

Profiles included in this document

| | Name | Index | DOB | Gender | Nationality | EMail |
|----|----------------|--------|------------|--------|-------------|--------------------------|
| 1. | BEKQELI, Jeton | 125689 | 20/10/1973 | M | YUG | jetonbekqeli@hotmail.com |
| 2. | HUSAIN, Soran | | 01/01/1900 | M | IRQ | soranhusain@hotmail.com |
| 3. | TADESSE, Dawit | | 01/10/1966 | M | ETH | tadessed@un.org |
| 4. | WEMBI, Lota | | 30/03/1968 | M | ZAI | wembi@un.org |

Personal History Profile for Jeton BEKQELI

General Details

| | | | |
|--|-----------------------------|-----------------------------------|-----------------------------|
| 1. Family name | First Name | Middle Name | Maiden Name, (if any) |
| BEKQELI | Jeton | | |
| 2. Date of Birth | 3. City of Birth | Country of Birth | Index No |
| 20/10/1973 | Pec | Yugoslavia | 125689 |
| 4. Country of Nationality at Birth | Second Nationality (if any) | 5. Country of Present Nationality | Second Nationality (if any) |
| Yugoslavia | | Yugoslavia | |
| 6. Gender | 7. Height [cm] | 8. Weight [kg] | 9. Marital Status |
| Male | 194 | 88 | Married |
| 10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? No | | | |
| Are there any limitations on your ability to perform in your prospective field of work? No | | | |
| 11. Have you taken up legal permanent residence status in any country other than that of your nationality? No | | | |
| 13. What is your preferred field of work? Administrative specialists | | | |
| 14. Would you accept employment for less than six months? Yes | | | |
| 15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? | | | |
| 16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? No | | | |
| 18. Email Address: jetonbekqeli@hotmail.com | | | |

Relations

19. Are any of your relatives employed by a public international organization? No

If you have any dependents, list them below:

| Dependent Name | Relationship | Date of Birth | Gender | City, Country of Birth | Nationalities |
|----------------|--------------|---------------|--------|------------------------|---------------|
| Drita BEKQELI | Spouse | 11/06/1980 | Female | Peja, Yugoslavia | Yugoslav |
| Adi BEKQELI | Son | 04/04/2002 | Male | Peja, Yugoslavia | Yugoslav |

Education

List all university degrees or equivalent qualifications obtained.

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

| | | |
|--|---------------------------------------|---|
| Name of School UN DEPARTMENT OF SAFETY AND SECURITY | City, Country PEJE/PEC Yugoslavia | From - To Oct-2006 - Oct-2006 |
| Main Course of Study "ADVANCED SECURITY IN THE FIELD" | | Certificate or Diploma Certificate |
| Name of School UNMIK Career Development Unit | City, Country PRISHTINE Yugoslavia | From - To Oct-2006 - Oct-2006 |
| Main Course of Study "Business Plan Writing and Business Management for Self Employment Workshop". | | Certificate or Diploma Certificate |
| Name of School UNMIK Career Development Unit | City, Country PRISHTINE Yugoslavia | From - To Sep-2006 - Sep-2006 |
| Main Course of Study Time Management Planning and Organizing | | Certificate or Diploma Certificate |
| Name of School UN Prevention of harassment, Sexual harassment and abuse of authority in the workplace | City, Country PEJE/PEC Yugoslavia | From - To Jul-2006 - Jul-2006 |
| Main Course of Study UN Supervisor/Manager course on the Prevention of harassment, sexual harassment and abuse of authority in the workplace. | | Certificate or Diploma Certificate |
| Name of School UNMIK / SUPPLY/Contracts Management | City, Country PRISHTINE Yugoslavia | From - To Jul-2006 - Jul-2006 |
| Main Course of Study For Cross training in: "Contracts Management" | | Certificate or Diploma CERTIFICATE OF APPRECIATION |
| Name of School UNMIK / SUPPLY CROSS TRAINING | City, Country PRISHTINE Yugoslavia | From - To Mar-2006 - Mar-2006 |

| | | |
|---|--|---|
| Main Course of Study CMU / Quality - Control | | Certificate or Diploma Note to File |
| Name of School UNMIK EDP Training | City, Country PRISHTINE Yugoslavia | From - To Mar-2006 - Mar-2006 |
| Main Course of Study Helpstar - Training | | Certificate or Diploma Certificate |
| Name of School UNMIK / SUPPLY CROSS TRAINING | City, Country PRISHTINE Yugoslavia | From - To Mar-2006 - Mar-2006 |
| Main Course of Study CMU / ADMINISTRATION FUEL | | Certificate or Diploma Note to File |
| Name of School The United Nations | City, Country PEJE/PEC Yugoslavia | From - To Feb-2006 - Feb-2006 |
| Main Course of Study The Integrity Awareness Initiative on-line Learning programme. | | Certificate or Diploma Certificate |
| Name of School UNMIK / SUPPLY CROSS TRAINING | City, Country PRISHTINE Yugoslavia | From - To Feb-2006 - Feb-2006 |
| Main Course of Study CMU / FIELD FUEL | | Certificate or Diploma Note to File |
| Name of School UNMIK / IT Training / Galileo Intranet | City, Country PRISHTINE Yugoslavia | From - To May-2005 - May-2005 |
| Main Course of Study Galileo / SAU Operations | | Certificate or Diploma Certificate |
| Name of School UNMIK / IT Training / Galileo Intranet | City, Country PRISHTINE Yugoslavia | From - To Apr-2005 - Apr-2005 |
| Main Course of Study Galileo / Business Object (Galileo Reporting) | | Certificate or Diploma Certificate |
| Name of School PAS / Training Unit, UNMIK | City, Country PEJE/PEC Yugoslavia | From - To Oct-2004 - Oct-2004 |
| Main Course of Study "Enhancing Writing Skills: UN Correspondence" | | Certificate or Diploma Certificate |
| Name of School UNMIK EDP Training | City, Country PRISHTINE Yugoslavia | From - To Jun-2004 - Jun-2004 |
| Main Course of Study World - 2000 - Beginning Level | | Certificate or Diploma Certificate |
| Name of School UNMIK EDP Training | City, Country PRISHTINE Yugoslavia | From - To Apr-2004 - Apr-2004 |
| Main Course of Study Microsoft Office Excel 2000 - Intermediate | | Certificate or Diploma Certificate |
| Name of School UNMIK / SUPPLY SECTION/ADU | City, Country PRISHTINE Yugoslavia | From - To Feb-2004 - Feb-2004 |
| Main Course of Study Hazardous waste collection and fire fighting techniques. | | Certificate or Diploma Certificate |
| Name of School UN DEPARTMENT OF SAFETY AND SECURITY | City, Country PEJE/PEC Yugoslavia | From - To Dec-2003 - Dec-2003 |
| Main Course of Study " Basic Security in the Field - Staff Safety, Health, and Welfare" | | Certificate or Diploma Certificate |
| Name of School The Cambridge School | City, Country PRISHTINE Yugoslavia | From - To May-2001 - Nov-2001 |
| Main Course of Study English Oral+English Written (Elementary) | | Certificate or Diploma Diploma |
| Name of School High School - "11 Maji" | City, Country Peje/Pec Yugoslavia | From - To Sep-1987 - Jun-1991 |

