

Profiles included in this document

	Name	Index	DOB	Gender	Nationality	EMail
1.	HAYES, Addison		24/08/1955	M	USA	ahayes@swbell.net
2.	HUIZINGA, Nico		09/12/1965	M	NET	huizinganico@hotmail.com
3.	HUSSAIN, Ijaz		20/10/1965	M	PAK	ijaz.hussain@undp.org
4.	KUBAT, Denis	179603	10/03/1967	M	BIH	kubat@un.org
5.	KUMAR, Rakesh		07/07/1971	M	IND	anamika_rakesh@hotmail.com
6.	LAXINA, Nestor	532604	24/09/1950	M	PHI	laxina@un.org
7.	LENKA, Pradipta		11/05/1969	M	IND	pklenka115@yahoo.co.in
8.	LINDH, Kjell		04/02/1959	M	SWE	ohlund.lindh@bredband.net
9.	MAKANDA, Peter		27/02/1974	M	KEN	aurapet27@yahoo.co.uk
10.	MC KERVEY, Richard		19/01/1957	M	IRE	mckervey@un.org

Personal History Profile for Addison HAYES

General Details

1. Family name HAYES	First Name Addison	Middle Name L	Maiden Name, (if any)
2. Date of Birth 24/08/1955	3. City of Birth Charlotte, North Carolina	Country of Birth United States of America	Index No
4. Country of Nationality at Birth United States of America	Second Nationality (if any)	5. Country of Present Nationality United States of America	Second Nationality (if any)
6. Gender Male	7. Height [cm] 185	8. Weight [kg] 84	9. Marital Status Married

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

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

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

13. What is your preferred field of work? **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? **01/10/2003**

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: **ahayes@swbell.net**

Education

List all university degrees or equivalent qualifications obtained.

University Name University of North Carolina-Charlotte	City, Country Charlotte, North Carolina United States of America	From - To Aug-1973 - Dec-1977
Main Course of Study Management	Field of Study Business & Administration	
Degree Title or Equivalent Bachelor of Arts in Economics from College of Business Administration	Degree Type Bachelor of Arts	

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

Name of School Myers Park High School	City, Country Charlotte North Carolina United Kingdom	From - To Aug-1970 - May-1973
Main Course of Study High School curriculum		Certificate or Diploma Diploma

Employment

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

Job Title Commercial Manager	Type of Business Oil & Gas Contractor	From - To 01/04/2005 - 01/01/2009
Name of Employer MODEC International, Inc.		Name of Supervisor Michael Lipowski

Salaries per Annum:			
Starting 120000	Final 185000	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 United States of America			
Number of Employees Supervised by You			
Description of Duties Managed contracts, procurement, and project controls departments. Developed, negotiated, reviewed, and managed EPC contracts/subcontracts for international FPSO projects. Provided expertise and support to project or corporate management and staff for the negotiation of prime contracts, subcontracts, and purchase orders for assigned projects.			
Summarize any of Your Achievements Managed growth of department as office grew from a project office to a major execution center. Established contractor relationships in China. Developed contract and procurement documents for local operation.			
Reasons for Leaving Management reorganization			

Job Title Investment Management		Type of Business Equity investments	From - To 01/12/2004 - 01/03/2005
Name of Employer Self-employed		Name of Supervisor Self-employed	
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? No
Telephone Number		Email Address	
Address of Employer United States of America			
Number of Employees Supervised by You			
Description of Duties Performed fundamental and technical analysis of corporations, industrial sectors, and equity markets for investment purposes.			
Summarize any of Your Achievements Generated profits from investment funds			
Reasons for Leaving Opportunity to work in Singapore			

Job Title EPC Contract Advisor		Type of Business Oil & Gas	From - To 01/12/2000 - 01/12/2004
Name of Employer ExxonMobil Development Company (contractor)		Name of Supervisor Beverly Shook	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
120000	120000	USD	Is this a position within the UN Common System? No
Telephone Number		Email Address	
Address of Employer United States of America			
Number of Employees Supervised by You			
Description of Duties In the role of commercial lead, responsibilities consisted of contract development and negotiation for major engineering, procurement, and construction contracts valued at approximately \$200 - \$280 million each for a \$2.5 billion deepwater development project offshore Nigeria. Contracts covered engineering, procurement, fabrication, installation and tieback of subsea equipment, flowlines, risers, umbilicals, and offloading system. Activities included development of invitations to tender consisting of all commercial and technical requirements, prequalification of tenderers and development of bid lists, coordination of tender clarifications, evaluation of tenders, negotiation and award of contracts, and post-award administration. Performed the same role for a field evaluation project in Venezuela.			
Summarize any of Your Achievements Developed strong contract which enabled project manager to execute the project with no claims.			
Reasons for Leaving Project no longer required fulltime engagement			

Job Title Manager of Subcontracts		Type of Business EPC Contractor	From - To 01/05/1997 - 01/12/2000
Name of Employer Halliburton Company		Name of Supervisor Gordon Dunn	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
65000	85000	USD	Is this a position within the UN Common System? No
Telephone Number		Email Address	
Address of Employer United States of America			
Number of Employees Supervised by You			
Description of Duties Planned, inquired, evaluated, negotiated, awarded and administered subcontracts for heavy industrial construction in varied industries. Responsible for home office subcontract supervision and administration for the Shell Malampaya Platform Development Project for fabrication and installation of an offshore platform in the Philippines, the TFT Sonatrach Project for construction of a natural gas treatment plant in Algeria, and the Commonwealth Chesapeake Power Station for a 312mw peaking power plant. Supervised subcontract administration activities for paper mill projects in Alabama and Florida, joint venture fabrication activities in Nova Scotia, and joint venture pipeline activities in Bolivia and Brazil.			
Summarize any of Your Achievements Successful transition of contracts to Singapore on the Shell Malampaya Platform Development Project.			
Reasons for Leaving Opportunity to work for an owner/operator			

Job Title Sr. Subcontract Administrator		Type of Business EPC Contractor	From - To 01/09/1991 - 01/01/1997
Name of Employer Parsons E&C		Name of Supervisor Noel Noble	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
45000	58000	USD	Is this a position within the UN Common System? No
Telephone Number		Email Address	
Address of Employer United States of America			
Number of Employees Supervised by You			
Description of Duties Solicited, negotiated, awarded, and administered subcontracts for civil, structural, mechanical, and electrical construction work scopes on petrochemical plant capital projects. Responsible for qualification of subcontractors to ensure quality, safety, and financial responsibility.			
Summarize any of Your Achievements Streamlined evaluation procedures.			
Reasons for Leaving Business downturn coincided with new management which led to a reduction in force.			

Job Title Senior Subcontract Administrator		Type of Business Flight Simulation	From - To 01/08/1990 - 01/09/1991
Name of Employer CAE-Link Corporation		Name of Supervisor Martin DeCarlo	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
38000	38000	USD	Is this a position within the UN Common System? No
Telephone Number		Email Address	
Address of Employer United States of America			
Number of Employees Supervised by You			
Description of Duties Negotiated and administered subcontracts valued at \$50 million in support of NASA and DOD prime contracts. Planned and solicited for future acquisitions estimated at \$120 million. Reviewed and drafted subcontract terms and conditions. Prepared subcontract documentation and correspondence. Analyzed cost, pricing, and market data.			
Summarize any of Your Achievements N/A			
Reasons for Leaving To engage new industry			

Job Title Senior Procurement Adminstrator		Type of Business Automated Test Equipment	From - To 01/05/1986 - 01/07/1990
Name of Employer Harris Corporation		Name of Supervisor Dean Sessions	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
25000	35000	USD	Is this a position within the UN Common System? No
Telephone Number		Email Address	
Address of Employer United States of America			
Number of Employees Supervised by You			
Description of Duties Charged with the administration of subcontracts for a government prime contractor. Responsible for source selection, drafting RFP's, cost/price analysis, negotiation of contract price and terms and conditions, justification of award, and control of subcontractor performance. Assisted Program Management Office with proposal activity for new business. Served as auditor for the Procurement Department reviewing all orders issued over \$10,000 to ensure compliance with corporate policies and FAR requirements. Supervised all procurements over \$100,000. Interfaced with DPRO for all departmental requirements. Responsible for successful completion of CPSR audits. Served as Small Business Liaison Officer for the Division responsible for preparation and administration of subcontracting plans, submission of SF294 and SF295 reports, and compliance with public laws relative to utilization of small and small disadvantaged businesses.			
Summarize any of Your Achievements Successfully transitioned functions from New York to Florida and led successful completion of first CPSR audit at Florida facility.			
Reasons for Leaving Business downturn led corporation to shut down this facility.			

Job Title	Type of Business	From - To
-----------	------------------	-----------

Buyer		Medical Equipment Manufacturer		01/02/1983 - 01/05/1986	
Name of Employer FONAR Corp		Name of Supervisor Robert Tepper			
Salaries per Annum:					
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No		
10400	16500	USD	Is this a position within the UN Common System? No		
Telephone Number			Email Address		
Address of Employer United States of America					
Number of Employees Supervised by You					
Description of Duties Responsible for material planning and procurement for the electronic assembly department. Established data base for the implementation of MRP. Negotiated annual contracts with suppliers. Conducted product research and performed manufacturing engineering functions for the R&D Department. Managed production and material flow to meet shipment schedules.					
Summarize any of Your Achievements Improved vendor relationships, quality, and inventory management.					
Reasons for Leaving Opportunity to gain government contracting experience.					

Job Title General Manager		Type of Business Quasi governmental fisheries development		From - To 01/10/1980 - 01/10/1982	
Name of Employer Yap Fishing Authority		Name of Supervisor Tony Gangiyan			
Salaries per Annum:					
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No		
15000	15000	USD	Is this a position within the UN Common System? No		
Telephone Number			Email Address		
Address of Employer Micronesia					
Number of Employees Supervised by You					
Description of Duties Responsible for total operation of the agency. Instituted an accounting system suitable for the operation. Increased annual funding by 500% through operations improvements and legislative appropriations. Supervised activities of ten employees. Devised a Five Year Plan for operations and development programs which was incorporated into the United Nations' plan for the State. Initiated engineering studies for the construction and operation of a fisheries complex. Negotiated foreign aid with Japan obtaining shipboard refrigeration facilities, small boats for market support, and communication equipment. Coordinated government activity for protection of the economic zone.					
Summarize any of Your Achievements See above description of duties					
Reasons for Leaving End of contract					

Job Title Economic Planner		Type of Business Government Planning Office		From - To 01/12/1977 - 01/07/1979	
Name of Employer Yap State Planning Office (Peace Corps Volunteer)		Name of Supervisor Chuck Jordan			
Salaries per Annum:					
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No		
4000	4000	USD	Is this a position within the UN Common System? No		
Telephone Number			Email Address		
Address of Employer Micronesia					
Number of Employees Supervised by You					
Description of Duties Provided economic analysis for planning and implementation of the State's Capital Improvement Program. As economic advisor to the State Legislature and other agencies, finalized enabling legislation for the creation of the Yap Fishing Authority, obtained United Nations personnel for the Office of Economic Development, and supervised the enumeration of the Consumer Price Index and the Agriculture Census. Wrote proposals for federal grants programs. Implemented programs funded by US Government grants. Conducted feasibility studies for economic ventures.					
Summarize any of Your Achievements Resolved airport runway issue to allow construction of new airport to proceed					
Reasons for Leaving To attend law school					

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

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

Address

350 Soi Kiattichai
Asoke-Dindaeng Road
Bangkok Thailand
Telephone: 66-8-96706102
Fax: 66 -8-96706102

Address

16210 Dunmoor Drive
Houston Texas United States of America
Telephone: 1-281-2869414

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
Steve DICKERSON	ExxonMobil Qatar General Counsel	P.O. Box 22500 - Al Wosail Tower Qatar	steven.dickerson@exxonmobil.com
Richard LUEDTKE	ExxonMobil Engineering Manager	ExxonMobil Development Company Qatar	12816544892 dick.c.luedtke@exxonmobil.com
Kent MALONE	KBR Director - Procurement	Kellogg Brown & Root Services, Inc Qatar	1713753 kent.malone@kbr.com

Personal History Profile for Nico HUIZINGA

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
HUIZINGA	Nico		
2. Date of Birth	3. City of Birth	Country of Birth	Index No
09/12/1965	Rhoon	Netherlands	
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Netherlands		Netherlands	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Male	178	78	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? 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? 01/08/2008			
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: huizinganico@hotmail.com			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
NHTV, Nationale Hogeschool voor Toerisme & Verkeer (National Tourism & Traffic Academy) ww.nhtv.nl	Tilburg Netherlands	Aug-1985 - Jul-1989
Main Course of Study	Field of Study	
Road Motor Vehicle Operations	Transport Services	
Degree Title or Equivalent	Degree Type	
Ingenieur Technische Vervoerkunde (Bachelor in Technical Transport Engineering, with focus on Logistics Management)	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
Avondscholengemeenschap Mercurius	Spijkensisse & Vlaardingen Netherlands	Aug-1984 - Jun-1985
Main Course of Study		Certificate or Diploma
High school: VWO, Voortgezet Wetenschappelijk Onderwijs (Advanced Science Education); Languages, Mathematics and Sciences.		Graduated

Name of School	City, Country	From - To
Scholengemeenschap Albert Einstein	Hoogvliet Netherlands	Oct-1982 - Jun-1984
Main Course of Study		Certificate or Diploma
High school: VWO, Voortgezet Wetenschappelijk Onderwijs (Advanced Science Education); Languages, Mathematics and Sciences		Continued at next school

Name of School	City, Country	From - To
Mount Temple Comprehensive School	Dublin Ireland	Apr-1979 - Oct-1982
Main Course of Study		Certificate or Diploma
High school: Languages, Mathematics and Sciences www.mounttemple.ie		Graduated

Employment

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

Job Title	Type of Business	From - To
Logistics Coordinator	Non Governmental Organization (www.oxfam.org.uk)	01/05/2007 - 01/02/2009
Name of Employer	Name of Supervisor	
Oxfam GB	Ms. Carol Ngugi	
Salaries per Annum:		
Starting	Final	Currency Paid
19500	22434	GBP
Is this a civil servant position of your Government? No		
Is this a position within the UN Common System? No		

Telephone Number 256414390500	Email Address
Address of Employer Uganda	
Number of Employees Supervised by You 6	
Description of Duties <p>Develop and introduce countrywide strategic Logistics management. Introduce Oxfam forms and reporting standards. Enhance procurement practices, quotation and tender document drafting, renew Contract Committee composition, role and responsibilities, renew contract evaluation and contract award proposal presentation formats, contract document review and drafting. Establish proper standing service and supply contracts filing. Introduce medium term capital expenditure planning, combined with enhancement of basic asset register. Write-off and disposal of assets and inventory equipment. Draft procurement/resource plans for program/project budgets. Re-organization of Logistics Department organigram to reflect classic structure, re-assign roles and responsibilities along functional lines, re-introduce central reporting and communication lines, enhancement of supply requisition submission, processing and tracking. Overall contribution to basic enhancement of logistics/procurement good practices across the Country Program. Assist management with practical input to administrative, operational, financial and legal issues. Generally contribute to smoothening and effectuating decision-making and implementation of tasks and operations within the service support sections. Conduct Logistics staff recruitment. Enhance budget planning awareness and (donor) budget/contract related reporting. Ongoing project and incidental emergency relief procurement of mainly non-food items and water and sanitation related tools and equipment. Enhance vehicle operating practices, vehicle service, maintenance and upkeep (expenditure) and efficient vehicle dispatching.</p>	
Summarize any of Your Achievements <p>Overall enhancement of the procurement and logistics systems in the Uganda Country Program, through improvement of any and all ways of working, implementation and adherence to procedures, rules and regulations, re-establishment of managerial control of the total supply chain, elevate the understanding and service level of all staff. Explicit improvement of reverting the input-based (procurement requisition) to output-based (purchase order) filing and archiving. Enhancement and strict implementation of the requisition tracking system and greatly improving management information reporting. Improvement of the quality of contract committee file submission and presentation.</p>	
Reasons for Leaving <p>Oxfam initiated the process of (re-)nationalisation of a bulk of its international positions, including the Uganda Logistics Coordinator.</p>	

Job Title Chief of General Services (P3/Step7)	Type of Business International Organization (www.osce.org)	From - To 01/10/2005 - 01/05/2007
Name of Employer OSCE, Organisation for Security & Cooperation in Europe, Spillover Monitor Mission to Skopje	Name of Supervisor Jonathan Ferraby	
Salaries per Annum:		
Starting 50000	Final 52000	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 38923234000		Email Address
Address of Employer Austria		
Number of Employees Supervised by You 35		
Description of Duties <p>Manage the division of General Services, consisting of Supply, Transport, Procurement, Asset Management and Building Management. Overall responsible: - tendering and contracting the Missions needs for goods and services; - contract management of existing service and supply contracts; - transport and fleet management (service, maintenance and repair, dispatching, driver management, freight forwarding); - inventory and asset management (total supply chain management, procurement, storage, distribution, monitoring, write-off and disposal); - building management, rental contracts, utilities, maintenance and repair, furnishing and refurbishing; - case presenter for the Mission Contracts Committee; - alternate to the Head of Administration and Finance.</p>		
Summarize any of Your Achievements <p>Through joint introduction with Chief of Finance of a monthly "budget expenditure and forecasting meeting", compulsory for all Heads of Program Departments, managed to contribute to streamlining and timely expenditure of the Mission budget, following a massive 25% unspent Mission operational budget by end of 2005. Streamlined service and supply contracts through major tenders into multi-year window contracts, reducing the workload of the Procurement Section for the future. Reduced the Mission's vehicle fleet, through sale/disposal/transfer of excess or obsolete vehicles. Supervised various office location moves within the Mission area. Firm (re-) establishment of a "can-do" mentality in my division. Re-establish central control over and proper hierarchy within my division and streamline communication channels with other divisions and departments, following absence of an incumbent in my position for several months. Re-establish proper working relations with and responsiveness to the mission's program departments Rule of Law, Public Administration Reform, Confidence Building, Police Development and Media Development. Introduction of a GPS vehicle tracking system, combined with a fleet management system.</p>		
Reasons for Leaving <p>The OSCE presence in South Eastern Europe was reducing, as the EU took over increasing roles for democratization and state building of former Yugoslav states. The mission in the former Yugoslav Republic of Macedonia was downscaling rapidly. I took the opportunity to return to Africa and work in the humanitarian field for a while, where there was a prospect of a medium term career development with Oxfam GB.</p>		

Job Title Adjunct Directeur Logistiek & Interne Controle (Manager Logistics & Internal Control)	Type of Business Meat and meat by-products processor and trader (www.teeuwissen.nl)	From - To 01/10/2004 - 01/10/2005
Name of Employer Teeuwissen Holding B.V.	Name of Supervisor Mr. Jalal Laham	
Salaries per Annum:		
Starting 51840	Final 51840	Currency Paid EUR
Is this a civil servant position of your Government? No		
Is this a position within the UN Common System? No		
Telephone Number 31485316744		Email Address info@teeuwissen.nl
Address of Employer Netherlands		
Number of Employees Supervised by You 0		
Description of Duties		

The company underwent a management buy-out in 2004. It grew from a family owned enterprise to an international holding. With this came gaps in the original management structure, that didn't close as fast as the company grew. I have an open agenda to address any organisational, procedural and operational deficiencies. The goal is to develop and increase synergy throughout the holding.

