

## Profiles included in this document

	Name	Index	DOB	Gender	Nationality	E-Mail
1.	AAMODT, Ellen	133845	15/01/1947	F	USA	aamodt@un.org
2.	BLANCO, Yvette	666396	07/01/1967	F	USA	blancoy@un.org
3.	BORNGRAEBER-BERTHELSEN, Anke		09/04/1962	F	GER	annbberthelsen@hotmail.com
4.	BROWNING, Victoria	643746	23/09/1963	F	USA	browning@intracen.org
5.	CHAPPELL, Christine		01/05/1963	F	UK	cdc_99@hotmail.com
6.	CURTIS, Camille	496623	08/10/1954	F	GUY	curtis@un.org
7.	KIM, Paula	987560	21/02/1973	F	USA	paula_kim@yahoo.com
8.	NAGAYOSHI, Noriko		01/01/1900	F	JPN	nagayoshi@itlos.org
9.	ONYEDIM, Nkechi	500678	23/05/1956	F	NIR	nkechi_onyedim@hotmail.com
10.	SCHMIDT, Petra	832866	05/03/1960	F	GER	pschmidt@ISA.org.jm

# Personal History Profile for Ellen AAMODT

## General Details

1. Family name <b>AAMODT</b>	First Name <b>Ellen</b>	Middle Name <b>Ann</b>	Maiden Name, (if any) <b>Grimes</b>
2. Date of Birth <b>15/01/1947</b>	3. City of Birth <b>Boston</b>	Country of Birth <b>United States of America</b>	Index No <b>133845</b>
4. Country of Nationality at Birth <b>United States of America</b>	Second Nationality (if any)	5. Country of Present Nationality <b>United States of America</b>	Second Nationality (if any)
6. Gender <b>Female</b>	7. Height [cm] <b>15</b>	8. Weight [kg] <b>100</b>	9. Marital Status <b>Divorced</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? **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? **Professional, managerial & technical specialists for which no job family exists**

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: **aamodt@un.org**

## Education

List all university degrees or equivalent qualifications obtained.

University Name <b>Regis College</b>	City, Country <b>Weston United States of America</b>	From - To <b>Sep-1964 - May-1968</b>
Main Course of Study <b>Other Humanities</b>	Field of Study <b>Humanities</b>	
Degree Title or Equivalent <b>Bachelor of Arts</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>UN</b>	City, Country <b>NY United States of America</b>	From - To <b>Dec-2004 - Dec-2004</b>
Main Course of Study <b>Interacting with Influence</b>		Certificate or Diploma <b>Certificate</b>

Name of School <b>UN</b>	City, Country <b>NY United States of America</b>	From - To <b>Dec-2003 - Dec-2003</b>
Main Course of Study <b>Basic Security in the Field - Staff Safety, Health, and Welfare</b>		Certificate or Diploma <b>Certificate</b>

Name of School <b>UN</b>	City, Country <b>New York United States of America</b>	From - To <b>Jun-2003 - Jun-2003</b>
Main Course of Study <b>Selection and Interviewing Skills, Follow-up Session, June 2003</b>		Certificate or Diploma <b>Certificate</b>

Name of School <b>KMPG</b>	City, Country <b>NY United States of America</b>	From - To <b>Apr-2003 - Apr-2003</b>
Main Course of Study <b>Introduction to Risk Assessment</b>		Certificate or Diploma <b>none</b>

Name of School <b>Supply Chain Summit</b>	City, Country <b>Chicago United States of America</b>	From - To <b>Jun-2002 - Jun-2002</b>
Main Course of Study <b>Supply Chain business models</b>		Certificate or Diploma <b>Certificate</b>

Name of School <b>Association of Certified Fraud Examiners</b>	City, Country <b>NY United States of America</b>	From - To <b>Jun-2002 - Jun-2002</b>
Main Course of Study <b>Contract and Procurement Fraud</b>		Certificate or Diploma <b>Certificate</b>

Name of School <b>Project Management Workshop</b>	City, Country <b>NY United States of America</b>	From - To <b>May-2002 - May-2002</b>
Main Course of Study <b>Project Management</b>		Certificate or Diploma <b>Certificate</b>
Name of School <b>People Management</b>	City, Country <b>NY United States of America</b>	From - To <b>Mar-1999 - Mar-1999</b>
Main Course of Study <b>People Management</b>		Certificate or Diploma <b>Certificate</b>
Name of School <b>Conflict Resolution</b>	City, Country <b>NY United States of America</b>	From - To <b>Nov-1998 - Nov-1998</b>
Main Course of Study <b>Collaborative Negotiation Skills</b>		Certificate or Diploma <b>Certificate</b>
Name of School <b>Naval Center for Acquisition Training</b>	City, Country <b>Virginia Beach United States of America</b>	From - To <b>Sep-1998 - Sep-1998</b>
Main Course of Study <b>Quality Assurance for Commercial Activities</b>		Certificate or Diploma <b>Certificate</b>
Name of School <b>Supervisory Skills</b>	City, Country <b>NY United States of America</b>	From - To <b>Apr-1998 - Apr-1998</b>
Main Course of Study <b>Training for first line supervisors</b>		Certificate or Diploma <b>Certificate</b>
Name of School <b>FACS Management Group Training</b>	City, Country <b>NY United States of America</b>	From - To <b>Feb-1998 - Feb-1998</b>
Main Course of Study <b>Methods for finding information in FACS</b>		Certificate or Diploma <b>Certificate</b>
Name of School <b>St. Mary`s High School</b>	City, Country <b>Waltham United States of America</b>	From - To <b>Sep-1960 - Jun-1964</b>
Main Course of Study <b>college preparation: English, mathematics, science, French and Latin</b>		Certificate or Diploma <b>Diploma</b>

## Employment

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

Job Title <b>Chief, COE &amp; Property Management Support Section</b>	Type of Business <b>peacekeeping</b>	From - To <b>01/08/2005 -</b>
Name of Employer <b>DFS/LSD/SSS/CPS</b>		Name of Supervisor <b>Vitali Petrounev</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>001917367-4016</b>	Email Address <b>aamodt@un.org</b>	
Address of Employer <b>United States of America</b>		
Number of Employees Supervised by You <b>12</b>		
Description of Duties <b>Develop policies, procedures, guidelines and training programmes for field missions on property management and COE programmes in accordance with the UN Financial Regulations and Rules and COE Manual.</b>		
Summarize any of Your Achievements <b>I built a new team from two seemingly different core business Units into the COE and Property Management Support Section. By adopting the same business approach for both Units, we now advise Management on actuals, trends, strengths and weaknesses in the programmes, cross-train, and most importantly, share this information with stakeholders, empowering them to improve their decision making processes. Secondly, I have capitalized on IT systems to capture entire processes electronically such as the Write Off and Disposal Module of Galileo. Thirdly, after reviewing the business processes, I am streamlining significant elements to enable missions to exert greater control over their mission assets.</b>		
Reasons for Leaving <b>Broader opportunities</b>		

Job Title	Type of Business	From - To
.....	.....	.....

<b>Chief, Supply Section</b>	<b>peacekeeping mission</b>	<b>01/01/2005 - 01/08/2005</b>
Name of Employer <b>MINUSTAH</b>		Name of Supervisor <b>Livio Calgare</b>
Salaries per Annum: Starting <b>148000</b>	Final <b>148000</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		Email Address <b>aamodt@un.org</b>
Address of Employer <b>Haiti</b>		
Number of Employees Supervised by You <b>52</b>		
Description of Duties <b>Establish, direct and manage a supply operations programme to support military, police and civilian components of MINUSTAH.</b>		
Summarize any of Your Achievements <b>Developed procurement plan; 97% of allotted funds encumbered; all international post filled; established mission reserves for fuel and rations; no adverse audit citations</b>		
Reasons for Leaving <b>returned to duty station</b>		

Job Title <b>Supply Operations Officer</b>	Type of Business <b>Peacekeeping</b>	From - To <b>01/01/2002 - 01/01/2005</b>
Name of Employer <b>DPKO/OMS/LSD/SS</b>		Name of Supervisor <b>Clemens Adams</b>
Salaries per Annum: Starting <b>125000</b>	Final <b>148000</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>1917367</b>		Email Address <b>aamodt@un.org</b>
Address of Employer <b>United States of America</b>		
Number of Employees Supervised by You <b>7</b>		
Description of Duties <b>plan,direct and manage Supply Chain operations for major support services such as rations, fuel, and technical surge capability, etc. to support the military, police and civilian operations of the missions, including development of Scopes of Work, technical specifications, contract preparation, and SOPs. Oversee the implementation of contracts for services in missions. Act as principal liaison between missions, LSD, PD, OLA and Supply on contractual and claim matters related to services. Develop and advise on logistics policy matters on services and other supply activities. Act as focal point for Supply on mission planning, audits, budgets, briefing materials for Management and legislative bodies. Serve as Certifying Officer for Supply Section. Represent Supply on technical assessment missions.</b>		
Summarize any of Your Achievements <b>Developed a rapid reaction plan for rations and technical services; supervised preparation of 60 major procurement cases for HQ approval valued at \$400 million; developed 2 exchange programme opportunities for HQ and field staff; developed basic start up kit for fuel products and 4 SOPs on fuel; supervised implementation of significant elements SDS acquisition programme; directed mapping of core process on acquisition.</b>		
Reasons for Leaving <b>current position</b>		

Job Title <b>OIC, Technical Support Services, SPA P-5</b>	Type of Business <b>Peacekeeping Mission</b>	From - To <b>01/08/2001 - 01/01/2002</b>
Name of Employer <b>UNMIK, Kosovo</b>		Name of Supervisor <b>Phillip Cooper</b>
Salaries per Annum: Starting <b>0</b>	Final <b>0</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		Email Address
Address of Employer <b>Yugoslavia</b>		
Number of Employees Supervised by You <b>9</b>		
Description of Duties <b>Plan and manage the provision of technical services to the mission, including Logistics Operations, Transport, Air Operations, Communications, IT, Engineering, Supply, Air Operations, Air Safety and Medical Services. Develop, prepare, coordinate and monitor logistic support plans including forecasting, supply schedules, priorities and resolution of urgent operational needs. Certifying Officer for UNMIK.</b>		
Summarize any of Your Achievements <b>Prepared performance report on 2001/02 for all technical services; guided and consolidated budget proposal for 2002/03 for \$44 m; supervised major relocation of 700 staff to 3 new locations; prepared for donation of UNOE for the start up of the Provisional Government of Kosovo; and developed procurement plans for 2001/02.</b>		
Reasons for Leaving		

return to HQ

Job Title <b>Chief, Supply Section, SPA P-5</b>	Type of Business <b>Peacekeeping</b>	From - To <b>01/03/2000 - 01/08/2001</b>	
Name of Employer <b>UNMIK, Kosovo</b>	Name of Supervisor <b>Phillip Cooper</b>		
Salaries per Annum: Starting <b>0</b>	Final <b>0</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	Email Address		
Address of Employer <b>Yugoslavia</b>			
Number of Employees Supervised by You <b>4</b>			
Description of Duties <b>Directed the Supply programme for UNMIK with a budget of \$31 million: planning, specifying and requisitioning materials in support of police, security, medical services, civil administration, Transport, Comms, IT and Engineering; developed a warehouse and distribution programme for 5 Regions, specified and managed major outsourced support services for rations and fuel; stored, issued and monitored UNOE assets. Appointed Member of LPSB and Local Panel for SPAs and Upgrades.</b>			
Summarize any of Your Achievements <b>Set up, tasked and supervised Supply Chain Management for the mission through 4 Units: Planning, Warehouse &amp; Distribution, Contract Management, and Assets Disposal. The major challenge was the provision of materials support to an operational police force of 5,000 for weapons, ammunition, riot control gear, and investigation/ forensic equipment. In response to these unique requirements, I developed a global systems contracts, authorized by UNHQ, to supply 178 police items to all peacekeeping missions with civilian police activities. Developed and outsourced a hazardous waste disposal programme. Automated system for fuel issue vouchers through FuelLog. Developed a warehouse management system to improve inventory accuracy. Turned the Assets Disposal Unit into an income generating business, offsetting costs by sales.</b>			
Reasons for Leaving <b>advanced to position as OIC, Technical Support Services (D-1)</b>			

Job Title <b>Supply Operations Officer</b>	Type of Business <b>Peacekeeping</b>	From - To <b>01/12/1997 - 01/02/2000</b>	
Name of Employer <b>DPKO/FALD/LCS/SS</b>	Name of Supervisor <b>Ivan Kulov/Joan Mathangani</b>		
Salaries per Annum: Starting <b>0</b>	Final <b>0</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	Email Address		
Address of Employer <b>United States of America</b>			
Number of Employees Supervised by You <b>5</b>			
Description of Duties <b>As Chief of the Services Unit, I managed the programme for essential, complex services in rations, fuel and other support services. Duties included: development of Scopes of Work, technical evaluations of proposals, technical and operational advice to PD, HCC and OLA on contractual issues; resolving contractual claims; and incorporating lessons learned in subsequent exercises. General support included reviewing mission budgets, preparing briefing notes and responses to legislative bodies and auditors, and reviewing/verifying claims from Member States for services provided under LOA arrangements.</b>			
Summarize any of Your Achievements <b>Developed generic statement of requirement for rations services; contracts for same in 4 missions; designed a template tool for developing start-up mission budgets; developed a project management system to track major mission requirements for services; documented step-by-step procedures for missions to follow in significant procurement cases; outsourced system-wide requirements for emergency food supplies.</b>			
Reasons for Leaving <b>mission assignment</b>			

Job Title <b>Supply Officer</b>	Type of Business <b>Peacekeeping</b>	From - To <b>01/05/1995 - 01/11/1997</b>	
Name of Employer <b>DPKO/FALD/LCS/SS</b>	Name of Supervisor <b>Ivan Kulov</b>		
Salaries per Annum: Starting <b>0</b>	Final <b>0</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	Email Address		
Address of Employer <b>United States of America</b>			
Number of Employees Supervised by You <b>5</b>			
Description of Duties			

**As Chief of the Services Unit, I supervised the outsourcing of complex services, developed Statements of Work, performed technical evaluations of proposals, reviewed contracts and guided missions in the implementation of contracts.**

Summarize any of Your Achievements

**Prepared generic SOW for rations, investigated and resolved major claim cases; developed an anthology of specifications.**

Reasons for Leaving

**promotion to P-4**

Job Title <b>Supply Officer</b>	Type of Business <b>peacekeeping</b>	From - To <b>01/01/1994 - 01/04/1995</b>
Name of Employer <b>DPKO/FALD/LCS/SS</b>		Name of Supervisor <b>K. Stasiewicz</b>

Salaries per Annum: Starting <b>0</b>	Final <b>0</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>
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Telephone Number

Email Address

Address of Employer

**United States of America**

Number of Employees Supervised by You

**0**

Description of Duties

**Assigned to the General Supply Unit, managing support matters related to the supply of uniform items, medals, operation maps and general supply requirements.**

Summarize any of Your Achievements

**Developed budget ratios for stationary items and a comprehensive plans for the supply of FS uniforms.**

Reasons for Leaving

**moved to Services Unit of Supply Section**

Job Title <b>Consultant</b>	Type of Business <b>export consulting</b>	From - To <b>01/11/1992 - 01/12/1993</b>
Name of Employer <b>Consultant</b>		Name of Supervisor <b>self-employed</b>

Salaries per Annum: Starting <b>1</b>	Final <b>1</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>
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Telephone Number

Email Address

Address of Employer

**United States of America**

Number of Employees Supervised by You

**0**

Description of Duties

**Prepared marketing/sales proposals for manufacturers entering/expanding into export markets.**

Summarize any of Your Achievements

**Developed a logistics plan for exporting adhesive products to Mexico; surveyed distribution chain for lighting fixtures.**

Reasons for Leaving

**UN employment**

Job Title <b>International Marketing and Sales Manager</b>	Type of Business <b>manufacturer</b>	From - To <b>01/03/1979 - 01/10/1992</b>
Name of Employer <b>Avery Dennison</b>		Name of Supervisor <b>Hayden F. Estrada</b>

Salaries per Annum: Starting <b>1</b>	Final <b>87000</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>
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Telephone Number

Email Address

Address of Employer

**United States of America**

Number of Employees Supervised by You

**5**

Description of Duties

**Identified, planned and implemented sales programmes for 5000 office products through direct sales, distributors and/or subsidiary companies in Europe, Mexico, Canada, Asia, Central America and the Caribbean Basin. Through extensive travels in developing markets, I researched import/export requirements, made profitability studies, recommended entry strategies. My tenure with Avery Dennison spanned 13 years in progressively responsible positions; Other positions held: Marketing Manager ('87-'89); Product Marketing Manager ('85-'87); International Accounts Manager ('81-'84); International Coordinator ('79-'81).**

Summarize any of Your Achievements

**Organized and implemented technology transfer project for Mexico; trained marketing and sales staff in Key Account Management; consistently achieved sales and profit targets.**

Reasons for Leaving

**Reduction in Force after merger between Dennison and Avery Corporations**

Job Title <b>Administrator</b>	Type of Business <b>binational education</b>	From - To <b>01/03/1978 - 01/08/1979</b>	
Name of Employer <b>U.S. Educational Foundation in Norway</b>		Name of Supervisor <b>B. Lysholt Peterson</b>	
Salaries per Annum: Starting <b>1</b>	Final <b>1</b>	Currency Paid <b>NOK</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	Email Address		
Address of Employer <b>Norway</b>			
Number of Employees Supervised by You <b>0</b>			
Description of Duties <b>Administered Fulbright Commission grants for higher education to Norwegian and American students.</b>			
Summarize any of Your Achievements <b>Provided practical information on the U.S education system, entry exams, scholarship programmes, etc.</b>			
Reasons for Leaving <b>relocation to the USA</b>			

Job Title <b>Full time mother</b>	Type of Business <b>family management</b>	From - To <b>01/09/1974 - 01/03/1978</b>	
Name of Employer <b>Aamodt Family</b>		Name of Supervisor <b>self-supervised</b>	
Salaries per Annum: Starting <b>1</b>	Final <b>1</b>	Currency Paid <b>NOK</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	Email Address		
Address of Employer <b>Norway</b>			
Number of Employees Supervised by You <b>0</b>			
Description of Duties <b>Plan and develop family life, child-rearing.</b>			
Summarize any of Your Achievements <b>Daughter, Mette, is now a graduate of Columbia and Harvard Universities and an established architect.</b>			
Reasons for Leaving <b>Financial incentive to reenter the workforce.</b>			

Job Title <b>Administrative Clerk</b>	Type of Business <b>UN</b>	From - To <b>01/10/1969 - 01/09/1974</b>	
Name of Employer <b>UNIDO</b>		Name of Supervisor <b>Denis G. Beissel</b>	
Salaries per Annum: Starting <b>1</b>	Final <b>1</b>	Currency Paid <b>ATS</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	Email Address		
Address of Employer <b>Austria</b>			
Number of Employees Supervised by You <b>0</b>			
Description of Duties <b>Provide administrative support to Chief, Central Administrative Office, Office of Director, Division of Administration</b>			
Summarize any of Your Achievements <b>Researched and produced an administrative handbook describing the functions and responsibilities of the Administrative Officers outposted to the Substantive Divisions</b>			
Reasons for Leaving <b>motherhood</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>

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

Language	Mother Tongue	Speak	Read	Write	Understand
<b>German</b>	<b>No</b>	<b>Not easily</b>	<b>Easily</b>	<b>Not easily</b>	<b>Easily</b>
<b>Norwegian</b>	<b>No</b>	<b>Easily</b>	<b>Not easily</b>	<b>Not easily</b>	<b>Easily</b>

## Address

212 East 48th St. At. 3D  
NY, NY United States of America  
Telephone: 1-212-838-2428  
Fax: -  
Contact: Ellen Aamodt

## 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>Susan HACKLEY</b>	<b>Managing Director, Program on Negotiation, Harvard Law School</b>	<b>500 Pound Hall, Harvard Law School Cambridge, MA 02138 United States of America</b>	<b>001617495 1684 shackley@law.harvard.edu</b>
<b>Peter PHELAN</b>	<b>Sr. V.P. Logistics Defense Contracting</b>	<b>Dyncorp International One Ridmar Centre 6500 West Freeway, Suite 600 Fort Worth, TX 76116-2187 United States of America</b>	<b>001817 570 1840 pete.phelan@dyncorp.com</b>
<b>Ugo POSTORINO</b>	<b>Military</b>	<b>Ten. Col. Ugo Postorino Scuola Di Guerra Via Terme di Traiano 000563 Civitavecchia United States of America</b>	<b>390766597360 upostor@tin.it</b>

## Personal History Profile for Yvette BLANCO

### General Details

- |  |   |  |                                    |
|--|---|--|------------------------------------|
| 1. Family name<br><b>BLANCO</b>                        | First Name<br><b>Yvette</b>               | Middle Name<br><b>Eileen</b>   | Maiden Name, (if any)              |
| 2. Date of Birth<br><b>07/01/1967</b>                  | 3. City of Birth<br><b>Guatemala City</b> | Country of Birth<br><b>Guatemala</b>                                 | Index No<br><b>666396</b>          |
| 4. Country of Nationality at Birth<br><b>Guatemala</b> | Second Nationality (if any)               | 5. Country of Present Nationality<br><b>United States of America</b> | Second Nationality (if any)        |
| 6. Gender<br><b>Female</b>                             | 7. Height [cm]<br><b>163</b>              | 8. Weight [kg]<br><b>52</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? **Yes. United States of America.**
13. What is your preferred field of work? **Management and programme analysts**
14. Would you accept employment for less than six months? **Yes**
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? **01/01/2000**
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: **blancoy@un.org**

### Education

List all university degrees or equivalent qualifications obtained.

University Name <b>New York University</b>	City, Country <b>New York, NY United States of America</b>	From - To <b>Sep-1996 - Jan-1999</b>
Main Course of Study <b>Education Science</b>	Field of Study <b>Education</b>	
Degree Title or Equivalent <b>Masters of Education, Focus on implementation of IT in developing nations</b>	Degree Type <b>Masters</b>	

University Name <b>New York University</b>	City, Country <b>New York, NY United States of America</b>	From - To <b>Sep-1986 - Jun-1989</b>
Main Course of Study <b>Political Science</b>	Field of Study <b>Social &amp; Behavioural Science</b>	
Degree Title or Equivalent <b>Bachelor of Arts in Political Science</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 International High School</b>	City, Country <b>New York, NY United States of America</b>	From - To <b>Sep-1981 - Jun-1985</b>
Main Course of Study <b>International Baccalaureate</b>		Certificate or Diploma <b>High School Diploma</b>

### Employment

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

Job Title <b>Administrative Management Officer</b>	Type of Business <b>Administrative Officer</b>	From - To <b>01/04/2008 -</b>
Name of Employer <b>Department of Field Support, Office of the Under-Secretary-General</b>		Name of Supervisor <b>Ms. Susana Malcorra, Under-Secretary-General</b>
Salaries per Annum: Starting <b>101541</b>	Final <b>101541</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 <b>001212963-3356</b>	Email Address <b>blancoy@un.org</b>	
Address of Employer .....		

**United States of America**

Number of Employees Supervised by You

5

Description of Duties

Under the supervision of the USG, DFS, support the daily execution of the leadership, management and administration of her Office. Coordinate, monitor and facilitate service delivery of support on operational and support matters arising in all DPKO-managed peacekeeping operations and DPKO-led special political missions (including liaison with missions, DPKO/IOTs and relevant units within DFS). Monitor the range of strategic and operational support issues in peacekeeping and DPKO-led special political missions, maintaining briefing files on current field missions and preparing regular updates to senior management: Identify matters for follow-up and need for action; identify and respond to changes, problems and incidents, provide early warning of potential trouble spots; and identify and bring to the attention of senior management relevant issues with recommendations for appropriate action. Prepare and review policy, procedures, operational and administrative issuances of all types, often involving highly sensitive/confidential matters. During the seven months of serving in the capacity as Special Assistant, managed and supervised day-to-day functioning of the front office of the USG, including oversight of tasking for DFS; effective follow-up to all meetings and engagements; briefings; conferences; interviews; act as the liaison between the USG and DFS Directors and DPKO and DPA counterparts to advance DFS operational, programmatic and budgetary objectives in support of UN field operations. Current functions: Provide effective liaison, consultation and coordination between DFS Divisions and OUSG DFS. Liaison within DFS and between OUSG and the DPKO, DPA, UN Secretariat, mission colleagues and Member States on a range of DFS support responsibilities. Support to USG on official travel to field missions and other locations. Undertake special projects and assignments, including supporting the development of the DFS support strategy.

