

Profiles included in this document

	Name	Index	DOB	Gender	Nationality	EMail
1.	ASUNCION, Benito		21/03/1953	M	USA	benito.asuncion@undp.org
2.	FAYE, Matar Sylla		26/04/1951	M	SEN	faye1@un.org
3.	KOUAME, Gregoire	424809	01/01/1966	M	IVC	kouameg@un.org
4.	MUTUNE, Dorothy	073487	30/12/1957	F	KEN	mutune@un.org
5.	NGOMBA, Teresia	356546	13/09/1956	F	KEN	ngomba@un.org
6.	NOEL - RASE, Jocelyne		16/09/1956	F	USA	jocelyne.rase@gmail.com
7.	PANGILINAN, Victoria	819316	24/05/1955	F	PHI	pangilinan@un.org
8.	RAMSAROOP, Florence	763058	20/06/1957	F	GUY	ramsaroop@un.org
9.	SUARES, Stanislaus	308969	10/04/1961	M	IND	suares@un.org
10.	THETTIKUZHI, Sasidharan	523511	05/04/1951	M	IND	thettikuzhi@un.org

Personal History Profile for Benito ASUNCION

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
ASUNCION	Benito	Isip	
2. Date of Birth	3. City of Birth	Country of Birth	Index No
21/03/1953	Manila	Philippines	
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Philippines		United States of America	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Male	175	83	Married
10. Entry into the United Nations service might require assignment to any area of the world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? Yes. United States of America.			
13. What is your preferred field of work? Personnel management specialists			
14. Would you accept employment for less than six months? Yes			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when?			
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: benito.asuncion@undp.org			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
Philippine College of Commerce	Manila Philippines	Jan-1970 - Oct-1975
Main Course of Study	Field of Study	
Accounting	Business & Administration	
Degree Title or Equivalent	Degree Type	
Bachelor of Science in Accounting/Marketing	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
Learning Resource Center - UNDP	New York United States of America	Apr-2009 - Apr-2009
Main Course of Study		Certificate or Diploma
Ethics Workshop		Certificate

Name of School	City, Country	From - To
Learning Resource Center - UNDP	New York United States of America	Apr-2009 - Apr-2009
Main Course of Study		Certificate or Diploma
Presentation Skills Workshop		Certificate

Name of School	City, Country	From - To
Learning Resource Center - UNDP	New York United States of America	Apr-2009 - Apr-2009
Main Course of Study		Certificate or Diploma
Competency Base Interview Skills		Certificate

Name of School	City, Country	From - To
Learning Resource Center - UNDP	New York United States of America	Mar-2009 - Mar-2009
Main Course of Study		Certificate or Diploma
Ethics Training Assessment		Certificate

Name of School	City, Country	From - To
Cornell University	New York United States of America	Oct-2008 - Apr-2009
Main Course of Study		Certificate or Diploma
Human Resources Management Certification Program (11 Courses)		Certificate

Name of School	City, Country	From - To
Arellano University-High School	Manila Philippines	Jan-1966 - Oct-1970
Main Course of Study		Certificate or Diploma
Secondary Education or High School Diploma		High School Diploma

Employment

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

Job Title HR Specialist/Officer		Type of Business DDR Unit (Demobilization, Disarmament and Reintegration)	From - To 01/06/2009 -
Name of Employer UNDP Country Office - Sudan		Name of Supervisor Lkhasuren Batchuluun	
Salaries per Annum: Starting 0		Final 0	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 benito.asuncion@undp.org	
Address of Employer Sudan			
Number of Employees Supervised by You 6			
Description of Duties Concluded detail assignment in UNDP DDR Unit Sudan as an HR Specialist/Officer from June to December 2009. Responsible for various tasks such as: international recruitment of both substantive and high level position for DDR; helping in the recruitment of national officer (NO's) and support staff (SC's); screening -evaluating on-line application for long-listing and short-listing as well as providing advise on many HR related issues, specially recruitment and contractual reforms for the DDR Unit. Serve as an HR ex-officio for telephone and personal interviews conducted by the DDR Unit. Serve as the focal point for international recruitment and provide advisory service to the HR section in the absence of the designate HR Specialist and HR Analyst. Act as direct liason between the HQ Recruitment Unit and Sudan DDR Unit. Provide and grant access for international vacancy announcement for DDR staff for long-listing and short-listing. Prepare corporate interview reports for submission and approval of Country Office and CRB in New York.			
Summarize any of Your Achievements On-going recruitment of all international, national and service-contract staff of UNDP DDR Unit in Khartoum, and Juba, South Sudan for DDR project and activities in the whole of Sudan. Conversion of ALD and L contract into the new UN contractual reforms.			
Reasons for Leaving On detail assignment only.			

Job Title H.R. Officer		Type of Business Election	From - To 01/05/2008 - 01/07/2008
Name of Employer UNDP Country Office - Elect Project		Name of Supervisor Margie Cook	
Salaries per Annum: Starting		Final AFA	Currency Paid AFA
		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 Afghanistan			
Number of Employees Supervised by You 2			
Description of Duties Large number of recruitment of international staff and national staff as well as UNV staff for UNDP / UNAMA Election Project for the Voters registration which will coincide with the 2009-2010 Presidential and Parliamentary elections; Drafted and finalized job descriptions or TOR's; Submitted job descriptions for classification to UNDP RBAP; Liaise with Electoral Assistance Division (EAD) and follow-up with OHR/RBAP on various recruitment, classification and policy related issues; Screen and evaluate, shortlisted and interview candidates; Finalize and submit interview reports; Liaise with local OHR and Procurement units on ALD and SSA's recruitment issues; Liaise with OHR-HQ and Copenhagen on issues related to waivers, policy issues and 200 series contracts.			
Summarize any of Your Achievements On time recruitment and submission of all documents necessary for getting on board of Elect Project international and national staff.			
Reasons for Leaving TDY or Surge detail assignments which will be on-going			

Job Title H.R. Associate		Type of Business Development Programme	From - To 01/02/2008 -
Name of Employer United Nations Development Programme-OHR/BAS/RECRUITMENT		Name of Supervisor Michael Emery	
Salaries per Annum: Starting		Final 7471600	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 011212906-6200		Email Address benito.asuncion@undp.org	
Address of Employer United States of America			

Number of Employees Supervised by You

1

Description of Duties

Involve and participate in the Quarry recruitment and core post recruitment of UNDP staff both in HQ's and County & Field Offices Provide support to implementation of recruitment policies; Provides administrative, budgetary & logistical support to general recruitment process; Administers data storage, communication and work flow within the Recruitment Unit. All recruitment related HR functions for UNDP including travel of high-level candidates. Evaluating and screening CV & PHP's on prospective applicants and candidates. Assist in identification & proposal of mechanism to attract suitable candidates from various countries. Update & maintenance of Recruitment website including timely posting of ads, monitoring for org. consistency against corp. standards, maintenance of all recruit. portals and sites and significant interaction with CO on editing standards & policy advice; Monitoring on-line application forms, responding to questions & queries related to application procedures; Prep. of responses (including correspondence) on recruit. processes routine queries; Creation posting, monitoring and initial filtering applic. of strategic vacancies (D-2 and above); Prep. of assessments and interview schedules, written test, the induction and coord. of all travel for the Unit; Prep. of interview docs. for screening, interview panels and selection committee; Prep. of docs. & summary sheets for the Ex-Officio for the APB; Coord. of logistics for Competency-Based Interviewing training and co-facilitation to support service staff; Prep. for statistics for Quarry exercise; Managing the database during Quarry Review meeting; Prepares and monitors the annual budget of the Recruitment Unit; Maintenance of the database on recruitment info.& statistics; Efficient adminis. of the work flow & communication flow in the Unit; Estab. of the monitoring systems for work in progress informing supervisor on status of pending requests & work deadlines; Support to preparation of the year-end rep

Summarize any of Your Achievements

On time accomplishments of task provided by our recruitment team. Met all target delivery date involving interview and recruitment related deadlines.

Reasons for Leaving

Still active.

Job Title H.R. Officer	Type of Business Peacekeeping/Humanitarian mission	From - To 01/05/2007 - 01/12/2007
Name of Employer United Nations Mission in Sudan, UNMIS	Name of Supervisor George Kabore, CCPO and Mohammed Hashi	

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

Email Address
asuncion@un.org

Address of Employer

Sudan

Number of Employees Supervised by You

2

Description of Duties

- Assessed availability of candidates in Nucleus and check status of individual clearances - Reviewed eligibility of candidates i.e. 2 years in grade for mvt to higher level post, UNV (completion of required period of assignment), eligibility to transfer to another mission - Provided short-lists of TCed candidates to PMs and specific vacancy requested. - Liaised with PMs to ensure timely filling of posts. - Responded to PMs queries concerning selected candidates - Assisted PMs in preparing comparative evaluation when they need guidance - Served as ex-officio in any interview panels from FS to Prof. up to D-1 - Followed-up with ROU on status of clearances as required - Updated vacancy tracks reports and attached necessary documents required. - Liaised with post manager to ensure that the staffing table is up to date - Provided any recruitment reports/statistics as requested - Created vacancy tracks and update Nucleus track. - Prepared, send and follow-up on offers and release requests - Ensured index numbers are available in IMIS and if not request thru HRITS e-request for UN Index No. - Updated tracks and ensure completion of files and transfer them to Travel in PMSS for their action - Liaised whenever possible with candidates on any query they may have - Liaised with UNV office in Bonn to confirm eligibility of UNV candidates - Maintained recruitment table (the general one recording our selections) and liaise with PMSS to follow-up on travel of candidates. Prepared and request medical clearances for all candidates selected; Requested travel for candidates selected for deployment to Travel Section including Civilian training to Brandisi. -Requested UN Index Number thru HRITS e-request and visa issuance for Sudan. -Conducted reference checks to external candidates recruited for their employer and university degrees. -In charged of running the HR Unit in Sector III-Malakal, Southern Sudan and 4 Team Sites: Bentiu, Bor, Melut and Nassir.

Summarize any of Your Achievements

Successfully met deadline for all recruitment request from all the substantive and support section of the mission. Met delivery target of placement and getting on board for all the successful candidates for deployment. On time achievement of all HR management; administraton and recruitment work related matters for Sector III and it's 4 Team Sites. Met deliverables and work plan related HR issues for the Regional Administrative Officer report for UNMIS Southern Regional Office in Juba, Southern Sudan.

Reasons for Leaving

My mother health situation needs my presence.

Job Title Human Resources Assistant	Type of Business Peacekeeping/Humanitarian mission	From - To 01/08/2006 - 01/05/2007
Name of Employer United Nations Mission in Sudan, UNMIS	Name of Supervisor Ellen Murphy, Georges Kabore and Laure Alonet	

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
asuncion@un.org

Address of Employer

Sudan

Number of Employees Supervised by You

1

Description of Duties

Initiated and process recruitment of selection fax from PMSS/ASD/OMS/DPKO New York for recruitment of as follows: external candidates selected; internal staff for movement to higher level and reappointment; movement to higher level within mission; movement between missions (Reappointment); movement between missions (Reassignment); staff on assignment or detail and other staff on reimbursable loan agreement (RLA) from other UN specialized agencies. Prepare and research Personal History Profile (PHP) and technical clearance for selected candidates for processing of their selection. Evaluate and screen candidates PHP for their eligibility and grading of recruitment allowance. Attend and participate as HR representative for candidates panel interviews. Create, keep and update vacancy/recruitment track; Liaise with HR Officers to provide Initially and Technically cleared candidates to PM; prepare, send and follow-up on offers and release requests in Nucleus system. Ensure index numbers are available in IMIS; assist in post mgmnt. activities. Update tracks and ensure completion of files and transfer them to Travel in Personnel Management Support Services (PMSS). Blocked posts on FPMS data base system. Assist in preparation of internal VA's. Liaise with United Nations Volunteers, UNV in Bonn to request eligibility of UNV candidates and their release confirmation for employment by the mission (UNMIS). Maintain and update recruitment table for processed recruitment of selected applicant and liaise with PMSS to follow-up on travel of candidates and problems encountered with the Nucleus system. Blocked post in the FPMS post management Lotus data base system. Respond to HR Officer query regarding international staff recruitment. Help other international recruitment staff in the preparation of report requested by the Chief Civilian Personnel Officer (CCPO) regarding recruitment table and matrix. Assist in preparation and finalization of doc. for PMSS for panel meetings by HR/CCPO

Summarize any of Your Achievements

Timely preparation and processing of selected candidates recruitment. Met delivery target of placement and getting on board all candidates selection fax sent by PMSS/DPKO NY HQ Office for deployment in Khartoum, Darfur and other Regions in Sudan.

Reasons for Leaving

Re-deployment to UNMIS Southern Region, Sector III-Malakal and it's 4 Team Sites (Bentiu, Bor, Melut and Bor) as an HRO.

Job Title Human Resources Assistant		Type of Business Programme on HIV/AIDS	From - To 01/01/2005 - 01/07/2006
Name of Employer UNAIDS-Joint United Nations Programme on HIV/AIDS		Name of Supervisor Alex Thern-Svanberg/Joanne Girard	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
93491	93491	CHF	Is this a position within the UN Common System? Yes
Telephone Number 4122733-7372		Email Address benito.asuncion@undp.org	
Address of Employer Switzerland			
Number of Employees Supervised by You			
Description of Duties Organized and participated in meetings between the Regional Support Team field office (RST) and HRM to discuss issues related to recruitment of Prof. staff to be assigned to their respective Reg. Support Team (RST). Organized and prepared staff documentation to be discussed for the Appointment and Selection Committee meetings related to staff appointment, reassignment and reclassification. Member of the recruitment team dealing with recruitment of international Prof. staff, JPO and G.S. staff in the HQ, Regional Support Team (RST) and UCC country field office. Supported other Human Resources staff in carrying out/providing benefits and entitlements to Professional staff in the HQ, UCC and RST field office. Screened candidate application Personal History Form related to UNAIDS closed vacancy announcements to be forwarded for short listing to the concern departments. Participated in weekly HRM recruitment meeting to discuss strategies and issues related to overall recruitment of UNAIDS HQ and Field staff. Responsible for the management, administration and logistics of interviews under our scope/load and coordinated with other member of the recruitment team. Prepared other related paper works to be integrated in the Summary Report of each post interviewed. As of 2006, I also helped and assisted the H.R. Asst. in Contract Administration which involve processing request for staff movements, including appointments, reassignments and separations of staff. Facilitated the installation of staff, prepared attestation, assignment grant payments. Interagency staff movements: followed up, monitored and process interagency secondment, loan and transfer arrangements. Answered queries from staff and prepared and disseminated information to staff on entitlements. Request security clearances for all new & reassigned staff; request periodic medical exams for all fixed-term staff in the field and HQ.			
Summarize any of Your Achievements Accomplish target date delivery for recruitment, placement and reassignment of professional and general services staff both in the HQ and Field which result to smooth operation of the regional support teams in the field and headquarters. Achieved deliverables and on time fielding of missions of various consultants. Updated inputing of data of UCC in the intranet within the prescribe due date.			
Reasons for Leaving On-loan (Reimbursable Loan Agreement) arrangement finished by 30 July 2006.			

Job Title Human Resources Associate		Type of Business Project Services/Management	From - To 01/04/2004 - 01/12/2004
Name of Employer Central Asia, North Africa, Near East and Europe-UNOPS		Name of Supervisor Franco Becchi-Designate OIC-NY-Christophe Bouvier-Chief-Geneva and Melissa Esteva-PM	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
47285	64703	USD	Is this a position within the UN Common System? Yes
Telephone Number 001212457-1717		Email Address benitoa@unops.org	
Address of Employer United States of America			
Number of Employees Supervised by You 0			
Description of Duties Supported the planning, management and administration for human resources and provided assistance in the recruitment of international consultant, national professional personnel and local service staff in accordance with relevant established policies and procedures governing human resources activities. Reviewed requests for recruitment together with their Terms of Reference or Job Descriptions. Determined appropriate honorarium and travel arrangements and advised travel entitlements. Ensured update and maintenance of information of recruitment systems to allow accurate statistical reporting. Developed and implement tracking tools to monitor recruitment status and other indicators for management purposes. Reviewed in consultation with the Div.of Human Resources, National Service Contract formats and salary scales for hiring and administering national project personnel. Support the planning, organization and logistical arrangements for workshops, corporate meetings, retreats.			
Summarize any of Your Achievements Consistently achieved delivery target for divisions recruitment of all contracted staff and consultants. Met all deadlines in fielding missions both in headquarter and the field offices.			

Reasons for Leaving

Finished secondment with UNOPS and return to UNDP.

Job Title	Type of Business	From - To
Human Resources/Admin. Officer	Project Implementation	01/10/2003 - 01/12/2003
Name of Employer	Name of Supervisor	
United Nations Office for Project Services (UNOPS), Afghanistan Project Implementation Facility	Franco Becchi	
Salaries per Annum:		
Starting	Final	Currency Paid
64703	64703	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
		benitoa@unopsmail.org
Address of Employer		
Afghanistan		
Number of Employees Supervised by You		
7		
Description of Duties		
Assisted Operations Manager in setting standards on procedures to improve admin./logistics supports & ensure efficiency & effectiveness of the whole UNOPS, APIF. Oversees administration on office admin., facilities mgmt., registry, messenger services, office supplies, office planning, archives & records. Supervised locally recruited Admin.Staff & provide training on UNOPS rules & guidelines. Oversaw & supervised Personnel Unit in recruitment., issuance of contracts (ALD, SC, SSA etc.) monitoring of leave for local and intl. staff, prepared workplan and quartely reports for administration and personnel unit. Responsible for security and maintenance of all office equipt., office and official vehicles. Ensured effective efficient operation of registration, communications (collaboration with IT Officer)and pouch system. Maintained regular contact with field offices to identify and solve their issues. Oversaw transport/travel section for reservation of UN flights and accommodation.		
Summarize any of Your Achievements		
The responsibility of combined Human Resources Officer and Admin. Officer is a very demanding task; our team worked 6-7 days a week from 7:30 to 8:30 pm successfully meet all job requirement. I was able to offer solution to most of the administrative, logistic and personnel problems of our regional office in Afghanistan. Majority of the regional managers/coordinator thanked me for the job well done when it comes to the solution that affect their regional office. Participated successfully to the local salary survey conducted by UNDP to reflect the actual salary of local service contract staffs and national officers for all participating UN agencies, donor countries and non-governmental agencies (NGO). It's a privilege and honor to serve the people of Afghanistan to have an impact on their lives and to carry the UN principle for the betterment of their country.		
Reasons for Leaving		
Short mission assignment.		

Job Title	Type of Business	From - To
Senior Personnel Assistant	Peacekeeping Mission	01/12/1998 - 01/06/1999
Name of Employer	Name of Supervisor	
United Nations Mission in Bosnia and Herzegovina (UNMIBH)	Said Amirdivani	
Salaries per Annum:		
Starting	Final	Currency Paid
49000	59000	USD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? Yes
Telephone Number		Email Address
Address of Employer		
Bosnia and Herzegovina		
Number of Employees Supervised by You		
7		
Description of Duties		
Administered and managed 1,600 local staff, assisted them with their rights, privileges and entitlements; responsible for the daily recruitment of local staff; liaised with two regional Personnel Asst. in Banja Luka and Tuzla and one in Sarajevo; acted as the O.I.C. in the absence of the Chief, Local Staff Unit, reporting directly to the Chief Civilian Personnel Officer; responsible for the review and recommendation of grading and recruitment allowance, special leave without pay, maternity, annual leave, sick leave and medical evacuation; participated in the recruitment of para-professional local staff in the absence of the Chief Local Staff Unit; responsible for the preparation and presentation of bi-annual grading review for approximately 200 local staff, including drafting of related correspondence for approval and signature of the CAO, CCPO and the Chief Local Staff Unit, assisted in conducting English proficiency test for language assists. and other staff; responded to queries etc		
Summarize any of Your Achievements		
Able to met all deadlines of the fast phase work environment of the Local Staff Unit of UNMIBH and able to administered/managed the high volume of local staff rights, privileges and entitlements and able to save lives when it comes to processing of the emergency medical evacuation of any local staff in need of medical attention which is not available in the area.		
Reasons for Leaving		
UNOPS needs my services in the recruitment and administration of international and national/staff consultants.		

Job Title	Type of Business	From - To
Human Resources Assistant	Project Services/Management	01/10/1993 - 01/04/2004
Name of Employer	Name of Supervisor	
Western Asia, Arab States and Europe-UNOPS	Franco Becchi	
Salaries per Annum:		
Starting	Final	Currency Paid
49000	59000	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
001212457-1717		BenitoA@unops.org
Address of Employer		
United States of America		

Number of Employees Supervised by You

0

Description of Duties

Recruitment and administration of International and National Staff/Cons. (NPPP`s). It involved setting of fees or grade and field office financial authorization. Management of their travel entitlements, requirements and needs. Mostly responsible for Human Resources Associate functions at HRMS. Provided assistance to the Chief in the recruitment of International/National Staff/ Cons. on the full range of personnel administration functions in order to provide timely and efficient services. Liased with Portfolio Manager in outposted division for WAASE in Geneva, reviewed request for personnel action form and mode of travel to ensure compliance with existing UNDP/UNOPS rules and establish priorities to ensure timely action/fielding of missions. Assisted in the solution of logistical problems, handled queries on routine matters from PM. Advised consultants on travel entitlements. Well verse on the financial & administrative aspect of UNDP/UNOPS.

Summarize any of Your Achievements

Consistently achieved delivery targets for the recruitment of international and national staff/consultants in the H.Q. and a number of field offices. Asked by other divisions (Environment Division, UNOPS) to fill up their personnel staff excigencies due to medical emergency of present personnel associate staff. Due to my broad experience in human resources I can perform the work/duties of the Human Resources Associate without a problem on any operating division in UNOPS.

Reasons for Leaving

Joined another division.

Job Title Administrative Assistant		Type of Business Development	From - To 01/10/1985 - 01/10/1993
Name of Employer United Nations Development Programme (UNDP)		Name of Supervisor William Draper III	
Salaries per Annum:			
Starting 39000	Final 49000	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 bill@draperrichards.com	
Address of Employer United States of America			
Number of Employees Supervised by You 0			
Description of Duties Assisted in managing and monitoring administrative budget; participated in the mid-/year-end reviews of budget increases/redeployment and assisted in the preparation of initial estimates for ensuing year; established miscellaneous obligation documents for consultants, staff on SSA and other office expenditures; preparation of necessary journal vouchers at year-end to liquidate balance on MOD`s processed payments to vendor/suppliers; prepared travel authorization for consultants, liaising directly with travel Section/Amex to ensure timely issuance of airtickets and travel advances; monitored daily attendance and telephone bills; in charged of office supplies requisition, ensuring that established procedures and specifications are met and updated the filing and registry system.			
Summarize any of Your Achievements Helped in the daily operation of the Office of the Adminsitrator to run smoothly and effectively as the top office of UNDP.			
Reasons for Leaving Moved to UNOPS/DHRM.			

