/1997 - 01/06/2001
Name of Employer	Name of Supervisor	
Bovis-Projacs JV, Kuwait	Martin Taxson	
Salaries per Annum:		
Starting	Final	Currency Paid
100	100	KWD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number	Email Address	
	philipsn@un.org	
Address of Employer		
Kuwait		
Number of Employees Supervised by You		
7		
Description of Duties		
General secretarial and administrative duties, which included: Handling correspondence independently, typing of letters, e-mails, faxes and reports, PowerPoint presentations, maintaining Petty Cash account, filing, documenting all incoming and outgoing correspondence in the Prolog database, overlooking/supervising the work of the other secretaries and minor staff, maintaining the attendance register for a staff of 20 persons, attending to telephone enquiries and assisting visitors, ordering/ensuring stationery supplies are in stock, obtaining visas and airline tickets for senior management staff going on official travel.		
Summarize any of Your Achievements		
Managed the entire office and ensured smooth day to day operations.		
Reasons for Leaving		
Offer of employment by the UN		

Job Title	Type of Business	From - To
Assistant Recreation Manager cum Squash Coach	5-star hotel	01/12/1992 - 01/10/1996
Name of Employer	Name of Supervisor	
Holiday Inn Crowne Plaza, Kuwait	Michel Maudet	
Salaries per Annum:		
Starting	Final	Currency Paid
100	100	KWD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number	Email Address	
	philipsn@un.org	

Address of Employer
Kuwait

Number of Employees Supervised by You
15

Description of Duties
Maintaining liaison with 1500 members and ensuring smooth operation of the club, coaching and playing squash with members and guests, handling all administrative duties, supervising the work of 15 staff, maintaining a filing system, handling all correspondence independently, typing, processing membership applications and issuing membership cards, coordinating with other departments to facilitate effective and easy operations, preparing duty rosters, attending management meetings, running the club in the absence of the Manager, organizing sporting and social activities for members.

Summarize any of Your Achievements
Managed the staff of the entire Health Club ensuring smooth day to day operations. Initiated and set up a squash league for members and guests.

Reasons for Leaving
Offer of better employment.

Job Title Consular Assistant/Administrative Secretary	Type of Business Diplomatic Mission	From - To 01/10/1978 - 01/11/1992
Name of Employer Royal Netherlands Embassy, Sri Lanka	Name of Supervisor H.E. Bastiaan R. Korner (Ambassador at time of leaving)	

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
100	100	LKR	Is this a position within the UN Common System? No

Telephone Number

Email Address
philipn@un.org

Address of Employer
Sri Lanka

Number of Employees Supervised by You
8

Description of Duties
Receiving and processing visa applications and issue of visas, visa interviews which included those persons seeking asylum (conducted sometimes in Tamil and Sinhalese and translated into English for the Dutch officer), preparation and issue of Dutch passports and other documents (done in the Dutch language), maintaining the accounts, handling all correspondence independently which included typing, translation (from Dutch to English) of consular documents, typing in both English and Dutch, filing, overlooking work of minor staff, assisting the First and Second Secretaries with development and trade projects (involved field inspections and preparation of reports), coordinating with other Embassy personnel in relation to consular matters, preparation and despatch of fax and telex messages (in English and Dutch). Involved with Protocol duties as liaison between the Sri Lankan Government and the Netherlands Embassy during visits of top Dutch officials (included setting up of high level meetings, conference servicing, liaising with the Ministries of Foreign Affairs and Protocol Divisions of both Sri Lanka and the Netherlands Governments).

Summarize any of Your Achievements
Picked up a new language (Dutch) on the job which enabled me to translate documents etc. and get more involved in Consular work. Was focal point for the Netherlands Embassy, in liaising between the Protocol Division of the Sri Lanka Government for the visit of HRH Prince Claus of the Netherlands.

