

Profiles included in this document

	Name	Index	DOB	Gender	Nationality	EMail
1.	BENYES, Sandra	080632	05/08/1973	F	AUS	benyes@un.org
2.	BLACKLOCK, Kate		23/08/1971	F	UK	katiebla@hotmail.com
3.	CAREW, Marcella	790130	29/05/1970	F	UK	mtcarew@yahoo.com
4.	ENDESHAW, Bella	141181	18/01/1951	F	USA	endeshaw@un.org
5.	KARERA, Florence	786540	28/07/1973	F	RWA	Karera@un.org
6.	MACAULEY, Jacqueline	565977	06/08/1973	F	SIL	danika41@hotmail.com
7.	MANOLESCU, Mona	416361	16/11/1970	F	ROM	manolescu@hotmail.com
8.	SAMBU, Veronique		29/10/1977	F	ZAI	verosam2000@yahoo.fr
9.	THOMAS, Miriam		04/06/1949	F	USA	miriakthomas@yahoo.com

Personal History Profile for Sandra BENYES

General Details

1. Family name BENYES	First Name Sandra	Middle Name M	Maiden Name, (if any)
2. Date of Birth 05/08/1973	3. City of Birth Bruck/Mur	Country of Birth Austria	Index No 080632
4. Country of Nationality at Birth Austria	Second Nationality (if any)	5. Country of Present Nationality Austria	Second Nationality (if any) Turkey
6. Gender Female	7. Height [cm] 172	8. Weight [kg] 74	9. Marital Status Single
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? No			
13. What is your preferred field of work? Personnel management specialists			
14. Would you accept employment for less than six months? 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: benyes@un.org			

Education

List all university degrees or equivalent qualifications obtained.

University Name University of Vienna	City, Country Vienna Austria	From - To Oct-2001 - Feb-2003
Main Course of Study	Field of Study	
Degree Title or Equivalent Completion of PhD mandatory course work (dissertation pending)	Degree Type PhD	

University Name University of Vienna	City, Country Vienna Austria	From - To Oct-1998 - Apr-2001
Main Course of Study	Field of Study	
Degree Title or Equivalent Mag.Phil	Degree Type Masters	

University Name Vienna University of Economics and Business Administration, WU Executive Academy, Certificate Program Tourism Management	City, Country Vienna Austria	From - To Sep-1992 - May-1997
Main Course of Study Management	Field of Study Business & Administration	
Degree Title or Equivalent Akademisch Geprüfte Tourismuskauffrau (incl. theoretcal training, thesis & practical exp)	Degree Type Degree	

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

Name of School Office of Human Resources Management (OHRM)	City, Country New York United States of America	From - To Nov-2009 - Nov-2009
Main Course of Study Performance Management for Managers and Supervisors (Workshop)		Certificate or Diploma Performance Management for Managers and Supervisors (Workshop)

Name of School Office of Human Resources Mangement (OHRM), UNHQ	City, Country New York United States of America	From - To Sep-2009 - Sep-2009
Main Course of Study Selection and Interviewing Skills Workshop		Certificate or Diploma Selection and Interviewing Skills Workshop

Name of School Thomson Corporation Netg - online	City, Country London United Kingdom	From - To Sep-2005 - Sep-2005
Main Course of Study Project Management		Certificate or Diploma Project Management (Advanced)

Name of School Thomson Corporation Netg - online	City, Country London United Kingdom	From - To Sep-2005 - Sep-2005
Main Course of Study Knowledge Management Systems		Certificate or Diploma Organizational Knowledge Managemet
Name of School UN Mission in Sierra Leone (UNAMSIL)	City, Country Freetown Sierra Leone	From - To Mar-2005 - Mar-2005
Main Course of Study UNAMSIL Security Zone Warden System		Certificate or Diploma Security Zone Warden System
Name of School UN Office at Vienna (UNOV)	City, Country Vienna Austria	From - To Apr-2001 - Apr-2001
Main Course of Study UN English Language Proficiency Examination		Certificate or Diploma LP English
Name of School BIT - Training Centre	City, Country Vienna Austria	From - To Apr-1998 - Aug-1998
Main Course of Study MsWord, WordPerfect, PowerPoint, Excel, HTML, Access		Certificate or Diploma MsWord, WordPerfect, PowerPoint, Excel, HTML, Access
Name of School Höhere Internatsschulen des Bundes Wien	City, Country Vienna Austria	From - To Sep-1983 - Jun-1991
Main Course of Study High-school		Certificate or Diploma Matura (A-level)

Employment

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

Job Title Human Resources Officer		Type of Business Human Resources Management	From - To 01/03/2008 -
Name of Employer UNHQ, Department of Field Support, Field Personnel Division		Name of Supervisor Mr. Alexander Sokol	
Salaries per Annum: Starting 56000	Final 56000	Currency Paid	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes
Telephone Number 1917367-9200		Email Address benyes@un.org	
Address of Employer United States of America			
Number of Employees Supervised by You 4			
Description of Duties As Desk Officer for the UN Mission in Sudan (UNMIS) provide guidance and support on human resources matters to the mission and staff members, inter alia on the interpretation of application of policies, regulations and rules, and on exceptions to the same; Monitor the staffing table in line with the approved budget and mission's priority staffing needs; Work closely with the Mission and relevant offices at HQ on post management and vacancy issues, policy matters, posting of MSVAs, HQ-clearance of candidates, etc; Monitor and ascertain that the Mission's delegated recruitment and staff administration authorities are adequately exercised; Review and monitor recruitment and placement activities, and recommend changes/corrections as required; Monitor vacancies and initiate recruitment for posts at D-2 level and above, process salary recommendations and Offers as required; Prepare recommendations for discretionary decisions or exceptions, examine complicated cases and consult with other departments as needed; Review and clear FCRB cases for submission to the FCRB Secretariat; Review and recommend approvals for MTHLs, SPAs, 300/100 reappointments, corrections of entry level, termination of appointments, designations, etc. Determine and advise on benefits and entitlements for staff on the basis of contractual status; Review and approve initial appointments, extensions, MHAs, separations, SLWOP, process SLWFP, etc; Supervise travel transactions of official business; Certify travel authorizations for civilian staff appointed/assigned to field missions, Military Personnel and UN Police Officers, and related shipment of personal effects. Provide guidance and support in the preparation of the UNMIS Budget, performance reports and Audit replies; Prepare periodic reports and briefing notes on UNMIS HR issues for FPD and DFS senior management; Provide training to new HR Officers and Assistants; Perform other duties as assigned.			
Summarize any of Your Achievements UNMIS is one of the largest DFS missions with a staffing strength of 1143 intl. civilian posts approved for the budget year 09/10. As Desk Officer, I am coordinating a team of two-three support staff and occasionally, one professional staff, and monitor and provide support to the Mission's HR administration. I process HR actions for which FPD retained approval authority at HQ. Particular challenges faced over the last year include the HR Reform/transitioning of staff members under the new set of staff rules with new entitlements, implementing the additional delegations/new authorities in staff administration and staffing, implementing the new selection procedures through the FCRB and clearing the backlogs from previous teams/years. Approx. 760 intl. civilian personnel were reviewed and transitioned under the new set of staff rules with related actions approved in IMIS; I processed reappointments of approx. 560 intl. staff members from 300 series to FT/JY9, which required reassessment of PHPs and grading for each staff member; I provided continuous guidance and feedback to UNMIS HRSS on rules and procedures, in particular staffing/onboarding, to improve quality of UNMIS submissions to FPD. A total of 144 MTHL cases (promotions) and 27 SPA cases have been processed; UNMIS backlogs have been cleared; I established effective relationships with FPD sections and other HQ offices to coordinate and/or achieve required results for particular assignments, ie. IOT/DPKO, DM/OHRM, Force Generation Service, LSD, FBFD, CDU, ODCU, ROU, QUAIMS, etc. I participated in the ABACUS field visit to Sudan in preparation for the UNMIS Budget 09/10 and participated in the UNMIS budget review for 10/11; Provided training and mentoring to new team members and HROs deploying to DFS missions.			
Reasons for Leaving ongoing			

Job Title	Type of Business	From - To
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Human Resources Officer		Human Resources Management		01/10/2007 - 01/03/2008	
Name of Employer AU/UN Hybrid Operation in Darfur (UNAMID), assigned to UNHQ, FPD				Name of Supervisor Ms. Ellen Murphy (DFS/DPKO), Mr. Antonio Yu(UNAMID)	
Salaries per Annum:					
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No		
56000	56000	USD	Is this a position within the UN Common System? Yes		
Telephone Number			Email Address benyes@un.org		
Address of Employer United States of America					
Number of Employees Supervised by You					
Description of Duties Supported the start-up staffing of UNAMID in connection with the implementation of SCR 1769 of 31 July 2007; Advised on overall recruitment process of international staff in line with UN selection and placement procedures; Prepared and/or coordinated preparation of vacancy announcements for posting in the Galaxy system; Coordinated initial/technical clearance of candidates (as applicable, in coordination with QUAIMS/UNHQ and ROU/UNHQ) and established shortlists for review by client offices; Initiated recruitment process (international staff/consultants) and served as ex-officio/member in interview panels; Liaised closely with counterparts at UNHQ for interview and selections of UNAMID critical senior positions at D-1 level and above; Processed salary recommendations and Offers of Appointment; Monitored and evaluated recruitment and placement related activities of the UNAMID Tiger Team, recommending changes and/or corrections as required; Monitored and supported the coordination of staff assimilation of UNMIS and AMIS into UNAMID; Assisted the OIC FPD in the final reviewing process of UNAMID Budget 2007/08 by the Fifth Committee and preliminary preparations of the UNAMID Budget 2008/09; Acted as focal point for UNAMID in FPD and prepared inter alia reports and briefing notes on UNAMID overall deployment and start-up staffing progress; Reviewed and processed UNAMID cases of movement to higher level and designations; Processed special assignments (UNAMID TT TVAs; assisted in the drafting of policy guidelines on the basis of established selection/placement procedures, etc); Provided overall support to the UNAMID Tiger Team and Team Leader of Africa 1 in FPD, UNHQ New York.					
Summarize any of Your Achievements Effective support and coordination of UNAMID start-up staffing, including assimilation of UNMIS/AMIS personnel into UNAMID.					
Reasons for Leaving Appointment to UNHQ.					

Job Title Claims/Property Survey Board Officer		Type of Business Administrations		From - To 01/05/2007 - 01/09/2007	
Name of Employer UN Mission in Sudan (UNMIS)				Name of Supervisor Mr. Anastase Rwegayura	
Salaries per Annum:					
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No		
			Is this a position within the UN Common System? Yes		
Telephone Number			Email Address benyes@un.org		
Address of Employer United States of America					
Number of Employees Supervised by You 3					
Description of Duties Drafted, reviewed and applied policies and guidelines affecting claims and the disposal of assets of the Organization; Provided advice and guidance to mission administration and staff members on rules governing the processing of claims and disposal of UN assets; Analyzed documentation concerning loss of life, physical injury and loss/damage to property and record claims by category; Reviewed cases that have resulted in claims and recommended appropriate action; Acted as Secretary to the Local Property Survey Board (LPSB) and the Local Claims Review Board (CRB); Prepared case presentations and agenda for LPSB, LCRB meetings; Maintained close contact and cooperation with UN Headquarters on PSB and CRB; Handled all matters related to the disposal of UNOE; Consulted with the insurance company on status of third-party claims; Prepared reports, maintained statistics and databases on current and managerial information; Supervised staff in the Claims Unit; Ensured staff are adequately trained and/or provided cross-sectoral training in the Unit.					
Summarize any of Your Achievements Substantive preparation and effective processing of case presentations for review by the LCRB and LPSB, and subsequent submission for DOA's and UNHQ's approval; Coordinated follow-up actions to Boards' recommendations; Assessed and processed claims for damaged/lost items of personal effects in line with applicable rules and regulations; Reviewed standing practices and drafted administrative policies for implementation at mission-level; Provided advice and guidance to mission management and staff members on the interpretation of rules and policies governing the processing of claims and the disposal of assets; Prepared weekly/monthly reports and statistics on pending and completed cases; Ensured effective functioning and of the Unit; Cross-trained staff in all areas of responsibility of the Unit.					
Reasons for Leaving Temporary assignment to General Services Section in absence of a Claims/Property Survey Board Officer					

Job Title Human Resources Officer		Type of Business Human Resources Management, Administration		From - To 01/06/2006 - 01/04/2007	
Name of Employer UN Mission in Sudan (UNMIS)				Name of Supervisor Ms. Emmerich, Mr. Kabore, Mr. Fadil	
Salaries per Annum:					
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No		
56000	56000	USD	Is this a position within the UN Common System? Yes		
Telephone Number			Email Address benyes@un.org		
Address of Employer United States of America					
Number of Employees Supervised by You					

Description of Duties

Provided advice and support to CCPO, programme managers (PMs) and staff members on human resources related matters; Administered, reviewed and provided advice on the interpretation and application of policies, regulations and rules; Assisted in the development and implementation of HR administrative policies and control mechanisms, ensuring adherence to UN rules and regulations; Reviewed and drafted policies for implementation at mission-level; Prepared and/or coordinated the preparation of HR related reports, position papers and briefing notes for CCPO, UNMIS senior management and FPD/DPKO; Lead special HR related projects; Reviewed and analyzed CCPO's incoming administrative correspondence, making recommendations to CCPO and/or processed relevant actions; Prepared responses to correspondences for CCPO, CAS and DOA's approval; Monitored the UNMIS Staffing Table and advised on post management issues as related to international recruitment, vacancy management and staff deployments, ensuring that staffing requirements are met; Coordinated and implemented international staff selection/recruitment/deployment and reassignment processes, facilitating the expeditious filling of posts in line with the Approved Budget; Advised on and implemented recruitment actions in line with established selection and placement procedures; Reviewed applications, assessed eligibility of candidates, processed shortlists and participated as ex-officio/panel member in competency-based interviews; Processed selections and coordinated with PMSS for timely deployment of candidates; Reviewed, certified and approved administrative actions (PAs) pertaining to international staff administration; Processed movements to higher level, SPAs, etc.

Summarize any of Your Achievements

Efficient and timely support to mission management and programme managers on HR activities, identifying and prioritizing staffing needs/requirements; Effective post and vacancy management, ensuring accurate vacancy/recruitment tracking and expeditious processing of recruitment/deployment of candidates; Counseled staff in respect of rights, responsibilities, difficulties associated with work entitlements and career development; Advised/guided CCPO, Programme Managers and staff members on selection and placement policies and procedures, including review of entry level, SPAs, movement to higher level; Supported/coordinated implementation of DPKO HR policies at mission-level.

Reasons for Leaving

N/A

Job Title Human Resources Officer	Type of Business Peacekeeping Mission	From - To 01/01/2006 - 01/06/2006
Name of Employer UN Integrated Office in Sierra Leone (UNIOSIL) - Start-Up; UNAMSIL-Liquidation	Name of Supervisor Mr. Harold Kwapong, Ms. Laura Londen	
Salaries per Annum:		
Starting 56000	Final 56000	Currency Paid USD
Is this a civil servant position of your Government? No		
Is this a position within the UN Common System? Yes		
Telephone Number		Email Address benyes@un.org
Address of Employer United States of America		
Number of Employees Supervised by You		
Description of Duties		
Coordinated and implemented personnel administration activities for UNAMSIL Liquidation and UNIOSIL Start-Up Teams; UNAMSIL - Participated in HR planning/gradual downsizing and closing of UNAMSIL effective June 2006; Monitored the staffing table for international staff and transition of functions/posts into UNIOSIL; UNIOSIL Start-Up (effective January 2006) – Coordinated the recruitment/staffing of UNIOSIL in line with the Approved Staffing Table; Performed post classification reviews, prepared job descriptions and vacancy announcements, reviewed applications of candidates and provided short-lists, processed recruitment/placement activities (national staff – GS, NPO) and monitored UNAMSIL/UNIOSIL vacancy/post management systems in close liaison with PMSS/DPKO; Tracked staffing/recruitment/personnel actions taken, and oversaw logistics and databases for budgetary and substantive reporting purposes; Processed movements to higher level posts, grants, disciplinary measures, and cleared/approved claims, check-out, attendance records, etc on behalf of CCPO; Provided regularly reports and briefings to the CCPO, Chief Administration Officer and PMSS/DPKO on personnel administration matters, and coordinated/prepared inputs to special/ad-hoc assignments such as the result-based budgeting (RBB), OIOS recommendations, CAO Monthly Report, promotion review panels, etc. Counseled and advised staff members and client offices on administrative processes, rights and responsibilities, rules and policies, etc. Served as Secretary to the Local SPA Panel and as Member on various administrative committees/panels of UNAMSIL.		
Summarize any of Your Achievements		
Efficient coordination of UNAMSIL downsizing plan and start-up staffing of UNIOSIL; Implemented and monitored recruitment/placement, staff and post transfers, and reassignments in line with UNAMSIL Liquidation Plan; UNIOSIL – Reviewed organizational structuring of Sections with respect to staffing levels, grading patterns, job design/descriptions; Managed the selection and recruitment process of intl. staff for UNIOSIL; Monitored UNAMSIL/UNIOSIL Staffing Tables, reassignments and staff/post movements; Processed comprehensive reports on UNIOSIL staffing status/statistics to mission management and PMSS/DPKO.		
Reasons for Leaving		
Reappointment to UNMIS		

Job Title Human Resources Officer/Assoc. Administrative Officer	Type of Business Administration, Human Resources Management	From - To 01/04/2004 - 01/12/2005
Name of Employer UN Mission in Sierra Leone (UNAMSIL)	Name of Supervisor Mr. Harold Kwapong (CCPO), Ms. Laura Londen (Chief, Administrative Services)	
Salaries per Annum:		
Starting 56907	Final 56907	Currency Paid USD
Is this a civil servant position of your Government? No		
Is this a position within the UN Common System? Yes		
Telephone Number		Email Address benyes@un.org
Address of Employer Sierra Leone		
Number of Employees Supervised by You 8		
Description of Duties		

Coordinated and implemented human resources activities related to the personnel administration of INTERNATIONAL STAFF including post management, movements of staff to higher level posts, special post allowances, recruitment, post and vacancy management, post classification reviews, grants, processing of disciplinary measures, reprimands, separations, approval/clearance of monthly attendance records (for payments of MSA/DSA), overtime/CTOs, claims for reimbursement of expenses, etc incl. CIVPOL, MILOBS, UNVs; Advised and counseled staff in respect of rights, responsibilities, code of conduct and difficulties associated with work and entitlements; Provided advice on interpretation and application of policies, rules and regulations to mission management, client offices and staff; Monitored staffing table of UNAMSIL with regards to mission's gradual downsizing/recruitment/movements/staff and post transfers; Monitor liquidation of UNAMSIL and transition of functions/posts into UNIOSIL; Ensured timely preparation and posting of VAs in Galaxy and local newspapers (NPO/intl. posts); Prepared reports on vacancy/incumbency status and pending recruitment issues for post management/budgetary purposes; Implemented ad-hoc/other assignments, i.e. mission-wide MSA review, FSO Promotion Review, preparation of presentations and briefings for senior management and/or incoming delegations, etc. As supervisor of the NATIONAL STAFF UNIT, monitored, supervised and coordinated HR Assistants (8), and was responsible for recruitment, job classification reviews, placement, clearance/approval/processing of contracts, extensions, separations, reappointments, entitlements and allowances, etc.