Job Title English Clerk		Type of Business Disaster Relief and Humanitarian Help	From - To 01/01/1985 - 01/10/1985
Name of Employer United Nations Office for Emergency Operation in Africa (OEOA)		Name of Supervisor Susan Kabanaugh	
Salaries per Annum:			
Starting 2720	Final 2720	Currency Paid USD	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes
Telephone Number		Email Address	
Address of Employer United States of America			
Number of Employees Supervised by You 0			
Description of Duties Assisted professional staff in the administrative and secretarial duties; type reports, memos, correspondence and reports; received and assessed telephone inquiries, referred to appropriate staff as necessary; updated and maintained the filing system, distribution of documents to other UN agencies and performed other duties that may be assigned.			
Summarize any of Your Achievements Able to typed and prepare reports on time that lead to the smooth operation of the division in general and also the updated filing system.			
Reasons for Leaving Moved to UNDP			

Job Title Sales		Type of Business Brewery	From - To 01/01/1979 - 01/11/1983
Name of Employer Asia Brewery		Name of Supervisor A Garcia	
Salaries per Annum:			
Starting -----	Final -----	Currency Paid -----	Is this a civil servant position of your Government? No -----

24000	30000	PHP	Is this a position within the UN Common System? Yes
Telephone Number		Email Address	
Address of Employer Philippines			
Number of Employees Supervised by You 0			
Description of Duties Area salesman in charge of distribution and sales of company brewery products.			
Summarize any of Your Achievements Market area was number one in total sales and customer satisfaction and rate of growth compared to the rest of sales territory.			
Reasons for Leaving Immigrate to the U.S. for better opportunity in personal growth and family welfare specially the children.			

Job Title Export/Import Assistant		Type of Business Commercial/International Bank	From - To 01/12/1975 - 01/11/1979
Name of Employer Philippine Banking Corporation		Name of Supervisor Rey Plata	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
18000	22000	PHP	Is this a position within the UN Common System? Yes
Telephone Number		Email Address	
Address of Employer Philippines			
Number of Employees Supervised by You 2			
Description of Duties In charge of the Export/Import section and Foreign Currency Deposit of the International Division of the bank.			
Summarize any of Your Achievements On time processing of the export and import application of bank customers which help the bank in increase it's income derive thru this process. Also increase the foreign currency and dollar reserve of the bank by accurately converting customer's foreign currency transaction into local currency.			
Reasons for Leaving Move to Asia Brewery sales.			

Job Title General Bookkeeper		Type of Business Investment and management	From - To 01/10/1973 - 01/10/1975
Name of Employer Rustan Investment and Management Corporation		Name of Supervisor Ging Marchan	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
15000	17000	PHP	Is this a position within the UN Common System? Yes
Telephone Number		Email Address	
Address of Employer Philippines			
Number of Employees Supervised by You 2			
Description of Duties In charge of the book of accounts (Accounts Payable, Accounts Receivable, General Subsidiary Ledger, Suspense Account, 201 Rank and File payroll and Petty Cash account of the company.			
Summarize any of Your Achievements Help the company in posting and balancing company transaction that lead to the accurate book of accounts data which is important in determining the asset and liability of the company and also process the salary of the rank and file employees on time including bonus at the end of the year.			
Reasons for Leaving Move to Philippine Banking Corporation for better 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 - **60** French -

List any office machines or equipment you can use:

Personal/Lap top Computer (MSWord, MS Office, Super Office, Microsoft Outlook, Wordperfect, Excel, Lotus 123, Groupwise, Lotus Notes, Netscape, PowerPoint, NUCLEUS System, FPMS, IMIS, PeopleSoft, Atlas ERP, New Reality, Brio, Remedy Web/ITS, FMS, Trim, Database) photocopier, fax, scanner, binder, perforating machine and others.

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	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
Tagalog	No	Easily	Easily	Easily	Easily

Address

851 Alden Road
Paramus New Jersey United States of America
Telephone: 1-201-670-8966
Contact: Benito Asuncion

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
Leonor LEE	Business Advisor (Director title)	United Nations Development Programme-BAS/BOM/OHR United States of America	011212906-6200 Leonor.lee@undp.org
Bertil LINDBLAD	Director of UNAIDS New York Office	60 East, 42nd Streeet, Suite 932 United States of America	011212867-1640 lindbladb@unaids.org
Ellen MURPHY	Deputy Chief of Field Personnel Operations Services/FPD/DFS	9th Floor, DC1 Bldg., One UN Plaza, New York, N.Y. 10017 United States of America	011212963-1951 murphye@un.org

Personal History Profile for Matar Sylla FAYE

General Details

1. Family name FAYE	First Name Matar Sylla	Middle Name	Maiden Name, (if any)
2. Date of Birth 26/04/1951	3. City of Birth Rufisque	Country of Birth Senegal	Index No
4. Country of Nationality at Birth Senegal	Second Nationality (if any)	5. Country of Present Nationality Senegal	Second Nationality (if any)
6. Gender Male	7. Height [cm] 188	8. Weight [kg] 93	9. Marital Status Married

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

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

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

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

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

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

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

18. Email Address: **faye1@un.org**

Education

List all university degrees or equivalent qualifications obtained.

University Name Ecole Nationale de Secretariat	City, Country Dakar Senegal	From - To Oct-1972 - Jun-1974
Main Course of Study Secretarial and Office Work	Field of Study Business & Administration	
Degree Title or Equivalent Diplome du Brevet d'etudes professionnelles	Degree Type Undergraduate degree	

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

Name of School Lycee Abdoulaye Sadj	City, Country Rufisque Senegal	From - To Oct-1965 - Jun-1972
Main Course of Study Secondary High School		Certificate or Diploma Brevet d'Etudes du Premier Cycle

Employment

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

Job Title Human Resources Officer	Type of Business United Nations	From - To 01/10/2009 -
Name of Employer United Nations/DPKO		Name of Supervisor Anthony Nweke
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 3908311830 6000	Email Address faye1@un.org	
Address of Employer Sudan		
Number of Employees Supervised by You 9		
Description of Duties Designated Officer in Charge of the Recruitment Unit. Provide advice and support to managers and staff on human resources related matters. Identify upcoming vacancies in coordination with client offices. Monitor and evaluate recruitment and placemnt related activities of client offices. Supervise and monitor the work of the Human Resources Assistants in carrying out all human resources administrative transactions. Provide advice on interpretation and application of policies, regulations and rules. Advise and counsel staff in respect of rights, responsibilities, code of conduct and difficulties associated with work and entitlements.		
Summarize any of Your Achievements Effective administration of staff rules and regulations		

Reasons for Leaving
downsized staff reassigned from UNOMIG to be regularized.

Job Title Human Resources Officer/Deputy CCPO	Type of Business United Nations	From - To 01/10/2007 - 01/10/2009
Name of Employer United Nations Observer Mission in Georgia	Name of Supervisor Martin Ojjerro	
Salaries per Annum: Starting 390831231000	Final 390831231000	Currency Paid 390831231000
Is this a civil servant position of your Government? No		Is this a position within the UN Common System? Yes
Telephone Number 390831231000		Email Address faye1@un.org
Address of Employer Georgia		
Number of Employees Supervised by You 5		
Description of Duties Provide support to the CCPO in the fulfilment of the Section expectations regarding benefits administration, recruitment, and other HR issues; Provide advice and support to managers and staff on HR related matters. Administer, review, and provide advice on interpretation and application of policies, rules and regulations; Prepare vacancy announcements, review applications, and provide short-list to programme managers; arrange and conduct interviews to selected candidates; serve as ex-officio in recruitment panels; review recommendation on the selection of candidates; candidates search from NUCLEUS for proposal to programme managers; keep staff abreast on staff rules and regulations, entitlements and benefits; assist supervisors and staff with understanding and using the performance appraisal system; advise and acciounsel staff in respect of rights, responsibilities, code of conduct associated with work and entitlements; undertake full range of other human resources activities; supervise the work of the personnel assistants in both local and international units of the section; assure customer service orientation to work; supervise and monitor the work of the HRAs in carrying out all human resources administrative transactions; determine and recommend benefits and entitlements for staff; provide guidance to staff under my supervision.		
Summarize any of Your Achievements Effective administration of staff rules and regulations		
Reasons for Leaving Non-extension of Mission Mandate		

Job Title Personnel Assistant/Deputy CCPO	Type of Business United Nations	From - To 01/03/2004 - 01/10/2007
Name of Employer United Nations Logistics Base (UNLB)	Name of Supervisor Pascaliah Omiya	
Salaries per Annum: Starting 65150	Final 78736	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 390831446058		Email Address faye1@un.org
Address of Employer Italy		
Number of Employees Supervised by You 6		
Description of Duties Providing personnel support on implementation of policies, practices and procedures on all aspects involving recruitment and placement, administration of entitlements, travel, human resources planning, staff training, development, career support.		
Summarize any of Your Achievements Effective administration of staff rules and regulations		
Reasons for Leaving Movement to higher level		

Job Title Sr. Human Resources Assistant	Type of Business United Nations	From - To 01/10/2001 - 01/01/2003
Name of Employer United Nations Economic Commission for Africa (UNECA)	Name of Supervisor Mr Ahmed Thabit	
Salaries per Annum: Starting 138202	Final 138202	Currency Paid ETB
Is this a civil servant position of your Government? No		Is this a position within the UN Common System? Yes
Telephone Number 138202		Email Address faye1@un.org
Address of Employer Ethiopia		
Number of Employees Supervised by You 1		
Description of Duties		

Secretary of the Examinations & Testing Committee. Interviews General Services candidates for employment. Secretary of the Appointment & Promotion Committee, Appointment & Promotion Panel, Department Review Panels. Secretary of the PAS Joint Monitoring Committee. Administering the ECA Internship Programme. Advising client staff on UN Rules & Regulations. Co-ordinating the work of the Management Team of the Human Resources Services Section. Administering staff members benefits. Co-ordinating implementation of the GS classification exercise.

Summarize any of Your Achievements

Revising the GS Examination and Testing. Implementation of high number of PAS rate. Reorganization of the Registry Unit.

Reasons for Leaving

applying for a secondment or mission assignment

Job Title	Type of Business	From - To
Sr. Human Resources Assistant	United Nations	01/01/1996 - 01/09/2001
Name of Employer	Name of Supervisor	
United Nations Economic Commission for Africa (UNECA)	Ahmed Thabit	
Salaries per Annum:		
Starting	Final	Currency Paid
103864	106764	ETB
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? Yes
Telephone Number	Email Address	
	faye1@un.org	
Address of Employer		
Ethiopia		
Number of Employees Supervised by You		
2		
Description of Duties		
Team leader of the other support staff of the team. Assigns, reviews work, balance workload, solves unusual problems, etc.... Provides services in personnel and entitlements administration to all categories of staff of client divisions (Monitoring and overseeing eligibility of staff to entitlements and benefits, processing staff entitlements and benefits. contractual status, performing IMIS required functions. Assists in the recruitment process of all categories of staff. Deputizes and provides support to Human Resources Officer		
Summarize any of Your Achievements		
Contributed to the restructuring of the HRSS. Enhance team members knowledge on staff rules and regulations		
Reasons for Leaving		
moved to another team in the same section		

Job Title	Type of Business	From - To
Associate Personnel Officer	United Nations	01/10/1994 - 01/12/1995
Name of Employer	Name of Supervisor	
United Nations Environment Programme (UNEP)	Joanne Basimakopoulos	
Salaries per Annum:		
Starting	Final	Currency Paid
40760	42075	USD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? Yes
Telephone Number	Email Address	
Address of Employer		
Kenya		
Number of Employees Supervised by You		
5		
Description of Duties		
Personnel Officer. Acted as OIC, Staff Services Unit, before restructuring of Office. Then head of a Team, handling the following: Ensures filling of vacancies, including recruitment, selection, administration and orientation. Supervises staff services including the administration of entitlements (assignment, education grant, rental subsidy, mobility/hardship, home leave, etc.)initiating and completing action with regard to contractual status of staff, preparation of appointment letters, renewal of appointments. Guidance and supervision of three personnel assistants and a secretary. Monitoring their performance, setting objectives and standards with them. Advises Programmes Managers and staff at large on UN procedures, and Rules and Regulations.		
Summarize any of Your Achievements		
contributing to the awareness of UN Rules & Regulations. Contributed to the restructuring of UNEP Human Resources Services.		
Reasons for Leaving		
End of secondment.		

Job Title	Type of Business	From - To
Sr. Personnel Assistant		01/05/1993 - 30/09/1994
Name of Employer	Name of Supervisor	
United Nations Economic Commission for Africa (UNECA)	Mr George Kabore	
Salaries per Annum:		
Starting	Final	Currency Paid
62972	70662	ETB
		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		

0

Description of Duties

Revert to previous duties; the same duties as stated for period August 1978 to November 1992

Summarize any of Your Achievements

Conducted successfully the Place-to-Place Survey of 1992.

Reasons for Leaving

Secondment to the United Nations Environment Programme (UNEP)

Job Title Personnel Officer (SPA)		Type of Business United Nations	From - To 01/11/1992 - 01/04/1993
Name of Employer United Nations Economic Commission for Africa (UNECA)		Name of Supervisor Ms Lucretia Tahir	
Salaries per Annum:			
Starting 40903	Final 55691	Currency Paid USD	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes
Telephone Number		Email Address	
Address of Employer Ethiopia			
Number of Employees Supervised by You 1			
Description of Duties Initiating and completing action with regard to contractual status of professional staf members and experts. Preparing presentations to Appointment and Promotion Committee for conversion of professional staff members` appointments to career appointments and for 5 year Review of permanent appointments. Handling administrative matters pertaining to Pension Fund and Group Life and Medical Insurance. Checking computations of overtime and medical claims. Initiating and completing separation action for professional staff members. Conducting dependency status survey including supervision of issuance of personnel actions for changes in status-all categories. Assisting Unit Chief by drafting memoranda, faxes, cables on various subjects. Handling other miscellaneous administrative tasks. Conducting the Place-to_Place Cost of Living Survey for Addis Ababa. Draft letters to government authorities concerning accommodation and the maintenance of houses occupied by ECA staff.			
Summarize any of Your Achievements Contributed to well-awareness of UN Rules and Regulations			
Reasons for Leaving End of Special Post Allowance (SPA), because of returning of substantive officer from Peace Keeping mission			

Job Title Personnel Assistant and then Sr. Personnel Assistant(1987)		Type of Business	From - To 01/08/1978 - 31/10/1992
Name of Employer United Nations Economic Commission for Africa (UNECA)		Name of Supervisor Mr George Y. Kabore	
Salaries per Annum:			
Starting 29046	Final 35151	Currency Paid ETB	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 1			
Description of Duties Responsible for the organization of all ECA examinations and testing. Administering tests for ECA and other UN agencies in Addis Ababa. Assist in work related to recruitment, classification of GS staff, Appointment and Promotion Panel. Assists in administering benefits for staff members. In charge of the Personnel Records Unit. Responsible of the ECA staffing list (entering data, maintaining, updating). Assists in the recruitment process of all category of staff. Handling the recruitment of interpreters/translators, consulotants and project staff.			
Summarize any of Your Achievements Contributed to the awareness of UN Staff Rules & Regulations			
Reasons for Leaving Seconded to the United Nations Environment Programme (UNEP)			

Job Title Administrative Secretary		Type of Business	From - To 01/06/1974 - 31/07/1978
Name of Employer United Nations Development Programme (UNDP)		Name of Supervisor Mr Constantin Carayanis	
Salaries per Annum:			
Starting 75000	Final 85000	Currency Paid XOF	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 Senegal			

Number of Employees Supervised by You

0

Description of Duties

In the charge of the telex. Handling staff members appointments, periodical reports, renewal of appointments. Assists visiting experts and briefing them. Review candidates applications. Handling the UN pouch for UNDP and other agencies in Dakar. Handling procurement duties. Handling all administrative duties of the Administrative and Finance Section.

Summarize any of Your Achievements

Contributed to the efficiency of the Office

Reasons for Leaving

Transfer to UNECA, after successfully passed a competitive exam, as an inernationally recruited General Service Staff

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 - 60

List any office machines or equipment you can use:

PCs, Fax, Digital sender, Photocopiers

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
Arabic	No	Not easily	Not easily	Not easily	Not easily
Spanish	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
Italian	No	Easily	Easily	Easily	Easily
Wolof	Yes	Easily	Easily	Easily	Easily

Address

UNAMID
El Fasher Sudan
Telephone: 39-0831-1830 6000 extension 3260
Fax: 249-922-210178
Contact: Matar Sylla Faye

Address

c/o Mrs Mulu Deboch
Ottawa Canada
Telephone: 1-613-7397766
Contact: Matar Faye

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
Mbaye DIOUF	Director	SRDC/EA P.O. Box 4654 Kigali Rwanda	250086548
Amadou KEBE	Ambassador	Senegal Embassy in Ethiopia Rwanda	
Jean THIAKANE	1st Secretary	Ambassade du Senegal a Paris 14, av. Robert Schuman Paris Rwanda	330147053945

Personal History Profile for Gregoire KOUAME

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
KOUAME	Gregoire	Konan	
2. Date of Birth	3. City of Birth	Country of Birth	Index No
01/01/1966	Sakassou	Cote d Ivoire	424809
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Cote d Ivoire		Cote d Ivoire	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Male	194	85	Married
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities.			
Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? No			
13. What is your preferred field of work? Financial 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: kouameg@un.org			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
Fondation Universitaire Mercure (Chambre Economique Europeenne)	Bruxelles Belgium	Sep-2005 - May-2007
Main Course of Study	Field of Study	
Personnel Administration	Business & Administration	
Degree Title or Equivalent	Degree Type	
Diplome d'Etudes Superieures Specialisees (DESS) - Ressources Humaines	Degree	

University Name	City, Country	From - To
Institut National Superieur de l'Enseignement Technique (INSET)	Yamoussoukro Cote d Ivoire	Oct-1987 - Jun-1990
Main Course of Study	Field of Study	
Secretarial and Office Work	Business & Administration	
Degree Title or Equivalent	Degree Type	
Diplome Universitaire de Technologie (Option: Secretariat Bilingue)	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
Centre Africain de Management et de Perfectionnement des Cadres (CAMPC)	Abidjan Cote d Ivoire	Oct-2001 - Nov-2001
Main Course of Study		Certificate or Diploma
Human Resources Management		Certificate

Name of School	City, Country	From - To
Institut de Formation Continue	Abidjan Cote d Ivoire	Sep-2000 - Sep-2000
Main Course of Study		Certificate or Diploma
Personnel Management		Certificate

Name of School	City, Country	From - To
Lycee Moderne II	Bouake Cote d Ivoire	Oct-1984 - Jul-1987
Main Course of Study		Certificate or Diploma
General studies		Baccalaureat, Serie A2

Employment

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

Job Title	Type of Business	From - To

OIC, Khartoum Regional Human Resources Office			Peacekeeping	01/03/2009 -
Name of Employer United Nations African Union Mission in Darfur (UNAMID)			Name of Supervisor Anthony Nweke	
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 kouameg@un.org, gregoirekouame@hotmail.com	
Address of Employer Sudan				
Number of Employees Supervised by You 4				
Description of Duties Establish the Human Resources in Khartoum. Provide advice and support to programme managers and staff members stationed in Addis Ababa, Entebbe and Khartoum on human resources related matters. Identify upcoming vacancies in coordination with client offices and provide timely response to staff needs. Monitor and evaluate recruitment and placement related activities of client offices, and recommend changes or corrections related to procedures to these offices. Supervise and monitor the work of the Human Resources Assistants in carrying out their respective duties as per defines job descriptions. Provide advice on interpretation and application of policies, regulations and rules. Review and provide advice on exceptions to policies, regulation and rules. Administer and provide advice on salary and related benefits, travel, and social security entitlements. Determine and recommend benefits and entitlements for staff on the basis of contractual status. Review policies and procedures and recommend changes as required. Review and recommend level of remuneration for locally recruited consultants. Identify and analyse staff development and career support needs. Provide advice on mobility and career development to staff. Design, plan, monitor and provide induction orientation programme and briefing to new staff members. Provide performance management advice to staff and management. Assist supervisors and staff with understanding and using the performance appraisal system (PAS). Advise and counsel staff in respect of rights, responsibilities, code of conduct and difficulties associated with work and entitlements.				
Summarize any of Your Achievements Distribution of work among staff members. Level of responsibility and accountability defined. Restructure of the Check-in Unit to reduce its activities to 25% of the Human Resources Office duties. Organized group meetings with International and National staff on the new contractual arrangements.				
Reasons for Leaving Not leaving				

Job Title Human Resources Assistant			Type of Business Peacekeeping	From - To 01/02/2008 - 01/02/2009
Name of Employer United Nations African Union Mission in Darfur (UNAMID)			Name of Supervisor Doris Munoko	
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 kouameg@un.org	
Address of Employer Sudan				
Number of Employees Supervised by You				
Description of Duties Initiate, review, process and follow-up on actions related to the administration of entitlements in respect of the mission's staff members, ensuring consistency in the application of UN rules and procedures, as well as best practices pertaining to the conditions of service. Interact, liaise and discuss with colleagues, supervisors in office and support desk team in FPD New York on policy matters and procedures, as required, in the process of various entitlements for international staff members. Conduct regularly briefing sessions on human resources benefits, entitlements and conditions of service to new recruited/assigned staff members to UNAMID. Review individual data and upload them in FPMS database. Review and update FPMS database along with staff member's data in IMIS. Liaise with FPD New York on corrective measures in IMIS. Seek guidance and liaise with NYK/HQs on difficulties experienced in the use of IMIS. Draft various human resources related correspondence to Headquarters and other DPKO Missions. Review administrative documents, draft and finalize the Mission's weekly Personnel Activities Report. Review the appointment status of international staff members and initiate appropriate actions for the extension or the non-renewal of the appointments. Initiate and finalize Personnel Actions in IMIS for the extension of appointments, separations, family allowance as well as other type of action as required. Initiate and process the check-out paperwork for staff members who are completing their appointments / assignments. Advise staff members on separation entitlements. Liaise and follow up with both staff members and programme managers on the contractual status of staff on TDY to UNAMID. Draft and finalize extension fax and/or separation memos as appropriate. Receive and listen staff members in their daily queries on their entitlements, benefits and other related matters. Advise them according to UN rules, regulations and procedures. Prepare letters of "To Whom				
Summarize any of Your Achievements Office of the International Staff Unit was set up in El-Fasher. Distribution of duties and staff members were done. New staff members and new arrivals received properly their induction/briefing on human resources entitlements and benefits. Good client orientation developed and implemented. Appointments were extended on time to avoid non-payment of salaries. Good interaction and communication between colleagues in the office.				
Reasons for Leaving Not leaving				

Job Title Human Resources Assistant (Head of International Staff Unit)			Type of Business Peacekeeping	From - To 01/10/2007 - 01/01/2008
Name of Employer DPKO / United Nations Integrated Office in Burundi (BINUB)			Name of Supervisor Mr. Dirk De Bruyne	
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 kouameg@un.org	
Address of Employer				

Burundi

Number of Employees Supervised by You

3

Description of Duties

Planned and organized activities/work of the International Staff Unit. Provided advice and support to section chiefs and staff members on human resources related matters. Retrieved applications from the Nucleus database and review them. Arranged interviews, drafted minutes and recommendation fax to HQs and liaised with all concerned parties on recruitment of international staff. Followed up with supervisor, section chiefs and HQs on pending recruitments. Supervised and monitored the work of the team members in the Unit in carrying out all human resources administrative duties including processing of personnel actions, maintenance of staffing tables, and processing of contracts. Provided advice on interpretation and application of policies, regulations and rules. Reviewed and provided advice on exceptions to policies, regulation and rules. Provided advice on career development to staff. Provided induction orientation programme and briefing to new staff members. Provided performance management advice to staff and management. Assisted supervisors and staff with understanding and using the performance appraisal system (PAS). Advised and counselled staff in respect of rights, responsibilities, code of conduct and difficulties associated with work and entitlements. Reviewed and approved Personnel Actions in IMIS. Acted as Officer-In-Charge of the Personnel Section in the absence of the Chief Civilian Personnel Officer.

