

Profiles included in this document

	Name	Index	DOB	Gender	Nationality	E-Mail
1.	ABDALLAH, Abdoul Wahide		07/07/1974	M	NER	AABDALLAH@unog.ch
2.	ADOLINAMA, James	488754	14/01/1959	M	GHA	adolinamaj@hotmail.com
3.	ALI, Sartaj	288055	15/08/1965	M	PAK	alisartaj@hotmail.com
4.	AVILA, Jorge		09/03/1960	M	GUA	jorgema_ap@yahoo.com
5.	BALTRUSAITIS, Gilles	796652	22/05/1974	M	FRA	mailgilles@gmail.com
6.	DANISHJO, Assadullah		08/03/1974	M	AFG	danishjo@un.org
7.	FRANTZEN, Anders	250745	28/05/1976	M	NOR	frantzen@un.org
8.	GEORGE, Biju Mathew		17/03/1967	M	IND	mathewbgeorge@gmail.com
9.	GOPAL, Velayutham	072159	15/06/1969	M	MAL	gopal@un.org
10.	GRAMA, Ioan	431250	24/01/1965	M	ROM	johngrama@yahoo.com

Personal History Profile for Abdoul Wahide ABDALLAH

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
ABDALLAH	Abdoul Wahide		
2. Date of Birth	3. City of Birth	Country of Birth	Index No
07/07/1974	Niamey	Niger	
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Niger		Niger	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Male	180	82	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? 01/02/2003			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? No			
18. Email Address: AABDALLAH@unog.ch			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
Internal School of The West African States Common Central Bank	Dakar Senegal	May-2004 - Sep-2004
Main Course of Study	Field of Study	
Banking	Business & Administration	
Degree Title or Equivalent	Degree Type	
Training on Banking and Management at The Internal School fo The West African States Common Central Bank (BCEAO)	Degree	

University Name	City, Country	From - To
University of Valenciennes	Valenciennes France	Sep-2001 - Oct-2002
Main Course of Study	Field of Study	
Finance	Business & Administration	
Degree Title or Equivalent	Degree Type	
Master in Audit & Finance	Masters	

University Name	City, Country	From - To
University of Sfax	Sfax Tunisia	Oct-1997 - Jun-1999
Main Course of Study	Field of Study	
Bookkeeping	Business & Administration	
Degree Title or Equivalent	Degree Type	
Master in Accounting and Finance	Masters	

University Name	City, Country	From - To
University of Sfax	Sfax Tunisia	Oct-1995 - Jun-1997
Main Course of Study	Field of Study	
Accounting	Business & Administration	
Degree Title or Equivalent	Degree Type	
BSc. in Management and 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
Lycée Amadou Kouran Daga	Zinder Niger	Oct-1987 - Jul-1994
Main Course of Study	Certificate or Diploma	
Mathematics, Science, Art, Philosophy, Geography, History, IT and Computer science, Chemistry & Physics, English	End of Secondary School in Niger with major in Science and Mathematics - Bac C.	

Employment

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

Job Title Associate Auditor		Type of Business Audit and Internal Controls	From - To 01/07/2009 -
Name of Employer Office of Internal Oversight Services - OIOS/IAD/European Audit Section		Name of Supervisor Ms. Anna NYAORO, Auditor, IAD European Audit Section	
Salaries per Annum:			
Starting 107428	Final 107428	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 4122917 2592		Email Address AABDALLAH@unog.ch	
Address of Employer Switzerland			
Number of Employees Supervised by You			
Description of Duties Within delegated authority, as associate auditor, I : 1. document, evaluate and test system and controls to determine their adequacy and effectiveness with respect to (i) compliance with policies and procedures; (ii) accomplishment of management's objectives; (iii) reliability and integrity of information; (iv) economic use of resources, and (v) safeguarding of assets. 2. Draft working papers for review by the auditor in charge; 3. Take initiative in identifying appropriate audit tools, best practices, and identify/perform tasks aimed at ensuring that the audit programmes are conducted in accordance with OIOS Standards. 4. Use Auto Audit for all assignments 5. Supervise lower level staff; 6. Support IAD in budget and financial management matters, Undertake other audit and administrative duties as may be assigned.			
Summarize any of Your Achievements Completion of my assigned audits within the planned budget and timeframe and in accordance with the established audit policies and procedures. AutoAudit used in all assignments Updating risk registers in accordance to IAD policies and procedures. Advise on the monitoring and the use of budgetary allocation (RB and XB) Positive feedback from supervisors and colleagues with regard to my contribution to professional initiatives.			
Reasons for Leaving To acquire more experience within the UN			

Job Title Associate Administrative and Finance Officer		Type of Business UNECA	From - To 01/12/2005 - 01/06/2009
Name of Employer United Nations Economic Commission for Africa		Name of Supervisor Patrick Bugembe	
Salaries per Annum:			
Starting 86700	Final 107917	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 pkbugembe@yahoo.com	
Address of Employer Rwanda			
Number of Employees Supervised by You 8			
Summarize any of Your Achievements Budget proposals, administration and monitoring in UNECA. Assisted in the closing of UNECA biennium 2004/2005 with the Accounts Unit in Addis by analyzing accounts and reviewing/evaluating all the 5 SROs financial reports. Coordinated the SRO-EA office closing operations for the biennium 2006 -2007 as well as for the fiscal year 2008. Approving and recording SRO-EA accounts in IMIS. Organized the office meetings, Intergovernmental Committee of Experts, EGMs and Workshops. Making all administrative arrangements for servicing of conferences, meetings and seminars. Remittance of monthly accounts to UNECA Addis/DOA for review. Prompt feedback to auditor's requests. Remittance of monthly administrative Human Resource reports to UNECA Addis. Acted as Human Resources focal point, alternate PCO, interpret, implement, disseminate and advise the Director of the SRO on the application of the UN Staff Rules and Regulations, Recruitment and Mobility policies as well as administrative instructions governing staff entitlements and benefits, such as dependency allowances, education grant and related benefits, travel and relocation benefits, installation entitlements, official travel and leave entitlements, supervise the support staff of the SRO. Follow and approve Time and attendance record, Gather relevant documents to raise SSA and short term expert/staff contracts; etc.			

Job Title Finance Analyst & Acting Chief, Banking Operations Service		Type of Business Central Bank of Niger	From - To 01/05/2004 - 01/12/2005
Name of Employer Central Bank (Banque Centrale des Etats de l'Afrique de l'Ouest BCEAO)		Name of Supervisor Adamou Sambare	
Salaries per Annum:			
Starting 10000000	Final 11500000	Currency Paid XOF	Is this a civil servant position of your Government? No Is this a position within the UN Common System? No
Telephone Number		Email Address adamou.sambare@gmail.com	
Address of Employer Niger			
Number of Employees Supervised by You 10			
Summarize any of Your Achievements			

Approving officer for transfers outgoing and entering into the bank ERP. Salaries disbursement for more than 300 to their respective bank account. Follow-up operations of inter bank transactions. Management and follow up of accounts of the National Treasury including management of funds from Donors and XB on behalf of the Government. Collect and analysis of data on the Systems of Payment in Niger; Conduct specific audit mission within the commercial banks in Niger and Senegal; Evaluate and test banking operation system and control and formulate recommendation for needed improvements. Member of the Consultative Committee of the Payment of Niger (all banks); Review and analyze the balances of the accounts of the commercial banks of Niger; Legal related duties; Produce various statistics and Management reports, etc.

Job Title Internal Auditor		Type of Business Project for Development of the microfinance in Niger	From - To 01/10/2002 - 01/05/2004
Name of Employer The National Programme for development of the Microfinance in Niger PDSFR with IFAD/UNOPS		Name of Supervisor Yahaya Issaka	
Salaries per Annum: Starting 8400000	Final 9350000	Currency Paid XOF	Is this a civil servant position of your Government? No Is this a position within the UN Common System? No
Telephone Number		Email Address yahaya_issaka@yahoo.fr pdsfr@intnet.ne	
Address of Employer Niger			
Number of Employees Supervised by You 3			
Summarize any of Your Achievements Reviewing and certifying various financial and administrative reports for submission to the Board of directors, UNOPS as supervising institution, donors, etc. Administer the implementation of the UNOPS/IFAD procedures and policies. Ensure the consistency of the internal audit including testing the operation system and making appropriate recommendation for improvement. Manage Long term contracts signed with the Programme's beneficiaries. Ensure effectiveness and economical use of resources as well as safeguarding of the Project assets. Draft working papers for UNOPS mission and/or external auditors and follow up the prompt implementation of audit recommendations.			

Job Title Teacher		Type of Business Undergraduate School	From - To 01/03/2002 - 01/06/2002
Name of Employer Lycee Professionnel Paul Langevin		Name of Supervisor Mme Catherine Biaugeaud-Geunard	
Salaries per Annum: Starting 24000	Final 24000	Currency Paid FRF	Is this a civil servant position of your Government? No Is this a position within the UN Common System? No
Telephone Number 33147 24 67 3		Email Address 0921677y@ac-versailles.fr	
Address of Employer France			
Number of Employees Supervised by You			
Summarize any of Your Achievements Training in accounting and accounting related ERPs to undergraduate students for preparation to final exams. Increase in the rate of successful candidates			

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

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

Language	Mother Tongue	Speak	Read	Write	Understand
Hausa	No	Easily	Not easily	Not easily	Easily
Tamasheh	Yes	Easily	Not easily	Not easily	Easily

Address

D312, Office of Internal Oversight Services
Internal Audit Division -European Audit Section
Geneva Switzerland
Telephone: 41-22-917 2592 extension 72592
Fax: 41-762314911
Contact: Abdoul Wahide ABDALLAH

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
Birane CISSE	Economic Affairs Officer	UNECA Eastern Africa Office Rwanda	BCisse@uneca.org
Pierre DEMBA	Principal Economist	South African Private Sector Federation Rwanda	yzpdemba@yahoo.fr
Andre NIKWIGIZE	Senior Economic Affairs Officer	UNECA Office Rwanda	ANikwigize@uneca.org

Personal History Profile for James ADOLINAMA

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
ADOLINAMA	James	Asampana	
2. Date of Birth	3. City of Birth	Country of Birth	Index No
14/01/1959	Sandema	Ghana	488754
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Ghana		Ghana	
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 he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? No			
13. What is your preferred field of work? Administrative officers			
14. Would you accept employment for less than six months? Yes			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? 01/05/2008			
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: adolinamaj@hotmail.com			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
Ghana Armed Forces Command & Staff College(Senior Division)	Accra Ghana	Sep-1997 - Aug-1998
Main Course of Study	Field of Study	
Degree Title or Equivalent	Degree Type	
Masters Degree (Military Science)		

University Name	City, Country	From - To
Ghana Institute of Public Administration	Accra Ghana	Sep-1997 - Aug-1998
Main Course of Study	Field of Study	
Institutional Administration	Business & Administration	
Degree Title or Equivalent	Degree Type	
Post Graduate Certificate in Public Administration	Postgraduate degree	

University Name	City, Country	From - To
Kwame Nkrumah University of Science & Technology	Kumasi Ghana	Sep-1991 - Jul-1996
Main Course of Study	Field of Study	
Degree Title or Equivalent	Degree Type	
Bsc(Land Economy)		

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 Training Assistance Team (UNTAT)	Monrovia Liberia	Oct-2003 - Oct-2003
Main Course of Study		Certificate or Diploma
Peacekeeping Techniques		Certificate

Name of School	City, Country	From - To
United States Army Military Police School (USAMPS)	Fort Leonard Wood United States of America	Jul-2001 - Dec-2001
Main Course of Study		Certificate or Diploma
Military Policing, Law Enforcement and Criminal investigation		Diploma

Name of School	City, Country	From - To
Army Combat Training School, Teshei	Accra Ghana	Jan-1997 - Jul-1997
Main Course of Study		Certificate or Diploma
Military Science		Certificate

Name of School	City, Country	From - To

Ghana Armed Forces Command and Staff College (Junior Division), Teshie Main Course of Study Diploma (Military Science)	Accra Ghana	Jul-1996 - Dec-1996 Certificate or Diploma Certificate
Name of School Ghana Armed Forces Mechanical Transport School Main Course of Study Road Motor vehicle Operations and Management	City, Country Accra Ghana	From - To Jul-1987 - Oct-1987 Certificate or Diploma Certificate
Name of School Ghana Armed Forces Pay school Main Course of Study Public and Non Public Finance Accounting Course	City, Country Accra Ghana	From - To Jan-1985 - Mar-1985 Certificate or Diploma Certificate
Name of School Army Combat Training School, Teshie Main Course of Study Military Science	City, Country Accra Ghana	From - To Oct-1983 - Feb-1984 Certificate or Diploma Certificate in Military Science
Name of School Royal Military Academy, Sandhurst. Main Course of Study Military Science(Basic Training)	City, Country Camberly United Kingdom	From - To Jan-1982 - Dec-1982 Certificate or Diploma Diploma In Military Science
Name of School Ghana Military Academy, Teshie Main Course of Study Military Science	City, Country Accra Ghana	From - To Oct-1981 - Dec-1981 Certificate or Diploma Certificate in Military science
Name of School Navrongo Secondary School Main Course of Study General Certificate of Education(Advance Level)	City, Country Navrongo Ghana	From - To Oct-1979 - Jun-1981 Certificate or Diploma Certificate(Advance Level)
Name of School Bolgatanga Secondary School Main Course of Study General Certificate of Education(Ordinary Level)	City, Country Bolgatanga Ghana	From - To Oct-1974 - Jun-1979 Certificate or Diploma Certifcate(Ordinary Level)

Employment

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

Job Title Logistics Officer (Information & Reporting)-MINURCAT,Chad Name of Employer UN HQ	Type of Business UN	From - To 01/08/2009 - Name of Supervisor Rajesh Chedha
Salaries per Annum: Starting Final Currency Paid 6497 6497 USD	Is this a civil servant position of your Government? No Is this a position within the UN Common System? No	
Telephone Number Address of Employer United States of America Number of Employees Supervised by You 3 Description of Duties I was involved in the initial establishment of the Information & Reporting Unit of JLOC in MINURCAT. I prepared & coordinated the timely collection, collating, analysis, interpretation dissemination of variety of information for preparing various reports for JLOC related to the provision of logistics support required by various components of MINURCAT. I also compiled and presented all support activities provided by Integrated Support Services Sections in the Monthly DMS Report. Built database on logistics support requirements/information for future referencing/archiving/use. Summarize any of Your Achievements Established the Information & Reporting Unit of the JLOC in MINURCAT with a valuable ISS support information/requirements database. Reasons for Leaving Re-assignment from an Administrative Officer (RAO) in the Regions to a Logistics Officer in JLOC by the DMS.	Email Address adolinamaj@hotmail.com	

Job Title Regional Administrative Officer, MINURCAT, Chad.		Type of Business UN	From - To 01/07/2008 - 01/08/2009
Name of Employer UN HQ		Name of Supervisor Mr Guy Siri	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
53628	53628	USD	Is this a position within the UN Common System? No
Telephone Number		Email Address siri@un.org	
Address of Employer United States of America			
Number of Employees Supervised by You 8			
Description of Duties I coordinated all activities (work programmes & plans) relating to mission support within the region to ensure the effective utilisation of limited resources provided, in the achievement of the much needed support to the DIS, UNPOL, the military, substantives and the support staff. I ensured consistency in the application of the UN Rules and Regulations within the Region by all stake holders within the region. I prepared, implemented and monitored Work Plans for the rapid development of the Region in order to have it expanded to provide the necessary mission support requirements for the deployment and support of DIS, troops, UNPOL, substantives and support staff. I managed and accounted for the Petty Cash and Imprest fund required to administer the Region and hence received regular funding and made payments to vendors and ICs as may be appropriate. I provided guidance and leadership to the Assistance of Mission Support sections deployed in the Region. I managed the space requirements/availability of the Region in consultation with the Engineering Section for the spacial/structural development within the Region.			
Summarize any of Your Achievements One major achievement is that I successfully started three camps (Goz Beida, Farchana and currently, Guereda Regioal Offices). These camps are up and operating effectively. I was infact the first RAO in these three Regions. In Guereda for now, the Police station is operational with the DIS and UNPOL effectively undertaking their duties. The two Police Posts of Mile and Kounoungou are operational with logistics state more than 80%. I have in location, accommodation for the deployment of 99 DIS, 12 UNPOLs and 6 International staff in the Region. Land has been acquired for the construction of a MINURCAT Camp for about 400 staff(military, UNPOL and civilian staff). Site preparation has commenced. I have built enough mission support stocks for the next three months to see the Region through the rainy season.			
Reasons for Leaving Require a change of work environment within the UN system.			

Job Title Acting Director Logistics(Lands)		Type of Business Military	From - To 01/04/2008 - 01/06/2008
Name of Employer Ghana Armed Forces		Name of Supervisor Brig Gen Yankson	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? Yes
5500	6000	GHC	Is this a position within the UN Common System? No
Telephone Number 23321777341		Email Address	
Address of Employer Ghana			
Number of Employees Supervised by You 10			
Description of Duties I administered the personnel placed under me, coordinated all office functioning activities to achieve the core objectives of the Lands Directorate, monitored the budget and allotment of funds to the directorate and submitted progress reports to my Director General. I also ensured that all Armed Forces lands were properly maintained, conducted regular inspections of all the lands to ward off encroachers, made assessments of compensation for lands acquired for the Armed Forces in conjunction with the the Lands Valuation Board of the country. I also ensured that reports were regularly submitted to Higher Headquarters on the state of all Armed Forces Lands, revenues from leased lands and properties are paid and carrying out inventory of all military lands and properties.			
Summarize any of Your Achievements I successfully conducted regular inspections of all the lands to ward off encroachers, make assessments of compensation for lands acquired for the Armed Forces in conjunction with the the Lands valuation Board of the country. submitted regular reports to Higher Headquarters on the state of all Armed Forces Lands and administering the staff placed under me. Increased the revenue base of the Directorate by the enforcement of payment of outstanding land/property rates to the Armed Forces.			
Reasons for Leaving Got recruited by the UN for MINURCAT.			

Job Title STAFF OFFICER GRADE 1(TRANSITION TEAM) - UNAMID		Type of Business PEACEKEEPING	From - To 01/01/2008 - 01/03/2008
Name of Employer Ghana Armed Forces		Name of Supervisor COL MURDO URQUHART	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
32850	32850	USD	Is this a position within the UN Common System? No
Telephone Number 249918612472		Email Address adolinamaj@hotmail.com	
Address of Employer Ghana			

Number of Employees Supervised by You
Description of Duties As the Staff Officer Grade 1(TRANSITION TEAM), I was assigned the co-ordinator to collaborate with functional Cells of UNAMID Force HQ to collate and come out with a Draft SOP for the Mission.
Summarize any of Your Achievements The first working Draft of the UNAMID SOP was submitted to my Supervisor for his perusal and direction for further action before I ended my tour of duty.
Reasons for Leaving Ended a one-year duty tour with AMIS/UNAMID and returned to home establishment(Ghana Armed Forces).