Summarize any of Your Achievements

Increased awareness within the team that change comes from within and will only grow on a solid foundation and a common goal. Raised knowledge and awareness of commercial staff and logisticians regarding correct use of Incoterms in purchasing and sales contracts. Managed to put the review of the cargo transport and warehousing insurance on the agenda. Assisted the cold stores in closing major gaps in the management of their storage container exchange system. Assisted in drafting a procedure for the correct recruitment of foreign employers, in light of the strict Dutch laws on harbouring illegal staff. Raised timely awareness regarding the new EU rules on phytosanitary standards of packaging materials.

Reasons for Leaving

Opportunity to work again in an international democratization environment with the OSCE, this time with the possibility to be accompanied by my family.

Job Title	Type of Business	From - To
Chief, Procurement & Contractual Services Section (P4/Step5)	International Organization (www.osce.org)	01/02/2002 - 01/09/2004
Name of Employer	Name of Supervisor	
OSCE, Organization for Security & Cooperation in Europe, Mission in Kosovo	Mr. Jackson Holmes	
Salaries per Annum:		
Starting	Final	Currency Paid
59770	60994	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	
38138500162		
Address of Employer		
Austria		
Number of Employees Supervised by You		
6		
Description of Duties		
Management of the procurement and contracting of all material and services for and on behalf of the OSCE Mission in Kosovo, its institutions and MoU implementing partners. The OSCE Mission in Kosovo is placed in one of the main pillars of the United Nations Interim Administration in Kosovo (UNMIK). Its major tasks are that of democratization in the most general terms, development and support of free media and democratic parties, police training, organization and supervision of parliamentary and municipal elections, education, etc. The OSCE Mission in Kosovo employs several hundreds of seconded and contracted international staff at the professional level and local national staff at general services level. The annual procurement budget is 25 million Euro.		
Summarize any of Your Achievements		
Through review, enhancement or retendering of various of the main contracts, contributed to or executed annual savings of up to 400.000 Euro for 2002. For the year 2003 tendered and successfully contracted the outsourcing of part of the security services and part of the cleaning services. For the year 2003 re-tendered the service, maintenance and repair contract for the OSCE Mission in Kosovo vehicle fleet of 400 vehicles. From a procurement and contracting and general logistics perspective, actively participating in and contributing to the OSCE-wide project that seeks to implement a new integrated resource management system. Previous Director of Administration wrote in the 2002 Performance Evaluation Report: "Mr. Huizinga has elevated the Procurement Section in the Mission to a level unprecedented in the OSCE".		
Reasons for Leaving		
Although extended for a further year and having enhanced the Procurement Section's performance significantly from 2002 onward, I have reached a stage of 80/20 (80% effort for 20% improvement). Also at this stage I had lived 2,5 years separated from my family and decided to take a job back in The Netherlands for some time.		

Job Title	Type of Business	From - To
Field Procurement & Logistics Officer	United Nations	01/02/2000 - 01/02/2002
Name of Employer	Name of Supervisor	
UNRWA, United Nations Relief & Works Agency for Palestine Refugees in the Near East	Mr. William Lee	
Salaries per Annum:		
Starting	Final	Currency Paid
60000	66000	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	
9627677333		
Address of Employer		
Jordan		
Number of Employees Supervised by You		
110		
Description of Duties		
Both facility procurement and logistics in support of the running of Jordan Field operations (6.500 staff) and operational logistics in support of the health, education and vocational training and relief and social services programs, for a beneficiary population of up to 1,5 million registered Palestine refugees in Jordan. Local procurement, receipt, storage, forwarding and distribution of office and school furniture, stationary and training material, computer hardware and other technical/electronic supplies and machinery, vehicle spare parts, fuel and lubricants, medical supplies, as well as food and non-food commodities (15.000 mt/year). Port operations, clearing and forwarding and facilitating transit of supplies between Gaza and West Bank and Syria and Lebanon. Fleet management and maintenance of 120 light and heavy trucks, busses, small personnel vehicles and specialised transport, as well as maintenance of generators and pumps. Of the annual local procurement expenditure		
Summarize any of Your Achievements		
UNRWA existed 50 years when I arrived to the job. The Agency was so "established" that the achievement was actually being able to execute the massive ongoing requirements.		
Reasons for Leaving		
Insufficient perspective at the time. Contracts came with 6 month extensions only. Moved on to the OSCE Mission in Kosovo within a more democratization rather than relief operations environment and a one-year extendable contract.		

Job Title	Type of Business	From - To
Procurement Coordinator	International Humanitarian Organization (www.ifrc.org)	01/08/1999 - 01/02/2000
Name of Employer	Name of Supervisor	
International Federation of Red Cross & Red Crescent Societies	Mr. Tomas Liew	

Salaries per Annum:					
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No		
41000	41000	USD	Is this a position within the UN Common System? No		
Telephone Number		Email Address			
41227304222					
Address of Employer					
Switzerland					
Number of Employees Supervised by You					
3					
Description of Duties					
Istanbul, Turkey. At the on-set of the earthquake disaster response operation, jointly with three other Logistics Delegates, coordinating and supporting all aspects of the Red Cross Turkey Earthquake relief operation, channeling the stream of incoming relief supplies (road/air), port operations, receipt, storage and forwarding to the affected areas. Establishing a separate Federation logistics infrastructure from scrap, since the Turkish Red Crescent Society was overloaded. Co-ordination with the donors, other RC&RC Societies on mission, the host Turkish RC Society, and civil and military authorities on the destination of supplies. In the aftermath of the operation I took responsibility of local procurement, purchasing hundreds of tents, thousands of beds and mattresses, gas lamps and other relief supplies and equipment, hundred's of metric tons of bulk food, clothing, sleeping bags and bed sheets, prefab offices, sanitary containers, construction material up to 6 million USD.					
Summarize any of Your Achievements					
Establishment of a working logistics infrastructure (equipped and staffed), including full warehousing and handling, (air)port operations and freight forwarding to the affected areas within two weeks of arrival.					
Reasons for Leaving					
Employment opportunity with the United Nations with UNRWA.					

Job Title		Type of Business	From - To
Regional Procurement & Warehouse Delegate		International humanitarian organisation (www.ifrc.org)	01/04/1998 - 01/07/1999
Name of Employer		Name of Supervisor	
International Federation of Red Cross & Red Crescent Societies		Mr. Roderick MacKenna	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
39600	39600	USD	Is this a position within the UN Common System? No
Telephone Number		Email Address	
41227304222			
Address of Employer			
Switzerland			
Number of Employees Supervised by You			
19			
Description of Duties			
Nairobi, Kenya. Regional Logistics Center for Eastern Africa. Implementing standard Federation logistics procedures in procurement and logistics. Logistics support to the surrounding country delegations, through procurement, receipt, storage and dispatch of food and non-food supplies. Liaison and co-ordination between the field operations, Geneva HQ and the Regional Logistics Center, regarding planning of requirements and implementation of resource management. Later during the mission, providing exit-management related to physical downscaling of the Regional Logistics Center, through tendering and sub-contracting main activities like clearing, freight forwarding and warehousing.			
Summarize any of Your Achievements			
Assisted with the disaster operations support at the bomb blast site in Nairobi, after the US Embassy bombing. Enhanced implementation of standard procurement and logistics procedures.			
Reasons for Leaving			
End of mission, return to the Netherlands for the birth of our daughter.			

Job Title		Type of Business	From - To
Chef Koelcel (Team Leader Cold Store)		Dairy factory and distributor (www.frieschevlag.nl)	01/10/1997 - 01/03/1998
Name of Employer		Name of Supervisor	
Coberco BV		Mr. Bert Koopmans	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
54000	54000	NLG	Is this a position within the UN Common System? No
Telephone Number		Email Address	
Address of Employer			
Netherlands			
Number of Employees Supervised by You			
40			
Description of Duties			
Company no longer exists, was taken over by Friesche Vlag BV. Coberco was one of three remaining major dairy companies in the Netherlands. Temporary Team Leader in support of the management of the cold stores (two full-time employees were being recruited). Preparation and execution of daily discharge and loading schedules of hired and own distribution fleet, daily staff planning, supervision of order picking, storage planning and stock rotation management. Liaison between production and storage to streamline production and loading schedules. This was a significant task, regarding the ever-critical shelf life of fresh dairy products and the fact that the factory still occupied its historic location inside Arnhem city, with subsequent lack of expansion possibilities, resulting in shortage of storage space. After two Team Leaders were recruited, for the remainder of the six-month contract I designed and implemented a few warehouse optimization projects.			
Summarize any of Your Achievements			
Helped cover the period in which the employer could recruit two permanently employed Team Leaders. Also assisted with the training of the newly recruited staff.			

Reasons for Leaving
Next Red Cross mission.

Job Title Logistics Delegate		Type of Business International Humanitarian Organization (www.ifrc.org)	From - To 01/10/1996 - 01/07/1997
Name of Employer International Federation of Red Cross & Red Crescent Societies		Name of Supervisor Mr. David Horobin	
Salaries per Annum: Starting 39600		Final 39600	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 41227304222		Email Address	
Address of Employer Switzerland			
Number of Employees Supervised by You 23			
Description of Duties Kabul, Afghanistan and Peshawar, Pakistan. Responsible for implementing standard Federation logistics procedures in procurement, transport and warehousing in the five sub-Delegations in Afghanistan and the procurement office in Pakistan. Providing training to national staff. Carry out relief distributions to displaced persons and social hardship cases. Medical logistics in support of the 48 countrywide Basic Health Care clinics of the Afghan Red Crescent Society. Supervision of and co-ordination with the Pakistan based procurement office on planning, purchasing and forwarding of food and non-food relief supplies. Co-ordination with ICRC logistics for air operations both in country and out of Pakistan. Continuous weekly travel by air throughout the entire country to supervise all Federation logistics. From a cultural sensitivity and security awareness perspective, it is worth mentioning that during this period 70% of Afghanistan was already under Taliban control.			
Summarize any of Your Achievements Implementing standard procedures in general logistics. Enhancement of stock control and timely delivery of medical supplies to the clinics. Successful move of the Delegation Offices to a new location.			
Reasons for Leaving End of mission.			

Job Title Relief Administrator		Type of Business International Humanitarian Organization (www.icrc.org)	From - To 01/09/1995 - 01/04/1996
Name of Employer ICRC, International Committee of the Red Cross		Name of Supervisor John Roache	
Salaries per Annum: Starting 37500		Final 37500	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 41227346001		Email Address	
Address of Employer Switzerland			
Number of Employees Supervised by You 46			
Description of Duties Belgrade, FRY. Expanding the smaller Belgrade Relief Department into Logistics Base for Republica Srpska, Bosnia, when the first Krajina crisis made road-access from Zagreb to the northern area of Bosnia impossible. Receive all remaining Zagreb based supplies for this area through an air-bridge into Belgrade. Supervising subsequent ongoing conveying between Zagreb and Belgrade for the duration of the mission (no supplies came straight to Belgrade, due to the volatility of the situation). Receipt, storage and forwarding. Planning daily convoys for the forwarding of food and non-food relief items, fuel and various other supplies to the ICRC sub-Delegations in Republica Srpska; i.e. Banja Luka, Bejlina, Trebinje, Pale and the Gorazde enclave (occasionally Sarajevo), on behalf of the programs for displaced persons and social hardship cases. Dispatch of 2.000 mt/month through a fleet of 20 trucks. Management of a 5.000 sqm warehouse.			
Summarize any of Your Achievements Successful expansion of operations from a mere relief-support administration unit to a fully operational logistics support structure, within one month. Enhancement of convoy planning, increased effectiveness and efficiency of utilization of material and human resources and increased turnover of supplies.			
Reasons for Leaving Downscaling of operations after initial emergency, combined with end of mission, return on home-leave.			

Job Title Relief/ Logistics Delegate		Type of Business International Humanitarian Organization (www.ifrc.org)	From - To 01/06/1994 - 01/01/1995
Name of Employer International Federation of Red Cross & Red Crescent Societies		Name of Supervisor Mr. Robert Barlin	
Salaries per Annum: Starting 37500		Final 37500	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 41227304222		Email Address	

Address of Employer
Switzerland

Number of Employees Supervised by You
0

Description of Duties
Kutaisi, Georgia. Management of Kutaisi sub-Delegation, western Georgia. Directly responsible for receipt, storage, forwarding, distribution and monitoring of food and non-food relief supplies to 250.000 displaced Georgians from the northwestern province of Abkhazia. Distribution was logistically complex, while it was a "postman-style" distribution, with the 250.000 displaced dispersed throughout the country, either individually staying with families or friends, or in derelict houses and other small structures like barns, railway carriages, etc., or grouped in collective centers, schools, factories, government buildings, etc. Major donor programs carried out were from WFP, ECHO and USAID.

Summarize any of Your Achievements
More effective distribution with a higher degree of reaching the beneficiaries. Assisting with accessing the Poti port on the Black Sea as entry point to Georgia for relief supplies.

Reasons for Leaving
End of mission.

Job Title Vessel Planner		Type of Business Container shipper and handler (www.maerskline.com)	From - To 01/02/1993 - 01/05/1994
Name of Employer SeaLand Service Inc.		Name of Supervisor Mr. Jan van Kerkhoff	

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
50000	50000	NLG	Is this a position within the UN Common System? No

Telephone Number

Email Address

Address of Employer
Netherlands

Number of Employees Supervised by You
0

Description of Duties
Company no longer exists, was taken over by Maersk. Administrative planning and follow-up of the discharge and loading of container vessels. The Rotterdam Sea-Land container terminal was equipped with the then most sophisticated semi-automated and integrated physical and administrative discharge, loading, storage and dispatch system in the world.

Summarize any of Your Achievements
Increased service-orientation through my personal "never-say-no" approach, which wasn't a prevailing mentality in these kind of port operation organizations

Reasons for Leaving
First Red Cross mission

Job Title Dock Worker/ Container Lasher		Type of Business Labour pool for port operations (www.matrans.nl)	From - To 01/05/1991 - 01/12/1991
Name of Employer Matrans Marine Services		Name of Supervisor Mr. Hans Vervat	

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
44000	44000	NLG	Is this a position within the UN Common System? No

Telephone Number
31104910500

Email Address
info@matrans.nl

Address of Employer
Netherlands

Number of Employees Supervised by You
0

Description of Duties
Operational duties related to the discharge and loading of container vessels, i.e. terminal-truck driver, radio-operator (crane and deck) and container lasher.

Summarize any of Your Achievements
n/a

Reasons for Leaving
First professional employment with Menken van Grieken BV

Job Title Chef Vervoersbureau (Transport Manager)		Type of Business Dairy factory and distributor (www.campina.nl)	From - To 01/01/1991 - 01/01/1992
Name of Employer Menken van Grieken BV		Name of Supervisor Mr. Ruud v/d Hulst	

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
66000	66000	NLG	Is this a position within the UN Common System? No

Telephone Number

Email Address

Address of Employer

Netherlands

Number of Employees Supervised by You
25

Description of Duties
Company no longer exists, taken over by Campina BV. Menken van Grieken was at that time one of the four remaining smaller family-owned dairy co-operations in the Netherlands. It was later acquired by one of the larger dairy companies. Providing medium/long term route and load planning for the hired and distribution fleet. Liaison between customers, commercial department and transporters on issues of delivery times and routing. Liaison between production and refrigerated warehouse to streamline production and loading schedules (short shelf life dairy commodities). Liaison with the daily transport management on performance issues regarding the planning.

Summarize any of Your Achievements
Enhanced use of material and human resources. Cost reduction through reducing material resources, while maintaining the same distribution network. Reducing number of routes. Successfully solving distribution problems under access restrictions in municipalities with night-noise-reduction policies.

Reasons for Leaving
Resignation to pursue a humanitarian career.

Job Title Tweede Luitenant (2nd Lieutenant)		Type of Business Defense Forces (www.luchtmacht.nl)	From - To 01/09/1989 - 01/05/1991
Name of Employer Koninklijke Luchtmacht (Royal Netherlands Air Force)		Name of Supervisor Mr. Jan van Walsum	
Salaries per Annum:			
Starting 17000	Final 30000	Currency Paid NLG	Is this a civil servant position of your Government? Yes Is this a position within the UN Common System? No
Telephone Number		Email Address	
Address of Employer Netherlands			
Number of Employees Supervised by You 0			
Description of Duties Member of a HQ project team automating the Air Force’s vehicle maintenance signaling and control system, implementing the system in the field and teaching the in-field users of the Motor Transport section the use of the said system.			
Summarize any of Your Achievements Being part of the 4th consecutive project team, through enthusiasm and dedication, the software was completed and operationally re-introduced into the fields for a second attempt and actually taken into operation, changing the control systems in most fields from index-cards to the first automation and with access for the users to an easily accessible database.			
Reasons for Leaving End of compulsory servie plus voluntary extension.			