Summarize any of Your Achievements

Ensured effective UNAMSIL downsizing of posts and start-up staffing of UNIOSIL; Reviewed proposals for organizational (re)structuring with respect to grading patterns, staffing levels, job design and job descriptions; Coordinated activities related to post/vacancy management, post classification reviews, preparation of VA for Galaxy, internal broadcast and/or local newspapers, clearance of candidates for short-lists; Oversee and/or prepared HR data, statistics, briefing notes, reports (weekly, monthly, periodic) for internal/external clients; Served as Secretary to the Local SPA Panel and as member of the BOI (substantive/analytical reporting); Reviewed cases of misconduct and prepared recommendations/processed disciplinary actions; Acted as ex-offio and member on various administrative panels on behalf of CCPO; Processed implementation of other complex administrative assignments, i.e. mission-wide MSA review, FSO Promotion Review, post classification reviews for staffing of new mission (NPO and international posts), etc., Managed efficiently the National Staff Unit (8 HR Assistants) and the full scope of personnel administration activities pertaining to national staff and individual contractors.

Reasons for Leaving

Liquidation of UNAMSIL

Job Title Reporting and Information Officer, Department of Democratization		Type of Business Reporting and Analysis/Political Affairs	From - To 01/04/2003 - 01/03/2004
Name of Employer OSCE Mission in Kosovo (OMIK)		Name of Supervisor Mr. Friedhelm Frischenschlager	
Salaries per Annum:			
Starting 50400	Final 50400	Currency Paid EUR	Is this a civil servant position of your Government? No Is this a position within the UN Common System? No
Telephone Number 0038138500162		Email Address friedhelm.frischenschlager@omik.org	
Address of Employer Yugoslavia			
Number of Employees Supervised by You 3			
Description of Duties Monitored, researched and analyzed political developments on democratization issues at national and district levels (political parties development, minority participation, media); Gathered information from diverse sources, including the press, and maintained up-to-date knowledge of events relating to political issues in general, and in particular as related to the operational areas of the Department of Democratization (DD); Prepared background papers, briefings and speaking notes for the Director and Head of Mission for meetings and press conferences; Maintained contacts with other sectors of the Mission, UN international partners and government authorities, and participated in inter-agency coordination meetings/working groups; Monitored actions taken by intergovernmental groups and NGOs in assigned area of responsibilities; Coordinated joint information and outreach activities between OSCE Departments and OSCE-UNMIK Pillars; Served as general source for information for OSCE HQ, UNMIK, regional departments and external interlocutors; Prepared press releases, news articles and progress reports on the implementation of DD mandates; Coordinated and cleared all outgoing reports and ensured timely preparation of mandatory reporting obligations of the Department.			
Summarize any of Your Achievements Timely preparation of analytical reports including the Weekly Report, Quarterly Trend Report of the OSCE and UNMIK, and inputs to the UNMIK SG Benchmark Report; Coordinated the substantive preparation of the first Annual Report of the Department of Democratization covering issues related to the progress made in the development/work of political parties, local governance, ethnic minorities, and development of a free and independent media; Prepared substantive inputs for the UN SG Quarterly Trend Reports on the functioning of democratic institutions in Kosovo and to special mission reports of the OSCE and UNMIK; Drafted and cleared news articles for DPI and the OSCE newsletter; Ensured quality control of all outgoing reports and publications of the Department, and initiated/prepared follow-up reports measuring progress; Established and prepared substantive inputs for the OSCE Democratization website; Established effective coordination mechanisms across OSCE departmental team structures and with focal points of UNMIK Pillars; Coordinated a common approach to information gathering and reporting within OSCE departmental team structures; Developed and implemented communication and outreach activities in close liaison with regional Team Leaders.			
Reasons for Leaving DPKO Offer of Appointment			

Job Title Personal Assistant to the Special Representative of the Secretary-General		Type of Business Administration/Management Support	From - To 01/09/2002 - 01/04/2003
Name of Employer UN Mission in Kosovo (UNMIK)		Name of Supervisor Mr. Michael Steiner	
Salaries per Annum:			
Starting 58496	Final 58496	Currency Paid USD	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes
Telephone Number		Email Address michaelsteiner@un.org	
Address of Employer Yugoslavia			
Number of Employees Supervised by You			
Description of Duties Directly responsible to the SRSG, performing a wide scope of responsibilities including substantive and administrative coordination functions; Ensured smooth and efficient performance of the Immediate Office of the SRSG – Screened incoming correspondence of the O/SRSG and coordinated/processed follow-up actions, keeping track of deadlines and ensuring implementation of assignments; Prepared documents, code cables and briefings for review and signature of the SRSG, inter alia in liaison with the Senior Adviser to the SRSG and Chief of Staff; Assisted in the preparation and servicing of multi-/bilateral meetings of the SRSG, preparing agendas, summarizing key issues for consideration by the senior management and coordinating follow-up actions; Researched for, collected and assisted in the substantive preparation of briefing packages and speaking notes for the SRSG, drawing from inputs of senior staff, meeting notes and decisions of the SRSG/UNMIK Pillars; Implemented special assignments involving inter-office coordination and liaison with external parties for coordination of meetings and conference event; Assisted in the planning and coordination of SRSG official travels; Acted as focal point for administrative arrangements including close protection/security, logistical/personnel issues, etc; Participated in the duty roster of the O/SRSG.			

Summarize any of Your Achievements

Effective support to the SRSG and coordination of SRSG's programme of work in close coordination with COS, substantive departments and UNMIK Pillars.

Reasons for Leaving

Appointment with OSCE Mission in Kosovo

Job Title Internship, Public Information		Type of Business Public Information	From - To 01/08/2002 - 01/08/2002
Name of Employer UN High Commissioner for Refugees (UNHCR)		Name of Supervisor XX	
Salaries per Annum: Starting Final Currency Paid Is this a civil servant position of your Government? No 1 1 ATS Is this a position within the UN Common System? Yes			
Telephone Number 43126060		Email Address	
Address of Employer Austria			
Number of Employees Supervised by You			
Description of Duties Monitored and assessed international and local media coverage on human rights issues, gathering information from various sources/news providers, analyzing events and public opinion, and identifying issues of concern for review by/distribution to UNHCR cooperating agencies and HQ; Conducted researches on assigned topics; Contributed to reports and working papers; Assisted in the preparation of briefing packages, press releases and training modules for external/internal use; Acted as focal point for liaison with individuals, media and members of the public.			
Summarize any of Your Achievements Assisted in the preparation of documentation for distribution to media, cooperating agencies and UNHCR HQ and training material.			
Reasons for Leaving DPKO Offer of Appointment with UNMIK			

Job Title Assistant to the Secretary of the Commission on Narcotic Drugs (CND) and Commission on Crime Prevention and Criminal Justice (CCPCJ)		Type of Business Intergovernmental Affairs	From - To 01/11/1999 - 01/03/2002
Name of Employer UN Office on Drugs and Crime (UNODC)		Name of Supervisor Mr. Jonathan Lucas	
Salaries per Annum: Starting Final Currency Paid Is this a civil servant position of your Government? No 360000 360000 ATS Is this a position within the UN Common System? Yes			
Telephone Number		Email Address jonathan.lucas@unodc.org	
Address of Employer Austria			
Number of Employees Supervised by You			
Description of Duties Assisted the Secretary to the CND and CCPJC (functional commissions of ECOSOC) in the planning, coordination and substantive servicing of the regular and inter-sessional meetings of the Commission on Narcotic Drugs (CND) and Commission on Crime Prevention and Criminal Justice (CCPCJ), including meetings of the bureaux and joint donor and recipient countries meetings; Assisted in the coordination and preparation of parliamentary documentation for the CND, CCPCJ, ECOSOC and GA, notes for the Chairmen, information circulars to member states, agendas and annotations, briefing materials, pre-/in-session documentation for intergovernmental meetings, etc; Drafted correspondence for the signature of the Chief, Commission Secretariat and ODG/ED; On behalf of the Secretary, liaised directly with delegations, UN departments, IGOs and NGOs, on matters requiring substantive and administrative coordination; Assisted in the organization and servicing of meetings of the subsidiary bodies of the CND/Heads of Law Enforcement Agencies (HONLEAs); Participated in the field mission for HONLEA Africa held at the UN Office in Nairobi (2001); Served as assistant to the Secretary of the Tenth UN Crime Congress (2000) and the High-level Political Signing Conference for the UN Convention against Transnational Organized Crime (2000).			
Summarize any of Your Achievements Effective planning, coordination and servicing of intergovernmental meetings and related informal sessions of member states (bureaux/extended bureaux of the CND and CCPCJ); Effective coordination of administrative services with UNOV Conference Services Section for meetings facilities, timely distribution of meeting reports to Permanent Missions, interpreters, translation of documents, reproduction for and distribution of documents during meetings, etc; Liaised with diplomatic representatives, intergovernmental and non-governmental organizations and authorities of the meetings' host countries on administrative and logistical arrangements (i.e. Austria – 10th Crime Congress, Italy – High-level Signing Conference for the Convention against Transnational Organized Crime).			
Reasons for Leaving Completion of temporary/short-term assignment			

Job Title Public Information Assistant		Type of Business Public Information/External Relations	From - To 01/09/1998 - 01/09/1999
Name of Employer UN Office on Drugs and Crime (UNODC)		Name of Supervisor Ms. Sumru Noyan	
Salaries per Annum: Starting Final Currency Paid Is this a civil servant position of your Government? No 360000 360000 ATS Is this a position within the UN Common System? Yes			
Telephone Number		Email Address	

Address of Employer

Austria

Number of Employees Supervised by You

Description of Duties

Assisted in the planning and organization of high-level political conferences and promotional events (i.e. UNODC meeting with US Congressmen and European Parliamentarians, Anti-Drug Day, UN Open House, Vienna Civil Society Award, etc); Contributed to the preparation of publications, publicity material and outreach activities; As team member, implemented/coordinated promotion/image building campaigns through consultations and liaison with advertising agencies and German/Austrian media, and evaluated/assessed impact of information campaigns; Identified and proposed information opportunities, activities and approaches, taking into account target audience, identifying key contacts/constituencies and opportunities for strategic partnerships/working relationships; Researched for and prepared information material and advised on presentational issues including language, format and layout; Reviewed inputs for correctness and relevance of information; Coordinated the final printing, distribution and (re)production of information material; Monitored and assessed international/local press coverage on drugs and crime issues; Coordinated UNODC participation in international conferences/meetings in close liaison with Office of the ED/DG; Monitored and processed logistical arrangements with host government/organization; Reviewed and processed incoming requests for information (internally/externally).

Summarize any of Your Achievements

Timely preparation of information material (newsletters, brochures, booklets, posters, etc) and launching of publicity events/campaigns/outreach activities; Effective organization of conferences and public information events, performing complex administrative coordination and logistical support assignments; Coordination of UNODC's participation at international conferences, in close liaison with host government/organization and O/ED; Daily media monitoring and assessment of UN related news in international press for review by ED/DG and senior management.

Reasons for Leaving

End of short-term assignment

Job Title		Type of Business	From - To
Travel, Administration (several assignments)		Administration	01/07/1994 - 01/08/1998
Name of Employer		Name of Supervisor	
Several service providers		N/A	

Salaries per Annum:

Starting

18000

Final

27000

Currency Paid

ATS

Is this a civil servant position of your Government?

No

Is this a position within the UN Common System?

No

Telephone Number

Email Address

Address of Employer

Austria

Number of Employees Supervised by You

Description of Duties

Administration and coordination of domestic and international travel arrangements for individuals, groups and cooperate agencies; Ensured most effective travel connections with most economical access to destinations; Counseled staff on travel issues, analyzed quotations for most advantageous rates, advised on most effective travel arrangements; Liaised with airline representatives, travel agents; Processed bookings and purchase of services from other travel providers; Verified invoices for payment against actual services rendered; Coordinated visas as required. Several short-term assignments with UN Conference Services assisting in the preparation and servicing of international conferences and meetings.

Summarize any of Your Achievements

Effective coordination and implementation of administrative services.

Reasons for Leaving

Career development

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

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

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

Address

325 East 41 Street
New York New York United States of America
Contact: Sandra Benyes

Address

UNHQ, Department of Field Support, Field Personnel Division
380 Madison
.....

7 of 8

Contact: Sandra Benyes

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.

Telephone/Email

Personal History Profile for Kate BLACKLOCK

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
BLACKLOCK	Kate	Ruth	
2. Date of Birth	3. City of Birth	Country of Birth	Index No
23/08/1971	Kabul	United Kingdom	
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
United Kingdom		United Kingdom	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Female	165	59	Single
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities.			
Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? No			
13. What is your preferred field of work? Administrative officers			
14. Would you accept employment for less than six months? 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: katiebla@hotmail.com			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
Bristol University	Bristol United Kingdom	Sep-2002 - Sep-2003
Main Course of Study	Field of Study	
Education Science	Education	
Degree Title or Equivalent	Degree Type	
Masters Education & Development	Masters	

University Name	City, Country	From - To
Bristol University	Bristol United Kingdom	Sep-1998 - Sep-1999
Main Course of Study	Field of Study	
Education Science	Education	
Degree Title or Equivalent	Degree Type	
Postgraduate Certificate Education	Postgraduate degree	

University Name	City, Country	From - To
University of Wales	Swansea United Kingdom	Sep-1990 - Jun-1994
Main Course of Study	Field of Study	
African Languages and Civilizations	Humanities	
Degree Title or Equivalent	Degree Type	
BA Joint Honours French & Italian	Bachelor of Arts	

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

Name of School	City, Country	From - To
Gillingham School	Gillingham United Kingdom	Sep-1982 - Jul-1989
Main Course of Study		Certificate or Diploma
National Curriculum		3 'A' levels (French, History, Geography) 9 'O' Levels

Employment

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

Job Title	Type of Business	From - To
Associate Administrative Officer	United Nations Peacekeeping	01/03/2007 -
Name of Employer		Name of Supervisor
Office of the Chief of Integrated Support Services (UNMIS)		Mr. Nicolas von Ruben

Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No	
40000	40000	USD	Is this a position within the UN Common System? No	
Telephone Number		Email Address ruben@un.org		
Address of Employer Sudan				
Number of Employees Supervised by You 2				
Description of Duties Coordinate and compile audit responses with various Mission components; monitor implementation of ISS recommendations as directed by internal and external auditors; regularly liaise with OIOS UNMIS in order to track and close recommendations; establish an internal monitoring and evaluation tool of ISS Section performance; draft briefs, reports, administrative instruction, concept papers, broadcasts and presentations; independently/and or as part of a team conduct research and reviews on arising issues and prepare reports proposing recommendations and conveying various options for further action in line with approved budget for the period; consult with officers within and outside OCISS, including substantive, military, civilian police, UNHQ, other UN agencies, local authorities; oversee all recruitment in ISS Sections including conducting interviews, identifying critical vacancies, reducing vacancy rate of national and international staff through active recruitment, reducing the number of Individual Contractors and correct application of UN Rules and Regulations; support ISS Section Chiefs and conduct follow-up on operational matters/logistical support on a daily basis; maintain an overall understanding of matters related to ISS; coordinate ISS work plan and monitor implementation and progress with Mission priority Projects; oversee ISS Section procurement plans and budget submissions; provide guidance and leadership to junior staff and supervise support staff as required.				
Summarize any of Your Achievements Successfully assisting in the reduction of the vacancy rate in ISS Sections, recruiting candidates according to the established UN Rules and Regulations; succesful use of OIOS and external auditors recommendations as a management tool to ensure smooth and effective running of ISS Sections to support operations at UNMIS; i have contributed towards the changing of policies of the Mission, carrying out research, providing options for senior management, publishing agreed decision and ensuring implementation - (National Monitors, reimbursement of personnel conducting Long Range Patrols, vehicle distribution, Property Management Section, UNOPs Project Managers etc).				
Reasons for Leaving Current position				

Job Title Project Manager		Type of Business Community Based Organisation	From - To 01/06/2006 - 01/01/2007
Name of Employer Adult Literacy Community Project Consultancy		Name of Supervisor Mr. P. F van Niekerk	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
1	1	NAD	Is this a position within the UN Common System? No
Telephone Number		Email Address pvanniekerk@yahoo.com	
Address of Employer Namibia			
Number of Employees Supervised by You			
Description of Duties As consultant set up adult literacy & life skills pilot community project in 'Township' having conducted a situation analysis over a period of two years consulting with Non Governmental Organisations and Government; drafted training manual and visual cards for community facilitators/animators based on Reflect methodology of teaching literacy using mapping methodology; trained two community facilitators and gave ongoing support for the duration; set up a micro finance project - firewood enterprise headed by participants enabling them to fund the literacy project and allow sustainability of the project.			
Summarize any of Your Achievements Succesful establishment of the project with a small allocated budget and few resources; two national facilitators trained in the reflect methodology for delivering literacy; to date the project continues to be run by participants funded by the firewood enterprise.			
Reasons for Leaving Succesful completion of project			

Job Title Associate Administrative Officer		Type of Business UN Peace Keeping Mission	From - To 01/01/2006 - 01/05/2006
Name of Employer Office of the Chief Administrative Officer (UNAMSIL)		Name of Supervisor Mr. Kiplin Perkins	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
40000	40000	USD	Is this a position within the UN Common System? No
Telephone Number		Email Address perkins@un.org	
Address of Employer Sierra Leone			
Number of Employees Supervised by You 2			
Description of Duties			

Identified and analysed issues, reviewed reports, documents, databases, and correspondence and formulated appropriate action, in line with approved budget for the period; consulted with relevant offices within and outside OCAO, including substantive, military, civilian police, UNHQ, other UN agencies, local authorities, etc; kept abreast of mission-wide developments and prepared background materials, reports and presentations independently and as a team; drafted briefs and reports; provided support to liquidating AS and ISS Sections relating to operational matters (general administrative, budgetary and financial management, in accordance with UN Financial Rules and Regulations, logistics, audit, and personnel, including giving advice and proposing policy initiatives and coordinating and conducting follow-up on operational matters); monitored and facilitated disposal of all UN owned assets as per UNAMSIL's Asset Disposal Plan and UN rules and regulations; assisted in disposal of assets using Galileo, Business Object Operations and Mercury; drafted LPSB 'AW', 'A' and 'SB' cases to assist in reducing backlog; coordinated and served as a focal point for all communications and action pertaining to HQ Board of Inquiry cases; drafted stream lined BOI case reports and complex BOI case reports as per the UNAMSIL Draft Field Manual and ensured all follow up; monitored the closure of pending Claims cases with RITCORP and AIG/ALICO and coordinated responses and follow up to outstanding complex claims cases; in consultation with Section heads, drafted the response and Section follow up for the Mission's final round of UNHQ internal audits; ensured follow-up on any actions or decisions taken.

Summarize any of Your Achievements

Selected to be part of the UNAMSIL liquidation team in the final six months of the Mission's mandate; contributed to the successful liquidation and closure of the Mission; having participated in Galileo and Mercury training at UNAMSIL I was successfully able to use these tools to facilitate my liquidation tasks.