Summarize any of Your Achievements

Assigned as the officer responsible for managing the transition of the newly appointed USG for Field Support. Coordinated and drafted in-briefs for the USG with DPKO and DFS senior management on all aspects of mission support including: mandates and activities, key actors, critical operational information, challenges, support arrangements including logistics, human resources management, financing and budgeting, trust funds, etc; as well as all aspects of the Department, including: description of functions, work plans, key documents and guidelines, major initiatives and action plans for all Offices/Divisions/Sections/Units/Teams. Liaised with DPKO, DPA and UN Secretariat counterparts to ensure a comprehensive in-brief of DPKO and DFS operations. Supported the USG with respect to the transfer of responsibilities to the UN Secretariat's Office of Information and Communications Technology (OICT), including post management and staffing. Supported the USG with clear and prompt guidance, acting in the capacity as interim special assistant during her first six months in office; leading the recruitment efforts to fully staff her office. HR functions included the classification of all OUSG posts with OHRM, development of vacancies announcements in accordance with generic job profiles (GJPs); building of the vacancy announcements in Galaxy; evaluation of 15, 30 and 60-day candidates; development of short-lists for USG review/approval; act as the secretariat for OUSG and senior level DFS selection panels, ensuring submissions adhered to OHRM rules, regulations and best practices. Supported all DFS Divisions in the submission of selection cases promoting adherence with the Secretariat's gender and geographic diversity targets. Focal point for supporting the USG in the staffing of the DFS senior management team (D-2 posts). Effectively monitored the range of strategic and operational support issues in peace operations, maintaining briefing files on current field missions and preparing regular updates to senior management. Supported the USG during official travel to field missions, Member States and regional Organizations. Of particular note is the support provided to the USG throughout all AU, UN and Government of Sudan Tripartite meetings.

Reasons for Leaving

Not applicable

Job Title	Type of Business	From - To
<b>Administrative Management Officer</b>	<b>Peacekeeping</b>	<b>01/09/2006 - 01/04/2008</b>
Name of Employer		Name of Supervisor
<b>Department of Field Support</b>		<b>Ms. Jane Holl Lute, Assistant-Secretary-General and Officer-in-Charge</b>

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>101541</b>	<b>101541</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>

Telephone Number	Email Address
<b>1212963-3356</b>	<b>blancoy@un.org</b>

Address of Employer  
**United States of America**

Number of Employees Supervised by You

4

Description of Duties

Supported the ASG for Peacekeeping Operations (OMS) and then Officer-in-Charge for the newly created Department of Field Support (DFS) in the daily execution of her responsibilities. Provided information and advice to the ASG on policy, operational and administrative matters. Provided regular liaison with front office counterparts, with all DFS Divisions and Services, as well as with other departments, agencies, funds and programmes involved in the provision of support to field operations. Focal point for all ICT issues, including supporting the process of the establishment of the Valencia Secondary Active Telecommunication Facility in Valencia, Spain. Supported Chief CITS in the development of the strategic framework for the creation of a secondary active telecommunications hub, to complement the existing ICT capabilities of UNLB. Liaised with the OLA, OPPBA, and Member States to support the Valencia initiative. Reviewed related project and budget proposals. Provided policy and administrative guidance consistent with the policy and operational objectives of the OIC. Served as the Headquarters Human Resources (HR) Focal Point, supporting the ASG in her role as Programme Case Officer for all DFS positions. Ensured effective coordination with the Executive Office and/or the Office of Human Resources Management (OHRM) on DFS staffing matters including post management and post classifications; supported the implementation of restructuring proposals, including ensuring the advertisement and selection of staff resources for new approved posts. Contributed to the drafting of the DPKO OMS inputs to the DPKO restructuring proposal and the creation of the DFS. Provided advice to the ASG and Director, DFS on issues pertaining to the restructuring of the Department and establishment of DFS. Coordinated and provided advice on the planning exercises, including preparation of the SG's Strategic Framework; ensuring alignment, supporting development of performance measures.

Summarize any of Your Achievements

Contributed to the development and articulation of the Department's strategic direction. Ensured alignment of Departmental and area work plans. Supported Departmental change management initiatives. In the context of the creation of DFS, proposed and implemented Departmental decisions on personnel administration matters, in consultation with DFS Directors (Officers-in-Charge). Managed the OUSG/OASG DFS staffing table comprised of 51 posts (OUSG, OASG, CDU, SLAS, DFS IOT Specialist), including classification of posts, evaluation of staffing needs, recruitment, and HRM policies. Provided policy and administrative guidance consistent with the policy and operational objectives of the OIC. Contributed to policy, procedural, operational and administrative issuances, as well as to notes to the DSG and SG, often on highly sensitive matters and under strict time constraints. As focal point for all ICT strategic and operational initiatives in the context of the DFS restructuring, successfully ensured that the Division was positioned correctly within the Department and ensuring the optimal managerial structure. Supported and strengthened the management capacity of the OASG by developing and maintaining efficient communication and information systems, initiating and/or designating actions to be taken, and conducting follow-up on issues. Coordinated and prepared position papers, briefing notes and talking points for meetings with various delegations, conferences and working groups. Served as OASG focal point on information management; enterprise resource planning (ERP); legal issues including the monitoring of Memoranda of Understanding (MOUs); developing terms of reference for HCA/AA for Valencia, Spain; training; strategic policy and related activities. Effectively monitored DFS budgetary allocations.

Reasons for Leaving

Laterally moved to the Office of the USG DFS.

Job Title	Type of Business	From - To
<b>Administrative Management Officer</b>	<b>Human Resources</b>	<b>01/04/2005 - 01/09/2006</b>
Name of Employer		Name of Supervisor
<b>Personnel Management and Support Service, ASD/OMS/DPKO</b>		<b>Donna Marie C. Maxfield, Chief</b>
Salaries per Annum:		

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>101541</b>	<b>101541</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address	
<b>001212963-3356</b>		<b>blancoy@un.org</b>	
Address of Employer			
<b>United States of America</b>			
Number of Employees Supervised by You			
<b>2</b>			
Description of Duties			
<p><b>Provided direct support to the Chief, PMSS on administrative, HR, finance, and organizational requirements of the Service. Identified problems and proposed corrective measures to ensure implementation/productivity of the Service's work programme; Coordinated, drafted and contributed to management reports and Secretary-General's reports on HR policy, budget and administrative issues to inter-governmental bodies. Conducted analysis of statistical data to identify human resources trends in field missions. Developed responses to intergovernmental bodies' and/or specific Member States' queries on human resources management and cross-cutting issues. Provided intra-service coordination for policy, audit, Departmental requests for briefing notes and yearly business plans for the Service. Produced consolidated responses to audit reports by analyzing, evaluating and coordinating the input of PMSS Sections/Units; tracked and reported on intra-Service compliance with audit recommendations. Managed and coordinated the Services budgetary requests, including results based budgeting frameworks. Under the direction of the Chief, PMSS, managed the Service's human resources staffing which comprised of approximately 120 staff. Responsibilities included: Counseled and advised Chief PMSS and Section Chiefs on staff related issues, recruitment, career pathing for PMSS staff, rotations to the field missions, issuance of vacancy announcements, staff selection, placement, extension of appointments, transfers, promotions, job classifications, special post allowances and rules and procedures. Participated in OHRM-led human resources policy development and reviews. Supported HRM reform initiatives through data analysis and review of staffing retention trends in UN field operations.</b></p>			
Summarize any of Your Achievements			
<p><b>Supported Chief, PMSS, and the Service's senior management team in the comprehensive review of the Service's functions and supportive processes with a view to support Chief of the Service in articulating the restructuring of the Service. As directed by Chief, PMSS, contributed to the Service's restructuring proposal by coordinating, drafting and validating terms of reference for all job descriptions. Assisted Chief, PMSS in the implementation of the Service's restructuring plan by supporting the change management process which included: coordinating, drafting, and validating terms of reference for all PMSS job descriptions, budget proposals and staff recruitment and selection; devised and rendered operational the reporting framework for relevant HRM statistics including reporting to DPKO senior management, Secretariat Counterparts, and Member States on HRM incumbency rates in all peacekeeping and political affairs missions administered by DPKO/PMSS. Responsible for working with ICT resources to delivered statistical reporting and related solutions.</b></p>			
Reasons for Leaving			
<b>Was selected to serve as Administrative Management Officer in the Office of the Assistant Secretary-General for Peacekeeping Operations, OMS/DPKO.</b>			

Job Title	Type of Business	From - To
<b>Computer Information Systems Officer</b>	<b>International Organization</b>	<b>01/02/2004 - 01/03/2005</b>
Name of Employer	Name of Supervisor	
<b>Communications and Information Technology Service, LSD/OMS/DPKO</b>	<b>Rudy Sanchez</b>	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>68306</b>	<b>68306</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address	
<b>1212963-3356</b>		<b>blancoy@un.org</b>	
Address of Employer			
<b>United States of America</b>			
Number of Employees Supervised by You			
<b>5</b>			
Description of Duties			
<p><b>Formulated policies, strategies, guidelines and SOPs for the delivery of ICT/IS services. Developed, monitored and implemented project plans; managed project resources, time-lines and deliverables. Under the supervision of Chief CITS, supported the re-engineering of the WAN and the conceptualization of a DRBC network to support field mission environments, with back-up at a primary and secondary site. Coordinated third-party ICT service delivery agreements. Conducted research and assisted Chief CITS and managers in the implementation of industry best practices and standards to strengthen ICT global service delivery and support. Drafted, monitored, and coordinated the implementation of DPKO's ICT governance framework and High Level Business Case (HLBC) for the field in alignment with the Secretary-General's ICT strategy; liaised with the Secretariat's Information and Communications Technology Board (ICTB) and missions to coordinate DPKO ICT and IS projects; responded to mission queries on ICT governance. Coordinated with DPKO EO CITS yearly inputs for Support Account, Performance Reports, RBB framework, and annual ICT budget submissions; respond to OPPBA/PFD queries as required. Integrated the Service's inputs to LSD and OMS Business plans. Coordinated cross-cutting activities for the Service including audit responses and monitor adherence to audit recommendations. Tracked IS projects against plans, requirements, quality assurance measures, and standard processes; liaised with users on all aspects and during all phases of project development and implementation.</b></p>			
Summarize any of Your Achievements			
<p><b>Researched, coordinated and drafted various submissions to the member states including the DPKO Report to the UN General Assembly on the ICT functional requirements of field missions (A/58/740). During the conceptual phase of the Secondary Active telecommunications hub project, developed and analysed models for optimal implementation and return on investment in field environments. Advised Chief CITS on ICT human resources requirements to implement ICT reform proposals, advising on the optimal use of post and contractual resources to ensure the successful implementation of ICT consolidation and resource optimization strategies. Participated and contributed to the Secretariat's ICTB formulation of a standard methodology for presenting high level business cases for IT and IM investments to the Board, including ROI, to promote greater operational efficiencies and effectiveness through a coordinated approach to requirements elicitation, design and/or procurement. Developed a plan of action for the comprehensive review of DPKO's electronic archiving and correspondence workflow requirements, including gap analysis of currently deployed and piloted systems. Coordinated all ICT audit responses to internal and external oversight bodies to ensure timely submission and to monitor compliance with audit recommendations. Liaised with CITS Operations and Information Systems specialists to coordinate and develop the CITS SOPs for field mission ICT infrastructure, MOSS compliance, systems development and support, with an emphasis on standardized business processes. Developed the DPKO ICT governance structure for field missions' review of ICT and IS investments, thereby ensuring alignment with the SG's ICT strategy and the Secretariat's ICTB/PRC, and validated draft TORs with field Chiefs of CITS. Supported the Chief CITS in reporting to Member States on the ICT strategy to develop data centres in field missions and UNLB.</b></p>			
Reasons for Leaving			
<b>Was selected to support the Personnel Management and Support Service (PMSS/ASD/OMS/DPKO) during a transitional period aimed at reviewing the Service's core functions to identify required action to strengthen the Service's ability to meet its mandate to recruit and retain high quality civilian staff for UN peace operations.</b>			

Job Title	Type of Business	From - To
<b>Systems Analyst</b>	<b>International Organization</b>	<b>01/04/2002 - 01/02/2004</b>
Name of Employer	Name of Supervisor	
<b>International Computing Centre, WHO</b>	<b>Michelle Maggal</b>	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
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<b>68306</b>	<b>68306</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>41022929-1411</b>		Email Address	
Address of Employer <b>Switzerland</b>			
Number of Employees Supervised by You <b>3</b>			
Description of Duties <b>Project Manager/Systems Analyst for a number on Departmental IT initiatives. Project Manager and systems analyst for the development of a follow-the-sun help desk system for all field missions, UNLB and UNHQ (Commet). Developed detailed system and functional specifications through the elicitation and validation of substantive and technical requirements. Provided Application Support Team Leader and CITS Section Chiefs with project feasibility studies, high level business cases, systems analysis, database design, training, systems implementation plans and strategy development for project integration of E-Stars suite (MARS, Situation Reports, Planner, Team Agenda). Tracked projects against plans, requirements, quality measures, standard processes; liaised with users on all aspects and during all phases of development and implementation. Conducted joint requirement planning with users and developers to validate systems design and optimize implementation of those systems. Performed data security analysis and established WAN access controls.</b>			
Summarize any of Your Achievements <b>Under the supervision of Chief, Information Systems Service (CITS), researched, prepared, and compiled the submissions requested by Member States (Fifth Committee and ACABQ) with regards to ICT services post and non-post Support Account and Field Mission information system requirements. Coordinated the participation of CITS in the ICTB for the Secretariat to ensure alignment with the Secretariat ICT Information Technology Plan of Action. Designed, coordinated development of, and implemented the DPKO Situation Reports Repository which streamlined a paper-intensive process to facilitate the preparation and expedite the distribution of field mission and Situation Centre reports within the UN Secretariat and provided the Department with a fully searchable electronic archive of field Situation Reports and Situation Center reports. Led and supervised the team of Help Desk and development staff, and provided guidance for consultants, to gather requirements, design, test, implement and train users on the DPKO Help Desk database, ensuring that the workflow supports DPKO systems and network infrastructure tickets, as well as enterprise-wide systems (Galaxy e-staffing system). This help desk system serviced all of DPKO HQ and Field Missions in the support of all hardware and LAN-WAN infrastructure and software applications.</b>			
Reasons for Leaving <b>Selected for position in DPKO.</b>			

Job Title <b>Computer Information Officer</b>	Type of Business <b>International Organization</b>	From - To <b>01/01/2001 - 01/03/2002</b>
Name of Employer <b>Communication and Electronic Services Section, FALD/DPKO</b>	Name of Supervisor <b>Jason Mayordomo</b>	

Salaries per Annum:			
Starting <b>53129</b>	Final <b>53129</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>001212963-1050</b>		Email Address <b>mayordomo@un.org</b>	
Address of Employer <b>United States of America</b>			
Number of Employees Supervised by You <b>2</b>			
Description of Duties <b>Under the direction of Chief, IT CESS, responsible for the oversight, management, and tracking of CESS's \$25 million 2001 IT procurement exercises for equipment, software, services and training in support of twenty-eight UN missions/field operations worldwide. Supported requisition processes by liaising and coordinating with Finance, Procurement, ITSD, OLA and Field Mission officers to closely monitor and facilitate UNHQ and Mission procurement exercises. Performed technical evaluation of IT procurement bid exercises to verify hardware's and/or software's technical compliance with originally submitted specifications. Focal point for the management of IT assets deployed in the field. Developed a Standard Mission Budget Template to automate field mission budget submissions for the procurement of both IT and Communications equipment within set DPKO budget guidelines and equipment ratios.</b>			
Summarize any of Your Achievements <b>Project Manager/Systems Analyst for the E-Stars suite: Team Agenda, DPKO Planner, and Situation Reports Repository. Led and directed the project team; supervised the work of system developers to meet the technical and substantive project requirements and implementation time lines. Liaised with DPKO substantive offices including the O/USG, O/ASG and peacekeeping missions to research and document workflows and engage end-users in process reengineering. Established streamlined automated information processes, filters, and appropriate systems access controls to meet DPKO electronic document management data integrity and security requirements. Conducted feasibility studies and analysed project parameters, issuing recommendations for new DPKO ICT project initiatives as required. Developed training materials, operating and end-user manuals; planned and conducted end-user training for newly deployed information systems and technologies. Researched, analysed and evaluated new technologies and issued recommendations for their optimal deployment within DPKO. Designed, coordinated development of, and implemented the integrated DPKO-UNHQ planning tool. This tool, designed to support the DPKO senior management team, facilitates forward planning and coordination among DPKO offices, and is capable of reflecting the totality of the Department's predictable reporting, and representational activities. The project involved development of detailed system and other functional specifications and end-user documentation, and required a comprehensive analysis of application systems integration and linkage constraints. Managed and coordinated the adoption of Blackberry wireless devices to enable DPKO senior leadership and officers to access their UN email accounts and respond to messages remotely. The system was in place on 11 September 2001 and allowed the DPKO senior management to remain connected and access their email during the evacuation of the Secretariat.</b>			
Reasons for Leaving <b>Offered fixed term appointment with ICC</b>			

Job Title <b>Operations Manager</b>	Type of Business <b>Internet Entertainment</b>	From - To <b>01/01/2000 - 01/12/2000</b>
Name of Employer <b>Zilo Networks, Inc</b>	Name of Supervisor <b>David Isaacs, CEO</b>	

Salaries per Annum:			
Starting <b>28000</b>	Final <b>32000</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 <b>001212997-0505</b>		Email Address	
Address of Employer <b>United States of America</b>			

Number of Employees Supervised by You

5

Description of Duties

**Responsible for the management and organization of all IT activities for Internet Start-up Company targeting college audiences, including administrative and operational aspects of office computerization. Office Manager responsible for recruitment of personnel, administration of benefits and entitlements, and supervision of administrative and support staff. Planned and implemented office automation projects and managed software applications and hardware maintenance. Managed and oversaw installation and configuration of voice and data networks. Coordinated with the Company's senior management team and division heads with regard to IT policies and users' requirements. Responsible for budgetary planning for future IT needs. Participated in the deployment of Local Area Network using Windows NT. Designed, developed and maintained database applications for Affiliate Relations and Marketing divisions. Researched and executed data analysis of target group statistics for the Company's senior management. Provided first line technical support and troubleshooting for network systems.**

Summarize any of Your Achievements

**Designed, developed and implemented MS Access databases to manage and track all business activities for this newly established Company. Researched and executed data analysis of target group statistics for the company's senior management. Trained personnel in the use of PC operating systems, software applications and email packages. Prepared and presented to company's senior managers ICT project objectives, plans, deliverables and timelines. Prepared cost estimates on resource requirements including staff travel costs, hardware and software requirements and ongoing systems maintenance. Supervised and oversaw ICT contractual services for the establishment of the voice and data network.**

Reasons for Leaving

**Interested in returning to work in a non-profit environment.**

Job Title <b>Assistant Director of Graduate Enrollment Services</b>	Type of Business <b>Higher Education</b>	From - To <b>01/10/1995 - 01/09/1999</b>
Name of Employer <b>New York University, Graduate School of Arts and Science</b>		Name of Supervisor <b>Stacy Temares Senior Assistant Director – Graduate Enrollment Services</b>

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>40000</b>	<b>45000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>No</b>

Telephone Number

**001212998-8050**

Email Address

Address of Employer

**United States of America**

Number of Employees Supervised by You

20

Description of Duties

**Client Services Division's liaison to the Graduate School's Deans, Fiscal Services, Financial Aid, Health Insurance, Academic Department representatives, and other professional and administrative staff throughout the University. Coordinated and managed applicant, student and program information. Developed and managed the Division's human resources plan and annual budget to provide support for the seasonal staffing needs and priorities. Analysed and provided feedback as part of a collaborative effort to guide the University Computer Centre (UCC) and Pinnacle in the development and operation of Graduate School of Arts and Science's web page and on-line application process. Represented the Graduate School of Arts and Science at national conferences and events. Supervised and trained staff consisting of full-time, temporary and student workers. Developed training materials, operating and user manuals. Formulated policies, strategies, guidelines and auditing mechanisms for the processing of international and domestic applications.**

Summarize any of Your Achievements

**Researched, compiled, developed and validated an International Credentials Guide, by which all international applicants were evaluated and their respective international educational credentials assessed during the Graduate School admissions process. Provided professional leadership and work direction to team of full time permanent and student employees. Devised and managed human resources plan to provide support for annual cycles. Allocated annual budget to service office staffing needs. Coordinated the processing of applications with supporting credentials for referral and review to the 49 discipline areas of New York University's Graduate School of Arts and Science (GSAS) annually meeting deadlines. Liaison to GSAS deans and administrative offices to manage information with regard to applicants. Analyzed and provided feedback as part of a collaborative effort to instruct University Computer Center (UCC) and Pinnacle in the development of an on-line application and corresponding web page. Designed GSAS Operations Division mission statement, budget and procedural guidelines and manuals.**

Reasons for Leaving

**Desire to work in a more technical field.**

Job Title <b>Education Consultant, Project Coordinator</b>	Type of Business <b>International Organization</b>	From - To <b>01/09/1992 - 01/01/1995</b>
Name of Employer <b>United Nations Children's Fund (UNICEF)</b>		Name of Supervisor <b>Mr. Miguel Cuellar, Education Officer</b>

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>24000</b>	<b>28000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>

Telephone Number

Address of Employer

**Panama**

Number of Employees Supervised by You

0

Description of Duties

**Provided technical support at the national level for UNICEF field projects; acted as liaison to government agencies, officials, and corporate sponsors. Developed and conducted educational projects and initiatives at the national and regional levels. Developed, coordinated, and supervised early childhood stimulation and disability prevention awareness programs. Developed and oversaw awareness programs for the Articles of the Convention of the Rights of the Child. Conducted a national study documenting the impact of the United Nations International Decade of Disabled Persons (1983-1992), including the analysis of all related legislation, politics, government and NGO initiatives. Created system to manage and track local fundraising campaign contributions; ensured data integrity and fundraising reporting requirements for UNICEF local and regional office.**

Summarize any of Your Achievements

Generated and administered a national survey designed to catalog and document the specific services provided by the Panamanian Government and Non-Government agencies (NGOs) for disabled and at-risk children. Survey data was used to create a comprehensive catalog of services identifying service providers for programmes designed to educate/promote disability prevention among at-risk populations, provide medical care, conduct awareness raising campaigns, promote accessibility and administer educational programmes and community services. The information was further used to identify lacunae; to promote synergies between UNICEF, governmental and NGO initiatives throughout Panama; and to support the establishment of communities of practice at the national and regional levels. Under the supervision of the regional office, contributed to the success of UNICEF-Panama's first national corporate outreach fundraising campaign by: researching and presenting fundraising options; participating in fundraising activities; supporting the coordination of fundraising events; designing and implementing a system to track campaign contributions and to generate and manage all related correspondence. The program, which was the first of its kind in the Central American region, served as a model for similar fundraising outreach initiatives throughout Latin America. Contributed to the design and led the team responsible for the implementation of the 'Children and Democracy Project,' sponsored by the Panamanian Ministry of Education (MINEDUC), the newspaper La Prensa, and UNICEF-Panama. The Project brought together an interdisciplinary group of specialists comprised of educators, child psychiatrists, Ministry of Education officials; and UNICEF personnel to design material to promote an understanding of democracy among children 0-18 years of age during Panama's first democratically held elections in 1994 (following the collapse of Manuel Noriega's regime). The educational materials created by the group of interdisciplinary experts was distributed nationally by the national newspaper La Prensa through a series of Sunday supplements targeting the various age groups. In addition, regional televised audiences documented the participation of boys and girls from all Panamanian provinces in the democratic process. The project covered 725 primary schools with 15,000 registered pupils.

Reasons for Leaving

**Relocated to New York City to pursue Master's studies**

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

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

For clerical grades only:

Indicate typing speed in words per minute: English - 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>Easily</b>	<b>Easily</b>	<b>Not easily</b>	<b>Easily</b>
<b>Spanish</b>	<b>Yes</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.

## Address

505 Court Street  
 Apartment 8C  
 Brooklyn NY United States of America  
 Telephone: 001-917-774-4407  
 Contact: Yvette Blanco

## References

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

Reference Name	Occupation or Business	Address	Telephone/Email
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# Personal History Profile for Anke BORNGRAEBER-BERTHELSEN

## General Details

- |  |                                    |   |   |
|--|------------------------------------|---|---|
| 1. Family name<br><b>BORNGRAEBER-BERTHELSEN</b>      | First Name<br><b>Anke</b>          | Middle Name   | Maiden Name, (if any)<br><b>Borngraeber</b> |
| 2. Date of Birth<br><b>09/04/1962</b>                | 3. City of Birth<br><b>Templin</b> | Country of Birth<br><b>Germany</b>                  | Index No                                    |
| 4. Country of Nationality at Birth<br><b>Germany</b> | Second Nationality (if any)        | 5. Country of Present Nationality<br><b>Germany</b> | Second Nationality (if any)                 |
| 6. Gender<br><b>Female</b>                           | 7. Height [cm]<br><b>164</b>       | 8. Weight [kg]<br><b>58</b>                         | 9. Marital Status<br><b>Divorced</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. Denmark.**
13. What is your preferred field of work? **Professional, managerial & technical specialists for which no job family exists**
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? **01/07/2007**
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: **annbberthelsen@hotmail.com**

## Education

List all university degrees or equivalent qualifications obtained.

