

Profiles included in this document

	Name	Index	DOB	Gender	Nationality	EMail
1.	BARAZANJI, Hunar	241414	30/05/1954	M	SWE	hunar@un.org
2.	HOUGAZ-LAFERLA, Anne Marie		18/12/1955	F	USA	hougaz@un.org
3.	ZETTEL, Ludmilla	430337	15/05/1959	F	FRA	zettel@un.org

Personal History Profile for Hunar BARAZANJI

General Details

1. Family name BARAZANJI	First Name Hunar	Middle Name Babarasool Muhammed	Maiden Name, (if any)
2. Date of Birth 30/05/1954	3. City of Birth Kirkuk	Country of Birth Iraq	Index No 241414
4. Country of Nationality at Birth Iraq	Second Nationality (if any) Sweden	5. Country of Present Nationality Sweden	Second Nationality (if any)
6. Gender Male	7. Height [cm] 170	8. Weight [kg] 90	9. Marital Status Married

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

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

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

13. What is your preferred field of work? **Purchasing and contracting specialists**

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

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

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: **hunar@un.org**

Education

List all university degrees or equivalent qualifications obtained.

University Name Al Mustansrya	City, Country Baghdad Iraq	From - To Aug-1989 - Aug-1990
Main Course of Study Physics	Field of Study Physical Sciences	
Degree Title or Equivalent MS	Degree Type Masters	

University Name Al-Mustansrya University	City, Country Baghdad Iraq	From - To Aug-1973 - Jun-1979
Main Course of Study Education Science	Field of Study Education	
Degree Title or Equivalent Bachelor of Science in Math. & Physics	Degree Type Bachelor of Sciences	

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

Name of School AL NEDAL	City, Country BAGHDAD Iraq	From - To Sep-1968 - May-1973
Main Course of Study GENERAL Science		Certificate or Diploma HIGH SCHOOL

Employment

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

Job Title Procurement Officer	Type of Business Purchasing and Contract specialist	From - To 01/08/2006 -
Name of Employer MINURSO		Name of Supervisor Peter Hilton
Salaries per Annum: Starting 58900 Final 58900 Currency Paid USD	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? Yes
Telephone Number 21228986000	Email Address HUNAR@UN.ORG	
Address of Employer Morocco		
Number of Employees Supervised by You		

Description of Duties

Currently Unit supervisor, from Mar 07 up to Jan 08 as OIC, Under direct supervision of the Chief Administrative Officer act as the Officer in Charge of the Procurement Section and responsible for all purchasing and Contracts related to. Also handle other complex cases. Tasked to closely monitor the work of the other members of the section with the aim of improving the staff's knowledge of the procurement process through informal monitoring and thereby improve the overall quality of work. Formulation and implementation of contracts for activities relating to other special required for MINURSO. Supervises, manages and controls, plans and co-ordinates the activities of the Major Contracts. The contracts handled covers the acquisition of a wide range of goods and services, which are technically and legally complex with complicated terms and conditions requiring the exercise of a high degree of judgment and analytical skills in balancing the various considerations. The diverse and complex procurement activity encompasses such fields as building and construction projects, leases and services.

Summarize any of Your Achievements

Improve the staff's knowledge of the procurement process through direct monitoring all cases and thereby improve the overall quality of work. In MINURSO one of my major achievements resulted to big financial savein to the Organization, foe example: in March 2007 I received a request for a major project to renovate a number of Airfields. After receipt of the bids from the invitees the result was way over the budgeted amount (i.e. over four million USD). In consultation with the concerned sections and the Engineering Section it was decided to review the SOW and go through a new solicitation. As a result the prices was still over the budgeted amount, I have to cancel the second exercise and call the bidders for direct negotiation were I have finally succeeded to bring the prices to the acceptable level saving over two millions of USD to the organization and making over 3/5 of the original project functional. Further participated in the LCC training, e-CC and created/organized all tools and presentation for the e-CC training to be used by the IT administrator.