Reasons for Leaving

End of agreed consultancy period

Job Title Associate Administrative Officer		Type of Business UN Peacekeeping Mission	From - To 01/04/2005 - 01/12/2005
Name of Employer Office of the Chief Administrative Services, (UNAMSIL)		Name of Supervisor Ms. Laura Londen	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
24000	24000	USD	Is this a position within the UN Common System? No
Telephone Number		Email Address londen@un.org	
Address of Employer Sierra Leone			
Number of Employees Supervised by You			
Description of Duties Worked for two components; in office of Chief Administrative Services (OCAS) and Boards of Inquiry (BOI). Responsibilities OCAS: Provided support to CAS Administrative Sections on general administrative, budgetary, audit, logistics and financial management; provided support on personnel issues, including establishing priorities vis a vis work plan; coordinated and conducted follow-up on operational matters; identified and analysed issues by reviewing reports, documents, databases and correspondence, then proposed options and formulated recommendations; consulted with Section heads and officers concerned within and outside CAS, including substantive, military, civilian police, and UNHQ; Ensured follow-up on any actions or decisions taken; monitored Mission-wide developments and prepared background materials, briefs, reports and presentations; Responsibilities Boards of Inquiry: Coordinated and served as a focal point for all communications and action pertaining to HQ Board of Inquiry cases; reviewed each contingent BOI, Military Police report or Security Investigation; liaised with Legal Advisor and Senior Legal Advisor on preparation of Convening Orders to be provided to the SRSG as Head of Mission; applied knowledge of Administration Instructions, Information Circulars, UNAMSIL Draft Field Manual, Medical Support Manual for UN Peacekeeping Operations and Standing Operating Procedures (SOP's) and provided guidance on the application of these documents as relevant to the case; prepared case reports in coordination with BOI Members and ensured BOI process executed as per the UNAMSIL Draft Field Manual.			
Summarize any of Your Achievements Contributed to the successful streamlining of Boards of Inquiry reports; successfully reduced the Boards of Inquiry back log of reports; implemented report and briefing package templates that are used as standard in all Sections; successfully liaising with all sections within mission, UNHQ, government ministries and international organizations, etc. under tight deadlines, creating inter-office and inter-mission standards to expedite work and obtain requested/ relevant information; successfully prioritised own work schedule to encompass both responsibilities.			
Reasons for Leaving Was selected to work in OCAO, UNAMSIL			

Job Title Assistant Specialist; Education in Emergencies		Type of Business Research	From - To 01/12/2004 - 01/12/2004
Name of Employer UNESCO International Institute for Educational Planning (IIEP)		Name of Supervisor Mr. Christopher Talbot	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
100	100	GBP	Is this a position within the UN Common System? No
Telephone Number		Email Address c.talbot@iiep.unesco.org	
Address of Employer France			
Number of Employees Supervised by You 0			
Description of Duties Carried out independent research liaising with experts and evaluating and integrating various sources of information; prepared input for IIEP global publication - Guidebook for educational authorities 'Education in Emergencies and Reconstruction'; Particular input; HIV/AIDS and education, accelerated learning programmes, access to early childhood education, access to post primary education, teacher training, health and hygiene and natural disasters; analysed subject area chapters and cross-referenced guidebook topic content with the recently established minimum standards of education provision in emergencies as per Interagency Network Education in Emergencies (INEE).			
Summarize any of Your Achievements I was invited back to IIEP to contribute towards this guidebook; Successful global publication of guidebook for educational authorities 'Education in Emergencies and Reconstruction';			
Reasons for Leaving Completed project			

Job Title Project Manager		Type of Business N.G.O	From - To 01/07/2004 - 01/11/2004
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Name of Employer Management Systems International, DIPAM Project			Name of Supervisor Mr. Paul Temple
Salaries per Annum:			
Starting 39000	Final 39000	Currency Paid USD	Is this a civil servant position of your Government? No Is this a position within the UN Common System? No
Telephone Number		Email Address ptemple@sierratel.sl	
Address of Employer Sierra Leone			
Number of Employees Supervised by You 10			
Description of Duties Formulated a training module based on participatory learning methodology for diamond mining cooperatives focusing on cooperative structure and functions; developed training work plan, organised logistical support and managed the implementation of the training programme; supervised and led team of ten national trainers delivering the cooperative training; trained trainers to deliver training content and worked with trainers on development of their own training skills; identified further training needs of the cooperatives based on a situation analysis; using a rights based approach conducted and facilitated the organisational self assessment of five community based organisations (CBO) who were supporting the Peace Diamond Alliance; applying mapping methodologies developed self-improvement plans for each CBO and provided on-going support; provided programme reports and contributed towards proposal writing for the donor - USAID.			
Summarize any of Your Achievements Secured donor funding for three (3) of the CBOs; managed allocated portions of the budget within parameters; established and monitored work plans and staff against budgeted goals; trained 10 national staff to deliver the training module successfully all of whom are now employed by UNDP as facilitators.			
Reasons for Leaving Project consultancy successfully completed			

Job Title Project Manager	Type of Business N.G.O	From - To 01/02/2004 - 01/06/2004
Name of Employer International Rescue Committee (IRC)	Name of Supervisor Mr. Patrick Henry	
Salaries per Annum:		
Starting 20000	Final 20000	Currency Paid USD
		Is this a civil servant position of your Government? No Is this a position within the UN Common System? No
Telephone Number		Email Address
Address of Employer Sierra Leone		
Number of Employees Supervised by You 10		
Description of Duties Developed and maintained a strong partnership between IRC and the model schools selected in Kailahun & Kono; developed a strategic plan for the project using evidenced based data collected in consultation with IRC education officers and senior management teams of schools; conducted a needs assessment with workshops, questionnaires, interviews and in class observations; mobilised teachers who were recent returnees to identify own needs and weaknesses through consultations and focus groups; using participatory training methodology designed the content of the training material with the overarching aim to impart skills and strategies to improve pedagogic skills; established monitoring and evaluation tools to track progress of project; managed procurement and distribution of learning aids to support implementation of concepts learnt in training; delivered training and supported it with on-going lesson observations and individual and group consultations to encourage self-reflection and self motivated behaviour change; established links with other IRC programmes (Gender Based Violence, Child Protection and Community Mental Health [CVT]) and ensured cross cutting issues of such were incorporated in to the model school programme; engaged senior managers to formulate transparent policies, reporting systems and the maintenance of teaching standards in line with those set by the Ministry of Education Science and Technology (MEST); established channels whereby the project can be replicated in cluster schools and throughout Eastern Sierra Leone in conjunction with MEST; trained IRC education officers to increase the capacity of IRC national staff and to support extension of the project.		
Summarize any of Your Achievements Secured and controlled continued donor funding for Kailahun/Kono education projects; successfully managed procurement and control of assets; trained IRC national education officers; compiled a training package for the model school project which continues to be used; when i was not working on the project i undertook research project work to document experience and to build up institutional learning on education aspect of emergencies.		
Reasons for Leaving Project consultancy completed		

Job Title Assistant Specialist; Education in Emergencies	Type of Business Research	From - To 01/07/2003 - 01/07/2003
Name of Employer UNESCO International Institute for Educational Planning (IIEP)	Name of Supervisor Mr. Christopher Talbot	
Salaries per Annum:		
Starting 10	Final 10	Currency Paid GBP
		Is this a civil servant position of your Government? No Is this a position within the UN Common System? No
Telephone Number		Email Address c.talbot@iiep.unesco.org
Address of Employer France		
Number of Employees Supervised by You 0		
Description of Duties		

Conference Facilitator and translator for World Bank & International Institute of Educational Planning (IIEP) (UNESCO) two week seminar: 'Reconstruction of education sectors in conflict & post conflict settings;' contributed to the working and discussion groups and provided simultaneous translations in groups for delegates from various Francophone countries; contributed to drafting of the post conference handbook, now distributed globally.

Summarize any of Your Achievements

Contributed to the successful implementation of two week seminar, which is now repeated annually at IIEP Headquarters, Paris.

Reasons for Leaving

Completed project.

Job Title	Type of Business	From - To
Research Assistant	University	01/01/2003 - 01/08/2003
Name of Employer	Name of Supervisor	
Bristol University	Dr. Gillian Squirrel	
Salaries per Annum:		
Starting	Final	Currency Paid
30000	30000	GBP
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number	Email Address	
	Gillian.squirrel@Bristol.ac.uk	
Address of Employer		
United Kingdom		
Number of Employees Supervised by You		
0		
Description of Duties		
Coordinated and monitored the work plan for the research team; drafted and controlled production and submission of reports to senior managers; created a toolkit for the assessment of the operational capacity and service delivery mechanisms of the institute; conducted qualitative and quantitative research; carried out data evaluation, identified salient issues, contributed to the data feedback (to the institute and British Government-Home Office).		
Summarize any of Your Achievements		
Successfully collected data, conducted analysis and contributed to the writing of the report; was able to apply various quantative research methodologies successfully; as a management tool the research results were fed back to the institute/home office. Along side this position i was studying for my Masters full time.		
Reasons for Leaving		
Successful completion of project.		

Job Title	Type of Business	From - To
Teacher of French and Teacher Trainer	Private School	01/07/1999 - 01/09/2002
Name of Employer	Name of Supervisor	
Port Regis Preparatory School	Mr. P. Spencer	
Salaries per Annum:		
Starting	Final	Currency Paid
21000	24000	GBP
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number	Email Address	
	pns@portregis.com	
Address of Employer		
United Kingdom		
Number of Employees Supervised by You		
4		
Description of Duties		
Turned around a failing Department by identifying management weaknesses, establishing priorities and a strategic plan; co-ordinated and monitored departmental work plan, providing regular reports to senior management; managed the Departmental Budget and Procurement programme throughout the year; planned, co-ordinated, and managed all field trips to international destinations, within departmental budget; designed, implemented and managed workshops; supervised and reported on staff work performance against objective standards; taught subjects in accordance with scheme of work, exam syllabi and British National Curriculum; established a system of assessment and of tracking student's progress; drafted the scheme of work for teaching French and developed the Information and Communication Technology (ICT) scheme of work and supported colleagues in integrating ICT in to their teaching; managed and set up the Graduate Teaching Programme, a government run programme coordinated by the Centre for British Teachers (CfBT), which provides on-the job training for graduates training to become teachers; supervised and mentored graduate teachers with lesson observations, consultative debriefs and theoretical workshops; established and maintained productive partnerships with children, parents, colleagues, senior management and govenors.		
Summarize any of Your Achievements		
Improved the results and raised the profile of the department in general; established and implemented ICT scheme of work; trained and mentored two graduates to become teachers.		
Reasons for Leaving		
Commenced study of Masters in Education & Development 09.2002 - 10.2003		

Job Title	Type of Business	From - To
Tezero Basica Class Teacher	Private School	01/01/1997 - 01/08/1998
Name of Employer	Name of Supervisor	
St Margaret's School for girls	Ms. Avril Cooper McQueen	
Salaries per Annum:		
Starting	Final	Currency Paid
12000	12000	CLP
		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

Chile

Number of Employees Supervised by You

0

Description of Duties

Reported on staff and student progress; developed results based reporting systems; designed, developed, administered and conducted workshops and courses for peers and clients; developed portions of results based budget and had input to budget reporting; taught subjects in accordance with scheme of work and Chilean government standards; monitored student's progress and drafted reports for senior managers, parents and destination schools; trained colleagues in participatory teaching methodology, supported by in-class observations and provided model lessons; mobilised colleagues to establish a system of assessment where the teacher's assessment was supported with a child's critical assessment of their own work and progress.

Summarize any of Your Achievements

Developed workshops and reporting systems within budget goals, which are still in use.

Reasons for Leaving

Left to study for Postgraduate Certificate in Education, UK

Job Title

Teacher of English as a Foreign Language

Name of Employer

Active Language Learning Centre

Type of Business

Private School

Name of Supervisor

Ms. Louise Zaiman

From - To

01/07/1994 - 01/12/1996

Salaries per Annum:

Starting

Final

Currency Paid

Is this a civil servant position of your Government?

Is this a position within the UN Common System?

14000

15000

GBP

No

No

Telephone Number

Email Address

zaaijman@aol.com

Address of Employer

United Kingdom

Number of Employees Supervised by You

0

Description of Duties

Taught English as a Foreign Language to multi cultural classes; used participatory learning methodologies; specialised with absolute beginners; coordinated and monitored the school work plan and prepared reports on staff and students; in spare time, in conjunction with a Community Based Organisation taught English and life skills to Tamil asylum seekers voluntarily.

Summarize any of Your Achievements

Successfully managed the school's work plan for the full period, including monitoring of achievement of objectives and maintenance of required standards.

Reasons for Leaving

Accepted International Assignment in Chile

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

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

Language	Mother Tongue	Speak	Read	Write	Understand
Italian	No	Easily	Easily	Easily	Easily

Address

Lambs House, East Stour
Gillingham, Dorset United Kingdom
Telephone: 44-1747-838364
Fax: 0-0-0
Contact: Kate Blacklock

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
Mr. Cristof KURZ	Former IRC Deputy Country Director	23 Joseph Street, Medford United States of America	christofkurz@yahoo.com
Ms. Jane SEYMOUR	Deputy Headmistress Port Regis School	Port Regis Preparatory School, Motcombe Park United States of America	jes@portregis.com
Dr. Leon TIKLY	Lecturer in Educational Management & Policy	Graduate School of Education, Bristol University United States of America	441179287187 Leon.Tikly@Bristol.ac.uk

Personal History Profile for Marcella CAREW

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
CAREW	Marcella	Tamsin	
2. Date of Birth	3. City of Birth	Country of Birth	Index No
29/05/1970	Dublin	Ireland	790130
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Ireland		United Kingdom	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Female	169	63	Single
10. Entry into the United Nations service might require assignment to any area of the world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? No			
13. What is your preferred field of work? Public information 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? 01/01/2010			
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: mtcarew@yahoo.com			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
University Of Leicester	Leicester United Kingdom	Oct-2003 - Oct-2005
Main Course of Study	Field of Study	
Degree Title or Equivalent	Degree Type	
Masters in Mass Communications (Faculty of Social Sciences)		

University Name	City, Country	From - To
University of Southampton, (King Alfred's College, Winchester)	Southampton United Kingdom	Sep-1992 - Jun-1995
Main Course of Study	Field of Study	
Degree Title or Equivalent	Degree Type	
Bachelor of Arts (Hons) English, Media, Film and Communication		

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

Name of School	City, Country	From - To
Cambridge College of Arts and Technology (now Anglia Ruskin University Cambridge)	Cambridge United Kingdom	Sep-1987 - Jun-1989
Main Course of Study		Certificate or Diploma
A' Levels		A' Level English, French

Name of School	City, Country	From - To
St. Patrick's Cathedral Grammar School	Dublin Ireland	Sep-1985 - Apr-1987
Main Course of Study		Certificate or Diploma
Intermediate Certificate		7 passes

Employment

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

Job Title	Type of Business	From - To
Information Officer	Environment Programme	01/07/2009 -
Name of Employer		Name of Supervisor
UNEP		Marion Cheatle
Salaries per Annum:		
Starting	Final	Currency Paid
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? Yes

Telephone Number	Email Address marcella.carew@unep.org
Address of Employer Kenya	
Number of Employees Supervised by You	
Description of Duties Compile, provide and disseminate accurate and up-to-date information on all areas of work under DEWA's responsibility to meet information requests from within and outside UNEP. Provide guidance on outreach to maximize the impact of DEWA products and services and oversee the storage, distribution and marketing of DEWA publications. Devise the redevelopment plan for DEWA webpages in line with the overall restructuring and redesign of www.unep.org. Contribute to divisional publishing processes by providing efficient and timely advice, technical support, oversight and guidance in line with UNEP's Publishing Policy. Special projects as required by the Director and Deputy Director, such as coordinating UNEP's rapid response to the Science Compendium issue, management reviews including the analysis and development of a proposal to establish a Communications, Publications and Outreach Unit within the Division and other related activities.	
Summarize any of Your Achievements Although I have only joined DEWA recently, I have developed a product tracking database to enable DEWA to better plan, monitor and implement its outreach and publishing projects and to foster more strategic oversight of the Division's information-related products. This tool is intended to facilitate DEWA's transition to the strategic planning and implementation activities for the new biennium. I have analysed various means of creating additional support for the Division of Communication and Public Information, such as collaborating with DCPI colleagues to devise a Publishing Section structure recommendation that was subsequently proposed to UNEP management. I successfully coordinated DEWA's rapid response to the rapidly emerging issues regarding the publication of the Science Compendium product leading to a revision being issued within a month of the original publication. I identified and developed a proposal for the establishment of a Communications, Publications and Outreach Unit to better meet DEWA's strategic requirements and enhance the flow of information with the Division and UNEP.	
Reasons for Leaving Not applicable.	

Job Title Public Awareness Officer	Type of Business Environment Programme	From - To 01/08/2008 - 01/07/2009
Name of Employer UNEP	Name of Supervisor Osmany Pereira	
Salaries per Annum: Starting Final Currency Paid	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes	
Telephone Number	Email Address mcarew@pic.int	
Address of Employer Switzerland		
Number of Employees Supervised by You		
Description of Duties Key coordination role to assist the specialist functions in the analysis of their core programmes and the alignment of strategic objectives with communications-related support services. Coordinate components of the programme of work and enhance the delivery of client services. Lead the strategic planning, development and implementation of key projects, working with other key organizations to develop and implement information campaigns as appropriate. Developing communications strategy to direct the Convention's vision in tandem with the strategic objectives in relation to the synergies process, which is a major structural and functional reform involving the progressive integration of three independent UNEP components to streamline programme delivery and the management structure. Concurrent activities include responding to the high intensity demands of support provision for two high-level conferences, while establishing mechanisms to service the outputs of specialist functions by enhancing outreach to broader audience segments. Preparation of cohesive multimedia communications materials for internal and external clients to raise awareness of the Conventions' scope and objectives.		
Summarize any of Your Achievements I fostered the initial development and implementation of a new public awareness function, which included key outreach and support activities at two major biennial ministerial-level conferences. I assessed the existing public awareness capacity and this resulted in the Conventions' first ever draft communications strategy, which embraces innovative ideas and new media technologies to deliver organizational objectives. Concurrently, I capitalized on this initiative by implementing the first phase of a website synergy project and created a template to lead the re-development of two existing websites. This led to a proposed re-design of distinct websites to create a 'web portal' with a more streamlined and cohesive 'look and feel'. I produced an information kit to publicize the three chemicals and waste Conventions, which show how these treaties have broken new ground in environmental governance by establishing efficiencies under the synergies process. I created a family of multi-language fact-sheets on a range of topics with inputs from technical specialists for various audience segments. I initiated the event strategy for the Stockholm Convention's Conference of the Parties (COP 4) and devised the theme for the High- level Segment in collaboration with key clients. I produced multi-media information materials aimed at a more general target audience and this was the first time the Stockholm Convention was publicized so visibly since 2000 and the most successful public awareness effort to date. I successfully promoted awareness of the Rotterdam and Stockholm Conventions internationally. I devised and delivered the event strategies for both Rotterdam and Stockholm COP 4 in collaboration with key clients which raised the visibility and awareness of the Conventions to a new level. As part of the information strategy, I developed a range of products to raise awareness among diverse audience segments from the national level to the general public. Notably, I managed the design and production process for an information kit on persistent organic pollutants within a three week period. Most recently, following the merger of Rotterdam and Stockholm Joint Services Section with Basel Secretariat support elements, I conducted the first ever holistic review of the public awareness function and provided recommendations for both existing and new services. Finally, I also assisted Director DCPI with an additional task, and acted as a focal point with the Prince of Wales's office to identify potential areas of collaboration with UNEP. I drafted a corresponding brief for the Executive Director in advance of his high-level meeting on these issues.		
Reasons for Leaving Offered new contract with DEWA, UNEP.		