Job Title STAFF OFFICER GRADE 1(TRANSITION TEAM)/MILOB - AMIS	Type of Business PEACEKEEPING	From - To 01/03/2007 - 01/12/2007								
Name of Employer AFRICAN UNION MISSION IN SUDAN	Name of Supervisor COL MURDO URQUHART									
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>32850</td> <td>32850</td> <td>USD</td> <td>Is this a position within the UN Common System? No</td> </tr> </table>	Starting	Final	Currency Paid	Is this a civil servant position of your Government? No	32850	32850	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							
32850	32850	USD	Is this a position within the UN Common System? No							
Telephone Number 249918612472	Email Address adolinamaj@hotmail.com									
Address of Employer Ghana										
Number of Employees Supervised by You 4										
Description of Duties My task was to continuously come out with AMIS future operational plans and deployments. Besides, I coordinated with the civilian Light Support package staff from the UNHQ to advance the operations of AMIS. The monitoring of my staff and reporting on progress via my superior was an implied task I had to undertake.										
Summarize any of Your Achievements Within the short period from November-December 2007, I and my team successfully came out with the 3-Sector deployment plan of AMIS before it transitioned to UNAMID.										
Reasons for Leaving AMIS Transitioned to UNAMID										

Job Title Deputy Director Logistics(Land)	Type of Business Military	From - To 01/11/2005 - 01/03/2007								
Name of Employer Ghana Armed Forces	Name of Supervisor Brig Gen Yankson									
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>5000</td> <td>5500</td> <td>GHC</td> <td>Is this a position within the UN Common System? No</td> </tr> </table>	Starting	Final	Currency Paid	Is this a civil servant position of your Government? No	5000	5500	GHC	Is this a position within the UN Common System? No		
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No							
5000	5500	GHC	Is this a position within the UN Common System? No							
Telephone Number 23321777341	Email Address									
Address of Employer Ghana										
Number of Employees Supervised by You 4										
Description of Duties In addition to my duties as the Deputy Director, I administered the personnel placed under me, coordinated all office functioning activities to achieve the core objectives of the Lands Directorate, monitored the budget and allotment of funds to the directorate and submitted progress reports to my Director General. I also ensured that all Armed Forces lands were properly maintained, conducted regular inspections of all the lands to ward off encroachers, made assessments of compensation for lands acquired for the Armed Forces in conjunction with the the Lands Valuation Board of the country. I also ensured that reports were regularly submitted to Higher Headquarters through my Director on the state of all Armed Forces Lands, revenues from leased lands and properties, including carrying out inventory of all military lands and properties.										
Summarize any of Your Achievements I successfully conducted regular inspections of all the lands to ward off encroachers, made assessments of compensation for lands acquired for the Armed Forces in conjunction with the the Lands valuation Board of the country, submitted regular reports to Higher Headquarters on the state of all Armed Forces Lands and administering the staff placed under me.										
Reasons for Leaving Nominated for deployment as a MILOB with AMIS (Mar - Dec 2007).										

Job Title Commanding Officer-Ghana Military Police Battalion	Type of Business Military	From - To 01/06/2004 - 01/11/2005								
Name of Employer Ghana Armed Forces	Name of Supervisor Col BG Saagbul									
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>5000</td> <td>5500</td> <td>GHC</td> <td>Is this a position within the UN Common System? No</td> </tr> </table>	Starting	Final	Currency Paid	Is this a civil servant position of your Government? No	5000	5500	GHC	Is this a position within the UN Common System? No		
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No							
5000	5500	GHC	Is this a position within the UN Common System? No							
Telephone Number 23321761094	Email Address									

Address of Employer	Ghana
Number of Employees Supervised by You	656
Description of Duties	<p>As the Commanding Officer of the unit, apart from being responsible for general military police duties to include criminal investigation, escorts & traffic accident coverage & reporting; I was also responsible for the administration and personnel management of the Unit. Hence I had to ensure the following: Providing guidance and leadership to my administrative subordinates made up of my deputy, administrative assistants and clerical staff in the day to day running of the Headquarters (HQ) to ensure that the HQ functioned as the nerve centre of administration and control of the unit. I monitored the proper functioning and activities of the various cells of the unit from the secretariat, stores, transport, police operations, investigators, Dog Unit and catering cell; and evaluated their work performance against planned objectives. I also oversaw and identified that the office technological requirements were provided for and maintained to include software and networking of systems. Besides the above, I effectively related cordially with my administrative and clerical staff in the day to day administration and personnel management of the unit for its proper functioning. The Armed Forces functions on so many rules and regulations and as such, I had to ensure consistency in the application of these rules, regulations and procedures to enhance the quality of returns/reporting to higher HQ without them being returned un-attended to due to a failure in not adhering to rules, regulations or procedures. My position as Commanding Officer required that the financial resources of the unit were utilized to implement activities programmed, budgeted and allotted for. Hence, the activities planned, budgeted and allotted for had to be continuously monitored to ensure that they met the projected targets set. This required conducting regular and periodic inspections, reviews to assess progress of actual works against planned objectives.</p>
Summarize any of Your Achievements	<p>As Commanding Officer of the unit, I ensured and carried out all general military police duties and with my administrative guidance and direction, my unit was able to reduce crime levels in barracks from an average daily reported cases of five to less than two in a week. Intence foot and mobile patrols were the solution to this high crime incidents. By the enthusiasm and manner in which I administered my staff, boosted their morale to put in thier best to achieve this success in barracks crime control. Transparency in administration was visibly seen by all and supecion was eliminated.</p>
Reasons for Leaving	<p>Posted to the Department of General Headquarters Logistics and appointed the Deputy Director Logistics(Lands)</p>

Job Title	Type of Business	From - To
Commanding Officer-ECOMIL/UNMIL GHANCOY - Liberia	Sub Reginal/UN Peacekeeping	01/09/2003 - 01/06/2004
Name of Employer	Name of Supervisor	
Ghana Armed Forces	Brig Gen Okwonko/Gen Opani	
Salaries per Annum:		
Starting	Final	Currency Paid
5000	5500	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	
23321761094		
Address of Employer		
Greece		
Number of Employees Supervised by You		
300		
Description of Duties		
<p>As Commanding Officer of Ghancoy,(a Ghanaian Task Force) deployed in Liberia for peacekeeping duties and deployed in Monrovia on the Bushrod Island, my duties apart from providing security on the Island; I was responsible for the administrative and personnel management of the unit in the field mission. Coordinated with staff of the force HQ both military and civilians to ensure the allowances/entitlements due all are paid to them in order to maintain troops morale. The monitoring of other cells of the unit was key to the operational output of the unit and therefore, it became my constant duty to ensure that I carried it out.</p>		
Summarize any of Your Achievements		
<p>As Commanding Officer of Ghancoy, I was able to build a well desciplined, motivated and contented unit as a result of the manner in which I administered my personnel. This had a very positive impact on the unit's operation to an extent that the Force Commander, Gen Opande wrote a special commendation to me and the unit for the splendid manner in which it had conducted business since the UN took over the mission from the ECOWAS sub-regional force(ECOMIL).</p>		
Reasons for Leaving		
<p>After rehatting from ECOMIL to UNMIL, I completed a nine-months duty tour with ECOMIL/UNMIL and had to return to home establishment.</p>		

Job Title	Type of Business	From - To
Commanding Officer-Ghana Military Police	Military	01/12/2001 - 01/09/2003
Name of Employer	Name of Supervisor	
Ghana Armed Forces	Col RO Sackey	
Salaries per Annum:		
Starting	Final	Currency Paid
4500	5000	GHC
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number	Email Address	
23321761094		
Address of Employer		
Ghana		
Number of Employees Supervised by You		
656		
Description of Duties		
<p>As the Commanding Officer of the unit, apart from being responsible for general military police duties to include criminal investigations, escorts & traffic accident coverage & reporting; I was also responsible for the administration and personnel management of the Unit. Hence I had to ensure the following: Providing guidance and leadership to my administrative subordinates made up of my deputy, administrative assistants and clerical staff in the day to day running of the Headquarters (HQ) to ensure that the HQ functioned as the nerve centre of administration and control of the unit. I monitored the proper functioning and activities of the various cells of the unit from the secretariat, stores, transport, police operations, investigators, Dog Unit and catering cell; and evaluated their work performance against planned objectives. I also oversaw and identified that the office technological requirements were provided for and maintained to include software and networking of systems. Besides the above, I effectively related cordially with my administrative and clerical staff in the day to day administration and personnel management of the unit for its proper functioning. The Armed Forces functions on so many rules and regulations and as such, I had to ensure consistency in the application of these rules, regulations and procedures to enhance the quality of returns/reporting to higher HQ without them being returned not attended to due to a failure in adhering to rules, regulations or procedures. My position as Commanding Officer required that the financial resources of the unit are utilized to implement activities programmed, budgeted and allotted for. Hence, the activities planned, budgeted and allotted for had to be continuously monitored to ensure that they meet the projected targets set. This required conducting regular and periodic inspections, reviews to assess progress of actual works against planned objectives.</p>		

Summarize any of Your Achievements

As Commanding Officer of the unit, I ensured and carried out all general military police duties and with my administrative guidance and direction, my unit was able to reduce crime levels in barracks from an average daily reported cases of five to less than two in a week. Intence foot and mobile patrols were the solution to this high crime incidents. By my enthusiasm and manner in which I administered my staff, boosted their morale to put in thier best to achieve this success in barracks crime control. Transparency in administration was visibly seen by all and supecion was eliminated.

Reasons for Leaving

Appointed Commandinmg Officer of ECOMIL/UNMIL Ghancoy, a peacekeeping force for operations in Liberia.

Job Title General Staff Officer Grade 2(Operations & Training)		Type of Business Military	From - To 01/06/1999 - 01/04/2000
Name of Employer Ghana Armed Forces		Name of Supervisor Col FA Danso	
Salaries per Annum: Starting 4500		Final 5000	Currency Paid GHC
		Is this a civil servant position of your Government? Yes	
		Is this a position within the UN Common System? No	
Telephone Number 23321776256		Email Address	
Address of Employer Ghana			
Number of Employees Supervised by You 20			
Description of Duties As the staff officer to the Provost Marshal, I planned & coordinated all training matters in the Ghana Military Police Corps. I was also responsible for the administrative and personnel management of the office of the Provost Marshal and the staff under me.			
Summarize any of Your Achievements Apart from the Planned exercises conducted for a Military Police Company in the field & the training of 3 batches of young soldiers & officers into the Corps, their administration to ensure that they were well catered for both in the field and in the classroom were ensured. The constant coordination of their training activities, instructors availability to teach and the general welfare of the course were ensured.			
Reasons for Leaving Seconded to the UN as an Observer in Iraq & Kuwait(UNIKOM).			

Job Title Second-in-Command of Ghana Military Police/Second-in-Command - ECOMOG GHANBATT15		Type of Business Military/Peace Peacekeeping(ECOMOG-Sub Reginal)	From - To 01/09/1998 - 01/06/1999
Name of Employer Ghana Armed Forces		Name of Supervisor Lt Col BG Saagbul/Lt Col Dela Sakyi	
Salaries per Annum: Starting 4500		Final 5000	Currency Paid GHC
		Is this a civil servant position of your Government? No	
		Is this a position within the UN Common System? No	
Telephone Number 23321776256		Email Address	
Address of Employer Ghana			
Number of Employees Supervised by You 680			
Description of Duties As the Second-in-Command of GMP, I deputized for the Commanding officer in his absence and in the administration and personnel management of the unit, coordinated all the administrative and logistics requirements of the unit within home establishment and in the Mission HQ.			
Summarize any of Your Achievements As the Second-in-Command of GMP, apart from ensuring that I carried out all general military police duties, I ensured that my core duties of administering the personnel generally and seeing to the logistics needs of the unit were effectively and efficiently executed. As the Second-in-Command of the Battalion Task Force deployed for peacekeeping duties in Liberia and later in Sierra Leone, I achieved the following: provided maximum security in and around the Baptist Seminary area and on the Bushrod Island and the Freeport of Monrovia and halted all criminal/looting and robbery activities especially on ships that had berthed at the port; established and manned checkpoints on most of the roads in the areas of the Baptist Seminary and on the Bushrod Island to eliminate the free movement of arms and ammunition into the areas and extended into the main land of Monrovia and hence reducing banditry activities; provided guards/security both static and mobile to the then President of Liberia at his residence, at the Executive Mansion and on his rounds. Similarly, VIP protection and escorts were extended to other Ministers. From the humanitarian point of view, I extended ambulance service to the sick and pregnant women in labour by evacuating them to the hospital during hours of the night when movement was restricted in the areas the unit operated due to a curfew imposed.			
Reasons for Leaving Ended tour of duty with ECOMOG Ghanbatt 15 in Liberia. After my tour of duty in both Liberia and Sierra Leone as the Second-in-Command of the Battalion task Force of peacekeepers, I had to return to Home Establishment after an eight-month duty tour.			

Job Title Company Second-in-Command - ECOMOG GHANBATT 3		Type of Business Sub Reginal Peacekeeping	From - To 01/01/1991 - 01/08/1991
Name of Employer Ghana Armed Forces		Name of Supervisor Maj V Gamor	
Salaries per Annum: Starting 4000		Final 4500	Currency Paid GHC
		Is this a civil servant position of your Government? No	
		Is this a position within the UN Common System? No	

Telephone Number	Email Address
23321761094	
Address of Employer	
Ghana	
Number of Employees Supervised by You	
103	
Description of Duties	
As the Second-in-Command of an Infantry company as part of a peacekeeping Ghana Battalion (ECOMOG) in Liberia and later elevated to the Commander of the Force Protection Unit of the Interim President of Liberia, I was mandated to ensure the total security of the interim President. Besides this task, I had to administer the personnel of the guard force in a manner that it could provide the President of Liberia, Mr Amos Sawyer the required security.	
Summarize any of Your Achievements	
I successfully, with the support of my guard force, to provide security to the Interim President until I ended my tour of duty in August 1991, all due to the administrative measures put in place to boost their morale, make them contented and hence their operational efficiency and effectiveness.	
Reasons for Leaving	
Ended my tour of duty and had to return to home establishment.	

Job Title	Type of Business	From - To
Adjutant Army Headquarters	Military	01/06/1989 - 01/12/1990
Name of Employer	Name of Supervisor	
Ghana Armed Forces	Lt Col Mensah	
Salaries per Annum:		
Starting	Final	Currency Paid
4000	4500	GHC
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number	Email Address	
23321761094		
Address of Employer		
Ghana		
Number of Employees Supervised by You		
15		
Description of Duties		
Administered over 300 officers and men of the Ghana Army HQ in terms of routine updating of documents of all ranks, kept the office of the Commanding officer running at all times as a secretariat and compiling and submitting all returns to Higher HQ.		
Summarize any of Your Achievements		
Successfully administered the HQ and as such made it functional as all that was due officers and men of the unit in terms of pay and allowances and other entitlements, were regularly received.		
Reasons for Leaving		
Nominated as the Second-in-Command of an Infantry Company (ECOMOG Ghanbatt 3) for peacekeeping duties in Liberia.		

Job Title	Type of Business	From - To
Company Second-in-Command(UNIFIL Ghanbatt 23)	UN Peacekeeping	01/11/1988 - 01/06/1989
Name of Employer	Name of Supervisor	
Ghana Armed Forces	Maj V Gamor	
Salaries per Annum:		
Starting	Final	Currency Paid
4000	4500	GHC
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number	Email Address	
23321761094		
Address of Employer		
Ghana		
Number of Employees Supervised by You		
103		
Description of Duties		
I deputized for the Officer Commanding in his absence, with my core duties of administration and personnel management of the company. I also coordinated the logistics and administrative requirements of the company with the Battalion HQ.		
Summarize any of Your Achievements		
I successfully administered the company and ensured that the logistic and administrative requirements of the company were regularly requisitioned and delivered.		
Reasons for Leaving		
Ended my tour of duty and had to return to home establishment.		

Job Title	Type of Business	From - To
Adjutant-6th Battalion of Infantry.	Military	01/09/1984 - 01/04/1985
Name of Employer	Name of Supervisor	
Ghana Armed Forces	Lt Col T Nguah	
Salaries per Annum:		

Starting	Final	Currency Paid	Is this a civil servant position of your Government?
3500	4000	GHC	No
Telephone Number		Email Address	
23321761094			
Address of Employer			
Ghana			
Number of Employees Supervised by You			
15			
Description of Duties			
Administered over 600 officers and men of 6th Battalion of Infantry.Administered the Battalion and personnel in terms of routine updating of documents of all ranks, kept the office of the Commanding officer running at all times as a secretariat and compiling and submitting all returns to the Brigade HQ.			
Summarize any of Your Achievements			
Successfully administered the Battalion and personnel to achieve a contented and morale boosted unit to achieve set objectives and mandate.			
Reasons for Leaving			
Nominated as Company Second-in-Command as part of UNIFIL Ghanbatt 23 for peacekeeping dutis in the Lebanon.			

Job Title	Type of Business	From - To
Platoon Commander(6th Battalion and UNIFIL Ghanbatt 23)	UN Peacekeeping	01/01/1983 - 01/04/1985
Name of Employer	Name of Supervisor	
Ghana Armed Forces	Capt M Ahiaglo	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government?
3500	4000	GHC	No
Telephone Number		Email Address	
23321761094			
Address of Employer			
Ghana			
Number of Employees Supervised by You			
30			
Description of Duties			
As the Platoon Commander in both Ghana and in Lebanon(UNIFIL), I undertook unit duty officer functions when tasked. Besides, I saw to the administrative and logistics requirements of my troops through my company.			
Summarize any of Your Achievements			
Successfully made my platoon functional by the effective administrative mechanism I employed in the their administration, even though at a lower level of command.			
Reasons for Leaving			
Ended my tour of duty and had to return to home establishment.			

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

List any of the Official Languages of the United Nations you know.					
Language	Mother Tongue	Speak	Read	Write	Understand
English	No	Easily	Easily	Easily	Easily

In addition to the six United Nations Official Languages, list any other languages you know.					
Language	Mother Tongue	Speak	Read	Write	Understand
Hausa	No	Easily	Not easily	Not easily	Easily
Twi	No	Easily	Not easily	Not easily	Easily

Address

P.O.BOX BC 102, BURMA CAMP, ACCRA.

ACCRA OYARIFA Ghana

Telephone: +233-24-4649781

Fax: +233-20-8176574

Contact: JAMES ADOLINAMA

Address

P.O.BoxBC102

Burma Camp

Accra Greater Accra Ghana
Telephone: 233-24-4649781
Fax: 233-20-8176574
Contact: James Adolinama

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
Professor Kasim KASANGA	University Professor	Kwame Nkrumah University of Science and Technology Ghana	23324460219 kasim@altavista.co.uk
Dr Nana Yaw MANU	Principal Medical Officer (Medical Superintendent)	Bekwai District Hospital Ghana	233208159163 manu_nana@hotmail.com
Rev Patrick SHANAHAN	Catholic Priest	Street Child Africa Ghana	442089729820 patrick@streetchildafrica.org.uk

UNITED NATIONS  NATIONS UNIES

Personal History Profile for Sartaj ALI

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
ALI	Sartaj	-	-
2. Date of Birth	3. City of Birth	Country of Birth	Index No
15/08/1965	Karachi	Pakistan	288055
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Pakistan	Pakistan	Pakistan	Pakistan
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Male	175	75	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 officers			
14. Would you accept employment for less than six months? Yes			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? 01/02/1990			
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: alisartaj@hotmail.com			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
Preston University,USA (Affiliated)	Islamabad (Islamabad Campus) Pakistan	Sep-1994 - Aug-1995
Main Course of Study	Field of Study	
Management	Business & Administration	
Degree Title or Equivalent	Degree Type	
Masters in Business Administration	Postgraduate degree	

University Name	City, Country	From - To
University of Punjab	Lahore Pakistan	Aug-1988 - May-1990
Main Course of Study	Field of Study	
Journalism	Journalism & Information	
Degree Title or Equivalent	Degree Type	
Bachelor of Arts	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
Federal Board of Intermediate & Secondary Education	Islamabad Pakistan	Apr-1986 - Apr-1987
Main Course of Study		Certificate or Diploma
History, Islamic Studies		Certificate

Name of School	City, Country	From - To
Federal Govt. Comprehensive High School	Islamabad Pakistan	Apr-1978 - Mar-1979
Main Course of Study		Certificate or Diploma
Mathematics, Biology, Physics, Chemistry		Certificate

Employment

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

Job Title	Type of Business	From - To
Associate Administrative Officer	Peacekeeping Operation	01/02/2007 -
Name of Employer		Name of Supervisor
UN/DFS/MONUC		Ms. Laure Alonet
Salaries per Annum:		
Starting	Final	Currency Paid
42818	42818	USD
Is this a civil servant position of your Government? No		
Is this a position within the UN Common System? No		