Employment

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

| | | |
|---|---|--|
| Job Title Contracts Management Assistant | Type of Business Supply (Contracts Managment Unit). | From - To 01/06/2007 - |
| Name of Employer United Nations Mission in Kosovo | Name of Supervisor Ms. Marine Ter-Hovsepyan | |
| Salaries per Annum: | | |
| Starting 14583 | Final 15081 | Currency Paid EUR |
| | | Is this a civil servant position of your Government? No |
| | | Is this a position within the UN Common System? Yes |
| Telephone Number 381038504604 | Email Address bekqelij@un.org | |
| Address of Employer Yugoslavia | | |
| Number of Employees Supervised by You | | |
| Description of Duties This position is located within the Quality Control Cell, Contracts Management Unit (CMU), Supply Section, Technical Support Services, Division of Administration. The Contracts Management Assistant (CMA) works out of Administrative Headquarters in Pristina, but operates throughout the Mission area and reports directly to his/her assigned CMU Quality Assurance Supervisor. Conducts frequent and irregular inspections of services under assigned contracts to ensure contractual compliance and quality control. While such inspections may occur out of normal working hours, as well as during weekends, a 40-hour work week must be maintained. Types of contracts assigned include but are not limited to the following: catering services including environmental health/pest control inspections in all UN catering facilities, cleaning and janitorial, fuel provision, camp maintenance, laundry provision, hazardous waste collection Carries out day-to-day assignments set by the CMU Quality Assurance Supervisor and coordinates with same for establishment of priorities Using check sheets developed for each contract, visits all locations within the Mission where an assigned CMU contract is operational. Such locations include but are not limited to the following: SPU camps, medical centers, fuel stations, sites containing generators, transport yards Notifies Regional Administrative Officers or their Administrative Assistants by e-mail (Preferably, or other means if not available) of his/her presence in a Region to carry out CMU-related functions Reports to the responsible person (e.g. Logistics Officer, Medical Officer, Transport Officer) during each visit to each location to ascertain contractor compliance to the contract Brings contractual non-compliance to the attention of the On-site Manager. CMAs are not required to enter into discussions/negotiations with any member of the contractor's staff. Carries out other tasks as required by the QC Supervisor. | | |
| Summarize any of Your Achievements Demonstrated professional competence and mastery of tasks assigned; pride in work and achievements; meets commitments, observes deadlines and achieves results; shows persistence when faced with difficult problems; ability to carry out a quality control and assurance function in a field operation; remains calm under stress. Excellent negotiating skills and ability to persuade and influence others to reach agreement on various issues. Demonstrated skills to use time effectively; allocates appropriate time and resources for completing work; adjusts priorities as required. Original and creative thinking, independent judgment and discretion in advising on and handling issues and problems arising in the job. Highly effective interpersonal skills, including ability to coordinate and operate effectively across organizational boundaries; ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity. | | |
| Reasons for Leaving As UNMIK is on pre liquidation phase our Section (Supply) did centralization around regions that way I have been transferred to Pristine, working in same section but in different position, which position I got with recommendation of Chief General Supply Unit (GSU), Mr. Michael Pearson. | | |

| | | |
|---|--|--|
| Job Title Regional Supply Assistant | Type of Business Supply | From - To 01/09/2005 - 01/06/2007 |
| Name of Employer United Nations Mission in Kosovo | Name of Supervisor Mr. Gheorghe Stanesco | |
| Salaries per Annum: | | |
| Starting 14583 | Final 14583 | Currency Paid EUR |
| | | Is this a civil servant position of your Government? No |
| | | Is this a position within the UN Common System? Yes |
| Telephone Number +38138504 604 | Email Address bekqelij@un.org | |
| Address of Employer Yugoslavia | | |
| Number of Employees Supervised by You 1 | | |
| Description of Duties Organizational Setting and Reporting Relationship: As the Regional Supply Assistant (Regional Supply Officer), I report to the Chief General Supplies Unit and / or the Regional Administrative Officer (RAO). Accountability: I'm responsible for planning the supply needs for the entitled UN Sections, Units or even individuals in the Region and address the same to Mission HQ for their final review. Responsible for the receipt, storage, maintenance, security and issue of stock for Regional customers. Liaise with Regional Police Logistics Officer and SPU Logistics Officer regarding their respective requirements. Making weekly request for stock to the Inventory Control Cell. Ensure database accuracy for the movement of stock in the warehouse. When discrepancies are noted, investigation for correction of database records takes place in order that system gets updated accordingly. Ensure all items received for storage are labelled, properly arranged in the storage shelves and correctly entered in the database. Receiving requests and distribution of requested materials to the entitled staff. Keeping record of duly signed paperwork and maintaining accurate transaction history for all issues. Implementation of measures to prevent a stock out situation for fast-moving items from occurring at the issue point. Reporting to Pristine Headquarters on regular basis regarding the accomplishment of the tasks assigned. | | |
| Summarize any of Your Achievements During my assignment with the UN, I have shown high quality of work and therefore I was gradually promoted to Supply Assistant (Regional Supply Officer), from Store-man which was my post title when I started my job with Supply Unit. It is also important to mention that my overall knowledge in respect of Logistics has increased to the level where I consider myself a very potential candidate to become an international staff of the United Nations, and share my knowledge with other colleagues which would undoubtedly be a benefit for the organization. | | |
| Reasons for Leaving Looking forward for challenges the assignment with the UN Peacekeeping missions leads us through. | | |

| | | |
|---|--|---|
| Job Title Inventory Assistant | Type of Business Supply | From - To 01/06/2002 - 01/09/2005 |
| Name of Employer United Nations Mission in Kosovo | Name of Supervisor Mr. Amit Sharma | |

