

Profiles included in this document

	Name	Index	DOB	Gender	Nationality	EMail
1.	ALMAHAYNI, Joumana		02/07/1960	F	SYR	joumana_mahayni@yahoo.com
2.	BOCAYA, Gina	756122	25/09/1958	F	PHI	bocaya@un.org
3.	DELVA, Yves Laurent	809195	16/05/1978	M	HAI	yves_laurent_delva@hotmail.com
4.	HODZIC, Alden	123713	29/07/1973	M	BIH	alden071@yahoo.com
5.	HODZIC, Zijada	545515	06/01/1965	F	BIH	zijadahodzic@hotmail.com
6.	KANA, Fatin		27/06/1974	F	IRQ	fatin_kana@yahoo.com
7.	MOMOH, Musline	700948	29/01/1975	M	SIL	momoh1@un.org
8.	MSOFFE, Teddy		06/07/1973	M	URT	msoffet@un.org
9.	SHRESTHA, Prem	235330	29/01/1956	M	NEP	prem.shrestha@undp.org
10.	SRNA, Emir	113569	25/02/1977	M	BIH	srnaemir@yahoo.com

Personal History Profile for Joumana ALMAHAYNI

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
ALMAHAYNI	Joumana	Zuhair	
2. Date of Birth	3. City of Birth	Country of Birth	Index No
02/07/1960	Damascus	Syrian Arab Republic	
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Syrian Arab Republic		Syrian Arab Republic	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Female	158	65	Single
10. Entry into the United Nations service might require assignment to any area of the world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? Yes. United States of America.			
13. What is your preferred field of work? Personnel management specialists			
14. Would you accept employment for less than six months? Yes			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? 01/01/1992			
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: joumana_mahayni@yahoo.com			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
University of Liverpool	Liverpool United Kingdom	Feb-2007 - Jun-2009
Main Course of Study	Field of Study	
Marketing	Business & Administration	
Degree Title or Equivalent	Degree Type	
MBA (Anticipating to complete in Feb 2010)	Masters	

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
United Nations Assistance Mission for Iraq	Kuwait Kuwait	Mar-2006 - Mar-2006
Main Course of Study		Certificate or Diploma
Competency-Based Performance Management		Certificate

Name of School	City, Country	From - To
Tulane University	Online United States of America	Oct-2005 - Mar-2006
Main Course of Study		Certificate or Diploma
Business Management		MBA Management Fundamentals Certificates

Name of School	City, Country	From - To
United Nations Assistance Mission for Iraq	Kuwait Kuwait	Dec-2004 - Dec-2004
Main Course of Study		Certificate or Diploma
Personnel Training Workshop		Certificate

Name of School	City, Country	From - To
MTI	Kuwait Kuwait	Mar-2004 - Mar-2004
Main Course of Study		Certificate or Diploma
Competency-Based Performance Management		Certificate

Name of School	City, Country	From - To
MTI	Kuwait Kuwait	Feb-2004 - Feb-2004
Main Course of Study		Certificate or Diploma
Stock Trading in the Financial Market Workshop		Certificate

Name of School	City, Country	From - To
United Nations Assistance Mission for Iraq	Kuwait Kuwait	Jan-2004 - Jan-2004
Main Course of Study		Certificate or Diploma

Practical Preparation for HR and Administration Managers		Certificate
Name of School International Monetary Fund	City, Country Kuwait Kuwait	From - To Jul-2003 - Jul-2003
Main Course of Study Macro Economic Analysis		Certificate or Diploma Certificate
Name of School International Monetary Fund	City, Country Kuwait Kuwait	From - To Mar-2003 - Mar-2003
Main Course of Study Performance Measurement Workshop		Certificate or Diploma Certificate
Name of School Newcastle College	City, Country Kuwait but the diploma from UK United Kingdom	From - To Mar-2001 - Mar-2003
Main Course of Study Business Administration Management		Certificate or Diploma Assoc. in Business Administration Management
Name of School United Nations High Commissioner for Refugees	City, Country Amman Jordan	From - To Sep-2000 - Sep-2000
Main Course of Study Regional Human Rights Workshop		Certificate or Diploma Certificate
Name of School United Nations High Commissioner for Refugees	City, Country Beirut Lebanon	From - To Jul-2000 - Jul-2000
Main Course of Study Advanced Refugee Status Determination Training		Certificate or Diploma Certificate
Name of School United Nations High Commissioner for Refugees	City, Country Beirut Lebanon	From - To Jul-2000 - Jul-2000
Main Course of Study Knowledge Information Management System Workshop		Certificate or Diploma Certificate
Name of School United Nations High Commissioner for Refugees	City, Country Cairo Egypt	From - To Feb-2000 - Feb-2000
Main Course of Study Interview Management Workshop		Certificate or Diploma Certificate
Name of School United Nations High Commissioner for Refugees	City, Country Cairo Egypt	From - To Jun-1999 - Jun-1999
Main Course of Study Advanced Resettlement Training Workshop		Certificate or Diploma Certificate
Name of School United Nations High Commissioner for Refugees	City, Country Cairo Egypt	From - To Nov-1998 - Nov-1998
Main Course of Study Refugee Status Determination		Certificate or Diploma Certificate
Name of School United Nations High Commissioner for Refugees	City, Country Amman Jordan	From - To Nov-1997 - Nov-1997
Main Course of Study Resettlement Workshop		Certificate or Diploma Certificate
Name of School United Nations High Commissioner for Refugees	City, Country Ankara Turkey	From - To Oct-1996 - Oct-1996
Main Course of Study Resettlement Workshop		Certificate or Diploma Certificate
Name of School United Nations High Commissioner for Refugees	City, Country Abu Dhabi United Arab Emirates	From - To Apr-1996 - Apr-1996
Main Course of Study Security, Stress, Crisis Management & Psychological Debriefing		Certificate or Diploma Certificate
Name of School United Nations High Commissioner for Refugees	City, Country Cairo Egypt	From - To Dec-1995 - Dec-1995
Main Course of Study		Certificate or Diploma

Centre for Documentation & Research Legal Database Training		Certificate
Name of School United Nations High Commissioner for Refugees	City, Country Damascus Syrian Arab Republic	From - To Oct-1993 - Oct-1993
Main Course of Study Team Effectiveness / Working in Teams		Certificate or Diploma Certificate

Employment

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

Job Title Administrative Assitant	Type of Business International Organization	From - To 01/09/2009 -
Name of Employer UNMIS		Name of Supervisor Hazel De Wet
Salaries per Annum: Starting 1	Final 1	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 dewet@un.org	
Address of Employer Sudan		
Number of Employees Supervised by You 3		
Description of Duties General Administration: . Draft responses and ensure thorough follow-up and that requests are addressed by appropriate personnel. . Provide day-to-day back up support as Personal Assistant to the Director in all areas of work. . Take minutes of meeting. . Maintain confidential information, documentation in electronic and hardcopy forms. . Supervise and support national Office Assistant. . Provide/ liaise Administrative support to colleagues at Head Office and the 7 field offices. . Monitor attendance, sick leave and annual leave of all staff in PoC Section. . Perform various administrative duties such as: operational travel programme and security clearances, physical space planning and the identification of office technology needs and maintenance of equipment, software and systems. . Support the implementation of procedures and systems. . Coordinate and ensure sufficient supplies/furniture and equipments are in stock and timely issuance of replenishment requests . Organize official dinners, lunches or cocktails Human Resource Management: . Undertake actions related to the administration of the PoC's human resource activities, including recruitment, placement, promotion, performance appraisal, job classification reviews and separation of staff members while ensuring consistency in the application of UN rules and procedures. . Provide information regarding conditions of service, duties and responsibilities, and privileges and entitlements under the Staff Rules and Regulations. . Provide information on unit's staffing needs for inclusion in mission's staffing table.		
Summarize any of Your Achievements Tasks were completed and delivered as per deadlines.		
Reasons for Leaving looking for better opportunities		

Job Title Adminstrative Assistant	Type of Business International Organization	From - To 01/05/2009 - 01/08/2009
Name of Employer United Nations - African Union Mission in Darfur		Name of Supervisor MIchelle Lavery
Salaries per Annum: Starting 1	Final 1	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 laverym@un.org	
Address of Employer Sudan		
Number of Employees Supervised by You 0		
Description of Duties . In charge of the General office administration including Security Tracking table, attendance monitoring and office supplies . Managing international travel arrangements for the management team . Assisted in Human Resources issues, including recruitment tasks for the Procurement Section .Coordinated with Finance Section regarding receiving invoices and ensuring documents related to Procurement Section is sorted and collected .Ensured original colleted invoices are sent to MOVCON, meanwhile, soft and hard copy are created and filed accordingly. Soft copies are distributed to all concerned Special projects: . I was assigned to track Vendor's invoices, check the authenticity of the claim and accordingly produced a report of the findings . I was assigned to cross check the IFS report through Mercury to ensure the validation of the report information and forward the findings of inconsistencies to MOVCON . Assisted Procurement Expediting Unit		
Summarize any of Your Achievements Tasks were completed and delivered as per deadlines. Assisted in creating procedures/systems on how to track invoices and related documents between Finance and MOVCON.		
Reasons for Leaving completed my TDY assignment		

Job Title Human Resources Assistant	Type of Business International Organization	From - To 01/06/2008 - 01/09/2009
Name of Employer		Name of Supervisor

UNMIS		Shahid Kamal	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
1	1	USD	Is this a position within the UN Common System? Yes
Telephone Number		Email Address	
		kamal1@un.org	
Address of Employer			
Sudan			
Number of Employees Supervised by You			
Description of Duties			
<p>- Assess availability of candidates and accordingly provide shortlists to Programme Managers of Technically/Initially Cleared candidates. - Review Programme Managers' short list if it is inline with SOP, and accordingly send job interview invitations and prepare for a job interview. - Serve as ex-officio if needed to ensure that job interviews are conducted in accordance to and in compliance with SOP, and to provide Interview Panel with information and advice as needed. - Process Selection Memos by create vacancy track in Nucleus, Select all interviewed candidate, - Proceed with the recruitment of the selected candidate upon receiving CDU clearance. - Prepare salary recommendations and upon approval prepare the corresponding offer. - Prepare, send and follow-up on offers, release requests, reassignment and reappointment. - Request index number if necessary - Coordinate and follow up with the concerned department regarding medical clearances, issuance of UNLP, initiating visa and travel until the arrival of the staff. - Circulate downsizing missions' lists to Programme Managers - Check candidates' technical clearance and accordingly liaise with FPD if technical clearance is not available for any of the candidates. - Check for availability of candidates' PHPs in Nucleus and liaise with FPD if not available. - Coordinate with Programme Managers and provide them with information about 90-day reassignment as needed - Process the Preprogramme Managers' selection requests for 90-day reassignment in timely manner - Ensure that the 90-day reassignment candidates are interviewed for their post through the standard competitive job interview prior to the end of their assignment. - Coordinate with Programme Managers and keep them informed about the status of their selection. - Process the recruitment of those cases with priority if they were selected as the recommended candidates prior to the expiry of their reassignment. - Update the recruitment tracking with</p>			
Summarize any of Your Achievements			
I met my deadlines without any delays, me and my colleagues succeeded to bring the vacancy rate down during the period of my serving.			
Reasons for Leaving			
Offered a higher profile job			

Job Title		Type of Business	From - To
Administrative Assistant		International Organization	01/11/2006 - 01/05/2008
Name of Employer		Name of Supervisor	
United Nations Mission in Sudan		Thomas Linde	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
1	1	USD	Is this a position within the UN Common System? Yes
Telephone Number		Email Address	
		lindet@un.org	
Address of Employer			
Sudan			
Number of Employees Supervised by You			
2			
Description of Duties			
<p>Personal Assistant: • Manage the calendar of meetings and appointments of the PoC Director. • Manage PoC Director's email and take the decision about priority to be given too documents. • Manage requests for information and follows up all matters requiring action by the Director including requests from sections/staff members within the organization. • Draft responses and ensure thorough follow-up and that requests are addressed by appropriate personnel. • Provide day-to-day back up support as Personal Assistant to the Director in all areas of work. • Take minutes of meeting. • Maintain confidential information, documentation in electronic and hardcopy forms. Human Resource Management: • Undertake actions related to the administration of the PoC's human resource activities, including recruitment, placement, promotion, performance appraisal, job classification reviews and separation of staff members while ensuring consistency in the application of UN rules and procedures. • Provide information regarding conditions of service, duties and responsibilities, and privileges and entitlements under the Staff Rules and Regulations. • Provide information on unit's staffing needs for inclusion in mission's staffing table. General Administration: • Supervise support staff and local staff as required. • Provide/ liaise Administrative support to colleagues at Head Office and the 7 field offices. • Monitor attendance, sick leave and annual leave of all staff in PoC Section. • Perform various administrative duties such as: operational travel programme and security clearances, physical space planning and the identification of office technology needs and maintenance of equipment, software and systems. • Support the implementation of procedures and systems. • Coordinate and ensure sufficient supplies/furniture and equipments are in stock and timely issuance of replenishment requests • Organize official dinners, lunches or cocktails.</p>			
Summarize any of Your Achievements			
Ensured managing office's administrative issues in a professional manner Delivered work by deadline Ensured consistency in the application of UN rules and Regulations			
Reasons for Leaving			
If offered a better job			

Job Title		Type of Business	From - To
Personnel Assistant		International Organization	01/11/2004 - 01/11/2006
Name of Employer		Name of Supervisor	
United Nations Assistance Mission for Iraq		Stigmata Kabonesa	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
1	1	KWD	Is this a position within the UN Common System? Yes
Telephone Number		Email Address	
		kabonesa@un.org	
Address of Employer			
Kuwait			
Number of Employees Supervised by You			
0			

Description of Duties

Local Recruitment • Collect applications and finalize short listing with Hiring Unit. • Conduct Reference Checks for external candidates. • Attend interview sessions as Observer/Ex-Officio member. • Prepare and supervise written tests and other assessment techniques as necessary. • Finalize and circulate minutes of interviews to Panel Members. • Open/maintain interview case files with all relevant documents. • Advise candidates of the outcome of the interview. • Request and ensure that candidates submit, for verification, originals of supporting documents. • Prepare grading evaluation for the selected candidate. • Open official status file for the selected candidate. • Send Reference Check letters and Medical Request letter. • Brief new staff members of their entitlements. Local Unit • Request and follow up recommendations sent to Supervisors in respect of contract extension or non-extension. • Raise Personnel Actions (P.5s) by using FPMS and submit to Finance. • Process requests for issuance and renewal of IDs. • Attend to staff member's quarries, information request or service on personnel matters. • Brief and assist separating staff members and inform Finance Section of S/M's separation date. • Send P35 and related Pension forms to UNHQ for processing International Unit • Process recommendations for extension, completion, separation and/or reassignment of international staff. • Advise international staff members of their entitlements/benefits and attend to their queries. • Process entitlements of international staff in accordance to their contractual series. • Draft faxes for request G4 Visa. • Handle Personnel cases given by the CCPO for timely resolution. • Process F10 claims and verifies attachment accordingly. • Draft faxes and memos on personnel matters as needed. • In charge of Weekly Valise and PAR. • Process the renewal or issuance of UNLP as back up. • Back up for the Database Personnel Assistant.

Summarize any of Your Achievements

Assisted/prepared recruitment procedures in order to facilitated the recruitment of selected candidate in timely and efficient manner. Created/maintained roster for all vacancies for easy future reference. Assisted and processed international staff's various applications by applying my knowledge of the Organization's HR policies, procedures and practices in timely manner and in a multi cultural and ethnical environment. Demonstrated use of initiative and ability to make appropriate linkages in work requirements and anticipate next steps. **Effectively applied my organizational skills and ability to handle large volume of work in an efficient and timely manner. Continuously seek to update my knowledge and skills with new technology to improve my professional output.**

Reasons for Leaving

To find a job that enhances my professional qualifications and gives me the opportunity to move up the professional ladder.

Job Title Admin Consultant	Type of Business E-commerce	From - To 01/03/2004 - 01/10/2004
Name of Employer Tejari	Name of Supervisor Mr Emad Makarem	
Salaries per Annum:		
Starting 12000	Final 12000	Currency Paid 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
Address of Employer Kuwait		
Number of Employees Supervised by You 2		
Description of Duties <p>• Designed and prepared the company's Office and Staff Manual. • Organized the filing system and prepared filing index both electronically and hard copies. • Assisted in setting a paperless office. • Initiated, reviewed, processed and followed-up on actions related to the office administration. • Briefed new arrivals on administrative procedures, conditions of service and duties and responsibilities as outlined in the staff manual. • Monitored and finalized the attendance (including sick leave). • Reviewed and process claims for petty cash. • Assisted in preparing and conducting researches. • Scheduled meeting and appointments when necessary. • Drafted circulars and office correspondence. • Any adhoc duties as instructed</p>		
Summarize any of Your Achievements <p>Conducted independent research, including analysis on issues and procedures. Drafted and finalized the staff and office manual according to plan schedules. Completed all given tasks by supervisors and other section heads within given time frames. Worked as effectively and successfully as a team in a multi cultural environment.</p>		
Reasons for Leaving <p>Looking for a more challenging job that enables me to apply my past experiences and at the same time gives me the opportunity to widen my professional horizon.</p>		

Job Title Interpreter / Translator	Type of Business International Organization	From - To 01/12/2002 - 01/12/2003
Name of Employer INTERNATIONAL MONETARY FUND - KUWAIT	Name of Supervisor Grant Roberston	
Salaries per Annum:		
Starting 9600	Final 9600	Currency Paid KWD
Is this a civil servant position of your Government? No		
Is this a position within the UN Common System? Yes		
Telephone Number		Email Address
Address of Employer United States of America		
Number of Employees Supervised by You 0		
Description of Duties <p>• Simultaneous interpretation at official meetings, translation of confidential documents, official documents, learning materials and articles. • Designed and presented PowerPoint presentations in English and Arabic. • Coordinated all the administrative and protocol for high official meets and seminars for up to 100 participants. • Researched information, compiled statistics and gathered and computed various data for projects. • Coordinated work plans and submission with co-workers and subordinates to ensure consistency of terminology and style.</p>		
Summarize any of Your Achievements <p>Always met deadlines on all assignments ensuring accuracy, consistency and good presentation. Always researched completely to have a strong grasp on subject for delivery of quality work. Priorities my assignments according to importance. Worked effectively and successfully as a team member. Always ensured professionalism and high level of conduct with colleagues and supervisors</p>		
Reasons for Leaving <p>Mission was closed</p>		

Job Title Programme Assistant	Type of Business International Organization	From - To 01/09/2001 - 01/11/2002
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Name of Employer UNITED NATIONS DEVELOPMENT PROGRAMME - KUWAIT			Name of Supervisor Bader Al-Filakawi		
Salaries per Annum:					
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No		
6606	7800	KWD	Is this a position within the UN Common System? Yes		
Telephone Number			Email Address		
Address of Employer Kuwait					
Number of Employees Supervised by You 0					
Description of Duties <ul style="list-style-type: none"> • Created database for the ongoing and proposed projects. • Updated and maintained the financial information management program (control of overall budget, financial transaction and all financial aspects of projects). • Translated confidential and official documents in an accurate and timely manner. • Researched and followed-up on various programme related matters. • Any adhoc duties as may be assigned. 					
Summarize any of Your Achievements Always met deadlines and worked as a team member. Updated myself with the latest technological developments by attending various seminars. Also updated my information on various programmes by browsing the net on a regular basis.					
Reasons for Leaving To join IMF					