Reasons for Leaving

Always looking for new challenge after moving around several missions.

Job Title Associate Procurement Officer	Type of Business Purchasing & Contract Supervisor	From - To 01/12/2002 - 01/08/2006
Name of Employer United Nations Peacekeeping Force in Cyprus	Name of Supervisor Hasita Wimalachandra, Francis Clancy	
Salaries per Annum: Starting 58496	Final 58496	Currency Paid USD
Telephone Number 35722614 479	Email Address hunar@un.org	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes
Address of Employer Cyprus	Number of Employees Supervised by You 7	
Description of Duties Under direct supervision of the Chief Procurement Officer supervise all purchasing and Contracts up to \$25,000.0 also leading teams for other complex cases which exceeds my limit of authority. In the absence of the CPO, assumes the responsibilities as OIC Procurement Section. Tasked to closely monitor the work of the other members of the section with the aim of improving the staff's knowledge of the procurement process through informal monitoring and thereby improve the overall quality of work. Formulation and implementation of contracts for activities relating to the UNFICP. Supervises, manages and controls, plans and co-ordinates the activities of the Major Contracts. The contracts handled covers the acquisition of a wide range of goods and services, which are technically and legally complex with complicated terms and conditions requiring the exercise of a high degree of judgment and analytical skills in balancing the various considerations. The diverse and complex procurement activities encompass such fields as building and construction projects, leases and services. Due to the absence of the CPO since May 2004, acting OIC procurement section. formulation and implementation of contracts for activities relating to the UNFICP. Supervises, manages and controls, plans and co-ordinates the activities of the Major Contracts. The contracts handled covers the acquisition of a wide range of goods and services, which are technically and legally complex with complicated terms and conditions requiring the exercise of a high degree of judgment and analytical skills in balancing the various considerations. The diverse and complex procurement activities encompasses such fields as building and construction projects, leases and services. Due to the absence of the CPO since May 2004, acting OIC procurement section.		
Summarize any of Your Achievements Improve the staff's knowledge of the procurement process through direct monitoring all cases and thereby improve the overall quality of work. Train all procurement staff on the new procurement system, Mercury, for a period of two weeks, three days a week and one hour a day. Created standardize forms, approved by the Chief Procurement Officer, for all ITB, RFP, RFQ and PO's, review and adjust general notes related to special cases. Train all Procurement staff to use the UNCSD web site for the selection of vendors used by UNHQ, UNDP, and all other UN organization. Supervise a tem for the update of Vendors data base. During my last two assignments I manage to save remarkable amount to the organization. In UNFICYP and for four major contracts namely Catering Services, Cleaning Services, Dry and frozen ration and rental of vehicles I have succeeded to save 100s of thousands of Cyprus pounds. Such savings were through implementation of procurement manual guidelines for the best and final offers for the related RFPs.		
Reasons for Leaving New Challenge		

Job Title PROCUREMENT ASSISTANT	Type of Business BUYER	From - To 01/10/1999 - 01/12/2002
Name of Employer UNAMISL	Name of Supervisor PATRIK SWENEY & MICHAEL ONYEKPE	
Salaries per Annum: Starting 53845	Final 53845	Currency Paid USD
Telephone Number 39083123 6537	Email Address hunar@un.org	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes
Address of Employer Sierra Leone	Number of Employees Supervised by You 0	
Description of Duties a) analyzing requisitions for purchasing of goods and determining the specification in consultation with requisitioner from various units. b) Preparing the appropriate specs for the obtaining of RFQ=s or ITB, distributing bids to prospective suppliers. Analyzing offers in consultation with Requisitioners before recommending awards. Prepare LCC if required. c) Prepare purchase order for the approval of CPO, insure that P.O is according to UN rules and regulations. d) follow up with vendors for delivery, and coordinate with R & I and finance section for case finalization. e) Contract officer duties, may refer to same duties in MONUA/UNAVEM		
Summarize any of Your Achievements		

For the last five years, and especially since my assignment to UNOMSIL/UNAMSIL, I am positively convinced that my knowledge of procurement and related field have greatly contributed to the overall efficient performance in both my assigned Unit and the Procurement Section as a whole, and I continue to place me experience at the disposal of all my colleagues as required for the overall benefit of the Section. These attributes have been adequately attested to by my immediate supervisor and the various CPOs and OICs of the Section. During this period I handle several cases of purchasing totaling over \$7,500,000.00 and I made saving to the Organization for about 15-18 percent of it. I have handled several cases urgently required and make sure that required received on time.

