

**Profiles included in this document**

	Name	Index	DOB	Gender	Nationality	EMail
1.	YAMINA-SASIDA, Manasseh	403499	11/10/1954	M	KEN	yamina-sasida@un.org

## Personal History Profile for Manasseh YAMINA-SASIDA

## General Details

- |                                    |                             |                                   |                             |
|------------------------------------|-----------------------------|-----------------------------------|-----------------------------|
| 1. Family name                     | First Name                  | Middle Name                       | Maiden Name, (if any)       |
| <b>YAMINA-SASIDA</b>               | <b>Manasseh</b>             |                                   |                             |
| 2. Date of Birth                   | 3. City of Birth            | Country of Birth                  | Index No                    |
| <b>11/10/1954</b>                  | <b>Vihiga</b>               | <b>Kenya</b>                      | <b>403499</b>               |
| 4. Country of Nationality at Birth | Second Nationality (if any) | 5. Country of Present Nationality | Second Nationality (if any) |
| <b>Kenya</b>                       |                             | <b>Kenya</b>                      |                             |
| 6. Gender                          | 7. Height [cm]              | 8. Weight [kg]                    | 9. Marital Status           |
| <b>Male</b>                        | <b>174</b>                  | <b>80</b>                         | <b>Married</b>              |
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities.  
Are there any limitations on your ability to engage in all travel? **No**
- Are there any limitations on your ability to perform in your prospective field of work? **No**
11. Have you taken up legal permanent residence status in any country other than that of your nationality? **No**
13. What is your preferred field of work? **Purchasing and contracting 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? **01/08/2009**
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: **yamina-sasida@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
<b>United Nations Procurement Division</b>	<b>Dili East Timor</b>	<b>Mar-2009 - Mar-2009</b>
Main Course of Study		Certificate or Diploma
<b>Basic Training for Local Committe on Contracts</b>		<b>CERTIFICATE OF COMPLETION</b>

Name of School	City, Country	From - To
<b>United Nations (DPKO), Office of Human Resources Management</b>	<b>Dili East Timor</b>	<b>Feb-2009 - Feb-2009</b>
Main Course of Study		Certificate or Diploma
<b>Supervisory Skills Training</b>		<b>Certificate</b>

Name of School	City, Country	From - To
<b>National Institute of Government Purchasing, NIGP</b>	<b>New York United States of America</b>	<b>Feb-2009 - Oct-2009</b>
Main Course of Study		Certificate or Diploma
<b>Course 1:Specification Writing: Course 2:Unit Cost Analysis. Course 3:How to Process and Evaluate Bids.</b>		<b>Certificate of Completion- NIGP excellence in Public Procurement conducted by National Institute of Government purchasing , Inc.2009</b>

Name of School	City, Country	From - To
<b>United Nations Intergrated Mission in Timor Leste</b>	<b>DILI East Timor</b>	<b>Jan-2009 - Jan-2009</b>
Main Course of Study		Certificate or Diploma
<b>Basic Facts on HIV/Aids</b>		<b>Certificate</b>

Name of School	City, Country	From - To
<b>United Nations Intergrated Mission in Timor Leste</b>	<b>DILI East Timor</b>	<b>Jan-2009 - Jan-2009</b>
Main Course of Study		Certificate or Diploma
<b>UN Prevention of Harrassment, Sexual Harassment and Abuse of Authority in the Work Place.</b>		<b>Certificate</b>

Name of School	City, Country	From - To
<b>United Nations Intergrated Mission in Timor Leste</b>	<b>Dili East Timor</b>	<b>Jan-2009 - Jan-2009</b>
Main Course of Study		Certificate or Diploma
<b>Gender Awareness and Mainstreaming Training for Peace Keeping Mission.</b>		<b>Certificate</b>

Name of School	City, Country	From - To
<b>Department of Peace Keeping Operations-Integrated Training Service</b>	<b>Brindisi Italy</b>	<b>Apr-2008 - May-2008</b>
Main Course of Study		Certificate or Diploma

