

## Profiles included in this document

	Name	Index	DOB	Gender	Nationality	EMail
1.	MARIN, Jean-marc	288830	08/02/1956	M	BEL	jeanmarcmarin@yahoo.com
2.	MARX, Christian	359165	15/12/1952	M	FRA	christian.marx@unep.org
3.	MCNEILL, Paul	064047	20/07/1948	M	USA	mcneillp@un.org
4.	MOURATO GORDO, Miguel	068293	14/06/1970	M	POR	mmgordo@yahoo.com
5.	NWEKE, Anthony	433346	01/08/1968	M	NIR	nweke@un.org
6.	PACHISIA, Adityavikram	950795	24/03/1963	M	IND	vikrampachisia@hotmail.com
7.	POLCARO SOARES, Carlos		11/10/1953	M	URU	polcaro@un.org
8.	RWEGAYURA, Anastase	467860	07/04/1950	M	URT	arwegayura@yahoo.com
9.	SAAB-PEREZ, William	115692	22/03/1950	M	MEX	saab-perez@un.org
10.	SUBAI, John	673496	12/03/1954	M	KEN	subai@un.org

# Personal History Profile for Jean-marc MARIN

## General Details

1. Family name <b>MARIN</b>	First Name <b>Jean-marc</b>	Middle Name <b>Achille</b>	Maiden Name, (if any)
2. Date of Birth <b>08/02/1956</b>	3. City of Birth <b>Cambron-Casteau</b>	Country of Birth <b>Belgium</b>	Index No <b>288830</b>
4. Country of Nationality at Birth <b>Belgium</b>	Second Nationality (if any)	5. Country of Present Nationality <b>Belgium</b>	Second Nationality (if any)
6. Gender <b>Male</b>	7. Height [cm] <b>177</b>	8. Weight [kg] <b>72</b>	9. Marital Status <b>Married</b>

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

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

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

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

14. Would you accept employment for less than six months? **No**

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

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

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

## Education

List all university degrees or equivalent qualifications obtained.

University Name <b>Ecole Supérieure des Sciences Fiscales (ICHEC)</b>	City, Country <b>Brussels Unknown</b>	From - To <b>Sep-1979 - Sep-1980</b>
Main Course of Study <b>Finance</b>	Field of Study <b>Business &amp; Administration</b>	
Degree Title or Equivalent <b>Certificate of post-graduate studies in Tax Law</b>	Degree Type <b>Advanced university degree</b>	

University Name <b>Université Libre de Bruxelles</b>	City, Country <b>Brussels Belgium</b>	From - To <b>Sep-1979 - Sep-1980</b>
Main Course of Study <b>International Law</b>	Field of Study <b>Law</b>	
Degree Title or Equivalent <b>Certificate of post-graduate studies in Law of the European Union</b>	Degree Type <b>Advanced university degree</b>	

University Name <b>Université Libre de Bruxelles</b>	City, Country <b>Brussels Belgium</b>	From - To <b>Sep-1975 - Jul-1979</b>
Main Course of Study <b>International Law</b>	Field of Study <b>Law</b>	
Degree Title or Equivalent <b>Licence en droit (5 years)</b>	Degree Type <b>Masters</b>	

University Name <b>Université Libre de Bruxelles</b>	City, Country <b>Brussels Belgium</b>	From - To <b>Sep-1973 - Jul-1975</b>
Main Course of Study <b>General Law</b>	Field of Study <b>Law</b>	
Degree Title or Equivalent <b>Candidature en droit</b>	Degree Type <b>Bachelor of Arts</b>	

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

Name of School <b>Athénée Royal d'Uccle II</b>	City, Country <b>Brussels Belgium</b>	From - To <b>Sep-1971 - Jun-1973</b>
Main Course of Study <b>Secondary School</b>	Certificate or Diploma <b>Diplôme d'Humanités secondaires supérieures</b>	

Name of School <b>Athénée Royal de Forest</b>	City, Country <b>Bruxelles Belgium</b>	From - To <b>Sep-1969 - Jun-1971</b>
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## Employment

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

Job Title <b>Audit Specialist</b>		Type of Business <b>Technical Cooperation</b>	From - To <b>01/08/2005 -</b>
Name of Employer <b>UNDP</b>		Name of Supervisor <b>Mr. Papa Tandia</b>	
Salaries per Annum: Starting <b>106018</b>	Final <b>106018</b>	Currency Paid <b>USD</b>	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address <b>brian.gleeson@undp.org</b>		
Address of Employer <b>United States of America</b>			
Number of Employees Supervised by You			
Description of Duties <b>Performs comprehensive management audits of UNDP offices, programmes and projects in French and Portuguese speaking Africa. Recommends plans of action to streamline business procedures as well as to improve design and implementation of management systems, internal control systems, financial rules and regulations.</b>			
Summarize any of Your Achievements <b>N/A (too early).</b>			
Reasons for Leaving <b>Keen interest in and commitment to executing another mission assignment, borne out of my recent and successful experience as Special Assistant to the Chief of Staff in MINUSTAH.</b>			

Job Title <b>Special Assistant to the Chief of Staff and Acting Code of Conduct Officer</b>		Type of Business <b>Peacekeeping Operations</b>	From - To <b>01/02/2005 - 01/08/2005</b>
Name of Employer <b>MINUSTAH</b>		Name of Supervisor <b>Detlef Wilke</b>	
Salaries per Annum: Starting <b>103792</b>	Final <b>106018</b>	Currency Paid <b>USD</b>	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address <b>wilke@un.org; boaron@un.org</b>		
Address of Employer <b>Haiti</b>			
Number of Employees Supervised by You <b>10</b>			
Description of Duties <b>Shared with the Chief of Staff a number of management and representation responsibilities as well as the supervision of 10 support staff. Provided advice on policy matters, brought politically sensitive issues and matters of strategic significance to the attention of the Director, suggested and formulated options and/or recommendations, monitored the work of the multi-faceted Mission, liaised with the Sections Heads and advised on ways to strengthen integration, coordination and consultation. Prepared various written materials such as minutes of meetings, briefing notes, reports and statements. Supported the Director in coordinating staffing and recruitment. Acted, in his absence, as Officer-in-Charge for OSRSG. As acting Code of Conduct Officer, developed measures to raise awareness about and ensure compliance with UN standards of conduct as well as to prevent and detect personnel misconduct. Received and channeled complaints. Liaised with the UN's Office of Internal Oversight Services on allegations and investigations. Lead and supervised the organization of meetings on substantive-related issues. Managed the substantive preparation and organization of such meetings.</b>			
Summarize any of Your Achievements <b>- Prepared a comprehensive OSRSG strategic work plan for 2005. - Participated in project identification and facilitated resource mobilization leading e.g. to the funding by the Brazilian Government of a US\$ 2 millions project in vocational training. - Improved and streamlined data management and tracking on all forms of misconduct by peacekeeping personnel. - Successfully coordinated with all mission components on conduct and discipline issues: allegations, investigations, convening of Board of Inquiries and follow-up to cases investigated.</b>			
Reasons for Leaving <b>Post downgraded by the Fifth Committee.</b>			

Job Title <b>Senior Programme Specialist</b>		Type of Business <b>International Organization</b>	From - To <b>01/03/1998 - 01/12/2004</b>
Name of Employer <b>UNDP/UNV</b>		Name of Supervisor <b>Mr. Joseph Byll-Cataria / Ms. Almaz Gebru</b>	
Salaries per Annum: Starting <b>90423</b>	Final <b>103792</b>	Currency Paid <b>USD</b>	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address		

49228815 2226

andre.carvalho@undp.org

Address of Employer

**United States of America**

Number of Employees Supervised by You

**24**

Description of Duties

**Acted as Deputy Chief of the Africa Section and served as Officer-In-Charge in the absence of the Chief. As such, participated in the Section Chiefs meetings and advised on policy development and issues of strategic significance. Monitored data and prepared analytical materials, assessments and recommendations. Prepared the Section annual work plan. Responsible for the identification, formulation, implementation and management (e.g., calls for tenders, procurement, contracts, finance, human resources, logistics) of civil affairs projects in 12 countries of Sub-Saharan Africa (French and Portuguese speaking). Managed a team of 16 professionals in Headquarters and a remote team of 8 Programme Officers in the field. Supervised the administration of more than 1.000 UN Volunteers in the field.**

Summarize any of Your Achievements

**- Identified emerging issues, analyzed implications and proposed plans of action leading to the achievement of corporate objectives. - Successfully designed and implemented complex pilot projects in the field of crisis prevention and recovery, governance, poverty alleviation and participatory development (with NGOs and community-based organizations). - Achieved significant improvements in the quality of projects planning and execution by providing daily advice to field-based staff in the 12 countries cited above. - Significantly increased the number of country-specific UN Volunteers (e.g. 25 % in 2000, 29 % in 2001) via marketing and resource mobilization. - Established, developed and sustained strategic partnerships with the UN Agencies, the diplomatic community, government officials, political actors and leaders of the civil society. - Played a key role in UNV response to natural disasters. - Commended by the former U.N. Resident Coordinator in Mozambique for the very proactive and incredibly rapid support to the relief during the floods of 2001.**

Reasons for Leaving

**Career development and willingness to serve in peacekeeping operations.**

Job Title	Type of Business	From - To
<b>Operations Manager / Deputy Resident Representative in Chad</b>	<b>International Organization</b>	<b>01/06/1994 - 01/05/1997</b>
Name of Employer	Name of Supervisor	
<b>UNDP</b>	<b>Mr. Hamidou Diawara / Mr. Cyr Mathieu Samake</b>	
Salaries per Annum:		
Starting	Final	Currency Paid
<b>75589</b>	<b>86211</b>	<b>USD</b>
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address	
	<b>brian.gleeson@undp.org</b>	
Address of Employer		
<b>United States of America</b>		
Number of Employees Supervised by You		
<b>40</b>		
Description of Duties		
<b>Managed all administrative aspects of the Office (e.g., calls for tenders, procurement, contracts, finance, human resources, logistics, information management, security, U.N. common system coordination, liaison with local authorities, political actors and leaders of the civil society). As a member of the Senior Management Team, developed policies and provided strategic advice to the UNDP Resident Representative. Prepared the Office annual work plan. Responsible for treasury processes, including the management and monitoring of bank accounts. Supervised the managerial and operational aspects of all UNDP civil affairs programmes and projects. Led a group of more than 40 staff and provided them with training. Chaired the U.N. Inter-Agency Administrative Taskforce and the Local Salary Survey Committee. Represented Administration in various standing Boards and Committees, such as the Local Property Survey Board and the Local Committee on Contracts.</b>		
Summarize any of Your Achievements		
<b>- Re-engineered work processes to ensure that the Office could remain responsive to continuous external changes. - Rectified serious problems with both Finance and Administration by training staff, reassigning responsibilities and introducing new procedures to tighten up weak internal controls. - Introduced new systems to improve information management, reduce costs and provide labour savings. - Provided computers and training for staff. Procured equipment, established the LAN, implemented Higgins. - Transformed one of UNDPs largest housing operations from loss-making to wholly self-financed. This encompassed preventive maintenance, building renovation, assets control, financial management, competitive contracts management and oversight. - Assisted the Field Security Officer (FSO) in the design and implementation of a tight Security Plan for all U.N. staff in the country and, in his absence, served as FSO ad interim. Prepared notes on the political situation in the country. - Participated in the preparation and organization of successful presidential elections.- Defended strong values and ethics and was promoted for exceptional achievements in an extremely difficult work environment.</b>		
Reasons for Leaving		
<b>Career development.</b>		

Job Title	Type of Business	From - To
<b>Consultant (exports)</b>	<b>Agro-industry</b>	<b>01/09/1990 - 01/05/1994</b>
Name of Employer	Name of Supervisor	
<b>Perdigao Agroindustrial</b>	<b>Mr. Stephan Decraemer</b>	
Salaries per Annum:		
Starting	Final	Currency Paid
<b>60000</b>	<b>60000</b>	<b>USD</b>
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>No</b>
Telephone Number	Email Address	
Address of Employer		
<b>Brazil</b>		
Number of Employees Supervised by You		
<b>1</b>		
Description of Duties		
<b>Promoted exports from Brazil to Africa for Perdigao Agroindustrial S.A., one of the largest Brazilian agro-industrial companies (annual turnover of US\$ 600 millions, of which 33% in exports). Prepared market surveys. Negotiated, drafted and monitored contracts with clients.</b>		
Summarize any of Your Achievements		
<b>Contributed to the strategy to increase exports from US\$ 120 millions to US\$ 200 millions/year in 24 months.</b>		
Reasons for Leaving		

**Career development.**

Job Title <b>Consultant (procurement)</b>	Type of Business <b>International Organization</b>	From - To <b>01/11/1989 - 01/01/1990</b>
Name of Employer <b>World Bank</b>		Name of Supervisor <b>Mr. Rao</b>
Salaries per Annum: Starting <b>84000</b>	Final <b>84000</b>	Currency Paid <b>USD</b>
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address	
Address of Employer <b>United States of America</b>		
Number of Employees Supervised by You		
Description of Duties <b>Reviewed governmental procedures related to procurement of goods and services with funds from Bank loans (Morocco, Algeria and Tunisia).</b>		
Summarize any of Your Achievements <b>Aligned these procedures with those of the Bank.</b>		
Reasons for Leaving <b>Career development.</b>		

Job Title <b>Assistant Resident Representative / Programme</b>	Type of Business <b>International Organization</b>	From - To <b>01/02/1989 - 01/09/1989</b>
Name of Employer <b>UNDP</b>		Name of Supervisor <b>Mr. Julio Grieco</b>
Salaries per Annum: Starting <b>73656</b>	Final <b>75589</b>	Currency Paid <b>USD</b>
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address	
Address of Employer <b>United States of America</b>		
Number of Employees Supervised by You <b>3</b>		
Description of Duties <b>Advised and assisted the Resident Representative in the identification, formulation, implementation and management (e.g., calls for tenders, procurement, contracts, finance, human resources, logistics) of UNDP civil affairs programmes and projects.</b>		
Summarize any of Your Achievements <b>Identified and managed programmes and projects in the areas of governance and poverty alleviation during civil war.</b>		
Reasons for Leaving <b>Family reason.</b>		

Job Title <b>Project Management Officer in New York, USA</b>	Type of Business <b>International Organization</b>	From - To <b>01/05/1985 - 01/01/1989</b>
Name of Employer <b>UNDP/Office for Projects Execution (former UNOPS)</b>		Name of Supervisor <b>Mr. Benoit Joubert/ Mr. Luong-The-Sieu</b>
Salaries per Annum: Starting <b>61344</b>	Final <b>68273</b>	Currency Paid <b>USD</b>
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address	
Address of Employer <b>United States of America</b>		
Number of Employees Supervised by You <b>1</b>		
Description of Duties <b>Negotiated, implemented, and managed (e.g., calls for tenders, procurement, contracts, finance, human resources, logistics, information management, liaison with local authorities) more than 20 engineering projects with intricate organizational and financial structures (construction/maintenance of more than 3,000 km. of feeder roads with deliveries exceeding US\$ 12 millions/year). Supervised, from New York with frequent missions to the field, more than 80 professionals directly and 2,000 workers indirectly. Assumed an entrepreneurial role, co-ordinating all inputs: -prepared tender documents, bid evaluation reports and recommendations to Contracts Committee ; -negotiated, prepared and monitored procurement contracts with private subcontractors ; - established and managed field offices, organized logistics, authorized and controlled expenditures, etc.</b>		
Summarize any of Your Achievements <b>Introduced cost-effective managerial and operational improvements that led to projects success. This resulted in a promotion.</b>		
Reasons for Leaving		

**Career development.**

Job Title <b>Junior Professional Officer in Dakar, Senegal</b>		Type of Business <b>International Organization</b>	From - To <b>01/05/1982 - 01/04/1985</b>
Name of Employer <b>UNDP/UNIDO</b>		Name of Supervisor <b>Mr. Luong-The-Sieu</b>	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>56465</b>	<b>59643</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address		
Address of Employer <b>United States of America</b>			
Number of Employees Supervised by You <b>1</b>			
Description of Duties <b>- Responsible for identification, formulation and implementation (human resources, finance, procurement) of UNIDO projects in Senegal and in The Gambia. - Focal point, with a portfolio worth US\$ 25 millions, for other UN Agencies/Programmes not represented in Senegal and in The Gambia e.g. UN Conference on Trade and Development (UNCTAD).</b>			
Summarize any of Your Achievements <b>Successfully designed and implemented several pilot projects in both countries, e.g. procurement, installation and maintenance of irrigation pumps on the Senegal River, implementation of Industrial Free Zones, promotion of small/medium sized enterprises (fishing, clothing, production of construction materials with chinese technology, extraction and refining of salt with indian technology).</b>			
Reasons for Leaving <b>Career development.</b>			

Job Title <b>Associate Expert in Public Administration, in Abidjan, Cote d'Ivoire</b>		Type of Business <b>International Organization</b>	From - To <b>01/03/1981 - 01/03/1982</b>
Name of Employer <b>United Nations Department for Technical Cooperation</b>		Name of Supervisor <b>Mr. Hentgen</b>	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>45358</b>	<b>45358</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address		
Address of Employer <b>United States of America</b>			
Number of Employees Supervised by You <b>0</b>			
Description of Duties <b>Within a UNDTCD project, advised the Ministry of Public Service in carrying out reforms in the organization/ management of public services and enterprises (national, regional and local administration, Development Banks, etc.).</b>			
Summarize any of Your Achievements <b>Developed strategic plans and submitted proposals aimed at improvement of the State administrative capacity.</b>			
Reasons for Leaving <b>Career development.</b>			

Job Title <b>Attorney at Law</b>		Type of Business <b>Law Firm</b>	From - To <b>01/11/1979 - 01/02/1981</b>
Name of Employer <b>Law Firm Jean Mechelynck</b>		Name of Supervisor <b>Jean Mechelynck</b>	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>600000</b>	<b>600000</b>	<b>BEF</b>	Is this a position within the UN Common System? <b>No</b>
Telephone Number	Email Address		
Address of Employer <b>Belgium</b>			
Number of Employees Supervised by You <b>0</b>			
Description of Duties <b>Processed and pleaded cases of criminal, commercial and tax law.</b>			
Summarize any of Your Achievements <b>Won some difficult cases.</b>			
Reasons for Leaving <b>Career development.</b>			

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
<b>English</b>	<b>No</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>
<b>French</b>	<b>Yes</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>
<b>Spanish</b>	<b>No</b>	<b>Not easily</b>	<b>Easily</b>	<b>Not easily</b>	<b>Easily</b>

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

Language	Mother Tongue	Speak	Read	Write	Understand
<b>Dutch</b>	<b>No</b>	<b>Not easily</b>	<b>Easily</b>	<b>Not easily</b>	<b>Easily</b>
<b>Portuguese</b>	<b>No</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>

## Address

jeanmarcmarin@yahoo.com  
69, rue Kleber - 4eme etage centre  
Dakar Senegal  
Telephone: 221-4-377030  
Contact: Jean-Marc Marin

## Address

jean-marc.marin@undp.org  
UNDP  
Dakar Senegal  
Telephone: 221-8-395050 extension 342  
Fax: 221-8-399267  
Contact: Jean-Marc Marin

## Address

1 bis, rue Charles Morren  
Liege Belgium  
Telephone: 1-917-3672433  
Fax: 1-212-6466232007  
Contact: Jean-Marc Marin

## 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
<b>Georges CHAPELIER</b>	<b>Retiree</b>	<b>2, Descente du Larvotto Monaco</b>	<b>33626466382 georgeschap@yahoo.com</b>
<b>Jacques DE GROOTE</b>	<b>Retiree (former Director, World Bank &amp; IMF)</b>	<b>1675, 34th Street NW, Washington DC 20007 Monaco</b>	<b>1202337 66 31 jacques.degroote@verizon.net</b>
<b>Jean-Nicolas MARCHAL</b>	<b>Consultant (former UN Res. Co-ordinator)</b>	<b>75, rue de Krech Morvan 22700 Perros-Guirec Monaco</b>	<b>3329623 06 92 jnmarchal@yahoo.fr</b>

## Personal History Profile for Christian MARX

### General Details

1. Family name <b>MARX</b>	First Name <b>Christian</b>	Middle Name	Maiden Name, (if any)
2. Date of Birth <b>15/12/1952</b>	3. City of Birth <b>strasbourg</b>	Country of Birth <b>France</b>	Index No <b>359165</b>
4. Country of Nationality at Birth <b>France</b>	Second Nationality (if any)	5. Country of Present Nationality <b>France</b>	Second Nationality (if any)
6. Gender <b>Male</b>	7. Height [cm]	8. Weight [kg]	9. Marital Status <b>Married</b>

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

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

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

13. What is your preferred field of work?

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:

### Education

List all university degrees or equivalent qualifications obtained.

University Name <b>universite de droit</b>	City, Country <b>paris France</b>	From - To <b>Sep-1975 - Jul-1978</b>
Main Course of Study <b>International Law</b>	Field of Study <b>Law</b>	
Degree Title or Equivalent <b>maitrise endroit</b>	Degree Type <b>Masters</b>	

University Name <b>institut des langues et civilisations orientales</b>	City, Country <b>Paris France</b>	From - To <b>Sep-1975 - Jun-1978</b>
Main Course of Study <b>Native Languages</b>	Field of Study <b>Humanities</b>	
Degree Title or Equivalent <b>dip^lome des langues et civilisations orientales</b>	Degree Type <b>Degree</b>	

University Name <b>institut des hautes etudes internationales</b>	City, Country <b>Paris France</b>	From - To <b>Sep-1975 - Jul-1977</b>
Main Course of Study <b>Peace and Conflict Studies</b>	Field of Study <b>Social &amp; Behavioural Science</b>	
Degree Title or Equivalent <b>certificat de l'IHEI</b>	Degree Type <b>Degree</b>	

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

Name of School <b>C.N.A.M.</b>	City, Country <b>Paris France</b>	From - To <b>Jan-1987 - Jul-1987</b>
Main Course of Study <b>american business law</b>		Certificate or Diploma <b>certificate</b>

Name of School <b>institut du commerce internationale</b>	City, Country <b>paris Finland</b>	From - To <b>Nov-1977 - May-1978</b>
Main Course of Study <b>international management and trade</b>		Certificate or Diploma <b>certificat</b>

Name of School <b>lycee fustel de coulanges</b>	City, Country <b>strasbourg France</b>	From - To <b>Sep-1966 - Jul-1972</b>
Main Course of Study <b>high school</b>		Certificate or Diploma <b>baccalaureat</b>

# Employment

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

Job Title <b>Fund Programme Management Officer</b>	Type of Business <b>UN</b>	From - To <b>01/07/2007 -</b>
Name of Employer <b>United Nations Environment Programme/DELIC</b>	Name of Supervisor <b>B.Kante Director UNEP/DELIC,T.Kapiga OIC Corporate Services unit,UNEP</b>	
Salaries per Annum: Starting <b>165000</b>	Final <b>165000</b>	Currency Paid <b>USD</b>
Telephone Number <b>254762</b>	Email Address <b>christian.marx@unep.org</b>	
Address of Employer <b>Kenya</b>	Is this a civil servant position of your Government? <b>No</b>	
Number of Employees Supervised by You <b>6</b>	Is this a position within the UN Common System? <b>Yes</b>	
Description of Duties <b>Participates in the planning and formulation of the UNEP Division of Environmental Law and Convention programme budget,prepare budgetary proposals for submission to donors,drafts donor agreements and actively participates in negotiation with potential donors,assist the Director in the preparation of a resource mobilization strategy,coordinates the preparation of project proposals ,identifies with programme managers the most appropriate administrative and financial framework to reach the objectives of the programme,plans the efficient and cost effective management of the Division financial resources (Environment Fund,trust Fund and earmarked contributions) and exercizes control,identifies bottlenecks and initiate corrective actions,Act as certifying officers for the Division,ensuring that commitments are done in line with UN rules and regulations,ensures timely reporting to donors. Coordinates within the Division the overall administrative services,assist the director in the efficient management of the Division Human resources,assist in drafting contracts,MoUs,LoAs,provides support in any other administrative tasks such as the organization of meetings,protocol matters...Liaises with internal and external auditors,participates in the preparation of reports for the UNEP management and UNEP GC,Provides guidance to UNEP administered Conventions (MEAs) on financial and administrative matters and participates to meetings of Parties as required.</b>		
Summarize any of Your Achievements <b>Facilitated the smooth integration of environmental law activities within the Division.</b>		
Reasons for Leaving <b>Looking for additional responsibilities within the UN system.</b>		

Job Title <b>administrative officer</b>	Type of Business <b>UN</b>	From - To <b>01/08/2004 -</b>
Name of Employer <b>UNEP/UNON</b>	Name of Supervisor <b>Theodore Kapiga</b>	
Salaries per Annum: Starting <b>140000</b>	Final <b>142000</b>	Currency Paid <b>USD</b>
Telephone Number <b>25420762</b>	Email Address <b>christian.marx@unep.org</b>	
Address of Employer <b>Kenya</b>	Is this a civil servant position of your Government? <b>No</b>	
Number of Employees Supervised by You <b>2</b>	Is this a position within the UN Common System? <b>Yes</b>	
Description of Duties <b>1)Fund management officer for the UNEP Division of Environmental law and conventions,responsible for the administrative and financial management of the Division internal and external projects,assisting in the preparation of project documents and their revision,monitoring the financial resources of the Division and providing guidance to the Director of the Division on the best administrative and financial framework to undertake the activities,providing support to all UNEP managed Conventions,reviewing on a regular basis the status of the respective trust funds,preparing terms of reference of trust funds,assisting in the preparation of reports and budgets submitted to the parties of the convention,assisting UNEP Secretariat of convention on policies issue regarding the financial management of their financial resources,participating to meeting of Parties as required,2)Responsible for the supervision of the financial and administrative management of the UNEP portfolio of projects funded by the UNFoundation and the UNEP portfolio of UNDA projects,supervising the preparation of financial statements submitted to donors,assist in the preparation of projects proposals,monitor the submission of progress reports ,identifies bottlenecks in the implementation of activities and in liaison with programme officers take corrective actions,prepare donors agreements,Memorandum of understanding,contracts,monitors the use of financial resources,exercizes certifying functions</b>		
Summarize any of Your Achievements <b>Reorganized the administrative and financial management of the portfolio,reviewed all accounts since 1999 and took important corrective actions</b>		
Reasons for Leaving <b>I would like to work for the peace keeping operations or any other field work</b>		

Job Title <b>chief,project management unit</b>	Type of Business <b>UN organization</b>	From - To <b>01/10/1996 - 01/08/2004</b>
Name of Employer <b>UNEP/DTIE</b>	Name of Supervisor <b>M. Per Bakken</b>	
Salaries per Annum: Starting <b>90000</b>	Final <b>110400</b>	Currency Paid <b>USD</b>
Is this a civil servant position of your Government? <b>No</b>		
Is this a position within the UN Common System? <b>Yes</b>		

Telephone Number	Email Address <b>cmarr@unep.fr</b>
Address of Employer <b>France</b>	
Number of Employees Supervised by You <b>8</b>	
Description of Duties <b>responsible for the management of the administrative and financial operations of the Division, responsible for the preparation of project documents, budgets, implement personnel policies, identify operational and financial problems and resolve them, liaises with donors on administrative and financial matters, prepares progress reports liaising with chief of branches and units in Paris, Geneva and Osaka, liaise with host country on protocol matters, draft letters of agreements, responsible for the purchase of equipment and the management of premises, negotiate with bidders, prepare commercial contracts</b>	
Summarize any of Your Achievements <b>In 1999, the industry and environment office became the largest UNEP Division, with the inclusion of 2 major branches in Geneva and one office in Japan. With limited human resources I assisted the director in the difficult transition, streamlining procedures. I had to deal with more than 160 projects.</b>	
Reasons for Leaving <b>I would like to change my work to have a broader knowledge of the UN system and gain additional experience. the possibility of promotion within UNEP are limited for staff with my background.</b>	