Summarize any of Your Achievements

A clear distribution of duties and responsibilities among the team members. The working atmosphere has changed and is really challenging with high motivation, interaction and confidence among the staff in the Unit and the staff members.

Reasons for Leaving

Not leaving

Job Title	Type of Business	From - To
Human Resources Assistant (Head of National Staff Unit)	Peacekeeping	01/02/2007 - 01/09/2007
Name of Employer	Name of Supervisor	
DPKO / United Nations Integrated Office in Burundi (BINUB)	Mr. Dirk De Bruyne	

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

kouameg@un.org

Address of Employer

Burundi

Number of Employees Supervised by You

5

Description of Duties

Recent responsibilities in the Capacity of Head of the National Staff Unit include the following duties in addition to the ones described in the recent period: Provide advice and support to section chiefs and staff on human resources related matters. Prepare reports. Identify upcoming vacancies in coordination with sections and advise on the use of the posts. Prepare vacancy announcements, review applications, and provide a short-list to those sections. Arrange and conduct interviews to select candidates. Review recommendation on the selection of candidate by sections. Monitor and evaluate recruitment and placement related activities of client offices, and recommend changes or corrections related to procedures to these offices. Supervise and monitor the work of the Human Resources Assistants in carrying out all human resources administrative duties including preparation of personnel actions, maintenance of staffing tables, and processing of contracts. Provide advice on interpretation and application of policies, regulations and rules. Review and provide advice on exceptions to policies, regulation and rules. Provide advice on career development to staff. Provide induction orientation programme and briefing to new staff members. Provide performance management advice to staff and management. Assist supervisors and staff with understanding and using the performance appraisal system (PAS). Advise and counsel staff in respect of rights, responsibilities, code of conduct and difficulties associated with work and entitlements. Act as Officer-In-Charge of the Personnel Section in the absence of the Chief Civilian Personnel Officer.

Summarize any of Your Achievements

The National Staff Unit is well organized with clear distribution of duties and responsibilities among the team members. The working atmosphere is really challenging with high motivation, interaction and confidence among the staff in the Unit. Regular Unit and individual meetings are organized to clarify objectives and expectations. The recruitment process and procedures of ONUB national staff to BINUB was efficiently managed: sound recommendation was made and leaded on the recruitment procedure of national staff from the ONUB to BINUB; 201 ONUB local staff members were reassigned to BINUB (235 authorized posts) following competitive recruitment. Few cases of complaints were recorded. Staff members were given notice of separation within the required timeframe and the check-out procedure was very well conducted with and emphasis. Procedures were reinforced to improve the recruitment and the administration of the national staff entitlements. Individual files are updated. The notion of "Sharing Knowledge" was launched to build the capacity of the national staff members through informal training and discussion meetings on entitlements.

Reasons for Leaving

Not leaving

Job Title	Type of Business	From - To
Human Resources Assistant	Peacekeeping	01/04/2006 - 01/01/2007
Name of Employer	Name of Supervisor	
DPKO / United Nations Operation in Burundi (ONUB)	Ms. Lesley McInnis	

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

kouameg@un.org

Address of Employer

Burundi

Number of Employees Supervised by You

2

Description of Duties

Maintain an accurate staffing table. Generate weekly and monthly reports and statistics on various related needs (gender, post in used, category of personnel, etc.) by ONUB Administration. Advise supervisor, Chief Civilian Personnel Officer (CCPO) Section Chiefs and ONUB Administration on post management. Draft and circulate vacancy announcements for national positions. Review the applications and short list relevant candidates for interview. Develop interview protocols, set up panels and participate as Member Ex-Officio. Draft and finalize minutes for the recruitment of staff members. Provide feedback to candidates on the results of the interview. Develop / adapt Mission plan, strategy and procedures to ensure a transparent downsizing and recruitment processes. Advise concerned staff members on their status by means of letters and meetings and provide them with relevant information and resources on placement possibilities. Assist and advise staff members in registering their PHP in Galaxy. Provide CCPO with relevant information on each individual staff member being separated or reappointed. Disseminate information about entitlements, benefits and obligations and provide guidance to staff. Communicate / educate Section Chiefs and staff members about UN rules and regulations, specifically entitlements, benefits, rights and obligations, as well as career development and pension issues. Process various appointments and entitlements in IMIS and provide staff members with relevant information and documentation. Liaise with Finance Section on the payment of staff members' entitlements. Act as e-PAS Coordinator for ONUB and advise staff members and reporting officers on workplan and appropriate actions. Liaise with e-PAS Focal Points on a smooth implementation of the PAS in the Mission. Advise supervisor and CCPO on the consistent application and interpretation of policies for national staff as well as measures to ensure good working atmosphere. Provide regular leadership,

Summarize any of Your Achievements

The National Staff Unit is very well organized and the downsizing strategy for national staff was well planned and implemented. The Chief of the Mission was very happy with the recruitment done in December 2006 which allowed most of the national staff to be recruited for the follow on Mission on time. All entitlements for national staff were processed in IMIS and accurate figures and statistics on staff members were made available to the use of the ONUB Administration and DPKO HQs. Staff under supervision perform excellently and provide good service to clients. They have self-development career plan.

Reasons for Leaving

Looking for another challenging opportunity

Job Title Human Resources Assistant	Type of Business Peace Keeping	From - To 01/08/2004 - 01/03/2006
Name of Employer DPKO / United Nations Operation in Burundi (ONUB)	Name of Supervisor Dominique Gagnon	
Salaries per Annum: Starting Final Currency Paid XOF	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes	
Telephone Number	Email Address kouameg@un.org, gregoirekouame@hotmail.com	
Address of Employer Burundi		
Number of Employees Supervised by You 2		
Description of Duties A. Recruitment. Process the recruitment of local staff, including preparing the vacancy announcement, scheduling interview sessions, making appointments with candidates, attending interview sessions as Member Ex-Officio, writing minutes of interviews, etc. 2. Advise managers and supervisors on selection requirements, competencies and disciplinary issues. 3. Plan and organize telephone interviews for the recruitment to national and international positions, draft and finalize minutes. 4. Draft correspondence for the recruitment of international staff B. Staff Entitlements 5. Process the check-in for newly arrived International Staff, Military Observers, Staff Officers and Civilian Police Officers 5. Advise staff members and Individual Contractors on conditions of service, rights and obligations. 6. Process extension of appointment and related entitlements in IMIS for both national and international staff. 7. Provide support to the National Staff Unit for the re-processing the Initial Appointments of the staffing for local staff C. Staffing Table 8. Develop and maintain the staffing tables for both national and international staff. Retrieve reports and data from the staffing table for the use of ONUB Administration, and advise on the use of posts and related matters. 9. As Focal Point for ONUB Staffing Table, Nucleus version developed by DPKO, interact and update regularly DPKO on internal movement. 10. Provide support to the National Staff Unit for the development of the staffing table for local staff D.e-PAS: 11. Ensure the implementation of the PAS in ONUB for the performance cycle July 2005 - June 2006. E: Other - 12. Provide assistance in any other duty at the request.		
Summarize any of Your Achievements Produced a staffing table using the excell spreadsheet; developped interview guidelines for national and international positions; Advised Section Chiefs and Administration on the use of the posts in the Mission; Assisted, trained and coached local staff members and UNV of the section on the use of IMIS and softwares; advised staff members, international and local, on career development and their entitlements; hold meetings with Chiefs of Sections of their staffing needs; used interpersonal skills to create or improve substantially a good working atmosphere in the office; coached direct supervisee on organization, planning and interpersonal skills. As e-PAS implementation Team Leader, developped Information Circular and related documentation on PAS implementation, organized meetings with e-PAS focal points and Section Chiefs on e-PAS implementation and assisted individual staff members in developing their workplans.		
Reasons for Leaving Not leaving (on loan from UNICEF)		

Job Title Human Resources Assistant	Type of Business UN Services	From - To 01/12/2001 - 01/08/2004
Name of Employer UNICEF Regional Office	Name of Supervisor Ms Mariam Ndiaye Coulibaly	
Salaries per Annum: Starting Final Currency Paid XOF	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes	
Telephone Number	Email Address wcero@unicef.org	
Address of Employer Cote d Ivoire		
Number of Employees Supervised by You 0		
Description of Duties Provide technical assistance / advice to the 24 country offices of the WCA region regarding entitlements, appointment issues, post classification and training issues. Participated in group work and discussions on HIV/AIDS in the office and assist Country Offices on same issue. Followed up recommendation of group meeting in view of establishment of new filing system in country offices. Assisted Liberia and Chad Offices in personnel management aspect		
Summarize any of Your Achievements		

Advised Country Offices on staff members entitlements and recruitment issues. Classified the posts for the submission to the PBR meeting and discussed the results with concerned country offices. Contributed, as a leader, to the preparation of draft paper on UNICEF Regional Office Response to HIV/AIDS. Raised awareness on HIV/AIDS among staff and their families, especially in UNICEF Abidjan Contributed to design a filing system for the WCA Region. Mission based Assistance to Cote d'Ivoire, Liberia and Chad Offices where I advised UNICEF top management of the concerned country offices on action to take to improve the human resources management. Hold meeting with staff members as well and advised on their entitlements.

Reasons for Leaving

Still employed with UNICEF, but on loan to DPKO for United Nations Peace Keeping Operations in Burundi

Job Title Human Resources Assistant	Type of Business UN Services	From - To 01/07/1994 - 01/11/2001
Name of Employer UNICEF Regional Office	Name of Supervisor Ms Mariam Ndiaye Coulibaly	
Salaries per Annum: Starting Telephone Number Address of Employer Cote d Ivoire Number of Employees Supervised by You 0 Description of Duties Processed extension of contracts and medical reimbursement claims for local staff. Liaised with candidates and arrange interview panels for recruitment at local and international vacant posts in the Regional Office. Created and updated an Orientation Package for new UNICEF staff in Abidjan. Set up an efficient follow up system of all matters in the Personnel Unit. Organized and provided secretarial support to workshops related to Human Resource Management and Regional Management Team. Made travel arrangements for supervisor and performed liaison duties with other Units/Sections. Arranged internal and external meetings. Monitored the Performance Evaluation Reports (140) for staff members supervised at first and second levels by the Regional Director. Summarize any of Your Achievements Orientation system for new staff was set up Filing system created and maintained Organization of meeting much improved Reasons for Leaving Promotion at higher grade	Currency Paid XOF Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes Email Address wcaro@unicef.org	

Job Title Registry Assistant	Type of Business UN Services	From - To 01/05/1992 - 01/06/1994
Name of Employer International Labour Organization	Name of Supervisor M Honore Ndoko	
Salaries per Annum: Starting 7030000 Telephone Number Address of Employer Cote d Ivoire Number of Employees Supervised by You 0 Description of Duties Received and recorded all correspondence and reports. Filed these documents according to the system. Answered to queries concerning same. Prepared and received the diplomatic pouch weekly. Summarize any of Your Achievements Improvement of Pouch system Reasons for Leaving Better Offer at UNICEF	Currency Paid XOF Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes Email Address	Final 7733000

Job Title Bilingual Secretary	Type of Business Bible Edition & Publication	From - To 01/12/1991 - 01/04/1992
Name of Employer United Bible Society	Name of Supervisor Dr Joachim Some	
Salaries per Annum: Starting 2800000 Telephone Number Address of Employer Cote d Ivoire Number of Employees Supervised by You 0 Description of Duties	Currency Paid XOF Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes Email Address	Final 2800000

Received, log, routed correspondence, reports, documents from and to boards, etc. and filed them accordingly. Received and screened telephone calls.

Summarize any of Your Achievements

Set up the Secretariat

Reasons for Leaving

Better Offer at ILO

Job Title		Type of Business		From - To	
Bilingual Secretary		UN Services		01/10/1991 - 01/12/1991	
Name of Employer				Name of Supervisor	
UNIDO				M Hughes Olivier	

Salaries per Annum:

Starting

6750000

Final

6750000

Currency Paid

XOF

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

Cote d Ivoire

Number of Employees Supervised by You

0

Description of Duties

Typed and proofread correspondence, documents and reports. Arranged meetings and maintained supervisor’s agenda. Received and screened visitors and telephone calls.

Summarize any of Your Achievements

Set up secretariat

Reasons for Leaving

end of contract

Job Title		Type of Business		From - To	
Data Entry Clerk		Research on HIV/AIDS		01/06/1991 - 01/11/1991	
Name of Employer				Name of Supervisor	
Projet RETRO-CI				M Ronan Doorly	

Salaries per Annum:

Starting

2500000

Final

2500000

Currency Paid

XOF

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

Cote d Ivoire

Number of Employees Supervised by You

0

Description of Duties

Entered data on computer using dBASE (Database software). Produced various computerized statistics. Drafted memos and file documents.

Summarize any of Your Achievements

Produced statistics on various data

Reasons for Leaving

Better offer

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	Yes	Easily	Easily	Easily	Easily

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

Address

04 BP 443
Abidjan Cote d Ivoire

Telephone: 225-07925818
Fax: 225-07925818

Address

UNAMID Khartoum Liaison Office
Khartoum Sudan
Telephone: 249-925875744 extension 8037
Fax: 249-925875744
Contact: Gregoire Kouame

Address

Yopougon, Camp Militaire
ABIDJAN Cote d Ivoire
Telephone: 225-07925818
Fax: 225-07925818
Contact: Gregoire Kouame

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
Elise KAKAM	Administrative Assistant	c/o UNICEF Yaounde Cameroon	ekakam@unicef.org
Rima SALAH	UNICEF Deputy Director	c/o UNICEF New York Cameroon	12123267000 rsalah@unicef.org
Edouard YAO	Director, MAP International West Africa	01 BP 1639 Abidjan 01 Cameroon	kouek7@hotmail.com

Personal History Profile for Dorothy MUTUNE

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
MUTUNE	Dorothy	Mumbua	Sungu
2. Date of Birth	3. City of Birth	Country of Birth	Index No
30/12/1957	Machakos	Kenya	073487
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Kenya		Kenya	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Female	163	63	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? 01/02/2008			
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: mutune@un.org			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
The University of Nairobi	Nairobi Kenya	Sep-2004 - Apr-2007
Main Course of Study	Field of Study	
Psychology	Social & Behavioural Science	
Degree Title or Equivalent	Degree Type	
Bachelor of Psychology (Counselling), 1st Class Hons.	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
The Univeristy of Nairobi	Nairobi Kenya	May-2003 - Jun-2004
Main Course of Study		Certificate or Diploma
Human Resources Management		Diploma in Human Resources Management(Distinction pass)

Name of School	City, Country	From - To
Graffins College	Nairobi Kenya	Apr-2001 - Sep-2001
Main Course of Study		Certificate or Diploma
Human Resources Development		Diploma, Human Resources Development

Name of School	City, Country	From - To
Kenya Institute of Administration	Nairobi Kenya	Jan-1982 - Dec-1982
Main Course of Study		Certificate or Diploma
French language		Advanced Certificate in French

Name of School	City, Country	From - To
Government Secretarial College	Mombasa Kenya	Jun-1976 - Apr-1978
Main Course of Study		Certificate or Diploma
Business Education		Diploma, East African Business Education

Name of School	City, Country	From - To
Mulango Girls High School	Kitui Kenya	Feb-1972 - Nov-1975
Main Course of Study		Certificate or Diploma
High School		O Level, Division II

Employment

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

Job Title Human Resources Assistant		Type of Business Peace Keeping Operations	From - To 01/08/2008 -
Name of Employer DPKO/MONUC		Name of Supervisor Susan A. Asomaning	
Salaries per Annum:			
Starting 61824	Final 61824	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 243814167186		Email Address mutune@un.org	
Address of Employer Congo, Dem. Rep.			
Number of Employees Supervised by You 0			
Description of Duties Provide orientation, counseling & guidance on the Rules and Regulations, benefits, entitlements & conditions of service in the Mission Area & the requirements of the Conduct & Discipline Unit. Administer & monitor contractual status of clients, including relevant actions regarding appointments, extensions, reassignments, reappointments, analyzing recommendations regarding changes in contractual status, determining status & entitlements of such staff to ensure smooth & expeditious entry on duty & payroll. Advise clients on their eligibility for benefits & entitlements within their conditions of employment and on the procedures for submission of claims for such entitlements. Administer such benefits and entitlements including insurance coverage; pension fund participation; dependency or family allowance; change of family or dependency status and related actions; travel and freight entitlements; and separation benefits. Review and coordinate with FPD clients' eligibility for entitlement/benefits within the Staff Rules & Regulations; seek clarifications from OIC, Personnel Section or FPD & provide feedback to clients; Review, analyze and document cases requiring exceptional treatment and inform OIC, Personnel Section & FPD; prepare responses for OIC, CCPO's signature as required. Process & record staff data and entitlements in IMIS for payment, and/or forward certified entitlement/benefit to the next stage of processing/payment. Maintain updated & accurate data in FPMS and IMIS databases. Monitor changes in personnel policy, benefits and allowances and liaise with supervisor and other units of Personnel Section to facilitate implementation as required. Write Comparative Evaluation Reports of interviewed candidates on ad-hoc basis. Maintain buddy system with my colleagues during each other's absence to ensure continuity of services in the Section. Perform any other functions as may be requested by OIC, Personnel Section or the Human Resources Officers.			
Summarize any of Your Achievements Timely and smooth settling of new staff members. Timely payment of entitlements/salaries. Effective communication with managers and clients. Excellent team work within Human Resources Section/MONUC & FPD			
Reasons for Leaving Still working for DPKO/MONUC			

Job Title Human Resources Assistant		Type of Business United Nations	From - To 01/05/2008 - 01/08/2008
Name of Employer UNON		Name of Supervisor Arthi Gounder-Nair	
Salaries per Annum:			
Starting 2319834	Final 2319834	Currency Paid KES	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes
Telephone Number 254207621234		Email Address Arthi.Nair@unon.org	
Address of Employer Kenya			
Number of Employees Supervised by You			
Description of Duties In addition to duties performed from September 2007, the Chief of Human Resources Section appointed me as team leader, increasing my responsibility with the following functions: Ensuring payroll withhold cases are dealt with in a timely manner to avoid non-inclusion of staff in the monthly payroll; Finalize all e-lump sum travel requests; Monitor the electronic log to ensure that no cases are overlooked, and that action is completed within the set service level agreements; Receive all education grants and allocate for processing within the team then review for completeness/correctness before submission to the HRO; In liaison with the HRO determine individual strengths and weaknesses within the team, and identify areas for improvement; Work within the team to provide general or individual training to ensure that all team members are completely conversant with the IMIS processing; Sign of on behalf on HRO all standard communications, including letters of appointment, ensuring completeness and correctness of documents being forwarded or submitted; Approve PAs for changes in dependency status, changes in marital status, routine contract extensions; approve within grades (WIGs); approve changes in medical/life insurance. As a UNON designated HIV/AIDS Peer Counsellor and SOS provider support staff members with psychological and emotional distress either due to HIV/AIDS, job related stress or family distress.			
Summarize any of Your Achievements Smooth functioning the Staff Administration Section and increased client orientation satisfaction			
Reasons for Leaving Accepted an offer from DPKO/MONUC at the FS-5 level.			

Job Title Human Resources Assistant		Type of Business Human Resources Management Service (UNON)	From - To 01/09/2007 - 01/04/2008
Name of Employer United Nations Office at Nairobi		Name of Supervisor Arthi Gounder-Nair, Human Resources Officer	
Salaries per Annum:			
Starting 2319834	Final 2319834	Currency Paid KES	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes
Telephone Number 254207623289		Email Address Dorothy.Mutune@unon.org	

Address of Employer

Kenya

Number of Employees Supervised by You

0

Description of Duties

Team Leader of 5 HR Assistants at the G-7 & G-6 levels;Provide orientation and guidance to clients; Provide on-the-job training and guidance to team members. Coordinate and prepare reports, statistical information actions required in support of special exercises and ad-hoc activities of staff administration. Coordinator within staff administration section for various activities in support of staff administration, such as compilation and dissemination of information and statistics;Verify entitlements for HR Officer's approval;Provide orientation, briefings on the Rules & Regulations, benefits and entitlements; counseling and guidance to clients. Coordinate and monitor the status of appointments to ensure smooth and expeditious entry on duty for new staff & timely entry in payroll; Advise clients on eligibility for benefits and entitlements within conditions of employment & administer benefits & entitlements including mobility; hardship allowances; medical and life insurance coverage; pension fund participation; dependency allowance; education grant; home leave; family visit; maternity and all types of leave; rental subsidy; travel entitlements; promotion; special post allowance; separation; Review, analyze and document cases requiring exceptional treatment for the approving authority; prepare responses for supervisor's signature as required; Process and record staff data and entitlements in IMIS, forward certified entitlement/benefit to the next stage of processing; extensions, transfers, reassignments, loans or secondment of staff, analysing recommendations regarding changes in contractual status, approve WAE PAs

Summarize any of Your Achievements

Timely and smooth settling of new staff members. Timely payment of entitlements/salaries. Effective communication with managers and clients. Exellent team work within HRMS and other departments of UNON. Timely posting of vacancy announcements in Galaxy. As a UNON designated Peer Counsellor and SOS provider, provide counselling to staff members with psychological distress and emotional distress either due to HIV/AIDs, terminal illness, job related stress or family distress

Reasons for Leaving

Still with UNON

Job Title	Type of Business	From - To
Human Resources Assistant	United Nations	01/01/2005 - 01/08/2007
Name of Employer	Name of Supervisor	
United Nations Office at Nairobi	Lynette Butler, Human Resources Officer	
Salaries per Annum:		
Starting	Final	Currency Paid
1857130	2260957	KES
		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		
Kenya		
Number of Employees Supervised by You		
Description of Duties		
•Provide orientation and guidance to clients and on-the-job training and guidance to junior colleagues in the Unit and newly recruited Human Resources Assistants. The following are the major duties and responsibilities: Monitor the status of appointments of staff in offices served by my respective Unit. Review candidates' documents for accurate evaluation and determination of entry step/level, ensure pre-recruitment formalities, and other recruitment related actions for smooth and expeditious entry on duty for new appointees and staff on transfer/reassignment, as well as timely entry in the payroll. Provide clarifications requested by the new staff member on conditions of service, entitlements and benefits and ensure continuous feedback to office and staff member on status of recruitment. Advise clients on their eligibility for benefits and entitlements within their conditions of employment and on the procedures for submission of claims and requests. Administer benefits and entitlements of staff, including mobility and hardship allowances; medical and life insurance coverage; pension fund participation; dependency allowance; education grant; home leave; family visit; maternity and all types of special leave; rental subsidy; residential security allowance, change of family/dependency status and related actions; travel and freight entitlements; compensation claims; special post allowance; and separation benefits. Review staff member's eligibility for entitlement / benefits within the Staff Rules and Regulations; determine entitlement if required; seek clarifications and discuss requests with staff member as necessary; review, analyse and document cases requiring exception to procedure; prepare responses for supervisor's signature as required. Process and record staff data and entitlements in the Integrated Management Information System (IMIS) for payment, and/or forward certified entitlement/benefit to the next stage of processing/payment. As a UNON designated Peer Co		
Summarize any of Your Achievements		
Ensure timely payroll actions and prompt processing of all entitlements		
Reasons for Leaving		
Promoted to Senior Human Resources Assistant at the G-7 level		

Job Title	Type of Business	From - To
Human Resources Assistant	United Nations	01/05/2000 - 01/12/2004
Name of Employer	Name of Supervisor	
United Nations Office at Nairobi	Lynette Butler, Human Resources Officer	
Salaries per Annum:		
Starting	Final	Currency Paid
1185619	1592219	KES
		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		
Kenya		
Number of Employees Supervised by You		
0		
Description of Duties		
Administer benefits and entitlements for staff including medical and life insurance coverage; pension fund participation; dependency allowance; education grant; home leave; family visit; maternity, paternity, adoption leave; Monitor contractual status of staff, and undertake actions related to timely processing of appointment, extension, transfer, reassignment, loan, mission detail or secondment of staff. Maintain effective liaison with managers, staff members and counterparts in other UNON Services to ensure smooth processing of actions described in paragraphs 1 to 3 above. Performa any duties as may be assigned by the Human Resources Officer. Be proactive in follow-up and feedback (written and oral) to offices and staff members on the above issues. Provide clarifications to clients on their eligibility for benefits and entitlements within their conditions of employment, and on the procedures for submission of claims and requests. Stay abreast with changes in human resources policies, benefits and allowances. Ensure that new procedures guidelines and instructions are followed. Any other functions related to staff administration, as required.		