<b>Civilian Pre-deployment Inductin Training: Introduction to UNSystem, Evolution and Development of Peace Operations, Medical Brief, UN Code of Conduct, Prevention of Sexual Exploitation and Abuse, Human Rights,Gender Equality in Peace Operations, Managing Stress, Diversity and Cultural Sensitivity, HIV/AIDS, Hostage Incident management, Convey and checkpoint, Working with Mission omponents, Personnel, UN Core Values and Competencies, EPAS, PeaceKeeping best practices.</b>		<b>Certificate of Record of Training.</b>
Name of School <b>United Nations Department of Safety and Security</b>	City, Country <b>Brindisi Italy</b>	From - To <b>Mar-2008 - Mar-2008</b>
Main Course of Study <b>On line Advanced Security in the Field.</b>		Certificate or Diploma <b>Certificate</b>
Name of School <b>UNON/HRMS Staff Development</b>	City, Country <b>Nairobi Kenya</b>	From - To <b>Oct-2007 - Oct-2007</b>
Main Course of Study <b>UN PROCUREMENT AND FUNDAMENTALS OF CONTRACTING, Course conducted by Binnington Copeland &amp; Associates Engineering and Construction Contract Consultants</b>		Certificate or Diploma <b>CERTIFICATE- from 22 October-26 October 2007</b>
Name of School <b>United Nations</b>	City, Country <b>New York United States of America</b>	From - To <b>Feb-2007 - Feb-2007</b>
Main Course of Study <b>Integrity Awareness Initiatiave on-line learning Programme</b>		Certificate or Diploma <b>CERTIFICATE</b>
Name of School <b>International Trade Centre UNCTAD/WTO</b>	City, Country <b>Nairobi Kenya</b>	From - To <b>Nov-2006 - Nov-2006</b>
Main Course of Study <b>BUY FROM AFRICA FOR AFRICA INTERACTIVE SEMINAR FOR COMPANIES DOING BUSINESS WITH THE UN SYSTEM AND PROCUREMENT PROCEDURES OF OTHER AID AGENCIES</b>		Certificate or Diploma <b>SEMINAR FROM 22-24 NOVEMBER 2006</b>
Name of School <b>UNDP, IAPSO Training Programme</b>	City, Country <b>Nairobi Kenya</b>	From - To <b>Sep-2006 - Sep-2006</b>
Main Course of Study <b>Procurement Strategy Development Training</b>		Certificate or Diploma <b>Certificate</b>
Name of School <b>Procurement Travel and Shipping Section in house training</b>	City, Country <b>Nairobi Kenya</b>	From - To <b>Mar-2006 - Mar-2006</b>
Main Course of Study <b>Best Procurement Practices</b>		Certificate or Diploma <b>Certificate</b>
Name of School <b>UNON/HRMS Staff Development</b>	City, Country <b>Nairobi Kenya</b>	From - To <b>Oct-2005 - Oct-2005</b>
Main Course of Study <b>MID-LEVEL MANAGERS TRAIING- Agenda: Needs and Expectations, Heading from the Middle, slogans marketing and purchase</b>		Certificate or Diploma <b>certificate</b>
Name of School <b>UNON/HRMS Staff Development</b>	City, Country <b>Nairobi Kenya</b>	From - To <b>Sep-2005 - Sep-2005</b>
Main Course of Study <b>Collaborative Negotiation Skills training Programme</b>		Certificate or Diploma <b>Certificate</b>
Name of School <b>IPM Associates</b>	City, Country <b>Freetown Sierra Leone</b>	From - To <b>Mar-2004 - Mar-2004</b>
Main Course of Study <b>Advanced Procurement Training covering the following Modules: The UN Financial Regulations and the New Procurement Manual, Best Value Source Selection Principles and Methodologies, Performance Based Contracting Principals and Methodologies, Advanced Legal Aspects of Procurement, Contract Drafting Workshop</b>		Certificate or Diploma <b>Certificate</b>
Name of School <b>DPKO, New York</b>	City, Country <b>Freetown Sierra Leone</b>	From - To <b>Nov-2003 - Nov-2003</b>
Main Course of Study <b>Basic Security in the Field Staff Safety &amp;Health</b>		Certificate or Diploma <b>Certificate</b>
Name of School <b>UNON, HRMS Staff Developement</b>	City, Country <b>Nairobi Kenya</b>	From - To <b>Jun-2001 - Jun-2001</b>
Main Course of Study <b>Procurement Module Training programme in United Nations Human and Finacial Resources Management</b>		Certificate or Diploma <b>Certificate</b>
Name of School <b>UNDP, IAPSO Training Programme</b>	City, Country <b>Dar-es-Salaaam Tanzania, United Rep. of</b>	From - To <b>Mar-1998 - Mar-1998</b>
Main Course of Study <b>Practical International Procurement Training</b>		Certificate or Diploma <b>Certificate</b>