Job Title <b>administrative officer</b>	Type of Business <b>UN organization</b>	From - To <b>01/12/1987 - 01/10/1996</b>
Name of Employer <b>UNEP/MAP</b>	Name of Supervisor <b>M .Chabason</b>	
Salaries per Annum:		
Starting <b>45000</b>	Final <b>60000</b>	Currency Paid <b>USD</b>
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address	
Address of Employer <b>Greece</b>		
Number of Employees Supervised by You <b>6</b>		
Description of Duties <b>responsible for the administrative and financial management of the UNEP/MAP, preparing project documents, liaising with the regional activity centres in Croatia, Tunisia, France, Italy, Malta. preparation of documents and reports for the contracting parties to the Barcelona Convention on budgetary and financial matters, chairing those meetings on budgetary matters as requested, liaising with donors implement personnel policies, acts as conference officer, liaise with the greek ministry of foreign affairs on protocol matters, prepares letters of agreements. responsible for the overall management of the premises, responsible for the purchase of equipment for countries.</b>		
Summarize any of Your Achievements <b>prepared accurate and reliable budgetary documents for the Contracting parties that enabled the approval of a drastic increase in the budget for the UNEP/MAP operating costs. during my assignment, I spared no efforts to increase the confidence of donors in the programme. I also successfully assisted local authorities to establish efficient supporting organization in particular in Tunisia.</b>		
Reasons for Leaving <b>promotion</b>		

Job Title <b>consultant</b>	Type of Business <b>business association</b>	From - To <b>01/10/1986 - 01/07/1987</b>
Name of Employer <b>Paris Chamber of commerce/U.S.E.F.E</b>	Name of Supervisor <b>MBouchez-Pagnier</b>	
Salaries per Annum:		
Starting <b>30000</b>	Final <b>30000</b>	Currency Paid <b>USD</b>
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address	
Address of Employer <b>France</b>		
Number of Employees Supervised by You <b>0</b>		
Description of Duties <b>provided assistance to companies in their approach to foreign markets through the preparation of marketing studies, organization of exhibits in the Far East</b>		
Summarize any of Your Achievements <b>successfully assisted french companies in the participation in a major exhibit in China.</b>		
Reasons for Leaving <b>new job in the UN.</b>		

Job Title <b>charge de mission cat A (political affairs officer)</b>	Type of Business <b>government</b>	From - To <b>01/04/1984 - 01/04/1986</b>
Name of Employer <b>french ministry of defense</b>	Name of Supervisor <b>MSilhol</b>	

Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government?	<b>Yes</b>
<b>23500</b>	<b>25000</b>	<b>USD</b>	Is this a position within the UN Common System?	<b>Yes</b>
Telephone Number		Email Address		
Address of Employer				
<b>France</b>				
Number of Employees Supervised by You				
<b>8</b>				
Description of Duties				
<b>preparations of reports on political affairs in South east asia and South Asia,drafting of analytical notes,makes recommendation on policy issue.</b>				
Summarize any of Your Achievements				
<b>most recommendations were implemented</b>				
Reasons for Leaving				
<b>new government regulations on the use of contractual staff</b>				

Job Title	Type of Business	From - To
<b>director</b>	<b>import/export</b>	<b>01/10/1979 - 01/03/1986</b>
Name of Employer	Name of Supervisor	
<b>Kosmos GMBH</b>	<b>J. Bechade</b>	

Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government?	<b>No</b>
<b>300000</b>	<b>350000</b>	<b>ATS</b>	Is this a position within the UN Common System?	<b>Yes</b>
Telephone Number		Email Address		
Address of Employer				
<b>Austria</b>				
Number of Employees Supervised by You				
<b>18</b>				
Description of Duties				
<b>.responsible for the overall management of the company in Austria,reporing to the representative of the holding company located in France.prepared feasibility studies,financial statements to the share holders,negotiated agreements</b>				
Summarize any of Your Achievements				
<b>My mission was to evaluate the potential of the company in Austria, and ensure that the loss of the companies could stop.I succeeded to stop the deficit with the withdrawal from some markets.I assisted the holding in the succesfull sale of the company to local businessman at very good conditions</b>				
Reasons for Leaving				
<b>I did not want to continue to work with the new owner; and had received a more interesting proposal to work on international affairs with the government</b>				

Job Title	Type of Business	From - To
<b>worker,salesman</b>	<b>commercial</b>	<b>01/01/1977 - 01/08/1979</b>
Name of Employer	Name of Supervisor	
<b>miscellaneous employer</b>	<b>miscellaneous</b>	

Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government?	<b>No</b>
<b>50000</b>	<b>50000</b>	<b>FRF</b>	Is this a position within the UN Common System?	<b>Yes</b>
Telephone Number		Email Address		
Address of Employer				
<b>France</b>				
Number of Employees Supervised by You				
<b>0</b>				
Description of Duties				
<b>I worked in different position from 1975 to 1979 to support my studies (salesman)</b>				
Summarize any of Your Achievements				
<b>N/A</b>				
Reasons for Leaving				
<b>regular job offered</b>				

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
<b>English</b>	<b>No</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>
<b>French</b>	<b>Yes</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>
<b>Chinese</b>	<b>No</b>	<b>Not easily</b>	<b>Not easily</b>	<b>Not easily</b>	<b>Not easily</b>

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

Language	Mother Tongue	Speak	Read	Write	Understand
<b>German</b>	<b>No</b>	<b>Not easily</b>	<b>Easily</b>	<b>Not easily</b>	<b>Easily</b>
<b>Italian</b>	<b>No</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>

## Address

12,bis rue du cadran  
charenton val de marne France  
Telephone: 33-1-44371467  
Contact: christian marx

## Address

PO box 47074  
Nairobi Kenya  
Telephone: 254-20-62 extension 4012  
Fax: 254-0723846482  
Contact: christian marx

## 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
<b>michael EVTEEV</b>	<b>UN officer</b>	<b>15 chemin des Anemones Switzerland</b>	<b>michael.evteev@unep.ch</b>
<b>arab HOBALLAH</b>	<b>deputy coordinator</b>	<b>UNEP/MAP Vas.konstantinou48 11635Athens Greece Switzerland</b>	<b>3017273117126 hoballah@unepmap.org</b>
<b>VuAnh TUAN</b>	<b>IT specialist</b>	<b>148 bis rue d'Alesia Switzerland</b>	<b>3310951145261 vuat@free.fr</b>

## Personal History Profile for Paul MCNEILL

### General Details

- |   |  |  |                                     |
|---|--|--|-------------------------------------|
| 1. Family name<br><b>MCNEILL</b>                                      | First Name<br><b>Paul</b>                      | Middle Name<br><b>Spurgeon</b>                                       | Maiden Name, (if any)               |
| 2. Date of Birth<br><b>20/07/1948</b>                                 | 3. City of Birth<br><b>St. Louis, Missouri</b> | Country of Birth<br><b>United States of America</b>                  | Index No<br><b>064047</b>           |
| 4. Country of Nationality at Birth<br><b>United States of America</b> | Second Nationality (if any)                    | 5. Country of Present Nationality<br><b>United States of America</b> | Second Nationality (if any)         |
| 6. Gender<br><b>Male</b>  | 7. Height [cm]<br><b>180</b>                   | 8. Weight [kg]<br><b>73</b>  | 9. Marital Status<br><b>Married</b> |
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities.  
Are there any limitations on your ability to engage in all travel? **No**
- Are there any limitations on your ability to perform in your prospective field of work? **No**
11. Have you taken up legal permanent residence status in any country other than that of your nationality? **No**
13. What is your preferred field of work? **Administrative officers**
14. Would you accept employment for less than six months? **No**
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? **01/10/1993**
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: **mcneillp@un.org**

### Education

List all university degrees or equivalent qualifications obtained.

University Name <b>Washington University</b>	City, Country <b>St. Louis, Missouri United States of America</b>	From - To <b>Sep-1976 - Jun-1979</b>
Main Course of Study <b>General Law</b>	Field of Study <b>Law</b>	
Degree Title or Equivalent <b>Master of Legal Letters (LLM - Taxation)</b>	Degree Type <b>Postgraduate degree</b>	

University Name <b>University of Missouri - Columbia</b>	City, Country <b>Columbia, Missouri United States of America</b>	From - To <b>Sep-1973 - Jun-1975</b>
Main Course of Study <b>Finance</b>	Field of Study <b>Business &amp; Administration</b>	
Degree Title or Equivalent <b>Master of Business Administration (MBA - Finance)</b>	Degree Type <b>Postgraduate degree</b>	

University Name <b>University of Missouri - Columbia</b>	City, Country <b>Columbia, Missouri United States of America</b>	From - To <b>Sep-1970 - Jun-1974</b>
Main Course of Study <b>General Law</b>	Field of Study <b>Law</b>	
Degree Title or Equivalent <b>Juris Doctor (JD)</b>	Degree Type <b>Postgraduate degree</b>	

University Name <b>University of Missouri - Columbia</b>	City, Country <b>Columbia, Missouri United States of America</b>	From - To <b>Sep-1966 - Jun-1970</b>
Main Course of Study <b>Finance</b>	Field of Study <b>Business &amp; Administration</b>	
Degree Title or Equivalent <b>Bachelor of Science and Public Administration (BS - Economics)</b>	Degree Type <b>Bachelor of Sciences</b>	

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

Name of School <b>Lindbergh Senior High School</b>	City, Country <b>St. Louis, Missouri United States of America</b>	From - To <b>Sep-1962 - Jun-1966</b>
Main Course of Study <b>General</b>	Certificate or Diploma <b>High school diploma</b>	

### Employment

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

Job Title <b>Regional Administrative Officer</b>	Type of Business <b>UN peacekeeping mission</b>	From - To <b>01/01/2006 -</b>
Name of Employer <b>United Nations Mission in Sudan (UNMIS)</b>	Name of Supervisor <b>Niels Scott</b>	
Salaries per Annum: Starting <b>112115</b>	Final <b>112115</b>	Currency Paid <b>USD</b>
	Is this a civil servant position of your Government? <b>No</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>24991217-9345</b>	Email Address <b>mcneillp@un.org</b>	
Address of Employer <b>Sudan</b>		
Number of Employees Supervised by You <b>10</b>		
Description of Duties <b>As RAO for the Darfurs, supervised administrative services for 1 regional office and 4 field offices (in El Fasher, El Geneina, Nyala and Zalingei). Served as Certifying Officer. On SPA to P-5.</b>		
Summarize any of Your Achievements <b>Rented land and constructed expanded facilities at all 4 office locations; supported planning for expansion of UN mission in Darfurs; supported visit of UN Security Council to Darfurs; supported frequent diplomatic and assessment team visits to Darfurs; liaised with PAE contractor for AMIS</b>		
Reasons for Leaving <b>Career advancement</b>		

Job Title <b>Chief of Administrative Services</b>	Type of Business <b>UN special political mission</b>	From - To <b>01/01/2003 - 01/12/2005</b>
Name of Employer <b>United Nations Assistance Mission in Afghanistan (UNAMA)</b>	Name of Supervisor <b>Mr. Terry Popowych, CAO</b>	
Salaries per Annum: Starting <b>108133</b>	Final <b>120223</b>	Currency Paid <b>USD</b>
	Is this a civil servant position of your Government? <b>No</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>1212963-2668</b>	Email Address <b>mcneillp@un.org</b>	
Address of Employer <b>Afghanistan</b>		
Number of Employees Supervised by You <b>7</b>		
Description of Duties <b>Chief of Administrative Services responsible for Personnel, Finance, Medical, Procurement, and General Service sections. Served as Chief Finance Officer (Jan 03 to Sep 03). Served variously as OIC/CAO, OIC/Trust Fund, OIC/Budget, OIC/Personnel, and represent UNAMA at inter-agency UN meetings. For FY2002-2003, budget \$82.2 million with 1,195 posts. On SPA to P-5 since October 2003.</b>		
Summarize any of Your Achievements <b>Created and led monthly meeting of Administrative, Finance and Personnel officers of all UN agencies operating in Afghanistan; liaise with NATO finance, personnel and procurement officers.</b>		
Reasons for Leaving <b>Move to same mission where wife is serving</b>		

Job Title <b>Chief, Payments and Treasury Unit</b>	Type of Business <b>UN economic commission</b>	From - To <b>01/07/1999 - 01/12/2002</b>
Name of Employer <b>United Nations Economic and Social Commission for Asia and the Pacific (ESCAP)</b>	Name of Supervisor <b>Ms. Pornthip Srethwatanakul, CFO</b>	
Salaries per Annum: Starting <b>89060</b>	Final <b>106529</b>	Currency Paid <b>USD</b>
	Is this a civil servant position of your Government? <b>No</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>662288-1977</b>	Email Address <b>mcneillp@un.org</b>	
Address of Employer <b>Thailand</b>		
Number of Employees Supervised by You <b>13</b>		
Description of Duties <b>Supervise transactions and banking functions for regular budget and extra-budgetary (trust) funds. For FY 2000-2001, Commission had regular budget of \$73.2 million, plus extra-budgetary resources of \$21.4 million, with 519 civilian personnel.</b>		
Summarize any of Your Achievements		

**Chief of Accounts during conversion to IMIS releases 3 and 4. Serve as OIC/CFO in absence of CFO.**

Reasons for Leaving

**Mission assignment to special political mission for career advancement**

Job Title <b>Chief Finance Officer</b>	Type of Business <b>UN peacekeeping mission</b>	From - To <b>01/02/1998 - 01/06/1999</b>
Name of Employer <b>United Nations Observer Mission in Georgia (UNOMIG)</b>		Name of Supervisor <b>Mr. John Chien, CAO</b>
Salaries per Annum: Starting <b>81626</b>	Final <b>84485</b>	Currency Paid <b>USD</b>
	Is this a civil servant position of your Government? <b>No</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>1212963-9562</b>	Email Address <b>mcneillp@un.org</b>	
Address of Employer <b>Georgia</b>		
Number of Employees Supervised by You <b>7</b>		
Description of Duties <b>Responsible for supervision of Finance Section, approving mission payments and maintaining mission accounts. Prepared responses to external and internal auditors. Responsible for preparation of budget proposal, and for budget performance report. Chairman of: Local Committee on Contracts, Local Property Survey Board, Local Claims Review Board, Local Promotion Review Panel, and Local Tender Opening Committee. FY99 budget \$20.7 million. 135 military personnel and 174 civilian personnel. Serve as OIC/CAO in absence of CAO.</b>		
Summarize any of Your Achievements <b>All required financial statements and budget reports submitted on schedule. All audit observations cleared promptly.</b>		
Reasons for Leaving <b>Transfer to family duty station</b>		

Job Title <b>Coordinator, UNAMIR Liquidation Team</b>	Type of Business <b>UN peacekeeping mission</b>	From - To <b>01/01/1997 - 01/12/1997</b>
Name of Employer <b>United Nations Assistance Mission for Rwanda (UNAMIR)</b>		Name of Supervisor <b>Mr. Amir Dossal</b>
Salaries per Annum: Starting <b>80206</b>	Final <b>81938</b>	Currency Paid <b>USD</b>
	Is this a civil servant position of your Government? <b>No</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>1212963-3222</b>	Email Address <b>mcneillp@un.org</b>	
Address of Employer <b>United States of America</b>		
Number of Employees Supervised by You <b>4</b>		
Description of Duties <b>Responsible for closing mission's field accounts, and reconciliation with headquarters accounts in New York. Responded to questions from headquarters Property Survey Board, Committee on Contracts, and Claims Review Board. Prepared responses to external and internal audit reports. Prepared final performance report. Supervised conversion of non-expendable property records into new FACS database, and preparation of Disposal of Assets Report. Reconciled conversion of old GAS account balances into new IMIS account format. Supervised storage of mission records into archive center.</b>		
Summarize any of Your Achievements <b>All required financial statements and budget reports submitted on schedule, and all audit observations cleared promptly</b>		
Reasons for Leaving <b>Mission was closed by Security Council</b>		

Job Title <b>Chief Finance Officer</b>	Type of Business <b>UN peacekeeping mission</b>	From - To <b>01/02/1995 - 01/12/1996</b>
Name of Employer <b>United Nations Assistance Mission for Rwanda (UNAMIR)</b>		Name of Supervisor <b>Ms. Susan Matthew, CAO</b>
Salaries per Annum: Starting <b>72986</b>	Final <b>80159</b>	Currency Paid <b>USD</b>
	Is this a civil servant position of your Government? <b>No</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address <b>mcneillp@un.org</b>	
Address of Employer <b>Rwanda</b>		
Number of Employees Supervised by You <b>6</b>		
Description of Duties		

**Responsible for supervision of Finance Section, approving mission payments and maintaining mission accounts. Prepared responses to external and internal auditors. Responsible for preparation of budget proposal, and for performance report. Member of Local Committee on Contracts, Local Property Survey Board, Local Claims Review Board, and Local Promotion Review Panel. Chairman of Local Tender Opening Committee. 5,520 military personnel. FY95 operating budget \$253.6 million. Served as OIC/Administration in absence of CAO.**

Summarize any of Your Achievements

**All required financial statements and budget reports submitted on schedule, and audit observations cleared promptly**

Reasons for Leaving

**Mission moved into liquidation by Security Council**

Job Title <b>Deputy Chief Finance Officer</b>	Type of Business <b>UN peacekeeping mission</b>	From - To <b>01/02/1994 - 01/01/1995</b>
Name of Employer <b>United Nations Protection Force (UNPROFOR)</b>		Name of Supervisor <b>Mr. James Mutiso, CFO</b>
Salaries per Annum: Starting <b>74480</b>	Final <b>74480</b>	Currency Paid <b>USD</b>
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>38541180-011</b>	Email Address <b>mcneillp@un.org</b>	
Address of Employer <b>Croatia</b>		
Number of Employees Supervised by You <b>8</b>		
Description of Duties <b>Operational responsibility for coordinating day-to-day operations of the Finance Section. Supervised staff in 12 sector offices, and trained new sector finance officers. Budget for UNPROFOR in FY95 was \$1.829 billion with 38,599 military personnel and 5,434 civilian personnel. Member of Local Committee on Contracts, and on Board of Inquiry.</b>		
Summarize any of Your Achievements <b>Opened offices in sectors, and designed systems to consolidate accounts and manage banking</b>		
Reasons for Leaving <b>Promotion to CFO at UNAMIR</b>		

Job Title <b>Publisher</b>	Type of Business <b>Publishing</b>	From - To <b>01/03/1989 - 01/01/1994</b>
Name of Employer <b>Recommendations Publishing Company</b>		Name of Supervisor <b>owner</b>
Salaries per Annum: Starting <b>1</b>	Final <b>74000</b>	Currency Paid <b>USD</b>
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>No</b>
Telephone Number	Email Address	
Address of Employer <b>United States of America</b>		
Number of Employees Supervised by You <b>12</b>		
Description of Duties <b>Founded publishing company. Developed trademarked advertising materials and publications used throughout the US.</b>		
Summarize any of Your Achievements <b>Developed start-up company with nationally-distributed products.</b>		
Reasons for Leaving <b>Sold company</b>		

Job Title <b>Director of Revenue</b>	Type of Business <b>State government</b>	From - To <b>01/02/1985 - 01/02/1989</b>
Name of Employer <b>State of Missouri Department of Revenue</b>		Name of Supervisor <b>Governor John Ashcroft</b>
Salaries per Annum: Starting <b>65000</b>	Final <b>72666</b>	Currency Paid <b>USD</b>
		Is this a civil servant position of your Government? <b>Yes</b>
		Is this a position within the UN Common System? <b>No</b>
Telephone Number <b>1 517751-2000</b>	Email Address	
Address of Employer <b>United States of America</b>		
Number of Employees Supervised by You <b>11</b>		
Description of Duties		

Recruited to administer state department of tax processing, driver licensing and motor vehicle registration. 1989 operating budget \$54.8 million, employees in 47 locations plus 164 franchise locations. Presentation of budget to legislative committees, advocate public policy issues before audiences, radio and TV broadcasts (average 8 speeches/interviews per week)

Summarize any of Your Achievements

**Implemented on-line processing of drivers license and license plate issuance. Standardized state income tax forms.**

Reasons for Leaving

**Term of elected governor expired**

Job Title <b>Senior Manager, Acquisition Advisory Service</b>	Type of Business <b>Certified Public Accounting</b>	From - To <b>01/01/1983 - 01/02/1985</b>
--	--	---

Name of Employer <b>KPMG Peat Marwick</b>	Name of Supervisor <b>Mr Steve Blum</b>
--	--

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>51900</b>	<b>63600</b>	<b>USD</b>	Is this a position within the UN Common System? <b>No</b>

Telephone Number <b>1212758-9700</b>	Email Address
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Address of Employer  
**United States of America**

Number of Employees Supervised by You  
**0**

Description of Duties

**Promoted into mergers and acquisitions group on Wall Street. Prepared valuations of corporations for use in acquisition negotiations. Conducted seminars for clients in New York, Chicago and Los Angeles. Maintained relationships with investment bankers, acquirers and acquisition candidates to facilitate transactions.**

Summarize any of Your Achievements

**Authored "Export Trading Companies: Opportunities for Increased Profits in the 1980s", published by KPMG Peat Marwick, New York, 1983.**

Reasons for Leaving

**Recruited by newly-elected US state governor to cabinet position in public sector**

Job Title <b>Senior Manager, Department of Professional Practice - Tax</b>	Type of Business <b>Certified Public Accounting</b>	From - To <b>01/10/1980 - 01/12/1982</b>
---	--	---

Name of Employer <b>KPMG Peat Marwick</b>	Name of Supervisor <b>Neil Glenn</b>
--	---

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>41300</b>	<b>46200</b>	<b>USD</b>	Is this a position within the UN Common System? <b>No</b>

Telephone Number <b>1212758-9700</b>	Email Address
---	---------------

Address of Employer  
**United States of America**

Number of Employees Supervised by You  
**1**

Description of Duties

**Promoted into 2-year executive development program in firm's Executive Office that managed 2,500 tax professionals in 100 US offices. Prepared public comments for proposed Federal legislation and regulations. Conducted continuing education training for firm's CPAs in computerization, taxation and marketing in New York and Atlanta.**

Summarize any of Your Achievements

**Responsible for production of semi-annual booklets to implement national marketing plan.**

Reasons for Leaving

**Promoted to firm's Wall Street practice**

Job Title <b>Senior Manager, Tax Department</b>	Type of Business <b>Certified Public Accounting</b>	From - To <b>01/03/1977 - 01/09/1980</b>
--	--	---

Name of Employer <b>KPMG Peat Marwick</b>	Name of Supervisor <b>Mr. John Easton</b>
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Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>17000</b>	<b>31400</b>	<b>USD</b>	Is this a position within the UN Common System? <b>No</b>

Telephone Number <b>1314444-1400</b>	Email Address
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Address of Employer  
**United States of America**

Number of Employees Supervised by You  
**0**

Description of Duties

**Advised clients on tax planning opportunities, and prepared tax returns using service bureaus.**

Summarize any of Your Achievements

**Developed technique of remote-entry of data for expatriate tax returns from Paris, Tehran and St. Louis. Authored "Missouri Administrative Law," published by Missouri Bar Association, Jefferson City, 1979, and conducted training sessions for practising attorneys. Authored "Financial Chairpersons Pocket Guide to the Missouri Campaign Finance Disclosure Law of 1978," published by KPMG Peat Marwick, New York, 1979, and conducted seminars for campaign personnel sponsored by Missouri Society of Certified Public Accountants. Conducted continuing education training classes for other CPAs sponsored by Missouri Society of Certified Public Accountants.**

Reasons for Leaving

**Promoted to firm's Executive Office in New York**

Job Title <b>Commissioner</b>	Type of Business <b>State government</b>	From - To <b>01/09/1976 - 01/03/1977</b>
Name of Employer <b>State Tax Commission of Missouri</b>		Name of Supervisor <b>Governor Kit Bond</b>

Salaries per Annum:		Currency Paid	Is this a civil servant position of your Government? <b>Yes</b>
Starting <b>18000</b>	Final <b>18000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>No</b>
Telephone Number <b>1573751-2000</b>	Email Address		
Address of Employer <b>United States of America</b>			
Number of Employees Supervised by You <b>0</b>			
Description of Duties <b>Appointed by state governor as administrative law judge to commission which administered real property (2.5 million parcels) and personal property tax systems for all 115 counties of state.</b>			
Summarize any of Your Achievements <b>Co-authored "Assessor's Manual" to provide uniform assessment procedures state-wide. Developed automated judicial support system to speed writing of appeal decisions.</b>			
Reasons for Leaving <b>Term of governor expired</b>			

Job Title <b>Assistant County Counselor</b>	Type of Business <b>County government</b>	From - To <b>01/06/1975 - 01/08/1976</b>
Name of Employer <b>St. Louis County Government</b>		Name of Supervisor <b>Mr. Thomas Wehrle</b>

Salaries per Annum:		Currency Paid	Is this a civil servant position of your Government? <b>Yes</b>
Starting <b>13500</b>	Final <b>14800</b>	<b>USD</b>	Is this a position within the UN Common System? <b>No</b>
Telephone Number	Email Address		
Address of Employer <b>United States of America</b>			
Number of Employees Supervised by You <b>0</b>			
Description of Duties <b>Litigated cases before Public Service Commission and State Tax Commission, as well as in Circuit Court and Magistrate Court. Drafted contracts and legal opinions.</b>			
Summarize any of Your Achievements <b>Developed new investment insurance policy for use by pension funds and negotiated it's approval by Missouri State Commissioner of Insurance.</b>			
Reasons for Leaving <b>Recruited by governor to accept a state-wide post</b>			

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
<b>English</b>	<b>Yes</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>

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

# Address

UNMIS  
El Fasher North Darfur Sudan  
Telephone: 1-917-367-3520 extension 3140  
Fax: 249-9-1217-9345  
Contact: Paul McNeill

# Address

23 Ridge Road  
Apartment F  
Greenbelt Maryland United States of America  
Telephone: 1-301-474-2324  
Fax: 93-70-282-163  
Contact: Paul McNeill

# 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
<b>Kent COLLINS</b>	<b>University professor</b>	<b>4203 West Rollins Road Columbia, Missouri 65203 United States of America</b>	<b>1573445-5865 collinsks@missouri.edu</b>
<b>Mussadaq KHAN</b>	<b>Deputy Secretary, Government of Pakistan</b>	<b>Economic Affairs Division United States of America</b>	<b>92300856-0098 khanmu1@hotmail.com</b>
<b>Raghupathy SANKARAN</b>	<b>retired UN staff member</b>	<b>1 United States of America</b>	<b>1609945-5385 sankaran1944@hotmail.com</b>

## Personal History Profile for Miguel MOURATO GORDO

### General Details

- |   |                                   |  |                                      |
|---|-----------------------------------|--|--------------------------------------|
| 1. Family name<br><b>MOURATO GORDO</b>                | First Name<br><b>Miguel</b>       | Middle Name<br><b>Antonio Monteiro</b>               | Maiden Name, (if any)                |
| 2. Date of Birth<br><b>14/06/1970</b>                 | 3. City of Birth<br><b>Lisbon</b> | Country of Birth<br><b>Portugal</b>                  | Index No<br><b>068293</b>            |
| 4. Country of Nationality at Birth<br><b>Portugal</b> | Second Nationality (if any)       | 5. Country of Present Nationality<br><b>Portugal</b> | Second Nationality (if any)          |
| 6. Gender<br><b>Male</b>                              | 7. Height [cm]<br><b>182</b>      | 8. Weight [kg]<br><b>73</b>                          | 9. Marital Status<br><b>Divorced</b> |
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? **Management and programme analysts**
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? **01/01/1993**
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: **mmgordo@yahoo.com**

### Education

List all university degrees or equivalent qualifications obtained.