University Name <b>Aalborg University</b>	City, Country <b>Aalborg Denmark</b>	From - To <b>Aug-2003 - Jun-2005</b>
Main Course of Study <b>Personnel Administration</b>	Field of Study <b>Business &amp; Administration</b>	
Degree Title or Equivalent <b>Masters Labor Market Regulations &amp; Human Resources and Personnel Management</b>	Degree Type <b>Masters</b>	

University Name <b>Aalborg University</b>	City, Country <b>Aalborg Denmark</b>	From - To <b>Aug-1993 - Jun-1994</b>
Main Course of Study <b>Other Humanities</b>	Field of Study <b>Humanities</b>	
Degree Title or Equivalent <b>International Udvikling</b>	Degree Type <b>Degree</b>	

University Name <b>Aalborg Technical College</b>	City, Country <b>Aalborg Denmark</b>	From - To <b>Aug-1993 - Oct-1994</b>
Main Course of Study <b>Management</b>	Field of Study <b>Business &amp; Administration</b>	
Degree Title or Equivalent <b>Managing Director</b>	Degree Type <b>Postgraduate degree</b>	

University Name <b>Aalborg University</b>	City, Country <b>Aalborg Denmark</b>	From - To <b>Aug-1993 - Apr-1996</b>
Main Course of Study <b>Personnel Administration</b>	Field of Study <b>Business &amp; Administration</b>	
Degree Title or Equivalent <b>Personale og Arbejdsmarketsforhold, Social Science</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>Aalborg Tekniske Skole</b>	City, Country <b>Aalborg Denmark</b>	From - To <b>Aug-1993 - Oct-1994</b>
Main Course of Study <b>Business Management &amp; Administration</b>	Certificate or Diploma <b>equ. B.A.</b>	

Name of School <b>Dr. Fackelmann</b>	City, Country <b>Berlin Germany</b>	From - To <b>Sep-1980 - Jun-1982</b>
---	--	---

Main Course of Study <b>High School</b>		Certificate or Diploma <b>Certificate</b>
Name of School <b>Reisebuero</b>	City, Country <b>Berlin-East Germany</b>	From - To <b>Sep-1978 - Apr-1979</b>
Main Course of Study <b>Tourism</b>		Certificate or Diploma <b>not finished:refugee status in west-germany 1979</b>
Name of School <b>8.Oberschule</b>	City, Country <b>Berlin Germany</b>	From - To <b>Sep-1968 - Jun-1978</b>
Main Course of Study <b>Junior High</b>		Certificate or Diploma <b>Certificate</b>

## Employment

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

Job Title <b>Director HR</b>	Type of Business <b>IFI</b>	From - To <b>01/11/2007 -</b>
Name of Employer <b>Black Sea Trade and Development Bank</b>		Name of Supervisor <b>Mr. George Kottas</b>
Salaries per Annum: Starting <b>83505</b>	Final <b>83505</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 <b>302310290</b>	Email Address <b>annbberthelsen@yahoo.com</b>	
Address of Employer <b>Greece</b>		
Number of Employees Supervised by You <b>4</b>		
Description of Duties <b>Advising and assisting BSTDB's leadership and management on organizational development in the area of HRM/HRD; Change Management; HRM/HRD Reform &amp; strategy; development of and amendment of HRM/HRD policies, systems and processes in alignment with international standards, in particular Recruitment/Benefits &amp; Allowances, Performance Management, career development and Bonus and Rewards based and conform to international standards. Capacity &amp; institution building, Counseling, Mediation, development of the HR Department, Trainer.</b>		
Summarize any of Your Achievements <b>HR Reform incl. HR strategy, HR policies &amp; systems, Learning strategy/policy/activities/ curriculum, establishment &amp; development of Learning Unit, re-profiling and first ever generic JDs, staff training</b>		
Reasons for Leaving <b>further career ambitions with the UN</b>		

Job Title <b>Executive Officer Human Resources Management/HRM Specialist</b>	Type of Business <b>UNDP-GEF</b>	From - To <b>01/06/2006 - 01/08/2007</b>
Name of Employer <b>UNDP-GEF</b>		Name of Supervisor <b>Mr Frank Pinto/Mr Yannick Glemarec</b>
Salaries per Annum: Starting <b>73966</b>	Final <b>79508</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 <b>12129065094</b>	Email Address <b>annbberthelsen@yahoo.com</b>	
Address of Employer <b>United States of America</b>		
Number of Employees Supervised by You <b>2</b>		
Description of Duties <b>Assisting and advising GEF senior management and staff on HRM/HRD and Personnel matters; developing HRM strategy &amp; streamlining policies to accomodate UNDP-GEF specific requirements; developing &amp; implementating UNDP-GEF HRM strategy &amp; systems, especially addressing Lifelong Learning and Work-Life-Balance, succession planning, etc; development of HRM/PM planning &amp; monitoring systems; Learning Manager; assist in development of GEF 'Talent Pool'; development of a Manager Mentoring/Coaching Program; staff development, cadre development; development &amp; implementation of a non-monetary incentive system; close collaboration with OHR; Security and Avian Flu Focal Point, Project post - ending August 2007</b>		
Summarize any of Your Achievements		

Development of Work-Life-Balance principles- incl. mandatory leave set to two weeks/year, ensuring staff has recreation time, close of UNDP-GEF during x-mas&New Year 2006; development and implementation of HRM strategy, foreshorten recruitment cycle time from 8 to 3 months; induction program for new recruited staff; developed understanding by management for importance of: succession planning and career development for staff, development and implementation of training modules for GEF Managers on Leadership/Management & Work-Life-Balance & training GS-staff on Time Management, office organization, communication; streamlining and amendment of Personnel Office management tools-implemented for improved administration; HRM/HRD business advisor for UNDP-GEF management, active involvement- specifically HRM/HRD and general in change management of the Unit, incl. improvement of efficiency&effectiveness program for UNDP-GEF HQ staff, gain of trust of almost all UNDP-GEF staff, counseling, mediation, crisis management.

Reasons for Leaving

end of pilot project on 31 Aug.,2007;further career development within the UN system, especially with UN, UNOG, WHO/UNAIDS, UNHCR, UNDP, OCHA, UNICEF, DPKO, see also covering letter

Job Title	Type of Business		From - To
<b>Human Resources Management-Senior Expert</b>	<b>Customs and Fiscal Assistant Mission, EC/EU</b>		<b>01/08/2003 - 01/06/2006</b>
Name of Employer	Name of Supervisor		
<b>European Commission/European Union-CAFAO Macedonia</b>	<b>Mr John Platt</b>		
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>1106000</b>	<b>110600</b>	<b>EUR</b>	Is this a position within the UN Common System? <b>No</b>
Telephone Number	Email Address		
	<b>annbberhelsen@hotmail.com</b>		
Address of Employer			
<b>TFYR of Macedonia</b>			
Number of Employees Supervised by You			
Description of Duties			
<b>Establishment &amp; development of HRM Department incl. Sections &amp; Units, recruitment of key personnel for management posts; development of Personnel Office &amp; all its functions, Personnel Management, training of senior and middle management officers, 'Employee Handbook', Policies, etc., development of JD's, classification, Pay&amp; Grading, Performance Evaluation and Appraisal System, Customs Admin. Law, human capital development</b>			
Summarize any of Your Achievements			
<b>Assessment report May 2003 -basis for CAFAO-Mak support for HRM department at the MCA,EC program design and devlopment-LFA approach,at beneficiary:strategic &amp; technical HRM/office staff development based on EU Blueprints,organizational development,implementation of all technical Personnel Office functions, policy/AIs/ODs/Rules&amp;Regulation development,Performance &amp; Appraisal Management System,development of Customs Administration Law,participating in Civil Service Law development,capacity&amp;institution building, successful establishment of HRM Department with all functions, Policy implementation Recruitment, incl EU standard JDS</b>			
Reasons for Leaving			
<b>Career development; Interested in working for the UN due to strong affiliation and co-operation with various UN offices in the area of HRM/Personnel, Administartion &amp;Human Rights over the past years.</b>			

Job Title	Type of Business		From - To
<b>Head of Human Resources/Senior Adviser</b>	<b>European Commission</b>		<b>01/05/2002 - 01/06/2003</b>
Name of Employer	Name of Supervisor		
<b>European Commision/European Union; Customs and Fiscal Assistance Office-CAFAO</b>	<b>Sven Peter Ohlsson</b>		
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>114000</b>	<b>114000</b>	<b>EUR</b>	Is this a position within the UN Common System? <b>No</b>
Telephone Number	Email Address		
	<b>annbberhelsen@hotmail.com</b>		
Address of Employer			
<b>Yugoslavia</b>			
Number of Employees Supervised by You			
Description of Duties			
<b>Advising and assisting the UNMIK Customs Service on all HRM/HRD/Personnel Management related matter, establishment of a full funtional Personnel Office, comprehensive staff training in all fields, Policies, AIs/ODs, SOPs, Employee Handbook, introduction of the ABS Personnel database &amp; Shift Planner, HRM-introduction as strategic management post, Management training, Interview skills training, familiar UN Staff Rules 100&amp;300 series, assessment mission to the Customs Service of Macedonia</b>			
Summarize any of Your Achievements			
<b>Establishment of fully functional &amp; professional Personnel Office, training of Personnel &amp; Admin. staff, training of Chief of Personnel to carry-out all functions, assist. JD`s, Pay &amp; Grading, development of all relevant Policies concerning HRM &amp; PM, AIs/ODs, `Performance Evaluation &amp; Appraisal System` &amp; `Employee Handbook`, HRM awareness and understanding at senior management level, Management training, devel. `Special Bonus System&amp;Policy` for CAFAO-MACEDONIA, `Status Report on HRM&amp;PM" Mac.Customs Administr.</b>			
Reasons for Leaving			
<b>end of program, promotion to CAFAO-Macedonia</b>			

Job Title	Type of Business		From - To
<b>Institution Building Coordinator</b>	<b>OSCE</b>		<b>01/08/2001 - 01/04/2002</b>
Name of Employer	Name of Supervisor		
<b>OSCE</b>	<b>Carsten Weber</b>		
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>78900</b>	<b>78900</b>	<b>EUR</b>	Is this a position within the UN Common System? <b>No</b>
Telephone Number	Email Address		
<b>38138500162</b>	<b>annbberhelsen@hotmail.com</b>		

Address of Employer  
**Yugoslavia**

Number of Employees Supervised by You

Description of Duties  
**Development, implementation, evaluation and monitoring of the OSCE Hand-over program, Project development ( Project Cycle & TQM ) of institutions under the Department Human Rights&Rule of Law. HRM/Personnel training. Capacity and institution building. Securing of funding by diff. donor agencies.**

Summarize any of Your Achievements  
**Full implementation of the program, advanced staff training, independence of 2 institutions before estimated time, well-known institutions within as well as outside Kosovo ( CDRC, KJI, KLC ).**

Reasons for Leaving  
**Employment with CAM-K, later CAFAO-UNMIK, European Commission.**

Job Title <b>Chief Personnel-National Staff (Sen.Pers. Coord.)</b>	Type of Business <b>OSCE</b>	From - To <b>01/05/2000 - 01/08/2001</b>
Name of Employer <b>OSCE</b>		Name of Supervisor <b>Jenny Redl</b>

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>78900</b>	<b>78900</b>	<b>EUR</b>	Is this a position within the UN Common System? <b>No</b>

Telephone Number

Email Address  
**annbberthelsen@hotmail.com**

Address of Employer  
**Yugoslavia**

Number of Employees Supervised by You  
**13**

Description of Duties  
**Establishment, development, supervision and management of a full functioning Personnel Office, including Payroll - to be transferred to Finance. Development of Policies, AIs,SOPs a `Employee Handbook`. Liasion with other Pillars on Personnel issues. Career development of staff. Familiar UN Staff Rules 100&300 series**

Summarize any of Your Achievements  
**Full functioning office, Handbook in 2000, SOPs, AIs, Policies, career management and enhancement, 1 nat. staff promoted to PO in OSCE HQ-Vienna. Payroll transfer to Finance. Clear staff planning(post-&staffing table). Service minded and well trained staff.**

Reasons for Leaving  
**Promotion to the Department Human Rights&Rule of Law as Institution Building Coordinator/Hand-over**

Job Title <b>Manager Tele Sales Central Region</b>	Type of Business <b>IT</b>	From - To <b>01/02/1999 - 01/04/2000</b>
Name of Employer <b>IBM</b>		Name of Supervisor <b>Philipp Boltze</b>

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>41592</b>	<b>44712</b>	<b>EUR</b>	Is this a position within the UN Common System? <b>No</b>

Telephone Number  
**35318811621**

Email Address  
**boltzep@ie.ibm.com**

Address of Employer  
**Ireland**

Number of Employees Supervised by You  
**24**

Description of Duties  
**Administration and management of international sales team, HRM/HRD/Personnel management, sales & service strategies, customer sevice, budget, sales target setting and achieving, TQM, staff development, business development**

Summarize any of Your Achievements  
**increase in sales, staff development, achieving of set targets, business development,**

Reasons for Leaving  
**Secondment by the German Foreign Minsitry to the OSCE-Kosovo Mission**

Job Title <b>Deputy cum Program Coordinator</b>	Type of Business <b>NGO</b>	From - To <b>01/11/1997 - 01/06/1998</b>
Name of Employer <b>Solidarite Afghanistan Belgium</b>		Name of Supervisor <b>Bruno Leclercq</b>

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>18000</b>	<b>18000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>No</b>

Telephone Number

Email Address

Address of Employer

**Pakistan**

Number of Employees Supervised by You

**111**

Description of Duties

**Management & Administration, establishment of a Personnel Office, including development of a Salary Scale, 'Employee Handbook', 'Administrative Handbook', establishment of a female management team, providing leadership and advice, training, conducting various surveys, coordination between several donors and agencies**

Summarize any of Your Achievements

**Establishment of a Salary Scale, 'Employment Handbook', 'Administrative Handbook', the female management team, relations with other NGOs and UNHCR, undertaken numerous surveys**

Reasons for Leaving

**Return to Europe due to husband's end of contract**

Job Title	Type of Business	From - To
<b>Program Assistant/Project Officer</b>	<b>EU/EC</b>	<b>01/02/1997 - 01/06/1997</b>

Name of Employer

**European Union/Commission**

Name of Supervisor

**Ewen Macleod**

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>6000</b>	<b>6000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>No</b>

Telephone Number

Email Address

**macleoad@unhcr.org**

Address of Employer

**Pakistan**

Number of Employees Supervised by You

**0**

Description of Duties

**Collection and recording of all project relevant data of various funded organization operating inside Afghanistan, compilation of table and statistical data, evaluation of Work Plans, salary survey**

Summarize any of Your Achievements

**Correct and recorded data collection, professional evaluation of Projects, including Work Plans and Budgets, assistance to the various NGOs in preparing the documents in accordance with EU rules**

Reasons for Leaving

**End of funding**

Job Title	Type of Business	From - To
<b>PR/Marketing and Sales Representative</b>	<b>NGO</b>	<b>01/09/1996 - 01/06/1998</b>

Name of Employer

**Thadda Kedona**

Name of Supervisor

**Dr. Senta Siller**

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>5000</b>	<b>5000</b>	<b>PKR</b>	Is this a position within the UN Common System? <b>No</b>

Telephone Number

Email Address

Address of Employer

**Germany**

Number of Employees Supervised by You

**0**

Description of Duties

**PR, Marketing and Sales of locally produced traditional Dolls and toys; Exhibitions of Arts & Crafts**

Summarize any of Your Achievements

**Promotion and sales overseas of the Dolls and toys; Exhibitions of Arts & Crafts, awareness creation among internationals**

Reasons for Leaving

**Return to Europe due to husband's end of contract**

Job Title	Type of Business	From - To
<b>PR Consultant/Language Teacher</b>	<b>Hotel</b>	<b>01/06/1992 - 01/05/1993</b>

Name of Employer

**Sunwing Hotel**

Name of Supervisor

**Sebastian Drover**

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>12000</b>	<b>12000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>No</b>

Telephone Number

Email Address

Address of Employer  
**Gambia**

Number of Employees Supervised by You  
**65**

Description of Duties  
**Facilitating close relation with the Ministry of Tourism, other dignities, Tour Operators and Travel Agents; Promotion of the Hotel for full year season; language teacher - German**

Summarize any of Your Achievements  
**In crease in occupancy rate, full open throughout the year, language at working level of local staff**

Reasons for Leaving  
**Return to Europe - study**

Job Title <b>Area Representative</b>	Type of Business <b>Tourism</b>	From - To <b>01/09/1991 - 01/06/1993</b>
Name of Employer <b>Tourist Union International</b>		Name of Supervisor <b>U.Koelle</b>

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>18131</b>	<b>21176</b>	<b>EUR</b>	Is this a position within the UN Common System? <b>No</b>

Telephone Number

Email Address

Address of Employer  
**Germany**

Number of Employees Supervised by You  
**15**

Description of Duties  
**General management, implementation and administration of all TUI activities in The Gambia and Senegal, training and supervision, budgeting, close collaboration with the Ministry of Tourism and local Tour Operators**

Summarize any of Your Achievements  
**Increase in revenue, increase in number of tourists, new tourist area development and exploring of the possibility for future eco tourism**

Reasons for Leaving  
**Study**

Job Title <b>Chief Coach</b>	Type of Business <b>Sports</b>	From - To <b>01/08/1987 - 01/06/1988</b>
Name of Employer <b>Hobro Swimming Club</b>		Name of Supervisor <b>Mr. Kahn</b>

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>90000</b>	<b>90000</b>	<b>DKK</b>	Is this a position within the UN Common System? <b>No</b>

Telephone Number

Email Address

Address of Employer  
**Denmark**

Number of Employees Supervised by You  
**24**

Description of Duties  
**Development and supervisions of training programs; psychological and physiological care of the team members; competition swimming; PR**

Summarize any of Your Achievements  
**Development of a Top-Swimmer, participation in international competitions**

Reasons for Leaving  
**Study**

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>Not easily</b>	<b>Easily</b>	<b>Not easily</b>	<b>Not easily</b>

Spanish	No	Not easily	Easily	Not easily	Not easily
In addition to the six United Nations Official Languages, list any other languages you know.					
Language	Mother Tongue	Speak	Read	Write	Understand
<b>Danish</b>	<b>No</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>
<b>German</b>	<b>Yes</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>
<b>Norwegian</b>	<b>No</b>	<b>Not easily</b>	<b>Easily</b>	<b>Not easily</b>	<b>Easily</b>
<b>Swedish</b>	<b>No</b>	<b>Not easily</b>	<b>Easily</b>	<b>Not easily</b>	<b>Easily</b>
<b>Swiss-German</b>	<b>No</b>	<b>Not easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>

## Address

1, Komninon street  
Thessaloniki Greece  
Telephone: 30-6974995609  
Fax: 30-6974995609

## Address

Remisevej 15 / Dokkedal  
Storvorde Denmark  
Telephone: 45-21-226744  
Fax: 45-21226744  
Contact:

## References

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

Reference Name	Occupation or Business	Address	Telephone/Email
<b>Marcel ALERS</b>	<b>Sen. Manager Carbon Finance &amp; Climate Change</b>	<b>304 east 45th Street, FFBuilding, 9th Floor United States of America</b>	<b>1917916-3879 marcel.alers@undp.org</b>
<b>Michelle AMOUR</b>	<b>Director</b>	<b>BSTDB United States of America</b>	<b>amourmichelle@hotmail.com</b>
<b>Sebastian VONMUENSCHOW</b>	<b>Lawyer</b>	<b>German Federal Government United States of America</b>	<b>4901723032231 svmuenchow@yahoo.de</b>

## Personal History Profile for Victoria BROWNING

### General Details

- |   |  |  |                                       |
|---|--|--|---------------------------------------|
| 1. Family name<br><b>BROWNING</b>                                     | First Name<br><b>Victoria</b>          | Middle Name<br><b>Lynn</b>   | Maiden Name, (if any)                 |
| 2. Date of Birth<br><b>23/09/1963</b>                                 | 3. City of Birth<br><b>Lynn, Mass.</b> | Country of Birth<br><b>United States of America</b>                  | Index No<br><b>643746</b>             |
| 4. Country of Nationality at Birth<br><b>United States of America</b> | Second Nationality (if any)            | 5. Country of Present Nationality<br><b>United States of America</b> | Second Nationality (if any)           |
| 6. Gender<br><b>Female</b>  | 7. Height [cm]<br><b>160</b>           | 8. Weight [kg]<br><b>50</b>  | 9. Marital Status<br><b>Separated</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? **Administrative specialists**
14. Would you accept employment for less than six months? **No**
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when?
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? **No**
18. Email Address: **browning@intracen.org**

### Education

List all university degrees or equivalent qualifications obtained.

University Name <b>Universidad de Chile</b>	City, Country <b>Santiago Chile</b>	From - To <b>Mar-1995 - Dec-1996</b>
Main Course of Study <b>Public Administration</b>	Field of Study <b>Business &amp; Administration</b>	
Degree Title or Equivalent <b>Magister en Ciencia Política - Mención Gobierno y Administración del Estado</b>	Degree Type <b>Masters</b>	

University Name <b>Université Libre de Bruxelles</b>	City, Country <b>Brussels Belgium</b>	From - To <b>Sep-1984 - Oct-1988</b>
Main Course of Study <b>Other Humanities</b>	Field of Study <b>Humanities</b>	
Degree Title or Equivalent <b>Licence en Langues et Linguistique</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>Elgin High School</b>	City, Country <b>Elgin, South Carolina United States of America</b>	From - To <b>Aug-1979 - Jun-1981</b>
Main Course of Study <b>High School</b>		Certificate or Diploma <b>High School Diploma</b>

Name of School <b>Athénée Royal d'Ixelles</b>	City, Country <b>Brussels Belgium</b>	From - To <b>Sep-1976 - Jun-1979</b>
Main Course of Study <b>Middle-High School</b>		Certificate or Diploma <b>None</b>

### Employment

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

Job Title <b>Director, Support Services **Note: This post is classified at Director level but as per the terms of the IA agreement between IPU (non-UN) and ITC, I have maintained my previous grade - P5**</b>	Type of Business <b>International public organization</b>	From - To <b>01/05/2009 -</b>
Name of Employer <b>Inter-Parliamentary Union (IPU) on loan from International Trade Centre UNCTAD/WTO (ITC)</b>		Name of Supervisor <b>Anders Johnsson, Secretary General</b>
Salaries per Annum:		

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
		<b>CHF</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address	
<b>41229194136</b>		<b>VictoriaLBrowning@hotmail.com</b>	
Address of Employer			
<b>Switzerland</b>			
Number of Employees Supervised by You			
<b>8</b>			
Description of Duties			
<p><b>Generally manage the organization aligning administrative services to the organizational strategy. Provide strategic advice to the Secretary General, anticipating needs, identifying issues, opportunities and risks and forging creative solutions. Specific responsibilities include: 1. Exercise full signatory authority whilst delivering the full range of financial services, including results-based budget preparation, financial and material resources management (IPSAS compliant), payroll, support to internal and external audits, and reporting on results to governing bodies, donors and funding agencies. 2. Deliver the full range of human resources services, including salary and benefit management and organizational development 3. Administer the organization's general services, including procurement, travel, telecommunications, building and grounds management, and cater to administrative and logistics requirements for meetings and General Assemblies (2 x yearly for 1,000+ delegates) 4. Empower and guide staff and monitor the performance appraisal system 5. Represent IPU before governing bodies, national authorities, other organizations and donors to build networks and forge alliances to promote support services delivery 6. Member of the UN Conseil d'administration de l'Association mutuelle des fonctionnaires; Member of the Board of Directors of IPU Legacy Staff Pension Fund; Secretary of the IPU UN Joint Staff Pension Committee (the IPU joined the UN Pension Fund in 2005 and since then has adopted the UN Staff Rules and Regulations and complies with related administrative issuances)</b></p>			
Summarize any of Your Achievements			
<p><b>I have been tasked by the SG to carry out an organizational performance assessment, aimed at enhancing the organization's management functions, structure and processes and aligning these to the organization's long-term objectives. The assessment has been finalized within the established timeframe and the performance enhancement recommendations have been approved by the SG. An implementation plan is under discussion with the SG.</b></p>			
Reasons for Leaving			
<b>My longer-term goal is to continue to serve the United Nations and contribute to the successful delivery of its mandate</b>			

Job Title	Type of Business	From - To
<b>Chief, Central Support Services and Publications Section, seconded to the Office of the Executive Director to lead special Change Management Projects</b>	<b>Trade Related Technical Assistance</b>	<b>01/11/2007 - 01/04/2009</b>
Name of Employer	Name of Supervisor	
<b>International Trade Centre UNCTAD / WTO</b>	<b>Ms Patricia Francis, Executive Director</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		Email Address	
<b>41227300111</b>		<b>francis@intracen.org</b>	
Address of Employer			
<b>Switzerland</b>			
Number of Employees Supervised by You			
<b>35</b>			
Description of Duties			
<p><b>Responsible for spearheading two reform projects for the organization: 1. July 2008 - April 2009: Leader of the Field-based Operations Model Project. Duties include developing and formulating an operational model for decentralized project management and administrative processes to contribute to the successful strategic reorientation of the organization towards decentralized, larger field-based programmes; developing relevant documentation, including an Operations Manual; developing framework agreements with different local partners to ensure timely and efficient delivery of administrative services; leading missions for the administrative and financial assessment of regional counterparts to ensure the successful implementation of the organization's programmes. 2. November 2007 - June 2008: Leader of the Change Management Initiative of the Division of Programme Support, comprising Finance, Human Resources, IT and General Services. Responsible for strategy formulation and development of the implementation plan of the project. The overarching objective of the project was to enable the organization to meet its strategic objectives of growth and increased share of Trade Related Technical Assistance to Least Developed Countries. Specific expected outputs of the projects were to evaluate the cost effectiveness and performance of the organization's business processes; redesign processes and identify performance indicators; propose improvements at the organizational, procedural and technological levels; and embed in the organization's culture high quality and value for money as drivers for decision-making.</b></p>			
Summarize any of Your Achievements			
<p><b>The Field-based Operations Project was finalized within established timeframe and a User Manual prepared for the induction of field-based staff; service support agreements were implemented with Zambia, Nigeria and Gabon. Concerning the DPS Change Management project, key organizational business processes were mapped, timed, costed and re-engineered. An Action Plan for Change was submitted to the Senior Management Committee and approved. The implementation of the Action Plan was calculated to result in a potential efficiency gain of 30% over staff costs.</b></p>			
Reasons for Leaving			
<b>Selected for the post of Director, Support Services at the Inter-Parliamentary Union (IPU)</b>			

Job Title	Type of Business	From - To
<b>Chief, Central Support Services and Publications Section, Division of Programme Support</b>	<b>United Nations</b>	<b>01/05/2001 - 01/10/2007</b>
Name of Employer	Name of Supervisor	
<b>International Trade Centre UNCTAD/WTO</b>	<b>Mr. Gian Piero T. Roz</b>	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
		<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address	
<b>41 227300412</b>		<b>theroztwo@hotmail.com</b>	
Address of Employer			
<b>Switzerland</b>			
Number of Employees Supervised by You			
<b>23</b>			

## Description of Duties

Generally manage the section in support of the organization's operational goals and objectives and advise the Director of the Division on best management practices and policies in relation to these goals. Formulate and implement management strategies and policies responsive to the needs of the organization. Specific responsibilities include: a. Manage the section to provide efficient and client-oriented services to the organization in the areas of General Services and Publications (Contracts and Procurement, Travel, Editorial, Reprography, Communication Technology, Registry, Logistics, Property and Building Management and Headquarters Safety and Security). Supervise and monitor outsourced services. Manage the section's personnel, budgetary planning process and related financial resources. b. Exercise a leadership role as the Division of Programme Support representative at the Change Management Team within the context of a reform agenda to enhance organizational performance and create a supportive and empowering working environment for the staff. The Team's mandate included, amongst others, strategic planning, HR reform and Results Based Management. c. Represent the organization in inter-agency networks and meetings to keep abreast of reform processes within the UN Common System of organizations and formulate appropriate organizational strategies in response to these changes. d. Supervise Secretariats for the Property Survey Board, the Committee on Contracts and the Joint Catering Committee. Member of the Joint Advisory Board, mandated, amongst others, for undertaking in 2005/6 the review and formulation of new human resources policies for the organization. e. Exercise signatory authority for the organization's financial obligations and accountable to internal and external oversight bodies for compliance with UN Financial Regulations and Rules. Act as the Officer-in-Charge for the Director, DPS when required.