Summarize any of Your Achievements

Ensure prompt payroll and entitlement processing

Reasons for Leaving

Promoted to Senior Human Resources Assistant at the G-6 level.

Job Title Secretary	Type of Business UN	From - To 01/07/1999 - 01/05/2000
Name of Employer United Nations Environment Programme	Name of Supervisor Strike Mkandla, Programme Officer	
Salaries per Annum: Starting Final Currency Paid Is this a civil servant position of your Government? No 1000443 100443 KES Is this a position within the UN Common System? Yes		
Telephone Number Email Address 254020623289 uneppre@uneca.org		
Address of Employer Kenya		
Number of Employees Supervised by You 0		
Description of Duties Manage supervisor's diary by arranging all divisional meetings. Draw to supervisor' attention to urgent matters and correspondence. Distribute to programme officers mailfor attention. Draft and proof-read correspondence for supervisor's signature and dispatch the same either in hard copies or in electronic version. Compile information for GC, GA, UNEPLINK reports for supervisor's report. Type, proof-read and format reports for presentation by the supervisor to the Director or Office of the Executive Director. Maintain and update names, telephone/fax numbers, e-mail addresses, physical addresses and postal addresses for DEPI staff, other UN agencies and cooperating agencies dealing with DEPI. Keep programme officers informed of any meetings scheduled by the Director since my direct supervisor was the divisional focal point. Distribute publications, magazine, gazettes, GC/GA and other reading materials to DEPI staff. Float weekly correspondence to all staff .		
Summarize any of Your Achievements Ensured smooth running of the office.		
Reasons for Leaving To take up assignment in HRMS, UNON		

Job Title Administrative Assistant	Type of Business UN	From - To 01/04/1996 - 01/06/1999
Name of Employer United Nations Mission in Bosnia-Herzegovina	Name of Supervisor Isleifur Petursson Regional Administrative Officer	
Salaries per Annum: Starting Final Currency Paid Is this a civil servant position of your Government? No 32400 32400 USD Is this a position within the UN Common System? Yes		
Telephone Number Email Address petursson@un.org		
Address of Employer Bosnia and Herzegovina		
Number of Employees Supervised by You 0		
Description of Duties Day to day running of the Regional Administrative Officer (RAO's) office.Handling diplomatic mail. Arrange regional meetings, maintain lists of all international missions in the the theatre. Prepare situation reports for Regional administrative officer's signature and transmit the same to Chief Administrative Officer. Keep record of movement of personnel(MOP). Order furniture , equipment and stationery. Take and transcribe dictation. Maintain attendance records. Serviced as personnel assistant for one month in the mission headquarters		
Summarize any of Your Achievements Smooth running of the Region including monitoring political movements. Maintained excellent communication with the office of the Chief Administrative Officer and the Civilian Chief Personnel Officer.		
Reasons for Leaving End of assignment and return to duty station		

Job Title Administrative Assistant	Type of Business UN	From - To 01/08/1995 - 01/04/1996
Name of Employer United Nations Peace Force	Name of Supervisor Edric Selous Legal Adviser	
Salaries per Annum: Starting Final Currency Paid Is this a civil servant position of your Government? No 32400 32400 USD Is this a position within the UN Common System? Yes		
Telephone Number Email Address selous@un.org		
Address of Employer Croatia		

Number of Employees Supervised by You			
0			
Description of Duties			
Open, update and maintain files for 5 legal officers. Recieve claim documents from host government and obtain translation to English for legal officers. Receive code cables for the Principal Legal Adviser. Draft routine correspondence. Order furniture, equipment and stationery for the legal office. Maintain lists and names of International organisations and contact persons of the host government. Perform any other duties as may be required by the Principal Legal Adviser in the Office of the Special Representative of the Secretary General(OSRSG).			
Summarize any of Your Achievements			
Smooth running of the Legal Office			
Reasons for Leaving			
Reassignment from UNPF to United Nations Mission in Bosnia-Herzegovina (UNMIBH).			

Job Title		Type of Business	From - To
Secretary		UN	01/07/1992 - 01/08/1995
Name of Employer		Name of Supervisor	
United Nations Environment Programme		Luis Felipe Guerrero, Chief, Fund Management Branch	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
100443	1000443	KES	Is this a position within the UN Common System? Yes
Telephone Number		Email Address	
254020623289			
Address of Employer			
Kenya			
Number of Employees Supervised by You			
0			
Description of Duties			
Maintain and update Chief's diary. Maintain monthly Fund Project Implementation dBase. Arrangement and coordinate meetings, Research and provide information to Chief, FPMB on GA, GC and all UNEP conventions. Prepare SSA requests and submit to Human Resources office. Compile information pertaining to expenditure, cash balances and counterpart contributions for incorporation in monthly status. Receive, read, cross reference and distribute all mail. Edit all correspondence requiring chief's signature. Draft routine correspondence. Perform any other duties as may be required by the Chief, or Deputy Chief, FPMB.			
Summarize any of Your Achievements			
Smooth and effective running of the Branch			
Reasons for Leaving			
Reassignment to Peace Keeping Mission by DPKO			

Job Title		Type of Business	From - To
Secretary		UN	01/10/1989 - 01/06/1992
Name of Employer		Name of Supervisor	
United Nations Environment Programme		Edgar Valenzuela Fund Management Officer	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
15000	20000	KES	Is this a position within the UN Common System? Yes
Telephone Number		Email Address	
Address of Employer			
Kenya			
Number of Employees Supervised by You			
0			
Description of Duties			
Take and transcribe dictations, prepare monthly status of projects, Receive, log and dispatch mail. Draft and reply to routine correspondence. Raise and follow up obligating documents, order furniture and equipment. Perform any other duties as may be required by the Fund Management Officer or Chief, FPMB. Backstop team members.			
Summarize any of Your Achievements			
Excellent team work			
Reasons for Leaving			
Reassignment to the Office of the Chief.			

Job Title		Type of Business	From - To
Administrative Assistant		Trading Company	01/01/1984 - 01/09/1989
Name of Employer		Name of Supervisor	
Kenya Farmers Association		Francis Nganga, Manager	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
3500	8000	KES	Is this a position within the UN Common System? No
Telephone Number		Email Address	

Address of Employer Kenya			
Number of Employees Supervised by You 4			
Description of Duties Maintain diaries fo the Chairman and the General Manager, Receive and dispatch mail, Prepare and dispatch Board Meeting Notices, Board Minutes and all correspondence related to the Board. Take and transcribe shorthand dictation. Coordinate and secure trade and import licences from the Central Bank of Kenya and the Ministry of Commerce. Assign duties to the surbordinate staff.			
Summarize any of Your Achievements Efficient procurement of goods.			
Reasons for Leaving Take up an appointment with UNEP.			

Job Title Personal Assistant to Permanent Secretary		Type of Business Government of Kenya	From - To 01/12/1982 - 01/12/1983
Name of Employer Ministry of Agriculture		Name of Supervisor David Namu, Permanent Secreatry	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? Yes
2000	2800	KES	Is this a position within the UN Common System? No
Telephone Number 254020718870		Email Address	
Address of Employer Kenya			
Number of Employees Supervised by You 4			
Description of Duties Administrative duties; Maintain contact with Office of the President and State House, maintain Permanent Secretary's diary, maintain and keep safe custody all Cabinet Papers, Classified government documents, personal files for Ministers and Senior Ministry officials, Receive make and screen all telephone calls, answer routine querries, receive and open all mail, draft routine corrspondence, carry out any other duties as may be required by the Permanent Secretary or the Minister.			
Summarize any of Your Achievements Ensured smooth running of the office of the top accounting officer in the ministry, prompt attendance of all cabinet meetings and close contact with Office of the President and State House.			
Reasons for Leaving Take up an appointment in the Corporate Sector			

Job Title Secretary		Type of Business Civil Service	From - To 01/12/1980 - 01/12/1982
Name of Employer Office of the President		Name of Supervisor Mr Jonanathan Birir, Deputy Secretary Administration	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? Yes
1500	1700	KES	Is this a position within the UN Common System? No
Telephone Number 254020227411		Email Address	
Address of Employer Kenya			
Number of Employees Supervised by You 2			
Description of Duties Routine secretarial duties, maintain and keep custody of all Cabinet Papers and classified documents, personal files for senior ministry officials and provincial administrators. Maintain close communication with Offices of the Chief, Secretary, Permanent Secretary and Ministry of Foreign Affairs. Mantain the deputy secretary's diary, receive, make and screen all telephone calls, take and transcribe shorthand notes, draft routine correspondence, receive and dispatch mail, perform any other duties as may be requested by the deputy secretary or the permanent secretary.			
Summarize any of Your Achievements Effective and efficient running of the office of the deputy secretary. Smooth coordination with the offices of the Chief Secretary and Permanent Secretary.			
Reasons for Leaving Promotion and reassignment to the Ministry of Agriculture.			

Job Title Secretary		Type of Business Civil Service	From - To 01/04/1978 - 01/11/1980
Name of Employer Office of the President		Name of Supervisor Reuben Musyoki, Deputy Secretary Finance	
Salaries per Annum:			

Starting 1200	Final 1700	Currency Paid KES	Is this a civil servant position of your Government? Yes Is this a position within the UN Common System? No
Telephone Number 25420227411		Email Address	
Address of Employer Kenya			
Number of Employees Supervised by You 2			
Description of Duties Routine secretarial duties, receive, open and dispatch all mail, type all draft and financial estimates of the Ministry, prepare documents for central tender board, maintain custody of all district officers files, maintain close communication with the offices of the Chief Secretary, Permanent Secretary and Ministry of Finance. Maintain the diary of Deputy Secretary, Finance.			
Summarize any of Your Achievements Timely submission of accurate accounts and estimates to the Treasury.			
Reasons for Leaving Promotion and reassignment from Finance to Administration			

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

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

For clerical grades only:

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

List any office machines or equipment you can use:
computers, typewriters, photocopiers, printers, fax machines, telephone

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

Address

c/o DPKO/MONUC
Kinshasa Kinshasa Congo, Dem. Rep.
Telephone: 243-814-167186
Fax: 243-814-167186
Contact: Dorothy Mutune

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
Lynette BUTLER-MATAITINI	Chief, Staff Administration Section, HRMS	United Nations Office at Vienna Austria	43 126060 5483 Lynette BUTLER-MATAITINI@UNOV.org
Arthi GOUNDER-NAIR	Human Resources Officer	P. O. Box 67578 Austria	254020762 3006 Arthi.Nair@unon.org
Anastasia WILSON	Chief, Human Resources Management Service, UN-ESCWA	UN House Austria	9611978 306 wilsona@un.org

Personal History Profile for Teresa NGOMBA

General Details

1. Family name NGOMBA	First Name Teresia	Middle Name Kalekye	Maiden Name, (if any)
2. Date of Birth 13/09/1956	3. City of Birth Kitui	Country of Birth Kenya	Index No 356546
4. Country of Nationality at Birth Kenya	Second Nationality (if any)	5. Country of Present Nationality Kenya	Second Nationality (if any) Kenya
6. Gender Female	7. Height [cm] 155	8. Weight [kg] 60	9. Marital Status Married
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? No			
13. What is your preferred field of work? Personnel management specialists			
14. Would you accept employment for less than six months? Yes			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? 01/05/1987			
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: ngomba@un.org			

Education

List all university degrees or equivalent qualifications obtained.

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

Name of School UNMIT	City, Country Dili East Timor	From - To Jun-2009 - Jun-2009
Main Course of Study Competency-based Interviewing Techniques.		Certificate or Diploma Certificate of Attendance. [In-house Training]
Name of School UNMIT	City, Country Dili East Timor	From - To Nov-2008 - Nov-2008
Main Course of Study Supervisory Skills Training - How to be an effective supervisor.		Certificate or Diploma Certificate of Attendance [In-house Training].
Name of School UNMIT	City, Country Dili East Timor	From - To Jun-2008 - Jun-2008
Main Course of Study Gender Awareness Training.		Certificate or Diploma Certificate of Attendance. [In-house Training]
Name of School Kenya Institute of Management	City, Country Nairobi Kenya	From - To Jan-1984 - Nov-1985
Main Course of Study Business Administration		Certificate or Diploma National Certificate in Business Administration
Name of School Kianda Secretarial College	City, Country Nairobi Kenya	From - To Jan-1977 - Nov-1977
Main Course of Study Secretarial Training		Certificate or Diploma Shorthand 100 wpm, Typing 55 wpm; Office Administration
Name of School Loreto High School	City, Country Limuru Kenya	From - To Jan-1975 - Nov-1976
Main Course of Study English, History and Christian Education		Certificate or Diploma Advanced Level Certificate of Secondary Education
Name of School St. Angela's Secondary School	City, Country Kitui Kenya	From - To Jan-1971 - Nov-1974

Employment

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

Job Title Head, International Staffing Support Unit		Type of Business Peacekeeping	From - To 01/08/2009 -
Name of Employer United Nations Assistance Mission in Afghanistan (UNAMA)		Name of Supervisor Amareswara Rao	
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 ngomba-unama@un.org	
Address of Employer Afghanistan			
Number of Employees Supervised by You 5			
Description of Duties Currently on TDY to UNAMA as Head of International Staffing Support Unit which is responsible for the administration of benefits and entitlements for international staff. While supervising the day-to-day activities of the HR Assistants, I have been tasked with reviewing the functions of the HR Assistants with a view to re-aligning their functions in order to create a clear distinction between staff administration functions, post management and recruitment. I am also tasked with reviewing the implementation of the HR reforms and related follow-on actions, as well as dissemination of relevant information to international staff through information circulars.			
Summarize any of Your Achievements I believe I have made a positive impact on the follow-on actions in connection with implementation of the HR Reforms. I have also proposed changes to the administrative procedures which have been positively received by the administration of UNAMA.			
Reasons for Leaving End of TDY and return to parent mission, UNMIT.			

Job Title Head, International Staffing Support Unit		Type of Business Peacekeeping	From - To 01/09/2008 - 01/07/2009
Name of Employer DPKO UNMIT		Name of Supervisor Aggrey Kedogo	
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 ngomba@un.org	
Address of Employer East Timor			
Number of Employees Supervised by You 5			
Description of Duties Administration of benefits and entitlements for internationally-recruited staff members; administration of benefits and entitlements for UN Police Officers and Military Liaison Officers.			
Summarize any of Your Achievements Successful delivery of services and support to international civilian personnel, including supervising all the actions related to the HR reforms and transition in to the new contractual arrangements effective 1 July 2009.			
Reasons for Leaving N/A			

Job Title OIC, Civilian Personnel Section		Type of Business Human Resources	From - To 01/03/2008 - 01/09/2008
Name of Employer UNMIT		Name of Supervisor Michael Barnes	
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 Australia			
Number of Employees Supervised by You			

Description of Duties

OIC, Civilian Personnel Section from 14 March 2008 through 6 April 2008; and from 14 July through 10 September 2008. During this period, I undertook the full range of responsibilities of Chief Civilian Personnel Officer, including managing the four components of the Civilian Personnel Section, i.e. International Staffing Support Unit, the National Staff Unit, Recruitment Cell and Special Projects. As Acting CCPO, my major responsibility was to ensure an integrated approach to human resources management that is in accordance with the mission's mandate and established mission priorities. Advised senior management, service and section chiefs on all aspects of HR policies and procedures, including those related to recruitment, administration of benefits and entitlements, performance management and other human resource-related concerns.

Summarize any of Your Achievements

Averting a strike by our 860 national staff which was to take place from mid-July 2008. Successful completion of 2007-2008 BOA (13 August - 4 September 2008). Successful completion of reviewing and finalising staffing requirements for 2009-2010 Budget.

Reasons for Leaving

Arrival of Chief Civilian Personnel Officer.

Job Title Head, International Staffing Support Unit		Type of Business Peacekeeping	From - To 01/04/2006 - 01/03/2008
Name of Employer DPKO UNMIT		Name of Supervisor Amareswara Rao	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
63932		USD	Is this a position within the UN Common System? Yes
Telephone Number 1212963-0099		Email Address ngomba@un.org	
Address of Employer Australia			
Number of Employees Supervised by You 5			
Description of Duties			
<p>Supports the CCPO in the implementation and maintenance of HR policies and practices as well as related UN rules and regulations applicable to all aspects of International and National Staff members' entitlements, allowances, benefits and terms of employment; assists with the monitoring of career development issues, performance management, recruitment and job classification and other staffing issues. Additionally performs Certifying Officer functions for the mission, and Approving Officer for IMIS-related actions. Supervises, organizes, delegates, plans and monitors as appropriate the work related to the entitlements, benefits, allowances and other personnel/administrative activities including recruitment, separations, reassignments etc., affecting International and Local Staff members. Liaises with counterparts, senior officials and other support staff in PMSS and other missions and agencies, on issues relevant to the work of the Civilian Personnel Section. Facilitates the processes connected with complaints, fact-finding or disciplinary issues. This includes the coordination of informal processes at the mission level or the support of formal proceedings in which PMSS and OHRM are engaged, involving disciplinary cases and cases referred to an ad hoc Joint Disciplinary Committee. Acts as Focal Point and Secretary of the mission's Panels for the Special Post Allowance Review, ePAS rebuttals, comparative review in a downsizing environment, or any other ad hoc Panels .</p>			
Summarize any of Your Achievements			
<p>During the period April 2006 through June 2006, the mission was undergoing crisis as a result of the security events that took place in Timor-Leste. International staff had to be relocated out of the country, and I the only essential staff left behind to assist the CCPO during this critical period. Then we found ourselves in the start-up phase of the UNMIT mission, a critical period in terms of trying to staff a mission that had been on the downsizing mode. Short-staffed as the Section was, I played an active role in the speedy recruitment of both national and international staff, while managing the increasing number of staff appointed to the the mission.</p>			
Reasons for Leaving			
N/A for now.			

Job Title Senior Personnel Assistant		Type of Business Peace-keeping	From - To 01/05/2004 - 01/04/2006
Name of Employer DPKO/UNMISET/UNOTIL		Name of Supervisor Suthat Ungsuthornrungsi/Amareswara Rao Munagala/Girvan Calder	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
63932		USD	Is this a position within the UN Common System? Yes
Telephone Number 1212963-0099		Email Address ngomba@un.org	
Address of Employer Australia			
Number of Employees Supervised by You 4			
Description of Duties			
<p>(UNMISET & UNOTIL): As Senior Personnel Assistant, I support the Personnel Officer and the CCPO in executing their critical roles in the Section. Acts as Team-leader in coordinating activities related to the management of benefits and entitlements for international staff. Acted as OIC, International Staff Unit during the Chief's absence on leave, thereby assuming all related functions, including supervision of international Personnel Assistants, as well as being of direct support to the CCPO on substantive issues. Supports the Section in monitoring staff contracts by generating reports to help seek recommendations for extensions from Section Chiefs, followed by the preparation of the comprehensive report to PMSS seeking authorization to extend contracts in IMIS. Coordinates various UNOTIL Panel Meetings (SPA, Comparative Review, Movement of Staff to Higher level Posts, Staff Union/Management meetings); attends and assumes the role of Secretary to the Panels, drafts Minutes and coordinates all other related actions. Prepares briefing notes and participates at induction programmes for new arrivals. Supports the Section in the monitoring and maintenance of staff contracts and processing of related actions in IMIS. Assists the CCPO in a number of Special Projects, such as compiling data and information for consideration of reappointment from 300 to 100 series. Researches on complex issues and briefs the CCPO accordingly. Maintains and updates the Staffing Tables and generates periodic reports as required by the Management.</p>			
Summarize any of Your Achievements			
My 2004/2005 ePAS acknowledges my capabilities within increased levels of responsibility, and my significant role in the efficient management of the Section.			
Reasons for Leaving			
N/A.			

Job Title Personnel Assistant (SPA G-7)	Type of Business Peace-keeping	From - To 01/04/2000 - 01/04/2004
Name of Employer DPKO/UNTAET/UNMISSET		Name of Supervisor Amareswara Rao/Suthat Ungsuthornrungsi
Salaries per Annum: Starting Final Currency Paid KES	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes	
Telephone Number	Email Address ngomba@un.org	
Address of Employer Australia		
Number of Employees Supervised by You 4		
Description of Duties (UNTAET/UNMSET) – As a Personnel Assistant, I performed the whole range of Personnel Assistant functions relating to the processing of benefits and entitlements of international staff (Leave, HL, FVT, Travel Allowance and processing of related lump-sums). In addition, I was also assigned special projects by the CCPO and the Chief International Staff Unit. Participated in activities aimed at improving the quality of services rendered to international staff. Coordinated weekly learning hours, and researched on topics for discussion and sharing between Personnel Officers and Personnel Assistants. Briefed international staff on their benefits and entitlements and guided them on the interpretation of staff rules and regulations, in accordance with their series of appointment. Monitored staff contracts locally in FPMS, and generated reports which were used to seek recommendations for extension from Section Chiefs. Prepared the comprehensive report to PMSS seeking approval to extend contracts in IMIS, and the related actions. Coordinated meetings of various Panels, SPA Review, Comparative Review, Rebuttal Panels, meetings between Staff Union/Meetings, attendend such meetings and assumed the role of Secretary to the Panels, prepared Minutes and all related actions. Served as Focal Point for the UNMISSET Drawdown Plan, generating lists of affected staff and all relevant documentation, and forwarding the same to PMSS for consideration of future assignments. Assisted the CCPO in a number of Special Projects, such as compiling data and information for consideration of reappointment from 300 to 100 series, researching on complex issues and briefing the CCPO accordingly. Maintaining and updating the Staffing Tables and generating reports as required by the Management.		
Summarize any of Your Achievements My 2003/2004 ePAS acknowledges my significant contribution to the smooth operations of the Section. My capabilities to perform higher level functions of a Personnel Officer are well acknowledged.		
Reasons for Leaving N/A at this time.		

Job Title Personnel Assistant	Type of Business UN - Human Resources	From - To 01/07/1998 - 01/03/2000
Name of Employer UNON		Name of Supervisor Vibeke Glavind
Salaries per Annum: Starting Final Currency Paid KES	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes	
Telephone Number	Email Address UNON@un.org	
Address of Employer Kenya		
Number of Employees Supervised by You 0		
Description of Duties Assisted in the recruitment of internationally-recruited project staff assigned to various duty stations world-wide, as well as locally-recruited staff administered through UNDP field Offices. Screened, and evaluated prospective candidates and made recommendations for recruitment grade; Prepared Offers/Letters of Appointment, PT8s travel-related matters; Assisted in the administration of benefits and entitlements for international staff, i.e. HL, FVT, EGT etc. Prepared Personnel Actions in IMIS and raised Letters of Appointment. Liaised with UNDP field Offices in administration of benefits and entitlments for locally-recruited local staff. Reviewed, processed leave requests and maintained attendance records for international staff.		
Summarize any of Your Achievements Staff member's entitlements were processed and paid in a timely manner. There were less daily visits to Personnel since staff were properly advised.		
Reasons for Leaving Reassignment to UNMISSET.		