Job Title Secretary		Type of Business International Organization		From - To 01/07/2001 - 01/08/2001	
Name of Employer United Nations Iraq-Kuwait Observation Mission				Name of Supervisor Yuri Doubograi	
Salaries per Annum:					
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No		
9318	9318	KWD	Is this a position within the UN Common System? Yes		
Telephone Number			Email Address		
Address of Employer Kuwait					
Number of Employees Supervised by You 0					
Description of Duties <ul style="list-style-type: none"> • Maintained and updated staff contact list for Security Contingency plan. • Liaised with UNIKOM Support Centre to obtain security clearance and ID cards for staff, visiting officials and visitors. • Reviewed daily newspapers and prepared a weekly security report for disbursement within UNIKOM and other counterparts. • Focal point for monitoring attendance, sick and annual leave. • Assisted in conducting and submitting research documents. • Maintained appointment calendar and coordinated appointments. • Drafted correspondence and circulars. • Prepared PowerPoint presentation on various issues. 					
Summarize any of Your Achievements Submitted the security reports in an accurate and timely manner. worked effectively and efficiently as a team member. Always submitted clear and concise reports.					
Reasons for Leaving To join UNDP					

Job Title Senior Protection Assistant		Type of Business International Organization		From - To 01/04/1992 - 01/06/2001	
Name of Employer United Nations High Commissioner for Refugees				Name of Supervisor Ajmal Khybari	
Salaries per Annum:					
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No		
7925	11978	KWD	Is this a position within the UN Common System? Yes		
Telephone Number			Email Address		
Address of Employer Kuwait					
Number of Employees Supervised by You 0					
Description of Duties Conducted status and resettlement determination, and assessed social conditions and vulnerable cases in the office and deportation centers. Followed up on the referral cases with the authorities/agencies and refugees to ensure that the refugees are receiving the needed assistance. Attended to asylum seekers and refugees queries and took further actions when necessary. Finalized and completed cases for resettlement submission and followed-up on the submissions. Interpreted for the Resettlement Selection Missions during their interviews with refugees. Drafted effective and sustainable responses to problems affecting the rights or legal status of refugees and other persons concerned with UNHCR. Drafted relevant correspondence. Responsible for producing monthly, quarterly, and yearly population statistics. Responsible for the Registration of Individual Cases System. Appointed as member in the Regional Appointment Posting Promotion Committee that met on regular basis to study submitted cases from the region and accordingly provide recommendations and actions to be taken to headquarters while ensuring compliance with Human Resources rules and regulations. Followed up on the implementation of the Committee's recommendations.					
Summarize any of Your Achievements Identified and understood relations and constraints affecting the refugees. Established and maintained contacts with other UNHCR offices, NGOs and local authorities. Established and maintained the team spirit of the unit. Planned, organized and submitted work according to set deadlines of the unit.					
Reasons for Leaving					

Closure of mission

Job Title Admin Assistant		Type of Business Cloth Manufacturing	From - To 01/02/1989 - 01/08/1990
Name of Employer Habib Al-Shemari Est.		Name of Supervisor Family business	
Salaries per Annum:			
Starting 3600	Final 6000	Currency Paid 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	
Address of Employer Kuwait			
Number of Employees Supervised by You 0			
Description of Duties Provided administrative support by managing the schedule/calendar, making travel arrangements, screening and handling telephone communications, greeting and directing visitors, and dealing with administrative problems and inquiries as appropriate. Researched information, compiled statistics, and gathered and computed various data.prepared special and/or one-time reports, summaries, or replies to inquiries, selecting relevant data from a variety of sources. Created, composed, and edited technical and/or administrative correspondence and documentation; screened and evaluated incoming and outgoing correspondence and prepared responses as appropriate. Coordinated fiscal activities and maintained accounts. Assisted in the coordination, supervision, and completion of special projects as appropriate.			
Summarize any of Your Achievements Streamlined, created data base and automated Admin procedures.Created and maintained the filing system Promptly provides administrative support by managing the schedule/calendar, making travel arrangements, screening and handling telephone communications, greeting and directing visitors, and dealing with administrative problems and inquiries as appropriate. Succeeded to utilized knowledge and understanding of underlying operational issues to assist in administrative problem solving, planning, and developing procedures. Provided researched information, compiled statistics, and gathered and computed various data; prepared special and/or one-time reports, summaries, or replies to inquiries, selecting relevant data from a variety of sources.			
Reasons for Leaving Closure of Business			

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? **Yes**

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

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

Address

P.O. Box 69
Khartoum Sudan
Telephone: 249-912178336
Fax: 249-913544773
Contact: Joumana Al-Mahayni

Address

168 Springdale Dr.
Kingston United States of America
Telephone: 401-9321593
Contact: Joumana Al-Mahayni

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
Ms Isabella BECCACECI	UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES	P.O. Box 121 Kheitan, Kuwait 83000 Kuwait	BECCACEC@unhcr.ch
Mr. Nader DARWICH	Chief of Administrative Services	P.O. Box 121 Kuwait	darwich@un.org
Ms. Helen TSOUMBARAKIS	United Nations Assistance Mission for Iraq	UNAMI - Kuwait Kuwait	tsoumbarakis@hotmail.com

Personal History Profile for Gina BOCAYA

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
BOCAYA	Gina	Lourdes	Calderon
2. Date of Birth	3. City of Birth	Country of Birth	Index No
25/09/1958	Surigao City	Philippines	756122
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			Separated

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?

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: **bocaya@un.org**

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
University of the East	Manila Philippines	Mar-1975 - Jun-1978
Main Course of Study	Field of Study	
Banking	Business & Administration	
Degree Title or Equivalent	Degree Type	
Bachelor of Science in Business Administration	Bachelor of Arts	

University Name	City, Country	From - To
Velez College of Medicine	Cebu City Philippines	Jun-1974 - Mar-1975
Main Course of Study	Field of Study	
Nursing	Health	
Degree Title or Equivalent	Degree Type	
Bachelor of Science in Nursing	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
San Nicolas College	Surigao City Philippines	Mar-1970 - Apr-1974
Main Course of Study	Certificate or Diploma	
High School	High School Diploma	

Employment

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

Job Title	Type of Business	From - To
Recruitment Assistant	International Organization	01/02/2008 -
Name of Employer	Name of Supervisor	
United Nations	Catherine Rolland	

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
62000	62000	USD	
Telephone Number	Email Address		
011367 2914	bocaya@un.org		
Address of Employer			
United States of America			
Number of Employees Supervised by You			

Description of Duties		
Review PHPs of candidates in Nucleus; send email notifications to initially/technically cleared candidates for possible employment in PKO missions;		
Summarize any of Your Achievements		
...		
Reasons for Leaving		
still employed		

Job Title		Type of Business	From - To
Human Resources Assistant			01/02/2006 - 01/02/2008
Name of Employer		Name of Supervisor	
United Nations Mission in Sudan		Ma. Carmen Emmerich, CCPO	

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	
		bocaya@un.org	
Address of Employer			
Sudan			
Number of Employees Supervised by You			
0			
Description of Duties			
<p>Under the direct supervision of the CCPO and the HRO, my duties and responsibilities include: filling of vacancies in the mission with experienced and qualified personnel; Provide Programme Managers with shortlists of technically cleared candidates; schedule interviews for candidates qualified for specific sections/units; Ensure comp evaluations, interview reports and all relevant documentations are signed by PMs and approved by the CCPO; Contact candidates to confirm their availabilities; Process reference checks on education background and previous employment of selected candidates; Enter candidates' educational attainment and work experience in Nucleus for grading determination; generate report on education and employment experience to assist the HRO determine grade level; determine type of appointments and or assignments by reviewing PHPs of the candidates; initiate vacancy tracks of selected candidates in Nucleus and ensure post numbers are available in Nuclues and IMIS; update and maintain staffing table in Nucleus and FPMS; submit track to HRO for approval and determination of grading/level; request PDU helpdesk for index number verification/clarification; if candidate is external, index number is created in IMIS; issue offers of appointment / offer on secondment with note-verbale; initiate contact with candidate's parent duty station to confirm release for mission assignment; issue release or reimbursable loan request and or reassignment/reappointment memos of staff member recruited from the UNHQ or from any UN agencies; prepare designation memos, inter-organization exchange memos as desired. Provide PMs with recruitment status of their respective sections; provide selected candidates with names of physicians designated with the UN; ensure physicians are available for candidates' medical examinations; provide advise and support to queries by candidates regarding their appointment /recruitment or reassignments to the mission; coord travel arrangements of selected candidates with Travel Unit.</p>			
Summarize any of Your Achievements			
UNMIS was my first mission assignment. During my tenure in Khartoum, I learned sufficient rules and regulations of recruitment in the field as well as personnel administration. Success in training other HR assistant with recruitment procedures (Nucleus, IMIS, FPMS)			
Reasons for Leaving			
end of mission assignment			

Job Title		Type of Business	From - To
Recruitment Assistant			01/10/1999 - 01/02/2006
Name of Employer		Name of Supervisor	
United Nations Department of Peacekeeping Operations		Catherine Rolland	

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	
		bocaya@un.org	
Address of Employer			
United States of America			
Number of Employees Supervised by You			
0			
Description of Duties			
<p>Process recruitment of candidates for PKO missions; (UNTAET, UNTSO, UNFICYP, UNIFIL, UNDOF, MONUC, UNAMSIL); issue offers of appointment on 100 or 300 series, including secondment from Government; for family missions, I calculate the statement of emoluments, i.e., post adjustment, family allowance, etc... , verify availabilities of selected external candidates; initiate contact with candidate's parent duty station to confirm release for mission assignment; issue release or reimbursable loan request and or reassignment/reappointment memos of staff member recruited from the UNHQ or from any UN agencies; prepared "Movement to Higher Level" memos for submission to OHRM/PMSS for approval; prepare designation memos, inter-organization exchange memos as desired; provide advise and support to queries from candidates regarding their appointment/recruitment or reassignment status; coordinate travel arrangements of selected staff members with the travel unit. Ensure recruitment documents are placed in the candidates' files; ensure post numbers are available in IMIS; maintain staffing table in Nucleus and IMIS; occasionally assist the administrative officer in the preparation of budget performance for submission; ran IRFA report to confirm total number of authorized post numbers against the mandate; assist/train other HR Assistants with recruitment (Nucleus & FPMS) and administrative work as needed.</p>			
Summarize any of Your Achievements			
With the missions assigned to me including established/family missions, I feel very confident with my duties and was able to fulfill the requirements of the mission in a very efficient and timely manner.			
Reasons for Leaving			
Assignment to UNMIS.			

Job Title		Type of Business	From - To
Administrative Assistant		International Organization	01/11/1998 - 01/09/1999

Name of Employer United Nations Department of Peacekeeping Operations			Name of Supervisor Marie-Anne Martin		
Salaries per Annum:			Is this a civil servant position of your Government? No		
Starting	Final	Currency Paid	Is this a position within the UN Common System? Yes		
Telephone Number 012129630084			Email Address bocaya@un.org		
Address of Employer United States of America					
Number of Employees Supervised by You					
Description of Duties Assist the Chief, RPS in scheduling by coordinating and preparing daily appointments/meetings and effectively prioritizing and resolving related time conflicts; When necessary, take notes at staff unit meetings; Oversee administrative data & records for time & attendance; Draft routine correspondence; Establish & maintain systems for office management such as the incoming and outgoing correspondence log and conference room bookings; Maintain a filing system for records both paper & electronic; Carry out any other duties as assigned by the Chief, Recruitment and Personnel Section.					
Summarize any of Your Achievements Set up a system to enable the Chief to be punctual at her meetings/appointments.					
Reasons for Leaving Transfer to Recruitment and Placement Unit as Recruitment Assistant.					

Job Title Travel Assistant			Type of Business International Organization		From - To 01/05/1998 - 01/10/1998
Name of Employer United Nations Department of Peacekeeping Operations			Name of Supervisor Masaki Sato		
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		
58600	58600	USD			
Telephone Number 012129630084			Email Address bocaya@un.org		
Address of Employer United States of America					
Number of Employees Supervised by You 0					
Description of Duties Under the direct supervision of the Chief Travel Unit, -Process travel requests and claims of UN officials, consultants and non-UN travelling to UN peacekeeping missions; Liaise with Amex for flight bookings; Provide administrative briefings to travelers and liaise with Accounts Division in resolving more complex administrative issues; Liaise with medical Services with medical clearances for travellers; request issuance/renewals of staff members'/travellers' Laissez-Passers.					
Summarize any of Your Achievements Staff members are travelled to their respective peacekeeping missions in an efficient and timely manner.					
Reasons for Leaving Transfer to work with the Chief, Recruitment and Placement Section.					

Job Title Travel Assistant			Type of Business International Organization		From - To 01/06/1993 - 01/05/1998
Name of Employer United Nations Special Commission			Name of Supervisor Rachel Davis		
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		
58600	58600	USD			
Telephone Number			Email Address		
Address of Employer United States of America					
Number of Employees Supervised by You					
Description of Duties Arrange bookings for Weapons Inspectors to travel to Baghdad via Bahrain and vice versa. Arrange hotel bookings; raise personnel actions and process issuance/renewals of Laissez-Passers.					
Summarize any of Your Achievements I was assigned in Baghdad, Iraq from Oct-Dec 1994. Worked in Canal Hotel doing some clerical work and in communications; and had the opportunity to go with weapons inspectors in visiting other camps in Iraq.					
Reasons for Leaving Transferred to another department.					

Job Title	Type of Business	From - To

Data Entry			International Organization		01/03/1988 - 01/06/1993
Name of Employer			Name of Supervisor		
Department of Public Information/Development Business			Mr. Jacques Bauchere		
Salaries per Annum:					
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No		
58000	58000	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					
Processed subscriptions to the Development Business, a business publication providing a source of information on opportunities to supply goods, works and services for projects financed by the United Nations, governments and the world's leading development banks.					
Summarize any of Your Achievements					
renewed over 300 subscriptions to the publication and sent invoices.					
Reasons for Leaving					
transferred to DPKO					

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 - **70** French -

List any office machines or equipment you can use:

Personal Computers (Microsoft Word, Excel, Powerpoint) Database (Paradox), DPKO DataWarehouse, Nucleus, Galaxy, Dreamweaver (html), IMIS, FPMS. Crystal Report,

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
Spanish	No	Not easily	Easily	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

410 Garretson Avenue
Staten Island New York United States of America
Telephone: 1-347-934 3502
Fax: 1-917-683 9267
Contact: Gina BOCAYA

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
Modesto BALAHADIA	Law Office	Tompkins Avenue Staten Island, New York United States of America	017189816112
Brian MAHARAJ	Recruitment Consultant	Tegllholmegade 41 United States of America	0114533 85 14 9
Ardelia SILVOSA	Systems Analyst	61-35 98th St., Apt. 17K Rego Park, NY 11374 United States of America	017186992419 asilvosa@sh-e.com

Personal History Profile for Yves Laurent DELVA

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
DELVA	Yves Laurent		
2. Date of Birth	3. City of Birth	Country of Birth	Index No
16/05/1978	Port-au-Prince	Haiti	809195
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Haiti		Haiti	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Male	169	85	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? Personnel management specialists			
14. Would you accept employment for less than six months? Yes			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when?			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? No			
18. Email Address: yves_laurent_delva@hotmail.com			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
Centre de Formation Professionnelle d'Haiti	Port-au-Prince Haiti	Oct-1997 - Jun-2000
Main Course of Study	Field of Study	
Degree Title or Equivalent	Degree Type	
Gestionnaire de Systèmes Informatisés		

University Name	City, Country	From - To
Centre Professionnel de la Caridad	Port-au-Prince Haiti	Oct-1993 - Jul-1995
Main Course of Study	Field of Study	
Degree Title or Equivalent	Degree Type	
Diplome en Electrotechnique		

University Name	City, Country	From - To
Centre Professionnel de la Caridad	Port-au-Prince Haiti	Oct-1993 - Jul-1995
Main Course of Study	Field of Study	
Degree Title or Equivalent	Degree Type	
Diplôme en Electricité		

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
Collège Canado Haïtien	Port-au-Prince Haiti	Oct-1990 - Jun-1997
Main Course of Study	Certificate or Diploma	
Etudes Secondaires	Certificat d'Etudes Secondaires	

Name of School	City, Country	From - To
Collège Frère André	Port-au-Prince Haiti	Oct-1983 - Jun-1990
Main Course of Study	Certificate or Diploma	
Etudes Primaires	Certificat d'Etudes Primaires	

Employment

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

Job Title	Type of Business	From - To
Human Resources Assistant (Recruitment Assistant)	UN Peacekeeping	01/12/2009 -

Name of Employer UNSOA			Name of Supervisor Ms. Cristina Gomez		
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 00254718110216			Email Address delva@un.org		
Address of Employer Kenya					
Number of Employees Supervised by You					
Description of Duties Identify vacancies and perform roster search in Nucleus; - Generate long-lists of technically cleared candidates for various positions; - Liaise with Program Managers in preparing the evaluation matrix; - Send interview notifications and schedule interview as and when required by Program managers; - Participate as ex-officio on interview panels, as and when required; - Maintain an interview summary and coordinate all ongoing interview in UNSOA - Respond to various queries from Program Managers on clearance of candidates and recruitment procedures; - Review draft interview reports and comparative evaluations for submission to Program Managers - Initiate recruitment track in Nucleus - Generate offer of appointments and reassignment faxes. - Update and close recruitment tracks when staff once staff is on board - Manage the UNSOA staffing table (in excel format) and ensure that posts are confirmed before recruitment is initiated; - Ensure that UNSOA staffing table in Nucleus is regularly updated. - Provided all relevant information pertaining to UNSOA international Posts - Prepare regular weekly reports on UNSOA staffing issues for submission to FPD, Director and CAS - Prepare and draft requests for TDY and send them to the relevant missions; - Provide regular weekly TDY report.					
Summarize any of Your Achievements to be achieved					
Reasons for Leaving none					

Job Title Human Resources Assistant (Recruitment Assistant)		Type of Business UN Peacekeeping Mission	From - To 01/07/2009 - 01/11/2009
Name of Employer UNSOA		Name of Supervisor Haris Pajtic	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
92160	92160	USD	Is this a position within the UN Common System? Yes
Telephone Number		Email Address	
Address of Employer Kenya			
Number of Employees Supervised by You 2			
Description of Duties - Identify vacancies and perform roster search in Nucleus; - Generate long-lists of technically cleared candidates for various positions; - Liaise with Program Managers in preparing the evaluation matrix; - Send interview notifications and schedule interview as and when required by Program managers; - Participate as ex-officio on interview panels, as and when required; - Maintain an interview summary and coordinate all ongoing interview in UNSOA - Respond to various queries from Program Managers on clearance of candidates and recruitment procedures; - Review draft interview reports and comparative evaluations for submission to Program Managers - Initiate recruitment track in Nucleus - Generate offer of appointments and reassignment faxes. - Update and close recruitment tracks when staff once staff is on board - Manage the UNSOA staffing table (in excel format) and ensure that posts are confirmed before recruitment is initiated; - Ensure that UNSOA staffing table in Nucleus is regularly updated. - Provided all relevant information pertaining to UNSOA international Posts - Prepare regular weekly reports on UNSOA staffing issues for submission to FPD, Director and CAS - Prepare and draft requests for TDY and send them to the relevant missions; - Provide regular weekly TDY report.			
Summarize any of Your Achievements To be accomplished			
Reasons for Leaving Temporary Duty Assignment. Taking up international appointment.			

