

Profiles included in this document

	Name	Index	DOB	Gender	Nationality	EMail
1.	ASHIE, Joyce	827484	21/02/1952	F	USA	Ashie@un.org
2.	AYYASH, Norma	454150	10/01/1966	F	IND	ayyash@un.org
3.	CAMARINES, Irene	432917	06/10/1958	F	PHI	camarines@un.org
4.	CASAL, Maricar	485900	10/06/1964	F	USA	casal@un.org
5.	HODELIN, Sandra	715394	27/03/1968	F	HAI	hodelin@un.org
6.	JIRAPOKAKUL, Niramol	416775	08/12/1956	F	THA	jirapokakul@un.org
7.	MALASI, Beatrice	422712	28/08/1966	F	KEN	malasib@un.org
8.	MCKENZIE, Fay		21/09/1954	F	USA	mckenzief@un.org
9.	MEKONNEN, Zakia		14/04/1956	F	ETH	gudai@un.org
10.	MUTHIANI, Anne Nelly Ndunge		10/11/1956	F	KEN	muthiani@un.org
11.	MUTHIANI, Anne Nelly Ndunge		10/11/1956	F	KEN	muthiani@un.org

Personal History Profile for Joyce ASHIE

General Details

1. Family name ASHIE	First Name Joyce	Middle Name	Maiden Name, (if any)
2. Date of Birth 21/02/1952	3. City of Birth Accra	Country of Birth Ghana	Index No 827484
4. Country of Nationality at Birth Ghana	Second Nationality (if any)	5. Country of Present Nationality United States of America	Second Nationality (if any) Ghana
6. Gender Female	7. Height [cm] 163	8. Weight [kg] 90	9. Marital Status Single

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

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

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

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

14. Would you accept employment for less than six months? **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: **Ashie@un.org**

Education

List all university degrees or equivalent qualifications obtained.

University Name Universite du Benin	City, Country Lome Togo	From - To Oct-1982 - Jun-1986
Main Course of Study	Field of Study	
Degree Title or Equivalent Diplome de licence d'etudes francaises	Degree Type Undergraduate degree	

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

Name of School New York University	City, Country New York United States of America	From - To Oct-1992 - May-1994
Main Course of Study French to English Translation Course		Certificate or Diploma Translation Certificate

Name of School Ealing Technical College	City, Country London United Kingdom	From - To Sep-1973 - Jun-1974
Main Course of Study Advanced Secretarial Linguistic Studies		Certificate or Diploma Advanced Secretarial Linguistic Diploma

Name of School Wesley Girls High School	City, Country Cape Coast Ghana	From - To Sep-1965 - Jun-1970
Main Course of Study English Language Literature General Science Maths Geography Scripture		Certificate or Diploma General Certificate of Education (GCE)

Employment

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

Job Title Human Resources Assistant	Type of Business International Organization	From - To 01/06/2008 - 01/10/2009
Name of Employer MINUSTAH		Name of Supervisor Alexander Thern-Svanberg
Salaries per Annum: Starting Final Currency Paid	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes	
Telephone Number 1917367-3202	Email Address Ashie@un.org	

Address of Employer

Haiti

Number of Employees Supervised by You

7

Description of Duties

As the Team Leader of the National Staff Unit Administration Cell, I have first responsibility for all the work done in the Cell. I review and correct the work of the staff under my supervision before sending it out. I give guidance to the national staff on how to deal with our clients and I assist in the interpretation and application of HR policies in the Mission. I receive our clients when my colleagues are unable to respond to their needs and often provide guidance on personnel-related issues. I train the staff members under my supervision in the correct handling of HR cases in order to avoid errors and delays when processing entitlements of staff members and ensure that correct filing system is maintained by all. I teach the staff how to draft memos when forwarding PAs to Finance and UNJSPF for processing. I often assist other colleagues who have less experience in HR and stand in for the Chief of Unit when he is away.

Summarize any of Your Achievements

In June 2009, we had to process all 1230 staff members from 300 series appointments to the new HR Transition appointment. This was particularly challenging because we had to review all the 1230 files of staff members in order to recommend the correct equivalent of step within grade since we had to make the change from service allowance to steps. I had to first teach my team how to grade files as if we were recruiting afresh. This exercise was completed successful with less than 1% of staff members complaining about their new step in grade. All staff members were issued their contracts in record time.

Reasons for Leaving

Still working in the Mission.

Job Title

Human Resources Assistant

Type of Business

Human Resources

From - To

01/09/2006 - 01/05/2008

Name of Employer

MINUSTAH

Name of Supervisor

Adamou Koumago

Salaries per Annum:

Starting Final Currency Paid

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

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

Telephone Number

1917367-3202

Email Address

Ashie@un.org

Address of Employer

Haiti

Number of Employees Supervised by You

3

Description of Duties

Human resources administration. As the Personnel work has been decentralized, I have responsibility for recruitment and processing of all personnel administration requests for national staff in the region. I discuss staffing needs of the regional offices with the supervisors, confirm with the CCPO and proceed with recruitment of required staff. I process and approve leave requests, I process MIP claims, attendance and other HR related requests. I advise international staff on their entitlements and benefits and act as their liaison with the MHQ for processing their requests as files are maintained at the MHQ. I assist the RAO with some admin duties and supervise the Admin Assistants.

Summarize any of Your Achievements

Maintenance of 5% or less vacancy rate in my region and timely processing of contracts, leave requests and attendance for national staff in the region. Good working relations with all staff.

Reasons for Leaving

Still working in MINUSTAH.

Job Title

Human Resources Assistant

Type of Business

International Organization

From - To

01/06/2004 - 01/08/2006

Name of Employer

MINUSTAH

Name of Supervisor

Francesca Boaron

Salaries per Annum:

Starting Final Currency Paid

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

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

Telephone Number

1917367-3202

Email Address

Ashie@un.org

Address of Employer

Haiti

Number of Employees Supervised by You

1

Description of Duties

As Regional HR Assistant, I take care of personnel administration for the whole southern region which includes four districts. I undertook a recruitment campaign for the region by preparing vacancy announcements, advertising, shortlisting and interviewing candidates. I visit the three districts to discuss their HR needs and provide guidance where appropriate. I provide guidance on staff rules and regulations to international/local staff and the RAO, and act as their link with HR Assistants at HQ. I assist Military and UNPOL Commanders with their local personnel needs. I use IMIS and FPMS for maintaining and updating staff data and for processing PAs and contract extensions. I take care of the Administration of benefits and entitlements to local staff.

Summarize any of Your Achievements

Completion of regional recruitment campaign and filling of all local administrative vacancies in the Regional HQ. Good communications with colleagues in regional offices for recruitment and administration of local staff. Training on IMIS and using it for staff administration. Maintaining good working relations with all staff at the RHQ and in the districts, including UNPOL and Military Liaison Personnel.

Reasons for Leaving

Still working with MINUSTAH

Job Title Personnel Assistant	Type of Business International Organization	From - To 01/12/2000 - 01/05/2004
Name of Employer UNAMSIL	Name of Supervisor Amarachavee Komalabhuti	
Salaries per Annum: Starting Final Currency Paid	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes	
Telephone Number	Email Address Ashie@un.org	
Address of Employer Sierra Leone		
Number of Employees Supervised by You 8		
Description of Duties In charge of national staff unit. Assisted the CCPO with the personnel administration of about 750 local staff and ICs. Reviewed attendance records of all local staff and ICs. Supervised the recruitment of local staff by testing, shortlisting and interviewing candidates and grading files of selected candidates. Reviewed files of local staff and made recommendations for review of grade levels. Provided guidance to local staff and supervisors on the staff rules and regulations. Prepared correspondence on various issues, including disciplinary cases, terminations and promotions for CCPO's approval. Used FPMS for maintaining staff data and for issuing contracts and PAs. Used the Matrix for time and attendance. Planned and supervised the work of the local Personnel Assistants. Organized Language Proficiency Examinations.		
Summarize any of Your Achievements Trained the local staff until most could work with minimal supervision. Set up an internal vacancy announcement system for existing staff to easily apply for internal vacancies and created an effective database of potentially good candidates. Maintained up-to-date data on all 300 series local staff and ICs in FPMS. Successful transfer from manual attendance to use of Matrix. Maintained an efficient paper filing system for easy retrieval of documents.		
Reasons for Leaving Reassigned to another mission.		

Job Title Secretary to USG	Type of Business International Organization	From - To 01/09/1999 - 01/11/2000
Name of Employer UN Secretariat (DPKO)	Name of Supervisor Bernard Miyet & Jean-Marie Guehenno	
Salaries per Annum: Starting Final Currency Paid	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes	
Telephone Number	Email Address	
Address of Employer United States of America		
Number of Employees Supervised by You 2		
Description of Duties Received and processed confidential mail for the USG. Maintained the diary of appointments, ensuring that appointments did not clash with Security Council and other high-level meetings. Edited for language and typed confidential reports and presentations for submission to SG and Security Council. Received guests to the USG and ensured availability of section chiefs and note takers for the meetings with high-level guests. Liaised with SG's office on appointments with SG and visiting dignitaries, ensuring the availability of senior note takers for the meetings. Organized weekly directors' meetings and other high-level meetings. Screened emails and telephones calls and forwarded requests to section chiefs as appropriate. Maintained confidential files for the USG.		
Summarize any of Your Achievements Successfully maintained a well-run office with no clashes in appointments and meetings, inspite of the heavy workload, the pressure and short notices for meetings. Successfully ensured information flow from the USG through appropriate channels to all staff of the department. Ensured that USG was always fully apprised of ongoings in the department through his daily correspondence.		
Reasons for Leaving I volunteered for field mission assignment.		

Job Title Administrative Assistant	Type of Business UN Tribunal	From - To 01/01/1998 - 01/08/1999
Name of Employer UN International Criminal Tribunal for Rwanda	Name of Supervisor Ms. Beverly Baker Kelly	
Salaries per Annum: Starting Final Currency Paid	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes	
Telephone Number	Email Address	
Address of Employer Tanzania, United Rep. of		
Number of Employees Supervised by You 11		
Description of Duties		

I reported to the Deputy Registrar and the Head of Court Management. I assisted the Head in ensuring that communication between detainees and their legal counsel was uninterrupted; notifying detainees' counsel of prosecution decisions, successful transmission of court decisions. Had to ensure court transcripts were submitted on time and were accurate. Prepared responses to correspondence with both prosecution and defence. Translated correspondence between Court Management and Counsel for the defence. Assisted with preparation to arrest and transport to Arusha detention all indicted persons at large. This involved direct communication with Attorneys-Generals of countries involved and preparation of all legal documents plus organisation of confidential travel to countries concerned. Was responsible for organization of bi-annual meetings of Judges in ICTY and ICTR. This included collecting all amendments proposed by defence counsel and prosecution of our working documents and preparing the draft for presentation to the meeting for consideration.

Summarize any of Your Achievements

Successfully prepared documentation for arrest and extradition of many high profile persons convicted and hiding in third countries. Assisted the president of the Chamber with note taking during hearing of a major indictment of 26 accused persons. Court Management and Registry provided an efficient work environment for the Judges, Defence counsel and Prosecution as a result of paying attention to detail and good supervision in our work. Prepared work schedule for Court Reporters and ensured coverage at all court sessions. Prepared job descriptions of various legal positions (FS & P) for classification and assisted Deputy Registrar with recruitment reports and interviews when selecting international legal staff for the Registry.

Reasons for Leaving

Return to HQ

Job Title Secretary	Type of Business Field Mission	From - To 01/02/1997 - 01/01/1998
Name of Employer UNIKOM	Name of Supervisor Mr. Tesfaye Tadesse	
Salaries per Annum: Starting	Final	Currency Paid
Is this a civil servant position of your Government? No		Is this a position within the UN Common System? Yes
Telephone Number	Email Address	
Address of Employer Kuwait		
Number of Employees Supervised by You		
Description of Duties I was the Secretary to the Special Adviser to FC and later Secretary to the DFC. My duties included assisting with the daily Sitrep preparation, assisting at meetings with the senior civilian staff, assisting the DFC with his weekly senior military meetings. I helped the public Information Officers and other Officers in the Front Office with their regular political reports on events in the field.		
Summarize any of Your Achievements The daily Sitreps were always faxed to HQ the same day, sometimes working until very late at night. Assisted with very confidential investigations into alcohol trafficking by military observers by serving at the secretary to the committee; a week of day and night note taking and report writing.		
Reasons for Leaving Reassigned to ICTR.		

Job Title Secretary to USG	Type of Business International Organization	From - To 01/07/1991 - 01/02/1997
Name of Employer UN Secretariat (DESA)	Name of Supervisor Jean-Claude Milleron	
Salaries per Annum: Starting	Final	Currency Paid
Is this a civil servant position of your Government? No		Is this a position within the UN Common System? Yes
Telephone Number	Email Address	
Address of Employer United States of America		
Number of Employees Supervised by You		
Description of Duties As Secretary to the USG for DESA, I was responsible for all incoming mail to the department. I reviewed all mail, sorted out and distributed as appropriate to section chiefs and senior officers. Drafted responses to some correspondence for the USG's signature. Kept the appointments diary of the USG and ensured appointments were well scheduled, without clashing with SG's appointments and high-level meetings. Researched background material for meetings. Organized weekly directors and USG's meetings and took notes. Edited and typed memos and reports. Translated reports and other documents for the USG. Ensured efficient running of the front office. Set up and maintained an efficient filing system and maintained constant contact with other international organizations and diplomatic missions. Upon departure of USG, I served in two DPKO field missions (UNIKOM and ICTR) from February 1997 to August 1999.		
Summarize any of Your Achievements Successfully organized regular meetings for USG and maintained very efficient filing system. Maintained a well-run front office and a well-organized diary of appointments. Successfully organized press conferences for presentation of annual world economic surveys, world population reports and other publications from the department.		
Reasons for Leaving Upon departure of the USG, I volunteered for field mission assignment.		

Job Title Secretary	Type of Business Diplomatic Mission	From - To 01/07/1990 - 01/06/1991
Name of Employer Ghana Mission to UN	Name of Supervisor Mr. Victor Gbeho	
Salaries per Annum: Starting	Final	Currency Paid
1	1	USD
Is this a civil servant position of your Government? No		Is this a position within the UN Common System? No

Telephone Number	Email Address
Address of Employer United States of America	
Number of Employees Supervised by You	
Description of Duties Secretary to the Counselor and First Secretary. I assisted with the preparation of reports and other documents for presentation at the UN General Assembly and Second Committees.	
Summarize any of Your Achievements Successfully assisted with the annual representation of Ghana at the General Assembly meetings.	
Reasons for Leaving To join UN.	

Job Title Administrative Secretary	Type of Business International Organization	From - To 01/04/1980 - 01/06/1990
Name of Employer Economic Community of West African States	Name of Supervisor Mr. T.O.S. John	
Salaries per Annum: Starting Final Currency Paid	Is this a civil servant position of your Government? No	
1 1 XOF	Is this a position within the UN Common System? No	
Telephone Number	Email Address	
Address of Employer Togo		
Number of Employees Supervised by You		
Description of Duties I worked with the Audit and Legal Sections. In the Audit section, I assisted with the preparation of audit reports and translated most of their documents. I assisted in field trips to audit projects financed by the organisation. In the Legal section, I assisted with the preparation of most loan agreements and other legal documents. I assisted in most senior management meetings. I assisted with the bi-annual and annual ministerial and heads of state meetings by preparing documentation and servicing the meetings; often in different countries. I was part of the recruitment team which tested and interviewed most administrative candidates. As the staff representative, I was also on the disciplinary committee and assisted in most disciplinary cases.		
Summarize any of Your Achievements Successful preparation of heads of state and ministerial conferences. Set up the administrative office of the Audit Unit and created an effective filing system.		
Reasons for Leaving To travel.		

Job Title Office Manager	Type of Business Investment Consultants	From - To 01/07/1978 - 01/03/1980
Name of Employer Management and Investment Consultants	Name of Supervisor Mr. Edward Pianim	
Salaries per Annum: Starting Final Currency Paid	Is this a civil servant position of your Government? No	
1 1 GHC	Is this a position within the UN Common System? No	
Telephone Number	Email Address	
Address of Employer Ghana		
Number of Employees Supervised by You 6		
Description of Duties As Office Manager, I was responsible for the general running of the office. I opened and closed the office; kept the petty cash and bought stationery and other supplies. Made regular payments to the bank. Administered the entitlements of the staff. Maintained the attendance and leave records of all staff. Interviewed and selected junior staff for recruitment and prepared salaries of staff. Assisted in meetings with overseas partners and translated official documents.		
Summarize any of Your Achievements Successfully serving existing clients and adding on new accounts.		
Reasons for Leaving To travel.		

Job Title Secretary	Type of Business Diplomatic Mission	From - To 01/08/1974 - 01/07/1978
Name of Employer Ghana High Commission	Name of Supervisor Mr. K.B.S. Simpson	
Salaries per Annum: Starting Final Currency Paid	Is this a civil servant position of your Government? Yes	
1 1 GBP	Is this a position within the UN Common System? No	
Telephone Number	Email Address	

Address of Employer

United Kingdom

Number of Employees Supervised by You

Description of Duties

Secretary to the Head of Chancery. I assisted with the drafting of correspondence, receiving visitors and note taking at meetings.

Summarize any of Your Achievements

Successfully attending to public inquiries and assisting visitors with information.

Reasons for Leaving

To return to Ghana.

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
Ga	Yes	Easily	Not easily	Not easily	Easily

Address

818 Petersburg Drive
Fort Mill South Carolina United States of America
Telephone: 1-803-802-0992
Contact: Joyce Ashie

Address

MINUSTAH
Port au Prince Haiti
Telephone: 1-917-367-3202 extension X2488

Address

24 Summershade Circle
Piscataway New Jersey United States of America
Telephone: 1-732-235-2015
Contact: Joyce Ashie

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
----------------	------------------------	---------	-----------------

Personal History Profile for Norma AYYASH

General Details

1. Family name AYYASH	First Name Norma	Middle Name Lydia	Maiden Name, (if any)
2. Date of Birth 10/01/1966	3. City of Birth Bombay	Country of Birth India	Index No 454150
4. Country of Nationality at Birth India	Second Nationality (if any)	5. Country of Present Nationality India	Second Nationality (if any)
6. Gender Female	7. Height [cm] 165	8. Weight [kg] 43	9. Marital Status Divorced
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? Personnel management specialists			
14. Would you accept employment for less than six months? No			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when?			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? No			
18. Email Address: ayyash@un.org			

Education

List all university degrees or equivalent qualifications obtained.