Job Title Administrative Assistant	Type of Business Peace-keeping	From - To 01/05/1994 - 01/06/1998
Name of Employer UNPROFOR/UNPF/UNMIBH		Name of Supervisor Various - William Eagleton
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 Bosnia and Herzegovina		
Number of Employees Supervised by You		

Description of Duties

May 1994 – April 1996 - Provided administrative support to the Office of the Special Coordinator for Sarajevo. Duties included attending Project Coordination Meetings and compiling of Minutes. Maintaining Personnel records and monitoring attendance. Preparing monthly attendance reports for payment of MSA/Hazard allowances. Guiding international staff with regard to their benefits and entitlements. Maintaining Attendance records and liaising with the Mission's Headquarters for MSA payment. Assisting Programme Officers in the management of the Sarajevo Trust Fund, including screening of Project Proposals and drafting project synopsis for presentation to the Project Review Committee. Attending Project Review Committee Meetings and compiling Minutes. Responsible for obtaining monthly progress reports and preparation of payment requests to the Finance Section

Summarize any of Your Achievements

The Office of the Special Coordinator functioned smoothly with very few staff, as my administrative support was also extended to Programme assistance.

Reasons for Leaving

End of Mission Assignment

Job Title Personal Assistant	Type of Business UN Environment Agency	From - To 01/06/1990 - 01/04/1994
Name of Employer UNEP	Name of Supervisor Mr. Anthony Brough, ASG	
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 Kenya		
Number of Employees Supervised by You		
Description of Duties Responsible for the Junior Professional Officer Programme. In close consultation with the Finance Officer, I was involved in preparing the draft Budget/costings document; preparing submission to the various participating Governments; Initiating the Offers of Appointment for the JPOs; Initiating Letters of Appointments; monitoring the JPO Programme, and responsible for all relevant follow-ups both internally and externally. Focal Point for the Junior Professional Officers, as well as serving as their Time and Attendance Leave Monitor. Responsible for maintaining the Personnel records for JPOs. Reviewing and processing annual leave requests, home leave and Official travel PT8s, and liaising with the relevant Sections to enable the smooth management of the benefits and entitlements for the JPOs.		
Summarize any of Your Achievements Pending the recruitment of a P-3 Officer for this position, I successfully played a critical role in the management and coordination of this important programme.		
Reasons for Leaving Mission Assignment		

Job Title Recruitment Assistant	Type of Business UN Environment Programme	From - To 01/05/1987 - 01/05/1990
Name of Employer UNEP	Name of Supervisor Ms. Teresa Muigai, Personnel Officer	
Salaries per Annum: Starting Final Currency Paid	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes	
Telephone Number	Email Address	
Address of Employer Kenya		
Number of Employees Supervised by You		
Description of Duties I was assigned to the Recruitment Unit of Personnel Section where I assisted the Recruitment Officer with reviewing job applications, sorting them out, classifying and short-listing candidates; communicating with candidates to request for additional information for the short-listed candidates, convening meetings of the Appointment & Promotion Panels and preparing Minutes; classification; and recommendation of grading, and initiating Offers of Appointment. I also conducted interviews for Secretarial staff for typing and shorthand skills.		
Summarize any of Your Achievements This being my first job in the UN was most exiting for me to learn the recruitment processes of an International Organization in comparison to my previous post as a Personnel Officer in an NGO. Because I was given the opportunity to introduce new ways of doing things, I was instrumental in implementing an log-in system for all applications received, indicating status of each applicant. This provided a valuable briefing page for the Section Chief to know the status of recruitment at any given time.		
Reasons for Leaving Reassigned to work with the ASG for Fund and Administration, to be the Focal Point on Personnel-related issues.		

Job Title Executive Assistant	Type of Business NGO	From - To 01/01/1985 - 01/05/1987
Name of Employer Voluntary Agencies Development Assistance	Name of Supervisor Jacob Mwangi	
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? No	
Telephone Number	Email Address	

Address of Employer
Kenya

Number of Employees Supervised by You
0

Description of Duties
Responsible for all Personnel-related aspects of staff directly employed by VADA, e.g. interviewing, selection and maintenance of their benefits and entitlements. Also responsible for formatting Vacancy Announcements for positions in affiliated NGOs, for placement in the local media and circulation to Universities and other international organizations; Sorting out applications according to occupational groups; Shortlisting and forwarding recommended candidates to the respective NGOs; Coordinating interviews of selected candidates on behalf of the NGOs; Making salary recommendations; Preparing contracts for the selected candidates, for replication on the respective NGO Letterhead. Coordinating training seminars and workshops for NGOs, including negotiating venue prices and the service package.

Summarize any of Your Achievements
I joined this relatively small service NGO, which was short-staffed, and since I assumed all personnel-related and administrative tasks, I used my skills to develop efficient office systems, i.e. I introduced a more efficient filing system which separated Personnel files from other general files. I also recommended office lay-out and seating arrangements which gave the Personnel Section the privacy required in view of confidentiality of information kept by Personnel, as opposed to being housed together with other Units.

Reasons for Leaving
Better prospects.

Job Title Executive Secretary		Type of Business Textile Industry	From - To 01/02/1979 - 01/12/1984
Name of Employer Kenya Taitex Mills Limited		Name of Supervisor Francis Kihagi	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
60000	72000	KES	Is this a position within the UN Common System? No
Telephone Number		Email Address	
Address of Employer Kenya			
Number of Employees Supervised by You 6			
Description of Duties Assisted the Executive Director in the management and running of his immediate Office; Maintained Personnel Records and Confidential files; Monitored attendance and maintained leave records and the Annual Bonus Register. Arranged training seminars and Workshops for Managers, as well as serving as Secretary at such seminars/workshops and prepared Reports/Minutes. Monitored overtime and processing of relevant documents for payment.			
Summarize any of Your Achievements Proposed changes to Office layout for the entire Office which boosted morale of all Managers.			
Reasons for Leaving In pursuit of more challenge.			

Job Title Secretary		Type of Business Banking	From - To 01/01/1978 - 01/01/1979
Name of Employer Kenya Commercial Bank		Name of Supervisor Assigned to Group of Managers	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
36000	36000	KES	Is this a position within the UN Common System? No
Telephone Number		Email Address	
Address of Employer Kenya			
Number of Employees Supervised by You 4			
Description of Duties Provided secretarial support to 3 Corporate Managers. Duties included Typing/Shorthand; arranging of Meetings with high profile Corporate clients; Responsible for ordering of Office Supplies and overseeing the Office Filing system.			
Summarize any of Your Achievements I played a major role in setting up the Office lay-out as we had just moved into new offices at the Headquarters Building. I also played a significant role in the smooth running of the office which was acknowledged through my performance evaluation where I was rated as "excellent".			
Reasons for Leaving In pursuit of better prospects.			

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

Address

DPKO UNMIT
P.O. Box 2436
Darwin Australia
Telephone: 1-212-963-0099 extension 5501
Fax: 670-724-3733
Contact: Teresia NGOMBA

Address

P.O. Box 55614-00200
Nairobi Kenya
Telephone: 254-20-600-362
Fax: 254-720-669977
Contact: Teresia NGOMBA

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
Esther Nyokabi KIRIKA	Businesswoman	P.O. Box 74509, 00200 City Square Nairobi Kenya	
Justina MBALU	Catholic Nun	c/o Loreto Convent Eastleigh P.O. Box 10002, 00100 GPO Nairobi Kenya	
Charity MWANGI	Business Woman	P.O. Box 54926, 00200 City Square Nairobi Kenya	

Personal History Profile for Jocelyne NOEL - RASE

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
NOEL - RASE	Jocelyne	Maria	Rase
2. Date of Birth	3. City of Birth	Country of Birth	Index No
16/09/1956	Seraing	Belgium	
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Belgium		United States of America	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Female	165	65	Married
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? Yes. United States of America.			
13. What is your preferred field of work? Management development specialists			
14. Would you accept employment for less than six months? Yes			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when?			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? No			
18. Email Address: jocelyne.rase@gmail.com			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
CAPT	Philadelphia United States of America	Mar-2008 - Mar-2008
Main Course of Study	Field of Study	
Psychology	Social & Behavioural Science	
Degree Title or Equivalent	Degree Type	
Certification in MBTI	Degree	

University Name	City, Country	From - To
SHL	Brussels Belgium	Apr-2005 - May-2005
Main Course of Study	Field of Study	
Psychology	Social & Behavioural Science	
Degree Title or Equivalent	Degree Type	
Certification in OPQ & Assessment Centers	Degree	

University Name	City, Country	From - To
Society for Human Resources Management	NY United States of America	Dec-2000 - Jun-2001
Main Course of Study	Field of Study	
Peace and Conflict Studies	Social & Behavioural Science	
Degree Title or Equivalent	Degree Type	
PHR: Professional in Human Resources Certificate	Postgraduate degree	

University Name	City, Country	From - To
South Oaks Institute for Addictive Behaviors	Amytville, NY United States of America	Sep-1993 - Jun-1994
Main Course of Study	Field of Study	
Psychology	Social & Behavioural Science	
Degree Title or Equivalent	Degree Type	
CASAC Certificate in Alcoholism and Substance Abuse Counseling	Postgraduate degree	

University Name	City, Country	From - To
Ackerman Institute for Family Therapy	New York United States of America	Sep-1992 - Jun-1993
Main Course of Study	Field of Study	
Psychology	Social & Behavioural Science	
Degree Title or Equivalent	Degree Type	
Internship in Family Therapy	Degree	

University Name	City, Country	From - To
Catholic University of Louvain	Louvain Belgium	Sep-1975 - Jun-1980

Main Course of Study Psychology	Field of Study Social & Behavioural Science
Degree Title or Equivalent License en Psychologie	Degree Type Masters

University Name SAS, School of Education	City, Country Collonges sous Saleve France	From - To Sep-1974 - May-1975
Main Course of Study Education Science	Field of Study Education	
Degree Title or Equivalent Certificate in Education	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 Athenee Royal de Jumet	City, Country Jumet Belgium	From - To Sep-1968 - May-1974
Main Course of Study Scientific		Certificate or Diploma High School Diploma

Employment

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

Job Title HR Conusltant - Training	Type of Business Banking	From - To 01/12/2009 -
Name of Employer DEXIA Bank		Name of Supervisor Anne Louise Tiddell
Salaries per Annum: Starting 1000	Final 1000	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		Email Address
Address of Employer Luxembourg		
Number of Employees Supervised by You		
Description of Duties Training and team coaching, using the MBTI Chnage management initiatives		
Summarize any of Your Achievements Team interventions to address conflict and upcoming challenges Change management		
Reasons for Leaving temporary assignments		

Job Title HR Consultant - Team Coach	Type of Business Public Adnistration	From - To 01/08/2009 -
Name of Employer EUROPEAN COMMISSION		Name of Supervisor Ugne Thorneau
Salaries per Annum: Starting 1000	Final 1000	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		Email Address
Address of Employer Belgium		
Number of Employees Supervised by You		
Description of Duties Team coaching Training Change management systems		
Summarize any of Your Achievements Interventions to address critical issues and prepare for upcoming challenges		
Reasons for Leaving temporary assignments		

Job Title HR Consultant Executive Coach	Type of Business Bank	From - To 01/12/2008 -

Name of Employer ASIAN DEVELOPMENT Bank - ADB				Name of Supervisor Jennifer Francis	
Salaries per Annum:					
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No		
75000	75000	USD	Is this a position within the UN Common System? No		
Telephone Number 6326324444			Email Address JFRANCIS@ADB.org		
Address of Employer Philippines					
Number of Employees Supervised by You 0					
Description of Duties Setting up and monitoring a coaching programme for project team leaders - for Coaches and Coachees					
Summarize any of Your Achievements COACHING					
Reasons for Leaving temporary mission					

Job Title HR Consultant - Founder		Type of Business Consulting	From - To 01/01/2008 -	
Name of Employer SMARTER NOT HARDER		Name of Supervisor Self		
Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No	
120000	120000	EUR	Is this a position within the UN Common System? No	
Telephone Number 3267214502		Email Address smarternotharder.belgium@gmail.com		
Address of Employer Belgium				
Number of Employees Supervised by You 0				
Description of Duties HR Consultant Assessment & development centers Executive Coaching Design and delivery of management training Talent development				
Summarize any of Your Achievements Founder a a new international HR consulting group				
Reasons for Leaving None				

Job Title HR Consultant - Executive Coaching & Talent Management		Type of Business Pharmaceutical Industry - Vaccines	From - To 01/12/2007 -	
Name of Employer GLAXOSMITH KLINE BIOLOGICALS		Name of Supervisor Patrice Briol		
Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No	
108000	108000	EUR	Is this a position within the UN Common System? No	
Telephone Number 3210858821		Email Address		
Address of Employer Belgium				
Number of Employees Supervised by You 0				
Description of Duties Executive coaching - for middle and upper management 360° feedback sessions Designing and conducting talent management programmes Team coaching using the MBTI Mediation				
Summarize any of Your Achievements Set up of coaching programmes: coaching for performance and for development for individuals and teams Design of training programmes				
Reasons for Leaving Termed service agreement				

Job Title HR Consultant - Training and Staff Development		Type of Business UN agency	From - To 01/05/2007 - 01/12/2007	
Name of Employer INTERNATIONAL ATOMIC ENERGY AGENC - UN IAEA		Name of Supervisor Catherine Monzel		

Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No	
72000	72000	EUR	Is this a position within the UN Common System? Yes	
Telephone Number		Email Address		
431260024668		j.rase@iaea.org		
Address of Employer				
Austria				
Number of Employees Supervised by You				
0				
Description of Duties				
Design and implement a Career Development Center for all agency staff Design a residential Management Development Programme for middle and upper management. Design an Ethics and Integrity training programme				
Summarize any of Your Achievements				
Design new competence-based curriculum for management development				
Reasons for Leaving				
short-term service agreement contract				

Job Title		Type of Business	From - To
Interim Head of HR		Administration and Training	01/05/2006 - 01/02/2007
Name of Employer		Name of Supervisor	
European Training Foundation - ETF		Robert Teunissen	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? Yes
75000	75000	EUR	Is this a position within the UN Common System? No
Telephone Number		Email Address	
39011970 2504			
Address of Employer			
Italy			
Number of Employees Supervised by You			
6			
Description of Duties			
Design HR policy, Design and implement HR procedures, guidelines and implementing rules in compliance with the Staff Regulations of the European Commission. Support all HR functions in times of significant changes in the organisation.			
Summarize any of Your Achievements			
Design a new HR Policy focused on professional growth and career development for ETF staff			
Reasons for Leaving			
insecurity of the post- short term contract			

Job Title		Type of Business	From - To
HR Consultant		Consultancy	01/05/2004 - 01/04/2006
Name of Employer		Name of Supervisor	
Various consultancy groups: SHL, DDI, GRH Mgt, OPP, AMA, MCE		self	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
65000	80000	EUR	Is this a position within the UN Common System? No
Telephone Number		Email Address	
32477923950		Jocelyne.Noel@gmail.com	
Address of Employer			
Belgium			
Number of Employees Supervised by You			
0			
Description of Duties			
Consult with international clients in order to identify their needs and design highly customized blended learning solutions for global projects. Design Diagnostic Tools, 360° Competency Profiling Tools, Knowledge Assessment Tools, e-learning initiatives, and customized training. Deliver Customized Training on Performance Management. Conduct Assessment centers			
Summarize any of Your Achievements			
Development of Talent Management programme. Creation of customised Assessment and Development centers for high potentials of international clients such as Toyota, Volvo, Eurocontrol, Euroclear , etc Certified in OPQ and Global Leadership Profile and Egoprism.			
Reasons for Leaving			
better challenge; more job stability			

Job Title		Type of Business	From - To
Manager of Training and Organizational Development Specialist		Health Insurance Company (Not for Profit)	01/11/2000 - 01/04/2004
Name of Employer		Name of Supervisor	

GHI, Inc			Tom Polan								
Salaries per Annum: <table border="0"> <tr> <td>Starting</td> <td>Final</td> <td>Currency Paid</td> <td>Is this a civil servant position of your Government? No</td> </tr> <tr> <td>55000</td> <td>65000</td> <td>USD</td> <td>Is this a position within the UN Common System? No</td> </tr> </table> Telephone Number 1212615 0154 Address of Employer United States of America Number of Employees Supervised by You 5 Description of Duties Development (incl all training materials and manuals)and delivery of training curriculum on Leadership, Management and Supervisory skills, Performance Evaluation, Change Management, Presentation Skills, Employee Relations issues, Progressive Discipline, Project Management, etc. Development of a Leadership Development Program for Upper Management: training on Executive Leadership, Coaching, Succession Planning, Mentoring, etc. Creation of a Corporate University. Organizational development interventions: needs assessments, customer satisfaction surveys, employee satisfaction surveys. Design of 360 degree evaluations. Use of training evaluation tools to ensure adequate ROI. Summarize any of Your Achievements Creation of a Corporate University:one week of intensive training program for newly hired and promoted managers on supervisory skills and management practices Reasons for Leaving Money. Feeling that I accomplished all I could. I am ready for a bigger challenge.				Starting	Final	Currency Paid	Is this a civil servant position of your Government? No	55000	65000	USD	Is this a position within the UN Common System? No
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No								
55000	65000	USD	Is this a position within the UN Common System? No								

Job Title Clinical Director	Type of Business Hospital, Drug Treatment Program	From - To 01/02/1998 - 01/10/2000								
Name of Employer Queens Health Network	Name of Supervisor Amy Hoffman MD									
Salaries per Annum: <table border="0"> <tr> <td>Starting</td> <td>Final</td> <td>Currency Paid</td> <td>Is this a civil servant position of your Government? No</td> </tr> <tr> <td>55000</td> <td>60000</td> <td>USD</td> <td>Is this a position within the UN Common System? No</td> </tr> </table> Telephone Number 1718334 3190 Address of Employer United States of America Number of Employees Supervised by You 30 Description of Duties Organization of drug treatment for 400 methadone patients. Training , Organizational development of program. Clinical supervision of staff and coordination of treatment activities. Summarize any of Your Achievements Creation of Methadone to Abstinence Program. Creation of a Vocational Program. Reasons for Leaving Reorganization of hospital departments			Starting	Final	Currency Paid	Is this a civil servant position of your Government? No	55000	60000	USD	Is this a position within the UN Common System? No
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No							
55000	60000	USD	Is this a position within the UN Common System? No							

Job Title Clinical Director	Type of Business Drug Treatment Program for Women	From - To 01/04/1996 - 01/01/1998								
Name of Employer Neighborhood Youth and Family Services	Name of Supervisor Nancy King									
Salaries per Annum: <table border="0"> <tr> <td>Starting</td> <td>Final</td> <td>Currency Paid</td> <td>Is this a civil servant position of your Government? No</td> </tr> <tr> <td>38000</td> <td>40000</td> <td>USD</td> <td>Is this a position within the UN Common System? No</td> </tr> </table> Telephone Number 1718731 8900 Address of Employer United States of America Number of Employees Supervised by You 15 Description of Duties Organization and supervision of clinical program for female substance abusers who had lost custody of their children. Advocacy. Supervision of Domestic Violence Program. Summarize any of Your Achievements Creation of a Relapse Prevention Program. Implementation of a Psychodrama program to address PTSD issues. Reasons for Leaving Salary too low			Starting	Final	Currency Paid	Is this a civil servant position of your Government? No	38000	40000	USD	Is this a position within the UN Common System? No
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No							
38000	40000	USD	Is this a position within the UN Common System? No							

Job Title Corporate Trainer in Human Resources Solutions Part Time	Type of Business School of Continuing Education and Professional Development	From - To 01/09/1995 - 01/06/2002
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Name of Employer Molloy College Part Time			Name of Supervisor Marion Lowenthal		
Salaries per Annum:					
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No		
15000	50	USD	Is this a position within the UN Common System? No		
Telephone Number			Email Address		
Address of Employer United States of America					
Number of Employees Supervised by You 0					
Description of Duties Design and delivery of training for Alcoholism and Substance Abuse Counseling program. Design and delivery of HR courses on management skills for the Business department					
Summarize any of Your Achievements Creation of a Relapse Prevention Certificate program approved by OASAS. Creation of a 10 week certificate program in Management Skills.					
Reasons for Leaving I moved to NYC. This was a part time job.					

Job Title HR Consultant - Training and Organisational Development		Type of Business Consultancy on HR solutions	From - To 01/01/1994 - 01/03/1996
Name of Employer New Dimensions Management Systems		Name of Supervisor Self	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
25000	30000	USD	Is this a position within the UN Common System? No
Telephone Number 1516868 6353		Email Address	
Address of Employer United States of America			
Number of Employees Supervised by You 0			
Description of Duties Consultant in HR solutions Corporate Training on Supervisory and Management Skills			
Summarize any of Your Achievements Developped training curriculum and HR initiaitves for clients			
Reasons for Leaving need for more financial stability			

Job Title HR Director		Type of Business Multi disciplinary medical practice	From - To 01/02/1990 - 01/12/1993
Name of Employer PNAB Medical Center		Name of Supervisor Dr Berenstein	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
45000	50000	USD	Is this a position within the UN Common System? No
Telephone Number		Email Address	
Address of Employer United States of America			
Number of Employees Supervised by You 12			
Description of Duties HR Administration of a large medical practice Supervision of staff. Support of all HR functions.			
Summarize any of Your Achievements Set up and expand this practice			
Reasons for Leaving I moved.			