## Summarize any of Your Achievements

Improved the cost effectiveness and performance of the section by reorganizing resources and streamlining processes; designed a comprehensive communication strategy to enhance access and transparency of administrative procedures, including the creation of a section website and the issuance of administrative manuals, guidelines and procedures; oversaw the implementation the organization's ERP (IMIS) in the strategic areas of travel and contracts/procurement; streamlined administrative procedures with the implementation of a corporate credit card scheme and of various web-based tools for space allocation management, sale of publications, reprography requests, private telecommunications management, and provision of office supplies. Lead a 5-year program of refurbishment of the building and managed the implementation, within established budgetary allocations and deadlines, of security enhancements to ensure the compliance of the ITC building to H-MOSS. Following an organization-wide performance training in 2006, received the highest rating amongst colleague chiefs/directors from staff for my performance as manager.

## Reasons for Leaving

Special leadership assignments in the Office of the Executive Director

Job Title	Type of Business		From - To
<b>Paranal Observatory Administrator</b>	<b>Inter-governmental scientific organization</b>		<b>01/10/1997 - 01/12/2000</b>
Name of Employer	Name of Supervisor		
<b>European Organization for Astronomical Research (ESO)</b>	<b>Mr Roberto Gilmozzi</b>		
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>55000</b>	<b>67000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>No</b>
Telephone Number	Email Address		
<b>5655435000</b>	<b>roberto.gilmozzi@eso.org</b>		
Address of Employer			
<b>Chile</b>			
Number of Employees Supervised by You			
<b>15</b>			
Description of Duties			
<b>Manage human, financial and material resources in support of the mandate of the organization (up to 600 people on-site during the construction phase of this remote facility). Act as focal point for the host government for high-level visits and administrative, protocol and security issues. Manage human, financial and material resources and organize the logistics operations in support of the mandate of the organization. Exercise a leadership role in the formulation and implementation of policies and procedures to ensure a successful transition from construction phase to operation mode of this remote site. Act as Officer-in-Charge for the Director of the Observatory as required.</b>			
Summarize any of Your Achievements			
<b>The major administrative change process from construction mode to operations mode of the Observatory was implemented successfully and the operations started as planned. The collective bargaining process for the conditions of work of the local staff of the Observatory was completed within deadlines and budgets.</b>			
Reasons for Leaving			
<b>Family reasons</b>			

Job Title	Type of Business		From - To
<b>Head of Administration</b>	<b>Diplomatic Mission</b>		<b>01/09/1994 - 01/09/1997</b>
Name of Employer	Name of Supervisor		
<b>Delegation in Chile of the European Commission</b>	<b>Mr Kurt Juul</b>		
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>35000</b>	<b>45000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>No</b>
Telephone Number	Email Address		
<b>5622060267</b>			
Address of Employer			
<b>Chile</b>			
Number of Employees Supervised by You			
<b>11</b>			
Description of Duties			
<b>Manage the human, financial and material resources in support of the mandate of the Delegation. As Régisseur d'Avances, directly accountable to the Controller at Headquarters, Brussels, for the status of accounts of the Delegation and full compliance with the European Commission's Financial Rules. Act as focal point for the local diplomatic missions and the host government on administrative and security issues.</b>			
Summarize any of Your Achievements			
<b>Modernized the office with information and communication technology. Enhanced the safety and security of the staff and premises.</b>			
Reasons for Leaving			
<b>Selected for the post of Paranal Observatory Administrator.</b>			

Job Title	Type of Business		From - To
<b>Quality Control Manager</b>	<b>Courier and freight company</b>		<b>01/09/1993 - 01/08/1994</b>

Name of Employer <b>TNT Express Worldwide</b>			Name of Supervisor <b>Mr Torben Juel</b>		
Salaries per Annum:					
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>		
<b>16000</b>	<b>24000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>No</b>		
Telephone Number <b>5626395423</b>		Email Address			
Address of Employer <b>Chile</b>					
Number of Employees Supervised by You <b>0</b>					
Description of Duties <b>Monitor performance of a fleet of about 30 drivers. Establish quality standards criteria, issue quality control reports and formulate strategies for improvement. Procure the supplies for the Department of Operations and provide administrative support to the Director of Operations.</b>					
Summarize any of Your Achievements <b>Designed and implemented the company's first system of corporate Quality Reports and follow-up procedures.</b>					
Reasons for Leaving <b>Selected for the post of Head of Administration of the Delegation in Chile of the European Commission</b>					

Job Title <b>Coordinator - Purchasing Unit</b>		Type of Business <b>Airbus flying instruments service plant</b>		From - To <b>01/07/1992 - 01/12/1992</b>	
Name of Employer <b>SEXTANT Avionique</b>			Name of Supervisor <b>Mr Alphonse Garcia</b>		
Salaries per Annum:					
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>		
<b>30000</b>	<b>30000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>No</b>		
Telephone Number <b>13055976300</b>		Email Address			
Address of Employer <b>United States of America</b>					
Number of Employees Supervised by You <b>0</b>					
Description of Duties <b>Formulate and implement policies and procedures for the creation of a Purchasing Unit for this flight equipment service plant. Prepare quality reports for subcontracted repairs and interface with subcontractors and suppliers.</b>					
Summarize any of Your Achievements <b>Successfully implemented purchasing operations.</b>					
Reasons for Leaving <b>Relocation to Chile</b>					

Job Title <b>Assistant to the Vice-President</b>		Type of Business <b>Cosmetics and perfumes</b>		From - To <b>01/01/1992 - 01/06/1992</b>	
Name of Employer <b>Parbel, L'Oréal Group</b>			Name of Supervisor <b>Mr Bernard Claudel</b>		
Salaries per Annum:					
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>		
<b>24000</b>	<b>24000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>No</b>		
Telephone Number <b>13052627500</b>		Email Address			
Address of Employer <b>United States of America</b>					
Number of Employees Supervised by You <b>0</b>					
Description of Duties <b>Responsible for the update of the company's sales trends in South America and for channelling new marketing standards of brands to the company's clients. Provide administrative support as required to the Vice-President.</b>					
Summarize any of Your Achievements <b>Managed to establish very good working relations with a wide network of clients in a short time.</b>					
Reasons for Leaving <b>Selected for the post of Coordinator, Purchasing Unit for SEXTANT Avionique</b>					

Job Title <b>Purchasing Agent</b>		Type of Business <b>Import Company</b>		From - To <b>01/05/1991 - 01/12/1991</b>	
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Name of Employer <b>Communication Systems</b>			Name of Supervisor <b>Self-employed - Owner (husband) Alejandro Valdès</b>		
Salaries per Annum:					
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>		
<b>24000</b>	<b>24000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>No</b>		
Telephone Number		Email Address			
Address of Employer <b>Peru</b>					
Number of Employees Supervised by You <b>0</b>					
Description of Duties <b>Coordinate and organize the international procurement and export/import of IT and radio communication equipment.</b>					
Summarize any of Your Achievements <b>Within a fairly short period, was able to establish a network of suppliers and gather a reasonable level of expertise on radio communication equipment without any prior experience in the field.</b>					
Reasons for Leaving <b>Relocated to the United States</b>					

Job Title <b>Assistant-Editor</b>		Type of Business <b>Publications to raise consciousness on women's health issues</b>		From - To <b>01/11/1988 - 01/12/1990</b>	
Name of Employer <b>ISIS International</b>		Name of Supervisor <b>Ms. Amparo Claro</b>			
Salaries per Annum:					
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>		
<b>10000</b>	<b>20000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>No</b>		
Telephone Number <b>5626334582</b>		Email Address			
Address of Employer <b>Chile</b>					
Number of Employees Supervised by You <b>0</b>					
Description of Duties <b>Provide program support in the areas of program evaluation and design, administration of membership database, speech-writing and background research for policy documents.</b>					
Summarize any of Your Achievements <b>Prepared a data base of the network's members. Represented the Network in international meetings in New York (PAHO) and Buenos Aires.</b>					
Reasons for Leaving <b>Relocated to Peru.</b>					

Job Title <b>Administrator/owner</b>		Type of Business <b>Sports and Health facilities</b>		From - To <b>01/11/1988 - 01/03/1991</b>	
Name of Employer <b>Health Club OKEY</b>		Name of Supervisor <b>self-employed</b>			
Salaries per Annum:					
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>		
<b>10000</b>	<b>24000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>No</b>		
Telephone Number		Email Address			
Address of Employer <b>Chile</b>					
Number of Employees Supervised by You <b>10</b>					
Description of Duties <b>Set up and administrate this sports and health facility.</b>					
Summarize any of Your Achievements <b>Was able to build a successful business (still exists today).</b>					
Reasons for Leaving <b>Relocated to Peru.</b>					

Have you any objections to our making inquiries of your present employer? **Yes**

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>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>
<b>Spanish</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.

## Address

35 rue Mauverney  
Gland Switzerland  
Telephone: 41-22-3622841  
Fax: 41-76 3342841  
Contact: Victoria Browning

## Address

5 Chemin du Pommier  
Le Grand Saconnex, 1218 Geneva Switzerland  
Telephone: 41-22-9194136

## 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>Cornelia MOUSSA</b>	<b>Director, Human Resources</b>	<b>UNRWA Jordan</b>	<b>C.Moussa2@unrwa.org</b>
<b>Massimo TARENGHI</b>	<b>Representative in Chile of the European Organization for Astronomical Research (ESO)</b>	<b>ESO Jordan</b>	<b>mtareng@eso.org, mtareng@alma.cl</b>

## Personal History Profile for Christine CHAPPELL

### General Details

1. Family name <b>CHAPPELL</b>	First Name <b>Christine</b>	Middle Name <b>DIANE</b>	Maiden Name, (if any)
2. Date of Birth <b>01/05/1963</b>	3. City of Birth <b>Tunbridge Wells</b>	Country of Birth <b>United Kingdom</b>	Index No
4. Country of Nationality at Birth <b>United Kingdom</b>	Second Nationality (if any) <b>United Kingdom</b>	5. Country of Present Nationality <b>United Kingdom</b>	Second Nationality (if any) <b>United Kingdom</b>
6. Gender <b>Female</b>	7. Height [cm] <b>165</b>	8. Weight [kg] <b>50</b>	9. Marital Status <b>Divorced</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? <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>Administrative 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?			
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>cdc_99@hotmail.com</b>			

### Education

List all university degrees or equivalent qualifications obtained.

University Name <b>UNIVERSITY OF WALES</b>	City, Country <b>SWANSEA United Kingdom</b>	From - To <b>Sep-2006 - Oct-2007</b>
Main Course of Study <b>Institutional Administration</b>	Field of Study <b>Business &amp; Administration</b>	
Degree Title or Equivalent <b>MASTER OF BUSINESS ADMINISTRATION</b>	Degree Type <b>Masters</b>	

  

University Name <b>THAMES VALLEY</b>	City, Country <b>LONDON United Kingdom</b>	From - To <b>Oct-1994 - Jun-1997</b>
Main Course of Study <b>Institutional Administration</b>	Field of Study <b>Business &amp; Administration</b>	
Degree Title or Equivalent <b>Bachelor of Arts in 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>WORTHING COLLEGE</b>	City, Country <b>WORTHING United Kingdom</b>	From - To <b>Sep-1979 - Jun-1981</b>
Main Course of Study <b>ECONOMICS, LAW, MUSIC.</b>		Certificate or Diploma <b>GCE A LEVELS</b>

  

Name of School <b>GAISFORD HIGH</b>	City, Country <b>WORTHING United Kingdom</b>	From - To <b>Sep-1974 - Jun-1979</b>
Main Course of Study <b>English Language, English Literature, Mathematics, French, German, Geography, Music, Physics</b>		Certificate or Diploma <b>GCE O LEVELS</b>

### Employment

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

Job Title <b>Programme Support Services Manager - Guyana Mission</b>	Type of Business <b>NGO</b>	From - To <b>01/02/2006 - 01/08/2006</b>
Name of Employer <b>Oxfam GB</b>		Name of Supervisor <b>Dan Stodhart</b>
Salaries per Annum:		
Starting <b>17400</b>	Final <b>17400</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>441865311311</b>	Email Address
Address of Employer <b>United Kingdom</b>	
Number of Employees Supervised by You <b>6</b>	
Description of Duties <b>Overall management and responsibility of support functions for the Programme - Finance, Human Resources, Administration and Logistics. Management and supervision of staff as stated above. Programme budget £1.1m. Provided support to Project Manager as required. Finance - Managed preparation and submission of monthly management accounts to Mexico Head Office within deadline. Preparation and submission of financial Year End accounts to Mexico HO. Managed reporting to Donors as required to deadlines. Liaised with Finance staff in Barbados and Mexico offices as required. Human Resources - ensured adherence to HR procedures by staff and managers with regards to the recruitment process, job descriptions , contract terms, appraisals, and disciplinary issues. Initiated data base to record holiday entitlements for staff. Managed preparation and submission of monthly and year end HR reports to Mexico HO. Liaised with lawyers to ensure adherence to local labour laws. Liaised with Regional HR Director as required. Logistics - supervision of local staff to ensure the smooth running of all logistical procedures including procurement, tendering processes, travel and transport requirements. Administration - negotiation of contracts for accommodation, truck and car rental. Managed the upgrading of security at the office to include guards and alarm system. Extensive use of PeopleSoft, Excel and Word software.</b>	
Summarize any of Your Achievements <b>Donor reports written and submitted within deadlines in accordance with contract terms; Monthly and Year end financial accounts and other reports submitted within deadline to Mexico HO; Logistics - monitored the ECHO tendering processes to ensure adherence to contractual requirements. Capacity Building: through the on-going training of local staff for Financial skills, HR and Logistics systems and procedures, computer skills in the use of Excel and Word software.</b>	
Reasons for Leaving <b>End of 6 month contract. Taking up full time study of MBA course in September 2006.</b>	

Job Title <b>Donor Accountant - North Sudan Mission</b>	Type of Business <b>NGO</b>	From - To <b>01/01/2005 - 01/01/2006</b>
Name of Employer <b>Oxfam GB</b>	Name of Supervisor <b>Mustafa Komoni</b>	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>16895</b>	<b>17400</b>	<b>GBP</b>	Is this a position within the UN Common System? <b>No</b>

Telephone Number <b>4401865311311</b>	Email Address
Address of Employer <b>United Kingdom</b>	
Number of Employees Supervised by You <b>0</b>	
Description of Duties <b>Management and overall responsibility of Financial reporting to Donors for Darfur Programme. Total budget £9.5m. Managed the compilation, review and submission of all Financial reports to Donors as required including DFID,ECHO,Unicef, FAO, DEC, AusAID, Canadian Government. Proactive on providing reports on budget variance analysis to management on a monthly basis. Liaised with Programme managers in UK Head Office regarding expenditure levels and budget variances. Provided training and support to Finance Managers and Programme staff in Field offices on Donor regulations and general budget management. Liaised with Finance,Programme and Logistics staff in Field and Head Offices to ensure accuracy of accounting data to be included in Donor reports. Managed the liaison with Donors regarding the supply of additional information and resolution of queries on external audits of Donor funding. Reviewed and updated the Consolidated Darfur Programme budget (£9.5m) on a monthly basis. Managed the revision and amendments to Proposal budgets to Donors. Extensive use of PeopleSoft, Excel and Word software.</b>	
Summarize any of Your Achievements <b>Proactive in providing detailed budget spreadsheets to Finance Managers to enable Project staff to follow budgets more closely . Enabled Reports to be submitted to Donors accurately and on time. Proactive in finding ways to reconcile Logistics and Financial information in order to recharge Donors correctly, as the two systems were not compatible.</b>	
Reasons for Leaving <b>End of 1 year contract, January 2006.</b>	

Job Title <b>Country Accountant - Angola Mission</b>	Type of Business <b>NGO - EMERGENCY</b>	From - To <b>01/02/2003 - 01/09/2004</b>
Name of Employer <b>Concern Worldwide</b>	Name of Supervisor <b>MUSTAFA KAMAL</b>	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>20000</b>	<b>23696</b>	<b>EUR</b>	Is this a position within the UN Common System? <b>No</b>

Telephone Number <b>35314177700</b>	Email Address
Address of Employer <b>Ireland</b>	
Number of Employees Supervised by You <b>2</b>	
Description of Duties <b>Management and responsibility of Finance function in Luanda office. Total budget £4m; Responsible for preparation of monthly management accounts to Programme managers and quarterly report to Dublin HQ; Managed the submission of Financial Reporting to Donors (ECHO, OFDA, FAO,EURONAIID, DEC, Ireland Aid) as required; Management of the preparation of Programme and Overhead budgets; Training and supervision of local assistants; Training of local Field office Administrators; Aided strategic planning as a member of the Senior Management Team; Planning and management of the annual External audit, liaising with auditors as required; Liaison with Donors regarding external audits of funding. Extensive use of Excel, Word and SAM finance software;</b>	
Summarize any of Your Achievements	

**Undertook training of local staff in technical finance issues and general bookkeeping skills; Organised external Excel courses for staff; Undertook Finance workshop for both finance and non-finance staff concentrating on cost coding, budget control, understanding management accounts. Devised a new spreadsheet format for budget holders to enable them to compile their budgets more easily - using one template to be completed by all budget holders.**

Reasons for Leaving

**End of Contract - initially 1 year plus extension.**

Job Title <b>Finance Controller / Administrator - Kenya Mission</b>	Type of Business <b>NGO - Emergency</b>	From - To <b>01/05/2002 - 01/01/2003</b>	
Name of Employer <b>Action Against Hunger UK</b>		Name of Supervisor <b>Isobel Candela</b>	
Salaries per Annum: Starting <b>5500</b>	Final <b>5500</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>2</b>			
Description of Duties <b>Overall management and responsibility for the Finance and Administration functions; Total Programme budget £0.8m. Preparation of monthly management accounts for Programme managers and London HQ; Responsibility for Financial Reporting to Donors (ECHO, UNICEF) as required; Preparation and control of Programme and Overhead Budgets; Managed the preparation of budgets for proposals; Training and supervision of local staff assistants; Management of all Local staff issues ie recruitment, redundancies, renewal of contracts, updating staff manual, payroll and staff loans, performance reviews; Responsible for all matters regarding housing and office accommodation; Liaison with Field staff and Logistics; Deputed for Head of Mission as required; Extensive use of Excel, Word, CIEL software.</b>			
Summarize any of Your Achievements <b>Capacity Building: Trained Finance assistant in bookkeeping skills and other technical finance skills; Organised external training courses on Excel and Word for local staff in Nairobi; When visiting the Field office, trained the office assistant in bookkeeping and Excel;</b>			
Reasons for Leaving <b>Due to the restructuring and impending closure of the mission.</b>			

Job Title <b>Programmes Accountant</b>	Type of Business <b>Environmental Charity</b>	From - To <b>01/08/2001 - 01/04/2002</b>	
Name of Employer <b>World Wide Fund for Nature UK</b>		Name of Supervisor <b>Clive Murray</b>	
Salaries per Annum: Starting <b>23000</b>	Final <b>23000</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>004401483426444</b>	Email Address		
Address of Employer <b>United Kingdom</b>			
Number of Employees Supervised by You <b>0</b>			
Description of Duties <b>Managed the reconciliation of the quarterly Field Reports (raised on ACCPAC) from approximately 50 Field projects based world-wide; Responsible for the preparation of funds transfers to field offices based on the contract terms; Proactive with the liaison with Regional Programme leaders on report queries and budget variances; Responsible for the reconciliation of the Access database to SUN accounts entries on a monthly basis; Worked with fundraisers and Programme managers on producing budgets for new proposals; Team member for the change process within International Programmes. Extensive use of SUN, Excel and Word software.</b>			
Summarize any of Your Achievements <b>Responsible for clearing the backlog of Field reports which had built up from Year End; Created improved communications from UK office to Field offices, liaising with Field staff on Budget queries and expenditure levels.</b>			
Reasons for Leaving <b>End of short term contract. Wanted the opportunity to travel to Field offices, which was not available with WWF at this time.</b>			

Job Title <b>Management Accountant</b>	Type of Business <b>Human Rights Campaign Organisation</b>	From - To <b>01/03/1999 - 01/08/2001</b>	
Name of Employer <b>Amnesty International UK Section</b>		Name of Supervisor <b>Melvin Coleman</b>	
Salaries per Annum: Starting <b>20500</b>	Final <b>26000</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>44207033 1500</b>	Email Address		
Address of Employer <b>United Kingdom</b>			
Number of Employees Supervised by You			

2

Description of Duties

Prepared monthly management accounts to agreed deadline; Member of the Finance Sub-Committee and Budget Committee; Total budget £10m. Investigated budget variances and produced variance analysis reports and commentary for presentation to monthly Finance Sub-committee meetings; Liaised with budget holders to resolve queries on variance analysis; Provided managers with information required to complete budgets and forecasts; Coordinated completion and consolidation of organisational budget; Maintained Fixed Asset register and depreciation calculations; Trained and assisted other Finance Team members on implementation of new accounts package Great Plains; Provided technical finance support to Finance staff as required; Managed all aspects of the organisation's insurance requirements. Extensive use of Excel, Great Plains e Enterprise and FRx reporting packages.

Summarize any of Your Achievements

As the first dedicated management accountant for the organisation, I instigated detailed monthly management accounts and variance analysis to help Management and budget holders to control budgets and expenditure; Instrumental in the installation of the new accounts software Great Plains; Designed new report formats for management accounts and budget reports using FRx software.

Reasons for Leaving

Wanted to move into the NGO sector in order to be involved with Programmes and travel within my job.