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

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

Language	Mother Tongue	Speak	Read	Write	Understand
Dutch	Yes	Easily	Easily	Easily	Easily
German	No	Easily	Easily	Easily	Easily

Address

c/o ICO-EUSR, International Civilian Office - EU Special Representative
Ahmet Krasniqi Street
Pristina, Kosovo Other
Telephone: 381-38-2044105
Fax: 377-45-273085
Contact: Nico Huizinga

Address

c/o Lenteakker 176
Spijkenisse Netherlands
Telephone: 31-181-642743

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
Anthony O'CONNELL	Retired UN Security Professional. Former Head of General Services, OSCE Mission in Kosovo	Gartenheimstrasse 108/9 Austria	4317441107 adoconnell@aon.at
Thomas TOLSTRUP HANSEN	Regional Director EA, Vestergaard Frandsen	Vestergaard Frandsen (EA) Ltd. Austria	254204444758 tth@vestergaard-frandsen.com
Rolf VAN UYE	Former Deputy Head of Mission, OSCE Mission in Kosovo. Currently Head of Coordination, OSCE Mission in Kosovo	c/o OSCE Mission in Kosovo Austria	38138500162 rvanuye@hotmail.com

Personal History Profile for Ijaz HUSSAIN

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
HUSSAIN	Ijaz		
2. Date of Birth	3. City of Birth	Country of Birth	Index No
20/10/1965	NOWSHERA	Pakistan	
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Pakistan		Pakistan	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Male	171	70	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? 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?			
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: ijaz.hussain@undp.org			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
PIMSAT	ISLAMABAD Pakistan	Jun-2001 - May-2002
Main Course of Study	Field of Study	
Management	Business & Administration	
Degree Title or Equivalent	Degree Type	
MBA EXECUTIVE	Masters	

University Name	City, Country	From - To
UNIVERSITY OF PESHAWAR, NWFP	PESHAWAR Pakistan	Aug-1982 - Sep-1985
Main Course of Study	Field of Study	
Management	Business & Administration	
Degree Title or Equivalent	Degree Type	
BA	Bachelor of Arts	

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

Name of School	City, Country	From - To
F.G.PUBLIC HIGH SCHOOL RISALPUR	NOWSHERA, NWFP Pakistan	Mar-1980 - Feb-1981
Main Course of Study		Certificate or Diploma
PHYSICS, MATHS BIOLOGY		SECONDARY SCHOOL CERTIFICATE

Employment

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

Job Title	Type of Business	From - To
Procurement Analyst/Deputy Manager	Procurement	01/12/2000 -
Name of Employer		Name of Supervisor
United Nations Development Programme		Noor M. Zia or Barnaby Jones DCD(O)
Salaries per Annum:		
Starting	Final	Currency Paid
		PKR
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? Yes
Telephone Number	Email Address	
0092518255667	ijaz.hussain@undp.org	
Address of Employer		
Pakistan		

Number of Employees Supervised by You

2

Description of Duties

Initiate procurement process for Country Office, NEX, DEX and UNOPS Projects by inviting RFQ/RFP/ITB for goods and services. Develop cost comparative analysis and recommend purchases in light of the existing UNDP Procurement rules. Conduct market surveys for different items being used on recurrent basis. Evaluate and scrutinize all CAP cases prior submitting to CAP Committee. Prepare brief presentation, facilitating CAP members to understand the merit and demerits of the case report. Prepare proceedings of CAP reports and finalize recommendation for RR approval. Conduct physical inventory exercise on quarterly basis and update asset record accordingly. Ensure compliance to the Audit recommendations. Extend support in the management of UN House with respect to up-gradation of facilities and space configuration for occupancy by the newly-arriving UN agencies/offices. Handle Special Services Agreement, negotiate daily rate with consultant and issue SSAs. Interface with Shipping section on timely release of shipments and onward delivery to the concerned projects.

Summarize any of Your Achievements

Selected as Roving Procurement Officer by UNDP HQ in August 2006 from Pakistan based on my performance. Only 15 Roving Procurement Officers were selected by UNDP HQ through out UNDP offices in the world. Providing advisory role to Regional Advisory Committee on Procurement established in UNDP Regional center Bangkok. Recently finalized \$6.5M contract for conducting social audit in 110 districts of Pakistan for one of the Nationally Executed Project (NEX). Under one UN Reform actively participating in Procurement Working Group meetings and finalized various activities such as Shipping Services, Mobile Phone Services, Travel Services, etc. Passed the Procurement Certification launched by UNDP, HQ in August 2006 with distinction; Finalized the Travel and Protocol Services contract for all UN Agencies based in Pakistan following UNDP procurement rules. Initiation of bidding process for selection of Security Services provider in light of the security requirements for offices and International residences through out Pakistan. Developed RFP and evaluation criteria which resulted smooth selection process. Provided logistical and procurement support to OCHA, HIC, UN-HABITAT during the emergency phase of earthquake in 2005. Single handedly managed all the procurement related tasks. Ensured timely delivery of the relief goods to the effected areas. Developed Roster of Firms in light of the Procurement Manual. The Vendor Registration Form was placed on the UNDP website to be downloaded, completed and returned to UNDP for registration. The Auditor rated this as a best practice. Extended procurement support to the Election Commission of Pakistan in cascading training of Polling Personnel throughout Pakistan in 2001-2 as well as in recent election held in February 2008. Developed benchmark prices for training module which resulted saving of US\$3.7M. During the year 2004, extended procurement support to UNDP Kinshasa for the purchase of tarpaulin tents from the local vendor in Lahore. This included identifying the most competitive supplier, raising of Purchase Orders in ATLAS, maintaining close coordination with local supplier for ensuring quality product, and timely delivery of the consignment to UNDP Kinshasa. The payment of US\$147,450 was also made at our end to the local vendor in Lahore after obtaining clearance from UNDP Kinshasa. Achieved 100% compliance to the MOSS, purchased and installed anti-blast films for all UN Agencies floors. Currently assisting Support to National Election Project, a NEX execution project on preparation of EOI, RFQ,RFP, ITB. Purchased 120 vehicles, 24 Motorcycles, 20 copiers, printers, 80 laptops through IAPSO/UNOPS for NEX/DEX projects within two months. Introduced Special Services Agreement face sheet which resulted smooth issuance of SSA for NEX/DEX Projects. Imparted training to all UNDP Staff on implementation of E-Procurement and ensured implementation as well. Imparted training to all NEX/DEX Staff on UNDP procurement rules which resulted enhancement of procurement knowledge at project level and compliance of procurement rules.

Reasons for Leaving

Seek better employment opportunity. Induction in the Professional Services Cadre.

Job Title	Type of Business	From - To
Programme Coordinator	Procurement & Administration	01/06/1997 - 01/11/2000
Name of Employer	Name of Supervisor	
United Nations Development Programme	Roohi Shoaib	
Salaries per Annum:		
Starting	Final	Currency Paid
		PKR
		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		
Pakistan		
Number of Employees Supervised by You		
2		
Description of Duties		
Coordinated the NGO Component Project " Supporting Democratic Electoral Process in Pakistan" (SDEPP). Scrutinized expenditure statements, work plan and budget, submitted by NGOs, ensure that the expenditures are within the allocated budget, and activities are met as envisaged in their work plan. Maintained Inventory record of all project related assets. Prepared quarterly financial report of all expenditures incurred on the NGO Component. Review monthly IOV's and prepared expenditure statement according to budget line for the project. Reviewed and analyzed progress reports submitted by the NGOs in the light of work plan.		
Summarize any of Your Achievements		
Organized training for women in remote area through four NGOs which resulted women participation in the democratic process. Through this projec the Government agreed to increase 33% seats for women in National Assembly.		
Reasons for Leaving		
Got Fixed Term position in UNDP in the area of Procurement and Contracting.		

Job Title	Type of Business	From - To
Procurement Analyst	Procurement	01/07/1994 - 01/05/1997
Name of Employer	Name of Supervisor	
American Embassy, Narcotics Affairs Section, Islamabad	Nisar Ahmed Siddiqui	
Salaries per Annum:		
Starting	Final	Currency Paid
540000	660000	PKR
		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		
Pakistan		
Number of Employees Supervised by You		
Description of Duties		
Procurement of all sort of equipment and vehicles for law enforcement agencies in Pakistan. Obtained exemption certificates from Central Board of Revenue (CBR) for offshore shipments. Developed an Inventory Control Programme in FoxPro for non-expendable items provided to Government of Pakistan. Draft variety of correspondence regarding official business. Participated in annual end use monitoring/Inspection of equipment & vehicles with host government officials through out Pakistan and prepares evaluation reports after inspection.		
Summarize any of Your Achievements		

Provided equipment, vehicles and facilities to Anti-Narcotics Force throughout Pakistan which helped in eradicating poppy cultivation in the remote areas of Pakistan. Built Anti Narcotics Force capacity by providing HF/VHF equipment. Provided vehicle to Customs as well as to ANF to meet the challenges of the smuggling. Physical monitoring of all equipment and vehicles provided to law enforcement agencies throughout Pakistan safeguarding the interest of organization.

Reasons for Leaving

Better employment opportunity. Got Job in the Nationally Execution Project implemented by UNDP, Pakistan as Programme Coordinator

Job Title Administrative Assistant		Type of Business Admin	From - To 01/10/1992 - 01/08/1994
Name of Employer USAID, American Embassy		Name of Supervisor Marcy Bucan	
Salaries per Annum:			
Starting 240000	Final 300000	Currency Paid PKR	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 Pakistan			
Number of Employees Supervised by You 0			
Description of Duties Provided all sort of adminstration support to Contract and Commodities Section of USAID			
Summarize any of Your Achievements Provided logistical and admin support for the smooth functioning of the unit.			
Reasons for Leaving Better employment opportunity in American Embassy, Narcotics Affairs Section, Islamabad			

Job Title Logistic Assistant		Type of Business Administration	From - To 01/03/1990 - 01/10/1992
Name of Employer General Dynamic Services Company		Name of Supervisor James Tilburg	
Salaries per Annum:			
Starting 96000	Final 120000	Currency Paid PKR	Is this a civil servant position of your Government? Yes Is this a position within the UN Common System? No
Telephone Number		Email Address	
Address of Employer Pakistan			
Number of Employees Supervised by You			
Description of Duties The General Dynamics Services Company was awarded a contract by the US-Pakistan Government, for the Rebuild of "M" Series Tracked Vehicles at Pakistan Heavy Rebuild Factories, Taxila in November 1989. The Programme Office was located in Islamabad, where I was assigned to provide administrative support. As Logistic Support Assistant I was primarily responsible to interface with the Ministries/Departments, mainly with Foreign Affairs, Interior, Commerce, Defense, Health, Central Board of Revenue, State Bank of Pakistan, Regional Passport Office, Immigration, Post Office, Traffic Police in order to accomplish variety of administrative assignments relating to incoming and outgoing shipments of the projects, shipments of household goods and personal effects of the staff members, passport & visa validation, driver licenses, issuing of CBR booklets.			
Summarize any of Your Achievements Smooth transaction of logistical arrangements for all international staff			
Reasons for Leaving Project closed			

Job Title Legal Assistant		Type of Business Government	From - To 01/12/1987 - 01/02/1990
Name of Employer President's Secretariat		Name of Supervisor Brigadier Ahmad Jahanzeb	
Salaries per Annum:			
Starting 60000	Final 80000	Currency Paid PKR	Is this a civil servant position of your Government? Yes Is this a position within the UN Common System? No
Telephone Number		Email Address	
Address of Employer Pakistan			
Number of Employees Supervised by You			
Description of Duties Worked for the Director General (Law), Legal Department in the capacity of Admin Assistant. Assist the Legal Department in retrieval of Military Summary Courts cases and preparation of condensed reports. Update any Act/Ordinance as and when required.			
Summarize any of Your Achievements Preparation of Military Summary cases for President approval for grant of bails on humanitarian grounds			

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, Electric typewriter, fax, copier, scanner, Motorola radio GP-380,

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
Pashto	No	Easily	Not easily	Not easily	Easily
Punjabi	Yes	Easily	Easily	Easily	Easily

Address

UNDP, HOUSE 12, STREET 17, F-7/2
ISLAMBAD Pakistan
Telephone: 0092-051-8255667
Fax: 0092-0321-5155475

Address

C/O QAZI KHALID TEHSIL & DISTRICT ATTOCK
P.O ATTOCK, TARIQ STREET
ATTOCK PUNJAB Pakistan
Telephone: 0092-0597-610230
Contact: IJAZ

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
Naeem AKHTAR	Business	Narcotics Affairs Section American Embassy Pakistan	0092512278675-8 naeem_606@yahoo.com
Nazir Ahmed CHAUDHERY	Procurement & Contracting Consultant	House 262, E-7, Pakistan	00923335343942
Nadeem YOUSUF	Business	USAID office, c/o US Embassy, Pakistan	0092512082098 nyusuf@usaid.gov

Personal History Profile for Denis KUBAT

General Details

1. Family name KUBAT	First Name Denis	Middle Name	Maiden Name, (if any)
2. Date of Birth 10/03/1967	3. City of Birth Sarajevo	Country of Birth Bosnia and Herzegovina	Index No 179603
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] 182	8. Weight [kg] 92	9. Marital Status Married
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? No			
13. What is your preferred field of work? 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? 01/08/2000			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? No			
18. Email Address: kubat@un.org			

Education

List all university degrees or equivalent qualifications obtained.

University Name Sarajevo University	City, Country Sarajevo Bosnia and Herzegovina	From - To Oct-1986 - Mar-1993
Main Course of Study Other Engineering	Field of Study Engineering & Engineering Trades	
Degree Title or Equivalent Bachelor of Science 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 Secondary Technical School	City, Country Sarajevo Bosnia and Herzegovina	From - To Sep-1981 - Jun-1985
Main Course of Study Precise Mechnaics and Optiomechanics		Certificate or Diploma Technician Degree

Employment

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

Job Title Procurement Officer	Type of Business UN Peacekeeping Mission	From - To 01/02/2009 - 01/05/2009
Name of Employer UNOMIG		Name of Supervisor Mr. Borut Zebre
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 kubat@un.org	
Address of Employer Georgia		
Number of Employees Supervised by You		
Description of Duties asdas		
Summarize any of Your Achievements asdfasd		
Reasons for Leaving End of the TDY assignment		

Job Title OIC, Procurement Section	Type of Business UN Peacekeeping mission	From - To 01/11/2007 - 01/09/2008
Name of Employer UNDOF	Name of Supervisor Mr. Patrick Devaney	

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 9631166906 5966		Email Address kubat@un.org	
Address of Employer Syrian Arab Republic			
Number of Employees Supervised by You 10			
Description of Duties Upon departure of the CPO in November 2007 until arrival of the new CPO in September 2008, I have performed duties as Officer-in-Charge in addition to my regular duties as Head of Procurement Unit 1. Duties included: Plan, develop and manage the procurement activities for worldwide procurement of a broad range of commodities and services. Serve as principal advisor to senior officials, providing technical and policy advice on procurement. Develop and disseminate best practices, lead and direct a procurement work team. Plan and allocate work assignments; coach, mentor, and evaluate staff. Analyze unusually complex and/or critical procurement proposals of significant financial or operational impact. Determine appropriate strategy/approach to best serve organizational interests, and ensure implementation, including the authorization of exceptions to established rules, practices and procedures, as necessary. Direct, manage and conduct planning, solicitation, negotiation, and, if necessary, termination of contractual and procurement action. Authorize up to approved limit, or recommend authorization of procurement contracts/purchase orders. Develop proposals on revisions to procurement policies and procedures. Develop and recommend strategy for the effective implementation of procurement policies and reforms. Represent the organization in key meetings with senior officials internally and government officials, and in negotiations with senior executives of various commercial organizations for the purpose of concluding major contracts.			
Summarize any of Your Achievements wedfasdfasdf			
Reasons for Leaving Handed over duties to a new Chief Procurement Officer			

Job Title Head of Procurement Unit 1	Type of Business Peacekeeping Mission	From - To 01/08/2006 -
Name of Employer UNDOF	Name of Supervisor Mr. Ard Venema/Ms. Faouzia Abass	

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 9631166906 5966		Email Address kubat@un.org	
Address of Employer Syrian Arab Republic			
Number of Employees Supervised by You 3			
Description of Duties Supervise day-to-day operations of the Procurement Unit 1 (Engineering and Transport acquisitions), including the review of bid documents, official correspondence, purchase orders, contracts, invoice related documentation, and to ensure that all procurement cases assigned to the buyers are processed in accordance with the set priorities and in accordance with applicable UN regulations, rules, guidelines and established procedures and practices. Handle complex and/or high-value procurement cases. Manage the performance of staff under his supervision and contribute to their professional development. Monitor, expedite and follow-up on delivery delays and problem issues. Ensure timely completion of all procurement files. Coordination of activities with self-accounting units in creation of the Mission's acquisition plan and follow up on the implementation of the same Provide general administrative support in compiling relevant procurement statistics. Prepare a variety of reports, correspondence and documents on procurement related matters. Closely work with Chief Procurement Officer (CPO) and provide support to areas such as personnel, operational and management including attending various management and operational meetings. As required, and in the absence of other unit Head assume the other Unit's functions. Officiate as Officer-in-Charge, Procurement Section in the absence of CPO and Deputy CPO. Undertake any other duties as assigned by CPO.			
Summarize any of Your Achievements Successful management of the section activities and implementation of the mission acquisition plan in provision of different goods, works and services.			
Reasons for Leaving Further professional development and improvement, as well as facing new challenges.			