Job Title Policy Officer	Type of Business Division of Mission Support	From - To 01/01/2005 - 01/08/2008
Name of Employer MONUC	Name of Supervisor DK Kuteyi	
Salaries per Annum: Starting Final Currency Paid	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes	
Telephone Number	Email Address carew@un.org	
Address of Employer Congo, Dem. Rep.		
Number of Employees Supervised by You		

Description of Duties

I assisted in the development of mandate implementation planning, commencing with mandate analysis and development of strategic objectives and leading to the formation of operational plans at component level. This process ultimately led to the development of results-based budgeting objectives and indicators; and although not yet implemented, the translation of these objectives into Work Plans and e-PAS. I assisted in mission support planning and acted as focal point for various substantive programmes to coordinate activity and the provision of integrated support. Researched and developed policy and process reform on overarching mission support and certain specialist functions such as aviation operations. Researched current processes to identify and analyse issues which led to the development of solutions and their incorporation in revised policy and procedures. Contributed to verbal and online quality surveys to identify client concerns and deliver targeted solutions. Provided support for specific process reform projects where multi-functional processes were deemed inefficient and therefore required process mapping, streamlining and standardization through the issuance of new procedures. Developed and disseminated internal communications packages to enhance awareness of reform initiatives and policy development issues, which also functioned as an information service and captured institutional knowledge within the Division. Monitoring and periodic reporting progress including a personal initiative to develop an electronic database to review and develop results achieved in order to track progress. Drafted extensively for senior leadership level, including briefs; management responses for audits, reports, manuals and related awareness-raising documentation with inputs from technical experts. Analysed needs for knowledge and resource-sharing networks to streamline documentation, reduce duplication and identify policy gaps.

Summarize any of Your Achievements

Key member and focal point of a client-driven team to develop and improve the delivery of services to clients and to foster a culture of accountability at all levels. Conceptualized and initiated the Managing Knowledge Series in cooperation with Director, Public Information Division; a film library resource and management tool intended to capture the institutional memory of the Mission by its various components. Contributed and supported various reform and change management initiatives aligned with mission and headquarters' objectives. Reviewed retention and dissemination of documentation practices, provided an evaluation and created an IT management tool solution to streamline documentation resources. Created a database management tool to and monitor project priorities, gain visibility of policy gaps, enhance forecasting of holistic policy needs, and foster a strategic focus for ongoing development. Reviewed mission level procedures and captured issues in a 'quick wins' matrix to enhance service delivery. Created a range of initiatives to manage client perceptions of the Division and its services, notably a DMS e-newsletter to streamline individual section's publications, provide cohesion, visibility and institutional memory of the Division's services and achievements. Regular interaction with senior clients and colleagues at all levels to define, measure and deliver agreed objectives.

Reasons for Leaving

Re-appointed to UNEP.

Job Title	Type of Business	From - To
Liaison Officer	Peacekeeping	01/03/2003 - 01/01/2005
Name of Employer	Name of Supervisor	
UNMIK	Mr Jose Pablo Baraybar	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
55346	55346	USD	Is this a position within the UN Common System? Yes
Telephone Number	Email Address		
	carew@un.org		
Address of Employer			
Yugoslavia			
Number of Employees Supervised by You			
2			

Description of Duties

Ensured timely follow-up of OMPF directives, including effective dissemination of pertinent information to senior UNMIK leadership. Formulated and implemented the strategic planning process, in particular overseeing the implementation of the Division's humanitarian and civic education objectives, in consultation with technical experts. Represented OMPF and coordinated with various UN agencies, programmes and donors, as well as other interlocutors. Liaised with a diverse range of actors, scoped and established a framework for a collective memory of Kosovo. Managed strategic humanitarian initiatives which formed the blueprint for the Memory Project, in addition to raising the profile of missing persons' issues and the Division's humanitarian work. The Memory Project was established to build on the OMPF mandate to determine, to the extent possible, the fate of missing persons, regardless of location or ethnicity. The project progressively incorporated the latest humanitarian findings to build a collective memory of Kosovo. This collaborative effort was a key part of the reconciliation process and in building confidence between communities. This diligent and collective effort included the preparation of a project nomination proposal to highlight the OMPF mandate. Addressed the sensitivities of a multi-ethnic audience in planning and coordination of civic education activities. Contributed to management team initiatives and had responsibility for drafting inter-departmental communications, including documentation for colleagues at O/D/SRSG level. Initiated and coordinated the 'silence is deafening' awareness campaign, a multi-media humanitarian project which highlighted the plight of missing persons throughout Kosovo and increased the transparency of the OMPF Division. Subsequently, as this project and the work of OMPF progressed over the years, this collective endeavour led to the award for a field-based project in the UN 21 Awards 2005 (awarded in 2006).

Summarize any of Your Achievements

Contributed to the development of high-level reconciliation talks as part of the UNMIK-led Working Group on Missing Persons, ensuring focus on the issue and that it remained high on the political agenda. Analyzed a range of complex humanitarian and related issues, particularly in the development of re-integration initiatives with various ethnic groups, evaluating and integrating information from a variety of sources. Closely advised senior UNMIK leadership on a rapidly escalating and potentially damaging political issue and coordinated with various interlocutors and in close cooperation with the then Director of Justice, secured SRSG-level intervention and was officially commended. Subsequently, the then SRSG presented key missing persons' issues to the Security Council on 6 February 2004. Collaborated with international actors and raised the profile of missing persons' issues in Kosovo through a short film which aired on CNN's World Report in late 2004. Demonstrated ability to develop strategic partnership and build good working relations with key institutions and constituencies to broaden, engage support and maximize the impact of OMPF's outreach activities, targeted at specific audiences.

Reasons for Leaving

Offered post with MONUC.

Job Title	Type of Business	From - To
National Coordination & Civil Registration	Peacekeeping Mission	01/01/2001 - 01/06/2002
Name of Employer	Name of Supervisor	
UNTAET	Jonathan Prentice	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
25000	25000	USD	Is this a position within the UN Common System? Yes
Telephone Number	Email Address		
	carew@un.org		
Address of Employer			
East Timor			
Number of Employees Supervised by You			
1			

Description of Duties

Senior management team member responsible for the strategic development, planning and implementation of East Timor's Independence Day Celebrations: a series of initiatives ranging from VVIP official engagements to festivals and sporting events which culminated in East Timor's Independence Ceremonies on 19 & 20 May 2002. Handled the national coordination of the celebrations throughout East Timor, in addition to the Ceremonies in Dili. Given the high-profile nature of these activities, used strong interpersonal skills and client-focus to support and advise senior level mission staff. Coordinated regularly with the SRSg, his representatives and the senior East Timorese leadership. Analyzed guidance on various issues in coordination with a wide range of international actors and hosted at Head of State level. Coordinated sponsorship activities, which included raising both financial and in-kind support from a wide spectrum of donors and contributors. Managed communications strategies, including media and public information initiatives, commemorative programmes as well as the official website.

Summarize any of Your Achievements

Managed, coordinated and integrated projects which contributed to ceremonies in honour of the East Timorese people's independence. In my previous capacity as a Public Information Officer with Civil Registration, I devised communications and civic education strategies for the initial registration campaign. Raised awareness among largely rural and displaced populations, which resulted in the registration of 750,000 East Timorese people and subsequent elections.

Reasons for Leaving

End of contract followed by freelance editorial work for a former employer (RICS) prior to joining UNMIK.

Job Title Awards/Campaigns Manager		Type of Business Professional Body	From - To 01/05/1998 - 01/10/2000
Name of Employer Royal Institution of Chartered Surveyors		Name of Supervisor Mark Goodwin	
Salaries per Annum: Starting 17000		Final 25000	Currency Paid GBP
		Is this a civil servant position of your Government? No	
		Is this a position within the UN Common System? No	
Telephone Number		Email Address	
Address of Employer United Kingdom			
Number of Employees Supervised by You 1			
Description of Duties Diverse management post with direct responsibility for planning, organising and coordinating communications and governance projects, both at headquarters and in liaison with key property offices and senior members worldwide. Demonstrated superior drafting skills required to produce wide range of documentation, promotional material and projects. Evaluated and secured various contractors from photographers to graphic designers, and frequently participated as board member for client pitches. Managed various strategically planned, high-profile events including the RICS Awards (annual), an international property and conservation project, which attracted guest speakers such as HRH The Prince of Wales. Responsible for the Royal Centenary Visit, a high level event held in the presence of HM The Queen; including extensive liaison with Royal officials and provision of protocol advice to senior Institution staff and members. Managed the RICS Millennium Project, which resulted in the deployment of property consultants to assess post-conflict infrastructure requirements in Kosovo. Coordinated and managed other key international events such MIPIM, a property exhibition held annually in Cannes which enabled senior leadership delegates to promote the organisation's activities, to foster client relations. Managed the annual President's Inaugural Address, a Senior Leadership Team conference and post-show reception held at various exclusive Westminster and UK-wide venues. Managed a pilot project for an undergraduate level audience to raise awareness of the surveying profession and foster future members. Served as board member in an advisory capacity on the Promotion Task Force. Advisor to Royal Society of Arts (RSA) Awards Forum Steering Group. Represented the organisation at corporate seminars and conferences.			
Summarize any of Your Achievements Raised the profile and status of the organisation through the management of high-status international projects which are integral to the industry calendar among property and industry specialists worldwide. Demonstrated proactive ability in preparation of various materials that were clear, concise and intelligible to a non-technical audience, and which contributed to the profile of the organization and its activities.			
Reasons for Leaving Offered a short term contract with the OSCE in Kosovo just prior to joining UNTAET.			

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

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

Address

37 Hicks Lane
Girton
Cambridge United Kingdom
Telephone: 44-1223-277155
Fax: 44-797-3150429
Contact: Marcella Carew

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
Louis ARMSTRONG	Chief Executive	RICS, 12 Great George Street, Parliament Square,Westminster United Kingdom	442077222 7000 chiefexecutive@rics.org.uk
Chris JAMES	Managing Director	DITD Pub Company Limited United Kingdom	chris_media04@yahoo.co.uk
Hazel SCOTT	Former MONUC Director of Administration (Retired)	Pretoria United Kingdom	alexis2645@yahoo.com

Personal History Profile for Bella ENDESHAW

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
ENDESHAW	Bella		Germachew
2. Date of Birth	3. City of Birth	Country of Birth	Index No
18/01/1951	Addis Ababa	Ethiopia	141181
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Ethiopia	United States of America	United States of America	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Female	150	50	Married
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? No			
13. What is your preferred field of work? Personnel management specialists			
14. Would you accept employment for less than six months? Yes			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? 01/07/2008			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? No			
18. Email Address: endeshaw@un.org			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
Queens College	New York United States of America	Sep-1982 - May-1984
Main Course of Study	Field of Study	
Degree Title or Equivalent	Degree Type	
Bachelor of Arts degree		

University Name	City, Country	From - To
University of Lausanne	Lausanne Switzerland	Sep-1968 - May-1970
Main Course of Study	Field of Study	
Native Languages	Humanities	
Degree Title or Equivalent	Degree Type	
Diplome de Francais Modern	Degree	

University Name	City, Country	From - To
La Chassotte College	Fribourg Switzerland	Sep-1965 - May-1968
Main Course of Study	Field of Study	
Degree Title or Equivalent	Degree Type	
Diplome de l'enseignement du francais		

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

Name of School	City, Country	From - To
German High School	Addis Ababa Ethiopia	Sep-1961 - May-1965
Main Course of Study		Certificate or Diploma
High School		High School Certificate

Employment

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

Job Title	Type of Business	From - To
Administrative/Personnel Officer	International Org.	01/10/2002 - 01/12/2008
Name of Employer		Name of Supervisor
International Seabed Authority		Nii Odunton
Salaries per Annum:		
Starting	Final	Currency Paid
-----	-----	-----
Is this a civil servant position of your Government? No		

66000	84000	USD	Is this a position within the UN Common System? Yes
Telephone Number		Email Address endeshaw@un.org	
Address of Employer Jamaica			
Number of Employees Supervised by You 7			
Description of Duties <p>My main duties at the International Seabed Authority were providing operational support in Human Resources and Administration. I was responsible for post incumbency reports and post classifications reviews. I prepared vacancy announcements and provided advice on job design and classification. I managed timely and appropriately the selection and placement of staff taking into account the interview, selection and recruitment process. I provided reports on staffing data. I was responsible of the management and development of candidate rosters. I was responsible to do the initial review of all applications and submit a short- list of suitable candidates to the Appointment and Promotion Board. I served as ex-officio to the APB. I provided advice on interpretation and application of policies, regulations and rules per UN Common System. I reviewed post incumbencies for preparation of budget. I monitored the budget and submitted budget reports to Senior Management in order to certify obligations and expenditures against the approved budgetary allocation for accounting purposes. I managed the staffing table and carried out reviews to ensure proper implementation of resources based on the approved biennial budget. I was responsible for performance management and advised on HR activities such as promotion, training and staff development activities. I was responsible for staff entitlements: repatriation grant, education grant and official travel. I served as Certifying Officer for all Travel Authorizations for staff and consultants. I supervised and managed all official travel requests, advances and claims. I made SPA recommendations for staff. I worked in close cooperation with every Unit in identifying staff requirements. Since ISA is an independent UN entity, operating under the UN Common System, I made recommendations to improve policies, procedures and practices and in applying various United Nations administrative, financial and human resources.</p>			
Summarize any of Your Achievements <p>My major achievements were managing and guiding the Personnel Unit within the Office of Administration and Management in the full range of activities relating to human resources management and general administration. I was responsible for the recruitment of all internationally and locally recruited staff. I anticipated and met staffing needs through recruitment, reassignment based on the requirements of the Organization and making sure that the organizational competency requirements are met. I developed a strategy for external recruitment through job design and advertising on the worldwide web ensuring that the core and functional competencies, gender and demographic goals are met. I managed and developed a roster of candidates. I provided professional advice to senior management in regards to recruitment and contracting policies. I successfully monitored the budgetary allocations for accounting purposes and budgetary control compatible by setting up an effective budget reporting systems for cost control purposes. I participated in the planning, organizing and implementation of the full range of management and administration activities in the Office of Administration. In this regard, I played an effective role in supporting and encouraging a team environment consisting of a Finance Officer, a Budget and Audit Officer and four general service support staff. In my capacity as HR and Administrative Officer, I made sure that staff was informed of their rights and responsibilities and communicated any change in UN policies and practices. I strengthened the performance management process in order to ensure accountability, so that all staff members achieve their potential and are fairly compensated. Prior to my joining ISA there was not a Human Officer, therefore I can modestly say that I have strengthened the area of Human Resources Management as well as making sure that UN administrative rules and regulations within ISA are enforced by organizing and planning the work in all areas of Personnel and General Administration. In addition, to the functions mentioned above, I served as focal point by bringing scientists and participants to attend workshops and meetings in different parts of the world. This involved extensive preparation, organization and logistic skills.</p>			
Reasons for Leaving Leaving to take advantage of mobility requirements after five and half years of service.			

Job Title Human Resource Officer	Type of Business United Nations	From - To 01/05/2000 - 01/10/2002
Name of Employer United Nations	Name of Supervisor Ying Ying Tang	
Salaries per Annum: Starting	Final	Currency Paid USD
		Is this a civil servant position of your Government? Yes
		Is this a position within the UN Common System? Yes
Telephone Number 1212963-1234	Email Address bellage@att.net	
Address of Employer United States of America		
Number of Employees Supervised by You		
Description of Duties <p>My main duties consisted in reviewing and identifying the most suitable candidates for positions in DPKO at UNHQ, particularly candidates for positions in field operations, such as Military and Police personnel as well as personnel in Procurement, Engineering, Logistics, and other Support Services. I reviewed all applications received through Galaxy for advertised positions. I reviewed the Personal History Profiles taking into consideration the requirements for the posts. I shortlisted the suitable candidates after determining their eligibility to the relevant Departments, Sections and Units in DPKO. In addition, I was responsible to prepare vacancy announcements for posting in Galaxy. I successfully liaised with different units in DPKO to review the shortlisted candidates with the appropriate units by convening meetings to review the qualifications and merits of the shortlisted candidates. I developed and identified criteria to be used to identify the most suitable and qualified candidates for the advertised posts. I provided advice on the selection process to managers and senior staff in order to ensure that the best and most competent applicants were shortlisted and invited for interviews.</p>		
Summarize any of Your Achievements <p>My achievements include successful recruitment of qualified staff for DPKO from a varied pool of applicants applying through Galaxy from many quarters of the world. I successfully assisted in the recruitment of Military, Police, Logistics, Engineering, Procurement, Transport and Movement and various Support Services in DPKO, including administrative services such as Budget, Finance and Administrative personnel. I reviewed about 80-100 applications per day and drafted recommendations. I always met deadlines in submitting shortlisted candidates for review by departments in DPKO. I was successful in short listing and finalizing the selection of personnel in the different occupational categories at the professional level, so that interviews could be scheduled.</p>		
Reasons for Leaving Joined another UN Organisation as Human Resource Officer, got another job offer.		

Job Title Administrative Officer	Type of Business UN Peacekeeping Mission	From - To 01/05/1995 - 01/05/1999
Name of Employer United Nations Mission in Haiti	Name of Supervisor Ms. Carmen Reid, CAO, Linda Cohen, CAO, Peter Hornsby, CISS	
Salaries per Annum: Starting	Final	Currency Paid USD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? Yes
Telephone Number	Email Address	

1212963-1234

Address of Employer

United States of America

Number of Employees Supervised by You

3

Description of Duties

As AO I reported directly to CAO. My foremost duty was to liaise with all the administrative services, Personnel, Finance, Procurement, Logistics, Building Management, Military Personnel, Police Personnel and the Chief of Administration Office. Under the directive of the Chief of Administration, I prepared directives and followed-up on implementation of administrative arrangements, procedures and functions in line with UN Administrative/Financial Rules and Regulations. I coordinated administrative matters relating to personnel, finance, medical services and office accommodation. I was directly responsible to coordinate medical evacuations of military and civilian mission personnel as well the repatriation procedures in respect to military personnel. I represented the CAO at military briefings and was responsible to reporting problems to CAO concerning security of staff, office premises and equipment. I served as the focal point in the CAO's office for the military and civilian personnel. I was responsible for approval of travel requests for military personnel. I served on Board of Inquiries, Property Survey and Local Property Boards and Promotion Panels. I provided orientation to new arrivals in the mission.

Summarize any of Your Achievements

As AO working directly in the Chief of Administration's Office, my major achievement was to coordinate the implementation of all administrative arrangements, procedures and functions and to ensure timely responses in the area of administration, finance, personnel and procurement between the various units and the CAO's office. I successfully liaised between the Military, Police and the Administrative Services in the Mission. I was successful in establishing excellent working relationship with all major players the military, police, civilian and local representatives.

