

## Profiles included in this document

	Name	Index	DOB	Gender	Nationality	E-Mail
1.	ASLAM, Ishtiaq	608362	04/03/1967	M	PAK	aslam@un.org
2.	BARTELS-KODWO, Emmanuel	084907	20/09/1955	M	GHA	emmanuel@bartels-kodwo.freeserve.co.uk
3.	GRANT, Emma	242001	16/10/1968	F	UK	emmagrant762@hotmail.com
4.	HOEBEKE, Axel		25/08/1954	M	BEL	axelhoebeke@gmail.com
5.	MBUGUA, Anne	158643	26/04/1972	F	KEN	annkamb@yahoo.com
6.	TIURIN, Vladimir	048358	17/03/1954	M	MOL	tiurin@un.org

## Personal History Profile for Ishtiaq ASLAM

### General Details

- |   |                                       |  |                                     |
|---|---------------------------------------|--|-------------------------------------|
| 1. Family name<br><b>ASLAM</b>                        | First Name<br><b>Ishtiaq</b>          | Middle Name  | Maiden Name, (if any)               |
| 2. Date of Birth<br><b>04/03/1967</b>                 | 3. City of Birth<br><b>Rawalpindi</b> | Country of Birth<br><b>Pakistan</b>                  | Index No<br><b>608362</b>           |
| 4. Country of Nationality at Birth<br><b>Pakistan</b> | Second Nationality (if any)           | 5. Country of Present Nationality<br><b>Pakistan</b> | Second Nationality (if any)         |
| 6. Gender<br><b>Male</b>                              | 7. Height [cm]<br><b>173</b>          | 8. Weight [kg]<br><b>70</b>                          | 9. Marital Status<br><b>Married</b> |
10. Entry into the United Nations service might require assignment to any area of the world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? **No**
- Are there any limitations on your ability to perform in your prospective field of work? **No**
11. Have you taken up legal permanent residence status in any country other than that of your nationality? **Yes. Canada.**
13. What is your preferred field of work? **Purchasing and contracting specialists**
14. Would you accept employment for less than six months? **No**
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? **01/11/2004**
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? **No**
18. Email Address: **aslam@un.org**

### Education

List all university degrees or equivalent qualifications obtained.

University Name <b>Edinburgh Business School</b>	City, Country <b>Edinburgh United Kingdom</b>	From - To <b>Jun-1998 - Jun-2000</b>
Main Course of Study <b>Accounting</b>	Field of Study <b>Business &amp; Administration</b>	
Degree Title or Equivalent <b>Masters Degree in Business Administration</b>	Degree Type <b>Masters</b>	
University Name <b>Edinburgh Business School</b>	City, Country <b>Edinburgh United Kingdom</b>	From - To <b>Jun-1998 - Dec-1999</b>
Main Course of Study <b>Finance</b>	Field of Study <b>Business &amp; Administration</b>	
Degree Title or Equivalent <b>Postgraduate Diploma in Business Administration</b>	Degree Type <b>Postgraduate degree</b>	
University Name <b>Edinburgh Business School</b>	City, Country <b>Edinburgh United Kingdom</b>	From - To <b>Jun-1998 - Dec-1998</b>
Main Course of Study <b>Accounting</b>	Field of Study <b>Business &amp; Administration</b>	
Degree Title or Equivalent <b>Postgraduate Certificate of Business Administration</b>	Degree Type <b>Postgraduate degree</b>	
University Name <b>Military College of Engineering (National University of Science &amp; Technology)</b>	City, Country <b>Risalpur Pakistan</b>	From - To <b>Jan-1990 - Aug-1992</b>
Main Course of Study <b>Civil Engineering</b>	Field of Study <b>Engineering &amp; Engineering Trades</b>	
Degree Title or Equivalent <b>Bachelor's Degree in Civil Engineering</b>	Degree Type <b>Bachelor of Sciences</b>	
University Name <b>Pakistan Military Academy</b>	City, Country <b>Kakul, Abbottabad Pakistan</b>	From - To <b>Apr-1985 - Mar-1987</b>
Main Course of Study <b>Mathematics</b>	Field of Study <b>Mathematics &amp; Statistics</b>	
Degree Title or Equivalent <b>Bachelor of Science (Mathematics and Physics)</b>	Degree Type <b>Bachelor of Sciences</b>	

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

Name of School <b>United Nation (IAPSO)</b>	City, Country <b>Kinshasa Congo, Dem. Rep.</b>	From - To <b>Feb-2006 - Feb-2006</b>
Main Course of Study <b>INCOTERMS 2000 and Logistics</b>		Certificate or Diploma <b>Certificate</b>
Name of School <b>University of Toronto</b>	City, Country <b>Toronto Canada</b>	From - To <b>Feb-2006 - Jun-2006</b>
Main Course of Study <b>Corporate Law</b>		Certificate or Diploma <b>Post Graduate Certificate in Corporate Law</b>
Name of School <b>Military College of Engineering</b>	City, Country <b>Risalpur Pakistan</b>	From - To <b>Mar-1994 - Apr-1994</b>
Main Course of Study <b>Bomb Disposal and EOD Neutralization</b>		Certificate or Diploma <b>Bomb Disposal Course</b>
Name of School <b>Military College of Engineering</b>	City, Country <b>Risalpur Pakistan</b>	From - To <b>Jun-1993 - Aug-1993</b>
Main Course of Study <b>Tactics, Demining operations, Logistics, Transportation and Bridging, Planning, Leadership, Advanced Support to Field Formations in Battle and Peace</b>		Certificate or Diploma <b>Officers Mid Career Course</b>
Name of School <b>Military College of Engineering</b>	City, Country <b>Risalpur Pakistan</b>	From - To <b>Mar-1993 - Jun-1993</b>
Main Course of Study <b>Logistics, Planning, Demining Operations, Leadership and Management, Engineer Support to Field Formations in Battle and in Peace, Intelligence gathering and dissemination, Tactics, Interrogation and Negotiation, Staff Duties,</b>		Certificate or Diploma <b>Junior Staff Course</b>
Name of School <b>Military College of Engineering</b>	City, Country <b>Risalpur Pakistan</b>	From - To <b>Jul-1988 - Aug-1988</b>
Main Course of Study <b>Ground Traffic-ability Logistics</b>		Certificate or Diploma <b>Officers Traffic-ability Course</b>
Name of School <b>Military College of Engineering</b>	City, Country <b>Risalpur Pakistan</b>	From - To <b>Dec-1987 - Jul-1988</b>
Main Course of Study <b>Management and Leadership, Tactics, Field Engineering Tasks, (Demining, Bridging, Water Supply and Sanitation, Field Works and Fortifications), Demolitions, Bridge Classification and Transport, Logistics, Transport, Staff Duties, Interrogation,</b>		Certificate or Diploma <b>Young Officers Basic Engineering Course</b>
Name of School <b>School of Infantry and Tactics</b>	City, Country <b>Quetta Pakistan</b>	From - To <b>Aug-1987 - Nov-1987</b>
Main Course of Study <b>Leadership (Management) and Tactics. Logistics Military Tactics Intelligence Gathering and Analysis Interrogation</b>		Certificate or Diploma <b>Junior Officers Leadership Course</b>
Name of School <b>17 Division Battle School</b>	City, Country <b>Kharian Pakistan</b>	From - To <b>May-1987 - Jul-1987</b>
Main Course of Study <b>Weapons Handling and Deployment Leadership and Management Tactics</b>		Certificate or Diploma <b>Officers Weapons Course</b>
Name of School <b>F.G. Sir Syed College</b>	City, Country <b>Rawalpindi Pakistan</b>	From - To <b>Aug-1982 - Apr-1984</b>
Main Course of Study <b>Mathematics, Physics, Chemistry, History, Geography, English, Urdu</b>		Certificate or Diploma <b>Higher Secondary School Certificate (FSc)</b>
Name of School <b>P.A.F. Intermediate College</b>	City, Country <b>Risalpur Pakistan</b>	From - To <b>Mar-1980 - Apr-1982</b>
Main Course of Study <b>Physics, Chemistry, Mathematics, Biology, English, Urdu, History, Geography</b>		Certificate or Diploma <b>Secondary School Certificate (Matric, Science)</b>

## Employment

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

Job Title <b>Chief Construction Projects</b>	Type of Business <b>Procurement and Contracting for UN Mission</b>	From - To <b>01/01/2009 -</b>
Name of Employer <b>UNAMID</b>		Name of Supervisor <b>Alain Fortin, Christine Tonkin</b>

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>91000</b>	<b>91000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address	
<b>1212963-1021</b>		<b>aslam@un.org</b>	
Address of Employer			
<b>Sudan</b>			
Number of Employees Supervised by You			
<b>14</b>			
Description of Duties			
<p><b>UNAMID is unique to have Procurement and Contracts Management grouped under a Service Chief. As Chief Construction Projects I've both Procurement &amp; Contracts Management Staff in my team. I handle an elaborate/extensive Construction Program of over USD 400 M, in a most challenging/difficult environment. Major projects; Construction of Staff Accommodations, Office Accommodations, Police Stations, Roads and Bridges, Water Well Drilling, Construction of Helipads, Airports rehabilitation activities i.e. construct Aprons, Taxiways, Ground facilities, Guidance, Navigations and Lighting Systems etc. Additionally, I hold shared responsibilities in both Procurement &amp; Contracts Management Sections and work as deputy to both the CPO &amp; A/CCMS. I perform as OiC CPO or OiC CMS, with full delegated Procurement Authority commensurate with rank &amp; grade in absence of CPO or A/CCMS. I render useful/valuable advice to requisitioning sections, CPO &amp; senior mission administration in management /support of Construction Program as well as general Procurement issues. My oversight on mission's contracts (as OiC CMS) include Fuel, Rations, Logistics, Construction (already mentioned earlier, exclusively under my charge), Insurance, Freight forwarding and customs clearance, PX facilities, catering services, well drilling etc. My major duties are Procurement and Contracting for the mission. I am involved in the process from planning phase of requirements till close out. Confirm Requisitions for correctness/completeness. Decide solicitation (RFQ/ITB/RFP). Represent on TOC Collate, abstract &amp; evaluate proposals. Prepare/present Committee Cases (LCC/HCC). Recommend awards. Issue POs (INCOTERMS 2000). Follow-up deliveries/logistics Negotiate/Prepare amendments/changes in contracts/POs. Dispute resolutions - vendors/clients. Confirm deliveries, R&amp;I, Vendor registration, conduct Market Survey, EOI requests. Vendor performance, execute acquisition plans Supervise/guide sections' Staff</b></p>			
Summarize any of Your Achievements			
<p><b>Prior to my arrival to the mission, for consecutive two years the construction program and budget could not kick off due to various reasons and lack of guidance. I picked up the stalled process in the middle and took it through the completion and award of contracts through LCC/HCC. In a short time of four months over USD 160 M worth of contracts were awarded and the contractors have already mobilized for their execution. I had to personally go to New York to defend the Mission's submissions before HCC and brought back all cases duly approved/endorsed. I am currently working on phase 2 of the program implementation which includes execution of projects worth over USD 280 M, while ongoing tenders for over USD 120M in the current fiscal year. Support/fulfill the mission's all Procurement and Contracting related requirements. Meet tight deadlines. Guide and train staff to bring them to a stage where they can operate independently and build their capacity to make sound judgments. Render useful advice to the senior management of the mission in times of crisis to resolve operational issues. Improve system to ensure smooth transactions and reduce the lead time to effect payment to suppliers. Guide and train requisitioning offices in development of SOR and SOW and introduce them to RFPs in Procurement using two envelope submission system. Transfer the same info to the local contractors and accustom them to submission of tenders using 2 envelope system in response to RFPs. Conducted four outreach seminars to develop the capacities the local contractors and vendors within Sudan and neighboring countries encouraging and training them in conduct of business with the United Nations.</b></p>			
Reasons for Leaving			
<b>Still employed</b>			

Job Title	Type of Business	From - To
<b>Chief Purchasing Unit</b>	<b>Procurement and Contracting for UN Mission</b>	<b>01/10/2007 -</b>
Name of Employer	Name of Supervisor	
<b>UNMIT</b>	<b>Mrs. Debbie S. Bolipata</b>	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>78000</b>	<b>78000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address	
<b>1212963-0099</b>		<b>aslam@un.org</b>	
Address of Employer			
<b>East Timor</b>			
Number of Employees Supervised by You			
<b>6</b>			
Description of Duties			
<p><b>Chief of Purchasing Unit. Also, Deputy to the Chief Procurement Officer. Act as OiC Procurement Section with full delegated Procurement Authority commensurate with the rank and grade in her absence. Render useful/valuable advice to the requisitioning sections, CPO and senior mission administration while acting as OiC Procurement. Although my current title is Chief Purchasing Unit the section is undergoing re-org on the Commodity Based Procurement Principles. I will be responsible for Engineering, Transport (Surface/Air) Movcon, Aviation and CITS as my major clients. Major duties are Procurement and Contracting jobs. Confirm Requisitions for correctness/completeness. Decide solicitation (RFQ/ITB/RFP). Represent on TOC Collate, abstract &amp; evaluate proposals. Prepare/present Committee Cases (LCC/HCC). Recommend awards. Issue POs (INCOTERMS 2000). Follow-up deliveries/logistics Negotiate/Prepare amendments/changes in contracts/POs. Dispute resolutions - vendors/clients. Confirm deliveries, R&amp;I, Vendor registration, conduct Market Survey, EOI requests. Vendor performance Assist requisitioning sections to prepare/execute acquisition plans Supervise/guide Unit Staff. Major contract worked upon include; Fuel (ground/aviation) and POL products, construction projects, rations, Freight forwarding and customs clearance, PX facilities, catering services, well drilling, transport maintenance and OECs for spares, outsourcing for skilled labor, ground handling services, publication services, building management and maintenance services (pest control, garbage collection, waste disposal, grass cutting etc).</b></p>			
Summarize any of Your Achievements			
<p><b>Support/fulfill the mission's all Procurement and Contracting related requirements. Meet tight deadlines. Guide and train staff to bring them to a stage where they can operate independently and build their capacity to make sound judgments. Render useful advice to the senior management of the mission in times of crisis to resolve operational issues ensuring un-interrupted supply of aviation fuel avoiding seizure of flying ops during rainy season. Resolve a deadlock between procurement and budget over Mercury's operation and ensure close out/liquidation of over a 100 POs from prior mandate. Improve system to ensure smooth transactions and reduce the lead time to effect payment to suppliers. Guide and train requisitioning offices in development of SOR and SOW and introduce them to RFPs in Procurement using two envelope submission system. Transfer the same info to the local contractors and accustom them to submission of tenders using 2 envelope system in response to RFPs. Improve various templates for use in Mercury (RFQ, ITB, RFP, PO, Shipping terms, change orders, liquidation of un-encumbered funds etc). Adjust mercury variances in tune with the latest version of Financial regulations of the UN.</b></p>			
Reasons for Leaving			
<b>Still Employed</b>			

Job Title	Type of Business	From - To
<b>Chief Procurement Officer (UNIIC)</b>	<b>Procurement and Contracting</b>	<b>01/07/2006 - 01/10/2006</b>
Name of Employer	Name of Supervisor	
<b>UNFICYP</b>	<b>Ms. Neva Donalds / Mr. Hasita Wimalachandra</b>	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>73868</b>	<b>73868</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address	
<b>35799207-648</b>		<b>aslam@un.org</b>	
Address of Employer			
<b>Cyprus</b>			
Number of Employees Supervised by You			
<b>1</b>			
Description of Duties			
<b>Provide all Procurement and Contracting related services to the UNIIC during its difficult phase of relocation in Cyprus following the outbreak of war in Lebanon.</b>			
Summarize any of Your Achievements			
<b>The Commission relocated to Cyprus in emergency situation following the outbreak of war in Lebanon. I provided all Procurement and Contracting related support to the UNIIC from UNFICYP. I worked together with UNFICYP, using their long term contracts and arrangements in a way as to not touch their contrast' NTEs and yet use them for provision of services to UNIIC with the constraint of relatively small delegated authority of USD 100k to the commission. I had to operate without Mercury and ensure spot purchases of materials and equipment for the commission. The commission was up and running with full capacity within a time span of 2 weeks with all staff accommodated in their new offices with full services. I had a chance to access/review all ongoing contracts of UNFICYP and rendered useful advice to the CPO where there were possible weaknesses to correct them. During the 2 weeks absence of CPO, UNFICYP, I provided guidance/advice to the OIC and staff where needed.</b>			
Reasons for Leaving			
<b>Relocation back to Beirut</b>			