Reasons for Leaving
Offer of employment in Kuwait - better prospects

Job Title Receptionist/Office Assistant/Typist	Type of Business Private School	From - To 01/02/1978 - 01/09/1978
Name of Employer C.M.S. Ladies' College, Sri Lanka	Name of Supervisor Mrs. Sirancee Gunawardene (Principal at the time)	

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
100	100	LKR	Is this a position within the UN Common System? No

Telephone Number

Email Address
philipn@un.org

Address of Employer
Sri Lanka

Number of Employees Supervised by You
0

Description of Duties
Typing of letters, assisting the Accountant, handling petty cash, issuing cheques and receipts, attending to telephone enquiries, assisting visitors and students with all inquiries.

Summarize any of Your Achievements
N/A

Reasons for Leaving
Job offer at the Royal Netherlands Embassy. Better prospects

Job Title Trainee Secretary/Receptionist	Type of Business Trading	From - To 01/08/1977 - 01/11/1977
Name of Employer Milhuisen and Hoek Ltd., Sri Lanka	Name of Supervisor W. Clementi-Smith	

Salaries per Annum:

Starting

100

Final

100

Currency Paid

LKR

Is this a civil servant position of your Government?

No

Is this a position within the UN Common System?

No

Telephone Number

Email Address

philipsn@un.org

Address of Employer

Sri Lanka

Number of Employees Supervised by You

0

Description of Duties

Taking down notes, letters in shorthand, typing of letters, invoices and reports, maintaining the petty cash account, issuing cheques, handling telephone enquiries, assisting and attending to visitors.

Summarize any of Your Achievements

N/A

Reasons for Leaving

To go on tour with the Sri Lankan national cricket team.

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:

Digital copier, scanner, fax, photocopier

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
Sinhala	No	Easily	Not easily	Not easily	Easily
Tamil	Yes	Easily	Easily	Easily	Easily

Address

780 Bronx River Road
Apt. A-61
Bronxville NY United States of America
Telephone: 1-914-613-7766
Contact: Niloufer Philips-Arasakumar

Address

228/4, "Greenside"
Hokandara Road
Hokandara Sri Lanka
Telephone: 94-11-2560-785
Contact: Glory Arasakumar

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
Ronald NIJLAND	Diplomat	Ministry of Foreign Affairs Netherlands	31621488-260 rw.nijland@minbuza.nl
Dr. Nabil QADDUMI	President, Projacs	P.O. Box 25944 Safat 13120 Netherlands	9650481-1606 nqaddumi@safwangroup.com
Nihaad SUBY	Teacher	143 Hoyt Street Netherlands	1203324-4248

Personal History Profile for Claudine SANYE

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
SANYE	Claudine		Bea Marie-Michele
2. Date of Birth	3. City of Birth	Country of Birth	Index No
07/06/1958	Anyama	Cote d'Ivoire	
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Cote d'Ivoire		Cote d'Ivoire	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Female	163	76	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 officers			
14. Would you accept employment for less than six months? Yes			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? 01/06/2004			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? No			
18. Email Address: claudinesanye0706@hotmail.com			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
COLUMBUS UNIVERSITY	Picayune MS 39466-0879, Mississippi United States of America	Oct-2002 - Dec-2003
Main Course of Study	Field of Study	
Personnel Administration	Business & Administration	
Degree Title or Equivalent	Degree Type	
Human Resources Management Major	Bachelor of Arts	

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

Name of School	City, Country	From - To
BINUB	Bujumbura Burundi	Mar-2010 - Mar-2010
Main Course of Study		Certificate or Diploma
Coaching for Change		Certificate of Achievement

Name of School	City, Country	From - To
UNIOB	Bujumbura Burundi	Nov-2009 - Dec-2009
Main Course of Study		Certificate or Diploma
Interest-Based Negotiation and Conflict Mangement Skills Course		Certificate of Achievement

Name of School	City, Country	From - To
BINUB	Bujumbura Burundi	Nov-2009 - Nov-2009
Main Course of Study		Certificate or Diploma
Supervisory Skills Training		Certificate of Achievement

Name of School	City, Country	From - To
BINUB	Bujumbura Burundi	Nov-2009 - Dec-2009
Main Course of Study		Certificate or Diploma
Interest-Based Negotiation and Conflict Management Skills Course		Certificate of Achievement