University Name <b>Saïd Business School, University of Oxford</b>	City, Country <b>Oxford United Kingdom</b>	From - To <b>Oct-2004 - Sep-2005</b>
Main Course of Study <b>Management</b>	Field of Study <b>Business &amp; Administration</b>	
Degree Title or Equivalent <b>Masters of Business Administration</b>	Degree Type <b>Masters</b>	

University Name <b>Instituto Superior de Economia e Gestao (ISEG), Technical University of Lisbon; Awarded scholarship to pursue specialization in Marketing at Facultad de Ciencias Economicas y Empresariales, Universidad Complutensis de Madrid, during 1992/93 academic year</b>	City, Country <b>Lisbon Portugal</b>	From - To <b>Oct-1988 - Sep-1993</b>
Main Course of Study <b>Management</b>	Field of Study <b>Business &amp; Administration</b>	
Degree Title or Equivalent <b>Licenciatura</b>	Degree Type <b>Bachelor of Sciences</b>	

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

Name of School <b>Knowledge Management Institute</b>	City, Country <b>Washington, DC United States of America</b>	From - To <b>Mar-2008 - Mar-2008</b>
Main Course of Study <b>Knowledge Management (One-week certification programme)</b>		Certificate or Diploma <b>Certified Knowledge Manager</b>

Name of School <b>Escola Secundaria da Cidade Universitaria</b>	City, Country <b>Lisbon Portugal</b>	From - To <b>Oct-1985 - Sep-1988</b>
Main Course of Study <b>Business &amp; Administration</b>		Certificate or Diploma <b>High School Diploma</b>

### Employment

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

Job Title <b>Best Practices Officer (P-4)</b>	Type of Business <b>Peacekeeping</b>	From - To <b>01/08/2007 -</b>
Name of Employer <b>United Nations Stabilization Mission in Haiti (MINUSTAH)</b>		Name of Supervisor <b>Mr. Luiz Carlos da Costa, Principal Deputy Special Representative of the Secretary-General</b>

Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government?	<b>No</b>
			Is this a position within the UN Common System?	<b>Yes</b>
Telephone Number		Email Address		
		<b>mouratogordo@un.org</b>		
Address of Employer				
<b>Haiti</b>				
Number of Employees Supervised by You				
<b>1</b>				
Description of Duties				
<p><b>. Responsible for developing a best practices and knowledge management strategy and workplan that addresses the mission's institutional learning needs and helps the mission share its good practices and lessons learned with DPKO-DFS and other missions, in consultation with the Senior Leadership Team, and assisted by the Peacekeeping Best Practices Section (PBPS), DPKO, where necessary . As a policy facilitator: take the lead in communicating new policies, procedures or different approaches that facilitate successful problem-solving within the mission to the mission's senior leadership and components and follow up on their implementation . Organize and/or implement substantive policy reviews and studies at the request of senior mission management or, when appropriate, PBPS . Organize follow-up action on studies undertaken or workshops on mission specific best practices and lessons learned activities; Liaise with UN agencies, national and international organizations on all issues related to knowledge management, and assist in the organization of inter-agency policy consultation. As an efficiency and efficacy enabler: work with mission components to establish techniques, mechanisms and modalities for identification of best practices and opportunities for institutional learning, including through the use of after action reviews, end of assignment reports, surveys of practice, hand-over notes, business and process evaluations . Produce, collect, store and disseminate guidance and knowledge originating in the mission for the reference of other missions and feeding into policy development at UNHQ . Connect MINUSTAH to UNHQ and other missions so that it can benefit from the collective institutional knowledge of the peace operations system as a whole; Systematically acquire and disseminate knowledge materials and practices from other missions . Enable peacekeeping practioners in MINUSTAH to connect with counterparts in other missions (communities of practice).</b></p>				
Summarize any of Your Achievements				
<p><b>. Established a number of mutually enforcing enablers to widen the knowledge and use of Best Practices tools in the mission such as a policy framework for preparation of end-of assignment reports and hand-over notes in the mission and processes to support policy implementation which lead to a 130% increase in the number of MINUSTAH staff in communities of practice and a 3-fold increase in sharing of MINUSTAH practices and knowledge with UNHQ and other peacekeeping missions . Facilitated review, discussion and implementation of the policy on authority, command and control in UN peacekeeping operations (on-going) . Reviewed the profile and responsibilities of Chiefs of Regional Offices leading to the promulgation of a Revised TOR . Completed 11 After Action Reviews including on Joint Military and UNPOL operations; Improving conditions at prison facilities; and, Information/outreach public information campaigns, leading to improvements in operations . Completion of 2 SOPs on HIV/AIDS and Protocol functions in MINUSTAH.</b></p>				
Reasons for Leaving				
<b>Commitment to self-growth; widen professional experience and take up different challenges.</b>				

Job Title	Type of Business	From - To
<b>Management Consultant</b>	<b>Non-Governmental Organization/Activism</b>	<b>01/07/2005 - 01/08/2005</b>
Name of Employer	Name of Supervisor	
<b>Greenpeace International</b>	<b>Mr. Tony Sawdonichik/Mr. Martin Lloyd, VP Communication</b>	

Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government?	<b>No</b>
<b>1150</b>	<b>1150</b>	<b>EUR</b>	Is this a position within the UN Common System?	<b>No</b>
Telephone Number		Email Address		
<b>31207182000</b>				
Address of Employer				
<b>Netherlands</b>				
Number of Employees Supervised by You				
Description of Duties				
<p><b>• Conduct market research to assess brand perception of Greenpeace brand in Brazil, China and USA among corporate and governmental stakeholders • Perform qualitative analysis to find out what are the relevant analytical categories through which stakeholders perceive the brand: which dimensions they use to evaluate it and how they experience it • Identify relevant stakeholders, set up, define structure and conduct interviews • Analyze data and identify emerging brand perception categories • The purpose of the brand assessment was to enable Greenpeace adapt its communications strategy to the uniquenesses of these three priority countries;</b></p>				
Summarize any of Your Achievements				
<p><b>• This was a daunting project not only because of its short timeline of 8 weeks but also because it focused on corporate and governmental stakeholders which have little or no incentive to share their views about and to an organization which they often regard as adversary • A total of 54 long interviews (McCracken) were conducted in Brazil, China and USA with Senior Management of large corporations, media, government officials, academia and NGOs. I was responsible for operations in Brazil and conducted 29 interviews in Rio de Janeiro, S. Paulo and Brasilia</b></p>				
Reasons for Leaving				
<b>Two-month consultancy which was part of MBA curriculum</b>				

Job Title	Type of Business	From - To
<b>Chief, Mission Support Unit (P-4)</b>	<b>Peacekeeping Financing Division, Department of Management</b>	<b>01/09/2002 - 01/07/2007</b>
Name of Employer	Name of Supervisor	
<b>United Nations Secretariat</b>	<b>Ms. Catherine Pollard, Director</b>	

Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government?	<b>No</b>
			Is this a position within the UN Common System?	<b>Yes</b>
Telephone Number		Email Address		
<b>1917367-3114</b>		<b>mouratogordo@un.org</b>		
Address of Employer				
<b>United States of America</b>				
Number of Employees Supervised by You				
<b>-</b>				

## Description of Duties

• Take lead in formulating new approaches, policies and procedures for implementation of reform measures in budgetary planning and financial management of resources of peacekeeping operations • Develop updated budget methodologies and models for peacekeeping operations • Responsible for the preparation of the Controller's annual budget instructions for peacekeeping missions, the support account for peacekeeping operations and the United Nations Logistics Base in Brindisi that reflect organizational policies and requests of the General Assembly • Provide guidance and support to client offices • Responsible for making recommendations to the Controller on quarterly payment of liabilities to Troop and Formed police contributing countries (up to \$2 billion, yearly) • Responsible for the preparation of the Secretary-General's report on the Overview of the financing of peacekeeping operations and the Secretary-General's report on the updated financial position of closed peacekeeping missions • Oversee the maintenance and enhancement of information technology tools, reports and databases that enable the Division to analyze and monitor use of peacekeeping resources • Take lead in training of headquarters and field peacekeeping staff in the Funds Monitoring Tool (FMT) • Actively participate in implementation of results-based management in peacekeeping • Responsible for the preparation of yearly budget and performance reports all offices at UN Headquarters providing headquarters executive management and backstopping support of peacekeeping operations (Support Account, US\$190 million, 970 posts) • Represent the Division the Office-wide Task Force established to work on the implementation of International Public Sector Accounting Standards (IPSAS) • Supervise, guide and mentor performance of 7 Budget, Finance and Information Systems Specialists staff in the Unit

## Summarize any of Your Achievements

• In close collaboration with DPKO assisted the Director in coordinating the preparation of the Secretary-General's comprehensive reports on strengthening the capacity of the UN to manage and sustain peace operations • In close collaboration with the Accounts Division and the Contributions Service, drafted the Secretary-General's proposal for consolidation of peacekeeping accounts (37 accounts) into a single set of accounts and reports to improve cash management, operational flexibility and simplify the legislative and administrative process for the financing of peacekeeping operations (Proposal 17 of S-G's reform: Investing in the United Nations: for a stronger Organization Worldwide) • In close collaboration with DPKO, assisted the Director in the preparation of the SG's proposal for increasing the ceiling for pre-mandate commitment authority granted by the GA from \$50 to \$150 million and de-linked from a specific number of Security Council decisions (Proposal 17 of S-G's reform: Investing in the UN: for a stronger Organization Worldwide) • Coordinated Division's task force which made recommendations on making the supplementary information package provided to the Advisory Committee on Administrative and Budgetary Questions (ACABQ) more strategic and better aligned with materiality of resources; • Coordinated multi-departmental training team in the organization, design and delivery of Funds Monitoring Tool (FMT) training to 263 Cost Center Managers in 11 peacekeeping missions, and conducted 8 training workshops in 4 missions in the Congo, Eritrea, Sierra Leone and Liberia (June and September 2004). FMT is a web-based, near real-time, data warehouse which consolidates financial information from both field and headquarters financial systems to support peacekeeping missions' self-assessment of expenditure performance • Led efforts to upgrade the FMT from COGNOS 7.0 to 7.3 and to introduce new capabilities such as capturing financial information on requisitions in the pipeline and approved purchased orders from the field procurement system (Mercury); Led efforts to develop a system to support decisions on reimbursement of troop, formed police units and contingent-owned equipment cost to Member States; • In close collaboration with the Focal Point for results-based budgeting in the Division, developed a model for the first-time presentation of a peacekeeping performance report in results-based budgeting format to allow departments to demonstrate the extent to which progress had been made against the expected accomplishments, comparing actual indicators of achievement with planned indicators of achievement, and provide information on planned and actual outputs (introduced in February 2004) • Developed business specifications for the creation in IMIS of a report that provides information on savings resulting from the cancellation of prior period obligations to support analysis of budgetary proposals and forecasting of future expenditure levels for peacekeeping operations (IMIS report ACSLDE50, launched in September 2003) • Reorganized and revitalized the Mission Support Unit (formerly Policy and Standardization Unit) having re-profiled the job descriptions of the Unit's staff in consultation with the Office of Human Resources Management, recruited new staff, and enhanced cohesion among the members of the Unit's team

## Reasons for Leaving

**Commitment to personal and professional self-growth; Widen diversity to professional experience and take up different challenges.**

Job Title	Type of Business	From - To
<b>Budget and Finance Officer (P-3)</b>	<b>Peacekeeping Financing Division, Department of Management</b>	<b>01/09/2001 - 01/08/2002</b>
Name of Employer	Name of Supervisor	
<b>United Nations Secretariat</b>	<b>Ms. Catherine Pollard, Deputy Director</b>	
Salaries per Annum:	Is this a civil servant position of your Government? <b>No</b>	
Starting	Final	Currency Paid
Telephone Number	Email Address	
<b>1917367-3114</b>	<b>mouratogordo@un.org</b>	
Address of Employer		
<b>United States of America</b>		
Number of Employees Supervised by You		
<b>1</b>		
Description of Duties		
• Take lead in formulating new approaches, policies and procedures for implementation of reform measures in budgetary planning and financial management of resources of peacekeeping operations • Responsible for the preparation of Secretary-General's reports on the financial position of closed peacekeeping operations in the Europe and Latin America Section (Haiti, Eastern Slavonia, and Macedonia)		
Summarize any of Your Achievements		
• Led multi-departmental task force which decentralized spending authority from headquarters to the field and streamlined the accounting code structure for peacekeeping operations (rationalization of use of budget account codes; reduction from 900 to 250 object of expenditure codes), which culminated with the promulgation of a new policy for administration of peacekeeping allotments by the Controller in July 2002 to improve accountability of line managers for management of human and financial resources (Action 23 of S-G's reform: Renewing the UN: a programme for reform) and provide flexibility to field missions in the management of their budgets (Brahimi Report) • Led the business development and roll-over to the field of a financial performance measurement/data warehouse tool (Funds Monitoring Tool – FMT) to support decentralization of spending authority from Headquarters to peacekeeping missions and promote missions' self-assessment of expenditure performance. FMT integrates information from field procurement (Mercury), field finance (SUN), and headquarters (IMIS) systems and was launched in March 2003 • Because the decentralization of spending authority to the field and the implementation of the Funds Monitoring Tool have been milestones of change in the Division's work and its support of peacekeeping missions, I was given the highest performance rating of 1- Consistently exceeds performance, in the performance appraisal for 2003		
Reasons for Leaving		
<b>Professional growth: promotion to Chief of Policy and Standardization Unit which involved additional managerial responsibilities</b>		

Job Title	Type of Business	From - To
<b>Special Assistant to the Director of Administration (Administrative Officer) (P-3)</b>	<b>UN Peacekeeping Operation</b>	<b>01/07/2000 - 01/08/2001</b>
Name of Employer	Name of Supervisor	
<b>United Nations Transitional Administration in East Timor (UNTAET)</b>	<b>Mr. Johannes Wortel and Mr. Ronnie Stokes, Director of Administration</b>	
Salaries per Annum:	Is this a civil servant position of your Government? <b>No</b>	
Starting	Final	Currency Paid
Telephone Number	Email Address	
	<b>mouratogordo@un.org</b>	
	Is this a position within the UN Common System? <b>Yes</b>	

Address of Employer

**East Timor**

Number of Employees Supervised by You

Description of Duties

• Provide advice and day-to-day executive support to the Director of Administration on a range of management and administrative matters with an emphasis on management of Human and Financial resources of the Transitional Administration • Perform financial and programme reviews as assigned by the Director • Assist in the preparation of budget proposals for submission to Headquarters • Liaise with executive assistants in the offices of the Special Representative of the Secretary-General and other substantive offices • Focal point for reviewing and responding to Audit observations

Summarize any of Your Achievements

• Developed and coordinated a mechanism for post management and a procurement/budget plan for Business Units • Represented the Division of Administration in an inter-agency working group established to determine the level of international technical assistance required to support the future Government of East Timor following independence

Reasons for Leaving

Having enriched my understanding of peacekeeping operations on the ground I wanted to leverage this experience at Headquarters.

Job Title	Type of Business	From - To
<b>Budget and Finance Officer (P-3)</b>	<b>Peacekeeping Financing Division, Department of Management</b>	<b>01/11/1995 - 01/06/2000</b>
Name of Employer	Name of Supervisor	
<b>United Nations Secretariat</b>	<b>Ms. Mary Sowinski, Chief of Section</b>	

Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government?	<b>No</b>
			Is this a position within the UN Common System?	<b>Yes</b>
Telephone Number	Email Address			
<b>1917367-3114</b>	<b>mouratogordo@un.org</b>			
Address of Employer				
<b>United States of America</b>				
Number of Employees Supervised by You				
<b>2</b>				

Description of Duties

• Analyze financial performance, review budgetary proposals and prepare yearly budget and financial performance reports for the United Nations Mission in Bosnia and Herzegovina (UNMIBH, US\$186 million) and United Nations Preventive Deployment Force in Macedonia (UNPREDEP, US\$53 million) and prepare financial implications for Security Council reports • Support the Division' Director in the hearings of the Advisory Committee on Administrative and Budgetary Questions and the Fifth Committee of the General Assembly and prepare supplementary information in the financing of the above-mentioned peacekeeping operations • Manage related trust funds: Trust Fund for the Restoration of Essential Public Services in Sarajevo (US\$20 million) and the Trust Fund for the police assistance programme in Bosnia and Herzegovina (US\$11 million) • Responsible for budgetary management, control and monitoring of peacekeeping missions and related trust funds including preparation of initial allotments, staffing table authorizations and redeployments of funds as determined by operational requirements, financial reporting of expenditures and incumbency of posts, ensuring that voluntary contributions are used in accordance with donor agreements and reporting requirements are met

Summarize any of Your Achievements

• In collaboration with the Principal Computer Systems Assistant in the Division, developed a reporting facility to monitor expenditures and incumbency of posts in peacekeeping operations • Due to the high quality of the UNMIBH budget and its timely completion, its was used as a model for other Budget and Finance Officers to follow

Reasons for Leaving

Professional and personal growth: after five years at Headquarters I wanted to enhance my understanding as well as be a part of a peacekeeping operation on the ground

Job Title	Type of Business	From - To
<b>Client Service Executive</b>	<b>Marketing Research</b>	<b>01/06/1994 - 01/10/1995</b>
Name of Employer	Name of Supervisor	
<b>AC Nielsen, Co.</b>	<b>Mr. Cruz Domingos</b>	

Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government?	<b>No</b>
<b>4000000</b>	<b>4000000</b>	<b>PTE</b>	Is this a position within the UN Common System?	<b>No</b>
Telephone Number	Email Address			
Address of Employer				
<b>Portugal</b>				
Number of Employees Supervised by You				

Description of Duties

• Responsible for portfolio of client accounts (UNILEVER, BRISTOL MYERS-SQUIBB, HENKEL, YOPLAIT, UNICER) • Analyze macroeconomic trends and microeconomic behaviour of a portfolio of fast moving consumer goods' brands/markets, prepare and conduct bi-monthly presentations to clients on market trends and performance of client's product(s)/brand(s)

Summarize any of Your Achievements

• Expanded portfolio of new clients bringing additional business to the company

Reasons for Leaving

Pursue international career at the United Nations (dream job)

Job Title	Type of Business	From - To
<b>Inventory Control Assistant</b>	<b>Retail/Toys</b>	<b>01/06/1993 - 01/05/1994</b>
Name of Employer	Name of Supervisor	
<b>Toys 'R' Us</b>	<b>Mr. Juanchi Zamora</b>	

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>1800000</b>	<b>1800000</b>	<b>ESP</b>	Is this a position within the UN Common System? <b>No</b>

Telephone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Address of Employer  
**Spain**

Number of Employees Supervised by You \_\_\_\_\_

Description of Duties  
**• Monitor stock levels in central warehouse in Madrid, 17 stores in Spain and 2 stores in Portugal • Analyze market indicators and make daily decisions on replenishment of stocks in 17 stores in Spain and 2 stores in Portugal**

Summarize any of Your Achievements  
**• Developed an ad-hoc system for Portuguese vendors to deliver directly to stores, saving the cost of transporting goods to/from central warehouse in Madrid**

Reasons for Leaving  
**Was offered a more challenging and financially more rewarding job in Lisbon**

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
<b>English</b>	<b>No</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>
<b>French</b>	<b>No</b>	<b>Not easily</b>	<b>Easily</b>	<b>Not easily</b>	<b>Easily</b>
<b>Spanish</b>	<b>No</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>

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

Language	Mother Tongue	Speak	Read	Write	Understand
<b>Portuguese</b>	<b>Yes</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>

## Address

210 Lenox Avenue APT 4  
New York United States of America  
Telephone: 509-2244-2050 extension 3241  
Fax: 509-3921-1102  
Contact: Miguel Mourato Gordo

## Address

210 Lenox Avenue APT 4  
New York NY United States of America  
Contact: Miguel Mourato Gordo

## 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
<b>Miguel DUARTE FERREIRA</b>	<b>Management Consultant</b>	<b>N/A Portugal</b>	<b>miguelduartep@mail.telepac.pt</b>
<b>Joao JESUS CARDIAL</b>	<b>Management Consultant, Marketing Professor, Entrepreneur</b>	<b>N/A Portugal</b>	<b>jcardial@gmail.com</b>
<b>Hiroko MIYAMURA</b>	<b>Political Affairs/Art student</b>	<b>N/A Portugal</b>	<b>hirokoun@gmail.com</b>

## Personal History Profile for Anthony NWEKE

### General Details

1. Family name <b>NWEKE</b>	First Name <b>Anthony</b>	Middle Name <b>Chukwudi</b>	Maiden Name, (if any)
2. Date of Birth <b>01/08/1968</b>	3. City of Birth <b>Onitsha, Anambra State</b>	Country of Birth <b>Nigeria</b>	Index No <b>433346</b>
4. Country of Nationality at Birth <b>Nigeria</b>	Second Nationality (if any)	5. Country of Present Nationality <b>Nigeria</b>	Second Nationality (if any)
6. Gender <b>Male</b>	7. Height [cm] <b>180</b>	8. Weight [kg] <b>95</b>	9. Marital Status <b>Married</b>

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

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

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

13. What is your preferred field of work? **Management development 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: **nweke@un.org**

### Education

List all university degrees or equivalent qualifications obtained.

University Name <b>University of Phoenix</b>	City, Country <b>Phoenix United States of America</b>	From - To <b>Feb-2005 - Feb-2007</b>
Main Course of Study <b>Management</b>	Field of Study <b>Business &amp; Administration</b>	
Degree Title or Equivalent <b>MBA degree in Global Management</b>	Degree Type <b>Masters</b>	

University Name <b>University of Lagos</b>	City, Country <b>Lagos Nigeria</b>	From - To <b>Oct-1991 - Nov-1993</b>
Main Course of Study <b>Political Science</b>	Field of Study <b>Social &amp; Behavioural Science</b>	
Degree Title or Equivalent <b>M.Sc in International Relations</b>	Degree Type <b>Masters</b>	

University Name <b>University of Nigeria</b>	City, Country <b>Nsukka Nigeria</b>	From - To <b>Sep-1986 - Sep-1990</b>
Main Course of Study <b>Sociology</b>	Field of Study <b>Social &amp; Behavioural Science</b>	
Degree Title or Equivalent <b>B.Sc in Sociology and Political Science</b>	Degree Type <b>Bachelor of Sciences</b>	

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

Name of School <b>Boys high School</b>	City, Country <b>Ugwuoba Nigeria</b>	From - To <b>Sep-1981 - Sep-1986</b>
Main Course of Study <b>General Studies</b>		Certificate or Diploma <b>High School Certificate</b>

### Employment

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

Job Title <b>Chief, Human Resources Services Section (HRSS)</b>	Type of Business <b>Peacekeeping</b>	From - To <b>01/09/2008 -</b>
Name of Employer <b>African Union-United Nations Operation in Darfur (UNAMID)</b>		Name of Supervisor <b>Ms. Beatrice Kyei Asare, Chief Administrative Services</b>

Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government?	<b>No</b>
		<b>USD</b>	Is this a position within the UN Common System?	<b>Yes</b>
Telephone Number		Email Address		
<b>24992244 6000</b>		<b>nweke@un.org</b>		
Address of Employer				
<b>Sudan</b>				
Number of Employees Supervised by You				
<b>120</b>				
Description of Duties				
<p><b>Develop, implement and apply on a daily basis operating policies related to workforce planning, vacancy management, the recruitment of staff and their deployment. Establish structures for effective administration of entitlements, benefits and allowances of approximately 5000 UNAMID staff members, individual contractors and consultants, including ensuring that all benefits information is kept up-to-date. Review the staffing submissions of programme managers to the annual budget proposal and make recommendations on the human resource requirements of the mission. Prepare the Human Resources Services Section's annual work plan and coordinate the section's own submission to the annual budget proposal. Advise senior and other line managers on the applicability of staff regulation and rules, identifying areas for policy development as well as policy amendments in accordance with the changing human resource needs of the mission, issuing mission-specific guidelines for the implementation of Staff Regulations and Rules. Oversee staff-management relations, including providing advice on the implementation of the Organization's policy on professional environment, the policy against harassment, sexual harassment and discrimination and participating in mediation and counseling of staff when required. Provide career development activities to staff to improve individual, group, and mission effectiveness. Launch performance management system and provide performance management advice to staff and management. Establish Travel &amp; Visa Office as well as Travel Agency's Outpost in the Mission HQ, El-Fasher with a view to provide effective and efficient management and acquisition of travel and visa services to serve both the official and individual travel requirements of UNAMID personnel.</b></p>				
Summarize any of Your Achievements				
<p><b>I have implemented the human resources action plan (HRAPs) in UNAMID-Darfur which enabled the alignment and/or integration of decisions about people with decisions about the results of mission's mandated activities. This has enabled the building of a strong relationship between HR and management. Also, I planned and led the actions resulting in the integration of the Darfur Recruitment Tiger Team with the Human Resources Services Section. This has enhanced and strengthened the recruitment and retention of high caliber workforce for the mission. Overall, the vacancy rate has been reduced to approximately 25 per cent from 55 per cent between January and June 2009. I have restructured and revamped the Human Resources Services Section and this has enabled us to assume the overall responsibility of administering about 4,000 UNAMID civilian personnel and providing other HR and administrative support to about 13,000 formed police units and military personnel. I have further established necessary policies, procedures and regulations to ensure system uniformity in accordance with the UN Staff Regulations, Rules, Policies and Procedures. I have launched performance management system in collaboration with the Training Section and we are now able to provide performance management advice to staff and management. We also advise and guide staff with regard to mobility and career development. Moreover, I have introduced automation as a way of improving our service delivery and this has enabled the HR Services Section to be proactive in administering entitlements in a timely and efficient manner. I have established a good staff-management relation in the Mission with focus frequent dialogue with the staff representatives on all aspects of management and staff relations, including performance and conduct consultations, disciplinary actions, performance management issues, and conflict/dispute resolution. This has enabled us to provide confidential, fair, reliable and effective resolution to staff matters in a timely fashion. I have further established a Travel &amp; Visa Office in the Mission Headquarters in Darfur (El-Fasher) as well as opened a Travel Agency's booking office in the Mission HQ, El-Fasher. The Travel &amp; Visa Unit now provides effective and efficient travel and visa management services to all UNAMID personnel, including counseling staff on travel as well as visa issues, analyzing quotations for most advantageous rates, advising on most effective travel arrangements and overseeing the preparation of Travel Authorizations (PT8s).</b></p>				
Reasons for Leaving				
<b>Ongoing.</b>				

Job Title	Type of Business	From - To
<b>Chief Civilian Personnel Officer (CCPO)</b>	<b>Electoral Assistance</b>	<b>01/02/2007 - 01/08/2008</b>
Name of Employer	Name of Supervisor	
<b>United Nations Mission in Nepal (UNMIN)</b>	<b>Mr. Emmanuel Agawu</b>	

Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government?	<b>No</b>
		<b>USD</b>	Is this a position within the UN Common System?	<b>Yes</b>
Telephone Number		Email Address		
<b>1917367-8168</b>		<b>nweke@un.org</b>		
Address of Employer				
<b>Nepal</b>				
Number of Employees Supervised by You				
<b>23</b>				
Description of Duties				
<p><b>Provide advice and support to managers and staff on human resources related matters. Administer, review, and provide advice on interpretation and application of policies, regulations and rules. Determine and advise on benefits and entitlements for staff on the basis of contractual status. Advise and counsel staff in respect of rights, responsibilities, code of conduct and difficulties associated with work and entitlements. Ascertain staffing requirements, interview local applicants in order to select the most suitable candidates and submit staffing proposals to Head of Sections. Organize and administer staff grievance procedures, negotiate settlement of appeals and complaints, provide advice and counseling to staff members. Monitor, advise and act on disciplinary matters in accordance with established policies and procedures. Review/approve administrative paperwork pertaining to staff members administered by the Section, which include, inter-alia, personnel actions, initial appointment, and extension of appointment, separation, annual leave, sick leave and dependency allowances. Monitor the Personnel field offices in order to ascertain that the delegated authority in personnel matters is adequately exercised in the Regions. Plan, supervise and monitor the work of Personnel Officers, Personnel Assistants and Personnel Clerks in undertaking the full range of personnel management activities. Develop and oversee training and career development activities in the Mission including providing performance management advice to staff and management. Serve as ex-officio or secretary to various mission panels: SPA Panel, Rebuttal Panels, Review of Level/Grade Panel, etc. Perform other ad-hoc duties assigned by the CAS.</b></p>				
Summarize any of Your Achievements				
<p><b>Established a functioning Human Resources Section, resulting in timely recruitment of staff. The mission has reached 83 per cent post incumbency by November 2007. Established structures for effective administration of entitlements, benefits and allowances for approximately 967 UNMIN personnel on board and ensured that all benefits information is kept up-to-date. Planned and oversaw the management of all human resources activities in support of the substantive work programmes of the mission. This has resulted in: Reduced lead time for processing entitlements; Efficient and effective implementation of appropriate conditions of service and entitlements and provision of advice on interpretation and application of policies, regulations and rules; Provision of reasoned and valuable advice and assistance to staff on UN Social Security Plans. Establishment of a Training and Career Development Unit to provide development and learning programme that matched individual staff and UNMIN needs in support of the mission mandate. Launched performance management system and provided performance management advice to staff and management.</b></p>				
Reasons for Leaving				
<b>Ongoing.</b>				

Job Title	Type of Business	From - To
<b>Officer-in-Charge, Personnel Section</b>	<b>Peacekeeping</b>	<b>01/02/2006 - 01/01/2007</b>
Name of Employer	Name of Supervisor	

## Salaries per Annum:

Starting Final Currency Paid  
**70788 70788 USD**

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

## Telephone Number

**97202568 7325**

## Email Address

**nweke@un.org**

## Address of Employer

**Israel**

## Number of Employees Supervised by You

**8**

## Description of Duties

**Recruitment, placement and reassignment of staff within the Mission, including reclassification of posts. This included designing strategies to attract and retain high caliber civilian workforce at UNTSO; Identifying recruitment needs and priorities through periodic forecasts, and ensuring timely filling of posts. Planning and overseeing the management of all human resources activities in support of the substantive work programmes of the Mission including administration of entitlements, benefits and allowances for all staff in the Mission. The major goal was to reduce the lead time for processing entitlements. Ensuring the implementation of appropriate conditions of service and entitlements as well as providing advice on interpretation and application of policies, regulations and rules. Advising and assisting staff with UN Social Security Plans: pension benefits; health insurance plans; after-service health insurance (ASHI); maternity/paternity/sick leaves entitlements. Maintenance of time and attendance records; processing requests for annual leave; home leave; family visit and education grant travels; compensatory-time-offs (CTOs) and night differentials. Performance management; staff development and career support activities and training. Training and Career Development: Providing to the mission development and learning programme that matches individual staff and UNTSO needs to support the mission mandate. Advising and acting on disciplinary matters in accordance with established policies and procedures. Mediating conflict, grievance and harassment cases. Maintaining regular contact and communication with UNTSO Administration and Section Chiefs in order to provide proper guidance and clarification on human resources issues that in turn helped them in their decision making process.**

## Summarize any of Your Achievements

**During this period, I performed the full duties of the mission's Chief Civilian Personnel Officer, which entailed providing advice and support to managers and staff on human resources related matters, administered, reviewed and provided advice on interpretation and application of policies, regulations and rules. Other achievements included introduction of automation for improvement of service delivery. The automation facilitated proactive administration of entitlements in a timely and efficient manner through: development of an FPMS programme that automatically prompted the action officers of contracts that were due for extension three months in advance. Development of an FPMS programme that automatically identified and notified the action officers six months in advance of staff members reaching the mandatory age of retirement. The six months lead ensured good succession planning and enable the Personnel Office to initiate recruitment procedures well in advance. I also developed a networked log records of MIP claims received in the section that enabled continuous monitoring of their status of progress. Access to the log was developed in such that ensured the integrity of the sensitive and confidential information. I further introduced guidelines that streamlined procedures, especially those relating to overtime and compensatory time-off (CTO); reasonable maximum rental levels, and Malicious Acts Insurance Policy (MAIP). During that period, I strengthened and reduced the paper-trail involved with attendance management by introducing a monthly attendance record system.**

## Reasons for Leaving

**Reassignment to UNMIN as Chief Civilian Personnel Officer (CCPO)**

## Job Title

**Deputy Chief Civilian Personnel Officer**

## Type of Business

**Peacekeeping**

## From - To

**01/10/2004 - 01/01/2006**

## Name of Employer

**United Nations Truce Supervision Organization (UNTSO)**

## Name of Supervisor

**Mr. Veeraphol Suppamongtevasakul**

## Salaries per Annum:

Starting Final Currency Paid  
**70788 70788 USD**

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

## Telephone Number

**97202568 7325**

## Email Address

**nweke@un.org**

## Address of Employer

**Israel**

## Number of Employees Supervised by You

**8**

## Description of Duties

**Providing advice and support to managers and staff on human resources related matters, including interpretation and application of policies, regulations and rules. Reviewing and providing advice on exceptions to policies, regulation and rules; Participating and/or leading special human resources projects. Keeping abreast of developments in various areas of human resources; Identifying upcoming vacancies in co-ordination with client offices. Reviewing recommendations on the selection of candidates by client offices; Supervising and monitoring the work of Personnel Assistants in carrying out all personnel administrative transactions including preparation of personnel actions and processing of contracts; Administering and providing advice on salary and related benefits, travel, and social security entitlements. Determining and recommending benefits and entitlements for staff on the basis of contractual status; Advising and counseling staff.**

## Summarize any of Your Achievements

**Convened a Local SPA Panel which reviewed all pending cases of Special Post Allowances (SPAs). Conducting post reclassification reviews for all local posts. Providing training to more junior staff.**

## Reasons for Leaving

**Designation as Officer-in-Charge of the Personnel Section, UNTSO.**

## Job Title

**Administrative Officer**

## Type of Business

**Peacekeeping**

## From - To

**01/05/2004 - 01/09/2004**

## Name of Employer

**Finance Management and Support Service of the Department of Peacekeeping Operations (FMSS/DPKO)**

## Name of Supervisor

**Ms Shari Klugman**

## Salaries per Annum:

Starting Final Currency Paid  
**70233 70233 USD**

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

## Telephone Number

**1917367 8083**

## Email Address

**nweke@un.org**

## Address of Employer

**United States of America**

Number of Employees Supervised by You

**1**

Description of Duties

**Conducted reviews/ investigations of FMSS management practices, staffing patterns and workflow documenting organization structure, job assignments and workflow for internal distribution; Coordinated actions relative to the administration of human resources activities ensuring effective use of resources. Participated in recruitment and preliminary screening of candidates for employment, administered and liaised with DPKO Executive Office on personnel issues on behalf of FMSS; Participated in efforts to improve resource planning process; Effectively managed the roster of qualified finance and budget officers/assistants which enabled timely clearance of finance and budget candidates for field positions; Represented FMSS in inter-office meetings, ensured compliance with UN rules and regulations in day-to-day operations.**

Summarize any of Your Achievements

**Provided professional support with respect to strategic, policy, operational or administrative matters, ensuring timeliness, effective communication and quality of outcome. Ensured proper and adequate staffing of all field operations especially the four surge missions in Burundi, Cote d'Ivoire, Haiti and Sudan. Provided performance management advice to staff and management; assisted supervisors and staff with the understanding and procedures of using the performance appraisal system.**

Reasons for Leaving

**Reappointment to UNTSO, Jerusalem.**

Job Title <b>Administrative Officer</b>	Type of Business <b>Political and Humanitarian Assistance</b>	From - To <b>01/03/2004 - 01/04/2004</b>
Name of Employer <b>United Nations Assistance Mission for Iraq (UNAMI)</b>	Name of Supervisor <b>Mr Girish Sinha</b>	

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>63450</b>	<b>63450</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>

Telephone Number

**11212963 3879**

Email Address

**nweke@un.org**

Address of Employer

**Cyprus**

Number of Employees Supervised by You

**0**

Description of Duties

**Handled all administrative matters related to the Office of the Chief Administrative Officer (CAO); On behalf of the CAO established a set of sound policies, procedures, practices, standards and tools that are consistent with UN policies and practices and ensured proper management of all resources of the mission; Drafted policy documents and correspondence on all administrative matters. Developed, implemented and evaluated projects under the CAO in the context of support planning, programme delivery, implementation and assessment of legislative mandates to achieve set goals; Assisted the CAO with planning, organizing, implementing and overseeing administrative support activities through effective management of human, financial and physical resources; Liaised with Section Chiefs to ensure the development, preparation, coordination and monitoring of work plans, strategies and programmes for the mission; Provided guidance and leadership to more junior staff.**

Summarize any of Your Achievements

**I established a set of sound policies, procedures, practices and standards that facilitated the initial start-up of the mission. Also, I ensured proper management of all resources of the mission, especially those that were inherited from the previous mission UNOHCI. Provided training and guidance to the outstations Administrative Officers particularly on management of petty cash and imprest accounts. Worked closely with the Budget Officer to formulate the mission security and supplementary budgets.**

Reasons for Leaving

**Assignment to UNHQ New York**

Job Title <b>Administrative Officer</b>	Type of Business <b>Humanitarian Operation</b>	From - To <b>01/11/2002 - 01/02/2004</b>
Name of Employer <b>United Nations Office of the Humanitarian Coordinator for Iraq</b>	Name of Supervisor <b>Paul Aghadjanian</b>	

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>56160</b>	<b>56160</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>

Telephone Number

Email Address

**nweke@un.org**

Address of Employer

**Iraq**

Number of Employees Supervised by You

**10**

Description of Duties

**Monitoring ongoing projects to ensure implementation, timely delivery of inputs and realization of targeted expenditure/delivery level/rate Mobilizing resources cost-shared with other UN Agencies, Programmes and Funds under the Oil-for-Food programme in Iraq for the provision and maintenance of common services Managing the Oil-for-Food programme budget and assisting where necessary, in ensuring that the accounting and financial systems are operating as required and that they are effectively monitored and checked Liaising with the offices of the Humanitarian Coordinator in Iraq, Deputy Humanitarian Coordinator at UNOHCI-North and Chiefs of Sections for effective and efficient provision of logistical, administrative and other support activities for the implementation of the Oil-for-Food programme Coordinating with other UN missions/offices/agencies or other parties on behalf of the Chief Administrative Officer for timely receipt and offloading of all consignments arriving in Baghdad**

Summarize any of Your Achievements

**Successfully coordinated and monitored the activities of 15 United Nations Agencies, Programmes and Funds under the cost-sharing arrangement of the Oil-for-Food Programme Accounted for all resources and common facilities under the cost-sharing arrangement Effectively managed the budget allotment and ensured that proper procurement procedures and practices were followed in different areas of General Services, Finance and human resources Supervised the work of other staff under the administration sections.**

Reasons for Leaving

**Career advancement**

Job Title <b>Personnel Officer</b>	Type of Business <b>Humanitarian Operation</b>	From - To <b>01/07/2001 - 01/10/2002</b>
Name of Employer <b>United Nations Office of the Humanitarian Coordinator for Iraq</b>	Name of Supervisor <b>Paul Aghadjanian</b>	
Salaries per Annum: Starting <b>56160</b>	Final <b>56160</b>	Currency Paid <b>USD</b>
	Is this a civil servant position of your Government? <b>No</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>001212963 3010</b>	Email Address <b>nweke@un.org</b>	
Address of Employer <b>Iraq</b>		
Number of Employees Supervised by You <b>8</b>		
Description of Duties <b>Developing personnel policy for the Oil-for-Food programme in Northern Iraq that upheld the mission values and ensured that the mission's legal obligations were met</b> Ensuring that mission policies and procedures were clearly documented and consistently implementedDesigning and implementing a sound remuneration policy and related procedures for the programme in accordance with mission mandateProviding advice and guidelines based on interpretation and applications of policies, rules and regulationsImplemented appropriate staff development policy guidelines for locally recruited staff of the programme, providing performance management adviceEstablishing and maintaining dialogue with the staff on all administrative and personnel mattersSubmitted proposals on enhancing operational support and human resources service.		
Summarize any of Your Achievements <b>Identified trends and forecast vacancies and worked closely with programme managers on timely recruitment</b> Identified priorities in work assignments and activities and adjusted them to new constraints whenever requiredMaintained productive partnership and collaborative working relationships with colleagues that resulted in the achievement of programme goals.		
Reasons for Leaving <b>Reassignment to other duties</b>		

Job Title <b>Administrative Assistant</b>	Type of Business <b>Civil administration</b>	From - To <b>01/11/1999 - 01/06/2001</b>
Name of Employer <b>United Nations Interim Administration Mission in Kosovo</b>	Name of Supervisor <b>Farid El-Assi</b>	
Salaries per Annum: Starting <b>43977</b>	Final <b>43977</b>	Currency Paid <b>USD</b>
	Is this a civil servant position of your Government? <b>No</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>001212963 8442</b>	Email Address <b>nweke@un.org</b>	
Address of Employer <b>Yugoslavia</b>		
Number of Employees Supervised by You <b>12</b>		
Description of Duties <b>Providing administrative and personnel support to about 730 national staff working with UNMIK Police in Pristina, UNMIK Liaison Offices in Macedonia and Albania</b> Collaborating with the Budget and Cost Control Unit in the recruitment of local staffAdministering local staff entitlements, allowances, benefits and incentivesCoordinating performance management/reporting process established at UNMIKAdvising line managers on contract extensions, staff transfers, establishment and abolition of posts, as well as monitored the appropriate use of various types of employee contractsAnalyzing, evaluating and taking action on requests from line managers and staff and providing counseling as required while taking into account the needs, policies and practices of the OrganizationDrafting correspondence to respond to inquiries with respect to relevant administrative and human resource matters.		
Summarize any of Your Achievements <b>Established and conducted various types of training for staff including computer training and management training in collaboration with the British Council in Pristina, Kosovo.</b> Identified upcoming vacancies and initiated timely recruitment action to fill the posts.Maintained good teamwork resulting in the establishment of harmonious working relations with colleagues with multi-cultural and multi-ethnic environments.		
Reasons for Leaving <b>Reassignment to another duty station.</b>		

Job Title <b>Administrative Officer (United Nations Volunteer - UNV)</b>	Type of Business <b>Demobilization and reintegration</b>	From - To <b>01/12/1995 - 01/10/1999</b>
Name of Employer <b>United Nations Angola Verification Mission</b>	Name of Supervisor <b>Paul Aghadjanian</b>	
Salaries per Annum: Starting <b>24276</b>	Final <b>24276</b>	Currency Paid <b>USD</b>
	Is this a civil servant position of your Government? <b>No</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>001212963 3011</b>	Email Address <b>nweke@un.org</b>	
Address of Employer <b>Angola</b>		
Number of Employees Supervised by You <b>40</b>		
Description of Duties		

**Developed systems for supplying the needs of 4500 disarmed rebel UNITA soldiers** Provided daily management, administrative and logistics support to the quartering area, including conflict resolution among the staff Coordinated the work plan of Kuando Kubango Regional Administrative Officer, other regional personnel, military observers and contingents Implemented UNAVEM III administrative and logistics policies and procedures in Kuando Kubango regional office.

Summarize any of Your Achievements

**Provided administrative and logistics support to approximately 4,500 demobilized soldiers and their families.** Provided administrative and logistics support to military observers and military contingents. Supervised the activities of 40 local and international staff.

Reasons for Leaving

**Mission appointment to another duty station.**

Job Title <b>Policy Research Analyst (United Nations Volunteer -UNV)</b>		Type of Business <b>Peacekeeping</b>	From - To <b>01/09/1994 - 01/11/1995</b>
Name of Employer <b>United Nations Operation in Somalia</b>		Name of Supervisor <b>James Abelee</b>	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>27240</b>	<b>27240</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>001212963 3085</b>	Email Address <b>nweke@un.org</b>		
Address of Employer <b>Somalia</b>			
Number of Employees Supervised by You <b>4</b>			
Description of Duties <b>Prepared the daily, weekly and special situation reports for the Special Representative of the Secretary-General (SRSG) Prepared the highlights for the SRSG's daily morning briefings as well as reviewed, edited and compiled reports from the regional offices Negotiated, designed and formulated programme and project documents, including establishment of monitoring mechanisms, introduction of performance indicators, success criteria, targets and milestones Promoted awareness and understanding among the warring factions and within the civil society with regard to the norms and standards of good governance, promotion of democracy and human rights Coordinated UNOSOM II initiative on good governance with other United Nations entities and donors and developed inter-agency synergies and complementarities Conducted period assessments on the political and humanitarian situation and submitted recommendations to the SRSG Promoted awareness and understanding of UNOSOM II mandate and purpose.</b>			
Summarize any of Your Achievements <b>Conducted research and analysis of the political situation and made timely recommendations to the Head of Mission. Assisted in the preparation of the Secretary-General's report to the Security Council. Carried out successful projects on good governance and awareness of the mission mandate and purpose in Somalia.</b>			
Reasons for Leaving <b>End of mission and reassignment to another duty station.</b>			

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
<b>English</b>	<b>No</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>
<b>French</b>	<b>No</b>	<b>Not easily</b>	<b>Not easily</b>	<b>Not easily</b>	<b>Not easily</b>

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

Language	Mother Tongue	Speak	Read	Write	Understand
<b>Igbo</b>	<b>Yes</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>

## Address

C/o UNAMID Khartoum Liaison Office  
Ebeid Khatim Street  
Khartoum N/A Sudan  
Telephone: 249-922-44 6031 extension 3707  
Fax: 249-922-4102  
Contact: Nweke Anthony

## Address

5 Ariyo Crescent, Off Oluwadare Stree  
Fola-Agoro, Shomolu  
Lagos Lagos Nigeria  
Telephone: 234-80-42101281  
Fax: 234-80-42101281  
Contact: Anthony Nweke

# 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
<b>Anthony GABRIEL</b>	<b>Medical Practitioner</b>	<b>2110 First Street, NW, Washington, DC 20001 United States of America</b>	<b>001202328 2823 gabdtrojan@excite.com</b>
<b>Roberts ONEBUNNE</b>	<b>Medical Practitioner</b>	<b>Flat 103, 1004 Flats Victoria Island Lagos United States of America</b>	<b>2348023067512 robbycanar@yahoo.com</b>
<b>Browne ONUOHA</b>	<b>Academic Professor</b>	<b>University of Lagos Akoka-Yaba Lagos United States of America</b>	<b>2348034067198 browneonuoha@hotmail.com</b>

## Personal History Profile for Adityavikram PACHISIA

### General Details

1. Family name <b>PACHISIA</b>	First Name <b>Adityavikram</b>	Middle Name	Maiden Name, (if any)
2. Date of Birth <b>24/03/1963</b>	3. City of Birth <b>Churu</b>	Country of Birth <b>India</b>	Index No <b>950795</b>
4. Country of Nationality at Birth <b>India</b>	Second Nationality (if any)	5. Country of Present Nationality <b>India</b>	Second Nationality (if any)
6. Gender <b>Male</b>	7. Height [cm] <b>165</b>	8. Weight [kg] <b>72</b>	9. Marital Status <b>Married</b>
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? <b>No</b>			
Are there any limitations on your ability to perform in your prospective field of work? <b>No</b>			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? <b>Yes. Canada.</b>			
13. What is your preferred field of work? <b>Financial management specialists</b>			
14. Would you accept employment for less than six months? <b>Yes</b>			
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)? <b>No</b>			
18. Email Address: <b>vikrampachisia@hotmail.com</b>			

### Education

List all university degrees or equivalent qualifications obtained.

University Name <b>The Institute of Chartered Accountants of India</b>	City, Country <b>Mumbai India</b>	From - To <b>Apr-1982 - Apr-1985</b>
Main Course of Study <b>Finance</b>	Field of Study <b>Business &amp; Administration</b>	
Degree Title or Equivalent <b>Chartered Accountant</b>	Degree Type <b>Masters</b>	

  

University Name <b>Bombay University</b>	City, Country <b>Bombay India</b>	From - To <b>Apr-1979 - Mar-1984</b>
Main Course of Study <b>Accounting</b>	Field of Study <b>Business &amp; Administration</b>	
Degree Title or Equivalent <b>Bachelor of Commerce</b>	Degree Type <b>Degree</b>	

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

Name of School <b>St.John the Baptist High School</b>	City, Country <b>Thane India</b>	From - To <b>Apr-1977 - Mar-1979</b>
Main Course of Study <b>SocialSciences,Mathematics,Biology, Chemistry,Physics,English,Hindi and Sanskrit</b>		Certificate or Diploma <b>Secondary school passing certificate</b>

  

Name of School <b>Nirmala Convent</b>	City, Country <b>Mysore India</b>	From - To <b>Apr-1969 - Mar-1977</b>
Main Course of Study <b>General Sciences,Hindi,English,Kannada, Mathematics,History and Geography</b>		Certificate or Diploma <b>District level examination passing certificate</b>

### Employment

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

Job Title <b>Chief Budget officer</b>	Type of Business <b>Peace-keeping</b>	From - To <b>01/08/2008 -</b>
Name of Employer <b>UN/DFS</b>		Name of Supervisor <b>Guy Siri</b>
Salaries per Annum: Starting <b>145000</b>	Final <b>145000</b>	Currency Paid <b>USD</b>
	Is this a civil servant position of your Government? <b>No</b>	Is this a position within the UN Common System? <b>Yes</b>

Telephone Number	Email Address <b>vikrampachisia@hotmail.com</b>
Address of Employer <b>Chad</b>	
Number of Employees Supervised by You <b>3</b>	
Description of Duties <b>Duties Initiate the budget preparation process and oversee the development of cost estimates document after receiving the inputs from all the sections review it with Budget Review Committee (BRC) &amp; CMS for finalization and onward submission to UNHQ. 2. Prepare responses to any query raised by UNHQ. 3. Oversee that all requisitions raised in MERCURY system are coded correctly and are in conformity with drafted cost estimate. 4. Develop a computerized tracking system to monitor and record the expenditures against each budget line in order to provide instant unencumbered balances for decision making and confirming the balances. 5. Issue monthly Status of Allotment to all cost centres or on as and when required. 6. Analyze the budget to foresee any deviation or expected savings for the redeployment of funds to undertake unbudgeted projects that have been prioritized to meet the operational needs. 7. Prepare Budget Performance Report for the mission showing the actual expenditure of field, HQ and the consolidated amounts at the end of each financial period by providing a comprehensive justification for under/over expenditure against various line items and thereafter review them with the CMS for obtaining his approval before submission to UNNY. 8. Respond to any query received from OMS/DPKO and OPPBA for further clarification and finalization of Budget Performance Report. 9. Attend and hold meetings at the end of the budget period identifying and justifying the resulted variances for submission to UNHQ. 10. Attend and hold meetings, briefings and consultative sessions to guide and train concerned staff on matters related to the budget and budget policies. 11. Keep abreast of current and new concepts relating to budgeting. 12. Co-ordinate audit responses pertaining to all aspects of mission's budgetary matters. 13. Other ad-hoc duties related to budget matters assigned by the Supervisor 14. Manage Trust fund that has been established for the local police</b>	
Summarize any of Your Achievements <b>I have been involved in MINURCAT since February 2008, initially on TDY, and have been establishing the budget unit.</b>	
Reasons for Leaving <b>better prospects</b>	

Job Title <b>Chief Budget Officer</b>	Type of Business <b>Peace keeping</b>	From - To <b>01/04/2006 - 01/07/2008</b>
Name of Employer <b>UN/ DPKO</b>		Name of Supervisor <b>Milan Trojanovic</b>
Salaries per Annum: Starting                      Final                      Currency Paid		Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address <b>pachisia@un.org</b>	
Address of Employer <b>Iraq</b>		
Number of Employees Supervised by You <b>3</b>		
Description of Duties <b>1. Initiate the budget preparation process and oversee the development of cost estimates document after receiving the inputs from all the sections review it with Budget Review Committee (BRC) &amp; CAO for finalization and onward submission to UNHQ. 2. Prepare responses to any query raised by UNHQ. 3. Oversee that all requisitions raised in MERCURY system are coded correctly and are in conformity with drafted cost estimate. 4. Develop a computerized tracking system to monitor and record the expenditures against each budget line in order to provide instant unencumbered balances for decision making and confirming the balances. 5. Issue monthly Status of Allotment to all cost centres or on as and when required. 6. Analyze the budget to foresee any deviation or expected savings for the redeployment of funds to undertake unbudgeted projects that have been prioritized to meet the operational needs. 7. Prepare Budget Performance Report for the mission showing the actual expenditure of field, HQ and the consolidated amounts at the end of each financial period by providing a comprehensive justification for under/over expenditure against various line items and thereafter review them with the CAO for obtaining his approval before submission to UNNY. 8. Respond to any query received from OMS/DPKO and OPPBA for further clarification and finalization of Budget Performance Report. 9. Attend and hold meetings at the end of the budget period identifying and justifying the resulted variances for submission to UNHQ. 10. Attend and hold meetings, briefings and consultative sessions to guide and train concerned staff on matters related to the budget and budget policies. 11. Keep abreast of current and new concepts relating to budgeting. 12. Co-ordinate audit responses pertaining to all aspects of mission's budgetary matters. 13. Other ad-hoc duties related to budget matters assigned by the Supervisor.</b>		
Summarize any of Your Achievements <b>The mission never had a qualified Chief Budget officer since inception. Therefore the mission lacked many aspects of budget control mechanisms. I introduced the new format of " Status of Allotment" that would be fully consistent with the financial records of the mission. During the course of this assignment I was a active member and alternate chairperson of LCC, Chairperson of SPA Panel, Security Zone warden and Chairperson of the cafeteria committee. Additionally, I was also a bank signatory in all the mission's banks.</b>		
Reasons for Leaving <b>Better prospects</b>		

Job Title <b>Budget officer</b>	Type of Business <b>Peacekeeping</b>	From - To <b>01/08/2004 - 01/03/2006</b>
Name of Employer <b>UN/DPKO</b>		Name of Supervisor <b>Patrick Daveney</b>
Salaries per Annum: Starting                      Final                      Currency Paid		Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>963119600025</b>	Email Address <b>vikrampachisia@hotmail.com</b>	
Address of Employer <b>Syrian Arab Republic</b>		
Number of Employees Supervised by You <b>1</b>		
Description of Duties		

1. Development of Cost estimates for each Fiscal Year. 2. Submit the annual Budget requirements to UNHQ. 3. Preparation of Performance report for the preceding financial year and explanation of connected variances. 4. Issue a monthly Status on Allotment advises to all account holders. 5. Analyze the Budget and bring all deviations to the knowledge of the CAO. 6. Prepare annual cost estimates for Japanese Trust Fund to be submitted to UNHQ. 7. Oversee the requisitions amount in MERCURY system. 8. Prepare a computerized tracking and reporting system for the recording of expenditures and also to provide update information on availability of funds at any given time. 9. Keep the management aware of all the changes in Finance Regulation and rules of UNHQ.