Reasons for Leaving
re-assigned to UNFICYP

Job Title PROCUREMENT ASSISTANT	Type of Business SINOR BUYER	From - To 01/04/1995 - 01/05/1999
Name of Employer MONUA & UNAVEM	Name of Supervisor PATRICIA PARSONS, Kiplin Perkins	
Salaries per Annum: Starting 47500	Final 47500	Currency Paid USD
Is this a civil servant position of your Government? No		Is this a position within the UN Common System? Yes
Telephone Number 1212963 1954	Email Address	
Address of Employer Angola		
Number of Employees Supervised by You 0		
Description of Duties Under direct supervision of chief procurement officer, is responsible for formulation and implementation of contracts/purchase orders for activities related to MONUA. The contracts are technically and legally complex with complicated terms and conditions requiring the exercise of a high consideration in order to reach the most beneficial arrangements to the organization from both the substantive and financial standpoint. The purchase orders raised in accordance to the united nations financial rules and regulations.		
Summarize any of Your Achievements In consultation with the CPO, achieved and helped to solve most of contract unit problems specially security cases, where i made several trips to country site and together with security section could organize and solve several problems which effect in saving the organization of the loss of important items. Also in purchasing side I have found new sources in close country where variety of items required by the mission found and at best price and specification, I remember cases of transport for purchasing tires and setting up contracts for repair of items. Also in communication, some items I bought were half of price at same quality and specs.		
Reasons for Leaving End of Assignment, and new appointment to UNAMSIL		

Job Title PROCUREMENT ASSISTANT	Type of Business Buyer, Head of Contract unit in Transport	From - To 01/12/1993 - 01/04/1995
Name of Employer UNOSOM	Name of Supervisor KAREN DREHER, AMADO KAMARA	
Salaries per Annum: Starting 47500	Final 47500	Currency Paid USD
Is this a civil servant position of your Government? No		Is this a position within the UN Common System? Yes
Telephone Number	Email Address	
Address of Employer Somalia		
Number of Employees Supervised by You 0		
Description of Duties FROM 1993-AUG. 1994 in Procurement Section: I was responsible for review and process requirements, discuss with requisitioner insuring generic specification of the items required. Prepare solicitations (RFQs, ITBs & RFPs), select local and International (Europe, USA, Far-east and Golf area) vendors, evaluate received quotations and prepare presentation to the Local Committee of Contract, prepare POs for CPO's approval, follow up with supplier for delivery and process payment after delivery. While from AUG.1994 up to 1995 I was OIC, Contract Unit in Transport Section. Managing four major transportation contract around the country, Somalia, planning their movement as and when requested by the military contingents, monitor/certify their invoices and submit them for the chief transport section finalizing the request for payment with Finance Section.		
Summarize any of Your Achievements The mission was buying POL product form a local supplier and when I was assigned the cases of purchasing of POL, I did further survey attempt and got prices from gulf area for half of previous prices making save to the mission for 50% and POL purchase was too much. While during the last six months I was asked to assist transport section in managing their contract unit, I have contributed and assisted the section for smooth managing of four major contracts for transportation of mission equipments during the evacuation of the mission.		
Reasons for Leaving TRANSFERED TO UNAVEM		

Job Title Procurement Clerck, Supply and PCIU assitant and Security	Type of Business Purchasing, Supply, PCIU and Security	From - To 01/05/1989 - 01/12/1993
Name of Employer UNIIMOG, IRCU and UNAU-B	Name of Supervisor Harber Singh	
Salaries per Annum: Starting	Final	Currency Paid
Is this a civil servant position of your Government? No		Is this a position within the UN Common System? Yes
Telephone Number	Email Address hunar@un.org	