University Name KALINGA UNIVERSITY (Raipur)	City, Country Raipur India	From - To May-2002 - Feb-2005
Main Course of Study	Field of Study	
Degree Title or Equivalent Bachelor of Commers in Accounts/Economics	Degree Type Degree	

University Name PATKAR COLLEGE OF ART & SCIENCE	City, Country Bombay India	From - To Jun-1981 - Mar-1982
Main Course of Study Education Science	Field of Study Education	
Degree Title or Equivalent Certificate	Degree Type Undergraduate degree	

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

Name of School KOHINOOR TECHIICAL INSTITUTE	City, Country Bombay India	From - To Jun-1986 - Aug-1986
Main Course of Study Telephone Operating		Certificate or Diploma Certificate

Name of School RADIO BHAVAN TECHNICAL INSTITUTE	City, Country Bombay India	From - To May-1986 - May-1987
Main Course of Study Travel & Tourism		Certificate or Diploma Certificate

Name of School BMC Secretarial Institute	City, Country Jorong Singapore	From - To Apr-1983 - Jun-1984
Main Course of Study Secretarial Studies		Certificate or Diploma Certificate

Name of School ST. THOMAS ACADEMY	City, Country Bombay India	From - To Jun-1969 - Mar-1981
Main Course of Study High School		Certificate or Diploma School Leaving Certificate

Employment

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

Job Title OiC Human Resources/Human Resources Officer	Type of Business Human Resources	From - To 01/06/2008 -
Name of Employer MINURCAT		Name of Supervisor Peter Goddard
Salaries per Annum: Starting 72218	Final 72218	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 ayyash@un.org	
Address of Employer Chad		
Number of Employees Supervised by You 13		
Description of Duties Manage the International and National Civilian Personnel Unit. Advise the Assistants on entitlement and processing of the same. Monitor and certify the attendance of the UNPOL, MILOPs and Staff Officers. As OiC liaised with Section Chiefs and other units for information, follow up etc.		
Summarize any of Your Achievements A responsive and reliable Service Section. An excellent team		
Reasons for Leaving current working		

Job Title Human Resources Assistant	Type of Business International entitlements	From - To 01/12/2007 -
Name of Employer UNAMI		Name of Supervisor Jacinta Muhoho
Salaries per Annum: Starting 63932	Final 63932	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 ayyash@un.org	
Address of Employer Kuwait		
Number of Employees Supervised by You 1		
Description of Duties Returned to UNAMI and took over administering tall the entitlement of administrative services section staff member (120 staff on board), recruitment of UNAMI staff members (from downloading PHPs to the ultimate process of drafting the fax for CAO's signature), ex-officio for SPA panel (administering the complete process), monitoring the rebuttal process, focal point for post management, staffing reports etc. adhoc duties and drafting as requested by CHRS		
Summarize any of Your Achievements Able to satisfy my clients and address all their queries and requests within very short deadline. worked under pressure especially for urgent recruitment and submitted reports within two working days.		
Reasons for Leaving currently working with UNAMI		

Job Title Human Resources Assistant	Type of Business International Civilian Personnel	From - To 01/09/2007 -
Name of Employer UNAMID		Name of Supervisor Ji Kong
Salaries per Annum: Starting 68797	Final 68797	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 00249911519017	Email Address ayyash-unmis@un.org, ayyash@un.org	
Address of Employer Sudan		
Number of Employees Supervised by You 2		
Description of Duties OiC International Sectxion - induction of new arrival, processing of entitlements on IMIS, entering data on FPMS, staffing issues, travel issues, monitoring TDY, member of selection panel, adhoc duties designated by CCPO/UNMIS, focal point for MSA survey		
Summarize any of Your Achievements		

Successfully established the start up of UNAMID Human Resources Section (International) for movement into El Fasher. Travelled into Darfur briefing staff members on Personnel entitlements

Reasons for Leaving

TDY completed on 4 Dec and return to UNAMI

Job Title Human Resources Assistant	Type of Business Personnel-Administration	From - To 01/09/2006 -
Name of Employer UNAMI	Name of Supervisor Farid El Assi	
Salaries per Annum: Starting 63450	Final 63450	Currency Paid USD
Telephone Number	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? Yes
Address of Employer Iraq	Email Address ayyash@un.org	
Number of Employees Supervised by You		
Description of Duties Adminstration of International and National entitlements. Assisted in clearing up the staffing table, provided statistical reports to UNHQ and CAO on request, Recruitment of International staff up to P5 level. Recruitment of National staff, IMIS administration i.e extension of contracts, dependency/ family allowance, withhold and release of salary etc., processing Travel allowance, family and home leave,		
Summarize any of Your Achievements Clean staffing table to reflect UNHQ's table and posts, correct statistical reports, reduced the vacancy rate via timely recruitment, advised and assisted staff - International and National on their entitlements		
Reasons for Leaving still with UNAMI		

Job Title Personnel Assistant	Type of Business Personnel Administration	From - To 01/07/2005 - 01/09/2006
Name of Employer UNAMI	Name of Supervisor Farid El-Assi	
Salaries per Annum: Starting 48477	Final 48477	Currency Paid USD
Telephone Number	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? No
Address of Employer Iraq	Email Address ayyash@un.org	
Number of Employees Supervised by You 1		
Description of Duties Currently in charge of Personnel Office in Baghdad. Duties include induction of newly arrived staff members, ensuring and briefing intl and national staff on all relevant documents to be submitted, briefing intl and national staff on completion of relevant forms, conducting interviews for international and national staff, shortlisting candidates and preparing interview question and convening interview panels, preparing minutes of these meetings and forwarding to Kuwait office for issuance of contracts, verification of attendance for intl and national staff, monitoring of CTO for national staff, followup on queries to PMSS with the Kuwait office on queries for international and national staff, convening of SPA panels for intl and national staff, presentation for intl and national staff on their entitlements, attendance. Coordinating with the Kuwait office on Vacancy announcements.		
Summarize any of Your Achievements Established the Personnel Office in Baghdad and ensuring its smooth and effective operation.Excellent IMIS knowledge and FPMS data base knowledge.		
Reasons for Leaving Am currently working with UNAMI in Baghdad		

Job Title Personal Assistant	Type of Business Personal Assistant	From - To 01/08/2004 - 01/06/2005
Name of Employer UNAMI	Name of Supervisor Mr Ashraf Qazi	
Salaries per Annum: Starting 43605	Final 46237	Currency Paid USD
Telephone Number	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? Yes
Address of Employer Iraq	Email Address ayyash@un.org	
Number of Employees Supervised by You 0		
Description of Duties		

As part of the initial re-entry team of the SRSG's to Iraq, set up all the administrative details for the Office - including the filing system, taking notes, confidential typing, maintaining the SRSG's schedule, provided administrative support to the other team members. Set up the Office for the CAO and also the initial setting up of the office for the Personnel Section, including Personal files, attendance records, MOPs. Coordinated with the Kuwait office the payment for staff members entitlements. Submitted records for the Hazard payment.

Summarize any of Your Achievements

Assignment to the SRSG's Office entailed, ensuring that the SRSG's office was running smoothly and efficiently. Established and administratively supported the O/SRSG, DSRSG (Political and Humanitarian). Administratively assisted the O/COS, O/Constitution, Humanitarian, Human Rights and O/Political Affairs as and when necessary. Additionally, while assigned to the O/SRSG, simultaneously established the Personnel Section in Baghdad. Was the focal point for all Personnel queries of staff assigned to the Baghdad mission. Was granted SPA to the FS5/2 level during my assignment with the O/SRSG

Reasons for Leaving

Was temporarily assigned to the SRSG's office

Job Title	Type of Business		From - To
Personnel Assistant	Administration		01/03/2004 - 01/07/2004
Name of Employer	Name of Supervisor		
UNAMI	Farid El-Assi		
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
			Is this a position within the UN Common System? Yes
Telephone Number	Email Address		
	ayyash@un.org		
Address of Employer			
Iraq			
Number of Employees Supervised by You			
3			
Description of Duties			
Organising and assist in setting up the personnel section at the Amman office, obtain security clearance for all travel to Amman and other mission, process all staff entitlements, Maintain the FPMS database, prepare attestations at staff members request according to standard procedures, forward and followup of medical clearance for s/ms reassigned to other missions, initiate repatriation, reassignment and separation travel, checkin newly arrived staff members. Maintain the accurate FPMS data base for International and National staff member and IC contracts, provide necessary statistical reports and staffing table. Carried out the same function on transfer to the Kuwait office.			
Summarize any of Your Achievements			
Given guidance to National/International staff on staff entitlement and processing of annual leave records. various statcal reports. Contributed to the running of the personnel section by maintaining a high level of team spirit and professionalism.			
Reasons for Leaving			
still with the mission			

Job Title	Type of Business		From - To
Personnel Assistant	Administration		01/10/2001 - 01/03/2004
Name of Employer	Name of Supervisor		
UNMIK	Mr Jerome Seaforth Mr Farid El-Assi Ms Danielle Pecorini		
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
36746	36746	USD	Is this a position within the UN Common System? Yes
Telephone Number	Email Address		
1212963 8442	ayyash@un.org		
Address of Employer			
Yugoslavia			
Number of Employees Supervised by You			
0			
Description of Duties			
Processing staff entitlement personnel actions, A/L data for seperated s/m's, withhold/release of salaries all the above was done on the IMIS, requesting for recommendations for the extension of contracts, reviewing docs. for lumpsum, family visit/home leave & process the approvals, initiate the repatriation, reassignments & related security clearance for s/m's travelling to other missions and training, forwarding and followup of medical clearance, drafting faxes-correspondence to PMSS related to staff entitlements, prepare attestations at s/ms request, compiling the weekly PAR for submission to the PMSS, handle all the administrative details for review of grades/SPA and conversions to ALD appts i.e review of submissions, preparing for panel meeting, forwarding recommendations fo the panel and files to PMSS for their final decision, ensuring the accuracy of the FPMS data base, entering- separating s/ms, coordinating with budget regarding post management, creating statistical report			
Summarize any of Your Achievements			
Cross training other admin. assts/staff in personnel related duties, training other personnel assts. in the FPMS data base, ensuring that files of s/ms are updated, Acted as secretary/alternate secretary to the Joint Review Body on downsizing, Local Contracts Committee, the Local Review Panels and any other panels as requested by the O/DOA. Always worked as a professional team player, and has always prioritize my work plan to ensure maximum service to my clients			
Reasons for Leaving			
reassigned to UNAMI			

Job Title	Type of Business		From - To
Personal Assistant	O/Chief of Staff		01/02/2001 - 01/09/2001
Name of Employer	Name of Supervisor		
UNMIK	Ms Nasra HASSA/ Ms Lisa BUTTENHEIM		
Salaries per Annum:			

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
44871	44871	USD	Is this a position within the UN Common System? Yes
Telephone Number		Email Address	
12129638442			
Address of Employer			
Yugoslavia			
Number of Employees Supervised by You			
0			
Description of Duties			
Under the general supervision of the COS and Political Affairs Officer coordinated with the Admin. Assts. from other units on followup actions on task assigned, electronic filing system for all incoming/outgoing correspondence for easy retrieval of correspondence, advised the Admin. Assts on filing and classified matters according to priority/urgency, attached background information where necessary, ensured accuracy of intl staffs attendance (OSRSG) and compiled the monthly report for submission to attendance unit, Coordinated a variety of administrative services with BMS, Communications, IT and other support services staff, ensured all documents and travel arrangements were in place for the COS for all official travels, maintained confidential files, screened calls and answered queries with discretion, maintained the COS agenda and brought any deadlines forward for attention, received visitors, reserved meeting rooms, other duties assigned			
Summarize any of Your Achievements			
Ensured smooth, professional and team spirit running of the Office of the Chief of Staff			
Reasons for Leaving			
Transfer to the International Civilian Personnel Unit			

Job Title	Type of Business	From - To
Administrative Assistant	Administrative	01/06/2000 - 01/01/2001
Name of Employer	Name of Supervisor	
UNTAET (now UNMISSET)	Ms. Vijay MENON	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
44871	44871	USD	Is this a position within the UN Common System? Yes
Telephone Number		Email Address	
Address of Employer			
East Timor			
Number of Employees Supervised by You			
0			
Description of Duties			
Took minutes of meetings, booked meeting rooms and arranged meeting schedules, sorted and follow-up of mail, drafted and typed letters, worked on organigrams of various departments to be formed in the new government, assisted support services unit in updating the staffing table and requirements of staff from various departments for submission to PMS, assisted support services unit in drafting letters and followup on various requests for office equipment and vehicles for submission before deadline of respective committee meetings. Advised unit staff members on all personnel related issues, assisted in all administrative arrangements for the start-up of the defence force for East Timor (including the International Donors Conference), temporary replaced the personal assistant and administrative assistant in the office of the DSRSG, any other ad hoc duties as assigned.			
Summarize any of Your Achievements			
Ensured all dead lines were met and the smooth running of the office to the complete satisfaction of my supervisor especially during the International Donors conference. Was also assigned as Acting Public Relations Officer for the infrastructure department for advertisement campaign on conservation of electricity and water within Dili.			
Reasons for Leaving			
Transfer to UNMIK, Kosovo			

Job Title	Type of Business	From - To
Personnel Assistant	Personnel/Administration	01/01/2000 - 01/05/2000
Name of Employer	Name of Supervisor	
UNTAET (now UNMISSET)	Mr Jesudas BELL/Mr Aif REINER/Ms Gunilla WESTERLAND	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
44871	44871	USD	Is this a position within the UN Common System? Yes
Telephone Number		Email Address	
12129630099			
Address of Employer			
East Timor			
Number of Employees Supervised by You			
1			
Description of Duties			
Monitored the staffing table for submission to CCPO and various department heads, updated the organigram for the new government structure in GPA , collected/monitored attendance records and leave records from all departments of GPA, verified mop forms and forwarded to CAOs office for signature, distribution of mail, briefed new arrivals in mission area of their entitlements, letter of deployment/transfer to staff members in GPA and the regions. In-charge of support services unit in the absence of the chief, replaced the logistics officer when on leave for distribution of supplies and equipment within the components in GPA, requested and follow-up of stationery and equipment for all the components in GPA , drafted correspondence. Any other duties assigned			
Summarize any of Your Achievements			
The Section Chief entrusted the running of the office to his subordinates due the the confidence of all duties being assigned to the office would be carried out to his complete satisfaction.			
Reasons for Leaving			

Transfer to the O/DSRSG

Job Title Administrative Assistant	Type of Business Comptroller's Office/Finance	From - To 01/04/1999 - 01/12/1999
Name of Employer UNRWA		Name of Supervisor Mr Subhash GUPTA
Salaries per Annum: Starting 790	Final 790	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 006797286777333	Email Address	
Address of Employer Israel		
Number of Employees Supervised by You 0		
Description of Duties Provided confidential secretarial services, replied to inquiries and answered telephone calls with discretion, sorted mail, attached and follow-up of relevant documents, arranged meetings, appointments and brought forward various issues for the attention of the comptroller, made travel arrangements, hotel confirmations and compiled documents for various meetings with ACABQ, CCAQ, etc., filing, kept the comptroller well informed of all work related issues in the organization when on absence from duty station. Any other ad hoc duties assigned.		
Summarize any of Your Achievements Smooth running of the office		
Reasons for Leaving Field Assignment with UNTAET		

Job Title Secretary	Type of Business International Personnel Section	From - To 01/12/1997 - 01/03/1999
Name of Employer UNRWA		Name of Supervisor Mr Victor KISOB/Mr Takuya SHATANI
Salaries per Annum: Starting 650	Final 650	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 006797286777333	Email Address	
Address of Employer Israel		
Number of Employees Supervised by You 0		
Description of Duties Generated personnel actions, appointment and separation letters, medical entry and exit appointments and applications, follow-up and processed annual salary increments, calculation of rental subsidy, extended monthly evacuation allowance, calculation of mobility and hardship allowance, calculation of spas, filed and monitored correspondence, updated files, prepared annual leave records, calculation of home leave points, verified claims, drafted letters, prepared fact sheets, assisted in maintaining the staffing table. Under the supervisor of personnel officer processed claims for education grant, home leave and family visit etc. Any other ad hoc duties assigned.		
Summarize any of Your Achievements Met all deadlines issued by the Director of Administration for processing various entitlements		
Reasons for Leaving Promotion to the Comptroller's office		

Job Title Clerk	Type of Business International Personnel Section	From - To 01/01/1997 - 01/11/1997
Name of Employer UNRWA		Name of Supervisor Mr Mansour MANSOUR/Mr Victor KISOB
Salaries per Annum: Starting 650	Final 780	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 006797286777333	Email Address	
Address of Employer Israel		
Number of Employees Supervised by You 0		
Description of Duties		

Started with UNRWA on temporary/daily paid basis. Assisted Personnel Officer in processing all personnel entitlements. Maintained the filing system and leave records of all international staff. Answered telephone queries with discretion, Any other duties assigned

Summarize any of Your Achievements

Assisted by taking over responsibilities of the Personnel Clerk and Senior Clerk during their absence, thereby ensuring uninterrupted running of the office.

Reasons for Leaving

Promotion and fixed term appointment with the International Personnel Section

Job Title Manager-Beautician	Type of Business Beauty	From - To 01/12/1995 - 01/08/1996
Name of Employer SHAMAN BEAUTY SALON		Name of Supervisor None
Salaries per Annum: Starting 3000	Final 12000	Currency Paid INR
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number		Email Address
Address of Employer India		
Number of Employees Supervised by You 10		
Description of Duties Managed a Beauty Salon, including all the administrative matters, also was an instructor in the beauty school and travelled throughout India for presentation of beauty seminars. This involved a lot of personal interaction and public relations with various companies. Note: the period from 03/92 through 12/95 i worked as part-time before I took over the complete management of the salon		
Summarize any of Your Achievements Overall responsibility of the Beauty Salon		
Reasons for Leaving Marriage and migrated to Gaza		

Job Title Secretary	Type of Business Engineering	From - To 01/02/1990 - 01/12/1995
Name of Employer SAINA Industries		Name of Supervisor Mr
Salaries per Annum: Starting 5000	Final 6000	Currency Paid INR
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number		Email Address
Address of Employer India		
Number of Employees Supervised by You 0		
Description of Duties Took dictation and drafted letters from shorthand notes, typed, arranged meetings and appointments, confidential filing and follow-up, other secretarial duties		
Summarize any of Your Achievements Smooth running of the front office		
Reasons for Leaving Took over the Shaman Beauty Salon on full-time basis		

Job Title Clerk	Type of Business Ultrasonic Detection on Metals	From - To 01/08/1988 - 01/01/1990
Name of Employer K-ELECTRONICS		Name of Supervisor Mr. Anil
Salaries per Annum: Starting 3000	Final 3500	Currency Paid INR
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? Yes
Telephone Number		Email Address
Address of Employer India		
Number of Employees Supervised by You 0		
Description of Duties Drafted letters, typed, filed, telephone inquiries, other clerical duties		
Summarize any of Your Achievements		

Smooth running of the front office

Reasons for Leaving

Better Prospects

Job Title Clerk	Type of Business Raw Plastics Distributors	From - To 01/10/1987 - 01/07/1988
Name of Employer NITIN Industries	Name of Supervisor Mr Nitin MEHTA	

Salaries per Annum: Starting 2500	Final 2500	Currency Paid INR	Is this a civil servant position of your Government? No
			Is this a position within the UN Common System? Yes
Telephone Number		Email Address	
Address of Employer India			
Number of Employees Supervised by You 0			
Description of Duties Attended telephone calls, arranged appointments and meetings, instructions to drivers for disposition and collection of raw materials, miscellaneous typing and clerical duties			
Summarize any of Your Achievements Smooth running of the front office			
Reasons for Leaving Better Prospects			

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

For clerical grades only:

Indicate typing speed in words per minute: English - **45** French -

List any office machines or equipment you can use:

Fax, Typewriter, Scanner,

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

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

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

Language	Mother Tongue	Speak	Read	Write	Understand
Hindi	No	Easily	Easily	Easily	Easily
Marathi	No	Easily	Easily	Easily	Easily

Address

Row House #2
 Parmar Residency, NIBM Road
 Pune Maharashtra India
 Telephone: 0091-20-6835724
 Contact: Norma AYAYSH

Address

UNAMI
 Kuwait Kuwait
 Telephone: 965-472 1833 extension 3325
 Contact: Norma AYYASH

References

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

Reference Name	Occupation or Business	Address	Telephone/Email
Jennifer D'SILVA	Executive Assistant	Jetairways (India) pvt. Ltd, Bombay India	00912228528988 jdsilva@jetairways.com
Inam SIDDIQUI	Logistics Officer	DPKO, New York India	12129632612

Personal History Profile for Irene CAMARINES

General Details

- | | | | |
|--|--------------------------------------|---|------------------------------------|
| 1. Family name
CAMARINES | First Name
Irene | Middle Name
Camacho | Maiden Name, (if any) |
| 2. Date of Birth
06/10/1958 | 3. City of Birth
Bago City | Country of Birth
Philippines | Index No
432917 |
| 4. Country of Nationality at Birth
Philippines | Second Nationality (if any) | 5. Country of Present Nationality
Philippines | Second Nationality (if any) |
| 6. Gender
Female | 7. Height [cm]
154 | 8. Weight [kg]
50 | 9. Marital Status
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? **01/12/2007**
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? **No**
18. Email Address: **camarines@un.org**

Education

List all university degrees or equivalent qualifications obtained.

University Name Southern Cross University	City, Country Lismore Australia	From - To Jan-2003 - Dec-2008
Main Course of Study Personnel Administration	Field of Study Business & Administration	
Degree Title or Equivalent Master in Business Administration	Degree Type Masters	

University Name University of Negros Occidental Recoletos	City, Country Bacolod Philippines	From - To Jun-1974 - Apr-1979
Main Course of Study Social Work	Field of Study Social Services	
Degree Title or Equivalent Bachelor of Science in Social Work	Degree Type Bachelor of Sciences	

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

Name of School Univeristy of the Philippines	City, Country Diliman, Quezon City Philippines	From - To Jun-1995 - Sep-1999
Main Course of Study Social Work, Master's Degree Programme. Field of specialization - Administration		Certificate or Diploma Completed 9 of 12 subjects towards the Master's Degree in Social Work.

Name of School Asian Institute of Management	City, Country Makati Philippines	From - To Oct-1989 - Oct-1989
Main Course of Study Management for Development Managers		Certificate or Diploma Certificate

Name of School Philippine Business for Social Progress	City, Country Makati Philippines	From - To Nov-1988 - Nov-1988
Main Course of Study Programme Development and Management		Certificate or Diploma Certificate

Name of School High School Department - University of Negros Occidental Recoletos	City, Country Bacolod Philippines	From - To Jun-1970 - Apr-1974
Main Course of Study Secondary Education		Certificate or Diploma Diploma

Employment

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

Job Title Human Resources Assistant	Type of Business Peacekeeping	From - To 01/04/2006 -
Name of Employer MONUC (UN Mission in the Dem. Republic of the Congo)	Name of Supervisor Susan Asomaning, Chief International Staff Unit	
Salaries per Annum: Starting 65518	Final 75519	Currency Paid USD
	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? Yes
Telephone Number	Email Address camarines@un.org	
Address of Employer Congo, Dem. Rep.		
Number of Employees Supervised by You		
Description of Duties Administer the entitlements of international staff members, with 300 series and fixed-term appointments and Individual Contractors, managing an average of 145 staff members under my area of responsibility in accordance with the UN Staff Regulations and Rules.. Specific functions: conduct of induction/briefings for new arrivals on conditions of service; code of conduct expected; provide advice to staff members on interpretation and application of staff rules and regulations, administrative instructions/information and security circulars; inform CCPO/HRO when exceptions to established policies, rules, regulations and procedures are being considered or are necessary; prepare routine correspondence for CCPO/HRO's approval; keep track of issues affecting staff members terms and conditions of service & entitlements; keep CCPO/HRO informed of any unusual and contentious cases. On a regular basis, monitor staff member's expiration of appointment/contractual status in Personnel databases (IMIS and FPMS) and take necessary actions, liaise with the concerned sections as needed; coordinate assigned tasks (i.e., preparation of monthly consolidated report on staff appointments for submission/approval of UNHQ. Raise related Personnel Actions in IMIS within the delegated authority granted to the mission. Update staff members' information in FPMS; Verify information and related documents provided by staff members in relation to claims and entitlements i.e., official travel, 300 series lump sum travel allowance, education grant, dependency allowance and or family allowance. Work with MONUC client offices and UNHQ in the resolution of staff issues.		
Summarize any of Your Achievements Appeals and justifiable complaints kept to a minimum and/or brought to satisfactory completion. High client satisfaction as shown in the positive feedback received from the staff member's administered. Productive and efficient cooperation with MONUC client offices.		
Reasons for Leaving N.A		

Job Title Human Resources Assistant	Type of Business Peacekeeping	From - To 01/10/2005 - 01/12/2005
Name of Employer MINURSO	Name of Supervisor Mr. Anwar El-Masri (OIC-Personnel Section)	
Salaries per Annum: Starting 49450	Final 63450	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 october_irene@yahoo.com	
Address of Employer Morocco		
Number of Employees Supervised by You 1		
Description of Duties Under the overall supervision of the OIC-Personnel Section, performed the following functions: Administration of entitlements and benefits of national staff, fixed-term (100 and 300 series) appointments as well as Individual Contractor; ensured that administration of entitlements is in accordance with established UN Staff Regulations, Rules and Procedures; verified accuracy of personnel actions raised in the Field Personnel Management System database; performed recruitment activities of national staff - prepared terms of reference, vacancy announcements, short-listing of applicants; served as Secretary to the interview Panel; prepared recruitment report(s); determine grade level of national staff on initial appointment; held induction orientation; processed yearly within- grade increment for nationally recruited staff on 100 series; separation from service; coordinate with concerned supervisors to resolve disciplinary issues; prepared routine correspondence and memoranda. Performed recruitment functions for international staff vacancies: organized interviews; served as Secretary to the Panel; prepared recruitment report(s) for submission to FPD/UNHQ; Secretary to the Ad-hoc Panel on the preliminary investigation on Procurement and Finance issues; took minutes of the Chief of Staff's meeting with individual staff member on conduct/disciplinary matters.		
Summarize any of Your Achievements Successfully implemented the recruitment activities for national staff as per agreed schedule; organized the recruitment of 3 international vacancies (Procurement and Communication Section). Preliminary investigation report on Procurement and Finance issues submitted to the Chief of Staff, on time, given the tight deadline. Minutes of meeting submitted to the satisfaction of the Chief of Staff.		
Reasons for Leaving Resigned from MINURSO effective 28 December 2005. Resumed my study fr the MBA, distance learning mode.		