Name of School	City, Country	From - To
UNIOB	Bujumbura Burundi	Oct-2009 - Oct-2009
Main Course of Study		Certificate or Diploma
Supervisory Skills Training		Certificate of Achievement

Name of School	City, Country	From - To
UNLB	Brindisi Italy	Jun-2009 - Jul-2009
Main Course of Study		Certificate or Diploma
Competency Based Performance Management		Certified Facilitator of OHRM

Name of School UNITAR	City, Country New York United States of America	From - To Feb-2009 - May-2009
Main Course of Study International Humanitarian Law and the Law of Armed Conflict		Certificate or Diploma Certificate of Completion
Name of School Peace Operations Training Institute	City, Country New York United States of America	From - To Dec-2008 - Dec-2008
Main Course of Study Ethics in Peacekeeping		Certificate or Diploma Certificate of Completion
Name of School Peace Operations Training Institute	City, Country New York United States of America	From - To Sep-2008 - Dec-2008
Main Course of Study Gender Perspectives in United Nations Peacekeeping Operations		Certificate or Diploma Certificate of Completion
Name of School Peace Operations Training Institute	City, Country New York United States of America	From - To Jul-2008 - Sep-2008
Main Course of Study Principles of Peace Support Operations		Certificate or Diploma Certificate of Completion
Name of School UNITED NATIONS OPERATION IN BURUNDI	City, Country Bujumbura Burundi	From - To Feb-2006 - Feb-2006
Main Course of Study Training of Trainers Prevention of Sexual Exploitation and Abuse in Peacekeeping Missions		Certificate or Diploma Certificate of Completion
Name of School UNITED NATIONS OPERATION IN BURUNDI	City, Country Bujumbura Burundi	From - To Nov-2005 - Nov-2005
Main Course of Study Records and Archival Training I		Certificate or Diploma Certificate of Achievement
Name of School UNITED NATIONS INSTITUTE FOR TRAINING & RESEARCH	City, Country New York United States of America	From - To Nov-2005 - Nov-2005
Main Course of Study Operational Logistical Support		Certificate or Diploma Certificate of Completion
Name of School UNITED NATIONS OPERATION IN BURUNDI	City, Country Bujumbura Burundi	From - To Jun-2005 - Jun-2005
Main Course of Study Electoral Observer		Certificate or Diploma Certificate of Achievement
Name of School THE KENYA INSTITUTE OF MANAGEMENT	City, Country Nairobi Kenya	From - To Mar-2004 - Mar-2004
Main Course of Study Management & Performance Skills Improvement		Certificate or Diploma Certificate
Name of School INTERNATIONAL CRIMINAL TRIBUNAL FOR RWANDA	City, Country Kigali Rwanda	From - To May-2001 - May-2001
Main Course of Study Introduction to FPMS		Certificate or Diploma End of course Achievement
Name of School EDUCATEL	City, Country Paris France	From - To Sep-1993 - May-1995
Main Course of Study Library/Documentation		Certificate or Diploma CAP
Name of School CENTRE DE FORMATION HOTELIERE	City, Country Bamko Mali	From - To Aug-1977 - Jul-1978
Main Course of Study Hotel/Tourism		Certificate or Diploma CAP
Name of School COLLEGE BOUGAINVILLE	City, Country Abidjan Cote d Ivoire	From - To Sep-1972 - Jun-1977
Main Course of Study Secondary		Certificate or Diploma Certificate