Job Title Personnel Clerk		Type of Business Mission PeaceKeeper	From - To 01/12/2005 - 01/06/2009
Name of Employer MINUSTAH		Name of Supervisor Joyce ASHIE	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
		HTG	Is this a position within the UN Common System? Yes
Telephone Number 0015092442050		Email Address ashie@un.org	
Address of Employer Haiti			
Number of Employees Supervised by You			
Description of Duties			

Initiate, review, process and follow-up on actions related to the administration of entitlements and Time and Attendance. Advise staff members regarding their entitlements, administrative procedures, processes, practices as well as duties and responsibilities. Provide general office support, services, process, draft, edit , proofread and finalize for signature/approval a variety of correspondence and other communications; set up and maintain files/records(electronic and paper); schedule appointments. Answer queries from staff regarding staff rules and regulations, salaries and entitlements, personnel directives and administrative instructions. Review and process dependency allowance, ensuring all required documentation is submitted by staff; Undertake research on a range of HR related issues and assist in the preparation of notes/reports. Initiate requests to Chiefs of Sections concerning contractual status of staff member, i. e. review appointments, extension of assignments. Induct newly appointed staff by informing them of their various entitlements and directives pertaining to the mission. Processing Leave Request, Payroll (National Staff), Check-in new local staff, making contracts in FPMS, Updating leave balance on IMIS, Processing Separation on IMIS, Updating Attendance Record, Processing Overtime, monitoring CTO, extracting information using Crystal Report. Creating HR tools (overtime monitoring database, maternity leave period control, Automated ARC, MIP limit control, Grading tools, etc). Check-in new local staff, making contracts in FPMS, Updating leave balance on IMIS, Processing Separation on IMIS, Updating Attendance Record, Processing Overtime, monitoring CTO, extracting information using Crystal Report, liaise with the medical unit for all pending certification, control and verification of all data received from the region and from Language Support Unit relating to staff members attendance. Perform other duties as required.

Summarize any of Your Achievements

I automated the ARC. I created a program that help to calculate maternity leave period and a spreadsheet that help to monitor Overtime payment.

Reasons for Leaving

on TDY to UNSOA from July 2009 to November 2009. Temporary appointment for Six months from December 2009 to May 2010

Job Title Computer Consultant		Type of Business Informatique	From - To 01/12/2004 - 01/08/2006
Name of Employer Hotel El Rancho		Name of Supervisor Jean Richard Cardozo	
Salaries per Annum: Starting 60000		Final 60000	Currency Paid HTG
		Is this a civil servant position of your Government? No	
		Is this a position within the UN Common System? No	
Telephone Number 0015092572080		Email Address	
Address of Employer Haiti			
Number of Employees Supervised by You			
Description of Duties Managemnt of the data-processing network/ Upgrading, Repair and Maintenance of the computers / to intervene for any problem related to data processing.			
Summarize any of Your Achievements Installation of a Dialup Server for internet access from the rooms. Computer equipments purchases of at better prices and exceptional conditions. Various suggestions to improve the information processing system of the hotel. Installation of a wireless Router for Internet Access from the neighborhood of the swimming pools.			
Reasons for Leaving Not promotional and I want to make career in UN.			

Job Title Computer Consultant		Type of Business Informatique	From - To 01/12/2004 - 01/08/2006
Name of Employer Hotel Montana		Name of Supervisor Jean Richard Cardozo	
Salaries per Annum: Starting 150000		Final 150000	Currency Paid HTG
		Is this a civil servant position of your Government? No	
		Is this a position within the UN Common System? No	
Telephone Number 0015092294000		Email Address info@htmontana.com	
Address of Employer Haiti			
Number of Employees Supervised by You			
Description of Duties Maintenance and Implementation of the Network. Maintenance and repair of computer and computer equipments. Support and formation with the use of computer equipments. Maintenance and Implementation of the data-processing software of the hotel (Software for the FrontDesk, software for the management of the apartments, software for the hiring of the conference rooms, software for the control of the presence of the employees – Punch-, software for the management of the restaurants and the various bars). To intervene for any problem related to data processing.			
Summarize any of Your Achievements Installation of a Dialup Server for internet access from the rooms. Computer equipments purchases of at better prices and exceptional conditions, Modification and Implementation of the program of punch (to make it more convivial and improvement of the design), various suggestion for the improvement of the information processing system of the hotel.			
Reasons for Leaving Not promotional and I want to make career in UN.			

Job Title Spreadsheet Program Teacher (MS Excel as Supporting software)		Type of Business Education	From - To 01/01/2004 - 01/06/2005
Name of Employer Centre de Formation Professionnelle d'Haiti		Name of Supervisor Amilcar Dukinds	
Salaries per Annum: Starting 57600		Final 57600	Currency Paid HTG
		Is this a civil servant position of your Government? No	
		Is this a position within the UN Common System? No	

Telephone Number 0015092454418	Email Address
Address of Employer Haiti	
Number of Employees Supervised by You	
Description of Duties To train students with the use and the comprehension of a Spreadsheet Program operation with Microsoft Excel as support.	
Summarize any of Your Achievements Use of a new method of teaching based primarily on the practice. Design of modern exercises and use of other exercises recovered on the Net, supporting the development of a comprehension's logic of the use of the program.	
Reasons for Leaving End of contract	

Job Title Computer Class Teacher	Type of Business Education	From - To 01/09/2003 - 01/06/2005
Name of Employer College Coeur Immaculé de Marie		Name of Supervisor Sr. Philomène, FDM
Salaries per Annum: Starting 7200	Final 12960	Currency Paid HTG
		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 Haiti		
Number of Employees Supervised by You 0		
Description of Duties To initiate and train young people from 11 to 20 years with the use of computer and to solve minor problems.		
Summarize any of Your Achievements Use of a method of teaching centered on the practice and dynamical educational plays. Design of exercises and projects centered on the tastes and the aptitudes of the students		
Reasons for Leaving Bad working condition, insufficient wages, not promotional		

Job Title Computer Class Teacher	Type of Business Education	From - To 01/11/2002 - 01/07/2003
Name of Employer Modern Technology School		Name of Supervisor Marckenson François
Salaries per Annum: Starting 7680	Final 7680	Currency Paid HTG
		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 Haiti		
Number of Employees Supervised by You		
Description of Duties To initiate and train people to fix, repair and maintain Computers and Computers equipments		
Summarize any of Your Achievements none		
Reasons for Leaving End of contract		

Job Title Computer Class Teacher	Type of Business Education	From - To 01/09/2002 - 01/03/2005
Name of Employer Collège Classique Fémin		Name of Supervisor Mme Fabienne Rousseau
Salaries per Annum: Starting 48000	Final 48000	Currency Paid HTG
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number 0015092444435	Email Address	
Address of Employer Haiti		

Number of Employees Supervised by You	0
Description of Duties	To initiate and train young people from 11 to 20 years with the use of the computer and to solve minor problem
Summarize any of Your Achievements	Use of a method of teaching centered on the practice and dynamical educational plays. Design of exercises and projects centered on the tastes and the aptitudes of the students
Reasons for Leaving	Delicate situation with the company which assigned me at the school

Job Title	Type of Business	From - To
Computer Senior Technician	IT	01/04/2002 - 01/09/2002
Name of Employer	Name of Supervisor	
Keijzer Computer S.A.	Ing. Mercier et Matthew Smoorenburg	
Salaries per Annum:		
Starting	Final	Currency Paid
90000	90000	HTG
Is this a civil servant position of your Government?		No
Is this a position within the UN Common System?		No
Telephone Number	Email Address	
0015095119548	matthews@keijzercomputer.com	
Address of Employer		
Haiti		
Number of Employees Supervised by You		
0		
Description of Duties		
To determine the causes and to solve the breakdowns on the level of computers and data-processing networks of the customers. To advise the customers on their choice of an information processing system. Within the framework of my responsibilities, I had to work for one of the American Embassy office and the European Union office in Haiti.		
Summarize any of Your Achievements		
Configuration of the Mail server (Microsoft Exchange Server) of the European Union. (The server was down). Designing and Development of a database for the interventions of the technicians in my office.		
Reasons for Leaving		
Useless risks in work.		

Job Title	Type of Business	From - To
Head of "Jeunesse de l'Action Familiale"	Religieuse	01/11/2001 - 01/01/2005
Name of Employer	Name of Supervisor	
Archiconfrérie de la Sainte Famille d'Haiti	Rvd Père Jean Claude BERGERON	
Salaries per Annum:		
Starting	Final	Currency Paid
1	1	HTG
Is this a civil servant position of your Government?		No
Is this a position within the UN Common System?		No
Telephone Number	Email Address	
0015092245595	commissionjeunesse@yahoo.com, commissionjeunesse@h	
Address of Employer		
Haiti		
Number of Employees Supervised by You		
2000		
Description of Duties		
As the head of "Jeunesse de l'Action Familiale", I was a member of the "Conseil National de l'Archiconfrérie d'Haïti".My duties were the following: • Plan, develop and implement strategy for the reorganization and the expansion of the organization (Archiconfrérie de la Sainte Famille d'Haïti) • Manage and develop direct reporting staff • Ensure activities meet with and integrate with organisational requirements for spiritual philosophy, Catholic Church orientation and social goal. • Plan, develop and implement strategy for the heads of the parish training and development, establish and maintain appropriate systems for measuring necessary aspects of the heads of the parish training and development • Provide guidance and expertise to the heads of the parish in resolving care receiver problems or concerns. • Delegate responsibility to appropriate staff to ensure that the day-to-day functions and assigned projects are carried out. Personally manage the staff who are responsible for the specific tasks, assignments, programs & events. • Plan, develop and implement strategy for HR management and development (including recruitment and selection policy/practices, discipline, grievance, counseling, conditions of work, contracts, training and development, succession planning, morale and motivation, culture and attitudinal development, performance appraisals and quality management. • Establish and maintain appropriate systems for measuring necessary aspects of HR development To plan and organize activities for the young people aiming their social, cultural, religious formations and so forth.		
Summarize any of Your Achievements		
Delimitation of the parishes in zone. Organization of the first congress of the young people of the Holy Family with the participation of the members of the Diaspora. Constitution of a committee of follow-up of the congress and others.		
Reasons for Leaving		
End of contract. I refused to be reelected but I'm still part of staff management		

Job Title	Type of Business	From - To
Computer Senior Technician attached to Customer Support Service	IT	01/07/1998 - 01/12/2001
Name of Employer	Name of Supervisor	
Netcom S.A.	Ing. Wadner Cadet	
Salaries per Annum:		

Starting	Final	Currency Paid	Is this a civil servant position of your Government?
48000	72000	HTG	No
Telephone Number		Email Address	
0015095107039			
Address of Employer			
Haiti			
Number of Employees Supervised by You			
0			
Description of Duties			
To receive the complaints of the customers by phone or directly at my office, to determine the nature of their problems, To intervene if it is reparable by phone, if not to open a file and to transfer it towards the suitable service and to ensure the follow-up.			
Summarize any of Your Achievements			
Designing and Development of a database allowing to have a history for each customer and to better ensure the follow-up of the files			
Reasons for Leaving			
The local were in a very dangerous Zone. I've been robbed and intimidated a few times.			

Job Title	Type of Business	From - To
Computer Class Teacher	Education	01/11/1997 - 01/05/1998
Name of Employer	Name of Supervisor	
Faculté des Sciences Administratives (actually UNASMOH)	Dossous	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government?
14400	14400	HTG	No
Telephone Number		Email Address	
Address of Employer			
Haiti			
Number of Employees Supervised by You			
Description of Duties			
To initiate and train people with the use of computer and computer equipments To initiate and train people with programming logic. To initiate and train people with mathematics related to computer.			
Summarize any of Your Achievements			
none			
Reasons for Leaving			
Bad working condition, insufficient wages, not promotional.			

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 - 54 French -

List any office machines or equipment you can use:

Computer 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
Spanish	No	Not easily	Easily	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
Creole	Yes	Easily	Easily	Easily	Easily

Address

9, Imp Duplessy, Thomassin 28
Port-au-Prince Haiti
Telephone: 001-509-22559760
Fax: 001-509-37217083
Contact: Yves Laurent DELVA

Address

Ave Toussaint Louverture
Port-au-Prince Haiti

Port-au-Prince Haiti
Telephone: 001-509-2442050 extension 6892
Contact: Yves Laurent DELVA

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
Guenson BAZELAIS	Responsable des Opérations au Ministère de la Justice	Port-au-Prince, Haiti Haiti	bazelais@hotmail.com
Nadine CARDOZO RIEDL	Owner of Montana Hotel	Rue Frank Cardozo, Hotel Montana Haiti	50922294000
Simon Pierre SAINT-HILLEN	Evêque Auxiliaire de Port-au-Prince	Archevêché de Port-au-Prince Haiti	0015092455838

Personal History Profile for Alden HODZIC

General Details

1. Family name HODZIC	First Name Alden	Middle Name	Maiden Name, (if any)
2. Date of Birth 29/07/1973	3. City of Birth Sarajevo	Country of Birth Bosnia and Herzegovina	Index No 123713
4. Country of Nationality at Birth Bosnia and Herzegovina	Second Nationality (if any)	5. Country of Present Nationality Bosnia and Herzegovina	Second Nationality (if any)
6. Gender Male	7. Height [cm] 195	8. Weight [kg] 119	9. Marital Status Single
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? No			
13. What is your preferred field of work? Personnel management specialists			
14. Would you accept employment for less than six months? Yes			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when?			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? No			
18. Email Address: alden071@yahoo.com			

Education

List all university degrees or equivalent qualifications obtained.

University Name University of Bihac	City, Country Bihac Bosnia and Herzegovina	From - To Sep-2003 - Aug-2006
Main Course of Study Management	Field of Study Business & Administration	
Degree Title or Equivalent 2 (two years) post-secondary school of management in economics	Degree Type Undergraduate degree	

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

Name of School SREDNJA ELEKTROTEHNICKA SKOLA	City, Country SARAJEVO Bosnia and Herzegovina	From - To Sep-1988 - May-1992
Main Course of Study Electronics, IT and Communications		Certificate or Diploma IT/ Comms. Technician

Employment

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

Job Title Personnel Assistant	Type of Business Personnel	From - To 01/03/2010 - 01/05/2010
Name of Employer UNAKRT/DESA/Phnom Penh		Name of Supervisor Ms. E . Dupont
Salaries per Annum: Starting 55000	Final 55000	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 alden071@yahoo.com	
Address of Employer Cambodia		
Number of Employees Supervised by You		
Description of Duties Providing Administrative Assistance to all International Civilian staff (more than 120 civilians , 50 individual contractors and 50 Interns) in UNAKRT HQ Phnom Penh . As a member of Personnel section team fully engaged in all aspects of personnel work (staff administration , processing entitlements using IMIS, recruitment of International and National staff , in charge of leave records and management, advising staff on EPAS) in addition assisting the CCPO in all major projects related to the personnel (providing all kind of statistics, preparing circulars related to the personnel issues, preparing documentations for promotions panels, personally responsible for issuance and renewal on United Nations Diplomatic Passports). Performing any other duties as and when required by the Chief of Personnel.		
Summarize any of Your Achievements As a team member, I need to stress that I successfully complete all given tasks		

Reasons for Leaving
family emergency

Job Title Human Resources/Recruitment Assistant	Type of Business Human Resources	From - To 01/10/2006 - 01/03/2010
Name of Employer DPKO/UNMIT/(including pre-deployment training in PMSS/NY/HQ in duration of 4 weeks)	Name of Supervisor Mr. Aggrey KEDOGO, UNMIT/CCPO	
Salaries per Annum:		
Starting 55559	Final 55559	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 001212963 0099		Email Address hodzic@un.org or alden071@yahoo.com
Address of Employer East Timor		
Number of Employees Supervised by You 1		
Description of Duties As a part of UNMIT/PMSS "Tiger Team" and under the direct supervision of the Team leader, I am involved in the complete recruitment process for International Civilian staff (from FS to D-1 level). My duties include: Reviewing the candidates profile in Nucleus, preparing the long/short lists of Technically Cleared candidates for further review of Program Managers and CCPO. Contacting selecting candidates in order to ascertain availability and also advising them regarding pre-recruitment procedures. Processing offers of appointment, release and reassignment faxes (including requests for the staff members on TDY's) using SUPER TRACK IN NUCLEUS (I had pre-deployment training in duration of 4 weeks in PMSS/NY HQ). Liaising on the daily basis with PMSS /NY and HrHelpdesk/NY regarding any issuance of Index Numbers and closing of TRACKS. Providing assistance to the UNMIT personnel section in administrative and staffing issues. Performing all other duties recruitment related as and when required by NY/PMSS, CCPO and Team leader.		
Summarize any of Your Achievements As a team member, I need to stress that I successfully complete all given tasks		
Reasons for Leaving Offer with UNAKRT/Cambodia		

Job Title REGIONAL PERSONNEL ASSISTANT KISANGANI (OIC Personnel Section)	Type of Business ADMINISTRATION	From - To 01/11/2003 - 01/04/2005
Name of Employer DPKO/MONUC/KISNAGANI	Name of Supervisor MICHAEL O'DONNELL	
Salaries per Annum:		
Starting 44871	Final 44871	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 0012129630103		Email Address hodzic@un.org
Address of Employer Congo, Dem. Rep.		
Number of Employees Supervised by You 2		
Description of Duties REGIONAL PERSONNEL ASSISTANT (OIC PERSONNEL) for Sector 2 Kisnagani. Providing admin. assistance for more than 270 UN staff (144 National Staff, 55 International staff,55 local staff, 20 IC contrators) responding to their queries and providing relevant guidance and interpretation of rules and procedures.Administering and recording the leave. Recruitment of national staff (Complete procedure -advertising the posts, colecting the applications, testing candidates laising with section chiefs...).Advising staff on their entitlements, allowances and other benefits. Preparing Monthly MSA Report. Preparing the monthly staffing lists and producing a relevant reports to the RAO.Performing other duties as and when required by RAO.		
Summarize any of Your Achievements Main goal: To organize Personnel Section service-oriented and timely-effective in acordance with UN rules and regulations		
Reasons for Leaving Family/Personal reasons		

Job Title REGIONAL PERSONNEL ASSISTANT MBANDAKA (OIC PERSONNEL)	Type of Business ADMINISTRATION	From - To 01/05/2003 - 01/11/2003
Name of Employer DPKO/MONUC/MBANDAKA	Name of Supervisor CARLOS POLACARO	
Salaries per Annum:		
Starting 44871	Final 44871	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 0012129630103		Email Address hodzic@un.org
Address of Employer Congo, Dem. Rep.		
Number of Employees Supervised by You 2		

Description of Duties

REGIONAL PERSONNEL ASSISTANT (OIC PERSONNEL), MONUC SECTOR 1. Providing admin. assistance for more than 100 UN staff (55 National staff, 25 International staff, 20 UNV's, 10 Contractors), responding to their queries and providing relevant guidance and interpretation of rules and procedures. Maintaining and updating the personnel files. Recruitment of National staff (Complete procedure- advertising the posts, testing of candidates, preparing the roster, liaising with the Section chiefs ..). Preparing Monthly MSA report. Preparing monthly staffing list and producing relevant reports to SAO and DOA as required. Collecting and reviewing the proposals for a new budget and producing relevant report to the CCPO and DOA. Advising staff on their entitlements, allowances and other benefits. Performing other duties as and when required by SAO.

Summarize any of Your Achievements

Organized and established a Personnel section in Sector-1 according to the UN rules and regulations. Managed to recruit - fill in all vacancy's within Sector 1. Prepared and conducted a workshop for all International, National and UNV staff in Sector 1.

Reasons for Leaving

REASSIGNMENT TO 2nd biggest Sector in Mission as RPA-OIC Personnel

Job Title	Type of Business	From - To
PERSONNEL ASSISTANT/ INTERNATIONAL STAFF UNIT/MONUC HQ KINSHASA	ADMINISTRATION	01/05/2001 - 01/05/2003
Name of Employer	Name of Supervisor	
DPKO/MONUC/KINSHASA	Ms Catherine Rolland/CCPO	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
44871	44871	USD	Is this a position within the UN Common System? Yes

Telephone Number	Email Address
0012129630103	hodzic@un.org

Address of Employer
Congo, Dem. Rep.

Number of Employees Supervised by You
1

Description of Duties

Providing administrative assistance to International civilian staff , responding to their queries and providing relevant guidance and interpretation of Rules and regulations. Liaising with Finance and Travel Section on relevant matters. Preparing Monthly MSA report for more than 600 staff, Adminstrating and recording leave, Assisting to CCPO in recruitment of International staff(drafting memos to the chief of Sections, preparing Applications for DPKO...etc), Advising and asisting staff with regard of UNHQ medical and dental health insurance.Following up by telephone and E:-mail on Personnel matters that need urgent attention/action. Performing other duties as and when required by the CCPO.