Job Title OIC, Procurement Section	Type of Business Peacekeeping Mission	From - To 01/10/2005 - 01/08/2006
Name of Employer UNMOGIP	Name of Supervisor Selvam Perambalam	

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 kubat@un.org	
Address of Employer Pakistan			

Number of Employees Supervised by You

1

Description of Duties

Upon departure of the CPO in October 2005 until I was re-assigned to UNDOF in August 2006, I have performed duties as Officer-in-Charge in addition to my regular duties as Procurement Assistant. Duties included: Managing overall procurement activities that include but not limited to: Review of incoming requirements for completeness of specifications and related information to enable the initiation of procurement action. Identify prospective vendors for the provision of goods/services from a local/worldwide roster of supplies. Prepare annual procurement plans based on sections' requirements. Review and approve the issuance of solicitation documents. Review and approve bid evaluations and recommendations for awards. Review and approve all submissions to the Local Committee on Contracts for any single purchase/contract involving a commitment of a value beyond my delegation of procurement authority. Review and sign contracts to purchases/projects/services within delegated authority, ensuring that measurement criteria, define performance benchmarks and applicable timelines, are incorporated. Execute market surveys whenever possible to enlarge the vendor database. Conduct periodic performance evaluation of vendors and take corrective action when necessary. Attend meeting with other sections in connection with procurement related matters. Undertake other tasks as assigned by the Chief Administrative Officer

Summarize any of Your Achievements

asdfasdas

Reasons for Leaving

Re-assignment to UNDOF

Job Title	Type of Business	From - To
Procurement Assistant	UN Peacekeeping Mission	01/09/2003 - 01/08/2006
Name of Employer	Name of Supervisor	
UNMOGIP	Hasita Wimalachandra	
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	
	kubat@un.org	
Address of Employer		
Pakistan		
Number of Employees Supervised by You		
Description of Duties		
Plan procurement actions involving analysis of variety of contracting issues, and identification of potential courses of action. Render technical advice to requisitioning units on applicable rules, regulations and on writing technical specifications. Also provide advice on availability and estimated prices of goods/services substitutes or alternatives. Prepare and distribute of bids/proposals solicitations. Identify qualified bidders to be invited to submit bids/proposals and provide clarifications to allow them to correctly understand the procedural requirements. Manage/conduct all aspects of bid/proposal evaluations. Liaise with invited vendors, respond to vendor questions/queries on tender documents and coordinate site visits where required. Review technical and financial proposals and carryout cost benefit analysis for goods/services procurement and recommend award in adherence to organization's rules, regulations and procedures. Prepare and issue purchase orders. Develop contracts or amendments for services to the organization. Where required liaise with Receiving and Inspection Unit to ensure specification conformity, volume assessment of deliveries are met. Create system queries; prepare statistical reports, and management presentations on procurement activity. Analyze and evaluate vendor's performance as regards quality, price, delivery time and equipment in respect to organization's requirements. Perform any other related duties that may be assigned by the Chief Procurement Officer.		
Summarize any of Your Achievements		
asdasd		
Reasons for Leaving		
Re-assignment to UNDOF		

Job Title	Type of Business	From - To
Procurement Officer	World Bank	01/06/2003 - 01/09/2003
Name of Employer	Name of Supervisor	
World Bank Project Coordination Unit	Mr. Kerim Karabdic	
Salaries per Annum:		
Starting	Final	Currency Paid
24000	24000	EUR
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number	Email Address	
39733471 747		
Address of Employer		
Bosnia and Herzegovina		
Number of Employees Supervised by You		
4		
Description of Duties		
Managing the flow of procurement activities in the Project Coordination Unit. Implementing World Bank. Procurement solicitations in response to the identified requirements; Contacting and negotiating with vendors and contractors; Work with the outside experts representing cantons, fund managers, EMIS coordinator and the Standards and Assessment Agency staff to help them understand the details of the procurement aspects of the project. Follow-up implementation of the ordered/contracted goods and services. Supervising and guiding project beneficiaries' procurement staff.		
Summarize any of Your Achievements		
Assisted procurement personnel of project beneficiary's (educational institutions in Bosnia) in adopting and implementation procurement procedures and policies of the World Bank in provision of goods, services and works required by the institutions.		
Reasons for Leaving		
End of short term assignment		

Job Title	Type of Business	From - To
Procurement Assistant	UN Peacekeeping Mission	01/12/2000 - 01/06/2003

Name of Employer UNMIBH			Name of Supervisor Almaz Ghanem
Salaries per Annum:		Currency Paid	Is this a civil servant position of your Government? No
Starting	Final	USD	Is this a position within the UN Common System? Yes
Telephone Number 38733496 000		Email Address kubat@un.org	
Address of Employer Bosnia and Herzegovina			
Number of Employees Supervised by You 0			
Description of Duties Undertake procurement solicitations in response to identified requirements and in accordance with UN procurement policies; Issuance of bidding documents (RFQ, RFP, ITB); Review through financial analysis the pricing bids and proposals with due regard to UN financial rules and regulations; Prepare presentations to the Committees on Contracts (Local and Headquarters); Preparation of purchase orders and contracts; Contacting and negotiating with vendors and contractors; Manage and oversee the maintenance of procurement records and files; Manage the invoice matching procedure;			
Summarize any of Your Achievements Contracts for the provision of the different police equipment, vehicles and vehicle parts, printing services, information campaigns, banking services, airport handling services, shipment of the personal effects and household goods, construction works, building management commodities and services, provision of the global freight forwarding and transportation services of UNMIBH assets, sales of the written-off assets, etc.			
Reasons for Leaving Mission mandate ended on 30 June 2003.			

Job Title Procurement Manager		Type of Business Procurement agent of the Netherlands Government	From - To 01/04/1999 - 01/10/2000
Name of Employer International Procurement Agency and Tebodin		Name of Supervisor Gerard Hermans	
Salaries per Annum:		Currency Paid	Is this a civil servant position of your Government? No
Starting	Final	BAM	Is this a position within the UN Common System? No
30000	30000		
Telephone Number 38733213 379		Email Address ipateb@bih.net.ba	
Address of Employer Bosnia and Herzegovina			
Number of Employees Supervised by You 1			
Description of Duties Coordination with Bosnian authorities in respect of definition of requirements and legal issues; Provision and preparation of technical details and preparation of tender documents; Tender evaluation and issuance of contract for the provision of goods and services in accordance with EU and WB procurement procedures; Follow up of supply, installation, training and handing over of equipment and services provided under the program; Reporting to the Netherlands MOFA and Embassy in BiH; Coordinating customs clearing of the imported equipment.			
Summarize any of Your Achievements Procured, delivered and installed equipment for 7 mini dairies, a potato chips factory, milking equipment, equipment for 1 central and 10 area training milking farms, milk sterilization equipment, equipment for milk collection, as well as the provision of training for operating the subject equipment; 1000 pregnant heifers; 10 heavy tipper trucks, 15 city buses, traffic counting equipment and 10 wheeled loaders;the airport passengers and cargo handling equipment; a fluoroscopy and fluorography equipment for 7 regional hospitals and training of staff for operating the equipment.			
Reasons for Leaving Project ended in October 2000.			

Job Title Procurement/Logistics Manager		Type of Business International NGO	From - To 01/04/1997 - 01/04/1999
Name of Employer International Rescue Committee		Name of Supervisor Zoran Radic	
Salaries per Annum:		Currency Paid	Is this a civil servant position of your Government? No
Starting	Final	BAM	Is this a position within the UN Common System? No
22000	25000		
Telephone Number 38733230 800		Email Address ircbh@irc-bosna.org	
Address of Employer Bosnia and Herzegovina			
Number of Employees Supervised by You 6			
Description of Duties Implementation of the international and local procurement of the IRC BiH; Soliciting of bids/proposals as per the requirements of different donors (USAID, EU, WB, UNHCR ...); Negotiations with bidders, vendors and suppliers; Evaluation of bids; Issuance of contracts and purchase orders; Contacts with Bosnian custom authorities regarding customs clearing; Supervision of implementation of the IRC BH procurement procedures in the field offices; Monitoring and provision of the technical training to the field offices' procurement and logistics staff; Responsible for regular operation of IRC logistics department.			

Summarize any of Your Achievements

Successful implementation of US\$ 5 mil. valued projects in Bosnia and Herzegovina. Projects were donated by the different donors (USAID, UN, EU, UNHCR,) and included provision of heating installation and appliances, different vehicles and spares, medical equipment and consumables, agricultural products, food, livestock, construction material and services, computers, communications equipment, office supply, etc. All donations were aimed for rehabilitation and reconstruction of Bosnia and Herzegovina

Reasons for Leaving

End of projects been involved with.

Job Title	Type of Business	From - To
Ass. Shelter Sector Coordinator	International NGO	01/07/1996 - 01/04/1997
Name of Employer	Name of Supervisor	
International Rescue Committee	Robert Gunther	
Salaries per Annum:		
Starting	Final	Currency Paid
18000	18000	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	
38733230 800	ircbh@irc-bosna.org	
Address of Employer		
Bosnia and Herzegovina		
Number of Employees Supervised by You		
0		
Description of Duties		
Responsible for the following up of all shelter and infrastructure projects implemented by the five IRC BIH field offices; Provision of technical and grant compliance support to the field offices' engineer teams; Maintaining contact with donors' representatives regarding all ongoing projects; Monitoring of realization of ongoing projects; Identifying a possible projects; Writing and supervising of technical sections of shelter and infrastructure proposals.		
Summarize any of Your Achievements		
Rehabilitated 50 individual houses, 3 water supply systems, 4 small regional ambulances and 4 primary schools.		
Reasons for Leaving		
Promoted to Procurement Manager		

Job Title	Type of Business	From - To
Designer of Gas and Heating Installations	Engineering and designing	01/08/1994 - 01/07/1996
Name of Employer	Name of Supervisor	
Engineering for Gas and Water	Haris Sehic	
Salaries per Annum:		
Starting	Final	Currency Paid
15000	15000	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	
38733472 156	egw@bih.net.ba	
Address of Employer		
Bosnia and Herzegovina		
Number of Employees Supervised by You		
0		
Description of Duties		
Design of the heating installations; Reconstruction of the damaged heating system, Design of water supply systems, Supervision and inspection of works on the construction sites; Keeping a construction sites logbooks; Surveying of heating and water systems; Making feasibility studies; Other related duties.		
Summarize any of Your Achievements		
Emergency rehabilitation of 4 district heating systems, conversion on gas of 4 heating systems in schools, designed approximately 200 individual internal gas installation		
Reasons for Leaving		
End of projects been involved.		

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

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

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

Address

UNDOF
P.O. Box 5368
Damascus Syrian Arab Republic
Telephone: 963-11-669065966
Fax: 963-999-580626
Contact: Denis Kubat

Address

Behdzeta Mutevelica 2B
Sarajevo Bosnia and Herzegovina
Telephone: 387-33-640 399
Fax: 387-61-551 829
Contact: Denis Kubat

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
Krunoslav BELJAK	Mechanical Engineer	Nevesinjska 28; 71000 Sarajevo Bosnia and Herzegovina	38733278 111 kbeljak@cbbh.ba
Svetlana NOVOVIC - CULIC	Geodisian Engineer	Waddestraat 433 Haarlem 2036 LL Bosnia and Herzegovina	3123511 3981 novocil@haarlem.nl
Nici VAN NIEUWEKASTEELE	Ennergy Consultant	Hoffsveien 13; Oslo N-0275 Bosnia and Herzegovina	472206 4070 nici.nieuwkastele@ensi.no

Personal History Profile for Rakesh KUMAR

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
KUMAR	Rakesh		
2. Date of Birth	3. City of Birth	Country of Birth	Index No
07/07/1971	PATANA	India	
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
India		India	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Male	180	84	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? 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?			
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: anamika_rakesh@hotmail.com			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
Management College of South Africa	Durban and Johannesburg South Africa	Jan-2005 - Sep-2007
Main Course of Study	Field of Study	
Management	Business & Administration	
Degree Title or Equivalent	Degree Type	
Master of Business Administration (course complited Graduation on 15-9-2007)	Masters	

University Name	City, Country	From - To
Bangalore University	Bangalore India	Aug-1989 - Jul-1993
Main Course of Study	Field of Study	
Other Engineering	Engineering & Engineering Trades	
Degree Title or Equivalent	Degree Type	
Bachelor of Engineering	Bachelor of Sciences	

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

Name of School	City, Country	From - To
Magadh University/Dwarka College	Gaya/Patna India	May-1986 - Jul-1988
Main Course of Study		Certificate or Diploma
Phusics, Chemistry, Mathematics, English, Hindi		Intermediate Science

Name of School	City, Country	From - To
SGD Patliputra H School / BSEB	Patna / Bihar India	Jan-1982 - Mar-1986
Main Course of Study		Certificate or Diploma
Phy, Che, math, Bio, History, Geo, Eco, Pol, Eng, Hindi, Sanskrit		10th

Employment

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

Job Title	Type of Business	From - To
Procurement Advisor	Water Supply Management of the Country	01/11/2005 - 01/03/2008
Name of Employer		Name of Supervisor
FUNDO DE INVESTIMENTO E PATRIMÔNIO DO ABASTECIMENTO DE ÁGUA		Mr. Miguel Alves
Salaries per Annum:		
Starting	Final	Currency Paid
126937	126937	USD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No

Telephone Number 25821491529	Email Address fipag@fipag.co.mz
Address of Employer Mozambique	
Number of Employees Supervised by You 2	
Description of Duties Responsible for Preparation and Updation of Procurement Plan, Preparation of Bid documents for GOODS, Works, Services, evaluation of the same, recommendation of award, preparation for points of negotiation, Negotiation, finalization of contract, liasioning with donnors, supliers, contractors and consultant, timely delivery of goods and services, finalization of claims, variations of contractor, consultant and all aspects of procurement mangement, preparation of disbursement plan, investtment plan, montly and quarterly Reports.	
Summarize any of Your Achievements In April 2003, I secured Procurement Specialist position in First National Water Development Program (World Bank project) in Mozambique. I liked traveling and was enthused by grandness of the project. I was responsible for contract management and procurement. Before I joined the first national water development project most of the project activities were not started and many activities in process were running late. The procurement plans were not at all updated regularly. With my novel approach and hard working, we managed to update the procurement plan regularly and projects were completed on time and budget available. Successful completion of the project gave me opportunity to work on Education Sector Strategic Program in Mozambique another reputed World Bank project. In short 3 years I have successfully completed procurement process of more than 500 contracts for Goods, works and service consisting of different values. Majority of the procurement processes were completed in time and under budget. A few which were delayed due to supplier's non performance at time, non-clear technical specification and some time conflict with conditions of contracts. Which were shorted out by negotiation, clarification and applying provisions of the contracts such as extensions of time, liquidated damages etc. During my involvement on Education Sector Strategic program, Mozambique 2004, I trained many procurement assistants on project to handle the procurement and contract activities. I also emphasized on communication, cooperation and positive outlook. I have advised them to be resourceful, sharpen the skill perennially and be able to adapt to ever-changing economic markets that future brings. For the same reason, I am also taking an MBA course from Management College of South Africa. Teaching and personnel training is one of many things I like about my work. I have been involved in training of junior engineers and government employees in India as well as Mozambique.	
Reasons for Leaving Completion of contract	

Job Title Procurement and Contract Specialist	Type of Business Procurement	From - To 01/11/2004 - 01/10/2005						
Name of Employer Ministry of Education								
Name of Supervisor Mr. Antonio Chambal								
Salaries per Annum: <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">Starting</td> <td style="width: 33%;">Final</td> <td style="width: 33%;">Currency Paid</td> </tr> <tr> <td>56400</td> <td>56400</td> <td>USD</td> </tr> </table>			Starting	Final	Currency Paid	56400	56400	USD
Starting	Final	Currency Paid						
56400	56400	USD						
Is this a civil servant position of your Government? No Is this a position within the UN Common System? No								
Telephone Number 2581480600								
Email Address anamika_rakesh@hotmail.com								
Address of Employer Mozambique								
Number of Employees Supervised by You 6								
Description of Duties All duty related to procurement of goods, works and services.								
Summarize any of Your Achievements Arranged all the procurement process and now no delay in any procurement process is going on, though we haveabout 150 activities.								
Reasons for Leaving Completed my Contract								

Job Title Procurement Engineer/Technical Consultant	Type of Business Consulting	From - To 01/04/2003 - 01/10/2004						
Name of Employer Louis Berger S.A.								
Name of Supervisor Mr Luis D Macedo								
Salaries per Annum: <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">Starting</td> <td style="width: 33%;">Final</td> <td style="width: 33%;">Currency Paid</td> </tr> <tr> <td>28400</td> <td>28400</td> <td>USD</td> </tr> </table>			Starting	Final	Currency Paid	28400	28400	USD
Starting	Final	Currency Paid						
28400	28400	USD						
Is this a civil servant position of your Government? No Is this a position within the UN Common System? No								
Telephone Number 2581308916								
Email Address lberger@teledata.mz								
Address of Employer Mozambique								
Number of Employees Supervised by You 0								
Description of Duties Responsible for all the procurement activities, Management of contracts for consultancies, works and goods. Compilation or review of terms of refernce (ToR's) and request for proposals (RFP's) for generic and specific projects. Preparation and review of tender documents and bill of quantites. Preparation or review of all related/additional procurement documentation, following the models of the respective donors/agencies as appropriate, for consulting services, for civil works and goods. Review of technical/financial assessments. Recommendations to the PNDA project manager for contract awards. Assistance with contract negotiations and preparation of contracts for award. I am responsible for enhancing capacity of procurement department in order to boost the pace of the project implementation and secure quality control of the procuremnt documents sent to the donors. Further I am responsible for providing to others the needed technical support, guidance, in all respects of procurement.								
Summarize any of Your Achievements I have corrected and organised the procurement manual. Updated and finalised all the works which were pending due before my arriaval. Getting no objection for different financing institution become easy as the mistakes become very less. Overall the project procurement is going on the right path after my inclusion in the PIU as procurement specialist.								