Job Title	Type of Business	From - To
<b>Chief Procurement Officer</b>	<b>Procurement</b>	<b>01/06/2006 - 01/01/2007</b>
Name of Employer	Name of Supervisor	
<b>United Nations International Independent Investigation Commission (UNIIC)</b>	<b>Ms. Neva Donalds</b>	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>73868</b>	<b>73868</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address	
<b>9611828</b>		<b>aslam@un.org</b>	
Address of Employer			
<b>Lebanon</b>			
Number of Employees Supervised by You			
<b>1</b>			
Description of Duties			
<b>Act as the head of Procurement for the mission. Details of functions more or less same as in explained in description of duties in MONUC (as explained below) in Procurement field. However acting in the function of Chief of Procurement for the mission.</b>			
Summarize any of Your Achievements			
<b>Support/fulfill the mission's all Procurement and Contracting related requirements. Within 3 weeks of my arrival in the new position, the war broke out between Lebanon and Israel. The Commission was relocated to Cyprus. I was instrumental in ensuring that the required services and contractual obligations/commitments are all met without any unexpected situation. The Commission left the rear base intact with minimum staff presence. The services to the base had t continue while the uncertainty prevailed regarding the future of those contracts and their respective payments. All contracts were extended amicably, including situations where the mission's delegated authority was being reached. The contracts were extended in a way that no post facto occurred, nor did any of the contract faced a situation of non-payments etc. All provisions/services continued during the hardest days of war. The commission had very sensitive materials/data related to the evidence about the crime. All the sensitive materials were transported safely onboard the ship to Cyprus. After about 2 months when all had to be relocated again back to Beirut, I was personally involved in the logistics of all sensitive materials and the personal effects and staff of the commission. All activities completed smoothly. Within my short stay of 6 months, the entire commission faced 2 full relocations (to Cyprus and back to Beirut), all Procurement support was rendered efficiently. The expansion of office space tenders were done in a very short time span. The set of Commission in Cyprus was completed in less than 2 weeks with each staff brought to full working capacity. Upon arrival back in Beirut, the offices were set up in time to receive all staff including the fairly large numbers of new staff who joined the commission. Prior to my arrival, UNIIC was completely dependant upon UNIFIL for all Procurement related support. From requisition to R&amp;I and payments all functions were outsourced. I worked on de-linking of the same and independent operation of UNIIC. Was instrumental in requesting and finally following up till receipt of the Procurement delegated authority to the commission. Trained, advised and built capacity of the mission staff to bring them to a stage where they could create workable requisitions, conduct evaluations, establish and taught the members of the functions of TOC and LCC. Trained staff in R &amp; I process and procedures. Advised the section chiefs regarding the use of petty cash and direct expenses etc. In short built up the whole Procurement Process and System from scratch to a stage where it could start operating independently and efficiently.</b>			
Reasons for Leaving			
<b>Personal (family)</b>			

Job Title	Type of Business	From - To
<b>Procurement Officer (Deputy Chief Engineering &amp; Transport Unit)</b>	<b>Procurement for UN Peace Keeping Mission</b>	<b>01/05/2004 - 01/06/2006</b>
Name of Employer	Name of Supervisor	
<b>MONUC</b>	<b>Mrs. Barbara Klopp</b>	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>70208</b>	<b>73868</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address	
<b>1212963-0103</b>		<b>aslam@un.org</b>	
Address of Employer			
<b>Congo, Dem. Rep.</b>			
Number of Employees Supervised by You			
<b>6</b>			
Description of Duties			

**PROC OFFR IN ENGINEERING & TRANSPORT UNIT (ETU) SINCE JULY 2004 (AFTER REORGANIZATION OF THE SECTION). HANDLE CONTRACTS & PURCHASES OF VARYING NATURE. FOCAL POINT FOR MERCURY, INCLUDING PROBLEM SOLVING & TRAINING OF COLLEAGUES. ACT AS OIC OF ETU IN ABSENCE OF CHIEF ETU. Procurement & Contracting. Confirm Requisitions for correctness/completeness. Decide solicitation (RFQ/ITB/RFP). Represent on TOC Collate, abstract & evaluate proposals. Prepare/present Committee Cases (LCC/HCC). Recommend awards. Issue POs (INCOTERMS 2000). Follow-up deliveries/logistics Negotiate/Prepare amendments/changes in contracts/POs. Dispute resolutions - vendors/clients. Confirm deliveries, R&I, Vendor registration, conduct Market Survey, EOI requests. Vendor performance Assist requisitioning sections to prepare/execute acquisition plans Supervise/guide Unit Staff. Major Contracts Handled: Airfield rehabilitations, Lease - Riverine Assets, premises/warehouses/pier Freight Forwarding & Customs Clearance Aircrew Accommodation Ground Handling Services Water Well Drilling Misc Construction, Renovation & Rehabilitation Transport Services/Maintenance Building Maintenance (cleaning, garbage removal, sanitation) Maintenance of ACs, Gensets, elevators, tools/equipment. Major Purchases Engineering materials (construction (steel, cement, wood etc) electrical, plumbing, building, tools). Transport, spares & tools. Establish & manage Open Ended Contracts & Blanket Purchase Orders. Aviation & Air Ops Guidance equipment, Airfield lighting equipment etc.**

Summarize any of Your Achievements

**Ensuring timely response the clients needs in terms of Procurement Operations in a fluid Peace keeping Mission. Optimal Utilization of funds allocated for any cycle. Being instrumental in disbursing the late allocated funds to the mission in very short time, saving the lapsing of substantial mission funding. Trained staff in use of Mercury-1 & 2 and implemented the new program in MONUC. Handled the most complex projects from start to conclusion. I was also assigned the construction projects of high dollar value and political implications in the middle of the process when the originally assigned buyer had difficulties in processing the same. That was a challenge to clean it up and ensure the smooth execution in a transparent manner when questions to that effect had been raised already. I salvaged the tender process, negotiated the best possible deal in the interests of the organization and brought the project to completion. In addition, the project was the first and probably the only one in which the contractor in the DRC was brought to furnishing a Performance Bond in accordance with the terms of the contract while no reliable banking system existed in the country.**

Reasons for Leaving

**Re-assigned to UNIIC Beirut as Chief of Procurement.**

Job Title <b>Supervisor Purchasing Unit</b>	Type of Business <b>United Nations Peace Keeping Mission</b>	From - To <b>01/10/2000 - 01/04/2004</b>
Name of Employer <b>MONUC</b>	Name of Supervisor <b>Judi Shane</b>	
Salaries per Annum: Starting <b>66470</b>	Final <b>66470</b>	Currency Paid <b>USD</b>
Is this a civil servant position of your Government? <b>No</b>		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>1212963-0103</b>	Email Address <b>aslam@un.org</b>	
Address of Employer <b>Congo, Dem. Rep.</b>		
Number of Employees Supervised by You <b>8</b>		
Description of Duties <b>SUPERVISOR PURCHASING, CONTRACTS &amp; PROCESSING UNIT. ACTING OIC PROCUREMENT IN ABSENCE OF CPO. Procurement &amp; Contracting. Confirm Requisitions for correctness/completeness. Decide solicitation (RFQ/ITB/RFP). Represent on TOC Collate, abstract &amp; evaluate proposals. Prepare/present Committee Cases (LCC/HCC). Recommend awards. Issue POs (INCOTERMS 2000). Follow-up deliveries/logistics Negotiate/Prepare amendments/changes in contracts/POs. Dispute resolutions - vendors/clients. Confirm deliveries, R&amp;I, payments. Invoice matching/processing, close files. Vendor registration, conduct Market Survey, EOI requests. Vendor performance Focal Point- Mercury. Assist requisitioning sections to prepare/execute acquisition plans Supervise/guide Unit Staff. Major Contracts Handled: POL Airfield rehabilitations, Lease - Riverine Assets, premises/warehouses/pier Freight Forwarding &amp; Customs Clearance De-mining Aircrew Accommodation Ground Handling Services Water Well Drilling Un-armed Security Misc Construction, Renovation &amp; Rehabilitation Transport Services/Maintenance Building Maintenance (cleaning, garbage removal, sanitation) Maintenance of ACs, Gensets, elevators, tools/equipment. Major Purchases Engineering materials (construction (steel, cement, wood etc) electrical, plumbing, building, tools). Supply (furniture, cleaning/hygiene, stationery, Fuel supply, storage/handling equipment, warehousing/consumables). Medical (equipment, drugs/consumables). Security equipment (surveillance cameras, baggage screening machines, weapons/ammo, protective gear). Communications &amp; IT, equipment, consumables &amp; spares/maintenance of office equipment. Sat-com equipment &amp; antennae, Wireless communication, networking etc. Transport, spares &amp; tools. Establish &amp; manage Open Ended Contracts &amp; Blanket Purchase Orders. Aviation &amp; Air Ops Guidance equipment, Airfield lighting equipment etc. Public Information &amp; Radio Okapi (MONUC's Radio Station)</b>		
Summarize any of Your Achievements <b>Ensuring timely response the clients needs in terms of Procurement Operations in a fluid Peace keeping Mission. Optimal Utilization of funds allocated for any cycle. Being instrumental in disbursing the late allocated funds to the mission (over 35 million) in 8 weeks, saving the lapsing of substantial mission funding. Trained staff in use of Mercury and implemented the new program in MONUC. Prior to my joining the mission, the purchases were mostly limited to the local market and the vendors had almost monopolized the situation. I approached the trade commissions of the various countries, attended seminars and conducted market surveys to introduce new and reliable vendors from regional markets. Within 4 months the prices of the routine purchased products had re-adjusted to MONUC by over 40% due to international competition. The local vendors also came to terms and started conducting business in a competitive environment at much better prices.</b>		
Reasons for Leaving <b>Got Promoted to P3 Step-II Level.</b>		

Job Title <b>Major (Company Commander)</b>	Type of Business <b>Military Corps of Engineers (Civil Engineering Works/Military)</b>	From - To <b>01/01/2000 - 01/09/2000</b>
Name of Employer <b>Pakistan Army Corps of Engineers</b>	Name of Supervisor <b>Lt Col Qurban Ahmed</b>	
Salaries per Annum: Starting <b>200000</b>	Final <b>200000</b>	Currency Paid <b>PKR</b>
Is this a civil servant position of your Government? <b>Yes</b>		Is this a position within the UN Common System? <b>No</b>
Telephone Number <b>9251561-31887</b>	Email Address <b>aslam@un.org</b>	
Address of Employer <b>Pakistan</b>		
Number of Employees Supervised by You <b>180</b>		
Description of Duties <b>Civil Engineering Works and Engineer Support to Pakistan Army Headquarters Construction works Purchasing of Construction Materials (all types). Transportation/Logistics of materials to sites. Verification of quality and quantity of deliveries. Hiring of Labour and their Contracts. Sub-Contracting of works. Engineering Design. Personnel Matters for 180 people under supervision (pay, rations, medical, leave etc) Office Equipment and Consumables. Reporting and Flow Charting Transport and Engineering Equipment maintenance contracts. Project Logistics. Project Accounts.</b>		

Summarize any of Your Achievements

**Performed all the tasks achieving standard results. All tasks and projects in hand were completed well in time and according to the laid down standards.**

Reasons for Leaving

**Career Enhancement following my MBA Degree.**

Job Title <b>Site Supervisor/Instructor, Demining</b>	Type of Business <b>UN Peace Keeping Mission</b>	From - To <b>01/01/1996 - 01/12/1999</b>
Name of Employer <b>UNAVEM-III / MONUA</b>	Name of Supervisor <b>Maj Shamim Akram / Col K T Parnaik</b>	
Salaries per Annum: Starting <b>28000</b>	Final <b>28000</b>	Currency Paid <b>USD</b>
Telephone Number	Is this a civil servant position of your Government? <b>Yes</b> Is this a position within the UN Common System? <b>Yes</b>	Email Address <b>aslam@un.org</b>
Address of Employer <b>Angola</b>		
Number of Employees Supervised by You <b>80</b>		
Description of Duties <b>Imparting training and instructions on mine filed clearing and demining operations on a large scale to local Angolan Deminers and Officers from INAROE (who were to take control of the program after departure of the UN from the country).Supervising the actual demining at the specified sites. UN De-Mining Works • Training of local De-miners. • Deployment of trained de-miners to the desired sites. • Logistics related to de-mining works. • Personnel Management and issues for the de-mining brigade at Malange, Angola. • Acquisition of Explosives and equipment for de-mining works • Handling salaries, medical, rations for the de-miners</b>		
Summarize any of Your Achievements <b>It was for the first time in the history of the mission that the soldiers/ex combatants from the rival groups (government and rebels) worked together for achievement of a goal directed towards overall success of the peace plan. The deminers from the rebel group worked in a town controlled by the government and not only they were able to live in peace, they worked hard for clearing of the Malange Mine Fields.</b>		
Reasons for Leaving <b>Repatriation after completion of the term of duty.</b>		

Job Title <b>Project Manager</b>	Type of Business <b>Civil Engineering and Construction Projects</b>	From - To <b>01/08/1992 - 01/12/1995</b>
Name of Employer <b>Frontier Works Organization (Pakistan Army Corps of Engineers)</b>	Name of Supervisor <b>Lt Col Qurban Ahmed</b>	
Salaries per Annum: Starting <b>72000</b>	Final <b>108000</b>	Currency Paid <b>PKR</b>
Telephone Number	Is this a civil servant position of your Government? <b>Yes</b> Is this a position within the UN Common System? <b>No</b>	Email Address
Address of Employer <b>Pakistan</b>		
Number of Employees Supervised by You <b>300</b>		
Description of Duties <b>Project Manager -WAPDA SCARP (Salinity Control and Reclamation Project), Khushab Pakistan Civil Engineering Works related to the Salinity Control and Soil Reclamation Project in Punjab Province of Pakistan. Total area reclaimed - approx 40,000 sq km. Procurement and Sub-Contracting Performed Tasks of relevance here are listed below . Construction material purchasing (all types). Transportation of materials to sites. . Verification of quality and quantity of deliveries. . Hiring of Labor and managing their Contracts. . Sub-Contracting of works. . Establish and manage Open Ended Contracts and Blanket Purchase Orders. . Personnel Matters for 300 people under supervision (pay, rations, medical, leave etc) . Spares and maintenance contracts for Transport and Engineering Equipment. . Contract for Fuel and Lubricants. . Warehousing. . Office Equipment and Consumables. . Reporting and Flow Charting and presentations regarding Project and works' progress etc. . Medical Supplies, Contracts. . Ration Supplies and Contracts. . Project Logistics. . Project Accounts.</b>		
Summarize any of Your Achievements <b>All tasks and projects in hand were completed well in time and according to the laid down standards. Overall completion of Project (3 years and 9 months) was achieved 83 days in advance resulting in a saving of USD 166,000.00 in the form of ahead of schedule completion bonus.</b>		
Reasons for Leaving <b>Interdepartmental Posting within the Pakistan Army Corps of Engineers.</b>		

Job Title <b>Captain (Company Commander)</b>	Type of Business <b>Military Corps of Engineers (Civil Engineering Works/Military)</b>	From - To <b>01/03/1987 - 01/07/1992</b>
Name of Employer <b>Pakistan Army Corps of Engineers</b>	Name of Supervisor <b>Lt Col Muhammad Zahid</b>	
Salaries per Annum: Starting <b>36000</b>	Final <b>72000</b>	Currency Paid <b>PKR</b>
Telephone Number	Is this a civil servant position of your Government? <b>Yes</b> Is this a position within the UN Common System? <b>No</b>	Email Address <b>aslam@un.org</b>