Telephone Number 1212963-0103	Email Address ali28@un.org
Address of Employer United States of America	
Number of Employees Supervised by You 0	
Description of Duties <p>Under the direct supervision of the Administrative Officer: Follow-up on behalf of CISS on his decisions and instructions requiring actions by Support Services; Edit reports and draft official correspondence for the signature of CISS on all matters related to ISS; Coordinate with all ISS sections for preparation of weekly executive reports on ISS activities for review of CISS and DMS; Regular follow-up with HR and ISS sections on the current, pending and future recruitment cases pertaining to ISS sections; Request HR section to initiate recruitment process for ISS sections through Recruitment Monitoring System (RMS); Assist HR section on occasional basis to schedule and contact/invite candidates for interviews pertaining to ISS sections; On receipt of roster of potential candidates from HR section, assist Administrative Officer in short-listing, as and when required; Participate in the selection interviews within ISS sections as a panel member; Write/review/amend Comparative Evaluations (CEs) for all the interviews conducted in the ISS sections to ensure that they are in line with FPD requirements prior to submission to HR section and FPD; Ensure all recruitment cases are completed prior to being sent to HR section; Provide background information on recruitment-related cases and liaise with colleagues and supervisors to address them in an appropriate manner; Address any queries HR MONUC and/ or FPD may have on selections; Guide/assist/advise recruitment focal points in ISS to address recruitment issues and find appropriate solutions; Identify and prioritize staffing needs in consultation with ISS focal points and supervisors; In consultation with HR and ISS focal points, maintain the staffing table accurate and up to date and ensure proper placement of staff members against posts; Coordinate with all ISS sections for timely submission of their staffing budget proposals and ensure with HR section full reconciliation of staffing table as per authorized budgeted posts.</p>	
Summarize any of Your Achievements <p>Put in place through CITS, a database to monitor the recruitment/personnel status within the Office of Chief Integrated Support Services (O/CISS). Trained the Section's focal points and worked closely with them in order to keep database accurate and updated in terms of post management.</p>	
Reasons for Leaving <p>Looking for a more challenging assignment in Admin/HR and Budget.</p>	

Job Title Administrative Officer	Type of Business Humanitarian/Peacekeeping Mission	From - To 01/07/2003 - 01/12/2006								
Name of Employer UN Volunteers	Name of Supervisor Mr. Jan Snoeks									
Salaries per Annum: <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">Starting</td> <td style="width: 33%;">Final</td> <td style="width: 33%;">Currency Paid</td> <td style="width: 33%;">Is this a civil servant position of your Government? No</td> </tr> <tr> <td>26628</td> <td>30504</td> <td>USD</td> <td>Is this a position within the UN Common System? No</td> </tr> </table>			Starting	Final	Currency Paid	Is this a civil servant position of your Government? No	26628	30504	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							
26628	30504	USD	Is this a position within the UN Common System? No							
Telephone Number 49228815-2000										
Address of Employer Germany										
Number of Employees Supervised by You 0										
Description of Duties <p>Under the direct supervision of the UNV Programme Manager (UNV PM): Coordinated to ensure with concerned Sections/Units within MONUC (Security, Protocol, Travel) for the issuance of security clearance, entry visas and logistical arrangements prior to the arrival of UNVs. Upon arrival in Congo of new UNVs, ensured that, together with MONUC/UNV ID Cards and driving permits, they receive an appropriate briefing/orientation and technical trainings, if/when applicable. Administered UNVs in accordance with the UNV Conditions of Service, including disbursement of entitlements, arranging medical evacuations and certification of medical expense insurance claims. Kept an updated UNV database for appropriate control of leave and other personnel records, processing of terminations/resignations, and arranging repatriation travel upon completion of assignments. Ensured all relevant documentation (Contracts, beneficiaries' forms, list of personal effects) were sent to UNVHQs by keeping the copies locally. Liaised with the DOA and the CCPO for timely processing of UNVs' documents such as advance payments, deployment letters and recruitment faxes. I was the OIC of the UNV Support Unit on several occasions during UNV PM's absence from the Mission area.</p>										
Summarize any of Your Achievements <p>In October 2004, undertook a 3-week successful official mission to ONUB, to put in place administrative structure of the UNV Support Unit;</p>										
Reasons for Leaving <p>Selected as a regular international staff with MONUC</p>										

Job Title Programme Assistant	Type of Business UN	From - To 01/03/2000 - 01/07/2004								
Name of Employer UNDP	Name of Supervisor Abdul Qadir Rafiq									
Salaries per Annum: <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">Starting</td> <td style="width: 33%;">Final</td> <td style="width: 33%;">Currency Paid</td> <td style="width: 33%;">Is this a civil servant position of your Government? No</td> </tr> <tr> <td>387500</td> <td>404760</td> <td>PKR</td> <td>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	387500	404760	PKR	Is this a position within the UN Common System? Yes
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No							
387500	404760	PKR	Is this a position within the UN Common System? Yes							
Telephone Number 										
Address of Employer Pakistan										
Number of Employees Supervised by You 0										
Description of Duties 										

Under the direct supervision of the Assistant Resident Representative (ARR) in the Environment Unit (EU), had been responsible to perform the following duties: Generated, monitored and checked financial reports from Financial Information Management System (FIM). Verified availability of funds for project activities within the EU. Carried out routine budget revisions as per requirements of Project Cycle Operation Manual (PCOM). Processed FIM transactions. Generated annual and quarterly Combined Delivery Reports (CDRs) including figures from Project Delivery Reports (PDRs). Received, reviewed and processed requests from projects regarding procurements, personnel, subcontracts and quarterly advances. Checked required documentation/accuracy before submitting to concerned Programme Officers and ARR; Organized/scheduled interviews for the recruitment of EU and it's project staff that included VA advertisement internally through UNDP website and externally in the national dailies, contacted candidates via emails/phones, established panels and compiled documentation for the selected candidates for UNDP HR Unit. Maintained non-expandable property records; Drafted correspondence and responded to requests for information related to the general work of the Environment Unit. Prepared presentations and other statistical charts with the help of automated tools for the EU. Updated pipeline data for all on-going and pipeline projects of the EU; Informed Supervisor of slippages, organized data/information for easy follow-up. Took responsibility for logistical arrangements for workshops, seminars and visiting missions. Compiled and disseminated info/documents on programme activities as required by the ARR; Undertook field missions to the project sites to verify project's activities/progress, as and when required.

Summarize any of Your Achievements

Provided admin/logistic support in the organization of GEF Country Dialogue Workshop in 2001 and World Environment Day Workshop in 2002. Also made considerable contribution as a team player in the approval of new environment related projects through Government of Pakistan during the time I spent in the Environment Unit.

Reasons for Leaving

While I was a staff member of UNDP Pakistan, I took the opportunity to work as a UNV with MONUC and permitted to be released for six months on a Special Leave Without Pay (SLWOP). When tried for further extension of SLWOP, UNDP turned down my request. Therefore, to look forward to further career enhancement, I continued working with MONUC in DR Congo and tendered my resignation to UNDP Pakistan in July 2004.

Job Title	Type of Business	From - To
Admin. Assistant	UN	01/09/1997 - 01/02/2000
Name of Employer	Name of Supervisor	
UNDP	Paul Oquist	
Salaries per Annum:		
Starting	Final	Currency Paid
404000	449376	PKR
		Is this a civil servant position of your Government? Yes
		Is this a position within the UN Common System? Yes
Telephone Number	Email Address	
92512800133-42		
Address of Employer		
Pakistan		
Number of Employees Supervised by You		
0		
Description of Duties		
Arrange appointments both inside and outside the office, receive visitors, place and screen telephone calls, Set up meetings with high ranking officials (Federal/Provincial/Local Govt) of the Chief & Deputy Chief and/or visiting missions; Facilitate implementation of NEX Projects; follow-ups with the Operations Division; Arrange seminars and workshop; Assist in logistical arrangements/ documentation for the workshops organized/ conducted by the Governance Unit; Receive mail, screen and distribute to concerned unit staff; Dissemination of information/ reports/payments, etc., to the projects; Draft non-substantive routine correspondence and ensure follow-ups; Consolidate reports; Maintain policy, confidential, project and general files; Keep list of names, addresses and telephone numbers of ministers, officials of Fed./Prov./Local government and members of the diplomatic corps; Make travel arrangements for Chief Governance Unit, Deputy Chief & GPA and then follow-ups, etc.		
Summarize any of Your Achievements		
Contributed to the achievements gained by the Governance Unit.		
Reasons for Leaving		
Promotion to GS-5		

Job Title	Type of Business	From - To
Administrative Officer	UN	01/04/1997 - 01/08/1997
Name of Employer	Name of Supervisor	
UN Volunteers	Dennis McIntosh	
Salaries per Annum:		
Starting	Final	Currency Paid
26964	26964	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	
49228815-2000		
Address of Employer		
Germany		
Number of Employees Supervised by You		
1		
Description of Duties		
Assisted Programme Manager in establishing the UNV-Programme & Administration Unit (PASU); Carried out administrative functions in accordance with the special UNV Conditions of Service for UNVs serving with UNOMIL; Arranged logistical support and met with the UNVs at airport at the time of their arrival in Monrovia; Liaised with UNOMIL on the issuance of ID cards, entry visas; Assisted PM in orientation of the newly arrived UNVs; Liaised with the Finance Section on the payment of their monthly entitlements and settlement of their travel claims; Maintained personnel files and leave records of the UNVs; Issued contracts to the UNVs locally and advised UNVHQ on the extension/revisions of their contracts; Liaised with the UNOMIL in the travel arrangements at the time of their repatriation and sent the information to the UNVHQ about their departure; Completion of Final Clearance Certificates (FCCs), End-of-Assignment reports of the UNVs and sent to the UNVHQ.		
Summarize any of Your Achievements		
The assignment was well completed with full satisfaction of the Mission and the UNVHQ which was duly recognized.		
Reasons for Leaving		
End of Assignment		

Job Title	Type of Business	From - To
Admin. Assistant	UN	01/04/1990 - 01/04/1997

Name of Employer UNDP/UNV			Name of Supervisor Rensje van Neck		
Salaries per Annum:					
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No		
85000	251579	PKR	Is this a position within the UN Common System? Yes		
Telephone Number 92512800133-42			Email Address sartaj.ali@undp.org		
Address of Employer Pakistan					
Number of Employees Supervised by You 0					
Description of Duties Under the direct supervision of the UNV Programme Officer: Drafted all correspondence related to UNV office. Updated and maintained personnel files of all serving UNVs in Pakistan. Assisted UNV PO in orientation of new incoming UNVs. Maintained their leave records. At the time of their repatriation, assisted in their travel arrangements, exit medical, final entitlements, and other related matters. Formulated a financial spreadsheet pertaining to the monthly living allowances (MLAs) and other regular payments to serving UNVs. Assisted UNVs through UNDP in securing/extending their Pakistani visas, driving licenses and Custom Entry Books. Assisted out-going UNVs in obtaining their necessary visas, travel bookings, travel authorizations, travel advances and entry medical examinations. Informed their expected time of arrivals to the country of their assignments and UNVHQ. Assisted the interested/potential UNV candidates in disseminating information about the UNV programme in general and about the administrative requirements/arrangements, in particular.					
Summarize any of Your Achievements Provided hassle-free assistance to all international UNVs during their assignments in Pakistan and also assisted all out-going UNVs from Pakistan. In 1992 alone, recruited several Pakistani UNVs for UNTAC. With the relocation of UNDP/UNV Afghanistan office in Pakistan in 1993, dealt with a large number of UNVs single-handedly without any stress who were working on Pakistan and/or Afghanistan projects. Seeing at my committed services, UNVHQs offered me a UNV assignment for UNOSOM but I declined at that time due to my personal reasons.					
Reasons for Leaving Official transfer to the Governance Unit					

Job Title Administrative Assistant		Type of Business Manufacturers of EPABXs	From - To 01/08/1988 - 01/02/1990
Name of Employer Digital Communications (Pvt) Limited		Name of Supervisor Shakeel Abu Nasr	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
30000	42000	PKR	Is this a position within the UN Common System? No
Telephone Number		Email Address	
Address of Employer Pakistan			
Number of Employees Supervised by You 0			
Description of Duties Digital Communications (Pvt) Limited is a well known organization in Pakistan in the private sector. It manufactures EPABXs, market and then provide maintenance services to its customers. I was a team player in its Maintenance Department. My main task was to maintain and update the files of the Company's clients, receive/register their complaints about the Telephone Exchange Systems and advise Service Engineers accordingly to visit them to rectify the problems. Sent progress reports to its Headquarters in Karachi on monthly basis. Drafted/ dispatched letters to the clients regarding the service contract expiry/extensions. Paid courtesy visits to the customers, as and when required.			
Summarize any of Your Achievements Learnt how to deal with the customers that helped me understand the concept of client orientation in the long run. Maintained good working relationships with the clients in order to have the service contracts extended.			
Reasons for Leaving Joined UNDP/UNV Pakistan			

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
Arabic	No	Not easily	Easily	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
Punjabi	No	Easily	Easily	Easily	Easily
Urdu	Yes	Easily	Easily	Easily	Easily

Address

House No. 557
Street No. 1, Sector I-9/1
Islamabad Federal Capital Pakistan
Telephone: 0092-51-4436034
Fax: 0092-331-5244743
Contact: Sartaj Ali

Address

O/CISS, MONUC
12 Avenue des Aviateurs
Kinshasa Capital City, DRC Congo, Dem. Rep.
Telephone: 1-212-963-0103 extension 5542
Fax: 243-81-8984497
Contact: Sartaj Ali

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
Aamir AWAN	Budget Officer	UNDPKO, New York United States of America	1917367-5040 awan5@un.org
Razina BILGRAMI	Programme Specialist	South & West Asia Division, RBAP, UNDP New York United States of America	1212906-5844 razina.bilgrami@undp.org
Farhan SABIH	Chief, Governance Unit	UNDP, 9TH Floor, 61-A, Jinnah Avenue Blue Area, Islamabad United States of America	92512800133 farhan.sabih@undp.org

UNITED NATIONS  NATIONS UNIES

Personal History Profile for Jorge AVILA

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
AVILA	Jorge	Mario	
2. Date of Birth	3. City of Birth	Country of Birth	Index No
09/03/1960	Guatemala	Guatemala	
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Guatemala		Guatemala	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Male	167	70	Single
10. Entry into the United Nations service might require assignment to any area of the world in which the United Nations might have responsibilities.			
Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? No			
13. What is your preferred field of work? Administrative officers			
14. Would you accept employment for less than six months? Yes			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? 01/02/1995			
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: jorgema_ap@yahoo.com			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
Universidad Rafael Landivar	Guatemala Guatemala	Jan-2002 - Jan-2003
Main Course of Study	Field of Study	
Institutional Administration	Business & Administration	
Degree Title or Equivalent	Degree Type	
In progress	Degree	

University Name	City, Country	From - To
Academy of Police Sciences	Munster Germany	Jul-1987 - Nov-1989
Main Course of Study	Field of Study	
Criminology	Security Services	
Degree Title or Equivalent	Degree Type	
Diploma in Criminology and Police Science	Degree	

University Name	City, Country	From - To
Rafael Landivar	Guatemala Guatemala	Jan-1980 - Dec-1986
Main Course of Study	Field of Study	
General Law	Law	
Degree Title or Equivalent	Degree Type	
Licenciado en Ciencias Juridicas y Sociales, Abogado y Notario	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
Miron Muñoz	Guatemala Guatemala	Jan-1976 - Oct-1978
Main Course of Study	Certificate or Diploma	
Magisterio (Primary School Teaching)	Maestro de Educacion Primaria	

Employment

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

Job Title	Type of Business	From - To
Chief of Procurement and General Services	International Organization	01/11/2007 -
Name of Employer	Name of Supervisor	
International Commision Against Impunity in Guatemala (CICIG)	Jose Luis Oliveros Colomer	
Salaries per Annum:		

Starting 572237	Final 675600	Currency Paid GTQ	Is this a civil servant position of your Government? No Is this a position within the UN Common System? No
Telephone Number		Email Address avilaj@un.org	
Address of Employer Guatemala			
Number of Employees Supervised by You 14			
Description of Duties I began to work with CICIG at the set-up stage of the Commission, before it officially opened, located suitable property and set up the offices, purchased furniture and equipment and established contracts for support services, including security, cleaning, maintenance, telephone and cell phone services. I also initiated the recruitment of local staff. I was responsible for all general services and procurement staff from the time that I began to work with CICIG in November 2007 until the Chief of Administrative Services arrived in April 2008. In addition to the above-mentioned responsibilities, I am also the designated Notary Public for the Commission, and prepare key official documents in support of the Commission's work. I also have the responsibility for the management of a special, confidential reserve fund to finance sensitive Commission activities. Other responsibilities assigned to me include the Secretary of the Committee on Contracts, Secretary of the Discipline Committee, and Secretary of the Property Survey Board.			
Summarize any of Your Achievements I was one of the first officers employed by the Commission, and was in charge of the general administration to start the International Commision Against Impunity in Guatemala.			
Reasons for Leaving I am still working in the Commision in a NOD level equal to a P4 level. I will leave the Commision if I get a position in the UN sistem			

Job Title Chief of Administration	Type of Business Program to assist victims of armed conflict in Guatemala	From - To 01/01/2005 - 01/11/2007
Name of Employer Programa Nacional de Resarcimiento	Name of Supervisor Martin Arevalo	
Salaries per Annum: Starting 215040	Final 215040	Currency Paid GTQ
Is this a civil servant position of your Government? Yes Is this a position within the UN Common System? No		
Telephone Number		Email Address jorgema_ap@yahoo.com
Address of Employer Guatemala		
Number of Employees Supervised by You 20		
Description of Duties Ensure the following: That human resource employment guidelines are established, that purchases of all supplies for the Programme are carried out within the Programme's criteria and with transparency, and that the Programme's assets are utilized efficiently and correctly and that the annual work plan is adhered to.		
Summarize any of Your Achievements When I joined the Programme, I was able to assist in the implementaton of a project between the Programme and UNDP which had not moved forward prior to my involvement.		
Reasons for Leaving Started working with the International Commision Against Impunity in Guatemala.		

Job Title National Administrative and Legal Officer	Type of Business International Organization	From - To 01/02/1995 - 01/12/2004
Name of Employer United Nations Verification Mission in Guatemala	Name of Supervisor Neva Donalds	
Salaries per Annum: Starting 169389	Final 393784	Currency Paid GTQ
Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes		
Telephone Number		Email Address jorgema_ap@yahoo.com
Address of Employer Guatemala		
Number of Employees Supervised by You		
Description of Duties Administrative and Legal Advisor for the Mission, responsible for preparing lease and service contracts; supporting the claims section in all legal matters; advising the Chief Administrative Officer and other departments in the Mission regarding legal matters. Active member of LPSB, LCC, the Claims Review Board, and the Committe on Contracts. I was authorized by HQNY as Certifying Officer, and was also responsible for signing checks, duties that I performed for the last two years of the Mission. I have been trained in the "Mercury" Computerized Procurement System. I sueecssfully performed all the general duties that an administrative and legal advisor carries out in a UN Peace Keeping Mission.		
Summarize any of Your Achievements I have always been recognized as an excellent worker, which is supported by the various FOPAS covering my work during my career of almost ten years in the UN system. I have good knowledge of the UN rules and regulations, I work well as a team member, have good interpersonal skills and work well in a multicultural, multi-ethnic enviroment.		
Reasons for Leaving The Mission closed in early 2005.		