Reasons for Leaving

End of mandate returned to New York

Job Title	Type of Business	From - To
Human Resource Officer/Programme Officer	Non for Profit	01/09/1983 - 01/05/1999
Name of Employer		Name of Supervisor
African-American Institute		Anita Johnson

Salaries per Annum:

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

Telephone Number

1212949-5666

Email Address

Address of Employer

United States of America

Number of Employees Supervised by You

1

Description of Duties

I managed and administered an educational scholarship programme for a US based NGO funded by USAID. I developed and coordinated the implementation of the Human Resources Development Project. My duties consisted of selecting, screening, and interviewing potential fellows. In my functions, I participated in educational need assessments with host governments and university professors. I designed country specific training programmes in cooperation with governments and USAID officials. I prepared and monitored the operational budget and I was responsible for all administrative matters relative to the implementation of the Human Resource Development Project

Summarize any of Your Achievements

Your Achievements. My major achievement was to admit a total of 10 graduate students per year in various graduate degree programmes at many US Universities. Most of the scholarship recipients completed their programmes successfully within a period of two and half years and returned to their respective countries in Africa. This was achieved through a very thorough selection process, interview panel and close monitoring of the progress of the students, during their studies. In addition, I successfully managed and monitored the operational budgets, surveyed programme performance to ensure that scholarship recipients successfully completed their degree programmes within the allocated and approved budget.

Reasons for Leaving

End of Project

Job Title	Type of Business	From - To
Editorial Assitant	International Org.	01/01/1970 - 01/10/1975
Name of Employer		Name of Supervisor
Economic Commission for Africa		Kingsley Dube

Salaries per Annum:

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

Telephone Number

Email Address

Address of Employer

Ethiopia

Number of Employees Supervised by You

Description of Duties

My major achievements working for the Economic Commission for Africa was planning meetings and conference for the information Center. I also drafted and ensured circulation of press releases relating to all the major activities of ECA.

Summarize any of Your Achievements

My major achievements working for the Economic Commission for Africa was planning meetings and conference for the information Center. I also drafted and ensured circulation of press releases relating to all the major activities of ECA.

Reasons for Leaving

Left country with my family.

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

computer proficient

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

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

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

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

Address

300 East 40th Street
New York New York United States of America
Telephone: 1-646-478-7675
Fax: 1-917-225-5022
Contact: Bella Endeshaw

Address

300 East 40th Street
New York New York United States of America
Telephone: 1-9174347579
Fax: -6464787675
Contact: Bella Endeshaw

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
James LEE	Editor (retired)	336 East 45th Street United States of America	19142370512 jimbarblee@aol.com
Michelle ROBERTS	NGO	1 E 91st St United States of America	1212727-4178 lemurad@yahoo.com
Elizabeth WARD	College	Valhalla, NY 10595 United States of America	1914594-4846 elizabeth_ward@nymc.edu

Personal History Profile for Florence KARERA

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
KARERA	Florence		
2. Date of Birth	3. City of Birth	Country of Birth	Index No
28/07/1973	Mpigi	Rwanda	786540
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Rwanda		Rwanda	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Female	169	72	Single
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? No			
13. What is your preferred field of work? Personnel management specialists			
14. Would you accept employment for less than six months? Yes			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? 01/02/2010			
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: Karera@un.org			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
A consortium of the following European Universities:Audencia Nantes, Ecole de Management, France;Institut d' Administration des Entreprises, IAE, Universite Paul Cezanne, France;Escuela de Alta Direccion y Administracion, EADA, Spain;HHL Leipzig Graduate School of Management, Germany;Leon Kozminsky Academy of Entrepreneurship and Management (LKAEM), Poland;Universiteit Maastricht Business School, Faculty of Economics and Business, Universiteit Maastricht, Netherlands.	Nantes, Bremen, Barcelona, Warsaw, Aix-en-Provence Netherlands	Sep-2005 - Sep-2009
Main Course of Study	Field of Study	
Degree Title or Equivalent	Degree Type	
MBA		

University Name	City, Country	From - To
Université Blaise Pascal de Clermont Ferrant/CAVILAM	VICHY France	Jul-2000 - Dec-2001
Main Course of Study	Field of Study	
Degree Title or Equivalent	Degree Type	
Maitrise Français Langue Etrangère		

University Name	City, Country	From - To
MAKERERE	KAMPALA Uganda	Sep-1994 - Jul-1997
Main Course of Study	Field of Study	
Degree Title or Equivalent	Degree Type	
BA (Ed)		

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

Name of School	City, Country	From - To
UNMIK Staffing Support Unit	Pristina Yugoslavia	Jun-2005 - Jun-2005
Main Course of Study	Certificate or Diploma	
Cross Training (UNMIK Staffing and Recruitment procedures, rules and regulations). I spent the entire time reading PHP and P 11 of different applicants, short-listing candidates , preparing their interviews. The most important exercise was to ensure consistency in the application of the UN regulation in as far as recruitment and placement are concerned, and the coordination of the PMSS and the Mission in getting various staff' categories into positions.	Note for the file	

Name of School	City, Country	From - To
UNMIK Training Unit	Pristina Yugoslavia	Sep-2004 - Sep-2004
Main Course of Study	Certificate or Diploma	
Enhancing Writing Skills	Certificate	

Name of School UNITAR	City, Country Pristina Yugoslavia	From - To Jan-2004 - Jun-2004
Main Course of Study 1.Introduction to the UN System: 2.Orientation for serving in the Field Mission 3.Security Measures for UN Peacekeepers 4.Logistical Support to UN Peacekeepers 5.Peacekeeping and International Conflict Resolution 6.The conduct of Humanitarian Relief Operations: Principles of Intervention and Management		Certificate or Diploma Certificates

Name of School UN online courses	City, Country Pristina Yugoslavia	From - To Jan-2004 - Feb-2004
Main Course of Study 1.Stress Management 2.Client focus 3.Introduction to the UN system		Certificate or Diploma Certificates

Name of School CIFEPT, Saint Denis, Iles de la Reunion	City, Country Tampon France France	From - To Aug-1996 - Oct-1996
Main Course of Study Education		Certificate or Diploma Certificate

Name of School Trinity College, Nabbingo	City, Country KAMPALA Uganda	From - To Feb-1992 - Mar-1994
Main Course of Study Literature in English, Economics, Religious Studies, French Language		Certificate or Diploma UACE-Uganda Advanced Certificate of Education

Name of School St. Theresa 's Secondary School	City, Country MASAKA Uganda	From - To Jan-1988 - Dec-1991
Main Course of Study General secondary School Education		Certificate or Diploma UCE-Uganda Certificate of Education

Employment

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

Job Title Administrative/Human Resources Officer			Type of Business Peace keeping	From - To 01/07/2008 -
Name of Employer MONUC			Name of Supervisor Amadu Kamara (Kamara1@un.org)	
Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No	
52000	52000	USD	Is this a position within the UN Common System? No	
Telephone Number			Email Address karera@un.org, flora_karera@yahoo.com	
Address of Employer Congo, Dem. Rep.				
Number of Employees Supervised by You 2				
Description of Duties I am a member of a permanent recruitment panel in MONUC as designated by the Director of Mission Support (DMS); Analyse candidate's profiles and march them with vacancy announcements; Advise Programme Managers on candidates to short-list; Carry out interviews and act as Human Resources Ex-Officio;Recruit and place candidates at Field Service and Professional categories; Write Comparative Evaluations, Selection faxes and prepare all recruitment documents required by FPD/DFS, in accordance with the Field Central Review Boardies policy on recruitment; Liaise with New York FPD in getting new recruited candidates on board; Advise and support Programme Managers in human resources issues; Participate in HR projects that are geared towards the smooth-running of the HR division; Through the local Recruitment Monitoring System (RMS), monitor recruitment activities and statistics for various units and divisions and advise Managers accordingly; Monitor the work of Recruitment Assistants and fellow officers and make suggestions or learn from them accordingly; Analyse staff development needs and make suggestions to Programme Managers whenever there is need to; Support individual candidates in getting movement to higher levels (promotions) or make lateral move; advise new recruiKeep abreast of new developments in the International Recruitment Unit; Keep the Chief of Administrative Services informed of any recruitment issues of his interest; Work closely with colleagues in Recruitment and Outreach Unit (ROU) in New York in getting competitive candidates assessed and placed in the roster. -Keep myself informed of the HR developments in other DPKO missions and advise MONUC candidates accordingly; Advise rew recruits on benefits and entitlements; Negotiate with FPD on recruitment issues and keep Programme Managers informed on the reclassification of posts each budget year; Contribute to staffing reports and statistics of the Mission.				
Summarize any of Your Achievements I have managed to bring the vacancy rate in MONUC at lower level				
Reasons for Leaving NA				

Job Title Associate Human Resources Officer			Type of Business Non-Government	From - To 01/08/2006 - 01/06/2008
Name of Employer United Nations HQ, DPKO/PMSS/ROU			Name of Supervisor Margarete Sobral (sobral@un.org)	
Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No	

55000	55000	USD	Is this a position within the UN Common System? No
Telephone Number 001212917367		Email Address Karera@un.org/flora_karera@yahoo.com	
Address of Employer United States of America			
Number of Employees Supervised by You 1			
Description of Duties -Maintained contact with Guidance, Organization and Design Section to obtain information on staffing requirements for each new budgetary cycle; Held direct contact with the Technical Focal points and staffing units in order to review the content of the vacancy announcements for any change in the post requirements; Submitted and Translated into French of vacancy announcements and note verbales from diplomatic missions; Assessed all applicants whose profiles were written in French. Undertook all communications in French language; Screened candidates in various occupational group (Medical, Surface Transport, Logistics, and General Services), cleared them on the initial basis. Assessed performance of candidates after preliminary interviews; Drafted, edited, updated and posted Vacancy Announcements (VAs) to the UN Galaxy, according to the OHRM policies. Coordinated with OHRM and other technical focal points in updating VAs; Contacted selected candidates and interviewed them to assess their suitability and readiness to serve the DPKO missions; Indicated successful candidates in the Nucleus system of recruitment for various UN DPKO Missions to recruit them; Outreached (liaising with other recruitment organizations worldwide in order to identify candidates that exceed expectations for the UN VAs); Advised candidates on Human Resources rules and regulations			
Summarize any of Your Achievements Managed to keep the roster well balanced so that DPKO Missions have enough candidates to choose from.			
Reasons for Leaving Got a higher post in MONUC			

Job Title Human Resources Desk Advisor, Department of Administration and Finance		Type of Business Peace keeping Mission	From - To 01/11/2002 - 01/08/2006
Name of Employer United Nations Interim Administration Mission in Kosovo (UNMIK)		Name of Supervisor Steffen Felbrich (Mr)	
Salaries per Annum:			
Starting 1	Final 1	Currency Paid USD	Is this a civil servant position of your Government? No Is this a position within the UN Common System? No
Telephone Number 38138504 604		Email Address Karera@un.org	
Address of Employer Yugoslavia			
Number of Employees Supervised by You 4			
Description of Duties Provided advice and support the Permanent Secretary and Minister on all issues regarding HR and Personnel in terms of policy development and program implementations. • Developed, monitored and assessed HR and personnel policy procedures, administrative instructions, guidelines and staff rules as applicable to the Civil Service Law in Kosovo • Assisted in developing and implementation of Comprehensive system of personnel record keeping. • Ensured that all applicable Labour Laws and Civil Service Laws were duly incorporated into Ministry of Education, Science and Technology HR Policy and program implementation. • Reviewed administrative paperwork of UN staff members in the professional, field and general service categories administered by the Division of Human Resources which included among others, ORB and annual leave requests, family visits and home leave interviews, criteria of qualifications, initial appointments, promotions, separations. • Served as member and ex-officio member of different selection panels. Served as focal point for training programs, career development and performance appraisal.			
Summarize any of Your Achievements Introduced a local staff data base to facilitate leave requests; minority and women employment reporting system. Carried out Training Analysis and implemented career development to the local and international staff in various areas. Developed a course and taught French language to the UN staff members on a voluntary basis. .Conducted local staff training on personnel matters .Improved the information flow between local and UNMIK staff by acting as a focal point for administrative issues .Created and Implemented a system of regulating and appraising the work of UNMIK Local staff in the Ministry .Supervised Local UNMIK staff (Language Assistants) .Improved the procedures regarding utilization of Language resources .Recruited local staff into different posts .Liaised with UNMIK central Personnel Unit on behalf of UNMIK/MEST staff in solving different issues. Assisted the Local Kosovo Civil Servants to create a comprehensive strategy of staff recruitment, employee retention and staff training.			
Reasons for Leaving Got recruited by PMSS/DPKO			

Job Title Assistant Lecturer		Type of Business Adult Training	From - To 01/05/1999 - 01/10/2002
Name of Employer Kigali Institute of Science, Technology and Management (KIST) /MINISTRY OF EDUCATION		Name of Supervisor Dr Jolly MAZIMHAKA	
Salaries per Annum:			
Starting 180000	Final 1800000	Currency Paid RWF	Is this a civil servant position of your Government? Yes Is this a position within the UN Common System? No
Telephone Number 250754698		Email Address jmazim@avu.org	
Address of Employer Rwanda			
Number of Employees Supervised by You 0			
Description of Duties . Administration: Worked as a member of the Management Council that oversaw all the development activities of the Institute. . Took meeting minutes, edited and distributed them to the members prior to the next Management meeting. . Represented my Department on various Academic Council meetings Academic: Designed teaching materials for undergraduates .Evaluated semester programmes .Taught various courses to the undergraduates .Set exams and marked them .Improved the feasibility of the academic programme and teaching process, getting feedback from students and taking actions in order to meet their requirements. .Made constant reports to the Head of Department and the Dean, informing colleagues and seeking their opinions .Developed curriculum. .Carried out annual evaluation of the academic program .Founded the School of language studies (along with other staff members).			

Summarize any of Your Achievements

The main goal of the Faculty was to equip French speaking undergraduates with enough English language skills so as to be able to follow lectures in English-and vice-versa. Gradually, we succeeded to turn the whole Institute into a Bilingual one, whereby language barrier was never an issue to hinder learning. Despite the heavy load that I carried as an Academic staff, I diligently served as an Administrator and managed to get both activities running smoothly.

Reasons for Leaving

Got a higher post

Job Title Professeur		Type of Business Cultural Centre	From - To 01/04/1998 - 01/05/1999
Name of Employer Alliance Française		Name of Supervisor Mr. Adinane Toahert	
Salaries per Annum:			
Starting 12000	Final 12000	Currency Paid UGS	Is this a civil servant position of your Government? No Is this a position within the UN Common System? No
Telephone Number 25641344490		Email Address adinanitoahert@yahoo.com	
Address of Employer Uganda			
Number of Employees Supervised by You 0			
Description of Duties Designed teaching materials for all levels .Evaluated semester programmes .Taught French language to diplomats .Set exams and marked them .Improved the feasibility of the academic programme and teaching process, getting feedback from learners and taking actions in order to meet their requirements .Made constant reports to the Director of studies informing colleagues and seeking their opinions; .Developed curriculum Carried out annual evaluation of the academic program.			
Summarize any of Your Achievements Equiped diplomats and other learners with french communication skills			
Reasons for Leaving Got a higher post at KIST			

Job Title Protocol Officer		Type of Business Private Sector	From - To 01/04/1998 - 01/12/1998
Name of Employer Uganda National Chamber of Industry (UNCCI)		Name of Supervisor Ambassador Bonney KATATUMBA	
Salaries per Annum:			
Starting 12000	Final 12000	Currency Paid UGS	Is this a civil servant position of your Government? No Is this a position within the UN Common System? No
Telephone Number 25641585585		Email Address	
Address of Employer Uganda			
Number of Employees Supervised by You 0			
Description of Duties .Arranged meetings for the President-UNCCI, .Took minutes during meetings. .Made press releases Managed files and other records .Drafted administrative memos.			
Summarize any of Your Achievements Put up a comprehensive filing system for the Chamber of Commerce Established a working network for busines people throughout the country.			
Reasons for Leaving Got a higher post			

Job Title Instructor		Type of Business UNIVERSITY	From - To 01/07/1997 - 01/05/1999
Name of Employer Makerere University		Name of Supervisor Dr (Mrs) Edith Natukunda-Togboa	
Salaries per Annum:			
Starting 120000	Final 120000	Currency Paid UGS	Is this a civil servant position of your Government? No Is this a position within the UN Common System? No
Telephone Number 25641530106		Email Address	
Address of Employer Uganda			
Number of Employees Supervised by You 0			
Description of Duties			

Taught undergraduates .Developed curriculum .Evaluated teaching program .Made semester reports to the Head of the Department

Summarize any of Your Achievements

Equiped English speaking students with French language skills, as a requirement in the Degree programs

Reasons for Leaving

Got a higher post

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

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

For clerical grades only:

Indicate typing speed in words per minute: English - **60** French - **40**

List any office machines or equipment you can use:

Overhead Projector,Fax machine, Computer, Photocopier, scanner, digital sender.