Name of School <b>UNDP, IAPSO Training Programme</b>	City, Country <b>Nairobi Kenya</b>	From - To <b>Nov-1994 - Nov-1994</b>
Main Course of Study <b>In-Company Professional Training in Procurement</b>		Certificate or Diploma <b>Certificate</b>

## Employment

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

Job Title <b>Procurement Assistant</b>		Type of Business <b>Purchasing and Contracting</b>	From - To <b>01/04/2008 -</b>
Name of Employer <b>United Nations Integrated Mission in Timor-Leste</b>		Name of Supervisor <b>Ms. Debbie S. Bolipata, Chief Procurement Officer</b>	
Salaries per Annum: Starting <b>78983</b>		Final <b>84174</b>	Currency Paid <b>USD</b>
		Is this a civil servant position of your Government? <b>No</b>	
		Is this a position within the UN Common System? <b>Yes</b>	
Telephone Number		Email Address <b>yamina-sasida@un.org</b>	
Address of Employer <b>East Timor</b>			
Number of Employees Supervised by You <b>5</b>			
Description of Duties <b>Acting Chief of Purchasing unit on SPA-P3 and with delegated authority of USD25,000 supervise and provide work direction to procurement assistants; Approve PO's and bid documents in Mercury, manage and coordinate the activities of purchasing unit for all procurement and contractual aspects related to worldwide procurement for a variety of supplies and services; Advise requisitioning offices on the full range of procurement issues; provide support and guidance at all stages of procurement cycle; Review and assign approved requirements in mercury, ensure appropriateness of technical specification are clear and generic; Prepare and distribute tender documents, RFQ, ITB &amp; RFP, Review technical evaluations reports to ensure they conform to the pre-set evaluation criteria and award the PO in accordance with financial rules and regulations; Review purchase orders and contracts received from junior assistants prior to forwarding to the Chief Procurement Officer depending on the delegation of authority for the award; Ensure that obligated purchase orders are routed to the successful bidders and confirmation received. Prepare submission to the LCC/Headquarters Committee on Contracts for review and subsequent approval by the authorized officials for cases that exceed the delegation of authority of the Chief Procurement Officer; Conduct market research to keep abreast of market development and availability of goods and services; attend vendor roster review meetings for pre-qualification, evaluate and recommend potential new sources for supply for inclusion in the procurement database in consultation with the vendor database office; Monitor the performance of suppliers/contractors for purchase orders/contracts awarded in close coordination with the requisitioning office, Organize and chair the contractor's contract monitoring meetings.</b>			
Summarize any of Your Achievements <b>Upon arrival in the mission area, I was designated Acting Chief of Purchasing Unit (vacant P3 post) responsible with supervision of international procurement assistants and national procurement staff; during this period we managed as a team to finalized all requisitions received into Purchase order prior to the end of the FY 2008-2009. Cleaned up all unliquidated funds, short deliveries and coordinated with Finance section for settlement of all invoices submitted by the suppliers, issued change orders where necessary to close up our files; in the team work spirit I encouraged staff to properly file documents in case files for proper record management/references; security of documents particularly sealed bids; created and maintained effectively cordial relationship with all staff from different cultural environment; provided guidance and encouraged national staff with limited communication skills in English language on how to draft communication and responses to both internal and external clients (requisitioners and suppliers). Successfully completed assigned requirements within the financial year which resulted in best value for money supplies/services to the organization, effectively used proper solicitation methods that resulted in savings for the organization. Put in place long term contracts to minimize the bidding process for as and when required services to meet the mission's operational requirement effectively and in a timely manner.</b>			
Reasons for Leaving <b>As acting chief purchasing unit on SPA-3 I need reassignment to share my vast experience and skills on a Procurement Officer Post having served successfully on temporary basis at UNON and UNMIT as stated below. UNON, Procurement Section (Purchasing Unit) on SPA- P3 post for 10 months from 10 May 2005 to 27 March 2006, UNMIT, Timor-Leste, Acting chief, Purchasing Unit on vacant P3 post from 7 June 2008 to 30 November 2008, (granted SPA-P3 from May 2009-present). Have been initially cleared for FS6 Procurement Officer Post. 07-PRO-PMSS-415358-R-Multiple/D/S.</b>			