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
Spanish	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
German	No	Easily	Easily	Not easily	Easily

Address

8 Calle 18-21 zona 15, Vista Hermosa I
Guatemala Guatemala Guatemala
Telephone: 502-66375736
Fax: 502-52063970
Contact: Jorge Avila

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
Luisa CUADRA	Former MINUGUA Finance Officer	Carretera Norte a Masaya, Km.11.5, Nicaragua	lichacuadra@hotmail.com
Antonia CUBEIRO	Former UN Staff member	New York City Nicaragua	agg8@msn.com
Judi SHANE	Former MINUGUA Chief of Procurement	Calle de los Duelos Nicaragua	casa_sevilla@hotmail.com

Personal History Profile for Gilles BALTRUSAITIS

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
BALTRUSAITIS	Gilles		
2. Date of Birth	3. City of Birth	Country of Birth	Index No
22/05/1974	Neuilly/Seine	France	796652
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
France		France	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Male	184	80	Married
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities.			
Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? No			
13. What is your preferred field of work? Public administration specialists			
14. Would you accept employment for less than six months? Yes			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when?			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? No			
18. Email Address: mailgilles@gmail.com			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
Ecole Superieure de Commerce d'Amiens-Picardie	Amiens France	Oct-1993 - Jul-1996
Main Course of Study	Field of Study	
Management	Business & Administration	
Degree Title or Equivalent	Degree Type	
Diplome de l'Ecole Superieure de Commerce d'Amiens	Masters	

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
Ecole Préparatoire du Lycée Lavoisier-Paris	Paris France	Sep-1992 - Jul-1993
Main Course of Study		Certificate or Diploma
Business		Preparatory School

Name of School	City, Country	From - To
Lycée V Duruy-Paris	Paris France	Sep-1989 - Jul-1992
Main Course of Study		Certificate or Diploma
Science		Baccalauréat

Employment

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

Job Title	Type of Business	From - To
Human Resources Officer	Internal Organization	01/05/2008 -
Name of Employer		Name of Supervisor
UNESCWA		David Iyamah
Salaries per Annum:		Is this a civil servant position of your Government? Yes
Starting	Final	Currency Paid
		Is this a position within the UN Common System? Yes
Telephone Number	Email Address	
	baltrusaitis@un.org	
Address of Employer		
Lebanon		
Number of Employees Supervised by You		
3		
Description of Duties		

-Provide guidance on HR Rules and Regulations to programme managers and staff members -Assist clients in their use of Galaxy -Act as Ex-Officio and panel member in interview sessions -Prepare Interview questionnaires and reports for CRP, CRC, CRB and SRG -Coordinate the submission of Letter of Offers and Letter of Appointments to candidates (entitlements, level, steps) -Act as Secretary and ex-officio of the Central Review Committee and Central Review Panel -Coordinate recruitment of non-Galaxy staff (e.g. Consultants, NCEs, TVAs) -Focal point for NCE, MRP and VINE -Coordinate requests for SPA and conversion of staff -Technical focal point for Galaxy -Propose and draft various policies -Participate in numerous workshops/working group: Business Continuity Plan, ERP, Workforce planning, Talent Management BUDGET: -Focal point in HRMS for analysis/reports/statistics for budget formulation/defense. PROCUREMENT: -Part of local committee to select tenders and bids for the Commission.

Summarize any of Your Achievements

-Processed a high volume of recruitment cases. -Vacancy rate in the Commission has dropped significantly -Introduced new policies and practices. -Improving ESCWA's visibility by broadcasting VAs through a wide network of HR professional (regional and international) and by publishing various articles (e.g. http://iseek.un.org/webpgdept1608_2.asp) -Streamlined recruitment processes.

Reasons for Leaving

n/a

Job Title Administrative Officer	Type of Business International Organization	From - To 01/08/2005 - 01/04/2008
Name of Employer UN/Field Budget and Finance Division (formerly FMSS)	Name of Supervisor James Mutiso	
Salaries per Annum: Starting 1	Final 1	Currency Paid USD
Is this a civil servant position of your Government? No		Is this a position within the UN Common System? Yes
Telephone Number	Email Address baltrusaitis@un.org	
Address of Employer United States of America		
Number of Employees Supervised by You		
Description of Duties -Coordinate actions relative to the administration of the Division -HR: recruitment of staff through Galaxy, temporary vacancies, placements, promotions, job classification, and overall maintenance of the Division's staffing table. -Advise Senior Management and staff on HR practices. Ensure consistency in the application of the UN rules, regulations and procedures. -Provide support to Peacekeeping Missions; In charge of maintaining a roster of Finance and Budget field staff from F-S to P-5 level posts. Liaise with field counterparts to monitor vacancies, conduct interviews, update the Nucleus Database. -BUDGET: Provide input in the Section/Division's RBB. Drafted responses to ACABQ queries. Drafted several input document on PACT for presentation to ACABQ. -TRAINING: Plan and coordinate the training activities of the Division on a yearly basis -Proposed, devised and coordinates a new training initiative aimed at training hit the ground finance professionals. -FINANCE: Monitor Field Operations' Accounts Receivable; Liaise with Permanent Missions to settle debit advice; Provide guidance to Permanent Missions re. financial regulations and MOUs; -Perform numerous ad-hoc tasks (statistics, Data for ACABQ). Attend the Chiefs meetings on a weekly basis.		
Summarize any of Your Achievements -Introduced mechanisms to improve the roster of field staff. I used a qualitative approach, liaising closely with my field counterparts. -Proposed and led a new initiative to tackle the chronic lack of candidates in field operations: PACT (Programme for an Accelerated Compendium of Trainees) aimed at identifying and training hit-the-ground running Budget professionals for PKM-Filled over 35 vacancies in Galaxy and circulated/filled over a 80 TVAs since taking up the functions in FBFD -Stabilized and rationalized the staffing procedures in the Division -Prepared various written communication material for the Chief such as Talking Points, Memos to the ASG and USG, PowerPoint Presentations. -Recovered large settlements (up to usd 500K) from various Permanent Missions.		
Reasons for Leaving Temporary assignment to UNESCWA in Lebanon.		

Job Title Human Resources Case Officer	Type of Business International Organization	From - To 01/07/2003 - 01/07/2005
Name of Employer UN/Office of Human Resources Management	Name of Supervisor Ms. Ying Ying Tang	
Salaries per Annum: Starting 65000	Final 65000	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 baltrusaitis@un.org	
Address of Employer United States of America		
Number of Employees Supervised by You 0		
Description of Duties -Ensure the timely delivery of services for vacancy management cases -Evaluation of candidates and submission of short-listed candidates, in accordance with the job description, UN policies, guidelines, rules and regulations. -Provide assistance/help desk assistance to the users of the Galaxy system; -In charge of the follow-up of the maintenance, management and enhancement of the Galaxy online staffing system.		
Summarize any of Your Achievements -Coordinated the preparation and the filling of over 200 posts, for large departments like DPI, DM, OLA or regional commissions. -I participated actively in the launch & recruitment campaign to establish DSS -Issued various reports on the Galaxy system for cross-departmental use -Prepared Secretariat-wide reports on Galaxy -Conducted weekly presentations/outreach activities on HR practices -I was part of a new policy group aimed at standardizing and proposing policies approaches.		
Reasons for Leaving Promotion to DPKO/DFS.		

Job Title Project Coordinator	Type of Business Governmental Aid Agency	From - To 01/06/2002 - 01/06/2003
Name of Employer	Name of Supervisor	

USAID Senegal			Barbara Keating
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
50000	50000	USD	Is this a position within the UN Common System? No
Telephone Number		Email Address	
Address of Employer Senegal			
Number of Employees Supervised by You 1			
Description of Duties -Project coordinator of the Digital Freedom Initiative (www.dfi.gov), West-Africa pilot project focused on economic development and ICT - Coordinated the draft of a design document set to define the strategic orientation of the project - Managed logistics of the design team -Organized & serviced meetings, seminars & workshops- Identified and organized meetings with third party groups (NGOs, for profits) - Prepared budgetary requirements of the Project-Liaised with US governmental agencies (US Agency for International Development, Peace Corps) and local and international NGOs (Geekcorps, ENDA)-Performed executive search to identify future management team (Interviews, Salary negotiations)			
Summarize any of Your Achievements -The design document was approved by the local administration and US authorities-Participated in the creation of the first West-African Association of IT Professionals www.witsa.org-I identified the current Director of the project			
Reasons for Leaving Job Opportunity with the United Nations			

Job Title Project Manager		Type of Business Non-Profit Organization	From - To 01/02/2001 - 01/06/2002
Name of Employer Hewlett-Packard Youssou Ndour Joko Project		Name of Supervisor Lisa Goldman	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
40000	40000	USD	Is this a position within the UN Common System? No
Telephone Number		Email Address lisago@well.com	
Address of Employer Senegal			
Number of Employees Supervised by You 8			
Description of Duties -Coordinated the creation of low-cost Cybercafes and training centers-Liaised with international partners (Hewlett-Packard, Sonatel, US team)- Member of the project's strategic steering committee (which included senior staff of HP, and local Governmental and private sector representatives) - Performed various administrative tasks: Recruited a team of local web-professionals (vacancy announcement, pre-selection, interviews, salary negotiation) -Overviewed scheduling and deadlines - Approached donors for various projects (Budget requirements following RBB standards). Overviewed the implementation of the projects. Procured various equipment (IT, vehicles).			
Summarize any of Your Achievements -Launched the first Senegalese cultural internet portal-Opened 2 Joko-cybercafes and 5 computing training Centers-Helped train thousands of locals in computing basics - To learn more about the Joko Project:http://www.hp.com/hpinfo/newsroom/press/2001/010125a.html and to see pictures:http://www.niftycorp.com/images/photos/2001/08.11.01-jokogoundiane/			
Reasons for Leaving Project funding issues			

Job Title Project manager		Type of Business Webdesign Firm	From - To 01/12/1999 - 01/01/2001
Name of Employer Simpledesign		Name of Supervisor Loren Simpelo	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
50000	50000	USD	Is this a position within the UN Common System? No
Telephone Number		Email Address	
Address of Employer United States of America			
Number of Employees Supervised by You 6			
Description of Duties Led all client relationships, from pre-sales to final delivery, including cost estimates and invoicing. Overviewed the production of marketing content (print ads, corporate information, websites, CD-Roms) for financial brands like Schwab, entertainment like Billboard, EA games and internet start-ups.			
Summarize any of Your Achievements Delivered/coordinated comprehensive services: initial planning, scheduling, budgeting, brainstorming, creative briefs, production, art direction, media-planning, architecture and tech-issues for websites			
Reasons for Leaving Opportunity with Joko.			

Job Title Producer		Type of Business Advertising Agency	From - To 01/12/1996 - 01/12/1999
Name of Employer EURO RSCG Communications Worldwide		Name of Supervisor Jacob Mora	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
25000	35000	USD	Is this a position within the UN Common System? No
Telephone Number		Email Address	
Address of Employer United States of America			
Number of Employees Supervised by You 5			
Description of Duties Managed projects from initial client contact to final delivery Overviewed the production of marketing content (websites, banner advertising, micro-site, HTML emails) Developed and supervised a coherent process. Overviewed, scheduled day to day tasks of a team of designers, programmers and writers. Liaison with international agencies of the network.			
Summarize any of Your Achievements Led the production of interactive material for Hi-Tech companies like Sony and Microsoft Corp. Awards: 2000 Cannes Advertising Festival: Received a Silver Lion for BillboardLive Flash movie(http://www.simplesdesign.com/simplesdesign/portfolio/interactive/billboard.htm#) -1999 One Show Interactive Award: Sony Online Production			
Reasons for Leaving Opportunity to work for Simpledesign			

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
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
Italian	No	Easily	Not easily	Not easily	Easily

Address

39 Rue Liancourt
Paris France
Telephone: 33-0143225701
Contact: Gilles Baltrusaitis

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
Geoffrey CHISHOLM	The New School University	66 West 12th St. United States of America	119177030371 chisholg@newschool.edu
Annette LOUDON	Niftycorp.com	Angle rue IV et rue XXI, Médina, Dakar, BP 11777 United States of America	annette@niftycorp.com
Aminata LOUM	Joko	Point E, Dakar Senegal, BP 11777 loumaminata@hotmail.com United States of America	loumaminata@hotmail.com

Personal History Profile for Assadullah DANISHJO

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
DANISHJO	Assadullah		
2. Date of Birth	3. City of Birth	Country of Birth	Index No
08/03/1974	Ghazni	Afghanistan	
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Afghanistan		Afghanistan	Afghanistan
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Male	180	75	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 officers			
14. Would you accept employment for less than six months? Yes			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? 01/04/2009			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? No			
18. Email Address: danishjo@un.org			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
Preston University of Science and Information Technology	Islamabad Pakistan	Nov-2003 - Nov-2004
Main Course of Study	Field of Study	
Degree Title or Equivalent	Degree Type	
Masters of Business Administration		

University Name	City, Country	From - To
Balkh University	Mazar Afghanistan	Apr-1994 - Aug-1998
Main Course of Study	Field of Study	
Other Engineering	Engineering & Engineering Trades	
Degree Title or Equivalent	Degree Type	
Bachelor of Science in Civil Construction	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
IATA	Kinshasa Congo, Dem. Rep.	Oct-2009 - Oct-2009
Main Course of Study		Certificate or Diploma
IATA Audit Training		Certificate

Name of School	City, Country	From - To
United Nations Training Centre, UNLB	Brindisi Italy	Mar-2009 - Apr-2009
Main Course of Study		Certificate or Diploma
Records Management for Peacekeeping Operations		Certificate

Name of School	City, Country	From - To
MONUC Conduct and Discipline Unit	Kinshasa Congo, Dem. Rep.	Jul-2008 - Jul-2008
Main Course of Study		Certificate or Diploma
Induction to Condcut and Discipline of Peacekeepers		Certificate

Name of School	City, Country	From - To
UNAMA Training Unit	KABUL Afghanistan	Jul-2004 - Jul-2004
Main Course of Study		Certificate or Diploma
TRIM Context		Information MGT/Trimming Certificate

Name of School	City, Country	From - To
International Computer Driving Licence, ICDL	Kabul Afghanistan	Jun-2004 - Jun-2004

Main Course of Study ICDL, Syllabus Version 3.0 online certification course		Certificate or Diploma Certificate
Name of School Institute of Network Technology	City, Country New Delhi India	From - To Apr-2003 - May-2003
Main Course of Study CISCO Networking Systems		Certificate or Diploma CISCO Network Associate
Name of School Alliance Francaise	City, Country Islamabad Pakistan	From - To Nov-2001 - Jul-2002
Main Course of Study Advanced French Language		Certificate or Diploma Advanced Language Certificate
Name of School Microsoft certified system Engineering, Microsfot innovation Centre	City, Country Islamabad Pakistan	From - To Sep-2001 - Apr-2002
Main Course of Study WINDOWS 2000 Network Engineering		Certificate or Diploma Microsoft Certified Professional
Name of School ICRC Training Unit	City, Country Kabul Afghanistan	From - To Nov-2000 - Feb-2001
Main Course of Study Advanced Language Course		Certificate or Diploma Adv English Language Certificate
Name of School Norwegian Project Office	City, Country Kabul Afghanistan	From - To Apr-1999 - Apr-1999
Main Course of Study General Report Writing		Certificate or Diploma Certificate
Name of School Departement Formation, CICR	City, Country Kabul Afghanistan	From - To Mar-1999 - Apr-2000
Main Course of Study Cours de la langue francaise de niveau intermediaire		Certificate or Diploma French language certificate
Name of School Nashir Computer Course	City, Country Kabul Afghanistan	From - To Dec-1998 - Jun-1999
Main Course of Study Quick & Visual Basic Programming		Certificate or Diploma Attendace to computer programming classes
Name of School Jafar-e-Sadeq high School	City, Country Pule Khumri Afghanistan	From - To Mar-1990 - Feb-1993
Main Course of Study High school		Certificate or Diploma High school Certificate

Employment

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

Job Title Associate Administrative Officer			Type of Business Peacekeeping Mission	From - To 01/08/2006 -
Name of Employer United Nations Mission in the DR Congo (MONUC)			Name of Supervisor Mr. Hany Abdel-Aziz	
Salaries per Annum:				
Starting 96000	Final 96000	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 12129630103			Email Address abdel-azizh@un.org	
Address of Employer Congo, Dem. Rep.				
Number of Employees Supervised by You 5				
Description of Duties				

=>Assist in support and coordination of administrative matters at the Director's office; =>Management and follow up of workflow between the Director and other components of the Mission; =>Inform the Director on evolving situations and convey DMS' instructions to the Sections and Regional Admin/Support Representatives, as required; =>Advise staff members on their entitlements, benefits and other administrative matters and procedures, and trouble-shoot Personnel & Finance troubles; =>Compiling information from various components for further preparation of reports (weekly/monthly reports, statistics, leave plans, etc.); =>Review, verification and pre-certification of various correspondences before submission to the Director or the Senior Administrative Officer for further action; =>Receive request on behalf of Missoin Support/Administration, provide adequate support and ensure same delivery of service including follow up/cost-recovery, etc; =>Follow up and controlling the budgetary implementation by ensuring that expenditures are in accordance with the approved work plans and allotments; =>Follow up and reinforcement of the Mission's directives and administrative instructions on all scopes of administrative activities in the mission; =>Assist in the preparation for visits of delegations from the UNHQ and external parties, and coordinate with concerned offices for adequate delivery of support; =>Plan and coordinate meetings, representing the office in the meeting, taking minutes, act as alternate LCC secretary, etc; =>Oversee the process of archival of paper flow with emphasis on electronic information management practices; =>Assist other offices in implementation and launch of databases in order to facilitate the mission's services to its clients, e.g., Easy, EMOP, etc. =>Act as security focal point and alternate security coordinator for the division of administration, including its offices;

Summarize any of Your Achievements

I have ensured with sensible efforts to support and process all matters pertaining to the day to day administrative work of the mission; I have actively served as a focal point for all communications and provided adequate support to the demands and concerns from the regional offices, section chiefs, and other internal and external clients. I have also ensured that the flow of work at the DMS office meets the deadlines and administrative matters are brought to the attention of Director of Mission Support. I, in consultation and teamwork of our colleagues, ensured so that the format of communication with the clients and components of the mission meet professional standards in terms of response-time and quality. All decisions made by the Director Of Mission Support are adequately and timely documented and forwarded to all the concerned parties for further review/action. In a timely manner, using the computer based reminders/lotus notes reminders, make follow up on the pending issues pertaining to the Administrative actions to be taken by different units/sections of the Division Of Mission Support. All queries received from the internal or external clients are answered in accordance with the United Nations Rules and Regulations, when needed.

Reasons for Leaving

Still Employed by MONUC

Job Title UNV - Administrative Officer	Type of Business Peacekeeping Mission	From - To 01/06/2005 - 01/07/2006
Name of Employer United Nations Mission in the DR Congo (MONUC)	Name of Supervisor Ms. Hazel Scott	
Salaries per Annum:		
Starting 30000	Final 30000	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 12129630103	Email Address scotth@un.org	
Address of Employer Congo, Dem. Rep.		
Number of Employees Supervised by You		
Description of Duties =>Assist in support and coordination of administrative matters at the Director's office; =>Management and follow up of workflow between the Director's and other components of the Mission; =>Inform the Director on evolving situations and convey DOA's instructions to the Sections and Regional Admin Representatives, as required; =>Advise staff members on their entitlements, benefits and other administrative matters and procedures, and trouble-shoot Personnel & Finance troubles; =>Compiling information from various components for further preparation of reports (weekly/monthly reports, statistics, leave plans, etc.); =>Review, verification and pre-certification of various correspondences before submission to the Director or the Senior Administrative Officer for further action; =>Receive request on behalf of Administration, provide adequate support and ensure same delivery of service including follow up/cost-recovery, etc; =>Follow up and controlling the budgetary implementation by ensuring that expenditures are in accordance with the approved work plans and allotments; =>Follow up and reinforcement of the Mission's directives and administrative instructions on all scopes of administrative activities in the mission; =>Assist in the preparation for visits of delegations from the UNHQ and external parties, and coordinate with concerned offices for adequate delivery of support; =>Plan and coordinate meetings, representing the office in the meeting, taking minutes, act as alternate LCC secretary, etc; =>Oversee the process of archival of paper flow with emphasis on electronic information management practices; =>Assist other offices in implementation and launch of databases in order to facilitate the mission's services to its clients, e.g., Easy, EMOP, etc. =>Act as security focal point and alternate security coordinator for the division of administration, including its offices;		
Summarize any of Your Achievements Within the DOA's office, I have contributed to encourage teamwork among the staff. I have proven to be quickly adapting to the working environment of this office, which is quite demanding, in order to achieve the goals of the DOA's office in a collective manner. Since the start of my professional expertise, I have maintained a very positive and client-oriented attitude towards clients who need or seek information related to Administration, Budget, Finance, Personnel and other admin related aspects in the mission. I had a couple of suggestions to the DOA and the Senior Management with regards to enhancing the current working system, especially, the establishment of an electronic archive for the DOA's office. During June – December 2005, I was responsible for post management within the Mission.		
Reasons for Leaving		
Recruited as International Staff		

Job Title UNV - Communications Assistant	Type of Business United Nations Peacekeeping Mission	From - To 01/12/2004 - 01/04/2005
Name of Employer MONUC	Name of Supervisor Mr. Abraham Rodriguez	
Salaries per Annum:		
Starting 30000	Final 30000	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 12129630103	Email Address rodriguez3@un.org	
Address of Employer Congo, Dem. Rep.		
Number of Employees Supervised by You 0		
Description of Duties Process all incoming and outgoing Code Cables in a timely and efficient manner, including processing of incoming and outgoing plain facsimiles; Develop, revise, and update Standrad Operating Procedures (SOPs) for the Communications Center including the facsimile distribution list; Assist and train the Switchboard Operators on appropriate UN protocols and standards; Provide daily guidance and supervision to junior staff; Prepare and do the timely update of the mission telephone directory on the Lotus notes and excel spreadsheets; Provide assistance in asset monitoring and management of telecommunications equipment; Assist the supervisor in managing the daily attendance report of CITS staff; Perform other duties as required by the direct supervisor and the chief of section;		
Summarize any of Your Achievements		

A step behind, I was working with UNAMA as an NPO Comcen Officer (NO-B) where I was involved with a number of admin related tasks which included the supervision of personnel within the Communications unit of UNAMA. Considering my past experience and knowledge of Management, It was a challenging for me to take this international assignment working in group of people who come to work from different cultures. My enthusiasm and readiness to meet the deadline and to respond to the emergency situations, as required by my section, was very much appreciated by the Senior Staff. I have always been keen to work hard, late hours and meet the deadlines of the section.