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

Language	Mother Tongue	Speak	Read	Write	Understand
English	No	Easily	Easily	Easily	Easily
French	No	Easily	Easily	Easily	Easily

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

Language	Mother Tongue	Speak	Read	Write	Understand
Kinyarwanda	Yes	Easily	Easily	Easily	Easily
Luganda	No	Easily	Easily	Easily	Easily
Kiswahili	No	Easily	Easily	Not easily	Easily

Address

1 Hilltop, Muthaiga
Nairobi Nairobi Kenya
Telephone: 254-73-738070950
Contact: Florence KARERA

Address

MONUC,
Avenue des Aviateurs
Kinshasa Congo, Dem. Rep.
Telephone: 00-243-818990 extension 6225
Fax: 00-243-816535215
Contact: FLORENCE KARERA

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
Prof. Silas LWAKABAMBA	Recteur	Universite Nationale du Rwanda (UNR) Butare Rwanda	250508300166 lwakabamba@gmail.com
Martin KADDU	Senior Lecturer	Makerere University, Institute of Languages Rwanda	2564141 23 21 2 mkaddu@yahoo.fr
Emmanuel MAKUZA-RUGUMIRE	Environment & Development, Nile Basin Initiative	13 Kicukiro Centre Rwanda	Rugusuki@yahoo.com

Personal History Profile for Jacqueline MACAULEY

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
MACAULEY	Jacqueline	Nadia Danika	
2. Date of Birth	3. City of Birth	Country of Birth	Index No
06/08/1973	Freetown	Sierra Leone	565977
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Sierra Leone		Sierra Leone	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Female	172	86	Single
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? No			
13. What is your preferred field of work? 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: danika41@hotmail.com			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
Colorado State University	Colorado United States of America	Aug-2006 - May-2008
Main Course of Study	Field of Study	
Management	Business & Administration	
Degree Title or Equivalent	Degree Type	
Master of Business Administration	Masters	

University Name	City, Country	From - To
Association of Chartered Certified Accountants	London United Kingdom	Jun-2000 - Feb-2005
Main Course of Study	Field of Study	
Accounting	Business & Administration	
Degree Title or Equivalent	Degree Type	
Association of Chartered Certified Accountants (ACCA)	Degree	

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

Name of School	City, Country	From - To
UNIFIL	Naqoura Lebanon	Feb-2009 - Feb-2009
Main Course of Study		Certificate or Diploma
Supervisory Skills		Certificate of participation in Supervisory Skills Training

Name of School	City, Country	From - To
UNIFIL	Naqoura Lebanon	Jan-2009 - Jan-2009
Main Course of Study		Certificate or Diploma
Competency Based Performance Management		Certificate of participation in Competency Based Performance Management

Name of School	City, Country	From - To
UNIFIL	Tyre Lebanon	Oct-2007 - Oct-2007
Main Course of Study		Certificate or Diploma
Fundamentals of UN Procurement		Certificate of participation in Fundamentals of UN Procurement

Name of School	City, Country	From - To
UNIFIL	Naqoura Lebanon	Aug-2007 - Aug-2007
Main Course of Study		Certificate or Diploma
Client Orientation		Certificate of participation in Client Orientation

Name of School UNIFIL	City, Country Naqoura Lebanon	From - To Aug-2007 - Aug-2007
Main Course of Study Competency Based Selection and Interviewing Skills Training		Certificate or Diploma Certificate of participation in Competency Based Selection & Interviewing Skills Training

Name of School UNMIS	City, Country Khartoum Sudan	From - To Jul-2006 - Jul-2006
Main Course of Study Fundamentals of UN Procurement		Certificate or Diploma Fundamentals of UN Procurement

Name of School UNMIS	City, Country Khartoum Sudan	From - To Sep-2005 - Sep-2005
Main Course of Study Mercury 2 Functionality and Business Object		Certificate or Diploma Training in Mercury and Business Object

Name of School Association of Chartered Certified Accountants	City, Country London United Kingdom	From - To Jun-1996 - Dec-1999
Main Course of Study Finance, Accounting, Strategic managemeny systems		Certificate or Diploma Certificate in Accountancy

Name of School The Association of Accounting Technicians	City, Country London United Kingdom	From - To Jun-1995 - Jun-1995
Main Course of Study Accounting		Certificate or Diploma Certificate of Accounting Technicians

Name of School Institute of Public Administration (IPAM);	City, Country Freetown Sierra Leone	From - To Aug-1993 - Sep-1995
Main Course of Study Accounting		Certificate or Diploma Technician Diploma in Accounting

Name of School Albert Academy	City, Country Freetown Sierra Leone	From - To Jun-1990 - May-1992
Main Course of Study Business Studies, Economics & Accounting		Certificate or Diploma West Africa Certificate - A-Level

Name of School Annie Walsh Memorial Secondary School	City, Country Freetown Sierra Leone	From - To May-1985 - Jun-1990
Main Course of Study Business Studies, Economics & Accounting		Certificate or Diploma West African Certificate; O-Level

Employment

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

Job Title Administrative Officer	Type of Business Peacekeeping	From - To 01/07/2007 -
Name of Employer UNIFIL		Name of Supervisor Jessica Newby

Salaries per Annum:			
Starting 72000	Final 72000	Currency Paid USD	Is this a civil servant position of your Government? No
			Is this a position within the UN Common System? No
Telephone Number		Email Address jndanika@yahoo.com	
Address of Employer United States of America			
Number of Employees Supervised by You 2			
Description of Duties			

Oversees office management for the Training Unit. Plans and provides for the administrative and logistical needs of Training team members including provision & maintenance of facilities & equipment. Coordinates the provision of administrative & logistical support to the delivery of internal training programmes. Define requirements and work with systems units with respect to improving budget reporting systems and cost effective utilization of program resources. Prepares and manages the training budget, monitors compliance with relevant audit observations and recommendations. Supervise and/or provide guidance on financial administration and management information issues and practices to colleagues. Plans and organizes the delivery of the induction training programme by mission facilitators, in collaboration with military trainers. Manages training and staff development records. Liaises with the personnel section to extract epas development status for incorporation into training plans, provides guidance to staff on epas, as may be required. Follow up on training requisitions until goods and services are delivered. Provide guidance to training team members and other staff on training financial matters and cost-effective utilization of resources. Supervises and supports the development of national training staff. Perform other related work as required.

Summarize any of Your Achievements

Successfully organized Training programme for the procurement Unit; Development Budget monitoring and management system.

Reasons for Leaving

currently employed.

Job Title Programme Support Officer		Type of Business Peacekeeping	From - To 01/07/2005 - 01/06/2007
Name of Employer UNMIS (UNV)		Name of Supervisor Mr. Francis Kai-Kai	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
26000	28500	USD	Is this a position within the UN Common System? No
Telephone Number		Email Address jndanika@yahoo.com	
Address of Employer United States of America			
Number of Employees Supervised by You 2			
Description of Duties <p>- Assist and support the UN DDR Unit in the planning and implementation of the various components of the DDR program - technical and Operational. - Support the planning & implementation audit of various components of the DDR programmes. - Support the generation of programme audit reports periodically and prepare audit report for the OIOS. - Support the Management of Quick Impact Projects. - Liaise and work closely with other sections of the UNDDR Unit - M&E, MIS, DD, etc. - Liaise and work closely with other Mission Support Sections (Budget, Supply, Procurement, CITS, Engineering, etc). - Keep records of the DDR budget and advice the Chief accordingly. - Administration of allotments, including redeployment of funds where necessary - Review, analyze and revise date with respect to the finalization of cost estimates and budget proposals. - Provide support to managers with respect to the elaboration of resources requirements for budget submissions. - Monitor budget implementation and determine/recommend reallocation of funds when necessary. - Review all requisitions generated by the Mercury System for goods and services to ensure correct objects of expenditure have been charged, ensuring availability of funds. - Draft responses to issues raised relating to submitted cost estimates and implementation of the approved budget. - Prepare monthly reports on the status of allotments. - Monitor obligations/expenditure. - Support the preparation of Result Based Budget (RBB) report. - Prepare and contribute to the preparation of various reports and documents as well as provide substantive support to consultative and other meetings. - Support research and assessments of programmes. - Provide necessary administrative support (recruitment, office management, etc.) and manage the UNMIS Matrix for international and National Personnel. - Provide guidance to Office and Administrative Assistants. - Perform other duties as assigned.</p>			
Summarize any of Your Achievements			
Provided support for the Budget of the Unit. Supported the development and monitoring of RBB training/workshop component. Steer head the procurement of the transitional support kits for support to the ex-combatant. Drafted guidelines/procedures for the distribution process and management of transitional support to the ex-combatants.			
Reasons for Leaving			
Movement to a higher level			

Job Title Head, Business Support Services		Type of Business Banking	From - To 01/04/2005 - 01/08/2005
Name of Employer Standard Chartered Bank (Sierra Leone) Ltd		Name of Supervisor Mr. Idrissa Kamara	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
48000000	53000000	SLL	Is this a position within the UN Common System? No
Telephone Number		Email Address danika41@hotmail.com	
Address of Employer Sierra Leone			
Number of Employees Supervised by You 4			
Description of Duties <p>Act as Head of Finance and Administration in the absence of the substantive Head. Strengthen business partnering across the bank. Play a full part as financial advisor to improve tracking and reporting of customer revenues analysed by product and customers for Divisions. Provide adequate support to businesses in the implementation of BVL (Building Value Leadership). Maintain an understanding of Guide to Normal Charges (GNC)/pricing issues, how they apply to the business units and work to ensure compliance with these principles. Preparation and monitoring of Budget. Prepare monthly report analysing variance between actual and budget and between actual and stretch budget. Collect and provide information on economic indicators for planning and forecasting purposes. Analyse, evaluate and report the financial information included in the reports of Divisions. Provide the financial evaluation of projects sponsored by Divisions. Ensure that reports prepared for management are complete, accurate and within set deadlines. Review and recommend accounting systems, procedures and reports formats and contents. Ensure that Management understands business financial implications arising from their day to day activities. Develop and review controlling and monitoring systems that enable business management to run their businesses efficiently and profitably. Coordinate and provide adequate support and monitor all Banks' community development projects across the country. PCS management and ALCO reporting. Any other tasks as delegated.</p>			
Summarize any of Your Achievements			
Successful managed 4 community development projects & participated in the development of various customer service management instruments			
Reasons for Leaving			
Looking for new challenges & horizon			

Job Title Business Support Service Manager		Type of Business Banking	From - To 01/08/2004 - 01/03/2005
Name of Employer Standard Chartered Bank (Sierra Leone) Ltd.		Name of Supervisor Mr. Idrissa Kamara	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
46000000	48000000	SLL	Is this a position within the UN Common System? No
Telephone Number		Email Address danika41@hotmail.com	
Address of Employer Sierra Leone			
Number of Employees Supervised by You 3			
Description of Duties Act as Head of Finance and Administration in the absence of the substantive Head. Strengthen business partnering across the bank. Play a full part as financial advisor to improve tracking and reporting of customer revenues analysed by product and customers for Divisions. Provide adequate support to businesses in the implementation of BVL (Building Value Leadership). Maintain an understanding of Guide to Normal Charges (GNC)/pricing issues, how they apply to the business units and work to ensure compliance with these principles. Preparation and monitoring of Budget. Prepare monthly report analysing variance between actual and budget and between actual and stretch budget. Collect and provide information on economic indicators for planning and forecasting purposes. Analyse, evaluate and report the financial information included in the reports of Divisions. Provide the financial evaluation of projects sponsored by Divisions. Ensure that reports prepared for management are complete, accurate and within set deadlines. Review and recommend accounting systems, procedures and reports formats and contents. Ensure that Management understands business financial implications arising from their day to day activities. Develop and review controlling and monitoring systems that enable business management to run their businesses efficiently and profitably. Coordinate and provide adequate support and monitor all Banks' community development projects across the country. PCS management and ALCO reporting. Any other tasks as delegated.			
Summarize any of Your Achievements Successful managed 4 community development projects & participated in the development of various customer service management instruments			
Reasons for Leaving Promoted to Head of Business Support Services			

Job Title Audit Senior		Type of Business Auditing & Consulting Firm	From - To 01/01/2003 - 01/08/2004
Name of Employer KPMG		Name of Supervisor David Carew	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
21000000	29500000	SLL	Is this a position within the UN Common System? No
Telephone Number		Email Address	
Address of Employer Sierra Leone			
Number of Employees Supervised by You 4			
Description of Duties Carried out various donor funded financial and project (planning & implementation) audit including field monitoring and evaluation, e.g., Financial Management & Procurement Unit (FMPU) that managed the NCCDDR program in Sierra Leone; Donor programs on community outreach etc. In-charge of Audit Team, Supervised trainees; Prepared various Accounts and Performance Improvement Observation Reports; Liaised closely with partners on the job and ensured timely reports delivery to clients; Contributed to the firm's various reports for external & internal distribution; Carried out other assignments			
Summarize any of Your Achievements Successful audited Donor funded projects and most significantly, the World Bank Financial Management & Procurement Unit attached to National Commission on DDR;			
Reasons for Leaving New Horizon & Challenges			

Job Title Accountant/Audit Assistant		Type of Business Auditing & Consulting Firm	From - To 01/01/1998 - 01/12/2002
Name of Employer Pannell Kerr Foster Chartered Accountant		Name of Supervisor Mr. George Ekow Menshan	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
49500000	53200500	GHC	Is this a position within the UN Common System? No
Telephone Number		Email Address	
Address of Employer Ghana			
Number of Employees Supervised by You			
Description of Duties Audit of Financial Statements ; Book-keeping and preparation of final accounts ; Internal control systems review and recommendations; Carry out other duties as may be assigned			
Summarize any of Your Achievements Trained National Auditor			

Reasons for Leaving
New Opportunity

Job Title Training Accountant		Type of Business Auditing & Consulting Firm	From - To 01/07/1992 - 01/05/1997
Name of Employer Pannell Kerr Foster Chartered Accountant		Name of Supervisor Mr. Joe A. Thomas	
Salaries per Annum:			
Starting 9000000	Final 13450000	Currency Paid SLL	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 Sierra Leone			
Number of Employees Supervised by You			
Description of Duties Planning of audit work; Audit of Financial Statements ; Analytical review of financial statements ; Internal control systems review and recommendations; Book-keeping and preparation of final accounts ; Carry out other duties as may be assigned			
Summarize any of Your Achievements Diligently discharged duties with excellent records			
Reasons for Leaving New Opportunity			

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

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

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

Address

C/o UNIFIL, Training Unit
P.O.Box 199
Tyre Lebanon
Telephone: 961-1-925000 extension 3712
Fax: 691-70844787
Contact: Jacqueline Macauley

Address

PO Box 1064
Freetown Sierra Leone
Telephone: 232-22-239119
Fax: 232-76 671 092

References

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

Reference Name	Occupation or Business	Address	Telephone/Email
Ivan CAROL	Managing Director, Sierra Leone Brewery Limited	PO Box 721 Sierra Leone	23276624433 icarrol@hotmail.com
Lamin MANJANG	Managing Director	Lightfoot Boston Street, Sierra Leone	23276713708 Lamin.k.Manjang@sl.standardchartered.com
Philinda PETERS-JOHN	Assistant Manager, KPMG	PO Box 101, Sierra Leone	23230200404 ppetersjohn@yahoo.com

Personal History Profile for Mona MANOLESCU

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
MANOLESCU	Mona		Manolescu
2. Date of Birth	3. City of Birth	Country of Birth	Index No
16/11/1970	Bucharest	Romania	416361
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Romania	Romania	Romania	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Female	163	61	Divorced
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. United States of America.			
13. What is your preferred field of work? Purchasing and contracting specialists			
14. Would you accept employment for less than six months? No			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? 01/05/2003			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? No			
18. Email Address: manolescu@hotmail.com			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
ILO Training center and Universty of Turin	Turin Italy	Oct-2002 - Jun-2003
Main Course of Study	Field of Study	
Management	Business & Administration	
Degree Title or Equivalent	Degree Type	
Masters in Management of Development	Masters	

University Name	City, Country	From - To
University of Bucharest	Bucharest Romania	Oct-1996 - Jul-1997
Main Course of Study	Field of Study	
Political Science	Social & Behavioural Science	
Degree Title or Equivalent	Degree Type	
Masters in Political Science - course completed succesfully. Dissertation not submitted.	Postgraduate degree	

University Name	City, Country	From - To
Universidad Autonoma de Barcelona	Barcelona Spain	Jan-1994 - Jun-1994
Main Course of Study	Field of Study	
Anthropology (except Physical)	Social & Behavioural Science	
Degree Title or Equivalent	Degree Type	
Certificate	Degree	

University Name	City, Country	From - To
University of Bucharest	Bucharest Romania	Sep-1991 - Jul-1996
Main Course of Study	Field of Study	
Sociology	Social & Behavioural Science	
Degree Title or Equivalent	Degree Type	
Bachelor in Sociology	Bachelor of Arts	

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

Name of School	City, Country	From - To
Caragiale Science Gymnasium	Bucharest Romania	Sep-1986 - Jul-1990
Main Course of Study		Certificate or Diploma
Science		Bacalureat

Name of School	City, Country	From - To
Russian primary school	Moscow Russian Federation	Sep-1982 - Jul-1983

Employment

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

Job Title Logistics Officer	Type of Business Logistics	From - To 01/06/2008 -
Name of Employer UNIFIL		Name of Supervisor Houston Fergusson
Salaries per Annum:		
Starting 43200	Final 43200	Currency Paid USD
Is this a civil servant position of your Government? No		
Is this a position within the UN Common System? Yes		
Telephone Number 96170806682	Email Address manolescu@un.org	
Address of Employer Lebanon		
Number of Employees Supervised by You 2		
Description of Duties - Team Leader for Sector East of the mission responsible to coordinate and monitor logistics support to military operations and other mission activities -Review logistic support requests received from contingents ensuring that such requests are justified and are operational requirements. -Seek technical expertise and advice from service provider, COE unit that quantities requested are within applicable guidelines/scales. -Monitor provision of services and supplies to ensure timely completion and delivery, ensuring the customer is informed of progress and/or problems. -Maintain regular communication with contingent logistic officers concerning issues or new information about services and supplies - Temporarily on 3 months deployment to train and assist COE unit in carrying out the troops inspections of the Sector West contingents with a view to become a COE inspector.		
Summarize any of Your Achievements -Update and regularly disseminate Troop Strength and Deployment schedule to ISS and other service providers to ensure they are kept up to date with actual situation on the ground. -Ensure CLOs are fully briefed and familiar with monthly reports required from contingents to ISS sections, and follow up submission of these reports when required. -Faciliate meetings/conferences between ISS and contingents as required.		
Reasons for Leaving currently under UNIFIL employment.		

Job Title Procurement Officer	Type of Business Procurement	From - To 01/09/2004 - 01/06/2008
Name of Employer United Nations Operations in Cote d'Ivoire ONUCI		Name of Supervisor Helen Dodd
Salaries per Annum:		
Starting 42000	Final 42000	Currency Paid USD
Is this a civil servant position of your Government? No		
Is this a position within the UN Common System? Yes		
Telephone Number	Email Address manolescu@un.org	
Address of Employer Cote d Ivoire		
Number of Employees Supervised by You		
Description of Duties • Team leader within the Procurement section responsible for the acquisition of goods and services related to Security, Transport, Public information and Air operations. Overseeing a team of 3 procurement assistants who have buyer responsibilities. • Previously team leader for Engineering projects. Supervised a team of 5 buyers that procured goods and services for engineering works within military camps in the country in the value of approximately 26 Million Dollars per budget year. The reason for change was the requisite rotation of procurement buyers between sections. • Negotiated and managed engineering work contracts related to the renovation of a 5 story hotel in Abidjan that became the main UNHQ. Contracts valued at approximately 3 Million USD. • Negotiated and managed over 20 leases for various locations such as: hotel accommodation for staff officers, open land and warehouse space for troops' accommodation, private accommodation for the SRSg and office space including the main UNHQ in Abidjan, contracts valued at approximately 4,5 Million USD/year. • Negotiated and implemented the contract for a duty free (PX) store in the UNHQ in Abidjan. • Negotiated the "activation" of the catering clause in the UN rations contract for Cote D'Ivoire. • Currently in charge of procuring goods and services for the following sections in ONUCI: Transport, Security, Air Operations and Public Information Office. • Officer in charge of Procurement department in the absence of Chief Procurement Officer with a delegated authority of up to 25 000 USD. • Part of a 5 member evacuation team responsible for organizing the logistics for the evacuation of UN personnel in case of emergency.		
Summarize any of Your Achievements Negotiated and managed engineering work contracts related to the renovation of a hotel in Abidjan that became the main UNHQ. Negotiated and managed various Engineering work contracts valued at approximately 2,5 Million USD. • Negotiated and managed over 20 leases for various locations such as hotel type for staff officers, open land and warehouse space for troops' accommodation, private accommodation for the SRSg and office space including the main UNHQ in Abidjan, contracts valued at approximately 4,5 Million per year. • Negotiated and implemented the contract for a duty free (PX) store in the UNHQ in Abidjan.		
Reasons for Leaving Promotion and change of mission to UNIFIL		

Job Title Program Manager (P2) Community Development	Type of Business UN Agency	From - To 01/10/2001 - 01/07/2002
Name of Employer International Organization for Migration		Name of Supervisor Oscar Sandoval
Salaries per Annum:		