Job Title OIC-Local Staff Unit (16/06/05-30/09/05); Personnel Asst. (05/2002- 06/2004)	Type of Business Peacekeeping, Administration	From - To 01/05/2002 - 01/10/2005
Name of Employer UNOTIL/UNMISSET	Name of Supervisor Mr. Antonio Yu	
Salaries per Annum: Starting ----	Final ----	Currency Paid ----
	Is this a civil servant position of your Government? No	

49450	63450	USD	Is this a position within the UN Common System? Yes
Telephone Number	Email Address camarinesi@un.org		
Address of Employer East Timor			
Number of Employees Supervised by You 6			
Description of Duties Served as Officer in-Charge in the absence of Unit Chief. Specific duties includes: Provision of technical and administrative support to international Personnel Assistants (PAs) in carrying out the administration of entitlements of national staff (300 and 100); ensured that administration of entitlements are in accordance with the established UN Staff Regulations, Rules and Procedures; that administrative issues and inquiries on entitlements are dealt with in a timely and accurate manner, including recruitment and selection, grade review, deployment, attendance report, pension participation, pension withdrawal settlements of staff separated from service including personnel actions raised in personnel database (FPMS). Monitor monthly staffing, vacancies and post management of respective sections. Worked with the concerned sections on the resolution of staff issues - performance problems, mission's downsizing, cases of death, arrest and detention. Carried out special projects assigned by the Chief Civilian Personnel Officer and Chief of Unit - comprehensive and interim salary survey; organized relevant training for local staff in coordination with Training Unit; worked with the various stakeholders, internal and external, on placement of national staff affected by the mission's downsizing and UN Joint Staff Pension Fund. Held weekly Unit meeting.			
Summarize any of Your Achievements Due to advance planning/preparation and the cooperation of concerned sections, downsizing of national staff was carried out without adverse reaction from affected staff members; worked with the CCPO and UN Joint Staff Pension Fund resulted in the prompt payment of pension withdrawal settlements of downsized staff; client offices were highly satisfied with the services provided by the Unit. Successfully implemented the local salary survey (Comprehensive and Interim) in October 2003 and in May 2005, respectively. Established efficient cooperation with UN agencies, international organizations and government agencies in sourcing out employment opportunities for national staff affected by the mission's downsizing. Work with Training Unit resulted in workshops held for national staff on how to prepare curriculum vitae, job interview.			
Reasons for Leaving Reassigned to MINURSO from 10 October 2005.			

Job Title Planning and Coordination Officer	Type of Business Peacekeeping	From - To 01/01/2002 - 01/05/2002
Name of Employer UNTAET	Name of Supervisor Mr. Rubin Joao Braz de Carvalho	
Salaries per Annum: Starting Final Currency Paid	Is this a civil servant position of your Government? No	
49161 49161 USD	Is this a position within the UN Common System? Yes	
Telephone Number	Email Address	
Address of Employer East Timor		
Number of Employees Supervised by You 10		
Description of Duties Team Leader in the data gathering and analysis of socio-economic needs of the district; supervised the national officers and UNVs; responsible for organizing the preparatory activities/workshops for the District Development (DDP); wrote the final District Development Plan; organized planning/consultation activities in response to priority needs of population at risks; worked with civil society, UN agencies, international and local institutions to secure funding and material assistance on shelter, health, infrastructure and livelihood projects.		
Summarize any of Your Achievements Timely submission of the District Development Plan to the Commission on Planning; as a result of the advocacy and networking conducted, services on health, shelter and livelihood projects were implemented by a number of UN and international agencies in identified villages with population at risk.		
Reasons for Leaving The country gained its independence in May 2002; substantive responsibilities were handed-over to Timorese colleagues.		

Job Title Development Officer	Type of Business Peacekeeping	From - To 01/01/2001 - 01/12/2001
Name of Employer UNTAET	Name of Supervisor Mr. Stephen Lukudu	
Salaries per Annum: Starting Final Currency Paid	Is this a civil servant position of your Government? No	
49161 49161 USD	Is this a position within the UN Common System? Yes	
Telephone Number	Email Address	
Address of Employer East Timor		
Number of Employees Supervised by You 10		
Description of Duties Led the team of UNV District Development Officers and national counterparts in the assessment of development and reconstruction needs of depressed villages in the District; worked with the UN and aid agencies, international and local agencies, military contingents, civil societies in securing financial, materials/logistic support on health, reconstruction, shelter, food aid and livelihood projects for the vulnerable population. Organized planning and coordination/workshops with partner agencies for the efficient delivery of basic services in the District.		
Summarize any of Your Achievements Basic services/assistance on shelter, health, education, livelihood projects were provided by a number of UN agencies, government and international donors to villages with population at risks. Organized coordination meetings with aid agencies which resulted in a productive cooperation between the District Administration, international aid agencies and local institutions. Food aid and shelter materials were distributed to individuals in need.		

Reasons for Leaving
Not Applicable (N.A)

Job Title Humanitarian Affairs Assistant	Type of Business Peacekeeping	From - To 01/07/2000 - 01/12/2000	
Name of Employer UNTAET	Name of Supervisor Mr. John Ryan		
Salaries per Annum: Starting 49161	Final 49161	Currency Paid USD	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes
Telephone Number	Email Address		
Address of Employer East Timor			
Number of Employees Supervised by You 0			
Description of Duties Data-gathering and analysis of situation reports on humanitarian activities and policy issues affecting the district population; established linkages/coordination between the District Administration, donor agencies, local institutions, UN agencies and communities; represented the District Administration during coordination meetings/workshops/fora on humanitarian and development issues. Worked with the Human Rights Officer in securing the required assistance (food aid, shelter, medicines) for the internally displaced persons; developed project activities in support of the socio-economic and reconstruction needs of the population at risks. Held monitoring visits to assess issues on displaced persons, food situation, shelter, health and livelihood.			
Summarize any of Your Achievements Established the first humanitarian programme for the District Administration; achieved high level of cooperation with donor and government agencies in the implementation of the humanitarian assistance activities for the district population. Identified amilies were provided medical attention, food aid and shelter materials through inter-agency networking.			
Reasons for Leaving Not applicable (N.A.)			

Job Title Administrative Assistant	Type of Business Peacekeeping	From - To 01/10/1999 - 01/06/2000	
Name of Employer UN Mission in Kosovo	Name of Supervisor Ms. Margaux Van de Fliert		
Salaries per Annum: Starting 43977	Final 43977	Currency Paid USD	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes
Telephone Number	Email Address		
Address of Employer Yugoslavia			
Number of Employees Supervised by You 0			
Description of Duties Performed personnel administration in support of the Unit, administering more than five hundred UN Volunteers (UNVs) for the UN Mission in Kosovo (UNMIK). Administered UNVs entitlements and benefits in accordance with the established rules and guidelines of UNV Programme; processed letters of appointments; prepared requests to Finance Section for initial payments of settling-in-grant and monthly Volunteer's Living Allowance; final payments for repatriating UNVs; maintained UNV's attendance and leave records; liaised with the various sections on the Unit's logistics and administrative requirements; conducted monitoring visits to UNVs assigned in the regions to assess work conditions and address administrative problems. Liaised with the concerned sections on cases of medical evacuation.			
Summarize any of Your Achievements Successfully carried out the personnel administration of UNVs as evidenced by the absence of problems or complaints received, both from UNVs and various UNMIK sections.			
Reasons for Leaving N.A.			

Job Title Project Coordinator	Type of Business Technical assistance and human resource development	From - To 01/02/1997 - 01/09/1999	
Name of Employer UNDP, Philippines	Name of Supervisor Ms. Masako Takada		
Salaries per Annum: Starting 28000	Final 32000	Currency Paid PHP	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes
Telephone Number	Email Address		
Address of Employer Philippines			
Number of Employees Supervised by You 8			
Description of Duties			

Responsible in the management of UNDP pilot programme on National UN Volunteers' (NUNV); oversees the project's quarterly work and financial plan; prepared periodic budget revision and annual project performance & financial reports for mid-term/end of project review by UNDP and government project partners. Member of the recruitment panel to short-list applicants; participated in interview and selection panels with UNDP Managers and representatives of Government agencies. Ensured that administration of entitlements and benefits are within the established rules and guidelines of UNDP and UNV Programme.

Summarize any of Your Achievements

Programme objectives and financial targets achieved in its 1st year of implementation with the selection, placement and technical assistance of highly qualified national UN Volunteers. Government projects such as Gender, HIV-AIDS, Non-formal Education, Environment and Information Management were successfully implemented in identified provinces.

Reasons for Leaving

Recruited for the UN Mission in Kosovo in October 1999.

Job Title Training Coordinator	Type of Business Non-profit organization	From - To 01/10/1995 - 01/01/1997
Name of Employer CHILDHOPE Asia Philippines	Name of Supervisor Ms. Teresita Silva	
Salaries per Annum: Starting 15000	Final 25000	Currency Paid PHP
	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? No
Telephone Number 6325634	Email Address	
Address of Employer Philippines		
Number of Employees Supervised by You 2		
Description of Duties Conducted training needs assessment of government and non-government social workers implementing community-based programme on child protection; designed, carried out training programmes for staff and middle managers; trained staff and middle managers of government and non-government agencies in Philippines, Cambodia and Vietnam on child protection; served as facilitator during study visits of staff from government and non-government agencies, UNICEF country offices from Southeast Asia.		
Summarize any of Your Achievements A core group of Social Workers and Street Educators were trained as advocates for the prevention of child abuse and exploitation. Advocacy activities conducted to increase awareness of identified government and business sectors on the plight of abused and exploited children in Manila.		
Reasons for Leaving Recruited by UNDP, Philippines.		

Job Title Specialist, Community Organization and Management	Type of Business Funding/technical assistance	From - To 01/03/1995 - 01/09/1995
Name of Employer UNDP Philippines/World Bank-Jakarta	Name of Supervisor Mr. Cesar Yniquez	
Salaries per Annum: Starting 40000	Final 40000	Currency Paid PHP
	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? Yes
Telephone Number	Email Address	
Address of Employer Philippines		
Number of Employees Supervised by You 0		
Description of Duties Responsible for the community empowerment component of the project: provides technical assistance to the project management team (PMT); assisted the PMT in identifying participatory strategies in project implementation; served as resource person during work and financial planning workshops, participate in project monitoring, assist in the analysis of issues in project implementation; proposed corrective measures, as necessary on community empowerment component of the project.		
Summarize any of Your Achievements Pilot communities were identified and trained in managing a sustainable water and sanitation facilities.		
Reasons for Leaving End of consultant's contract.		

Job Title Project Officer	Type of Business Non-government-social development	From - To 01/11/1993 - 01/02/1995
Name of Employer CHILDHOPE Asia Philippines	Name of Supervisor Ms. Teresita Silva	
Salaries per Annum: Starting 15000	Final 20000	Currency Paid PHP
	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 Philippines		
Number of Employees Supervised by You		

Description of Duties

Carried out training needs assessment of staff; trained staff and middle managers from the government and non-government (NGOs) agencies on child protection; organized study and exposure visits on community-based programme for participants from Southeast Asian countries and UNICEF sponsored study groups; developed training and project proposals for submission to donor agencies for funding. Monitored the efficient utilization of project funds and implementation of activities; prepared quarterly and end of project reports for donor agencies.

Summarize any of Your Achievements

Successfully implemented the training programmes in Cambodia and Vietnam in cooperation with UNICEF Cambodia and World Vision. Trained staff of identified agencies in community-based programme management.

Reasons for Leaving

Selected as one of the consultants for UNDP Philippines-World Bank, Jakarta project.

Job Title Programme Assistant		Type of Business Technical and funding assistance	From - To 01/09/1991 - 01/10/1993
Name of Employer UNICEF, Philippines		Name of Supervisor Ms. Ana Dionela	
Salaries per Annum: Starting 18000	Final 27000	Currency Paid PHP	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes
Telephone Number	Email Address		
Address of Employer Philippines			
Number of Employees Supervised by You 0			
Description of Duties Provided technical and administrative support to the Project Officer in the management of Child Labour Project; in accordance with the approved work and financial plan, review and recommend approval of project budget requested by the Government partner agencies; participate during planning workshops and year-end project reviews and evaluation workshops. Conduct project site visits to assess status of implementation; held monitoring meetings with the team to discuss findings of monitoring visits and basis to improve project implementation.			
Summarize any of Your Achievements Able to establish productive coordination with the members of Project Implementation Team (PMT); the project advocacy activities contributed to the Department of Labour's initiative to increase awareness of target sectors particularly, private, business and commercial institutions on the issue of child labour and policy advocacy contributed to the passage of relevant legislations regulating the hiring of child labourers.			
Reasons for Leaving End of contract. A UNV was hired for the post due to cost cutting of UNICEF.			

Job Title Project Officer		Type of Business Social Development-non-government	From - To 01/01/1989 - 01/08/1991
Name of Employer National Council for Social Development Foun.		Name of Supervisor Ms. Teresita Silva	
Salaries per Annum: Starting 12000	Final 13000	Currency Paid PHP	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 Philippines			
Number of Employees Supervised by You 0			
Description of Duties Represented the Council to the Canadian International Development Assistance (CIDA) Committee tasked to review and recommend projects for funding; managed the activities of the Community Development Sector of the Council; designed staff development programme and trained staff of government and non-government agencies in the management of community-based programme for street, urban poor children and their families.			
Summarize any of Your Achievements CIDA funded a number of projects submitted by the Council; increased number of agencies implementing community-based programme to prevent child abuse and exploitation.			
Reasons for Leaving Selected for the post of Programme Assistant, UNICEF, Philippines			

Job Title Project Manager		Type of Business Non-profit,non-goernment	From - To 01/03/1988 - 01/12/1988
Name of Employer Integrated Social Enhancement Program		Name of Supervisor Ms. Teresita Silva	
Salaries per Annum: Starting 11000	Final 12000	Currency Paid PHP	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

Philippines

Number of Employees Supervised by You

8

Description of Duties

Managed the operations and administrative transactions of the project. Member of the interview panel for staff selection; supervised Social Workers and administrative staff; managed the implementation of livelihood and community development activities in 12 most depressed urban poor communities in Manila; managed the social credit programme and formation of cooperative for urban poor families; write the project's performance and financial reports for donor agencies.

Summarize any of Your Achievements

Inter-agency Committee formed with active members from public, private and business institutions on the prevention of child abuse and exploitation. Regular committee meetings held to report on the activities and issues on child abuse and protection

Reasons for Leaving

Joined the National Council for Social Development.

Job Title Area Development Manager	Type of Business Non-profit, non-government	From - To 01/09/1987 - 01/02/1988
Name of Employer First Farmers Human Development Foundation (FFHDFI)		Name of Supervisor Mr. Leonardo Gallardo (deceased)

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
9500	10500	PHP	Is this a position within the UN Common System? No

Telephone Number

Email Address

Address of Employer

Philippines

Number of Employees Supervised by You

18

Description of Duties

Managed the day-to-day operations of the team in the implementation of livelihood and community development programmes; provision of technical assistance to junior supervisors and 15 Community Development Workers assigned to 42 rural communities; carried out training activities for staff and community participants; held project planning and evaluation workshops; organized dialogues between sugar workers and farm owners to resolve conflicts arising from wages and labor issues.

Summarize any of Your Achievements

Facilitated the establishment of relevant social and economic structures to enable the sugar workers and their families undertake livelihood and food production projects during the sugar industry crisis in 1980-1985.

Reasons for Leaving

Changed work setting from rural to urban environment.

Job Title Senior Supervisor (Jan.-Aug. 1987); Junior Supervisor(Jan.1985-Dec.1986)	Type of Business Non-profit	From - To 01/01/1985 - 01/08/1987
Name of Employer FFHDFI		Name of Supervisor Ms. Evelia Pardo

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
8000	9500	PHP	Is this a position within the UN Common System? No

Telephone Number

Email Address

Address of Employer

Philippines

Number of Employees Supervised by You

18

Description of Duties

Supervised the staff in carrying out household and socio-economic survey of farm communities. Held community meetings and workshops to identify priority issues to be addressed by the community groups; carried out project monitoring & evaluation; recommend corrective measures, as required. Organized and trained village leaders using participatory approaches in leadership, problem-solving, project planning, monitoring, evaluation, group building. Facilitated dialogues between farm owners, sugar workers and concerned sectors to resolve issues on wages and conditions of work.

Summarize any of Your Achievements

The regular supervision and coaching of staff resulted in the enhancement of their skills and knowledge in the implementation of integrated community development programme for sugar farm communities.

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 - 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	No	Not easily	Easily	Not easily	Easily

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

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

Address

C/O MONUC
Kinshasa Congo, Dem. Rep.
Telephone: -30103 5334
Fax: 243 -811997348
Contact: Irene CAMARINES

Address

Phase 3, Lot 17, Block 35-A, Carmela Valley Homes
Talisay Negros Occidental Philippines
Telephone: 63-34-4952214
Fax: 63
Contact: Irene Camarines

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
Amareswara RAO	Chief, Civilian Personnel Officer, UNDOF	UNDOF Syrian Arab Republic	amareswara.rao@un.org
John RYAN	UN staff	UNMIN Syrian Arab Republic	ryanj@un.org
Antonio YU	Former UN staff member	Philippines Syrian Arab Republic	6329292559134 antonioqyu@yahoo.com

Personal History Profile for Maricar CASAL

General Details

- | | | | |
|--|-----------------------------------|--|--------------------------------------|
| 1. Family name
CASAL | First Name
Maricar | Middle Name | Maiden Name, (if any) |
| 2. Date of Birth
10/06/1964 | 3. City of Birth
Manila | Country of Birth
Philippines | Index No
485900 |
| 4. Country of Nationality at Birth
Philippines | Second Nationality (if any) | 5. Country of Present Nationality
United States of America | Second Nationality (if any) |
| 6. Gender
Female | 7. Height [cm]
174 | 8. Weight [kg]
73 | 9. Marital Status
Divorced |
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? **Personnel management specialists**
14. Would you accept employment for less than six months? **Yes**
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? **01/08/1985**
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: **casal@un.org**

Education

List all university degrees or equivalent qualifications obtained.

University Name University of Santo Tomas	City, Country Manila Philippines	From - To Jun-1982 - Mar-1985
Main Course of Study Psychology	Field of Study Social & Behavioural Science	
Degree Title or Equivalent Bachelor of Science in Psychology	Degree Type Bachelor of Sciences	

University Name St. Paul College	City, Country Manila Philippines	From - To Jun-1981 - Mar-1982
Main Course of Study Psychology	Field of Study Social & Behavioural Science	
Degree Title or Equivalent Bachelor of Science in Psychology	Degree Type Bachelor of Arts	

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

Name of School St. Paul College	City, Country Quezon City Philippines	From - To Jun-1977 - Mar-1981
Main Course of Study High school		Certificate or Diploma High School Diploma

Employment

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

Job Title Human Resources Officer	Type of Business Peacebuilding	From - To 01/05/2008 -
Name of Employer United Nations (UNIOSIL / UNIPSIL)		Name of Supervisor Mr. Michael Mulinge Kitivi (OIC, Mission Support)
Salaries per Annum: Starting 7221800	Final 7221800	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 23222295000	Email Address casal@un.org	
Address of Employer Sierra Leone		

Number of Employees Supervised by You

4

Description of Duties

Develop innovative and proactive measure in achieving Missions human resources strategic vision. Administer, review and advise on interpretation and application of rules and regulations and policies. Advise and support managers and staff on all aspects of human resources management. Monitors and evaluates effectiveness, recommends changes/revisions of procedures and/or practices to FPD. Plan and supervise the work of Human Resources Assistants assigned to the section. Monitor the implementation of performance management across the mission.