Reasons for Leaving

Joining DOA's Office

Job Title	Type of Business	From - To
NPO, Comms Officer	United Nations Peacekeeping Mission	01/07/2002 - 01/11/2004
Name of Employer	Name of Supervisor	
UNAMA	Mr. Anthony O'Mullane	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
18000	20000	USD	Is this a position within the UN Common System? Yes
Telephone Number	Email Address		
12129632668	o'mullane@un.org		
Address of Employer			
Afghanistan			
Number of Employees Supervised by You			
10			
Summarize any of Your Achievements			
Working as NPO, COMCEN Officer, my main activities where the supervision and overseeing the work of a group of 10 local staff who were working in a 24 hour shift. This unit was consisted of the Radio Comms, Switchboard, and Vehicle tracking sub units. I was providing support and guidance to the team on daily basis and ensuring that subordinates conduct operations in accordance with the code of conduct and regulations and rules of the United Nations. I have been representing the Communications and Technology Section in all arenas related to the administration of the section. The office was smoothly running with the entire satisfaction of the Chief of CITS and with an effective output. I was supervising the staff in the unit and overseeing the daily operation in a professional manner, while maintaining a very good teamwork.			

Job Title	Type of Business	From - To
Communications Assistant	United Nations office for Coordination of Humanitarian Assistance	01/04/2001 - 01/07/2002
Name of Employer	Name of Supervisor	
OCHA	Zulfiqar Bhatti	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
4000	6000	USD	Is this a position within the UN Common System? Yes
Telephone Number	Email Address		
12129632668			
Address of Employer			
Afghanistan			
Number of Employees Supervised by You			
0			
Description of Duties			
Operate radio communication equipment, receive and dispatch radio messages on an assigned shift including transmission and distribution of Faxes according to the United Nations Rules; Assisting in the development of agency rules, regulations, and policies concerning the use of communications equipment; Coordinate operational and administrative matters with other divisions and other UN agencies; Planning, organizing and directing the communication center operations and programs; Serve as a member of screening boards in matters related to promotions, hiring, reinstatement actions, representing the Communications office; Provide communications link for personnel in the field, sub offices or related emergency centers; Follow up of the UNITED NATIONS vehicles in the site; Make immediate decisions on a wide variety of information received through various sources and disseminates to field personnel, agency officials and or other UN agencies as appropriate; Conduct on-site inspections of communications centers to evaluate operations and personnel and ensure compliance with established policies and procedures; Developing and conducting training programs in communications procedures and requirements; Carrying out any other official task as assigned by the communications officer;			
Summarize any of Your Achievements			
I was responsible for the administrative planning of the communications center; which included the leave monitor, entitlements, update of call signs, fax numbers, telephone numbers, selcalls, mobiles and coordination of administrative matters between the OCHA communications departments in Afghanistan and Pakistan. Representing this office I was liaising with Administration of OCHA on all administration related issues of the Communications section. In this assignment with OCHA, I was able to make short missions to other parts of Afghanistan in order to assist our colleagues in the field. I was also able to promote my knowledge in terms of education whereas, besides working at the office, I was able to study Management and the courses of Networking and advanced French language, which have enabled me to manage my organizational activities in its greatest manner.			
Reasons for Leaving			
Joining UNAMA			

Job Title	Type of Business	From - To
Database Manager / Administrator	Relief and Assistance to the Victims of War	01/01/2000 - 01/04/2001
Name of Employer	Name of Supervisor	
ICRC - International Committee of the Red Cross	Christine Chatelan	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
5000	5500	USD	Is this a position within the UN Common System? No
Telephone Number	Email Address		
Address of Employer			
Pakistan			

Number of Employees Supervised by You

5

Description of Duties

Responsible for the overall management of the Information Management Unit; Supervising and providing guidance on administration, management, and practices to colleagues; Develop Records and Archives policies, procedures, and promote their adoption throughout the Protection department of the ICRC; Providing advisory services and making recommendations related to: information management policies and procedures, records keeping practices, improvement and implementating strategies, and procedures for transferring records from Standard 4 to Prot-5; Organizing and maintaining of the ICRC information assets, records, preservation and disposition of records; Retrieval of information, identification and protection of vital records including implementation of information management policies and procedures, using Standard-4 and Prot-5 databases; Serve as a project advisor for the implementation, evaluation, testing of a new information management applications which was introduced to the ICRC offices throughout the world, by the HQ, Geneva; Training of newly recruited national and international staff on the protection database; Follow-up of protection cases (family reunifications, missing prisoners, civilians disappearing during a conflict) protection visits to the prisons in order to update the data in the protection database; Deal with all Protection related activities on the field like contacts with the local authorities, representative of Red Crescent Society and local population, and subsequent update in the database; Briefing visitors on the ICRC protection and tracing activities; Writing correspondences, reports, and letters in English / French, and subsequent follow-up of specific protection issues; Carry out any other protection related activities as directed by the Protection Coordinator;

Summarize any of Your Achievements

Working at the protection department of International Committee of the Red Cross (ICRC), I learned a lot about human rights within a framework of participatory and interactive learning organized by International Committee of the Red Cross. I was providing support and assistance to the sub offices of the protection geographically located in different parts of the country. Being a focal point of the database management for the ICRC in Afghanistan, I was tasked to review and amend documents from Afghanistan and forward to the Headquarters of the ICRC in Geneva. I had 5 staff members who were working under my supervision with whom we were working in a collective goal with effective achievements which at many times been appreciated by the Office in Geneva. As the database changed, I have been actively involved in developing a new database for Protection department introduced by ICRC Geneva to all ICRC delegations, wherein, I trained all the ICRC protection officers on the use of the particular database, after my proper training. Prior to the implementation of this database, I have introduced coded names of all villages, districts and towns of Afghanistan to Geneva for further updated in a vast database which was later implemented through out the ICRC office in the world. I worked for ICRC with keen volunteerism and professionalism with volunteering work at the times of need, wherefrom I own a lot of Appreciation letters + Very good Appraisals from the chiefs throughout my duty with this organization.

Reasons for Leaving

Joining OCHA

Job Title	Type of Business	From - To
IT Specialist / Radio Operator	Relief and assistance to the victims of war	01/07/1998 - 01/01/2000
Name of Employer		Name of Supervisor
ICRC - Internaional Committee of the Red Cross		Mr. Pascal Brugger
Salaries per Annum:		
Starting	Final	Currency Paid
4000	4500	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		
Afghanistan		
Number of Employees Supervised by You		
5		
Description of Duties		
Oveseeing and monitoring the daily operation of the Radio Room, including training and providing guidance to the staff of radio room working in a 24 hour shift; Transceiving messages by Lotus/Domain Notes, HF, VHF, Sitor, Pactor, Fax, etc; Regular contacts with the Delegations, Sub-delegations and offices of the ICRC in Afghanistan, Pakistan and Geneva; Follow-up of all the ICRC vehicles and Aircrafts' Ensure the record keeping of the outgoing and incoming messages; Repairing the equipments of the office (fax machines, telephones, Computers) and installation of software programs; Installation of software on computers, Networking and troubleshooting; Joining the official missions to implement the projects in the central region of the country; Follow-up and coordination of flights and passengers bookings according to ICRC's rules; Notification of ICRC's flights to concerned authorities; Carry out any other related tasks as directed by the Head of Delegation		
Summarize any of Your Achievements		
In July 1998, as a consequence of my achievements, I was requested to work with the head quarters of (ICRC) International committed of the Red Cross in Afghanistan, Kabul. I was monitoring the leave requests, attendances and duly following up with the Administration of the ICRC delegation. Coming to work for the headquarters, I created a Database for the incoming and outgoing messages, which considerably reduced errors and time spent on the process of messages. I was training the Telecomms Assistants on use of new messaging database. My achievements were appreciated by the Chief of IT and Comms. I was later assigned more responsibility to assist the IT officer in networking and troubleshooting which was my will and interest		
Reasons for Leaving		
Joining Database Management		

Job Title	Type of Business	From - To
Communications and air operations assistant	Relief and Assistnace to the Victims of War	01/01/1996 - 01/07/1998
Name of Employer		Name of Supervisor
ICRC - International Committee of the Red Cross		Mr. Geffery Ten Dam
Salaries per Annum:		
Starting	Final	Currency Paid
4000	4500	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		
Afghanistan		
Number of Employees Supervised by You		
15		
Description of Duties		

Overseeing and supervising the over all work of the Radio Room, including providing administrative assistance to the sub offices; Monitoring attendance, leave records, preparing appraisal reports of Staff working in Radio Room; Giving support to the Radio Operators and flight following officers in the sub-offices; Transceiving messages by HF, VHF, Sitor, Pactor, Fax, etc; Regular contacts with the Delegations, Sub-delegations and offices of the ICRC in Afghanistan, Pakistan and Geneva; Regular contacts with the Authorities, notifications to Authorities of the ICRC's flights to the Northern region of the country; Responsible for IT equipments and stationary stored for the northern offices In Mazar; Follow-up of all the ICRC Aircrafts and vehicles movements inside Afghanistan; Ensure the record keeping of the outgoing and incoming messages; Repairing equipments of the office (fax machines, HF, VHF radios and Computers) and installations; Logistics and administrative support to radio operators, based in Mazar-e-sharif, Pul-e-Khumri, Taluqan and Panjshir; Prepare the statistics of incoming and outgoing messages; Controlling outgoing calls' registry; Joining official missions to implement the projects in the northern region of the country; Reservation and booking ICRC passengers according to ICRC rules and regulations; Prepare letters, flight requests, and flight notifications to authorities; Making and controlling the incoming and outgoing bordereaux; Passing weather reports to ICRC aircrafts and offices; Maintaining Air operation files;

Summarize any of Your Achievements

The office was a newly setup office, I was therefore required to perform a multitask duty where I was involved in a variety of administrative activities on an add hoc basis; As the ICRC office in the northern provinces has rapidly enlarged, my responsibilities were limited to work as responsible for Radio/Comms Department. The mentioned office was almost newly opened in the north where I established the radio room, and employed more radio operators as the activities were being expanded day by day. I was supervising 5 radio and switchboard operators who were working in a 24-hour shift with the entire satisfaction of head of sub-delegation. I have been supporting and providing guidance for as much as 15 Radio Operators and Flight following officers on the rules and policies governing the use of Communications equipment and flight following. As more offices were opened in the region, I have been supporting them logistically and administratively, including the training of newly recruited Personnel. I have been to several emergency field operations in the region to setup telecommunication links with our offices and to supervise and provide guidance to staff working in the field.

Reasons for Leaving

N/A

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 - 65 French - 60

List any office machines or equipment you can use:

TELEX, FAX, CRYPTO AND PHOTOCOPY MACHINES, ALL TYPES OF HF/VHF RADIOS, LAPTOP/DESKTOP PCS INCLUDING COMPUTERS HARDWARE/SOFTWARE TROUBLESHOOTING.

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	Easily	Easily	Not easily

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

Language	Mother Tongue	Speak	Read	Write	Understand
German	No	Easily	Easily	Easily	Not easily
Pashto	No	Easily	Easily	Easily	Easily
Persian	Yes	Easily	Easily	Easily	Easily
Urdu	No	Easily	Easily	Easily	Easily

Address

Opp mosque Esmaelia, Taimani,
Kabul Kabul Afghanistan
Telephone: 93-70250861
Contact: Rana Danishjo

Address

MONUC-HQ, Kinshasa DRC
Congo Batiment
Kinshasa Kinshasa Congo, Dem. Rep.
Telephone: 1-212-9630103 extension 6139
Fax: 243-818907855
Contact: Assadullah Danishjo

Address

Opp Esmalia Mosque, Taimani
Kabul Kabul Afghanistan
Telephone: 93-70250861
Contact: Assadullah Danishjo

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
Nader ABID	Asset Mangager	CITS warehouse, UNAMA Kabul Afghanistan	12129632668 abidn@un.org
Munir AHMADZIE	R & I assistant	R&I Unit, Utex 1, Gombe Afghanistan	12129630103 ahmadzie@un.org

Personal History Profile for Anders FRANTZEN

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
FRANTZEN	Anders		
2. Date of Birth	3. City of Birth	Country of Birth	Index No
28/05/1976	Trondheim	Norway	250745
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Norway		Norway	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Male	184	76	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? Yes. Switzerland.			
13. What is your preferred field of work? Political scientists			
14. Would you accept employment for less than six months? No			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? 01/01/2005			
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: frantzen@un.org			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
New York University, School of Continuing and Professional Studies	New York United States of America	Sep-2007 - Mar-2008
Main Course of Study	Field of Study	
Political Science	Social & Behavioural Science	
Degree Title or Equivalent	Degree Type	
Certificate in Global Affairs	Degree	

University Name	City, Country	From - To
European University	Barcelona Spain	Jan-2001 - Dec-2001
Main Course of Study	Field of Study	
Marketing	Business & Administration	
Degree Title or Equivalent	Degree Type	
Master of Business Administration (MBA)	Masters	

University Name	City, Country	From - To
University of Newcastle	Newcastle Australia	Jul-1999 - Dec-2000
Main Course of Study	Field of Study	
Management	Business & Administration	
Degree Title or Equivalent	Degree Type	
Bachelor of Business (major in Management)	Undergraduate degree	

University Name	City, Country	From - To
Norwegian School of Management (NSM)	Oslo Norway	Aug-1998 - Jun-1999
Main Course of Study	Field of Study	
Finance	Business & Administration	
Degree Title or Equivalent	Degree Type	
(part of Bachelors degree obtained in Newcastle)	Degree	

University Name	City, Country	From - To
University of Bergen	Bergen Norway	Jan-1996 - Dec-1996
Main Course of Study	Field of Study	
General Law	Law	
Degree Title or Equivalent	Degree Type	
1st year of Law-school	Degree	

University Name	City, Country	From - To
Norwegian Technical and Scientific University (NTNU)	Trondheim Norway	Aug-1995 - Dec-1995

Main Course of Study Anthropology (except Physical)	Field of Study Social & Behavioural Science
Degree Title or Equivalent Examen Philosophicum (entry exam in Philosophy, Logics and Psychology)	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 Garber Highschool	City, Country Bay City United States of America	From - To Aug-1993 - Jun-1994
Main Course of Study English, politics, American government, mathematics, sociology, literature - general subjects - 1 year exchange studies		Certificate or Diploma U.S. Highschool Diploma (Magna cum laude)

Name of School Trondheim Katedralskole	City, Country Trondheim Norway	From - To Aug-1992 - Jun-1995
Main Course of Study General Studies; Political science, History, languages (english and German), and basic natural science and mathematics		Certificate or Diploma Gymnasium/Highschool Diploma (Examen Artium)

Employment

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

Job Title Assoc. Political Affairs Officer		Type of Business Security Council Affairs Division	From - To 01/07/2009 -
Name of Employer United Nations		Name of Supervisor Horst Heitmann	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
0	0		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			
Description of Duties * Participate in the substantive services of the Security Council * Part of the Note-taking team, summarizing the proceedings of the Security Council * Assist in ad hoc duties, and perform other relevant duties on behalf of the Secretariat Branch			
Summarize any of Your Achievements -			
Reasons for Leaving Still in this position.			

Job Title Assoc. Administrative Officer		Type of Business International Political Affairs	From - To 01/08/2006 - 01/06/2009
Name of Employer United Nations		Name of Supervisor Ann De La Roche	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
0	0	USD	Is this a position within the UN Common System? Yes
Telephone Number		Email Address frantzen@un.org	
Address of Employer United States of America			
Number of Employees Supervised by You 1			
Description of Duties Capital Master Plan (CMP) Project, Focal Point for DPA, Reporting to the Executive Officer; review, coordinate and implement plans & preparations for the 2009 CMP Move of the Department of Political Affairs to various office swing-space locations. Work in close relations with the CMP Team, external architects, FMS as well as DPA Management and Divisions on all aspects of the CMP relocation plan. Maintain staffing and Office allocation plans. Follow-up on Architect's drawings and layouts. Participate in CMP update meetings relevant to DPA. Communicate with all DPA Offices and their CMP focal points on any updates, plans and schedules. The plan includes DPA's Special Political Missions based in New York, as well as the Security Council's temporary location. Archiving and Records Management Project, Reporting to the Executive Officer; Project management and coordination of preparing to archive old and sensitive political and substantive records collected over many years, as DPA is forced to reduce the amount of records kept in its Offices. Initiating an action plan with DPA Management Approval. Implementing the plan with all Divisions and their focal points. Consulting with ARMS and external Archiving Specialist. Following up on Consultant's and ARMS reports, and Division's records surveys. Implementing the final phases of the project, in accordance with agreed Retention Schedules. Assist the Executive Office in other areas of operations; * Certifying Officer, in financial and HR issues under DPA mandate, * Inputs in Planning Exercises, incl. Budget Planning of Department * Interviewing and selecting new Office staff members * Coordinating and follow-up on OIOS recommendations, as well as Board of Auditors' reports * DPA's Telecommunication system - supervise and coordinate the flow of telecom equipment and charges; * DPA's Property Management system - supervise and coordinate mandated Facility Management requirements;			

Summarize any of Your Achievements

I have been working closely with the Executive Officer on several projects on DPA management & administrative issues. This includes coordination of the CMP preparations, budget proposals and substantive interaction with the Divisions as well as external departments in order to meet the needs of our Department. Position has also included working with Trust Funds for Special political missions, donor relations, as well as coordinating substantive and managerial issues with OUSG and other substantive offices.

Reasons for Leaving

Internally transferred to another Office within the Department of Political Affairs

Job Title	Type of Business	From - To
Financial Controller	Insurance-based Financial Service company	01/11/2004 - 01/07/2006
Name of Employer	Name of Supervisor	
Zurich Financial Services	Mr Georg Hupfer	
Salaries per Annum:		
Starting	Final	Currency Paid
98000	98000	CHF
Is this a civil servant position of your Government?		No
Is this a position within the UN Common System?		No
Telephone Number	Email Address	
	anders.frantzen@zurich.ch	
Address of Employer		
Switzerland		
Number of Employees Supervised by You		
Description of Duties		
Financial Cost Management, Budgeting, Planning, Forecasting of Business Units finances. Financial Analyses, Business projects with close cooperation with all "Support units" (ie. CEO Office, CFO, Marketing, Accounting, Procurement, HRM, Legal, Datamanagement, Communications, Logistics and Actuariat). Monthly management reportings, cross functional/cross country reportings.		
Summarize any of Your Achievements		
I have helped create an improved reporting structure within the shared services of the company. Was involved in several successful projects within the financial area of Zurich Insurance Group.		
Reasons for Leaving		
Left Zurich Financial Services due to job opportunity at the United Nations, New York HQ.		

Job Title	Type of Business	From - To
Business Controller	Industrial machines - Production of Pharmaceuticals & Cosmetics	01/01/2002 - 01/05/2004
Name of Employer	Name of Supervisor	
CAM Group - AMRP Handels AG	Mr A.Proserpi	
Salaries per Annum:		
Starting	Final	Currency Paid
70000	90000	CHF
Is this a civil servant position of your Government?		No
Is this a position within the UN Common System?		No
Telephone Number	Email Address	
	a.proserpi@amrp.ch	
Address of Employer		
Switzerland		
Number of Employees Supervised by You		
3		
Description of Duties		
1st year I was responsible for the marketing and sales of products in Scandinavia. Market and client coordination, as well as handling orders and technical coordination with the supplying factory.		
Summarize any of Your Achievements		
I was given a new position to be the central business controller of the Group business world wide. I coordinated the final contracts with external clients and internally with our factories and suppliers.		
Reasons for Leaving		
Structural changes within the company combined with a personal motivation to move into the financial service sector.		