Reasons for Leaving
Contract Finished

Job Title Quantity Surveyor and Procurement engineer	Type of Business Consulting	From - To 01/06/1998 - 01/03/2003
Name of Employer M/s. Lea Associate South Asia Pvt. Ltd.	Name of Supervisor Mr S K Pancholy	
Salaries per Annum: Starting Final Currency Paid Is this a civil servant position of your Government? No 96000 300000 INR Is this a position within the UN Common System? No		
Telephone Number Email Address 910116973950 lasa@bol.net.in		
Address of Employer India		
Number of Employees Supervised by You 12		
Description of Duties As a Procurement and Quantity specialist my job responsibility broadly involves estimation of quantity of all road, drains and CD work related activity, preparation of ICB & NCB procurement of works in accordance with FIDIC conditions for contractor, preparation of contract document for the procurement of international and local supervision consultant, preparation of ToR for supervision consultancy service, making necessary changes in standard procurement document of funding agency to the requirement of the project, deciding the man month of key professionals input for the consultancy job and qualification criteria setting, getting the clearance form the funding agency such as World Bank for the ToR, bid document and RFP on behalf of the client, attending the pre-proposal/pre bid meetings for consultancy services and contractor job to clarify their query and doubts, bid evaluation for both consultancy and contractor jobs, preparation of bid evaluation report and submission of same.		
Summarize any of Your Achievements · Full familiarity with International Competitive Bidding (ICB) and National Competitive Bidding (NCB). · Over 6 years of experience on contracts in major highway projects. · Worked on 4 projects funded by World Bank.		
Reasons for Leaving The project was about to finish all the procurement works were completed and my man month were already completed. Company was thinking of sifting me to another project. In the mean while I got an opportunity to work abroad with one of the leading con		

Job Title Design Engineer	Type of Business Consulting	From - To 01/08/1997 - 01/03/1998
Name of Employer Juneja Techno Consultant Pvt. Ltd.	Name of Supervisor Mr. Ganesh Juneja	
Salaries per Annum: Starting Final Currency Paid Is this a civil servant position of your Government? No 36000 36000 INR Is this a position within the UN Common System? No		
Telephone Number Email Address		
Address of Employer India		
Number of Employees Supervised by You 6		
Description of Duties As Design Engineer, in-charge of designing and planning, construction supervision, cost estimation, estimation of tender, solving the construction problem related to quality, dealt with material engineering etc.		
Summarize any of Your Achievements Got command over Bulding design and supervision of structural work.		
Reasons for Leaving Better oppurtunity.		

Job Title Junior Structural Engineer	Type of Business Consulting	From - To 01/08/1996 - 01/05/1997
Name of Employer Andley Associates Pvt. Ltd.	Name of Supervisor Mr. Mahesh	
Salaries per Annum: Starting Final Currency Paid Is this a civil servant position of your Government? No 42000 42000 INR Is this a position within the UN Common System? No		
Telephone Number Email Address 910114626818		
Address of Employer India		
Number of Employees Supervised by You 0		
Description of Duties		

As Junior Structural Engineer, the work involved designing and planning manually, construction supervision, cost estimation, solving the construction problem related to structure etc.

Summarize any of Your Achievements

Learnt building design and supervision

Reasons for Leaving

Better Oppurtunity

Job Title		Type of Business	From - To
Civil Engineer		Consulting	01/10/1993 - 01/07/1996
Name of Employer		Name of Supervisor	
Organic India		Mr. Som Sharma	

Salaries per Annum:

Starting

Final

Currency Paid

Is this a civil servant position of your Government?

Is this a position within the UN Common System?

18000

36000

INR

No

No

Telephone Number

Email Address

910116838848

Address of Employer

Number of Employees Supervised by You

Description of Duties

India

5

As Civil Engineer looked after the construction supervision & monitoring of construction works, solving the construction problem related to quality preparation of working drawings and preparation of schedule of construction, quantity and cost estimation planning, dealt with material engineering etc.

Summarize any of Your Achievements

Reasons for Leaving

Learnt different works related to civil engineering from planning, designing and exection of the project. Preparation of estimates, Bid document, evaluation of bid and award etc.

For better future. Actually I wanted to learn Building design hence left this company and joined a company where main work was desiging.

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
Hindi	Yes	Easily	Easily	Easily	Easily
Maithili	No	Easily	Easily	Not easily	Easily
Portuguese	No	Not easily	Easily	Not easily	Not easily

Address

I-18, kirtidham Society, Vavol.
Gandhinagar Gujarat India
Fax: 91-9898-189966
Contact: Rakesh Kumar

Address

Flat No. 3.1, Phase 4, Coop, Near Junction of Av. Vladimir Lenin and Av. Kenneth Kaunda
Maputo Maputo Mozambique
Telephone: 258-82-8267520
Fax: 258-82-8267520
Contact: Rakesh Kumar

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
Miguel ALVES	Chief Executive Director, FIPAG	Rua General Pereira D'E?a, No 241 R/C, Mozambique	25821498840 fipag@fipag.co.mz

Mr. Giles BRINSLEY	Team Leader (Gujarat PCC Project)	Gujarat State Highways Project Plot No. 174, Sector -8 Gandhinagar Gujarat India 382008 Phone : 91-79-3233524 Fax : 91-79-3233525 Cell : Email : lasa@ad1.vsnl.net.in gilobrins@hotmail.com Mozambique	910793233524 gilobrins@hotmail.com
Mr. Tapas PAUL	Environmental Specialist	The World Bank 70, Lodi Estate New Delhi – 110003 India Tel : (91-11) 24617241 ext 107 (91-11) 24619491 Fax (91-11) 24619393 Cell : 9810345280 Email : tpaul@worldbank.org Mozambique	9101124617241 tpaul@worldbank.org

Personal History Profile for Nestor LAXINA

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
LAXINA	Nestor		
2. Date of Birth	3. City of Birth	Country of Birth	Index No
24/09/1950		Philippines	532604
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
Male	169	87	
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? 01/01/1978			
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: laxina@un.org			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
University of the East	Claro M. Recto, Manila Philippines	Jun-1967 - Mar-1971
Main Course of Study	Field of Study	
Management	Business & Administration	
Degree Title or Equivalent	Degree Type	
Bachelor of Science in Business Administration	Bachelor of Sciences	

University Name	City, Country	From - To
University of the East	Manila Philippines	Jun-1967 - May-1971
Main Course of Study	Field of Study	
Marketing	Business & Administration	
Degree Title or Equivalent	Degree Type	
Bachelor of Science in Business Administration	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
Baruch College	New York United States of America	Sep-1992 - Dec-1992
Main Course of Study		Certificate or Diploma
Purchasing Management I		Certificate in Purchasing Management

Name of School	City, Country	From - To
New York University	New York United States of America	Sep-1983 - May-1984
Main Course of Study		Certificate or Diploma
Programming		Diploma in Computer Technology

Name of School	City, Country	From - To
Pampanga Colleges	Macabebe, Pampanga Philippines	Jun-1962 - Mar-1966
Main Course of Study		Certificate or Diploma
High School		HS Diploma

Employment

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

Job Title	Type of Business	From - To
Procurement Assistant	Government Organization	01/07/2007 -

Name of Employer United Nations Procurement Division			Name of Supervisor Ms. Grace Montelibano		
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 001212963-0118			Email Address laxina@un.org		
Address of Employer United States of America					
Number of Employees Supervised by You 2					
Description of Duties 1. International procurement of goods and services in accordance with the UN Financial Regulations and Rules and Procurement Policies and Procedures. 2. Monitoring the work of junior staff in the Team. 3. Providing guidance to junior staff in the Team.					
Summarize any of Your Achievements I. Carried out responsive and responsible procurement of goods and services, both local and international, in accordance with existing procurement guidelines and Financial Regulations and Rules by a) analyzing and evaluating individual procurement cases and verifying the specifications for clarity, correctness and completeness; b) contacting substantive offices for clarifications and collaborating with them at all stages of the procurement process; c) prioritizing requisitions received according to urgency and complexity of the requirement; d) proposing product substitutions consistent with the requirement to achieve cost savings in line with accepted standards of quality, delivery and service; e) through the use of Internet and trade publications, researching both the domestic and international commercial market for appropriate sources of supply and issuing solicitation documents accordingly; f) evaluating bids/proposals/quotes giving due consideration to quality, price, delivery time, transportation costs, discounts, etc. and obtaining technical evaluation, when needed; entering into a negotiation process where allowed by guidelines; g) preparing and presenting submissions to the Committee on Contracts, when necessary; h) issuing Purchase Orders and/or Contracts meeting clients' requirements and in accordance with existing regulations and rules; i) promptly responding to queries from end users, substantive offices, and suppliers; j) maintaining good rapport with suppliers by meeting with supplier representatives who wish to introduce themselves personally and allow them time to present themselves and the commodities they offer, to the whole Team. II. Improved planning and organization resulted in meeting project schedules, timely delivery of goods and services, and smooth execution of contracts, such as those of UN Postal Administration and Publishing Section. III. My interest in computer technology helped me acquire a better than average skill and proficiency in database and other applications software (MS Word, Excel, Powerpoint). Familiarity with IMIS and ODS facilitated the extraction and collection of information for preparation of reports. IV. Monitored the work of, supervised and provided guidance to, junior staff in the Team. V. My strong interpersonal communication skills helped build trust and respect, which gave me the ability to work effectively in a multi-ethnic and multi-cultural environment. As a detail-oriented and results-oriented team player, I worked closely with the requisitioning offices in drawing-up comprehensive specifications and time-lines, kept them informed of the status of the projects, and ensured client satisfaction through collaborative approach. I recognized and improved on my strengths and weaknesses as a leader and a team member.					
Reasons for Leaving Application for higher post (temporary vacancy).					

Job Title Procurement Assistant			Type of Business International Civil Service		From - To 01/12/2005 - 01/06/2007
Name of Employer United Nations			Name of Supervisor Bard Stammen		
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 001212963-0118			Email Address laxina@un.org		
Address of Employer United States of America					
Number of Employees Supervised by You 1					
Description of Duties 1. International procurement of goods and services in accordance with the UN Financial Regulations and Rules and Procurement Policies and Procedures. 2. Monitoring the work of junior staff in the Team. 3. Providing guidance to junior staff in the Team.					
Summarize any of Your Achievements I. Carried out responsive and responsible procurement of goods and services, both local and international, in accordance with existing procurement guidelines and Financial Regulations and Rules by a) analyzing and evaluating individual procurement cases and verifying the specifications for clarity, correctness and completeness; b) contacting substantive offices for clarifications and collaborating with them at all stages of the procurement process; c) prioritizing requisitions received according to urgency and complexity of the requirement; d) proposing product substitutions consistent with the requirement to achieve cost savings in line with accepted standards of quality, delivery and service; e) through the use of Internet and trade publications, researching both the domestic and international commercial market for appropriate sources of supply and issuing solicitation documents accordingly; f) evaluating bids/proposals/quotes giving due consideration to quality, price, delivery time, transportation costs, discounts, etc. and obtaining technical evaluation, when needed; entering into a negotiation process where allowed by guidelines; g) preparing and presenting submissions to the Committee on Contracts, when necessary; h) issuing Purchase Orders and/or Contracts meeting clients' requirements and in accordance with existing regulations and rules; i) promptly responding to queries from end users, substantive offices, and suppliers; j) maintaining good rapport with suppliers by meeting with supplier representatives who wish to introduce themselves personally and allow them time to present themselves and the commodities they offer, to the whole Team. II. Improved planning and organization resulted in meeting project schedules, timely delivery of goods and services, and smooth execution of contracts, such as those of UN Postal Administration and Publishing Section. III. My interest in computer technology helped me acquire a better than average skill and proficiency in database and other applications software (MS Word, Excel, Powerpoint). Familiarity with IMIS and ODS facilitated the extraction and collection of information for preparation of reports. IV. Monitored the work of, supervised and provided guidance to, junior staff in the Team. V. My strong interpersonal communication skills helped build trust and respect, which gave me the ability to work effectively in a multi-ethnic and multi-cultural environment. As a detail-oriented and results-oriented team player, I worked closely with the requisitioning offices in drawing-up comprehensive specifications and time-lines, kept them informed of the status of the projects, and ensured client satisfaction through collaborative approach. I recognized and improved on my strengths and weaknesses as a leader and a team member.					
Reasons for Leaving Change in supervisor only.					

Job Title Associate Contracts Officer			Type of Business Peacekeeping Mission		From - To 01/10/2004 - 01/12/2005
Name of Employer United Nations Stabilization Mission in Haiti			Name of Supervisor Balakrishnan Amirthalingam		
Salaries per Annum:					

Starting 74529	Final 74529	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 laxina@un.org	
Address of Employer Haiti			
Number of Employees Supervised by You 4			
Description of Duties 1. Procurement of goods and services in accordance with the UN Financial Regulations and Rules and Procurement procedures. 2. Monitoring the work and performance of staff in the Team. 3. Setting priorities and providing guidance to staff in the Team.			
Summarize any of Your Achievements I. Carried out responsive and responsible procurement of goods and services, both local and international, in accordance with existing Procurement Guidelines/Policies and Financial Regulations and Rules by a) analyzing and evaluating individual procurement cases and verifying the accuracy and completeness of technical specifications and special instructions; b) prioritizing the work according to requisitioners' needs; c) researching both the domestic and international commercial market for appropriate sources of supply through the use of the Internet and Trade Publications; proposing product substitutions consistent with the requirements to achieve cost savings in line with accepted standards of quality, delivery and service; d) evaluating bids/proposals/quotes giving due consideration to quality, price, delivery time, transportation costs, discounts, etc; obtaining technical evaluation, when needed; entering into a negotiation process where allowed by guidelines; e) preparing and presenting proposals to the Committee on Contracts, when necessary; f) issuing Purchase Orders and/or Contracts meeting clients' requirements and in accordance with existing regulations and rules. II. Handled complex contractual arrangements in response to the dynamic needs of the mission. III. Diligently processed and resolved issues with minimum or no supervision. IV. Delegated responsibilities with proper supervision and guidance to staff in the Team. Monitored their progress at all stages of the projects. V. Improved planning and organization resulted in meeting project schedules, timely delivery of goods and services, and smooth execution of contracts, which was vital in establishing a new peacekeeping mission such as MINUSTAH. VI. Working knowledge of MS Word, Excel, Powerpoint, and familiarity with IMIS and ODS facilitated the preparation of memoranda, correspondence, and reports, as well as extraction and collection of information necessary for the preparation of such documents. VII. My strong interpersonal communication skills helped build trust and respect, which gave me the ability to work effectively in a multi-ethnic and multi-cultural environment. As a detail-oriented and results-oriented team player, I worked closely with the requisitioning offices in drawing-up comprehensive specifications and time-lines, kept them informed of the status of the projects, and ensured client satisfaction through collaborative approach. I recognized and improved on my strengths and weaknesses as a leader and a team member.			
Reasons for Leaving To return to mother Duty Station.			

Job Title Procurement Assistant		Type of Business International Organization	From - To 01/07/1999 - 01/09/2004
Name of Employer United Nations		Name of Supervisor Sylvia Leonard/Larisa Babynina/Lisa Langlois	
Salaries per Annum:			
Starting 74529	Final 74529	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 laxina@un.org	
Address of Employer United States of America			
Number of Employees Supervised by You			
Description of Duties Plan procurement and contractual aspects of projects, such as: production of philatelic stamps and related requirements of UNPA, purchase and lease of printing equipment and supplies for use by the Reproduction Section, Secretariat-wide JIT Just-In-Time supply and desk-to-desk distribution of photocopy paper, and other projects of technically complex nature, as well as a variety of goods and services of a general nature, for worldwide or local procurement. Oversee/manage adherence to the terms of contracts on the printing and binding of the U.N. Treaty Series, printing, binding, and fulfilment of the Monthly Bulletin of Statistics, and other sensitive contracts. Review and analyze technical specifications for clarity and completeness. Advise requisitioners on the full range of procurement issues including the application of relevant UN Financial Regulations and Rules; provide support and guidance in all stages of the procurement process. Conduct market research by use of the internet or trade journals to identify new sources of procurement; interview potential suppliers. Prepare and oversee distribution of invitations to tender. Manage/conduct all aspects of bids/proposals/quotations evaluations. Participate in negotiations with supplier representatives. Sign procurement orders up to the authorized limit. Prepare submissions to and attend Contracts Committee Meetings on projects requiring its review and subsequent approval by the authorized official. Supervise and review the work of new/junior staff.			
Summarize any of Your Achievements Planning and Organizing Met project schedules of UNPA with regards to printing of Philatelic Stamps, Envelopes, Cards, Annual Collection Folders, Philatelic Bulletins and related products. Teamwork/Creativity/Planning & Organizing Set-up Just-In-Time desk-to-desk supply of photocopy paper. Client Orientation Established good working relationship with suppliers and clients. Good negotiating skills and sound judgment contributed to a 20% credit to the organization from a vendors error in producing the specified product. Years of experience in international procurement and knowledge of UN policies and standards contributed to a strong sense of professionalism, which led to expert handling of contract and procurement matters, problems, and related issues. Improved planning and organization resulted in: 1) meeting UNPAs project schedules; 2) timely delivery of printing equipment, supplies, and other printing jobs; and 3) smooth execution of contracts . Creativity and teamwork facilitated the setting-up of JIT Just-In-Time desk-to-desk supply and distribution of photocopy paper within the UN Headquarters complex and outlying buildings. Excellent client orientation resulted in good working relationship with suppliers and clients.			
Reasons for Leaving Mission Assignment			

Job Title Associate Procurement Officer (SPA)		Type of Business International Organization	From - To 01/01/1999 - 01/06/1999
Name of Employer United Nations		Name of Supervisor Sylvia Leonard	
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 laxina@un.org	

Address of Employer
United States of America
Number of Employees Supervised by You
Description of Duties
Plan procurement and contractual aspects of assigned projects, which are technically complex in nature, as well as a variety of goods and services of a general nature, for worldwide or local procurement. Review and analyze technical specifications for clarity and completeness. Advise requisitioners on the full range of procurement issues including the application of relevant UN Financial Regulations and Rules; provide support and guidance in all stages of the procurement process. Conduct market research by use of the internet or trade journals to identify new sources of procurement; interview potential suppliers. Prepare and oversee distribution of invitations to tender. Manage/conduct all aspects of bids/proposals/quotations evaluations. Participate in negotiations with supplier representatives. Sign procurement orders up to the authorized limit. Prepare submissions to and attend Contracts Committee Meetings on projects requiring its review and subsequent approval by the authorized official. Coordinate timely delivery of goods and services. Supervise and review the work of new/junior staff.
Summarize any of Your Achievements
Years of experience in international procurement and knowledge of UN policies and standards contributed to a strong sense of professionalism, which led to expert handling of contract and procurement matters, problems, and related issues. Improved planning and organization resulted in: 1) meeting UNPAs project schedules; 2) timely delivery of printing equipment, supplies, and other printing jobs; and 3) smooth execution of contracts . Excellent client orientation resulted in good working relationship with suppliers and clients. Good technology awareness facilitated the use of computer systems and application programs resulting in improved efficiency.
Reasons for Leaving
Temporary assignment

Job Title	Type of Business	From - To
Procurement Assistant	International Organization	01/03/1992 - 01/12/1998
Name of Employer	Name of Supervisor	
United Nations	Mauro Baradi	
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	
	laxina@un.org	
Address of Employer		
United States of America		
Number of Employees Supervised by You		
Description of Duties		
Review and prioritize a wide variety of requisitions for goods and services. Obtain additional information/documentation as required. Provide guidance to requisitioners in matters regarding procurement policies and procedures. Propose product substitutions consistent with requirements to achieve cost savings. Identify sources of supply. Prepare tender documents, abstract of offers, and related documents. Authorize purchases in line with delegated authority. Prepare submissions to the Contracts Committee for review and subsequent approval by the authorized official. Resolve procurement related problems and issues. Ensure application of the relevant UN Financial Regulations and Rules at all stages of the procurement process.		
Summarize any of Your Achievements		
Years of experience in procurement and knowledge of UN policies and standards contributed to expert handling of contract and procurement matters, problems, and related issues. Excellent client orientation resulted in good working relationship with suppliers and clients.		
Reasons for Leaving		
Temporarily assigned to a higher position.		