Summarize any of Your Achievements

My arrival to UNIOSIL involved preparations for the expected completion of the UNIOSIL mandate as of 30 September 2008. During this period, majority of my tasks were involved with planning and ensuring proper guidance to the Personnel Section in relation to the completion of human resources activities in relation to the liquidation and completion of the mandate such as: • Request and follow-up with FPD/DFS for requests for TDY to assist with the liquidation team • Advocacy for international and national staff for placements to other peacekeeping missions or Special Political Missions by encouraging applications in the Galaxy and request FPD/DFS for their review. • Update of time and attendance in matrix and imis • Organization of proper check-out system • Review and completion of SPA cases as well as rebuttal cases • Follow-up on conclusion of Appendix D claims submitted to UNHQ • ePAS compliance for staff members separating as of 30 September 2008 • Administration of Increased recruitment of Individual Contractors for additional resources required during this period • Completeness of staff members files for settlement of final payments • Organize PHP / CV completion and Cover Letter drafting for Staff Members and "How to manage Small and Medium Scale Business in Sierra Leone" for the National Staff being affected by the closure of UNIOSIL. Effective 1 October 2008, UNIOSIL the follow-on peacebuilding office commenced. Prioritization of recruitment determined in coordination with Programme Managers for international and national positions with the aim of lowering vacancy rates.

Reasons for Leaving

Currently on the job.

Job Title	Type of Business	From - To
Senior Human Resources Assistant (SPA to G-7)	Peacekeeping Operations	01/01/2006 - 01/05/2008

Name of Employer	Name of Supervisor
United Nations	Masaki Sato

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
76693	76693	USD	Is this a position within the UN Common System? Yes

Telephone Number

1212963-8219

Email Address

casal@un.org

Address of Employer

United States of America

Number of Employees Supervised by You

Description of Duties

Responsible as the principle point of contact for ONUCI, Abidjan staffing issues; identify and prioritize staffing needs, facilitating the expeditious filling of posts through liaising with the Recruitment & Outreach Unit and follow-up actions w/ missions on pending selections. Perform staffing table management/monitoring, & process the temporary movement of posts upon clearance from the Planning Unit. Monitor and facilitate the preparations of offers of appointment; prepare documentation on specific recruitment-related cases related to International Staff with 300 & 100 Series appointments as well as review the recruitment process and recommendations for recruitment of National Professional Officers for ONUCI. Review & prepare cases of movement to higher level. Review & respond to requests for correction of entry level. Determine step for cases of re-appointment to 100 series. Evaluate requirements for induction training in UNLB for new recruits. Review and advise FMSS on proposed mission budget submission for ONUCI, in terms of optimal staffing structure, levels of posts, job descriptions & use of categories of staff, to reflect mandate and norms and keep apprised of expected changes in staffing levels throughout the budget cycle period and/or mandate changes. Coordinate w/ PMSS and provide comments to FMSS on missions' budget performance reports; Approve & clear contracts for consultants for missions exercising delegated authority & prepare briefing notes and coordinates statistics/status reports.

Summarize any of Your Achievements

During this period, the recruitment process according to the PMSS/DPKO standard operating procedures was implemented. ONUCI Personnel Officers were briefed to comply with this procedure. A consultant was recruited for a total of ten days to provide training on competency based interviews. This training is expected to facilitate programme managers in properly conducting the interviews and stress the need to expedite recruitment. Travel to ONUCI-Abidjan for one month during the first quarter of 2007 to assist the Personnel Section in the recruitment campaign by short-listing candidates; coordinating and attend interviews as ex-Officio; review and receipt of comparative evaluations from Programme Managers for official submissions to PMSS/DPKO with a goal of decreasing the vacancy rate.

Reasons for Leaving

To explore other areas of human resources and continue to learn to administer and recruit different types of appointments required at headquarters or the field.

Job Title	Type of Business	From - To
Administrative Assistant	Peacekeeping Operations	01/12/2004 - 01/12/2005

Name of Employer	Name of Supervisor
United Nations	Ms. Evelyn Pana

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? Yes
72777	75258	USD	Is this a position within the UN Common System? Yes

Telephone Number

11212 963

Email Address

casal@un.org or maricar_casal@yahoo.com

Address of Employer

United States of America

Number of Employees Supervised by You

0

Description of Duties

Administration of staff members on 100 & 300 series for assigned office, with respect to maintenance of extensions of appointments, special post allowance and assignments from Divisions/Depts or field missions. Administration of Consultants/Individual Contractors. Provide day-to-day personnel administration support to DPKO staff members within the area of responsibility in IMIS. Process recruitment and separation of staff members. Process travel authorization and voucher for reimbursement of expenses upon completion of official travel. Present position require daily liaising with OHRM, Accounts Div., Programme Managers and staff members. Organize induction course for new DPKO staff members.

Summarize any of Your Achievements

Proper monitoring of appointments, special post allowance and assignments of s/m's from other Divisions/Departments by maintenance of a follow-up system. Efficient organization skills allows prompt delivery of service.

Reasons for Leaving

Opportunity to perform at a higher level in view of my extensive experience in personnel administration and recruitment.

Job Title Personnel Assistant	Type of Business Peacekeeping Mission	From - To 01/05/2004 - 01/11/2004
Name of Employer United Nations (MINUSTAH, Port-au-Prince)	Name of Supervisor Chaste Abimana	
Salaries per Annum: Starting 69000	Final 69000	Currency Paid USD
	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? Yes
Telephone Number	Email Address	
Address of Employer Haiti		
Number of Employees Supervised by You 2		
Description of Duties Assignment to MINUSTAH as Personnel Assistant as part of the rapid deployment team. During the start-up phase, I assisted in organizing the office space, requesting supplies, equipment and furniture. Coordinated with the Movement and Control Section to advise of newly arriving staff members and updated the International staff database. Received and reviewed curriculum vitae & P.11 of potential candidates to be engaged as Individual Contractors. Administration of clerical test & basic excel test. Submission to the Section Chiefs of a shortlist of candidates to be considered for temporary position. Upon selection, review of educational experience, work experience to determine proper grading. I was responsible for the daily administration of the IC contracts as well as verification of personal documents for proper recording of date of birth, local national identification card, certificate of good conduct etc. Issuance of IC contracts and ensuring timely submission of request for extension and receiving recommendations from the Section Chiefs. Proper recording of attendance sheets for submission to the Finance Section. During the second half of my assignment, I was involved with the planning and coordination of the National Recruitment Campaign.		
Summarize any of Your Achievements 1) The start-up phase of MINUSTAH brought about the urgent recruitment of Individual Contractors to provide support in all the areas of work in the mission i.e. Finance, Procurement, Personnel, CITS, Logistics, Transportation Section etc. Providing the Individual Contractors at the requested time frame, assisted the respective substantive offices in completing their target objectives. 2) Planning and coordinating the National Recruitment Campaign in July 2004 with respect to venue, testing rooms, equipment and furniture to be used. As part of a team with other Personnel Assistants, drafted the recruitment advertisements for a total of 551 posts to be announced in the local newspaper. As Coordinator, liaised with four Teams by occupational groups liaised with the Section Chiefs, assigned Personnel staff to contact candidates to schedule and interview and testing on a daily basis until the recruitment campaign was completed.		
Reasons for Leaving Completion of rapid deployment assignment		

Job Title Administrative Assistant	Type of Business Executive Office, DPKO	From - To 01/12/2000 - 01/04/2004
Name of Employer United Nations	Name of Supervisor Ms Evelyn Pana	
Salaries per Annum: Starting 60000	Final 72277	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 1212963-8219	Email Address casal@un.org	
Address of Employer United States of America		
Number of Employees Supervised by You 0		
Description of Duties Administration of staff members on 100 & 300 series for assigned office, with respect to maintenance of extensions of appointments, special post allowance and assignments from Divisions/Depts or field missions. Administration of Consultants/Individual Contractors. Provide efficient day-to-day personnel administration support to DPKO staff members within the area of responsibility in IMIS. Process recruitment and separation of staff members. Process travel authorization and voucher for reimbursement of expenses upon completion of official travel. Present position require daily liaising with OHRM, Accounts Div., Programme Managers and staff members.		
Summarize any of Your Achievements Proper monitoring of appointments, special post allowance and assignments of s/ms from other Divisions/Departments by maintenance of a follow-up system. Efficient organization skills allows prompt delivery of service.		
Reasons for Leaving In addition to my present skills related to personnel administration, I would like to broaden my experience in other areas such as training, recruitment, budget & procurement.		

Job Title Regional Personnel Assistant	Type of Business Peacekeeping Operations	From - To 01/05/1999 - 01/11/2000
Name of Employer UNMIBH	Name of Supervisor Mr Said Amirdivani	
Salaries per Annum: Starting 60000	Final 60000	Currency Paid USD
	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? Yes
Telephone Number	Email Address	
Address of Employer Bosnia and Herzegovina		

Number of Employees Supervised by You

0

Description of Duties

As Regional Personnel Asst. assigned to the Region of Tuzla (05/99-03/00) & Banja Luka Region (03/00-10/00), I was under the supervision of the RAO. I liaised bet. the Intl. s/ms & Personnel Section, Sarajevo w/ regards to entitlements that concerned s/ms. During this period, I supervised 2 Senior Personnel Clerks in the administration of local s/ms. I was responsible for all aspects of personnel admn. of local civilian personnel pertaining to recruitmnet w/c included issuance of vacancy announcements, testing, interviewing, assignment of duties & responsibilities & briefing on matters concerning entitlements & conditions of employment; initiate & process performance evaluation reports; handle s/ms rights & entitlements under UN Staff Rules & Regulations & Admn. Instructions & assist RAO in the investigation of disciplinary cases & rebuttal cases. Prepare & answer correspondence on various aspects of employment matters; verify & signed personnel actions.

Summarize any of Your Achievements

During this period, efficient administration of local staff within the area of responsibility allowed to implement the mandate of the mission, most especially when it came to recruitment of language assistants who were required to assist the international civilian police when dealing with the local authorities and population. Direct communication with the local staff allowed them to approach the Personnel Office freely and express issues concerning their employment with UNMIBH, at the same time establishing rapport with the international civilian staff & police monitors to brief them on administration of local staff assigned to them.

Reasons for Leaving

Return to UN Headquarters

Job Title Personnel Assistant	Type of Business Peacekeeping Operations	From - To 01/01/1998 - 01/02/1999
Name of Employer UNMIBH		Name of Supervisor Ms Laura Londen

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
60000	60000	USD	Is this a position within the UN Common System? Yes
Telephone Number			Email Address
Address of Employer Bosnia and Herzegovina			

Number of Employees Supervised by You

0

Description of Duties

Under the supervision of, & instructed by Chief, Local Staff Unit & CCPO, as Personnel Asst. in the Local Staff Unit, I was in charge in the admn. duties for the Tuzla & Banja Luka Regions. Recruitment & admn. of local staff w/ respect to review & recommendation of grading & recruitment allowance at the time of recruitment; review & reco of SLWOP, maternity leave, annual leave & sick leave; preparation & presentation of bi-annual upgrading review for approx. 140 local staff; submission & follow-up of claims to the Board of Compensation Claim, NY for compensation under Appendix D; briefing of newly arrived IPTF monitors on personnel issues concerning civilian local personnel; attendance & payment of night differential; draft correspondence related to above for signature by CAO/CCPO & Chief, LSU; assist in conducting English Proficiency Test for Language Assts; liaise & answer queries regarding personnel matters to IPTF/LPD in areas of responsibility & travel to mission areas to meet s/ms

Summarize any of Your Achievements

Comprehensive review of cases forwarded by the Regional Personnel Offices to Sarajevo HQ, implicated a conclusion to a recommendation and thereby lead to application.

Reasons for Leaving

To have direct exposure in administration of local s/ms at the regional level w/ respect to implementation of mandate at the regional level and gain experience in guidance them on a daily basis w/ regards to entitlements & conditions of service.

Job Title Administrative Assistant	Type of Business Peacekeeping Opertions	From - To 01/02/1994 - 01/01/1998
Name of Employer United Nations		Name of Supervisor Leila Hirji

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
55000	55000	USD	Is this a position within the UN Common System? Yes
Telephone Number			Email Address
Address of Employer United States of America			

Number of Employees Supervised by You

0

Description of Duties

Assist in personnel administration of HQ staff in DPKO. Prepared personnel actions in IMIS reflecting appointment extensions, transfers, assignments, promotions superannuations, five-year reviews of permanent appts, maternity leave, special leave etc. Process payroll clearance actions for staff separating, on assignment, transfer, slwop etc. for forwarding to OHRM, obtain necessary clearances. Payroll & related financial entitlemts in review of the departmental duty status summary for submission to payroll; verify accuracy of s/ms submissions of overtime; prepares salary advance; initiate, prepare travel authorizations & process claims for reimbursement on official business. Maintained & updated files & attendance reports and Liaise w/ counterparts in OHRM and OPPBA to follow-up & coordinate activities involving s/ms as well as entitlements.

Summarize any of Your Achievements

With the implementation of IMIS during this period, proper review of s/ms data upon transfer in the system will update their current personnel "picture" appropriately.

Reasons for Leaving

To gain personnel experience in a peackeping mission assignment setting.

Job Title Secretary	Type of Business DEPSD	From - To 01/06/1989 - 01/02/1994
Name of Employer		Name of Supervisor

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
30000	30000	USD	Is this a position within the UN Common System? Yes

Telephone Number	Email Address
------------------	---------------

Address of Employer

United States of America

Number of Employees Supervised by You

0

Description of Duties

Administrative functions included processing of SSAs, P-5 actions for recruitment of short-term consultants & long-term experts. Processed selection sheets for fellows under study tour & fellowship programmes. Maintained updated report of proj. budgets & revisions in compliance with established forms & financial rules of regulations after obtaining financial clearance for submission to UNDP. Typed & followed-up requisitions for submission to CPS; prepared travel requests for authorization, sent out DESD brochures, newsletters, updated list of advisory services to UNDP Resident Coordinators and Govts for information. Processed communications i.e. internal correspondence within the department, providing responses to queries regarding recruitment of personnel, extension of contracts, official travel, purchase of equipment, budgetary matters and organization of seminars.

Summarize any of Your Achievements

Prompt delivery of service and equipment allowed implementation of projects in the field.

Reasons for Leaving

To gain higher responsibilities and wanted to have more administrative duties.

Job Title	Type of Business	From - To
Secretary	Technical Cooperation for Development	01/08/1985 - 01/06/1989
Name of Employer	Name of Supervisor	
United Nations	Sigurdur Jonsson	

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
20000	20000	USD	Is this a position within the UN Common System? Yes

Telephone Number	Email Address
------------------	---------------

Address of Employer

United States of America

Number of Employees Supervised by You

0

Description of Duties

As a secretary, processed local contract requisitions by verifying correct exchange rates for prices indicated in proforma invoices. Liaised w/ TCD technical backstopping offices to clarify inquiries relating to requisitions & purchase orders. Dealt w/ officials/ reps of companies pertaining to registration procedures for inclusion to CPSs roster; inquiries related to future proposals on UNDP projects; processed internal communications such as routine cables, letters to UNDP ResReps and Chief, Technical Adviser. Maintained statistical date on classification of contracts by geographical and professional disciplines. Researched, compiles and maintains project list of all contracts, purchase orders and other activities such as maintaining a database showing current status of requisitions and purchase orders. Edited questionnaire on registration of supplier/contractor for data entry.

Summarize any of Your Achievements

Proper maintenance of database showing the status of requisitions and purchase orders allowed up-to-date monitoring which lead to prompt delivery of service and equipment to the field.

Reasons for Leaving

To gain more administrative duties.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 - **70** French -

List any office machines or equipment you can use:

Computer, typewriter, xerox machines

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
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
Filipino	Yes	Easily	Easily	Easily	Easily

Address

310 East 23rd St. Apt. 5D

New York New York United States of America

Telephone: 1-212-598-5837

Fax: 1-917-535-4042

Address

310 East 23rd St. 5D

New York

New York United States of America

Telephone: 1-212-598-5837

Fax: 1-917-535-4042

Contact: Maricar Casal

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
Baig KAMRAN	Coordinator, Common Services	UNON Kenya	254207625208 kamran.baig@unon.org
Evelyn PANA	Personnel Officer	Rm. S-927United NationsSecretariat Building Kenya	1917367-3300 pana@un.org
Betsy TAN	Media/TV Station	Rockefeller Center Kenya	1212664-4841 betsy.tan@nbcuni.com

Personal History Profile for Sandra HODELIN

General Details

- | | | | |
|--|--------------------------------------|---|---------------------------------------|
| 1. Family name
HODELIN | First Name
Sandra | Middle Name | Maiden Name, (if any)
Roche |
| 2. Date of Birth
27/03/1968 | 3. City of Birth
Cavaillon | Country of Birth
Haiti | Index No
715394 |
| 4. Country of Nationality at Birth
Haiti | Second Nationality (if any) | 5. Country of Present Nationality
Haiti | Second Nationality (if any) |
| 6. Gender
Female | 7. Height [cm]
160 | 8. Weight [kg]
65 | 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? **Yes**
- Are there any limitations on your ability to perform in your prospective field of work? **No**
11. Have you taken up legal permanent residence status in any country other than that of your nationality? **Yes. United States of America.**
13. What is your preferred field of work? **Personnel management specialists**
14. Would you accept employment for less than six months? **No**
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? **01/01/1996**
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: **hodelin@un.org**

Education

List all university degrees or equivalent qualifications obtained.

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

Name of School Faculte de Droit et des Sciences Economiques	City, Country Port-au-Prince Haiti	From - To Sep-1989 - Jun-1994
Main Course of Study Economics		Certificate or Diploma N
Name of School Christ The King Secretarial School	City, Country Port-au-Prince Haiti	From - To Oct-1987 - Jun-1989
Main Course of Study Secretarial course		Certificate or Diploma Bilingual Secretarial Diploma
Name of School Collège Saint François d'Assise	City, Country Port-au-Prince Haiti	From - To Oct-1982 - Jun-1987
Main Course of Study Secondary School		Certificate or Diploma Baccalauréat I & II

Employment

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

Job Title Claims Assistant	Type of Business World Organization	From - To 01/08/2006 -
Name of Employer United Nations, DFS/FPD		Name of Supervisor Claude Le Crann/Melma Raghavan
Salaries per Annum: Starting	Final	Currency Paid
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? Yes
Telephone Number 1917367-2126	Email Address hodelin@un.org	
Address of Employer United States of America		
Number of Employees Supervised by You		
Description of Duties		

Process regular and special education grant claims and advances for local and international staff assigned to Peacekeeping missions; Conduct training of junior claim assistants; Provide advice and guidance to other EG claim assistants; Develop EG briefing materials for newly-recruited CCPOs/HROs; Present overview of EG entitlement to above staff members; Advise missions CCPOs/HROs/HRAs on EG procedures and regulations; Review in detail staff member's personnel status to determine eligibility for education grant entitlement; Determine amounts to be reimbursed/or advances to paid; Review and screen data with educational institutions and UN missions when necessary; Conduct audit of claims to prevent and/or discover occurrences of fraud; draft memoranda for the signature of the HR Officer for onforwarding to OIOS; Provide advice on regular and special education grant entitlement to local and international staff members assigned to field missions. Review complex cases on administration of dependency benefits; Monitor and advise personnel assistant to missions on education grant and complex dependency issues; Assist in the preparation of notes, reports, correspondence, SOP's, and related materials on education grant procedures and processing; Review Payroll reports on outstanding education grant advances and requests reschedule of recovery date when appropriate; Verify internal office vouchers related to education grant; Undertake constant follow up with Payroll Unit on the status of education grant claims;

Summarize any of Your Achievements

Claims and advances are now processed in a timely manner; Staff members and mission CCPOs/HROs/HRAs are advised on education grant process and procedures; Staff members are informed on the status of their claims; Newly-recruited CCPOs/HROs are briefed on education grant entitlement;

Reasons for Leaving

None (current position)

Job Title	Type of Business		From - To
Human Resources Clerk	World Organization		01/04/2003 - 01/07/2006
Name of Employer	Name of Supervisor		
United Nations--ATS/PMSS/DPKO	Jacinto Dimailig/Mary Dellar		
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
			Is this a position within the UN Common System? Yes
Telephone Number	Email Address		
	hodelin@un.org		
Address of Employer			
United States of America			
Number of Employees Supervised by You			
Description of Duties			
<p>Process regular and special education grant claims and advances for local and international staff assigned to DPKO missions; Provide clarification on EG rules and regulations to Mission HROs and HRAs; Review in detail staff member's personnel status to determine eligibility for education grant entitlement; Determine amounts to be reimbursed/or advances to paid; Review and screen data with educational institutions and UN missions when necessary; Conduct audit of claims to prevent and/or discover occurrences of fraud; draft memoranda for the signature of the HR Officer for onforwarding to OIOS; Provide advice on regular and special education grant entitlement to local and international staff members assigned to field missions. Review complex cases on administration of dependency benefits; Monitor and advise personnel assistant to missions on education grant and complex dependency issues; Assist in the preparation of notes/reports/correspondence on education grant procedures; Review Payroll reports on outstanding education grant advances and requests reschedule of recovery date when appropriate; Maintain filing system supporting administration of education grant; Verify internal office vouchers related to education grant; Undertake constant follow up with Payroll Unit on the status of education grant claims;</p>			
Summarize any of Your Achievements			
Contributed to the clearance of a backlog of 3 years of education grant claims; Claims and advances are now processed in a timely manner; Staff members are advised on education grant process and procedures; Staff members are informed on the status of their claims;			
Reasons for Leaving			
None			