Address of Employer

**Pakistan**

Number of Employees Supervised by You

**160**

Description of Duties

**Civil Engineering Works and Engineer Support to Military. Military Engineering Tasks in Support of an active Military Formation in northern areas of Pakistan. Assistance in Afghan Refugee crises to Civil Government. Establishing refugee Camps, providing basic health, sanitation and water. Security cordon for the camps. Logistical Support and managing the over stretched logistic pipeline in an extremely difficult terrain with virtually non-existent means of communications and a strong roads network Design and management of construction works. Design and construction of mountain roads, bridges, culverts. Rock Blasting and Demolitions. Construction of 150 km road and bridges in Northern mountain region of Pakistan. Construction of forward military HQ and a military garrison town. Ammunition storage dumps, bunkers and other defense works. Logistics Construction material purchasing(all types) Transportation of materials to construction sites. Verification of quality and quantity of deliveries. Hiring of Labor and managing their Contracts. Sub-Contracting of works. Personnel Matters for 80 people under supervision (pay, rations, medical, leave etc) Spares and maintenance contracts for Transport and Engineering Equipment. Warehousing. Office Equipment and Consumables. Reporting and Flow Charting Medical Supplies, Contracts. Ration Supplies and Contracts. Project Logistics. Project Accounts.**

Summarize any of Your Achievements

**Launched a 400 ft span, class 30 Bailey Suspension Bridge across the mighty River Indus (the first bridge of its kind in Pakistan).In extreme difficult environment and severe weather, all tasks were completed well in time and the critical life line road to the forward areas was maintained operational throughout the year with closure time limited to less than 48 hours at any time.**

Reasons for Leaving

**Interdepartmental Posting within the Pakistan Army Corps of Engineers.**

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

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

Language	Mother Tongue	Speak	Read	Write	Understand
<b>Hindi</b>	<b>No</b>	<b>Easily</b>	<b>Not easily</b>	<b>Not easily</b>	<b>Easily</b>
<b>Pashto</b>	<b>No</b>	<b>Not easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>
<b>Punjabi</b>	<b>Yes</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>
<b>Urdu</b>	<b>Yes</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>
<b>Hindustani</b>	<b>No</b>	<b>Easily</b>	<b>Not easily</b>	<b>Not easily</b>	<b>Easily</b>

## Address

5009 Northern Lights Circle  
Mississauga Ontario Canada  
Telephone: 1-647-430-0312  
Fax: 1-647-801-1570  
Contact: Ishtiaq Aslam

## Address

Procurement Officer, Chief Construction Projects  
UNITED NATIONS - AFRICAN UNION HYBRID OPERATION IN DARFUR (UNAMID)  
El Fasher North Darfur Sudan  
Telephone: 1-212-963-1021 extension 7832  
Fax: 249-92-72-01-286  
Contact: Ishtiaq Aslam

## Address

5 Khayaban-e-Hafiz, DHA Phase - 5  
Gizri, Karachi  
Karachi Pakistan  
Telephone: 92-21-5390272  
Fax: 92-300-213-5110  
Contact: Ishtiaq Aslam

## 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 Emmanuel BARTELS-KODWO

## General Details

1. Family name <b>BARTELS-KODWO</b>	First Name <b>Emmanuel</b>	Middle Name	Maiden Name, (if any)
2. Date of Birth <b>20/09/1955</b>	3. City of Birth <b>Elmina</b>	Country of Birth <b>Ghana</b>	Index No <b>084907</b>
4. Country of Nationality at Birth <b>Ghana</b>	Second Nationality (if any)	5. Country of Present Nationality <b>Ghana</b>	Second Nationality (if any) <b>United Kingdom</b>
6. Gender <b>Male</b>	7. Height [cm] <b>178</b>	8. Weight [kg] <b>79</b>	9. Marital Status <b>Married</b>
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? <b>No</b>			
Are there any limitations on your ability to perform in your prospective field of work? <b>No</b>			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? <b>Yes. United Kingdom.</b>			
13. What is your preferred field of work? <b>Administrative officers</b>			
14. Would you accept employment for less than six months? <b>Yes</b>			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? <b>01/03/2008</b>			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? <b>No</b>			
18. Email Address: <b>emmanuel@bartels-kodwo.freeserve.co.uk</b>			

## Education

List all university degrees or equivalent qualifications obtained.

University Name <b>University of Birmingham</b>	City, Country <b>Birmingham United Kingdom</b>	From - To <b>Sep-2002 - Jul-2005</b>
Main Course of Study <b>Management</b>	Field of Study <b>Business &amp; Administration</b>	
Degree Title or Equivalent <b>MBA (Strategy and Procurement Management)</b>	Degree Type <b>Masters</b>	
University Name <b>Ghana school of Law</b>	City, Country <b>Accra Ghana</b>	From - To <b>Nov-1987 - Jun-1991</b>
Main Course of Study <b>General Law</b>	Field of Study <b>Law</b>	
Degree Title or Equivalent <b>Barrister, Qualifying Certificate in Law</b>	Degree Type <b>Advanced university degree</b>	
University Name <b>University of Ghana</b>	City, Country <b>Accra Ghana</b>	From - To <b>Oct-1976 - Aug-1979</b>
Main Course of Study <b>Economics</b>	Field of Study <b>Social &amp; Behavioural Science</b>	
Degree Title or Equivalent <b>Bachelor of Arts in Economics with Sociology</b>	Degree Type <b>Bachelor of Arts</b>	

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

Name of School <b>University of North London</b>	City, Country <b>London United Kingdom</b>	From - To <b>Nov-2000 - Mar-2001</b>
Main Course of Study <b>Procurement</b>		Certificate or Diploma <b>Associate Member of CIPS</b>
Name of School <b>Adisadel College</b>	City, Country <b>Cape Coast Ghana</b>	From - To <b>Sep-1969 - Jun-1976</b>
Main Course of Study <b>`O` and `A` Levels</b>		Certificate or Diploma <b>GCE `O` and `A` Levels</b>

## Employment

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

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Job Title <b>Chief, Contracts Unit</b>	Type of Business <b>International Civil Service</b>	From - To <b>01/10/2008 -</b>
Name of Employer <b>United Nations Mission in Liberia</b>	Name of Supervisor <b>Josie Villamin</b>	
Salaries per Annum: Starting                      Final                      Currency Paid	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>Yes</b>	
Telephone Number <b>2315315264</b>	Email Address <b>bartels-kodwo@un.org</b>	
Address of Employer <b>Liberia</b>		
Number of Employees Supervised by You <b>5</b>		
Description of Duties <b>Serve as advisor to senior officials providing technical and policy advice on all aspects of procurement. Deputize in the absence of Chief of Section. Act as advisor on management matters pertaining to recruitment, budgeting, financial and general administration of the Procurement Section. Draft relevant correspondence for the Director of Mission Support (DMS) and Chief Administrative Services (CAS) as appropriate. Draft responses to correspondence required from the office of the DMS, CAS or Chief of Section. Coordinate development, preparation and monitoring of work-plans, strategies and administrative activities of the Section as well as securing the required human and financial resources. Monitor implementation of Audit or OIOS recommendations pertaining to the Section. Review audit observations and draft appropriate response in consultation with Chief of Section. Overall responsibility for service contracts and leases, involving solicitation of proposals and drafting of contracts and leases. Serve as alternate ex-officio for LCC. Liaise with relevant sections to resolve disputes with vendors.</b>		
Summarize any of Your Achievements <b>Successfully completed interviews for filling vacancies in the Section. Reviewed LCC cases presented to the UNMIL DMS from the UN Integrated Peace-building Office in Sierra Leone (UNIPSIL) prior to signature by the DMS. Negotiated new lease for UNMIL Headquarters Building ensuring substantial savings for the Mission. Introduced diverse ways of notifying potential buyers of assets to be disposed of. In addition to substantive role of Chief of Contracts managed the Engineering and Transport Unit within Procurement Section.</b>		
Reasons for Leaving <b>Still at post.</b>		

Job Title <b>Chief, Engineering and Transport Unit, Procurement Section</b>	Type of Business <b>Peace-Keeping Mission</b>	From - To <b>01/05/2007 - 01/09/2008</b>
Name of Employer <b>United Nations Mission in Liberia</b>	Name of Supervisor <b>Christopher Fathers</b>	
Salaries per Annum: Starting                      Final                      Currency Paid	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>Yes</b>	
Telephone Number <b>2315319619</b>	Email Address <b>bartels-kodwo@un.org</b>	
Address of Employer <b>Liberia</b>		
Number of Employees Supervised by You <b>7</b>		
Description of Duties <b>• Overall responsibility for the Engineering and Transport unit within the section procurement unit • Planning, allocating and directing the work of procurement staff in the unit • Developing and preparing complex contracts • Identifying training needs and wherever possible providing training to staff • Serving as advisor to senior officials, providing technical and policy advice on all aspects of procurement • Deputising in the absence of substantive Chief of section • Liaising with the Engineering section to resolve payment and other issues involving vendors Taking the lead role in recruitment.</b>		
Summarize any of Your Achievements <b>Ensuring that the Unit functions smoothly and is able to meet its goals and objectives, including but not limited to procuring required goods and services timeously and within budget.</b>		
Reasons for Leaving <b>Career advancement</b>		

Job Title <b>Chief, Procurement Unit</b>	Type of Business <b>United Nations</b>	From - To <b>01/05/2004 - 01/05/2007</b>
Name of Employer <b>Economic Commission for Africa</b>	Name of Supervisor <b>Doreen Bongoy-Mawalla</b>	
Salaries per Annum: Starting                      Final                      Currency Paid	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>Yes</b>	
Telephone Number <b>251115443541</b>	Email Address <b>ebartels-kodwo@uneca.org</b>	
Address of Employer <b>Ethiopia</b>		
Number of Employees Supervised by You <b>9</b>		
Description of Duties		

**Overall responsibility for the procurement unit. Acting as OIC of General Services Section in the absence of the Chief, involving supervision of Travel, Protocol and logistics, Inventory management and reproductive services. Handling contracts that are technically and legally complex. Planning the work, managing and supervising the work of the procurement assistants. Consolidating the biennial procurement budget and preparation of the Procurement Plan. Preparing submissions to the Local and Headquarters Committees on Contracts.**

Summarize any of Your Achievements

**Development of a procurement website. Introduction of sustainable procurement dimension into the procurement process. Streamlining complex procurement by introducing pre-qualification.**

Reasons for Leaving

**N/A**

Job Title <b>Procurement Manager</b>	Type of Business <b>Local/Regional Authority</b>	From - To <b>01/03/2002 - 01/05/2004</b>
Name of Employer <b>Greater London Authority</b>	Name of Supervisor <b>Simon Grinter</b>	
Salaries per Annum: Starting <b>41400</b>	Final <b>44576</b>	Currency Paid <b>GBP</b>
Is this a civil servant position of your Government? <b>No</b>		Is this a position within the UN Common System? <b>No</b>
Telephone Number <b>0044207983 4478</b>	Email Address <b>emmanuel.bartels-kodwo@london.gov.uk</b>	
Address of Employer <b>United Kingdom</b>		
Number of Employees Supervised by You <b>3</b>		
Description of Duties <b>Develop and implement procurement strategy, lead on procurement services and provide major support on all other facilities management activities, develop, implement and maintain systems and procedures to support the procurement process. Develop and review programme for procurement services in conjunction with managers across the Authority, ensure compliance with EU and other relevant procurement legislation, the Authority's Contracts Code, standing orders and financial regulations and general standards of ethics and probity. Develop and implement e-procurement strategy. Develop and provide training on the Contracts Code.</b>		
Summarize any of Your Achievements <b>Developing and implementing a procurement strategy that strove to mainstream equality of opportunities for London's diverse communities and took environmental and sustainable issues into account in procurement.</b>		
Reasons for Leaving <b>Career advancement</b>		

Job Title <b>Facilities officer (Procurement)</b>	Type of Business <b>Local/Regional Authority</b>	From - To <b>01/11/2000 - 01/02/2002</b>
Name of Employer <b>Greater London Authority</b>	Name of Supervisor <b>Simon Grinter</b>	
Salaries per Annum: Starting <b>29500</b>	Final <b>33500</b>	Currency Paid <b>GBP</b>
Is this a civil servant position of your Government? <b>No</b>		Is this a position within the UN Common System? <b>No</b>
Telephone Number <b>441207983 4478</b>	Email Address <b>emmanuel.bartels-kodwo@london.gov.uk</b>	
Address of Employer <b>United Kingdom</b>		
Number of Employees Supervised by You <b>0</b>		
Description of Duties <b>Providing advice to the Mayor and Members of the London Assembly. Drafting of the Contracts Code. Develop and maintain database of facilities suppliers including information on financial status and performance. Recommend and implement appropriate measures where contract performance falls below specified standards. Procure supplies and services through competitive tendering, negotiation and competitive quotations as appropriate. Advise managers on international procurement involving EU procurement legislation.</b>		
Summarize any of Your Achievements <b>Development of a Contracts Code and setting up of framework arrangements and other contracts during the embryonic phase of the Authority's existence .</b>		
Reasons for Leaving <b>Promotion</b>		

Job Title <b>Procurement Officer</b>	Type of Business <b>Local authority</b>	From - To <b>01/04/1999 - 01/11/2000</b>
Name of Employer <b>London Borough of Hackney</b>	Name of Supervisor <b>Gail Woodstock</b>	
Salaries per Annum: Starting <b>23400</b>	Final <b>24750</b>	Currency Paid <b>GBP</b>
Is this a civil servant position of your Government? <b>No</b>		Is this a position within the UN Common System? <b>No</b>
Telephone Number <b>441208356 3522</b>	Email Address	
Address of Employer		

**United Kingdom**

Number of Employees Supervised by You

**1**

Description of Duties

**Monitoring Framework Contract arrangement Developing procurement policy for the Authority Writing specifications and draft contract conditions Undertaking tender process where necessary and providing support to other departments carrying out research on ethical trading Compiling statistics on the Authority's purchases such as on fuel, stationery etc. Drafting and placing tender advertisement for international procurement in the Official Journal of The European Communities (OJEC) and UK media Undertaking Best value review of services**

Summarize any of Your Achievements

**Setting up and managing of a framework arrangement to help facilitate the Authority's procurement and introduction of a fuel card system for purchasing fuel**

Reasons for Leaving

**career advancement**

Job Title <b>Contracts and Quality Control officer</b>	Type of Business <b>Local authority</b>	From - To <b>01/09/1996 - 01/04/1999</b>
Name of Employer <b>London Borough of Waltham Forest</b>	Name of Supervisor <b>Sally Hammond</b>	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>18500</b>	<b>20500</b>	<b>GBP</b>	Is this a position within the UN Common System? <b>No</b>

Telephone Number

Email Address

Address of Employer

**United Kingdom**

Number of Employees Supervised by You

**0**

Description of Duties

**Developing knowledge of Private Finance Initiative (PFI) and where necessary prescribing it as procurement tool/route Undertaking procurement research, benchmarking and service review in line with principles of best practice and value Developing evaluation criteria and model as well as sample method statements for tender processes Producing monitoring manual to ensure that successful contractors complied with service specification Developing contract conditions and linking to other contracts Writing of service specifications and drafting of payment procedures Developing default procedures and bonus schemes and procedures for variation of contracts**

Summarize any of Your Achievements

**Writing draft contract conditions for the outsourcing of the Revenue and Housing Benefits services of the Authority.**

Reasons for Leaving

**Career advancement**

Job Title <b>Recovery Officer</b>	Type of Business <b>Local authority</b>	From - To <b>01/02/1993 - 01/09/1996</b>
Name of Employer <b>London Borough of Waltham Forest</b>	Name of Supervisor <b>Sue Woodhall</b>	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>11600</b>	<b>16000</b>	<b>GBP</b>	Is this a position within the UN Common System? <b>No</b>

Telephone Number

Email Address

Address of Employer

**United Kingdom**

Number of Employees Supervised by You

**0**

Description of Duties

**Made complaints at court for the issuing of summonses and application for liability orders Made payment arrangements with business rates defaulters on the phone and by letter Reviewed payment arrangements to ensure compliance and referred cases to bailiff Liaised with bailiffs to ensure recovery of outstanding rates done in accordance with rating law Appeared in court for committal cases where bailiffs found insufficient goods to distrain Initiated winding up proceedings against defaulting companies dealt with complicated correspondence to and from ratepayers or their representatives**

Summarize any of Your Achievements

**Helped to establish effective recovery procedures for the local authority**

Reasons for Leaving

**Promotion**

Job Title <b>Administrative officer</b>	Type of Business <b>Central government</b>	From - To <b>01/12/1991 - 01/11/1992</b>
Name of Employer <b>Employment Service</b>	Name of Supervisor <b>Julian Sumner</b>	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>Yes</b>
<b>9800</b>	<b>9800</b>	<b>GBP</b>	Is this a position within the UN Common System? <b>No</b>