Summarize any of Your Achievements

**Established a monthly funds tracking system**

Reasons for Leaving

**Got a promotion in UNAMI, Iraq**

Job Title <b>Municipal Budget and Finance Officer</b>	Type of Business <b>Civil Administration</b>	From - To <b>01/04/2002 - 01/08/2004</b>
Name of Employer <b>UNMIK</b>		Name of Supervisor <b>Anil Vasisht</b>
Salaries per Annum: Starting <b>68306</b>	Final <b>68306</b>	Currency Paid <b>USD</b>
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>38138504604</b>	Email Address <b>vikrampachisia@hotmail.com</b>	
Address of Employer <b>Yugoslavia</b>		
Number of Employees Supervised by You <b>52</b>		
Description of Duties <b>1. Preparation of annual Budget for the Municipality of Pristina(Capital of Kosovo). 2. Monitoring and establishing control over Municipal revenue collection. 3. Preparation of Periodic reports for the management. 4. Monitoring the salaries and other expenditures in comparison to the budgetary allocation approved by the Municipal Assembly. 5. Reconciliation of bank accounts. 6. Reconciliation of accounts with Central Fiscal Authority. 7. Monitoring the minorities budget as provided and approved by Central Fiscal Authority. 8. Supervision and guidance of the local staff 9. Establishment od procurement system commensurate with the needs of the Municipality. 10. Establishing the public tendering system. 11. Establishing transparent and fair procurement system.</b>		
Summarize any of Your Achievements <b>The local staff (Kosovar) had been trained adequately to handle the routine matter efficiently. Local staff had been imparted the right training for the purposes of financial management. Local staff had been trained to prepare budget and also maintain the track on the expenditure trend. Local staff had been trained to maintain best financial discipline. The competencies of the local Staff to manage financial issues had been certified by Deloitte and Touche.</b>		
Reasons for Leaving <b>The mission in Kosovo was downsizing and the competencies were being handed over to the local staff gradually. It was also advisable to utilize the experience gained in UNMIK to be applied in other missions of the United Nations.</b>		

Job Title <b>Municipal Budget and Finance Officer (UNV)</b>	Type of Business <b>Civil Administration</b>	From - To <b>01/01/2000 - 01/03/2002</b>
Name of Employer <b>United Nations mission in Kosovo</b>		Name of Supervisor <b>Siegfried Brenke</b>
Salaries per Annum: Starting <b>24216</b>	Final <b>24216</b>	Currency Paid <b>USD</b>
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>No</b>
Telephone Number <b>38138504604</b>	Email Address <b>pachisia@un.org</b>	
Address of Employer <b>Yugoslavia</b>		
Number of Employees Supervised by You <b>52</b>		
Description of Duties <b>The duties were as follows: 1. Preparation of annual budget for the Municipality of Pristina. 2. Monitoring and establishing control over municipal revenue collection. 3. Preparation of periodic reports for the Municipal Management. 4. Monitoring the salaries and other expenditures in comparison to the bugetary allocations approved by the municipal assembly. 5. Reconciliation of bank accounts. 6. Reconciliation of accounts with the Central Fiscal Authority. 7. Supervision and guidance of National staff. 8. Establishment of procurement procediures commensurate with the needs of the Municipality. 9. Establishing the public tendering system. 10. Establishment of fair and transparent procurement system.</b>		
Summarize any of Your Achievements <b>1. The national staff of Kosovo has been trained adequately to handle the routine financial and budgetary matters of the municipality properly and efficiently. 2. National staff has been imparted necessary training for the purpose of financial management. 3. National staff has been trained to compile a balanced budget. 4. National staff has been trained to maintain track of the expenditure pattern. 5. National staff has been trained to maintain financial discipline. 6. The competencies of the national staff to manage the financial affairs of the municipalities have been certified by Deloitte and Touche.</b>		
Reasons for Leaving <b>As I was interested in career advancement, I applied and got selected for a professional post.</b>		

Job Title <b>Country manager</b>	Type of Business <b>Manufacturing</b>	From - To <b>01/01/1996 - 01/12/1999</b>
Name of Employer <b>Pt.Indorama Synthetics</b>		Name of Supervisor <b>Arun Taneja</b>
Salaries per Annum: Starting	Final	Currency Paid
		Is this a civil servant position of your Government? <b>No</b>

<b>24000</b>	<b>30800</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>62215261501</b>	Email Address <b>tanejaa@indorama.com</b>		
Address of Employer <b>Indonesia</b>			
Number of Employees Supervised by You <b>8</b>			
Description of Duties <b>1. Setting up the office for the first time in Africa. 2. Training staff for cotton selection. 3. Negotiation of cotton prices and other terms of purchase of cotton. 4. Ensuring timely shipment of cotton to manufacturing facilities. 5. Arranging collection of cotton bales from ginneries and managing logistics till the port of shipment.</b>			
Summarize any of Your Achievements <b>The performance was exceedingly good as the office in Tanzania was made operational against all odds. The company came to be recognized and acknowledged as a serious buyer. All the suppliers gave proper attention to the requirements of the company as this was the only consumer-buyer. The company had assured a continuous supply of raw cotton throughout the year. The company was able to save \$250,000 annually out of this operation. The company was able to eliminate the need of middlemen in the buying process.</b>			
Reasons for Leaving <b>In 1998 and 1999, the cotton crop failed to meet the qualitative and quantitative requirements of the company. The company decided to wind up the office set-up in Tanzania. To serve United Nations.</b>			

Job Title <b>Finance Controller</b>	Type of Business <b>Textile</b>	From - To <b>01/04/1994 - 01/12/1995</b>
Name of Employer <b>Loyal Syntex Processors Ltd.</b>	Name of Supervisor <b>Vijay Mehra</b>	
Salaries per Annum: Starting <b>275000</b>	Final <b>310000</b>	Currency Paid <b>INR</b>
Telephone Number <b>91223438343</b>		Email Address <b>vijaymehra@hotmail.com</b>
Address of Employer <b>India</b>		
Number of Employees Supervised by You <b>35</b>		
Description of Duties <b>1. The over all management of the organization. 2. Liaising with the Government agencies and departments for the setting up of the project. 3. Liaising and negotiating with the banks and financial institutions for the grant of Term loan and Working capital needs. 4. Liaising with the Tax and Excise departments. 5. Setting up of Network accounting system. 6. Setting up of effective costing system. 7. Managing the day-to-day affairs of the organization. 8. Ensuring the preparation of periodic reports for the Board of Directors.</b>		
Summarize any of Your Achievements <b>1. My involvement was from set-up stage and planning stage to the commercial production stage. 2. Adequate arrangements were made for funding of plant and machinery and also for the working capital of the organisation. 3. It was also ensured that the dates committed to the board of Directors for the commercial production was met. 4. The Company enjoyed good reputation with the customers and vendors. 5. The quality of finished products was uniform and consistent. 6. The prices that the finished products fetched in the market was higher than the competitors.</b>		
Reasons for Leaving <b>For better prospects and taking up the challenging project of Setting up of a new office in Africa for the company based in Indonesia. The field of operation was cotton selection and shipments. This happened to be a new and challenging opportunity.</b>		

Job Title <b>Director- Finance</b>	Type of Business <b>Textile</b>	From - To <b>01/04/1993 - 01/03/1994</b>
Name of Employer <b>Texlon Nigeria Ltd</b>	Name of Supervisor <b>C.H.Vaswani</b>	
Salaries per Annum: Starting <b>12500</b>	Final <b>12500</b>	Currency Paid <b>USD</b>
Telephone Number		Email Address
Address of Employer <b>Nigeria</b>		
Number of Employees Supervised by You <b>12</b>		
Description of Duties <b>1. Managing the day to day affairs of the department 2. Managing the finances of the company 3. Negotiations with the banks for further disbursements Loan/ reschedulements. 4. Liaising with the tax and other government departments 5. Setting up of Network environment 6. Setting up of effective costing system 7. Setting up of effective cash control system, as major sales were in cash.</b>		
Summarize any of Your Achievements <b>In spite of difficult financial circumstances further loan was arranged with a bank, namely, NAL Merchant Bank. The company had an fire accident and in order to come out of the loss, adequate and timely followup was done with the insurance companies to pay the claim.</b>		
Reasons for Leaving <b>The policies of the company in terms of employer-employee relationship left much to be desired.</b>		

Job Title	Type of Business	From - To
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<b>Finance Executive</b>	<b>Manufacturing</b>	<b>01/05/1987 - 01/02/1993</b>
Name of Employer <b>Solar Synthetics Pvt.Ltd.</b>		Name of Supervisor <b>Hardeep Mehra</b>
Salaries per Annum: Starting <b>120000</b>	Final <b>225000</b>	Currency Paid <b>INR</b>
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>91226341222</b>		Email Address <b>hmehra21@hotmail.com</b>
Address of Employer <b>India</b>		
Number of Employees Supervised by You <b>5</b>		
Description of Duties <b>1. Involved from the project inception stage. 2. Selection of site 3. Getting the requisite licences and clearances from Government bodies 4. Setting up of accounting system 5. Setting up of MIS system 6. Setting up of effective costing system 7. Annual Audit 8. Arrangement of Working Capital requirements.</b>		
Summarize any of Your Achievements <b>The company was able to commence commercial production in time. Timely repayments of the loans enhanced the reputation of the company within the lender community. Establishment of systems in the Finance office. MIS and other related reports were presented in time to the management.</b>		
Reasons for Leaving <b>The company intended to diversify and expand but these plans could not materialize due to some unknown reasons. Therefore I decided to look for better options after a working relationship of almost 6 years.</b>		

Job Title <b>Audit Manager</b>	Type of Business <b>Accounting</b>	From - To <b>01/05/1985 - 01/03/1987</b>
Name of Employer <b>Ernest Young International</b>		Name of Supervisor <b>H.N.Goyal</b>
Salaries per Annum: Starting <b>72000</b>	Final <b>84000</b>	Currency Paid <b>INR</b>
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>91222873481</b>		Email Address
Address of Employer <b>India</b>		
Number of Employees Supervised by You <b>4</b>		
Description of Duties <b>1. Auditing of Corporate entities,i.e. conducting the statutory Audits and reporting on the same to the board of Directors. 2. Management Audit , were conducted for specific purposes as assigned by the Management. 3. Internal Audits,were conducted as these were mandatory by law.</b>		
Summarize any of Your Achievements <b>A team of efficient and dedicated staff was established to undertake special assignment Audits</b>		
Reasons for Leaving <b>The nature of responsibilities were getting monotonous. Private sector offers better scope for exhibiting competencies. The remuneration package was almost stagnant.</b>		

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
<b>English</b>	<b>No</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>
<b>French</b>	<b>No</b>	<b>Not easily</b>	<b>Easily</b>	<b>Not easily</b>	<b>Easily</b>

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

Language	Mother Tongue	Speak	Read	Write	Understand
<b>Hindi</b>	<b>Yes</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>
<b>Swahili</b>	<b>No</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>
<b>Turkish</b>	<b>No</b>	<b>Easily</b>	<b>Easily</b>	<b>Not easily</b>	<b>Easily</b>

## Address

1606, Brampton Towers

75, Charolais Boulevard  
Brampton Ontario Canada  
Telephone: 1-905-2165295  
Fax: 1-647-2735245  
Contact: Adityavikram Pachisia

## Address

United Nations Assistance Mission in CAR and Tschad  
NDjamena Ndjamena Chad  
Telephone: 235  
Fax: 235-6900025  
Contact: Adityavikram Pachisia

## 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
<b>Mujahid ALAM</b>	<b>Chief of Mission</b>	<b>MONUC Congo</b>	<b>242242175-2000 mujahidalam@hotmail.com</b>
<b>Dmitry POZHIDAEV</b>	<b>Dy.MunicipalAdministrator</b>	<b>UNMIK Congo</b>	<b>38138504604 pozhidev@un.org</b>
<b>Sujata SAUNIK</b>	<b>Civil Services</b>	<b>UNMIK Congo</b>	<b>38138504604 saunik@un.org</b>

# Personal History Profile for Carlos POLCARO SOARES

## General Details

1. Family name <b>POLCARO SOARES</b>	First Name <b>Carlos</b>	Middle Name <b>Alberto</b>	Maiden Name, (if any)
2. Date of Birth <b>11/10/1953</b>	3. City of Birth <b>Montevideo</b>	Country of Birth <b>Uruguay</b>	Index No
4. Country of Nationality at Birth <b>Uruguay</b>	Second Nationality (if any) <b>Uruguay</b>	5. Country of Present Nationality <b>Uruguay</b>	Second Nationality (if any)
6. Gender <b>Male</b>	7. Height [cm] <b>180</b>	8. Weight [kg] <b>80</b>	9. Marital Status <b>Married</b>

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

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

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

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

14. Would you accept employment for less than six months? **No**

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

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

18. Email Address: **polcaro@un.org**

## Education

List all university degrees or equivalent qualifications obtained.

University Name <b>Escuela Militar</b>	City, Country <b>Montevideo Uruguay</b>	From - To <b>Feb-1975 - Feb-1979</b>
Main Course of Study <b>Management</b>	Field of Study <b>Business &amp; Administration</b>	
Degree Title or Equivalent <b>Alferez</b>	Degree Type <b>Bachelor of Sciences</b>	

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

Name of School <b>Army Logistics Management College</b>	City, Country <b>Ritchmond VA United States of America</b>	From - To <b>Aug-1997 - Dec-1997</b>
Main Course of Study <b>Logistics and Administration</b>		Certificate or Diploma <b>Diploma/Certicate of completion</b>

Name of School <b>Defense Language Institute</b>	City, Country <b>San Antonio United States of America</b>	From - To <b>Jan-1997 - Mar-1997</b>
Main Course of Study <b>Specialized English Course</b>		Certificate or Diploma <b>Diploma</b>

Name of School <b>Staff College</b>	City, Country <b>Montevideo Uruguay</b>	From - To <b>Mar-1996 - Dec-1996</b>
Main Course of Study <b>Military Siences, Strategic, Operational and Logistic Management</b>		Certificate or Diploma <b>Staff College Diploma</b>

Name of School <b>Intelligence</b>	City, Country <b>Montevideo Uruguay</b>	From - To <b>Mar-1983 - Dec-1983</b>
Main Course of Study <b>Intelligence</b>		Certificate or Diploma <b>Diploma</b>

Name of School <b>Special forces</b>	City, Country <b>Montevideo Uruguay</b>	From - To <b>Mar-1979 - Dec-1979</b>
Main Course of Study <b>Special forces including parachutiste and scuba diving</b>		Certificate or Diploma <b>Diploma</b>

Name of School <b>High School</b>	City, Country <b>Montevideo Uruguay</b>	From - To <b>Mar-1967 - Dec-1973</b>
Main Course of Study <b>Administration</b>		Certificate or Diploma <b>Bachelor</b>

# Employment

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

Job Title <b>Acting Regional Administrative Officer</b>	Type of Business <b>Administration and Logistics</b>	From - To <b>01/10/2008 -</b>
Name of Employer <b>MONUC</b>	Name of Supervisor <b>Hany Abdel-Aziz</b>	
Salaries per Annum: Starting <b>70000</b>	Final <b>70000</b>	Currency Paid
Is this a civil servant position of your Government? <b>No</b>		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address	
Address of Employer <b>Congo, Dem. Rep.</b>		
Number of Employees Supervised by You		
Description of Duties <b>The RAO's overall responsibilities are as follows: 1. Reports to the DMS, and ensures overall coordination and effective implementation of all administrative support provided by the Field Operations Managers (FOMs) within the Region. The RAO is the FRO for all the Senior Section Regional Representatives including COE, PCIU, CRB and Staff Counselling as well as his/her immediate staff, and the additional reporting officer for the FOMs and SOMs in his/her region. 2. Provides advice and guidance to HoOs &amp; FOMs on administrative support that can be provided within the following parameters: UN's Financial Rules and Regulations, Staff Rules, administrative policies, instructions, specific delegations of authority and in addition to mission and regional priorities. 3. Liaises with Brigade Headquarters on a continual basis regarding operational plans and associated support. 4. Travels regularly to all sites in the mission area to work closely with HoO/FOMs to monitor progress and support. 5. Coordinates all resources within the region to ensure their optimum utilization. 6. Provides daily supervision for personnel of oversight units and mission functions represented at the regional level, e.g. COE, PCIU, PSB, and Staff Counselling. 7. Provides weekly reports to Mission HQ and also informs mission HQ of any important development and vital incidents. 8. Validates Contingent-Owned Equipment (COE) verification reports submitted in the area of operation before the Regional COE Unit submits reports to Kinshasa for processing. B. Financial Responsibility / Account Codes 1. Functions as a certifying officer for requisitions and requests for MOD utilizing Budget Account Codes (BACs) allocated to the Region, within the limits delegated by the DMS and in conformity with UN Financial Rules and Regulations, except for those locations where a FOM is not a certifying officer. Note: where the FOM is a certifying officer, the FOM manages BACs allocated t</b>		
Summarize any of Your Achievements <b>I have been able to implement an administrative and logistics system to support 18000 troops on operations with the support of 1500 Int and Nat civilian staff</b>		
Reasons for Leaving <b>current appointment</b>		

Job Title <b>Senior Administrative Officer O/DDMS and Field Support Coordinator</b>	Type of Business <b>Administration and Logistics</b>	From - To <b>01/09/2007 - 01/10/2008</b>
Name of Employer <b>UN MONUC</b>	Name of Supervisor <b>Hany Abdel-Aziz</b>	
Salaries per Annum: Starting <b>70000</b>	Final <b>70000</b>	Currency Paid <b>USD</b>
Is this a civil servant position of your Government? <b>No</b>		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address <b>polcaro@un.org</b>	
Address of Employer <b>Congo, Dem. Rep.</b>		
Number of Employees Supervised by You <b>23</b>		
Description of Duties <b>Serve as the primary focal point for RAOs/FOMs, who wish to action or coordinate administrative and logistics matters. Coordinate, follow up and take action on administrative matters as Senior Administrative officer in the DDMS's office. RAOs/FOMs will be guided accordingly on all administrative matters as required ensuring a smooth and continuous flow of information enhancing an effective decision making process at all levels. Ensure that logistic and administrative support is delivered to the field in a timely manner in close coordination with the CISS, CAS and Section Chiefs. Provide guidance to RAOs/FOMs in order to achieve efficient and effective reporting procedures which allow immediate response at the required level. Matters of concerns on logistics and administrative issues reported weekly by the RAOs/FOMs will be addressed at the Section chiefs' level if necessary and followed up accordingly providing adequate responses. Support and assists DMS on day to day operations as required, representing him on Integrated planning team, elections planning and UN Agencies forums. As DDMS's Senior Administrative Officer will produce and oversee decision papers and administrative plans, coordination of budgetary issues, oversee incoming documentation to DDMS's office taking actions as required signing and certifying documents as directed, oversight and management of personnel reporting to DDMS's office. Ensure an accurate work flow of information to allow an effective and efficient decision making process.</b>		
Summarize any of Your Achievements <b>Since my arrival I have been working along with the Budget Office providing assistance on field matters to streamline and enhance future organization charts at regional and field level encompassing and adapting the new administrative structure for future budget submission. I have prepared support plans for the integration of region 2 and 3 into region east. Reporting procedures and coordination with Section Chiefs has been done effectively and efficiently. I have visited the eastern part of the mission assisting the DMS on his familiarization visit to Entebbe SB, Bunia, Goma and Bukavu where matters of concern were addressed at the proper level. Major improvements were developed in coordination with UN Agencies and UN Country Team towards the implementation of UN Support strategy for stabilization and security in DRC. Currently I'm the co-chairman of the Operational Management Team along side with the UNDP Director of Operations for DRC</b>		
Reasons for Leaving <b>Appointed as ARAO East</b>		

Job Title <b>Field Administrative Officer and acting Regional Administrative Officer since January 2007</b>	Type of Business <b>Administration</b>	From - To <b>01/04/2006 - 01/09/2007</b>
Name of Employer <b>United Nations</b>	Name of Supervisor <b>Alpha Sow</b>	

Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government?	<b>No</b>
			Is this a position within the UN Common System?	<b>Yes</b>
Telephone Number			Email Address	<b>polcaro@un.org</b>
Address of Employer	<b>Congo, Dem. Rep.</b>			
Number of Employees Supervised by You	<b>500</b>			
Description of Duties	<p><b>1) Guarantee administrative, including logistic, support to MONUC's Electoral Division for all scheduled elections in DRC during the reporting period in accordance with HoO's guidelines. 2) Monitor continued administrative support to existing MILOB Team Sites and supervise smooth and timely support for deployment of new TS. 3) Plan and coordinate administrative support to the existing and future military deployment in the South Kivu Region as per MoU. 4) Coordinate logistic support to all on-going and future DDR and DDDRR activities in the region as per MONUC's mandate. 5) Plan and monitor logistic support to military units in South Kivu's region engaged in Joint Operations with FARDC and observe adherence to MONUC's accounting requirements. 6) Monitor administrative support provided to South Kivu HoO and other Substantive Units in S.K. 7) Provide technical and regulatory oversight of specialist functions within S.K. 8) Maintain efficient and timely consultation/reporting with RAO and Section Chiefs at MHQ on technical matters when required. 9) To ensure that JLOC Bukavu will provide coordination and oversight to all request for additional support from SK Bgde and all other military elements (3000 approx) deployed in S.K. and in accordance to MOUs. 10) Provide coordination and oversight to TPT to achieve the indicators formulated in 2006/07 RBB, specifically 15 per cent reduction in the number of traffic accidents, 95 per cent availability of light vehicles, 20 per cent reduction in the average daily consumption of fuel per vehicle and improvement of fuel management through installation of CARLOG systems. 11) Monitor that UNOE is utilized in the most cost effective and efficient way. 12) Forecast, analyze, plan and timely submit to the RAO administrative and logistics requirements. 13) Maintain efficient communication links with SOM Uvira and respective OICs. 14) Support the establishment of the new administrative structure</b></p>			
Summarize any of Your Achievements	<p><b>I have developed an Admin and Logistics system which succeeded to support elections in South Kivu Congo DRC. As FOM and acting RAO I have been able to support around 6000 troops on operations with 750 civilian staffs accordingly. Senior management responsibility has been assigned to me with delegation of authority to manage personnel and assets on a large variety of fields like; air ops, movement control, communications, IT, supply, engineering, transport, human resources, staff counseling, medical, finance and the various sub units of the mentioned sections. As FOM/ A RAO day to day operations include meetings and personal contacts with managers to make consensual decisions on the above mentioned fields which are vital for the smooth functioning of the whole sector. Therefore, I have achieved a good knowledge in the technical field of work in general and in the specific areas under my supervision. I have been planning and organizing long and medium term operations having the ability to apply flexibility when required particularly on supporting the ever changing military operations which are always subject to unexpected political and negative forces developments. I have been always leading multi-ethnics/multicultural teams in a wide variety of situations during operations in the field and at the office. I have been able to work and integrate a positive gender approach achieving a gender balance. As FOM/RAO region 3 I have produced work plans towards the implementation of a client oriented policy in all sections incorporating different systems to improve and enhance commitment to service. In terms of management I have been able to manage personnel and assets on cost effective/efficiency basis taking decisions at Region level which in some cases make the basis for wide mission policies.</b></p>			
Reasons for Leaving	<b>Posted in Kinshasa as SAO/DDMS office.</b>			

Job Title	Type of Business	From - To
<b>OIC JLOC Ituri</b>	<b>Administration and Logistics</b>	<b>01/08/2004 - 01/04/2006</b>
Name of Employer	Name of Supervisor	
<b>MONUC DPKO</b>	<b>Gianni Deligia</b>	
Salaries per Annum:		
Starting	Final	Currency Paid
<b>72000</b>	<b>72000</b>	<b>USD</b>
Telephone Number	Is this a civil servant position of your Government? <b>No</b>	
	Is this a position within the UN Common System? <b>Yes</b>	
Address of Employer	Email Address	
<b>Congo, Dem. Rep.</b>	<b>polcaro@un.org</b>	
Number of Employees Supervised by You	<b>16</b>	
Description of Duties	<p><b>Coordinate the activities of integrated support sections in order to support approximately 5000 troops in Ituri region. Authorize military MOPs in order to maintain accurate records of personnel moving into the AOR. Approve all support requests coming from contingents, military observers, civilian police and civilian components as required. Lead and/or organize reconnaissance parties to set up logistics structures supporting military and civilians deployments in Ituri region. Prepare and deliver presentations on logistics and administrative developments in Ituri to different authorities at all levels. Provide training to incoming personnel particularly on preparation for future electoral activities. Support the disarmament process and reintegration of ex combatants in coordination with other UN agencies and government officials. Act as OIC Administration in the absence of the SRAO. I'm also performing as certifying officer and as Area Security Coordinator ASC for Ituri region</b></p>	
Summarize any of Your Achievements	<p><b>Integration of G4 cell into the JLOC structure. Consolidation of contract with freight forwarding agency to deliver supplies by road from Uganda to Bunia. ES achieve substantial improvements of Bunia runway with JLOC support and coordination. Deployment of troops and establishment of DCR site by road to many different places. Deployment of troops to ARU, Mongwalu, Aveba, Gina, Mahagi etc. I have been able to improve and maintain a good logistics system capable to support more than 5000 troops and 300 civilian staffs in Ituri region. In coordination with the RAO we have been able to develop an exemplary Report and Evacuation Center in Bunia which also serve as recreation and welfare facility for troops and International and National staffs.</b></p>	
Reasons for Leaving	<b>Reassigned to Bukavu as Field Operation Manager</b>	

Job Title	Type of Business	From - To
<b>Regional Administrative Officer in Kindu</b>	<b>Administration</b>	<b>01/03/2004 - 01/08/2004</b>
Name of Employer	Name of Supervisor	
<b>United Nations</b>	<b>Marcel Savard</b>	
Salaries per Annum:		
Starting	Final	Currency Paid
<b>68000</b>	<b>68000</b>	<b>USD</b>
Telephone Number	Is this a civil servant position of your Government? <b>No</b>	
	Is this a position within the UN Common System? <b>Yes</b>	
	Email Address	
<b>24381890</b>	<b>polcaro@un.org</b>	

Address of Employer

**Congo, Dem. Rep.**

Number of Employees Supervised by You

**200**

Description of Duties

**The RAO is responsible for the provision of all logistical and administrative support services in their assigned Areas of Responsibilities (AORs). Each RAO is responsible for the development and operation of a responsive support structure for the effective, timely and cost-efficient delivery of all support activities and services to all Mission components present in his AOR, in accordance with the Mission's mandate and in full compliance with the Financial Rules and Regulations, the Staff Regulations, and any other administrative policies, instructions and specific delegations of authority by the DOA.**

Summarize any of Your Achievements

**Improvement of supply chain to support up to 1200 troops from South Africa, Bolivia and Uruguay. Develop welfare structure. Support establishment of electoral commission**

Reasons for Leaving

**Reassignment to Ituri**

Job Title

**Sector Administrative Officer (SAO) in Mbandaka**

Type of Business

**Administration**

From - To

**01/06/2003 - 01/03/2004**

Name of Employer

**MONUC**

Name of Supervisor

**Mr. Marcel Savard**

Salaries per Annum:

Starting	Final	Currency Paid
<b>68000</b>	<b>68000</b>	<b>USD</b>

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

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

Telephone Number

**0012129630103**

Email Address

Address of Employer

**Congo, Dem. Rep.**

Number of Employees Supervised by You

**110**

Description of Duties

**The SAO is responsible for the provision of all logistical and administrative support services in their assigned Areas of Responsibilities (AORs). Each SAO is responsible for the development and operation of a responsive support structure for the effective, timely and cost-efficient delivery of all support activities and services to all Mission components present in his AOR, in accordance with the Mission's mandate and in full compliance with the Financial Rules and Regulations, the Staff Regulations, and any other administrative policies, instructions and specific delegations of authority by the DOA.**