Job Title	Type of Business		From - To
Human Resources Clerk	World Organization		01/08/2002 - 01/03/2003
Name of Employer	Name of Supervisor		
United Nations--ATS/PMSS/DPKO	Margaret Dahlo		
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
			Is this a position within the UN Common System? Yes
Telephone Number	Email Address		
Address of Employer			
United States of America			
Number of Employees Supervised by You			
Description of Duties			
<p>Perform a full range of human resources and administrative functions in support of mission staff; Process personnel actions in IMIS pertaining to a full complement of entitlements and allowances; Ensure personnel decisions are correctly interpreted and Staff Regulations and Rules are followed; Process initial appointments of newly-recruited staff members and determine eligibility to entitlements including pension participation, international benefits, post adjustment, MSA, assignment grant etc; Process separation actions and determine entitlement to separation benefits including repatriation grant, death benefits, computation of annual leave, etc; Determine eligibility for, and examine cases warranting exceptions to Staff Rules in respect of dependency benefits, mobility and hardship allowance, rental subsidy, special post allowance, salary advances, home leave, family visit travel, hazard pay, etc. Monitor expiration of appointments of mission staff, coordinate renewals with field missions, and process personnel actions to extend appointments and assignments;</p>			
Summarize any of Your Achievements			
Staff members are regularized on Payroll; Mission Personnel is familiarized with IMIS functions;			
Reasons for Leaving			
Other career opportunities			

Job Title	Type of Business		From - To
Secretary	World Organization--Peacekeeping Operations		01/05/2001 - 01/07/2002
Name of Employer	Name of Supervisor		
United Nations--ATS/PMSS/DPKO	Amarachavee Komalabhuti/Kevin St. Louis		

Salaries per Annum:
Starting Final Currency Paid Is this a civil servant position of your Government? **No**
38000 **40000** **USD** Is this a position within the UN Common System? **Yes**

Telephone Number Email Address

Address of Employer
United States of America

Number of Employees Supervised by You

Description of Duties
Provide secretarial and administrative assistance to the Chief of Section; Maintain Time & Attendance records in IMIS; Prepare monthly reports for submission to Executive Office; Serve as liaison between Executive Office and PMSS;

Summarize any of Your Achievements
Chief of Section's agenda is updated; Staff members are aware of their leave balance;

Reasons for Leaving
Other career opportunities

Job Title Type of Business From - To
Program Assistant **International Organization** **01/04/1997 - 01/08/2000**

Name of Employer Name of Supervisor
EngenderHealth (former AVSC International) **Felicia Brockett/Keith Edwards**

Salaries per Annum:
Starting Final Currency Paid Is this a civil servant position of your Government? **No**
30000 **36000** **USD** Is this a position within the UN Common System? **No**

Telephone Number Email Address

Address of Employer
United States of America

Number of Employees Supervised by You

Description of Duties
Purchase medical equipment and publications for distribution to international programs; Monitor inventory level and establish reorder levels; Process all phases of direct and international purchases including shipment and clearance of equipment; Work on high-priority projects: costs proposals submission to USAID;

Summarize any of Your Achievements
Participated in the introduction of purchasing functions within the organization;

Reasons for Leaving
Reduction in labor due to budgetary constraints

Job Title Type of Business From - To
Program Assistant **U.S. Government Agency** **01/06/1990 - 01/12/1996**

Name of Employer Name of Supervisor
United States Agency for International Development (USAID) **Frantz M. Louis**

Salaries per Annum:
Starting Final Currency Paid Is this a civil servant position of your Government? **No**
48000 **240000** **HTG** Is this a position within the UN Common System? **No**

Telephone Number Email Address

Address of Employer
Haiti

Number of Employees Supervised by You

Description of Duties
Assist in the drafting of project documents, mainly reports, narratives, background statements, and similar supporting materials; Review and analyze budgets and requests for procurement to ensure compliance with USAID regulations; Coordinate submission of documentation and supporting materials needed for ongoing or new activities; Draft correspondence in English and French; Monitor and report on projects activities;

Summarize any of Your Achievements
Health institutions have received financial and technical assistance needed to implement services throughout the country; US government rules & regulations were followed;

Reasons for Leaving
Moved to the United States;

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 - **70**

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	Not easily

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

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

Address

351 Arkansas Dr.
 Valley Stream NY United States of America
 Telephone: 1-516-825-2039
 Fax: 1-516-662-2580
 Contact: Sandra Hodelin

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
----------------	------------------------	---------	-----------------

Personal History Profile for Niramol JIRAPOKAKUL

General Details

1. Family name JIRAPOKAKUL	First Name Niramol	Middle Name	Maiden Name, (if any) Chumnankitvanij
2. Date of Birth 08/12/1956	3. City of Birth Bangkok	Country of Birth Thailand	Index No 416775
4. Country of Nationality at Birth Thailand	Second Nationality (if any)	5. Country of Present Nationality Thailand	Second Nationality (if any)
6. Gender Female	7. Height [cm] 160	8. Weight [kg] 58	9. Marital Status Widowed
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? Yes			
Are there any limitations on your ability to perform in your prospective field of work? Yes			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? No			
13. What is your preferred field of work? Personnel management specialists			
14. Would you accept employment for less than six months? No			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? 01/06/2008			
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: jirapokakul@un.org			

Education

List all university degrees or equivalent qualifications obtained.

University Name Preston University, Delaware, USA	City, Country Affiliated Campus in Islamabad, Pakistan	From - To Sep-1995 - Apr-1997
Main Course of Study Management	Field of Study Business & Administration	
Degree Title or Equivalent Masters of Business Administration in General Management	Degree Type Masters	

University Name Sukhothai Thammathiraj	City, Country Nonthaburi Thailand	From - To Jul-1987 - Jun-1991
Main Course of Study Public Administration	Field of Study Business & Administration	
Degree Title or Equivalent Bachelor in Public Administration	Degree Type Bachelor of Sciences	

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

Name of School Peacekeeping Financing Division, OPPBA, Department of Management, UNHQ	City, Country New York United States of America	From - To Jul-2009 - Jul-2009
Main Course of Study Training on Funds Monitoring Tool		Certificate or Diploma Certificate

Name of School Office of Human Resources Officer (OHRM)	City, Country New York United States of America	From - To Apr-2008 - Apr-2008
Main Course of Study Selection and Interviewing Skills Workshop.		Certificate or Diploma Certificate

Name of School Field Personnel Division (FPD), Department of Field Support (DFS)	City, Country New York United States of America	From - To Oct-2007 - Mar-2008
Main Course of Study Recruitment (staffing) process and human resources administration practise for peace-keeping staff.		Certificate or Diploma Certificate

Name of School Office of Human Resources Management (OHRM)	City, Country New York United States of America	From - To Oct-2007 - Dec-2007
Main Course of Study Workshop on Effective Writing Skills.		Certificate or Diploma Certificate

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

Office of Human Resources Management (OHRM) Main Course of Study Ethics Training Workshop.	City, Country New York United States of America	From - To Jan-2007 - Jan-2007 Certificate or Diploma Certificate
Name of School Office of Human Resources Management (OHRM) Main Course of Study Performance Management Training for Supervisors and Managers.	City, Country New York United States of America	From - To Jan-2007 - Jan-2007 Certificate or Diploma Certificate
Name of School Integrated Mission Training Cell (IMTC) Main Course of Study Training on Sexual Exploitation and Abuse of Authority.	City, Country New York United States of America	From - To Sep-2005 - Sep-2005 Certificate or Diploma Certificate
Name of School Office of Human Resources Management (OHRM) Main Course of Study Training on Supervisory Skills.	City, Country New York United States of America	From - To Feb-2005 - Feb-2005 Certificate or Diploma Certificate
Name of School Field Budget and Finance Division (FBFD), Department of Field Support (DFS) Main Course of Study Workshop on Funds Management Tool (FMT) conducted by FBFD staff in UNDOF, Syria.	City, Country New York United States of America	From - To Jun-2004 - Jun-2004 Certificate or Diploma Certificate
Name of School Office of Human Resources Management (OHRM) Main Course of Study Competency-based Interviewing Techniques.	City, Country New York United States of America	From - To Sep-2003 - Sep-2003 Certificate or Diploma Certificate
Name of School Office of Human Resources Management (OHRM) Main Course of Study Diversity Training	City, Country New York United States of America	From - To Sep-2003 - Sep-2003 Certificate or Diploma Certificate
Name of School Office of Human Resources Management (OHRM) Main Course of Study Basic Security in the Field	City, Country New York United States of America	From - To Jul-2003 - Jul-2003 Certificate or Diploma Certificate
Name of School Office of Human Resources Management (OHRM) Main Course of Study People Management Training.	City, Country New York United States of America	From - To Jun-2003 - Jun-2003 Certificate or Diploma Certificate
Name of School Field Personnel Division (FPD), Department of Field Support (FPD) Main Course of Study Integrated Management Information System (IMIS) Training.	City, Country New York United States of America	From - To Dec-2002 - Dec-2002 Certificate or Diploma Certificate
Name of School Office of Human Resources Management (OHRM) Main Course of Study Education Grant Training	City, Country New York United States of America	From - To Jul-2002 - Aug-2002 Certificate or Diploma Certificate
Name of School Convent of the Holy Infant Jesus Main Course of Study Secretarial and commercial subjects including Accounting, English, French, Short-hand, History, Geography, Mathematics etc.	City, Country Bangkok Thailand	From - To May-1973 - Mar-1976 Certificate or Diploma Diploma for Commerce
Name of School St. Louis Suksa Main Course of Study English, French, Thai, Mathematics, Geomatic, Science, History, Geography, Ethics, Religion, etc.	City, Country Bangkok Thailand	From - To May-1963 - Mar-1973 Certificate or Diploma Secondary Diploma

Employment

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

Job Title Human Resources Officer	Type of Business Peace-keeping mission	From - To 01/10/2008 -
Name of Employer United Nations Mission in Liberia (UNMIL), Monrovia, Liberia	Name of Supervisor Ms. Jeanie Fraser, CCPO, P-5	
Salaries per Annum: Starting 84107	Final 84107	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 2315315180	Email Address jirapokakul@un.org	
Address of Employer Liberia		
Number of Employees Supervised by You 14		
Description of Duties Under the direct supervision of CCPO, P-5, I am responsible for supervising four Teams on all aspects of HR operations including administration and recruitment, the functions of HR Operations Manager, P-4. This function including: Act as IMIS Approving Officer and Certify/Bank Signatory member; Manage Nucleus staffing table; Provide advice and support to CCPO, Program Managers (PM's) and staff on human resources related issues; Administer, review and advice on interpretation and application of policies, regulations and rules; Determine and advise on benefits and entitlements to staff based on their contractual status; Advise and counsel staff on their rights, responsibilities, code of conduct and difficulties associated with work and entitlements; Provide performance management advice to staff; Provide staff with understanding on how PM's using ePAS as performance measurement and management tools; Keep track of mission's vacancies to ensure that prompt action in filling of imminent vacancies few months ahead of time; Provide list of qualified cleared candidates to PM's for review and shortlisted for interviews as soon as post anticipated to be vacant; Monitor, advise and act on disciplinary cases in accordance with established policies and procedures; Review/approve administrative paperwork pertaining to, such as, initial appointments and extension of appointment, separation, annual leave, sick leave, dependency allowance, SPA request, grading of new recruits/MTHL of national staff; Prepare ePAS and special reports for HRMS staff under supervision; Provide HR training both administration and recruitment to current and newly recruited staff in the Section; Undertake any ad-hoc duties as may be assigned by CCPO.		
Summarize any of Your Achievements When I was working with UNDOF as Deputy CCPO, I managed to deploy a number of staff on TDY to few non-family missions, to meet their urgent operational requirements. At the time I was performing two functions one of my own and one CCPO, pending recruitment which took 6 months to fill the post. I was highly commended by the Head of Mission for successfully managing the Personnel & Travel Section single-handedly for an extended period of six months when I was at FS-5 level. In UNMIL we had a major HR restructuring to co-locate all HR services including Travel in one location as "one stop shop". This concept has increased efficiency of HR services rendered to our clients. And at the same time reduced service time as our staff only visit one location to submit their requests. Prior to the HR reforms on 1 July 2009, in order to expedite updating of staff's personal records, we have introduced an on-line applications to facilitate collection of data which could be saved in our HR database. During the HR Reforms process, I was successfully managed four teams in HRMS to adhere to deadlines of collecting administrative documents from staff, processed in IMIS and Nucleus, and submitted relevant HR reforms documentation of about 500 international staff to FPD. Also, did the same actions for about 1,100 national staff which FPD has delegated the authority to the Mission to administer them. As UNMIL is in drawdown phase, Human Resources Management Section which I am currently working is facing a number of challenges, inter alia, high turnover rate of staff due to job insecurity. However, I have turned these challenges into opportunities, note that UNMIL's authorized staffing table is 1,600, hence I have assisting Programme Managers to identify qualified cleared candidates to meet their required duties and responsibilities to be shortlisted for interview, as potential candidates to be recommended for approval by FCRB as qualified replacements. At the same time, mission staff are feeling insecure of losing their jobs when mission is closed down, before being selected by other missions. Consequently, I have provided advice on their career development in coordination with IMTC e.g. how to properly prepare their PHP and apply to vacancies including competency-based interview techniques. I have encouraged national staff to apply for specialized training courses funded by UNMIL as part of National Capacity Building approved in the Budget. These national staff would in turn contribute to sustainable peacebuilding in and development of Liberia when UNMIL leaves the country. I feel fully involved in this process which brings pride to me as being part of a successful peacekeeping mission.		
Reasons for Leaving I am currently working with UNMIL in Human Resources Management Section and looking for any new challenges to improve HR operations using UNMIL HR experiences as best practices and lessons learned.		

Job Title Human Resources Officer	Type of Business Peacekeeping Operations	From - To 01/04/2006 - 01/09/2008
Name of Employer Field Personnel Division, Department of Field Support	Name of Supervisor Mr. Alexander Sokol, Team Leader, Great Lakes Regions Missions	
Salaries per Annum: Starting 73486	Final 78472	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 1212963-3705	Email Address jirapokakul@un.org	
Address of Employer United States of America		
Number of Employees Supervised by You 4		
Description of Duties Under the direct supervision of the Chief of Africa II Section, FPOS/FPD/DFS, perform the following functions: Approve and certify payroll for staff, including staff salaries, benefits and entitlements; Administer staff contracts in coordination with missions; Monitor performance management and rebuttals of field staff; Advise missions on proper interpretation and application of staff regulations and rules, administrative instructions and policies in coordination with Subject Matter Expert; Advise newly-recruited staff on relevant entitlements and benefits; Provide advice to missions with respect to the administration of entitlements for locally-recruited staff members; Approve IMIS personnel actions, including salaries, post incumbencies, allowances, leave, separation, consultant payment, etc; Record extensions of staff members in Nucleus; Sign letters of appointments for field staff up to and including P-5 level that has not been delegated to field missions; Review recommendations for Special Post Allowances and prepare cases for approval by the Section Chief of Africa II; Review and implement approved cases of Special Post Allowances; Review and prepare cases for clearance by the Subjec Matter Expert, concerning retention of service beyond mandatory age of retirement; Provide background information on administrative appeal cases for review by the Subject Matter Expert; Review and approve recommendations for the reappointment of staff from 300 series ALD to 100 series fixed-term appointments; Implement disciplinary decisions; Prepare briefing notes and coordination of statistics/status reports; Review selection documents in line with the recruitment SOP and prepare salary recommendation for the selected candidate; Perform ad-hoc duties as assigned by the Section Chief, as and when required.		
Summarize any of Your Achievements		

Upon competitive selection by FPD/DFS against TVA P-3/FS-6 Human Resources Officer, I was assigned as Desk Officer responsible for recruitment and administration of Great Lakes Region and Africa II missions including ONUB/ BINUB, BONUCA, OSRSG-GLR and MONUC (from 16/04/06 to 31/06/2007). Thereafter I was reassigned as Desk Officer for UNIOSIL/UNIPSIL/ UNOGBIS, UNOWA/CNMC and UNMIL (from 1/07/2006 to 31/09/08). It was worth noting that for the period of six months, pending recruitment of HRO for MONUC mission which is one of the largest missions in terms of staffing, I was also assigned to administer this large and complex mission from June to November 2006. I successfully managed human resources of all the GLR missions single-handedly, though I only joined FPD for less than two months. The success required frequently working beyond normal working hours, and occasionally working during weekends. In recognition of my successful performance with dedication and hard work, I was awarded an SPA to FS-6 by Director of FPD three months after the assumption of HRO functions. The SPA was approved through the end of my assignment in Africa II, FPD/DFS cob 01/10/2008 on reassignment to UNMIL as HRO eff. 02/10/08.

Reasons for Leaving

Career advancement in HR managerial functions and to experience HR operations in large field missions.

Job Title Deputy CCPO	Type of Business Peace-keeping Operations	From - To 01/11/2001 - 01/04/2006
Name of Employer UNDOF	Name of Supervisor Ms. Susan Asomaning, CCPO	
Salaries per Annum: Starting 61617	Final 73486	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 12129633005	Email Address jirapokakul@un.org	
Address of Employer Syrian Arab Republic		
Number of Employees Supervised by You 5		
Description of Duties Under the general supervision of CCPO performed the following duties: Responsible for maintaining mission's staffing table and related JDs; Administration of UNDOF HR programme, including allowances, benefits and other entitlements and allowances, including education grant, EGT, FVT, HLT, rental subsidy, hazard pay and mobility and hardship allowance, leave, separations in accordance with UN Staff Rules and Regulations; Organized and prepared minutes of meetings on appointments, promotions and SPA's for submission to FPD/DFS; Conducted competitive recruitments for national and international posts; Administered CTO/OT policy for civilian staff members; Supervised five national staff members of the Section; Participated in policy reviews and formulation of procedures to improve mission's HR management and other development needs of its staff members; Prepared budget related to staff costs, official travels and training activities; Drafted correspondence and written response to queries on HR issues; Advised staff members on their entitlements; Reviewed and process dependency benefits; Monitored arrangements in connection with official travels; Supervised preparation of weekly PAR and Valise; Updated staff members' data in IMIS and FPMS including Time & Attendance; Prepared documents for separating staff members and conducted exit interviews; Prepared draft VA for national and international posts; Monitored, advised and acted on disciplinary matters in accordance with the established policies; Acted as OIC during the absence of CCPO; Performed other ad-hoc duties as assigned by the CCPO. The Section is also responsible for arranging official travels of military and civilian staff in connection with their repatriation on medical ground and compassionate leave, rotation, initial travel on appointment, repatriation travel on completion of assignment and tour of duty; official travel to attend training courses and meetings; initial travel of dependents.		
Summarize any of Your Achievements I performed the functions of Officer-in-Charge of Personnel/Travel Section in UNDOF since November 2001 during the absence of CCPO (P-4). For a period of six months from October 2004 to March 2005, pending recruitment of CCPO (P-4), I was designated as Acting CCPO, in addition to my regular duty as Deputy CCPO (FS-5) during such time I single-handedly managed the Section with the only support from five local staff members. In view of the recent expansion of DPKO field missions, UNDOF was able to release nine local staff members with 2 to 4 weeks selected by PMSS for deployment to various peacekeeping field operations in Haiti, Ivory Coast, Western Sahara, Afghanistan and Sudan for TDY assignments. Subsequently, with less than 4 weeks the Section was able to identify their replacements through competitive selection process. I was highly commended by Force Commander and Chief Administrative Officer for my commendable performance without requesting additional human resources assistance for an extended period of six months.		
Reasons for Leaving Career advancement to perform higher-level functions such as HR Officer or Administrative Officer, taking into consideration, relevant academic backgrounds and relevant working experiences with UN-ESCAP since 1979 and with DPKO missions since 1992 with UNMOGIP, UNIKOM and UNDOF in administration and human resources management.		

Job Title Receiving & Inspection Officer	Type of Business Peace-keeping Operations	From - To 01/08/2000 - 01/11/2001
Name of Employer UNDOF	Name of Supervisor Mr. James Donnellan, Chief General Services	
Salaries per Annum: Starting 60177	Final 61617	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 963116130214	Email Address jirapokakul@un.org	
Address of Employer Syrian Arab Republic		
Number of Employees Supervised by You 2		
Description of Duties Under the general supervision of Chief General Services Officer, Receiving & Inspection and Shipping Officer assigned to ensure systematic operations in the Unit including: Reviewed shipping documents for its accuracy and completeness in order to facilitate prompt clearances through customs and receiving and inspection formalities; Arranged correspondence documents for goods, equipment and supplies to local authorities/authorized clearance agents and followed-up on releasing of shipments for the mission; Arranged transportation for incoming shipments from various ports of entry into Syria and Israel to UNDOF Warehouses; Escorted shipments to/from neighbouring countries; Checked and verified invoices; Received goods supplies and equipment from various vendors from local markets; Received and checked incoming shipments from UN missions or international shippers; Checked physically for its condition, quantify shipped, damage and shortfalls against UNDOF Purchase Orders, Letter of Assists, UN Vouchers and Supplier's invoices; Delivered the received and inspected goods to requisitioners involved and PCIU for them to record and monitor the acquired assets; Processed UNDOF's assets in FACS with complete information; Maintained central R&I filing and archiving system; Performed other related tasks assigned by the CGS.		
Summarize any of Your Achievements In UNDOF there are two main Camps one in Syria and the other in Israel hence logistical arrangements for procuring goods, supplies and services required making several contacts with both countries involved personnel both military and civilian personnel within limited time. Hence I was able to make cordial contacts with local authorities in both countries resulting in fast clearance of shipments enabling mission to fulfil its mandate without disruptions to its operations. The procurement of goods and services was supporting over 1,000 military and 300 civilian personnel in the mission. This functions required long distance driving and physical checks of heavy equipment to support transport areas had been carried out both indoor and outdoor. This successful performance proves that women can perform equally well as men in the same job without any limitation.		