Telephone Number

Email Address

Address of Employer  
**United Kingdom**

Number of Employees Supervised by You  
**0**

Description of Duties  
**Interviewed unemployed benefits claimants to establish their efforts towards finding work Updated and made available job vacancies to client advisers and counselled clients on available welfare and unemployment benefits Undertook job placement and responded to queries of clients both verbally and in writing Dealt with correspondence between Streatham Jobcentre and the Benefit Office**

Summarize any of Your Achievements  
**Finding job placements of a number of unemployed people**

Reasons for Leaving  
**End of contract**

Job Title <b>Senior Inspector of Taxes</b>	Type of Business <b>Central government tax administration</b>	From - To <b>01/01/1988 - 01/10/1991</b>
Name of Employer <b>Internal Revenue Service, Ghana</b>		Name of Supervisor <b>Minnah Donkor</b>

Salaries per Annum:

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

Telephone Number

Email Address

Address of Employer  
**Ghana**

Number of Employees Supervised by You  
**0**

Description of Duties  
**Assessed income tax and royalty liabilities of petroleum and mining companies Reported to Chief Inspector of unit on operations of self-employed in the mining sector Dealt with issues relating to expatriate employees in the petroleum and mining sectors helped to develop tax policies in respect of the mining sector such as indexation of fixed asset values to exchange rate mechanism and the treatment of exchange gains or losses Attended workshops with accountants/auditors and representatives of Minerals Commission and the Ghana National Petroleum Corporation to discuss problems of the petroleum and mining sector Responsible for correspondence to/from companies or individuals and government department**

Summarize any of Your Achievements  
**Successful development of tax policies for petroleum and mining**

Reasons for Leaving  
**To join wife in the UK**

Job Title <b>Inspector of taxes</b>	Type of Business <b>Central government tax administration</b>	From - To <b>01/07/1986 - 01/12/1987</b>
Name of Employer <b>Internal Revenue Service, Ghana</b>		Name of Supervisor <b>Minnah Donkor</b>

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>Yes</b>
<b>10000</b>	<b>10000</b>	<b>GHC</b>	Is this a position within the UN Common System? <b>No</b>

Telephone Number

Email Address

Address of Employer  
**Ghana**

Number of Employees Supervised by You  
**0**

Description of Duties  
**Compiled data on registered companies Investigated the possibility of waiving tax exempt status of the churches in the light of the proliferation of religious groups Researched likely effects of planned legislation Explored areas which could be brought under the tax net**

Summarize any of Your Achievements  
**Made immense contribution to the introduction of new tax legislation**

Reasons for Leaving  
**Promotion**

Job Title <b>Tutor</b>	Type of Business <b>Recruitment of Teaching staff</b>	From - To <b>01/10/1980 - 01/06/1986</b>
Name of Employer <b>Ondo State Teaching Service</b>		Name of Supervisor <b>P A Oyeyemi</b>

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>4000</b>	<b>4800</b>	<b>NGN</b>	Is this a position within the UN Common System? <b>No</b>

Telephone Number

Email Address

Address of Employer  
**Nigeria**

Number of Employees Supervised by You  
**0**

Description of Duties  
**Taught Economics and Commerce Prepared students on subject selection and career opportunities Introduced and took charge of students debating society responsible for school library**

Summarize any of Your Achievements  
**Introduced and managed Students debating society**

Reasons for Leaving  
**End of contract**

Job Title <b>Officer 2 (National service personnel)</b>	Type of Business <b>Banking</b>	From - To <b>01/11/1979 - 01/09/1980</b>
Name of Employer <b>Ghana Co-operative Bank</b>	Name of Supervisor <b>Acheampong Mensah</b>	

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>4800</b>	<b>4800</b>	<b>GHC</b>	Is this a position within the UN Common System? <b>No</b>

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

Address of Employer  
**Ghana**

Number of Employees Supervised by You  
**0**

Description of Duties  
**Checked ledger entries and ensured that the books were balanced at the close of business Performed duties of cashier and served customers at the counter Dealt with enquires about accounts and helped customers to open accounts Visited the various branches of the bank to confirm that regulations relating to loans and other credits had been complied with Loan recovery duties**

Summarize any of Your Achievements  
**Effective recovery of outstanding loans**

Reasons for Leaving  
**Completion of national service**

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

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

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

## Address

12 Roxburgh Road  
 London United Kingdom  
 Telephone: 441-20-86700040  
 Contact: Emmanuel Bartels-Kodwo

## Address

United Nations Mission in Liberia  
 Green Building, Tubman Boulevard & 3rd Street Sinkor  
 Monrovia Liberia  
 Telephone: +231-5315264  
 Fax: +231-5319619  
 Contact: Emmanuel Bartels-Kodwo

# References

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

Reference Name	Occupation or Business	Address	Telephone/Email
<b>Anthony DJOKOTO</b>	<b>Head of Law</b>	<b>Tullow Ghana Limited Ghana</b>	<b>23321742253</b> <b>tony.djokoto@tulloil.com</b>
<b>Albert ESSIEN</b>	<b>Regional Head Ecobank Ltd</b>	<b>19, Seventh Avenue Ghana</b>	<b>23321231096</b> <b>aessien@ecobank.com</b>
<b>Simon GRINTER</b>	<b>Head, Facilities Management</b>	<b>Greater London Authority, City Hall, Queen's Walk, London SE1 2AA Ghana</b>	<b>441207983 4000</b> <b>Simon.grinter@london.gov.uk</b>

## Personal History Profile for Emma GRANT

### General Details

- |   |  |  |                                    |
|---|--|--|------------------------------------|
| 1. Family name<br><b>GRANT</b>                              | First Name<br><b>Emma</b>              | Middle Name<br><b>Caroline</b>                             | Maiden Name, (if any)              |
| 2. Date of Birth<br><b>16/10/1968</b>                       | 3. City of Birth<br><b>Lincoln, UK</b> | Country of Birth<br><b>United Kingdom</b>                  | Index No<br><b>242001</b>          |
| 4. Country of Nationality at Birth<br><b>United Kingdom</b> | Second Nationality (if any)            | 5. Country of Present Nationality<br><b>United Kingdom</b> | Second Nationality (if any)        |
| 6. Gender<br><b>Female</b>                                  | 7. Height [cm]<br><b>157</b>           | 8. Weight [kg]<br><b>57</b>                                | 9. Marital Status<br><b>Single</b> |
10. Entry into the United Nations service might require assignment to any area of the world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? **No**
- Are there any limitations on your ability to perform in your prospective field of work? **No**
11. Have you taken up legal permanent residence status in any country other than that of your nationality? **No**
13. What is your preferred field of work? **Purchasing and contracting specialists**
14. Would you accept employment for less than six months? **Yes**
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? **01/07/2005**
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? **No**
18. Email Address: **emmagrant762@hotmail.com**

### Education

List all university degrees or equivalent qualifications obtained.

University Name <b>Civil Service College</b>	City, Country <b>Sunningdale United Kingdom</b>	From - To <b>Jan-1999 - Jan-2001</b>
Main Course of Study	Field of Study	
Degree Title or Equivalent <b>Member of the Chartered Institute of Purchasing and Supply (MCIPS)</b>	Degree Type <b>Degree</b>	

University Name <b>Brighton University</b>	City, Country <b>Brighton United Kingdom</b>	From - To <b>Sep-1988 - Jul-1991</b>
Main Course of Study <b>Accounting</b>	Field of Study <b>Business &amp; Administration</b>	
Degree Title or Equivalent <b>Bachelor of Arts (Honours) Finance and Accountancy</b>	Degree Type <b>Bachelor of Arts</b>	

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

Name of School <b>Cambridge College for Sixth Form Studies</b>	City, Country <b>Cambridge United Kingdom</b>	From - To <b>Sep-1987 - Dec-1987</b>
Main Course of Study <b>English A Level</b>		Certificate or Diploma <b>English A Level</b>

Name of School <b>Culford School</b>	City, Country <b>Bury St Edmunds United Kingdom</b>	From - To <b>Sep-1982 - Jul-1987</b>
Main Course of Study <b>O levels and A levels</b>		Certificate or Diploma <b>9 O levels, 2 CSEs, 2 A levels</b>

### Employment

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

Job Title <b>Procurement Officer</b>	Type of Business <b>United Nations</b>	From - To <b>01/01/2007 -</b>
Name of Employer <b>United Nations</b>		Name of Supervisor <b>Carol Leber</b>
Salaries per Annum: Starting <b>115134</b>	Final <b>138178</b>	Currency Paid <b>USD</b>
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>No</b>

Telephone Number

001917367 8123

Email Address

grant1@un.org

Address of Employer

United States of America

Number of Employees Supervised by You

0

Description of Duties

I am the Procurement Officer for of the ERP Project for the UN and oversee and manage all aspects of the procurement for this project – software, design, build/implementation and consultancy services. I plan, develop, and manage procurement and contractual elements of major projects related to IT and Communications for the UN Secretariat and Peacekeeping Missions worldwide in a busy, pressured environment. Provision of advice to requisitioners at the beginning of a project about the whole procurement cycle, guidance on the procurement rules and regulations that need to be adhered to, guidance and support at all stages of the procurement. Prepare invitations to tender for goods and services, check specifications and technical evaluation criteria that have been provided to ensure accuracy and to confirm that the requirement is being met fully. Check completed technical evaluations and, if necessary, oversee the clarification process, complete detailed commercial evaluations, prepare contract award recommendations ensuring that best value for money principle is being adhered to and manage all stages of the procurement cycle. When it is necessary prepare presentations for the Headquarters Committee on Contracts (HCC) detailing the procurement process that has been followed and make a recommendation for award of a contract/extension and/or increase to contract amount, and go in front of the Committee for any questions that may arise. Draft contracts, contract amendments and liaise with the Office of Legal Affairs where necessary to finalize contract documentation. Ensure that at all stages of a procurement the rules and regulations are being followed and that a clear audit trail is produced for each project file. Suggest ideas for improvement and ways to develop existing documentation. Keep up to date with market developments by research and reading the latest procurement news and initiatives.

Summarize any of Your Achievements

I have worked in the field of Procurement for over 10 years. I joined the Procurement Division having worked previously for the European Union in Kosovo for UNMIK for a year (2006) and prior to that for the British Government – the House of Commons, the Foreign and Commonwealth Office and the Metropolitan Police - in London. In 2001, I obtained my Membership of the Chartered Institute of Purchasing and Supply (MCIPS). Projects that I worked on prior to arrival at the United Nations included static and mobile armed guarding for Iraq and Afghanistan; travel services; shipment of personal effects; provision of nursery services; supply of vaccines, rations and various consultancy services. I received two bonus awards for my work at the Foreign and Commonwealth Office. At the Metropolitan Police I worked as a consultant on the contracts for Custody and Case Preparation Software for all the Police Forces in the United Kingdom managing all amendments to the contracts. With my previous procurement experience and knowledge of working under the EU Procurement Directives and my qualifications I was able to start work immediately on various project case files and delivered results. I work well as a team member (sharing information and knowledge) as well as on my own. I have successfully completed a large number of projects. This has assisted with helping to relieve the burden on the team. These include various systems contracts, projects including Talent Management; Fuel Software, and other contractual issues. I have developed excellent working relationships with my clients, and work proactively to ensure that the client is satisfied and the projects keep moving. I update my clients on a regular basis and send e-mails with progress information about their projects. I have received positive feedback from a number of clients that I have worked with in the last three years. I like to plan my time carefully so that the priorities are met, and all my project files are kept up-to-date at all times. I communicate regularly with my team leader to see if I can assist on anything that is urgent and have offered to take on additional projects. I have followed up on projects for other team members whilst they have been on leave to ensure that there are no delays to a project timeline. I also took on the management of the contracts for CRM and ECM. In connection with this I have made changes to the management of the contracts with Oracle and EMC which has eased the role of the UN in managing these contracts. I have prepared and presented successfully many cases for the Headquarters Committee on Contracts including Internet Access for UNMIS, Citrix Licenses, Provision of Pneumatic Communications Masts, Upgrade/migration of a software package for the Office of Legal Affairs, Talent Management, Fuel Software and ERP Software, Design and Consultancy services. I am able to communicate clearly both orally and in written documents. I am hard working, cope well working under pressure and am good humoured, and am working well as a member of a busy pressurized team in IT and Communications. I am now the Procurement Officer responsible for all aspects of the procurement of the ERP project, currently working on the contract negotiation for ERP software, and signed contracts for design and strategic consultancy services. I work closely with the Project Director and provide regular progress reports to the ERP Director, PD Director and the CITO. In my previous roles I worked as a manager – developing a guiding staff, managing the team's workload and ensuring that work was delegated fairly and that timelines were kept for projects.

Reasons for Leaving

Not Applicable

Job Title	Type of Business	From - To
Procurement Officer	Peacekeeping Misson	01/11/2005 - 01/12/2006
Name of Employer		Name of Supervisor
United Nations Mission in Kosovo - European Union		Alison Macpherson

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
76476	76476	EUR	Is this a position within the UN Common System? <b>No</b>

Telephone Number	Email Address
38138504604	

Address of Employer
Yugoslavia

Number of Employees Supervised by You
3

Description of Duties  
Draft procurement strategies, invitations to tender, contract documents and procurement actions. Review and analyse technical specifications to ensure compliance, competitive pricing and timely deliveries. Prepare tenders and submissions and oversee evaluations. Prepare presentation documentation for the Contract Award Committees. Award and manage contracts covering a wide range of commodities and services including but not limited to official residences, security and safety equipment/staffing, office furniture, rations, design and print services, transportation/shipping services, communications, vehicle maintenance, IT Equipment and advertising. Monitor vendor performance regarding compliance, product, quality, pricing, delivery and service. Drafting template documentation and working to ensure best practice is followed at all times. Officer in Charge during absence of Head of Procurement - management of team, delegation of work, monitoring and checking work, attendance at all required meetings. Mentor and support local staff regarding capacity building, guidance on all procurement issues and development of skills. The last projects that I worked on were tenders for ration packs, security items, and design and printing services. Contract Management of existing contracts to ensure the optimal quality is delivered.

Summarize any of Your Achievements

In 11 months I ran a number of tenders concurrently and awarded contracts that have achieved value for money savings, including design and printing services; vehicle maintenance, vehicle and buildings insurance and IT software. Have dealt successfully with local suppliers, providing guidance on the EU Procurement Rules. I have been Officer in Charge of Procurement on a number of occasions and managed the office successfully. I work well as a member of the team and work well with my customers to ensure that the projects are awarded in a timely manner and managed successfully. I also worked on updating the Procurement Manual, terms and conditions for the template contract documentation and procedures for all case files, including a checklist for the completion of a project.

Reasons for Leaving

My position was downsized at the end of December 2006.