Job Title Clinician- Family Therapist- Substance Abuse Counselor		Type of Business Mental Health and Substance Abuse Counseling	From - To 01/09/1980 - 01/02/1990
Name of Employer Various Mental Health clinics		Name of Supervisor various	
Salaries per Annum:			

Starting 20000	Final 25000	Currency Paid USD	Is this a civil servant position of your Government? No Is this a position within the UN Common System? No
Telephone Number		Email Address	
Address of Employer United States of America			
Number of Employees Supervised by You			
Description of Duties Clinical work wirh drug abusers and their families, battered women			
Summarize any of Your Achievements Setting up clinical programs			
Reasons for Leaving wanted to change to HR			

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

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

For clerical grades only:
Indicate typing speed in words per minute: English - **50** French - **50**
List any office machines or equipment you can use:
PC

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

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

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

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

Address

21 RUE DU GRAND PLATEAU APT 3.3
PONT A CELLES Belgium
Telephone: 32-71-840877
Fax: 32-477-923950
Contact: JOCELYNE RASE

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
Jennifer FRANCIS	Head of Learning & Development	6 ADB Avenue, Mandaluyong City 1550 Philippines	6326324444 jfrancis@adb.org
JC KOLE	Performance Consulting International	www.performanceconsultinginternational.com Philippines	1646320 7118 jckole@gmail.com
Catherine MONZEL	UN Agency	5 Wagramer Strasse Philippines	4312600 21527 C.Monzel@iaea.org

Personal History Profile for Victoria PANGILINAN

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
PANGILINAN	Victoria	Asia	
2. Date of Birth	3. City of Birth	Country of Birth	Index No
24/05/1955	Manila	Philippines	819316
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Philippines		Philippines	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Female	163	75	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? 01/10/1988			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? No			
18. Email Address: pangilinan@un.org			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
New York University	New York City United States of America	Jul-1997 - Sep-1998
Main Course of Study	Field of Study	
Personnel Administration	Business & Administration	
Degree Title or Equivalent	Degree Type	
Short Courses on Human Resources	Undergraduate degree	

University Name	City, Country	From - To
Alliance Francaise de Manille	Manila Philippines	Sep-1984 - Jul-1988
Main Course of Study	Field of Study	
Degree Title or Equivalent	Degree Type	
French Language Course	Undergraduate degree	

University Name	City, Country	From - To
Polytechnic University of the Philippines	Manila Philippines	Jun-1978 - Nov-1982
Main Course of Study	Field of Study	
Accounting	Business & Administration	
Degree Title or Equivalent	Degree Type	
Bachelor of Science Major in Accounting	Bachelor of Sciences	

University Name	City, Country	From - To
Philippine College of Commerce	Manila Philippines	Jun-1975 - Mar-1977
Main Course of Study	Field of Study	
Marketing	Business & Administration	
Degree Title or Equivalent	Degree Type	
Bachelor of Science Major in Marketing Management	Bachelor of Sciences	

University Name	City, Country	From - To
Philippine College of Commerce	Manila Philippines	Jun-1972 - May-1975
Main Course of Study	Field of Study	
Secretarial and Office Work	Business & Administration	
Degree Title or Equivalent	Degree Type	
Associate in Commerce	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

Employment

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

Job Title HR Focal Point for Substantive Staff	Type of Business International Organization	From - To 01/01/2006 -
Name of Employer UNAMI-KUWAIT		Name of Supervisor Farid El-Assi
Salaries per Annum: Starting 49000	Final 49000	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 96522230222	Email Address pangilinan@un.org	
Address of Employer Kuwait		
Number of Employees Supervised by You 2		
Description of Duties Under the supervision and guidance of the CHRS, in-charge of the management and supervision of the International Unit/Personnel Section UNAMI. Provides advice and support on human relations matters. Administers and provides advice on interpretation and application of UN policies, regulations and rules. Advises staff of rights, responsibilities, code of conduct and entitlements. Ascertains staff requirements. Participates in panel interviewing local applicants. Trains, supervises and guides personnel assistants of the Unit in order to ensure the smooth flow of work and to oversee that delegated authority on personnel matter is adequately exercised. Attends to all the personnel administration requirements of international staff of all the five regions of the mission. Ensures that transparency and all core values of the UN is applied in all aspects of personnel administration. Assists the CHRS in visualizing and introducing procedures and systems that streamlines the work according to rules and regulations. Signs on behalf of the CHRS when he is in other regions of the mission. Performs other ad-hoc duties assigned by the CHRS. Assists the CHRS in guiding the Local Unit and Attendance Unit in the application of and interpretation/implementation of UN rules and regulations. Alternates for the CHRS in the Recruitment Panel for Local candidates.		
Summarize any of Your Achievements Trained four Personnel Assistants for the International Unit. Introduce new procedures in accordance to UN Rules and Regulations that will strealime and better the service offered by the Section		
Reasons for Leaving Advancement.		

Job Title Team Leader - Personnel International Unit	Type of Business International Organization	From - To 01/12/2004 - 01/01/2006
Name of Employer UNAMI-KUWAIT		Name of Supervisor Farid El-Assi
Salaries per Annum: Starting 62731	Final 62731	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 pangilinan@un.org	
Address of Employer Kuwait		
Number of Employees Supervised by You 2		
Description of Duties Under the supervision and guidance of the CCPO, in-charge of the management and supervision of the International Unit/Personnel Section UNAMI. Provides advice and support on human relations matters. Administers and provides advice on interpretation and application of UN policies, regulations and rules. Advises staff of rights, responsibilities, code of conduct and entitlements. Ascertains staff requirements. Participates in panel interviewing local applicants. Trains, supervises and guides personnel assistants of the Unit in order to ensure the smooth flow of work and to oversee that delegated authority on personnel matter is adequately exercised. Attends to all the personnel administration requirements of international staff of all the five regions of the mission. Ensures that transparency and all core values of the UN is applied in all aspects of personnel administration. Assists the CCPO in visualizing and introducing procedures and systems that streamlines the work according to rules and regulations. Signs on behalf of the CCPO when he is in other regions of the mission. Performs other ad-hoc duties assigned by the CCPO. Assists the CCPO in guiding the Local Unit and Attendance Unit in the application of and interpretation/implementation of UN rules and regulations. Alternates for the CCPO in the Recruitment Panel for Local candidates.		
Summarize any of Your Achievements Complete supervision of International Unit/Personnel Section. Improved my ability and understanding of interpretation of UN policies, rules and regulations. Continued efficient training two personnel assistants. My HR knowledge and experience of more than 16 years were referred to and relied on extensively by all sections and clients. Although, I was assigned to be the Team Leader of International Unit. I was also tasked by the CCPO to help guide the Local Unit and Attendance Unit in the application of the UN procedures and rules. Assisted staff members in understanding the UN rules and regulations on Personnel issues and helped in motivating them in complying with the requirements and fulfilling their responsibilities. Liaised effectively with counterparts, DPKO, Pension, other UNHQ offices and all mission sections on HR relates issues.		
Reasons for Leaving Promotion to FS-5		

Job Title Senior Personnel Assistant /International Unit	Type of Business UN Mission	From - To 01/10/2003 - 01/12/2004
Name of Employer		Name of Supervisor

UNAMA - KABUL				Ronald Quejas-Risdon										
Salaries per Annum: <table border="0"> <tr> <td>Starting</td> <td>Final</td> <td>Currency Paid</td> <td colspan="2">Is this a civil servant position of your Government? No</td> </tr> <tr> <td>65520</td> <td>65520</td> <td>USD</td> <td colspan="2">Is this a position within the UN Common System? Yes</td> </tr> </table>					Starting	Final	Currency Paid	Is this a civil servant position of your Government? No		65520	65520	USD	Is this a position within the UN Common System? Yes	
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No											
65520	65520	USD	Is this a position within the UN Common System? Yes											
Telephone Number 001212963-2668			Email Address pangilinan@un.org											
Address of Employer Afghanistan														
Number of Employees Supervised by You 2														
Description of Duties <p>Under the direct supervision of the CCPO, responsible of processing of all SPA recommendations and related issues as well as the creation and composition of the Panel. Functions as senior personnel assistant among four PAs. Advises staff members of their benefits and entitlements, rights and responsibilities, code of conduct. Advises and addresses CCPO on all requests from various officers/units related to personnel issues. Advises and updates other offices/units on UN personnel policies and procedures for all staff and ensures that these policies are observed. Formulates faxes, memoranda, letters for the International Unit. Conducts interviews of national candidates for vacancies. Covers for all international colleagues who are on leave. Performs all personnel administration functions. Handles special reports and other projects as maybe assigned by the CCPO. Acted as Officer-in-Charge, Personnel Section. Visualizes and introduces procedures and systems to streamline the work of the Unit ensuring that rules and regulations are followed. Provides advice and support to managers on human resources related matters. Inducts new arrivals on all benefits and entitlements and what to expect in the mission. Performs other tasks assigned by the CCPO and CAS. Assisted the CCPO in guiding International and Local Unit in the interpretation and implementation of UN rules and regulations.</p>														
Summarize any of Your Achievements <p>Specialization in the complete SPA process. Performance of IMIS functions in the field. Performs a more comprehensive function in Personnel Administration in International Unit. Trained three international staff for Personnel Assistant posts and one new International Personnel Officer. Trained the three new personnel assistants in IMIS. Assisted the CCPO in putting up procedures and systems for better client servicing in accordance with UN Rules and Regulations. My 16 years of HR experience was referred to extensively and relied on by administration and substantive chiefs of sections. Helped in solving pending cases of various sections on HR issues. Earned the respect of both administrative and substantive components on professionalism shown in the execution of my functions in personnel section. Cooperated closely with CITS in the establishment and maintenance of a share drive for Personnel Section which provided easy access for clients on their Personnel Forms. Introduced an induction checklist with complete information circulars and administrative instructions for new arrivals to familiarize them better with the UN rules and regulations and to equip them with the information and knowledge of their responsibilities to their entitlement and benefits. Trained the new UNV Information Officer on the UN policies/rules/regulations and attendance keeping.</p>														
Reasons for Leaving Re-assigned to UNAMI.														

Job Title Administrative Assistant/In-charge of Personnel Unit	Type of Business UN Mission	From - To 01/05/2003 - 01/09/2003
Name of Employer UNOHCI - Dohuk/Iraq	Name of Supervisor Samuel Baidoo	

Salaries per Annum: <table border="0"> <tr> <td>Starting</td> <td>Final</td> <td>Currency Paid</td> <td colspan="2">Is this a civil servant position of your Government? No</td> </tr> <tr> <td>63168</td> <td>63168</td> <td>USD</td> <td colspan="2">Is this a position within the UN Common System? Yes</td> </tr> </table>					Starting	Final	Currency Paid	Is this a civil servant position of your Government? No		63168	63168	USD	Is this a position within the UN Common System? Yes	
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No											
63168	63168	USD	Is this a position within the UN Common System? Yes											
Telephone Number			Email Address pangilinan@un.org											
Address of Employer Iraq														
Number of Employees Supervised by You 1														
Description of Duties <p>Under the direct supervision of the Senior Administrative Officer and guidance of the UNOHCI Dohuk Admin. Officer, initiates reviews and processes and follows-up on actions related to the administration of the Unit's Human resources activities and ensuring consistency in the application of UN rules and procedures. Responds to inquiries and provides information and advise to staff members' administrative queries and entitlements. Oversees the maintenance of national vacancy files and keep track of status of vacancy announcements. Conducts meetings/briefings with national staff to explain further their benefits, entitlements and other employment issues. Researches on various rulings and policies pertaining to Personnel issues. Prepares all Personnel Reports. Liaises with Finance North, Baghdad and Larnaca regarding salaries of local and international staff. Assists in the payment of salary of local staff/international staff. Responds to queries and provides information relating to personnel/finance matters.</p>														
Summarize any of Your Achievements <p>Learned to work more independently on mission level and acquired more job knowledge on finance and other fields of administration. My long years of HR experience and knowledge was extensively referred to and relied on by all offices of the three northern governorates. Learned more about inter-region offices coordination and cooperation. Conducted the recruitment process for the medical team of region and guided the two other regions of the process.</p>														
Reasons for Leaving Re-assignment to UNAMA.														

Job Title Personnel Supervisor, Civilian Personnel Unit, UNOHCI NORTH	Type of Business UN mission	From - To 01/10/2002 - 01/05/2003
Name of Employer UNOHCI - ERBIL	Name of Supervisor Jose Aguirre	

Salaries per Annum: <table border="0"> <tr> <td>Starting</td> <td>Final</td> <td>Currency Paid</td> <td colspan="2">Is this a civil servant position of your Government? No</td> </tr> <tr> <td>61584</td> <td>63168</td> <td>USD</td> <td colspan="2">Is this a position within the UN Common System? Yes</td> </tr> </table>					Starting	Final	Currency Paid	Is this a civil servant position of your Government? No		61584	63168	USD	Is this a position within the UN Common System? Yes	
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No											
61584	63168	USD	Is this a position within the UN Common System? Yes											
Telephone Number			Email Address pangilinan@un.org											
Address of Employer Iraq														
Number of Employees Supervised by You														

Description of Duties

Under the direct supervision of the CCPO responsible for overall management and co-ordination of personnel related issues for both local and international staff in the three Northern Governorates. Advises international and local staff of their benefits and entitlements. Organizes recruitment process of qualified local applicants for vacant posts based on established UN rules and procedures. Advises CCPO on all requests from various offices/units related to personnel issues. Advises and updates other offices/units on UN personnel policies and procedures for all staff and ensures that these policies are observed. Handles special reports and other projects as maybe assigned by the OIC-Adm. North and CCPO. Trains, supervises and guides two local staff in the performance of their duties. Conducts visits to the the other regions of the Northern Governorates.

Summarize any of Your Achievements

Acquired more independence at work and improved more on supervisory skills. Handled more areas of responsibilities. Honed skills in training personnel assistants in their jobs. My HR experience and knowledge was extensively referred to by the different sections/offices. Trained international and local personnel assistants. Three of the local staff I trained in Personnel Administration were eventually re-assigned to other missions, two as TDYs and one as international staff.

Reasons for Leaving

Re-assignment to Dohuk after the war to supervise personnel unit and act as administrative assistant.

Job Title Senior Personnel Assistant		Type of Business UN mission	From - To 01/11/2001 - 01/10/2002
Name of Employer UNOHCI - BAGHDAD		Name of Supervisor Jose Aguirre	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
59911	61584	USD	Is this a position within the UN Common System? Yes
Telephone Number		Email Address pangilinan@un.org	
Address of Employer Iraq			
Number of Employees Supervised by You 2			
Description of Duties			
Under the supervision and guidance of the CCPO, administers to all international staff on various personnel issues. Advises them on entitlement/benefits and responds to queries on UN Staff Rules and Regulations/Personnel Policies and Guidelines. Liaises and coordinates with DPKO counterparts on various personnel matters. Researches on personnel policies and guidelines. Monitors arrivals and departures of international staff. Initiates and processes PERs/FOPA/s Special Reports. Processes requests for Home Leave, Family Visit Travel and Travel Allowance. Processes recommendations for extension, completion and or re-assignment of staff. Prepares PARs for weekly submission to DPKO. Handles rebuttal procedures and grievances cases. Initiates requests for Iraqi Visas for new staff. Performs duties and responsibilities of the Personnel Officer in her absence. Trains staff on personnel administration. In the absence of the CCPO and Personnel Officer acts as OIC/Personnel Section. Performs other ad-hoc duties assigned from time to time.			
Summarize any of Your Achievements			
Acquired more knowledge of personnel administration in the field and developed more my supervisory skills. Honed my ability on the effective interpretation of UN rules and regulations. Liaised effectively with all counterparts, DPKO, Pension and all offices for the mission. Trained two locally-recruited staff and two international staff on personnel assistant functions. Evaluated by my CCPO as problem solver with innovative approach to human resources management.			
Reasons for Leaving			
Re-assignment to UNOHCI NORTH to supervise Personnel Section in the three governorates.			

Job Title Personnel Assistant		Type of Business UN Mission	From - To 01/08/1999 - 01/10/2001
Name of Employer UNOHCI BAGHDAD		Name of Supervisor Vadim Padalka/William Mudiwa	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
59211	59911	USD	Is this a position within the UN Common System? Yes
Telephone Number		Email Address pangilinan@un.org	
Address of Employer Iraq			
Number of Employees Supervised by You 2			
Description of Duties			
Under the supervision and guidance of the CCPO advises international staff members of their entitlement/benefits and responds to queries on UN Staff Rules and Regulations/Personnel Policies and guidelines. Provides administrative support to the CCPO and Personnel Officer for efficient functions of Personnel Section. Liaises and coordinates with administrative assistants/counterparts in DPKO on personnel matters and issues. Formulates/drafts circulars/memorandum/facsimile on personnel matters as needed. Researches on personnel policies and guidelines. Administer and provide advice on interpretation and application of policies, regulations and rules. Interview local applicants for selection to local vacancies. Maintains and updates attendance records/folders. Prepares MSA and Hazard Reports. Serves as Secretary of the Local Committee on Contracts. Performs other ad-hoc assignment as and when required.			
Summarize any of Your Achievements			
Acquired more knowledge and work experience of personnel administration in the field mission. Acted as OIC Personnel and covered for the Personnel Officer when she goes on leave. Performed the duties and responsibilities of the OIC-Administration UNOHCI North which administered three Northern Governorates Offices on temporary basis. Acquired an over all view and experience/knowledge of personnel administration in the field/DPKO peacekeeping operations.			
Reasons for Leaving			
Advancement			

Job Title Human Resources Assistant/OHRM		Type of Business International Organization	From - To 01/01/1996 - 01/08/1999
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Name of Employer OHRM/UNHQ			Name of Supervisor Martha Natale		
Salaries per Annum:					
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No		
55000	56000	USD	Is this a position within the UN Common System? Yes		
Telephone Number 001212963			Email Address pangilinan@un.org		
Address of Employer United States of America					
Number of Employees Supervised by You 0					
Description of Duties Under the supervision of the Chief of Cluster V: Advises and counsels international staff member in respect of rights, responsibilities, code of conduct and challenges associated with work and entitlements. Inducts new arrivals on their terms of reference, benefits. UN rules and regulations. Processess personnel action through the IMIS. Prepares documents for appointment and promotion board regarding shortlisted candidates. Prepares P.35 for repatriating staff members. Responds to queries of staff members regarding Personnel issues. Processes education grant, rental subsidy and other personnel actions.					
Summarize any of Your Achievements Continued knowledge and work experience on personnel administration. Progressively learned IMIS processing of personnel actions. Honed negotiable skills and developed more client orientation and efficient servicing.					
Reasons for Leaving Temporary mission assignment to Iraq.					

Job Title Personnel Clerk		Type of Business International Organization	From - To 01/09/1994 - 01/12/1995
Name of Employer OHRM UNHQ		Name of Supervisor Martha Natale	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
53000	54000	USD	Is this a position within the UN Common System? Yes
Telephone Number 001212963		Email Address pangilinan@un.org	
Address of Employer United States of America			
Number of Employees Supervised by You 0			
Description of Duties Advises international staff members of their entitlement and benefits. Inducts new arrivals. Processes personnel action through IMIS. Prepares P.35 for repatriating staff members. Responds to queries of staff members on personnel issues. Processes education grant, rental subsidy and all other personnel actions.			
Summarize any of Your Achievements Acquired comprehensive knwoledge on personnel administration from induction to repatriation.			
Reasons for Leaving Change of title			

Job Title Personnel Benefits Clerk		Type of Business International Organization	From - To 01/02/1989 - 01/09/1994
Name of Employer United Nations Headquarters		Name of Supervisor Celine Michaud	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
40000	42000	USD	Is this a position within the UN Common System? Yes
Telephone Number 001212963		Email Address pangilinan@un.org	
Address of Employer United States of America			
Number of Employees Supervised by You 0			
Description of Duties Advises staff members of their entitlement and benefits. Processes P.5 actions regarding establishment or discontinuance of allowances, change of marital status, etc. Processes education grant claims, rental subsidies and P.35 forms.			
Summarize any of Your Achievements Initially learned various UN staff entitlement and benefits and the process and system.			
Reasons for Leaving Office merged with Staff Administration and Monitoring System/OHRM.			

Job Title Secretary		Type of Business International Organization	From - To 01/10/1988 - 01/02/1989
Name of Employer United Nations Headquarters		Name of Supervisor Benny Widyono	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
26400	26400	USD	Is this a position within the UN Common System? Yes
Telephone Number		Email Address pangilinan@un.org	
Address of Employer United States of America			
Number of Employees Supervised by You 0			
Description of Duties Provides secretarial assistance to the four officers of the Regional Commissions. Prepares faxes and correspondences. Arranges meetings with the Regional Commission and various ambassadors and government representatives.			
Summarize any of Your Achievements Acquired knowledge on coordination of conference in the UN system. Learned of the UN processes and systems among the UN regional commissions. Coordinated with the various embassies and consulates.			
Reasons for Leaving Transferred to OHRM and obtained fixed term contract.			

Job Title Various posts from Comms. Asst. to Loans Processor		Type of Business Commercial Bank	From - To 01/10/1975 - 01/08/1988
Name of Employer Rizal Commercial Banking Corporation		Name of Supervisor Mr. Teddy Dy	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
2000	4000	PHP	Is this a position within the UN Common System? No
Telephone Number		Email Address	
Address of Employer Philippines			
Number of Employees Supervised by You 2			
Description of Duties Held various posts from Communication Assistant to Loans Assistant.			
Summarize any of Your Achievements Learned the commercial banking processes and management system. Learned and developed efficient client servicing and timely completion of work. Entrusted by clients on the administering of their investment.			
Reasons for Leaving Advancement.			

Job Title Secretary		Type of Business Military Installation	From - To 01/10/1973 - 01/09/1975
Name of Employer Communications Elec. Group		Name of Supervisor Angelino Medina	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
18000	18000	PHP	Is this a position within the UN Common System? No
Telephone Number		Email Address	
Address of Employer Philippines			
Number of Employees Supervised by You 0			
Description of Duties Secretarial functions and procurement tasks			
Summarize any of Your Achievements Learned office procedures and organization. Acquired good knowledge of communication operations. Managed to function as secretary to four military supervisors. Learned military communications and procurement functions.			
Reasons for Leaving Advancement			

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

computer, adding machine, typewriter, fax machine, copier, digital sender, handheld radio

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

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

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

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

Address

24 Ibuna Street
San Juan
Metro Manila Philippines
Telephone: 63-2-727-45-65
Fax: 63-9169509444
Contact: Victoria Pangilinan

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
Milagros MAGSAJO	Manager	2363 Mabolo St. Philippines	632847-4355 mzmagsajo@yahoo.com
Marie Grace MONTALVO	Vice-President	Rizal Commercial Banking Corporation Philippines	632845-4881 bm_greenbelt@rcbc.com
Cristina NAVARRETE	Vice President - RCBC	Rizal Commercial Banking CorporationRCBC TowersMakati, Metro Manila Philippines	6323713339 ctnavarrete@yahoo.com

Personal History Profile for Florence RAMSAROOP

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
RAMSAROOP	Florence	Lakshmi	
2. Date of Birth	3. City of Birth	Country of Birth	Index No
20/06/1957	Georgetown	Guyana	763058
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Guyana		Guyana	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Female	157	68	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? Administrative specialists			
14. Would you accept employment for less than six months? Yes			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? 01/07/1987			
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: ramsaroop@un.org			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
Hunter College of the City University of New York	New York United States of America	Sep-2002 - Jul-2006
Main Course of Study	Field of Study	
African Languages and Civilizations	Humanities	
Degree Title or Equivalent	Degree Type	
Bachelor of Science in Accounting	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
United Nations Secretariat	New York United States of America	Feb-2008 - Feb-2008
Main Course of Study		Certificate or Diploma
Supervisory Skills Training.		Certificate of participation.