Job Title	Type of Business	From - To
Soldier in the Royal Norwegian Airforce	Military service, mandatory year	01/03/1997 - 01/02/1998
Name of Employer	Name of Supervisor	
Royal Norwegian Airforce	Captain Torsen	
Salaries per Annum:		
Starting	Final	Currency Paid
5000	5000	NOK
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		
Norway		
Number of Employees Supervised by You		
Description of Duties		

Military service

Summarize any of Your Achievements

I was the solders elective representing 400 soldiers at the Airbase

Reasons for Leaving

Termination of mandatory service year

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:

SAP, Software Programs (Microsoft Office - Excel, Access, Word, Outlook etc.), Lotus Notes (incl. Databases), IMIS, Form Manager, Database tools etc.

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

Language	Mother Tongue	Speak	Read	Write	Understand
English	No	Easily	Easily	Easily	Easily
Spanish	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
Danish	No	Easily	Easily	Easily	Easily
German	No	Easily	Easily	Easily	Easily
Italian	No	Not easily	Not easily	Not easily	Easily
Norwegian	Yes	Easily	Easily	Easily	Easily
Swedish	No	Easily	Easily	Easily	Easily

Address

442 E 20th Street, apt 9G
New York NY United States of America
Telephone: 1-9173672275
Fax: 1-6469184274
Contact: Anders Frantzen

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
Georg HUPFER	Manager, Financial Management Team, Zurich Financial Services Inc.	Talackerstrasse 1 Switzerland	georg.hupfer@zurich.ch
Martin JETLUND	Lawyer, Selmer Law Firm, Oslo	Evensgt. 3 Switzerland	postmaster@jetlund.no
Steven SIQUEIRA	Political Officer, OUSG, DPA, UNHQ	405 E 42nd Street Switzerland	siqueira@un.org

Personal History Profile for Biju Mathew GEORGE

General Details

1. Family name GEORGE	First Name Biju Mathew	Middle Name BIJU	Maiden Name, (if any)
2. Date of Birth 17/03/1967	3. City of Birth Kothamangalam	Country of Birth India	Index No
4. Country of Nationality at Birth India	Second Nationality (if any)	5. Country of Present Nationality India	Second Nationality (if any)
6. Gender Male	7. Height [cm] 167	8. Weight [kg] 71	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? Administrative officers			
14. Would you accept employment for less than six months? Yes			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? 01/11/2001			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? No			
18. Email Address: mathewbgeorge@gmail.com			

Education

List all university degrees or equivalent qualifications obtained.

University Name Bharatiyar University	City, Country Coimbatore India	From - To Apr-1995 - Apr-1997
Main Course of Study	Field of Study	
Degree Title or Equivalent Master of Business Administration	Degree Type	

University Name Mahatma Gandhi University	City, Country Kottayam, Kerala India	From - To Apr-1992 - Apr-1994
Main Course of Study	Field of Study	
Degree Title or Equivalent Master of Commerce	Degree Type	

University Name Mahatma Gandhi University	City, Country Kottayam, Kerala India	From - To Mar-1989 - Mar-1992
Main Course of Study	Field of Study	
Degree Title or Equivalent Bachelor of Commerce	Degree Type	

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

Name of School IAS Seminars, INC	City, Country New York United States of America	From - To Nov-2007 - Nov-2007
Main Course of Study International Accounting Standards (In house training)		Certificate or Diploma Certificate course in international accounting standards

Name of School UN Career Centre	City, Country New York United States of America	From - To Oct-2007 - Oct-2007
Main Course of Study Personnel Management		Certificate or Diploma Certificate programme in personnel management

Name of School UN Career Centre	City, Country New York United States of America	From - To Oct-2007 - Oct-2007
Main Course of Study Supervisory Skills		Certificate or Diploma Certificate

Name of School UN Career Centre	City, Country New York United States of America	From - To Jul-2007 - Jul-2007
Main Course of Study Presentation Skills		Certificate or Diploma Certificate in Presentation Skills

Name of School National Institute of Information Technology	City, Country Cochin, Kerala India	From - To Mar-1986 - Jun-1987
Main Course of Study Computer Applications		Certificate or Diploma Post graduate Diploma in Computer application

Name of School Government Commercial Institute	City, Country Cochin, Kerala India	From - To Mar-1984 - Mar-1986
Main Course of Study Accounting, Computer applications		Certificate or Diploma Diploma in Commercial Practise

Name of School Mar Athanasius College	City, Country Kothangalam, Kerala India	From - To Mar-1982 - Mar-1984
Main Course of Study Commerce		Certificate or Diploma Pre-degree

Name of School Mar Athanasius English Medium High school	City, Country Kothamangalam, Kerala India	From - To Mar-1981 - Mar-1982
Main Course of Study General Studies		Certificate or Diploma Secondary School leaving Certificate

Employment

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

Job Title Regional Administrative Officer	Type of Business Peace Keeping Operation	From - To 01/08/2008 -
Name of Employer UNMIT		Name of Supervisor Mark Oakes

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 6703304100	Email Address georgeb@un.org
---------------------------------------	--

Address of Employer
Australia

Number of Employees Supervised by You
45

Description of Duties
Responsible for the management and coordination of all administrative and integrated support services in the Districts of Covalima, Ainaro and Same Districts of Timor-Leste. Manage and administer the Engineering, Transport, CITS, MOVCON and General Service sections and to ensure that timely and effective support is given to cover the 226 UN personnel throughout the region. Responsible for the RSC personnel management including the recruitment of staff, performance management, maintenance attendance and leave records for all the staff in the region. Act as the custodian of petty cash / Imprest account. Cash and other payments are secured and made at all times within financial guidelines. As the Area Security Coordinator, appointed by the SRSG, to implement and monitor the Regional security procedures for the staff in accordance with the current UN regulations and standing operating procedures. Responsible for the coordination of the UNPOL and National Police, the Australian/New Zealand led International Stabilization Force and national authorities to ensure safety and security of the UN staff, agency staff and international civilians in the region. Provide logistical support to PIO activities including public outreach campaign in the region. Liaise regularly with local authorities, including District Administrators, Commanders of national police and armed force, who identify the regional priorities and needs to ensure proper coordination. Provide administrative, logistic and security support to the UN agencies present in the region. Focal point for Conduct Discipline Unit. Member for Security Management Team of UN country team, Timor Leste.

Summarize any of Your Achievements
Established proper co-ordination mechanisms and guidelines which improved the information flow between the security agencies in the region through participatory approach. These mechanisms include regional security guidelines, security sector meetings, security management meetings, zone warden system and crisis group management meetings. Led the RSC, UNPOL office team through an orderly manner during relocation, thus ensuring the safety and security of the staff, during a bomb crisis in 2009. Initiated the regional support monthly meetings between the UNPOL, MLG's and section staff, mainly to identify regional priorities and to highlight common areas that require additional support from RSC and HQ, Dili. Constructed a building for SMRC (which is the first in all the regions). Initiated computer training for national staff. Opened a National computer room for those national staff members who do not have access to a computer. Attended the regional humanitarian meeting with the NGO's, District administrator office to focus on food safety and WFP food distribution. Arranged medical evacuation of 6 nationals who were seriously injured, in coordination with Dili medical section and ISF.

Reasons for Leaving
Currently employed.

Job Title Budget /Finance Officer	Type of Business Pension Fund	From - To 01/11/2006 - 01/08/2008
Name of Employer UNJSPF		Name of Supervisor Sevil Alirzayeva

Salaries per Annum:

Starting 115134	Final 115134	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 1917367		Email Address george9@un.org	
Address of Employer United States of America			
Number of Employees Supervised by You 1			
Description of Duties Provide financial, administrative management support to UNJSPF through monitoring approved allotments, certifying expenditure, budget preparation and review cycle. Monitor budget implementation and determine/recommend reallocation of funds when necessary. Prepare relevant documentation with respect to budget performance submissions. Review and make appropriate recommendations with respect to the finalization of budget performance reports, analyzing variances between approved budgets and actual expenditures. Establishment, redeployment and abolition of posts in Integrated Management Information Service (IMIS) Monitor expenditures to ensure that they remain within authorized levels. Review all requisitions for goods and services to ensure correct objects of expenditure have been charged. Review and analyze data with respect to the finalization of cost estimates and budget proposals, in terms of staff and non-staff requirements from the Fund Secretariat and Investment Management Service. Was responsible for overseeing the administration of office space and office machinery, including renovations for the UNJSPF and for the movement and relocation of staff. Act as the Security Focal Point and represent the Fund at Security and Safety Service meetings. Initiate the drafting of security instructions and standard operating procedure for the Fund in the event of emergencies, crises or localized problem office building.			
Summarize any of Your Achievements Reduced the time for processing the invoices, travel claims etc. Invoiced all member organization for shared Pension Board expenses and collected arrears from them. Introduced new analytical reports on monthly expenditures. Prepared 2008-'09 budgets in result based format which was done there for the first time. Invoiced staff for the personal telephone calls and collected reimbursement pending since 2003. Carried out physical inventory of UNJSPF for the first time which resulted in an increase of reported inventory. Introduced energy efficient bulbs to reduce electricity usage.			
Reasons for Leaving Career advancement			

Job Title Administrative Officer	Type of Business United Nations	From - To 01/11/2001 - 01/11/2006
Name of Employer United Nations of High Commisoner of Human rights	Name of Supervisor Margo Picken	
Salaries per Annum:		
Starting 72000	Final 103674	Currency Paid USD
Telephone Number 85523216342		Email Address m_picken@yahoo.co.uk
Address of Employer Cambodia		
Number of Employees Supervised by You 15		
Description of Duties Ensure the smooth functioning of the administrative and financial management of the OHCHR, Cambodia office. Manage revenues and expenses as well as banking, procurement, payroll, inventory, receivable and payable (1 main office 8 provincial offices*)Certifying officer and bank signatory for Cambodia trust fund and regular budget (UNB28031)Personnel management including the issuance of contracts for the national staff, (FT,ALD and SSA) MIP and the pension fund. Prepare the budget for the office for both the regular budget and the Cambodia trust fund. Prepare allotment requests, financial reports and reconciliation reports of funds. Implement inventory control systems and dispose assets through LPSB process Advise staff on security situation and travel procedures to the provinces as informed by the UN security officer. Develop, implement and administer OHCHR systems for internal control, Provide logistical support, procurement, the maintenance of fleet of vehicles and computers. Procure services and equipment, vehicles including printing services, SSA contracts, and security services through local procurement committee. Implement the audit and evaluation recommendations. Certifying Officer and bank signatory for the Trust fund account (UNB 28031) * until 2003. Provided logistical support to 2003 election monitoring team. Provide logistical support for public information campaign for Human rights in Cambodia, including procure printing services (leaflets, t-shirts) procure services such as renting rooms, hire local artists, coordination local news reports and procure international videographers for the human rights day and SRSg's visit.		
Summarize any of Your Achievements Introduced tight internal control system including proper inventory systems. Regularized pension fund contribution which had been pending since 1995. Took part in the regular budget preparation of OHCHR, Cambodia office for the period 2004-05 and 2006-07, 2008-2009. Headed a task force who conducted two restructuring exercise and reduced staff strength from 65 to 30 through dialogue. Achieved a saving of \$36000/ year by moving the office to a smaller premise. By prompt billing and collection of personal calls pending since 2000 resulted in collection of personal calls worth \$20,000. Controls were introduced by implementing log sheets for vehicles. Disposed equipments and 8 vehicles through LPSB process. Moved to new bank after undergoing UN banking survey. Make office 100% MOSS complaint. Part of tiger team to set up the new OHCHR operation in Nepal in 2005. Provided support to successful public information and training activities for human rights in Cambodia. Coordinated development of official website for UNOHCHR, Cambodia to disseminate the human rights information.		
Reasons for Leaving Join UNJSPF.		

Job Title Finance Consultant	Type of Business International Organization	From - To 01/02/2001 - 01/10/2001
Name of Employer Mekong River Commission/UNDP	Name of Supervisor Torben Lund	
Salaries per Annum:		
Starting 45000	Final 45000	Currency Paid USD
Telephone Number 85523720 979		Email Address mrcs@mrcmekong.org
Address of Employer Cambodia		
Is this a civil servant position of your Government? No Is this a position within the UN Common System? No		

Number of Employees Supervised by You

3

Description of Duties

Conduct Internal audits for the National Mekong Committees of Thailand, Vietnam, Cambodia and Laos. Reconcile accounts for the 4 National Mekong Committees with MRC report to UNDP. Conduct evaluations for the Finance and administration staff. Provide MNC's staff on spot training for NEX procedures. Integrate of SOLOMON Accounting Systems. Help the office in change the bank account to new bank after conducting banking survey.

Summarize any of Your Achievements

Conducted Internal audit in National Mekong Committees of Thailand, Vietnam, Cambodia and Laos. Conducted Finance and administration staff evaluation. Provided NMCs staff on spot training NEX procedures. Reconciled accounts of 4 National Mekong Committees with MRCS report to UNDP. Developed chart of accounts for the World Bank project of Water Utilization Took part in developing computer systems in HRM systems. Integration SOLOMON Accounting Systems Bank reconciliation and Transfer of accounts to new bank Revision and Preparation of Procedural Manuals for Finance and SOLOMON a/c package

Reasons for Leaving

Taking new assignment with UNHCHR

Job Title	Type of Business	From - To
Administration and Finance Advisor	United Nations	01/02/1999 - 01/02/2001
Name of Employer	Name of Supervisor	
United Nations Volunteers	Ramesh Chandran	
Salaries per Annum:		
Starting	Final	Currency Paid
36000	38000	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	
85523216 217	unv@undp.org.kh	
Address of Employer		
Cambodia		
Number of Employees Supervised by You		
5		
Description of Duties		
Develop financial and administrative systems for National Centre for Disabled Persons, Reconcile accounts from 1995 until 2001. Recruit and train national counterpart to take over the job. Select and introduce suitable software for the organization. Prepare procedures and policies. Prepare Budgets and reports to donors and develop donor-reporting formats. Introduce the inventory control systems. Manage funds for associations such as for the Association of Blind of Cambodia (ABC), National Paralympics Committee of Cambodia.		
Summarize any of Your Achievements		
Prepared accounting policies and procedures manuals. Prepared the budget with input from projects, programs and donors. Developed inventory control systems. Introduced the procurement policies. Developed Standard Operating procedures for the Administration. Strengthened the HR division by training the staff and evaluation. Centralized the procurement Department. Managed funds of ABC, National Paralympics Committee of Cambodia and IVD. Appointed by the Ministry of Social Veterans Labour Youth Affairs as the Treasurer for the National Sports for People with Disabilities. Acted as the Treasurer for the International Volunteers Day 1999 and 2000		
Reasons for Leaving		
End of contract.		

Job Title	Type of Business	From - To
Vice Director	Management and Computer Training	01/02/1998 - 01/02/1999
Name of Employer	Name of Supervisor	
National Computing Centre(KMD)	Mrs. Lor Kheng	
Salaries per Annum:		
Starting	Final	Currency Paid
22000	22000	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	
85523213 875	kmd.ncc@bigpond.com.kh	
Address of Employer		
Cambodia		
Number of Employees Supervised by You		
5		
Description of Duties		
Computerized the Institute's Accounts and trained staff in invoicing, preparation of quotations, maintenance of cash bank books, ledgers, reconciliation, payroll accounts including payments to faculty / inventory management. Setup database for potential clients, staff and faculty, students. Introduced a standard Operating procedure for the Institute. Implemented Management Information System (MIS) for effective review and control of operations of the Institute comprising of the Sales Review, prospect base report, P&L statements, Balance sheet, detailed expenditure statements. Reported Weekly and Monthly MIS to Principals at Singapore and UK. Implemented procedure for controlling the cost by introducing Log - Books, Worksheets for Faculty time and other expenditure on vehicles, conveyance telephone/fax, internet		
Summarize any of Your Achievements		
Computerised the accounts, implemented MIS and conducted cost audits. Presented a successful business plan to achieve a 50% increase in the revenue and the same being implemented. Designed management courses directed towards NGO's Conducted training programs for Ministries.		
Reasons for Leaving		
To join the UNV programme.		

Job Title	Type of Business	From - To
Assistant Manager	FMCG	01/03/1997 - 01/01/1998
Name of Employer	Name of Supervisor	
Tata Tea Limited	Jacob Philip	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
100000	100000	INR	Is this a position within the UN Common System? No
Telephone Number	Email Address		
91484745 789			
Address of Employer			
India			
Number of Employees Supervised by You			
5			
Description of Duties			
Management of Administrative and Sales staff. Setting up new branches. Conduct cost audit and financial feasibility studies. Introduce the new financial management tool (Tally). Financial Management			
Summarize any of Your Achievements			
Successfully test marketed a new product into Kerala market. Part of the core group in Strategic planning, Product introduction and Financial feasibility study. Managed one sales region independently during and after a new product launch. Trained and motivated the staff to achieve the best in obtaining targets. Introduced a new system of credit and debit collection and trained the subordinate for the same. Developed Excellence in Marketing Research training course.			
Reasons for Leaving			
Better prospects			

Job Title	Type of Business	From - To
Branch Manager	Non Banking finance company	01/02/1992 - 01/03/1995
Name of Employer	Name of Supervisor	
Concert Capital Limited	Jacob Kovoor	
Salaries per Annum:		
Starting	Final	Currency Paid
74000	84000	INR
Telephone Number	Email Address	
91484362 897	info@concertcapital.com	
Address of Employer		
India		
Number of Employees Supervised by You		
4		
Description of Duties		
Setting up the new branch Staff recruitment and training Financial and Administrative management of the branch. Introduce National stock exchange operation in the Branch. Conduct internal audits in other branches.		
Summarize any of Your Achievements		
Joined the Group as an Accounts Executive to become the Branch Manager of a new location within 2 years. Successfully opened and operated a new branch at Quilon (a city in Kerala, India). Conducted the market research and feasibility study before the opening of the branch. Started a new Computer Terminal for the National Stock Exchange Operations at the Branch. Computerized the whole branch operations and trained and supervised the staff in maintaining the branch.		
Reasons for Leaving		
Higher Studies		

Job Title	Type of Business	From - To
Accounts Executive	Hospitality Industry	01/06/1986 - 01/12/1988
Name of Employer	Name of Supervisor	
Hillview Hotels Limited	Jos Mathew	
Salaries per Annum:		
Starting	Final	Currency Paid
36000	42000	INR
Telephone Number	Email Address	
91485822318	jose.mathew@hillviewhotels.com	
Address of Employer		
India		
Number of Employees Supervised by You		
2		
Description of Duties		
Accounting and financial reporting Accounts payable and receivable Cost control		
Summarize any of Your Achievements		
Reported to the Finance Manager. Independently maintained books of accounts. Experienced in estimating and preparing budgets. Experienced in preparing the Monthly / Yearly Financial reports. Have working experience with the Internal Audit team.		
Reasons for Leaving		
Higher studies		

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:
Computer, Photocopy machines, HF and VHF Radios, Sat telephone and Fax machine

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

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
Khmer	No	Easily	Not easily	Not easily	Easily
Malayalam	Yes	Easily	Easily	Easily	Easily
Tamil	No	Easily	Not easily	Not easily	Easily

Address

Office of CMS
UNMIT - Timor Leste
Darwin NT/Darwin Australia
Telephone: 670-330-4100 extension 7620
Fax: 670-731-1776
Contact: Mathew Biju George

Address

Office of CMS
UNMIT - Timor Leste
Darwin NT/Darwin Australia
Telephone: 670-330-4100 extension 7610
Fax: 670-731-1776
Contact: Mathew Biju George

Address

Chittoor House,
Opp JM Paradise,
Cochin Kerala India
Telephone: 91-484-2343934
Contact: Mathew George

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
John KURIEN	Fellow/Professor, Community Development	Centre for Development Studies India	914712446989 kurien.john@gmail.com
Goon MARGARET	Deputy Director	UNDP, NY India	001212363 5187 margaret.goon@undp.org
Picken MARGO	Former Director of UNCOHCHR	House No: 82, Tufnell Park road Huddleston Road, India	440207281 4826 m_picken@yahoo.co.uk