Job Title	Type of Business	From - To
Procurement Manager	Agency of the Home Office	01/07/2005 - 01/11/2005
Name of Employer		Name of Supervisor
Police Information Technology Organisation		Alan Stanmore

Salaries per Annum:
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Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>50000</b>	<b>56000</b>	<b>GBP</b>	Is this a position within the UN Common System? <b>No</b>
Telephone Number		Email Address	
Address of Employer <b>United Kingdom</b>			
Number of Employees Supervised by You <b>6</b>			
Description of Duties <b>Interim contract working as a Procurement Manager for NSPIS Custody and Case Preparation Programme. Provide commercial advice to the Project Team in the areas of Software Development and Implementation. Drafting of and negotiation of contract changes for software development and implementation following best practice. I managed the vendor responsible for the Framework Contract for the software and provided, on a day-to-day basis, commercial, contractual and legal advice to the Project. Responsible for the whole procurement cycle including development of the procurement strategy, supplier appraisal, drafting terms and conditions, preparation of invitations to tender, commercial bid evaluation, post tender negotiation and contract award to ensure fulfilment of customer requirements at best value for money (VFM). Provided contractual advice to customers i.e. police forces, police service organisations and internal customers within PITO, including working closely with Project teams, as required. Assist customers in drafting and review of specifications to ensure a clear and unambiguous statement of needs. Provide advice, support and initiation of management controls on a section level. Contributed to the management and success of the procurement function as a whole, i.e. improving procedures, analysing potential problems and offering solutions to ensure the smooth running of the function. Represent the Senior Purchasing Manager and Commercial Director, when delegated, on Project Boards, Steering Committees and other meetings. Report regularly to the Senior Purchasing Manager and, where required, the Commercial Director, on work status and all issues of significant importance and/or strategic concern. To aid the Senior Purchasing Manager to develop the all round IT Procurement skills of the Project Procurement Team.</b>			
Summarize any of Your Achievements <b>Development of system to deal efficiently with all contract amendments. Development of good working relationship with suppliers for all aspects of negotiation of amendments. I worked hard and updated a number of outstanding issues, and ensured that all the documentation was clearly auditable. Good management and development of staff. I have been asked if I would like to return to this position and received a good reference on departure.</b>			
Reasons for Leaving <b>To move to work in Kosovo</b>			

Job Title	Type of Business	From - To
<b>Contracts Manager</b>	<b>Government</b>	<b>01/09/2004 - 01/07/2005</b>
Name of Employer	Name of Supervisor	
<b>Government Communications Bureau</b>	<b>Jacqueline Wise</b>	
Salaries per Annum:		
Starting	Final	Currency Paid
<b>30000</b>	<b>32500</b>	<b>GBP</b>
Telephone Number		Email Address
<b>44207582 2622</b>		
Address of Employer <b>United Kingdom</b>		
Number of Employees Supervised by You		
Description of Duties <b>Contracts Manager, provision of specialist procurement advice, tendering, evaluation, contract award and contract management for other sections within the department. The areas covered mainly IT - hardware, software, consultancy and research and development. I also reviewed and revised the purchasing to pay system as well as up dating of terms and conditions of template contract documentation.</b>		
Summarize any of Your Achievements <b>Value for money savings on certain contracts, including a decision to change from buy to lease on certain equipment, reduction in daily rates for consultants, improvements to contract management.</b>		
Reasons for Leaving <b>I was looking for a position in an organisation where I can develop my career further</b>		

Job Title	Type of Business	From - To
<b>Contracts Adviser</b>	<b>Government</b>	<b>01/01/2001 - 01/09/2004</b>
Name of Employer	Name of Supervisor	
<b>Foreign and Commonwealth Office</b>	<b>Chris Peerless</b>	
Salaries per Annum:		
Starting	Final	Currency Paid
<b>19000</b>	<b>30000</b>	<b>GBP</b>
Telephone Number		Email Address
<b>44207008 0932</b>		
Address of Employer <b>United Kingdom</b>		
Number of Employees Supervised by You		
Description of Duties <b>I worked on the development and testing of the new ERP (Oracle) system and on updating of procurement manual. I provided procurement and contract advice to departments in London and posts overseas to ensure value for money was obtained and best practice followed, including following EC Directives. Development of procurement strategy for complex procurements, member of evaluation panel, advise on contract award, supplier debriefing and contract documentation drafting and contract management. I worked as the main procurement officer on contracts for the FCO in Iraq for armed security guarding, provision of medical facilities and vehicle maintenance. I also worked on tenders for requirements including travel services, shipment of personal effects, DNA profiling, and various different types of consultancy.</b>		
Summarize any of Your Achievements		

**Award of contracts that provided savings for the department, e.g. DNA profiling, armed security guarding, travel, various consultancy projects and shipment of personal effects. I was awarded a bonus on two separate occasions and received excellent annual reports. I also got very positive feedback from both clients and suppliers. I worked as the main procurement officer on the contracts for the provision of armed static and mobile guarding in Iraq, I worked at a very fast pace to ensure that contracts were awarded but at all times ensured that correct procurement procedures were being followed. One achievement was taking a complex requisition and awarding a contract to provide armed guards in Iraq for personnel within a six week period.**

Reasons for Leaving

**I was on secondment and there was no opportunity for a permanent position.**

Job Title <b>Procurement and Finance Assistant</b>	Type of Business <b>Government</b>	From - To <b>01/12/1996 - 01/12/2000</b>
Name of Employer <b>House of Commons</b>		Name of Supervisor <b>Cliff Harris</b>
Salaries per Annum: Starting <b>13000</b>	Final <b>17000</b>	Currency Paid <b>GBP</b>
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>No</b>
Telephone Number <b>44207219 3000</b>		Email Address
Address of Employer <b>United Kingdom</b>		
Number of Employees Supervised by You		
Description of Duties <b>General Administration at the beginning, completion of all purchase orders and monitoring of budgets. Tendering, evaluation and contract management for stationery, IT equipment and uniform.</b>		
Summarize any of Your Achievements <b>Started to study for my procurement qualifications and helped to develop the understanding of procurement in the department overall. Completed my MCIPS in under a year.</b>		
Reasons for Leaving <b>Promotion and the desire to work in a more focused procurement environment.</b>		

Job Title <b>Bar and Restaurant Manager</b>	Type of Business <b>Retail</b>	From - To <b>01/01/1989 - 01/07/1996</b>
Name of Employer <b>Scottish and Newcastle Retailing</b>		Name of Supervisor <b>James Tallon</b>
Salaries per Annum: Starting <b>9000</b>	Final <b>16000</b>	Currency Paid <b>GBP</b>
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>No</b>
Telephone Number		Email Address
Address of Employer <b>United Kingdom</b>		
Number of Employees Supervised by You <b>20</b>		
Description of Duties <b>Full management of the premises including the restaurant and the bar and looking after cash control, all stock and staff to achieve gross profit targets. Management and training of staff, all paperwork including weekly accounts and wages.</b>		
Summarize any of Your Achievements <b>Achieved bonus one year for beating profit forecast and increasing overall sales. Was the youngest female licensee in my area.</b>		
Reasons for Leaving <b>I wanted to have a change of career</b>		

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

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

## Address

630 1st Avenue  
Apartment 22J  
New York New York United States of America  
Telephone: 001-646-781 9900  
Fax: 001-917-497 9111  
Contact: Emma Grant

## References

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

Reference Name	Occupation or Business	Address	Telephone/Email
<b>Carl FREELAND</b>	<b>European Union Planning Team</b>	<b>Kosovo Yugoslavia</b>	<b>Carl.Freeland@ico-kos.org</b>
<b>Karen KAVANAGH</b>	<b>Foreign and Commonwealth Office</b>	<b>C/o British High Commission Ottawa Yugoslavia</b>	<b>karen.kavanagh@fco.gov.uk</b>
<b>Nigel SYRATT</b>	<b>Senior Procurement Manager</b>	<b>Police Information Technology Organisation, Upper Ground Yugoslavia</b>	<b>ns003w8160@blueyonder.co.uk</b>

## Personal History Profile for Axel HOEBEKE

### General Details

1. Family name <b>HOEBEKE</b>	First Name <b>Axel</b>	Middle Name <b>Paul Philippe</b>	Maiden Name, (if any) -
2. Date of Birth <b>25/08/1954</b>	3. City of Birth <b>Kisanghani</b>	Country of Birth <b>Belgium</b>	Index No
4. Country of Nationality at Birth <b>Belgium</b>	Second Nationality (if any)	5. Country of Present Nationality <b>Belgium</b>	Second Nationality (if any)
6. Gender <b>Male</b>	7. Height [cm] <b>165</b>	8. Weight [kg] <b>64</b>	9. Marital Status <b>Married</b>
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? <b>No</b>			
Are there any limitations on your ability to perform in your prospective field of work? <b>No</b>			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? <b>No</b>			
13. What is your preferred field of work? <b>Professional, managerial &amp; technical specialists for which no job family exists</b>			
14. Would you accept employment for less than six months? <b>Yes</b>			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when?			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? <b>No</b>			
18. Email Address: <b>axelhoebeke@gmail.com</b>			

### Education

List all university degrees or equivalent qualifications obtained.

University Name <b>Boston University</b>	City, Country <b>Brussels Belgium</b>	From - To <b>Sep-1986 - Jul-1987</b>
Main Course of Study <b>Management</b>	Field of Study <b>Business &amp; Administration</b>	
Degree Title or Equivalent <b>Masters of science in management</b>	Degree Type <b>Masters</b>	

  

University Name <b>Rijks Universiteit Gent</b>	City, Country <b>Ghent Belgium</b>	From - To <b>Oct-1973 - Sep-1980</b>
Main Course of Study	Field of Study	
Degree Title or Equivalent <b>Civil Engineer Constructions</b>	Degree Type	

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

Name of School <b>Sint Amandus Instituut</b>	City, Country <b>Ghent Belgium</b>	From - To <b>Sep-1971 - Jun-1972</b>
Main Course of Study <b>Special Preparatory Year Mathematics</b>		Certificate or Diploma <b>Certificate</b>

  

Name of School <b>Prive School Prins van Luik</b>	City, Country <b>Kinshasa Congo, Dem. Rep.</b>	From - To <b>Sep-1969 - Jun-1971</b>
Main Course of Study <b>Latin-Sciences</b>		Certificate or Diploma <b>Certificate of Higher Secondary Education (Getuigschrift van Hoger Middelbaar Onderwijs)</b>

### Employment

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

Job Title <b>Freelance Consultant (self employed)</b>	Type of Business <b>Consulting in Sourcing, Procurement, eBusiness</b>	From - To <b>01/10/2006 -</b>
Name of Employer <b>International Source to Pay BVBA</b>		Name of Supervisor <b>self employed</b>
Salaries per Annum:		
Starting <b>100000</b>	Final <b>100000</b>	Currency Paid <b>EUR</b>
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>No</b>

Telephone Number  
**3247365558**

Email Address  
**axelhoebeke@gmail.com**

Address of Employer  
**Belgium**

Number of Employees Supervised by You  
**1**

Description of Duties  
**Consultancy to large companies on Sourcing, Procurement, eInvoicing; sourcing in Thailand; Market Intelligence gathering in Thailand for European companies; sales of e-Sourcing tool; Clients: clients: TOTAL, BELGACOM, FAURECIA, CUEL, INTERSOURCES, PANTAVANIJ, BAYER BIOSCIENCE, UNITHAI**

Summarize any of Your Achievements  
**Successful realization of all projects. Example: most recent project at Bayer BioScience in Ghent (contact reference André Roef): Complete overhaul of Purchasing organisation at a Biotechnology Research Facility (policies, procedures, processes, system enhancements, spend analysis, sourcing and negotiations) leading to a Best-in-Class performing function. Project finalised ahead of schedule, with savings of average 10% not including additional efficiency improvements.**

Reasons for Leaving  
**prefer to look for longer term assignments or permanent offers.**

Job Title <b>Key Account Director</b>	Type of Business <b>eBusiness (B2B) market place</b>	From - To <b>01/04/2004 - 01/09/2006</b>
Name of Employer <b>HUBWOO (ex Trade-Ranger)</b>		Name of Supervisor <b>Francois Morel</b>

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>127000</b>	<b>137000</b>	<b>EUR</b>	Is this a position within the UN Common System? <b>No</b>

Telephone Number  
**3232182139**

Email Address  
**ahoebeke@cc-hubwoo.com**

Address of Employer  
**France**

Number of Employees Supervised by You  
**1**

Description of Duties  
**Responsible for managing the largest client account of the company; based full time in Paris, close to client headquarter Build learning relationship with client at Corporate and Division Level on a global scale; Provide direction to project teams to support customer-based initiatives; Strategic consulting on eBusiness topics (eSourcing, eProcurement, eLogistics and eInvoicing); Strategic consulting on Procurement; Client account P&L; Account management: Invoicing, Revenue and Cash-Flow planning**

Summarize any of Your Achievements  
**Triple the number of professional services delivered to client (2004 versus 2003); Increase transaction volumes by 100% first year; Build 3 year account growth plan; Manage >6million Euro account**

Reasons for Leaving  
**work - family balance started freelance be flexible to travel to Bangkok Thailand (spouse)**

Job Title <b>Global eProcurement Director</b>	Type of Business <b>eProcurement</b>	From - To <b>01/06/2000 - 01/03/2004</b>
Name of Employer <b>The Dow Chemical Company</b>		Name of Supervisor <b>Greg Nelson</b>

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>120000</b>	<b>130000</b>	<b>EUR</b>	Is this a position within the UN Common System? <b>No</b>

Telephone Number  
**3234502111**

Email Address

Address of Employer  
**Belgium**

Number of Employees Supervised by You  
**7**

Description of Duties  
**Work location: first 2 years from Home Office plus extensive travel for extended periods (eg Houston for 6 months); last 2 years mainly working from Headquarters in Midland MICHIGAN; Provide leadership for eBusiness activities within the Global Purchasing function;Ensure eBusiness projects meet expected results and collectively contribute to Dow's productivity and Growth objectives;Develop the overall strategy related to eProcurement for all Dow's Global Procurement spend and create the business case for use of eBusiness in all areas of Purchasing;Stimulate integration of existing solutions and initiatives (including the development efforts related to B2B marketplaces) into the global Procurement workprocesses;Act as Dow's primary interface with Trade-Ranger (B2B marketplace for Indirect Strategic Purchases) headquartered in Houston;Lead or participate in specific initiatives of Trade-ranger in the development of business plans and strategies;Member of several Global Steering Teams related to Procurement, Systems, Processes, as well as the Employee Diversity Steering Team;Speaker at external industry conferences; interact with media;Interact with major B2B industry players: Elemica, Ariba, ChemConnect, FreeMarkets and Trade-Ranger;Impact: all 900 Dow Purchasing employees, \$10billion of annual purchases; Operating budget \$90million; impact on company productivity and growth objectives.**

Summarize any of Your Achievements  
**Build a comprehensive strategy out of several previous investment decisions (streamline, consolidate, implement) in B2B solutions;Positioned Dow as leader in B2B transactions on 2 major marketplaces (Elemica and Trade-Ranger).**

Reasons for Leaving  
**Dow Chemical downsizing; opportunity to work in Europe in exciting growth industry; no growth opportunities in Dow Procurement organization**

Job Title <b>Global Purchasing Director</b>	Type of Business <b>Purchasing</b>	From - To <b>01/07/1998 - 01/05/2000</b>
Name of Employer <b>The Dow Chemical Company</b>	Name of Supervisor <b>Gary Veurink (Global VP Purchasing)</b>	
Salaries per Annum: Starting <b>110000</b>	Final <b>120000</b>	Currency Paid <b>EUR</b>
Telephone Number	Is this a civil servant position of your Government? <b>No</b>	
Address of Employer <b>Belgium</b>	Is this a position within the UN Common System? <b>No</b>	
Number of Employees Supervised by You <b>20</b>	Email Address	
Description of Duties <b>Work location: Home Office plus extensive travel auditing new suppliers (China, Korea, Argentina, Brazil, Europe and USA); Responsible for management of procurement of process Containment Equipment, Civil Work, and Materials, with a purchasing and 'user' network called "Supplier Management Process" for all Dow locations and construction or maintenance projects worldwide; Commercial purchasing member in Engineering Outsourcing team; Member of several Global Purchasing Steering Teams related to Procurement, Systems, Processes and Employee Diversity.</b>		
Summarize any of Your Achievements <b>Implemented a global purchasing network, able to perform Inquiries from Houston, negotiate in Rotterdam, purchase in South Korea, Deliver to site in Argentina savings up to 45%; first time usage of Internet technology to distribute tender documents.</b>		
Reasons for Leaving <b>Promotion</b>		

Job Title <b>European Purchasing Director MST</b>	Type of Business <b>Purchasing</b>	From - To <b>01/07/1995 - 01/06/1998</b>
Name of Employer <b>The Dow Chemical Company</b>	Name of Supervisor <b>Joe Hegyesi</b>	
Salaries per Annum: Starting <b>100000</b>	Final <b>110000</b>	Currency Paid <b>EUR</b>
Telephone Number	Is this a civil servant position of your Government? <b>No</b>	
Address of Employer <b>Belgium</b>	Is this a position within the UN Common System? <b>No</b>	
Number of Employees Supervised by You	Email Address	
Description of Duties <b>Work Location: EDEGEM (B)Responsible for management of the Procurement of Manufacturing equipment, Services and Technology (MST) for Dow Europe, Middle East and Africa; Member of several global Procurement Steering Teams related to procurement, systems and processes; Member of Procurement Steering Team for major acquisition in East Germany (Buna-Schkopau-Leuna).</b>		
Summarize any of Your Achievements <b>Integration of European Purchasing organisation in Global Purchasing organisation.</b>		
Reasons for Leaving <b>Finalization of integration of European organization into Global Purchasing structure.</b>		