| | | | |
|---|--------------|---|--|
| Salaries per Annum: | | | |
| Starting | Final | Currency Paid | Is this a civil servant position of your Government? No |
| 10604 | 13667 | EUR | Is this a position within the UN Common System? Yes |
| Telephone Number +38138504604 | | Email Address bekqelij@un.org | |
| Address of Employer Yugoslavia | | | |
| Number of Employees Supervised by You 1 | | | |
| Description of Duties <p>Under the general supervision of Chief, General Supplies Unit or Regional Administrative Officer (RAO), I'm responsible for the overall receipt, storage and shipment of the stock in the Regional Supply Warehouse; assist the Contract Management Unit (CMU) in managing specific contracts in the Region and function as the Supply Section representative for the RAO. Main Tasks and Responsibilities: In coordination with the Distribution Centre staff, physically inspect all incoming shipments against the cargo manifest packing list and / or all returned goods. Sign receiving documents and report any discrepancies to the Warehouse Manager. Maintain inventory database integrity in the FACS system. Supervise the daily activities of the assigned staff. Ensure effective and timely stock picking from approved issue vouchers for immediate issue to customers in the region. Double check that all items are ready for issue as specified on pending issue vouchers. Organize the storage of the goods in the warehouse according First in First out (FIFO), concept of stock rotation. Allocate BIN locations for newly received items. Assign, according to ABC analyses, stock location and input data into FACS. Supervise the conduct of inventory stocktaking. This includes special, cycle and regular stocktaking. Provide statements on non-availability and subsequently processes all requests for petty cash reimbursement, to include proper justification, funds availability, certification of expenditure and forwards authorization for payment to Regional Finance as required. Ensure stock is issued to all offices in the Region according to issue schedules. Provide daily/weekly fuel reports for all fuel stations in the region. Follow-up of all fuel issues for the CMU Fuel Cell. Collect and verify monthly fuel issue log sheets for CIVPOL operated fuel stations. Deliver fuel as required. Maintain status on photographic development contract for CMU. And all other tasks as required by Chief, GSU/RAO.</p> | | | |
| Summarize any of Your Achievements <p>Assuming of duties of the Regional Supply Officer, the position previously held by the International Staff Member; Physical inventory of the stock due to FACS implication; Implementation of Photographic developing services and establishing proper rules for its follow up; Establishing of four Police Operated fuel Stations within the Region; Improving Regional Supply Unit facilities from an office and six containers into two offices and a Warehouse; Implementation of General Supplies Unit Standardisation with transforming the Store in what could be a model of a Regional Supply Warehouse; Implementation of ABC analyses stock allocated accordantly; Establishing of an office at Log Base; Move of the regional offices to the Log base; Delivering of fuel to different location within the region when the contractor was facing problems; Establishing of one stop shopping for customer consumables in the Peja/Pec Region. Electronic request (eRequest) implementation; Upgrading of storage facility, integrating a combination of shelving racking and counter having for result standardization permitting efficient receiving and issue voucher preparation activities; "Maintenance of zero accident" safety record during all the time; Transition of a Municipality and all of Police Stations was supported; Cycle count condition on a regular / daily bases; Customer requests are processed in within 48 hours, or less, of receipt; Invoices and reports processed promptly; Trained in FACS, Webrep (FACS Reporting System), Business Object and Galileo.</p> | | | |
| Reasons for Leaving Change of functional title and promotion through vacancy announcement. | | | |

| | | |
|---|---|---|
| Job Title Supply / Inventory Clerk | Type of Business Supply | From - To 01/08/2000 - 01/05/2002 |
| Name of Employer United Nations Mission in Kosovo | Name of Supervisor Mr. Belal Al-Naimi | |

| | | | |
|--|--------------|---|--|
| Salaries per Annum: | | | |
| Starting | Final | Currency Paid | Is this a civil servant position of your Government? No |
| 9220 | 10604 | USD | Is this a position within the UN Common System? Yes |
| Telephone Number +38138504604 | | Email Address bekqelij@un.org | |
| Address of Employer Yugoslavia | | | |
| Number of Employees Supervised by You | | | |
| Description of Duties <p>I was responsibility for conducting Regional Supply Officer daily activities as directed by the Regional Supply Officer. My tasks and responsibility were: To check with the Supply Officer (Region) the content the deliveries, from central Warehouse against the Cargo Manifest (CM) and the Packing list (PL), or of returned goods; To organize the storage of the goods in the Regional Supply Warehouse and keep the proper labelling for the goods; To check the cargo to be delivered as tasked by the Supply Officer (Region); To coordinate delivery of supplies (advance delivery note for bulk shipments); To distribute stock in to all offices in the Region according to the established schedule; To assist the RSO in various warehouse operations (receiving, inspection of newly arrived materials, issue verification, shelving, packing, cycle count etc); To record the issue and returned goods on FACS as tasked by the Supply Officer (Region); To deliver fuel as required; To maintain data readings on photocopier usage as require; To prepare for issue a variety of supplies according to the approved supply requests; To assemble and deliver furniture; To maintain cleanliness of storage facility; to replace the RSO during his absence; To perform other duties as required by the RSO.</p> | | | |
| Summarize any of Your Achievements <p>During this period eight municipalities and one civilian Regional Headquarters (RHQ) as well as 14 police stations and one Police RHQ and one SPU Camp were established within the Peja Region. All the process was fully supported by the unit. I was working with in a most efficient manner and to the customers fully satisfaction</p> | | | |
| Reasons for Leaving I was proposed by Chief, General Supplies Unit (GSU), for assuming a position of Regional Supply Officer.. | | | |

| | | |
|---|---|---|
| Job Title Store-man | Type of Business Supply | From - To 01/06/1999 - 01/08/2000 |
| Name of Employer United Nations Mission in Kosovo | Name of Supervisor Mr. Belal Al-Naimi | |

| | | | |
|---------------------|-------------|---------------|--|
| Salaries per Annum: | | | |
| Starting | Final | Currency Paid | Is this a civil servant position of your Government? No |
| 9220 | 9220 | USD | Is this a position within the UN Common System? Yes |

| | |
|---|---|
| Telephone Number +38138504604 | Email Address bekqelij@un.org |
| Address of Employer Yugoslavia | |
| Number of Employees Supervised by You | |
| Description of Duties To keep the records of the Regional Stores Issues; To Issue the non-expendable items, furniture, stationary items, cleaning material and other supply items; To assemble and install furniture and other Supply items as required; To keep up to date the database of the items issued; To assist the Regional Supply Officer (RSO), in collecting dates related to the fuel matters , photocopy machines contracts; To replace the Regional Supply Officer (RSO), during his ORB / Annual Leave, Sick Leave etc, and all other tasks as assigned by the RSO. | |
| Summarize any of Your Achievements I had developed spreadsheets for inventory purpose; Developed spreadsheets which allowed us to efficiently control and monitor the fuel reports received from the Regional Fuel Station. | |
| Reasons for Leaving With the recommendation of the Regional Supply Officer change of position from Store man to Supply Inventory Clerk. | |