Personal History Profile for Velayutham GOPAL

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
GOPAL	Velayutham		
2. Date of Birth	3. City of Birth	Country of Birth	Index No
15/06/1969	Kedah Darul Aman	Malaysia	072159
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Malaysia		Malaysia	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Male	165	80	Married
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? No			
13. What is your preferred field of work? 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?			
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: gopal@un.org			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
Washington International University	King of Prussia United States of America	Jul-2004 - May-2005
Main Course of Study	Field of Study	
Management	Business & Administration	
Degree Title or Equivalent	Degree Type	
Master of Business Administration in Project Management	Masters	

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 Department of Safety & Security	Khartoum Sudan	Oct-2006 - Oct-2006
Main Course of Study		Certificate or Diploma
Advance Security in the Field - Staff Safety, Health and Welfare		Certificate of Attendance

Name of School	City, Country	From - To
United Nations Department of Safety & Security	Kabul Afghanistan	Dec-2003 - Dec-2003
Main Course of Study		Certificate or Diploma
Basic Security in the Field - Staff Safety, Health and Welfare		Certificate of Attendance

Name of School	City, Country	From - To
Violet English School	Sihanoukville Cambodia	Aug-1995 - Oct-1995
Main Course of Study		Certificate or Diploma
Business Management & Accounting		Certificate Command of English (95%), Knowledge of Management (95%), Knowledge of Accounting (90%), Application of Accounting (94%)

Name of School	City, Country	From - To
Adabi Masriyah College	Penang Malaysia	Jan-1990 - Dec-1990
Main Course of Study		Certificate or Diploma
Bahasa Malaysia, English, History, General Knowledge & Arts		Pre-University

Name of School	City, Country	From - To
Dato' Bijaya Setia Secondary School	Sungai Petani, Kedah Malaysia	Feb-1985 - Dec-1987
Main Course of Study		Certificate or Diploma
Bahasa Malaysia, History, English, General Science, Commerce and Modern Arts		Higher Secondary School Certificate - Academic Achievement (B), Behaviour & Discipline (A), Reliability (B), Leadership (B), Sociability (B), Initiative (B), Industry (A), Ability to Cooperate (B), Cheerfulness (B), Neatness (A)

Employment

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

Job Title Administrative Officer			Type of Business Peace Keeping Operations	From - To 01/08/2009 -
Name of Employer African Union-United Nations Hybrid Operation in Darfur (UNAMID)			Name of Supervisor Mr. Kenneth Gluck (JMST) / Mr. Ahmed H. Ainte (MSD)	
Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No	
74046	74046	USD	Is this a position within the UN Common System? Yes	
Telephone Number			Email Address gopal@un.org	
Address of Employer Sudan				
Number of Employees Supervised by You				
Description of Duties General Administration – Oversee work related to procurement, billing and receipt of income from various services, operational travel program, procurement monitoring and evaluation of vendor contracts/payment to vendors and individual contractors for services. Review adequacy of space requirements. Oversee the identification of office technology needs and maintenance of equipment, software and systems. Perform other work as required. Human Resource Management – Effectively coordinate actions relative to the administration of human resource activities, ensuring consistency in the application of UN rules and procedures. Provide information on conditions of service, duties and responsibilities, and privileges and entitlements under the Staff Rules and Regulations, and effective and speedy recruitment of international consultants and administrative staff members. Budget and Finance – JMST Trust Fund's Certifying Panel; Define requirements and work with systems units with respect to improving budget reporting systems and cost effective utilization of program resources. Develop procedures and implement same to ensure that accounting and financial management information issues and practices to colleagues. Provide guidance and leadership to more junior staff. Providing overall administrative support to Mission Support Division (MSD) – Khartoum Liaison Office in the following areas of concentration: Strengthen command and control systems at Khartoum level, provide improved support services with quality, speed and efficiency with clear opportunity to achieve organization goals. This includes official communications to Government of Sudan (GoS), Note Verbal (at the request of UNAMID HQ/Darfur), F1 forms etc. Prepare weekly and monthly Mission Support Division reports to the Director of Mission Support (DMS) and Deputy Director of Mission Support (DDMS), UNAMID Field Coordination Team and Service / Section Chiefs. Daily effective operational of Khartoum Liaison Office				
Summarize any of Your Achievements Upgraded and systematize the weekly and monthly reporting system to Director of Mission Support, Established well functioning administrative system where customer related services are functioning more professionally and effective, streamlines and systematized the Mission Support Division (Khartoum Liaison Office) filing system, trained office assistants of both JMST and KLO on office procedures and professional files handling system, provided speedy and prompt services to clients from various UN Agencies, International / National Organizations, Government of Sudan Officials, Embassies, African Union, and the League of Arab States prompt attention to their requests, maintain a high level cooperation and support to the Government of Sudan (Ministry of Foreign Affairs, Ministry of Defence, Sudan Civil Aviation Authority, National Telecommunication Corporation (NTC) especially in the absence of th Head of Office and while performing duties as Officer-in-Charge, Assisted with overseas coordination with various establishments including Government deparments such as Ministry of Foreign Affairs of Doha, Qatar for Joint Mediation Support Team mediation related work, and effective and efficient booking of accommodation for the Civil Society for Darfur to attend Darfur Peace Process in Doha on various occasions.				
Reasons for Leaving Still under contract				

Job Title Sector Administrative Officer			Type of Business Peace Keeping Operations	From - To 01/01/2008 - 01/07/2009
Name of Employer African Union-United Nations Hybrid Operation in Darfur (UNAMID)			Name of Supervisor Mr. Ahmed H. Ainte / General John Musonda	
Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No	
60507	60507	USD	Is this a position within the UN Common System? Yes	
Telephone Number			Email Address gopal@un.org	
Address of Employer Sudan				
Number of Employees Supervised by You 50				
Description of Duties • Human Resource Management – Effectively coordinate actions relative to the administration of human resource activities, ensuring consistency in the application of UN rules and procedures. Provide information on conditions of service, duties and responsibilities, and privileges and entitlements under the Staff Rules and Regulations. • General Administration – Oversee work related to procurement, billing and receipt of income form various services, operational travel programme, procurement monitoring and evaluation of vendor contracts/payment to vendors and individual contractors for services. Review adequacy of space requirements. Oversee the identification of office technology needs and maintenance of equipment, software and systems. Perform other work as required. • Budget and Finance – Take the lead with respect to the preparation and implementation of the work program, ensuring that financial resources are utilized to implement activities in accordance with the Mission Budget and allotments issued. Monitor and review the work program and budget by conducting regular and special reviews to assess progress of actual work versus the programme plan. Coordinate the production of mission reports. Define requirements and work with systems units with respect to improving budget reporting systems and cost effective utilization of program resources. Develop procedures and implement same to ensure that accounting and financial management information issues and practices to colleagues. Provide guidance and leadership to more junior staff.				
Summarize any of Your Achievements				

• Reporting system - Director of Mission Support officially supported and recommended to all other Sectors to adapt my weekly / monthly reporting format • Systematizing the Regional Administrative system from a chaotic to a well-functioned field office with increased in staff members from 60 to 210. • Good level of capacity building provided to national colleagues who are now so capable to handle their responsibilities with full confidence and professionally. • Systematizing the filing system and financial records left behind by my predecessors. • Define the terms of references of staff members and guided them to the (3) three Core Values of the United Nations; namely Integrity, Respect for Diversity and Professionalism. • Created a friendlier environment to working to achieve organizational goals. • Developed and provided clear goals that are consistent with agreed strategies. • Operated in compliance with organizational regulations and rules. • Anticipated and resolves conflicts by pursuing mutually agreeable solutions; and • Holds others accountable for achieving results related to their area of responsibility. • High turnout of recruitment process (23%) from 50 National staff members (2008) to 230 by June 2009 and known to be the best and speedy recruitment team in Darfur. As a recognition further empowerment / decentralization authority has been granted by the CCPO's office to process leave, contract approving, with effective functional to FPMS system with authority to clean it up from the sectoral level, full access to IMIS system. • Movement to Super Camp - we are the first one in the entire Darfur where all Mission Support Division and substantive sections to move to the newly built super camp before its deadline.

Reasons for Leaving

Reassignment to Khartoum Liaison Office

Job Title Sector Administrative Officer		Type of Business Regional Administrative Support (Mission Support Division)	From - To 01/09/2006 - 01/12/2007
Name of Employer United Nations Mission in Sudan (UNMIS)		Name of Supervisor Mr. Paul McNeill / Mr. Ahmed H. Ainte	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
57590	57590	USD	Is this a position within the UN Common System? Yes
Telephone Number		Email Address gopal@un.org	
Address of Employer Sudan			
Number of Employees Supervised by You 70			
Summarize any of Your Achievements <p>• Systematizing the Regional Administrative system from a chaotic to a well functioning field office. • Systematizing the filing system and financial records left behind by my predecessors. • Define the terms of references of staff members and guided them to the 3 Core Values of the United Nations; namely Integrity, Respect for Diversity and Professionalism. • Created a friendlier environment to working to achieve organisational goals. • Developed and provided clear goals that are consistent with agreed strategies. • Operated in compliance with organizational regulations and rules. • Anticipated and resolves conflicts by pursuing mutually agreeable solutions; and • Holds others accountable for achieving results related to their area of responsibility.</p>			

Job Title Oic / UNV Programme Manager		Type of Business Administration & Project Management	From - To 01/01/2006 - 01/06/2006
Name of Employer United Nations Assistance Mission in Afghanistan (UNAMA)		Name of Supervisor Terry Popowych	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
31200	31200	USD	Is this a position within the UN Common System? No
Telephone Number 1 212963 2668		Email Address popowych@un.org	
Address of Employer Afghanistan			
Number of Employees Supervised by You 29			
Summarize any of Your Achievements <p>• Successfully maintained the integral part of UNAMA administrative support services, professional support on strategic, policy, operational and administrative matters, effectively coordinating actions relative to the administration of human resources activities, e.g. recruitment, placement, promotion, performance appraisal, job classification reviews, separation of staff members, training, ensuring consistency in the application of UN rules and procedures; defining conditions of service, duties and responsibilities, participating the recruitment and preliminary screening of candidates for employment; administering and liaising with UNV/HQ on personnel issues; participating in efforts to improve resource planning process; timely clearance of finance for recruitment; and coordinating with UNAMA to develop and administer a system of planning, monitoring and evaluating the performance of UNVs.</p>			

Job Title UNV Programme Support Officer / Oic UNV Programme Manager		Type of Business UNV Support Unit for Afghan Elections Project 2004-5	From - To 01/06/2003 - 01/12/2005
Name of Employer United Nations Assistance Mission in Afghanistan (UNAMA)		Name of Supervisor Marc Spurling	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
31200	31200	USD	Is this a position within the UN Common System? No
Telephone Number 1212963 2668		Email Address spurling@un.org	
Address of Employer Afghanistan			
Number of Employees Supervised by You 8			
Description of Duties			

An integral part of UNAMA administrative support services, professional support on strategic, policy, operational and administrative matters, effectively coordinating actions relative to the administration of human resources activities, e.g. recruitment, placement, promotion, performance appraisal, job classification reviews, separation of staff members, training, ensuring consistency in the application of UN rules and procedures; defining conditions of service, duties and responsibilities, participating the recruitment and preliminary screening of candidates for employment; administering and liaising with UNV/HQ on personnel issues; participating in efforts to improve resource planning process; timely clearance of finance for recruitment; and coordinating with UNAMA to develop and administer a system of planning, monitoring and evaluating the performance of UNVs.

Summarize any of Your Achievements

Managed about 600 plus UNVs for the Afghan Elections Project 2003 - 2005 under about 25 categories of posts, assisted in increasing the staffing table from the number 32 to 600; provided substantive and technical support on all issues relating to programme management from establishment to completion particularly in the area of human resources management and administration, creating job vacancies, terms of reference, interview of candidates, deployment, appraisal, procedure and policies, intensive field monitoring, and regular written reporting; managed the UNV Support Unit and staff members (8) during the absence of the UNV Programme Manager (on many occasions); maintained maximum efficiency and out of the UNV involvement in Elections activities; implemented projects or those requested by executing partners such as UNAMA, UNDP, ANBP, UNICEF and UNOPS.

Reasons for Leaving

I have extended my current is extended till end of June 2006

Job Title Secretariat / Administrative Support		Type of Business Administration	From - To 01/07/2002 - 01/06/2003
Name of Employer National Assembly of the Baha'is of Cambodia		Name of Supervisor Khodadad (Tony) Saleh & Vilma Villaseñor	
Salaries per Annum: Starting 3600		Final 3600	Currency Paid KHR
		Is this a civil servant position of your Government? No	
		Is this a position within the UN Common System? No	
Telephone Number 85523211 109		Email Address nsacamb@online.com.kh	
Address of Employer Cambodia			
Number of Employees Supervised by You 0			
Summarize any of Your Achievements Systematized the filing system (about 300); created a better communication system (telephone, email and reports); streamlined the mailing system (distribution from the main office where records of mails have been introduced); Created certain databases for office use (excel, access); created systematic public information system (notice board, external relations), and created a formal library system (200 and more books with record system).			

Job Title Liaison & Training Officer (FS5)		Type of Business Liaison & Training	From - To 01/02/2002 - 01/05/2002
Name of Employer United Nations Assistance Mission in East Timor (UNTAET)		Name of Supervisor Maggs McGuinness	
Salaries per Annum: Starting 56161		Final 56161	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 6188946 3900		Email Address magguinness@yahoo.co.uk	
Address of Employer East Timor			
Number of Employees Supervised by You 30			
Description of Duties Assessed training needs (coordinate the design, development, delivery and evaluation of training) for civil servants - activities including, inter alia, technical and substantive training, safety and security, leadership and management, communications skills, and planning; assessment and analysis of the district Civil staff in consultation with the Deputy District Administrator and the Planning and Coordination Officer; Developed individual and group training modules based on the training needs analysis taking into account priority areas in the district; Liaised with Civil Service Academy and other training providers so that district needs are included in the various capacity development and management programmes implemented at the national level; Planned district training sessions to complement courses offered by the Civil Service Academy; Assisted language assistants in providing translation services; Responsible for increasing the capacity of District Administration staff to assume full responsibility for their particular posts; Focused on the particular training needs of the district through personalized training sessions (computer training to both District Administrator and his Deputy); Principal provider of cross-sectional training needs in administration, and time management.			
Summarize any of Your Achievements Helped in improvement of office management system of all about 30 civil servants including the District Administrator and his Deputy; improved the computer skills of civil servants at Oecusse enclave from poor to average level; other pertinent achievements including improvement in writing skills, telephone skills, good filing system, reporting skills, time management, project proposal, work ethics and discipline. I also conducted driving test for most civil servants of about 30 including the District Administrator and his Deputy; demonstrated technical knowledge in all aspects of human resource development with proven coordination, liaison and analytical skills; succeeded in the establishment and maintained effective working relationships among to the local civil servants and established excellent interpersonal skills and ability to maintain effective working relationships in a multi-cultural, multi-ethnic environment with sensitivity and respect for gender and diversity.			
Reasons for Leaving End of assignment and have decided to spend some qualitative time with family back home.			

Job Title Administrative Officer		Type of Business Administration	From - To 01/09/2001 - 01/01/2002
Name of Employer East Timor Public Administration (ETPA)		Name of Supervisor East Timor Public Administration (ETPA)	
Salaries per Annum: Starting		Final	Currency Paid
		Is this a civil servant position of your Government? No	

31200	31200	USD	Is this a position within the UN Common System? No
Telephone Number 61889463900		Email Address khan32@un.org	
Address of Employer East Timor			
Number of Employees Supervised by You 250			
Description of Duties Organized and coordinated all the activities of administrative and finance services such, e.g. recruitment, deployment, leave record, salary payment, appraisal, promotion and dismissal; actively involved in capacity building (office management system - filing, leave record, attendance, petty cash handling, writing memos, etc) of local staff and all support staff in the office; Actively involved in translation work and also act as translator during regular and official meetings; Strictly involved in creating Power Point Show Presentation of Civil Security policies and structure at the Ministerial level (Minister of Internal Affairs); Supervision of record keeping of security staff; Supervision of all support staff working in the office; Compilation of daily situation reports for taking appropriate action; Daily briefing of the support (Ministerial) staff working in the office; Performance evaluation of local office support staff; Collection and compilation of documents for budget preparation; Coordination and preparation for audit and inspection by the relevant departments; Record keeping and document tracking of all correspondence of the office; Procurement and asset management; Timely documentation pertaining to transport of the entire establishment; Special emphasis on documentation/record keeping of overtime, petty cash and attendance; Timely composing of drafts of certain reports and returns; Undertook any other tasks assigned by the Head of Security.			
Summarize any of Your Achievements - Systematized the filing system of about 250; sytematized the communication system (through capacity building of local staff via email and written letters and memos); Systematized the payroll system (about 250 staff); Assisted with staff counseling and maintained good discipline and ethic of work among the security guards and staff members; Created Civil Security Logo which was authenticated by the Minister of Internal Affairs and now being used as official logo of Civil Security; Acted as official translator for meetings and training and during counseling- Created the organizational chart; Drafted job description for security guards, office assistants' post; and maintained a close relationship with the Minister of Internal Affairs regarding any issued related to Civil Security			
Reasons for Leaving Promoted to P2 (FS5) post - Liaison and Training Officer back at my previous duty station Oecusse enclave.			

Job Title District Coordination Officer / Desk Officer		Type of Business Administration & Project Management	From - To 01/07/2001 - 01/09/2001
Name of Employer United Nations Transitional Administration in East Timor (UNTAET)		Name of Supervisor Office of District Affairs (ODA)	
Salaries per Annum:		Is this a civil servant position of your Government? No	
Starting 31200	Final 31200	Currency Paid USD	Is this a position within the UN Common System? No
Telephone Number 61889463900		Email Address pestano@un.org	
Address of Employer East Timor			
Number of Employees Supervised by You 0			
Description of Duties Dealt with all issues pertaining to Oecusse District Administration that covers every department in the Central level; served as the District Administrator focal point for all reconstruction and other development assistance being provided at the sub-district and village level by the World Bank;, as well as the other international aid organizations; provided for on-the-job training and skills transfer to local counterparts in the above mentioned areas of work; assisted the office of the District Administrator in other substantive areas of his/her office, eg: agricultural affairs, human rights, etc., at the District Office level, as and when required; attended high-level meetings on issues such as Oecusse Special Status and Oecusse Task Force; mediated with the offices of SRSG/DSRSG, political, on matters pertaining border issues, transportation, and coordinated transportation to 300 Oecusse residents who got stranded in Dili during the last week before the National Constitute Assembly Election, August 2001; acted as special translator especially into Bahasa and English between Office of District Affairs and District Administration as and when necessary; arranged Movement of Personnel Forms to UNTAET International/Local staff, NGOs, Donor Society, High Level Visitors / Official to Oecusse; dealt with the distribution of East Timor Transitional Administration motorcycles to all districts in East Timor; and involved in translation work (English to Bahasa / Bahasa to English).			
Summarize any of Your Achievements Created and maintained a professional interaction between Oecusse enclave and the central (Dili) level, involved in all matters pertaining to my district (such as transport, agriculture, water and sanitation, judicial, political and human rights); took part extensively in all district matters that required my intervention; organized special visit to Oecusse by SRSG, Presidential candidate Xanana and other dignitaries; introduced the unknown enclave Oecusse to non-government organizations, international relief organization and other pertinent donors (ADB, USAID) for further development.			
Reasons for Leaving My services was required at Civil Security of UNTAET due to my proficiency of my Bahasa Indonesia and expertise in Administration, Human Resource, Training and Personnel.			

Job Title Business Manager		Type of Business Advertisement Sales - Cambodian Yellow Pages 2001	From - To 01/05/2000 - 01/08/2000
Name of Employer Interquess Enterprise Co. Ltd.		Name of Supervisor Kim	
Salaries per Annum:		Is this a civil servant position of your Government? No	
Starting 14000	Final 14000	Currency Paid USD	Is this a position within the UN Common System? No
Telephone Number		Email Address interquess@com.kh	
Address of Employer Cambodia			
Number of Employees Supervised by You 0			
Description of Duties			

Generated new advertisement sales for The Complete Cambodia Guide 2001 Project.; managed the accuracy and consistency of information / art workflow between the company and its clients; Assisted in managing junior sales personals to achieve the targeted sales; handled customers on behalf of the company as well as the sales team; assisted as and when necessary in interviews; conducted sales meeting and received feedbacks about clients; Promoted sales and monitored field staff; and represented the company on business conferences and public affairs / promotional meetings.