Job Title <b>Senior Procurement Assistant</b>		Type of Business <b>Purchasing of goods and services</b>	From - To <b>01/03/2006 - 01/04/2008</b>
Name of Employer <b>United Nations Office at Nairobi ( UNON)</b>		Name of Supervisor <b>Mr. Felix Nartey, Chief Purchasing Unit</b>	
Salaries per Annum: Starting		Final	Currency Paid <b>KES</b>
		Is this a civil servant position of your Government? <b>No</b>	
		Is this a position within the UN Common System? <b>Yes</b>	
Telephone Number <b>254207625020</b>		Email Address <b>Manasseh.yamina@unon.org</b>	
Address of Employer <b>Kenya</b>			
Number of Employees Supervised by You <b>8</b>			
Description of Duties			

As Senior Procurement Assistant, I received and reviewed complex procurement requests from UNON, UNEP and UN-Habitat and from other UN agencies to ensure appropriateness of specifications and identified the correct solicitation procurement method i.e RFQ,ITB RFP, approved in IMIS obligations and signed Purchase Orders up to authorized limit of US\$7,500.00, prepared presentations to the LCC for amounts exceeding US\$200,000.00 for the Chief of Unit's review and Chief of Section's approval, attended the LCC meetings and present the cases whenever requested by the CPO. Reviewed LCC presentations by the Junior Procurement Assistants to ensure accuracy of information and justification, reviewed requisitions for detail and completeness for both Low value under \$2,500 and above prior to undertaking any procurement action, assigned requisitions to the Procurement Assistants for processing, processed and managed procurement activities for Iraq and other field offices projects, supervised and managed the execution of system contracts for Computers and Furniture, arranged and attended negotiations meetings with vendors and requisitioners for high dollar value, trained and provided guidance to new/junior procurement assistants in Purchasing unit with regard to proper interpretation of UN Financial rules and Procurement Manual Procedures, undertook special assignments and researched into cases as and whenever required, coordinated upon request reports on the various activities of the unit, formulated strategies and plan for high value procurement programmes, advise requisitioners on procurement procedures in preparing the specifications, evaluation criteria, scope of works and technical evaluations, respond to vendor queries or disputes regarding payment, shipping delays or supplies not meeting UNON requirement, periodical review of unliquidated obligations in coordination with Budget Office and advise the end-user for appropriate action, arrange / attend bidders mee

Summarize any of Your Achievements

Acted as OIC of Purchasing Unit on a P3 level during the Chief's absence on leave/mission in the daily running of the unit, drafted revised bidding templates, assisted in the computerization of tender documents, reduced tendering process by entering into long term agreements and Blanket Purchase Order for repetitive Orders, quick processing of requisition by introducing the low value requisition, timely delivery of goods and services as a result of proper management/supervision, developed team work and equal distribution of work assignment in all areas resulting to proper backup and staff morale when some staff are on leave, attended coordinating meetings/LCC and represented the section effectively with regard to procurement issues raised for clarifications, successful completion of most construction works for open space projects to meet deadlines, guidance to new staff /junior Procurement Assistant . Provided proper interpretation of UN Financial Rules and Procurement Manual Procedure to achieve accurate/proper basis of a ward rule in the statement of award. Voted Employee of the month September 2007 for my role in training and providing guidance to staff in Procurement and Contracts Section. Awarded a certificate by the Director General, United Nations Office at Nairobi on behalf of the Compact Team.

Reasons for Leaving

Career development and to utilize fully my experience of over 30 years with UN 8 of which I have served in peace keeping mission with UNIFIL, Lebanon, UNMIBIH, Bosnia and UNAMISIL, Sierra Leone