Address of Employer

Iraq

Number of Employees Supervised by You

1

Description of Duties

for the period of 1989 until 1993 joined UNIIMOG and IRCU Baghdad as Procurement clerk as a buyer, there was only six months break due to the war in Iraq, all duties were handled as buyer duties in addition to supply, PCIU and admin duties in IRCU Security of the UN HQ office in Baghdad

Summarize any of Your Achievements

Local Purchasing, one of the achievement was to obtain three 40Ft container for the purpose of safeguarding of UN equipment. The survey, purchasing and delivery was all done in the same day to meet the IOR of the mission required as a part of evacuation plan for UNIMOG From March 1993 until Dec 1993 I was the supervisor of local security cell and control the Security of the HQ in Baghdad.

Reasons for Leaving

to Join UNOSOM, Somalia

Job Title Procurement Manager and Logistic Officer	Type of Business Purchasing and logistic	From - To 01/10/1979 - 01/01/1989
Name of Employer MOD, Fujita Cooperation		Name of Supervisor Various

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? Yes
1800	3000	IQD	Is this a position within the UN Common System? No

Telephone Number

Email Address

Address of Employer

Iraq

Number of Employees Supervised by You

25

Description of Duties

Before I join the United Nations I have more than nine years managerial experience, mainly in Procurement and Logistic. This experience was in different establishment and for various commodities like Accommodation, Engineering, supply and others. 1979-1989 in private companies, Ministry of Defense (MOD) and civilian company. The experiences are in: logistic, administration, procurement and general services. Details and job description are as follows: a) MOD, Baghdad supply and logistic coordinator; Responsible for the receiving of supplies and goods, which include variety of commodities, store them in proper storage facilities considering storage conditions for each group of commodities. Control a survey and quantity of in out of each item and request for support whenever such item is short in the store. Distribute and supply of goods to number of Military Experts and Military personals as per scheduled program on daily/weekly basis. All other related Logistics requirements to provide complete services and planning to improve services and organize meeting between Experts and other Governmental Organization and Agencies. Member of purchasing committee to indicate store's shortage, identify requirement and obtain best quotation for the committee's recommendation to purchase. Period 1979-1983. b) FUJITA CORPORATION, Procurement/Logistic Manager; Local manager at the major office for the project of building seven modern hospitals of 400 beds in several locations in Country. Managing purchases of local requirement for the projects including and not limited to Building materials, medical equipment, electrical materials, Food supply etc. Coordinate the distribution of received materials to various locations with site managers. Said responsibilities involved the Supervision of 10 Administration Staff, 20 drivers and workshop staff. Period 1984-1985. c) MOD, Baghdad, duties the same as above (in charge of management of accommodation facility of 480 Apartments.

Summarize any of Your Achievements

All goals were achieved and my participation resulted in best management and big financial saving specially in procurement part.

Reasons for Leaving

End of service

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

PCs, Photocopiers, Scanners, digital sender, Shreder, ..etc.. Focal point for Mercury System and Busniess Object.

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

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

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

Language	Mother Tongue	Speak	Read	Write	Understand
Kurdish	Yes	Easily	Easily	Easily	Easily
Persian	No	Easily	Easily	Not easily	Easily
Portuguese	No	Easily	Easily	Easily	Easily

Address

Kungsgaten 2A

Hassleholm Sweden

Telephone: 46-45-1123 93

Contact: HUNAR MUHAMMED

Address

MINURSO
Hay Al Massera
Laayoune, Western Sahara Morocco
Telephone: 212-528-986 000 extension 5211
Fax: 212 -66-223 97 36
Contact: Hunar Muhammed

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
PATRICIA PARSONS	CPO	UNMIEST East Timor	1212963
Aghadjanian PAUL	DMS	MINUSTAH East Timor	39083161 000
Masood RATHORE	Chief SPMS	UNLB East Timor	39083156 000