| | | |
|---|---|---|
| Job Title Supply Officer | Type of Business Bindery | From - To 01/04/1993 - 01/01/1999 |
| Name of Employer DUKAGJINI Company | Name of Supervisor Agim Lluka | |
| Salaries per Annum: | | |
| Starting 7200 | Final 8100 | Currency Paid DEM |
| Is this a civil servant position of your Government? No | | |
| Is this a position within the UN Common System? No | | |
| Telephone Number 38138300039 | Email Address jeton bekqeli@hotmail.com | |
| Address of Employer Yugoslavia | | |
| Number of Employees Supervised by You 12 | | |
| Description of Duties Under the direct supervision of the Company Director I was responsible for the following duties: Identify the requirement of all supply matters in respect of the Company; Prepare requisition plans, staff performance reports and budget proposal for all supplies under my responsibility; Monitor and control the receiving, accounting for, and issuing of all materials required for Company needs; Establish and maintain appropriate storage facilities for all available supplies; Control of all items subject to storage expiration, conducting a regular periodical physical stock checking; Review all staff requisitions of supplies, and by approval, issuing in accordance with Company's scales of issue based on stock availability; Organize daily and weekly assignments for staff under my supervision; Maintain all supply records and enter the data into the electronic system accordingly; Prepare weekly, monthly and yearly reports in respect of all supplies and report to the Director regularly. | | |
| Summarize any of Your Achievements During the assignment in this company I have achieved my goal to become capable to manage with proficiency the supply sector of a company based on my own knowledge and managerial skills. My three upgrades in this Company along with the increase of tasks and responsibilities is the best fact for proving my professional way of managing supply issues at all time. | | |
| Reasons for Leaving War in Kosovo! | | |

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:

Digital Camera, Typewriter, Digital Sender, Computer, Fax Machine, Photocopy Machine, Digital Sender, Scanner, Document Binding Machine, Printer, Laminating Machine etc.

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

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

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

| Language | Mother Tongue | Speak | Read | Write | Understand |
|-----------------------|---------------|---------------|---------------|---------------|---------------|
| Albanian | Yes | Easily | Easily | Easily | Easily |
| German | No | Easily | Easily | Easily | Easily |
| Serbo Croatian | No | Easily | Easily | Easily | Easily |

Address

'BRIGADA PROLETARE' St. No. 26
 PEC KOSOVO Yugoslavia
 Telephone: +381-(0)39-425 307
 Fax: +377-(0)44-221 121
 Contact: JETON BEKQELI

Address

UNMIK RHQ, Office No. A 08
Peje/Pec, KOSOVO Yugoslavia
Telephone: 381-038-5046043074 extension 3241
Fax: 377-044-221-121
Contact: Jeton Bekqeli

Address

"BRIGADAT KOSOVARE" St. No. 04
PEC, 38300 KOSOVO Yugoslavia
Telephone: 381-(0)39-425 307
Fax: 377-(0)44-221-121
Contact: Jeton Bekqeli

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 |
|----------------|------------------------|-------------------------------|---|
| Bujar DOMNIKU | Trader | "Mehmet Shoshi" St Yugoslavia | +377(0)44168550 Domniku@hotmail.com |
| Memli SARAQINI | Bank Officer | "Dardania 2" St Yugoslavia | +377(0)44282102 Saraqini@hotmail.com |
| Artan SYLQA | Bank Officer | "KONGRESI 6" St Yugoslavia | +377(0)44153288 Sylqa@hotmail.com |

Personal History Profile for Soran HUSAIN

General Details

| | | | |
|------------------------------------|-----------------------------|-----------------------------------|-----------------------------|
| 1. Family name | First Name | Middle Name | Maiden Name, (if any) |
| HUSAIN | Soran | Hama Faraj | nil |
| 2. Date of Birth | 3. City of Birth | Country of Birth | Index No |
| 01/01/1900 | Suleimanyah | Iraq | |
| 4. Country of Nationality at Birth | Second Nationality (if any) | 5. Country of Present Nationality | Second Nationality (if any) |
| Iraq | | Iraq | |
| 6. Gender | 7. Height [cm] | 8. Weight [kg] | 9. Marital Status |
| Male | | | Married |

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

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

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

13. What is your preferred field of work?

14. Would you accept employment for less than six months? **No**

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

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

18. Email Address:

Relations

19. Are any of your relatives employed by a public international organization? **No**

If you have any dependents, list them below:

Education

List all university degrees or equivalent qualifications obtained.

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

Employment

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

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

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 Dawit TADESSE

General Details

| | | | |
|---|-----------------------------|-----------------------------------|-----------------------------|
| 1. Family name | First Name | Middle Name | Maiden Name, (if any) |
| TADESSE | Dawit | | |
| 2. Date of Birth | 3. City of Birth | Country of Birth | Index No |
| 01/10/1966 | ADDIS ABABA | Ethiopia | |
| 4. Country of Nationality at Birth | Second Nationality (if any) | 5. Country of Present Nationality | Second Nationality (if any) |
| Ethiopia | | Ethiopia | |
| 6. Gender | 7. Height [cm] | 8. Weight [kg] | 9. Marital Status |
| Male | 180 | 82 | Married |
| 10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? No | | | |
| Are there any limitations on your ability to perform in your prospective field of work? No | | | |
| 11. Have you taken up legal permanent residence status in any country other than that of your nationality? No | | | |
| 13. What is your preferred field of work? Administrative officers | | | |
| 14. Would you accept employment for less than six months? Yes | | | |
| 15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? | | | |
| 16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? No | | | |
| 18. Email Address: tadessed@un.org | | | |

Relations

19. Are any of your relatives employed by a public international organization? **No**

If you have any dependents, list them below:

| Dependent Name | Relationship | Date of Birth | Gender | City, Country of Birth | Nationalities |
|----------------------|-----------------|-------------------|---------------|------------------------------|------------------|
| MENBERE ABEBE | Spouse | 27/03/1970 | Female | ADDIS ABABA, Ethiopia | Ethiopian |
| MICHAEL DAWIT | Son | 01/09/1997 | Male | ADDIS ABABA, Ethiopia | Ethiopian |
| BETEL DAWIT | Daughter | 23/07/2001 | Female | ADDIS ABABA, Ethiopia | Ethiopian |

Education

List all university degrees or equivalent qualifications obtained.