Job Title <b>Management Accountant - Contractor</b>	Type of Business <b>Computer manufacturer</b>	From - To <b>01/09/1997 - 01/02/1999</b>
Name of Employer <b>Hewlett Packard and others</b>	Name of Supervisor <b>various</b>	
Salaries per Annum: Starting                      Final                      Currency Paid	Is this a civil servant position of your Government? <b>No</b>	
<b>26600                      28000                      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>3</b>		
Description of Duties <b>During this immediate post-degree period worked as an Accountant at Hewlett Packard and other companies, broadening my practical experience. Managed SAP software regarding data entry, monthly management budget information, variance analysis.</b>		
Summarize any of Your Achievements <b>Established a sound grounding in management accounting and budget variance analysis as a springboard to my future work in the charity sector.</b>		
Reasons for Leaving <b>Whilst contracting I was looking to work permanently in the UK charity sector - left to take up permanent work with Amnesty International.</b>		

Job Title <b>Internal Auditor</b>	Type of Business <b>Engineering and Construction</b>	From - To <b>01/08/1990 - 01/10/1994</b>
Name of Employer <b>Foster Wheeler Energy Ltd</b>	Name of Supervisor <b>Mr W Steiner</b>	
Salaries per Annum: Starting                      Final                      Currency Paid	Is this a civil servant position of your Government? <b>No</b>	
<b>10000                      13000                      GBP</b>	Is this a position within the UN Common System? <b>No</b>	
Telephone Number <b>00440118913 1234</b>	Email Address	
Address of Employer <b>United Kingdom</b>		
Number of Employees Supervised by You <b>1</b>		
Description of Duties <b>Internal audits carried out on various aspects of the business,including: Contracts Financial / Balance sheet items Systems and Procedures for Treasury, Payroll, Human Resources, Procurement, Office Management departments. Mainly in UK offices with travel to Paris office as required. Worked on audits either as part of a team or alone; Training and supervision of audit junior. Written reports submitted to Management and Directors on completed audits. Use of JD Edwards software.</b>		
Summarize any of Your Achievements <b>Part of the team which investigated fraudulent practices at one of the UK plants; Identified issues following which action was taken.</b>		
Reasons for Leaving <b>Left work to study for degree on a full time basis.</b>		

Job Title <b>External Auditor</b>	Type of Business <b>Chartered Accountancy Practice</b>	From - To <b>01/08/1981 - 01/08/1990</b>
Name of Employer <b>Owen, West and McGregor</b>	Name of Supervisor <b>David Smart</b>	
Salaries per Annum: Starting                      Final                      Currency Paid	Is this a civil servant position of your Government? <b>No</b>	
<b>4500                      10000                      GBP</b>	Is this a position within the UN Common System? <b>No</b>	
Telephone Number <b>441903201940</b>	Email Address	

Address of Employer

**United Kingdom**

Number of Employees Supervised by You

**2**

Description of Duties

**Preparation of final accounts from incomplete records for small businesses, partnerships and sole traders. External auditing of companies as part of a team of accountants. Additional duties - Value Added Tax returns, Corporation Tax and Individual Tax computations.**

Summarize any of Your Achievements

**Completed stage 1 of ACCA**

Reasons for Leaving

**To move into commerce from accountancy practice to widen experience.**

Have you any objections to our making inquiries of your present employer? **Yes**

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>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>German</b>	<b>No</b>	<b>Not easily</b>	<b>Not easily</b>	<b>Not easily</b>	<b>Not easily</b>
<b>Portuguese</b>	<b>No</b>	<b>Not easily</b>	<b>Not easily</b>	<b>Not easily</b>	<b>Not easily</b>

## Address

6 LUDLOW HOUSE  
LUDLOW ROAD  
MAIDENHEAD BERKSHIRE United Kingdom  
Telephone: 44-7905-445068  
Fax: 44-7905-445068  
Contact: CHRISTINE CHAPPELL

## 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>E.E. BISCHOFF</b>	<b>Professor of Management Science</b>	<b>University of Wales United Kingdom</b>	<b>441792295057 e.lydiard@swansea.ac.uk</b>
<b>Laurent MAILAIT</b>	<b>Project Manager - Food Security</b>	<b>Oxfam GB United Kingdom</b>	<b>000 laurentm33@hotmail.com</b>
<b>Nelly WERE</b>	<b>Operations Manager</b>	<b>British Red Cross United Kingdom</b>	<b>628136033 0674 nelly_were@yahoo.com</b>

## Personal History Profile for Camille CURTIS

### General Details

- |   |                                       |  |                                      |
|---|---------------------------------------|--|--------------------------------------|
| 1. Family name<br><b>CURTIS</b>                     | First Name<br><b>Camille</b>          | Middle Name<br><b>R A</b>                          | Maiden Name, (if any)                |
| 2. Date of Birth<br><b>08/10/1954</b>               | 3. City of Birth<br><b>Georgetown</b> | Country of Birth<br><b>Guyana</b>                  | Index No<br><b>496623</b>            |
| 4. Country of Nationality at Birth<br><b>Guyana</b> | Second Nationality (if any)           | 5. Country of Present Nationality<br><b>Guyana</b> | Second Nationality (if any)          |
| 6. Gender<br><b>Female</b>                          | 7. Height [cm]                        | 8. Weight [kg]                                     | 9. Marital Status<br><b>Divorced</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. United States of America.**
13. What is your preferred field of work? **Administrative officers**
14. Would you accept employment for less than six months? **Yes**
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? **01/02/2000**
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: **curtis@un.org**

### 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>Aug-1988 - Aug-1989</b>
Main Course of Study <b>Institutional Administration</b>	Field of Study <b>Business &amp; Administration</b>	
Degree Title or Equivalent <b>Master of Business Administration</b>	Degree Type <b>Masters</b>	
University Name <b>University of Birmingham</b>	City, Country <b>Birmingham United Kingdom</b>	From - To <b>Aug-1987 - Jul-1988</b>
Main Course of Study <b>Finance</b>	Field of Study <b>Business &amp; Administration</b>	
Degree Title or Equivalent <b>Diploma in Business Administration</b>	Degree Type <b>Postgraduate degree</b>	
University Name <b>Royal Institute of Public Administration</b>	City, Country <b>London United Kingdom</b>	From - To <b>Oct-1984 - Dec-1984</b>
Main Course of Study <b>Personnel Administration</b>	Field of Study <b>Business &amp; Administration</b>	
Degree Title or Equivalent <b>Certificate in Manpower Planning and Staffing Inspection</b>	Degree Type <b>Postgraduate degree</b>	
University Name <b>University of Guyana</b>	City, Country <b>Georgetown Guyana</b>	From - To <b>Aug-1981 - Oct-1983</b>
Main Course of Study <b>Public Administration</b>	Field of Study <b>Business &amp; Administration</b>	
Degree Title or Equivalent <b>Diploma in Public Administration</b>	Degree Type <b>Postgraduate degree</b>	
University Name <b>University of Javeriana</b>	City, Country <b>Bogota Colombia</b>	From - To <b>Aug-1977 - Nov-1977</b>
Main Course of Study <b>Native Languages</b>	Field of Study <b>Humanities</b>	
Degree Title or Equivalent <b>Certificate in Oral Spanish</b>	Degree Type <b>Postgraduate degree</b>	
University Name <b>University of Guyana</b>	City, Country <b>Georgetown Guyana</b>	From - To <b>Aug-1974 - Oct-1977</b>

Main Course of Study <b>Other Humanities</b>	Field of Study <b>Humanities</b>
Degree Title or Equivalent <b>Bachelor of Arts Degree in Spanish and French</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>Brindisi Italy</b>	From - To <b>Feb-2009 - Nov-2009</b>
Main Course of Study <b>UN SMART</b>		Certificate or Diploma <b>Certificate</b>

Name of School <b>UNMIS</b>	City, Country <b>Khartoum Sudan</b>	From - To <b>Oct-2006 - Oct-2006</b>
Main Course of Study <b>Leadership and People Management</b>		Certificate or Diploma <b>Certificate in People Management</b>

Name of School <b>United Nations</b>	City, Country <b>Khartoum Sudan</b>	From - To <b>Aug-2006 - Aug-2006</b>
Main Course of Study <b>E-PAS and Competency based training</b>		Certificate or Diploma <b>Certificate</b>

Name of School <b>UNIDO/UNDP/GUYMIDA</b>	City, Country <b>Georgetown Guyana</b>	From - To <b>Jun-1991 - Jun-1991</b>
Main Course of Study <b>Industrial Investment, Project Preparation, Appraisal and Financing</b>		Certificate or Diploma <b>Certificate</b>

Name of School <b>ECLAC/University of Los Andes/IDB</b>	City, Country <b>Kingston Jamaica</b>	From - To <b>May-1991 - May-1991</b>
Main Course of Study <b>Financial and Socio-Economic Appraisal of Investment Projects</b>		Certificate or Diploma <b>Certificate in Financial and Socio-Economic Appraisal of Investment Projects</b>

Name of School <b>ILO/CMDA/CARICOM</b>	City, Country <b>Bridgetown Barbados</b>	From - To <b>Jun-1990 - Jun-1990</b>
Main Course of Study <b>Management Consulting</b>		Certificate or Diploma <b>Certificate</b>

Name of School <b>UNIDO</b>	City, Country <b>Kingston Jamaica</b>	From - To <b>Mar-1990 - Mar-1990</b>
Main Course of Study <b>Zero-base and Programme Budgeting</b>		Certificate or Diploma <b>Certificate</b>

Name of School <b>Caribbean Development Bank</b>	City, Country <b>Bridgetown Barbados</b>	From - To <b>Apr-1982 - Apr-1982</b>
Main Course of Study <b>Project Preparation and Appraisal</b>		Certificate or Diploma <b>Certificate in Project Preparation and Appraisal</b>

Name of School <b>Central High School</b>	City, Country <b>Georgetown Guyana</b>	From - To <b>Sep-1964 - Jun-1971</b>
Main Course of Study <b>Secondary Education</b>		Certificate or Diploma <b>General Certificate of Education</b>

## Employment

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

Job Title <b>Chief of Mission Support</b>	Type of Business <b>UNITED NATIONS</b>	From - To <b>01/11/2008 -</b>
Name of Employer <b>United Nations</b>		Name of Supervisor <b>Robert Serry</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	Email Address <b>curtis@un.org</b>
Address of Employer <b>Israel</b>	
Number of Employees Supervised by You <b>8</b>	
Description of Duties <b>Provide managerial, logistical and administrative support for the fulfillment of UNSCO's mandate; oversee the management of the budget, finances, human resources, logistics and general management; certify mission expenditure; act as the principal Adviser to the SC on all matters related to administrative and technical support; plan, implement, manage and oversee the activities of all logistical and admin support ops; provide effective management of human, financial and material resources of the mission; liaise with national authorities and legislative bodies; develop, monitor and implement work plans; implement and ensure adherence to UN rules and regulations; ensure the timely provision of human and financial resources to facilitate goal achievement; develop strategies to ensure the timely provision of services; establish sound rules and practices consistent with UN rules and regulations in order to ensure proper budget, accounting, financial and human resources management and control; provide guidance and support to senior admin and logistical support staff, audit and evaluation services; ensure provision of guidance, performance evaluation, supervision and mentoring to all administrative support and other staff in my area of responsibility; represent the civilian admin and logistical staff at meetings, protocol and ceremonial occasions; brief visiting senior officials on mission support activities and perform other duties as required by the HOM/DFS/DPKO.</b>	
Summarize any of Your Achievements <b>Certified mission expenditure, chaired VECs, responded to audit queries, improved compliance with UN rules and regulations thereby improving the org's chances to receive better audit reviews; improved the level of professionalism of MSD staff by exposing them to training in their respective areas of operations; mentored and developed the leadership skills of MSD staff by appointing them to sit on committees, providing them with opportunities to deliberate, explain and negotiate difficult policy issues with senior management; built a strong team spirit among the MSD team; reorgansied priorities to arelease funds to provide training for substantive, security and MSD staff; designed the work plan for 2010/11; trained MSD staff on communication skills; oversaw the implementation of HRAP and focal points for several areas; provided timely responses to the various sections in UNHQ/NY including performance reporting, acquisition/procurement plans and quarterly reviews; spearheaded deliberations related to the redeployment of funds; maintained a high level of service to the substantive staff in spite of losing one half of MSD staff due to reassignments; oversaw the provision of efficient and effective support service by MSD to visiting dignitaries, members of the UNCT, the Quartet and other high level delegations during visits to Israel; estblished a reporting and monitoring system within MSD via weekly meetings and bi-monthly performance monitoring meetings; provided career development opportunities to MSD's staff via challenging them to take on higher level responsibilities within and outside of their AOR; built a strong, cohesive team aligned to a single goal achievement; established cohesion between the three offices in 3 different relations via VTCs and bi-monthly visits to the various locations; built relationships with UNHQ by establishing constant contact with the various Desk Officers thereby improving UNHQ's response time to UNSCO's issues; improved the quality of the selection process thereby enabling UNSCO to reduce the number of queries and delays arising from FPD on recruitment issues; improved the response time of UNSCO staff; improved the performance reporting to the HOM; Represent UNSCO's views and present their needs at DMS/CMS workshops at UNHQ/NY and at the Regional Middle East Conferences; participate as a member of the Steering Committee determining the Revised Strategic Framework for the Department of Field Service (DFS).</b>	
Reasons for Leaving <b>Still employed</b>	

Job Title <b>Senior Administrative Officer</b>	Type of Business <b>Peacekeeping</b>	From - To <b>01/09/2008 - 01/11/2008</b>
Name of Employer <b>United Nations</b>	Name of Supervisor <b>Mr. Mohammed Yonis</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	Email Address <b>curtis@un.org</b>	
Address of Employer <b>Sudan</b>		
Number of Employees Supervised by You <b>12</b>		
Description of Duties <b>Report to the DMS; Assist and support the DMS in the planning, organizing, implementing, managing and overseeing the activiites of the administrative component, namely:-act as the principal Advisor to the Head of Mission in the Sector; advise the DMS on Sector-related problems; ensure the Evacuation Plan is in place and well rehearsed; initiate welfare activities; oversee the air safety matters of the Sector and spearhead the preparation of the air safety work plan; liaise with UN agencies/local authorities on UN related issues on behalf of the Sector, DMS/SRSG; initiate action on the creation of the CRB, PSB, at the sectoral level; perform the duties of liaison between the military/police and civilian components; attend SMT meetings; Chair the VEC.</b>		
Summarize any of Your Achievements <b>The geographical location of El Genina compounded logistical problems that were being faced by the entire mission during the start-up phase. Nevertheless , I was able to motivate the MSD team to work beyond the call of duty and, in spite of the horrific conditions under which we were operating, led my team in the preparation of work plans, thinking outside of the box to find creative solutions to our logistical problems, operate as a cohesive group around the common objective of lifting the sector out of its then largely demotivating state. Tangible results were SWOT analysis of our strengths and weaknesses, where the Sector was and where it wanted to go and by when; identification of the gaps that existed and the strategies on how to fill those gaps; I also, provided the DMS with up to date analysis of the state of the various components of the MSD in the Sector and proposals for the way forward; obvious improvement in the physical state of UN guest houses which, at that point in time , were the only accommodation available in the Sector for UN staff and UNVs; spearheaded the creation of a staff welfare committee; provided much input into the completion of the site preparation for the various TCC contingents in H'Q, El Genina; introduced systems to streamline the management of the Imprest account; found creative solutions such as direct purchases and the employment of ICs to address immediate needs of the Sector.</b>		
Reasons for Leaving <b>Reassignment to UNSCO</b>		

Job Title <b>Sector Administrative Officer (SAO)</b>	Type of Business <b>International Civil Service</b>	From - To <b>01/11/2005 - 01/09/2008</b>
Name of Employer <b>UNMIS</b>	Name of Supervisor <b>Karen Tchalian</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	Email Address <b>curtis@un.org</b>	
Address of Employer -		

**Sudan**

Number of Employees Supervised by You

**12**

## Description of Duties

**Certifying Officer, plan, direct, organise, coordinate, control and report on the work of the administrative support section of sector IV. Conceptualise the work plan for the support section; monitor and report on the implementation of the work plan; identify the potential threats to goal achievement and take the necessary action in a timely manner to bring goal achievement back on track; represent the DOA in the sector; ensure adherence to UN financial and administrative rules and regulations; implement policy and initiate action on policy issues with headquarters in Khartoum where and as necessary; reduce the vacancy rate (national staff); identify land for setting up of teamsites; liaise with the local authorities on land allocations, manage the use of UN assets and ensure the safety of UN assets and personnel. Provide support to the TCCs in the sector.**

## Summarize any of Your Achievements

**Created a highly motivated workforce; identified/acquired land and established 5 team sites and a Sector H'Q, the latter within 3 weeks; produced Sector work plans, project implementation/procurement and monitoring plans for 3 financial years; prepared monthly/weekly reports to the DOA/HRPS; reduced the vacancy rate for national staff by 85%; provided efficient management of the imprest account, chaired the VEC, vice-chaired the QIPs committees for 3 years; efficiently monitored the implementation of QIPS projects; earned much respect from the mission and the local authorities in Southern Kordofan for 7 efficiently delivered QIPS projects in which 3 schools were built and furnished; an ICU was constructed and equipped in the State of Southern Kordofan; effectively advised the Head of Office, UNMOs, UNPOLs and staff on a broad range of administrative, human resources and financial issues to the extent where there were no disciplinary issues raised against the Sector by the local community; built the capacities of national staff; identified strategic issues, opportunities and risks and built good relationships with the local authorities and communities throughout the Southern Kordofan State; negotiated, settled and diffused several potentially volatile situations between UNMIS and the local authorities; forecasted the Sector's requirements for vehicles and service vehicles; created a sector wide sewerage and garbage disposal plan; ensured that the concept of client orientation was the focus of the delivery of services to the TCCs and other Clients; established a harmonious working relationship between the TCCs and the MSD which manifested itself in a highly developed, well structured and well behaved Sector IV; initiated the Green initiative in Sector IV's H'Q and staff quarters; established the staff welfare committee and initiated many staff welfare activities; supervised a highly motivated and hard working engineering and general services section which allowed the Sector to play host on several occasions to staff members evacuated at short notice from other Sectors; built a strong and highly motivated MSD team;**

## Reasons for Leaving

**Reassignment to UNAMID on MTHL.**

Job Title <b>ADMINISTRATIVE OFFICER</b>	Type of Business <b>INTERNATIONAL ORGANISATION</b>	From - To <b>01/10/2003 - 01/05/2005</b>
Name of Employer <b>UNITED NATIONS</b>		Name of Supervisor <b>Hassan B Jallow</b>

## Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>88000</b>	<b>101000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>

## Telephone Number

**1212963 2850**

## Email Address

**roxanne5419@yahoo.com**

## Address of Employer

**Tanzania, United Rep. of**

Number of Employees Supervised by You

**3**

## Description of Duties

**Assist and support the Deputy Director in planning, organizing, implementing, managing and overseeing the administrative component of the Office of the Prosecutor to assist the Prosecutor in the implementation of the ICTR's completion strategy. This includes drafting guidelines, reports and correspondence on a wide range of administrative and policy issues for the Deputy Director; ensuring that all UN rules and regulations are adhered to; drafting correspondence required from the Deputy Director's office on administrative/policy documents; provide advice and assist in the areas of problem solving; deal with ad-hoc issues that arise; manage the training and missions budget; prepare the budget and report on the financial management of the budget; undertake evaluation of support provided by the various parts of the ICTR administration; identify bottlenecks and make recommendations to remove them; monitor the implementation of audit recommendations; review audit observations submitted and draft appropriate responses; liaise with the office of the CDASS, Chief, HRPS, Chief, Security and the Registrar on issues/activities; recruit consultants, act as Principal Advisor to the Prosecutor on all matters pertaining to administration and technical support; design and manage the office space needs; coordinate the Results Based Budget process; monitor and report on performance against work plans and workload indicators; organise for training and missions; provide guidance on UN rules and regulations; manage the vacancy rate; initiate and manage the recruitment process; attend and take minutes at senior management meetings;**

## Summarize any of Your Achievements

**There was no administrative section when I joined the OTP in 2003. I created the administrative section around the goals and objectives of the completion strategy; prepared the budget for the investigations unit, the mid year review budget and participated fully in the preparation of the budget for 2006/07; interviewed more than 150 candidates and recruited more than 15; reduced the organisation's vacancy rate significantly; introduced administrative systems for the management and monitoring of contracts; planned and effected the reallocation of 150 staff; prepared work plans for the section, designed evaluation criteria, job descriptions and vacancy notices for more than 12 posts; introduced monthly expenditure monitoring and reports; advised management on recruitment and other issues in keeping with UN rules and regulations; created a filing system for the administrative section; introduced systems to more efficiently and effectively manage missions and the recruitment of consultants; drafted letters/policy directives on personnel, financial and administrative issues for the signature of the Deputy Prosecutor.**

## Reasons for Leaving

**Did not renew contract upon its expiry on 31 May 2005.**

Job Title <b>Advisor, Finance and Administration</b>	Type of Business <b>International Organisation</b>	From - To <b>01/05/2002 - 01/09/2003</b>
Name of Employer <b>United Nations</b>		Name of Supervisor <b>Mr. Armindo Maia</b>

## Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>88000</b>	<b>101000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>

## Telephone Number

## Address of Employer

**United States of America**

Number of Employees Supervised by You

**8**

## Description of Duties

Support the Director General and the Director of Administration in 1) planning and designing budget, disbursement, records management, procurement, supply and data management systems for the Ministry and district offices, 2) establishing an efficient and effective human resources system, policies and procedures for the Ministry, district offices and schools, 3) developing important legislations for the effective management of the administrative systems of the Ministry, district offices and schools, (4) Initiating, advising, establishing, coordinating and monitoring the introduction of systems, policies, procedures and best practices for the financial and administrative management of the affairs of the Ministry of Education and transfer of related skills to the Timor Leste counterparts.

Summarize any of Your Achievements

1. Systems, policies, procedures, processes for the efficient management of the Ministry's public expenditure, disbursements, procurement, asset, transportation, inventory management and R&I activities (2) the introduction of work plans based on the goals and objectives of the National Development Plan and the design of a budget based on work plans, (3) a planning process involving monthly and quarterly meetings to review program activities, monitor performance and take the necessary corrective action to ensure that activities are undertaken on time and that corrective action is taken to address deviations/variances in a timely manner, (4) Spearheaded the creation of the transportation, asset management and inventory control, R&I and procurement sections, (5) Transferred capacity and skills to Timor Leste counterparts in project planning, implementation and monitoring, financial management, budgeting, budget execution and monitoring. Sensitised them to the importance of administrative systems, policies and procedures.

Reasons for Leaving

Reassigned to the ICTR in Arusha, Tanzania

Job Title	Type of Business		From - To
<b>Head of Administration/Chief Executive Officer</b>	<b>International Organisation</b>		<b>01/08/2000 - 01/05/2002</b>
Name of Employer	Name of Supervisor		
<b>United Nations</b>	<b>Fr. Filomeno Jacob</b>		
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>63000</b>	<b>88000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address		
Address of Employer			
<b>United States of America</b>			
Number of Employees Supervised by You			
<b>12</b>			
Description of Duties			
<b>Initiate and manage the administrative and financial affairs of the Secretariat of the Minister and the Ministry of Social Affairs. The latter comprised the Portfolios of Health, Social Services and Education of the East Timor Transitional Administration. My duties included:- 1) The management of the human resources activities in keeping with UN rules. 2) Initiating and coordinating work plans of the various departments, 3) Establishing reporting and monitoring systems to monitor and manage the Ministry's finances, performance and initiating necessary corrective action, 4) Initiating and monitoring adherence to UN rules and regulations and Treasury guidelines related to procurement, supplies and services, transport, travel and traffic, communications, engineering and information technology, (5) Approving requests for expenditure, (6) Writing letters, minutes and reports for the Minister and for submission to the Cabinet and Parliament.</b>			
Summarize any of Your Achievements			
<b>Human resources: Identification/ recruitment and management of international staff, thru` the Personnel Section of UNTAET. Program Management: Initiated the concept of the preparation of workplans, monthly and quarterly meetings to review progress, ensure goal alignment, timely service delivery and corrective action wherever necessary. Budgeting: Coordinated the budget process to ensure efficient application of resources to approved programs/projects Finance: initiated monthly and quarterly financial statements and reports Procurement: Guided the process for the preparation of purchases in keeping with accepted public sector and UN procurement standards. Performed the duties of Certifying Officer for the public expenditure budget and Approving Officer for the World Bank administered projects. General Administration: provided advice to the Minister on administrative systems to be introduced to manage the administrative sections and reporting by Heads of Programs. Executive: Prepared reports for presentation to the Minister and for the latter's presentation to Cabinet and the National Parliament. I also prepared briefing and speaker notes for the Minister and the minutes of all meeting which he held with the international community and staff. Was Notetaker for UNTAET's Transition Core Group .</b>			
Reasons for Leaving			
<b>To take up appointment as Advisor, Finance and Administration with UNMISSET</b>			

Job Title	Type of Business		From - To
<b>Civil Affairs Officer</b>	<b>International Organisation</b>		<b>01/05/2000 - 01/07/2000</b>
Name of Employer	Name of Supervisor		
<b>United Nations</b>	<b>Director, Office of DSRSG</b>		
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>63000</b>	<b>88000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address		
Address of Employer			
<b>United States of America</b>			
Number of Employees Supervised by You			
<b>2</b>			
Description of Duties			
<b>Performed the duties of Project Analyst for the Director in the Office of the Deputy Special Representative of the Secretary General</b>			
Summarize any of Your Achievements			
<b>Inputs into the draft World Bank Projects for the Ministry of Health, the Ministry of Education and the Ministry of Agriculture of the East Timor Transitional Administration</b>			
Reasons for Leaving			
<b>To take up assignment as Head of Administration/Chief Executive Officer in the Secretariat of the Minister for Social Affairs</b>			

Job Title	Type of Business		From - To
<b>Head of Administration/Corporate Secretary/Marketing Manager</b>	<b>Insurance</b>		<b>01/07/1993 - 01/05/2000</b>
Name of Employer	Name of Supervisor		
<b>Hand-in-Hand Group of Companies</b>	<b>Mr. K. Evelyn</b>		
Salaries per Annum:			