Reasons for Leaving

I am interested to work in the field of human resources management or in general management as Administrative Officer in line with my academic background and experience.

Job Title Administrative Assistant	Type of Business Peace-keeping Operations	From - To 01/10/1999 - 01/07/2000
Name of Employer UNIKOM		Name of Supervisor Ms. Susan Mathew
Salaries per Annum: Starting 54901	Final 54901	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 12129633076	Email Address jirapokakul@un.org	
Address of Employer Kuwait		
Number of Employees Supervised by You		
Description of Duties Under the general administration of the Chief Administrative Officer performed the following duties: Provided administrative assistance to the Office of Chief Administrative Officer; Acted as Secretary of Tender Committee, Local Committee on Contract and Board of Inquiry and prepared minutes of meetings; Issued electronic ID cards to civilian and military personnel; Incorporated monthly logistic reports received from each branch/section for submission to UNHQ; Updated civilian staff list for UNIKOM Security Evacuation Plan; Updated UNIKOM Briefing Notes for distribution to newly arrived staff members; Carried out other ad-hoc duties assigned by CAO.		
Summarize any of Your Achievements I managed and run the front office of CAO smoothly and efficiently. The office always busied in coordinating and providing logistical and administrative support to UNIKOM operations including its military and civilian components. During my tenure, I was tasked by CAO to issue newly introduced electronic ID card to military contingents of over 1000 personnel within five days.		
Reasons for Leaving For career advancement.		

Job Title Administrative Assistant	Type of Business Peace-keeping Operations	From - To 01/09/1992 - 01/04/1999
Name of Employer UNMOGIP		Name of Supervisor Mr. Jan E. Johansson
Salaries per Annum: Starting 61617	Final 67314	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 12129633019	Email Address jirapokakul@un.org	
Address of Employer Pakistan		
Number of Employees Supervised by You		
Description of Duties Under the general administration of Chief Administrative Officer performed the following duties: Provided administrative assistance to the Office of Chief Administrative Officer; Incorporated monthly logistic reports received from each branch/section for submission to UNHQ; Assisted CAO in liaising with Pakistan and Indian counterparts and other UN agencies based in Pakistan and India with regard to administrative matters; Assisted in the organization of annual conference and prepared its report on administrative segment; Drafted official correspondence for CAO; Assisted CAO in running the Personnel Section during the extended period of absence of CCPO; Carried out other duties as assigned by CAO.		
Summarize any of Your Achievements This is the first peacekeeping operations posting as Administrative Assistant to CAO which gave me a broader administrative perspective and knowledge. I had learned and familiarized myself with UN rules and regulations and other administrative policies from reading the incoming and outgoing correspondence submitted to CAO. I was high commended by CAO for my interpersonal skills and ability to manage CAO front office efficiently. Moreover, I had also acquired additional knowledge on HR management for the first time during my assignment with UNMOGIP. In view of my interest and relevant educational background in public administration, the CAO entrusted me to assist Personnel Section during the extended period of absence of the CCPO.		
Reasons for Leaving Career advancement.		

Job Title Training Assistant	Type of Business Economic and Social Commission	From - To 01/07/1979 - 01/09/1992
Name of Employer UN-ESCAP		Name of Supervisor Mr. Umphon Phanachet
Salaries per Annum: Starting 35000	Final 55000	Currency Paid THB
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? Yes
Telephone Number 6622881234	Email Address jirapokakul@un.org	
Address of Employer Thailand		
Number of Employees Supervised by You		

Description of Duties

Under the general supervision of Chief Trade Promotion Centre, performed the following functions: Organized training courses, seminars, workshops and symposia in Thailand and in ESCAP member countries; Conducted international trade fairs held in various ESCAP member countries; Arranged payments of DSA to invited participants attended training courses, seminars, workshops and symposia; Oversaw administrative and logistical arrangement prior to organization of training courses, seminars, workshops, symposia and international trade fairs; Identified suitable lecturers and consultants for training courses and international trade fairs; Prepared reports at the end of the events for distribution to each participants and host governments; Assisted in the preparation of Guidebook on Trading with the People's Republic of China (approx. 450 pages); Performed other ad-hoc duties tasked by Chief of Trade Promotion Centre.

Summarize any of Your Achievements

I assisted my Supervisor in the organization of the first ever held International Trade Fair in Beijing, China in 1985. It was successfully participated by over 100 member ESCAP countries. During the Fair, a number of workshops and seminars on trade promotion were conducted in close coordination with the Government of China. The feedback received from participating countries was encouraging. As a result donor countries from developing countries were willing to finance participants from the least developed countries to attend future events.

Reasons for Leaving

After working with ESCAP for over 10 years, I was interested to work with peacekeeping operations so as to gain different kind of experience which is more challenging.

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

Address

455 Main Street
Apt. 16E
New York New York United States of America
Telephone: 1-646-649-4483
Fax: 1-646-8245231
Contact: Niramol Jirapokakul

Address

Human Resources Management Section
United Nations Mission in Liberia (UNMIL)
Monrovia Liberia
Telephone: 231-531-5180 extension 5180
Fax: 231-531-9361
Contact: Niramol Jirapokakul

Address

289/696 Satupradit 19
Chongnonsi
Bangkok Thailand
Telephone: 66-2-6720579
Fax: 66-8-7008-9294
Contact: Niramol Jirapokakul

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
Mohammad Norshaini JERAM	Finance Officer	BFBD/DFS United States of America	1917367-8046 jeram@un.org
Masaki SATO	Chief, Asia and the Middle East Section	FPD/DFS United States of America	1212963-9244 sato@un.org
Alexander SOKOL	Chief, Asia II Section	Field Personnel Division, Department of Field Support United States of America	1212963-1959 sokol@un.org

Personal History Profile for Beatrice MALASI

General Details

1. Family name MALASI	First Name Beatrice	Middle Name Wariqhe	Maiden Name, (if any)
2. Date of Birth 28/08/1966	3. City of Birth Taita	Country of Birth Kenya	Index No 422712
4. Country of Nationality at Birth Kenya	Second Nationality (if any)	5. Country of Present Nationality Kenya	Second Nationality (if any)
6. Gender Female	7. Height [cm] 180	8. Weight [kg] 60	9. Marital Status Married
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? No			
13. What is your preferred field of work? Personnel management specialists			
14. Would you accept employment for less than six months? Yes			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? 01/05/1999			
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: malasib@un.org			

Education

List all university degrees or equivalent qualifications obtained.

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

Name of School Sistec Computer School	City, Country Luanda Angola	From - To Jul-1995 - Feb-1996
Main Course of Study software packages.		Certificate or Diploma Certificate
Name of School Portugese Language School	City, Country Luanda Angola	From - To Jan-1995 - Jul-1995
Main Course of Study Portugese Language and Grammar		Certificate or Diploma Certificate
Name of School Univeristy of Munich	City, Country Munich Germany	From - To Jan-1995 - Jul-1995
Main Course of Study German Language and Grammar		Certificate or Diploma Certificate
Name of School Limuru Girls School	City, Country Nairobi Kenya	From - To Jan-1984 - Nov-1985
Main Course of Study High School, Arts		Certificate or Diploma Kenya Advanced Certificate of Education
Name of School Loreto Convent Valey Road	City, Country Nairobi Kenya	From - To Jan-1980 - Nov-1983
Main Course of Study Secondary School, General		Certificate or Diploma Kenya Certificate of Education

Employment

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

Job Title Human Resources Officer/Team Leader	Type of Business Human Resources	From - To 01/02/2009 -
Name of Employer United Nations Mission in Liberia		Name of Supervisor Jeanie Fraser
Salaries per Annum: Starting	Final	Currency Paid
Is this a civil servant position of your Government? No		

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

Telephone Number
12129639926

Email Address
malasib@un.org

Address of Employer
Liberia

Number of Employees Supervised by You
10

Description of Duties

Played a major role in the HR (JY9) transition by planning, organizing the implementation with time frames; in conjunction with the HR IT team, created a database for review of 1200 staff files prior to receiving any guidelines from FPD; Reviewed grading of national staff on ALD who were being given new fixed term appointments; Approved HR transition PAs in respect of national staff in IMIS; Raised HR transition PAs for staff who were missed out by FPD/DFS; advise staff on entitlements, allowances and benefits and on matters pertaining to their contractual status and obligations; research complicated cases on an ad hoc basis;prepare and monitor recommendations for extensions of appointments and assignments;prepare all relevant correspondence in connection with rebuttal cases and draft the final appraisals to the panel's recommendations for the signature of the DMS;debrief departing staff on matters relating to pension, repatriation, reassignment etc; Provide information on budget issues relating to staffing; respond to budget queries on performance from previous year's; appointed as focal point to head special project of cleaning the mission's staffing table by working in close contact with GODs and FPD; Have been working closely with the CCPO in implementing the Administration's vision of a hybrid Human Resources Section; Review and approve in IMIS personnel actions initiated by HR Assistants; RECRUITMENT: Conduct roster searches in nucleus as requested by PMs. Encouraged PMs on the use of specific search criteria to shorten list of technically cleared candidates; encouraged PMs to include for review qualified female candidates and invite for interviews; sat on interview panels as a member and ex-officio to ensure the process has been fairly undertaken; assisted PMs and their administrative support to write up the comparative evaluation report after interviews to ensure that it meets the requirements of the FCRB Acted as OIC-HR on various occasions

Summarize any of Your Achievements

Smooth transition to the new fixed-term (JY9). During the whole period from April -July 2009, provided leadership and guidance to my team members while reviewing staff files; UNMIL currently has an accurate staffing table with matching data in IMIS and Nucleus; Have been able to ensure that the mission's key performance indicators in the Human Resources Action Plan have been met; Provided reports and any other required information to CCPO and senior management, FPD; Have managed in conjunction with the recruitment unit to expedite the recruitment process and reduce the vacancy rate in UNMIL for international staff posts to less than 10%; Out of 36 recommendation cases submitted by UNMIL to the FCRB since the introduction of the new recruitment SOPs in August 2009, 18 have been approved by the FCRB; Supervised and trained staff on recruitment and staffing procedures as outlined in the SOPs

Reasons for Leaving
still working

Job Title
OIC- National Staff Unit

Type of Business
Human Resources

From - To
01/07/2008 - 01/01/2009

Name of Employer
United Nations Mission in Liberia

Name of Supervisor
Graziella Citton

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
12129639926

Email Address
malasib@un.org

Address of Employer
United States of America

Number of Employees Supervised by You
7

Description of Duties

Planned and organized, delegated and supervised as required Human Resources Assistants in work related to recruitment, staff entitlements, issuance of contracts in IMIS, separations, post extensions, leave affecting both national and international staff members. Coordinated and planned meetings pertaining to e-pas rebuttals, disciplinary cases. Focal point for all national staff related matters. Reviewed grading profiles of national staff and assigned correct grades, issued letters of appointments, conducted background checks of selected candidates. CCPO assigned me special projects such as data management, staffing and ensuring the mission meets it Human Resources Action Plan .

Summarize any of Your Achievements

I have been able to develop and maintain very good working relationships with national staff and programme managers. I have on several occasion averted confrontational situations by maintaining calmness and patience giving equal opportunities to all. I have been deeply involved in the management of the staffing table and been able to bring the vacancy rate for national staff especial lly NPOs less than 5% in 2008-2009. During this period, I made induction presentations to national staff and briefed them on their entitlements and benefits in a simplified and easily understandable language. I trained national staff and unitted nations volunteers working under me to raise personnel actions in IMIS, conduct roster searches in nucleus. I also managed to create local rosters in respect of national staff posts.

Reasons for Leaving
Still working with UNMIL

Job Title
Human Resources Assistant

Type of Business
Administration

From - To
01/07/2007 - 01/06/2008

Name of Employer
United Nations Mission in Liberia

Name of Supervisor
Tinkamanyire Mugisha/

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
2129639927

Email Address
malasib@un.org

Address of Employer
United States of America

Number of Employees Supervised by You
11

Description of Duties

Coordinate with Programme Managers to identify upcoming vacancies to initiate recruitment; Review Terms of Reference provided by PMs to ensure all the relevant requirements of the vacancy announcement are reflected prior to posting the VA ; Review applications and provide short list to the relevant offices; Arrange and conduct interviews in conjunction with the offices of the selected candidates; Review recommendation of the selected candidate by the PMs; prepare profiles of candidates, initiate and follow up on reference checks and ensure recruitment process is completed in an efficient and timely manner. formalities.; Determine and recommend grading levels and salary for the candidates being recruited; Review and queue for approval personnel actions raised by the HRAs in IMIS ; Provide induction on benefits and entitlements to new staff and guide them in completing all required administrative forms; Monitor expiration of staff contracts and ensure recommendations for extensions of appointments; are submitted by the HRAs to PM's for action in a timely manner; Monitor and ensure HRAs initiate special reports relevant correspondence and send to PMs; Maintain databases/spreadsheets containing staff statistics and provide data weekly to CCPO/DMS; Provide training and guidance to new staff recruited as Human Resources Assistants in UNMIL. Undertake research on a range of HR related issues and assist in the preparation of notes/reports to CCPO/CAS/DMS; Prepare responses to queries from staff on HR matters; Develop presentation on refresh staff members on entitlements and benefits on a quarterly basis; Provide guidance to HRAs on interpretation and application of rules, regulations and policies; Provide support to staff in regard to career moves. Provide guidance and support to staff in regard to performance appraisal; Provide support on special assignments. Manage the staffing table and post management and Human Resources Action Plan performance key indicators

Summarize any of Your Achievements

I have acted as Officer in-Charge in the absence of the Chief National Staff Unit while he was away on leave. I have been in charge of the unit since June 2008 to January 2009, when the Human Resources Section was restructured to form hybrid teams. I took initiative and introduced the hybrid concept in the national staff unit in UNMIL since June 2008 thus involving the HRAs to be conversant with all areas of Human Resources. I managed with the help of my colleagues in the unit to prepare and submit claims for compensation (ABCC/UNJSPF) of locally recruited staff members (3 have been awarded disability benefits). For me this is a great achievement as it has happened within six months; I have been able to impart knowledge by training both my national and international colleagues on various issues pertaining to Human Resources Management; because of this 3 of the national staff working in the unit have been selected as Mission appointees to other peacekeeping missions.

Reasons for Leaving

Still working in UNMIL as a team leader of one of the three hybrid teams formed in February 2009 as part of the restructuring of the HRMS.

Job Title Personnel Assistant	Type of Business Personnel/Administration	From - To 01/02/2004 - 01/07/2007
Name of Employer UNITED NATIONS MISSION LIBERIA	Name of Supervisor Jerome Seaforth	
Salaries per Annum: Starting 60177	Final 63399	Currency Paid USD
Telephone Number 001212963		Is this a civil servant position of your Government? No
Address of Employer Liberia		Is this a position within the UN Common System? Yes
Number of Employees Supervised by You 5		Email Address malasib@un.org
Description of Duties Initiate, review, process and follow-up actions related to the administration of the unit's human resource activities, e.g recruitment of staff & performance appraisal, separation of staff members, training etc; ensuring consistency in the application of UN Rules and procedures. Respond to queries and provide information and advice to staff regarding their entitlements under the Staff Rules and Regulations. Review and process relevant Personnel Actions in IMIS. Draft routine correspondence to respond to enquiries in respect to relevant administrative, personnel matters. Coordinate extensively with service units and liaise frequently with team members both internally and at Headquarters.		
Summarize any of Your Achievements Updated staff member files, contracts . Staff members were made more aware of their entitlements. Trained staff members and attendance focal points in matrix attendance system in UNMIL		
Reasons for Leaving None		

Job Title Administrative Assistant	Type of Business Administration	From - To 01/07/2002 - 01/02/2004
Name of Employer UNAMA	Name of Supervisor Kees Verboom	
Salaries per Annum: Starting 51225	Final 56396	Currency Paid USD
Telephone Number 1212963 2668		Is this a civil servant position of your Government? No
Address of Employer Afghanistan		Is this a position within the UN Common System? Yes
Number of Employees Supervised by You 2		Email Address malasib@un.org
Description of Duties Administration of staff, initiate recruitment of engineering staff, prepare TOR's, liaise with Budget for posts, Assist in preparation of Section's budget ,prepare budget performance reports, Handle and control Section's Petty Cash, Direct Disbursement; Weekly Report writing; Coordinate administrative services of the office, Review, screen, log routine correspondence and maintain follow-up system, ensure staff members contracts and evaluation reports are upto date, Prepare monthly attendance sheets for all staff, national & international and submit in a timely manner to Personnel Section. Supervise payment of daily workers salaries; any other duties and ad hoc tasks assigned by the chief engineer		
Summarize any of Your Achievements administrative tasks have been made more easier, introduced filing system, trained national staff in all administrative duties being undertaken currently by international staff. I was able to set in place administrative procedures for the section		
Reasons for Leaving Reassignment to UNMIL		

Job Title Administrative/Personnel Assistant	Type of Business PeaceKeeping Operations	From - To 01/01/2000 - 01/07/2002
--	--	---

Name of Employer UNMIK			Name of Supervisor Farid El-Assi
Salaries per Annum:			
Starting 43044	Final 43044	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 1212963 8442	Email Address malasib@un.org		
Address of Employer United States of America			
Number of Employees Supervised by You 2			
Description of Duties Recruitment/Placement of national staff on SSA and subsequent conversion to ALD;Review P11's/Job descriptions and recommend entry level in accordance with guidelines; ALD appointments; Raising of PA's and Letters of Appointment; Clearance of posts with Budget section;Processing of entitlements, special leave with/without Pay, Performance reports, medical clearance, data entry into FPMS and IMIS; Conduct workshops for national staff highlighting benefits of 300 series; Secretary to national staff level review panel, prepare cases, attend meetings and finalise for signature of DOA, draft correspondence concerning recruitment,transfers, reassignment,separations; train and guide national staff; Administration of staff rules and regulations;respond to staff questions pertaining to Personnel and administration			
Summarize any of Your Achievements National staff in UNMIK have been trained to perform with minimal supervision tasks that would normally be carried out by International staff.			
Reasons for Leaving Reassignment to UNAMA			

Job Title Chief of Personnel	Type of Business Contractor	From - To 01/01/1999 - 01/07/1999
Name of Employer Dyncorp Aerospace Technology	Name of Supervisor Greg Casey	
Salaries per Annum:		
Starting 27000	Final 27675	Currency Paid USD
Telephone Number	Email Address malasib@un.org	
Address of Employer United States of America		
Number of Employees Supervised by You 3		
Description of Duties Provision of contractual services for the United Nations in Mission in Angola.Set up and ran the administration and personnel department. Created databases to manage attendance, payroll and bonus payments for national(600) and International staff(100) contracted by the company; Initiated recruitment, screened & shortlisted Cv's for Programme managers in accordance to their requirements; sat on interview panels as secretary; , Initiated staff contracts;assigning payroll numbers- extended staff contracts upon expiration, Supervised national staff on time and attendance including computation of sick/annual leave;Preparation of weekly reports on contractual status for United Nations contracts management section; control of staffing authorised per section and advising work order managers accordingly; Identify candidates for managers wher a post was vacated.Drafting of correspondence;handled initial and repatriation travel of expatriate staff, working closely with airlines and the Angolan Aiport authorities; Worked with immigration department to ensure expatriate staff working visas were upto date; Prepared routine correspondence, faxes internal memoranda, cables for signature by Director		
Summarize any of Your Achievements Trained the national staff who worked under me to enable them carry out the functions upon my depature.		
Reasons for Leaving End of contract		

Job Title Administrative Clerk	Type of Business Contractor	From - To 01/01/1998 - 01/12/1998
Name of Employer Dyncorp Aerospace Technology	Name of Supervisor William Wyman	
Salaries per Annum:		
Starting 21736	Final 23560	Currency Paid USD
Telephone Number	Email Address malasib@un.org	
Address of Employer Angola		
Number of Employees Supervised by You 0		
Description of Duties Handling of Administrative matters ; Enter, maintain certify administrative data; independently set up work teams to accomplish projects within Engineering Section; preparation of weekly reports for submission to the CISS through the Chief Engineer; costing of materials and projects; review requisitions for goods and services to ensure correct objects of expenditure have been charged and fund availability; Conduit inventory of Engineering warehouses and maintaining of assets database. Acted as interpreter for Management with national portugese speaking staff. any other duties assigned by chief of section		
Summarize any of Your Achievements		

Helped create a team spirit among the workers and management as I was able to communicate in Protugese

Reasons for Leaving

Reassigned

Job Title Budget/Administrative Clerk	Type of Business Contractor	From - To 01/01/1997 - 01/12/1997
Name of Employer Odebrecht-Raytheon	Name of Supervisor Wathugala Sumithapala	
Salaries per Annum: Starting 21840	Final 21840	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 malasib@un.org	
Address of Employer Angola		
Number of Employees Supervised by You 0		
Description of Duties Raise Requisitions in Reality for Engineering/Building Section for requirements in the quartering areas, teamsites and Headquarters; follow-up on requisitions with Budget and Procurement Sections; preparation of reports regarding status of requisitions, technical evaluation of bids from vendors; control budget not to exceed authorised allotment; maintain database of Engineering assets overall the mission; compile mid and end of year inventories of engineering assets for DPKO/FALD logistics; Raise MOD's for Petty cash and direct disbursements; draft routine correspondence pertaining to engineering issues. Maintenance and reconciliation of various expenditure accounts; processing of vendor payments.		
Summarize any of Your Achievements Materials were ordered and received on time and sent to the quartering areas, teamsites and Regional headquarters for continuous work flow.		
Reasons for Leaving Reassigned		

Job Title Administrative Clerk	Type of Business Contractor	From - To 01/03/1996 - 01/12/1996
Name of Employer Oderbrecht-Raytheon	Name of Supervisor Eddy Oler	
Salaries per Annum: Starting 21840	Final 21840	Currency Paid USD
	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? Yes
Telephone Number	Email Address	
Address of Employer Angola		
Number of Employees Supervised by You 0		
Description of Duties Liasing with other sections ensuring good communication, respond to inquiries and provide administrative assistance; attend meetings, take notes and transcribe minutes and distribution of the same; handle personnel matters for staff within Engineering section, screen and review incoming correspondence, identify and prioritise those requiring immediate attention, drafting of routine correspondence for signature by unit chief; create and maintain a filing system for the unit; any other duties assigned by unit Chief.		
Summarize any of Your Achievements Smooth flow of work among the unit and other sections.		
Reasons for Leaving Reassigned		

Job Title Bank Clerk	Type of Business Banking/Financial	From - To 01/08/1990 - 01/12/1994
Name of Employer Kenya Commercial Bank Limited	Name of Supervisor Lydia Koros	
Salaries per Annum: Starting 25000	Final 25000	Currency Paid KES
	Is this a civil servant position of your Government? Yes	Is this a position within the UN Common System? Yes
Telephone Number	Email Address	
Address of Employer Kenya		
Number of Employees Supervised by You 0		
Description of Duties		

small scale lending to customers for commercial purposes; consolidate data and provide support to higher level staff with respect to funds reviews of annual allotment; Enter, maintain and certify financial data i.e reconciliation of main ledger and suspense accounts; customer relations-provide advice and guidance to clients with respect to lending procedures, processes and banks practices; marketing for banking products; opening and closing of accounts; Maintain updated work files for clients, filing and drafting of routine correspondence; Coordinate with other bank sections/units and fellow team members at the Banks' headquarters , internally & other branches . Carry out other administrative related duties; monitor accounts, fund disbursements etc; Coordinate and organize administrative arrangements for field visits to projects

Summarize any of Your Achievements

Introduced new customers who opened bank accounts thus increasing profit.