Job Title <b>Acting Chief Purchasing Unit</b>	Type of Business <b>Procurement and Contracting Section</b>	From - To <b>01/05/2005 - 01/03/2006</b>
Name of Employer <b>UNITED NATIONS OFFICE AT NAIROBI( UNON)</b>	Name of Supervisor <b>Mrs Josie Villamin Chief Procurement Travel and Shipping Section</b>	
Salaries per Annum: Starting <b>43836</b>	Final <b>43836</b>	Currency Paid <b>USD</b>
Is this a civil servant position of your Government? <b>No</b>		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>2540207625020</b>		Email Address <b>Manasseh.yamina@unon.org</b>
Address of Employer <b>Kenya</b>		
Number of Employees Supervised by You <b>10</b>		
Description of Duties <b>As the Acting Chief of Purchasing Unit P3 level on SPA from 10 May 2005 to 27 March 2006 the main duties involved supervision of the Units day to day activities and staff of the unit i.e Procurement Assistants, R&amp; I receiving and inspection Assistants, expediter and Vendor roster staff to ensure smooth running of the unit, received pre- encumbrance through IMIS and assigned to individual buyers for action, attended meetings with contractors, obligated and approved obligation in the absence of the Chief of Section, prepare LCC presentation, issue Purchase Orders, ensured ITB. RFQ and RFP were properly done, attended meetings on behalf of the CPO as requested, vendors/contractors dialogue, bid opening/technical evaluation as ex-official to advise on procurement issues as follows: Under the direct supervision by the Chief Procurement, Travel and Shipping Section, received requisition/verified availability of funds, obligated funds for service contracts, maintenance, field projects(rehabilitation) executed by UN Habitat, Nairobi, processed RFP. ITB's and RFQ, draft Local Committee on Contracts and presented to the Committee for approval/advice, inspected through IMIS system services rendered and forward to payment unit for processing.</b>		
Summarize any of Your Achievements <b>Deputed for the Chief of Section ( P4) during the sections understaffing above period, Processing of disaster rehabilitation contracts, service/maintenance contracts. Initiated Low Value Requisitions and Long Term Agreements to speed up procurement process to our clients. Train junior procurement staff, guide and assist in interpretation of UN Financial rules and related procurement manual procedures. Delegated by the chief of Administration authority to approve PO's up to US\$7,500. assisted in the development /computerization of solicitation documents. Initiated in the unit team work policy by introducing back up arrangement to all buyers and Receiving and inspection staff at the times of absence on leave. As supervisor of the section during the CPO's absence on leave ensured both contracts and purchasing units delivered the services required by our clients immediately upon receipt of their requirements, represented the section effectively on behalf of the CPO in various meetings and provided advise related to procurement activities, effectively supervised staff of the section ie. contracts unit, purchasing, inventory and stores in the absence of the Chief Procurement Officer, presented LCC cases for approved and approved Obligation in IMIS and signed Purchase Orders on behalf of the CPO.</b>		
Reasons for Leaving <b>Designated Acting Chief Purchasing Unit on SPA against P3 post for Procurement Officer pending recruitment process from May 2005 until 26 March 2006. SPA expired on 26 March 2006 upon finalization of the recruitment process for the P3 Procurement Officer and then placed on a GSL-7 post effective 27 March 2006.</b>		

Job Title <b>PROCUREMENT ASSISTANT</b>	Type of Business <b>Procurement and Contracting Section</b>	From - To <b>01/05/2000 - 01/06/2004</b>
Name of Employer <b>UNITED NATIONS MISSION IN SIERRA LEONE( UNAMSIL)</b>	Name of Supervisor <b>Mrs Chris McGoldrick Procurement Officer</b>	
Salaries per Annum: Starting <b>41400</b>	Final <b>44860</b>	Currency Paid <b>USD</b>
Is this a civil servant position of your Government? <b>No</b>		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>23222232-22-295</b>		Email Address <b>yamina@un.org</b>
Address of Employer <b>Sierra Leone</b>		
Number of Employees Supervised by You <b>4</b>		
Description of Duties		

Receive requisitions from requisitioners analyze and initiate bidding process. Prepare bidding documents RFQ's, ITB, RFP, review received bids and prepare memorandum forwarding for technical evaluation, receive technical evaluation and prepare abstract of bid, raise Purchase Orders in Mercury procurement system, prepare presentation to Local Committee on Contracts and present the case for advice and approval, prepare statement of award in accordance with UN financial regulations and rules/ Procurement Manual, prepare change orders to liquidate funds and close files, evaluate vendor performance for services rendered/timely supply of goods, follow with receiving and inspection unit regarding discrepancy and inform vendors accordingly to complete supply or issue credit note, draft memorandum/letter/faxes for the CPO's signature both internal and external, liaison with vendors on all issues regarding shipment of goods, invoices

Summarize any of Your Achievements

Through proper bidding exercise and negotiations managed to have savings on items procured in the interest of the organization.

Reasons for Leaving

As 100 series permanent staff member detailed from my duty station (UNON) to UNAMSIL peace keeping for a limited period and the draw down programme after serving for 4 years in Procurement Section . Current assignment ends 30 June 2004.