Job Title	Type of Business	From - To
Procurement/Accounting Assistant	International Organization	01/01/1985 - 01/02/1992
Name of Employer	Name of Supervisor	
United Nations	Phyllis Raphael/Gloria Khan/Tana Lambrakos	
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	
	laxina@un.org	
Address of Employer		
United States of America		
Number of Employees Supervised by You		
Description of Duties		
Ensure timely and complete delivery of goods and services. Check invoices for accuracy and ensure conformity with the terms of the Purchase Order/Contract. Obtain and check delivery receipts. Obtain additional information/documentation as required. Provide guidance to requisitioners in matters regarding procurement policies and procedures. Monitor disbursement of obligated funds. Ensure application of the relevant UN Financial Regulations and Rules at all stages of the procurement process. Supervise the Typing Pool staff.		
Summarize any of Your Achievements		
Attention to details contributed to detection of discrepancies between the invoices and delivery receipts and/or purchase orders. Improved planning and organization contributed to timely delivery of goods and services, and payment of invoices, which resulted in savings to the organization in the application of prompt payment discounts.		
Reasons for Leaving		
Promotion		

Job Title	Type of Business	From - To
Senior Administrative Clerk/Invoice Clerk/Clerk	International Organization	01/05/1978 - 01/12/1984

Name of Employer United Nations			Name of Supervisor Phyllis Raphael		
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 laxina@un.org		
Address of Employer United States of America					
Number of Employees Supervised by You					
Description of Duties As Invoice Clerk, ensure accuracy and conformity of invoices with the terms of the purchase orders. Obtain and check supporting documents, such as Receiving & Inspection Reports and Shipping Advices. Assist Procurement Officers in all payment related matters.As Invoice Clerk, ensure accuracy and conformity of invoices with the terms of the purchase orders. Obtain and check supporting documents, such as Receiving & Inspection Reports and Shipping Advices. Assist Procurement Officers in all payment related matters.As Typing Pool Supervisor, stamp and prepare Purchase Order, Amendment, Bid, and Return To Vendor drafts for typing, which involve currency conversion, mathematical calculations, assignment of document copies, and general review of the work to be typed. Proof-read typed documents and subsequently distribute to Procurement Officers. Prepare transmittal letters of Purchase Orders/Amendments for obligation to HQ and UNDP Accounts Divisions. Prepare Daily Report of the movement of Purchase Orders, Amendments, Invoices, Bids, and Shipping Authorization within the Unit and Section.As Key Training Staff for the APPS(Automated Purchase & Payment System), train the staff in the operation of the IBM computer terminal, data entry, retrieval of information, and generating Purchase Orders.					
Summarize any of Your Achievements Attention to details contributed to detection of discrepancies between the invoices and delivery receipts and/or purchase orders. Improved planning and organization contributed to timely delivery of goods and services, and payment of invoices, which resulted in savings to the organization in the application of prompt payment discounts. Good computer skills and knowledge of application programs resulted in the incumbents designation as Units Trainer in the data entry module of the APPS System.					
Reasons for Leaving Promotion					

Job Title Reception Manager		Type of Business Hotel and Catering	From - To 01/07/1973 - 01/04/1978
Name of Employer Stratford Court Hotel		Name of Supervisor David Bull	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
1456	2600	GBP	Is this a position within the UN Common System? No
Telephone Number		Email Address	
Address of Employer United Kingdom			
Number of Employees Supervised by You 6			
Description of Duties Responsible for the smooth running of the Front Office, which covers the areas of Reservations, Reception, and Cashiers Desks. Give guidance to Reservations Clerks, Receptionist, and Cashiers in the performance of their tasks. Ensure that hotel is filled to capacity and rooms are sold at full rate. Ensure that hotel rooms are allocated in accordance with the bookings and guests requests. Ensure guest satisfaction through courteous interaction by Receptionists and Cashiers, esp. during check-in and check-out procedures.			
Summarize any of Your Achievements Directly supervised and gave guidance to staff, which resulted in increased hotel occupancy rate and higher revenue to the company. Motivated staff in the performance of their duties by allowing them to choose their work-shifts and maintaining a two-way flow of communication, which kept the absenteeism rate to its lowest minimum level.			
Reasons for Leaving Left for the United States of America.			

Job Title Clerk (City Court)		Type of Business Court of Justice	From - To 01/09/1968 - 01/06/1973
Name of Employer City Court, Kalookan City		Name of Supervisor Adelaida Cordero	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? Yes
2150	3500	PHP	Is this a position within the UN Common System? No
Telephone Number		Email Address	
Address of Employer Philippines			
Number of Employees Supervised by You			
Description of Duties Prepare daily list of cases scheduled for trial. Review case files for completeness of documentation. Ensure proper archiving of documents in the case file, including cross-references to exhibits and evidences. Prepare and ensure receipt of subpoenas to witnesses prior to the scheduled trial date. Submit monthly reports to the Trial Judge on the number of cases received, cases resolved and pending cases. Conduct review and research, and report findings on Court submissions to the Trial Judge. Liaise with the Prosecutors Office to ensure proper documents are submitted together with the case files.			
Summarize any of Your Achievements			

Planning and Organizing: Systematic scheduling of trial cases reduced the rate of cases postponed due to absence of witnesses and/or over-booking on the daily calendar. **Completeness of documentation and proper archiving of documents in the case file was achieved to the satisfaction of the Trial Judge. Teamwork:** Worked very well with colleagues. **Client Orientation:** Established good working relationship with the Prosecutor and Trial Attorneys.

Reasons for Leaving

Emigrated to London, England.

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

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

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

Address

18 Nairn Place
Nutley NJ United States of America
Telephone: 1-973-661-9268
Fax: 001-973-704-1850
Contact: Nestor Laxina

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
Kelly CONCEPCION	Medical Doctor	7 Squire Court United States of America	1973992-9284 concep8@aol.com
Cathy DEL FIERRO	Home Care Administrator	1 Elliott Place United States of America	1845425-0522 gcdf@aol.com
Richard DELA FUENTE	Division Manager, Lucent Technologies	8 Jay St. United States of America	1973584-9601 rldlf@optonline.net

Personal History Profile for Pradipta LENKA

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
LENKA	Pradipta	Kumar	
2. Date of Birth	3. City of Birth	Country of Birth	Index No
11/05/1969	cuttack, orissa, india	India	
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
India		India	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Male	170	70	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? Purchasing and contracting specialists			
14. Would you accept employment for less than six months? No			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when?			
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: pklenka115@yahoo.co.in			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
Indian Institute of Materials Management	Baroda India	Jun-1997 - Jan-1998
Main Course of Study	Field of Study	
African Languages and Civilizations	Humanities	
Degree Title or Equivalent	Degree Type	
Diploma in Export-Import Management	Degree	

University Name	City, Country	From - To
IGNOU	New Delhi India	Jun-1996 - Jun-1999
Main Course of Study	Field of Study	
Management	Business & Administration	
Degree Title or Equivalent	Degree Type	
MBA (Operation Management)	Masters	

University Name	City, Country	From - To
Punjabi University	Patiala India	Jun-1994 - Apr-1996
Main Course of Study	Field of Study	
Management	Business & Administration	
Degree Title or Equivalent	Degree Type	
Post Graduate Diploma in Materials Management	Postgraduate degree	

University Name	City, Country	From - To
Institution of Engineers (India)	Kolkata India	Sep-1990 - May-1994
Main Course of Study	Field of Study	
Electrical Engineering	Engineering & Engineering Trades	
Degree Title or Equivalent	Degree Type	
Degree in Electrical Engineering	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
Industrial Training Centre	Cuttack India	Jul-1986 - Jun-1988
Main Course of Study		Certificate or Diploma
Electrical		Certificate in Electrical Engineering

Name of School	City, Country	From - To
Stewart Science College	Cuttack India	Jul-1984 - May-1986
Main Course of Study		Certificate or Diploma

Physics, Chemistry, Mathematics & Biology		Intermediate (Science)
Name of School Janata High School	City, Country Cuttack India	From - To Jul-1981 - Mar-1984
Main Course of Study English, Hindi, Mathematics I & II, Science, History & Geography		Certificate or Diploma High School Certificate (10th)

Employment

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

Job Title Assistant General Manager-Procurement		Type of Business Engineering EPC	From - To 01/11/2008 -
Name of Employer Hindustan Dorr-Oliver Limited		Name of Supervisor Mr. M.G. Sahani	
Salaries per Annum: Starting 1350000		Final 1500000	Currency Paid INR
		Is this a civil servant position of your Government? No	
		Is this a position within the UN Common System? No	
Telephone Number 912228359510		Email Address pklenka@hdo.in	
Address of Employer India			
Number of Employees Supervised by You 7			
Description of Duties Procurement & Contract Management Export-Import Project cost estimation Vendor development			
Summarize any of Your Achievements Within short span of time, I have streamlined the procurement function. I am working as Group Head for Electrical & Instrumentation commodity purchase. Implemented SAP-MM module etc.			
Reasons for Leaving To work in developing organization particularly UN to meet the global challenge			

Job Title Senior Manager (Procurement)		Type of Business Infrastructure Sector mandate to modernize the Airport to the worldclass	From - To 01/08/2008 - 01/11/2008
Name of Employer Mumbai International Airport Limited		Name of Supervisor Mr. Shreedip Biswas	
Salaries per Annum: Starting 1300000		Final 1300000	Currency Paid INR
		Is this a civil servant position of your Government? No	
		Is this a position within the UN Common System? No	
Telephone Number 912266714518		Email Address pklenka115@yahoo.co.in	
Address of Employer India			
Number of Employees Supervised by You 6			
Description of Duties 1. Procurement & Contract management of big EPC contract. 2. Supervision & Monitoring of contract 3. Cost estimation for various equipments			
Summarize any of Your Achievements 1. Since this is brown field expansion project, handling all the activities with running operation is challenge. 2. Sourcing services & equipment with tight budget is also hallmark of success.			
Reasons for Leaving For better career growth & work in multinational organisation.			

Job Title Chief Manager (Procurement)		Type of Business Oil & Gas Sector	From - To 01/04/2007 - 01/08/2008
Name of Employer Indian Oiltanking Limited		Name of Supervisor Mr. Shridhar Ramiah	
Salaries per Annum: Starting 900000		Final 1100000	Currency Paid INR
		Is this a civil servant position of your Government? No	
		Is this a position within the UN Common System? No	
Telephone Number 912267190741		Email Address pklenka115@yahoo.co.in	

Address of Employer
India
Number of Employees Supervised by You
5
Description of Duties
Cost estimation, procurement of equipment & services for major items for Oil & Gas projects
Summarize any of Your Achievements
1. I handled one most critical project at Iran, where most of the companies are reluctant to supply due to US economic embargo. Due to my planning & sourcing strategy, I managed to complete the project.
Reasons for Leaving
For career growth

Job Title	Type of Business	From - To
Deputy Manager (Purchase)	Financial Institution cum Engineering Consultancy in Dairy & Agriculture Sector	01/08/2001 - 01/03/2006
Name of Employer	Name of Supervisor	
National Dairy Development Board	Mr. JP Majumdar, Sr. Manager (ES)	
Salaries per Annum:		
Starting	Final	Currency Paid
400000	450000	INR
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number	Email Address	
912226856689	pklenka@nddb.coop	
Address of Employer		
India		
Number of Employees Supervised by You		
4		
Description of Duties		
Drafting, reviewing and negotiating contracts, reviewing RFQ's and reporting any issues pertaining to risk management policies and procedures. Establishment of appropriate sub-contract terms and conditions for suppliers and sub-contractors. Rendering advice and support to the Project Managers, Project Stake holders and Engineering staff as appropriate on all commercial and contractual matters pertaining to the Prime Contracts and Sub-Contracts. Providing assistance and advice on the content of documentation produced by departmental staff members. Coordinating and Supervise for import clearance for different R&D items. Checking of various documents liaises & coordinates with customs, shippers, agents and clearing agents for day-to-day import of various capital & consumable item. Have excellent knowledge about custom procedures prevailed at India. Project Management service like co-ordination with Site Engineer, Design Engineering Group, Project Authority & External Consultant for timely execution of contract, procurement schedule, review of progress etc. Responsible for risk assessment and risk management of all commercial and contractual matters pertaining to the allocated contracts & sub-contracts. Reviewing and signing off, within designated authority limits, all commercial documentation produced by the department. Vendor selection & evaluation, registration, factory visit & host of other activities like monitoring their performance etc. Continuous updating, feedback report & other related jobs. Practical experience and thorough knowledge about the procurement process, contract procedures and entire project cycle Management for the World Bank/EEC funded projects executed by NDDB in Dairy / Social Sectors. The last fund from EEC utilized during the year 2001. Executed number of projects related to Fertilizers, Chemicals, Cross-country pipelines, LPG, Oil & Gas projects by virtue of staying at Public Sector Engineering Consultancy Organizati		
Summarize any of Your Achievements		
Excellent knowledge about Govt. Procedures about procurement process and contract management. Further, well versed with Budgeting, Cost estimation, preparation of project management schedule and work plan etc and entire project cycle management. Also know about FIDIC and UNCTRAL procedures of Contract & Procurement. Excellent knowledge about cost estimation, contracting procedures, import & custom formalities & rule of land etc. Executed various contract worth Crores of Rupees for various contract (Supply, Service, Work Contract, Lumpsum Turnkey jobs etc.) Good Knowledge about Project Management tools, Enterprise Resource Planning (ERP) and Online systems. In NDDB I was in core team for implantation of ERP package offered by 3I infotech. Attended number of programme related to Contract, Project Management, Insurance, Customs & other technical seminars/presentation related to Dairy, Refrigeration, Fruits, and Vegetables & Cattle Feed Plants etc. Imbibe with latest tools & techniques for cost effective procurement, source selection, E-Tendering, method of contracting & other developmental technology related to Supply Chain Management. Awarded Bharat Gaurav Award from India International Friendship Society, New Delhi. Having good knowledge about SAP R3/MM modules. Know the TCO (Total Cost of Ownership) model and LCC (Life Cycle Costing). Executed the projects with strict adherence of cost and time (in my involvement all projects were completed in time thus millions rupees saving have been accrued). Due to stringent negotiation, lot of cost saved. Due to Advisory Role, all milk dairies spread across the Western Region of Indian sub-continent have achieved procurement process very efficiently and effectively.		
Reasons for Leaving		
Intend to work in development sector and for job enrichment		

Job Title	Type of Business	From - To
Assistant Material Officer	Engineering & Consultancy in Oil, Gas & Fertiliser Sector	01/05/1996 - 01/08/2001
Name of Employer	Name of Supervisor	
Projects & Development India Limited	Mr. RCP Sah, Deputy Materials Manager	
Salaries per Annum:		
Starting	Final	Currency Paid
200000	250000	INR
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number	Email Address	
912652282187	wro@pdilin.com	
Address of Employer		
India		
Number of Employees Supervised by You		
4		
Description of Duties		

In coordination with the Sr. Officials, Project Management Team & Project Owner, procure all major equipments and to effectively conduct purchasing processes to include vendor account solicitation and pre-qualification; contract bidding, negotiation and award; vendor performance feedback and monitoring; dispute resolution; and account vendor management Providing and/or assist in providing commercial oversight, procurement, coordination, expediting and monitoring of procurement transactions associated with client's capital projects. Responsible for researching, negotiating, establishing terms and conditions, and administering construction/maintenance /service contracts. Preparation of work plan, budget estimate and setting up key task team for execution of mega projects related to Fertiliser, Oil, Gas, Pipeline & LPG projects. Total bidding management like scrutiny of requisition, preparation of NIT documents, preparation of techno-commercial scope of supply, issue of RFQ, resort correspondence with bidders, bid opening, scrutiny of bids, preparation of commercial and technical comparative statements, price comparative statement/ evaluation, preparation of recommendation, issue of letter of intent, issue of detailed purchase orders, checking of P.O. documents and post P.O. follow up. The management of all commercial, financial and contractual aspects of all allocated Contracts/Sub-Contracts/Procurement of Capital Items /Import Co-ordination, Insurance and Freight Management.