Job Title <b>Purchasing Manager Europe</b>	Type of Business <b>Purchasing</b>	From - To <b>01/09/1991 - 01/06/1995</b>
Name of Employer <b>The Dow Chemical Company</b>	Name of Supervisor <b>Peter Deij (European Purchasing Director)</b>	
Salaries per Annum: Starting <b>80000</b>	Final <b>100000</b>	Currency Paid <b>EUR</b>
Telephone Number	Is this a civil servant position of your Government? <b>No</b>	
Address of Employer <b>Belgium</b>	Is this a position within the UN Common System? <b>No</b>	
Number of Employees Supervised by You <b>138</b>	Email Address	
Description of Duties <b>Work location: EDEGEM (B)Under the general direction of the Director of purchasing, responsible for: - procurement of R&amp;D, Information Systems, Travel and Admin Supplies and Services for Dow Europe (\$250million/yr) - Ensuring best available resources and technologies are applied by Dow Europe Purchasing - Consultancy and Auditing on functional topics - Development and Administration of European Purchasing Training programme- Lead multi-functional European teams in Work Process re-engineering - Participate in functional strategy formulation and implementation - Chairman of European Purchasing Systems Steering Team- member of European ISO9000 Steering Team (until 1994)</b>		
Summarize any of Your Achievements <b>European Travel Procurement Strategy definition to implementation (on behalf of European Policy Board) resulting in &gt;20% cost reduction. Restructured Purchasing from Site driven organisation to Commodity driven European organisation (reduction of internal cost by 30% over 4 years, while increasing commercial leverage and skills over global and European and local suppliers; Consolidation of 6 regional Purchasing Systems into one European system (reducing cost and giving access to superior purchasing spend information)</b>		

Reasons for Leaving

**Promotion; Globalisation of Purchasing function**

Job Title <b>Site Materials Manager</b>	Type of Business <b>Materials Management (Supply Chain and Purchasing)</b>	From - To <b>01/11/1989 - 01/08/1991</b>	
Name of Employer <b>The Dow Chemical Company</b>	Name of Supervisor <b>Alessandro Dini</b>		
Salaries per Annum: Starting <b>70000</b>	Final <b>80000</b>	Currency Paid <b>EUR</b>	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>No</b>
Telephone Number	Email Address		
Address of Employer <b>Belgium</b>			
Number of Employees Supervised by You <b>46</b>			
Description of Duties <b>Work Location: BOTLEK (close to ROTTERDAM - NL);Functional and administrative responsibility for Materials Management at Dow's major Import/Export terminal in Europe (including production facilities for herbicides, brake- and deicing fluids and Saran-films); Employees were handling production planning, customer order handling, transport dispatch, purchasing and materials and spareparts inventories.</b>			
Summarize any of Your Achievements <b>productivity improvement (and 20% manpower reduction) through restructuring, supported by optimisation of computer systems, improved planning capabilities and introduction of new technologies (bar-coding, EDI); Certification for ISO9000 Quality System</b>			
Reasons for Leaving <b>Promotion</b>			

Job Title <b>European Distribution Specialist</b>	Type of Business <b>Supply Chain</b>	From - To <b>01/02/1988 - 01/10/1989</b>	
Name of Employer <b>The Dow Chemical Company</b>	Name of Supervisor <b>Alan Hodges</b>		
Salaries per Annum: Starting <b>45000</b>	Final <b>60000</b>	Currency Paid <b>EUR</b>	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>No</b>
Telephone Number	Email Address		
Address of Employer <b>Belgium</b>			
Number of Employees Supervised by You <b>0</b>			
Description of Duties <b>Work Location: first 8 months in Rotterdam (NL) then in Antwerp and Edegem office (B); Under the general direction of Director of European Distribution, responsible for: - coordination of pan-European cross-functional, cross-regional teams in Supply Chain Improvement projects; - managing the Distribution Emergency Assistance Programme for Europe, Middle East and Africa; - participation in Dow Europe Distribution strategy development for road, rail, waterways, marine dry cargo and inter-modal.</b>			
Summarize any of Your Achievements <b>First time a Dow logistics project on European scale was successfully completed;Successful management of University participation in Distribution project (Cranfield University - UK); - Development and implementation of European Hazardous Goods database on mainframe, providing userfriendly access to distribution regulatory information; this database proved to be the only reliable complete accurate distribution information required for the Environmental Care programme.</b>			
Reasons for Leaving <b>Promotion</b>			

Job Title <b>Productivity Consultant</b>	Type of Business <b>Consulting</b>	From - To <b>01/08/1987 - 01/01/1988</b>	
Name of Employer <b>European Productivity Institute</b>	Name of Supervisor <b>Mr. Pottok - CEO of the company</b>		
Salaries per Annum: Starting <b>45000</b>	Final <b>45000</b>	Currency Paid <b>EUR</b>	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>No</b>
Telephone Number	Email Address		
Address of Employer <b>Belgium</b>			
Number of Employees Supervised by You <b>0</b>			
Description of Duties <b>Work Location: Drachten (NL) location of customer manufacturing plant. Analysis of existing client operations, determination of factors of lost capacity, definition and implementation of improved working procedures. Emphasis on planning, follow-up and feedback.</b>			

Summarize any of Your Achievements

**The client Philips Shavers manufacturing location in Drachten (NL) achieved 20% productivity improvement in the departments assigned under my responsibility (assembly and printing).**

Reasons for Leaving

**I considered this job purely as a temporary learning experience, while negotiating a potential opening with The Dow Chemical Company.**

Job Title <b>Student</b>	Type of Business <b>Masters in Science of Management</b>	From - To <b>01/09/1986 - 01/07/1987</b>
Name of Employer <b>Boston University - Brussels</b>		Name of Supervisor <b>not applicable</b>
Salaries per Annum: Starting <b>1</b>	Final <b>1</b>	Currency Paid <b>EUR</b>
	Is this a civil servant position of your Government? <b>No</b>	Is this a position within the UN Common System? <b>No</b>
Telephone Number	Email Address	
Address of Employer <b>Belgium</b>		
Number of Employees Supervised by You		
Description of Duties <b>student</b>		
Summarize any of Your Achievements <b>Masters degree in Science of management</b>		
Reasons for Leaving <b>Graduation</b>		

Job Title <b>Manager of Regional Equipment Center</b>	Type of Business <b>Management of Equipment Maintenance Center</b>	From - To <b>01/04/1984 - 01/06/1986</b>
Name of Employer <b>Office des Routes (SGMTP)</b>		Name of Supervisor <b>Mr. Deillon</b>
Salaries per Annum: Starting <b>100000</b>	Final <b>100000</b>	Currency Paid <b>EUR</b>
	Is this a civil servant position of your Government? <b>No</b>	Is this a position within the UN Common System? <b>No</b>
Telephone Number	Email Address	
Address of Employer <b>United Kingdom</b>		
Number of Employees Supervised by You <b>400</b>		
Description of Duties <b>Under the guidance of the General Director of SGMTP (Service General de Gestion du materiel des Travaux Publics) and the Regional Director of Office des Routes: - responsible for the maintenance and repair of the equipment of the Office des Routes (OR); - responsible for the management of the Regional Equipment Center of Bandundu in Kikwit (Rep Dem Congo) as a Cost Center; - cost and budget control; - assist Regional Director OR in negotiations with International Development organisations (FED, US-AID); Public Relations with delegations and consultants from Embassies and International Development Associations; - Technical and Logistic support and advice for US-AID projects 026 and 028; - establish training plan for regional employees (300); - Advise the regional OR Director for the recruitment and performance evaluations of mechanic personnel.</b>		
Summarize any of Your Achievements <b>- The CEO of the Office des Routes (Mr. Baudouin) received a congratulation letter from US-AID Washington for my achievements in Kikwit; - Personnel reduction by 10% (incl. expatriate) and increase of operability of equipment from 40% to 75%; - Analysis, programming and implementation of an information system for managing all personnel, equipment, spare-parts and budgets. Training of local employees to operate the system. Software handed over to Eurosoft, in charge of computerising all Equipment Centers in Congo.</b>		
Reasons for Leaving <b>Long-term career ambitions impossible to satisfy on 2-3 year project basis; Decision to get a Masters degree.</b>		

Job Title <b>Adjunct Manager of Equipment Department</b>	Type of Business <b>Management of Equipment Maintenance Center</b>	From - To <b>01/05/1982 - 01/03/1984</b>
Name of Employer <b>Auxeltra-Beton</b>		Name of Supervisor <b>Mr Lerens</b>
Salaries per Annum: Starting <b>30000</b>	Final <b>30000</b>	Currency Paid <b>EUR</b>
	Is this a civil servant position of your Government? <b>No</b>	Is this a position within the UN Common System? <b>No</b>
Telephone Number	Email Address	
Address of Employer <b>Belgium</b>		
Number of Employees Supervised by You <b>255</b>		
Description of Duties		

**Work Location: KINSHASA (Congo, Rep Dem) Under the guidance of the Equipment manager responsible for: - maintenance and repair of equipment park with ca. 2000 units (trucks, cranes, bulldozers, etc); - spare-part inventory management; - assisting the IT manager in the development and implementation of a computer based warehouse system. Under the supervision of the Technical Director responsible for: - price calculations and construction calculations; - auditing of building yards.**

Summarize any of Your Achievements

**Introduction of advanced planning and dispatching tools resulting in improved service level, cost control and productivity improvements.**

Reasons for Leaving

**Increased responsibilities and salary with new job offering.**

Job Title <b>Freelance Consultant - Information Systems</b>	Type of Business <b>Information Systems and Civil works</b>	From - To <b>01/11/1981 - 01/05/1982</b>
Name of Employer <b>Miscellaneous</b>		Name of Supervisor <b>none</b>
Salaries per Annum: Starting <b>1</b>	Final <b>1</b>	Currency Paid <b>CDF</b>
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>No</b>
Telephone Number	Email Address	
Address of Employer <b>Congo, Dem. Rep.</b>		
Number of Employees Supervised by You <b>0</b>		
Description of Duties <b>Work Location: Kinshasa (Congo). - Advice and assistance related to purchase of Computers (several companies: SGE, KinChim, PSPL, etc); - Construction of cold-storage warehouse 300M3 for PRODEX; - Restructuring of warehousing activities at SGE (Electrical Appliances and works) including recoding of inventories and training of local employees; - Teacher of Computer Classes at Belgian Private School (PSPL) in Kinshasa.</b>		
Summarize any of Your Achievements <b>Development of inventory management software. Construction of 100M3 Cooling Chamber. Teacher Information Systems at Belgian School in Kinshasa: developed from scratch the curriculum for last year Secondary Education students</b>		
Reasons for Leaving <b>Auxeltra-Beton offered a new job (offered continuation of previous assignment) with interesting perspectives and stable income.</b>		

Job Title <b>Civil Engineer</b>	Type of Business <b>Construction (Buildings, Bridges, etc)</b>	From - To <b>01/07/1981 - 01/10/1981</b>
Name of Employer <b>Auxeltra-Beton</b>		Name of Supervisor <b>Mr. Rosa</b>
Salaries per Annum: Starting <b>25000</b>	Final <b>25000</b>	Currency Paid <b>EUR</b>
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>No</b>
Telephone Number	Email Address	
Address of Employer <b>Belgium</b>		
Number of Employees Supervised by You <b>0</b>		
Description of Duties <b>Work Location: KINSHASA (Congo, Rep Dem). Price Calculations and Site Audits</b>		
Summarize any of Your Achievements <b>not applicable</b>		
Reasons for Leaving <b>Actual job not in accordance with promised job.</b>		

Job Title <b>Information Systems Instructor</b>	Type of Business <b>Information Systems</b>	From - To <b>01/03/1981 - 01/06/1981</b>
Name of Employer <b>Philips Data Systems, Computer School</b>		Name of Supervisor <b>School Director</b>
Salaries per Annum: Starting <b>20000</b>	Final <b>20000</b>	Currency Paid <b>EUR</b>
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>No</b>
Telephone Number	Email Address	
Address of Employer <b>Belgium</b>		
Number of Employees Supervised by You <b>0</b>		
Description of Duties <b>Deliver IS training in 3 languages to customers on P400 series; Simultaneously complete my own IS training on P4000 series; Training sessions of 1 or 2 weeks.</b>		

Summarize any of Your Achievements

**After 2 weeks as trainee, Philips offered me the job of instructor, paying me a salary, while allowing me to continue my own training. Initiation and completion of P400 Trainee manual on customer's request (Manual was not existing until then).**

Reasons for Leaving

**Auxeltra-Beton offered me a job aligned with my education (Civil Engineer), my computer literacy, and located in my 'home country' where my family lived. (Kinshasa, Congo)**

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, all MS office Software, and e-mail system**

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

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

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

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

## Address

4/105 Mooban Kanchanaluk 3  
Bangkuvien, Bangkruey  
Nonthaburi Thailand  
Telephone: 66-81-4432021  
Contact: Napassorn Hoebeke Pasayadej

## Address

Makkegemstraat 37  
Merelbeke Belgium  
Telephone: 32-473-655558  
Contact: Axel Hoebeke

## References

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

Reference Name	Occupation or Business	Address	Telephone/Email
<b>Bertrand DEROUAIX</b>	<b>Secrétaire General TOTAL Raffinage &amp; Marketing</b>	<b>24, cours Michelet France</b>	<b>33141355815 bertrand.deroubaix@total.com</b>
<b>Harald ROCKSTEDT</b>	<b>Project Procurement Director</b>	<b>The Dow Chemical Company France</b>	<b>1713753 67 51 hrockstedt@dow.com</b>
<b>Andre ROEF</b>	<b>Head of Law BioScience - Managing Director</b>	<b>Technologiepark 38 France</b>	<b>3292430494 andre.roef@bayercropscience.com</b>

## Personal History Profile for Anne MBUGUA

### General Details

1. Family name <b>MBUGUA</b>	First Name <b>Anne</b>	Middle Name <b>WANGARI</b>	Maiden Name, (if any) <b>WACHIRA</b>
2. Date of Birth <b>26/04/1972</b>	3. City of Birth <b>NYERI</b>	Country of Birth <b>Kenya</b>	Index No <b>158643</b>
4. Country of Nationality at Birth <b>Kenya</b>	Second Nationality (if any)	5. Country of Present Nationality <b>Kenya</b>	Second Nationality (if any)
6. Gender <b>Female</b>	7. Height [cm] <b>172</b>	8. Weight [kg] <b>94</b>	9. Marital Status <b>Married</b>
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? <b>No</b>			
Are there any limitations on your ability to perform in your prospective field of work? <b>No</b>			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? <b>No</b>			
13. What is your preferred field of work? <b>Purchasing and contracting specialists</b>			
14. Would you accept employment for less than six months? <b>Yes</b>			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? <b>01/02/2008</b>			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? <b>No</b>			
18. Email Address: <b>annkamb@yahoo.com</b>			

### Education

List all university degrees or equivalent qualifications obtained.