Job Title <b>Regional Procurement Officer</b>		Type of Business <b>Purchasing of goods and services</b>	From - To <b>01/01/1999 - 01/03/2000</b>
Name of Employer <b>United Nations Mission in Bosnia and Herzegovina</b>		Name of Supervisor <b>Mr. Francois Chapais, Chief Procurement Officer</b>	
Salaries per Annum:			
Starting <b>27000</b>	Final <b>30000</b>	Currency Paid <b>USD</b>	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address <b>yamina@un.org</b>	
Address of Employer <b>Bosnia and Herzegovina</b>			
Number of Employees Supervised by You <b>2</b>			
Description of Duties <b>As regional Procurement Officer for three regions namely Tuzla, Doboj and Brcko I negotiated for lease agreements for Civilian Administration offices, International Police Force with 800 officers at the regional headquarters, prepared services maintenance contracts, prepared bidding documents (ITB, RFP and RFQ), conducted market survey in the region for goods and services to expand the vendor roster, advised the regions administration officer on procurement activities by reporting to the Mission Hq/ Chief Procurement Officer, monitored performance of contractors and lessors in the region on behalf of the CPO based at the Hq. Sarajevo, attended and responded to all queries related to procurement activities in the region and reported the findings to the CPO on a weekly basis. Attended bid opening meetings at the region and prepared bid abstracts and forwarded to the CPO at the Hq, Sarajevo to obligate funds and raise PO/contracts, held meetings with prospective vendors seeking registration and attended to other issues related to late payment of rent , maintained lease table for existing lease agreements and monitored its expiry dates, held meeting with senior civic government officials in the regions regarding ownership documentation for premises to rent by the UN Mission, responsible for 25 Police Stations with regard to lease agreement and other issues ie. electricity water supply, payments and diffused any problems with landlords, payments of rents in accordance with the signed lease agreement/amendments, submitted bi-monthly region procurement activities reports to the CPO at the Hq, recommend to the CPO ways to improve efficiency in the regional office, verified invoices received from landlords /contractors for services rendered and forwarded to the Procurement Hq for payment, designated Officer in charge of the Regions Administration Office in the absence of the Regional Administrative Officer (P3) while on leave</b>			
Summarize any of Your Achievements <b>Managed successfully the regions procurement activity and maintained cordial relationship with civic government officials and landlords for easy operation of our Police Officers, negotiated for reasonable rents for office rented/accommodation for our police force, supervised effectively procurement activities in Tuzla region hence from time to time designated Officer in charge of the Region by the Region Administrative Officer( P3) reporting directly to the Chief Administration Officer(CAO)</b>			
Reasons for Leaving <b>Assigned to UNAMSIL, Freetown Sierra Leone from 1 May 2000</b>			

Job Title <b>Contracts/Procurement Assistant</b>		Type of Business <b>Purchasing of goods and services</b>	From - To <b>01/01/1996 - 01/01/1999</b>
Name of Employer <b>United Nations Office at Nairobi ( UNON)</b>		Name of Supervisor <b>Mrs. Josie Villamin, Chief, Contracts and Procurement Officer</b>	
Salaries per Annum:			
Starting <b>600000</b>	Final <b>650000</b>	Currency Paid <b>KES</b>	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>254207625020</b>		Email Address <b>Manasseh.yamina@unon.org</b>	
Address of Employer <b>Kenya</b>			
Number of Employees Supervised by You <b>3</b>			
Description of Duties <b>Received and analyzed procurement/contracts requests and contacted suppliers/contractors institutions for financial and technical proposals/ price quotations and administered contractual documents for maintenance contracts/ field projects , prepared abstracts of bids/statement of award, drafted and prepared presentation to Local Committee on Contracts meetings for amount exceeding US\$ 150,000.00, prepared internal and external correspondence for CPO's signature to UNDP resident representative/Chief Technical Advisors (CTA) authorizing award of sub-contracts, ensured obligation of documents (MOD's) were recorded by Finance Section to confirm availability of funds, attended meetings with contractors requisitioners on behalf of the CPO, briefed new programme management Officers (PMO) on procedures required in awarding of sub-contracts in accordance with UN financial rules/procurement Manual procedures and guidelines, ensured evaluation of bids received from the field offices were done in accordance with established UN regulations and rules. Reviewed bids/offers received for UNON procurement Office and prepared abstract of bids for comparison to prices/delivery time/quality prior to issuing the Purchase Order/contract for maintenance services at the UN Gigiri Complex, ensured that the administration clerk made timely distribution / despatch of contracts/PO to vendors and contractors, ensured that Programme Managers in the field return signed contracts on behalf of UNON by UNDP were received and signed and filed in case files, ensured timely delivery of goods and services by monitoring the execution of the contracts/PO, evaluated vendors/contractors performance with regard to quality, reliability prior to renewal of contracts and payment of invoices, developed maintenance contractors pre- qualifications criteria and guided junior contracts assistants / administration clerk on procedures related to procurement of goods and services, responsible for oil and food programme</b>			
Summarize any of Your Achievements <b>Supported Iraq project for oil and food programme to its success, issued PO/Contracts on a timely manner, received goods on time and satisfactory completion of construction works in the UNON complex, guided the requisitioners on preparation of TOR and technical evaluation criteria,</b>			