Summarize any of Your Achievements

**After seven months of service as SAO, I have improved the support structure in Sector 1 particularly developing security measures to allow further commercial traffic on the Congo river. As Mbandaka city is very poor and limited there are not many social activities, I have established a Welfare committee in order to integrate civilian and military personnel with national staffs in social activities towards a better understanding on UN tasks and mission objectives. Also the supply chain management and responsiveness to deliver services and materials has been enhanced.**

Reasons for Leaving

**New assignment as RAO Kindu**

Job Title

**Chief Mission Support Planning Unit**

Type of Business

**Administration and Logistics**

From - To

**01/12/2001 - 01/06/2003**

Name of Employer

**United Nations**

Name of Supervisor

**Mr Marcel Savard**

Salaries per Annum:

Starting	Final	Currency Paid
<b>69000</b>	<b>69000</b>	<b>USD</b>

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

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

Telephone Number

Email Address

**polcaro@un.org**

Address of Employer

**Congo, Dem. Rep.**

Number of Employees Supervised by You

**4**

Description of Duties

**The CMSPU produced the applicable support annexes to the Campaign Plan(s) in coordination with the following sections: ISS, AS and the UN Agencies based on signed MOUs. In coalition with different Sections provide necessary guidance to produce the Mission Support Plans while not infringing on the Sections autonomy to plan and manage their resources. The Chief MSPU also is responsible to provide the appropriate guidance to the Services Planning Units (ISS & AS) required in the developmental phase in order to maintain synergy and dynamism in the planning process. Also establish the Mission Support Planning Group composed as follows: ISS/AS Planning Officers, Chief DDRRR Support Cell, G3 Plans, CIVPOL Planning Officer, other ISS or AS chiefs as necessary. Provide training to ISS and AS military and civilian staff involved in the support planning process. In cases of changes to the missions mandate, provide an early advice to adjust the MSP.**

Summarize any of Your Achievements

**Deploy and sustain military units and civilian staff in DRC. The CMSPU has conducted reconnaissance missions as directed by the DOA, producing applicable plans to deploy units and civilian personnel into Kisangani, Kindu, Bukavu, Lubero and Bunia. CMSPU has produced the Mission Support Plan, the Mission Storage and Distribution Plan as well as applicable plans to downsize or close down Coordination Centers as Ilebo, Manono and Basankusu which had been done successfully. Also, I have been appointed as SAO in Kisangani from 12 May 2002 to 15 June 2002 to receive equipment and personnel and develop the Level III Logistic Base to support the entire east side of the country, which have been done during that difficult period facing several problems with congolese factions fighting each other as known.**

Reasons for Leaving

**Appointed as Sector Administrative Officer in Mbandaka on 01 June 2003**

Job Title <b>Asmara Camp Administrator (Program Manager)</b>	Type of Business <b>Administration and Logistics</b>	From - To <b>01/04/2001 - 01/12/2001</b>
Name of Employer <b>United Nations</b>	Name of Supervisor <b>Mr Ian Divers</b>	
Salaries per Annum: Starting <b>68000</b>	Final <b>68000</b>	Currency Paid <b>USD</b>
Is this a civil servant position of your Government? <b>No</b>		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address	
Address of Employer <b>Eritrea</b>		
Number of Employees Supervised by You <b>45</b>		
Description of Duties <b>-Coordinate and facilitate the construction of the 5 Star Camp in Asmara.-Inform the CAO and CISS of Program Development.-The Program Manager perform his duties in close and direct coordination with the Section Chiefs, Chief Medical Officer and G4 to assist and coordinate the workload among the different sections or branches.-The P.M. has the authority to prioritize the work effort of International, Military and Local recruited personnel when performing activities as directed by the Section Chiefs in connection with this program.-The aim of the Program Manager is to provide a proactive vision in order to integrate the activities of the UNMEE personnel, being the point of contact for all related matters within the 5 Star Camp. The P.M. shall include planning and budgeting considerations for the start-up of the project and sustaiment. Integration of civilian and military capabilities; supply chain management of UN camps; transportation, communication, engineering; medical etc.</b>		
Summarize any of Your Achievements <b>As Asmara Camp Administrator I have finalized the construction of different camps in Asmara which allows the integrity of the mission allocation towards a most cost-effective distribution of personnel and assets. Those camps were key to reduce costs providing services to military personnel at UN standars.</b>		
Reasons for Leaving <b>Reassignment to MONUC</b>		

Job Title <b>Deputy Chief Integrated Support Services</b>	Type of Business <b>Administration and Logistics</b>	From - To <b>01/12/1999 - 01/02/2001</b>
Name of Employer <b>United Nations</b>	Name of Supervisor <b>Col James Baxter COS</b>	
Salaries per Annum: Starting <b>50000</b>	Final <b>50000</b>	Currency Paid <b>USD</b>
Is this a civil servant position of your Government? <b>No</b>		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address <b>polcaro@un.org</b>	
Address of Employer <b>Congo, Dem. Rep.</b>		
Number of Employees Supervised by You <b>35</b>		
Description of Duties <b>-From the beginning of the mission on Dec 99, performed all ISS duties -Executing the policy and priorities of logistic and technical support as directed by the CISS/COS-Coordinating with other divisions and staff concerning logistic and technical support and information management for their areas.-Day to day management of the mission support and logistic work programs.-Assisting in negotiations with appropriate national authorities regarding logistic support to the mission, and liaison with UN Agencies.-Providing logistic and technical support advise to the Office of the CISS/COS.-I have been appointed as OIC ISS until Mr. Livio Calgaro has arrived to the mission on the 05/06/2000.- After that I have been performing as Chief of the Joint Logistic Operation Center JLOC until the end of TOD.</b>		
Summarize any of Your Achievements <b>I have implemented the logistic system in the mission as well as the Joint Logistic Operation Center structure. MONUC's logistics challenge is considered as one of the most difficult ones in the current UN Missions, JLOC structure and a service oriented discipline have been one of the milestone for the Mission's logistic and administrative success.</b>		
Reasons for Leaving <b>End of TOD</b>		

Job Title <b>Chief Logistics Division</b>	Type of Business <b>Administration and Logistics</b>	From - To <b>01/12/1997 - 01/12/1999</b>
Name of Employer <b>Uruguayan Army</b>	Name of Supervisor <b>General Manuel Fernandez</b>	
Salaries per Annum: Starting <b>12000</b>	Final <b>12000</b>	Currency Paid <b>USD</b>
Is this a civil servant position of your Government? <b>No</b>		Is this a position within the UN Common System? <b>No</b>
Telephone Number	Email Address	
Address of Employer <b>Uruguay</b>		
Number of Employees Supervised by You <b>45</b>		
Description of Duties <b>-Logistic planning for current military operations (transport, maintenance, supply, health support, misc.)activities.-Logistic planning for UN operations and supporting related activities.-Management and supervision of the planning, programming and budgetary system.-In charge of the planning and execution of the re-engineering of the Uruguayan Army Logistic System.-Senior instructor in staff college for logistics operations.-Execution of administrative and logistic operations towards the implementation of the Army support system in UN operations.</b>		

Summarize any of Your Achievements

**The Uruguayan Army was able to support UN operations with a very limited budget under very difficult economic conditions. During my command we were able to develop a logistic system and support training for future UN operations.**

Reasons for Leaving

**UN Mission**

Job Title <b>Staff officer</b>	Type of Business <b>Admin and Logistics</b>	From - To <b>01/03/1996 - 01/01/1997</b>	
Name of Employer <b>Uruguayan Army</b>	Name of Supervisor <b>Cnel Gonzalez</b>		
Salaries per Annum: Starting <b>6000</b>	Final <b>6000</b>	Currency Paid <b>UYU</b>	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>No</b>
Telephone Number	Email Address		
Address of Employer <b>Uruguay</b>			
Number of Employees Supervised by You			
Description of Duties <b>Supervise log and admin programs at division level following up on implementation including to support UN missions</b>			
Summarize any of Your Achievements <b>Develop log system and SOPs</b>			
Reasons for Leaving <b>Going to ALMC USA for LEDC</b>			

Job Title <b>Staff officer</b>	Type of Business <b>Admin and Logistics</b>	From - To <b>01/03/1994 - 01/12/1994</b>	
Name of Employer <b>UN</b>	Name of Supervisor <b>UNUMOZ</b>		
Salaries per Annum: Starting <b>30000</b>	Final <b>30000</b>	Currency Paid <b>USD</b>	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address		
Address of Employer <b>Mozambique</b>			
Number of Employees Supervised by You			
Description of Duties <b>Staff officer deployed as chief personnel officer in central region</b>			
Summarize any of Your Achievements <b>Develop and implementation of personle system</b>			
Reasons for Leaving <b>End of tour of duty</b>			

Job Title <b>Milob</b>	Type of Business <b>Field operations</b>	From - To <b>01/12/1993 - 01/03/1994</b>	
Name of Employer <b>UN</b>	Name of Supervisor <b>Mission in Liberia</b>		
Salaries per Annum: Starting <b>30000</b>	Final <b>30000</b>	Currency Paid <b>USD</b>	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>No</b>
Telephone Number	Email Address		
Address of Employer <b>Liberia</b>			
Number of Employees Supervised by You			
Description of Duties <b>Military Observer deployed in Monrovia</b>			
Summarize any of Your Achievements <b>Deployed on the initial team to set up UN activities</b>			
Reasons for Leaving <b>Redeployed to Mozanbique</b>			

Job Title <b>Staff officer</b>	Type of Business <b>Administration</b>	From - To <b>01/05/1992 - 01/09/1993</b>
Name of Employer <b>UN</b>		Name of Supervisor <b>UNTAC</b>
Salaries per Annum: Starting <b>30000</b>	Final <b>30000</b>	Currency Paid <b>USD</b>
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address
Address of Employer <b>Cambodia</b>		
Number of Employees Supervised by You		
Description of Duties <b>Staff officer in the CMPO section</b>		
Summarize any of Your Achievements <b>Implementation of personnel system supporting and management of 22000 troops</b>		
Reasons for Leaving <b>End of tour of duty</b>		

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
<b>English</b>	<b>No</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>
<b>French</b>	<b>No</b>	<b>Easily</b>	<b>Easily</b>	<b>Not easily</b>	<b>Easily</b>
<b>Spanish</b>	<b>Yes</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>

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

Language	Mother Tongue	Speak	Read	Write	Understand
<b>Italian</b>	<b>No</b>	<b>Easily</b>	<b>Easily</b>	<b>Not easily</b>	<b>Easily</b>
<b>Portuguese</b>	<b>No</b>	<b>Easily</b>	<b>Easily</b>	<b>Not easily</b>	<b>Easily</b>

## Address

Estigarribia 878  
Montevideo Uruguay  
Telephone: 598-2-7126820  
Contact: Carlos Polcaro

## Address

Av des Aviateurs 12 MONUC HQ Kinshasa  
DRC  
Kinshasa Congo, Dem. Rep.  
Telephone: 01-212-96381890 extension 4845  
Fax: 24-3-818907581  
Contact: Carlos Polcaro

## 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
<b>Daniel AROCHA</b>	<b>Lawyer</b>	<b>Cerrito 513-Montevideo Uruguay</b>	<b>59829164353</b>
<b>Gaspar BARRABINO</b>	<b>Colonel</b>	<b>Garibaldi 2313-Montevideo Uruguay</b>	<b>59822081542</b>
<b>Omar CLARK</b>	<b>Medical Doctor</b>	<b>Plaza de los Olimpicos 614-Montevideo Uruguay</b>	<b>59826191417</b>

# Personal History Profile for Anastase RWE GAYURA

## General Details

- |   |                                   |  |                                     |
|---|-----------------------------------|--|-------------------------------------|
| 1. Family name<br><b>RWE GAYURA</b>                                   | First Name<br><b>Anastase</b>     | Middle Name<br><b>R</b>  | Maiden Name, (if any)               |
| 2. Date of Birth<br><b>07/04/1950</b>                                 | 3. City of Birth<br><b>Bukoba</b> | Country of Birth<br><b>Tanzania, United Rep. of</b>                  | Index No<br><b>467860</b>           |
| 4. Country of Nationality at Birth<br><b>Tanzania, United Rep. of</b> | Second Nationality (if any)       | 5. Country of Present Nationality<br><b>Tanzania, United Rep. of</b> | Second Nationality (if any)         |
| 6. Gender<br><b>Male</b>  | 7. Height [cm]<br><b>183</b>      | 8. Weight [kg]<br><b>82</b>  | 9. Marital Status<br><b>Married</b> |
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? **No**
- Are there any limitations on your ability to perform in your prospective field of work? **No**
11. Have you taken up legal permanent residence status in any country other than that of your nationality? **No**
13. What is your preferred field of work? **Public administration 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: **arwegayura@yahoo.com**

## Education

List all university degrees or equivalent qualifications obtained.

University Name <b>University of Westminster</b>	City, Country <b>London United Kingdom</b>	From - To <b>Jul-1988 - Aug-1989</b>
Main Course of Study <b>Personnel Administration</b>	Field of Study <b>Business &amp; Administration</b>	
Degree Title or Equivalent <b>MA Human Resources Management</b>	Degree Type <b>Postgraduate degree</b>	

  

University Name <b>Mzumbe University.</b>	City, Country <b>Morogoro Tanzania, United Rep. of</b>	From - To <b>Jul-1972 - Apr-1975</b>
Main Course of Study <b>Public Administration</b>	Field of Study <b>Business &amp; Administration</b>	
Degree Title or Equivalent <b>Public Administration</b>	Degree Type <b>Degree</b>	

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

Name of School <b>United Nations Institute for Training and Research (UNITAR)</b>	City, Country <b>Geneva Switzerland</b>	From - To <b>Nov-2008 - Nov-2008</b>
Main Course of Study <b>Negotiating for Conflict and Dispute Resolution</b>		Certificate or Diploma <b>Certificate: Negotiating for Conflict and Dispute Resolution.</b>

  

Name of School <b>JICA Institute</b>	City, Country <b>Tokyo Japan</b>	From - To <b>Jun-1994 - Jul-1994</b>
Main Course of Study <b>Global Economics</b>		Certificate or Diploma <b>Certificate in Global Economics</b>

  

Name of School <b>Eastern and Southern Africa Management Institute (ESAMI)</b>	City, Country <b>Arusha Tanzania, United Rep. of</b>	From - To <b>Aug-1992 - Sep-1992</b>
Main Course of Study <b>Procurement and Contract Management Course</b>		Certificate or Diploma <b>Certificate</b>

  

Name of School <b>Royal Institute of Public Administration</b>	City, Country <b>London United Kingdom</b>	From - To <b>Jul-1980 - Nov-1980</b>
Main Course of Study <b>Public Administration, International Relations</b>		Certificate or Diploma <b>Public Administration. International Relations</b>

  

Name of School	City, Country	From - To
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<b>Tabora Boys' High School</b>	<b>Tabora Tanzania, United Rep. of</b>	<b>Jan-1970 - Nov-1971</b>
Main Course of Study <b>Arts Subjects</b>		Certificate or Diploma <b>Certificate (A-Level)</b>

Name of School <b>Nyakato Secondary School</b>	City, Country <b>Bukoba Tanzania, United Rep. of</b>	From - To <b>Jan-1966 - Dec-1969</b>
Main Course of Study <b>Arts and science subjects</b>		Certificate or Diploma <b>Cambridge O-Level Certificate</b>

## Employment

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

Job Title <b>Senior Administrative Officer</b>	Type of Business <b>Mission Support</b>	From - To <b>01/09/2009 -</b>
Name of Employer <b>UNAMID</b>		Name of Supervisor <b>Wolfgang Weiszegger</b>
Salaries per Annum: Starting <b>100916</b>	Final <b>100916</b>	Currency Paid <b>USD</b>
	Is this a civil servant position of your Government? <b>No</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address <b>rwegayura@un.org</b>	
Address of Employer <b>Sudan</b>		
Number of Employees Supervised by You <b>14</b>		
Description of Duties <b>Represents the Director of Mission Support in the Sector and provides leadership to the Chiefs of Sections based in the Sector. Coordinates delivery of administrative and logistics support and services to the UNAMID substantive components, police and military elements deployed in the Sector. Provides oversight to compliance and acts as custodian of the UN Staff Regulations and Rules; Financial Regulations and Rules; various UN Policy Manuals and Mission-established directives, procedures and instructions issued by the DMS. Pays special attention to the running of thirteen team sites and strive to have civilian presence of Camp Managers/Facility Management Assistants along with military and police elements while premising decisions on foresight, advance planning, quality of work and value for money. Advises the Head of Office on matters of personnel and finance including their linkages to the UN regulations, rules, policies, instructions and procedures. Ensures that the Minimum Operational Security Standards (MOSS) and Minimum Operational Residential Security Standards (MORSS) are implemented at Sector HQ premises, Team Sites, and other UNAMID bases including UN-provided staff accommodation. Liaises with other UN agencies in the Sector on matters of mutual interest and concern, in particular on security matters pertinent to the safety of UN personnel and property in times of emergency. Prepares periodic activity reports usually weekly and monthly or as required and submit them to the Office of the DMS, Section Chiefs, and relevant stakeholders.</b>		
Summarize any of Your Achievements <b>Having the Sector HQ and Mission HQ located on one and the same location had until my arrival generated unsuitable overlapping of responsibilities including lack of clear chain of command resulting into poor accountability. Demarcations of work and supervisory responsibilities have since been established. Weekly meeting of Chiefs of Sections have been institutionalised. Weekly reports geared to address concerns of every individual Team sites have been developed and submitted on timely manner.</b>		
Reasons for Leaving <b>Still there</b>		

Job Title <b>Head, Taskforce for UNAMID Claims, PSB, BOI</b>	Type of Business <b>Mission Support</b>	From - To <b>01/06/2008 - 01/08/2008</b>
Name of Employer <b>UNAMID</b>		Name of Supervisor <b>Mohamed Yonis and Wolfgang Weiszegger</b>
Salaries per Annum: Starting	Final	Currency Paid <b>USD</b>
	Is this a civil servant position of your Government? <b>No</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address <b>rwegayura@un.org</b>	
Address of Employer <b>Sudan</b>		
Number of Employees Supervised by You <b>0</b>		
Description of Duties <b>Support UNAMID to establish the functions together with commensurate permanent Boards, namely; the Claims Review Board; the Property Survey Board; and the Board of Inquiry.</b>		
Summarize any of Your Achievements <b>Drafted, coordinated legal reviews and secured DMS approval to broadcast the following working papers/documents: 1. Claims for Loss of/or Damage to Personal Effects – Information Circular No. UNAMID/IC/08/016 2. Terms of Reference and Procedures for UNAMID Claims Review Board (CRB) - Administrative Instruction No. UNAMID/AI/08/016 3. Instrument to establish the UNAMID CRB complete with one year membership 4. Terms of Reference and Procedures of UNAMID Headquarters Boards of Inquiry 5. Format for BOI Convening Order 6. Detailed structure of BOI Report 7. Terms of Reference and Procedures for UNAMID Local Property Survey Board (LPSB) - Administrative Instruction No. UNAMID/AI/08/017 8. Property Management and Accountability - Administrative Instruction No. UNAMID/AI/08/013 9. Instrument to establish the UNAMID LPSB complete with one year membership</b>		
Reasons for Leaving <b>Finished the assignment.</b>		

Job Title <b>Chief, Secretariat of Boards and Committees (CRB/PSB/BOI/LCC)</b>	Type of Business <b>Mission Support</b>	From - To <b>01/01/2008 - 01/09/2009</b>
Name of Employer <b>United Nations (UNMIS)</b>	Name of Supervisor <b>Mr. Andrew Robertson</b>	
Salaries per Annum: Starting <b>87789</b>	Final <b>87789</b>	Currency Paid <b>USD</b>
Telephone Number	Is this a civil servant position of your Government? <b>No</b>	Is this a position within the UN Common System? <b>Yes</b>
Address of Employer <b>Sudan</b>	Email Address <b>rwegayura@un.org</b>	
Number of Employees Supervised by You <b>11</b>		
Description of Duties <b>To provide leadership and day-to-day supervision of a diverse and multi-ethnic team designated to execute functions that fall under the Unit of Claims Review Board (CRB), Property Survey Board (PSB), Board of Inquiry (BOI) and Local Committee on Contracts (LCC). Specifically, to increase the quality of functions and services under CRB/PSB/BOI/LCC Unit, with special emphasis on timely response and adherence to applicable guidelines. To build trust and empower staff under my supervision through implementing a training plan that allows every member of the team to undertake at least one training course every year designed to improve efficiency and acquire knowledge of new functions. To increase the ability of the Unit's team to multi-task through assigning on basis of flexibility and rotation, added job roles on top of one's substantive responsibilities with the aim of developing the Unit's capacity for in-house staff substitute or replacement and maximize the ability to ease workload in sub-units experiencing periodic exigencies of work. To reissue or write new Administrative Instructions and/or Information Circulars taking into account past concerns and areas where critical guidance is noticeably wanting.</b>		
Summarize any of Your Achievements <b>I am very proud of a well motivated team that my colleagues and I continue to nurture. Its exemplar record was when in early 2009 all sub-units moved out of UNMIS Hq, traveled and camped for 20 days in the southern Sectors and carried out a successful PSB campaign that resulted in identifying and process write-off of previously unknown assets worthy of USD 2.0 million. We also view with satisfaction the success in managing third party claims activities which in spite of numerous vehicular accidents, UNMIS is one of the few missions that manages to handle all third party settlements with the local insurer without involving the global insurer AIG, this made possible through pragmatic and robust approach that set into motion an action oriented network to make contacts and settle with claimants as soon as accidents happen. We have managed to clear the backlog of BOI cases through invoking a prolonged dispensation from UNHQ to clear old cases using Head of Mission reports instead of BOI. Another significant achievement related to BOI is to insist on getting from Chiefs/Heads of Sections/Offices, feedback within one month with regard to implementation of BOI recommendations. The insistence has been so strong that the Force Commander has resolved to follow up with numbered Force Commander's Directive. The drive to multi-task has resulted into training BOI Secretaries to be able to work as LCC Secretaries as well thus widening the pool of Secretaries that can manage increased LCC cases associated with end of financial year.</b>		
Reasons for Leaving <b>Promoted to P5</b>		

Job Title <b>Officer-in-Charge General Services Section.</b>	Type of Business <b>Administration</b>	From - To <b>01/02/2007 - 01/01/2008</b>
Name of Employer <b>United Nations - UNMIS</b>	Name of Supervisor <b>Ms. Heather Landon</b>	
Salaries per Annum: Starting <b>81942</b>	Final <b>81942</b>	Currency Paid <b>USD</b>
Telephone Number <b>249912178 772</b>	Is this a civil servant position of your Government? <b>No</b>	Is this a position within the UN Common System? <b>Yes</b>
Address of Employer <b>Sudan</b>	Email Address <b>arwegayura@yahoo.com or rwegayura@un.org</b>	
Number of Employees Supervised by You <b>10</b>		
Description of Duties <b>Take lead in preparing and overseeing the implementation of GSS budget plan and acquisition plan. Coordinate and give guidance regarding the execution of substantive functions of the GSS Units and Sub-Units. Create conducive environment for GSS staff to be always conscious in carrying out the main activities both of facilitating and providing services in UNMIS HQ and in the Sectors, to enable the rest of the Mission to carry out UNMIS mandate in respective areas. Initiate and set up effective and practicable operation systems in accordance with the UN rules and regulations for various periodic and regular activities, such as: stock verification, mail and pouch distribution, write off of UN properties of various categories, instituting process for third-party and staff member claims, managing of MSA and Transit Camps, Record management and archiving, receiving and inspection of UN shipment and recruitment of needed and qualified staff in GSS.</b>		
Summarize any of Your Achievements <b>Managed to bring to fruition the serious recruitment campaign initiated by my predecessor and reduced the vacancy rate by 80%. The acute shortage of personnel in the past resulted into serious performance deficiency, but now with improved staffing levels, the following achievement have been recorded: Contracts and Leases are properly documented, followed up, renewed or terminated in timely manner. The GSS negative legacy of almost every procurement LCC/HCC cases labeled with ex-post facto flag has been turned around. The effort to correct errors has been overwhelming and staff members are motivated for taking the right and timely actions. UNMIS SAU's are monthly reminded to submit write off requests. Scope of Work have been drafted and approved by both Contract Management Unit and Procurement Section for the following mission wide services: catering, laundry, camp support services and waste removal and disposal services. I participate in the following Committees that continues to give satisfactory performance: 1. Local Committee on Contracts - Member 2. Tender Opening Committee - Chairman 3. Claims Review Board - Member 4. Space Allocation Committee - Chairman 5. SPA Review Panel - Member 6. PAS Rebuttal Panel - Member</b>		
Reasons for Leaving <b>Chief General Services appointed.</b>		

Job Title <b>Chief, Secretariat of Boards and Committees (CRB/PSB/BOI/LCC)</b>	Type of Business <b>Administration</b>	From - To <b>01/02/2006 - 01/02/2007</b>
Name of Employer <b>UNMIS</b>	Name of Supervisor <b>Yanick Van Der Beke</b>	
Salaries per Annum: Starting	Final	Currency Paid <b>USD</b>
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>Yes</b>

Telephone Number

Email Address

**rwegayura@un.org**

Address of Employer

**Sudan**

Number of Employees Supervised by You

**9**

Description of Duties

• **Interprets and oversees application of policies, procedure, rules and regulations governing the functions of the sub-units of: Claims Review Board (CRB), Board of Inquiry (BOI), Property Survey Board (PSB) and Local Committee on Contracts (LCC).** • **Analyses, reviews, approves or redrafts documentation submitted by supporting staff for the purpose of effecting decision making, onward transmission for information or approval of senior management and for carrying out an appropriate administrative action.** • **Supervises, assesses, develops or trains supporting staff of the sub-units to bring about a coherent and integrated achievement of the Unit's objectives.** • **Develop annual work plan, along with a strategy for its implementation and constant monitoring, making sure the individual staff members' work plan is amalgamated to the Unit's work as is for the Work Plans of the supervisory offices of Section of General Services, Office of Chief Administrative Services and the Division of the Mission Support, incorporated within the larger context of the UNMIS Work Plan.** • **Deputizes the post of Chief, General Services.**

Summarize any of Your Achievements

• **Third party claims are presented and acted upon by the CRB within one month, and that all categories of UN personnel in regard to bodily injury, death and loss of personal effects are informed of the process.** • **PSB staffs are able to exercise unwavering vigilance in following up cases for write-off and take timely actions to get documents from SAUs and prepare recommendations for write-offs.** • **BOI and CRB staffs now take proactive stance to link up claimants with the Insurance Company and oversee early preparation of appropriate documents.** • **Follow up preliminary investigation reports within one month of the occurrence, so as to be able to convene BOIs and submit report within the second month. The goal to convene monthly minimum of four BOI cases and to convene BOI within 48 hours for death cases have been achieved.** • **LCC now receive efficient secretarial services with ability to distribute documents 48 hours before the scheduled LCC meeting and issuing minutes 72 hours or less after the meeting.** • **Unit's work force is well motivated and has generally achieved proficient levels in performance.** • **Opportunities to function as OIC CGS have proven my capability to manage and supervise expanded responsibilities of the General Services Section.**

Reasons for Leaving

**Given extra responsibilities as Oic General Services.**

Job Title

**BOI OFFICER (PERMANENT MEMBER/CHAIRPERSON)**

Type of Business

**FIELD MISSION**

From - To

**01/06/2002 - 01/07/2004**

Name of Employer

**UNMISSET**

Name of Supervisor

**Margaret SIMON**

Salaries per Annum:

Starting	Final	Currency Paid
<b>83255</b>	<b>83255</b>	<b>USD</b>

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

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

Telephone Number

**1212963 0099**

Email Address

Address of Employer

**East Timor**

Number of Employees Supervised by You

**0**

Description of Duties

**Participate in legal briefing prior to commencement of investigations and deliberations of unprecedented Board of Inquiry - BOI. Depending on the nature of the case generally in categories of misconduct of staff member, accidents or mismanagement of assets, compare all data and every information collected in preliminary investigations, such as UN Security Report, Police Report, Medical Reports, claim application, death certificate, technical reports, FACS (Field Assets Control System), R & I (Receiving and Inspection) reports and other UN records to ascertain completeness and/or discrepancy. Correspond with involved parties and conduct personal interview or travel to conduct investigations in the field. Analyze facts of cases to determine extent of seriousness, responsibility, culpability and/or the UNs liability in accordance with policy provisions principally the UN Staff Regulations and Rules, and principal operations manuals: the Field Administration Manual, Financial Rules, Procurement Manual, Administrative Instructions, Contingents SOPs (Standard Operating Procedures) or any relevant administrative and judicial precedent and other evidence. Using knowledge of facts, findings of the deliberation and the UN practices, render conclusions that help the UN Administration to make appropriate decisions, and when deemed fit make recommendations that protect the UN interests and avoid recurrence of similar undesirable incidents. Draft and/or approve reports for submission to the DOA.**

Summarize any of Your Achievements

**Chaired BOI meetings which, made conclusions and recommendations that facilitated UNMISSET mission and the UN authorities to make appropriate decisions, mostly on matters of claims and compensation. In addition, expanded proven evidence and precedents that the UN use to decide cases of payments, unjustified claims and compensation. Developed basis and records that facilitated the work of the Claims Review Board - CRB and the Local Property Survey Board - LPSB. Significantly, the BOI made recommendations that inhibit recurrences of wrongdoings including misconduct of staff members. In the process I assertively acquired skills in the application of the UN administrative instructions, staff rules and staff regulations, various operations manuals, particularly the Field Administration Manual, Procurement Manual, and Finance Rules. Acquired knowledge of regulations, rules and instructions related to third party claims and insurance coverage.**

Reasons for Leaving

**Mission downsizing**

Job Title

**CHAIRPERSON AND PERMANENT MEMBER BOARD OF INQUIRY**

Type of Business

**ADMINISTRATION**

From - To

**01/05/2001 - 01/05/2002**

Name of Employer

**UNTAET**

Name of Supervisor

**NIEVA MENDOZA**

Salaries per Annum:

Starting	Final	Currency Paid
<b>91215</b>	<b>91215</b>	<b>USD</b>

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

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

Telephone Number

Email Address

**arwegayura@yahoo.com**

Address of Employer

**East Timor**

Number of Employees Supervised by You

**3**

## Description of Duties

Conduct and manage the office of the Board of Inquiry as per the SRSG-approved "manual for the conduct of Boards of Inquiry". Conduct reconnaissance, fact-finding and appropriate investigations. Identify subjects, witnesses and conduct interviews. Analyse and make references to past cases, UN Rules and Regulations. Keep abreast of the nature and status of the administrative and logistic support services in the mission. Make conclusions for respective Board of Inquiry cases and make recommendations when deemed fit. Draft and/or approve reports for final submission to the Director of Administration - DOA and the Special Representative of Secretary General - SRSG.