Personal History Profile for Anne Marie HOUGAZ-LAFERLA

General Details

- | | | | |
|--|--|--|--|
| 1. Family name
HOUGAZ-LAFERLA | First Name
Anne Marie | Middle Name | Maiden Name, (if any) |
| 2. Date of Birth
18/12/1955 | 3. City of Birth
Cairo | Country of Birth
Egypt | Index No |
| 4. Country of Nationality at Birth
Egypt | Second Nationality (if any)
United States of America | 5. Country of Present Nationality
United States of America | Second Nationality (if any)
United States of America |
| 6. Gender
Female | 7. Height [cm]
168 | 8. Weight [kg]
68 | 9. Marital Status
Married |
10. Entry into the United Nations service might require assignment to any area of the world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? **No**
- Are there any limitations on your ability to perform in your prospective field of work? **No**
11. Have you taken up legal permanent residence status in any country other than that of your nationality? **No**
13. What is your preferred field of work? **Purchasing and contracting specialists**
14. Would you accept employment for less than six months? **Yes**
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? **01/05/1980**
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: **hougaz@un.org**

Education

List all university degrees or equivalent qualifications obtained.

University Name Franciscan Institute	City, Country Cairo Egypt	From - To Oct-1975 - Jun-1977
Main Course of Study	Field of Study	
Degree Title or Equivalent Office Management Skills (Diploma)	Degree Type Advanced university degree	

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

Name of School Bon Pasteur	City, Country Cairo Egypt	From - To Sep-1971 - Jun-1974
Main Course of Study High School Degree	Certificate or Diploma High School Degree	

Employment

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

Job Title Contract Management Assistant	Type of Business Peace Keeping	From - To 01/01/2008 -
Name of Employer UNAMID	Name of Supervisor Mr. Ian R. Divers	
Salaries per Annum: Starting 64000	Final 64000	Currency Paid USD
	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? Yes
Telephone Number 24992241-0011	Email Address hougaz@un.org	
Address of Employer Sudan		
Number of Employees Supervised by You		
Description of Duties Contract Management Assistant within the Programme Management Group (PMG) in the Office of the Chief Integrated Support Services (OCISS). Monitoring all PAE project, preparing Task Orders and make sure that the task orders are implemented in time. assure that the quality assurance are within the procedures of the task orders.		
Summarize any of Your Achievements		

Collecting of data related to PAE Contracts, developing and maintaining a database on all ISS major service contracts including the maintenance of complete and accurate electronic and hardcopy records to ensure proper accountability; Assisting in the preparation / research development of - responses to contractual questions; - Consolidation of audit responses; - Operational plans, Standard Operating Procedures (SOPs), initiatives and projects relating to contract compliance and management; - quality assurance plans to provide a systematic, structured method to evaluate services and products; - Systems / procedures to resolve within the terms and conditions of the contract conflicts / problems arising in cases of poor performance or non-compliance with contractual obligations; and - Contract close procedures out including identifying, memorializing and disseminating best practices and lessons learned and performing contractor assessment.