Summarize any of Your Achievements

Organized and establised a new system of controlling movement of staff members inside and outside mission area (very important for payment of Hazard pay and MSA).Prepared and conduted orientation training for all new arrivals (Nat. Staff, UNV's, INT. staff) Preformed all admin. work for the first group of UNV's. Assisted to CCPO in all major projects(MSA survey,Budget issues, Staffing issues,Recruitment,Promotions and SPA panels, etc...)

Reasons for Leaving

PROMOTION INTO REGIONAL PERSONNEL ASSISTANT FOR SECTOR 1

Job Title	Type of Business	From - To
PERSONNEL CLERK/ INTERNATIONAL STAFF UNIT/UNMBIH-SARAJEVO	ADMINISTRATION	01/12/1996 - 01/05/2001
Name of Employer	Name of Supervisor	
DPKO/UNMBIH/SARAJEVO	Ms Laura LONDEN/CCPO	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
15242	15242	USD	Is this a position within the UN Common System? Yes

Telephone Number	Email Address
387033496175	hodzic@un.org

Address of Employer
Bosnia and Herzegovina

Number of Employees Supervised by You
0

Description of Duties

PERSONNEL CLERK FOR INTERNATIONAL STAFF UNIT. Providing administrative assistance to International civilian personnel and advising the staff on their entitlements allowances and benefits and on matters pertaining to their contractual status and obligations. Assisting CCPO in recruitment of International staff (receiving applications, preparing memos for section chiefs, preparing application to AR , sending short lists to DPKO). Issuing attestations for International staff members. Preparing memos related to personnel issues. Responsible for issuance renewal and extensions of UNLP's.Screening requests for HLT and FVT.Maintaining and updating the Personnel files and ensuring secure custody of Personnel records.Performing other duties as and when required by the CCPO.

Summarize any of Your Achievements

Organized filling system for Personnel Section (International staff Unit). Prepared training program for new appointed National staff in Personnel section.

Reasons for Leaving

OFFER WITH MONUC

Job Title	Type of Business	From - To
POLICE/SECURITY AND SAFETY OFFICER	Security	01/04/1992 - 01/12/1995
Name of Employer	Name of Supervisor	
MINISTRY OF INTERIOR AFFAIRS BOSNIA AND HERZEGOVINA	MR. BAJRO CESKO	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? Yes
6000	6000	BAM	Is this a position within the UN Common System? No

Telephone Number	Email Address
Address of Employer Bosnia and Herzegovina	
Number of Employees Supervised by You	
Description of Duties Providing security to the VIP's and buildings of importance, conducting mobile patrols. Preparing situation reports, investigation of incidents and accidents and all other tasks as requested by the supervisor.	
Summarize any of Your Achievements a	
Reasons for Leaving I was wounded performing my duty .	

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 - **70** French - **30**

List any office machines or equipment you can use:

I can use any kind of office machines or equipment (already 12 years in UN system/Personnel Section)

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

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
Italian	No	Easily	Easily	Not easily	Easily
Serbo Croatian	Yes	Easily	Easily	Easily	Easily

Address

Fetaha Becirbegovica 33
Sarajevo Bosnia and Herzegovina
Telephone: 387-33-521745
Fax: 387-61-202111

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
Richard MALIKONGWA	Administrative officer	Gabarone, Botswana Botswana	26771309990 rmalikongwa@hotmail.com
Schulman MARK	MA Candidate in Int. Rel. and Economics	Johns Hopkins University Washington Botswana	Mschulman@hotmail.com
Tessa RUSSO	Administration	c/o Russo S.A. P.O. Box 38Pourt-u-Prince, Haiti (W.I) Botswana	5094012772 tessarusso@yahoo.com

Personal History Profile for Zijada HODZIC

General Details

1. Family name HODZIC	First Name Zijada	Middle Name	Maiden Name, (if any)
2. Date of Birth 06/01/1965	3. City of Birth Zenica	Country of Birth Bosnia and Herzegovina	Index No 545515
4. Country of Nationality at Birth Bosnia and Herzegovina	Second Nationality (if any)	5. Country of Present Nationality Bosnia and Herzegovina	Second Nationality (if any)
6. Gender Female	7. Height [cm] 175	8. Weight [kg] 75	9. Marital Status Single
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? No			
13. What is your preferred field of work? 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? 01/10/2005			
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: zijadahodzic@hotmail.com			

Education

List all university degrees or equivalent qualifications obtained.

University Name Faculty of Mechanical Engineering Sarajevo University, BiH	City, Country Sarajevo Bosnia and Herzegovina	From - To Sep-1995 - Dec-1999
Main Course of Study Mechanical Engineering	Field of Study Engineering & Engineering Trades	
Degree Title or Equivalent B.S. in Mechanical Engineering	Degree Type Bachelor of Sciences	

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

Name of School Grammar School	City, Country Zenica Bosnia and Herzegovina	From - To Sep-1979 - May-1983
Main Course of Study classic grammar school		Certificate or Diploma High School Diploma

Employment

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

Job Title Associate Human Resources Officer	Type of Business Human Resources	From - To 01/04/2009 -
Name of Employer UNMIS		Name of Supervisor Ms. Pascaliah OMIYA, Personnel Officer
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 Sudan		
Number of Employees Supervised by You		
Description of Duties ..		
Summarize any of Your Achievements ..		
Reasons for Leaving Still at the same post		

Job Title Staffing Officer, Civilian Personnel Section		Type of Business Personnel Management	From - To 01/06/2007 - 01/12/2008
Name of Employer UNMIK, Kosovo		Name of Supervisor Jose Aguirre, Chief Personnel Management Unit	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
2600	2600	USD	Is this a position within the UN Common System? Yes
Telephone Number		Email Address hodzicz@un.org	
Address of Employer Yugoslavia			
Number of Employees Supervised by You 1			
Description of Duties Some of the duties performed while coordinating and facilitating PAS implementation for all UNMIK: Receiving and reviewing the PAS Reports submitted by approximately 2300 staff members (S/Ms) during the three stages of the PAS Cycle; Providing guidance and advice to all staff members and PAS Focal Points on PAS issues; Making recommendations to the PAS focal points / staff members / supervisors to conform to PAS policies / requirements while editing inaccurate/incomplete documents; Reviewing PAS Reports submitted by departing staff members to ensure that they meet the PAS requirements and coordinating and liaising with Personnel Check-out Section on end-of-mission assignments and departing staff member's PAS obligations; Registering all completed PAS reports in FPMS/IMIS systems, i.e. the final ratings and the supervisors' comments for individual staff members; Forwarding completed PAS reports to the respective PMU Personnel Assistants for inclusion into the S/M's official file and/or submission to FPD/DFS/DPKO; Managing a comprehensive filing and tracking system.			
Summarize any of Your Achievements Due to internal reassignments within the Personnel Section and staff shortage in the PAS Unit during the 2006-07 PAS Cycle, the PAS Unit was far behind the PAS submission schedule. After I assumed the function of the PAS Unit Coordinator, I have initiated a comprehensive review process backtracking all the pending PAS Reports. This has resulted in a precedent getting achievement of 99% PAS compliance for the 2006-07 PAS Cycle and 97% PAS compliance for 2007-08 PAS Cycle for more than 2300 S/Ms.			
Reasons for Leaving My current contract expires on 31 December 2008 and I am not intending to extend it.			

Job Title Staffing Officer, UNMIK Recruitment Task Force		Type of Business Human Resources	From - To 01/01/2007 - 01/06/2007
Name of Employer UNMIK, Kosovo		Name of Supervisor Ms. Romana Rauf, CAS	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
26000	26000	USD	Is this a position within the UN Common System? Yes
Telephone Number		Email Address hodzicz@un.org	
Address of Employer Yugoslavia			
Number of Employees Supervised by You			
Description of Duties In carrying out the UNMIK Task Force mandate, performing the following activities: - Reviewing current list of UNMIK vacancies to strategize and prioritize, targeting essential posts and those can be quickly filled. - Developing and implementing Task Force operation scheme to exploit team members skills and maximize work efficiency and results. - Assisting Program Managers by suggesting creative and innovative strategies to overcome challenges and bottle necks in the recruitment process. - Closely tracking and monitoring recruitment cases, maintaining current and accurate status record for all recruitment. - Advising Program Managers on Technical Clearance requirements and on issues related to Nucleus system. - Advising program Managers on best practices in drafting interview panel reports and comparative evaluation form. - Reviewing and assuring quality of all interview reports and competitive evaluation forms before forwarding to DPKO HQ (PMSS). - Assisting Program Managers, if required, in all aspects of interview process including convening of interview panels. - Liaising with UNMIK CCPO to assure that recruitment activities are well integrated and consistent with UNDPKO policies and requirements. - Liaising with UNMIK CCPO to expedite processing of UNMIK recruitments including Initial Clearance and Issuing of Offers of Appointments. - Providing regular updates to UNMIK DOA on status of recruitment.			
Summarize any of Your Achievements I have contributed significantly to the overall results achieved by the Task Force i.e. within 13 weeks, Task Force processed one hundred and five recruitments, out of which sixty international staff members joined the mission. I was responsible for the recruitment of Individual Contractors and managed to bring 15 ICs during this period.			
Reasons for Leaving Recruitment Task Force dissolved effective 28 May 2007			

Job Title Staffing Officer, Department of Civil Administration		Type of Business Administration/Human Resources	From - To 01/09/2003 - 01/01/2007
Name of Employer UNMIK, Kosovo		Name of Supervisor William Gardner, Executive Officer	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
26000	26000	USD	Is this a position within the UN Common System? Yes
Telephone Number 38138504604		Email Address hodzicz@un.org	
Address of Employer Yugoslavia			

Number of Employees Supervised by You

Description of Duties

As the immediate assistant to the Executive Officer managing and coordinating with the DOA of all the personnel management functions of UNMIK DCA. Some of the duties performed: - Acting as the focal point for the recruitment of both international and national staff between the DCA-Executive Office and the Staffing Support Office, following up and reporting back on all the phases of recruitment requests (finalization of job description, preparation of vacancy announcements, review of applications and preparation of short-lists, obtaining budget clearances, timely follow up the status of the vacancy announcements up to holding of the interviews, arranging and holding the selection interviews in close coordination with the Staffing Support Unit, scheduling and attending the selection interviews as the secretary of selection panels, summarizing the comparative evaluation reports and preparing the minutes of selection panel meetings, following up the finalization of the recruitment with the SSU,); Liaising with the Budget and Cost Control Unit in following up the status of the budget clearances for recruitment requests, as well as the status of vacant posts in DCA; Responsible for preparation and maintenance of DCA Staffing List; Liaising with other departments / regions / municipalities on the personnel management matters of both international and national staff; Acting as the focal Point for the DCA Warden System; Under the overall supervision of the Administrative Officer and close collaboration of the Head of DCA Archive Unit: - Reviewing records that have been electronically archived - Preparing the following tables on weekly basis: " Finalized Records for Filing" and "Monitoring of Scanned Records" - Preparing listing of folders located in C-4 Acting as Officer-in-Charge of DCA Archive Unit in the absence of the Head of Archive Unit.

Summarize any of Your Achievements

Introduced the matrix system for screening, short-listing and finalizing the recruitment procedures in UNMIK Pillar II (DCA) and served as the focal point on the subject matters for the offices of DSRSG and DDSRSG; Assisted and advised the DDSRSG on his coordination with the DOA on all UNMIK Pillar II recruitment issues including monitoring the allocation of post numbers and with the development of the strategy and implementation of the ongoing Pillar II downsizing exercise.

Reasons for Leaving

Temporarily assignment to UNMIK Recruitment Task Force

Job Title	Type of Business	From - To
Personal Assistant	Administration	01/05/2003 - 01/09/2003
Name of Employer	Name of Supervisor	
OSCE Mission in Bosnia and Herzegovina	Dr. Ernst M. Luschies, Head of Public Administration Reform Unit	
Salaries per Annum:		
Starting	Final	Currency Paid
19400	19400	BAM
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number	Email Address	
	zijada072@yahoo.com	
Address of Employer		
Bosnia and Herzegovina		
Number of Employees Supervised by You		
Description of Duties		
As the Personal Assistant to the Director of the Public Administration Reform Department, managing internal and external liaison disseminating and receiving information as well as managing all the correspondence on behalf of the Director; - Assisting the Director with the coordination of submission of budget proposals for the projects within the work program; - Also serving as the focal point for all the coordination between the front office and PARD field offices of OSCE Mission in Bosnia and Herzegovina; - Organizing conferences, seminars and meetings, drafting all relevant correspondence including preparing reports and providing high level translation when required; - Providing background information and preparing files for the Director on all public administration matters in both the Federation of Bosnia and Herzegovina and Republika Srpska; - Monitoring and advising the Director on the compliance of all the field offices with the overall policies established by the PARD.		
Summarize any of Your Achievements		
Assisted the Director in the establishment of the first Public Administration Reform Department in OSCE Mission in Bosnia and Herzegovina with four regional offices; Served as the focal point for all the coordination between the front office and PARD field offices of OSCE Mission in Bosnia and Herzegovina.		
Reasons for Leaving		
New job in UNMIK		

Job Title	Type of Business	From - To
Personnel Assistant	Administrative	01/09/2000 - 01/02/2003
Name of Employer	Name of Supervisor	
UNMIBH, IPTF Personnel Section	Ms. Viviane COLIN, IPTF Chief of Personnel	
Salaries per Annum:		
Starting	Final	Currency Paid
12346	12349	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		
Supervising and monitoring the work of Regional Personnel Offices in carrying out all personnel related jobs including preparations of attendance reports, update personal files on all types of absence from duty and maintenance of the IPTF filing system on the subject matters; Maintaining and updating IPTF Personnel database in Lotus Notes and Microsoft Access (approximately 1800 monitors in the Mission) on a daily basis; Advising IPTF CivPols on the Mission policy, their rights and responsibilities, code of conduct, etc; Assisting personnel officers with preparation of the guidelines and/or interpretation of rules and regulations and entitlements of IPTF monitors; Processing the personal files for final payment and reimbursement requests, POV requests for submission to the Chief Civilian Personnel Officer/Finance Office.		
Summarize any of Your Achievements		
Initiated the training programs for the IPTF regional administrative officers on all personnel issues providing mission wide confirmity with the UN administrative SOP; Served as the focal point for CCPOs office regarding IPTF personnel matters.		
Reasons for Leaving		
Closure of the Mission		

Job Title	Type of Business	From - To
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Senior Administrative Assistant		Administrative		01/02/2000 - 01/08/2000	
Name of Employer			Name of Supervisor		
UNMIBH, Border Service Department (BSD)			Mr. Michael CHANDLER, Border Service Department, Coordinator		
Salaries per Annum:					
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No		
12346	12346	USD	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					
Liaison between the Federation of Bosnia and Herzegovina/Republika Srpska Governments and UNMIBH BSD; Drafting correspondence and reports on the behalf of the Coordinator; Organizing the work schedule of the Coordinator, arranging meetings with/without prior approval based upon personal knowledge of the Coordinator's workload, current priorities and requirements; Providing advice on State Border Service and other related local institutions when required; Compiling and maintaining a data bank of the key personalities in BiH (government officials, ministers and members of diplomatic corps); Preparing travel authorisations requests and travel itinerary, handling independently the personnel/administrative enquiries and other details and directing the queries to the relevant office; Providing high level translation services at meetings with the state officials; Developing and maintaining the filing system of the BSD documents.					
Summarize any of Your Achievements					
Assisted with the establishment of both the UNMIBH BSD and State Border Service of Bosnia and Herzegovina.					
Reasons for Leaving					
New job					

Job Title		Type of Business		From - To	
Senior Administrative Assistant		Administrative		01/01/1998 - 01/02/2000	
Name of Employer			Name of Supervisor		
UNMIBH, Civil Affairs			Dr. Ismail YILMAZ, Civil Affairs Coordinator (CAC) / Regional Representative (RR), UNMIBH Region Bih		
Salaries per Annum:					
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No		
12346	12346	USD	Is this a position within the UN Common System? Yes		
Telephone Number			Email Address		
			hodzicz@un.org		
Address of Employer					
Bosnia and Herzegovina					
Number of Employees Supervised by You					
11					
Description of Duties					
Collecting information and assisting the CAC/RR in monitoring and assessing the political/police/judicial system in UN Civil Affairs Region Bihac covering 11 municipalities both in the Federation of Bosnia and Herzegovina and Republika Srpska; Keeping abreast of current political and socio-economic developments in relation to the UNMIBH mandate and advising the CAC/RR; Maintaining and developing contacts with the local and international officials in UNMIBH Region Bihac; Drafting routine correspondence based on instructions received and/or on the basis of institutional memory; Providing both oral and written translation services to the CAC/RR; Arranging and attending high level meetings between UNMIBH and local officials and providing high level translation services when required; Providing administrative assistance to UNMIBH Region Bihac and coordinating all administrative matters both with the Main HQ and the field offices; Reviewing and routing correspondence to ensure timely information flow; As the senior administrative/language assistant monitoring both professional and administrative responsibilities of the II language assistants both at the Regional HQ and field offices.					
Summarize any of Your Achievements					
Assisted with the establishment of the largest UNMIBH Region in Bihac covering 11 municipalities both in the Federation of Bosnia and Herzegovina and Republika Srpska; Assisted the CAC/RR in tackling the 1999 Drvar riots and later securing the biggest number of Serb returns to one municipality in post-war Bosnia.					
Reasons for Leaving					
New job					

Job Title		Type of Business		From - To	
Administrative Assistant		Administrative Assistant		01/06/1996 - 01/12/1996	
Name of Employer			Name of Supervisor		
UNMIBH, IPTF (International Police Task Force)			IPTF Station Commander		
Salaries per Annum:					
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No		
11000	11000	USD	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					

Informing IPTF Station Commander and Operations Officers on post-war political situation in both Zenica and Bosnia and Herzegovina; Advising the Station Commander and the rest of the monitors in the Station on UN administrative issues; Translating documents related to police, human rights, legal and military material, IPTF affairs, statements related to IPTF investigations and human rights cases, correspondence with the local authorities; Managing all daily correspondence to and from IPTF Station Commander on behalf of the Station Commander; Handling independently the personnel/administrative enquiries and other details and forwarding them to the relevant UNMIBH offices.

Summarize any of Your Achievements

Assisted the Station Commander in ensuring that all IPTF monitors comply with the UN rules and regulations, particularly regarding the code of conduct.