Employment

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

Job Title Training Assistant		Type of Business International Organization	From - To 01/07/2007 -
Name of Employer BINUB		Name of Supervisor Terbish TSENSUREN	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
61019	65203	USD	Is this a position within the UN Common System? Yes
Telephone Number		Email Address sanye@un.org	
Address of Employer Burundi			
Number of Employees Supervised by You 8			
Description of Duties Supervise language teachers; Coordinate language courses; IT courses; Monitor their payroll; Review and evaluate the end of session report for renewal of their contracts. Coordinate, organize and facilitate specific training (CBPM, ePas, CV & PHP, Office Administration) in the substantive and administrative offices. Develop training programmes suitable to staff development needs. Ensure OIC in absence of training officer. Participate in orientation programme.			
Summarize any of Your Achievements 98% BINUB's Supervisors and Managers were trained in CBPM Over 90% staff are provided with up to date information on mission and the role of substantive, administrative and UN agencies role in Burundi. Staff members develop good oral communication and written skills. Staff are encourage on continuous learning and develop good technology awareness. Well knowledgeable staff of United Nations Development Plan.			
Reasons for Leaving N/A			

Job Title Personnel Assistant		Type of Business International Organization	From - To 01/02/2007 - 01/10/2007
Name of Employer ONUB/BINUB		Name of Supervisor Dirk De Bruyne	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
	61019	USD	Is this a position within the UN Common System? Yes
Telephone Number		Email Address claudinesanye0706@hotmail.com or sanye@un.org	
Address of Employer Burundi			
Number of Employees Supervised by You			
Description of Duties Shortlisted candidates from nucleus and prepared interview work sheets for Programme Managers' approval. Organized interview for recruitment of international staffs, to include setting up of interview panels, contacting and dispatching invitations to short listed candidates for interviews, participate in interview sessions as ex-officio. Prepared minutes and comparative evaluations for appropriate signatures of Panel members and Head of Section/Division. Drafted and finalized selection faxes to UNHQ, made follow-up action when necessary. Process extension of appointment in IMIS. Provide assistance and advice to international and national staff on personnel and administrative matters. Participate in the formation of mission readiness and orientation programme. Supervise and coordinate language trainers, including maintaining their attendance and evaluation sheets. Review end of session evaluation and trainers report. Co-coordinate, organize and facilitate specific training programmes in the Administration as well as substantive offices.			
Summarize any of Your Achievements 85%of approved international BINUB staff was successfully recruited in timely manner and posts filled. The recruitment process was completed smoothly and professionally. Staff members are satisfied and aware of their rights and responsibilities. Developed sound judgement, decision-making and ability to work effectively and efficiently under pressure and in a team. Trainings were conducted and staffs provided with up to date information on mission mandate and the role of each substantive and administrative Sections/Divisions.			
Reasons for Leaving N/A			

Job Title Administrative Assistant		Type of Business International Organization	From - To 01/09/2006 - 01/01/2007
Name of Employer ONUB		Name of Supervisor Ismael A. DIALLO	
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 sanye@un.org	
Address of Employer Burundi			

Number of Employees Supervised by You

2

Description of Duties

Maintained an updated work and activity plan for the DHR. Prepared, processed and monitored attendance records and leaves plans for approval by DHR. Facilitate the recruitment process of international and national staff. Liaise with HQ Geneva and other HR offices on all administrative matters. Arrange official travel for HR staffs within and outside the mission area. Monitor the e-PAS process to ensure deadlines are met. Organize the archive system in Human Rights Division. Planned and organized work to provide better administrative support to the Division. Monitored and verified MOP's and travel requests from HR staffs. Received and familiarized new staffs with mission rules and regulations including check-in procedures. Monitored and prepared the distribution of various materials and vehicles distribution for staffs in MHQ and regional offices. Prepared and processed requisitions. Prepared informal induction sessions to national and international staffs in the Division on administrative and personnel issues. Liaised with Personnel Section, organized and arranged briefing sessions on human resources matters (status, obligations, rights, entitlements, etc.) in respect of staff in the Division. Prepared and delivered trainings to Burundian militaries and civilian police on sexual exploitation and abuse before their assignment to other DPKO Missions. As e-PAS Focal Point, prepared briefing on e-PAS issues and assisted individual staff members in the Division on performance. Monitor the e-PAS timely completion at each stage. Liaise with Personnel Section on appropriate action / correction to make on individual cases.

Summarize any of Your Achievements

Proper preparation and maintenance of all administrative plans for the DHR. Comprehensive and updated attendance, leave plan and other documents of the Division. Administrative matters are addressed promptly, including timely completion of e-PASs. Effective supports for the smooth operations of the office. Proper sensibilisation on zero tolerance policy.