Reasons for Leaving

**Mission assignment to UNMIBH, Bosnia and Hezegovia**

Job Title <b>Procurement Assistant</b>	Type of Business <b>Purchasing of goods and services</b>	From - To <b>01/03/1994 - 01/12/1995</b>
Name of Employer <b>United Nations Centre for Human Settlement HABITAT( UNCHS)</b>	Name of Supervisor <b>Mr. Hanz Benz, Chief Contracts and Procurement Officer</b>	
Salaries per Annum: Starting                      Final                      Currency Paid                      Is this a civil servant position of your Government? <b>No</b> <b>50000                      60000                      KES</b> Is this a position within the UN Common System? <b>Yes</b>		
Telephone Number                      Email Address		
Address of Employer <b>Kenya</b>		
Number of Employees Supervised by You <b>3</b>		
Description of Duties <b>Recieved and analyzed, reviewed procurement requests and initiated bidding process by identifying the solicitation method ie. RFQ, ITB/RFP) prepared abstracts of bids and awarded the contracts/ Orders, attended contractors meetings , drafted LCC presentations and presented to the committee for advice and approval, prepared purchase orders, amendments , statement of awards to successful vendors, represented the CPO at the LCC meetings whenever requested, prepared internal/external documents/correspondence for the CPO signature and approval, despatched contracts/orders to vendors/contractors</b>		
Summarize any of Your Achievements <b>Quick deliveries of goods as a result of proper bidding method, accurate interpretation of UN Financial Rules and Regulations on issued PO, quick approval of LCC presentation as a result of detailed information, justification and summary,timely completion of construction works as a result of good cordial relationship with contractors and regular meetings</b>		
Reasons for Leaving <b>Re-assigned to UNON, effective 1 January 1996</b>		

Job Title <b>Procurement Assistant</b>	Type of Business <b>Purchasing of goods and services</b>	From - To <b>01/12/1989 - 01/12/1993</b>
Name of Employer <b>United Nations Mission in Lebanon ( UNIFIL)</b>	Name of Supervisor <b>Mr. Ivan Kulov, Chief Procurement Officer</b>	
Salaries per Annum: Starting                      Final                      Currency Paid                      Is this a civil servant position of your Government? <b>No</b> <b>3000                      3500                      USD</b> Is this a position within the UN Common System? <b>Yes</b>		
Telephone Number                      Email Address		
Address of Employer <b>Israel</b>		
Number of Employees Supervised by You <b>3</b>		
Description of Duties <b>As the supervisor Procurement Unit 3, Received and reviewed force demand requisitions from Military Personnel / logistics and initiated market survey for the supply of Missions fleet vehicles and spare parts, administered Purchase Orders through the Reality Computerized System,drafted documents for the CPO's signature and presented cases for advice and approval to the Local Committee on Contracts prior to award of the Purchase Order, prepared statement of award based on UN Financial Rules and Regulations, evaluated vendor performance with regard to delivery and quality of goods, ensured receiving and inspection reports were completed in a timely manner for speedy settlement of vendors invoices. Monitored Letters of Assist (LOA) orders and blanket purchase Orders for first line repairs of vehicles, rewinding of motors not to exceed the ceiling amount established, reviewed invoices for payment after verifying repairs had been done in accordance with procurement guidelines for open ended contracts</b>		
Summarize any of Your Achievements <b>Achieved timely processing of Purchase Orders, quick repairs of military vehicles for patrols, shorter bidding process with the establishemt of blanket PO and opend ended contracts put in place, quick approvals of LCC cases presented as a result of proper drafting skills and detailed information/justification for immediate operation requirements</b>		
Reasons for Leaving <b>Successfully completion of 4 years required period by DPKO.</b>		