Reasons for Leaving

I am still working in Contract Management Assistant

Job Title Procurement Assistant	Type of Business UN Peace Keeping	From - To 01/06/2007 - 01/12/2007
Name of Employer UNMIS	Name of Supervisor Barbara Klopp	
Salaries per Annum: Starting 72000	Final 72000	Currency Paid USD
Is this a civil servant position of your Government? No		Is this a position within the UN Common System? Yes
Telephone Number	Email Address hougaz@un.org	
Address of Employer Sudan		
Number of Employees Supervised by You 3		
Description of Duties Under the guidance and direction of Chief Procurement Officer in UNMIS, I carried out the procurement of goods and services which were required by the Mission, and performed the following: - Provided procurement leadership and support as a Team Leader for the region of Nyala: - Responsible for establishment of the Procurement office in the region; - Provide guidance, support and supervision of three (3) Junior Procurement Staff on (TDY); - Planned and managed all procurement and contractual aspects related to a variety of supplies and services which were large and complex both technically and legally; - Conducted market surveys through out the Region to identify sources of supply and potential suppliers; - Established an up to date database of vendor/contractors which I regularly reviewed for use in sourcing arrangements; - Organized conferences for contractors and vendors as well as SAU to inform them of UN procurement opportunities and provided an understanding of the UN Procurement Rules and Regulations. Prioritized assigned tasks, provided input into SOWs/SOP and provided guidance to requisitioners regarding specifications; - Handled complex cases related to the procurement process and implementation of contracts for same; - Accurately prepared solicitation documents ITB/RFP based on the nature of the requirements. - Provided timely response to queries received from invitees/bidders related to ITB and RFP processes, incorporating relevant input from the SAU. Combining and forwarding the numerous responses to all invitees prior to the closing date of the bidding, in accordance with the Procurement Manual requirements. - Upon receiving the responses from the T.C preparing memo to the SAU requesting their technical evaluation. - Managed and Prepared abstracts of bids to determine which supplier can deliver the required goods/services at the best terms/lowest costs and delivery time. - Prepared & presented cases for submission to LCC		
Summarize any of Your Achievements - Achieved by meeting all deadlines of all the requisitions which are IOR. - Enhanced customer satisfaction. - Provided support to cost center by conducting market surveys to identify reliable vendors. - Facilitated the development of trust between local vendors/contractors in the Nyala Regional and UNMIS, leading to better procurement outcomes for UNMIS and better opportunities for local vendors. - Advised and educated vendors in understanding the UN Procurement rules, procedures and practices; - Provided my colleagues with support and guidance on the Procurement Rules and Regulations to ensure an accurate and smooth operation in the Region. - Showed tolerance and persistence when faced with difficult problems or challenges.		
Reasons for Leaving Moved to UNAMID		

Job Title Procurement Assistant	Type of Business United Nations New York	From - To 01/09/2006 - 01/06/2007
Name of Employer Procurement Service	Name of Supervisor Francis Tse	
Salaries per Annum: Starting 70000	Final 70000	Currency Paid USD
Is this a civil servant position of your Government? No		Is this a position within the UN Common System? Yes
Telephone Number 1212963-2259	Email Address hougaz@un.org	
Address of Employer United States of America		
Number of Employees Supervised by You 0		
Description of Duties Under the direct supervision of Team Leader for IT and Communications. - Provides procurement support in which the main responsibilities are: Prioritize assigned tasks, clarify SOWs and provides guidance to requisitioners regarding specifications, - Handling complex cases related to the procurement of the same. - Accurately preparing standard solicitation documents (RFQ/ITB/RFP) identify suppliers through the Internet and other UN databases, to participate in bidding exercises based on the nature of the requirements. - Facilitating by immediately taking action of any further queries received from invitees to the requisitioners, combining and forwarding the responses to all invitees in order to receive numerous responses prior to the closing date. - Forwarding responses to the requisitioners for technical evaluation. - Preparing abstracts of bids to determine which supplier can deliver the required goods/services at the best terms/lowest costs and delivery time. - As required, prepare & present cases for submission to HCC for reviewing and subsequent approval. - Preparing and finalizing contracts and purchase orders in Procure Plus, with priority given to immediate operational Requirements as well as contracts for approval by the Team Leader. - Monitoring the status of Purchase Order delivery and liaise with other concerned officers on collection, delivery of goods, and timely submission of R & I reports. - Resolving problems related to the delivered goods. - From time to time maybe assigned different functions.		
Summarize any of Your Achievements - Achieved meeting all deadlines. - Enhanced customer satisfaction evidenced by reduction of complaints. - Provided support to cost center in conducting market survey. - Provided my colleagues with support and guidance with the Procurement Rules and Regulations to ensure an accurate and smooth operation in the Section. - Showed tolerance and persistence when faced with difficult problems or challenges.		
Reasons for Leaving converting to Field Service		