Reasons for Leaving

Reassignment to Personnel Section

Job Title	Type of Business	From - To
Administrative Assistant	International organization	01/09/2004 - 01/09/2006
Name of Employer		Name of Supervisor
ONUB		Me. Ahmedou T. BAL (bal1@un.org)
Salaries per Annum:		
Starting	Final	Currency Paid
56396	56396	USD
Is this a civil servant position of your Government? No		
Is this a position within the UN Common System? Yes		
Telephone Number	Email Address	
1212963 2842	sanye@un.org	
Address of Employer		
Burundi		
Number of Employees Supervised by You		
Description of Duties		
Performed administrative support duties to Senior Legal Adviser. Provided advice and guidance to staff with respect to administrative procedure and issues related to Personnel, Finance, Procurement and General Services. Liaised with the SRSG's cabinet and Administrative Support Services. Scheduled meetings BOI/LCC. Prepared budget submission. Developed, planned, implemented and monitored efficient document distribution. Created and maintained all mission legal files. In addition, assisted Personnel Section. Compiled lists of candidates and notified them of the interviews. Convened interview panel and set interview dates. Facilitated in interviews of candidates and recorded minutes. Prepared interview reports with recommendations. As trainer, prepare and deliver trainings to civilian police and staff members (international and national) on sexual exploitation and abuse.		
Summarize any of Your Achievements		
Familiarity with rules and procedures of UN system and extensive experience contributed to office efficiency. Initiated and developed filing system. Acted as electoral observer to Government of Burundi (Communal, Legislative and collinaires). Accelerated recruitment of staff with reduced vacancy rate, and Client satisfaction. Staff well informed on consequences of exploitation and sexual buses.		
Reasons for Leaving		
Reassignment to Director of Human Rights office.		

Job Title	Type of Business	From - To
Personal Assistant to the Presiding Judge	International organization	01/02/2003 - 01/09/2004
Name of Employer		Name of Supervisor
UNICTR		Judge Lloyd G. WILLIAMS (summer2_fr@yahoo.co.uk)
Salaries per Annum:		
Starting	Final	Currency Paid
55104	56396	USD
Is this a civil servant position of your Government? No		
Is this a position within the UN Common System? Yes		
Telephone Number	Email Address	
1212963 2850	sanye@un.org	
Address of Employer		
Tanzania, United Rep. of		
Number of Employees Supervised by You		
Description of Duties		
Provided administrative support to the Presiding Judge of Chamber III. Planned and coordinated appointments with Prosecutor Office, Defence Lawyers, Registrar Office and Administration. Followed up administrative issues related to Personnel and Finance. Managed flow of correspondence and Court documents. Translated French documents into English for Presiding Judge. Created and maintained filing systems.		
Summarize any of Your Achievements		
Immediate translation allowed the Presiding Judge to promptly review documents without using translation services. By creating a database filing system for transcripts, motions, decisions for the Chamber, the storage and retrieval of materials were easier and faster and the volume of 80-100 files by case were eliminated.		
Reasons for Leaving		
Offer opportunity to meet new challenge.		

Job Title	Type of Business	From - To
Bilingual Secretary	International Organization	01/12/1998 - 01/02/2003
..