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>395000</b>	<b>425000</b>	<b>GYD</b>	Is this a position within the UN Common System? <b>No</b>
Telephone Number	Email Address		
Address of Employer <b>Guyana</b>			
Number of Employees Supervised by You <b>8</b>			
Description of Duties <b>The Group consisted of companies which were the market leaders in the Fire, Motor and Life Insurance Industries. I reported directly to the CEO and the Board of Directors. My duties included the following: Legal: Ensure the Companies` compliance with the Company Laws of Guyana, the financial regulations of the Bank of Guyana and audit recommendations. Executive: service the Board of Directors and implement Board`s directives and policies, call and run the Annual General Meetings. Administrative: Manage the human resources, finance, facilities, stores, procurement and all other general services activities. Human resources: Conduct labor/wages/salaries/benefits surveys and advise the Board accordingly, initiate and monitor the application of staff rules and regulations and manage the pension fund. Marketing: prepare the marketing plans, manage the sales and marketing sections, the marketing and advertising budgets.</b>			
Summarize any of Your Achievements <b>Marketing: Maintenance of its market leadership position. Human Resources: stable work force and up-to-date human resources policies, practices, procedures, wages/salaries/benefit administration, well trained and highly motivated staff. Program Management: I initiated the introduction of work plans which matched objectives and expenditure and also monthly meetings to review and monitor performance, identify variances and take the necessary corrective action. Administrative: systems, policies/procedures and manuals to manage the administrative support sections, well documented minutes of Board meeting, compliance with all statutory and financial laws and regulations and directives of the Board of Directors.</b>			
Reasons for Leaving <b>To take up appointment with the United Nations</b>			

Job Title	Type of Business	From - To
<b>Head, Economic Unit</b>	<b>Scientific Research</b>	<b>01/02/1990 - 01/07/1993</b>
Name of Employer	Name of Supervisor	
<b>Institute of Applied Science and Technology</b>	<b>Dr U O`D Trotz</b>	
Salaries per Annum:		
Starting	Final	Currency Paid
<b>275000</b>	<b>350000</b>	<b>GYD</b>
Telephone Number	Email Address	
Address of Employer <b>Guyana</b>		
Number of Employees Supervised by You <b>7</b>		
Description of Duties <b>Program planning, implementation, monitoring and evaluation Costing of the organisation`s services Establishing linkages between the institution and industry Equipping the institution and training staff</b>		
Summarize any of Your Achievements <b>The application of proper project planning, implementation, monitoring and evaluation techniques to the projects funded by UNIDO/UNDP/CIDA. Proper costing of the services provided by the organisation Fostered closer partnership between the research institute and industry thereby increasing the institution`s revenues. Played a pivotal role in managing the UNIDO/CIDA/UNDP funded projects which provided equipment and training for the staff of the Organisation.</b>		
Reasons for Leaving <b>To take up appointment with the Hand-in-Hand Group of Companies</b>		

Job Title	Type of Business	From - To
<b>Head of Administration</b>	<b>Scientific Research</b>	<b>01/03/1979 - 01/01/1990</b>
Name of Employer	Name of Supervisor	
<b>Institute of Applied Science and Technology</b>	<b>Dr U O`D Trotz</b>	
Salaries per Annum:		
Starting	Final	Currency Paid
<b>175000</b>	<b>250000</b>	<b>GYD</b>
Telephone Number	Email Address	
Address of Employer <b>Guyana</b>		
Number of Employees Supervised by You <b>9</b>		
Description of Duties <b>As the first Head of Administration of Guyana`s first scientific research institution, I was responsible for establishing the administrative support sections and for creating the administrative and financial management systems, policies and procedures for the Institution.</b>		
Summarize any of Your Achievements <b>Human resources: policies, procedures and practices comparable to those of international research institutions, recruited 230 highly qualified and trained chemists, physicists, biologists, research assistants, engineers, laboraory technicians and assistants, skilled/unskilled workers and administrative staff. Highly trained staff due to my management of a UNDP/UNIDO/CIDA fellowship technical assistance program. Financial Management: financial management systsems commonly used in scientific research institutions around the world and accounting systems for public expenditure accounting that complied with the Treasury`s rules and regulations on public expenditure management. Administration: Created the accounts, assets management, inventory control, R &amp; I, procurement, records management, facilities management and travel sections and the relevant policies, procedures, systems, practices and manuals to manage the activities of these sections, Technical assistance: An institution with well equipped laboratories from UNIDO/CIDA technical assistance funded programs Executive: Deputised for the CEO in his absence, prepared most correspondence for his signature and for presentation to Cabinet and Parliament, was a member of the Joint Commissions for Cuba, Colombia, Venezuela and Brazil and implemented all decisions taken at these meetings.</b>		

Reasons for Leaving

**I was promoted to Head of the Economic Unit in the same organisation**

Job Title <b>Clerk</b>	Type of Business <b>Civil Service</b>	From - To <b>01/02/1972 - 01/07/1974</b>
Name of Employer <b>Government of Guyana</b>	Name of Supervisor <b>Mr K Stoute</b>	
Salaries per Annum: Starting <b>25000</b>	Final <b>40000</b>	Currency Paid <b>GYD</b>
Telephone Number		Is this a civil servant position of your Government? <b>Yes</b>
Address of Employer <b>Guyana</b>		Is this a position within the UN Common System? <b>No</b>
Number of Employees Supervised by You <b>0</b>		Email Address
Description of Duties <b>Clerical duties related to the recruitment of civil servants into the Civil Service, Serve as Secretary to the Commission and maintain the records of the Commission's deliberations and perform the records management tasks of the Commission</b>		
Summarize any of Your Achievements <b>Contributed to the shortlisting, selection, placement and administration of wages and salaries of hundreds of Civil Servants.</b>		
Reasons for Leaving <b>To pursue studies at the University of Guyana</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>Easily</b>	<b>Not easily</b>	<b>Not easily</b>
<b>Spanish</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.

## Address

260 Bluesackie Drive  
SOUTH RUIIMVELDT PARK  
GEORGETOWN Guyana  
Telephone: 592-22-61500  
Contact: Camille Curtis

## Address

25-35 Humpreys Street  
East Elmhurst, Queens  
New York United States of America  
Telephone: 1-718-565 9630  
Fax: 1-718-3475638510  
Contact: Camille Curtis

## 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>Carol CORBIN</b>	<b>Senior Executive, Caricom Secretariat</b>	<b>Main Street and Avenue of the Republic, Georgetown Guyana</b>	<b>0059222335747 carolc@caricom.org</b>
<b>Clarence HUGHES</b>	<b>Chairman of Board of Directors</b>	<b>The Chamber of Hughes, Fields and Stoby, Attorneys-at-Law, Hadfield Chambers, Hadfield Street, Georgetown Guyana</b>	<b>005922261415</b>
<b>Hewley NELSON</b>	<b>Banker</b>	<b>Hand in Hand Trust Corporation Camp Street Guyana</b>	<b>592271772</b>



# Personal History Profile for Paula KIM

## General Details

1. Family name <b>KIM</b>	First Name <b>Paula</b>	Middle Name <b>DIANNE</b>	Maiden Name, (if any)
2. Date of Birth <b>21/02/1973</b>	3. City of Birth <b>Chon-ju</b>	Country of Birth <b>United States of America</b>	Index No <b>987560</b>
4. Country of Nationality at Birth <b>United States of America</b>	Second Nationality (if any) <b>Republic of Korea</b>	5. Country of Present Nationality <b>United States of America</b>	Second Nationality (if any)
6. Gender <b>Female</b>	7. Height [cm]	8. Weight [kg]	9. Marital Status <b>Single</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? **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:

## Education

List all university degrees or equivalent qualifications obtained.

University Name <b>Northeastern University</b>	City, Country <b>Boston United States of America</b>	From - To <b>Aug-1997 - Aug-1999</b>
Main Course of Study <b>Management</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>University of Louisville</b>	City, Country <b>Louisville United States of America</b>	From - To <b>Aug-1991 - Aug-1995</b>
Main Course of Study <b>Biology</b>	Field of Study <b>Life Sciences</b>	
Degree Title or Equivalent <b>Bachelor of Arts in Biology</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>Ballard High School</b>	City, Country <b>Louisville United States of America</b>	From - To <b>Aug-1989 - Jun-1991</b>
Main Course of Study <b>High School</b>		Certificate or Diploma <b>High School Diploma</b>

Name of School <b>Korean Christian Academy</b>	City, Country <b>Taejon Republic of Korea</b>	From - To <b>Aug-1987 - Jun-1989</b>
Main Course of Study <b>Freshman and Sophomore years of highschool spent in Taejon, South Korea.</b>		Certificate or Diploma <b>Freshman/Sophomore years of high school.</b>

## Employment

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

Job Title <b>Associate Logistics Officer</b>	Type of Business <b>United Nations</b>	From - To <b>01/10/2003 -</b>
Name of Employer <b>United Nations</b>		Name of Supervisor <b>Juha Rauhalahhti</b>
Salaries per Annum: Starting <b>81000</b>	Final <b>81000</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	Email Address <b>kimp@un.org</b>
Address of Employer <b>United States of America</b>	
Number of Employees Supervised by You <b>0</b>	
Description of Duties <b>Maintain daily contact with stakeholders to ensure that action necessary for implementation of the strategic deployment stocks is completed by end of fiscal year. Examine procurement progress and initiate remedial action where obstacles to the implementation are identified. Monitor infrastructural development and utilization at UNLB. Support the development and implementation of policies as directed by Deputy Director, LSD. Coordinate the review of the composition of SDS and make recommendations to the SDS Steering Group concerning amendments considered necessary. Ensure that audit trails are recorded for future reference. Coordinate issues from SDS and replenishment of stocks. Compilation of weekly report to Director LSD incorporating procurement progress, current stockholdings and summary of weekly issues from SDS. Coordination of reports to audit bodies. Coordination of reports to legislative bodies.</b>	
Summarize any of Your Achievements <b>Provide support in assisting with all aspects of implementation of the strategic deployment stocks at UNLB.</b>	
Reasons for Leaving <b>Present Position</b>	

Job Title <b>Logistics Coordinator</b>	Type of Business <b>Cable News</b>	From - To <b>01/03/2001 - 01/10/2003</b>
Name of Employer <b>Cable News Network - CNN</b>	Name of Supervisor <b>Parisa Khosravi</b>	
Salaries per Annum: Starting <b>40000</b>	Final <b>68000</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>14048271519</b>	Email Address <b>parisa.khosravi@turner.com</b>	
Address of Employer <b>United States of America</b>		
Number of Employees Supervised by You <b>2</b>		
Description of Duties <b>Coordinated financial, logistical and personnel support needs of 450 at 30 international bureaus for CNN. Communicated with bureaus to ascertain needs; facilitated transfer of equipment, supplies and personnel; worked with international accounting manager; worked with various governments and Ministries of Information in e.g. Afghanistan, Pakistan, Israel, Iraq, Qatar, Bahrain, Kuwait, Nigeria and Liberia to comply with import/export regulations to ship and clear equipment and goods through customs; traveled to South America to provide necessary face-to-face assistance; analyzed overseas training needs; arranged training at Headquarters and at local bureaus. Commenced operations 7 months prior to war in Iraq to ensure CNN's personnel and equipment in place to cover threatened war from onset. Researched and purchased satellite/transmission equipment; established relationships with officials to ensure safe delivery of goods and equipment; prioritized needs to fit within budget.</b>		
Summarize any of Your Achievements <b>Results: Enabled news personnel to have tools necessary to complete assignments; ensured compliance within budgetary constraints; all equipment reached destinations. Results: Facilitated movement of 200+ personnel and millions of dollars of equipment into Gulf region; CNN fully operational to go live out of Baghdad and the region.</b>		
Reasons for Leaving <b>Received a fixed-term contract with DPKO.</b>		

Job Title <b>Peace Corps Volunteer</b>	Type of Business <b>International Volunteer Organization</b>	From - To <b>01/08/1999 - 01/01/2001</b>
Name of Employer <b>Peace Corps</b>	Name of Supervisor <b>Irina Tomereva</b>	
Salaries per Annum: Starting <b>0</b>	Final <b>0</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>12026921620</b>	Email Address	
Address of Employer <b>United States of America</b>		
Number of Employees Supervised by You <b>0</b>		
Description of Duties <b>Taught business plan writing skills to students at the Academy for Public Service in Volgograd, Russia. Taught business course focused on marketing, process management, general management and ethics.</b>		
Summarize any of Your Achievements <b>Designed curriculum for course; wrote business case studies that pertained to the Russian business context.</b>		
Reasons for Leaving <b>End of service.</b>		

Job Title <b>Office Manager</b>	Type of Business <b>Accounting</b>	From - To <b>01/09/1996 - 01/07/1999</b>
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Name of Employer <b>Kenneth Freed and Company</b>			Name of Supervisor <b>Kenneth Freed</b>		
Salaries per Annum:					
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>		
<b>35000</b>	<b>55000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>		
Telephone Number <b>16174241100</b>			Email Address <b>kfreed@kfreedco.com</b>		
Address of Employer <b>United States of America</b>					
Number of Employees Supervised by You <b>2</b>					
Description of Duties <b>Initiated efficiencies to optimize time and productivity within accounting firm. Analyzed existing work flow; diagnosed areas of improvement; researched vendors to automate systems including programs, templates voice mail and email; estimated budget; negotiated pricing; convinced owner of savings; implement plan; supervised work; developed office policies and procedures manual; communicated new policies and system to staff.</b>					
Summarize any of Your Achievements <b>Results: Improved financial performance and profitability; increased client base by 25%; reduced tax completion time; streamlined operations.</b>					
Reasons for Leaving <b>Joined the Peace Corps - moved to Russia.</b>					

Job Title <b>AmeriCorps Volunteer</b>		Type of Business <b>Domestic Volunteer Organization</b>		From - To <b>01/08/1995 - 01/08/1996</b>	
Name of Employer <b>AmeriCorps - National Civilian Community Corps</b>				Name of Supervisor <b>Jeff Biel</b>	
Salaries per Annum:					
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>		
<b>0</b>	<b>0</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>		
Telephone Number			Email Address		
Address of Employer <b>United States of America</b>					
Number of Employees Supervised by You <b>0</b>					
Description of Duties <b>AmeriCorps*NCCC teams meet community needs in cooperation with non-profit programs, state and local agencies, and other community groups.</b>					
Summarize any of Your Achievements <b>Served on bugetary projects, environmental projects, education, public safety, disaster relief, and other community needs in the southeast region of the United States.</b>					
Reasons for Leaving <b>End of service commitment.</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>Russian</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>Korean</b>	<b>No</b>	<b>Easily</b>	<b>Not easily</b>	<b>Not easily</b>	<b>Easily</b>

## Address

250 E. 40TH STREET  
 APT. 10C  
 NEW YORK NY United States of America  
 Telephone: 1-917-9819720  
 Fax: 1-917-9819720  
 Contact: PAULA KIM

# 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>Earl CASEY</b>	<b>Editor - CNN</b>	<b>One CNN Center Atlanta, GA 30303 United States of America</b>	<b>14048271519 earl.casey@turner.com</b>
<b>Bruce CONOVER</b>	<b>Future Editor - CNN</b>	<b>One CNN Center Atlanta, GA 30303 United States of America</b>	<b>14048271519 bruce.conover@turner.com</b>
<b>Will KING</b>	<b>VP of Newsgathering</b>	<b>CNN One CNN Center Atlanta, Georgia 30303 United States of America</b>	<b>14048275062 will.king@turner.com</b>

## Personal History Profile for Noriko NAGAYOSHI

### General Details

- |  |   |   |   |
|--|---|---|---|
| 1. Family name<br><b>NAGAYOSHI</b>                 | First Name<br><b>Noriko</b>                 | Middle Name                                       | Maiden Name, (if any)                       |
| 2. Date of Birth<br><b>01/01/1900</b>              | 3. City of Birth<br><b>Tokyo</b>            | Country of Birth<br><b>Japan</b>                  | Index No                                    |
| 4. Country of Nationality at Birth<br><b>Japan</b> | Second Nationality (if any)<br><b>Japan</b> | 5. Country of Present Nationality<br><b>Japan</b> | Second Nationality (if any)<br><b>Japan</b> |
| 6. Gender<br><b>Female</b>                         | 7. Height [cm]<br><b>159</b>                | 8. Weight [kg]<br><b>53</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? **Administrative specialists**
14. Would you accept employment for less than six months? **No**
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? **01/01/1983**
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: **nagayoshi@itlos.org**

### Education

List all university degrees or equivalent qualifications obtained.

University Name <b>Nagoya Commerce and Business University</b>	City, Country <b>Nagoya Japan</b>	From - To <b>Sep-2004 - Aug-2005</b>
Main Course of Study <b>Institutional Administration</b>	Field of Study <b>Business &amp; Administration</b>	
Degree Title or Equivalent <b>Global Management (graduated with honours)</b>	Degree Type <b>Masters</b>	

University Name <b>Meiji University</b>	City, Country <b>Tokyo Japan</b>	From - To <b>Apr-1973 - Mar-1977</b>
Main Course of Study <b>Finance</b>	Field of Study <b>Business &amp; Administration</b>	
Degree Title or Equivalent <b>Business and Commerce degree</b>	Degree Type <b>Undergraduate 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>Koishikawa High School</b>	City, Country <b>Tokyo Japan</b>	From - To <b>Apr-1970 - Mar-1973</b>
Main Course of Study <b>General High School curriculum</b>		Certificate or Diploma <b>High School diploma</b>

### Employment

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

Job Title <b>Chief of Administrative Service</b>	Type of Business <b>United Nations Tribunal Office</b>	From - To <b>01/03/2008 -</b>
Name of Employer <b>International Tribunal for the Law of the Sea</b>		Name of Supervisor <b>Mr. Philippe Gautier</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>494035607-150</b>	Email Address <b>nagayoshi@itlos.org</b>	
Address of Employer <b>Germany</b>		
Number of Employees Supervised by You		

15

Description of Duties

**(1)Responsible for Finance and Budget, Personnel, Procurement and Building Management and Security Services in the formulation and implementation of work program and operation; coordinate and monitor operational program; coordinate preparation of reports; coordinate recruitment; ensure proper procedure in procurement, security and building management. (2) Provide support to the Registrar in the formulation and implementation of substantive work program.**

Summarize any of Your Achievements

**(1)Reorganization and review of organizational structure (2) Successful acceptance of budget and program by State Party. (3) Review of financial software for IPSAS compliance accounting system (4) Strengthening relationship within common system.**

Reasons for Leaving

**N/A**

Job Title <b>Administrative Officer</b>	Type of Business <b>United Nations</b>	From - To <b>01/01/2008 - 01/03/2008</b>
Name of Employer <b>DPKO/DFS</b>	Name of Supervisor <b>Mr. Philip Cooper</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	Email Address <b>nagayoshi@un.org</b>	
Address of Employer <b>United States of America</b>		
Number of Employees Supervised by You		
Description of Duties <b>Administrative Service for the Director of Department of Field Service</b>		
Summarize any of Your Achievements <b>Recruitment Selection, Interview, Summary and recommendation. Preparation for the Director for his up todate information regarding Field Service, theme summary as requested.</b>		
Reasons for Leaving <b>Carrier development</b>		

Job Title <b>Administrative Officer</b>	Type of Business <b>Special Political Mission in peacebuilding</b>	From - To <b>01/11/2007 - 01/01/2008</b>
Name of Employer <b>UNOGBIS</b>	Name of Supervisor <b>Mr. Shola Omoregie</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>1212963-1976</b>	Email Address <b>nagayoshi@un.org</b>	
Address of Employer <b>Guinea-Bissau</b>		
Number of Employees Supervised by You <b>12</b>		
Description of Duties <b>On top of conducting regular duties as being Administrative Officers, for human resources to financial overveiw, I was given special assignment, TOR for a short-period. TOR are a)Reinstate of pension status of national staff from January 2002 to 31 December 2006, b)overtime payments to national staff during years 2006 c)Improve the mission's personnel records keeping in general but particularly ditme and attendance of mission's personnel d)Preparation fo MSA survey visit by OHRM e)Review of administrative and financial support provided by UNDP f) review asset management and status of UN transportation g)any other ad-hoc duty., while undertaking general administrative activities, including year-end operation for finance and pension fund.</b>		
Summarize any of Your Achievements <b>TOR on a) and b) are already completed by early December 07. The rest of TOR were all completed.</b>		
Reasons for Leaving <b>Completion of special assignment</b>		

Job Title <b>Administrative Officer</b>	Type of Business <b>United Nations Special Political Mission</b>	From - To <b>01/07/2007 - 01/10/2007</b>
Name of Employer <b>UNTOP</b>	Name of Supervisor <b>Mr. Vladimir Sotirov, RSG</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	Email Address <b>nagayoshi@un.org</b>	
Address of Employer		

**Tajikistan**

Number of Employees Supervised by You  
**12**

Description of Duties  
**UNTOP's mandate ceased at the end of July 2007. I was assigned to liquidate the office by mid of October 2007 as a Liquidation Team Leader while undertaken general administrative operation. The major task was asset disposal in conjunction with physical office closure and redeployment of staff members and final accounting closures.**

Summarize any of Your Achievements  
**UNTOP Liquidation was successfully completed as scheduled. There was no delay in process and coordination of assets disposal management with UNAMA, Afganistan was successfully done.**

Reasons for Leaving  
**Liquidation was completed successfully on time.**

Job Title <b>Finance Officer</b>	Type of Business <b>UN operation</b>	From - To <b>01/09/2006 - 01/06/2007</b>
Name of Employer <b>Department of Peacekeeping Operation</b>	Name of Supervisor <b>James Mutiso</b>	

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>4</b>	<b>4</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>

Telephone Number  
**1917367-2121**

Email Address  
**nagayoshi@un.org**

Address of Employer  
**United States of America**

Number of Employees Supervised by You  
**0**

Description of Duties  
**Under the general supervision of the Chief of Service, my duties are: to provide advice and guidance, including training to headquarters and field staff on budgetary and financial policies and procedures as well as results-based budgeting; participate in inter-departmental meetings and/or technical survey missions on matters related to resource requirements, programming and budgetary issues. Coordinating peacekeeping policy and management issues for FMSS: undertake research and analysis of budgetary policies, make recommendations for changes and/or modifications. Initiate and follow through revision to financial policy instruments in light of actual experience reported from the field. Prepare general policy guidelines for various FMSS manuals. Ensure that changes in policy are adequately documented and communicated throughout central office and field office missions. Coordinate policy development, including the review and analysis of issues and trends, preparation of impact evaluation or equivalent studies. Generate survey initiatives, reviewing analyzing and interpreting responses to identify problems/issues and prepares conclusions. Organize and prepare written outputs such as background papers, analysis sections of reports and studies and inputs to publications, etc. Follow up on the status of Accounts Receivables for all field missions by maintaining extensive database of outstanding Accounts Receivables. Act as a liaison between the FMSS/Service and the Permanent Missions. Analyze the situation and recommend for enhancements. For other projects and duties/Special initiatives; provide advice and guidance to headquarters and field staff on budgetary and financial policies and procedures. Participates in efforts to improve resource planning process, cost standardization, and standardization of sub-allocation process. Any other duties assigned by the Chief of Services.**

Summarize any of Your Achievements  
**Familialization of operation of peacekeeping in general. Familialization of UN headquarters Information Management System, IMIS and Sun Accounts system in the course of processing and analyzing Accounts Receivables. Providing the guidance for field missions for budgetary submission and monthly operations. Act as a desk officer for UNOWA/CNMC and for UNDOF to liaise with Accounts Department, PMSS and/with Political Department. Preparation of ad-hoc budget request such as UN support to African Union in Sudan and Somalia.**

Reasons for Leaving  
**N/A**

Job Title <b>Administrative Officer</b>	Type of Business <b>Finance/Administration</b>	From - To <b>01/11/2005 - 01/09/2006</b>
Name of Employer <b>United Nations International Criminal Tribunal for Rwanda</b>	Name of Supervisor <b>Mr. Bongani Majola</b>	

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>4</b>	<b>4</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>

Telephone Number  
**255272504207**

Email Address  
**nagayoshi@un.org**

Address of Employer  
**Tanzania, United Rep. of**

Number of Employees Supervised by You  
**2**

Description of Duties  
**The International Criminal Tribunal for Rwanda (ICTR) was established by the UN Security Council resolution 955 of 8 November 1994. The Tribunal was established for the prosecution of person responsible for genocide in the territory of Rwanda in 1994. The Tribunal consists of the Chambers, the Office of the Prosecutor (OTP) and the Registry. Under the supervision of the Deputy Prosecutor at OTP, I am responsible for carrying out the general administrative requirements at OTP, both in the Finance and Human Resource areas :Financial: Draft budgets for OTP within the context of the overall budgets of the ICTR to be submitted to ACABQ. Provide support to the Deputy Prosecutor and the Prosecutor on budget matters, to prepare any type of financial report at the request OTP. Monitor the allocation of expenditure level, performance of the approved budget expenditure against work programmes and rendering necessary financial advice to the OTP. Liaise with the Budget office and represent the OTP as a focal point during the audits. :Human Resources: Plan and coordinate for relevant administrative actions related to recruitment, placement, promotion, separation, job classification reviews, redeployments, training and performance appraisal (e-PAS) by ensuring in the applications of UN rules and procedures. Liaise with Human Resource office for Vacancy Announcement procedure to monitor and to facilitate the process. :Strategic and Logistical Planning & Administration: Manage and arrange for official meetings, training, workshops and conferences. Manage the office needs for various equipments, software and system needs. Review adequacy of OTP space requirements to all staff at all levels. Assist weekly Senior Trial Attorney meeting which is the highest managerial decision making meeting at OTP by taking minutes, recording and distributing decisions. Update and advise Deputy Prosecutors for development of various administrative operations at OTP.**

Summarize any of Your Achievements

(1)Acceptance of budget proposal by the Prosecutor of OTP and subsequently by ACABQ (2)Successful monitoring of approved budget and expenditures, within the budget and timely execution of payments(3)Provided guidance to senior management and staff (mostly new to UN system) on UN financial Rules and application to achieve smooth operation (4) Timely recruitment and streamlining of contractual process for over 120 staff (5) Speedy processing of contracts and payments for more than 30 consultants yearly (6) Timely execution of trust fund from EU by coordinating and assisting program managers.