Summarize any of Your Achievements

a) Project Procurement had been done ahead of schedule. b) Pre-qualification of Contractors and Consultants have been done precisely thus post-contract issues were arised less. c) Due to stringent negotiation, lot of revenues saves for the company. d) Introduction of ISO certification and Quality Systems in the organisation e) Scientific Record Keeping methodologies adopted by me thus retrieval became easy.

Reasons for Leaving

To work in social sector like NDDDB and for job enrichment

Job Title		Type of Business		From - To	
Assistant Engineer(Contract & Purchase)		Sub-Contracting Private Company in Oil & Gas Sector		01/10/1994 - 01/04/1996	
Name of Employer				Name of Supervisor	
RK Techno Engineering & Consultancy				Mr. Ravindra Rai	
Salaries per Annum:					
Starting		Final		Currency Paid	
190000		200000		INR	
Is this a civil servant position of your Government? No					
Is this a position within the UN Common System? No					
Telephone Number			Email Address		
912652758861			rairavindra@hotmail.com		
Address of Employer					
India					
Number of Employees Supervised by You					
7					
Description of Duties					
Drafting all the contract documents, terms and conditions etc. General procurement of different capital items through competitive bidding procedures. Bidding Management like preparation of NIT scope, evaluation of bids, negotiations with bidders, finalisation of contract, issuance of Purchase Orders etc. and post-contract activities etc. Co-ordination with various Central Government statutory Agencies like Sales tax, Excise and Custom and State Government authorities for different commercial and technical matters related to Project execution. Site co-ordination, material verification at site and vendor development activities for supply & installation of various items at project site. Review meeting, analysis of bottlenek for smooth execution of project, meeting with clients and consultant to resolve various issues and meeting with all target within the stipulated time frame.					
Summarize any of Your Achievements					
a) All contract have been finalized and executed in time. b) Adopted TCO and LCC analysisc) Adopted new computer packages for bid evaluation and vendor analysisd) Save lot of money for the organisation					
Reasons for Leaving					
To work in Engineering & Consultancy organisation.					

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
Hindi	No	Easily	Easily	Easily	Easily
Oriya	Yes	Easily	Easily	Easily	Easily

Address

Flat No. 3A-408, Dreams Apartment
Behind Dreams Mall, LBS Marg,
Mumbai Maharastra India
Telephone: 91-22-21661165
Fax: 91-22-9869620165
Contact: Pradipta Lenka

Address

Hindustan Dorr-Oliver Limited
Dorr-Oliver House, Western Express Highway
Mumbai - 400 033 India

Mumbai Maharastra India
Telephone: 91-22-28359510 extension 9510
Fax: 91-22-9869620165
Contact: Pradipta Lenka

Address

Village-Mathasahi, PO-Sarana,
Via-Kaduapara, District-Jagatsinghpur
Cuttack Orissa India
Telephone: 91-6722-222133
Contact: Pradipta Lenka

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
Jagdishprasad MAJUMDAR	Senior Officer	NDDDB India	912226856678 majumdar@nddb.coop
suryakant MANTRY	professional	Qr. No. MC-127 India	916722221333 suryakant_mantry@yahoo.co.ir
Ravindra RAI	Ex-Employer	B-11, Panchsheel Sainik Socieity India	912652780951 rairavindra@hotmail.com

UNITED NATIONS  NATIONS UNIES

Personal History Profile for Kjell LINDH

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
LINDH	Kjell		
2. Date of Birth	3. City of Birth	Country of Birth	Index No
04/02/1959	Lund	Sweden	
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Sweden		Sweden	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Male	180	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? 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?			
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: ohlund.lindh@bredband.net			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
University of Lund	Lund Sweden	Aug-1983 - Jan-1984
Main Course of Study	Field of Study	
Political Science	Social & Behavioural Science	
Degree Title or Equivalent	Degree Type	
Undergraduate Postsecondary education	Undergraduate degree	

University Name	City, Country	From - To
University of Lund	Lund Sweden	Jan-1983 - Mar-1983
Main Course of Study	Field of Study	
International Law	Law	
Degree Title or Equivalent	Degree Type	
Undergraduate Postsecondary education	Undergraduate degree	

University Name	City, Country	From - To
University of Lund	Lund Sweden	Aug-1982 - Jan-1983
Main Course of Study	Field of Study	
Finance	Business & Administration	
Degree Title or Equivalent	Degree Type	
Undergraduate Postsecondary education	Undergraduate degree	

University Name	City, Country	From - To
University of Lund	Lund Sweden	Jan-1982 - Jun-1982
Main Course of Study	Field of Study	
Domestic Science	Personal Services	
Degree Title or Equivalent	Degree Type	
Undergraduate Postsecondary education	Undergraduate degree	

University Name	City, Country	From - To
University of Lund	Lund Sweden	Aug-1981 - Jan-1982
Main Course of Study	Field of Study	
Statistics	Mathematics & Statistics	
Degree Title or Equivalent	Degree Type	
Undergraduate Postsecondary education	Undergraduate degree	

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

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

Polhems Gymnasium	Lund Sweden	Aug-1978 - Jun-1980
Main Course of Study Academic high school		Certificate or Diploma Mechanical Engineer

Name of School Polhems Gymnasium	City, Country Lund Sweden	From - To Aug-1975 - Jun-1978
Main Course of Study Technical High school		Certificate or Diploma Technician

Employment

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

Job Title Purchasing Manager	Type of Business Research & Development centre	From - To 01/11/1996 -
Name of Employer Tetra Pak Research & Development AB		Name of Supervisor -

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
1	1	SEK	Is this a position within the UN Common System? No

Telephone Number 4646361550	Email Address kjell.lindh@tetrapak.com
---------------------------------------	--

Address of Employer
Sweden

Number of Employees Supervised by You
0

Description of Duties
Responsible for developing sourcing strategies for a broad variety of goods and services. Contract management (prepare,negotiate and administer). Issue requests for proposals and ensure that specifications and trade terms are correct. Evaluate proposals and recommend further strategies. Prepare reports in order to keep financial dept. informed of the status. Working with internal customers to ensure their business requirements are met. Responsible for the establishment and continuous improvement of long-term Supplier relationships, including initial supplier assessment and evaluation. Provide technical guidance in both various manufacturing processes and product enhancement areas. Interact with senior management.

Summarize any of Your Achievements
Reviewed total supply chain process. Involved engineering/design in early supplier selection process. Reduced administrative costs by reducing the direct supplier base. Introduced in-house stock managed by external suppliers. Encouraged supplier involvement in early development process. Created new supplier partnerships.

Reasons for Leaving
I am quite happy with my present situation, but I would not say no to a possibility to broaden my skills and knowledge.

Job Title Supply Manager	Type of Business Turn-key plant engineering	From - To 01/08/1990 - 01/11/1996
Name of Employer Tetra Pak Plant Engineering AB		Name of Supervisor Mr Kenneth Ferm

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
1	1	SEK	Is this a position within the UN Common System? No

Telephone Number 4646361550	Email Address kjell.lindh@tetrapak.com
---------------------------------------	--

Address of Employer
Sweden

Number of Employees Supervised by You
0

Description of Duties
Contract management. Annual negotiations. Responsible for global sale of certain process equipment towards Tetra Pak market companies. Responsible for consultants selection and contract negotiations.

Summarize any of Your Achievements
Simplified and stremlined global sale of process equipment towards Tetra Pak market companies. Developed and designed FileMaker application for managing process sale.

Reasons for Leaving
By mid 90s there were basically no global request for food plants, so I decided to move on.

Job Title Procurement Officer	Type of Business Packaging, processing and distribution equipment for liquid foods	From - To 01/08/1988 - 01/08/1990
Name of Employer Tetra Pak Packaging Systems AB		Name of Supervisor left the company

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government?
1	1	SEK	No
Telephone Number		Email Address	
4646361550		kjell.lindh@tetrapak.com	
Address of Employer			
Sweden			
Number of Employees Supervised by You			
0			
Description of Duties			
Strategic development and improvements of supplier and supply chain processes to meet company needs. Compiled financial and operational reports related to the procurement function. Analyzed usage history of inventory stock items and determined ordering requirements. Evaluated quotes and bids; reviewed specifications, prepared spreadsheets, comparisons and evaluation data from quotes and bids.			
Summarize any of Your Achievements			
Introduction of general supply chain strategies.			
Reasons for Leaving			
I left for a better position.			

Job Title	Type of Business	From - To
Procurement Engineer	Packaging, processing and distribution equipment for liquid foods	01/11/1984 - 01/08/1988
Name of Employer	Name of Supervisor	
Tetra Pak International AB	Retired	
Salaries per Annum:		
Starting	Final	Currency Paid
1	1	SEK
Is this a civil servant position of your Government?		No
Is this a position within the UN Common System?		No
Telephone Number		Email Address
4646361550		
Address of Employer		
Sweden		
Number of Employees Supervised by You		
0		
Description of Duties		
Identified and developed new supply sources, developed and maintained vendor contacts. Developed departmental goals to ensure efficient and effective operations and made revisions as necessary.		
Summarize any of Your Achievements		
Shifted to foreign suppliers/global sourcing. Altered supplier payment terms. Established cross-functional teams.		
Reasons for Leaving		
Due to changing organisation.		

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
Danish	No	Not easily	Easily	Not easily	Easily
German	No	Not easily	Easily	Not easily	Easily
Swedish	Yes	Easily	Easily	Easily	Easily

Address

Mellanvångsvägen 19
Lund Sweden
Telephone: 46-46-143631
Fax: 46-709-361550
Contact: Kjell Lindh

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
Kenneth FERM	Dept. Manager	Ruben Rausings gata S-221 86 LUND SWEDEN Sweden	4646361000
Björn FORSBERG	Finance Director	The Metropolitan Building 14/F, 235 Dong Khoi Street District 1, Ho Chi Minh City Sweden	848825 7100 bjorn.forsberg@tetrapak.com
Mauritz RAHNASTO	Dept. Manager	Ruben Rausings gata S-221 86 Lund Sweden Sweden	4646361000

Personal History Profile for Peter MAKANDA

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
MAKANDA	Peter	Aura	
2. Date of Birth	3. City of Birth	Country of Birth	Index No
27/02/1974	Kakamega	Kenya	
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Kenya		Kenya	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Male	176	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? 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?			
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: aurapet27@yahoo.co.uk			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
Maseno University	Kisumu Kenya	May-1993 - May-1997
Main Course of Study	Field of Study	
Statistics	Mathematics & Statistics	
Degree Title or Equivalent	Degree Type	
Bachelor of Science (General)	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
Chartered Institute of Purchasing & Supply (CIPS)	Lincolnshire United Kingdom	Feb-2000 - May-2002
Main Course of Study		Certificate or Diploma
Purchasing & Supply Chain Management (Correspondence course)		CIPS Graduate Diploma

Name of School	City, Country	From - To
Kakamega High School	Kakamega Kenya	Feb-1989 - Dec-1991
Main Course of Study		Certificate or Diploma
High School Education		Kenya Certificate of Secondary Education (KCSE)

Name of School	City, Country	From - To
Vihiga High Scool	Vihiga Kenya	Mar-1988 - Nov-1988
Main Course of Study		Certificate or Diploma
High School Curriculum		Form 1 (1st Year of High School)

Employment

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

Job Title	Type of Business	From - To
LOGISTICS & ADMINISTRATION COORDINATOR	NGO engaged in International Development	01/07/2007 -
Name of Employer		Name of Supervisor
VSO JITOLEE		Winnie Musunga
Salaries per Annum:		
Starting	Final	Currency Paid
1800000	1908000	KES
Is this a civil servant position of your Government? No		
Is this a position within the UN Common System? No		
Telephone Number	Email Address	
-----	-----	

254 203876031

winnie.musunga@vsoint.org

Address of Employer

Kenya

Number of Employees Supervised by You

2

Description of Duties

-Procurement of office supplies plus staff and volunteer requirements -Vehicle and transport fleet management -Work permit and visa processing -Asset management and security including insurance and claims follow-up -Securing and accomodation for volunteers and international staff -General office administration and facilities management -In charge of security and safety management for staff and volunteers -Other duties as may be assigned by line manager and Executive Director

Summarize any of Your Achievements

-Development and implementation of procurement, logistics and asset mangement policies -Centralisation of purchasing activities -Development of computerised procurement and inventory management software -Development and implementation of transport management software

Reasons for Leaving

Am still with VSO Jitolee

Job Title	Type of Business	From - To
PROCUREMENT & LOGISTICS OFFICER	Rehabilitation of Infrastructure	01/02/2004 - 01/06/2007
Name of Employer	Name of Supervisor	
GTZ INTERNATIONAL SERVICES	Herbert Kremeier	
Salaries per Annum:	Is this a civil servant position of your Government? No	
Starting	Final	Currency Paid
1440000	1800000	KES
Is this a position within the UN Common System? No		
Telephone Number	Email Address	
254204452601-3	Herbert.Kremeier@gtz.de	
Address of Employer		
Kenya		
Number of Employees Supervised by You		
0		
Description of Duties		
<p>*Sourcing and procurement of materials / services e.g office furniture and equipment, construction tools and equipment; IT and Communication equipment and services; medical requirements, air charter services according to GTZ & WFP rules & regulations. *Drawing and management of large value contracts for building and construction materials such as fuel and cement. *Contracting and management of freight, clearing and forwarding agents with respect to shipping, clearing & forwarding and transportation of goods. *In charge of procurement, servicing and maintenance of office equipment such as copiers, computers, printers e.t.c *Ensuring good customer service and satisfaction. *Building and managing supplier relationships through continuous supplier evaluation and rating</p>		
Summarize any of Your Achievements		
<p>*Establishment of a procurement office in GTZ International Services, Kenya Office in 2004. *Importation of various heavy construction machinery from Europe and transportation of the same to Southern Sudan *Installation of VSAT communication system linking GTZ-IS office in Nairobi with 3 field sites in Southern Sudan *Tendering, evaluation, awarding and management of a contract for supply of 2 million litres of diesel worth USD 2,000,000 *Management the above fuel contract throughout the supply period from February through July 2006.</p>		
Reasons for Leaving		
End of contract / New job at VSO Jitolee		

Job Title	Type of Business	From - To
PROCUREMENT & STORES COORDINATOR	Electricity Generation	01/01/2002 - 01/02/2004
Name of Employer	Name of Supervisor	
IBERAFRICA POWER (EA) LTD	Julius Ogallo	
Salaries per Annum:	Is this a civil servant position of your Government? No	
Starting	Final	Currency Paid
785148	785148	KES
Is this a position within the UN Common System? No		
Telephone Number	Email Address	
25420650753	jogallo@ke.soluzionia.com	
Address of Employer		
Kenya		
Number of Employees Supervised by You		
2		
Description of Duties		
<p>- International purchasing - Drawing and management of contracts - Managing Stores - Stock Control and Management - Sending out quotation inquiries, comparison of quotations and processing of purchase orders. - Expediting and ensuring timely delivery of goods and services as per purchase orders issued. - Ensuring good customer service and satisfaction. - Resolution of issues/ conflicts arising out of complex procurement processes - Providing feedback to user units on the status of their requisitions - Building and managing supplier relationships through continuous supplier evaluation - Scrap Disposal - Managing a staff of 2 (two) stores officers. - Handling all import/export issues including clearing and forwarding, custom matters, freight and logistics</p>		
Summarize any of Your Achievements		
<p>-Introduced the management of procurement of commonly used commodities by use of contracts thereby saving the company in terms of lead-time reduction, reduction of clerical/paper work,negotiating for better prices and terms. -Implementation of programmed procurement of spares from overseas sources thereby saving on time and costs through elimination of unnecessary down-time and saving on freight and related expenses. -Implementation of a new stock coding system and re-arangement of the company stores to conform to the new coding system.This has greatly improved efficiency in the stores.</p>		
Reasons for Leaving		
New job offer at GTZ International Services		

Job Title	Type of Business	From - To
NON-PRODUCTION MATERIALS BUYER	MOTOR VEHICLE ASSEMBLY AND DISTRIBUTION	01/03/2001 - 01/12/2001
Name of Employer	Name of Supervisor	
GENERAL MOTORS EAST AFRICA LIMITED	JOHN NGALA	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
406800	406800	KES	Is this a position within the UN Common System? No
Telephone Number	Email Address		
254206936111			
Address of Employer			
Kenya			
Number of Employees Supervised by You			
0			
Description of Duties			
-Procurement of all non-production materials and services e.g Advertising / Promotional materials and services, Plant tools and Equipment, IT and Communication equipment and services -Procurement of essential employee services such as health, training, travel services e.t.c -Carrying out market surveys. -Implementation of Global Sourcing strategies -Sending out quotation inquiries, preparation of quote analyses and evaluations, and issuing purchase orders. -Ensuring good customer service and satisfaction -Building supplier relationships through continuous supplier evaluation and rating			
Summarize any of Your Achievements			
-Implementantion of cost savings initiatives such as achievement of 5% price reduction on contracted goods and services -Sourcing for cheaper suppliers of goods and services through Global Sourcing Initiatives.In these initiatives, General Motors Kenya collaborated with other General Motors plants in the American and African regions to enjoy the economies of scale through exchange of information by way of regular teleconferencing and consolidation of business in order to enjoy better prices and terms. -Procurement of a new state-of-the-art PABX that greatly eased communication, and enabled the integration of various IT tools within the company.			
Reasons for Leaving			
-Change of employer			