University Name <b>UNIVERSITY OF NAIROBI</b>	City, Country <b>NAIROBI Kenya</b>	From - To <b>Mar-2002 - Oct-2003</b>
Main Course of Study <b>Finance</b>	Field of Study <b>Business &amp; Administration</b>	
Degree Title or Equivalent <b>MASTERS OF BUSINESS ADMINISTRATION</b>	Degree Type <b>Masters</b>	

University Name <b>Chartered Institute of Purchasing and Supplies(UK)</b>	City, Country <b>Notingham United Kingdom</b>	From - To <b>May-1999 - Nov-2003</b>
Main Course of Study	Field of Study	
Degree Title or Equivalent <b>Graduate Diploma- Professional stage and Foundation level in Purchasing and Supplies</b>	Degree Type	

University Name <b>Kenya Accountants and Secretaries National Examination Council- Attended evening classes at Strathmore University</b>	City, Country <b>Nairobi Kenya</b>	From - To <b>Jan-1997 - Dec-2005</b>
Main Course of Study <b>Accounting</b>	Field of Study <b>Business &amp; Administration</b>	
Degree Title or Equivalent <b>Certified Public Accountants of Kenya</b>	Degree Type <b>Advanced university degree</b>	

University Name <b>KENYATTA UNIVERSITY</b>	City, Country <b>NAIROBI Kenya</b>	From - To <b>Nov-1990 - Mar-1995</b>
Main Course of Study <b>Management</b>	Field of Study <b>Business &amp; Administration</b>	
Degree Title or Equivalent <b>Bachelor of Arts in ECONMICS AND BUSINESS STUDIES</b>	Degree Type <b>Bachelor of Arts</b>	

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

Name of School <b>UNITED NATIONS</b>	City, Country <b>Entebbe Uganda</b>	From - To <b>Mar-2009 - Mar-2009</b>
Main Course of Study <b>Attended a Mercury Procurement System workshop for focal points, 2009;</b>	Certificate or Diploma <b>attendance</b>	

Name of School <b>UNITED NATIONS</b>	City, Country <b>Dili East Timor</b>	From - To <b>Feb-2009 - Mar-2009</b>
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Main Course of Study <b>-Attended two month introduction to United Nations Procurement,2007; -Supervisory Skill Training, 16-19 February 2009; -Basic Local Committee on Contract Training, 3-6 March 2009</b>		Certificate or Diploma <b>certificate of attendance</b>
Name of School <b>UNITED NATIONS</b>	City, Country <b>Bridisi Italy</b>	From - To <b>Mar-2008 - Mar-2008</b>
Main Course of Study <b>-Attended a Mercury Procurement System workshop for focal points, 2008;</b>		Certificate or Diploma <b>certificate of attendance</b>
Name of School <b>UNITED NATIONS</b>	City, Country <b>New York United States of America</b>	From - To <b>Jan-2007 - Mar-2007</b>
Main Course of Study <b>-Attended two month introduction to United Nations Procurement,2007;</b>		Certificate or Diploma <b>certificate of attendance</b>
Name of School <b>Various</b>	City, Country <b>Nairobi Kenya</b>	From - To <b>Jan-1998 - Mar-2009</b>
Main Course of Study <b>short-term courses</b>		Certificate or Diploma <b>-IDA / TRESURY procurement workshop, 1998; -Public procurement management workshop, 2002; -Information technology and performance improvement in supply chain management seminar, 2002; -Attended a HIV/AIDS workshop for trainers, 2004; -Attende</b>
Name of School <b>MUMBI GIRLS HIGH SCHOOL</b>	City, Country <b>MURAN'GA Kenya</b>	From - To <b>Feb-1986 - Nov-1989</b>
Main Course of Study <b>SECONDARY SCHOOL</b>		Certificate or Diploma <b>KENYA CERTIFICATE OF SECONDARY EDUCATION</b>

## Employment

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

Job Title <b>Procurement Consultant</b>		Type of Business <b>PROCUREMENT AGENTS/ADVISORY</b>	From - To <b>01/08/2009 -</b>
Name of Employer <b>CROWN AGENTS- USA</b>		Name of Supervisor <b>Keith Trewiss</b>	
Salaries per Annum:	Starting	Final	Currency Paid
	<b>168000</b>	<b>168000</b>	<b>USD</b>
Telephone Number		Email Address <b>keith.trewiss@crownagents.co.tz</b>	
Address of Employer <b>United States of America</b>			
Number of Employees Supervised by You			
Description of Duties <b>Provide advisory services and assist CA-USA in carrying out, in a transparent and ethical manner, procurement of goods, services and civil works in accordance with Millennium Challenge Corporation(MCC) Program Procurement Guidelines as appropriate, including but not limited to: preparation of advertisements and organization of procurement arrangements; preparation of all procurement documents e.g. bidding documents/request for proposals, Bid Evaluation Reports; contract negotiation; notifying vendors of award; managing contracts with vendors and arranging inspection; Assist the Procurement Agent Manager with procurement planning/work program reviews and implementation; Assist with the maintenance of the record-keeping and monitoring system for the management of vendor contracts; Assist with the resolution of bid challenges/protests in accordance with the Bid Challenge System as specified in the MCC Program Procurement Guidelines; and Assist with the production of reports where requested. Other tasks as requested and appropriate</b>			
Summarize any of Your Achievements <b>Currently establishing contracts for consultancies and works in the Water sector, Monitoring and Evaluation and Administration</b>			
Reasons for Leaving <b>Contract is for short term</b>			

Job Title <b>PROCUREMENT OFFICER</b>		Type of Business <b>UNITED NATIONS</b>	From - To <b>01/12/2006 - 01/06/2009</b>
Name of Employer <b>UNMIT</b>		Name of Supervisor <b>DEBBIE BOLIPATA</b>	
Salaries per Annum:	Starting	Final	Currency Paid
	<b>80418</b>	<b>82127</b>	<b>USD</b>
Telephone Number		Email Address <b>mbugua1@un.org</b>	
Is this a civil servant position of your Government? <b>No</b>			
Is this a position within the UN Common System? <b>Yes</b>			

Address of Employer

**East Timor**

Number of Employees Supervised by You

**4**

Description of Duties

**-Chief of Contracts Unit; -Plan, develop and manage all procurement and contractual aspects of projects of significant complexity related to worldwide procurement of diverse services and commodities; - Advising requisitioning units on the full range of procurement issues, providing support and guidance at all stages of the procurement cycle; - Preparing and overseeing preparation and distribution of Requests for Proposals/ Invitations to Bid and manage/conduct all aspects of bid/proposal evaluations; - Establishing and maintain Performance monitoring schedule for ongoing contracts and newly-planned ones; - Participate in negotiations with senior supplier representatives; - Prepare submissions to the Contracts Committee for review and subsequent approval by the authorised official; - Conduct market research to keep abreast of market developments, research and analyse statistical data and market reports on the world commodity situation, and availability of good and services; - Preparing a variety of procurement-related documents, contracts, amendments; - Oversee adherence to contractual agreements, recommends amendments and extensions of contracts, and advise concerned parties on contractual rights and obligations; -Act as Officer in Charge of Procurement Section when the Chief Procurement Officer is away; -Preparation of Acquisition plans; -Focal point for Mercury Procurement System, and; -Signing of Contracts and Purchase Orders below US\$50,000.00 in accordance to my delegated procurement Authority;**

Summarize any of Your Achievements

**Updated all the current contracts and have established 26 various contracts - was able to initiate and complete the disposal of 74 vehicles.**

Reasons for Leaving

**would prefer a mission/office in Africa or an established Mission**

Job Title <b>PROCUREMENT AND SUPPLIES MANAGER</b>	Type of Business <b>AGRICULTURE BASED STATE CORPORATION</b>	From - To <b>01/02/2004 - 01/12/2006</b>
Name of Employer <b>AGRICULTURAL DEVELOPMENT CORPORATION</b>		Name of Supervisor <b>MR. WILLIAM KIRWA</b>

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>Yes</b>
<b>1200000</b>	<b>1800000</b>	<b>KES</b>	Is this a position within the UN Common System? <b>No</b>

Telephone Number

**254020250158**

Email Address

**adchqs@wanainchi.com**

Address of Employer

**Kenya**

Number of Employees Supervised by You

**34**

Description of Duties

**- Purchase of bulk farm inputs; -Coordination of daily supplies to the divisions; - Establishing procurement procedures which will enhance value for money for the corporation; -Coordinating the tendering process; -Managing the corporations fleet of cars; -Coordinating transport needs of the corporation; -Negotiating with suppliers for credit facility and trade discounts; -Raising purchase and service orders for signature of the managing director; -Coordinating clearing and forwarding of imports; -Preparation of annual and quarter procurement plans; -Maintaining suppliers' data base; -Marketing of the corporations produce; -Preparation of monthly expenditure on procurement for the whole corporation; -Coordination of the performance contracting for the organisation ration; -Secretary to the Tender Committee; -Secretary of the corporations Board of Survey dealing with asset disposals; -Member of the corporations Budget committee; -Purchase of bulk farm inputs; -Coordination of daily supplies to the divisions; -Establishing procurement procedures which will enhance value for money for the corporation; -Coordinating the tendering process; -Managing the corporations fleet of cars; -Coordinating transport needs of the corporation; -Negotiating with suppliers for credit facility and trade discounts; -Raising purchase and service orders for signature of the managing director; -Preparation of the annual and quarter procurement plans; -Maintaining vendors data base; -Marketing of the corporations produce; -Clearing and forwarding of imports; -Coordination of the performance contracting for the organisation; -Preparation of monthly expenditure on procurement for the whole corporation; -Secretary to the Tender Committee; -Secretary of the corporations Board of Survey dealing with asset disposals. and; -Member of the corporations Budget committee.**

Summarize any of Your Achievements

**-establishing the procurement department; -formulating Procurement Manual for the corporation; -pooling of common inputs and successively competitively bidding for the requirement, and; -commercialising the organization feed mill which was able to complete with the other commercial animal feed mills.**

Reasons for Leaving

**job satisfaction -the cash flow of the corporation is low resulting in delays of purchases even after completing the procurement process hence not meeting the demands of my internal customers.**

Job Title <b>PROCUREMENT OFFICER</b>	Type of Business <b>SECURITY</b>	From - To <b>01/05/2001 - 01/02/2004</b>
Name of Employer <b>Various Government Ministries</b>		Name of Supervisor <b>R. B. ATANDI</b>

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>Yes</b>
<b>600000</b>	<b>800000</b>	<b>KES</b>	Is this a position within the UN Common System? <b>No</b>

Telephone Number

**254202724201**

Email Address

Address of Employer

**Kenya**

Number of Employees Supervised by You

**15**

Description of Duties

**- Heading the Procurement Section of large departments catering for about 6,000 police officers; - Preparing annual and quarterly Procurement Plan; - Procurement of food rations(dry and fresh) and catering services, Uniforms, riot equipment, office stationary, office equipments, fuel, vehicle spare parts e.t.c. -Managing the warehouses; -Conducting marketing surveys; -Maintaining records, data and basic information. -Co-coordinating the preparation of tender documents, advertising, opening, evaluation and negotiations. - Preparation of case submissions to the Departmental and Ministerial Contracts Committee -Authorizing and scaling of issues to the Divisional stores; -Proper storage of uniforms and supplies; on - Member of the departments Board of Survey; - -Disposal of unserviceable/obsolete and/or other stores on the recommendation of a board of survey; -Application of procurement systems and procedures on Supply Management; - Implementation of government policies, and; -Effective supervision, training and development of staff in Procurement/Supplies department.**

Summarize any of Your Achievements

**-Designing of the stores; -Stramlining issuance of police uniforms; -Establishing store exchange procedures; -Involved in reviewing the Government procurement guidelines, and; -Participated in lecturing duties at the Kenya Institute of Mass Communication.**

Reasons for Leaving

**TRANSFER**

Job Title <b>PROCUREMENT OFFICER</b>	Type of Business <b>SECURITY</b>	From - To <b>01/09/1996 - 01/04/2001</b>
Name of Employer <b>KENYA POLICE- GENERAL SERVICE UNIT</b>		Name of Supervisor <b>IRENE RUGURU</b>

Salaries per Annum: Starting <b>600000</b>	Final <b>800000</b>	Currency Paid <b>KES</b>	Is this a civil servant position of your Government? <b>Yes</b> Is this a position within the UN Common System? <b>No</b>
Telephone Number <b>25420802733</b>	Email Address		
Address of Employer <b>Kenya</b>			
Number of Employees Supervised by You <b>5</b>			
Description of Duties <b>- Head of the Procurement Section of the unit catering for over 7000 general service personnel throughout the Country, and a member of senior management; - Preparing annual and quarterly Procurement Plan; - Centralised Procurement of goods and services through tenders and quotations such as food rations(dry and fresh) and catering services, Uniforms, riot equipment, office stationary, office equipments, fuel, vehicle spare parts, daily provisions for the Unit's College e.t.c. -Conducting marketing surveys; -Maintaining records, data and basic information. -Co-coordinating the preparation of tender documents, advertising, opening, evaluation and negotiations. - Preparation of case submissions to the Departmental and Ministerial Contracts Committee - Member of the Units Board of Survey; -Disposal of unserviceable/obsolete and/or other stores on the recommendation of a board of survey. - Implementation of government policies on Supplied Management. -Application of Government procurement systems and procedures. -Effective supervision, training and development of staff in Procurement/Supplies department. - Raising purchase and service orders for signature by approving officer - Preparation of payment vouchers -Liaising with treasury for letters of exemption from customs duty, VAT for imports - Preparation of purchase contract documents between Contractors and government -Ensuring goods supplied conform to samples provided -Effective supervision, training and development of staff in Procurement/Supplies department.</b>			

Summarize any of Your Achievements

**- Was able to initiate competitive bidding for high value items such as police uniforms, riot equipment which were previously sole sourced. This resulted in savings to the government - Was able to develop police uniform standards with collaboration with the Kenya Bureau of standards to be used during the tendering process.**

Reasons for Leaving

**TRANSFER**

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

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

Language	Mother Tongue	Speak	Read	Write	Understand
<b>Kikuyu</b>	<b>Yes</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>
<b>Kiswahili</b>	<b>No</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>

## Address

Crown Agents  
Development House  
Dar es Salaam Tanzania, United Rep. of  
Fax: 255-789886167  
Contact: ANNE MBUGUA

## Address

P.O. BOX 29717  
NAIROBI  
NAIROBI NAIROBI Kenya  
Fax: 254-20-0722809922  
Contact: ANNE MBUGUA

## References

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

Reference Name	Occupation or Business	Address	Telephone/Email
<b>AGNES KAMAU</b>	<b>consultant</b>	<b>P.O.BOX 2488KNH Kenya</b>	<b>254204445816</b> <b>agneswangui@yahoo.com</b>
<b>WILLIAM KIRWA</b>	<b>CHIEF EXECUTIVE OFFICER</b>	<b>P.O. BOX 47101 Kenya</b>	<b>kirwa@wananchi.com OR</b> <b>williamkirwa@yahoo.com</b>
<b>JOSEPHAT LISHENGA</b>	<b>lecturer and my MBA research supervisor</b>	<b>P.O. BOX30197 Kenya</b>	<b>25420 732160</b> <b>iishengaji@yahoo.com</b>

## Personal History Profile for Vladimir TIURIN

### General Details

- |  |  |   |                                     |
|--|--|---|-------------------------------------|
| 1. Family name<br><b>TIURIN</b>                                  | First Name<br><b>Vladimir</b>                | Middle Name   | Maiden Name, (if any)               |
| 2. Date of Birth<br><b>17/03/1954</b>                            | 3. City of Birth<br><b>Radoaia, Singerei</b> | Country of Birth<br><b>Republic of Moldova</b>                  | Index No<br><b>048358</b>           |
| 4. Country of Nationality at Birth<br><b>Republic of Moldova</b> | Second Nationality (if any)                  | 5. Country of Present Nationality<br><b>Republic of Moldova</b> | Second Nationality (if any)         |
| 6. Gender<br><b>Male</b>   | 7. Height [cm]<br><b>171</b>                 | 8. Weight [kg]<br><b>88</b>                                     | 9. Marital Status<br><b>Married</b> |
10. Entry into the United Nations service might require assignment to any area of the world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? **No**
- Are there any limitations on your ability to perform in your prospective field of work? **No**
11. Have you taken up legal permanent residence status in any country other than that of your nationality? **No**
13. What is your preferred field of work? **Purchasing and contracting specialists**
14. Would you accept employment for less than six months? **No**
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? **01/10/2001**
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? **No**
18. Email Address: **tiurin@un.org**

### Education

List all university degrees or equivalent qualifications obtained.