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

| | | |
|---|---|---|
| Name of School MONUC | City, Country BUKAVU Congo, Dem. Rep. | From - To Jun-2009 - Jun-2009 |
| Main Course of Study CONDUCT AND DICSIPLINE | | Certificate or Diploma CERTIFICATE |
| Name of School On-Line training/MONUC | City, Country BUKAVU Congo, Dem. Rep. | From - To Jun-2008 - Jun-2008 |
| Main Course of Study ADVANCED SECURITY IN THE FIELD | | Certificate or Diploma ADVANCED SECURITY IN THE FIELD |
| Name of School MONUC/ | City, Country Bukavu Congo, Dem. Rep. | From - To Jun-2008 - Jun-2008 |
| Main Course of Study Client Orientation Workshop | | Certificate or Diploma Client Orientation Workshop |
| Name of School On-Line training/MONUC | City, Country Bukavu Congo, Dem. Rep. | From - To Jun-2008 - Jun-2008 |
| Main Course of Study UN Prevention of Harassment, Sexual Harassment and Abuse of Authority in the work place. | | Certificate or Diploma UN Prevention of Harassment, Sexual Harassment and Abuse of Authority in the work place. |
| Name of School MONUC (CITS TRAINING UNIT) | City, Country KINSHASA Congo, Dem. Rep. | From - To Mar-2007 - Mar-2007 |
| Main Course of Study GALILEO WRITE-OFF & DISPOSAL MODULE-CLAIMS | | Certificate or Diploma CERTIFICATE |
| Name of School | City, Country | From - To |

| | | |
|--|--|---|
| MONUC (CITS TRAINING UNIT) Main Course of Study GALILEO-BUSINESS OBJECTS | KINSHASA Congo, Dem. Rep. | Mar-2007 - Mar-2007 Certificate or Diploma CERTIFICATE |
| Name of School UNMEE Main Course of Study PREVENTATION OF SEXUAL EXPLOITION & ABUSE | City, Country ADDIS ABABA Ethiopia | From - To Aug-2005 - Aug-2005 Certificate or Diploma CERTIFICATE |
| Name of School UNITRA (UNMEE) Main Course of Study BASIC SECURITY IN THE FIELD – STAFF SAFTY, HEALTH, AND WELFARE | City, Country ADDIS ABABA Ethiopia | From - To Nov-2003 - Dec-2003 Certificate or Diploma CERTIFICATE |
| Name of School UNITRA (UNMEE) Main Course of Study SECURITY FOR UN PEACE KEEPERS | City, Country ADDIS ABABA Ethiopia | From - To Sep-2003 - Oct-2003 Certificate or Diploma CETIFICATE |
| Name of School UNITRA (UNMEE) Main Course of Study BASIC SECURITY IN THE FIELD – STAFF SAFTY, HEALTH, AND WELFARE | City, Country ADDIS ABABA Ethiopia | From - To Sep-2003 - Oct-2003 Certificate or Diploma CERTIFICATE |
| Name of School UNITRA (UNMEE) Main Course of Study INTERNATIONAL HUMANITARIAN LAW & THE LAW OF ARMED CONFLICT | City, Country ADDIS ABABA Ethiopia | From - To Aug-2003 - Sep-2003 Certificate or Diploma CERTIFICATE |
| Name of School UNITRA (UNMEE) Main Course of Study GLOBAL TERRORISM | City, Country ADDIS ABABA Ethiopia | From - To Jul-2003 - Aug-2003 Certificate or Diploma CERTIFICATE |
| Name of School UNITRA (UNMEE) Main Course of Study PRINCIPLE OF THE CONDUCT OF PEACE SUPPORT OPERATION (PSO) | City, Country ADDIS ABBA Ethiopia | From - To Jun-2003 - Jul-2003 Certificate or Diploma CERTIFICATE |
| Name of School UNITRA (UNMEE) Main Course of Study CONDUCT OF HUMANITARIAN RELIEF OPERATIONS | City, Country ADDIS ABABA Ethiopia | From - To Apr-2003 - May-2003 Certificate or Diploma CERTIFICATE |
| Name of School UNITRA (UNMEE) Main Course of Study PEASE KEEPING & INTERNATIONAL CONFLICT | City, Country ADDIS ABABA Ethiopia | From - To Mar-2003 - Apr-2003 Certificate or Diploma CERTIFICATE |
| Name of School UNITRA (UNMEE) Main Course of Study LOGISTICAL SUPPORT TO UN PEACE KEEPING OPERATIONS | City, Country ADDIS ABABA Ethiopia | From - To Feb-2003 - Mar-2003 Certificate or Diploma CERTIFICATE |
| Name of School UNITRA (UNMEE) Main Course of Study LOGISTIC SUPPORT ON UN PEACE KEEPING MISSIONS INTERMEDIATE | City, Country ADDIS ABABA Ethiopia | From - To Jan-2003 - Feb-2003 Certificate or Diploma CERTIFICATE |
| Name of School PC SOLUTION Main Course of Study COMPUTER | City, Country ADDIS ABABA Ethiopia | From - To Jan-1999 - Jan-2000 Certificate or Diploma DIPLOMA |
| Name of School ----- | City, Country ----- | From - To ----- |

| | | |
|--|-----------------------------|--|
| ROYAL COLLEGE | ADDIS ABABA Ethiopia | Sep-1998 - Jul-2000 |
| Main Course of Study BUSINESS MANAGEMENT | | Certificate or Diploma DIPLOMA |

| | | |
|---------------------------------------|--|--|
| Name of School WORLD KOBUDO | City, Country ADDIS ABABA Ethiopia | From - To Oct-1995 - Dec-1997 |
| Main Course of Study SPORT | | Certificate or Diploma DIPLOMA |

Employment

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

| | | | |
|---------------------------------------|--|--|----------------------------------|
| Job Title R&I ASSISTANT | | Type of Business GENERAL SERVICE | From - To 01/10/2005 - |
| Name of Employer MONUC | | Name of Supervisor GERIES MOAWAD | |

| | | | |
|---------------------|----------|---------------|---|
| Salaries per Annum: | | | |
| Starting | Final | Currency Paid | Is this a civil servant position of your Government? Yes |
| 0 | 0 | | Is this a position within the UN Common System? Yes |

| | |
|------------------|---|
| Telephone Number | Email Address tadessed@un.org, dmbdta@yahoo.com |
|------------------|---|

Address of Employer
Congo, Dem. Rep.

Number of Employees Supervised by You
10

Description of Duties
Mercury, Galileo and Business Objects Database Management System are Technical Programming that I usually Performed in Managing Receiving & Inspection for Non – Expendable & Expendable items for the mission. During the absence of my Immediate Supervisor, OIC, I fully provide adequate control and accountability of Administrative matter and other required professional duties from time to time. For more detail my job description included the following... Receiving, inspecting, certifying acceptance or rejection of all items of supplies and equipment purchased by the Organization for the mission, Inspect all the items in accordance with the packing lists, delivery note, bills of loading and purchase orders specifying the quantities delivered prior to forwarding to the Self Accounting Unit (SAU). To Coordinate inspecting and receiving goods and the equipment in conjunction with (SAU) representative against the relevant procurement documents to ensure that the specification have been met regarding quantity, quality, delivery date and any other special instruction given to the vendor. To maintain a record of all incoming shipments in the R&I Register both electronic (R&I manual, Mercury, Galileo & Database) and hard copy. Produce Weekly Report. To Coordinate Receiving & Inspection of bulk fuel in conjunction with fuel unit. Receiving & inspection food to be distributed for contingents. Preparing R&I Template & R&I Manual for food & posting the data on it. To Guide & Supervise the Local staff who work for the Unit. To allocate direct purchase and authorization documents in the R&I filing system with all relevant R&I reports and supporting documents. Copy of the R&I reports, delivery notes, invoices, shipping documents, technical inspection sheet, hand-over documents and all related correspondences, emails are attached in the filing system etc... As a focal point & team leader for Board of Survey team, To arrange & conduct Board of Survey inspection for the region

Summarize any of Your Achievements
By well planned & organized receiving & Inspection I am doing effective job of Cost & wastage minimizing for the UN also there are Several achievement specially a smooth and effective relation ship with our customers (different SAU, vendors), fast supply for the MISSION material & equipment demand. Achieved accountability by maintain records both manually and electronically etc.