Reasons for Leaving

Studies

Job Title	Type of Business	From - To
Personal Assistant and Language Assistant to TURKBGDE Commander	Administrative	01/07/1995 - 01/06/1996
Name of Employer	Name of Supervisor	
UNPROFOR - IFOR - TURKBGDE	Col. Ahmet BERBEROGLU	
Salaries per Annum:		
Starting	Final	Currency Paid
10000	10000	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		
Serving as the CIMIC UNPROFOR/IFOR TURKBGDE focal point for the local and international officials; Advising the Commander on current political developments in Zenica District (Canton) as well as in BiH; Providing secretarial assistance to the Commander including arranging meetings and appointments in a difficult, fresh post-war environment; Accompanying the Commander at his meetings with Cantonal officials and providing with high level translation services; Translating sensitive/confidential official correspondence and documents on a wide range of topics.		
Summarize any of Your Achievements		
Served as the CIMIC UNPROFOR/IFOR TURKBGDE focal point for the local and international officials.		
Reasons for Leaving		
New job		

Job Title	Type of Business	From - To
Chief of Protocol to Zenica Governor	Administration	01/02/1994 - 01/07/1995
Name of Employer	Name of Supervisor	
Zenica Canton Government	Mr. Hasib HODZIC, Governor	
Salaries per Annum:		
Starting	Final	Currency Paid
25	25	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	
	zijada072@yahoo.com	
Address of Employer		
Bosnia and Herzegovina		
Number of Employees Supervised by You		
8		
Description of Duties		
During the most difficult days of the Bosnian war, acting as the principal liaison between the Governors office and the offices of the senior BiH officials, in particular the Cabinet of President Alija Izetbegovic and the Federal Government of Bosnia and Herzegovina assisting in arranging visits, high-level meetings and communication. Coordinating and acting as the focal point between the Governors office and the Protocol Department of the Ministry of Foreign Affairs of BiH ensuring high-level visitors are duly received; maintaining continuous contact with all actors before and during the visit, including the police escort. Coordinating and acting as the focal point in the Governors office for members of the International Community who visit Zenica Canton regularly; ensuring that all actors in Zenica Canton Government, in particular the Press Office, are given timely and accurate details of the visit; Assisting in arranging meetings and conferences as required, in particular meetings of the senior BiH officials during their stay in Zenica Canton. When required, accompanying and supporting the Governor in his field trips and preparing reports and notes for the file; Establishing and maintaining contacts with the media.		
Summarize any of Your Achievements		
During the most difficult days of the Bosnian war, acted as the principal liaison between the Governors office and the offices of the senior BiH officials, in particular the Cabinet of President Alija Izetbegovic and the Federal Government of Bosnia and Herzegovina assisting in arranging visits, high-level meetings and communication.		
Reasons for Leaving		
New job		

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

Language	Mother Tongue	Speak	Read	Write	Understand
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
Serbo Croatian	Yes	Easily	Easily	Easily	Easily

Address

15 Geteova Street
Sarajevo Bosnia and Herzegovina
Telephone: 387-33-459573
Fax: 387-61-155328
Contact: Zijada Hodzic

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
Ivan BETTYAR	Senior Civil Affairs Officer	UNMIK Liaison Office Belgrade Yugoslavia	38138504 604 bettyar@un.org
J CARTER	Head of Civil Affairs	MINUSTAh Yugoslavia	carterj@un.org
Ismail YILMAZ	Senior Civil Affairs Officer	UNMIK Yugoslavia	37744500081 yilmaz@un.org

Personal History Profile for Fatin KANA

General Details

1. Family name KANA	First Name Fatin	Middle Name Ismael Ishaya	Maiden Name, (if any)
2. Date of Birth 27/06/1974	3. City of Birth Baghdad	Country of Birth Iraq	Index No
4. Country of Nationality at Birth Iraq	Second Nationality (if any)	5. Country of Present Nationality Iraq	Second Nationality (if any)
6. Gender Female	7. Height [cm] 158	8. Weight [kg] 62	9. Marital Status Single
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? No			
13. What is your preferred field of work? Administrative 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? 01/01/2001			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? No			
18. Email Address: fatin_kana@yahoo.com			

Education

List all university degrees or equivalent qualifications obtained.

University Name University of Phoenix (Ongoing study)	City, Country Phoenix United States of America	From - To Jul-2006 - Jun-2008
Main Course of Study Management	Field of Study Business & Administration	
Degree Title or Equivalent Masters of Business Administration	Degree Type Masters	

University Name Baghdad University	City, Country Baghdad Iraq	From - To Oct-1993 - Jul-1996
Main Course of Study Other Engineering	Field of Study Engineering & Engineering Trades	
Degree Title or Equivalent Bachelor in Computer Engineering & Science	Degree Type Bachelor of Sciences	

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

Name of School UNAMI	City, Country Amman Jordan	From - To Sep-2005 - Sep-2005
Main Course of Study Training on Temporary Duty Assignment (TDY) & Assignment of Locally-Recruited		Certificate or Diploma Certificate

Name of School UNAMI	City, Country Amman Jordan	From - To Jun-2005 - Jun-2005
Main Course of Study UN Core Values and Competencies Workshop.		Certificate or Diploma Certificate

Name of School UNAMI	City, Country Amman Jordan	From - To May-2005 - May-2005
Main Course of Study Sexual Exploitation and AbuseHIV/AIDS Awareness Workshop		Certificate or Diploma Certificate

Name of School UNAMI	City, Country Kuwait Kuwait	From - To Mar-2005 - Mar-2005
Main Course of Study Time & Attendance Monitoring Workshop		Certificate or Diploma Certificate

Name of School UNSECOORD	City, Country Amman Jordan	From - To Aug-2004 - Aug-2004
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Main Course of Study Security in the Field		Certificate or Diploma Certificate
Name of School Al Nahda High School	City, Country Baghdad Iraq	From - To Oct-1990 - Jun-1992
Main Course of Study Scientific Study		Certificate or Diploma High School Degree
Name of School Al Nahda High School	City, Country Baghdad Iraq	From - To Oct-1988 - Jun-1990
Main Course of Study Secondary		Certificate or Diploma Secondary Diplomas

Employment

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

Job Title Administrative Assistant / HR Assistant	Type of Business Administration	From - To 01/04/2006 -
Name of Employer UNMIS (United Nations Mission in Sudan)		Name of Supervisor Theodore Rectenwald , Sajjad M. Malik
Salaries per Annum: Starting 52764	Final 52764	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 249187086000	Email Address kanaf@un.or, fatin_kana@yahoo.com	
Address of Employer Sudan		
Number of Employees Supervised by You 2		
Description of Duties Initiate, process & follow-up on actions related to RRR HR activities such as recruitment, relocation, promotion, performance appraisal, job classification reviews, separation & training, ensuring consistency in the application of regulations & procedures; Provide advice & guidance to RRR staff with respect to HR & administrative procedures, processes & practices. Maintain & review RRR organizational staffing tables & structure, review IMIS reports. Maintain human resources related statistics and prepare periodic reports on staffing matters; Verify administrative data & records such as time & attendance of RRR staff; Review entitlements & related claims of RRR Staff & process them through the relevant units; Provide general office support, services, process, draft, edit , proofread and finalize for signature/approval a variety of correspondence and other communications; set up and maintain files/records(electronic and paper); Monitor status of RRR expenditures & update budget tables. Consolidate data received & provide support to higher-level RRR staff (Planning Officer, Deputy Director & Director) with respect to budget reviews; Assist in the preparation of budget performance submissions including training budget, staffing, RBB, QIPs & Workshops; Prepare, process & follow-up on administrative arrangements & forms related to the official travel of staff & draft routine correspondence; Maintain files of rules, regulations & administrative instructions. Maintain up-to-date work unit files. Coordinate with service units & liaise with internal team members both at HQs & in the field. Perform other duties, e.g. operational travel programme, physical space planning & the identification of office technology needs & maintenance of equipment, software & systems, organize & coordinate administrative arrangements for seminars, conferences & translations. Train junior staff.		
Summarize any of Your Achievements During my services with UNMIS-RRR since Apr. 2006 I was able to: Process and finalize the recruitment of number of national and International staff; Relocated RRR office to the UNMIS new HQ in Khartoum; Coordinate with other sections to finalize the establishment of RRR offices in Khartoum and the regions; Established internal administrative office procedures for RRR offices country wide; Established and maintain an updated structure and staffing table for RRR; Established and maintain updated training matrix for RRR staff; Established travel plan to forecast RRR staff movements and leaves; Established effective relationships with key contacts in relevant sections of the mission; Visited RRR Office in the South in order to provide them with Admin Support and Train the Admin Staff there; Participated in UNMIS E-PAS training in order to provide the support to RRR Staff while processing their E-PAS; Participated in UNMIS Archiving training in order to backup and archive all RRR records; Provided training to RRR office assistants in Khartoum and Juba; Helped in identifying and submitting the training plan for Financial Year 2007/2008 for budget purposes;		
Reasons for Leaving Seeking a better post to improve my career.		

Job Title Officer In Charge	Type of Business Officer In Charge of Security	From - To 01/09/2003 - 01/12/2003
Name of Employer UNDSS (United Nations Department of Safety & Security)		Name of Supervisor Robert Adolph, Alan Brimlow
Salaries per Annum: Starting 11907	Final 11907	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 kanaf@un.org, fatin_kana@yahoo.com	
Address of Employer Iraq		
Number of Employees Supervised by You 10		
Description of Duties		

- Review the security situation in the country and report to CFSCO- Advise staff members on the security situation.- Attend the Local Security Management Team meetings- Prepare and update the national staff duty roster.- Responsible for the radio room & operations room in day to day operations duties.- Responsible for issuance of ID cards for the national staff.- Responsible for preparing and submitting the daily head count of all UN staff in Baghdad. - Coordinate between UNSECOORD and other UN agencies OICs in all security related issues. - Update all UN agencies OICs on any Security update/circular.

Summarize any of Your Achievements

- Working as OIC for my agency after the UN blast and the evacuation of the International staff, has improved my managerial skills as well as the team soul.- Also being OIC has built up my communication skills with my colleagues in UNSECOORD as well as the OICs of other UN agencies. - Stayed in contact with the families of UN blast victims, and built up trust with these families. - I have built the trust with my HQ Office and stayed in contact with them on daily basis. - I was also responsible for giving the clearances (in terms of security) to the persons and vehicles to pass through the UN compound. - Responsible for preparing the duty roster for security staff. - Updated the country warden system. - Coordinated with other agencies security officer to get the agencies daily head count. - Also performed all my administrative duties, in terms of managing UNSECOORD staff in their attendance, salaries, logistical needs, etc.

Reasons for Leaving

Remained in the same job and I was offered different type of contract

Job Title HR & Administrative Security Support Officer a.i.	Type of Business Administration & HR	From - To 01/08/2003 - 01/04/2006
Name of Employer UNDSS (United Nations Department of Safety & Security)	Name of Supervisor Mr. Christoffel Du Toit, Mr. Mohammad Haque	
Salaries per Annum: Starting 11907	Final 11907	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 96265522949	Email Address fatin_kana@yahoo.com	
Address of Employer Jordan		
Number of Employees Supervised by You 12		
Description of Duties My duties were to: Act as HR focal point for all UNDSS staff; Maintain updated records of all UNDSS International and National employees; Manage all FSOs moves including rotation between Baghdad, Amman, Kuwait, Basrah and Erbil and management of backstopping; Participate in National & International Staff recruitment procedures including short listing and interviewing; Maintain and process attendance sheets for all National and International Staff; Brief International & National Staff on all HR rules and regulations; Responsible for movement/deployment of our staff from/to Iraq, providing them with all the logistical & operational support, like hotel reservations, flight booking, and transportation; Facilitate the staff visas and residencies if applicable; Created a data base for all UNDSS staff (International & National) and maintained proper update on this data base; Produce routine IT weekly and monthly progress reports; Assess and advise on effectiveness and compatibility of proposed computer software; Support the integration of Personnel Tracking System software and develop a plan for effective integration of the software package into the DSS Iraq information flow; Maintain balance sheet records for the DSS budget line; Investigate and report on any discrepancies between expenditures and account; Translate, draft and prepare correspondence and e-mail for supervisor signature/approval; Read and update supervisor's postal mail and e-mail lists; Create, maintain and update security archive hardcopies and electronic files; Arrange internal and external appointments and meetings; Draft agendas and minutes as required; Provide administrative services support for Chief Security; Backstop Security Support Officer (Logistics)		
Summarize any of Your Achievements In 2005 I was part of a team responsible of integrating DDS with DPKO mission in Iraq (UNAMI). Participated directly in the recruitment process of 30 national & 73 international staff under DPKO contract in different locations within UNAMI mission area (Amman, Iraq & Kuwait). Working with UNDSS since 1 August 2003, gave me the experience to deal with complex situations, especially during and after the UN Blast on 19 Aug 2003 in UN HQ in Baghdad. During my employment with UNDSS I was also responsible for the following:- I have been directly involved with staff head count and evacuation of all International & Injured National Staff. Assist in liaison with the MNFI and the families of the victims. I have kept good communication skills with all the blast victims and their families. I was also accountable for preparing the daily head count of all UN Staff and report back to New York on daily basis.- Drafting minutes of the SMTs (Security Management Team Meetings) during and after the UN blast. Also organizing administrative and operational matters of the SMTs.- I was also reporting to the UN designated official when required.- After the evacuation of all International staff that took place after the UN Blast, I was appointed as the national OIC (Officer in Charge) of my agency, and I had kept the team work with my national colleagues up to the standard, in means of reporting to New York and performing our daily duties.- I was then called by my agency to start up a new office in Jordan, and I started establishing the new office with a small team (2 International staff and myself), providing the office with the support needed in different fields (Logistical, Technical, Administrative & HR).- Because of my Technological background, I am also the IT troubleshooter of my agency and I am responsible for providing the staff with the SOPs (Standard Operational Procedures) of any new software or hardware installed on the PCs. - Also increased my knowledge in all UN Staff Rules and Regulation. - The above experience helped me to understand clearly the team work and the accountability by meeting my deadlines in reporting.		
Reasons for Leaving Offered an International job with UNMIS		

Job Title Administrative Assistant & HR Focal Point	Type of Business Admin. & IT	From - To 01/06/2003 - 01/08/2003
Name of Employer UNWFP (World Food Programme)	Name of Supervisor Robert Kasca	
Salaries per Annum: Starting 8736	Final 8736	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 Iraq		
Number of Employees Supervised by You 3		
Description of Duties Assisted with daily administrative operations of IT and Telecommunications department of the UNWFP. Assisted with HR, financial, administrative, and travel issues related to IT Unit. - Interacted with the Inter-Agency on the projects of IT and TC support and equipment distribution; Assisted with the international and local travel of staff and movement of goods in line with security guidelines and recommendations for the UN community in Iraq; Maintained petty cash expenditures and reporting; Assisted with the everyday logistics of goods, vehicles, and staffing, and helped with the maintenance of the ICT equipment stocks; Prepared documentation for receipts and deliveries of goods; Maintained regular correspondence with the regional offices of the UNWFP and Inter-Agency to ensure the flow of information on Iraqi operations and coordinate the entry of the staff to Iraq.		
Summarize any of Your Achievements		

Though I was working as an Admin Assistant to my unit, but due to my academic background, I had my technological awareness and I was always ready to assist in all IT matters, like Networking, Computer maintenances, Setup and Installation of any new software. Also due to the team spirit that was in our office, I had the opportunity to increase my awareness in Data basis, and created a tracking data base for all mobile phones distributed among UN staff in Iraq. Our office was acting like a service provider for all WFP & UN Staff, this increased my communication skills also.

Reasons for Leaving

Looking for better employment offerings

Job Title	Type of Business	From - To
IT trouble-shooter	IT trouble shooting, Maintenance and Teaching.	01/07/2002 - 01/02/2003
Name of Employer	Name of Supervisor	
AL-MAS for Computer Services	Firas Victor	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
1800	3900	USD	Is this a position within the UN Common System? No
Telephone Number	Email Address		
96417750751			
Address of Employer			
Iraq			
Number of Employees Supervised by You			
Description of Duties			
Part of office staff performing the following duties: IT trouble-shooting Computer maintenance Lecturer in Microsoft Office and Windows. Installer for any new hard ware or software.			
Summarize any of Your Achievements			
- I have given some courses to the participants in Microsoft Office application. - I was the trouble shooter for computer's problems.			
Reasons for Leaving			
Seeking a better job.			

Job Title	Type of Business	From - To
Secretary & Admin	Secretarial Work, Translation and Programming	01/07/2001 - 01/06/2002
Name of Employer	Name of Supervisor	
FAO (Food and Agriculture Organization of the United Nations)	Hocein Ben Chanane	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
8736	9000	USD	Is this a position within the UN Common System? Yes
Telephone Number	Email Address		
Address of Employer			
Iraq			
Number of Employees Supervised by You			
0			
Description of Duties			
Directed the traffic of incoming & outgoing communication & visits, liaisoning the agency's departments with the inter-agency & external partners & affiliates. Handled international & national Human Resources, coordinating the agencies rules & regulations with the overall UN staff policy for Iraq. Acted as a focal point for HR issues with UNFAO Headquarters in Rome, the Iraqi Ministry of Foreign Affairs, & the coordinating UN agency (UNOHCI). Prepared regular staffing reports & movement as well as staffing reports for security purposes. Prepared daily logistics plan, coordinating the availability & maintenance of vehicles & drivers' schedule with the operational needs. Assisted with the operations of the financial database with a direct link to the Headquarters. Maintaining the Agency's inventory, tracking the flow of goods from the procurement process to the time of deployment. Designed & managed a logistics database to prepare regular reports on the equipment movement			
Summarize any of Your Achievements			
During my work in FAO, I was able to create two data bases 1- Staff Info Data Base: This data base was dealing with all the information related to FAO staff. Including their logistics and personnel information. 2-Inventory Data Base: This data base was to keep track of all FAO assets in allover Iraq; I used this data base to produce Inventory reports which were sent on regular bases to HQ. This helped me in getting more tehnological awareness, and I was always committed to continues learning in order to reach the best result. - Also maintianing and updating the Logistics data base made me more involved in movement of personnel and their security clearances, hotel bookings, transportation, etc.			
Reasons for Leaving			
Seeking a better Job			

Job Title	Type of Business	From - To
Public Relations Manager	Public Relations and Administration	01/10/1999 - 01/07/2001
Name of Employer	Name of Supervisor	
Al-Hamra Hotel	Mr. Hisahm Sharif	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
40000	120000	IQD	Is this a position within the UN Common System? No
Telephone Number	Email Address		
96417788117			
Address of Employer			
Iraq			
Number of Employees Supervised by You			
-			

Description of Duties

- Managed the hotel's public affairs and promotions with an aim to increase sales and improve services. - Received visits of international and national clients and conducted meetings to promote the hotel and discuss business opportunities. - Translated from English to Arabic and from Arabic to English. - Performed IT responsibilities for different hotel departments. - Implemented new computer soft wares to improve the hotel advertisement and sales, including using different types of Adobe Photo Shop programmes.

Summarize any of Your Achievements

During my work in Al-Hamra Hotel, I gained a lot of relations and good communication with National and International Community. My managerial skills were improved as I was employed as Public Relations Manager. As the hotel had a lot of employees, my communication skills also got stronger due to my daily interaction with them.

Reasons for Leaving

I had a better Offer from FAO.

Job Title Receptionist	Type of Business Receptionist, Translator and Secretary	From - To 01/11/1997 - 01/04/1998
Name of Employer Indian Embassy	Name of Supervisor Shoman Ray	
Salaries per Annum: Starting 150	Final 150	Currency Paid USD
Is this a civil servant position of your Government? No		Is this a position within the UN Common System? No
Telephone Number	Email Address	
Address of Employer Iraq		
Number of Employees Supervised by You 0		
Description of Duties Assisted the Charge D'Affairs in his daily interaction and relations with the diplomatic and professional community of International and national partners. Office Management, time management, meetings, correspondence (letters and e-mails) in Arabic and English		
Summarize any of Your Achievements Working as translator in the Indian Embassy increased my English Skills, also my computer skills as I was translating correspondances and e-mails.		
Reasons for Leaving Family Reasons		

Job Title Lecturer and Teacher Assistant	Type of Business Lecturing	From - To 01/08/1996 - 01/09/1997
Name of Employer Baghdad University	Name of Supervisor Dr. Nihad Al-Rawi	
Salaries per Annum: Starting 10000	Final 10000	Currency Paid IQD
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 Iraq		
Number of Employees Supervised by You 4		
Description of Duties Assisted with preparation of courses and exercises in Computer Laboratories & Computer Programming. Supervise Electronic and Communication Laboratories. Give Theoretical and Practical lectures in electronic physics and communication. Member in the exams committee which is responsible for putting the final exams for the computer engineering department.		
Summarize any of Your Achievements Being a teacher assistant was a great asset for my carrier as I have started my first job after graduation as a teacher assistant, and during my work I got the respect of my supervisors as being the youngest teacher in my collage gave me the greatest motivation in my life to improve my scientific and language skills.		
Reasons for Leaving Finding another job		

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

Computer, Printer, Scanner, R-Bgan, Fax Machine and Photocopier, Digital Sender & VHF Radio.