Job Title	Type of Business	From - To
PRODUCTION MATERIALS BUYER	MOTOR VEHICLE ASSEMBLY AND DISTRIBUTION	01/02/2000 - 01/03/2001
Name of Employer	Name of Supervisor	
GENERAL MOTORS EAST AFRICA LIMITED	JOHN NGALA	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
384000	384000	KES	Is this a position within the UN Common System? No
Telephone Number	Email Address		
254206903600			
Address of Employer			
Kenya			
Number of Employees Supervised by You			
0			
Description of Duties			
-Purchasing locally sourced production materials, Fuels & Lubricants. -Carrying out market surveys. -Maintaining the supplier database and ensuring proper documentation of all production material purchases. -Negotiating and drawing contracts for sale of scrap materials. -Sending out quotation inquiries to suppliers, negotiating terms. -Preparation of quote analyses and issuing purchase orders. -Ensuring good customer service and satisfaction. -Building supplier relationships through continuous supplier evaluation and rating			
Summarize any of Your Achievements			
-Implementation of 3% annual cost savings on production material contracts. -Institutionalisation of Global Purchasing strategy -Successful disposal of scrap production parts which had accumulated over a period of more than 5 years. -Appointment to the Harzardous Material Control Committee as a representative of Purchasing section -Participation in the ISO 14001:Environmental Quality certification committee			
Reasons for Leaving			
Change of duties from production materials buyer to non-production materials buyer			

Job Title	Type of Business	From - To
PURCHASING EXPEDITOR	MOTOR VEHICLE ASSEMBLY & DISTRIBUTION	01/08/1998 - 01/01/2000
Name of Employer	Name of Supervisor	
GENERAL MOTORS EAST AFRICA LIMITED	ROBERT WAFULA	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
240000	252000	KES	Is this a position within the UN Common System? No
Telephone Number	Email Address		
2542069036000			
Address of Employer			
Kenya			
Number of Employees Supervised by You			
0			
Description of Duties			
-Expediting delivery of goods and services as per Purchase Order terms and conditions -Resolving supply issues between the company and suppliers -Preparation and despatch of Requests For Quotations -Assisting Buyers in opening of tenders and evaluation/analysis of bids -Providing feedback to Users regarding the status of their requisitions/purchase orders -Participating in supplier appraisals and evaluations and providing feedback to suppliers on their performance			

Summarize any of Your Achievements

-Reduction of outstanding/undelivered purchase orders by 40% within 1 year -Attainment of average order delivery period of 3 days from date of issue -Carrying out supplier evaluations and compiling supplier performance reports on a quarterly basis

Reasons for Leaving

Promotion to position of Buyer

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
Luyia	Yes	Easily	Easily	Easily	Easily
Kiswahili	No	Easily	Easily	Easily	Easily

Address

P.O.Box 4217, 00200 City Square
Nairobi Kenya
Fax: 254-722-300574
Contact: Peter Aura

Address

VSO JITOLEE
P.O.Box 49843
Nairobi Kenya
Telephone: 254-20-3876031 extension 139
Fax: 254-736-310705
Contact: Peter Aura

Address

P.O.Box 4217, 00200 City Square
Nairobi Nairobi Kenya
Telephone: 254-733-909930
Fax: 254-733-909930
Contact: Peter Aura

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
Jeff BRADEMAS	Quality Control Manager	PAE - A Lockheed Martin Company Sudan	249912166284 sbrademas@paegroup.com;sjbrademas@yahoo.com
Nicholas GITOBU	Senior Supplies Officer	Kenya Pipeline Company Ltd Sudan	254727123727 Nicholas.Gitobu@kpc.co.ke
Julius OGALLO	Administration Manager	Iberafrica Power (EA) Ltd Sudan	254733617758 libroseng@gmail.com

Personal History Profile for Richard MC KERVEY

General Details

1. Family name MC KERVEY	First Name Richard	Middle Name James	Maiden Name, (if any)
2. Date of Birth 19/01/1957	3. City of Birth Athlone	Country of Birth Ireland	Index No
4. Country of Nationality at Birth Ireland	Second Nationality (if any)	5. Country of Present Nationality Ireland	Second Nationality (if any)
6. Gender Male	7. Height [cm] 183	8. Weight [kg] 100	9. Marital Status Married
10. Entry into the United Nations service might require assignment to any area of the world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? No			
13. What is your preferred field of work? 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? 01/01/1988			
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: mckervey@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 UNON	City, Country Nairobi Kenya	From - To Nov-2009 - Dec-2009
Main Course of Study ISDEFE Capacity Building Workshop. Lessons learned in UNAMID in Contract Management, Programme Management Office, KPI (Key Performance Indicators) Camp Management and effective site surveys.		Certificate or Diploma ISDEFE Capacity Building Workshop. Contract Management
Name of School UNHQ	City, Country ONLINE COURSE Lebanon	From - To May-2009 - May-2009
Main Course of Study Prevention of Harassment, sexual Harassment and Abuse of Authority in the Workplace		Certificate or Diploma Certificate: UN Prevention of Harassment, Sexual Harassment and abuse of Authority in the Workplace.
Name of School UNHQ	City, Country ONLINE COURSE Lebanon	From - To May-2009 - May-2009
Main Course of Study Integrity Awareness Initiative		Certificate or Diploma Certificate: Integrity Awareness Initiative.
Name of School UNHQ	City, Country Naqoura Lebanon	From - To Dec-2007 - Dec-2007
Main Course of Study Fundamentals of UN Procurement. A comprehensive course covering all aspects of Procurement from Budget, Planning through to Vendor performance incorporating the Best value for Money principle and Ethics & Integrity in UN Procurement. Conducted by UNDP & Procurement Division NY		Certificate or Diploma Certificate. Fundamentals of UN Procurement
Name of School UNHQ	City, Country New York United States of America	From - To Apr-2006 - Apr-2006
Main Course of Study Chief Procurement Officers Seminar, Held at Glen Cove NJ, Preventing & Detecting Procurement Fraud. Course conducted by MIS Training Institute.		Certificate or Diploma Certificate. Preventing & Detecting Procurement Fraud conducted by MIS training Institute.
Name of School UNHQ	City, Country New York United States of America	From - To Mar-2002 - Mar-2002
Main Course of Study Management Course for Chief Procurement Officers. Conducted by "Mannet Management Systems" (Switzerland)		Certificate or Diploma Certificate: Procurement Management Course; Mannet Management Systems (Switzerland). Conducted in UN HQ NY, for Chief Procurement Officers.

Name of School UNDP	City, Country Nicosia Cyprus	From - To May-2000 - May-2000
Main Course of Study International Purchasing		Certificate or Diploma Certificate: International Purchasing. Conducted by UNDP in Cyprus.

Name of School Marist College	City, Country Athlone Ireland	From - To Sep-1969 - Jun-1973
Main Course of Study High School		Certificate or Diploma Technical Certificate Of Education & Intermediate Certificate of Education

Employment

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

Job Title Facilities & Camp Management.Asset Disposal Officer	Type of Business Camp Services	From - To 01/05/2008 -
Name of Employer DPKO/UNIFIL		Name of Supervisor Alfred Podritchnig
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 mckervervey@un.org
Address of Employer Lebanon		
Number of Employees Supervised by You 50		
Description of Duties see previous		
Summarize any of Your Achievements Outsourced cleaning contract for Beirut/Sectors East,West & UNIFIL HQ operational w.e.f. 16/08/08. New 700 man Dining Facility opened on 02/12/08. Outsourced contract for New Dining Facility completed and operational by contractor on 16/03/09.		
Reasons for Leaving ongoing		

Job Title Regional General Services Officer	Type of Business General Services	From - To 01/03/2008 - 01/05/2008
Name of Employer DPKO/UNMIS		Name of Supervisor Alister Robertson
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 mckervervey@un.org
Address of Employer Switzerland		
Number of Employees Supervised by You 60		
Description of Duties Regional General Services Officer in charge of Three Sectors. Responsible for Monitoring Facilities Camp Management, PX facilities, Catering Facilities, Cleaning & Laundry services, Mail Facilities, R&I, PCIU, Translation services, Records Management. Based in Sector HQ in Juba Southern Sudan.		
Summarize any of Your Achievements Involved in assisting and Training Personnel in the establishment of the new Setor HQ Irelocated to Tamping Camp Juba.		
Reasons for Leaving Agreed to assist UNMIS for one month temporary Duty.		

Job Title Facilities Camp Management & Asset Disposal Officer	Type of Business Logistics	From - To 01/07/2007 - 01/03/2008
Name of Employer DPKO/UNIFIL		Name of Supervisor Alfred Podritschnig
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 mckervervey@un.org	
Address of Employer Lebanon			
Number of Employees Supervised by You 50			
Description of Duties Facilities Management & Asset Disposal Officer responsible for developing the SOW for the outsourcing of, Garbage collection, Hazardous Waste Collection, PX Facilities, Scrap Metal, Cleaning Services, Catering facilities for 800 man Camp at HQ UNIFIL, Fumigation Services, landscaping of UNIFIL HQ. Technical evaluations of Offers received. Close cooperation between Procurement & General Services. Day to day Camp Management of UNIFIL HQ. Member of UNIFIL Shadow Administration to be located in Cyprus in the event of evacuation of UNIFIL Staff. From 31 March through 06May 2008 special assignment to UNMIS serving in the Southern Region at HQ in Juba, as Regional General Services Officer Services Officer for Sectors 1.11 & 111.			
Summarize any of Your Achievements ongoing			
Reasons for Leaving Temporary Duty with UNMIS			

Job Title DCPO & Chief Purchasing Unit		Type of Business Procurement	From - To 01/02/2007 - 01/06/2007
Name of Employer DPKO/UNMIT		Name of Supervisor Debbie Bolipata	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
1	1		Is this a position within the UN Common System? Yes
Telephone Number		Email Address mckervervey@un.org	
Address of Employer East Timor			
Number of Employees Supervised by You 8			
Description of Duties Purchasing/Disposal of Assets/ Contract liaison between account holders and vendors.			
Summarize any of Your Achievements On going			
Reasons for Leaving Lateral Movement to Logistics			

Job Title Chief Procurement Officer		Type of Business UNITED NATIONS INTEGRATED MISSION IN EAST TIMOR	From - To 01/08/2006 - 01/02/2007
Name of Employer DPKO/UNMIT		Name of Supervisor Hubert Price	
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 mckervervey@un.org	
Address of Employer East Timor			
Number of Employees Supervised by You 17			
Description of Duties Chief of Section day to day running of UNIT. Management of contracts/Disposal of Assets/ LCC & HCC presentations. Liaison between vendors and UNMIT. Days to day dealings with account and asset holders. Advisor to COA on Procurement matters.			
Summarize any of Your Achievements Member of UNMIT start up team for Procurement. Attended Chief Procurement Officers Conference held in UNHQ in January 2007.			
Reasons for Leaving Follow on Mission			

Job Title Chief Procurement Officer		Type of Business Procurement	From - To 01/02/2006 - 01/08/2006
Name of Employer DPKO/UNOTIL		Name of Supervisor Mr Don Gillies	

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
111	222				
Telephone Number			Email Address		
			mckervervey@un.org		
Address of Employer					
East Timor					
Number of Employees Supervised by You					
6					
Description of Duties					
Procurement Duties					
Summarize any of Your Achievements					
Attended the CPO seminar held in NY. The seminar also included a three day session in Glen Cove, of which a one day seminar on Preventing and Detecting Procurement Fraud was conducted by the MIS Training Institute.					
Reasons for Leaving					
Follow on Mission					

Job Title		Type of Business		From - To	
Chief Purchasing Unit		Procurement		01/01/2005 - 01/01/2006	
Name of Employer				Name of Supervisor	
DPKO/UNMIS				John Purcell	
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		
			mckervervey@un.org		
Address of Employer					
Sudan					
Number of Employees Supervised by You					
6					
Description of Duties					
Purchasing Unit					
Summarize any of Your Achievements					
Day to Day Management of the Purchasing Section. Promotion to FS6.					
Reasons for Leaving					
Reassigned as CPO UNOTIL					

Job Title		Type of Business		From - To	
OIC Procurement, UNMISUD		Procurement		01/07/2004 - 01/01/2005	
Name of Employer				Name of Supervisor	
DPKO/UNMISUD				Paul Johnson	
Salaries per Annum:					
Starting	Final	Currency Paid			Is this a civil servant position of your Government? No
1	2	USD			Is this a position within the UN Common System? Yes
Telephone Number			Email Address		
Address of Employer					
Sudan					
Number of Employees Supervised by You					
5					
Description of Duties					
Member of the start up team for the Sudan Mission. Officer in Charge of Procurement for initial six month start up period.					
Summarize any of Your Achievements					
Career Development					
Reasons for Leaving					
Continued as Chief Purchasing in follow on Mission in Sudan					

Job Title		Type of Business		From - To	
Deputy Chief Procurement		Procurement		01/10/2003 - 01/07/2004	
Name of Employer				Name of Supervisor	
DPKO/UNOMIG				Leiv Herheim	
Salaries per Annum:					
Starting	Final	Currency Paid			Is this a civil servant position of your Government? No

1	2	USD	Is this a position within the UN Common System? Yes
Telephone Number		Email Address	
Address of Employer Georgia			
Number of Employees Supervised by You 5			
Description of Duties Deputy CPO & Chief Purchasing Unit.			
Summarize any of Your Achievements Career Development			
Reasons for Leaving Reassignment to SUDAN			

Job Title Chief Purchasing Unit		Type of Business Procurement	From - To 01/05/2002 - 01/10/2003
Name of Employer DPKO/UNMISSET		Name of Supervisor Patricia Parsons	
Salaries per Annum: Starting 1	Final 2	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 mckervervey@un.org	
Address of Employer East Timor			
Number of Employees Supervised by You 6			
Description of Duties Chief of Purchasing Unit (SPA-FS6)			
Summarize any of Your Achievements SPA FS6			
Reasons for Leaving Reassignment to UNMIG			

Job Title Chief Procurement Officer		Type of Business Procurement	From - To 01/01/2000 - 01/04/2002
Name of Employer DPKO/UNMOGIP		Name of Supervisor John Griffith	
Salaries per Annum: Starting 1	Final 2	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 Pakistan			
Number of Employees Supervised by You 4			
Description of Duties Chief Procurement Officer			
Summarize any of Your Achievements Promoted from FS4 to FS5 and awarded SPA to FS6. I was a candidate who attended the Mannet Management Course for Chief Procurement Officers held in NYHQ in 2002. I attended the International Purchasing Course held by UNDP in Cyprus in 2000 and received the UNDP Certificate in International Purchasing.			
Reasons for Leaving Temporary Duty UNMISSET			

Job Title Deputy Chief Procurement Officer		Type of Business Procurement	From - To 01/11/1996 - 01/12/1999
Name of Employer DPKO/UNDOF		Name of Supervisor John Rodopoulos	
Salaries per Annum: Starting 1	Final 2	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
Syrian Arab Republic

Number of Employees Supervised by You
8

Description of Duties
Procurement

Summarize any of Your Achievements
SPA FS5

Reasons for Leaving
Transfer to UNMOGIP as CPO

Job Title Procurement Assistant/Administrative Assistant		Type of Business Procurement	From - To 01/05/1992 - 01/11/1996
Name of Employer DPKO/UNPROFOR		Name of Supervisor Frank Evers	
Salaries per Annum: Starting 1		Final 2	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 Yugoslavia			
Number of Employees Supervised by You 7			
Description of Duties Purchasing Unit.			
Summarize any of Your Achievements Promotion FS3-FS4 Member of Procurement start up team for UNPROFOR. Served in start up team in Macedonia for one year as Administrative /Procurement Assistant. Member of UNAMIR Procurement Start up team, dispatched from UNPROFOR to Rwanda for the initial Start up phase of UNAMIR, aster start up phase was completed (Three months) I returned to UNPROFOR.			
Reasons for Leaving Reassignment to UNDOF as DCPO.			

Job Title Procurement/Administrative assistant		Type of Business administration	From - To 01/04/1989 - 01/03/1992
Name of Employer DPKO/UNTSO		Name of Supervisor Anders Tholle	
Salaries per Annum: Starting 1		Final 2	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 mckervervey@un.org	
Address of Employer Israel			
Number of Employees Supervised by You 4			
Description of Duties Deputy Administrative Officer			
Summarize any of Your Achievements Promotion from FS2 - FS3			
Reasons for Leaving Temporary duty UNPROFOR			

Job Title Special Investigation Unit		Type of Business Military Police	From - To 01/02/1975 - 01/03/1989
Name of Employer Dept of Defence		Name of Supervisor Col M Dunne	
Salaries per Annum: Starting 1		Final 2	Currency Paid IEP
		Is this a civil servant position of your Government? No	
		Is this a position within the UN Common System? No	
Telephone Number		Email Address	
Address of Employer Ireland			

Number of Employees Supervised by You

3

Description of Duties

Serious Crime specializing in Fraud Investigation.

Summarize any of Your Achievements

Completed Mititary Police training at the Military College. Completed Clerical officers Course.Completed the Admistrative Officers course. Completed Scenes of Crime course held the the Police Training College at Police HQ. Completed Senior Military Police Course held in the Police Training College. Served overseas as part of the International Military Police in UN Missions in Lebanon(1980 & 1982-83) and in Cyprus (1985-86)

Reasons for Leaving

Gained employment with UN

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

Other Agencies of the United Nations System may be interested in our applicants. Do you have any objections to your Personal History Profile being made available to them? **Yes**

For clerical grades only:

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

List any office machines or equipment you can use:

Computer literate, Mercury Purchasing System, Galileo WODM System.

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

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

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

Address

1 Highfield Court
Arcadia
Athlone Ireland
Telephone: 353-9064-73662
Contact: Richard Mc kervey

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
Francis CLANCY	United Nations	UNDOF Syrian Arab Republic	691633002 clancy@un.org
Philip COOPER	United Nations	UN HQ Syrian Arab Republic	cooper@un.org
RON STOKES	United Nations	UNLB Syrian Arab Republic	691583000 Stokes@un.org