Reasons for Leaving

To join my husband who was working in Angola

Job Title Clerk	Type of Business Oil Company	From - To 01/01/1986 - 01/02/1987
Name of Employer Caltex Oil Kenya Limited.		Name of Supervisor John Kamau
Salaries per Annum: Starting 11000	Final 11000	Currency Paid KES
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? Yes
Telephone Number		Email Address bmjaluo@yahoo.com
Address of Employer Kenya		
Number of Employees Supervised by You 0		
Description of Duties Drafting of routine responses of outgoing correspondence as requested by the supervisor, Photocopying of documents and providing same; Create and maintain filing system in accordance to set company rules and regulations; Assist in ordering stationery and other necessary office supplies and follow up with the supply section to ensure delivery of items; Maintain an accurate record of company files in chronological order; Keep daily log of files contained/removed from the registry; Any other duties assigned by the supervisor		
Summarize any of Your Achievements Created a filing system for the company which enabled my supervisor have a smooth work flow.		
Reasons for Leaving Proceeded to Germany to learn the language.		

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

Computer, Fax, calculator, digital sender, photocopier.

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
German	No	Not easily	Easily	Easily	Easily
Portuguese	No	Easily	Easily	Easily	Easily
Unknown	Yes	Easily	Easily	Easily	Easily
Kiswahili	No	Easily	Easily	Easily	Easily

Address

P.O BOX 4677
GRAND CENTRAL STATION
Monrovia Monrovia Liberia
Telephone: 1-212-963 9926 extension 5164
Fax: 231-6-546 786
Contact: Beatrice Mwikamba

Address

P.O BOX 00515-513
BURU BURU
NAIROBI NAIROBI Kenya
Telephone: 254-20-78 51 55
Fax: 722-2- 740 317
Contact: Beatrice Malasi

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
Mary KASANGO	Advocate	P.O Box 59183 Nairobi, Kenya Kenya	2542214647 infomk@kmlaw.co.ke
Thomas MWADEGHU	Financial Controller	C/O Kenfreight (EA) Ltd P.O BOX 88598 MOMBASA Kenya	254113168001 tmwadeghu@kenfreight.co.ke
Jane MWANYUMBA	Credit Controller	c/o Telkom Kenya Nairobi, Kenya Kenya	254232032749 JMwanyumba@yahoo.com

Personal History Profile for Fay MCKENZIE

General Details

- | | | | |
|--|--|--|---|
| 1. Family name
MCKENZIE | First Name
Fay | Middle Name
Marie | Maiden Name, (if any) |
| 2. Date of Birth
21/09/1954 | 3. City of Birth
Kingston | Country of Birth
Jamaica | Index No |
| 4. Country of Nationality at Birth
Jamaica | Second Nationality (if any)
United States of America | 5. Country of Present Nationality
United States of America | Second Nationality (if any)
Jamaica |
| 6. Gender
Female | 7. Height [cm]
168 | 8. Weight [kg]
70 | 9. Marital Status
Divorced |
10. Entry into the United Nations service might require assignment to any area of the world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? **No**
- Are there any limitations on your ability to perform in your prospective field of work? **No**
11. Have you taken up legal permanent residence status in any country other than that of your nationality? **Yes. United States of America.**
13. What is your preferred field of work? **Personnel management specialists**
14. Would you accept employment for less than six months? **Yes**
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? **01/06/2009**
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: **mckenzief@un.org**

Education

List all university degrees or equivalent qualifications obtained.

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

Name of School UNMIS	City, Country Khartoum Sudan	From - To Dec-2009 - Dec-2009
Main Course of Study Attended and completed the United Nations Competency Based Performance Management Workshop.		Certificate or Diploma Certificate of Attendance.
Name of School MONUC	City, Country Entebbe Uganda	From - To Jun-2008 - Jun-2008
Main Course of Study Client Orientation Workshop 12 - 13 June 2008		Certificate or Diploma Certificate of Participation
Name of School MONUC	City, Country Bunia Congo	From - To Nov-2007 - Nov-2007
Main Course of Study Attended and completed training in Conduct and Discipline in order to train staff members in the Region.		Certificate or Diploma Certificate of completion.
Name of School United Nations Headquarters	City, Country New York United States of America	From - To Sep-2006 - Sep-2006
Main Course of Study Participated in the Human Resources Management Course		Certificate or Diploma Certificate of Participation
Name of School UNMIL	City, Country Monrovia Liberia	From - To Jul-2006 - Jul-2006
Main Course of Study Selection and Interviewing Skills Workshop per UN Competency-based Guidelines		Certificate or Diploma Certificate of Participation
Name of School Knox College High School	City, Country Spaldings Jamaica	From - To Sep-1966 - Jun-1971
Main Course of Study General Certificate of Education O'Levels and advanced study in shorthand and typing.		Certificate or Diploma GCE O'Level Certificate Certificate in shorthand and typing

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	International Organization	01/03/2009 -
Name of Employer UNMIS		Name of Supervisor Maria Carmen Emmerich
Salaries per Annum: Starting 74046	Final 74046	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 mckenzief@un.org
Address of Employer Sudan		
Number of Employees Supervised by You		
Description of Duties Responsible for the recruitment of NPOs and National GS staff in the mission. Assist in other areas of National Staff Administration.		
Summarize any of Your Achievements Grading of all NPOs and National Staff in UNMIS during the current HR Reform exercise.		
Reasons for Leaving Still working.		

Job Title Regional Human Resources Assistant	Type of Business Inter	From - To 01/01/2007 - 01/02/2009
Name of Employer United Nations - MONUC		Name of Supervisor Mr. Vasyl Sydorenko
Salaries per Annum: Starting 50200	Final 50200	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 mckenzief@un.org
Address of Employer Congo, Dem. Rep.		
Number of Employees Supervised by You		
Description of Duties The Field Human Resources Assistant is required to function as a human resources generalist providing a wide range of personnel related functions and advice to the Field Office. In this regard, the FHRA will, in general, perform all related actions with regard to the administration of benefits and entitlements to all international and national staff members in the region. The FHRA is required to demonstrate managerial and leadership qualities in the performance of the duties assigned by supervising and supporting the Human Resources Services through maintenance of entitlement, reference tables and other HR automated systems and applications; undertaking research on a range of HR related issues and prepare notes/reports; preparing written response to queries concerning HR related matters; training junior staff on HR issues and policies and assisting the Field Administrative Office in the effective management of staff in the Sector.		
Summarize any of Your Achievements Keeping an updated listing of all staff movements, attendance, ORB periods. Recruiting national staff on a regular basis. Trainer for Conduct and Discipline section - training all staff in Ituri on CDU.		
Reasons for Leaving Movement to higher level		

Job Title Human Resources Assistant	Type of Business International	From - To 01/08/2006 - 01/01/2007
Name of Employer United Nations		Name of Supervisor Mr. Melma Raghavan
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 9173672178		Email Address mckenzief@un.org
Address of Employer United States of America		
Number of Employees Supervised by You		
Description of Duties Overall personnel management and administrative support in accordance with existing staff rules and relevant guidelines. Related actions: ensure pre-recruitment formalities are completed and properly documents in staff members' files		
Summarize any of Your Achievements Review and process personnel actions through human resources automated system and applications for five missions, UNIFIL, UNDOF, UNIIC, UNSCO and UNPSG. Initiate, review, process and follow-up on actions related to the administration of entitlements in respect of the mission's staff members, ensuring consistency in the application of UN rules and procedures, as well as best practices pertaining to the conditions of service. Advise staff members regarding their entitlements and conditions of service. Undertake research on a range of HR related issues and assist in the preparation of letters/memos. Corresponding with the five mission HR Assistants and Officers on pending issues. Issuing initial appointments for new staff members.		
Reasons for Leaving		

To pursue a new career in peacekeeping. The DPKO field missions offer more opportunity for career development and promotion to higher levels.

Job Title Personnel Assistant	Type of Business International	From - To 01/10/2003 - 01/07/2006
Name of Employer UNMIL		Name of Supervisor Mr Jerome Seaforth
Salaries per Annum: Starting 67000	Final 67000	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 0112316-542515	Email Address mckenzief@un.org	
Address of Employer Liberia		
Number of Employees Supervised by You 1		
Description of Duties Participating in the start-up activities of the mission by ensuring that all international staff checking in are fully briefed on all entitlements with respect to special peacekeeping missions under 100 series/300 series appointments. Maintaining 250 international staff files in IMIS. Ensuring that all staff are on payroll monthly.		
Summarize any of Your Achievements Checking-in and briefing 130 international staff in UNMIL between 1 October 2003 to July 2006. Administering 250 international staff on all entitlements in the mission. Staff have always been on payroll and their allowances are updated and paid.		
Reasons for Leaving To enhance my career in human resources.		

Job Title Personnel Assistant	Type of Business International	From - To 01/07/2003 - 01/09/2003
Name of Employer United Nations		Name of Supervisor Ms Kumiko Chaki-Kawamura
Salaries per Annum: Starting 67000	Final 67000	Currency Paid USD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? Yes
Telephone Number	Email Address	
Address of Employer United States of America		
Number of Employees Supervised by You 0		
Description of Duties Personnel Management for Political Missions in DPKO.		
Summarize any of Your Achievements Administering all personnel-related matters from the missions including updating IMIS.		
Reasons for Leaving Mission assignment to UNMIL, Monrovia.		

Job Title Human Resources Assistant	Type of Business International	From - To 01/09/2002 - 01/06/2003
Name of Employer UNMIBH		Name of Supervisor Ms Adey Makonnen
Salaries per Annum: Starting 60000	Final 64000	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 makonnen@un.org	
Address of Employer United States of America		
Number of Employees Supervised by You 3		
Description of Duties In accordance with the staff rules and regulations as well as the personnel policies and practices of the United Nations, responsible for the personnel administration of all international field service staff and general service assigned to UNMIBH. Supervised two national staff members in the international attendance unit and one national administrative assistant in the section.		
Summarize any of Your Achievements The experience gained in a mission which will close on 30 June 2003 is tremendous and the knowledge achieved can be passed on to other liquidating missions.		
Reasons for Leaving		

Liquidation of Mission

Job Title Administrative Assistant	Type of Business International	From - To 01/06/1999 - 01/06/2002	
Name of Employer United Nations		Name of Supervisor Mr Jacinto Dimailig	
Salaries per Annum: Starting 55093	Final 55093	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 001212367-2355		Email Address dimailig@un.org	
Address of Employer United States of America			
Number of Employees Supervised by You 0			
Description of Duties Responsible for the overall personnel management and administrative support for the mission in East Timor (UNTAET) in accordance with staff rules and regulations.			
Summarize any of Your Achievements Accompanying Mr. Henning on a trip to the mission in East Timor in March 2002 in order to assess the personnel operations of the mission and report my findings upon return to New York.			
Reasons for Leaving Mission assignment			

Job Title Officer-in-Charge, Personnel	Type of Business International	From - To 01/01/1997 - 01/04/1999	
Name of Employer UNMOGIP		Name of Supervisor Mr F. Alfonso Chan	
Salaries per Annum: Starting 60394	Final 60394	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 001212963-1234		Email Address	
Address of Employer Pakistan			
Number of Employees Supervised by You 1			
Description of Duties Overall supervision of all personnel-related matters in the mission, including the recruitment of local staff. Responsible for the personnel administration of 26 field service staff members and 50 locally-recruited staff.			
Summarize any of Your Achievements On going communication, co-operation and follow-up in order to complete tasks on a timely basis. The smooth operation of the mission in Pakistan and relations between the Pakistani and Indian staff in the missions in Rawalpindi and New Delhi.			
Reasons for Leaving Return to Headquarters.			

Job Title Personnel Assistant	Type of Business International	From - To 01/09/1996 - 01/12/1996	
Name of Employer UNMIBH		Name of Supervisor Mr James Nwosu	
Salaries per Annum: Starting 59211	Final 59211	Currency Paid USD	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes
Telephone Number		Email Address	
Address of Employer Bosnia and Herzegovina			
Number of Employees Supervised by You 2			
Description of Duties Regional personnel assistant Region South Sarajevo which included recruitment and administration of local staff for all components/offices under the Region South including UNMIBH Headquarters.			
Summarize any of Your Achievements Recruiting well qualified local staff for the mission by testing, interviewing and assessing their qualifications for the respective posts.			
Reasons for Leaving			

Reassignment to UNMOGIP

Job Title Administrative Assistant	Type of Business International	From - To 01/09/1994 - 01/08/1996	
Name of Employer United Nations		Name of Supervisor Mr Jerome Seaforth	
Salaries per Annum: Starting 59211	Final 59211	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 001212963-		Email Address	
Address of Employer United States of America			
Number of Employees Supervised by You 0			
Description of Duties Assist the missions in fulfilling their mandates through overall personnel management and administrative support in accordance with existing staff rules and relevant guidelines. Thorough knowledge of IMIS applied.			
Summarize any of Your Achievements Ensuring that all personnel matters relating to the missions are managed in Headquarters efficiently and effectively.			
Reasons for Leaving Mission Assignment.			

Job Title Personnel Assistant	Type of Business International	From - To 01/09/1991 - 01/08/1994	
Name of Employer United Nations (UNTSO)		Name of Supervisor Mr Udom Sriboonlert	
Salaries per Annum: Starting 57000	Final 57000	Currency Paid USD	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes
Telephone Number		Email Address	
Address of Employer Israel			
Number of Employees Supervised by You 0			
Description of Duties Processing MIP insurance claims for locally-recruited staff in UNTSO. Advising staff on entitlements, allowances and benefits. Review home leave and family visit requests prior to forwarding to HQ.			
Summarize any of Your Achievements Reviewing claims to ensure that no fraudulent cases arise.			
Reasons for Leaving Return to Headquarters			

Job Title Administrative Assistant	Type of Business International	From - To 01/09/1989 - 01/09/1991	
Name of Employer United Nations		Name of Supervisor Mr Peter Gillies	
Salaries per Annum: Starting 50000	Final 50000	Currency Paid USD	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes
Telephone Number		Email Address	
Address of Employer United States of America			
Number of Employees Supervised by You 0			
Description of Duties Supporting the missions by administering all personnel matters relating to international staff assigned to the missions, including entitlements and salary payments.			
Summarize any of Your Achievements Ensuring that personnel-related matters are handled efficiently and effectively in Headquarters.			
Reasons for Leaving Mission Assignment.			

Job Title Secretary	Type of Business International	From - To 01/10/1988 - 01/08/1989
Name of Employer United Nations		Name of Supervisor Mrs Corazon Ago
Salaries per Annum: Starting 40000	Final 40000	Currency Paid USD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? Yes
Telephone Number		Email Address
Address of Employer United States of America		
Number of Employees Supervised by You 0		
Description of Duties Secretary in the Trust Fund Unit of the Accounts Division Section, OPPBA. Preparing spreadsheets for end of accounting periods. Regular secretarial duties.		
Summarize any of Your Achievements Keeping deadlines for submission of end of year statements.		
Reasons for Leaving Transfer to FALD.		

Job Title Personnel Assistant	Type of Business International	From - To 01/10/1986 - 01/10/1988
Name of Employer United Nations (UNIFIL)		Name of Supervisor CCPO
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		Email Address
Address of Employer Lebanon		
Number of Employees Supervised by You 0		
Description of Duties Responsible for personnel administration for international staff serving in the mission.		
Summarize any of Your Achievements Maintain the attendance records of international staff and ensuring staff are informed of their entitlements.		
Reasons for Leaving Return to New York		

Job Title Secretary	Type of Business International	From - To 01/08/1979 - 01/10/1986
Name of Employer United Nations		Name of Supervisor Mr La Marr
Salaries per Annum: Starting 25000	Final 25000	Currency Paid USD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? Yes
Telephone Number		Email Address
Address of Employer United States of America		
Number of Employees Supervised by You 0		
Description of Duties Secretary in the Account Division/OPPBA.		
Summarize any of Your Achievements Producing accurate transcription of shorthand and typing letters/memos as required.		
Reasons for Leaving Mission assignment to UNIFIL.		

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

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

Address

UNMIS
P.O. Box 69
Khartoum Sudan Sudan
Telephone: 249-91-190 extension 6052
Fax: 249-91-2174078
Contact: Fay McKenzie

Address

135-26 225TH STREET
LAURELTON NEW YORK United States of America
Telephone: 1-646-784-5345
Contact: Fay McKenzie

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
Barbara DEMENT	Self-Employed	3801 30th St. United States of America	001301779-2272
Eva SIMPSON	Mother	3876 Winterberry Rd., East. Jacksonville, Florida 32210 United States of America	1904781-3738
Suzanne STEPHENS	Friend	Kingston United States of America	001876977-5835

Personal History Profile for Zakia MEKONNEN

General Details

1. Family name MEKONNEN	First Name Zakia	Middle Name Gudai	Maiden Name, (if any)
2. Date of Birth 14/04/1956	3. City of Birth Gedaref	Country of Birth Ethiopia	Index No
4. Country of Nationality at Birth Ethiopia	Second Nationality (if any) Ethiopia	5. Country of Present Nationality Ethiopia	Second Nationality (if any)
6. Gender Female	7. Height [cm] 156	8. Weight [kg] 75	9. Marital Status Married
10. Entry into the United Nations service might require assignment to any area of the world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? No			
13. What is your preferred field of work? Personnel management specialists			
14. Would you accept employment for less than six months? Yes			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? 01/01/1986			
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: gudai@un.org			

Education

List all university degrees or equivalent qualifications obtained.