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

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

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

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

Address

Mekkah Al-Mukarramah Street,
Behind Express HQ, Al-Shahad Building, Flat no. 16
Amman Al-Shumaysani Jordan
Telephone: 962-79 5176415
Contact: Fatin KANA

Address

UNMIS Headquarters, Ebeid Khatim Street
P.O. Box 69
Khartoum Jordan
Telephone: 249-1-87086000 extension 7773
Fax: 249-915645768
Contact: Fatin Kana

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
Zainab AL-KHAZRAJI	Customer Service Manager	MTC / Mobitel Sudan	zainab.alkhazraji@gmail.com
Larisa JASARVIC	Self Employed	United States Sudan	17733245415 larisajasarevic@hotmail.com
Hady ZAHREDDEAN	Chief Finance Officer	MTN / Areeba Sudan	hady.zahreddean@gmail.com

Personal History Profile for Musline MOMOH

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
MOMOH	Musline	Kondorvoh	
2. Date of Birth	3. City of Birth	Country of Birth	Index No
29/01/1975	Kailahun Town, Kailahun District.	Sierra Leone	700948
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Sierra Leone		Sierra Leone	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Male	165	65	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? Personnel management specialists			
14. Would you accept employment for less than six months? Yes			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? 01/01/2005			
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: momoh1@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
United Nations Mission in Liberia Intergrated Mission Training Centre	Monrovia Liberia	Mar-2009 - Mar-2009
Main Course of Study		Certificate or Diploma
Creativity & Creative Problem Solving Workshop		Certificate

Name of School	City, Country	From - To
United Nations Mission in Liberia Integrated Mission Training Centre	Monrovia Liberia	Mar-2009 - Mar-2009
Main Course of Study		Certificate or Diploma
United Nations Evaluation & Writing Comparative Evaluation Reports		Certificate

Name of School	City, Country	From - To
United Nations Mission in Liberia Integrated Mission Training Centre	Monrovia Liberia	Mar-2009 - Mar-2009
Main Course of Study		Certificate or Diploma
Professionalism Workshop (UN Core Value Competency		Certificate

Name of School	City, Country	From - To
United Nations Mission in Liberia Integrated Mission Training Centre	Monrovia Liberia	Feb-2009 - Feb-2009
Main Course of Study		Certificate or Diploma
Time Management and Effective Delegation Workshop		Certificate

Name of School	City, Country	From - To
United Nations Mission in Liberia Integrated Mission Training Centre.	Monrovia. Liberia	Feb-2009 - Feb-2009
Main Course of Study		Certificate or Diploma
Team Work & Development (UN Competency Training)		Certificate

Name of School	City, Country	From - To
United Nations Mission in Liberia Integrated Mission Training Centre	Monrovia Liberia	Jan-2009 - Jan-2009
Main Course of Study		Certificate or Diploma
Occupational Health & Safety Workshop		Certificate

Name of School	City, Country	From - To
United Nations Mission in Liberia Integrated Mission Trainig Centre	Monrovia Liberia	Nov-2008 - Nov-2008
Main Course of Study		Certificate or Diploma
Making Communication Work (UN Competency Training)		Certificate

Name of School	City, Country	From - To
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United Nations Mission in Liberia, Integrated Mission Training Centre Main Course of Study MS Excel 2007	Monrovia Liberia	Oct-2008 - Nov-2008 Certificate or Diploma Certificate
Name of School Integrated Nission Training Centre (IMTC) Main Course of Study IMIS Training for Human Resources Management	City, Country Monrovia Liberia	From - To Sep-2008 - Sep-2008 Certificate or Diploma No Certificate
Name of School Integrated Mission Training Centre (IMTC) Main Course of Study IShort Courshed for Administrative Assistants	City, Country UNMIL, Monrovia Liberia	From - To Mar-2007 - Mar-2007 Certificate or Diploma Certificate
Name of School The Association of Chartered Certified Accountants in Sierra Leone Main Course of Study Accounting	City, Country Freetown Sierra Leone	From - To Dec-2003 - Jun-2004 Certificate or Diploma Certified Accounting Technician Certificate
Name of School Government Technical Institute Main Course of Study Business Administration	City, Country Freetown Sierra Leone	From - To Sep-1997 - Jan-1999 Certificate or Diploma London Chambers of Commerce and Industry (LCCI)

Employment

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

Job Title Human Resources Assistant	Type of Business Peacekeeping mission	From - To 01/01/2009 -
Name of Employer United Nations Mission in Liebria - UNMIL		Name of Supervisor Niramol Jirapokaku
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 2312316341144	Email Address momoh1@un.org/muslinemomoh@yahoo.co.uk	
Address of Employer Liberia		
Number of Employees Supervised by You		
Description of Duties -Responsible for the recruitment of international staff member for the Security Section, Political, Policy and Planning Section, Civil Affairs Section and Transport Section through the use of Nucleus. - Participate in the evaluation, screening applications and conducting preliminary interview for locally recruited staff. -Downloading profiles from nucleus after using skill set provided by Programme Manager and send them for his/her review and shortlisting. -Maintain staffing table in order to avoid discrepancies between FPMS, IMIS and nucleus. -Prepare weekly recruitment report for CCPO to brief the DMS about vacancy percentage rate for the mission. -Prepare vacancy tracking system in the nucleus for candidates that are recently selected by the mission. -Prepare selection fax for DMS approval after finalizing the necessary recruitment procedures and forward it to FPD through the mission communication centre for onward approval. -Review and process requests for entitlements such as home leave, travel allowance, relocation grants and other claims for staff members. -Advise staff members regarding their entitlements, administrative procedures such as MOSS compliance and SEA. -Initial check-out for staff members who tender their resignation, arranged their repatriation travel and their final payments. -Assist in the separation of 300 series staff members who reached 4 years in continues service and them due for reappointment to 100 series using IMIS. -Review for accuracy and compliance, vouchers for reimbursement of expenses relating to staff members' entitlements.-Prepare extension memo for section chiefs' recommendation for further extension of contract for his/her staff members. -Advise staff members about their contractual status. -Perform any other duties as requested by the CCPO or my supervisor.		
Summarize any of Your Achievements I trained one Local staff and 1 international staff about how to administer UNPOL, Military Staff Officer, MILOBs and Military Contingent for all their financial other matters for one month and later handed over to them and I took up Civilian administration. I achieved in always meeting deadline in the recruitment process for the Section am responsible for the recruitments and also keeping accurate records for staff members' extension.		
Reasons for Leaving Got appointment with DPKO		

Job Title Human Resources Assistant	Type of Business United Nations Field Mission	From - To 01/11/2007 - 01/12/2008
Name of Employer United Nations		Name of Supervisor Robert Picistrelli
Salaries per Annum: Starting Final Currency Paid 31200 31200 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	

231002312316436004	momoh1@un.org or muslinemomoh@yahoo.co.uk
Address of Employer Liberia	
Number of Employees Supervised by You	
Description of Duties <p>- Prepare monthly payroll for Military Observers, Military Staff Officers and United Nations Civilian Police (UNPOL). Conducting roster searches of suitable candidate in Nucleus. Scheduled interview for shortlisted candidate. Assist PMs to complete comparative evaluation form and ensure quality is maintained. Preparation of selection faxes. Liase with PMs for the recruitment of new staff as requested. - Prepare faxes to New York for all repatriations (Medical, companionate and Disciplinary Grounds) for the Military and UNPOL. - Prepare memo to request for travel authorization (PT 8) for MILOBs, Staff Officers and also Military Contingent and civilian staff members going on official travel. - Responsible for accuracy and compliance, Vouchers for reimbursement of expenses relating to staff member's entitlements. - Monitoring MILOBs and Military Staff Officers report and make deduction for any advance annual leave (AAL) taken and reimburse when recovered - Prepare final MSA payment for UNPOL, MILOBs and Military Staff Officers after finishing their tour of duty (TOD) - Taken care of daily allowances for the entire military contingents. - Responsible for any other matters relating to the entire military. - Proofread and finalize for signature/approval a variety of correspondence and other communications regarding MILOBs, Military Staff Officers and UNPOL. - Provide personnel support in the administration of personnel and related policies and procedures for Military Officers. - General Administration of MILOBs, Military Staff Officers and UNPOL and also performing other duties as required. - Creating Vacancy knowledge tracks</p>	
Summarize any of Your Achievements <p>I achieved in taken care of matters relating to MILOBs, Staff Officers, United Nations Civilian Police (UNPOL) and the entire Military Contingents.</p>	
Reasons for Leaving <p>Reassigned to Personnel Section</p>	

Job Title Admin. Assistant (UNV)	Type of Business UN Organization	From - To 01/03/2005 - 01/11/2007
Name of Employer United Nations Mission in Liberia (UNMIL)	Name of Supervisor Denise Gordon	
Salaries per Annum:		
Starting 32400	Final 32400	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 23123106-436-004		Email Address momoh1@un.org
Address of Employer Liberia		
Number of Employees Supervised by You		
Description of Duties <p>Receive Mops from government ministries, embassies, UN agencies, international and local NGOs, civpol, check for accuracy of information provided, submit to DSRSG for approval and scan to Movcon booking office for action. Receive car-log report from Transport Section via e-mail, sort by section, and scan to various Section Chiefs requesting justification for their respective staff that has violated curfew. Make arrangements to transmit outgoing correspondences to government ministries, UN agencies and other organizations. Hand-deliver sensitive documentation to Section Chiefs. Manage the filing/archive system for the office of the DSRSG. Control reservation for the use DSRSG's Meeting room. Collect/deliver faxes from the fax room. Requisition stationery items and office equipment/furniture for the office of the DSRSG. Receive/log in all incoming correspondence into the DSRSG's incoming correspondence data base. Undertake any other duties as requested by my supervisor and other staff members in the DSRSG's office. Assist the PA/DSRSG in any Administrative matters. Taking care of the filing system in the DSRSG's office. Receiving all incoming correspondences for the DSRSG.</p>		
Summarize any of Your Achievements <p>I sat up an accurate filing system and the tracking system in the office which make it easier for the locations of any document and when actions should be taken.</p>		
Reasons for Leaving <p>Reassigned to the office of the Director of Administration with added responsibilities such as, preparing quarterly report using excel for government officers, NGOs, diplomatic mission staffs using UN Accra shuttle flight for accountability as cost recovery policy now in place for the use of UN Accra shuttle flight by Non UN personnel. Process and follow-up on simple administrative arrangements and forms related to the official travel of field mission staff. Prepare DOA's field mission trips to the various sectors. Provide general support services to the office. Maintain files of rules, regulations, administrative instructions and other related documentation. Draft memo to CCPO to justify travel claims for all Regional Administrative Officers. . Perform other duties as required.</p>		

Job Title Administrative Clerk	Type of Business Peacekeeping Mission	From - To 01/03/2003 - 01/03/2005
Name of Employer United nation mission in Sierra Leone (UNAMSIL)	Name of Supervisor Nancy Buttera	
Salaries per Annum:		
Starting 6000000	Final 6000000	Currency Paid SLL
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? Yes
Telephone Number 2320023276679715		Email Address momoh1@un.org
Address of Employer Sierra Leone		
Number of Employees Supervised by You 1		
Description of Duties <p>• Maintaining unit administration records and ensuring that all are filed property • Coordinating the dispatch and receipt of all correspondence for the Director of Administration. • Compiling and maintaining accurate attendance records of the unit • Ensuring that the unit is adequately supplied with stationery needs • Collect and delivered outgoing faxes and incoming faxes from New York and other places. • Received all movement of personnel request for the approval of the DOA • Arranged the DOA's conference room for meeting • Monitor the DOA calendar and liaised with the drivers attached to the DOA.</p>		
Summarize any of Your Achievements <p>I created data base for log in of all incoming and outgoing correspondence which accessible to all the DOA staff members for ease of location of correspondences.</p>		
Reasons for Leaving		

Got UNV Position with UNMIL

Job Title
Mail and Pouch Assistant

Type of Business
Peacekeeping Mission

From - To
01/02/2001 - 01/03/2003

Name of Employer
United Nations

Name of Supervisor
Alice Scharcht

Salaries per Annum:
Starting
5400000

Final
5400000

Currency Paid
SLL

Is this a civil servant position of your Government?
No

Is this a position within the UN Common System?
Yes

Telephone Number
00230023276679715

Email Address
momoh1@un.org

Address of Employer
Sierra Leone

Number of Employees Supervised by You

Description of Duties
• Maintain log of all mail pieces received from couriers intended for mail and pouch units. • Count the number of pieces received, record the quantity in each category such as registered, confidential, personal mail. • Weigh and notify staff members electronically, upon arrival of packages, letters for collection. • Ensure that outgoing mail contains only approval material. • Prepare diplomatic pouch labels and summary of enclosures (soe) • Responsible for the receipt of mail from courier agents, government and foreign missions. • Advise supervisor, security and courier immediately, if a pouch or mail item missing. • Provide guidance to other staff on the proper use of diplomatic pouch. • Process all outgoing official correspondence • Ensure that mail is clearly and correctly addressed. • Answer inquiries with regards to international postal services and the UN pouch service and regulations. • Deliver urgent mail • Perform other duties as requested by my supervisor. Control petty cash allocated to mail and pouch unit and give reportly for the use of petty cash.

Summarize any of Your Achievements
I brought the idea to my supervisor about the use of Freemail service to Military Contigents (Airogram)

Reasons for Leaving
Reassigned to the Director of Administration

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

Computer, Necleus, FPMS, Crystal Report, IMIS, Photo copier machine,Binding Machine,Laminating Machine, Telephone,

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
Mende	Yes	Easily	Not easily	Not easily	Easily

Address

Office of the Deputy Special Representative to the Secretary General in
United Nations Mission In Liberia (UNMIL)
Monrovia Monrovia Liberia
Telephone: 231-231-436-004 extension 4216
Fax: 2316-2316-436-004
Contact: Musline Momoh

Address

12D Sumaila Town, Freetown, Sierra Leone,
West Africa
Freetown Freetown Sierra Leone
Telephone: 232-232-679-715
Fax: 232-232-76-679-715
Contact: Musline Momoh

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
Steinar B. BJORNSSON	International Civil Servant (retired)	Lynghagi 17, 107 Reykjavik, Iceland Iceland	3543548929791 steinarberg@yahoo.com

Personal History Profile for Teddy MSOFFE

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
MSOFFE	Teddy	Gabriel	
2. Date of Birth	3. City of Birth	Country of Birth	Index No
06/07/1973	Arusha	Tanzania, United Rep. of	
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Tanzania, United Rep. of		Tanzania, United Rep. of	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Male	170	74	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? Personnel management specialists			
14. Would you accept employment for less than six months? Yes			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when?			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? No			
18. Email Address: msoffet@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
ICTR In-House Training	Arusha Tanzania, United Rep. of	Feb-2007 - Feb-2007
Main Course of Study		Certificate or Diploma
Global HR-BPR (Human Resources Business Process Re-engineering)		Certificate
Name of School	City, Country	From - To
In house training	ICTR - Arusha Tanzania, United Rep. of	Oct-2006 - Oct-2006
Main Course of Study		Certificate or Diploma
Skills Improvement Programme in Reports Writing, Letters, Memos and Netiquatte		Certificate
Name of School	City, Country	From - To
Cambridge International College	Jersey, Britain United Kingdom	Dec-2005 - Jan-2008
Main Course of Study		Certificate or Diploma
Human Resource / Personnel Management		Waiting for certificate
Name of School	City, Country	From - To
JR Institute of Information Technology	Arusha Tanzania, United Rep. of	Sep-2001 - Nov-2001
Main Course of Study		Certificate or Diploma
Information Technology		Aware Program in Computer
Name of School	City, Country	From - To
UNITED NATION OFFICE IN NAIROBI (UNON)	Nairobi Kenya	Mar-2001 - Mar-2001
Main Course of Study		Certificate or Diploma
Personnel Records Management.		Certificate
Name of School	City, Country	From - To
EASTERN & SOUTHERN AFRICAN MANAGEMENT INSTITUTE	Arusha Tanzania, United Rep. of	Oct-1999 - Nov-1999
Main Course of Study		Certificate or Diploma
MANAG. DEVEL. PROGRAM FOR PERSONNEL ASSISTANCE.		CERTIFICATE
Name of School	City, Country	From - To
Kibaha High School	Coast Region Tanzania, United Rep. of	Jul-1992 - May-1994
Main Course of Study		Certificate or Diploma
Advanced Secondary School		Advanced Certificate
Name of School	City, Country	From - To

Employment

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

Job Title Human Resources Assistant	Type of Business International Criminal Tribunal for Rwanda	From - To 01/10/2008 -
Name of Employer International Criminal Tribunal for Rwanda	Name of Supervisor Peace Akwei-Brock	
Salaries per Annum:		
Starting 61075	Final 61075	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 250250+250-84266		Email Address msoffet@un.org
Address of Employer Rwanda		
Number of Employees Supervised by You 0		
Description of Duties Under the general supervision of the Officer-in-charge, Human Resources & Planning Unit, Kigali I am responsible for: Carrying out expeditiously the recruitment procedures for timely entry on duty of newly recruited staff members - ensure completion of pre-recruitment formalities, calculate salaries and related benefits, prepare and dispatch offers of appointment and Statement of Emoluments, prepare PT.8 and address travel-related issues. Induct newly appointed staff members providing explanation of appointment status, conditions of service, salaries and entitlements, brief them on UN rules and regulations, etc. Follow-up of action plans and advise the supervisor of any developments. Issue relevant personnel actions to fulfill related appointments. Determination of staff member's entitlements and preparation of appropriate requests such as DSA, assignment grant, relocation grant, F.10 claims, Home Leave, Family Visit, Education Grant Travel Education Grant, Medical Evacuation and Repatriation. Assisting in issuing and extending UN LPs upon requests from staff members. Maintain productive and effective working relationships with clients, programme managers, colleagues. Prepare written response to queries concerning HR related matters and follow-up action plans. Perform ad hoc duties as requested.		
Summarize any of Your Achievements Recruitment and promotion actions are taken within reasonable time and hence I manage to reduce the vacancy rate in ICTR, Kigali. I also solved difficult cases for recruitment which were pending for some time; Recruitment and promotion are consistent with UN staff rules, regulations and ICTR policies; I have been consistency in application of instructions and the relevant UN rules and regulations and administrative issuances; I manage to assist program managers on how to fill the vacant position under their area in accordance with UN rules and regulations. I manage to determine correct step in grade for newly recruited staff members. I successful manage to induct newly recruit and briefing them on UN rules and regulations. Extensions of appointment are done in a timely manner. Staff members request for DSA, assignment grant, relocation grant, F.10 claims, Home Leave, Family Visit, Education Grant Travel, Education Grant, Medical Evacuation and Repatriation are processed within reasonable amount of time. As in charge of leave in ICTR, Kigali, I have ensured that leave balances are correct and given to staff members or auditor at any time needed. I am motivated team based on mutual understanding with clients and colleagues. I have up-to-date knowledge and correct application of the UN rules, regulations and administrative issuance. I am in a conducive and harmonious work environment. My supervisors consider me as an efficient staff member and always-effective delivery of services. Schedules are met. I always receive positive feedback from clients.		
Reasons for Leaving Still on the position		

Job Title Human Resources Assistant	Type of Business International Criminal Tribunal	From - To 01/06/2007 - 01/09/2008
Name of Employer International Criminal Tribunal for Rwanda	Name of Supervisor Mr. Sergey Cherepko	
Salaries per Annum:		
Starting	Final	Currency Paid TZS
Is this a civil servant position of your Government? No		Is this a position within the UN Common System? Yes
Telephone Number 2550272504207/11		Email Address msoffet@un.org or tmsoffe@yahoo.com
Address of Employer Tanzania, United Rep. of		
Number of Employees Supervised by You 0		
Description of Duties Under the general supervision of the Chief of a Unit I am responsible of: Assisting in recruitment of Professional, Field Service and General Service staff under 100 and 300 series of the staff rules. Assisting in coordinating with the substantive offices and the program managers on filling vacant posts and with their understanding of rules and regulations relating to recruitment. Carrying out the preliminary review of recruitment requests; obtaining draft vacancy announcements (VA) and evaluation criteria (EC) from program managers; verifying the text with the appropriate classification documents (classified job descriptions and Generic Job Profiles); bringing discrepancies, if there is any, to the attention of the supervisor; following on inconsistencies with program managers; posting VA in the Galaxy and ICTR website, as appropriate. Screening and classifying the applications (for their eligibility); preparing a list of applications eligible at the 15-, 30- and 60- day mark criteria; reviewing submissions of the program managers to ascertain that requirements, policies and recruitment procedures of the staff selection system are followed properly as per the UN rules and regulations as well as ICTR policies and practice; presenting observations and irregularities, if any, to the attention of the supervisor; following up the cases with the substantive offices as instructed by the supervisor. Organizing meetings of the Central Review Board (CRB) and Central Review Panel (CRP) upon request of the supervisor; preparing documents for submission on recruitment, placement and promotion cases to the CRB and CRP in accordance with requirements of the new staff selection system; attending and taking minutes of the CRB and CRP meetings and coordinating issuance of its final text; drafting CRB/CRP presentations to the Registrar; following up on decisions of the Registrar. Carrying out expeditiously the recruitment procedures for timely entry on duty of new staff members; prep		
Summarize any of Your Achievements		

During this period I succeeded to assist in reducing the vacancy rate for vacant positions by co-ordinating with other program managers once the post falls vacant by advising them on how best to fill the vacant post in accordance with the new staff selection system. I posted and trained my entire colleague in the Recruitment unit on how to post vacancy announcements in the Galaxy and ICTR website, as appropriate. I am able to explain staff rules and regulations to staff members whenever appropriate. With my experience I can easily examine, review and scrutinize relevant documents presented by the staff member in light of the provisions of the current rules and regulations. I easily manage the work-flow coming from or related to the assigned sections on long-term, mid-term and daily basis.