Name of School	City, Country	From - To
United Nations Headquarters	New York United States of America	May-2007 - May-2007
Main Course of Study		Certificate or Diploma
Human Resources Management Course		Certificate of Participation

Name of School	City, Country	From - To
United Nations Headquarters	New York United States of America	Nov-2006 - Nov-2006
Main Course of Study		Certificate or Diploma
Workshop on Professional Ethics and Integrity in our Daily Work		Certificate of Participation

Name of School	City, Country	From - To
United Nations Headquarters	New York United States of America	Sep-2004 - Sep-2004
Main Course of Study		Certificate or Diploma
Client Service Skills Workshop		Certificate of Participation

Name of School	City, Country	From - To
United Nations Headquarters	New York United States of America	Mar-2002 - Mar-2002
Main Course of Study		Certificate or Diploma
Selection and Interviewing Skills Workshop		Certificate of Participation

Name of School	City, Country	From - To
United Nations Headquarters	New York United States of America	Jun-1999 - Jun-1999
Main Course of Study		Certificate or Diploma
Conflict Resolution Programme -Resolving differences in the Workplace		Certificate of Participation

Name of School United Nations Headquarters	City, Country New York United States of America	From - To May-1999 - May-1999
Main Course of Study Special Career Development Workshop for Interpersonal Skills and Building Relationships		Certificate or Diploma Certificate of Participation

Name of School United Nations Headquarters	City, Country New York United States of America	From - To Jun-1994 - Aug-1998
Main Course of Study Extensive IMIS Training in the processing of Personnel Actions relating to various Contractual Arrangements, Entitlements and Time & Attendance		Certificate or Diploma Certificate of Participation

Name of School United Nations Headquarters	City, Country New York United States of America	From - To May-1993 - May-1993
Main Course of Study Accounting Clerks Exam		Certificate or Diploma OHRM's Letter of Notification

Name of School Cummings Lodge High School	City, Country Georgetown Guyana	From - To Sep-1969 - May-1974
Main Course of Study General Certificate of Education "O" Levels		Certificate or Diploma GCE "O" Level Certificate

Employment

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

Job Title Senior Human Resources Assistant	Type of Business Service	From - To 01/11/2008 -
Name of Employer FPD/DFS		Name of Supervisor Paulin Djomo
Salaries per Annum: Starting 94633	Final 94633	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 ramsaroop@un.org	
Address of Employer United States of America		
Number of Employees Supervised by You 3		
Description of Duties Effective 1 October 2008, I was assigned the functions of the Desk Officer for the Political Missions, UNOGBIS, UNIPSIL, UNOWA/CNMC in the Africa II Team. Under the supervision of the Team Leader, I am responsible for updating Staffing Tables, monitor and support recruitment in the missions, provide guidance and mentor the Human Resources Sections of the missions on staff benefits and entitlements, support the missions in the implementation of the Human Resources Action Plans, Review Budget documents for the missions with our Field Budget & Finance Division/DFS as well as attend Security Council and Fifth Committee Budget meetings on renewed Budgets. support missions in transition (reconfiguration-draw down-start up) in planning and incorporating Human Resources Management in their programme, approve all IMIS actions, Financial Authorizations for Travel of civilian and Military personnel to the missions, obligate funds and certify payments for Consultants, Attend meetings related to missions welfare, participated in FPD working groups on recent HR Reforms.		
Summarize any of Your Achievements During this period, the new integrated mission of UNIPSIL took off. The challenge was to recruit staff in a short period of time, without compromising the recruitment and selection process. Vacancy rate is about 20 percent, and the goal is to achieve zero percent vacancy rate by end of September 2009.		
Reasons for Leaving Continue to seek new challenges, as well as to increase mobility.		

Job Title Senior Human Resources Assistant	Type of Business Service	From - To 01/04/2001 - 01/10/2008
Name of Employer FPD/DFS/DPKO		Name of Supervisor Achim Voss
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 ramsaroop@un.org	
Address of Employer United States of America		
Number of Employees Supervised by You 4		

Description of Duties

Under the direct supervision of the Human Resources Officer and the general guidance of the Chief of the Integrated Human Resources Management Regional Section in the Field Personnel Operations Service, provide support in the area of Administration for Special and Established Missions: by administering staff contracts in coordination with missions, process payroll IMIS actions for field staff, including staff salaries, benefits and entitlements; review and prepare recommendations for reappointment of field staff from 300 to 100 series fixed-term appointments and Special Post Allowances for the approval of the Chief; review and advise missions on the administration of entitlements for locally-recruited staff members; review, research and prepare responses to the missions in consultation with HR Officer, Team Leader or Chief of FPOS on a wide range of entitlements such as Special Leave without Pay, Paternity Leave, retention of staff members beyond mandatory age of retirement, travels, extension of contracts in compliance with mission mandates; provide background information on administrative appeal cases to QUAIMS and implement disciplinary cases; provide advice and guidance to missions on the proper interpretation and application of staff rules, administrative instructions and policies in coordination with HR Officer, Team Leader, Quality Assurance and Information Management Section (QUAIMS); provide IMIS training and guidance to the Missions (some IMIS actions were delegated to the field during this period), Time & Attendance; provide training, guidance and monitor the work of new and junior Administrative Assistants; participate in discussions to resolve difficult and complicated administrative cases also contributed to discussions on entitlements & benefits for field staff during the drafting of the Standard Office Procedure (SOP) for Personnel.

Summarize any of Your Achievements

During this period, I administered up to six Special and Established Missions at one time, consisting of close to 1,000 International staff members. Although the challenge was enormous, I was able to be extremely calm and work under the intense pressure, prioritizing my work to meet the urgent needs of the Missions. Despite my heavy work schedule, I still found the time to address the missions requests for constant guidance and IMIS training. I also was able to continue training new and junior Administrative Assistants. During this period I was also privileged to join the then Chief of PMSS, Mr. Alejandro Henning on a one-week trip to UNFICYP, Cyprus in 2002 to train field staff in IMIS and resolve administrative issues. I also went on a Staff Exchange Programme to UNAMI for 3 months from June to September 2008.

Reasons for Leaving

Continue to function at current level.

Job Title Personnel Assistant	Type of Business Service	From - To 01/11/1992 - 01/03/2001
Name of Employer PMSS/FALD/DPKO	Name of Supervisor Chaste Abimana	
Salaries per Annum:		
Starting 51000	Final 51000	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 ramsaroop@un.org
Address of Employer United States of America		
Number of Employees Supervised by You 3		
Description of Duties		
<p>Under the general supervision of the Chief, PMSS and Personnel Officer, provided support in the area of Administration for Special & Established Missions including, UNAMIR, UNOMIL, UNAVEM, UNFICYP, UNMOGIP & UNDOF. Some of my main functions were administering staff contracts in coordination with missions, process IMIS related actions for International field staff (all types of PAs) i.e. initial appointments, reassignments, assignments/details, SPAs, Promotions, Dependency, Separations etc.; review and advise missions on the administration of entitlements for locally-recruited staff members; review, research and prepare responses to the missions in consultation with Personnel Officer, on a wide range of entitlements such as Special Leave, Travels - home leave, family visit, initial, education grant, repatriation; review extension of contracts in compliance with mission mandates, review recommendations for SPAs and Promotions cases; provide background information on administrative appeal cases to OHRM and implement disciplinary cases; provide advice and guidance to missions on the proper interpretation and application of Staff Rules, Administrative Instructions and Policies in coordination with Personnel Officer; participate in group discussions on consistency and application of policy matters and when the need arose to discuss difficult and complicated administrative cases.; reviewed post classification for both local and International staff members for submission to OHRM; train, guide and monitor the work of new and junior Administrative Assistants in the areas of Administration and IMIS; participated in a major mobility and hardship data cleanup; served as the understudy for mobility & hardship, rental subsidy and education grant.</p>		
Summarize any of Your Achievements		
<p>During this period I gained the ability to work more confidently and independently. I continued to consolidate my knowledge of Administrative matters, the interpretation, understanding and application of the Staff Rules and Administrative Policies. With the introduction of IMIS, I was able to attend various training sessions which increased my proficiency in the correct processing. I also continued to respond to the missions in a timely matter and meet payroll deadlines, ensuring staff were paid on time. I also contributed to the Mobility and Hardship cleanup exercise. During this period also, I did a significant amount of IMIS & Administrative training with new and junior Administrative Assistants.</p>		
Reasons for Leaving		
promoted to higher level functions within the Section.		

Job Title Personnel Assistant	Type of Business Service	From - To 01/01/1990 - 01/11/1992
Name of Employer DAM/FOD/FPS	Name of Supervisor Antonio Bautista	
Salaries per Annum:		
Starting 46077	Final 46077	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 ramsaroop@un.org
Address of Employer United States of America		
Number of Employees Supervised by You 0		
Description of Duties		
<p>Under the general supervision of the Chief, Field Personnel Section and the direct supervision of the Senior Administrative Officer, I provided support in the area of Administration for several Special Missions, including UNAVEM, ONUVEH, UNTAG & UNOMSA, consisting of several hundreds of international and locally recruited staff members. Some of my main functions were processing payroll P.5 actions (pre IMIS) for international field staff, including staff salaries, benefits and entitlements (all types of P.5 actions as there was no delegation to the field during this time); review and advise missions on the administration of entitlements for locally-recruited staff members; review, research and prepare responses to the missions in consultation with the Senior Administrative Officer on a wide range of entitlements, including family visit, home leave & repatriation travels; review recommendations for extensions; liaise with Permanent Missions on matters related to nationals of respective governments; complete separation arrangements including review of shipment entitlements, repatriation grant and audit of Attendance Records; processing of weekly Administrative Reports; assisting other Administrative Assistants.</p>		
Summarize any of Your Achievements		

This was my first exposure to Administrative work and I was able to meet the challenges presented. During this period, there were certainly fewer missions, however the volume of work was enormous, as there was no delegation of authority to the Special Missions, all P.5 actions were processed and entitlement requests were reviewed and approved by FOD. Despite the high volume of work, I was able to plan and organize my work well, responding to the missions in a timely manner, and also found the time to assist my other colleagues. During this time, I was also able to learn and gain a tremendous amount of knowledge from Senior Administrative Assistants and the Senior Personnel Officer. I took advantage to learn and familiarize myself with the Staff Rules and Administrative Policies relevant to Administration. I was also able to establish relationships with the Personnel Staff in the Missions for the very first time.

Reasons for Leaving

promotion to higher level functions.

Job Title Clerk	Type of Business Service	From - To 01/06/1989 - 01/12/1989
Name of Employer DAM/FOD	Name of Supervisor Lilemor Zakay	
Salaries per Annum: Starting 37000	Final 37000	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 ramsaroop@un.org	
Address of Employer United States of America		
Number of Employees Supervised by You		
Description of Duties Maintaining, updating & retiring personnel working files for field staff members; researching OFOESA Registry for information required by administrative personnel; assisting in office typing & photocopying.		
Summarize any of Your Achievements Ensuring accurate filing according to date order and familiarizing myself with the different aspects of field missions.		
Reasons for Leaving Moved to the Administrative Section of FOD where I was given the opportunity to begin administering field missions.		

Job Title Messenger	Type of Business Service	From - To 01/07/1987 - 01/06/1989
Name of Employer Mail Operations Section/UN Secretariat	Name of Supervisor John Mack	
Salaries per Annum: Starting 33000	Final 33000	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 ramsaroop@un.org	
Address of Employer United States of America		
Number of Employees Supervised by You 0		
Description of Duties Distribution of early morning documents; mail runs, pool runs taking documents to and from the French, English, Russian, Spanish, Arabic and Chinese Sections; Special Mail Service.		
Summarize any of Your Achievements Ensuring that documents & mails were delivered on time.		
Reasons for Leaving To seek better opportunities in another UN Department.		

Job Title Senior Accounting Assistant	Type of Business Insurance	From - To 01/03/1982 - 01/05/1987
Name of Employer Guyana & Trinidad Mutual Life and Fire Insurance Co. Ltd.	Name of Supervisor Mr Eswick Morris	
Salaries per Annum: Starting 50000	Final 53000	Currency Paid GYD
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 Guyana		
Number of Employees Supervised by You 0		
Description of Duties Review Cashbooks for Caribbean countries - Grenada, St. Vincent & Antigua; prepare bank balances and reconciliations; statistics on income and expenditure.		

Summarize any of Your Achievements

Efficient and Timely processing.

Reasons for Leaving

To emigrate to the USA.

Job Title Accounting Assistant		Type of Business Servicing	From - To 01/01/1982 - 01/03/1982
Name of Employer Mayor and Town Council		Name of Supervisor Mr Ramalho	
Salaries per Annum: Starting 43800		Final 43800	Currency Paid GYD
		Is this a civil servant position of your Government? Yes	
		Is this a position within the UN Common System? No	
Telephone Number		Email Address	
Address of Employer Guyana			
Number of Employees Supervised by You 0			
Description of Duties Bank Reconciliations.			
Summarize any of Your Achievements Timely and Efficient balancing.			
Reasons for Leaving For better opportunities.			

Job Title Assistant Treasurer		Type of Business Trade Union	From - To 01/01/1977 - 01/04/1980
Name of Employer Guyana Agriculture and General Workers Union		Name of Supervisor Mr Maccie Hamid	
Salaries per Annum: Starting 30000		Final 35400	Currency Paid GYD
		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 Guyana			
Number of Employees Supervised by You 0			
Description of Duties Bank Reconciliations, Cashbooks, Payroll.			
Summarize any of Your Achievements Timely and Efficient processing.			
Reasons for Leaving For better opportunities.			

Job Title Primary School Teacher		Type of Business Educational	From - To 01/09/1974 - 01/07/1975
Name of Employer Ministry of Education		Name of Supervisor Mr Jerry Butchey	
Salaries per Annum: Starting 27000		Final 27000	Currency Paid GYD
		Is this a civil servant position of your Government? Yes	
		Is this a position within the UN Common System? No	
Telephone Number		Email Address	
Address of Employer Guyana			
Number of Employees Supervised by You 0			
Description of Duties Teaching grades 1-4			
Summarize any of Your Achievements Tried to impress upon students the importance of education and the future benefits; took time to attend to individual needs of students, treated students impartially.			
Reasons for Leaving For better opportunities.			

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 - **45** French -

List any office machines or equipment you can use:

Typewriter, Computer, Photocopying, Scanning.

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
Spanish	No	Not easily	Easily	Not easily	Easily

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

Address

63-26, 99 St., Apt 6B
Rego Park
Queens NYC United States of America
Telephone: 1-718-896 9260
Contact: Ramsaroop Florence

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
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Personal History Profile for Stanislaus SUARES

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
SUARES	Stanislaus		
2. Date of Birth	3. City of Birth	Country of Birth	Index No
10/04/1961	Mangalore	India	308969
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
India		India	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Male	177	90	Married
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? No			
13. What is your preferred field of work? Personnel management specialists			
14. Would you accept employment for less than six months? Yes			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? 01/01/1994			
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: suares@un.org			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
School of Social Work	Mangalore India	Jun-1980 - Apr-1982
Main Course of Study	Field of Study	
Personnel Administration	Business & Administration	
Degree Title or Equivalent	Degree Type	
Master in Social Work (MSW)	Postgraduate degree	

University Name	City, Country	From - To
St. Aloysius College	Mangalore India	Jun-1977 - Mar-1980
Main Course of Study	Field of Study	
Other Humanities	Humanities	
Degree Title or Equivalent	Degree Type	
Bachelor of Arts (BA)	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
UN DPKO Training	Kuwait Kuwait	Sep-2008 - Sep-2008
Main Course of Study		Certificate or Diploma
Entry Level Supervisory Skills Workshop		Certificate of participation

Name of School	City, Country	From - To
UN DPKO Training	Laayounne Morocco	Mar-2005 - Mar-2005
Main Course of Study		Certificate or Diploma
Competency Based Interview Techniques		Certificate of participation

Name of School	City, Country	From - To
UNDPKO Training	Laayounne Morocco	Mar-2005 - Mar-2005
Main Course of Study		Certificate or Diploma
Performance Management Training		Certificate of participation

Name of School	City, Country	From - To
Kendriya Vidyalyaya	Mangalore India	Jun-1974 - Mar-1977
Main Course of Study		Certificate or Diploma
History, Economics, English Literature		High School Certificate

Employment

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

Job Title Human Resources Assistant	Type of Business Peace keeping & political mission	From - To 01/03/2008 -
Name of Employer United Nations Assistance Mission for Iraq (UNAMI)		Name of Supervisor Ms. Jacinta Muhoho
Salaries per Annum: Starting 72058	Final 75519	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 suares@un.org	
Address of Employer Kuwait		
Number of Employees Supervised by You 6		
Description of Duties Provide support and advise to Chief Human Resources Section on Human Resources functions relating to national staff. Monitor national posts and liaise proactively with the Programme Managers to fill them in a timely and transparent manner to ensure maximum operational efficiency, draft Vacancy Announcements in accordance with the approved Generic Job Profile, attend recruitment panel interview either as Programme Manger or as an ex-Officio member representing Chief, Human Resources Section, Review Selection Recommendations submitted by the Programme Manager to ensure adherence to recruitment principles and processes, Review grading level of the selected candidate, Prepare Offer of Appointment, reference checks, Perform the duties of Human Resources Officer for administration and entitlement related actions, Inform, advise and guide SMs on the issues relating to their contractual status, benefits and entitlements; Monitor performance evaluation reports, individual contracts, contract renewals, administration of time and attendance including Special Leave, Maternity/Paternity and other leave entitlements. Provide assistance to the Chief Human Resources Section as ex-officio panel member on e-pas rebuttal and special post allowance (SPA) panels, provide inputs on entitlements survey such as extended hazard pay, Supervise and monitor work of human resource assistants in carrying out functions of recruitment, administrative functions, entitlements and contractual status, Delegate tasks and monitor the progress against set deadlines and schedules; provide guidance wherever necessary, ensure capacity building in the team, Support and encourage the staff under responsibility to set challenging assignments to ensure prompt and efficient client service; Provide a professional leadership to the national staff unit as Team Leader/ Supervisor and Human Resources Officer.		
Summarize any of Your Achievements Facilitated in the decrease of the national staff vacancy rates, increased gender and geographical distribution to be in line with the recruitment principles, decrease the time limit of recruitment by timely and prompt action on the recruitment process, timely processing of staff salaries, benefits and entitlements, anticipated clients' needs in advance on HR related activities and find solutions and provide them with positive feedback on HR related activities, provided effective and professional leadership to the national staffing unit of Human Resources Section.		
Reasons for Leaving currently employed		

Job Title Personnel Assistant	Type of Business Project related to Khmer Rouge Trial	From - To 01/04/2006 - 01/03/2008
Name of Employer UN Assistance to Khmer Rouge Trial (UNAKRT)		Name of Supervisor Ms. Jenny REDL
Salaries per Annum: Starting 62031	Final 70457	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 Suares@un.org	
Address of Employer Cambodia		
Number of Employees Supervised by You		
Description of Duties Recruitment of International Staff, print and screen applications in accordance with the vacancy announcements as per galaxy, prepare short lists for review and approval of Chief of Personnel, schedule tests and interviews, advise candidates on queries related to recruitment status, follow up on interview reports and selection process with UN HQ, New York, contact candidates on various personnel and admin. related formalities and documents, prepare briefing notes, upon arrival, advise staff members on their entitlements, ensure completion of all papers relating to induction and initial travel. Follow up on various personnel related matters such as Personnel Actions, LOA, including all aspects of time and attendance. Prepare consultant contracts, pre encumbrance documents, obligations, performance reports and payment vouchers for consultant & Individual Contractors, input data in IMIS, create index numbers in IMIS for international and other personnel, process assignment grants, rental subsidy claims, education grant claims , initial travel of family members to duty station. Carry out general personnel related activities of the international staff by producing statistical reports, monthly returns, post management etc.		
Summarize any of Your Achievements In a short span of six months, with the assistance and supervision of the Chief of Personnel, filled up the vacant posts and brought on board almost all the staff authorized for the smooth operations of the tribunal. Handled all the support functions single handed from the start up of the tribunal.		
Reasons for Leaving Reappointed to UNAMI as FS-5.		

Job Title Personnel Assistant	Type of Business Peacekeeping	From - To 01/10/2003 - 01/03/2006
Name of Employer MINURSO		Name of Supervisor Mr. Anwar El-Masri, OIC, Personnel
Salaries per Annum: Starting 60177	Final 64488	Currency Paid USD
	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? Yes
Telephone Number	Email Address	

Address of Employer

Morocco

Number of Employees Supervised by You

2

Description of Duties

Administer Local as well as International Personnel Unit, coordinate with section chiefs on local staff recruitment and individual contractors, draft VA, screen applications and prepare shortlists, contact candidates for test/interview, act as interview panel member, seek approval for hiring, induction and orientation of new recruits, initiate medical clearances, initial appointment, dependency allowance, administer entitlements, extend appointments, payroll, time and attendance, review grades and levels of local recruited staff, process within grade salary increments, supervise and guide local personnel clerks. Act as Panel Member (Secretary) on TDY assignments of local staff, Act as alternate secretary on SPA Panel as well as FS Promotion Review Panel, Brief newly arrived international staff, assist in check in and completing documentation, extend appointments, dependency allowances, liaise with counterparts and HRO in PMSS, UN HQ on staff related entitlements, check out process, correspondence relating to reassignment/TDY, update and maintain Post Management, FPMS database, process data and information for ACABQ and Audit related activities. Effective utilization of FPMS, IMIS and Crystal Reports to obtain desired results. Serve as acting secretary to local SPA Panel, monthly staffing reports to PMSS, gender balancing and mainstreaming. Perform other duties as assigned by OIC, Personnel.

Summarize any of Your Achievements

Successfully prepared and maintained a staffing table on FPMS and reconciling the staffing data on FPMS, IMIS and Nucleas staffing tables, verify, check and rectify discrepancies upon appropriate guidance from CCPO, assisted in the orientation of E-pas to mission personnel by providing briefing and on line training, enhance client satisfaction by providing effective and efficient services on time, be an active part of the team having healthy relationship with colleagues, use of computers for enhancement of work processes.

Reasons for Leaving

Inter Organization Transfer to UNAKRT, Phnom Penh, Cambodia

Job Title	Type of Business	From - To
Personnel Assistant	Peace keeping	01/07/2000 - 01/09/2003
Name of Employer		Name of Supervisor
UNMISSET		Mr. Antonio Q. Yu, Chief LPU

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
51225	51225	USD	Is this a position within the UN Common System? Yes

Telephone Number

Email Address

suares@un.org

Address of Employer

Australia

Number of Employees Supervised by You

2

Description of Duties

Administer local staff, issuance of individual contracts, raise Personnel Actions and LOA on extension of contracts, process dependency allowance, initiate separation action, payroll clearance action, pension fund. Effective utilisation of FPMS, Coordinate with Finance and Payroll on local staff contracts and in respect of salary and final payment. Initiate recruitment action on the staffing requirement, verify attendance reports, process requests for AL, SL, Maternity Leave, maintain individual attendance record cards, input attendance in the FPMS. participate with Chief, Local Personnel Unit in meetings with other administrative units, including conditions of service, act as unit's focal point with resident and external audit, act as panel member on recruitment and upgrade requests, coordinate with Unit Chief and CCPO the mission's implementation of downsizing plan and draft related correspondence, supervise International Personnel Database Assistant and local Personnel Clerk.

Summarize any of Your Achievements

In the absence of the previous Chief of Local Personnel Unit while on leave or on official business, have successfully administered the Unit's day to day operations, supervising the International as well as local staff. Actively involved in planning and implementing the downsizing process of the areas under responsibility, initiate and effect final settlement of almost 300 staff made redundant due to the mandate of the mission. Supervise the day to day operations of the Unit in the absence of the Deputy Chief.

Reasons for Leaving

Selected as Personnel Assistant and Reassigned to MINURSO on 100 series Fixed Term Appointment.

Job Title	Type of Business	From - To
Senior Personnel Clerk	Peace keeping	01/02/1994 - 01/07/2000
Name of Employer		Name of Supervisor
UNIKOM		Ms Jacinta Muhoho

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
25368	33032	USD	Is this a position within the UN Common System? Yes

Telephone Number

Email Address

suares@un.org

Address of Employer

Kuwait

Number of Employees Supervised by You

0

Description of Duties

Prepare weekly Administrative Reports, create & update Personnel data of local and international staff in Staff management, Post Management & Personnel Actions in the Field Personnel Management System (FPMS), Update Monthly Staffing Records, Process Mission Subsistence Allowance (MSA) payment for International civilian staff, process MIP claims, assist local staff in completing personnel related forms such as pension fund, medical insurance and designation of beneficiary, prepare letters of appointment for local staff indicating renewal of fixed-term appointments, initiate and process PERs for local staff, prepare the periodic civilian duty roster, draft advertisements; prepare data sheets of applicants for locally advertised posts, contact candidates for test/interview. Prepare offer of appointment letters, issue certificates for various purposes, co-ordinate with International Personnel Assistant regarding entitlements and other jobs relating to local staff.

Summarize any of Your Achievements

My knowledge of UN rules and regulations as well as administrative procedures along with my work performance and educational background enabled my selection by UN HQ for a TDY assignment to UNTAET and later for appointment as an International Field Service 300 series staff member.

Reasons for Leaving

To take up an International Appointment with UNTAET under 300 series.