Starting 60000	Final 60000	Currency Paid USD	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes
Telephone Number 6703905644		Email Address OSANDOVAL@iom.int	
Address of Employer East Timor			
Number of Employees Supervised by You 19			
Description of Duties <ul style="list-style-type: none"> • Responsible for implementing a community development program with the aim of rehabilitating the rural/socio-economic infrastructure at local level, community empowerment and strengthening local governance through project implementation • Successfully implemented 120 small infrastructure projects in seven Districts throughout the country on 1 million USD budget. • Prepared monthly reports to the donor (OTI/USAID) and prepared final program reports. • Donor coordination: liaised and coordinated development projects with other UN agencies, World Bank, Asian Development Bank (ADB) donors, NGOs. • Managed a staff of 14 (technical supervisors, procurement officers) and coordinated 5 International staff. • International electoral observer for 14 April presidential elections in East Timor, as part of IOM observers group. 			
Summarize any of Your Achievements 120 physical infrastructure projects succesfully implemented.			
Reasons for Leaving End of contract			

Job Title Public Services Officer Support/Infrastructure (P4 consultant - SSA)		Type of Business UN	From - To 01/08/2001 - 01/10/2001
Name of Employer UNITED NATIONS TRANSITIONAL ADMINISTRATION IN EAST TIMOR (UNTAET)		Name of Supervisor Iain Hook - Public Services Chief	
Salaries per Annum:			
Starting 90000	Final 90000	Currency Paid USD	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes
Telephone Number 6703905454		Email Address	
Address of Employer East Timor			
Number of Employees Supervised by You 30			
Description of Duties <ul style="list-style-type: none"> • Management of implementation of field contracts for several donors funded programs (ADB, USAID, UN) destined for emergency rehabilitation of roads, of power and water supply and of government buildings (such as schools and hospitals). • Prepared weekly reports for the central administration and liaised with donors. • Managed a staff of 30 local technicians running the daily operations for power and water supply. 			
Summarize any of Your Achievements Completed over 10 contracted projects for restoration of public buildings, maintenance and functioning of electrical power in the districts (acquiring new generators), repair and maintenance of inland roads.			
Reasons for Leaving end of contract			

Job Title Humanitarian Affairs Officer/District Field Officer/Public Services Support Officer.		Type of Business UN Emergency rehabilitation	From - To 01/12/1999 - 01/08/2001
Name of Employer UNTAET - UNV		Name of Supervisor William Smith, District Administrator	
Salaries per Annum:			
Starting 32000	Final 32000	Currency Paid USD	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes
Telephone Number 6703907270		Email Address smith5@un.org	
Address of Employer East Timor			
Number of Employees Supervised by You 14			
Description of Duties <ul style="list-style-type: none"> • Coordinated humanitarian activities in conjunction with international NGOs and UN agencies, for two of the largest districts in East Timor including all aspects related to emergency assistance such as distribution of food and non-food items; coordination of the shelter program; receiving of returnees to the district including participation participating in peace and reconciliation meetings in the villages. • As District Field Officer managed development activities in the region in various fields including: agriculture, infrastructure, disbursement of funds through work projects. • Chaired Sub-District Advisory meetings comprising leaders of the community and the weekly humanitarian coordination meeting comprising UN agencies and NGOs. • Prepared weekly reports for UNTAET central administration and OCHA. • Served as temporary District Advisor, highest UN position in the district in charge of all UN personnel. • Supervised between 5-14 technical staff in the district. • Focal point for disaster management in the region of Baucau, East Timor. • Area security warden, Baucau, East Timor. 			
Summarize any of Your Achievements provided relief aid for hundreds of people in the regions, conducted assesments of humanitarian situation, helped reestablish basic services. Focal point for disaster management.			
Reasons for Leaving change of contract			

Job Title Marketing and Events Manager	Type of Business Youth TV	From - To 01/07/1998 - 01/12/1999
Name of Employer Atomic TV Romania		Name of Supervisor David Coolidge, General Manager

Salaries per Annum:			Is this a civil servant position of your Government? No
Starting 4000	Final 4000	Currency Paid USD	Is this a position within the UN Common System? No
Telephone Number 4021722520073	Email Address tudoran@atomic.ro		
Address of Employer Romania			
Number of Employees Supervised by You 10			
Description of Duties <ul style="list-style-type: none"> • Supervised the launching campaign of a new youth television channel in Romania. Atomic TV shortly became and it is to this day the leading music and youth culture channel in Romania. • Contracted and managed marketing and advertising projects executed by Saatchi&Saatchi Advertising destined to promote Atomic TV on the local market. • Managed 500,000 USD merchandising budget for advertisement purposed for the Atomic TV stations throughout the country. • Responsible of initiating and managing advertising contracts with major music companies, advertising agencies press and radio. • Created and developed a strategy of promotion through events and contests. • Coordinated and monitored market research for the company, including building databases on viewers' feedback on the channel. 			
Summarize any of Your Achievements Set up the launch campaign for a youth television.			
Reasons for Leaving relocation to East Timor			

Job Title International Registration & Polling Supervisor -	Type of Business Political and elections - 2 missions of 2 months each	From - To 01/11/1997 - 01/06/1998
Name of Employer Organization for Security and Cooperation in Europe		Name of Supervisor Michael Mc Dermott, Senior Political Officer

Salaries per Annum:			Is this a civil servant position of your Government? No
Starting 32000	Final 32000	Currency Paid USD	Is this a position within the UN Common System? No
Telephone Number	Email Address		
Address of Employer Bosnia and Herzegovina			
Number of Employees Supervised by You 7			
Description of Duties Responsible for the development of the election and voters' registration process in compliance with the rules and regulations established by OSCE Provisional Election Committee.			
Summarize any of Your Achievements validated results in the 1997, 1998 elections.			
Reasons for Leaving end of contract			

Job Title Business and Administrative Manager	Type of Business Youth television	From - To 01/07/1997 - 01/12/1998
Name of Employer Atomic TV Romania		Name of Supervisor Liliana Tudoram

Salaries per Annum:			Is this a civil servant position of your Government? No
Starting 4000	Final 4000	Currency Paid USD	Is this a position within the UN Common System? No
Telephone Number 4021722520073	Email Address tudoran@atomic.ro		
Address of Employer Romania			
Number of Employees Supervised by You 10			
Description of Duties <ul style="list-style-type: none"> • Set up the business/administrative activities of a new youth television channel in Romania. • Managed administrative budgets, identified and contracted office location, coordinated the initial set up of office, hired staff (created a database of regular suppliers and collaborators). • Responsible for the procurement for the entire activities of the office. • Managed the supply contracts for the company, including: importation of Telecom equipment, office and film production supply, media and production supply for outhouse events. • Part of the negotiating team between Atomic TV and the government for obtaining the broadcasting license in 7 major cities around the country. • Prepared weekly Newsletter with focus on political, economical and legal issues for the Board of Directors. 			
Summarize any of Your Achievements			

Set up the operational business of the leading youth Television in Romania.

Reasons for Leaving

Promotion and change of position within the company

Job Title Program Coordinator	Type of Business Elections	From - To 01/10/1996 - 01/12/1996
Name of Employer OSCE, Office for Democratic Institutions and Human Rights (ODIHR)	Name of Supervisor Peter Hatch	
Salaries per Annum: Starting Final Currency Paid Is this a civil servant position of your Government? No 32000 32000 USD Is this a position within the UN Common System? No		
Telephone Number Email Address 40212120398 peterhatch@hotmail.com		
Address of Employer Romania		
Number of Employees Supervised by You 50		
Description of Duties · Assisted and coordinated the International Observers' Mission for 1996 elections in Romania, deployment of approximately 50 people. · Liaison with main political parties leaders and local authorities.· Assessment of hot spot areas in collaboration with local NGOs.· Coordinated the publishing of instruction manual for the Observers and final report of the mission. · March 1996-1997, Bucharest, Romania.		
Summarize any of Your Achievements OSCE team validated electoral results in the Romania's general elections.		
Reasons for Leaving end of contract		

Job Title Program Coordinator	Type of Business Gender affairs	From - To 01/03/1996 - 01/05/1996
Name of Employer United Nations Development Program (UNDP)	Name of Supervisor Despina Pascal, Consultant	
Salaries per Annum: Starting Final Currency Paid Is this a civil servant position of your Government? No 100 100 ROL Is this a position within the UN Common System? Yes		
Telephone Number Email Address 40210000		
Address of Employer Romania		
Number of Employees Supervised by You 0		
Description of Duties Trainer of Gender Awareness seminars		
Summarize any of Your Achievements Delivered semindars on gender awareness to 50 women.		
Reasons for Leaving end of contract		

Job Title Program Coordinator	Type of Business Governance consultants/political	From - To 01/07/1994 - 01/07/1995
Name of Employer National democratic Institute of US (NDI)	Name of Supervisor John Swanson	
Salaries per Annum: Starting Final Currency Paid Is this a civil servant position of your Government? No 18000 18000 USD Is this a position within the UN Common System? No		
Telephone Number Email Address 40210000		
Address of Employer Romania		
Number of Employees Supervised by You 0		
Description of Duties · Assisted NDI Field Officer in offering technical consultancy to Romanian Parliament. Responsibilities also included extensive traveling within the country visiting MP offices, organizing trainings and assisting NDI international staff. · Translated legal documents from and into English (both written and live).· Assisted with the coordination and publishing of a manual for MPs, with focus on electoral systems.		

Summarize any of Your Achievements
Assisted with the coordination and publishing of a manual for MPs, with focus on electoral systems

Reasons for Leaving
relocation to USA

Job Title Language Instructor&Translator		Type of Business Business consultancy and training	From - To 01/06/1992 - 01/07/1995
Name of Employer International Center for Entrepreneurial Studies (ICES)		Name of Supervisor Ion Anton	

Salaries per Annum:
Starting
6000

Final
10000

Currency Paid
USD

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

Is this a position within the UN Common System? **No**

Telephone Number
40210000

Email Address

Address of Employer
Romania

Number of Employees Supervised by You
0

Description of Duties
· Responsible for general administrative work and for organizing business seminars.· Translated business classes (both written and live).· Served as a teaching assistant of Business English classes (worked with English Instructors).· Extensive training "Training the trainers program" in the field of business/entrepreneurship

Summarize any of Your Achievements
Acquired solid administrative and business training.

Reasons for Leaving
relocaton to US

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:

Computers, faxes, scanners, video equipment, etc.

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

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

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

Language	Mother Tongue	Speak	Read	Write	Understand
Indonesian	No	Not easily	Not easily	Not easily	Not easily
Portuguese	No	Not easily	Not easily	Not easily	Easily
Rumanian	Yes	Easily	Easily	Easily	Easily
Serbo Croatian	No	Not easily	Not easily	Not easily	Not easily

Address

UNIFIL PO BOX 5852, Grand Central Station
New York NY United States of America
Telephone: 96-1-70806682 extension 5687
Fax: 96-1-70806682
Contact: Mona Manolescu

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
Dmitry DOVGOPOLY	Chief Field Procurement Section	New York Headquarters United States of America	12129635309 dovgopoly@un.org
Michael EMERY	UN - DPKO - Career development	3 UN Plaza New York United States of America	12129633744 emery@un.org
Sally GREGORY	OCHA head of office	UNMIS United States of America	Gregorys@un.org salgregory@yahoo.com

Personal History Profile for Veronique SAMBU

General Details

1. Family name SAMBU	First Name Veronique	Middle Name Kuituku	Maiden Name, (if any)
2. Date of Birth 29/10/1977	3. City of Birth kinshasa	Country of Birth Congo, Dem. Rep.	Index No
4. Country of Nationality at Birth Congo, Dem. Rep.	Second Nationality (if any)	5. Country of Present Nationality Congo, Dem. Rep.	Second Nationality (if any)
6. Gender Female	7. Height [cm] 167	8. Weight [kg] 56	9. Marital Status Single
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? No			
13. What is your preferred field of work? Jurists			
14. Would you accept employment for less than six months? Yes			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? 01/09/2004			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? No			
18. Email Address: verosam2000@yahoo.fr			

Education

List all university degrees or equivalent qualifications obtained.

University Name EF International Business English School	City, Country London United Kingdom	From - To Jan-2004 - Aug-2004
Main Course of Study	Field of Study	
Degree Title or Equivalent Diploma in Master Business English course	Degree Type	

University Name Universite Protestante au Congo	City, Country Kinshasa Congo, Dem. Rep.	From - To Oct-1996 - Jul-2001
Main Course of Study International Law	Field of Study Law	
Degree Title or Equivalent Attestation de fin d'etudes Universitaires	Degree Type Postgraduate degree	

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

Name of School ISDEFE	City, Country NAIROBI Kenya	From - To Nov-2009 - Nov-2009
Main Course of Study Capacity workshops on lesson learnt in UNAMID in contract management, programm management office, key performance indicators and effective site surveys		Certificate or Diploma certificate

Name of School MINUSTAH	City, Country Port-au-Prince Haiti	From - To Jul-2009 - Jul-2009
Main Course of Study Competency Based and Management training		Certificate or Diploma Certificate of completion

Name of School United Nations Head Quarters	City, Country Port-au-Prince Haiti	From - To Apr-2009 - Apr-2009
Main Course of Study Training on Property Management and Survey		Certificate or Diploma Certificate of completion

Name of School University of Wales - Robert Kennedy College (distance learning)	City, Country Cardiff United Kingdom	From - To Jan-2009 - Nov-2009
Main Course of Study Master Business Administration program		Certificate or Diploma ongoing- completion scheduled for Dec 2010

Name of School Human Rights Education Programs (HREA) via distance learning	City, Country Geneva Switzerland	From - To Sep-2008 - Feb-2009
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Main Course of Study Le monitoring des Droits de L'homme and Project Development and Management in the NGO sector.		Certificate or Diploma certificate of completion
Name of School UNHQ	City, Country Port-au-Prince Haiti	From - To Mar-2008 - Mar-2008
Main Course of Study Procurement and Local Committee on Contracts training		Certificate or Diploma Certificate of completion
Name of School Raindance Film Producers	City, Country London United Kingdom	From - To Jul-2004 - Aug-2004
Main Course of Study Writing Skill training		Certificate or Diploma Certificate of completion
Name of School Cabinet Maître André Mwila, President de l'ONG Toges Noires	City, Country kinshasa Congo, Dem. Rep.	From - To Mar-2001 - Jun-2001
Main Course of Study internship / lawyer's cabinet		Certificate or Diploma attestation of completion
Name of School Cabinet Maître André Mwila, President de l'ONG Toges Noires	City, Country brussels Belgium	From - To Jan-1999 - Jun-1999
Main Course of Study Internship / lawyer's cabinet		Certificate or Diploma Attestation of completion
Name of School Ecole Privee Belge	City, Country Bukavu Congo, Dem. Rep.	From - To Sep-1990 - Jun-1996
Main Course of Study Economie		Certificate or Diploma certificat d'enseignement secondaire superieur

Employment

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

Job Title Contracts Management Officer / TDY	Type of Business contract management	From - To 01/10/2009 - 01/12/2009
Name of Employer UNSOA		Name of Supervisor Elijah Karambizi
Salaries per Annum: Starting 45000	Final 45000	Currency Paid USD
	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? No
Telephone Number 254207621234	Email Address sambu@un.org	
Address of Employer Kenya		
Number of Employees Supervised by You 1		
Description of Duties In charge of the Contracts Management Section and under the overall supervision of the chief Administrative Services (CAS), my main responsibility was to establish a functional Section and provide a roadmap for the assignment of responsibilities, delineation of functions, responsibilities and delegation of authority for the different departments involved in ensuring value for money and accountability in the monitoring of UNSOA contracts. My main responsibility was also to provide the framework around which effective management of contracts could evolve and ensure the effective implementation of service and supply contracts, with an aim to achieve probity and proper performance of obligations all parties.		
Summarize any of Your Achievements -Development of contract Management guidelines for UNSOA providing practical guidance and setting out the principles, key elements and considerations needed for effective contract management. -Development of Standards Operating Procedures for Contracts Management section -Development of metrics for measuring, evaluating and appraising contractors' performance quality, establishment quantitative and qualitative measurement data -Setting Key Performance Indicators or Targets for the contracts: -Establishment of a contract management plan, change control plan and risk assessment		
Reasons for Leaving TDY assignment - Return to my parent office		

Job Title Associate Claims Officer	Type of Business UN PEACE KEEPING MISSION	From - To 01/03/2009 -
Name of Employer MINUSTAH		Name of Supervisor JUAN CARLOS ARAUJO
Salaries per Annum: Starting 40000	Final 40000	Currency Paid USD
	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? No

Telephone Number	Email Address sambu@un.org
Address of Employer Haiti	
Number of Employees Supervised by You 3	
Description of Duties -Handle legal matters relating to the Local Property Survey Board (LPSB) and Claims Review Board (CRB) of the mission -Review supporting documents attached to claims to verify accuracy and reasonableness while ensuring compliance with UN Rules and Regulations; -Coordinate and review the work of staff involved in routine claims verification and processing, providing guidance, basic interpretations of policies, -Prepare case summaries and agenda to be presented to the Claims Review Board for its consideration; -Prepare claims cases that can be summarily approved by the Chief Administrative Officer under the mission's delegation of authority; -Analyze documentation received from various sources concerning loss of or damage to property and record claims by category; -Handle a range of issues related to international, public, private and administrative law, including the interpretation and application of legislative and other instruments governing United Nations activities and operations; -Undertake basic or extensive review of legal documents, instruments, or other material; identify important issues, similarities, and inconsistencies, etc; -Service or assist senior colleagues in serving on various standing boards and committees as required; Assist in representing the Organization in judicial, arbitral or administrative proceedings related to claims against the Organization; -Provide guidance to more junior staff;	
Summarize any of Your Achievements -prepared and presented a total of 15 cases since I joined the Unit on 25 February 2008 -Liaised with the Legal office and local authorities, provided legal guidance in compliance with UN Rules and regulations. -Acted as alternate LCRB secretary and OIC CPSU	
Reasons for Leaving None	

Job Title Associate Contracts Management Officer	Type of Business Peace Keeping Mission	From - To 01/04/2007 - 01/02/2009
Name of Employer MINUSTAH	Name of Supervisor Alejandro Arigon	
Salaries per Annum:		
Starting 43000	Final 43000	Currency Paid USD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number	Email Address sambu@un.org	
Address of Employer Haiti		
Number of Employees Supervised by You 2		
Description of Duties Undertake the ongoing monitoring of contractors performance, including the level of performance and an assessment of how well the work stipulated in the contract is coordinated by project managers, contractors, and other stakeholders in the Mission (MOVCON, Finance, R&I, etc). Assume a proactive management posture that anticipates future needs as well as potential stumbling blocks that may arise. Review contractors progress reports and other relevant data based on pre-defined criteria such as Key Performance Indicators. Immediately address substandard performance, and develop techniques to prevent potential disputes. Assist both parties as a neutral facilitator to develop a plan for success. Encourage an atmosphere of trust, openness and communication and an attitude based on working together and shared objectives. Through regularly scheduled meetings, provide both parties with an opportunity to discuss and address minor issues before they develop into larger problems. Develop action plans to address the need for enhanced technical assistance, guidance and training. Employ a "Best practices" approach to implement lessons learned or practical techniques gained from on hand experience. Undertake Quarterly Performance Reports (QPR) received from Project Managers and organize meetings with the Project Manager (PM) to review the performance reports, and make related recommendations. Perform as Secretary of the LCC as and when required, and also act in the capacity of the chairperson of the TOC as and when required. I also was the OIC, Contracts Management unit in the absence of the Chief of Unit.		
Summarize any of Your Achievements I was able to ensure that the Mission received the best possible services and value for money by undertaking the management of over 40 contract cases simultaneously. I was able to identify potential source of conflicts and seek cooperative ways to resolve potential disputes. My intervention ensured that contractors were given an opportunity to correct or replace nonconforming goods or services when that can be accomplished within the delivery schedule. This helped reduce the level of contractual disputes between program managers and contractors, leading to greater efficiencies. My monitoring of contracts also assisted the Mission in ensuring the timely extension of contracts.		
Reasons for Leaving still employed in same capacity		

Job Title Claims/Legal officer (UNV)	Type of Business International Organization	From - To 01/10/2004 - 01/01/2007
Name of Employer MINUSTAH	Name of Supervisor Patricia Marchisio	
Salaries per Annum:		
Starting 28800	Final 28800	Currency Paid USD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number	Email Address	
Address of Employer Haiti		
Number of Employees Supervised by You 0		
Description of Duties		

Review claims for death and disability benefits. Evaluates Claims reports in connection with national legislation under which the entitlement is claimed, casualty reports from missions, medical reports, and death or disability certificates. Reviews, investigates, and collects additional information on third party compensation claims arising from traffic accidents involving uninsured UN-Vehicles and claims arising from UN occupancy of premises, and other evidences concerning traffic accidents to facilitate a determination on the responsibility of the organization; Handle legal matters relating to the Local Property Survey Board (LPSB) and Local Claims Review Board (LCRB) of the mission. Service or assist the Boards Secretary on various standing boards as required, draft and present, prepare agenda and summary table and case files for LCRB and LPSB meetings for its consideration, prepare minutes for Board members' signatures and approval of the CAO. Prepare claims cases that can be summarily approved by the Chief Administrative Officer under the mission's delegation of authority. Analyze documentation received from various sources concerning loss of or damage to UN or personal property, classify and record claims by category. Review supporting documents attached to claims to verify accuracy and reasonableness while ensuring compliance with UN Rules and Regulations. Providing guidance, basic interpretations of policies to ensure timely and accurate processing. Claims Review Board (LCRB). Undertake basic or extensive review of legal documents, instruments, or other material; identify important issues, similarities, and inconsistencies, etc. Handle of issues related to international, public, private and administrative law, including the interpretation and application of legislative and other instruments governing United Nations activities and operations.