Reasons for Leaving
Still working

| | | | |
|--|--|--|---|
| Job Title LOGISTICS / SUPPLY CLERK | | Type of Business GENERAL SERVICE | From - To 01/11/2001 - 01/10/2005 |
| Name of Employer UNMEE | | Name of Supervisor Gamini Paliwahadana | |

| | | | |
|---------------------|-------------|---------------|---|
| Salaries per Annum: | | | |
| Starting | Final | Currency Paid | Is this a civil servant position of your Government? Yes |
| 4000 | 5000 | | Is this a position within the UN Common System? Yes |

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

Address of Employer
Ethiopia

Number of Employees Supervised by You
5

Description of Duties
I PERFORM AS A LOGISTICS & SUPPLY ASSISTANCE, AND I HAD RESPONSIBLETY FOR THE FOLLOWING ACTIVITIES; TO REQUEST SUPPLY ITEMS FOR UNMEE ADDIS HQ. TO RECEIVE SUPPLY ITEMS FOR UNMEE ADDIS HQ. TO MAKE WAREHOUSE ARRANGEMENT, TO ARRANGE PROPER SHELVING FOR SUPPLY ITEMS. CONTROLLING THE WAREHOUSE WAREHOUSE ACTIVITIES ISSUE & HAND – OVER SUPPLY ITEMS, INCLUDING BARCODE ITEMS (database, excel, F.E.S.S, FACS & GALILEO) TO USE FILED EXPENDABLE SUPPLY SYSTEM (F.E.S.S.) FACS & GALILEO. TO KEEP A RECORD OF SUPPLY ITEMS. PREPARING A MANUAL RECORD FOR ISSUE ITEMS. MAKING INVENTORIES. FURNITURE HAND OVER & OFFICE ARRANGEMENT IN HQ. MAKING FILLING SYSTEM. MAINTAININS LOG & RECORDS CONCERNING DISTRIBUTION, ENSURE ACCURACY OF ALL ALLOCATION FOR RECIPIENTS. MAINTAINS CUSTODY OF KEYS WHILE PERFORMING NORMAL DUTIES. MOVE LOADS, UNLOADS. CONTROLLING THE CLEANING OF THE HQ &THE HQ. FOLLOW UP OF LOGISTICAL WORK. FOLLOW UP OF PROCUREMENTS ACTIVITIES & PURCHASING. ARRANGEMENT OF CONFERENCE ROOM, CAFETERIA & WHENEVER A CEREMONY TAKE PLACE OR AT SRSG, DSRSG & ANOTHER MEETINGS PREPARING COFFEE &TEA etc. Driving. FOLLOW UP OF VISA & PROTOCOL ACTIVITIES WHENEVER VISA & PROTOCOL CLERK IS ON LEAVE. CLEARING, FORWARDING & WORKING AS a MOVCON WHENEVER NEEDED.

Summarize any of Your Achievements
During my service in UNMEE I achieved so many incredible things, for that I had a lot of recommendation letters from different sections (Chief more than five)

Reasons for Leaving

To join **MONUC MISSON** as **UNV**

| | | |
|---|---|---|
| Job Title LIAISON OFFICER | Type of Business GENERAL SERVICE | From - To 01/10/1993 - 01/04/2001 |
| Name of Employer FOOD FOR THE HUNGRY INTERNATIONAL | Name of Supervisor AYNALEM DEMEKE | |
| Salaries per Annum: Starting Final Currency Paid Is this a civil servant position of your Government? Yes 1500 1626 ETB Is this a position within the UN Common System? No | | |
| Telephone Number | | Email Address |
| Address of Employer Ethiopia | | |
| Number of Employees Supervised by You 2 | | |
| Description of Duties CONTROLLING THE ORGANISATION PROPERTIES. FOLLOW UP OF CLEARING, FOREWARDING CONTROLLING THE ORGANIZATION PROPERTIES. CONTROLLING WAREHOUSE. MAKING INVENTORY FOLLOW UP OF INTERNATIONAL & NATIONAL STAFF VISA. PURCHASING FOR PROJECTS & HQ. TO ASSIGN VEHICLES FOR INTERNATIONAL & NATIONAL STAFF. FOLLOW UP OF VEHICLE MAINTENANCE & SERVICE. | | |
| Summarize any of Your Achievements I ACCOMPLISHED SATISFACTORY JOB FOR FOOD FOR THE HUNGRY INTERNATIONAL, ESPECIALLY REGARDING LIAISONING AND LOGISTICAL SUPPORT | | |
| Reasons for Leaving DUE TO THE ORGANISATION REVISED STRUCTURE. | | |

| | | |
|--|--|---|
| Job Title MECHANIC SUPERVISER | Type of Business workshop | From - To 01/09/1984 - 01/12/1991 |
| Name of Employer Auto Perfect Garage | Name of Supervisor BERHANU ABEBE | |
| Salaries per Annum: Starting Final Currency Paid Is this a civil servant position of your Government? Yes 1600 2000 ETB Is this a position within the UN Common System? No | | |
| Telephone Number | | Email Address |
| Address of Employer Ethiopia | | |
| Number of Employees Supervised by You 15 | | |
| Description of Duties CONTROLLING THE MAINTNANCE OF CUSTOMERS VEHICLES. RECEIVING COUSTMRS VEHICLES. PURCHASING SPARE PARTS. CONTROLLING THE ACTIVITIES OF THE STORE. TO ASSIGN MECHANICS FOR THE WORKSHOP. TESTING VEHICLES. | | |
| Summarize any of Your Achievements WE HAD A NICE TEAM WORK THAT ENABLED US TO PERFORM A SURPRISING SERVICE FOR CUSTOMERS. | | |
| Reasons for Leaving I JOINED A BETTER ORGANIZATION (NGO) FOR BETTER & DIFFERENT EXPERIENCE. | | |