University Name <b>Technical University of Moldova</b>	City, Country <b>Chisinau Republic of Moldova</b>	From - To <b>Sep-1971 - Jun-1976</b>
Main Course of Study <b>Mechanical Engineering</b>	Field of Study <b>Engineering &amp; Engineering Trades</b>	
Degree Title or Equivalent <b>University diploma with honours in mechanical engineering</b>	Degree Type <b>Advanced university degree</b>	

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

Name of School <b>Secondary School</b>	City, Country <b>Draganesti, Singerei Republic of Moldova</b>	From - To <b>Sep-1961 - Jun-1971</b>
Main Course of Study <b>Mathematics, Physics, Chemistry, Biology, History, Russian and French Languages</b>	Certificate or Diploma <b>Attestat (High School Certificate)</b>	

### Employment

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

Job Title <b>Procurement Officer, Supervisor Procurement Unit 3</b>	Type of Business <b>Peace Keeping</b>	From - To <b>01/01/2009 -</b>
Name of Employer <b>United Nations Interim Force in Lebanon (UNIFIL)</b>	Name of Supervisor <b>Rufus Inton</b>	
Salaries per Annum: Starting                      Final                      Currency Paid	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>Yes</b>	
Telephone Number <b>9611925445</b>	Email Address <b>tiurin@un.org</b>	
Address of Employer <b>Lebanon</b>		
Number of Employees Supervised by You <b>5</b>		
Description of Duties		

Under the supervision of the Chief Procurement Officer perform the following duties: Supervise Procurement Unit III (Engineering requirements); Plan, develop and manage the unit's activities with responsibility for the worldwide procurement of a board range of supplies and services associated with highly complex contracts and procurement activities; Plan and allocate work assignments; Advise requisitioning units and recipient entities on the full range of procurement issues, providing support and guidance at all stages of the procurement cycle; Prepare/oversee preparation and distribution of invitations to tender and manage/conduct all aspects of bid/proposal evaluations; Formulate strategies and design innovative solutions to resolve issues/conflicts for complex procurement projects; Establish and maintain work program and schedule for ongoing contracts and newly-planned ones; Participate in negotiations with senior supplier representatives; Sign procurement orders up to the authorised limit, and, in cases where the amount exceeds authorised signature authority, prepare submissions to the Contracts Committee for review and subsequent approval by the authorised official; Conduct market research to keep abreast of market developments, research and analyze statistical data and market reports on the world commodity situation, production patterns and availability of goods and services; Identify new technologies, and products/services, evaluate and recommend potential supply sources and participate in the incorporation of research results into the procurement program; Oversee adherence to contractual agreements, recommends amendments and extensions of contracts, and advise concerned parties on contractual rights and obligations; Prepare a variety of procurement-related documents, contracts, communications, guidelines, instructions, etc. Provide guidance to the unit personnel under supervision, act as OIC Procurement as and when required.

Summarize any of Your Achievements

Shortly my re-assignment to UNIFIL, the CPO left the Mission and I served for 5 month as OIC Procurement comprised of 23 procurement staff (31 budgeted strength) until the arrival of a new CPO. I was designated by the ASG for Central Support Services as OIC Procurement (P-5) UNIFIL. I managed to mobilize the Procurement Section and finalize by the end of the budget period practically all procurement cases initiated within that budget period. No one case was rejected by the HCC and some of them were pre-cleared.

Reasons for Leaving

New challenges.

Job Title <b>Procurement Officer</b>	Type of Business <b>Peace Keeping</b>	From - To <b>01/07/2007 - 01/01/2009</b>
Name of Employer <b>United Nations Mission in Nepal (UNMIN)</b>		Name of Supervisor <b>Rufus Inton</b>

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

**97715010036**

Email Address

**tiurin@un.org**

Address of Employer

**Nepal**

Number of Employees Supervised by You

**3**

Description of Duties

Supervisor of Procurement Unit III (Aviation, Engineering and Transport). As a Unit Supervisor: • Plan, develop and manage the unit's activities with responsibility for the worldwide procurement of a board range of supplies and services associated with highly complex contracts and procurement activities; • Plan and allocate work assignments; • Coach, mentor and evaluate staff; • Formulate strategies and design solutions to resolve issues/conflicts for complex procurement projects; • Oversee preparation of tender documents and manage all aspects of tender evaluation; • Oversee submissions to the Contracts Committee for review and subsequent approval; • Oversee purchase orders/contracts and PO/contract amendments preparation; • Develop and prepare complex contracts for procurement of non-routine and technologically advanced commodities or long-range services; • Conduct or coordinate all phases of negotiation with all concerned parties; • Advise requisitioning sections/units on the full range of procurement issues, providing support and guidance at all stages of the procurement cycle; • Assist CPO in preparing procurement guidelines; • Perform the duties of OIC UNMIN Procurement Section, when required. As a Procurement Officer carry out procurement of goods and services for the Air Operation, Engineering and Transport Sections, including large scale projects.

Summarize any of Your Achievements

Within short time after arrival to the Mission managed to: • Regularize the outstanding procurement cases pertaining to Unit III including presentations to relevant committee on contracts. • Establish good working relationships with requisitioning sections. • Successfully carried out the emergency procurement of prefabricated office containers and provision of unarmed security services for the Mission.

Reasons for Leaving

Family reasons.

Job Title <b>Procurement Officer</b>	Type of Business <b>Peacekeeping Mission</b>	From - To <b>01/03/2002 - 01/07/2007</b>
Name of Employer <b>United Nations Interim Administration Mission in Kosovo (UNMIK)</b>		Name of Supervisor <b>Vladimir Grechka</b>

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

**38138504604**

Email Address

**grechka@un.org**

Address of Employer

**United States of America**

Number of Employees Supervised by You

**4**

Description of Duties

Since February 2006 carrying out the function of the OIC of a newly created Contracts Unit with the following duties: Plan, develop and manage the unit's activities with responsibility for the worldwide procurement of a broad range of supplies and services associated with highly complex contracts and procurement activities; Provide technical and policy advice on procurement activities to officials of substantive units during all phases of procurement cycle; Plan and allocate work assignments; coach, mentor, and evaluate staff; participate in recruitment and selection of new staff and in the development of training programmes; Lead and direct a procurement work team; Develop and prepare complex contracts for procurement of non-routine and technologically advanced commodities or long-range services; Conduct or coordinate all phases of negotiations with all concerned parties; Perform the duties of OIC UNMIK Procurement Section, when required. From September 2005 through February 2006 (5 months) carrying out the function of the OIC Procurement Support Unit and administer 16 contracts tendered and awarded previously and supervise all the cases of disposal through sale. Previously for 3.5 years (from Mar 2002 through Sep 2005) performed the duties of a Procurement Officer within Purchasing Unit 1 to include the following: Carry out procurement of various services, equipment and goods including large scale projects; Review procurement requisitions; Ensure that clear generic specifications for goods and SORs are incorporated in the bidding document; Identify sources of supply; Select the bidding procedure; Prepare bidding documents, conduct tendering, site visits, pre-bidding conferences; Evaluate financial aspect of the bids and proposals; Prepare presentations for the LCC and HCC; Negotiate with the vendors terms of the contracts; Prepare contracts, amendments to contracts; Issue purchase orders and change orders; Perform duties of the OIC Purchasing Unit 1.

Summarize any of Your Achievements

Successfully assisted the Chief Procurement Officer in planning, developing and managing the procurement and contractual activities in support of various requirements such as provision of maintenance services for, among others, UNMIK Medical Equipment, provision of pharmaceuticals on a "when-required" basis, provision of unarmed security services, waste management services, camp services, pest control services, travel management services etc. Successfully set up a newly established Contracts Unit within the UNMIK Procurement Section. Established a monitoring system for contracts administration.

Reasons for Leaving

Resignment to UNMIN

Job Title		Type of Business	From - To
<b>Administrative Officer with UNTAET Procurement Section but functionally performed the duties of a Procurement Officer</b>		<b>Peace-Keeping Mission</b>	<b>01/02/2000 - 01/10/2001</b>
Name of Employer		Name of Supervisor	
<b>United Nations Transitional Administration in East Timor (UNTAET)</b>		<b>Patricia Parsons, CPO</b>	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>27000</b>	<b>27000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address	
Address of Employer			
<b>Australia</b>			
Number of Employees Supervised by You			
<b>0</b>			
Description of Duties			
<b>Oversee procurement and contract administration for the provision of technical products and services for engineering, air operation and other requirements including large-scale and turnkey contracting, receive and review procurement requisition, provide clear specifications for goods and services from requisitioner, identify sources of supply, negotiate terms and conditions with prospective contractors, determine contracting method, conduct bidding and tendering, conduct site visits for construction/refurbishing works, prepare offer abstracts, prepare presentations to LCC and HCC, conduct presentations to LCC, prepare statements of award, prepares contracts for works and services, amendments to contracts, issue purchase orders and change orders, obligate funds and ensure timely payment through finance, ensure completeness of procurement files and their timely closure, manage relevant incoming and outgoing correspondence, co-ordinate automated operations (REALITY procurement module).</b>			
Summarize any of Your Achievements			
<b>Successfully assisted the Chief Procurement Officer in planning, developing and managing the procurement activities in support of the construction and refurbishment of prefabricated houses, offices, police stations, warehouses, transformer houses, airports, air strips, roads; supplying, installation and commissioning of air navigation equipment, sewerage water treatment plants etc. Established Long Term Agreement/System Contracts for supplying of ready mix concrete, sand, gravel and aggregate stone for mission needs. Successfully planned, developed, implemented and managed the procurement/contracting activities for Engineering/Construction to ensure completion within schedule and in accordance with the rules and regulations. During 20 months working with UNTAET Procurement issued over 200 Purchase Orders for a total amount of more than US\$ 5.5 million and issued over 40 contracts for new construction, renovation and refurbishing works.</b>			
Reasons for Leaving			
<b>Completion of UNV contract.</b>			

Job Title		Type of Business	From - To
<b>Procurement Officer</b>		<b>UNDP Project</b>	<b>01/10/1998 - 01/02/2000</b>
Name of Employer		Name of Supervisor	
<b>Programme and Project Implementation Center, UNDP Moldova</b>		<b>Nicolae Tau</b>	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>8280</b>	<b>8280</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address	
Address of Employer			
<b>Republic of Moldova</b>			
Number of Employees Supervised by You			
<b>2</b>			
Description of Duties			
<b>Plan and direct procurement for programmes/projects, prepare specifications for goods and proposals for services, identify sources of supply and select bidding procedures (RFQ, ITB or RFP), conduct bidding and tendering and evaluate offers, negotiate with vendors and issue purchase orders and contracts, prepare presentations to the LCC, co-ordinate shipping and customs clearance, issue tax exemption certificates, receive and inspect goods and services, maintain inventory of equipment and spare parts, maintain suppliers database.</b>			
Summarize any of Your Achievements			
<b>Successfully assisted the Project Director in preparing procurement plans for years 1999 and 2000 and setting up of the Programme and Project Implementation Center. Successfully managed the procurement and contractual activities for the Programme and Project Implementation Center needs and for external clients.</b>			
Reasons for Leaving			
<b>To gain experience working in peace-keeping mission.</b>			

Job Title		Type of Business	From - To
<b>Manager of the Demonstration Project</b>		<b>Energy Project, Tacis, European Community</b>	<b>01/12/1997 - 01/07/1998</b>
Name of Employer		Name of Supervisor	
<b>Tacis project EMOL 9501, Montreal S.A.</b>		<b>Javier Verges</b>	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>3000</b>	<b>6840</b>	<b>USD</b>	Is this a position within the UN Common System? <b>No</b>
Telephone Number		Email Address	

Address of Employer  
**Republic of Moldova**

Number of Employees Supervised by You  
**5**

Description of Duties  
**Formulate specifications for energy efficient equipment, elaborate evaluation criteria for offers and prepare procurement solicitation offers, shortlist suppliers and conduct international and local procurement according to European Commission procurement regulations, prepare documents for contract award, customs clearance, installation and commissioning of equipment, prepare handover and disposal documents. Supervise the implementation of energy saving projects, identify the methods of implementation, identify the required equipment, supervise on site installation and commissioning, train personnel in using the equipment, prepare technical reports.**

Summarize any of Your Achievements  
**Successfully implemented two major demonstration projects allowing Moldovan enterprises to save energy resources. This included identification of required equipment, developing of specification, conducting of procurement, coordination of supply, installation and commissioning of equipment.**

Reasons for Leaving  
**Project completed.**

Job Title <b>Independent Consultant</b>	Type of Business <b>Energy Project, Tacis, European Community</b>	From - To <b>01/03/1997 - 01/12/1997</b>
Name of Employer <b>Tacis Project EMOL 9401, Linden Consulting Partnership</b>		Name of Supervisor <b>Christopher Foster</b>

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>3960</b>	<b>3960</b>	<b>USD</b>	Is this a position within the UN Common System? <b>No</b>

Telephone Number

Email Address  
**cfpendock@aol.com**

Address of Employer  
**Republic of Moldova**

Number of Employees Supervised by You  
**5**

Description of Duties  
**Negotiate service contracts, organize purchase and delivery of equipment, maintain inventory of equipment, conduct energy audits, plan and conduct training courses for energy specialists, implement demonstration projects in energy conservation, present energy audits results.**

Summarize any of Your Achievements  
**Successfully developed measures for energy conservation at various Moldovan enterprises. Implemented several small energy saving demonstration projects.**

Reasons for Leaving  
**Project Completed.**

Job Title <b>Executive Deputy Director</b>	Type of Business <b>Consultancy Agency</b>	From - To <b>01/02/1995 - 01/03/1997</b>
Name of Employer <b>National Energy Efficiency Office</b>		Name of Supervisor <b>Boris Carandiu</b>

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>2400</b>	<b>3600</b>	<b>MDL</b>	Is this a position within the UN Common System? <b>No</b>

Telephone Number

Email Address

Address of Employer  
**Republic of Moldova**

Number of Employees Supervised by You  
**6**

Description of Duties  
**Negotiate contractual services, identify sources of supply and supervise procurement of equipment, approve technical solutions for energy conservation measures, select and train technical personnel.**

Summarize any of Your Achievements  
**Successfully assisted the Agency Director in setting up of the newly created National Energy Efficiency Office, managed all the technical activities of the Office and trained newly recruited staff.**

Reasons for Leaving  
**To gain experience working in an international environment.**

Job Title <b>Senior Engineer</b>	Type of Business <b>Consultancy Agency</b>	From - To <b>01/10/1994 - 01/02/1995</b>
Name of Employer <b>National Energy Efficiency Office</b>		Name of Supervisor <b>Boris Carandiu</b>

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>2160</b>	<b>2160</b>	<b>MDL</b>	Is this a position within the UN Common System? <b>No</b>

Telephone Number	Email Address
Address of Employer <b>Republic of Moldova</b>	
Number of Employees Supervised by You <b>2</b>	
Description of Duties <b>Conduct energy audits, elaborate technical solutions for energy conservation measures, present energy audits results.</b>	
Summarize any of Your Achievements <b>Successfully developed the energy audit matrix.</b>	
Reasons for Leaving <b>Promotion.</b>	

Job Title <b>Senior Lecturer</b>	Type of Business <b>University</b>	From - To <b>01/09/1976 - 01/10/1994</b>
Name of Employer <b>Technical University of Moldova, Energy Department</b>	Name of Supervisor <b>Valentin Musteata</b>	

Salaries per Annum:			Is this a civil servant position of your Government? <b>No</b>	
Starting	Final	Currency Paid	Is this a position within the UN Common System? <b>No</b>	
<b>1200</b>	<b>1800</b>	<b>MDL</b>		
Telephone Number <b>37322237618</b>			Email Address	
Address of Employer <b>Republic of Moldova</b>				
Number of Employees Supervised by You <b>2</b>				
Description of Duties <b>Design and give lecturers for about ten academic courses, prepare syllabuses and develop materials for laboratory/tutorial sessions, supervise work of teaching assistants.</b>				
Summarize any of Your Achievements <b>Raised/attracted funds for scientific researches.</b>				
Reasons for Leaving <b>New challenge.</b>				

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

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

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

## Address

UNIFIL Procurement Section  
Tyre Lebanon  
Telephone: 961-1-925445  
Fax: 961-70614606  
Contact: Vladimir Tiurin

## Address

12 Ciresilor Street  
Chisinau Republic of Moldova  
Telephone: 373-22-739761  
Contact: Vladimir Tiurin

# References

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

Reference Name	Occupation or Business	Address	Telephone/Email
<b>Barbara KLOPP</b>	<b>Chief Procurement Officer</b>	<b>UNMIS Sudan</b>	<b>Klopp@un.org</b>
<b>Bruno MABOJA</b>	<b>Procurement Officer</b>	<b>UNPS Sudan</b>	<b>1917367 2415 maboja@un.org</b>
<b>Raymond MCANDREW</b>	<b>Chief Procurement Officer</b>	<b>P.O. Box 68 Sudan</b>	<b>92519091 mcandrewr@un.org</b>