Job Title <b>Registry Clerk 111</b>	Type of Business <b>Peronnel records Management ( PRU)</b>	From - To <b>01/11/1978 - 01/11/1989</b>
Name of Employer <b>United Nations Centre for Human Settlement HABITAT( UNCHS)</b>	Name of Supervisor <b>Ms. Susan Mattew, Chief Personnel Officer</b>	
Salaries per Annum: Starting                      Final                      Currency Paid                      Is this a civil servant position of your Government? <b>No</b> <b>20000                      25000                      KES</b> Is this a position within the UN Common System? <b>Yes</b>		
Telephone Number                      Email Address <b>254207621234</b>		
Address of Employer <b>Kenya</b>		
Number of Employees Supervised by You		

Description of Duties  
**As the officer in-charge of Personnel Records Management Unit, Received applications and correspondence and opened Official/confidential status files / consultants and projects files. Opened applications files for roster, coded incoming correspondence and filled in each individual staff members files, maintained confidentiality of all UN-Habitat staff files and UN Common Services staff files, prepared personal files for review by various bodies ie. promotion panels, appeals board. updated files and forwarded to the review bodies, recorded leave records for all staff, ensured every year end staff verified their leave balance records and signed, maintained under lock cabinets holding staff files, maintained a log out sheet for borrowed files, tracked files borrowed by authorized staff, carry files to meeting rooms**

Summarize any of Your Achievements  
**Maintained confidentiality of staff members files/information, kept files updated required at short notice for promotion board/panel meetings, prepared dummy files as requested by UN Hq.**

Reasons for Leaving  
**Mission assignment to UNIFIL, Lebanon**

Job Title <b>MESSANGER/CLERK</b>		Type of Business <b>Mail and Pouch Unit</b>	From - To <b>01/12/1976 - 01/10/1978</b>
Name of Employer <b>United Nations Environment Programme( UNEP</b>		Name of Supervisor <b>Mr. Moss</b>	

Salaries per Annum:  
Starting  
**6000**

Final  
**8000**

Currency Paid  
**KES**

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

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

Telephone Number  
**254207621234**

Email Address  
**Manasseh.yamina@unon.org**

Address of Employer  
**Kenya**

Number of Employees Supervised by You  
**2**

Description of Duties  
**Sorted out mail and distributed to various blocks, franked letters for dispatch, delivered mail to embasies for renewal of passports/visas, photocopying / distribution of documents for UNEP Governing Council meetings, assisted in servicing the meeting**

Summarize any of Your Achievements  
**Accurate sorting out of mail, maintained confidentiality with regard to official mail, circulated circulars immediately required for information by all staff, Opened received Pouch from New York and Geneva recorded items received and distributed immediately for meetings, kept confidentiality of mail for staff and official, kept under lock official mail. issued junior/new messagers distributed mail on established schedule to various blocks which reduced delays in delivery of mail**

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 - **60** French -

List any office machines or equipment you can use:

**COMPUTERS, SHREDDERS, FAX, TELEPHONE, COPIERS, Scanners**

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

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

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

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

## Address

P.O.Box 204, Wodanga  
Wodanga Kenya  
Telephone: 254-20-0721775586  
Fax: 254-20-0722679111  
Contact: Manasseh Yamina-Sasida

## Address

UNITED NATIONS INTERGRATED MISSION IN TIMOR-LESTE(UNMIT)  
Obrigado Barracks,Caicoli, UNMIT, Headquarters, Dili, East Timor  
DILI N/A East Timor  
Telephone: 670-3304100 extension 4738  
Fax: 670-7402455  
Contact: MANASSEH YAMINA-SASIDA



# Address

P.O.Box 21375-00505  
Adams Arcade, Ngong Road  
Nairobi Kenya  
Telephone: 254-20-0721775586  
Fax: 254-20-0722679111  
Contact: Manasseh Yamina-Sasida

# 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
Kelosio ALUDA	Councillor	POB,204, Wodanga, Maragoli Kenya	254200722359800
John IRANGI	Lecturer	KAIMOSI TEACHERS COLLEGE, PO, PRIVATE BAG, TIRIKI Kenya	25456722623667
Albert MULINDI	Legal	Khaminwa& Khaminwa Company Advocates, Harabee Avenue, Nairobi Kenya	25420722721815