Name of Employer			Name of Supervisor		
UNICTR			Mr. Esono Anguesomo (anguesomo@un.org) and Mrs. Olamide Adedeji (adedejia@un.or)		
Salaries per Annum:					
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No		
44000	55104	USD	Is this a position within the UN Common System? Yes		
Telephone Number			Email Address		
			sanye@un.org		
Address of Employer					
Rwanda					
Number of Employees Supervised by You					
Description of Duties					
Assisted the DCAO in performing his duties. Provided advice and guidance on Rules and Regulations to staff members and ensured their proper implementation. Coordinated preparation of budget 2000-2001, 2002-2003. Focal point for Administration on matters relating to Investigations Division. Liaised with Office of Prosecutor, UN Agencies and Government Authorities. Planned, coordinated monthly Administrative Officers meetings for all UN Agencies. Liaise with section chiefs on administrative issues and logistics actions with Support Services Sections. Organized and attended weekly meetings of Division. Established and maintained daily communication between Office of Chief of Administration (CAO), Arusha and Deputy Chief of Administration (DCAO), Kigali. Backed up staff members in Human Resources. Performed Protocol duties during VIPs visits. Maintained policy, confidential and general files. Prepared, monitored annual leave plan and attendance records for over 100 staffs.					
Summarize any of Your Achievements					
Ensured daily Investigator IOVs requests were speedily processed. Coordinated logistics support for field Investigators. Providing clarification to staff on issues relating entitlement, staff Rules and Regulations. Reduced work load of Personnel Section by 25%. Performed daily tasks to best of ability. Maintained daily communication between Arusha-Kigali resulting in prompt and immediate decisions. Took initiative by prioritizing and delegating requests for service immediately. Visits of VIPs such as meetings with Government authorities, Senior Managers of UN Agencies were professionally planned, coordinated and organized					
Reasons for Leaving					
Reassignment to the office of the Presiding Judge, Arusha					

Job Title		Type of Business	From - To
Secretary		International Organization	01/04/1998 - 01/10/1998
Name of Employer		Name of Supervisor	
MINURCA		Gen. Cheick Diarra	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
29160	29160	USD	Is this a position within the UN Common System? Yes
Telephone Number		Email Address	
Address of Employer			
United States of America			
Number of Employees Supervised by You			
Description of Duties			
Performed administrative duties to Commissioner and Officers. Arranged appointments and meetings. Assisted staff members with administrative issues related to Finance, Personnel, Procurement and General Services. Maintained and monitored attendance records. Translated English documents into French for CIVPOL Monitors.			
Summarize any of Your Achievements			
Staff members were informed on administrative procedures, Rules and Regulations. Teaching programmes schedules were fully met with appropriate logistics.			
Reasons for Leaving			
Reassignment to UN-ICTR			

Job Title		Type of Business	From - To
Secretary		International Organization	01/03/1996 - 01/04/1998
Name of Employer		Name of Supervisor	
UNAVEM III; MONUA/DPKO		Mr. Robert B. Richardson	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
27000	27000	USD	Is this a position within the UN Common System? Yes
Telephone Number		Email Address	
Address of Employer			
United States of America			
Number of Employees Supervised by You			
Description of Duties			
Provided administrative support to Chief of Procurement. Planned, organized, executed and monitored activities in Section. Maintained attendance records.			
Summarize any of Your Achievements			
Timely transmission of correspondence and instructions resulted to prompt actions. Delays were eliminated.			
Reasons for Leaving			
Reassignment to MINURCA			

Job Title Secretary		Type of Business International Organization	From - To 01/03/1987 - 01/03/1996
Name of Employer UNECA		Name of Supervisor Mr. Raj Ricky	

Salaries per Annum:
Starting
14904

Final
14904

Currency Paid
ETB

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
Ethiopia

Number of Employees Supervised by You

Description of Duties
Performed Secretarial and administrative support duties.

Summarize any of Your Achievements
Timely transmission of instructions and correspondence resulted to prompt actions.

Reasons for Leaving
To take up mission assignment

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 knowledge: Microsoft Office XP, Lotus Notes, Publisher, Access, Galaxy, FPMS, IMIS and heavy duty copy 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	Yes	Easily	Easily	Easily	Easily

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

Address

2969 D'Entremont Appt # 101 Sainte Foy
Quebec Quebec Canada
Telephone: 1- 418-6149459
Fax: 1-514-654 1085
Contact: Claudine SANYE

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
Jacque ABELOOSE	Eyes Specialist	127 Chausse de la Liberation 1390 Belgium	
Simon-Paul EDER	Finance Officer	Marktplatz 1 Belgium	sp_eder@hotmail.com
Leonora WILSON	Social Worker for Senior Citizens	11 Czar Street Deptford Belgium	