Summarize any of Your Achievements

Introduced professional sales members to the company; participated actively in sales of 'advertisement for companies, marketing and promotion activities; guided my fellow sales colleagues to perform and achieve their sales objective to average level; and maintained excellent public relation.

Reasons for Leaving

I was with this commercial company for 3 months preciously when I was offered for the first time a post with UNV in East Timor in 2000. I basically did not want to lose my opportunity to join UN and thus decided to quit my job with Interquess.

Job Title Administrator	Type of Business Education	From - To 01/11/1996 - 01/04/2000
Name of Employer Violet English School	Name of Supervisor Violet English School (Owned by myself)	
Salaries per Annum:		
Starting 12000	Final 12000	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 ramanivela@camintel.com
Address of Employer Cambodia		
Number of Employees Supervised by You 3		
Description of Duties Managed the English language school and its day to day affairs (from hiring, payment, attendance record of teachers and pupils, contract issuance, and curriculum; provided written administrative report to the Local Education Department on monthly basis; overall internal and external communications; maintained a proper filing system of records and data (about 400 files of pupils plus 3 teachers); maintained proper financial record, accounts and plan for the future growth of school; Visa processing for international teacher(s); and designed curriculum and created books for all levels (Headway - from basic to advance level).		
Summarize any of Your Achievements Achieved in creating and maintaining our school as one of the best English language school in town; upgraded the spoken English language standard from poor to average; helped the local society to appreciate English language; promoted English language in all government offices (about 20 over departments) and offered free English to those civil servants; created the confidants in school students to converse confidentially with foreigners (tourists); and our school helped many students (about 20 - 30%) obtained good jobs at local banks, schools, teacher training collage, factories, government offices and other commercial companies.		
Reasons for Leaving Decided to move to the capital Phnom Penh. I sold off the school to a local friend who helped me in the establishment of the school.		

Job Title Purchasing Executive	Type of Business Purchasing Herbal Products, Printing, Design	From - To 01/01/1991 - 01/08/1994
Name of Employer Imbas Enterprise Pvt. Ltd.	Name of Supervisor Perumal Venkitachalan	
Salaries per Annum:		
Starting 10800	Final 10800	Currency Paid MYR
		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 Malaysia		
Number of Employees Supervised by You 20		
Description of Duties Managed the office and staff members (about 20); distributed herbal raw materials imported from India, Germany and Holland) to prodution team; ordered raw materials for the production of herbal products; supervised department staff (2); maintained a proper filing system (about 20); printing and design consultant; translation of company official catalogue and other related documents into English and Bahasa; maintained company's account (petty cash, salary payment, book-keeping); and ustomer relationship & price negotiator.		
Summarize any of Your Achievements Increased the sales of the company from RM10,000 to RM200,000 (around USD4,000 to USD80,000); promoted the company from a small supplier of raw material of herbal products to a average supplier with more customers (from 1 - 5); created rooms for more employees (20 - 35) at least.		
Reasons for Leaving Decided to leave for Cambodia to venture in educational field especially for the project socio-economic, development & literacy project. I also started my own English language school there.		

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 - **35**

List any office machines or equipment you can use:

Fax, Photocopier, Digital Sender, Phone, Computer, Satelite Phone, VHF Radio, Digital Camera.

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	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
Indonesian	No	Easily	Easily	Easily	Easily
Khmer	No	Easily	Not easily	Easily	Easily
Malay	No	Easily	Easily	Easily	Easily
Malayalam	No	Not easily	Not easily	Not easily	Easily
Tamil	Yes	Easily	Easily	Easily	Easily

Address

#24F, Street 566
Sangkat Beoung Kork II, Khan Toul Kork
Phnom Penh Kandal Cambodia
Telephone: 855-12-237005
Fax: 855-12-841765
Contact: Velayutham Gopal

Address

African Union-United Nations Hybrid Operation in Darfur (UNAMID)
Khartoum Liaison Office
Khartoum Sudan
Telephone: 249-92244 extension 8096
Fax: 249-091-2538376
Contact: Velayutham Gopal

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
Paul MCNEILL	Senior Administrative Officer	United Nations Mission in Sudan (UNMIS) Sudan	mcneillp@un.org
Kiplin PERKINS	Director, Department of Field Service	UNHQ Sudan	perkins@un.org
Wolfgang WEISZEGGER	Director of Mission Support a.i.	African Union-United Nations Hybrid Operation in Darfur (UNAMID) Sudan	24992244192 - weiszegger@un.org

UNITED NATIONS  NATIONS UNIES

Personal History Profile for Ioan GRAMA

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
GRAMA	Ioan		
2. Date of Birth	3. City of Birth	Country of Birth	Index No
24/01/1965	Borsec	Romania	431250
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Romania		Romania	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Male	186	98	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 officers			
14. Would you accept employment for less than six months? Yes			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? 01/10/2009			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? No			
18. Email Address: johngrama@yahoo.com			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
Bucharest University	Bucharest Romania	Sep-2008 - Feb-2010
Main Course of Study	Field of Study	
Civil Security	Security Services	
Degree Title or Equivalent	Degree Type	
Masters in Studies in Security	Masters	

University Name	City, Country	From - To
Defence University	Bucharest Romania	Jan-2004 - Apr-2004
Main Course of Study	Field of Study	
Degree Title or Equivalent	Degree Type	
Command Post University Degree		

University Name	City, Country	From - To
Pitesti University	Pitesti Romania	Nov-2002 - Mar-2003
Main Course of Study	Field of Study	
Degree Title or Equivalent	Degree Type	
Post academic		

University Name	City, Country	From - To
UNIVERSITY BIOTERRA	BUCHAREST Romania	Sep-1993 - Jul-1998
Main Course of Study	Field of Study	
Degree Title or Equivalent	Degree Type	
Engineer in economic management		

University Name	City, Country	From - To
Military Academy	Brasov Romania	Sep-1983 - Aug-1986
Main Course of Study	Field of Study	
Degree Title or Equivalent	Degree Type	
Officer (Bachelor of Science in Electronics)		

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
NATO SCHOOL	OBERAMMERGAU Germany	Dec-2003 - Dec-2003
Main Course of Study		Certificate or Diploma

NATO - European Security Cooperation		Leaving certificate
Name of School Pearson Peacekeeping Center	City, Country Pearson Canada	From - To Feb-2001 - Feb-2001
Main Course of Study CIMIC course "To secure the peace"		Certificate or Diploma Leaving certificate
Name of School Air defense officer advanced course	City, Country El Paso United States of America	From - To Aug-1998 - Dec-1998
Main Course of Study Military		Certificate or Diploma Distinguished graduate of class 4/98
Name of School High Military School	City, Country Breaza Romania	From - To Sep-1979 - Jul-1983
Main Course of Study Mathematics		Certificate or Diploma High School Certificate

Employment

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

Job Title Regional Security Officer and A/Regional Administrative Officer (18 months)	Type of Business Security / Administration	From - To 01/04/2005 -
Name of Employer UNMIL	Name of Supervisor Annette Leijenaar (Security) and Stephen Lieberman (Administration)	
Salaries per Annum:		
Starting 75510	Final 54930	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 grama@un.org	
Address of Employer Liberia		
Number of Employees Supervised by You 140		
Description of Duties -As Regional Administrative Officer - Supervise all the Administrative Section staff deployed in the Area of Responsibility. Ensure utilities are functioning and provided to UNMIL offices (electricity (generators), water, telephone, garbage collection, etc.). Monitor use of UN-owned property. Ensure human resources management is carried out in accordance with UN and UNMIL directives and rules. Assist the Procurement section to rent facilities and land, purchase services and materials. Identify and vet partners in line with UN regulations. Formulate and finalise contracts with UN local contractingpartners, and ensure that terms of the contract are respected. Supervise the Engineering section in preparing paper work for new projects, selection of Individual Contractors, oversee work sites and final payment according to the payment schedule. Manage office space in the Sector Headquarters and County Offices. Coordinate activities of the Administrative offices. Establish priorities for matters of routine support with a view to maximizing the effective and economic use of resources in the Sector. Manage the petty cash in strict compliance with UN rules and regulations, and perform other related financial activities in the Sector. Ensure clean, secure and safe standard within UNMIL facilities. Ensure a proper flow of all incoming and outgoing pouches and mail. Conduct the activity of the Welfare Committee, welfare activities, and manage financial resources for these activities. Take necessary measures to ensure a medical service according to UN standards, Negotiate lease agreements, deals with local vendors and local authorities. Assess training needs and organize training sessions for all staff. As Regional Security Officer - Plan, prepare and implement security measures. Prepare the threat assessment and the necessary preventive security measures. Provide accurate and timely information for immediate action.		
Summarize any of Your Achievements Achievements: In my position as Regional Security Officer combined with more than one and a half year as Acting Regional Administration Officer in two different locations I managed to achieve the following: PROFESSIONAL ACHIEVEMENTS - Conduct all the activities combining the requirements and resources of both, Administration and Security sections; - Supervise the activity of more than 100 people in the two locations I worked as RAO. - Provide Administrative and Security support in each of the two sectors for more than 1000 troops and civilian staff; - Set up a new Administrative Region and organize the activity of the ISS sections newly established, such as Transport, Supply, CITS, Logistics, and Engineering; - Prepare and sign the lease agreements for the use of the UNMIL compounds; - Serve as the focal point for official contact and negotiations regarding support from local authorities, military, local vendors; - Organize a Welfare Center and support actively the Staff Welfare Committee; - Expand the Regional UNMIL HQ, construct the Transport Workshop; - Establish a new UNPOLICE station and an operational UNMIL clinic; - Assess, plan and start the construction of two new military compounds for a total of 850 people; - Initiate and follow the procedure regarding the use of the financial resources in the region; - Conduct the payment of the electoral staff during the election, involving large number of people and amount of money - conclude the assessment conducted together with the Air Safety Unit in the use and improvement of an airstrip - establish and conduct the activity of the Health and Safety Committee. On security issues - Organize the activity of the Security Section according to the new Integrated Security system concept; - Update all related security plans and conduct exercises with UNMIL and all Agencies; PERSONAL ACHIEVEMENTS - Understand the working system of the UN especially in the regions. Understand and know the UN policy, rules and procedures. - Improve my knowledge regarding the administration of the human resource activities and financial regulation. - - Improve my knowledge regarding the activity of the Administration, ISS and Security. - Improve the ability to organize my activity, to plan, coordinate and monitor the work plan for the section and for my subordinates. - Improve my ability to write in a concessive manner and to communicate orally. - Improve my abilities as supervisor and to conduct all the activities in administration by taking into consideration security implications and aspects.		
Reasons for Leaving Currently occupying this position		

Job Title Transport manager	Type of Business Logistics	From - To 01/06/2004 - 01/04/2005
Name of Employer S.C MACROMEX S.R.L.	Name of Supervisor Nicolae Cismasu	
Salaries per Annum:		
Starting 200000	Final 250000	Currency Paid ROL
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No

Telephone Number Address of Employer Romania Number of Employees Supervised by You 84 Description of Duties <p>- Managed the company fleet and oversaw receipt, distribution, maintenance and utilization of all vehicles. Oversaw human resources recruitment of staff in my section. Conducted training on the use of vehicles, national and international regulations and other related topics. For almost one year I conducted trainings and supervised the activities related to Occupational Health and Safety. Conducted evaluations of senior staff in my section and ensured all staff went through evaluation process (through their supervisors). Prepared budget proposals for the Transport Section. Participated in senior management meetings. Managed allocated budget and prepared periodical reports. Conducted procurement on the purchasing of vehicles, spare parts and other logistical materials. Negotiated and prepared contracts with local transport workshops, transport companies, other service providers in order to cover all the needs of the company. Prepared all necessary paper work for international delivery of products as well as the import of products, port clearance, and convoys to carry products from the port to storage warehouses. Prepared necessary documentation for the company to receive annual industry-wide authorization necessary for a major logistics service provider. Conducted assessments for new business opportunities in providing logistics services. Organized and implemented a control mechanism for vehicle fuel distribution, fuel tracking, fuel consumption controls, and disciplinary measures for those exceeded their quota.</p> Summarize any of Your Achievements <p>- Coordinated the activities of over 80 people working in 6 places located in major Romanian cities. Managed a fleet of over 400 vehicles and a budget of 9 million USD. - Prepared and negotiated more than 50 contracts with different companies for providing vehicles, different services, parts, others. Organized transport and distribution of more than 50.000 tones of frozen or fresh products per year. Prepared several analytical studies on the use of the budget, purchase of new vehicles and equipment, and recommendations and plans for improvement. Prepared the documentation and managed the distribution of products abroad through company vehicles</p> Reasons for Leaving I preferred to join the UN and thought it would best utilize my experience.	Email Address johngrama@yahoo.com
---	---

Job Title Military observer - logistic officer Name of Employer MONUC - UN	Type of Business Logistics	From - To 01/03/2001 - 01/03/2002 Name of Supervisor XAVIER DEVAULX de CHAMBORD
---	--------------------------------------	--

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
200000	200000	ROL	Is this a position within the UN Common System? Yes

Telephone Number	Email Address
Address of Employer Congo, Dem. Rep.	
Number of Employees Supervised by You 1	
Description of Duties Coordinated all supply, re-supply and logistics requirements of MILOB Teams and military units. Acted as logistics coordinating link between the MILOB Teams, Sector HQ and the other branches Maintained records of all main logistics stocks. Monitored fuel stocks, followed up fuel consumption, submitted requests for fuel on time (especially if the re-supply was done on the river). Oversee and report on logistics needs and equipment maintenance in each location inside AOR and coordinate re-supply. Submit daily reports to JLOC Kinshasa on the logistics status in the AOR. Coordinate vehicle and generator support to the MILOB Team sites. Ensure close coordination with both Sector Commander and OIC Administration. Assist the Sector chief JLOC in coordinating the ISS activity in the region, providing support in the financial, personnel and medical aspects.	
Summarize any of Your Achievements - Ensured provision of water, fuel and all logistic support by air to the troops located in two remote areas and to 6 UNMO teams in a radius of about 200 km. Supported rotation of the contingents within the area, around 1800 troops from different countries with all the weapons, equipment and materials. Provided logistic support for the construction of a new military compound On the procurement side, I assisted the head of section in negotiating contracts regarding the provision of water, for establishment of a Transport Workshop, for the use of a former hotel as accommodation for the troops, and for the establishment of several new UNMO team sites.	
Reasons for Leaving End of tour of duty	

Job Title Military observer - logistic officer Name of Employer UNIKOM -UN	Type of Business Deputy Logistic Officer	From - To 01/10/1999 - 01/10/2000 Name of Supervisor Colonel John Bayton
---	--	---

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
160000	160000	ROL	Is this a position within the UN Common System? Yes

Telephone Number	Email Address
Address of Employer Kuwait	
Number of Employees Supervised by You 0	
Description of Duties Organised the supply and re-supply of teams and Sector HQ with water, fuel, stationery, furniture, etc. . Oversaw the supply store, liaised with the technicians for any maintenance needed or scheduled, oversaw other logistics activities as requested by the Logistics Officer.	
Summarize any of Your Achievements - Organized and managed the Sector Welfare Club. Provided logistics support to 8 UNMO teams on a radius of about 100 km	
Reasons for Leaving End of tour of duty	

Job Title Officer		Type of Business military	From - To 01/04/1999 - 01/05/2004
Name of Employer Ministry of defense		Name of Supervisor Ioan BOANCA	
Salaries per Annum: Starting 150000		Final 180000	Currency Paid ROL
		Is this a civil servant position of your Government? Yes	
		Is this a position within the UN Common System? No	
Telephone Number		Email Address johngrama@yahoo.com	
Address of Employer Romania			
Number of Employees Supervised by You 9			
Description of Duties The last 5 years of my military career, during which I served for two years as military observer in two UN missions, I worked in the Army International Affairs Department, with the following responsibilities: For a period of 3 years I planned and prepared bilateral military activities with other countries including preparation of logistics support (accommodation, food, medical, laundry), paper work for different officials (Customs, Immigration, Border Control, Airport, Military Attaches, Ministries of Foreign and Internal Affairs, Airlines), arrange official events (meetings, diners, cultural programs), prepared visits at the Chief of Army Staff level and the visits of the Chief of Army Staff abroad, selected and prepared the necessary documentation for staff taking part in different activities abroad, prepared analytical reports on the results of all these activities and on the lessons learned, prepared the budget for the section and regular reports on its status, participated in negotiations with teams from other countries regarding contribution of both sides for bilateral activities, conducted procurement in selecting the service providers and the prices whenever the service could not be provided by Military, conducted briefings and trained the participants in different activities on diplomatic, financial, obligations and rights, and served as focal point for Military Attachés			
Summarize any of Your Achievements 1999 - 2004 - Prepared more than 20 visits at the Chief of Army Staff level. Prepared visits of foreign troops for training, up to 400 soldiers at a time, including supervision of the costs supported by Romanian Army. Prepared documents for temporary import of weapons. Focal point for the Army staff in relation with more than 40 foreign Military Attachés. Trained Military Observers in courses conducted in Germany 1999 – 2000. Served as Deputy Logistics officer in South Sector / UNIKOM 2001-2002, and Military Logistics officer in Sector 1/ MONUC			
Reasons for Leaving Sought a better career opportunity in a civilian environment			

Job Title Officer		Type of Business Military	From - To 01/09/1986 - 01/04/1999
Name of Employer Ministry of Defence		Name of Supervisor Barzu Viorel	
Salaries per Annum: Starting 10000000		Final 7500000	Currency Paid RUR
		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 Romania			
Number of Employees Supervised by You			
Description of Duties During my 25 years of military life, including the 7 years of Military College and Military Academy, I progressively built a strong military career based on administrative work. The first 13 years I worked in different positions in an operational unit, at the beginning at company and later at battalion level. My responsibilities were connected to the administration, training, operations, security, and logistics as follows: Selected soldiers for different positions based on their training, abilities and knowledge; Conducted training sessions for trainers, prepared their program and supervised their activities; Organized the storage of emergency rations and replenished replacements; Organized storage of ammunition; Organized a small farm to become self-sufficient with some of the products (mandatory before 1990 during the communist period); Conducted assessments in the field; Negotiated with different agriculture farms pay level, cost of food and accommodation for the troops sent to harvest products; Prepared payrolls, paid troops; Prepared contracts with different service providers; Organized movement of military equipment by road and by railway; Organized establishment of camps in new locations, including supply with food and water, bathing, laundry, medical support, communication, etc; Organized briefings for visitors and officials; Oversaw Health and Safety issues; Conducted evaluation of my subordinates.			
Summarize any of Your Achievements Trained more than 2000 soldiers during my career. Planed, prepared and conducted 12 major military logistics operations that involved movement of assets and logistics planning for a period up to one month. Being in an operational unit, for 5 years I conducted as OIC CO all the activities of the battalion after the working hours during my shifts. Supervised the logistics activity and the provision of the utilities during my shifts at the battalion level. Took part in different audit activities related to classified documents, storage of weapons and ammunition, food and other supply items.			
Reasons for Leaving Moving to the Army HQ in a higher position			

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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	Easily
In addition to the six United Nations Official Languages, list any other languages you know.					
Language	Mother Tongue	Speak	Read	Write	Understand
Rumanian	Yes	Easily	Easily	Easily	Easily

Address

Sandulesti street, no 5, building Z13, apt. 6
Sector 6
Bucharest Romania
Telephone: 40-21-4138275
Fax: 40-723612875
Contact: IOAN GRAMA

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
Dumitru DUMITRESCU	ARMY BRIGADIER (RETIRED)	CARANGHEL street, no 8, apt. 17, District no.6, BUCHAREST Romania	004021413.99.24
Wolfgang GRIMM	Command Forester, Environmental Branch, Engineer Division, US Army Installation Management Agency, Europe Region, DSN: 370-7699	Sitzbuchweg 34 69118 Heidelberg Romania	00496221803265 Wolfgang.Grimm@ima-e.army.mil
Steven SCHAFER	Quality Manager / Customer Quality Liaison	751 Espolon Dr. El Paso, Texas 79912-1706 Romania	001915783-4939 schafer409@cs.com