| | | |
|--|---|---|
| Job Title ASSISTANT MECHANIC | Type of Business MECHANIC | From - To 01/11/1982 - 01/12/1983 |
| Name of Employer HEBRET FANA GARAGE | Name of Supervisor WELDU ASSFAW | |
| Salaries per Annum: Starting Final Currency Paid Is this a civil servant position of your Government? Yes 1200 1300 ETB Is this a position within the UN Common System? No | | |
| Telephone Number | | Email Address |
| Address of Employer Ethiopia | | |
| Number of Employees Supervised by You 1 | | |
| Description of Duties TO ASSISET THE CHIEF MECHANIC. TO MAINTAIN COUSTMER VEHICLES. PURCHASING CONTROLLING STORE & ISSUE SPAER PARTS. | | |
| Summarize any of Your Achievements I PERFORMED AGREAT DEAL OF SUPPORT SERVICE FOR THE CHIEF MECHANIC & FOR THE WORK SHOP | | |
| Reasons for Leaving I JOINED A BETTER ORGANIZATION FOR BETTER EXPERIENCE | | |

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

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

| Language | Mother Tongue | Speak | Read | Write | Understand |
|----------------|---------------|---------------|---------------|---------------|---------------|
| Amharic | Yes | Easily | Easily | Easily | Easily |

Address

ETHIOPIA
ADDIS ABABA Ethiopia
Fax: 251-911216383
Contact: MENBERE ABEBE

Address

ETHIOPIA
dmbdta@yahoo.com
ADDIS ABABA ADDIS ABABA Ethiopia
Fax: 251-911216383
Contact: Dawit Tadesse

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 |
|-----------------------|-------------------------|------------------------------|-----------------------------|
| ABDELAZIZ AMMI | Retired UN Staff | Algeria Algeria | ammiaziz@hotmail.com |
| Shady HABIB | MONUC | CONGO – MONUC Algeria | |
| GERIES MOWAD | Retired UN Staff | Lebanon Algeria | gmoawad47@yahoo.com |

UNITED NATIONS  NATIONS UNIES

Personal History Profile for Lota WEMBI

General Details

| | | | |
|---|-------------------------------------|--|-------------------------------------|
| 1. Family name WEMBI | First Name Lota | Middle Name JEAN MICHEL | Maiden Name, (if any) |
| 2. Date of Birth 30/03/1968 | 3. City of Birth KINSHASA | Country of Birth Congo, Dem. Rep. | Index No |
| 4. Country of Nationality at Birth Congo, Dem. Rep. | Second Nationality (if any) | 5. Country of Present Nationality Congo, Dem. Rep. | Second Nationality (if any) |
| 6. Gender Male | 7. Height [cm] 193 | 8. Weight [kg] 93 | 9. Marital Status Married |

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

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

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

13. What is your preferred field of work? **Administrative officers**

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

15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? **01/10/2007**

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

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

Relations

19. Are any of your relatives employed by a public international organization? **No**

If you have any dependents, list them below:

| Dependent Name | Relationship | Date of Birth | Gender | City, Country of Birth | Nationalities |
|-------------------------|-----------------|-------------------|---------------|------------------------------------|------------------|
| BORA MBURANUMWE | Spouse | 19/04/1976 | Female | KANANGA, Congo, Dem. Rep. | Congolese |
| OKITALUNYI WEMBI | Son | 15/06/2000 | Male | KINSHASA, Congo, Dem. Rep. | Congolese |
| Dihandjo AKA | Daughter | 31/12/1991 | Female | Gbadolite, Congo, Dem. Rep. | Congolese |
| KALESHA WEMBI | Daughter | 01/10/2002 | Female | KINSHASA, Congo, Dem. Rep. | Congolese |

Education

List all university degrees or equivalent qualifications obtained.

| | | |
|---|---|---|
| University Name ISTM | City, Country BUKAVU Congo, Dem. Rep. | From - To Oct-1989 - Nov-1993 |
| Main Course of Study Nursing | Field of Study Health | |
| Degree Title or Equivalent Diploma in Nursing | Degree Type Undergraduate degree | |

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

| | | |
|---|---|---|
| Name of School INSTITUT BAHUMBU | City, Country KINSHASA Congo, Dem. Rep. | From - To Sep-1982 - Jul-1989 |
| Main Course of Study PSYCHOLOGIE ET PEDAGOGIE | | Certificate or Diploma DIPLOME D'ETAT |

Employment

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

| | | |
|--|--|--|
| Job Title Warehouse Assistant | Type of Business Warehousing | From - To 01/09/2000 - |
| Name of Employer United Nations Organization Mission In Democratic Republic of Congo (MONUC) | | Name of Supervisor Chidi Udeaaja |
| Salaries per Annum: Starting 7608 | Final 15191 | Currency Paid USD |
| | Is this a civil servant position of your Government? No | |
| | Is this a position within the UN Common System? Yes | |
| Telephone Number | Email Address wembi@un.org | |

Address of Employer
Congo, Dem. Rep.

Number of Employees Supervised by You
1

Description of Duties
o Coordinate the day-to-day activities of Medical Warehouse. o Keep records and inventory of all stocked medical items, and following internal requisitions' make them available in an expedient manner. o Develop; update and implement a mission list for drugs and medical consumables, based on generic drugs produced according to the WHO standards. o Develop and maintain a system for ongoing inspections of drug safety in all mission medical facilities. o Offers day-to-day advice on pharmaceutical issues including evaluating different antibiotics for impact on the local microbiological situation, and secures that mission personnel do not unnecessarily influence the ecological balance through the use of antibiotics. o Responsible for advising the medical administrator in the specification of drugs to be requisitioned, and for offering a prudent scale of issue for the planning of re-supply. o Through proactive planning, the incumbent is responsible to o Facilitate an unimpeded supply of drugs, medical supplies, medical consumables, vaccines, condoms (male and female) and blood in the mission. o Performs other duties as required by my supervisor. o Prepare and distribute Medical First Aid Kits to all Monuc staff according to approved requests. o Manage the Focal Point for supply of drugs, Medical consumables and equipments for UN-Medical Facilities not on self sustaining/COE. o Support the COE Unit in R&I of drugs, Medical supplies, Medical consumables and equipments. o Prepare and distribute supplies of all medical requests to clinics in each sector through Movcon. o Prepare the necessary documents for Direct Purchases and collect all required proforma invoices from vendors. o Maintain a record of all UN-Owned Medical equipments all over the mission. o Responsible for Medical equipments check out Process o Prepare and place orders (Mercury 2) to Procurement for Purchase Orders