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

Name of School MINUSTAH STAFF COUNSELING UNIT	City, Country PORT-AU-PRINCE Haiti	From - To Nov-2008 - Nov-2008
Main Course of Study TEAM BUILDING		Certificate or Diploma CERTIFICATE
Name of School MINURSO Training Office	City, Country Laayoune Morocco	From - To Mar-2004 - Mar-2004
Main Course of Study e-PAS & Performance Management Workshop		Certificate or Diploma Certificate of Achievement
Name of School MINURSO Training Office	City, Country Laayoune Morocco	From - To Mar-2004 - Mar-2004
Main Course of Study Competency-Based Interviewing and Selection Skills Workshop		Certificate or Diploma Certificate of Achievement
Name of School MINURSO Training Office	City, Country Laayoune Morocco	From - To Nov-2003 - Nov-2003
Main Course of Study Fire, Safety and Health at the Work Place		Certificate or Diploma Certificate
Name of School Economic Commission for Africa Training Centre	City, Country Addis Ababa Ethiopia	From - To Apr-1998 - Apr-1998
Main Course of Study Ms Word, Louts notes, intranet and Power Point		Certificate or Diploma IT Driver's Licence
Name of School Secretarial and Typing Institute	City, Country Khartoum Sudan	From - To Jul-1972 - Dec-1972
Main Course of Study Secretarial and Typing Training		Certificate or Diploma Diploma
Name of School Shabia School for Girls	City, Country Khartoum Sudan	From - To Jul-1970 - May-1972
Main Course of Study High School Secretarial Course		Certificate or Diploma Certificate
Name of School	City, Country	From - To

Employment

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

Job Title Human Resources Officer	Type of Business Peacekeeping	From - To 01/05/2009 -
Name of Employer MINURSO	Name of Supervisor Charles V.S. Mix	
Salaries per Annum: Starting 84183	Final 84183	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 +212528986000	Email Address gudai@un.org	
Address of Employer Morocco		
Number of Employees Supervised by You 1		
Description of Duties Under the supervision of the Chief Civilian Personnel Officer, I perform the following duties: Provides advice and support to managers, and staff on human resources related matters. Prepares special reports. Keeps abreast of developments in various areas of human resources. Act as Deputy of the CCPO as approving officer, and as OIC, Personnel in the absence of the CCPO. Recruitment and placement: Identifies upcoming vacancies in coordination with client offices. Produces long/short list of candidates for international posts and provide lists and PHPs to those offices. Arranges and conducts interviews to shortlisted candidates. Reviews recommendation on the selection of candidate by client offices. Serves as ex-officio in interviews. Administration of entitlements: Provides advice on interpretation and application of policies, regulations and rules. Reviews and provides advice on exceptions to policies, regulation and rules. Administers and provides advice on salary and related benefits, travel. Supervises and monitors the work of the Human Resources Assistant in carrying out all human resources administrative transactions including approving personnel actions, with regard to extension of contracts, entitlements and benefits, approving time and attendance and all types of leave, maintenance of staffing tables and processing of contracts. Determines and recommends benefits and entitlements for staff on the basis of contractual status. Other duties: Advises and counsels staff in respect of rights, responsibilities, code of conduct and difficulties associated with work and entitlements. Applies expertise with respect to the full range of human resources management issues of the Section/Unit. Uses initiative to resolve problems and identifies exceptions. Adheres to applicable UN guidelines, policies and procedures while undertaking these duties. On behalf of the CCPO, monitor the work of the Travel Unit.		
Summarize any of Your Achievements Approve extension of appointments PAs, processing entitlements, approving of R&R and A/L requests, and following-up administrative related issues with FPD in respect of staff members. A large volume of work done in an efficient and timely manner.		
Reasons for Leaving Still on board.		
Job Title Human Resources Assistant (FS-5/C)	Type of Business Human Resources Section	From - To 01/12/2006 -
Name of Employer MINUSTAH/DPKO	Name of Supervisor Adamou KOUMAGO, Chief Civilian Personnel Officer and Jerome SEAFORTH, CCPO	
Salaries per Annum: Starting 5093244	Final 2050	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 5093244 2050	Email Address adamouk@un.org & seaforth@un.org	
Address of Employer Haiti		
Number of Employees Supervised by You 1		
Description of Duties Inducting new arrivals. Initiating, reviewing, processing and following-up on actions related to the administration of entitlements in respect of international staff members, ensuring consistency in the application of UN rules and procedures. Advising staff members regarding their entitlements, administrative procedures, processing and practicing, conditions of service, duties and responsibilities & entitlements under the Staff Rules and Regulations. Reviewing and processing requests for entitlements and claims. Maintaining IMIS entitlements reference tables as well as FPMS database. Assisting separating staff in final arrangements. Setting up and maintaining files/records, electronic & on paper. Preparing written response to queries concerning HR related matters. Monitoring deadlines in respect of renewal of contracts. Training junior staff on IMIS, HR issues and policies. Reviewing PHPs for submission to Programm Managers for selection of candidates as well as preparing comparative work sheet. Participating in SPA and Rebuttale Panels as ex-officio. Performing other duties as required by my supervisor.		
Summarize any of Your Achievements Extension of appointments, processing entitlements and following-up administrative related issues with PMSS in respect of staff members. A large volume of work done in an efficient and timely manner.		
Reasons for Leaving Got an upgrade to the FS-6 level in conjunction of my reassignment to MINURSO as Human Resources Officer.		
Job Title Human Resources Assistant (FS-5/C)	Type of Business Peacekeeping	From - To 01/04/2005 - 01/12/2006

Name of Employer UNMIS/DPKO			Name of Supervisor Mr. Georges Kabore, Chief Human Resources Officer & Abdullah FADIL, Chief Human Resources Section		
Salaries per Annum:					
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No		
59674	59674	USD	Is this a position within the UN Common System? Yes		
Telephone Number 249187794013		Email Address fadil@un.org			
Address of Employer Sudan					
Number of Employees Supervised by You 3					
Description of Duties Team Leader within International Staff Unit, initiating, reviewing, processing and following-up on actions related to the administration of entitlements in respect of international staff members, ensuring consistency in the application of UN rules and procedures. Advising staff members regarding their entitlements, administrative procedures, processing and practicing, conditions of service, duties and responsibilities & entitlements under the Staff Rules and Regulations. Reviewing and processing requests for entitlements and claims. Maintaining IMIS entitlements reference tables as well as FPMS database. Assisting separating staff in final arrangements. Setting up and maintaining files/records, electronic & on paper. Preparing written response to queries concerning HR related matters. Monitoring deadlines in respect of renewal of contracts. Training junior staff, within my team, on IMIS, HR issues and policies. Reviewing PHPs for submission to Programm Managers for selection of candidates as well as preparing comparative work sheet. Performing other duties as required by my supervisor. From March 2006 through December 2006 worked as OIC, International Staff Unit 6 international staff and 3 national staff were under my supervision, attended chiefs of Unit meetings bring issues to the attention of the CCPO, liaison between PMSS and staff members.					
Summarize any of Your Achievements Extension of appointments, processing entitlements and following-up administrative related issues with PMSS in respect of staff members. A large volume of work done in an efficient and timely manner.					
Reasons for Leaving Reassigned to MINUSTAH effective 08 December 2006.					

Job Title Administrative Assistant		Type of Business Peacekeeping	From - To 01/07/2004 - 01/03/2005		
Name of Employer UNMIL/DPKO/DPA		Name of Supervisor Derek Freitz, Chief Operations - Electoral Division			
Salaries per Annum:					
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No		
85000	85000	ETB	Is this a position within the UN Common System? Yes		
Telephone Number 2316566 566		Email Address freitz@un.org			
Address of Employer Liberia					
Number of Employees Supervised by You 4					
Description of Duties My duties as an Admin within Electoral Division I performed the following: drafting all administrative correspondence, memos and faxes, keep records and maintain files of all incoming and outgoing daily reports, memos, faxes and press reports. Prepare and update staffing table follow-up with Personnel Section on extensions of appointment/assignment, follow-up with Personnel, Finance and Travel on contracts, payments and travel (PT8) arrangements for Consultants and SSA staff. Monitor the proper keeping of attendance and ORB records for Civilian International and UNVs staff members. Maintain ORB & A/L plan, follow-up the process of H/L, FVT, A/L and ORB requests by Personnel Section for Electoral S/Ms, submit A/L and CSL reports of S/Ms to PS. Maintain Personal files for all Electoral Division staff.					
Summarize any of Your Achievements All Administrative support requirements performed on timely manner.					
Reasons for Leaving I was on record detail from UNECA, resigned from UNECA effective 26 March 2005, I got an offer of International Appointment with UNMIS Sudan.					

Job Title Human Resources Assistant (SPA G-5/12)		Type of Business Peacekeeping	From - To 01/09/2000 - 01/06/2004		
Name of Employer MINURSO/DPKO/OMS		Name of Supervisor Nadjib OMER - CCPO - Jenny REDL - CCPO			
Salaries per Annum:					
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No		
85000	85000	ETB	Is this a position within the UN Common System? Yes		
Telephone Number 12129631955		Email Address redl@un.org			
Address of Employer Morocco					
Number of Employees Supervised by You 1					
Description of Duties					

Inducting, maintaining Attendance Record Cards and working file for new arrivals. Advising staff on conditions of service and entitlements. Processing end of services/assignment actions, ascertaining clearance/check out formalities with other Sections/Units; coordinating with Finance for final MSA payment. Forwarding original ARCs to PMSS. FPMS: creating folder for new staff, updating all International staff members' personal data, IMIS: raising PAs for dependency benefits, extensions of appointment, separation. Dispatching salary distribution forms. Processing Home Leave, Family Visit, lump-sum travel requests. Responsible for time and attendance records of all Internationally recruited staff. Preparing MSA and Hazard allowance payment for Finance Section for personnel on A/L, sick leave, SLWOP and official travel. Preparing and dispatching Weekly Personnel Activities Report and Weekly Valise. Liaising between MINURSO and PMSS. Performing other duties as required by the CCPO.

Summarize any of Your Achievements

Inducting new International Staff, following up with PMSS their entitlements, are responded to with minimum delay; weekly reports are given within required time.

Reasons for Leaving

Reassignment to UNMIL

Job Title Administrative Assistant/Human Resources Assistant	Type of Business Peacekeeping	From - To 01/06/1999 - 01/08/2000
Name of Employer MINURSO/DPKO/OMS	Name of Supervisor Mr Felipe Menjivar - Chief Operations Officer	
Salaries per Annum: Starting 83000	Final 83000	Currency Paid ETB
Is this a civil servant position of your Government? No		Is this a position within the UN Common System? Yes
Telephone Number 1212963-1955	Email Address gudai@un.org	
Address of Employer Morocco		
Number of Employees Supervised by You 0		
Description of Duties In the Office of the Chief Operations Officer I perform the following: Drafting administrative memoranda and Faxes, keep records and maintain files of all incoming and outgoing Daily Reports and correspondence with all Identification Commission (IDC), Appeal centres, Administration, Press reports and miscellaneous. Maintain all administrative and personnel requirements of IDC. Prepare and update on regular basis the staffing table of IDC. Prepare recommendations for extension/non-extension of appointments/assignments of staff. Orient new staff members on office procedures and other necessary administrative information. Inform staff on issues sent by Personnel and follow it up. Process all personnel requests Movement of Personnel (MOPs), Home/Annual Leave/Family Visit Forms). Ensure the proper keeping of attendance and ORB records and completion of leave and sick leave requests/reports. Maintain and update Personal files for all IDC staff.		
Summarize any of Your Achievements All Administrative support requirements performed on time.		
Reasons for Leaving Reassigned from IDC to Personnel Section MINURSO.		

Job Title Arabic Text Processor	Type of Business Economic and Social Development	From - To 01/02/1998 - 01/05/1999
Name of Employer UNECA	Name of Supervisor Ms Brenda PROUTY	
Salaries per Annum: Starting 80000	Final 80000	Currency Paid ETB
Is this a civil servant position of your Government? No		Is this a position within the UN Common System? Yes
Telephone Number 251115517200	Email Address uneca@un.org	
Address of Employer Ethiopia		
Number of Employees Supervised by You 0		
Description of Duties I provided typing services in Arabic and English for Translation Services in particular for the draftsmen and all ECA substantive divisions in general. I was coding, inputting, recalling, correcting, printing and storing texts on IBM-PC, HP-PC and NCR-PC, typing technical documents, difficult large tables, circulars, drafts, reports, speeches and other related material for offset/mimeograph reproduction, typing from heavily-edited handwritten and typed drafts comprising portions of texts to be compiled into documents for final typing and distributing, transcribing from Dictaphone cassettes and taking direct dictation from Arabic Translators. I serviced a number of meetings, held at the Secretariat's headquarters as well as outside Addis Ababa.		
Summarize any of Your Achievements Served several Ministerial Conferences inside and outside Ethiopia always-meet dead lines.		
Reasons for Leaving Got an offer to join MINURSO Laayoune.		

Job Title Secretary - Administrative Assistant	Type of Business PeaceKeeping	From - To 01/06/1996 - 01/01/1998
Name of Employer UNTAES/DPKO/FALD	Name of Supervisor Kemal SAIKI - Deputy Head Civil Affairs - Fedor KLIMTCHOUK - DHCA	
Salaries per Annum: Starting -----	Final -----	Currency Paid ---
Is this a civil servant position of your Government? No		

80000	80000	ETB	Is this a position within the UN Common System? Yes
Telephone Number 3852435678	Email Address saiki@un.org		
Address of Employer Croatia			
Number of Employees Supervised by You 0			
Description of Duties As Secretary/Administrative Assistant to the Deputy Head of Civil Affairs, performed the following duties: typing, formatting on PC from manuscripts and roughly typed correspondence materials, letters, faxes and memoranda; as tasked, I processed incoming correspondence and maintained a Civil Affairs filing system; collected the mail of the DHCA from his in and out trays and took necessary action, received phone calls, took messages, arranged appointments and took appropriate action in response to request for information, answered routine questions or referred matters to a supervisors or rerouted calls as necessary to concerned Officers. I replaced the Secretary to the Head of Civil Affairs, and the Senior Administrative Assistant, whenever they were on leave. I performed other duties as assigned by the HCA/DHCA.			
Summarize any of Your Achievements Reports and briefing/talking points were submitted on time.			
Reasons for Leaving Return to parent duty station UNECA upon closure of UNTAES.			

Job Title Secretary - Administrative Assistant	Type of Business Peacekeeping	From - To 01/12/1994 - 01/05/1996
Name of Employer MINURSO/DPKO/FALD	Name of Supervisor Omar Abu-Zahr deputy Chairman of IDC	

Salaries per Annum:			Is this a civil servant position of your Government? No
Starting 75000	Final 80000	Currency Paid ETB	Is this a position within the UN Common System? Yes
Telephone Number 21248893824			Email Address minurso@un.org
Address of Employer Morocco			
Number of Employees Supervised by You 0			
Description of Duties Provide Secretarial Administrative Assistant duties in the Office of the Deputy Chairman and the Executive Officer of the Identification Commission, Drafting memoranda and Faxes; processing all personnel requests (MOPs, home/annual leave/ family visit); keeping up-to-date records of staff attendance and CTOs; keeping daily attendance for all Identification Commission staff, including local staff, plus personnel in the ASRSG Office; maintaining up-to-date personal files for all IDC staff; replying to administrative inquiries from IDC staff and referring them to the appropriate channels; maintaining files of all incoming and outgoing correspondences with all IDC Centres, Administration Units, press reports, miscellaneous; collecting and distributing official and personal mail addressed to IDC staff; processing telephone bills for all extensions used by IDC staff; assisting the Team Leader at Laayoune Centre; e.g. Daily report, weekly programme or any other Secretarial needs.			
Summarize any of Your Achievements Daily reports and briefing/talking points were submitted on timely basis.			
Reasons for Leaving Assigned from MINURSO to UNTAES a new start up mission.			

Job Title Arabic Text Processor	Type of Business Economic and Social Development	From - To 01/02/1986 - 01/11/1994
Name of Employer UNECA - Conference Services Division	Name of Supervisor Brenda PROUTY - Supervisor Documents Typing Unit	

Salaries per Annum:			Is this a civil servant position of your Government? No
Starting 40000	Final 75000	Currency Paid ETB	Is this a position within the UN Common System? Yes
Telephone Number 251115517200			Email Address uneca@un.org
Address of Employer Ethiopia			
Number of Employees Supervised by You 0			
Description of Duties I provided typing services in Arabic and English for Translation Services in particular for the draftsmen and all ECA substantive divisions in general. I was coding, inputting, recalling, correcting, printing and storing texts on IBM-PC, HP-PC and NCR-PC, typing technical documents, difficult large tables, circulars, drafts, reports, speeches and other related material for offset/mimeograph reproduction, typing from heavily-edited handwritten and typed drafts comprising portions of texts to be compiled into documents for final typing and distributing, transcribing from Dictaphone cassettes and taking direct dictation from Arabic Translators. I serviced a number of meetings, held at the Secretariat's headquarters as well as outside Addis Ababa.			
Summarize any of Your Achievements Timely submission of official UN documents produced by the Section for Ministerial Conferences.			
Reasons for Leaving Assigned to Peacekeeping mission (MINURSO). Effective December 1994.			

Job Title Secretary to the Ambassador	Type of Business Bilingual Secretary to the Ambassador	From - To 01/06/1984 - 01/01/1986
Name of Employer Embassy of Democratic Yemen	Name of Supervisor Amb Ahmed Salem OBIED	
Salaries per Annum: Starting 10000	Final 15000	Currency Paid ETB
Telephone Number 251117707576	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? No
Address of Employer Ethiopia	Email Address embdemoyemenadd@et.net	
Number of Employees Supervised by You 0	Description of Duties General Secretariat and Administrative assistance to the Ambassador, typing drafting memos filing arrange appointments, managed the filing system to maintain a log of major events in the Embassy. Ensure the smooth flow of communication between different Embassies. Organized his meetings and trips.	
Summarize any of Your Achievements Inputs for briefings and reports are given within required time.	Reasons for Leaving Joined United Nations Economic Commission for Africa. For better work experience.	

Job Title Secretary to the Cultural Attache	Type of Business Bilingual Secretary	From - To 01/04/1981 - 01/01/1984
Name of Employer Libyan People's Bureau	Name of Supervisor Mr Jummaa Amer - Cultural Attache	
Salaries per Annum: Starting 8000	Final 10000	Currency Paid ETB
Telephone Number 251114158766	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? No
Address of Employer Ethiopia	Email Address burlibyan@et.net	
Number of Employees Supervised by You 0	Description of Duties Provided general Secretarial and administrative assistance to the Cultural Attache'. typing, drafting memos faxes, arranging appointments. Managed the filing system maintain a log of major events in the Bureau.	
Summarize any of Your Achievements Reports and briefing/talking points were submitted on time.	Reasons for Leaving Joined Embassy of Democratic Yemen at a better position. (Secretary to the Ambassador).	

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

COMPUTER - COPIER - FAX and Digital Sender. COMPUTER SKILLS: WP5.1 (ENGLISH & ARABIC), WP5.2, WIN.6.1, MS WORD 97, QUATTRO PRO., EXCEL, PARADOX AND ARAB WORD, MS Windows 2000, Power Point, IMIS and FPMS.

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

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

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

Language	Mother Tongue	Speak	Read	Write	Understand
Amharic	Yes	Easily	Easily	Easily	Easily
Serbo Croatian	No	Not easily	Not easily	Not easily	Not easily
Tigrigna	No	Easily	Not easily	Not easily	Easily

Address

Debrezit Road - Saris
Addis Ababa Showa Ethiopia
Telephone: 251-114-42-20-34
Fax: 251-911-23-80-56
Contact: Zakia Gudai MEKONNEN

Address

MINUSTAH
Human Resources Section
Port-au-Prince Delmas 43 Haiti
Telephone: 509-3-244 2050 extension 3547
Fax: 509-3-624 3568
Contact: Zakia Gudai MEKONNEN

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
Helen DEMEKSA	Private Business	c/o P.O. Box 3005 - Addis Ababa Ethiopia	251114642203 hdemeksa@yahoo.com
Amb Rahmtalla OSMAN	Ambassador - Ministry of Foreign Affairs	Ministry of Foreign Affairs - Khartoum Ethiopia	249155510643 rahmatalla@yahoo.com
Tigabe WORKNEH	Private Owned Company	P.O. BOX 60230 Addis Ababa Ethiopia	251911207292 tweel@telecom.net.et

Personal History Profile for Anne Nelly Ndunge MUTHIANI

General Details

1. Family name MUTHIANI	First Name Anne Nelly Ndunge	Middle Name Nelly	Maiden Name, (if any) Ndunge
2. Date of Birth 10/11/1956	3. City of Birth Machakos	Country of Birth Kenya	Index No
4. Country of Nationality at Birth Kenya	Second Nationality (if any) Kenya	5. Country of Present Nationality Kenya	Second Nationality (if any)
6. Gender Female	7. Height [cm] 176	8. Weight [kg] 78	9. Marital Status Married
10. Entry into the United Nations service might require assignment to any area of the world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? Yes. United States of America.			
13. What is your preferred field of work? Personnel management specialists			
14. Would you accept employment for less than six months? Yes			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? 01/08/1982			
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: muthiani@un.org			

Education

List all university degrees or equivalent qualifications obtained.

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

Employment

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

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 - **56** French -

List any office machines or equipment you can use:

Computers, typewriters, scanners, photocopiers, fax machines, (programmes: IMIS, FPMS, lotus, word, excel)

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

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

Address

P.O. Box 4677, New York, NY 10163-4677
 Monrovia Liberia
 Telephone: 1-212-963 9924 extension 2182
 Fax: 1-212-963 2226
 Contact: Anne MUTHIANI

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
Savitri BUTCHEY	Director	UNFPA United States of America	17327969074 holmdei19@comcast.net
Macharia KAMAU	Director	UNDP, BURUNDI United States of America	Macharia Kamau@undp.org
Peter MUNYAO	Chief Electrical Engineer	c/o P.O. Box 44145 United States of America	

Personal History Profile for Anne Nelly Ndunge MUTHIANI

General Details

1. Family name MUTHIANI	First Name Anne Nelly Ndunge	Middle Name Nelly	Maiden Name, (if any) Ndunge
2. Date of Birth 10/11/1956	3. City of Birth Machakos	Country of Birth Kenya	Index No
4. Country of Nationality at Birth Kenya	Second Nationality (if any) Kenya	5. Country of Present Nationality Kenya	Second Nationality (if any)
6. Gender Female	7. Height [cm] 176	8. Weight [kg] 78	9. Marital Status Married

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

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

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

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

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

15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? **01/08/1982**

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: **muthiani@un.org**

Education

List all university degrees or equivalent qualifications obtained.

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

Employment

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

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 - **56** French -

List any office machines or equipment you can use:

Computers, typewriters, scanners, photocopiers, fax machines, (programmes: IMIS, FPMS, lotus, word, excel)

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

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

Address

P.O. Box 4677, New York, NY 10163-4677
 Monrovia Liberia
 Telephone: 1-212-963 9924 extension 2182
 Fax: 1-212-963 2226
 Contact: Anne MUTHIANI

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
Savitri BUTCHEY	Director	UNFPA United States of America	17327969074 holmdei19@comcast.net
Macharia KAMAU	Director	UNDP, BURUNDI United States of America	Macharia Kamau@undp.org
Peter MUNYAO	Chief Electrical Engineer	c/o P.O. Box 44145 United States of America	