## Summarize any of Your Achievements

**Achievement:** established computer database and set precedents on multiplex cases related to: misconduct, contract management, thievery, asset control, and injuries or deaths due to various accidents mostly vehicular, firearms, helicopter and drowning. Chaired Boards' meetings which, made decisions and recommendations that facilitated UNTAET mission and the UN authorities to make right decisions mostly on matters of claims and compensation. Some of BOI recommendations have inhibited the recurrence of wrongdoings and misconduct of staff members. In the process I mastered the UN Staff Rules and Regulations and various Manuals of operations.

## Reasons for Leaving

**TRANSFERRED (NEW APPOINTMENT)**

Job Title <b>DISTRICT ADMINISTRATOR</b>	Type of Business <b>TRANSITIONAL ADMINISTRATION, EAST TIMOR</b>	From - To <b>01/02/2000 - 01/05/2001</b>
Name of Employer <b>UNTAET</b>	Name of Supervisor <b>JESUDAS BELL/JERRY FOX</b>	
Salaries per Annum: Starting <b>87731</b>	Final <b>87731</b>	Currency Paid <b>USD</b>
Is this a civil servant position of your Government? <b>No</b>		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address	
Address of Employer <b>East Timor</b>		
Number of Employees Supervised by You <b>30</b>		

## Description of Duties

**Providing leadership to the UN team of multi-racial staff members, local staff and NGO's working in the region. Representing the SRSG, coordinating and executing the mandate of the UN Transitional Administration in the District of Manatuto to bring about stability, maintain law and order and institute basic social and civil services. Promoting democracy, human rights, and gender balancing while encouraging consulting with local communities on issues affecting the regional development. Recruiting and grooming local staff understudying the international UN staff members in readiness to administer the future Timorese Government when UN mandate ends. Promoting democracy, human rights, and gender balancing while encouraging consulting with local communities on issues affecting the regional development. Recruiting and developing diverse skills of counterpart local staff earmarked to administer the future Timorese Government when UNTAET mandate ends.**

## Summarize any of Your Achievements

**The achievement included early realization of stability and effective representation in the seven sub-Districts of the Manatuto District. This enabled the resumption of needed community basic social services of sanitation, health, water supply and agricultural activities. Posted in the mostly devastated region with 97% of infrastructures destroyed, and managed to bring about stability, maintained law and order and instituted basic social and civil services. Manatuto became one of the first 2 out of 13 Districts with stable leadership to groom the first national District Administrators.**

## Reasons for Leaving

**Reassigned**

Job Title <b>MINISTER PLENIPOTENTIARY AND DEPUTY AMBASSADOR</b>	Type of Business <b>BILATERAL DIPLOMATIC REPRESENTATION</b>	From - To <b>01/02/1996 - 01/02/2000</b>
Name of Employer <b>EMBASSY OF TANZANIA</b>	Name of Supervisor <b>AMB. MUSTAFA S. NYANG' ANYI</b>	
Salaries per Annum: Starting <b>60000</b>	Final <b>63000</b>	Currency Paid <b>USD</b>
Is this a civil servant position of your Government? <b>No</b>		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address	
Address of Employer <b>United States of America</b>		
Number of Employees Supervised by You <b>12</b>		

## Description of Duties

**Executing diplomatic work, routine management of the Embassy, supervision of diplomatic staff and local personnel, financial management and budgeting. In-charge of extended bilateral accreditation to Countries of Mexico, Brazil, Argentina and Venezuela. Head of trade and economic desk and principal liaison officer with the World Bank and IMF. Permanent delegate and Embassy's Official Representative to the Annual World Bank & IMF meetings; International Cotton Advisory Committee- ICAC; and INTELSTAT.**

## Summarize any of Your Achievements

**In liaison with the World Bank - staff development division, designed, for Tanzania's civil service, a modernised annual work plan and staff performance appraisal system. Designed, and published in December 1999, the embassy's web site, which can be visited at address: www.tanzaniaembassy-us.org. Organized and motivated staff to work effectively under pressure of critical deadlines and constraints of shortages of staff and inadequate budget. Directed repairs of a Chancery building, raising its real-estate net value from \$0.6m. to \$1.5 million. Established initial diplomatic representation between Tanzania and Latin American countries.**

## Reasons for Leaving

**Employed (secondment) by the UN.**

Job Title <b>MINISTER PLENIPOTENTIARY AND HEAD OF CHANCERY</b>	Type of Business <b>REPRESENTATION TO THE UNITED NATIONS</b>	From - To <b>01/09/1995 - 01/02/1996</b>
Name of Employer <b>EMBASSY OF TANZANIA</b>	Name of Supervisor <b>AMB. DAUDI MWAKAWAGO</b>	
Salaries per Annum:		

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>60000</b>	<b>60000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address	
		<b>tzrepsy@aol.com</b>	
Address of Employer			
<b>United States of America</b>			
Number of Employees Supervised by You			
<b>14</b>			
Description of Duties			
<b>Overall responsibility for General and Administrative Services in the embassy. Supervision of diplomatic, administrative and local staff members. In charge of financial management and budgeting. Delegate to the 50th session of the United Nations General Assembly. Led regular official's representation to the plenary sessions of the General Assembly. Assigned to represent Tanzania's Permanent Mission to the UN in the Administrative and Budgetary Committee (fifth committee) of the General Assembly.</b>			
Summarize any of Your Achievements			
<b>Reviewed operations and set into operation strategies for cost cutting measures.</b>			
Reasons for Leaving			
<b>Promoted and Transferred.</b>			

Job Title	Type of Business	From - To
<b>DIRECTOR, ADMINISTRATION AND PERSONNEL</b>	<b>GOVERNMENT</b>	<b>01/04/1993 - 01/08/1995</b>
Name of Employer	Name of Supervisor	
<b>MINISTRY OF FOREIGN AFFAIRS</b>	<b>DR IBRAHIM MSABAHA</b>	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>350000</b>	<b>400000</b>	<b>TZS</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address	
		<b>foreign@tanzania.go.tz</b>	
Address of Employer			
<b>Tanzania, United Rep. of</b>			
Number of Employees Supervised by You			
<b>9</b>			
Description of Duties			
<b>Directed and supervised Chiefs and Heads of Sections of the Department of Administration and Personnel: Human Resources Management, Administration, Procurement, Registry, Transport, Communications, Protocol, and Accounts, ensuring effective and efficient delivery of services to Ministry HQ and Embassies. Directed and co-ordinated the administration and personnel policies for the Ministry and 25 Embassies. Final authority for disbursement of funds, recruitment, placement, promotions, and disciplinary matters, including management of office spaces. Headed the Ministry's annual representation before the Parliamentarian Budgetary Committee. Director of the Board of Arusha International Conference Centre.</b>			
Summarize any of Your Achievements			
<b>Reviewed operations of Embassies and developed a case to rescind a decision to close 12 Embassies. Directed implementation of austerity measures, and reduced base line operating budget to two thirds. Redesignated the Career Scheme of Service for Foreign Service Officers to reflect shifting of expertise and become more responsive and dynamic towards adopting an economic diplomacy reorientation. Appointed Envoy to carry messages to Governments of Kigali – Rwanda; Bujumbura – Burundi; Jakarta-Indonesia and Mexico-Mexico.</b>			
Reasons for Leaving			
<b>TRANSFERRED</b>			

Job Title	Type of Business	From - To
<b>CHIEF, HUMAN RESOURCES DEVELOPMENT AND PLANNING</b>	<b>GOVERNMENT</b>	<b>01/01/1986 - 01/03/1993</b>
Name of Employer	Name of Supervisor	
<b>MINISTRY OF TRANSPORT AND WORKS</b>	<b>DR. FELICIAN MUJUNI</b>	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>150000</b>	<b>200000</b>	<b>TZS</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address	
Address of Employer			
<b>Tanzania, United Rep. of</b>			
Number of Employees Supervised by You			
<b>15</b>			
Description of Duties			
<b>Tanzanian Counterpart to World Bank Human Resources Specialist, in the IDA funded Transportation Infrastructure project (IRP). Coordinated annual strategic and action plan meetings that addressed HRD issues. In December 1987, represented Tanzania to a German sponsored workshop that developed need analyses, and recommended future HRD assistance to Africa by the German Government. In May 1988 directed a three-member team sponsored by the Norwegian Government to review and recommend human resources technical assistance to the Dar es Salaam Maritime Institute. Board Director of four institutions: The Bandari College of Tanzania and Harbours Authority; the Institute of Transport; the Morogoro Works Training Institute and the Dar es Salaam Maritime Training Institute. Chaired regular Ministerial Negotiating and Evaluation Committee for selecting HRD technical assistance to Tanzania's World Bank funded -IRP project.</b>			
Summarize any of Your Achievements			
<b>Presented to Donors Conference the fully supported long-term strategy on: "Institutional Development for the Tanzania's Construction Sector". February 1993. Negotiated successfully a cost effective training package with Indian Government and Indian Colleges to train 150 Tanzanians in various engineering degree courses.</b>			
Reasons for Leaving			
<b>PROMOTED AND TRANSFERRED</b>			

Job Title <b>HEAD, PERSONNEL SECTION AND PARLIAMENT QUESTIONS</b>	Type of Business <b>GOVERNMENT</b>	From - To <b>01/07/1978 - 01/12/1985</b>
Name of Employer <b>MINISTRY OF TRANSPORT AND COMMUNICATIONS</b>	Name of Supervisor <b>MR ODIRA ONGARA</b>	
Salaries per Annum: Starting <b>60000</b>	Final <b>90000</b>	Currency Paid <b>TZS</b>
Is this a civil servant position of your Government? <b>No</b>		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address	
Address of Employer <b>Tanzania, United Rep. of</b>		
Number of Employees Supervised by You <b>5</b>		
Description of Duties <b>Responsible for preparation of Cabinet papers for Government ratification of Multilateral and Bilateral protocols/agreements in the sectors of: civil aviation, maritime, meteorology, and telecommunications. Chaired the Ministerial Appointment and Promotion Committee-APC Prepared Government responses to questions asked by Members of Parliament on Works, Communications and Transport sector/issues.</b>		
Summarize any of Your Achievements <b>Implemented workforce downsizing and commensurate compensation plan that resulted in significantly higher satisfaction level among employees.</b>		
Reasons for Leaving <b>PROMOTED</b>		

Job Title <b>MEMBER OF THE SECRETARIAT</b>	Type of Business <b>GOVERNMENT</b>	From - To <b>01/07/1977 - 01/06/1978</b>
Name of Employer <b>SPECIAL TASK FORCE MINISTRY OF TRANSPORT.</b>	Name of Supervisor <b>HON. AMIR JAMAL</b>	
Salaries per Annum: Starting <b>50000</b>	Final <b>50000</b>	Currency Paid <b>TZS</b>
Is this a civil servant position of your Government? <b>No</b>		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address	
Address of Employer <b>Tanzania, United Rep. of</b>		
Number of Employees Supervised by You <b>4</b>		
Description of Duties <b>Appointed member of Steering Committee of the Special Task Force (MCT/STF) set up to incorporate Public Corporations for services previously rendered under the then defunct East African Economic Co-operation. Served as Secretary to the Recruitment Sub Committee of MCT/STF that identified and recommended General Managers (CEOs) and senior managerial staff for newly formed and Government owned corporations of: Air Tanzania Corporation; Tanzania Post and Telecommunications; Tanzania Harbours Authority and Tanzania Railways Corporation.</b>		
Summarize any of Your Achievements <b>Public Corporations were established in a timely manner without disruption of vital services to the nation.</b>		
Reasons for Leaving <b>TASK FORCE MANDATE ENDED</b>		

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
<b>English</b>	<b>No</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>
<b>French</b>	<b>No</b>	<b>Not easily</b>	<b>Not easily</b>	<b>Not easily</b>	<b>Not easily</b>
<b>Arabic</b>	<b>No</b>	<b>Not easily</b>	<b>Not easily</b>	<b>Not easily</b>	<b>Easily</b>
<b>Spanish</b>	<b>No</b>	<b>Not easily</b>	<b>Easily</b>	<b>Not easily</b>	<b>Easily</b>

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

Language	Mother Tongue	Speak	Read	Write	Understand
<b>Kinyarwanda</b>	<b>No</b>	<b>Not easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>
<b>Luganda</b>	<b>No</b>	<b>Not easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>
<b>Haya</b>	<b>Yes</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>
<b>Kiswahili</b>	<b>Yes</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>

# Address

6 Spinning Wheel Ct.  
Germantown MD United States of America  
Telephone: 1-301-528 4133  
Fax: 1-240-838 6838  
Contact: Anastase Rwegayura

# 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
<b>Robert ANDERSEN</b>	<b>Consultant/Ambassador</b>	<b>tanzania-consulate Denmark</b>	<b>4540291957 robert@tanzania-consulate.dk</b>
<b>Robert KAJIRU</b>	<b>Software Consultant - SAIC - US Government</b>	<b>2010 Vermont Ave NW Denmark</b>	<b>1202261 9303 robertkajiru@gmail.com</b>
<b>Liberata MULAMULA</b>	<b>Ambassador Executive Secretary</b>	<b>International Conference on the Great Lakes Region Denmark</b>	<b>25722256 824 liberatul@yahoo.com</b>

## Personal History Profile for William SAAB-PEREZ

### General Details

1. Family name <b>SAAB-PEREZ</b>	First Name <b>William</b>	Middle Name <b>Joseph</b>	Maiden Name, (if any) <b>N/A</b>
2. Date of Birth <b>22/03/1950</b>	3. City of Birth <b>Veracruz, VER</b>	Country of Birth <b>Mexico</b>	Index No <b>115692</b>
4. Country of Nationality at Birth <b>Mexico</b>	Second Nationality (if any)	5. Country of Present Nationality <b>Mexico</b>	Second Nationality (if any)
6. Gender <b>Male</b>	7. Height [cm] <b>170</b>	8. Weight [kg] <b>82</b>	9. Marital Status <b>Married</b>

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

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

11. Have you taken up legal permanent residence status in any country other than that of your nationality? **Yes. Lebanon.**

13. What is your preferred field of work? **Professional, managerial & technical specialists for which no job family exists**

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

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

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

18. Email Address: **saab-perez@un.org**

### Education

List all university degrees or equivalent qualifications obtained.

University Name <b>Ecole Superieure d'Ingenieurs de Beirut-ESIB</b>	City, Country <b>Beirut Lebanon</b>	From - To <b>Sep-1970 - Jun-1975</b>
Main Course of Study <b>Other Engineering</b>	Field of Study <b>Engineering &amp; Engineering Trades</b>	
Degree Title or Equivalent <b>License de Genie Civil- Electro-Mecanique</b>	Degree Type <b>Bachelor of Sciences</b>	

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

Name of School <b>College des Apotres</b>	City, Country <b>Jounieh Lebanon</b>	From - To <b>Oct-1965 - Jun-1970</b>
Main Course of Study <b>Regular scientific courses</b>		Certificate or Diploma <b>Mathematiques Elementaires(Math.Elem)</b>

### Employment

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

Job Title <b>CTO</b>	Type of Business <b>Peace keeping</b>	From - To <b>01/01/2008 -</b>
Name of Employer <b>DFS / UNIFIL</b>		Name of Supervisor <b>Girish Sinha</b>
Salaries per Annum: Starting <b>135000</b>	Final <b>144000</b>	Currency Paid <b>USD</b>
	Is this a civil servant position of your Government? <b>No</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>9611827420</b>	Email Address <b>saab-perez@un.org</b>	
Address of Employer <b>Lebanon</b>		
Number of Employees Supervised by You <b>129</b>		
Description of Duties		

I was in charge of the planning and management of the surface transport operations in the mission. This entails to provide effective and cost efficient ground transport support to civilian staff and few TCC on dry lease regime. I used to take key actions: regularly review operational plans and streamline procedures/SOPs, complete the approved replacement vehicle programme; advise VEC to effect a rational and effective vehicles allocation to sections to optimize vehicle usage, upgrade workshops operations (replace worn out tools and machines, streamline Spare parts / expendables management mechanisms, ensure that acquisition plans do not allow for overstocking, force staff to dispose of obsolete spare parts, devise mechanisms for anti-pilferage of parts/tools, improve control of funds used for outsourced services (Patria or OEC), strive to encumber vacant posts in the Section to meet real requirements and block those posts considered as surplus, constantly monitor staff performance and identify areas for efficiency gains, Organize technical and management training to the staff, assist Fuel Unit in monitoring the average fuel consumption per vehicle, streamline the Transport rules briefings/ familiarization of new civilian and military personnel, Issue mission driver's permits to Contingent personnel up to 700 permits per week, actively participate in mission panels/boards/COE inspections, chaired Military MTOs conferences at every rotation, act as OIC ISS whenever CISS is absent. attend all FC morning briefings and attend to thier support requirments at all ISS levels.

Summarize any of Your Achievements

**Successes:** All mission personnel were provided timely and effective surface transport means to accomplish mandated activities, UNOE vehicles/equipment were safely maintained to meet the Mission's operational requirements in the most efficient and cost effective manner, I ensure efficient management of SISU APCs maintenance support by specialized contractor; UNOE vehicles usage was managed in accordance with the established ratios and mission policies, the New Fleet management System was implemented without delay in accordance with the plan 1 Sept 2008, rational mechanisms were put in place to order parts and stock levels were reduced to overall 9 % vs. the fleet value (8% for the heavy fleet and 10 % for the light fleet); Obsolete parts were written off in strict compliance with the established procedures, I improved accountability and control of parts/tools and equipment and the stocks levels were accurately captured in Galileo/FMS/BO reports every week; Section Budget achievement and acquisition targets were met in a timely manner; I reduced operating costs at several occasions by completing some jobs in-house; fuel consumption per vehicle monitored regularly via carlog and FMS; all SOPs were updated to meet new realities, road safety conducted every trimester to reduce the traffic accidents.

Reasons for Leaving

get a higher post level with more challenging responsibilities - in a complex mission.

Job Title <b>CTO</b>	Type of Business <b>Peace keeping field operations</b>	From - To <b>01/08/2000 - 01/12/2007</b>
Name of Employer <b>DPKO-MONUC</b>		Name of Supervisor <b>Hazel Scott</b>

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>84697</b>	<b>109004</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>

Telephone Number

**24381890.7722**

Email Address

**saab-perez@un.org**

Address of Employer

**Congo, Dem. Rep.**

Number of Employees Supervised by You

**247**

Description of Duties

**Following duties were performed:** As a senior section chief, I acted as OIC Intregated Support Services of the mission in the absence of CISS at several times, and upon the DOA's request as Regional Administrative Officer (RAO) of a large area ( 1/3 of Europe size) where a Brigade size was operating under chapter 7..disarming militias, involved in DDRRR process, and supporting Security Sector Reform; however I was primarily responsible in the mission for the overall planning and provision of the mission ground transportation service. That included preparation of the budget in line with the ACABQ requirements. As a certifying officer, I controlled and certified mission expenditures for most ISS sections; Provided support to the MOVCON operations in receiving, rotating or repatriating troops, I was responsible to provide support to the mission air operations in terms of special equipment which involved at normal times, 72 aircrafts and at the peak of the elections 102 a/c. I provided mobility support to Liaison Military/ Political offices outside Congo. I also support the inspections of the COE unit which worked under the mission Joint Logs center. I set up administrative policies and procedures for surface mobility. Formulated the mission Road Safety policy; Proposed the mission Vehicle Establishment. Directly responsible as the chief of a self-accounting unit of all the vehicular assets, their maintenance, control, and final disposal. Served in various mission panels/ boards such as the LCC member (very recently I attended a seminar organized by HCC/PS, thus allowing the granting to the Mission a higher Local Delegation Authority up to \$500,000 for non-core requirements), still serve as Chairman of the LCRB, Member of a Panel to Review staff grades, serve frequently in Rebuttal Panels, BOI, and acted as Admin Duty Officer of the mission on rotational basis.

Summarize any of Your Achievements

**During the period Aug 2000/ April 2007:** I provided efficient and timely mobility support to the largest and most complex dkpo mission including during the times of the multiple elections which were carried out in a very efficient and economical manner. I delayed the disposal process of around 100 vehicles to serve during the elections peak period, thus avoiding to procure new/ additional vehicles for a short period of six months. I devised the creation of two mobile teams of heavy technicians to support more effectively the equipment of the airfields, thus avoiding delays or cancellation of flights in remote areas due to faulty equipment, which has helped improving the safety and security of our staff, crews, and equipment. The other alternative was to outsource this task to an expensive service provider which will cost the organization more than US\$ 8 M per year. I supported within the existing resources the sudden mission expansion in the East of DRC and in Katanga province without having to request additional funds. I convinced the military contingents to use their COE trucks in support of the increased DDRRR operations and reduce reliance of the expensive rented trucks. I coordinated with UNHQs to transfer surplus vehicles / trucks to MONUC from closing down mission as UNMABIH, UNAMSIL some 113 units, in lieu of procuring new vehicles. This resulted in US\$ 1.58 M savings. I supported efficiently with adequate number of armored vehicles the mobility requirement of the new Neutral Force in Kinshasa for their patrolling / escorting tasks of the Transitional Govt VIP, which was not foreseen in the budget. I had always planned my section support with a minimum of staffing requirements of mixed international civilian and military staff, national and UNVs. In outsourcing through Procurement section to local garages, some of the vehicles repairs which were caused by traffic accidents, I succeeded to reduce the VOR of the fleet and maintained its readiness at 95 % at all times. I was able to monitor very well the section annual budgets which used to amount to around US \$ 2.75 M. Due to my intensive knowledge of the UN rules/regs and logistics aspects, my technical assistance was requested by UNHQs to participate in major bids analysis in NY for the heavy trucks system contract rebidding for the next five year.