Reasons for Leaving  
end of assignment

Job Title <b>Chief, Administrative Services</b>	Type of Business <b>Administration/Finance</b>	From - To <b>01/02/2001 - 01/11/2005</b>
Name of Employer <b>UNCRD/UNDESA</b>	Name of Supervisor <b>Mr Kazunobu Onogawa</b>	
Salaries per Annum: Starting                      Final                      Currency Paid	Is this a civil servant position of your Government? <b>No</b>	
<b>4</b> <b>5</b> <b>JPY</b>	Is this a position within the UN Common System? <b>Yes</b>	
Telephone Number <b>8152561-9509</b>	Email Address <b>nnagayos@uncrd.or.jp</b>	
Address of Employer <b>Japan</b>		
Number of Employees Supervised by You <b>4</b>		
Description of Duties <b>Chief of Administration Services of United Nations Centre for Regional Development (UNCRD), located in Nagoya, Japan with sub offices in Nairobi and Bogotá, established in 1971 as a Fund-in-Trust project by an agreement between UN and the Government of Japan. Responsible for carrying out the general administrative requirements of the Centre as well as advising the director of the Centre on management budgeting, financial, human resources and general administration. Advised the director in the formulation of strategic options in adjusting the down sizing of personnel, office space and other expenditures due to budget reduction from donor. Responsible for the administrative and financial report presented to the Advisory Committee of UNCRD. Advise staff on interpretation and application of the staff rules relating to human resources issues. I am responsible for preparation of the annual budget in order to secure the Fund-in-trust contributions. Responsible for submission preparation together with the director the budget related annual programs to DESA providing the supporting rationale for the proposed budget. Responsible for exercising control over the approved budget by monitoring and controlling expenditures in two currencies (US\$ and Yen) to ensure that they remain within the approved level. Manage the administrative staff of the Centre. Serve as the approving officer and the lead financial officer by: approving payment vouchers, travel claims, cash receipt vouchers, payroll vouchers. In addition, responsible for the following areas of work (a) examination of the Centre's documents and contracts related to financial implications and monthly accounts (b) supervision of administrative staff responsible for tasks related to training courses, seminars, workshops that include travel, accommodation for participants and venues. (c) safety and security of the staff and security measures for the premises</b>		
Summarize any of Your Achievements <b>(1) Acceptance by the Ministry of Foreign Affairs of Japanese government (the donor) of the budget proposals for the fiscal years 2002,03,04 and 05. Acceptance of the final budget reports for the years 2002, 03 and 04. (2) Acceptance by UN/DESA the budget proposals and final reports for the same years mentioned above. (3) Implemented saving of more than 50% of operational costs related to premises, utilities, telephone. Introduced the competitive methods to reduce travel costs, and non essential expenditures. (4) Renegotiated successfully the terms of lease with the City of Nagoya for premises and cleaning services and timetable for reconstruction to avoid undue pressure on the budget. (5) Advised the director in the planning and implementation of a successful downsizing of office over 40% of budget cut, total number of people from 64 to 43 (2004), which was necessary due to abrupt reduction of the budget. This was accomplished through attrition, re-organization and elimination of redundancy resulting in a more efficient organization. (6) Acceptance of the administrative and financial reports by the UNCRD Advisory Committee in 2002,04 (biannual). (7) Successful in monitoring and managing the approved budget: expenditures in all four years remained within the authorized level and no over expenditure, yet never delayed payment of local staff salary and vendor payments. (8) Successful in filing the vacant posts without delays by prompt announcement followed by interviews. Efficient selection process yet with no administrative mistakes of redundancy. (9) Implementing the administrative and financial operations for two sub-offices in Nairobi and Bogotá efficiently from recruitment to budget submission, financial requests, purchase and contract process and reviews for four years. (10) Increased significant productivity in the administrative office to cope with the reduction of personnel from 9 to 4 yet maintained the efficiency of operations. (11) Continuous guidance to current and new staff to uphold the Charter, (12) Emphasis on the correct application of the Rules of Regulations and proper application of the UN Financial Rules in order to achieve cost efficiency measures</b>		
Reasons for Leaving <b>I accomplished the main objectives for going to UNCRD; wanted to utilize the newly acquired knowledge and experience in other challenging positions and wanted to further my career development.</b>		

Job Title <b>Chief, Payroll/Payments Unit of UNJSPF</b>	Type of Business <b>Finance</b>	From - To <b>01/01/2000 - 01/02/2001</b>
Name of Employer <b>United Nations Joint Staff Pension Fund</b>	Name of Supervisor <b>Mr Hugh O'Donnell</b>	
Salaries per Annum: Starting                      Final                      Currency Paid	Is this a civil servant position of your Government? <b>No</b>	
<b>3</b> <b>4</b> <b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>	
Telephone Number <b>1212963</b>	Email Address	
Address of Employer <b>United States of America</b>		
Number of Employees Supervised by You <b>10</b>		
Description of Duties <b>The United Nations Joint Staff Pension Fund (the Fund) is an interagency organization created in 1949 by the General Assembly to provide social security and pension benefits to all staff members of the UN common system. In 2000, the Fund had about 69,000 participants, paying around 46,000 benefits for more than 1 billion dollars in 27 currencies in 180 countries. The main responsibility as Chief of Payments was to ensure that all beneficiaries received their payments correctly and in a timely manner since pension benefit is the main income for most retirees. As Chief of Payment Section of the Fund, I was responsible for: (a) the approval and execution of the payroll and any lump-sum payments; (b) updating the pension benefits according to the Consumer Price Index of the various countries; (c) examining notifications of non-payments from the beneficiaries; (d) informing the bank on a monthly basis the payees and the amount to be paid and the bank of payment; (e) implementing changes of payment instructions requested by the pensioners; (f) effecting recoveries of payments of deceased beneficiaries and retirees who re-enter employment; (g) effecting payments for amounts payable; (h) suspending or terminating payment of beneficiaries who are no longer entitled to a benefit due to death, re-employment, remarriage or reaching age 21; (i) producing monthly cumulative records of beneficiaries by country of residence, by currency of payment and historical sequence of the benefits; (j) effecting payments outside the computerized system; (h) managing the staff: two professionals and 8 General Service by ensuring that the work is done correctly and efficiently as well as ensuring that new staff is trained.</b>		
Summarize any of Your Achievements		

(a) Successful in testing and implementing the (then) new on-line Payroll System; (b) successful in testing and implementing the Payroll Subsystem and the Lawson Account System; (c) successful on-time delivery of all payments while introducing a new payroll System which required two systems to be managed simultaneously; (d) successful in the execution of all of the above while the professional staff members were absent: one due to retirement and one due to maternity leave; (e) successful in effecting manual payments during emergencies, i.e., payment to beneficiaries in the Congo: due to civil war in the country, payments had to be done outside the computer and banking system, a complex operation for it required the coordination of manual operations and the automated Pension System; (f) successful in executing a near zero error-free payroll operation with satisfied customers with a team working with high morale.

Reasons for Leaving

**Career development: New personnel policy at United Nations (mobility), to expand my horizon with new experiences in different areas and the fields.**

Job Title <b>Entitlement Officer at Pension Entitlement Section</b>	Type of Business <b>Finance</b>	From - To <b>01/08/1984 - 01/12/1999</b>
Name of Employer <b>United Nations Joint Staff Pension Fund</b>	Name of Supervisor <b>Mr Iutaka Sugiyama; Ms Jennie Chang</b>	
Salaries per Annum: Starting <b>2</b>	Final <b>3</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>1212963-7036</b>	Email Address <b>unjspf@un.org</b>	
Address of Employer <b>United States of America</b>		
Number of Employees Supervised by You <b>8</b>		
Description of Duties [Please see description of the UNJSPF contained in the previous position] Major changes during the period 1984 through 1999: (a) in the period 1984-1986 I was supervisor of a team within the Benefits Section dealing primarily process for payment with one time payment benefits; (b) in the period 1986-1989, was a supervisor of one of the two teams in the Benefits Section dealing with for processing both one time payment and periodic (retirement) benefits; (c) in the period 1990-1999, I was a supervisor of the Control and Information Unit and subsequently a supervisor of one of the teams dealing with new Participation, Separation and Benefits. In 1990 there was a restructuring of the Fund, which merged three sections under one, called the Pension Entitlement Section. During the period 1984-99 I was responsible for: (a) providing estimates of pension benefits to all participants of the United Nations and affiliated organizations (UN Family); processing withdrawal settlements; processing transfer agreements between the Fund and other selected governmental or international organizations; (b) processing of one time benefits as well as retirement benefits; recalculation and conversion of benefits due to death, children reaching age 21, or re-employment; establishing the initial pension benefit under the two-track system; (c) training of existing staff due to the merge and creation of a new section as well as newly recruited staff; providing information to customers, i.e., participants and beneficiaries; (d) providing member organizations with information on the status of the processing of benefits for their participants; (e) managing several (6 to 8) General Service staff members: Benefits Assistants and Auditors; (f) assisting the Chief of the Section in the design, testing and implementation of the newly created Pension Systems (PENSYS).		
Summarize any of Your Achievements <b>Major achievements in this period were: (a) successful in providing estimates to participants in a timely manner; processing withdrawal settlements and transfer agreements. To detect system default while processing estimates and other benefits and report to the section chief for further enhancement. (1984-86); (b) active participation in the successful implementation of the new structure in the benefits Section (1986-89); (c) successful in reducing the process time of withdrawal settlement and retirement benefits by 50% (1986-89); (d) part of team that was successful in the design of the new computer system (PENSYS), its testing and implementation; (e) successful in training staff members under my supervision to operate under the new automated environment, to operate under two systems (manual and automated) while they were being tested.</b>		
Reasons for Leaving <b>Promotion within the Pension Fund</b>		

Job Title <b>Loan Officer</b>	Type of Business <b>banking</b>	From - To <b>01/04/1981 - 01/08/1984</b>
Name of Employer <b>Amsterdam-Rotterdam Bank N.A Tokyo Branch</b>	Name of Supervisor <b>Mr Arai MrGoatzen</b>	
Salaries per Annum: Starting <b>1800000</b>	Final <b>2500000</b>	Currency Paid <b>JPY</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>Japan</b>		
Number of Employees Supervised by You <b>0</b>		
Description of Duties <b>To evaluate and process loan applications and maintain customer record to prepare financial report to bank's headquarter in the Netherlands. To analyze financial statement and make progress report and recommendations of new loan applications.</b>		
Summarize any of Your Achievements <b>To be successful to bridge the gap between Japanese banking system and European banking system by providing insight information to supervisors.</b>		
Reasons for Leaving <b>Successfully selected as a staff member of the United Nations</b>		

Job Title <b>Loan Officer, Foreign Exchange Department Customer Service</b>	Type of Business <b>banking</b>	From - To <b>01/04/1977 - 01/12/1980</b>
Name of Employer <b>Kyowa Bank (now Risona Bank)</b>	Name of Supervisor <b>Mr Nomura</b>	
Salaries per Annum: Starting	Final	Currency Paid
Is this a civil servant position of your Government? <b>No</b>		

<b>1200000</b>	<b>1500000</b>	<b>JPY</b>	Is this a position within the UN Common System? <b>No</b>
Telephone Number	Email Address		
Address of Employer <b>Japan</b>			
Number of Employees Supervised by You <b>0</b>			
Description of Duties <b>To deal with customer in the field of general deposit and foreign exchange and overseas currency matters, later in the department of loan. Be sure all the transaction of the day is in accord with cash movement and correct entries of transactions to the respective account.</b>			
Summarize any of Your Achievements <b>To become familiarize with the Japanese banking system as well as Japanese business custom. To learn the efficient business system.</b>			
Reasons for Leaving <b>Wishing to work an international environment while in Japan</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>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>Japanese</b>	<b>Yes</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>

## Address

22 Rulantweg  
Hamburg Germany  
Telephone: 49-40-5190-3545  
Fax: -0172-432-5500  
Contact: Noriko Nagayoshi

## Address

Am Int. Seegerichtshof 1  
Hamburg Germany  
Telephone: 49-40-35607-150  
Fax: -40-35607-245  
Contact: Noriko Nagayoshi

## Address

4-9-9 Nishigahara, Kita-ku  
Tokyo Japan  
Telephone: 81-33-917-4886  
Contact: Noriko Nagayoshi

## 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>Masaaki MIZUNO</b>	<b>Professor Department of Computing and Information of Science Kansas State University</b>	<b>2303 Treeshmill Ct United States of America</b>	<b>1785539-2047 masaaki@cis.ksu.edu</b>
<b>Yusuf OSMAN</b>	<b>Retiree</b>	<b>Queens United States of America</b>	<b>001718541-1927 billehosman@hotmail.com</b>
<b>Vladimir SOTIROV</b>	<b>Programme head</b>	<b>UNOPS United States of America</b>	<b>970598350057 vladimirs@unops.org</b>

## Personal History Profile for Nkechi ONYEDIM

### General Details

- |  |   |   |   |
|--|---|---|---|
| 1. Family name<br><b>ONYEDIM</b>                     | First Name<br><b>Nkechi</b>                   | Middle Name<br><b>Pauline</b>                       | Maiden Name, (if any)                         |
| 2. Date of Birth<br><b>23/05/1956</b>                | 3. City of Birth<br><b>JOS</b>                | Country of Birth<br><b>Nigeria</b>                  | Index No<br><b>500678</b>                     |
| 4. Country of Nationality at Birth<br><b>Nigeria</b> | Second Nationality (if any)<br><b>Nigeria</b> | 5. Country of Present Nationality<br><b>Nigeria</b> | Second Nationality (if any)<br><b>Nigeria</b> |
| 6. Gender<br><b>Female</b>                           | 7. Height [cm]                                | 8. Weight [kg]                                      | 9. Marital Status<br><b>Single</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? **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:

### Education

List all university degrees or equivalent qualifications obtained.

University Name <b>UNIVERSITY OF LAGOS</b>	City, Country <b>LAGOS Nigeria</b>	From - To <b>Oct-1979 - Jul-1982</b>
Main Course of Study <b>Accounting</b>	Field of Study <b>Business &amp; Administration</b>	
Degree Title or Equivalent <b>BACHELOR OF SCIENCE</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>Queens' High school</b>	City, Country <b>Enugu Nigeria</b>	From - To <b>Sep-1974 - Oct-1976</b>
Main Course of Study <b>maths physics chemistry . advanced level</b>		Certificate or Diploma <b>General Certificate of Education Advanced Level</b>

Name of School <b>GIRLS` HIGH SCHOOL</b>	City, Country <b>AWKUNANAW , ENUGU Nigeria</b>	From - To <b>Mar-1970 - Jun-1974</b>
Main Course of Study <b>FORMS 1 TO FIVE WEST AFRICAN SCHOOL CERTIFICATE</b>		Certificate or Diploma <b>WEST AFRICAN SCHOOL CERTIFICATE ORDINARY LEVELS LONDON GCE ORDINARY LEVELS</b>

### 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 Petra SCHMIDT

### General Details

1. Family name <b>SCHMIDT</b>	First Name <b>Petra</b>	Middle Name	Maiden Name, (if any)
2. Date of Birth <b>05/03/1960</b>	3. City of Birth <b>Stuttgart</b>	Country of Birth <b>Germany</b>	Index No <b>832866</b>
4. Country of Nationality at Birth <b>Germany</b>	Second Nationality (if any)	5. Country of Present Nationality <b>Germany</b>	Second Nationality (if any)
6. Gender <b>Female</b>	7. Height [cm] <b>170</b>	8. Weight [kg] <b>73</b>	9. Marital Status <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? <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>Administrative specialists</b>			
14. Would you accept employment for less than six months? <b>No</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>pschmidt@ISA.org.jm</b>			

### Education

List all university degrees or equivalent qualifications obtained.

University Name <b>University College of the Caribbean</b>	City, Country <b>Kingston Jamaica</b>	From - To <b>Sep-2008 - Dec-2009</b>
Main Course of Study <b>Management</b>	Field of Study <b>Business &amp; Administration</b>	
Degree Title or Equivalent <b>Executive MBA in progress; Modules Management in Organizations, MIS, Human Resources Management, Marketing, Public Systems Management, Quantitative Techniques, Accounting and Finance, E-commerce, Economics successful completed.</b>	Degree Type <b>Masters</b>	

University Name <b>University of Munich, Ludwig-Maximilian</b>	City, Country <b>Munich Germany</b>	From - To <b>Nov-1989 - Jul-1990</b>
Main Course of Study <b>African Languages and Civilizations</b>	Field of Study <b>Humanities</b>	
Degree Title or Equivalent <b>Postgraduate Diploma</b>	Degree Type <b>Postgraduate degree</b>	

University Name <b>University of Munich, Ludwig-Maximilian</b>	City, Country <b>Munich Germany</b>	From - To <b>Apr-1985 - Mar-1988</b>
Main Course of Study <b>Psychology</b>	Field of Study <b>Social &amp; Behavioural Science</b>	
Degree Title or Equivalent <b>Diplom-Psychologin</b>	Degree Type <b>Masters</b>	

University Name <b>University of Konstanz</b>	City, Country <b>Konstanz Germany</b>	From - To <b>Sep-1980 - Aug-1984</b>
Main Course of Study <b>Psychology</b>	Field of Study <b>Social &amp; Behavioural Science</b>	
Degree Title or Equivalent <b>Vor-Diplom Psychologie</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>University of the West Indies</b>	City, Country <b>Kingston Jamaica</b>	From - To <b>Jan-2009 - May-2009</b>
Main Course of Study <b>Curatorial Studies at the Edna Manley College of Visual Arts</b>		Certificate or Diploma <b>Certificate</b>

Name of School	City, Country	From - To
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<b>ESADE</b> Main Course of Study <b>International Recruitment</b>	<b>Barcelona Spain</b>	<b>Jun-2008 - Jun-2008</b> Certificate or Diploma <b>Certificate ( AHRMIO organized)</b>
Name of School <b>WFP</b> Main Course of Study <b>Career development</b>	City, Country <b>Rome Italy</b>	From - To <b>Nov-2007 - Nov-2007</b> Certificate or Diploma <b>Career development round table</b>
Name of School <b>Wharton School of Management</b> Main Course of Study <b>Talent Management; Integrity in the Public Service; Coaching; Ethical Leadership; Motivation; Gender Balance</b>	City, Country <b>Philadelphia United States of America</b>	From - To <b>Sep-2007 - Sep-2007</b> Certificate or Diploma <b>Certificate of participation of this external training (AHRMIO organized)</b>
Name of School <b>UN HQ Career center</b> Main Course of Study <b>Preparing written applications - PHP</b>	City, Country <b>New York United States of America</b>	From - To <b>Jul-2007 - Jul-2007</b> Certificate or Diploma <b>UN certificate</b>
Name of School <b>United Nations Secretariat - New York</b> Main Course of Study <b>Ethics and Integrity in Procurement</b>	City, Country <b>New York United States of America</b>	From - To <b>Jul-2007 - Jul-2007</b> Certificate or Diploma <b>UN Procurement Division Certificate</b>
Name of School <b>United Nations Secretariat - NY</b> Main Course of Study <b>Management Development Programme including 360 degree feedback</b>	City, Country <b>New York United States of America</b>	From - To <b>Mar-2007 - Mar-2007</b> Certificate or Diploma <b>OHRM Certificate</b>
Name of School <b>AHRMIO</b> Main Course of Study <b>Training and conference on Human Resources Management</b>	City, Country <b>Venice Italy</b>	From - To <b>Sep-2006 - Sep-2006</b> Certificate or Diploma <b>AHRMIO certificate</b>
Name of School <b>UN online courses</b> Main Course of Study <b>Integrity Awareness Initiative; prevention of workplace harassment, sexual harassment, and abuse of authority; basic and advanced security in the field</b>	City, Country <b>New York United States of America</b>	From - To <b>Jan-2006 - Apr-2007</b> Certificate or Diploma <b>UN certificates: Department for Security and Safety and Office of Human Resources Management</b>
Name of School <b>UN HQ - OHRM</b> Main Course of Study <b>Travel; Finance; Financial Authorizations</b>	City, Country <b>New York United States of America</b>	From - To <b>Jan-2005 - Jul-2007</b> Certificate or Diploma <b>IMIS Certificates</b>
Name of School <b>United Nations Secretariat</b> Main Course of Study <b>Global Diversity; Job Classification standards 26-28 April 2006; Mentoring; HIV-AIDS Orientation Session; Reputation management; Effective Networking; Conducting successful performance discussions; the E-PAS Development Plan; Galaxy</b>	City, Country <b>New York United States of America</b>	From - To <b>Jan-2005 - Dec-2006</b> Certificate or Diploma <b>UN certificates</b>
Name of School <b>DPKO_HQNY</b> Main Course of Study <b>Human Resources Management in Field Missions - CCPO conference</b>	City, Country <b>New York United States of America</b>	From - To <b>Oct-2004 - Oct-2004</b> Certificate or Diploma <b>CCPO-Conference</b>
Name of School <b>DPKO-UNLB</b> Main Course of Study <b>Mission Planning</b>	City, Country <b>Brindisi Italy</b>	From - To <b>Jan-2004 - Jan-2004</b> Certificate or Diploma <b>DPKO certificate</b>
Name of School <b>DPKO-United Nations Logistics Base</b> Main Course of Study <b>Peacekeeping Management Course</b>	City, Country <b>Brindisi Italy</b>	From - To <b>May-2003 - Jun-2003</b> Certificate or Diploma <b>DPKO Certificate</b>

Name of School <b>DPKO-HQNY</b>	City, Country <b>New York United States of America</b>	From - To <b>Oct-2002 - Oct-2002</b>
Main Course of Study <b>CCPO Chief Civilian Personnel Officer including competency based workshop with interviewing techniques</b>		Certificate or Diploma <b>DPKO-CCPO conference certificate</b>
Name of School <b>DPKO-UNMEE</b>	City, Country <b>Asmara Eritrea</b>	From - To <b>Sep-2002 - Nov-2004</b>
Main Course of Study <b>Train-the-Trainer workshop; Contracts Management- contracting of Goods and Services workshop; e-PAS interviewing competency; HIV-AIDS coordination; Language Training (French); Computer training (VISIO, Powerpoint); Pension (ECA-ADDIS given by UNOG based Pension Fund)</b>		Certificate or Diploma <b>UNMEE training certificates</b>
Name of School <b>DPKO-UNOMIG</b>	City, Country <b>Sukhumi; Pitsunda Georgia</b>	From - To <b>Jul-1999 - Jul-2002</b>
Main Course of Study <b>Stress counselling - Hostage Taking; People management (including 360 degree); Language classes (Russian); Inventory</b>		Certificate or Diploma <b>DPKO Field and UNOMIG certificates</b>
Name of School <b>DPKO-UNFICYP and UNLB</b>	City, Country <b>Nikosia Cyprus</b>	From - To <b>May-1999 - May-1999</b>
Main Course of Study <b>Human Resources Management in Cyprus and FPMS training in UNLB</b>		Certificate or Diploma <b>DPKO certificates</b>
Name of School <b>Friedrich-Schiller Gymnasium</b>	City, Country <b>Fellbach-Stuttgart Germany</b>	From - To <b>Sep-1978 - Jun-1980</b>
Main Course of Study <b>Sciences (Chemistry)</b>		Certificate or Diploma <b>Abitur (top 10%)</b>

## Employment

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

Job Title <b>Executive Officer (P-5, step 3)</b>	Type of Business <b>International Organization</b>	From - To <b>01/12/2007 -</b>
Name of Employer <b>International Seabed Authority</b>		Name of Supervisor <b>Secretary General Nii A. Odunton</b>
Salaries per Annum: Starting <b>150000</b>	Final <b>150000</b>	Currency Paid <b>USD</b>
Telephone Number <b>1876922-9300</b>	Is this a civil servant position of your Government? <b>No</b>	
Address of Employer <b>Jamaica</b>	Is this a position within the UN Common System? <b>No</b>	
Number of Employees Supervised by You <b>14</b>	Email Address <b>pschmidt@isa.org.jm</b>	
Description of Duties <b>responsible for policy and planning, oversee human resources, budget, contributions of 159 member states, finance and accounting, treasury, trust fund, procurement, security, travel, general services, transport, internal audit; respond to audit observations; formulate strategic direction, interact with host country authorities; liaise with embassies; prepare workshops; coordinate external and internal training; provide administrative expert advice; prepare reports to the Secretary-General of ISA; implement new directives; Approving and certifying officer functions. Authorize monthly staffing table status, Financial Report. Performance Management.</b>		
Summarize any of Your Achievements <b>Biennium budget preparation for the Finance Committee for assessed contributions of 158 countries and various trustfund reports 2009/10; policy development and issuance of administrative instructions and information circulars on varied topics; prepared the 13th as well as 14th session conference in May/June 2008 and 2009; conducted annual promotion review; conducted cost-of-living survey with ICSC and UNDP; Chairperson of the Property Survey Board, member of the Committee of Contracts ( alternate chairperson), ex-officio of Appointment and Promotion Board; conducted classification exercise in ISA after ten years; obtained outstanding contributions from member states; streamlined work processes and guided staff on UN standard and interpretation of staff rules; held regular staff meetings; prepared workshops in Brazil, Nigeria, India, London, Kingston; liaise with agencies, research centers, foundations and UN HQ (OLA, OHRM); manage the operations and staff of ISA</b>		
Reasons for Leaving <b>career progression</b>		

Job Title <b>Fellowship Officer (P-4, step 9)</b>	Type of Business <b>Administration, Human Resources Management, Training</b>	From - To <b>01/11/2007 - 01/12/2007</b>
Name of Employer <b>United Nations Secretariat, Department of Economic and Social Affairs</b>		Name of Supervisor <b>Furio de Tomassi/Marie Oveissi</b>
Salaries per Annum: Starting	Final	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

1212963-6264

Email Address

[schmidt@UN.org](mailto:schmidt@UN.org) or [petra.sail@gmail.com](mailto:petra.sail@gmail.com)

Address of Employer

United States of America

Number of Employees Supervised by You

5

Description of Duties

To execute the fellowship programmes in the fields of public sector management, capacity building, economic policy and management, social development, natural resources, infrastructure, energy planning and management, remote sensing, cartography, private sector development, statistics, population and related fields. In this capacity I manage the implementation of fellowships; participate in the selections of fellows with the donor countries and private sponsors such as Italy, 40 fellows; Nippon foundation, Japan sponsors 10 fellows in the field of Ocean Affairs and Law of the Sea; study tours, workshops, seminars and other training activities under the technical cooperation programme of DESA. Participate in the formulation of policies, establish procedures for the selection and administration of fellowships and coordinate/liaise with host governments, specialized agencies, educational institutions and other agencies on fellowship matters. Administer fellows, issue letter of awards, certify payments and financial authorizations, travel, claims. Participate in cross departmental meetings; maintain reference material on study programmes; prepare status of summary reports. Responsible for the vacancy management, recruitment, grading of initial appointments, personnel administration of project personnel worldwide as well as the recruitment/administration of consultants (national and international) as well as local staff for the following Divisions: for Population (PD), for Social Policy and Development (DSPD) including the Secretariat of the Permanent Forum on Indigenous Issues, Secretariat of the UN Forum on Forests, Finance for Development Office including Outreach branch, DPPO. Approving Officer in IMIS (Personnel and Finance: OBLA, OBMO, Travel advance...). Certifying Officer for financial authorizations. Administer all training activities of DESA's technical cooperation management services mostly held in Asia and Africa.