Summarize any of Your Achievements

Taken my Comprehensive knowledge of international legal procedures and instruments, and experience in the practical application of legal principles, concepts and policy to a range of legal work and issues, I identified key strategic issues, opportunities and risks, clearly communicate links between the organization's strategy and the Unit's goals by performing and overseeing the analysis of complex claims for compensation; with my spoken, written and presentational communication skills including ability to defend and explain difficult issues and positions to staff including senior officials. I have drafted and presented and defended to the LPSB a total of 110 cases and successfully settled 34 cases to the LCRB including claims for compensation for personal effects, for death and major property damage. Fully proficient computer skills and use of relevant software applications and in particular use information databases, internet/intranet services, library sources, I drafted and presented a backlog of 142 cases for write-off and disposal activities and assisted Self accounting Units in the preparation and submission of PCCs and AWRs in a timely manner. I forwarded to the CAO over 500 cases recommended for write-off. As of today, I've written-off all the cases brought to the attention of the unit.

Reasons for Leaving

appointment to other functions

Job Title Legal Counsellor	Type of Business Telecommunication Company	From - To 01/02/2003 - 01/01/2004
Name of Employer Celtel Congo RDC	Name of Supervisor Edouard Lokale	
Salaries per Annum:		
Starting 16320	Final 16320	Currency Paid USD
Is this a civil servant position of your Government? No		
Is this a position within the UN Common System? No		
Telephone Number		Email Address celtelcongo@celtel.cd
Address of Employer Congo, Dem. Rep.		
Number of Employees Supervised by You 2		
Description of Duties Providing assistance to the Legal Director, -Draft lease agreements and review various legal documents including ordinances, resolutions, negotiate to develop agreements or contracts acceptable to department, manage the Contract Management Tool -Advise employees regarding issues arising during the performance of their duties which could create potential liability -Analyze and review contracts which bind or obligate the company; provide legal opinions and recommendations to the Board of directors. -Act as liaison with outside attorneys on legal matters -Review claims and lawsuits filed against the company and his employees to determine liability exposure.		
Summarize any of Your Achievements -I Applied skills and concepts involved in problems solving including identifying and diagnosing the problem, generating alternative solutions and strategies, implementing the plan and keeping the planning process open to new information and new ideas. -I Applied the skills and concepts involved in negotiation including preparing for negotiation, conducting a negotiation, counseling the company about the terms obtained from the other side in the negotiation and implementing the department decision -I Exercised good judgment, flexibility, creativity and sensitivity in response to changing situations and needs -I drafted legal statutes and other legal documents for the creation of various branches of the company.		
Reasons for Leaving Master Business courses		

Job Title Legal Researcher	Type of Business Telecommunication Company	From - To 01/08/2002 - 01/02/2003
Name of Employer Celtel Congo Rdc	Name of Supervisor Edouard Lokale	
Salaries per Annum:		
Starting 10440	Final 12120	Currency Paid USD
Is this a civil servant position of your Government? No		
Is this a position within the UN Common System? No		
Telephone Number		Email Address celtelcongo@celtel.cd
Address of Employer Congo, Dem. Rep.		
Number of Employees Supervised by You 0		
Description of Duties In assistance to the Legal Director, -Perform legal research on civil procedure, civil law, administrative law, commercial law, tax law, labour and other topics as needed from a variety of sources (law books, records, rules and regulations, legal documents, legislation... -Review, respond and draft correspondence necessary for daily operations -Deposes/interview officers, claimants, witnesses...to obtain information -Maintain legal subject matter files and other files to assist in efficient and accurate legal research		
Summarize any of Your Achievements -I Conducted research on legal problems and prepared sound legal opinions including applying legal rules and institutions, using fundamental tools of legal research and devising and implementing a coherent and effective research design. -I acquired Good knowledge of basic legal concepts, terminology, principles and procedures to perform routine tasks (answering simple legal questions, preparing uncomplicated legal forms and documents. -I prepared legal cases and files efficiently		
Reasons for Leaving Appointment to an higher post		

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

Language	Mother Tongue	Speak	Read	Write	Understand
English	No	Easily	Easily	Easily	Easily
French	No	Easily	Easily	Easily	Easily

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

Language	Mother Tongue	Speak	Read	Write	Understand
Creole	No	Easily	Easily	Easily	Easily
Kikongo	Yes	Easily	Easily	Easily	Easily
Kinyarwanda	No	Easily	Not easily	Not easily	Easily
Lingala	No	Easily	Easily	Easily	Easily
Kiswahili	No	Easily	Easily	Easily	Easily

Address

70, Rue Morne Calvaire
Port-au-Prince Haiti
Telephone: 509-3439-7569
Contact: Veronique Sambu

Address

18, Rue de Kinshasa
Mont-Ngafula
Kinshasa Kinshasa Congo, Dem. Rep.
Telephone: 243-99-19122
Contact: Veronique Sambu

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
Luc BADIBANGA	Administrateur/ BAT Congo	Square des nations, 24 Bruxelles/ Belgique Congo, Dem. Rep.	Luc_Badibanga@bat.com
Christian DE LESPINASSE	President Directeur General	37, Rue Bois Patate, Canape vert Congo, Dem. Rep.	cdelespinasse@delespinasse.com
Michel LION	President Avocat au Barreau de Bruxelles	Square des Nations, 24 Bruxelles/ Belgique Congo, Dem. Rep.	lion.ass@euronet.be

Personal History Profile for Miriam THOMAS

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
THOMAS	Miriam	May	Lutale
2. Date of Birth	3. City of Birth	Country of Birth	Index No
04/06/1949	Kampala	Uganda	
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Uganda		United States of America	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Female	160	52	Divorced
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities.			
Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? No			
13. What is your preferred field of work? Personnel management specialists			
14. Would you accept employment for less than six months? Yes			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? 01/03/2007			
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: miriakthomas@yahoo.com			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
Columbia University	New York United States of America	Sep-1987 - Oct-1993
Main Course of Study	Field of Study	
Education Science	Education	
Degree Title or Equivalent	Degree Type	
Masters in International Development Education	Masters	

University Name	City, Country	From - To
St. John's University	New York United States of America	Jun-1985 - Dec-1987
Main Course of Study	Field of Study	
Political Science	Social & Behavioural Science	
Degree Title or Equivalent	Degree Type	
Masters in Public Administration	Masters	

University Name	City, Country	From - To
City Univer. of New York (CUNY)	New York United States of America	Jun-1976 - Jun-1982
Main Course of Study	Field of Study	
Management	Business & Administration	
Degree Title or Equivalent	Degree Type	
Bachelor of Sciences in Management	Bachelor of Sciences	

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

Name of School	City, Country	From - To
Gayaza High School	Kampala Uganda	Feb-1964 - Dec-1967
Main Course of Study		Certificate or Diploma
"O Level"		Cambridge Schl Cert "O-Level" High School Dip.

Employment

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

Job Title	Type of Business	From - To
HUMAN SERVICES SPECIALIST	EMERGENCY/GOVERNMENT	01/09/2004 - 01/10/2007
Name of Employer		Name of Supervisor
FEDERAL EMERGENCY MANAGEMENT AGENCY {FEMA}		MS. VERNA MCKELVIN

Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No	
36000	40500	USD	Is this a position within the UN Common System? No	
Telephone Number		Email Address		
1301209-4282		verna.mckelvin@dhs.gov		
Address of Employer				
United States of America				
Number of Employees Supervised by You				
Description of Duties				
Sept. 2004 – Oct. 2007 - Federal Emergency Management Agency (FEMA) – Hyattsville, MD - Human Services Specialist: Made contacts with natural disaster victims around the USA, informed them about their rights, ensured their needs/benefits were processed and delivered to them. Handled APPEAL CASES. Coordinated process & payment with States/Small Business Administration (SBA) Representatives and FEMA's Finance Dept.				
Summarize any of Your Achievements				
Many natural disaster victims have received their benefits.				
Reasons for Leaving				
1. My desire to return to work for DPKO Peace-Keeping Mission. 2. End of my contract - November 2006.				

Job Title		Type of Business	From - To
Civil Affairs Officer		Peacekeeping	01/05/2000 - 01/03/2004
Name of Employer		Name of Supervisor	
UN DPKO/UNMIK		Elias Gebre-Egziabher and Elyassi	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
69321	73570	USD	Is this a position within the UN Common System? Yes
Telephone Number		Email Address	
1212963-8442		elias.gebre-egziabher@un.org	
Address of Employer			
United States of America			
Number of Employees Supervised by You			
11			
Description of Duties			
Refugees, Social Welfare and Gender & Children's Rights: Supervised four assistants during Macedonian Refugees registration period. Wrote daily/weekly reports, compiled data & progress reports for the Regional and Headquarters offices. Liaised with UNHCR, WFP, UNICEF, UNESCO, ICRC, IRC, ARC and local NGOs, USA-KFOR, UNMIK-Police concerning Macedonian Refugees and IDPs education, accommodation, medical, food and later, their repatriation. Liaised with NGOs and prepared/coordinated Trust Fund Projects. Social Welfare: Introduced program through town-hall meetings to Municipality, processed applications made banking arrangements for their payment. Supervised Director & staff at Social Welfare Centre. Visited most vulnerable families, domestic violence victims & sheltered them and provided clothing, medical treatment, etc. Liaised with UNMIK-Police concerning protection of domestic violence victims. Coordinated the provision of legal assistance for them.			
Summarize any of Your Achievements			
Gender: Many women were recruited into the Municipal Civil Service as a result of my intervention in attending interviews, & recruitment processes. Therefore UNMIK adhered to the Security Council Resolution concerning "Equality in the Work force." Social Welfare: Employees of the Centre for Social Welfare become more professional, polite and fair-minded to applicants, therefore more applicants benefited to the Program. Refugees: many Macedonian and IDPs voluntarily approached UNMIK/UNHCR officials to be repatriated back to Macedonia & Southern Serbia.			
Reasons for Leaving			
UNMIK was requested to down-size posts in 2003 and mine was down-sized in March 2004.			

Job Title		Type of Business	From - To
Consultant		Projects/Programmes	01/06/1996 - 01/12/1998
Name of Employer		Name of Supervisor	
UNDP-Africa		Abdul Janneh	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
50000	50000	USD	Is this a position within the UN Common System? Yes
Telephone Number		Email Address	
1212906-5991		abdul.janneh@undp.org	
Address of Employer			
United States of America			
Number of Employees Supervised by You			
0			
Description of Duties			
Responsible for projects of 5 West African countries & this included: monitoring expenditures, budget analysis and projects. Coordinated UNDP Hq. activities involving budgets, programs, policies for implementing projects in the 5 countries. Wrote country Briefs for Director, Administrator & UN Sec-General. Recruited experts to carry out technical work in the five countries. Coordinated donors' conference at the UN Hq in July 1998 on de-mining Chad. Evaluated Audit reports from various UNDP Field Offices concerning finance, equipment, management of projects and procurement practices.			
Summarize any of Your Achievements			
Experts recruited wrote useful reports for the countries I was responsible for, thereby benefited from qualitative work. Projects were better managed because there was constant communication between Bureau and Field Offices.			
Reasons for Leaving			

Relocated to Washington, DC. metro area.

Job Title	Type of Business	From - To
Community Liaison Officer	Health/Counselling	01/01/1994 - 01/05/1996
Name of Employer	Name of Supervisor	
New York City Health Hospitals	Virginia Stuart	
Salaries per Annum:		
Starting	Final	Currency Paid
36500	36500	USD
		Is this a civil servant position of your Government? Yes
		Is this a position within the UN Common System? No
Telephone Number	Email Address	
1212939-7000	nyc@hospitals.org	
Address of Employer		
United States of America		
Number of Employees Supervised by You		
2		
Description of Duties		
Designed & implemented educational programs for families/adolescents. Coordinated these programs with initiatives with the following Depts: Obstetrics/Gyn. and Social Services. Counsellled adolescents and women/parents how to prevent and control the spread of HIV/AIDS, Sexually transmitted diseases (STDs); prevent domestic violence against women and children. For the domestic victims, counsellled them and referred them to other services -WIC. Wrote reports and statistical data for the State of New York. Liaised between New York City Department of Health and the Hospital. Held Public Health (HIV/AIDS) awareness campaign on Channel 13 with a team of Health Providers. Taught at Columbia University (practical). Taught at New York City Public School.		
Summarize any of Your Achievements		
A number of adolescents adjusted their social behaviour accordingly and perhaps their lives were spared from HIV/AIDS. Domestic violence victims became more aware of their rights and the services available to them.		
Reasons for Leaving		
End of my practical period.		

Job Title	Type of Business	From - To
Procurement, Receiving & Inspection Assist.	Peacekeeping	01/04/1989 - 01/04/1990
Name of Employer	Name of Supervisor	
UN/DPKO (UNTAG)	Hugh Brophy - Retired	
Salaries per Annum:		
Starting	Final	Currency Paid
		USD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? Yes
Telephone Number	Email Address	
1212963-	dpko@un.org	
Address of Employer		
United States of America		
Number of Employees Supervised by You		
1		
Description of Duties		
Receiving, Inspection and Delivery of shipments/orders of computers, office furniture, goods and services. Made cost calculations for these services, received bids from vendors, made recommendations for the Committee. Kept data of all orders and goods and services. Responsible for enforcement of the UN Finance and Procurement Policies. Participated in Electoral Process in Namibia.		
Summarize any of Your Achievements		
Had personal input, interest and extra effort in the electoral process which resulted in the democratic elections and liberation of the oppressed Namibians. UNTAG Mission's equipment and goods and services were delivered efficiently.		
Reasons for Leaving		
End of the Mission - Namibia attained Independence.		

Job Title	Type of Business	From - To
Finance Officer	Finance	01/06/1986 - 01/07/1991
Name of Employer	Name of Supervisor	
UNDP-Bureau for Finance & Admin.	Bruce C. Hillis (Retired)	
Salaries per Annum:		
Starting	Final	Currency Paid
40000	49500	USD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? Yes
Telephone Number	Email Address	
1212906-5991	abdul.janneh@undp.org	
Address of Employer		
United States of America		
Number of Employees Supervised by You		
0		
Description of Duties		

Attended annual fund-raising conferences for 52 African countries. Monitored and allocated funds accordingly, amounting to millions of dollars. Constant budget reviews, quarterly reconciliation and annual closing of accounts. Corresponded with donor countries and diplomatic officials in New York concerning contributions. Participated in the preparation of the UN Secretary-General's Financial Report to the UNGA and Fifth Committee.

Summarize any of Your Achievements

As part of the staff members who participated at the pledging conference, we worked together as a team and contributions during that period were substantial. As part of reconciliation/closing team, UNDP was able to close financial accounts on time.

Reasons for Leaving

Went for higher studies.

Job Title		Type of Business	From - To
Executive Assistant to the Deputy Director of Human Re.		Human Resources	01/02/1974 - 01/05/1986
Name of Employer		Name of Supervisor	
UNDP Human Resources		Tejan Kabbah	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
45500	48700	USD	Is this a position within the UN Common System? Yes

Telephone Number	Email Address
1212906-5200	ohr@undp.org

Address of Employer

United States of America

Number of Employees Supervised by You

0

Description of Duties

Managed the daily administration and control of Local Staff posts. Researched and co-ordinated the extensions/terminations and budget analysis of contracts of: a) UNDP's Local Staff in the Field Offices and b) United Nations Industrial Development Org. (UNIDO's) Senior Industrial Development Field Advisers (SIDFAs) who had contracts with UNDP Field Offices.

Summarize any of Your Achievements

UNDP was able to meet its targeted number of personnel as well as the financial obligations in terms of their salaries and benefits. UNIDO's experts too who did work for UNDP were paid on time.

Reasons for Leaving

Transferred to Bureau of Finance & Admin. to learn complex financial transactions.

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

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

Language	Mother Tongue	Speak	Read	Write	Understand
Creole	No	Easily	Easily	Easily	Easily
Kikongo	No	Not easily	Not easily	Not easily	Easily
Kinyarwanda	No	Not easily	Not easily	Not easily	Easily
Kirundi	No	Not easily	Not easily	Not easily	Easily
Luganda	Yes	Easily	Easily	Easily	Easily
Bemba	No	Easily	Easily	Easily	Easily
Swahili	No	Easily	Easily	Easily	Easily
Ndebele	No	Easily	Easily	Not easily	Easily

Address

4438 WOODS EDGE COURT
CHANTILLY VIRGINIA United States of America
Telephone: 1-703-347-3663
Fax: 1-703-347-3663
Contact: MIRIA THOMAS

Address

8 GRINNELL ROAD
BROCKTON MASSACHUSETTS United States of America
Telephone: 1-508-345-4013
Contact: MIRIA THOMAS

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
ABENA ATUAHENE	Small Business Administration	13221 Woodland Park Drive United States of America	1703815-2200 abenadamuah@yahoo.com
ELIZABETH ECHALAT	Small Business Administration	13221 Woodland Park Drvie United States of America	1703487-8100 elizabeth.echalat@sba.gov
JOHN MAGEZI	ATTORNEY-AT-LAW	83/85 KAMPALA ROAD United States of America	256410752744555 johnmagezi@yahoo.com