Summarize any of Your Achievements
• Good knowledge of all Medical Logistic Operations • Creative talents • Knowledge and hands on experience in medical duties, particular in pharmaceuticals • Ability to establish priorities and to plan, coordinate and monitor own work plan. • Strong interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity. • Good interpersonal and oral and written communication skills. • Willingness to learn and keep abreast of new developments in the medical field. • Solid computer skills and good knowledge of relevant medical databases. • Ability to organize meetings and seminars • Ability to work in Emergencies • Good interpersonal skills; • Building community and counseling in the group

Reasons for Leaving
I am still working within MONUC/DPKO

| | | | |
|---|--|--|---|
| Job Title Stock and Supply Manager | | Type of Business Vehicle Spare Parts Shoping | From - To 01/01/1999 - 01/09/2000 |
| Name of Employer Auto ARLY – Kinshasa, D.R. Congo | | Name of Supervisor Mr. Tshimanga Alain | |

Salaries per Annum:

| | | | |
|-------------|-------------|---------------|--|
| Starting | Final | Currency Paid | Is this a civil servant position of your Government? No |
| 3000 | 3200 | USD | Is this a position within the UN Common System? No |

Telephone Number

Email Address

Address of Employer
Congo, Dem. Rep.

Number of Employees Supervised by You
4

Description of Duties
o Stock control and inventory of all the Company's Assets. o Preparing the Orders of goods for the Company as maintaining adequate stock of goods. o Prepare and place orders for Local Purchase of requested items. o Updating the stock cards as well as controlling stocks in system database.

Summarize any of Your Achievements
I was performing many tasks regarding purchasing; Stock control, Warehouse managing, Database updating, ...

Reasons for Leaving
End of Contract

| | | | |
|---|--|--|---|
| Job Title Logistic Assistant, in charge of Local Purchases | | Type of Business Humanitarian | From - To 01/05/1997 - 01/12/1998 |
| Name of Employer International Federation of Red Cross Societies, Kinshasa – D.R. Congo | | Name of Supervisor Mr. Lionel Gasparot | |

Salaries per Annum:

| | | | |
|-------------|-------------|---------------|--|
| Starting | Final | Currency Paid | Is this a civil servant position of your Government? No |
| 6300 | 7860 | USD | Is this a position within the UN Common System? Yes |

Telephone Number

Email Address

Address of Employer
Congo, Dem. Rep.

Number of Employees Supervised by You
2

Description of Duties
o Controlling the warehouse stock and preparing all the orders. o Getting the requisitions ready. o Re-supplying the residences of the delegates. o Collecting offers from potential vendors, evaluation of the offers and drafting, contacts for successful vendors.

Summarize any of Your Achievements
I was in charge of entire Logistic management I was also perming many tasks relative to caring Congolese refugees of Congo-Brazzaville in differents compound in Kinshasa townships.

Reasons for Leaving
End of Contract

| | | | |
|--|--|---|---|
| Job Title Medical Supervisor | | Type of Business Humanitarian | From - To 01/04/1996 - 01/10/1996 |
|--|--|---|---|

| | | | | | |
|---|-------------|---------------|--|--|--|
| Name of Employer Care International, Uvira/Sud-Kivu, D.R. Congo | | | Name of Supervisor Mme Morina | | |
| Salaries per Annum: | | | | | |
| Starting | Final | Currency Paid | Is this a civil servant position of your Government? No | | |
| 3600 | 3600 | USD | Is this a position within the UN Common System? Yes | | |
| Telephone Number | | | Email Address | | |
| Address of Employer Congo, Dem. Rep. | | | | | |
| Number of Employees Supervised by You 5 | | | | | |
| Description of Duties o Supervising a team of 5 nurses in charge of supplying medicine to the refugees' compounds. o Studying and evaluating the needs for medications and following up their proper use. o Providing advise to patients on prescribed medication | | | | | |
| Summarize any of Your Achievements I was in charge of supplying medicine to nurses in order to care about patients in different Clinic Centers in Uvira Field (Refugees Compound) | | | | | |
| Reasons for Leaving End of Contract | | | | | |

| | | | | |
|---|-------------|---|--|--|
| Job Title Head Nurse | | Type of Business Humanitarian | From - To 01/10/1995 - 01/03/1996 | |
| Name of Employer Médecins Sans Frontières (MSF)/Holland, Uvira/Sud-Kivu, D.R. Congo | | | Name of Supervisor Mme Maurine | |
| Salaries per Annum: | | | | |
| Starting | Final | Currency Paid | Is this a civil servant position of your Government? No | |
| 4200 | 4200 | USD | Is this a position within the UN Common System? Yes | |
| Telephone Number | | Email Address | | |
| Address of Employer Congo, Dem. Rep. | | | | |
| Number of Employees Supervised by You 10 | | | | |
| Description of Duties * Supervising a team of 10 nurses in charge of helping and nursing malnourished children. * Conducting seminars on what mothers should do in order to avoid malnutrition in their families. | | | | |
| Summarize any of Your Achievements I was managing and distributed many tasks to the nurses in order to take care of many children in different Refugees Compound in Uvira Field | | | | |
| Reasons for Leaving End of Contract | | | | |

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

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

For clerical grades only:

Indicate typing speed in words per minute: English - **40** French - **55**

List any office machines or equipment you can use:

Computer: UN Programmes : Lotus notes, Reality, Mercury system, Field Asset Control System. Access, Word, Excel, Galileo, Training on Basic and Advanced Security in the Field

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

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

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

| Language | Mother Tongue | Speak | Read | Write | Understand |
|------------------|---------------|---------------|---------------|---------------|---------------|
| Lingala | Yes | Easily | Easily | Easily | Easily |
| Kiswahili | Yes | Easily | Easily | Easily | Easily |

Address

8,AV MONGOLUALA
Q/LUBUDI
BANDALUNGWA KINSHASA Congo, Dem. Rep.
Telephone: 243-999981342
Fax: 243-999981342
Contact: LOTA WEMBI

Address

MEDICAL SECTION
MEDICAL WAREHOUSE / MEDICAL SECTION COTEX KINSHASA
GOMBE KINSHASA Congo, Dem. Rep.
Telephone: 243-0818905256 extension 5256
Fax: 243-999981342
Contact: LOTA WEMBI

Address

8,AV MONGOLUALA
Q/LUBUDI
BANDALUNGWA KINSHASA Congo, Dem. Rep.
Telephone: 243-999981342
Fax: 243-999981342
Contact: LOTA WEMBI

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 |
|----------------|--|---|-----------------|
| Marius KIBUNGU | Doctor , in General Hospital of Kinshasa, DR Congo | Mont-ngafula Congo, Dem. Rep. | |
| Thadee ONOKOKO | National President of ANAPECO | Av. Lukula# 25 - Kinsuka - Binza Congo, Dem. Rep. | |
| Willy WEMA | comptable | Kinshasa Congo, Dem. Rep. | |