Summarize any of Your Achievements

Participated in the selection of 10 fellows sponsored by the Nippon foundation; manage the entire UN DESA fellowship programme ( I acquired for three years work experience when my colleague had been on leave); recruitment and personnel administration of project personnel in the field and at HQNY. Advise substantive offices on the status of their requests related to vacancy announcements, personnel policy, financial implications, funding, payments, project matters, administrative aspects. Administer and certify all training and capacity workshops of DESA's technical cooperation services. Administer closely the UNCRD project office in Japan. In general, smooth functioning of the service, coordination with all clients and parties involved ranging from donor countries to UNDP, other Departments such as OLA and DM/OHRM/OPPBA.

Reasons for Leaving

P-5 offer as Executive Officer, International Seabed Authority, Jamaica

Job Title	Type of Business	From - To
Personnel Officer (P-4, step 8)	Human Resources	01/11/2004 - 01/10/2007
Name of Employer		Name of Supervisor
UN-DESA/TCMS/PPS		Furio de Tomassi/Marie Oveissi

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

Telephone Number

001212963-6264

Email Address

[SchmidtP@UN.org](mailto:SchmidtP@UN.org)

Address of Employer

United States of America

Number of Employees Supervised by You

5

Description of Duties

Responsible for the vacancy management, selection, recruitment, appointment and administration of project personnel worldwide in Africa, Asia, Latin America, Europe and New York for the following Divisions: Public Administration and Development Management, Sustainable Development, Statistics, Forum on Forests, ECOSOC Support and Coordination, Advancement of Women, ...200 series OCHA, UNAKRT (Khmer Rouge trials). Recruitment and Personnel Administration of 200 series staff (L-2 to L-7), worldwide posts. For more than one year in addition personnel administration of 76 Associate Experts from four donor countries. Fully proficient in IMIS Personnel and Finance module. Vacancy announcements preparation in Galaxy for other publications (Economist). Short listing of candidates, participation in panel interviews, selection, grading, contract issuance and payments for experts and consultants (international and local). Travel of DESA staff, consultants, Associate Experts, Technical advisers, other L-staff, participants of conferences - project funded. Coordinating conferences, workshops and meeting preparations worldwide with substantive offices and UNDP field offices; prepare Global Forum. Approving Officer in IMIS for personnel and financial actions including obligations of various types, travel advances, etc. Certifying Officer. Advise substantive offices on personnel policy, financial implications, project implementations as well as administrative aspects. Liaise with project staff and chief technical advisers on administrative matters, certify financial authorizations. Coordinate with Finance Officers trust fund expenditures and fund availability. In addition, job classification, post management, review of project proposals/implementations and staffing requirements. HR policy and planning. Revision of 200 series procedures and practices. Prepare drafts for senior management in TCMS, ASG, USG DESA. Prepare background material and responses for appeals and audit reports.

Summarize any of Your Achievements

Rapid preparation of vacancy announcements, postings, screening of candidates, recruitment for several projects in Africa, Asia, Latin America, Middle East as well as New York; start-up of various projects in Asia, Europe and Africa. Certify payments for equipment, travel, operations and staffing; administer conferences, capacity building workshops, administer global and regional forum worldwide; implementation of Galaxy for 200 series posts; coordinated the personnel start-up and administer all personnel administrative matters of the Khmer Rouge trials in Cambodia (Phnom Penh) and start-up of the DESA office in Korea (Seoul) and Zaragoza (Spain); personnel administration and mentoring of Associate Experts; Improvement of donor relations; Personnel administration of international and local staff including entitlements such as dependency allowance, education grant; Conference preparation for Seoul Global Forum May 05 and in Vienna 2007, Tunis Euro-Mediterranean Region conference; recruitment, travel of participants; OIC-Personnel for several weeks in 2004/05/06/07. Proper management and advice to staff members on UN Staff Rules and Financial regulations, trust fund management. OCHA 200 series recruitment and personnel administration. Review of existing guidelines for 200 series. For more than nine months responsible for the day-to-day operation of the JPO/AE programme and donor relations. Preparation of staffing information for ASG/USG. Cleared backlog of pending claims and payments going back to 1994. Preparation of audit replies. Review and testing of new Galaxy enhancement features as well as ERP requirement review. Advise staff at large on procedures, entitlements, career development and mobility implications. Certifying officer for Financial Authorizations; while working under pressure, keep up high volume and accuracy of actions. Train staff in 200 series staff rules and new applications. Substantial in creating DESA's consultancy roster. Approved highest volume of OBLAs, OBIDs and OBMOs in TCMS. In the context of start up of several sensitive new offices in Cambodia, Korea, Spain I participated in donor meetings, briefed delegations on UN policies and non-reimbursable loan procedures, hiring of local and international staff, salary scale and DSA structure, processing flows and time lines. Coordinated and certified related financial authorizations of capacity building workshops (mostly regional) and other training activities. Prepared and reviewed cost estimates.

Reasons for Leaving

Lateral reassignment within DESA's Technical Cooperation Management Services to widen my work experience and cover the only remaining area which I had not fully been assigned to at my level in DESA/TCMS.

Job Title	Type of Business	From - To
Chief Civilian Personnel Officer (SPA P-4)	Personnel Administration	01/09/2002 - 01/11/2004
Name of Employer		Name of Supervisor
UN UNMEE/DPKO		Vitali Petrounev CAO

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>90637</b>	<b>92824</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address	
<b>001212963-3779</b>		<b>SchmidtP@UN.org</b>	
Address of Employer			
<b>Eritrea</b>			
Number of Employees Supervised by You			
<b>14</b>			
Description of Duties			
<p><b>SPA to P-4 CCPO; responsible for personnel administration of 256 international staff, 273 national staff, 220 military observers, 65 individual contractors, oversight of 100 UNV; trained personnel assistants (international and local) in personnel administration including FMPS, IMIS, entitlements as well as recruitment/selection/post management/recording of data/finance/travel entitlements and so on; proficient in IMIS, FMPS - advised staff and guided on applications; Approving Officer for all personnel actions delegated to special missions including dependency allowance, HL, FVT; vacancy management: preparation of VAs, review of short-listed candidates, conduct of competency based interviews, evaluation, prepared comparative selection matrix, selection recommendation; advised senior management and staff on all aspects of human resources policies, procedures, contractual status, entitlements, benefits, MSA, Hazard pay, ORB; travel claims, performance appraisal system, E-PAS, grading, promotion, placement, career development, training, advised on disciplinary measures, classification, conduct, administered language proficiency examinations, conducted specialized tests for local staff; mediated conflict/ harassment cases; Certifying Officer, Bank signatory. Prepared budget for personnel component mission wide(RBB); prepared audit replies (external/internal); prepared ORB justification; coordinated MSA survey with OHRM. Participated in Contracts management training. Participated in one month leadership training at UNLB and another one week training on mission planning. Regular sector and team site visits, liaised with troops and civilian staff on a range of administrative matters including logistics. ex-officio in SPA meetings; participated weekly in section chief meeting and CAS meetings; coordinated best practices for administration; provided statistical data on gender, nationality; conducted regular ly trainings such as induction for new international/ national staff</b></p>			
Summarize any of Your Achievements			
<p><b>Implemented EPAS in 2003/2004 mission wide; conducted MSA survey in 2003/04; IMIS implementation in November 2002. Reduced the vacancy rate from 20% to 5%. Close coordination on vacancy management, VAs with PMSS/DPKO; compendium application review; ensured consistency in the application and interpretation of human resources policies, practices and procedures. Promoted staff development. Conducted regular staff meetings, town hall, section by section; FSU meetings, sector visits; Participated in UNLB/DPKO leadership training (May/June 2003, one month) as well as Rapid deployment exercise/mission planning (Jan 03); participated in Train the trainer TOT training (04); Contracts management training (May 04); E-PAS, competency based interview techniques; provided expert guidance to junior staff; staffing table control; vacancy management; developed attendance traing as well as induction training; counselled staff; reduced the number of rebuttal cases; statistics (gender, nationality, rapid deployment roster, SPA); prepared programme for special visitors (ASG/OHRM in 03/04); prepared detailed reports on staffing matters; prepared information circulars, admin instructions, code cables; local staffing - proper rosters, VA selection and grading, created training opportunities for staff, internal reassignments, crisis mangement (24 staff detained on 30/04); participated in DPKO's Lessons learned UNMEE project as an interviewer and drafter of administrative draft submission; developed and revised various SOPs. cleared several pending matters of final payments, attendance records. Prepared and updated evacuation staff lists. Represented the mission administration at meetings with the military, Mine action center, local authorities, UN agencies. Carried out special tasks assigned by the CAO, CAS, FC and SRSG. Prepared audit replies (internal/external audits). Liaised with agencies, World bank. Focal point/ liaison with Force Commander, Chief of Staff and SRSG's office on policies, procedures, staffing matters. Participated in lessons learned administration best practices project in all stages from design to conducting interviews to report writing. Approving Officer in IMIS with all delegated authority/entitlements.</b></p>			
Reasons for Leaving			
<b>Selected via Galaxy for P-4 post NYHQ/DESA.</b>			

Job Title	Type of Business	From - To
<b>Administrative Officer (P-3)</b>	<b>Personnel Administration</b>	<b>01/07/2002 - 01/09/2002</b>
Name of Employer	Name of Supervisor	
<b>UN-Department of Management/OUSG/Executive Office</b>	<b>Mr. V. Krishnan, Executive Officer</b>	
Salaries per Annum:		
Starting	Final	Currency Paid
<b>85423</b>	<b>85423</b>	<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		Email Address
<b>1212963-5759</b>		<b>schmidtP@un.org</b>
Address of Employer		
<b>United States of America</b>		
Number of Employees Supervised by You		
<b>12</b>		
Description of Duties		
<p><b>Personnel administration of practically all sections, divisions of DM during annual leave of the two senior managers at P-5 and D-1 level; OIC-Executive Officer; conducted departmental promotion reviews; chaired SPA meetings; familiarized section/unit chiefs with Galaxy procedures and data input. Participated in interview panels and assisted senior managers in Galaxy evaluations. Succession planning, staffing table control. Advised staff on staff rules and regulations, benefits, career development, possibilities on extensions beyond retirement age. Prepared progress reports.</b></p>		
Summarize any of Your Achievements		
<p><b>Galaxy administration for more than 50 vacancies; cleared backlog of a lot of cases under the old vacancy management system (all sections including IMIS, OHRM, OPPBA, UNSECOORD, UNFIP); other regular personnel administration (IMIS based) for most DM sections; cleared backlog on pending SPA recommendations; liaised with OHRM on policy matters; GA recruitment. Updated staff on mission placement possibilities and conditions of service while in the field. Advised on mobility. Monitored expenditures. Approving Officer for all delegated IMIS functions.</b></p>		
Reasons for Leaving		
<b>Mission assignment as section chief, CCPO Chief Civilian Personnel Officer (P-4) to UNMEE, Eritrea, medium size special mission; selected by vacancy announcement (Galaxy)</b>		

Job Title	Type of Business	From - To
<b>Chief Civilian Personnel Officer (SPA P-4)</b>	<b>Administration</b>	<b>01/07/1999 - 01/06/2002</b>
Name of Employer	Name of Supervisor	
<b>UN UNOMIG/DPKO</b>	<b>John Chien/ Liu Faumi/ Robert Hopkins - threel CAOs</b>	
Salaries per Annum:		
Starting	Final	Currency Paid
<b>90637</b>	<b>92824</b>	<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		Email Address
<b>1212963-9562</b>		<b>SchmidtP@UN.org</b>

Address of Employer

**Georgia**

Number of Employees Supervised by You

**75**

Description of Duties

All CAO and CCPO functions. As CCPO (SPA to P-4) responsible for the administration of 99 international staff, 176 local staff, 60 contactors and 108 military observers. ORB/CTO, Hazard, MSA entitlements. Chairperson of LCC, LCRB, BOIs. Training coordinator; advise/monitor/implement all aspects of Human Resources functions delegated to special missions; recruitment/placement; personnel administration (FPMS); staff development and career support; monitors, advises on disciplinary matters; mediates conflicts; stress counseling (we had various casualties); monitors PAS/FOPA; advises on code of conduct; administers LPE; organizes training seminars; monitor trustfund; train junior staff in personnel administration; staffing table control; promotion/regrading reviews; reviews of work distribution; attended CCPO's conference at UNLB (99); prepare monthly CAO reports; gender focal point; coordinate medical evaluation; participated in hostage taking behavioural trainings;

Summarize any of Your Achievements

Professional management of the mission during the periods I was OIC-Administration including defending the budget at the ACABQ; decrease of vacancy rate from 25% to less than 10%. Chairperson of LCC; LCRB; justified ORB for Zugdidi Sector; close liaison with local authorities and Chief Military Observer, OSCE; prepared audit replies; restructured staffing; established logistics base (Zugidi Sector); conducted MSA survey; advised SRS, DSRSG on admin and personnel matters (first timers with UN); briefings for visiting dignitaries and NY staff (Annabi, Kane, Weisbrod-Weber); conducted Field service promotion reviews; ex-officio for regrading and SPA panels; selected and placed 15 local staff on TDY (all international staff by now); staff development; prepared two mission budgets; provided advice/guidance to the CAO/section chiefs on admin/personnel management and application of staff rules; managed the work of the Civilian Personnel Section; monitored and ensured the implementation of personnel policies, practices, procedures; prepared job descriptions, vacancy announcements (internal and for PMSS); vacancy management, conduct structured interviews for selection of staff; prepared evaluation matrix; administration of entitlements; established staffing tables international / locally-recruited staff; staff development; trust fund. Counseled staff after hostage taking and fatalities of staff.

Reasons for Leaving

**Return to parent office, DM, Executive Office, New York**

Job Title

**Administrative Officer (P-3)**

Type of Business

**Personnel administration, Management**

From - To

**01/07/1996 - 01/06/1999**

Name of Employer

**UN-DM/OUSG/Executive Office**

Name of Supervisor

**Linda Cohen; Chaim Ouziel, V. Krishnan - Executive Officer**

Salaries per Annum:

Starting	Final	Currency Paid
<b>74011</b>	<b>79715</b>	<b>USD</b>

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

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

Telephone Number

**1212963-5759**

Email Address

**schmidt@un.org**

Address of Employer

**United States of America**

Number of Employees Supervised by You

**7**

Description of Duties

Personnel administration of OCSS (1000 staff, across all occupational groups and staff categories), Department of Management, participated in the Examination Board (G to P), chaired departmental review meetings, SPA meetings; participated in OCSS senior management meeting; advised staff on benefits/entitlements; advised ASG/OCSS on human resources policies; participated in several restructurings with implications on staffing; responsible for selection GA recruitment; prepared documentation of hundreds of promotion recommendations to the APB/APC/OHRM; advised on disciplinary matters; conducted classification reviews; staff development; participated in interviews at all levels; of vacancies up to D-1; prepared statistics; prepared audit replies; post management; IMIS implementation; succession planning; prepared vacancy announcements; supervised the administrative/personnel staff of the Executive Office; participated in preparation of budget performance reports, ; monitored GTA funds, expenditures; prepared audit replies, implemented work flow changes, vacancy and performance management; supervision of admin/personnel team, cluster. OIC-Executive Officer. Represented the Executive Officer frequently in Senior Management meetings. Liasied with other departments and OUSG office. Prepared job descriptions and reviewed work distributions/work flow. Contributed to budget preparations. Participated in interview panels, prepared evaluations of candidates and selection recommendations.

Summarize any of Your Achievements

Administration of a full service consisting of up to 1000 staff members. Advised staff and managers on general admin matters, policies, briefed on entitlements, career development, rules and regulations; created harmonious team spirit and high productivity; speedy reply to requests from staff members, managers, OHRM, other sections. Prepared statistics, staff profiles, succession planning, candidate's roster; staffing table control. recruitment for the General Assembly. Member of several task force groups, part of the pilot and first implementation team of IMIS. Participated in Beijing conference on Advancement of Women; Participated as a Protocol Officer during various occasions including 50th anniversary of UN;

Reasons for Leaving

**Mission assignment as CCPO to UNOMIG; field experience as section chief in D/E duty station.**

Job Title

**Administrative Officer, ICTR Kigali/Rwanda (P-3)**

Type of Business

**Criminal tribunal**

From - To

**01/01/1996 - 01/07/1996**

Name of Employer

**ICTR**

Name of Supervisor

**George Anderson**

Salaries per Annum:

Starting	Final	Currency Paid
<b>62030</b>	<b>62030</b>	<b>USD</b>

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

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

Telephone Number

**1212963-9906**

Email Address

**Schmidt@UN.org**

Address of Employer

**Rwanda**

Number of Employees Supervised by You

**100**

Description of Duties

general administration of all matters in establishing the ICTR office in Rwanda. responsible for all admin matters such as identifying premises, procurement; logistics, equipment; communications, transport, being the lead secretariat entity among all agencies in Rwanda, recruitment and training of local and international staff, employ and administer individual contractors; liaise with OHRM on international staff recruitment and policy matters; create work plans; provide advice on general administration to senior management and staff at large, administer EU and other loaned/seconded staff from governments; provide logistical support to the Forensic team, legal, investigation team; identify and lease warehouses; act as the air operations/MOVCON Officer, Procurement Officer, Personnel Officer pending filling of vacancies in the start-up phase etc.

Summarize any of Your Achievements

Established the ICTR office in Kigali, Rwanda with insufficient resources (equipment, communications, security, human resources, vehicles and so on). It was not a field mission administered by DPKO, but OHRM supported. Shortage of security, logistical support, communication and UN staff. I was able to identify resources, move to an office, purchased equipment and staffed the ICTR office in a short time span under hardship conditions and minimal support from HQ. The tribunal started functioning. Established solid contacts to local authorities, embassies, external entities who donated large amounts of equipments such as EU, US State Department, Norwegian Refugee Council,...

Reasons for Leaving

start-up phase completed under hard ship conditions; return to HQNY parent office, DM Executive Office

Job Title <b>Administrative Officer (P-3)</b>	Type of Business <b>Administration</b>	From - To <b>01/11/1993 - 01/12/1995</b>
Name of Employer <b>UN-DOM/OUSG/Executive Office</b>		Name of Supervisor <b>Ms Linda Cohen, Executive Officer</b>

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>60787</b>	<b>61361</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>

Telephone Number

**0012129636228**

Email Address

**schmidtp@un.org**

Address of Employer

**United States of America**

Number of Employees Supervised by You

**7**

Description of Duties

Management of all personnel issues of OCSS, DM delegated to the Executive Office. Responsible for the administration of 1000 staff members in all occupational categories including chairing SPA reviews and departmental reviews (promotion etc). Vacancy and post management. In this capacity, I advised and guided staff members on their entitlements, conditions of service, placement and promotion procedures, classification standards of services, prepared audit replies. Conducted classification reviews with OHRM for specific occupational groups and sections (postal administration, sales section); conducted departmental reviews; prepared SPA recommendations; member of SPA review panel; Focal point for various special assignments; secretary to HCC; team leader of UNROP;

Summarize any of Your Achievements

Personnel administration and guidance to staff and management. Resource planning. Coordinated the preparation and submission of the biennial programme budget. Minimized audit observations. Maintained vacancy table; staffing table control.

Reasons for Leaving

Field assignment to ICTR, Kigali, Rwanda - start-up. The Department of Management, Executive Office, is still my parent office.

Job Title <b>Associate Human Resources Officer (L-2)</b>	Type of Business <b>Human Resources</b>	From - To <b>01/03/1991 - 01/10/1993</b>
Name of Employer <b>United Nations-DAM/OHRM</b>		Name of Supervisor <b>Loh and Keith Walton</b>

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>60000</b>	<b>65000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>No</b>

Telephone Number

**1212963-5156**

Email Address

**SCHMIDTP@UN.ORG**

Address of Employer

**United States of America**

Number of Employees Supervised by You

**5**

Description of Duties

In my capacity as the Recruitment and Placement Officer, I was responsible for the recruitment of General Services staff, Trades and Crafts, security officers for various departments - all categories and occupational groups; in my capacity as Classification Officer I classified professional and General Services category posts, Trades and Crafts, Security officers, reviewed hundreds of job descriptions; conducted and participated in various OHRM examinations (i.e Chinese editors, Russian head teacher; etc); created application rosters for new missions (i.e. MINURSO); prepared interview profiles; advised new recruits on conditions of service; advised staff on mobility possibilities, promotion; prepared evaluation matrixes for selection; supervised recruitment / classification/administrative assistants.

Summarize any of Your Achievements

As part of a team we conducted GS classification review across occupational groups; I participated in promotion reviews, reform task force groups, implemented new performance appraisal system (PER); pre-selected the first staff for new mission MINURSO, created candidate's roster based on skills, languages. Created various recruitment forms and interview sheets. Ensured timely filling of posts with clear justification and interview/candidate profiles. Liaised with management on policy issues.

Reasons for Leaving

I left the Associate Expert programme of the German government and joined the UN system, selected by vacancy announcement, for a P-3 post, Administrative Officer, in the Executive Office of the Department and Management.

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:

**Word, Excel, Visio, Powerpoint, Access, Accpaq; IMIS, Galaxy**

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>Not easily</b>	<b>Easily</b>
<b>Russian</b>	<b>No</b>	<b>Not easily</b>	<b>Easily</b>	<b>Not easily</b>	<b>Not easily</b>
<b>Spanish</b>	<b>No</b>	<b>Not easily</b>	<b>Easily</b>	<b>Not 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>German</b>	<b>Yes</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>

## Address

Heerstrasse 31  
Waiblingen Germany  
Telephone: 0049-7151-15203  
Contact: Petra Schmidt

## Address

International Seabed Authority  
14-20 Port Royal Street  
Kingston Jamaica  
Telephone: 1-876-922-9300  
Fax: 1-876- 440-5560  
Contact: Petra Schmidt

## Address

15 Millsborough Avenue (The Pines)  
Townhouse number1  
Kingston 6 Jamaica  
Telephone: 1-876-631-2747  
Fax: 1-876-919-0162  
Contact: Petra Schmidt

## 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>Dr. Franz BAUMANN</b>	<b>ASG Department of General Assembly and Conference Management</b>	<b>UN Secretariat United States of America</b>	<b>1212963 9698 Baumann@UN.org</b>
<b>Angela KANE</b>	<b>USG, Department of Management, NY</b>	<b>NYHQ Secretariat, DM, S-2700 A United States of America</b>	<b>001212963-2410 Kane@UN.org</b>
<b>Prof. Errol MORRISON</b>	<b>President of the University of Technology</b>	<b>237 Old Hope Road United States of America</b>	<b>001876927-2003 Errol.Morrison@utech.edu.jm</b>