Reasons for Leaving
Career development

Job Title Human Resources Clerk	Type of Business International Criminal Tribunal	From - To 01/02/2003 - 01/05/2007
Name of Employer International Criminal Tribunal For Rwanda	Name of Supervisor Mr. Jovenales M. NJUGUNA	
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 2550274207/11	Email Address msoffet@un.org	
Address of Employer Tanzania, United Rep. of		
Number of Employees Supervised by You		
Description of Duties Recruitment - Review recruitment requests submitted by Sections and assist in the entire process of recruiting regular as well as temporary staff. - Review vacancy announcements for posting, and process posting on Galaxy and ICTR Website. - Maintain vacancy announcement files and tracking system. - Prepare correspondence and forms relating to staff appointments. Provide advice to staff regarding terms of appointment including explanation of relevant entitlements and salary computations. - Conduct, invigilate and mark all United Nation pre recruitment tests (clerical, secretarial, bilingual secretarial, security and finance. - Act as the secretary to Central Review Panel (CRP) for placement and promotion and special post allowance (SPA) Personnel Administration - Prepare correspondence and forms concerning staff promotion and separation. - Assist the Chief in preparing replies to queries concerning staff rules and regulations, personnel directives and administrative instructions. - Inform staff on Contractual status, answer queries regarding salaries and entitlements. - As a first line official, initiate, for the approval of my Chief, official travel of staff and their dependents, i.e., home leave, official business, training reassignment, separation/repatriation.		
Summarize any of Your Achievements As a focal point for local recruitment I have succeeded to reduce the vacancy rate from 75% to 15% for local posts in a period of six months. I successfully advice and co-ordinate with program managers once the post falls vacant by advising them on how best to fill the vacant position in accordance with the staff selection system. My duties also involve in administering, invigilating and marking 60 UN pre recruitment test in ICTR for every two months (i.e. clerical, secretarial, bilingual secretarial, accounts and security). I have been able to produce and established compendium of successfully candidate who have passed the United Nations pre-recruitment test. This compendium consists of 700 names of candidates in occupational group. A compendium is used as a useful tool in filling local positions expeditiously that fall vacant. - My post has enabled me to successfully prepare substantive and technical skills training for staff members who want proceeds for SLWP, both in-house and out of organization training. I do also liaise with program managers on the training budget expenditure.		
Reasons for Leaving Career development.		

Job Title Records Management Clerk	Type of Business International Criminal Tribunal	From - To 01/11/1998 - 01/02/2003
Name of Employer International Criminal Tribunal For Rwanda	Name of Supervisor Jovenales M. NJUGUNA	
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 2550272504207/11	Email Address msoffet@un.org	
Address of Employer Tanzania, United Rep. of		
Number of Employees Supervised by You		
Description of Duties Records Management of HRPS - Receiving and logging incoming correspondence, i.e. cables, memoranda, letters, CVs, form, etc.; phototyping material for inclusion in files, ensuring that correspondence and pertinent documentation is maintained in each individual file. - Opening and correctly labeling Official Status files of staff members, Judges and Consultant of ICTR, policy files, and other Section files and closing old files for archives as assigned. - Classification of the Official Status file according to the established formats i.e. either by content or format. - Recording the movements of all files on the computer based storage and loaning system and the charge-out card; following up on overdue files; send out file demand card, and by means of the Documents Management System, assist in locating files which are needed by the staff of the Section.- Attending to inquiries at the reference service desk on Personnel forms (i.e. salary advance, annual leave, education grant, travel claims, dependency allowance, salary distribution, induction kit, etc.) and other reference documents. Maintaining a loan-out schedule on the reference documents and raising demand cards on overdue documents as appropriate. - Collecting, preparing, and transporting status files for meetings of the APB, APP, auditors and SPA Committees. - Filing correspondence, documents and other materials in the Personnel files, maintaining the confidentiality of over 2000 files (active and inactive) for Professional, General Service and Field Service staff, as well as Education Grant and Consultants files, in accordance with the established file classification system; and maintaining these files in good order. - Prepare dummy files for transferring to Kigali or UNHQ. - Supervising the inspection of official status files by individual staff members. - Assist in the management of acquisition of applications. - Sorting, classifying, response management of all applications. - Answering all questions from		
Summarize any of Your Achievements -I was able to implement the six section of Official Status File (OSF) for 1,000 files of staff members and consultants because at first files were kept in a simple folder. I manage to produce up to date information on the official Status Files. – I created a smooth running of Human Resources Records Unit functions. – Always files are readily accessible. - Requested information is provided to applicants within the shortest time possible. - Applications are submitted to Human Resources Officers/Assistants two days after the deadline. - Applicants satisfied with the response to their inquiries. - Easy and fast retrieval of applications at a later date.		
Reasons for Leaving Promotion		

Job Title	Type of Business	From - To
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Office Assistant		International Criminal Tribunal		01/07/1997 - 01/11/1998	
Name of Employer				Name of Supervisor	
International Criminal Tribunal For Rwanda				Clement KIRIGA	
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			
2550274207/11		msoffet@un.org			
Address of Employer					
Tanzania, United Rep. of					
Number of Employees Supervised by You					
Description of Duties					
-Responsible for receiving, distributing and delivering mail, documents, files and any other communications addressed to the Personnel Section, General reproduction of documents when requested to me by my supervisor and specific reproduction of Personnel training manual, Assist the Personnel Record Unit with filing, maintenance and monitoring file movements within the section, Perform any other duties as requested by staff from the section.					
Summarize any of Your Achievements					
I gained knowledge and experience in the work of Human Resources and Planning Section.					
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 - 50 French -

List any office machines or equipment you can use:

Computer, fax machine, scanner, photocopy machine and radio call.

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

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

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

Address

International Criminal Tribunal for Rwanda
P. O. Box 749, Amahoro Hotel
Kigali. Rwanda
Telephone: 250-84266 extension 6020
Fax: 250-783831186
Contact: Teddy Msoffe

Address

P. O. Box 2197
Arusha Arusha Tanzania, United Rep. of
Telephone: 255-027-4207/11 extension 5722
Fax: 255-027-766 922680
Contact: Teddy Msoffe

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
Sergey CHEREPKO	HR Officer	P. O. Box 6016 Tanzania, United Rep. of	2550274207 cherepko@un.org
Clement KIRIGA	Human Resources Assistant	P. O. Box 6016 Tanzania, United Rep. of	2550274207 kiriga@un.org
Happygod MATOI	HR Officer	Urban Water Supply Tanzania, United Rep. of	255027784326286 esono@un.org

Personal History Profile for Prem SHRESTHA

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
SHRESTHA	Prem	Bahadur	
2. Date of Birth	3. City of Birth	Country of Birth	Index No
29/01/1956	Kathmandu	Nepal	235330
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Nepal		Nepal	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Male	165	77	Married
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? No			
13. What is your preferred field of work? Personnel management specialists			
14. Would you accept employment for less than six months? No			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? 01/10/2008			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? No			
18. Email Address: prem.shrestha@undp.org			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
Tribhuvan University	Kathmandu Nepal	Mar-1982 - Mar-1984
Main Course of Study	Field of Study	
Management	Business & Administration	
Degree Title or Equivalent	Degree Type	
Masters in Management	Masters	

University Name	City, Country	From - To
Tribhuvan University	Kathmandu Nepal	Mar-1975 - Mar-1978
Main Course of Study	Field of Study	
Management	Business & Administration	
Degree Title or Equivalent	Degree Type	
Bachelors in Commerce	Advanced university degree	

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

Name of School	City, Country	From - To
Nepal Rastriya Bidhyapath	Kathmandu Nepal	Mar-1970 - Mar-1971
Main Course of Study		Certificate or Diploma
English, science, geography, mathematics.		High School Diploma

Employment

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

Job Title	Type of Business	From - To
Human Resources Officer	Peace-keeping mission	01/06/2008 - 01/11/2008
Name of Employer	Name of Supervisor	
UNAMID (ON TDY FROM 16 JUNE TO 15 NOV 2008)	Haris Pajtic	
Salaries per Annum:	Is this a civil servant position of your Government? No	
Starting	Is this a position within the UN Common System? Yes	
15272		
15272		
Currency Paid		
NPR		
Telephone Number	Email Address	
	shrestha56@un.org	
Address of Employer		
Sudan		
Number of Employees Supervised by You		

1

Description of Duties

During my TDY assignment (I was placed against P-3 position) to UNAMID/Suan, I worked in the following Mission Offices: (a) UNAMID Headquarter in El Fasher, Sudan; (b) South Sector Office of UNAMID in Nyala in South Darfur, Sudan; (b) UNAMID Addis Ababa (Ethiopia). My primary job responsibilities were as follows: Apply DPKO human resources policies for recruitment; Check staffing table and initiate recruitment process against the vacant positions in coordination with Programme Managers of the respective sections; Liaise with Programme Managers in relation to recruitment issues; Publish vacancy announcement for national positions; Short-list applications and submit to Programme Managers for technical clearance; Organize interviews and act as Ex-Officio Secretary and Member; Prepare selection memo on selected candidate and submit to Head of Recruitment Section for approval; Issue offer of appointment and arrange medical examination; Send complete files of the selected candidate(s) to the HR Section for contract issuance. Operate Field Personnel Management System (FPMS) database of national staff; Operate Nucleus for international staff recruitment; Prepare national staff recruitment status report and submit to Head of Recruitment Section every day/week. Advise and brief candidates and staff members on DPKO prevailing HR rules and regulations. Perform other duties, as required.

Summarize any of Your Achievements

I worked for large number of national staff recruitment for UNAMID Mission. I was able to complete selection of candidate(s) in less than 2 weeks from the closing date of vacancy announcement. I prepared a recruitment plan that helped me to take relevant action on a timely manner. By which, I made follow-ups to the Programme Managers and other related sections for required action. During my 7-week assignment in Nyala South Sector Office, I was able to bring 19 candidates on board. I did some work for 33 positions which include publishing vacancy announcement for 5 positions, pre-screening for 8 positions, and receipt of Technical Clearance for 2 positions and for other remaining positions, initial communication was made with the Programme Managers. Similarly, during my assignment in Addis Ababa Mission Office for two weeks, I completed selection of candidates for 4 positions that include the work from screening the applications up to final selection. During the recruitment process, I proactively worked with the Hiring Section Managers and concerned members to ensure that the recruitment is completed in planned date. I guided the Programme Managers with DPKO's HR policies for transparent and competitive process. Likewise, I provided advisory services to the Hiring Section Managers, concerned members and staff members with regard to HR issues.

Reasons for Leaving

Completion of TDY assignment.

Job Title Human Resources Associate	Type of Business Development programme	From - To 01/04/2005 -
Name of Employer United Nations Development Programme		Name of Supervisor Mr. Rahama Mohammed

Salaries per Annum:

Starting	Final	Currency Paid
836700	1257930	NPR

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

Telephone Number
97715523200

Email Address
prem.shrestha@undp.org

Address of Employer
Nepal

Number of Employees Supervised by You
2

Description of Duties

Manage HR Unit. Major duties include: Full compliance of HR recording and reporting systems ensuring UN rules and regulations, UNDP policies, procedures and strategies; effective implementation of internal control framework, proper functioning of HR management system. Provision of advice and information on corporate strategies, changes in rules and regulations, implementation of personnel rules, strategic use of contractual modalities, application of entitlements, change management processes. Organize recruitment processes including drafting job description, job evaluation, provision of input to job classification process, vacancy announcement, screening of applications, organize and participate in interview panels. Play advisory role on HR matters to UNDP and its projects. Timely administer staff benefits and entitlements. Creation/update of positions in Atlas HCM, perform functions of HR Position Administrator. Preparation of following contracts - FTA,TA,ALD, SSA, SC. Timely follow up with Finance staff on Global payroll issues. Monitor and tracking of all transactions related to positions, recruitment, benefits, earnings/deductions, retroactivity, recoveries, adjustments and separations through Atlas. Maintenance of CO staffing table. Submissions of recruitment cases to CRP, CRB and ALD Review Panel for review. Administration of International staff entitlements and position delegated to CO. Administration of the CO rosters including e-rosters. Facilitation of the performance appraisal process and maintenance of the related data & act as Secretary of CRG. Participate in comprehensive and interim local salary, DSA, hardship and place-to-place surveys. Participation in the work of Salary Survey Committee. Organize briefing session to staff on HR matters and provide orientation programme to new staff members. Synthesis of lessons learnt and best practices in HR. Sound contributions to knowledge networks and communities of practice areas.

Summarize any of Your Achievements

I have successfully managed the HR Unit for quality and effective services for daily as well as planned HR activities. With my guidance, the Unit has been able to provide efficient services for recruitment of positions and to administer staff benefits and entitlements in a timely manner. I, in consultation with Hiring Sections, compiled the Recruitment Plan for 2009. This has helped me preparing recruitment plan which leads to complete the recruitment process in 2 to 2.5 months. I played proactive role in coordinating with Hiring Unit for speedy recruitment process. Introduced and implemented Service Agreement, which is prepared in consultation with Hiring Unit and contains schedule of recruitment activities and the members involved for respective actions. This tool found to be very useful where the members are informed well in advance for their respective actions and the date they need to take part on the action. This has helped in taking recruitment action in a timely manner. I designed a recruitment dashboard which is stored in a common share drive and is accessible to all HR staff for updating data and other concerned officials to check the information. This has helped in monitoring and tracking the recruitment process and provides updated status of the progress. I prepared SOP on recruitment process for FTA,TA,SC contractual modalities for UNDP CO.

Reasons for Leaving

Since, I worked in WFP and UNAMID (DPKO mission) out of Nepal, I obtained wealth of knowledge on HR and recruitment matters, I look forward to an opportunity to serve again in UN Agencies abroad where I could contribute my expertise in HR in a broader context.

Job Title Human Resources Officer (Consultant)	Type of Business Food aid/humanitarian organization	From - To 01/09/2004 - 01/03/2005
Name of Employer UN/World Food Programme		Name of Supervisor Ms Lucy Woldu

Salaries per Annum:

Starting	Final	Currency Paid
48000	48000	USD

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

Telephone Number
249183471582

Email Address
prem.shrestha@wfp.org

Address of Employer
Sudan

Number of Employees Supervised by You
0

Description of Duties

(In WFP El Geneina Sub-Office, West Darfur from 20 Sept 04 to 8 Dec 05; in WFP CO from 9 Dec 04 to 24 Mar 05). Analyse HR procedures and implement them taking into account the needs and practices of the Organisation; identify needs for new or modified HR policies, practices and reviews, and initiate or propose actions, as required; prepare strategic plan on human resources initiatives taking into consideration the best practices in the UN system and implement them; analyse, evaluate and take action on requests from managers and staff; provide counseling as required, while taking into account the needs, policies and practices of the Programme; perform advisory role to managers and staff on HR policy matters; interpret HR policies and UN Staff Rules and Regulations to staff; initiate recruitment of staff liaising with the Unit Managers and WFP CO; organize recruitment committee meetings, attend Panel meetings and prepare minutes/NFR; advise managers on extensions, transfers, establishment and abolition of posts; monitor various types of contractual status of local staff and take action for extension, separation and BIS and appropriate action; plan and implement human resources initiatives; administer staff entitlements, allowances, benefits, and social security and take appropriate action; coordinate with Unit Heads for the performance management process; maintain database of intl. and national staff; monitor staff attendance and overtime, as required; recommend the need for new or adapted HR policies and procedures; coordinate with the respective units on the provision of human resources services; support HR staff in other office; supervisor staff, as appropriate; perform other related duties, as required.

Summarize any of Your Achievements

I successfully implemented WFP HR directives/policies & initiatives to ensure that appropriate HR practices and procedures are in place in El Geneina Sub-Office, which helped in administering and controlling staff benefits and entitlements. In WFP CO, I introduced recruitment status monitoring tool. Established efficient and effective recruitment procedures that helped speedy recruitment of staff.

Reasons for Leaving

End of short-term contract.

Job Title Human Resources Officer (Consultant)		Type of Business Food aid	From - To 01/02/2004 - 01/08/2004
Name of Employer UN/World Food Programme		Name of Supervisor Ms Alice Kompaore	
Salaries per Annum:			
Starting 41400	Final 41400	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 2634799215-20		Email Address prem.shrestha@wfp.org	
Address of Employer Zimbabwe			
Number of Employees Supervised by You 0			
Description of Duties Analyse HR procedures and implement them; advise the supervisor and colleagues in HR Unit; interpret and apply HR policies, rules and regulations as per WFP policies and UN Staff Rules; Analyse, evaluate and take action on requests from supervisor and staff; providing counseling on policies and practices of the Organization; recruit professional and general services staff; monitor contractual status of staff, advise supervisor on contract extensions, transfers, and administer appropriate use of employment contracts; plan and implement HR initiatives taking into consideration the best practices in UN system; Administer staff entitlements, allowances & benefits; coordinate the performance management process (MAPs); Recommend the need for new or adapted HR policies and procedures; Provide advice to the supervisor on organisation planning, job design, and utilisation of staff resources; Assess training needs of staff and organize them; Coordinate with WFP HQ for HR management services.			
Summarize any of Your Achievements I provided significant contribution to the downscaling exercise in WFP/CO Zimbabwe, which affected 40% of staff. My role was to (a) coordinate with Heads of Sub-Office and Unit Manager for providing related information and collect necessary documents, (b) compile related documents from them and present to the Panel members. I worked as Ex-Officio Secretary of the Staff Reduction Panel.			
Reasons for Leaving End of contract.			