Job Title		Type of Business	From - To
Consultant - Personnel & General Administration		Trading & Contracting	01/07/1993 - 01/12/1993
Name of Employer		Name of Supervisor	
N & M Commercial Group		Mr. Abdullah Mubarak	

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?

300

300

KWD

No

No

Telephone Number

Email Address

Address of Employer

Kuwait

Number of Employees Supervised by You

5

Description of Duties

Computerized updating of all Personnel Records including employee residence and passport validity, renewed contracts, appointments, compensation packages, end of service indemnities and settlements, prepare sales reports for budget & inventory purposes, computerised record keeping of shipping procedures, kept the management informed on the latest amendments to labour laws as applicable to private sector

Summarize any of Your Achievements

Updated all personnel and general administrative records for the company.

Reasons for Leaving

To join UNIKOM

Job Title		Type of Business	From - To
Deputy Personnel Manager		Manufacture of telecom instruments	01/11/1983 - 01/07/1993
Name of Employer		Name of Supervisor	
ITI Limited		Mr. KGS Alva	

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?

36000

84000

INR

No

Yes

Telephone Number

Email Address

Address of Employer

India

Number of Employees Supervised by You

17

Description of Duties

Handling wage & salary administration, employee grievance procedure, disciplinary action, motivation and counselling, Participate in Management-Staff Union meetings & draft minutes and after approval, issue final minutes, follow-up and co-ordinate with relevant sections the implementation of the decisions taken therein, analysing and recommending changes to the company policies, process time bound promotions of staff, supervising staff members including professional and clerical support staff.

Summarize any of Your Achievements

My qualification enabled me to join the company as a Personnel Officer. With my dedication to work, competence and analytical ability, I rose to the position of Assistant Manager and thereafter, as a Deputy Personnel Manager.

Reasons for Leaving

Left to Kuwait for better international job prospects.

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

Fax machines, photo copiers, scanners, personal computers

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

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

Malayalam	No	Easily	Not easily	Not easily	Easily
Tamil	No	Easily	Not easily	Not easily	Easily

Address

Block 4, Kheitan , Al Waleed Abd Al Malek Street
United Nations Assistance Mission to Iraq (UNAMI)
Kuwait City Kuwait
Telephone: 965-22230222 extension 2010
Fax: 965-67007848
Contact: Stanislaus Suares

Address

402, Orchid Apartments, A R D'Souza Road
Bendore Well, Mangalore
Mangalore Karnataka India
Telephone: +91-824-4267850
Fax: 0091-9945997311
Contact: Stanislaus SUARES

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
Santosh P HEBBAR	Scientist/Engineer	Prog. Planning & Eval. Group (PPEG) ISROSatellite Centre Airport Road, Vimanapura P.O. Bangalore 560017, India India India	91805082145 hebbbar@isac.ernet.in
Avinash NAIR	Senior Sports Reporter	The Hindu 19 & 21, Infantry Road Bangalore - 560021 India India	9180286 3296 avi@hindu.co.in
Krishnadas RAI	Personnel Manager	Indian Telephone Industries Limited Corporate Office Museum Road, Bangalore 560001 India India	91805292958 rai_krishnadas@hotmail.com

Personal History Profile for Sasidharan THETTIKUZH

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
THETTIKUZH	Sasidharan		
2. Date of Birth	3. City of Birth	Country of Birth	Index No
05/04/1951	Kerala	India	523511
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
India		India	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Male	165	65	Married
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities.			
Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? No			
13. What is your preferred field of work? Personnel management specialists			
14. Would you accept employment for less than six months? 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: thettikuzhi@un.org			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
Lebanese American University (LAU)	Beirut Lebanon	Feb-2002 - Jun-2005
Main Course of Study	Field of Study	
Personnel Administration	Business & Administration	
Degree Title or Equivalent	Degree Type	
Master of Business Administration with special emphasis on Human Resources Management.	Postgraduate degree	

University Name	City, Country	From - To
Sri Venkateswara University	Thirupati India	Aug-1991 - Aug-1998
Main Course of Study	Field of Study	
Public Administration	Business & Administration	
Degree Title or Equivalent	Degree Type	
B. A. (Economics, Political Science and Public Administration).	Bachelor of Arts	

University Name	City, Country	From - To
University of Kerala, India	Kerala India	Oct-1970 - Jun-1972
Main Course of Study	Field of Study	
Economics	Social & Behavioural Science	
Degree Title or Equivalent	Degree Type	
Pre-Degree (Economics, Indian History and World History).	Undergraduate degree	

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

Name of School	City, Country	From - To
United Nations Headquarters,	New York United States of America	Nov-2009 - Dec-2009
Main Course of Study		Certificate or Diploma
Attended the Training Workshop on Civilian Personnel Officers held from 30 November until 10 December 2009.		No certificate.

Name of School	City, Country	From - To
United Nations	Beirut Lebanon	Mar-2009 - Apr-2009
Main Course of Study		Certificate or Diploma
Mandatory Trainig on Procurement to serve as a member of LCC and Property Survey Boad.		Certificate obtained.

Name of School	City, Country	From - To
United Nations, UNTSO	Jerusalem 91004 Israel	Oct-2008 - Oct-2008
Main Course of Study		Certificate or Diploma
Client Service Skills Workshop for the United Nations.		Certificate obtained.

Name of School United Nations	City, Country Beirut Lebanon	From - To Mar-2008 - Mar-2008
Main Course of Study Project Planning (5 days of full workshop)		Certificate or Diploma Certificate obtained.
Name of School United Nations Training	City, Country Beirut Lebanon	From - To May-2006 - May-2006
Main Course of Study Knowledge management Training.		Certificate or Diploma No certificate.
Name of School United Nations Training	City, Country Beirut Lebanon	From - To Jan-2006 - Feb-2006
Main Course of Study Writing course for international communication		Certificate or Diploma Certificate.
Name of School United Nations Training	City, Country Beirut Lebanon	From - To Nov-2005 - Nov-2005
Main Course of Study Pension Fund Seminar and workshop.		Certificate or Diploma No certificate.
Name of School United Nations Training	City, Country Beirut Lebanon	From - To Jul-2005 - Jul-2005
Main Course of Study HIV learning strategy at the UN workplace.		Certificate or Diploma No certificate.
Name of School United Nations Training	City, Country Beirut Lebanon	From - To Apr-2005 - Apr-2005
Main Course of Study Training on the Staff Selection System and Central Review Bodies.		Certificate or Diploma No certificate.
Name of School United Nations Training	City, Country Beirut Lebanon	From - To Apr-2005 - Apr-2005
Main Course of Study PAS: Work planning and goals setting.		Certificate or Diploma No certificate.
Name of School United Nations Training	City, Country Beirut Lebanon	From - To Jul-2004 - Jul-2004
Main Course of Study Collaborative Negotiation Skills - Follow-up.		Certificate or Diploma Certificate
Name of School United Nations Training	City, Country Beirut Lebanon	From - To Dec-2003 - Dec-2003
Main Course of Study On-the-job Training with Human Resources Services at UNOV.		Certificate or Diploma No certificate.
Name of School United Nations Training	City, Country Beirut Lebanon	From - To Oct-2003 - Oct-2003
Main Course of Study Procurement and Contract Management Module.		Certificate or Diploma Certificate
Name of School United Nations Training	City, Country Beirut Lebanon	From - To Jun-2003 - Jun-2003
Main Course of Study Staff Selection System Learning Programme Part II to CR bodies and PCOs.		Certificate or Diploma Certificate
Name of School United Nations Training	City, Country Beirut Lebanon	From - To May-2003 - May-2003
Main Course of Study Staff Selection System Learning Programme Part I to PCOs, Alternates and Assistants.		Certificate or Diploma Certificate
Name of School United Nations Training	City, Country Beirut Lebanon	From - To Mar-2003 - Jun-2003
Main Course of Study Supervisory Skills Training.		Certificate or Diploma Certificate

Name of School United Nations Training	City, Country Geneva Swaziland	From - To Oct-2002 - Oct-2002
Main Course of Study Hands on Training on Galaxy.		Certificate or Diploma Certificate

Name of School United Nations Training	City, Country Beirut Lebanon	From - To Feb-2002 - Feb-2002
Main Course of Study Collaborative Negotiation Skills.		Certificate or Diploma Certificate

Name of School United Nations Training	City, Country Beirut Lebanon	From - To Nov-2001 - Nov-2001
Main Course of Study Microsoft Word 2000 Advanced.		Certificate or Diploma Certificate

Name of School United Nations Training	City, Country Beirut Lebanon	From - To Nov-2001 - Nov-2001
Main Course of Study Microsoft Excel 2000.		Certificate or Diploma Certificate

Employment

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

Job Title Officer-in-Charge, Civilian Personnel & Travel Section	Type of Business United Nations	From - To 01/06/2009 -
Name of Employer United Nations Truce Supervision Organization		Name of Supervisor Ms. Cecilia McGill, Chief of Mission Support, UNTSO

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 97225687325	Email Address thettikuzhi@un.org
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Address of Employer
Israel

Number of Employees Supervised by You
12

Description of Duties
Provide technical advice and options to line managers to resolve operational Human Resources problems and also matters on staff selection system and modalities of interviews. Clarify human resources issues, which are raised in the Executive Board meetings. Supervise and manage the recruitment Units for national and international staff. Serve as Ex-Officio member in the interview panel for GS, FS and Professional positions, Subsidiary Panel for Appointment, Placement and Promotion of GS and SPA Committee and clarify issues in line with established policies and procedures. Review case presentation and finalize the minutes of the meeting by adhering to the administrative instructions and other established rules and regulations. Supervise and manage the entitlement team in settling travel claims, home leave and education grant claims. Serve as certifying officer for all accounts. Certify medical insurance claims for the locally recruited staff. Certify travel authorization. Plan, organize and manage teams by creating an enabling environment, including to effectively lead, supervise, mentor, develop and manage the performance of the staff. Manage and undertake the overall responsibilities of the Civilian Personnel Section in achieving the organizational goals and objectives efficiently and effectively. Provide advice on interpretation and application of policies, regulations and rules to line managers and staff. Administer and provide advice on salary and related benefits. Determine and recommend benefits and entitlements for staff on the basis of contractual status and also recommend level of remuneration for locally recruited consultants. Identify and analyze staff development and career support needs. Advice on mobility and career development to staff. Provide performance management advice to staff and management. Assist supervisors and staff in understanding and using the performance appraisal system (PAS).

Summarize any of Your Achievements
A number of rebuttal cases were resolved amicably through mediation without going through the Rebuttal Panel, thereby saving Organizational resources. Many complex recruitment issues were reviewed and proposed appropriate solution to the Upper Management for approval. Accelerated selection process by submitting recommendations convincingly for FPD's approval resulting to reduce the recruitment time as well as reducing vacancy rates considerably. Acted as the resources person for proposing and formulating agreed termination package for UNTSO. Successfully resolved a number of pending long overdue cases with HQ.

Reasons for Leaving
Not leaving.

Job Title Deputy Chief Civilian Personnel Officer	Type of Business United Nations	From - To 01/07/2008 - 01/06/2009
Name of Employer United Nations Truce Supervision Organization		Name of Supervisor Ms. Grace Bugaari, Chief Civilian Personnel and Travel Officer

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 97225687325	Email Address thettikuzhi@un.org
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Address of Employer
Israel

Number of Employees Supervised by You
8

Description of Duties
Supervise and direct the two Recruitment Units (International and National) within the Civilian Personnel Section. Assist programme managers in the whole spectrum of recruitment related actions; Review vacancy announcements in accordance with the requirements of the post; Participate in the interview panel as member or ex-officio; Draft and finalize interview reports for higher level positions in the office of the Chief of Staff and Chief of Mission Support; Prepare comparative evaluation; Review and finalize interview reports submitted by Programme Managers. Review offer of appointment to ensure that the duration, remuneration and entitlements are in line with the UN rules. Serve as Ex-Officio for the Special Post Allowance and Subsidiary Panel; Review and finalize presentation by following the relevant administrative rules and regulations prior to submission of the case for approval of FPD. Provide clarifications on issues and policies during the SPA Committee meetings and Subsidiary Panel meetings when cases are discussed. Review and certify travel authorizations (PT8) for all official travel of military personnel (UNMOs), staff members and their eligible dependents by ensuring Best Value for Money. Certify medical claims for locally recruited staff members and their eligible dependents as well as for retired staff members and their dependents. Serve as the Deputy to the Chief Civilian Personnel Officer (CCPO) and act as Officer-in-Charge during the absence of the CCPO. Lead and manage the smooth functioning of the Section. Review documents and correspondence prepared by subordinate staff. Handle rebuttal cases. Advise Programme Managers on policy matters related to human resources. Deal with complaints from staff members and endeavor to negotiate settlements. Assist the CCPO in resolving complicated human resources problems by conducting necessary research and fact-finding and preparing recommended course of action.

Summarize any of Your Achievements
Met the human resources requirements of UNTSO on time by identifying the most suitable candidates through competitive process. Reduced the time requirement for filling vacancies. Reduced the vacancy rate to the minimum and raised female representation. Clarified issues relating to human resources and policy matters raised by the SPA Committee and Subsidiary Panel to their satisfaction leading to finalization of cases in a timely manner and expedited the recruitment process.

Reasons for Leaving
Not leaving.

Job Title Associate Human Resources Officer, SPA to P-2	Type of Business Conduct and administer recruitments, benefits and allowances.	From - To 01/03/2007 - 01/06/2008
Name of Employer UN ESCWA	Name of Supervisor Ms. Sabah Chebib	
Salaries per Annum:		
Starting 57153	Final 57153	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 9611978326		Email Address thettikuzhi@un.org
Address of Employer Lebanon		
Number of Employees Supervised by You 5		
Description of Duties Conduct workshops on Galaxy workflow and operational modalities on staff selection system for programme managers and members of CR bodies. Counsel staff members on entitlements, obligations, applicability of staff rules and regulations. Provide technical advice and options to line managers to resolve operational Human Resources problems and also matters on staff selection system and modalities of interviews. Prepare draft questions for interviews for posts at the professional and general services level. Interpret staff rules and regulations for practical applicability. Participate as a member in the interview panel for junior positions. Arrange interviews and prepare interview reports for senior positions. Clarify issues in line with established policies and procedures. Analyze individual cases and interpret and apply rules, regulations, procedures and policies governing human resources management and suggest appropriate action. Conduct research and prepare response to Joint Appeals Board and Administrative Tribunal on cases of appeal with regard to recruitment cases. Assist the Office of the Executive Secretary in building vacancy announcements for senior positions, evaluation of candidates and all recruitment issues and complete cases on Galaxy.		
Summarize any of Your Achievements A number of interviews for higher level posts were conducted and reports finalized with the concurrence of the Interview Panel and the cases were submitted to the satisfaction of the HQ Central Review Board on time. Adequate responses with justification were provided to the internal justice system on cases of appeal, which served the JAB and Tribunal to take appropriate decisions without delay. Appropriate suggestions on sensitive issues were given to the upper management, which helped to reduce the number of appeal cases.		
Reasons for Leaving Mobility and career advancement.		

Job Title Senior Human Resources Assistant, GS-7	Type of Business United Nations	From - To 01/07/2000 - 01/02/2007
Name of Employer United Nations Economic and Social Commission for Western Asia (UN ESCWA)	Name of Supervisor Ms. Cornelia Moussa, Chief	
Salaries per Annum:		
Starting 93293000	Final 97455000	Currency Paid LBP
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? Yes
Telephone Number 9611978326		Email Address thettikuzhi@un.org
Address of Employer Lebanon		
Number of Employees Supervised by You 5		
Description of Duties		

Serve as Focal Point for recruitment of Professional, General Service staff, Project Personnel and Associate Experts: These complex tasks have been carried out to the best of my ability, without any complaints from clients or from upper management, by adhering to geographical distribution, gender balance and statistics on recruitment timeliness. The tasks involved are as follows: Anticipate and inform programme managers on projected and forthcoming vacancies six months in advance, finalize job descriptions, if not generic, in consultation with concerned Programme Managers. Perform the role of: EO, to assign VAs on Galaxy, for vacancy building; Alternate PCO for drafting VAs, HRCO to review VAs and ECs and on-line posting. Conduct on-line screening of applications to determine eligibility, arrange and participate in interviews, representing Human Resources Management Section. Serve as Secretary to CR bodies (CRC and CRP): Conduct review of evaluation criteria to ensure consistency with JD and VA as well as the recommended list to confirm that all internal candidates are evaluated appropriately by the PCO prior to submitting them to CR bodies. Formulate and send offer of appointment to the selected candidates by determining steps and entitlements. Serve as Secretary to SPA Committee: Prepare internal vacancy announcements for SPA cases and screen applications and prepare case presentation to the Committee. Administer short-term contracts under 300 series of the Staff Rule by determining level and entitlements. Serve as focal point to OHRM for NCE, G to P and Voluntary Management Programme. Advise and assist programme managers on the new staff selection system and its automated tool, Galaxy. Administer staff entitlement, shipment of personal effects and household goods, home leave, education grant and all sorts of official travel. Prepare communication, including appeal cases and audit response. Serve as Secretary to Joint Advisory Committee (JAC).

Summarize any of Your Achievements

As Secretary to CRC and CRP and as Focal Point for recruitment of both professionals and general services staff, presented cases for the consideration of CR bodies in a timely manner and issues for clarification, including policy matters, were provided on time to accelerate the recruitment process and filling vacancies without delay. Timely follow-up on cases with OHRM and Programme Managers resulted in reducing average recruitment time for filling vacant posts to 161 days and also filling most of the vacant P-2 posts reserved for competitive examinations at ESCWA on time, thus reduced the vacancy rate below 5 per cent. Developed and applied innovative strategies for external recruitment from source selection to appointment by ensuring demographic diversity and geographic balance and gender goals were consistently promoted and applied. Managed timely and appropriate selection or placement of staff, taking into consideration Organizational priorities and arranged interviews and negotiated with candidates selected for the post regarding their reporting to duty. Took the lead in coordinating, advising, and facilitating HR activities, and establishing committees namely, CRC, CRP, SPA Committee and Interview Panels on time which facilitated meeting the human resources need of the Organization on time. As an elected executive member of the ESCWA Staff Council provided tangible contribution for the welfare of the staff.

Reasons for Leaving

Continuing in service.

Job Title	Type of Business		From - To
Personnel Assistant	UN		01/12/1997 - 01/06/2000
Name of Employer			Name of Supervisor
UN ESCWA			Mr. Erasmo Lara
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
39795	39795	USD	Is this a position within the UN Common System? Yes
Telephone Number		Email Address	
9611978 326			
Address of Employer			
Lebanon			
Number of Employees Supervised by You			
1			
Description of Duties			
<p>Classification of General Service posts: Review job descriptions in line with organizational structure and supervision and suggest appropriate revision in case of deficiencies, vagueness or inaccuracies. Classify individual posts based on job descriptions. Monitor the contractual status of both GS and Professional staff and draw the attention of concerned Programme Manager for recommendation to take timely action (extension/separation). Administer entitlement of annual leave, home leave, sick leave and maternity leave. Review and process claims relating to international staff (home leave, education grant and education grant travel). Administer contracts for consultants, individual contractors and short-term staff and determine their remuneration by following the administrative rules and regulations and timely reporting to OHRM. Monitor the enrolment of locally-recruited staff and their eligible dependents in the Medical Insurance Plan (MIP) and settlement of their claims. Ensure the enrolment of retirees in the After Service Health Insurance under MIP. Determine whether a subscribers' case merits recommendation for reimbursement under the hardship provision and to submit the relevant documentation to Headquarters, New York. Brief staff members with regard to the Plan.</p>			
Summarize any of Your Achievements			
<p>Finalized a large number of contractual agreements for consultants and individual contractors from within and outside ESCWA region, on time, in line with the approved programme of work and effected payment without any delay and complaints either from ESCWA or outside ESCWA. Handled the unusual volume of work during the relocation of ESCWA from Amman to Beirut. Participated in the Task-Force upon nomination by the Chief, Human Resources Management Section, and in the preparation of a report for switching the locally recruited General Service staff from MIP to Van Breda Medical Insurance Scheme and the transfer was smoothly administered.</p>			
Reasons for Leaving			
Not leaving			

Job Title	Type of Business		From - To
Supervisor and Secretary to Claims Review Board	Claims Review Board		01/09/1992 - 01/11/1997
Name of Employer			Name of Supervisor
UNPROFOR			Mr. A. T. Galindo
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
35000	35000	USD	Is this a position within the UN Common System? Yes
Telephone Number		Email Address	
Address of Employer			
Croatia			
Number of Employees Supervised by You			
4			
Description of Duties			
<p>Supervised the Claims Review Unit which consisted of 10 personnel, handling third-party claims arising from property damage and bodily injuries including fatal injuries. Served as alternate Secretary and later Secretary to the Claims Review Board. During post-liquidation period and upon the departure of the Chief (P-4), I was entrusted with the whole responsibility of managing the Unit. I was able to make significant contribution to the Organization, including substantial monetary savings. Allocated and monitored the work of the Claims and Property Survey Unit in line with established policies, procedures, regulations and rules. Reviewed case presentations written by other assistants prior to submission to the Claims Review Board meetings (CRB and PSB) and liaised with the Legal Member of the Board regarding cases dealing with legal issues. Monitored the submission of relevant minutes to the Local Board meetings and to the Headquarters Boards. Negotiated with claimants and their legal representatives on the most complex and sensitive third-party compensation claims for property damages, bodily and fatal injuries, in the interest of the Organization. Conducted site inspection of properties (premises of contingent accommodation and observation posts) with the team of UN engineers and technical experts to identify and assess damage caused due to UN occupancy and to prepare the cost estimation by determining UN liabilities, if any.</p>			

Summarize any of Your Achievements

Timely investigation of cases regarding damage to third party properties, efficiently and effectively, resulted in determining UN liabilities precisely which in turn reduced the cost to the UN in terms of compensation and also helped to protect the image of the Organization. Served as Coordinator, as nominated by the Administration, to handle and conclude rebuttal cases. Served as Vice Chairperson of the International Staff Committee.

Reasons for Leaving

Return to parent office.

Job Title Assistant (GS-6)		Type of Business Administrative	From - To 01/08/1985 - 01/08/1992
Name of Employer United Nations		Name of Supervisor M. M. Sherif	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
30000	30000	USD	Is this a position within the UN Common System? Yes
Telephone Number		Email Address	
Address of Employer Iraq			
Number of Employees Supervised by You 3			
Description of Duties Arranging appointments and meetings for the Chief and Division, screening and prioritizing incoming communication, drafting and reviewing memoranda and other communication, providing administrative services, answering queries and distributing assignments to other secretaries in the Division.			
Summarize any of Your Achievements -Planning, organizing and prioritizing communication and timely follow-up and reminding the concerned staff to meet deadlines, thereby contributing to the overall efficiency of the Division to a large extent.			
Reasons for Leaving -			

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	Easily
Arabic	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
Hindi	No	Easily	Easily	Easily	Easily
Malayalam	Yes	Easily	Easily	Easily	Easily

Address

United Nations Truce Supervision Organization
Government House
Jerusalem 91004 Israel
Telephone: 972-2-568-7325
Fax: 972-54-2603805
Contact: Sasidharan Thettikuzhi

Address

Srisailom, Plamud, Pattom, Trivandrum 695004
Kerala India
Telephone: 961-5-804054
Contact:

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
Grace MS. BUGAARI	Occupation	United Naitons Truce Supervision Organization Israel	97225687320 bugaari@un.org
Cecilia MS. MCGILL	Occupation	United Naitons Truce Supervision Organization Israel	97225687300 mcgill@un.org