Reasons for Leaving

**I look to serving in a field mission with more challenging responsibilities, irrespective of the salary increase, managing the logistical and technical support in its full range covering engineering, movcon, supply, transport, air operations and comms / IT; in view of my extensive and sound experience in UN field missions and my intensive knowledge of the UN financial and staffing rules and regs, having served in almost all local administrative panels of mission for years.**

Job Title <b>CTO</b>	Type of Business <b>Peace keeping field operations</b>	From - To <b>01/07/1993 - 01/04/2000</b>
Name of Employer <b>DPKO-UNMIH</b>		Name of Supervisor <b>Marcel Savard</b>

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>60024</b>	<b>84697</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>

Telephone Number

**24381890.7722**

Email Address

**saab-perez@un.org**

Address of Employer

**Haiti**

Number of Employees Supervised by You

**---**

## Description of Duties

**Under the delegation of the CAO, I assumed the responsibilities of the Chief Transport Section which include but not limited to: \* Plan for the provision of the motor transport capability within the mission and the support maintenance of the vehicle fleet.**

## Summarize any of Your Achievements

**In Haiti mission, I was among the first personnel who were deployed there to establish the basis of the mission operational transportation requirements. The vehicular fleet consisted of around 50 vehicles for around a year. With the arrival of the multinational forces in September 1994, the mission evolved rapidly to become rather a large mission. Under the delegation of the CAO, I assumed the responsibilities of the Chief Transport Section which include but not limited to: \* Plan for the provision of the motor transport capability within the mission and the support maintenance of the vehicle fleet. The Fleet reached at one point 1,230 SCPV, including 8 Fast Zodiac boats as well. Responsible to develop the vehicle establishment, arrange for the acquisition of the vehicles, distribution, control their utilization and their disposal in accordance with the established rules and in coordination with UNHQs. Managed and monitored all LOAs raised between the mission and the various countries contributing contingents. I established 7 workshops in the main Sectors which provided timely and efficient support. Outsourced some of the repairs when deemed more cost efficient. Managed an annual budget of US\$ 2.9 M, monitored and certified all related expenditures. Responded to auditors when required. Liaised with local authorities on the receipt and clearance of UN vehicles.**

## Reasons for Leaving

**End of the mission**

Job Title <b>Chief Housing Section</b>	Type of Business <b>UN specialized agency</b>	From - To <b>01/01/1990 - 01/07/1993</b>
Name of Employer <b>UNDP</b>	Name of Supervisor <b>David Lawson</b>	
Salaries per Annum: Starting <b>18000</b>	Final <b>36000</b>	Currency Paid <b>USD</b>
	Is this a civil servant position of your Government? <b>No</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address <b>saab-perez@un.org</b>	
Address of Employer <b>Angola</b>		
Number of Employees Supervised by You <b>23</b>		
Description of Duties		
<b>Under the overall delegation of UNDP Deputy Resident Representative, I was in charge of the planning, coordination, with UNHQs and management of the UN common premises refurbishment, expansion and maintenance including office space and housing renovations to the 8 UN Agencies in Angola.</b>		
Summarize any of Your Achievements		
<b>Planned, organized and oversaw the provision of services to the UN Agencies Common premises in Angola ( 8 UN Agencies ) . Daily Services were provided to 66 housing units and 21 Guestrooms. these were provided either by 22 locally recruited technicians or portuguese construction contractors. The local technicians were skilled electricians, plumbers, carpenters, painters etc..* coordinate, supervise and control the international contractors who undertook the renovation / refurbishment and extension of the UNDP offices.</b>		
Reasons for Leaving		
<b>Better offer from DPKO</b>		

Job Title <b>Consultant Engineer</b>	Type of Business <b>construction and contracting</b>	From - To <b>01/10/1985 - 01/10/1989</b>
Name of Employer <b>CARLEX</b>	Name of Supervisor <b>Christopher Alexander</b>	
Salaries per Annum: Starting <b>15600</b>	Final <b>21600</b>	Currency Paid <b>USD</b>
	Is this a civil servant position of your Government? <b>No</b>	Is this a position within the UN Common System? <b>No</b>
Telephone Number	Email Address	
Address of Employer <b>United States of America</b>		
Number of Employees Supervised by You <b>35</b>		
Description of Duties		
<b>Assist in preparing cost estimates, finalize tender documents for repairs projects, manage and supervise execution of the projects.</b>		
Summarize any of Your Achievements		
<b>Construction of 16 new condos in Verona - NJ /USRenovation of 13 stories building in Bloomfield, NJConstruction of two solid water handling facilities in Bricktown and Stafford / NJ.</b>		
Reasons for Leaving		
<b>Reduction of projects</b>		

Job Title <b>Project Engineer</b>	Type of Business <b>Specialized Agency</b>	From - To <b>01/09/1981 - 01/08/1985</b>
Name of Employer <b>UNICEF</b>	Name of Supervisor <b>Gullmar Anddersonson</b>	
Salaries per Annum: Starting <b>19200</b>	Final <b>25000</b>	Currency Paid <b>USD</b>
	Is this a civil servant position of your Government? <b>No</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address	

Address of Employer

**Lebanon**

Number of Employees Supervised by You

**13**

Description of Duties

**Unicef was entrusted by the Lebanese Govt to undertake an emergency project in the South of Lebanon consisted of rehabilitating/ expanding the infrastructure including rebuilding destroyed main water pumping stations, construction of elevated water reservoirs (250 cubic meters), restoration and new construction of schools and hospitals. I was one of ten engineers who were planning, coordinating and supervising the execution by local contractors of the projects.**

Summarize any of Your Achievements

**Achievements were: rehabilitating the damages to hospitals as a result of hostilities, repairing main pumping stations and main water lines, constructing new water elevated reservoirs and new water pipelines linking water deprived villages, repairing and constructing new schools, and executng self -help projects including constructing new roads within the villages. As a project engineer, I was responsible of preparing the scope of work, technical details and cost estimates of various projects, prepare tender documents etc submit to HQs and then at a later stage supervise the execution by the contractor, manage the project until its completion.**

Reasons for Leaving

**End of Project and increase of hostilities between Lebanon and Israel.**

Job Title	Type of Business	From - To
<b>Site Engineer</b>	<b>construction</b>	<b>01/01/1977 - 01/08/1981</b>
Name of Employer	Name of Supervisor	
<b>CAT ( Contracting And Trading)</b>	<b>Abdallah Gbantous</b>	
Salaries per Annum:		
Starting	Final	Currency Paid
<b>9500</b>	<b>25000</b>	<b>USD</b>
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>No</b>
Telephone Number	Email Address	
Address of Employer		
<b>Saudi Arabia</b>		
Number of Employees Supervised by You		
<b>80</b>		
Description of Duties		
<b>Site supervisor engineer responsible of the construction activities, manage skilled technicians direct their work and ensure full compliance with the designs and specs.</b>		
Summarize any of Your Achievements		
<b>Execute the erection of 4x Industrial Gas Compression plants. Designs were prepared by US firm Fluor Co. who was tasked by ARAMCO.( Arabian American Oil Company ) As an electro-mechanical engineer, I was directing, supervising various expats technicians to execute the project. Liaised directly and regularly with FLUOR on all operations and execution phase, up to the final commissioning of the plant. I was involved also as a site engineer in a water project in Dhahran for ARAMCO: extension of the city main water lines, sewage main lines and the erection of one Water Reverse Osmosis Plant and well drilling.</b>		
Reasons for Leaving		
<b>End of projects</b>		

Job Title	Type of Business	From - To
<b>Production Engineer</b>	<b>manufacturing electrical cables</b>	<b>01/08/1975 - 01/11/1976</b>
Name of Employer	Name of Supervisor	
<b>Mideast Cables</b>	<b>Emile Chaoul</b>	
Salaries per Annum:		
Starting	Final	Currency Paid
<b>6400</b>	<b>6400</b>	<b>USD</b>
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>No</b>
Telephone Number	Email Address	
Address of Employer		
<b>Lebanon</b>		
Number of Employees Supervised by You		
<b>0</b>		
Description of Duties		
<b>Responsible of the production of electrical wires and cables in a factory. Carry out the regular preventive maintenance of the machineries, Control the quality of the production, Monitor the performance of the technicians, their attendance and provide them with technical advice.</b>		
Summarize any of Your Achievements		
<b>The situation in that area was not very stable due the security volatility at that time. Quality of the production was not that good, then I tried hard to improve it by coaching closely and raise the technicians morale which was at its lowest point.</b>		
Reasons for Leaving		
<b>Civil unrest and security events prevented the factory from continuing its operations.</b>		

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:

**Galileo, Mercury, Nucleus, Finance Monitoring Tool, Excel and Power Point...**

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

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

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

Language	Mother Tongue	Speak	Read	Write	Understand
<b>Portuguese</b>	<b>No</b>	<b>Easily</b>	<b>Easily</b>	<b>Not easily</b>	<b>Easily</b>

## Address

Dahr Sarba  
 Touma's Bldg, 6th Floor, St. Joseph street  
 Jounieh Kesrouan Lebanon  
 Telephone: 961-9-635239  
 Fax: 961-3-335373  
 Contact: William Saab Perez

## 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
<b>Karl-Axel LARSSON</b>	<b>Runs owned company Saporta Consulting for translations</b>	<b>Kungsgatan 10, 503 33 Boras, Tel : 46-33-106502 Mobile Cell : 46-707-686838 Sweden</b>	<b>4633106502 saporta@telia.com</b>
<b>Graziella MADI</b>	<b>Chief Accountant in an Architects firm</b>	<b>93, Rue de la Boetie, 2eme etage, 75008- Paris, Tel :33-1-42560859 Fax:33-1-40364604 Sweden</b>	<b>33142560859 a_bacardi@hotmail.com</b>
<b>Tong VAN TO</b>	<b>Senior retired UN staff member, former UNDP Res Rep and CAO</b>	<b>905 S. Cochran Avenue, Tel 1.(323) 937.2075 Sweden</b>	<b>13104303149 VanTongTo@aol.com</b>

## Personal History Profile for John SUBAI

### General Details

- |  |                                |   |                                     |
|--|--------------------------------|---|-------------------------------------|
| 1. Family name<br><b>SUBAI</b>                     | First Name<br><b>John</b>      | Middle Name<br><b>Wanyama</b>                     | Maiden Name, (if any)               |
| 2. Date of Birth<br><b>12/03/1954</b>              | 3. City of Birth<br><b>Soy</b> | Country of Birth<br><b>Kenya</b>                  | Index No<br><b>673496</b>           |
| 4. Country of Nationality at Birth<br><b>Kenya</b> | Second Nationality (if any)    | 5. Country of Present Nationality<br><b>Kenya</b> | Second Nationality (if any)         |
| 6. Gender<br><b>Male</b>                           | 7. Height [cm]<br><b>173</b>   | 8. Weight [kg]<br><b>83</b>                       | 9. Marital Status<br><b>Married</b> |
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? **No**
- Are there any limitations on your ability to perform in your prospective field of work? **No**
11. Have you taken up legal permanent residence status in any country other than that of your nationality? **No**
13. What is your preferred field of work? **Administrative specialists**
14. Would you accept employment for less than six months? **Yes**
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? **01/01/2001**
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? **No**
18. Email Address: **subai@un.org**

### Education

List all university degrees or equivalent qualifications obtained.

University Name <b>Strathclyde University</b>	City, Country <b>Glasgow United Kingdom</b>	From - To <b>Sep-1991 - Dec-1992</b>
Main Course of Study <b>Finance</b>	Field of Study <b>Business &amp; Administration</b>	
Degree Title or Equivalent <b>Masters of Business Administration</b>	Degree Type <b>Masters</b>	

  

University Name <b>Strathmore University (Formerly Strathmore College)</b>	City, Country <b>Nairobi Kenya</b>	From - To <b>Jan-1977 - Jun-1984</b>
Main Course of Study <b>Accounting</b>	Field of Study <b>Business &amp; Administration</b>	
Degree Title or Equivalent <b>Certified Public Accountant</b>	Degree Type <b>Undergraduate degree</b>	

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

Name of School <b>Mangu High School</b>	City, Country <b>Thika Kenya</b>	From - To <b>Feb-1971 - Nov-1975</b>
Main Course of Study <b>Maths, Physics, Chemistry, Biology, Health Science, English, Kiswahili, Geography</b>		Certificate or Diploma <b>East African Certificate of Education</b>

### Employment

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

Job Title <b>Chief Finance Officer</b>	Type of Business <b>Peacekeeping</b>	From - To <b>01/12/2008 -</b>
Name of Employer <b>United Nations African Union Mission in Darfur (UNAMID)</b>		Name of Supervisor <b>Beatrice Kyei-Asare</b>
Salaries per Annum: Starting <b>110000</b>	Final <b>112000</b>	Currency Paid <b>USD</b>
Telephone Number	Is this a civil servant position of your Government? <b>No</b>	Is this a position within the UN Common System? <b>Yes</b>
Address of Employer <b>Sudan</b>	Email Address <b>subai@un.org</b>	
Number of Employees Supervised by You		

## Description of Duties

This the largest UN Peacekeeping Mission with a budget of over US\$ 1.5 Billion. I advise the mission on all financial matters of the mission. I provide advice and guidance to the other components of the Mission and ensure that financial procedures, UN Regulations and Rules pertaining to financial matters are adhered to. I plan, coordinate, supervise and direct the work of the Finance Section. I continuously review Internal Controls to ensure that accounting principles and UN Financial Regulations and Rules that underpin the operations of the Finance Section are adhered to. On daily basis, monitoring the bank balances at Bank of Khartoum and Citibank and making necessary transfers from Citibank to Bank of Khartoum as and when necessary. Thorough review of monthly cash flow and preparation of request for remittance of funds from UNHQ to Citibank. Progressive review of major and specific accounts and entries taking place therein in order to ascertain appropriateness, veracity, completeness and accuracy of the financial transaction. This enhances quality of the accounts review at month end. Review of bank reconciliations and the follow up of the clearance of problematic outstanding items in the reconciliation. Review of receivables and identification of those with recovery difficulties in order to pay special attention and follow up. Ensure that ageing of the receivables takes place at least twice a month to help accurate follow up. Review payables to ensure that payables over three months are cleared and if still outstanding proper action is in place to trace the recipient. Review unliquidated obligations for EOM and seek explanations for savings from respective cost centre. Ensuring that staff are continually trained and empowered to take on new responsibilities.

## Summarize any of Your Achievements

There were long delays in the payment of F10 claims to all UNAMID personnel. I organised and the staff and guided them in clearing the F10 pile from over 2500 F10 claims outstanding some over one year to current number of 250 cleared on monthly basis. Vendors payments delays have been brought down from over 9 months to 45 days. 18 National Staff were recruited and are now undergoing training. This will strengthen the section and help in capacity building of the national staff. Since my arrival in December 2008, thorough reviews of unliquidated obligations were carried out culminating into a well supported balances being carried over to the new financial year. I involve Cost Centre Managers in a continuous conversation with regard to budget execution of their business ranging from raising of requisitions in a timely manner to enable procurement take appropriate actions. After the purchase orders have been raised alerting them about the age of the outstanding POs so that follow up process can be sustained with regard to delivery of goods or services and eventually updating on impediments to payment process. In my capacity as the alternate LCC Chairman, I was able to guide, towards the end of the financial year, 15 LCC cases to successful conclusion within 10 days and have POs raised.

## Reasons for Leaving

In the span of my working life of over 25 years I have spent the entire period performing finance jobs in the various aspects of financial sphere ranging from accounting and financial management, cost accounting and management accounting, credit control, taxation, administration, budgeting and auditing. Since 1988 all the finance posts that I have held were at managerial level that involved corporate/ organizational decision making and developing strategies for efficient and effective financial management. As a Chief Finance Officer in the UNMIL and UNAMID I have delved further in other areas like LCC, LCRB, LPSB, SPA and other committees. These and interactions with my colleagues from different sections, have brought home other aspects of the functioning of missions and enriched my experience. I am now about to complete the year long SMART training that has been a combination of wading through various management modules, case studies and week long workshops/ hands in Brindisi. This training has been an eye-opener with regard entire operation of a mission. With this training, my past training and experience, I believe I am ready to take on higher responsibilities. I now seek and would like to move to new functional areas of administration like Chief Administrative Services, Chief Mission Support, Chief Administrative Officer or in IOT at UNHQ.

Job Title <b>Chief Finance Officer</b>	Type of Business <b>Peacekeeping</b>	From - To <b>01/07/2007 - 01/12/2008</b>
Name of Employer <b>United Nations Mission in Liberia</b>	Name of Supervisor <b>Ms. Stephani Scheer</b>	
Salaries per Annum: Starting                      Final                      Currency Paid	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>Yes</b>	
Telephone Number	Email Address <b>subai@un.org or wanyamaj@hotmail.com</b>	
Address of Employer <b>Liberia</b>		
Number of Employees Supervised by You <b>42</b>		
Description of Duties <b>Responsible for the running of Finance Section that handles all the financial matters of the mission. I provide advice and guidance to the other components of the Mission and ensure that financial procedures, UN Regulations and Rules pertaining to financial matters are adhered to. I plan, coordinate, supervise and direct the work of the Finance Section. I periodically carry out Business Review Process to incorporate emerging requirements in line with UN development from the Head Quarter or as initiative from in the field to take into consideration emerging realities on the ground. I continuously review Internal Controls to ensure that accounting principles and UN Financial Regulations and Rules that underpin the operations of the Finance Section are adhered to. On daily basis, monitoring the bank balances at Ecobank and J P Morgan Chase Bank and making necessary transfers from J P Morgan Chase Bank to Ecobank as and when necessary. Thorough review of monthly cash flow and preparation of request for remittance of funds from UNHQ to J P Morgan. Progressive review of major and specific accounts and entries taking place therein in order to ascertain appropriateness, veracity and accuracy of the financial transaction. This enhances quality of the accounts review at month end. Review of bank reconciliations and the follow up of the clearance of problematic outstanding items in the reconciliation. Review of receivables and identification of those with recovery difficulties in order to pay special attention and follow up. Ensure that ageing of the receivables takes place at least twice a month to help accurate follow up. Review payables to ensure that payables over three months are cleared and if still outstanding proper action is in place to trace the recipient. Review unliquidated obligations for EOM and seek explanations for savings from respective cost centre managers.</b>		
Summarize any of Your Achievements <b>Instituted internal controls in all aspects of business transaction. Playing major decision making roles in Mission Committees such as the Chairman of the Local Committee on Contracts, Chairman of Local Property Survey Board, Local Claims Review Board as member, Rebutal Committee as member and SPA committee as member.</b>		
Reasons for Leaving <b>Gain new experience</b>		

Job Title <b>Chief, Accounts Unit</b>	Type of Business <b>Peacekeeping</b>	From - To <b>01/12/2004 - 01/06/2007</b>
Name of Employer <b>United Nations Mission in Liberia</b>	Name of Supervisor <b>Melisse Gebre-Egzi</b>	
Salaries per Annum: Starting                      Final                      Currency Paid	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>Yes</b>	
Telephone Number	Email Address <b>subai@un.org</b>	
Address of Employer <b>Liberia</b>		
Number of Employees Supervised by You <b>10</b>		

## Description of Duties

Entering mission obligations in Sun System, preparation of monthly accounts, review of receivables and payables, IOVs and Intermission Billing, attending Tender Opening, Approving Officer in the mission, year end closing, continuous review of unliquidated obligations, releasing of obligations, reviewing bank reconciliations, coordinating with local bank and J.P. Morgan Chase, carrying out surprise cash counts, planning and execution of DRRR payments, planning and execution of polling staff payments, OIC Finance Section when the CFO is away.

## Summarize any of Your Achievements

Reduction in DRRR outstanding, good quality of monthly accounts. Training staff in accounting, supervision and Sun Systems. Supervised the planning and execution of salary payments of over 36,000 polling staff during the General Elections in Liberia. I am usually the OIC Finance when CFO is away on leave or official business.

## Reasons for Leaving

Still here. Moved up the ladder to Chief Finance Officer at P5

Job Title <b>Head of Accounts and Payments</b>	Type of Business <b>Treasury</b>	From - To <b>01/01/2001 - 01/12/2004</b>
Name of Employer <b>United Nations Mission of Support in East Timor</b>	Name of Supervisor <b>Utpal Kumar Maitra</b>	
Salaries per Annum: Starting <b>87505</b>	Final <b>99199</b>	Currency Paid <b>USD</b>
	Is this a civil servant position of your Government? <b>No</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address <b>subai@un.org</b>	
Address of Employer <b>Australia</b>		
Number of Employees Supervised by You <b>10</b>		
Description of Duties <b>Preparation of monthly, quarterly and final accounts. Preparation of Treasury budget and I was a member of Ministry of Finance Budget Committee. Budget execution from appropriations, allocations, obligations to payments. Using the FMIS software - Freebalance to produce accounts, financial statements and reports. Training of the local staff in all aspects of accounting and finance. Overseeing the payroll function handled through "Chris" Software. Signing cheques and bank transfers. Carrying out bank reconciliation of the Consolidated Fund of East Timor. Overseeing all other reconciliations. Coordination of Interim and Final Audit and preparing answers on audit issues raised. Acting as Director of the Treasury when the Director was away on leave. I was in charge of coordinating financial reports emanating from projects under the auspices of the Trust Fund of East Timor whose Trustee was the World Bank. I am familiar with Sun System and conversant with UN financial regulations and rules.</b>		
Summarize any of Your Achievements <b>Involved in setting up the Treasury. I was a co-project manager in the development and implementation of the accounting software - Freebalance. Carried out a comparative study between the Sun Accounting and Sun Business System and Freebalance which is in use in the Treasury. Coaching and mentoring of local staff. Opening sub-treasury offices in the districts. Provided technical input in the development of two Acts - Budget and Financial Management and Procurement. I was involved in developing a Treasury Manual.</b>		
Reasons for Leaving <b>To take up a new challenge of developing my career in the UN core finance. My training and experience can enable me to also work in the area of administration or procurement. The mission was coming to an end.</b>		

Job Title <b>Director</b>	Type of Business <b>Accounting and transport</b>	From - To <b>01/02/1994 - 01/12/2000</b>
Name of Employer <b>Self employed</b>	Name of Supervisor <b>Self</b>	
Salaries per Annum: Starting <b>1400000</b>	Final <b>2800000</b>	Currency Paid <b>KES</b>
	Is this a civil servant position of your Government? <b>No</b>	Is this a position within the UN Common System? <b>No</b>
Telephone Number	Email Address <b>wanyamaj@hotmail.com</b>	
Address of Employer <b>Kenya</b>		
Number of Employees Supervised by You <b>24</b>		
Description of Duties <b>Accounting, taxation and business development work for small businesses. Transportation of sugar cane using tractors and cane trailers for Nzoia Sugar Company as a contractor.</b>		
Summarize any of Your Achievements <b>Helped small business enterprises start up. Initially increased my income and created employment.</b>		
Reasons for Leaving <b>Perennial poor performance of the Kenyan economy and the long closure of Nzoia Sugar Company.</b>		

Job Title <b>Financial Controller then Business Development Manager</b>	Type of Business <b>Cement Manufacturing</b>	From - To <b>01/07/1988 - 01/02/1994</b>
Name of Employer <b>East African Portland Cement Company Ltd</b>	Name of Supervisor <b>John Maina</b>	
Salaries per Annum: Starting <b>596190</b>	Final <b>840000</b>	Currency Paid <b>KES</b>
	Is this a civil servant position of your Government? <b>No</b>	Is this a position within the UN Common System? <b>No</b>
Telephone Number	Email Address	

25404520627

Address of Employer

Kenya

Number of Employees Supervised by You

25

Description of Duties

As the Financial Controller, I was in charge of accounts, sales/ marketing and purchasing departments. Accounts section covered financial accounting, costing, payroll and computer units. I designed and brought into focus costing elements in the production of cement and enabled accurate pricing in the face of incessant competition. I changed purchasing methods by establishing a register of credible suppliers, proactively planning for overseas purchases to avoid over or under stocking, applying Just-In-Time principles in purchase of high value items and encouraging some of the suppliers to supply goods on consignment basis. In marketing, I put in place an aggressive marketing strategy that involved product promotion, pricing based on penetration strategy, opening of depots to crowd out competition and establishment of a formidable distributor network. I then moved on to become the new Business Development Manager and I was charged with the responsibility of assessing, identifying and proposing new strategies and the overall direction the company was to take in reengineering its functions and products. This, among other tasks, involved expansion of the factory, restructuring of the Human Resources and seeking offshore funding for the expansion of the factory. I participated actively in negotiating with the Staff Union in the rationalization of the tasks and the staff to perform those tasks. I handled all matters pertaining to internal, external audit and the company shares trading activities on the Nairobi Stock Exchange. I had staff of between 20 and 30 under my division. I reported to the Managing Director.

Summarize any of Your Achievements

I was the core team that changed the factory from "wet processing to dry processing which achieved a cut in production cost by 30%. I spearheaded the opening of an export market in Uganda in effect changing the company from a sales to a marketing oriented (this after getting my MBA in U.K)

Reasons for Leaving

To start my own business.

Job Title	Type of Business	From - To
Finance and Administration Manager	General Insurance	01/01/1988 - 01/06/1988
Name of Employer	Name of Supervisor	
Kenya Arab Orient Insurance Company Ltd	Obondo	
Salaries per Annum:		
Starting	Final	Currency Paid
299950	299950	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	
Address of Employer		
Kenya		
Number of Employees Supervised by You		
6		
Description of Duties		
Preparation of monthly, quarterly and final accounts. Preparation of budget and producing variance reports. In charge of Human Resource function ie recruitment, training, appraisals etc.		
Summarize any of Your Achievements		
Established accounting and human resource procedures.		
Reasons for Leaving		
I went for a well paying job with bigger responsibilities.		

Job Title	Type of Business	From - To
Deputy Chief Accountant	Composite insurance	01/07/1985 - 01/12/1988
Name of Employer	Name of Supervisor	
Jubilee Insurance Company Ltd	Lalji	
Salaries per Annum:		
Starting	Final	Currency Paid
179970	243740	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	
Address of Employer		
Kenya		
Number of Employees Supervised by You		
12		
Description of Duties		
Managing the Life Fund and its investments. Preparation of monthly accounts and budgets and controlling the Treasury.		
Summarize any of Your Achievements		
Prudent management of excess liquidity by investing in appropriate instruments and keeping close watch on the stock exchange. Evaluating life investments with help of Actuaries.		
Reasons for Leaving		
Better terms.		

Job Title	Type of Business	From - To
Internal Auditor and later Reinsurance Accountant	Reinsurance	01/08/1982 - 01/06/1985
Name of Employer	Name of Supervisor	
Kenya Reinsurance Corporation	Naftali Mogere	

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>50000</b>	<b>60000</b>	<b>KES</b>	Is this a position within the UN Common System? <b>No</b>

Telephone Number  
**2542020240188**

Email Address  
**info@kenyare.co.ke**

Address of Employer  
**Kenya**

Number of Employees Supervised by You  
**2**

Description of Duties  
**As Internal Auditor, I prepared audit programme after carrying out a thorough business review process of the systems, procedures and internal controls. I carried out audits as per audit programmes and in addition also performed ad hoc audits as per management requirements. I liaised with external auditors to avoid duplication of effort and to enhance their reliance on internal audit reports. As the Reinsurance Accountant maintained records and prepared reinsurance accounts on monthly basis. The job also involved coordination of insurance and reinsurance premiums and claims and working out profitability or losses accruing on the large and risky policies.**

Summarize any of Your Achievements  
**Setting up of Audit Department.**

Reasons for Leaving  
**For better prospects**

Job Title <b>Assistant Accountant then Credit Controller then Personnel and Office Administration Manager</b>	Type of Business <b>Trading in packaging tapes, Health Care Products etc</b>	From - To <b>01/06/1979 - 01/07/1982</b>
Name of Employer <b>3M Kenya Ltd.</b>	Name of Supervisor <b>Charles Onyancha</b>	

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>36000</b>	<b>57600</b>	<b>KES</b>	Is this a position within the UN Common System? <b>No</b>

Telephone Number  
**254202730626**

Email Address  
**3MKenya@mmm.com**

Address of Employer  
**Kenya**

Number of Employees Supervised by You

Description of Duties  
**As an Assistant Accountant I recorded all the financial transactions in the subsidiary ledgers. I posted and balanced the General Ledger and drew up the Trial Balance. I prepared the Trading Account, Profit and Loss Account and Balance Sheet monthly. I also prepared the salaries and commissions for the marketing and sales personnel. I also maintained the assets register. As the Credit Controller, I was in charge of preparing the receivables records and ageing analysis. This was a large operation as 90% of our sales were on credit. I carried out credit analysis and review before rating prospective customers as to the amount of credit they would qualify for. I collected the debts and instituted legal process against those who failed to pay. As a Personnel and Office Administration Officer, I prepared job descriptions based on the tasks, advertised for vacant posts, constituted the panel of interviewers, after interviews carried evaluations with respective divisions, selected the right candidates and sent out the appointment letters. I was also involved in performance evaluations, promotions and dismissals. I represented the company in negotiations with the Staff Union and in the Industrial Court in case of disputes.**

Summarize any of Your Achievements  
**Outstanding receivables were reduced drastically. Deadlines for Financial Statements were met. There was industrial harmony and great staff development.**

Reasons for Leaving  
**Better prospects**

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

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

Language	Mother Tongue	Speak	Read	Write	Understand
<b>Indonesian</b>	<b>No</b>	<b>Not easily</b>	<b>Not easily</b>	<b>Not easily</b>	<b>Not easily</b>
<b>Luyia</b>	<b>Yes</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>
<b>Kiswahili</b>	<b>No</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>

## Address

P.O Box 48026 0100  
Nairobi Nairobi Kenya  
Telephone: 254-0722241612

Fax: 254-0722241612

Contact: John Subai

## Address

United Nations African Union Mission in Darfur (UNAMID)

P.O. Box 5041 Grand Central Station New York, NY 10163

El Fasher El Fasher Sudan

Telephone: +1-917-3672702 extension 3767

Fax: +249-922410196

Contact: John Subai

## 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
<b>Ismaila CEESAY</b>	<b>Financial Specialist</b>	<b>The World Bank 20-A Sharah-e-Jamhuriat P.O. Box 1025 Islamabad Pakistan</b>	<b>92512279641 icesay@worldbank.org</b>
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