Job Title UNV Human Resources Officer		Type of Business Food aid organization	From - To 01/07/2003 - 01/01/2004
Name of Employer UN/World Food Programme		Name of Supervisor Ms Alice Kompaore	
Salaries per Annum:			
Starting 23304	Final 23304	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 2634799215-20		Email Address prem.shrestha@wfp.org	
Address of Employer Zimbabwe			
Number of Employees Supervised by You 0			
Description of Duties Analyse HR procedures and implement them as applicable; interpret and apply HR policies, rules and regulations as per WFP policies and UN Staff Rules and Regulations; analyse, evaluate and take action on requests from the Supervisor and staff, providing counseling as required, taking into account the needs, policies and practices of the Organisation; conduct recruitment processes of professional and general service categories staff in WFP Country Office; monitor contractual status of WFP staff, advise on contract extensions, transfers and administer appropriate use of various types of employment contracts; plan and implement human resources initiatives; administration of staff entitlements, allowances, benefits and incentives; coordinate the performance management process (MAPs); recommend the need for new implementation of HR policies and procedures; assess training needs of WFP staff and organize appropriate training, in collaboration with concerned offices/institutions;			
Summarize any of Your Achievements Put in place an effective and transparent recruitment system that enabled speedy recruitment. I contributed recruiting 96 local professional and general service staff within a period of approx. 4 months. Introduced monitoring tools to capture recruitment status of staff. The information found to be very helpful to the Unit Managers and HR Unit for staff recruitment planning. I assisted preparing local Service Contract salary scales for the national staff.			
Reasons for Leaving Contract converted to International Consultant (Human Resources Officer)			

Job Title	Type of Business	From - To

Personnel Associate		Development support programme		01/11/1995 - 01/07/2003
Name of Employer United Nations Development Programme		Name of Supervisor Ms. Yuna Badaker, DRR/O		
Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No	
573024	836700	NPR	Is this a position within the UN Common System? Yes	
Telephone Number 97715523200		Email Address prem.shrestha@undp.org		
Address of Employer Nepal				
Number of Employees Supervised by You 3				
Description of Duties In compliance to UN Staff Rules & set UNDP HR policies/procedures, I am responsible for overall management of HR Section in carrying out all HR administrative transactions. The major tasks include prepare vacancy announcement, carry out all work related to recruitment and placement of staff in UNDP and its projects; review applications, prepare and present cases to Local A&P Panel; manage preparation of personnel actions for appointments, separations, promotions; maintain Staffing Table in HRMS software, process various types of contracts, such as fixed-term, SC, ALD, SSA & RLA. Administration of entitlements/benefits and social security entitlements of local staff. Interpret/brief ntl/intl. staff on application of policies, rules & regulations. Identify training needs of staff. Conduct salary survey, DSA and COL survey; prepare/analyze job desc. for classification of GS/NO posts. Process H/L & EdGrant Travel for intl. staff. Manage travel/logistics for Govt/NGO fellows.				
Summarize any of Your Achievements - Have provided significant contribution in simplifying recruitment policies and procedures. It has resulted speedy recruitment of candidates. - Have put in place team building approach in my section. This has helped in developing good coordination and understanding among colleagues in the section and as a result the works are carried out effectively and efficiently, even though there is absence of any staff in the section. - Initiated conducting a briefing session for Operations Division staff. The staff delivers his/her presentation in the session in order to share knowledge on the relevant subject matter. Such initiative has resulted positive in learning the policies and office work process among the staff. The main aim of the session is to build capacity of the staff so that they can be rotated from one section to another for smooth functioning of the concerned sections.				
Reasons for Leaving Having worked in the human resources area in UNDP/Nepal for more than 10 years, I have gained a sound professional skills in this area. Therefore, I wish to serve in an organization where I can contribute my talents/expertise in a broader horizon.				

Job Title Administrative Assistant		Type of Business Development assistance programme		From - To 01/01/1991 - 01/10/1995
Name of Employer United Nations Development Programme		Name of Supervisor G.P. Dhital		
Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No	
94857	164030	NPR	Is this a position within the UN Common System? Yes	
Telephone Number 9771523200		Email Address prem.shrestha@undp.org		
Address of Employer Nepal				
Number of Employees Supervised by You 0				
Description of Duties In accordance with the UN Staff Rules and Regulations and the UNDP established policies, procedures and practices, I was responsible for processing various kinds of contractual documents, i.e. SSA, Fixed-term, Service Contract for staff and consultants; provide substantive support in recruitment processes; administration of benefits and entitlements and social security for the UNDP, UNFPA, WFP, UNOPS and its funded project staff; Provide first line support to the Field Security Officer (FSO) on security matters; arrange convening Local Appointment and Promotion Panel (LAPP) meetings; carry out various kinds of administrative functions.				
Summarize any of Your Achievements My effective and organized work had helped the organization in producing output as planned.				
Reasons for Leaving Appointed as Chief of Personnel Section				

Job Title Secretary		Type of Business Development assistance programme		From - To 01/01/1984 - 01/12/1990
Name of Employer United Nations Development Programme		Name of Supervisor G.P. Dhital		
Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No	
22000	90221	NPR	Is this a position within the UN Common System? Yes	
Telephone Number 9771523200		Email Address		
Address of Employer Nepal				
Number of Employees Supervised by You 0				
Description of Duties				

Performed secretarial functions in a wide variety of personnel matters of the office including arrangement of appointments and maintain supervisor's calendar for daily work; draft and typing routine correspondence and ensuring follow-ups; type Personnel Action Forms, Letters of Appointment, Within-grade increment Notification and SSAs for UNDP, UNFPA, WFP, OPS, UNHCR and HABITAT national staff; maintain personal and official status files of national and international staff as well as general administrative policy files; update and issue UN Directory and its distribution to all UN staff in Nepal as well as UN agency Hqs.; maintain up-to-date list of names, addresses and telephone numbers of all UN international staff, donor agencies, ministries and government officials; issue UN identity cards; provide general guidance to other secretaries in computer softwares, such as WordPerfect, Lotus, dBase, when necessary; and perform other administrative duties as required.

Summarize any of Your Achievements

Carried out assigned work efficient and timely manner up to the full satisfaction of the organization.

Reasons for Leaving

Promotion

Job Title Jr. Secretary	Type of Business Development support programmes	From - To 01/11/1980 - 01/12/1983
Name of Employer United Nations Development Programme	Name of Supervisor G.P. Dhital	
Salaries per Annum: Starting Final Currency Paid Is this a civil servant position of your Government? No 14300 20810 NPR Is this a position within the UN Common System? Yes		
Telephone Number 977116444		Email Address
Address of Employer Nepal		
Number of Employees Supervised by You 0		
Description of Duties Responsible for general secretarial duties of the Personnel Section such as typing contract documents, i.e. Personnel Action Form, Letter of Appointment, SSAs, Withingrade-increment Notification and varieties of correspondence, reports as well as other pertinent documents. Maintained personnel official status files and other personnel and general administrative policy files. Assisted the chief of the section in carrying out the tasks of the section.		
Summarize any of Your Achievements Carried out duties and responsibilities with full satisfaction to the organization.		
Reasons for Leaving Promotion		

Job Title Senior Typist	Type of Business Industrial promotion, consultancy services	From - To 01/11/1977 - 01/11/1980
Name of Employer Industrial Services Centre	Name of Supervisor K.P. Sharma	
Salaries per Annum: Starting Final Currency Paid Is this a civil servant position of your Government? No 7596 9576 NPR Is this a position within the UN Common System? Yes		
Telephone Number 977113258		Email Address
Address of Employer Nepal		
Number of Employees Supervised by You 0		
Description of Duties Typing wide varieties of reports and correspondence; editing work from script and reproducing reports. Supervising work of subordinate staff.		
Summarize any of Your Achievements Carried out work satisfactorily.		
Reasons for Leaving Appointment with UNDP/Nepal Office.		

Job Title Senior Clerk/Typist	Type of Business Feasibility study of Khumbu Region for tourism industry	From - To 01/11/1976 - 01/11/1977
Name of Employer Khumbu Region Study Project (IBRD-funded project)	Name of Supervisor K.P. Sharma	
Salaries per Annum: Starting Final Currency Paid Is this a civil servant position of your Government? No 5400 6000 NPR Is this a position within the UN Common System? Yes		
Telephone Number		Email Address
Address of Employer Nepal		
Number of Employees Supervised by You		

0

Description of Duties
Typing wide varieties of reports and correspondence; editing work from script and reproducing reports. Supervising work of subordinate staff.

Summarize any of Your Achievements
Carried out assignments satisfactorily.

Reasons for Leaving
Appointment with ISC

Job Title Head Assistant		Type of Business Education institution	From - To 01/01/1976 - 01/09/1976
Name of Employer National Development Services, Tribhuvan University		Name of Supervisor Dr. T.R. Vaidya	

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
4200	4200	NPR	Is this a position within the UN Common System? Yes

Telephone Number

Email Address

Address of Employer
Nepal

Number of Employees Supervised by You
0

Description of Duties
Performed secretarial and clerical work including drafting routine letters; typing various types of reports and communications

Summarize any of Your Achievements
Carried out work satisfactorily.

Reasons for Leaving
Personal reason.

Job Title Head Assistant		Type of Business Research and feasibility studies services	From - To 01/03/1975 - 01/01/1976
Name of Employer Centre for Economic Development and Administration (CEDA), Tribhuvan University		Name of Supervisor Dr. K.B. Bista	

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
4200	4200	NPR	Is this a position within the UN Common System? Yes

Telephone Number

Email Address

Address of Employer
Nepal

Number of Employees Supervised by You
0

Description of Duties
Performed secretarial and clerical work including drafting routine letters; typing various types of reports and communications

Summarize any of Your Achievements
Carried out work satisfactorily.

Reasons for Leaving
Deputation to NDS Office.

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

Scanner, photocopier, fax machine. Can drive light vehicle and motorcycle. Computer skills: MS Word, Excel, PowerPoint, Access, Internet Explorer browser, Lotus browser, UNDP's Atlas PeopleSoft (HR Module), some knowledge in WFP's WINGS (Attendance module), FPMS (staff management)

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
Hindi	No	Easily	Easily	Easily	Easily

Nepali	No	Easily	Easily	Easily	Easily
Newari	Yes	Easily	Easily	Easily	Easily

Address

433/36, Dyobu, Samakhusi
Kathmandu Nepal
Telephone: 977-1-4356354
Fax: 977-9851073063
Contact: Prem Bahadur Shrestha

Address

UN House
Pulchowk
Kathmandu Nepal
Telephone: 977-1-5523200 extension 1054
Fax: 977-9851073063

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
Krishna Mani BHANDARI	University job	Samakhusi Nepal	97714351162 tucl@healthnet.org.np
Rakesh KATAL	INGO job	Khartoum Nepal	rkatal@yahoo.com
Sharad NEUPANE	UNDP Job	Bhainsepati Nepal	sharad.neupane@undp.org

UNITED NATIONS  NATIONS UNIES

Personal History Profile for Emir SRNA

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
SRNA	Emir		
2. Date of Birth	3. City of Birth	Country of Birth	Index No
25/02/1977	Prijepolje	Bosnia and Herzegovina	113569
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Bosnia and Herzegovina		Bosnia and Herzegovina	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Male	177	80	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? 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? 01/05/2009			
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: srnaemir@yahoo.com			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
Sarajevo National University+Cambridge International College	Jersey United Kingdom	Aug-2001 - Jul-2003
Main Course of Study	Field of Study	
Degree Title or Equivalent	Degree Type	
Honours Graduate Diploma in Business 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
Metropolitan Community College/American Management Association	1601 Broadway New York United States of America	Aug-2006 - Dec-2006
Main Course of Study		Certificate or Diploma
Human Resources		Certificate in Human Resources Management

Name of School	City, Country	From - To
State Civil Service Agency + UNDP	Sarajevo Bosnia and Herzegovina	Aug-2006 - Aug-2006
Main Course of Study		Certificate or Diploma
Job analysis and job description drafting		Certificate

Name of School	City, Country	From - To
Srednja Tehnicka Skola	Sarajevo Bosnia and Herzegovina	Sep-1991 - Aug-1995
Main Course of Study		Certificate or Diploma
Technical School		Diploma

Employment

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

Job Title	Type of Business	From - To
Secretary of internal affairs/Assistant to Deputy Director (professional position)	Judicial	01/03/2006 -
Name of Employer		Name of Supervisor
High Judicial and Prosecutorial Council of BiH		Melinda Delic
Salaries per Annum:		
Starting	Final	Currency Paid
18200	18200	BAM
Is this a civil servant position of your Government? No		
Is this a position within the UN Common System? No		
Telephone Number	Email Address	
38733707 506	emir.srna@hjpc.ba	

Address of Employer
Bosnia and Herzegovina

Number of Employees Supervised by You
1

Description of Duties
Providing administrative and professional support to the Director and Deputy Director of the HJPC and coordinate activities of the Office with other departments. Organizing, conducting senior management meetings, preparing agenda and assuring all relevant and important issues with proper analysis and support information are brought up. Independently review incoming mail, and instruct related department on the course of action. Participating in a weekly meetings of the top management, ensuring all tasks given are implemented and report on task implementation on these meetings. Draft letters, memos and internal decrees. Schedule and organize meetings, seminars and other training activities.

Summarize any of Your Achievements
The Council is an autonomous body with the task of ensuring the maintenance of an independent, impartial and professional judiciary and has the authority in direct appointment of judges, recommend candidates for constitutional courts, investigate and conduct disciplinary actions against judges and prosecutors. The Council is consisted of 15 national and two international Council members. My role is to support the functioning of the Council and ensure smooth operation.

Reasons for Leaving
-

Job Title Personnel/Recruitment Assistant, FS-4/A		Type of Business Peacekeeping	From - To 01/12/2003 - 01/11/2005
Name of Employer MONUC		Name of Supervisor Ms Lesley McInnis, Ms Catherine Rolland	

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
38195	38195	USD	Is this a position within the UN Common System? Yes

Telephone Number
24381890 6284

Email Address
srna@un.org

Address of Employer
Congo, Dem. Rep.

Number of Employees Supervised by You
0

Description of Duties
Responsible for identification of upcoming vacancies, obtaining terms of reference, review OHRM generic job profiles, review TORs with the respective Heads of Sections, preparing vacancy announcements and sending to PMSS for circulation. Review applications and provide shortlist to respective offices and arranging and participating in the competency based/technical interviews along with programme managers. Prepare comparative review of recommended candidates and drafting recruitment faxes to PMSS. Planning and attending regular meetings with programme managers to discuss current and anticipated staffing issues. Providing statistics for senior management and preparing monthly incumbency reports, comparative reports and also providing assistance to colleagues on FPMS Staff and Post Management. Designated by my supervisor to act as as focal point during the assessment visit of HRM officers from New York HQ. Acting as OIC International Recruitment Unit in the absence of Head of Unit and performing other tasks as required.

Summarize any of Your Achievements
Priority is to ensure that international vacancies are filled with minimum of delay. Staffing the mission with qualified staff will assist the mission to achieve its strategic goals and objectives.

Reasons for Leaving
-

Job Title Human Resources Management Adviser		Type of Business Public Administration	From - To 01/07/2003 - 01/11/2003
Name of Employer Organization for Security and Co-operation in Europe (OSCE)		Name of Supervisor Ms Katrin Hett	

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
27600	27600	BAM	Is this a position within the UN Common System? No

Telephone Number
38763337 355

Email Address

Address of Employer
Bosnia and Herzegovina

Number of Employees Supervised by You
2

Description of Duties
Monitoring and implementation of legal and structural reforms in government and public institutions, assisting local counterparts in developing their internal administrative procedures and supporting the human resource capacity, through technical co-operation and training. Auditing internal procedures, comparing budget revenues and expenditures, auditing and evaluating the recruitment procedures, in order to ensure the adherence to the Laws. Advising the counterparts on possible irregularities and recommending and implementing improvements. Independently designed the performance evaluation system for the civil servants to be adopted by Civil Service and public institutions at the state level. Participating in daily senior staff meetings and acted as OIC in the absence of the Regional Head Public Administration Unit, supervising other staff in the Unit.

Summarize any of Your Achievements
Creation of modern and effective Public Administration.

Reasons for Leaving
MONUC assignment

Job Title Senior Personnel Clerk	Type of Business Peacekeeping	From - To 01/08/1998 - 01/06/2003
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Name of Employer			Name of Supervisor		
UNMIBH			Mr James Nwosu Ms Laura Londen Mr Said Amirdivani Ms Addey Makonnen		
Salaries per Annum:					
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No		
15301	18038	USD	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					
<p>In addition to my duties listed under my last employment record, I assumed added responsibility as follows: FPMS management for the UNMIBH mission (Local and International). Preparation of staffing tables and statistics for CCPO, CAO, Staff welfare and placement officer. Monitor vacant post database. Preparation of quarterly gender reports for UNHQ, NY. Generate and submit monthly staffing reports to UNHQ, NY. Actively involved in creation of new Standard Operating Procedures (SOP) for Civilian Police. Acted temporary as assistant to the Chief of Administrative Services. Screen and verify attendance sheets and duty rosters, maintain the leave records database. Train, oversee and instruct Personnel Clerks in IPTF HQ and regions on various administrative matters. Taking active part in liquidation of the mission. Processing 1600 final payments of IPTF members well before the assigned deadline. Act as OIC/IPTF Attendance Unit in the absence of Unit Supervisor. Performing other administrative tasks as required.</p>					
Summarize any of Your Achievements					
Selected by the CCPO and the CAS to actively participate in liquidation process and took over broad range of tasks.					
Reasons for Leaving					
Liquidation of the mission					

Job Title		Type of Business		From - To	
Personnel Clerk		Peacekeeping		01/01/1998 - 01/07/1998	
Name of Employer				Name of Supervisor	
UNMIBH				Ms Deborah Burke	
Salaries per Annum:					
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No		
13428	15301	USD	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					
0					
Description of Duties					
<p>In charge for recruitment of National Staff with the following tasks: identification of vacancies in consultation with Heads of Sections, draft and post of vacancy announcements, organize and conduct interviews with prospective local staff members, preparation and conduct of English proficiency exams for prospective staff members. Screen and verify MIP claims in respect of L/S members. Maintain roster of all applications for vacant positions, administering UN Language proficiency Examination and perform other duties as assigned by the Chief of Personnel.</p>					
Summarize any of Your Achievements					
Created a professional local recruitment unit. Acted proactively, analyzing the current staffing situation and suggesting improvements.					
Reasons for Leaving					
n/a					

Job Title		Type of Business		From - To	
Personnel Clerk		Peacekeeping		01/09/1996 - 01/12/1997	
Name of Employer				Name of Supervisor	
UNMIBH				Ms James Nwosu	
Salaries per Annum:					
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No		
11778	13428	USD	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					
0					
Description of Duties					
<p>IPTF Administrative Unit requires constant interpretation of rules and regulations and the inter-relationship between various rules, practices, policies and procedures. I am expected to apply analytical skills, independent judgment and initiative to take decision on exceptional cases and to execute all stages of work from planning to completion. Coordination between UNMIBH administration and IPTF personnel are essential concerning MSA, attendance, travel, incoming and outgoing rotations. Review, research and prepare draft response to complex and contentious situations. Performing weekly induction briefings for the newly arrived monitors and observers on all aspects of personnel administration, regulations, policies and entitlements. Review grievances, prepare recommendations and draft replies on related issues. Liaise with other sections such as Finance, Medical Unit and Movcon, as well as senior IPTF members to advise on recurring problems, inconsistency in treatment.</p>					
Summarize any of Your Achievements					
Liaise with General Services in connection with monthly outgoing rotation and any other travel undertaken by monitors. Assisting in organization of medevacs and informing the NYHQ of the actions taken. Responsible for audit and monitor of the attendance records for up to 2000 police and military personnel.					

Reasons for Leaving
n/a

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:

All office equipment, solid knowledge of programming and PC troubleshooting.

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

In addition to the six United Nations Official Languages, list any other languages you know.					
Language	Mother Tongue	Speak	Read	Write	Understand
Croatian	Yes	Easily	Easily	Easily	Easily

Address

Trg Grada Prato 10
Sarajevo Bosnia and Herzegovina
Telephone: 387-62-321 738
Contact: Emir Srna

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
Magnus CARLQUIST	SIDA Programme Director for DR Congo	-- Sweden	243998090008
Adela DELALIC	Assistant Professor - Statistics	Mojmilo Sweden	38761740 642 adela.delalic@efsa.unsa.ba
David PENKLIS	former Chief Administrative Services, UNMIBH	38 James StreetLeichhardt NSW 2040 Sweden	davidpenklis@yahoo.com.au