Job Title Procurement Assistant	Type of Business Peacekeeping	From - To 01/02/2005 - 01/08/2006
Name of Employer United Nations Assistance Mission In Iraq (UNAMI)	Name of Supervisor Hani El-Jadaa	
Salaries per Annum: Starting 69517	Final 69517	Currency Paid USD
	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? Yes
Telephone Number	Email Address hougaz@un.org	
Address of Employer Kuwait		
Number of Employees Supervised by You 0		
Description of Duties Provides procurement support in Procurement Section/UNAMI, in which the main responsibilities are: Prioritize assigned tasks, clarify SOWs and provides guidance to requisitions regarding specifications, identify suppliers through the Internet and other UN established databases, prepares bid abstract, submit & present cases to LCC/HCC, prepare Request for Proposal for CPO's signature; provide guidance to junior local staff; generates PO, approve them; as well as other procurement functions that maybe assigned from time to time.		
Summarize any of Your Achievements I was able to deliver goods/services on a timely manner on cases were are of urgent in nature.		
Reasons for Leaving Returning to parent duty station New York and would like to convert from General Service to Field Service		

Job Title Procurement Assistant	Type of Business Peace Keeping	From - To 01/11/2000 - 01/01/2005
Name of Employer MONUC	Name of Supervisor Barbara Klopp	
Salaries per Annum: Starting	Final	Currency Paid
	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? Yes
Telephone Number	Email Address hougaz@un.org	
Address of Employer Congo		
Number of Employees Supervised by You		
Description of Duties - Accurately prepared solicitation document RFQ/ITB/RFP reliable and timely manner, - Ensure that the specifications (TOR/SOW) received are correct; - conduct market research to identify potential suppliers; - Invited suppliers local and international to participate in bidding exercises. - Prepared and presented cases for submission to LCC/HCC for review and subsequent approval. - Worked closely with requisitioners and budget officers to ensure and promote clarity and transparency in the procurement process. - Analyze quotations received and produce financial evaluation (Bid Abstract), - Coordinate with requisitioners, vendors, R & I and finance for delivery of goods, payment and other procurement related matters; - Trained junior procurement staff as request by my Supervisor.		
Summarize any of Your Achievements -Processed requisitions on a timely manner and negotiated with lowest bidders to give MONUC more discount.		
Reasons for Leaving Transferred to UNAMI		

Job Title Procurement Assistant	Type of Business United Nations Headquarters - NY	From - To 01/11/1997 - 01/10/2000
Name of Employer Procurement Division	Name of Supervisor Paulette Austin	
Salaries per Annum: Starting	Final	Currency Paid
	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? Yes
Telephone Number	Email Address hougaz@un.org	
Address of Employer United States of America		
Number of Employees Supervised by You		
Description of Duties - Assisted in general operations & maintained the UN Supplier Roster database, Bid opening in PD. - Provided administrative and procurement related assistance to the Procurement Officer and Chief of Section. - Maintained the general operation of the UN Supplier roster data base with accuracy to provide up-to-date information to the UN Department and Procurement Division's staff. - Secured and filed performance bonds and released as instructed. - Received & secured bids, presided over formal bid openings, maintained bids opening and ITB files to ensure smooth bid opening in accordance with the requirements of the Procurement Rules. - Prepared quality solicitation documents accurately & reflected requirements - Ensured that recommendations resulting from commercial evaluations are Logical, justifiable in accordance with the UN Procurement Financial rules. - Prepared HCC for presentation. - Maintained close cooperation with requisitioning offices. - Provided on-going assistance/advice as needed and coordinated with the requisitioners & contract management to ensure contractors compliance with the contractual and UN terms/conditions. - Continuously contacted contractors/vendors to keep-up-to-date and anticipate resolving potential problems.		

Summarize any of Your Achievements

- Maintained up-to-date database for the vendor roster. - Ensured that bids handling and opening were transparent in accordance to the procurement rules and regulations. - Ensured bonds' release was conducted in accordance to procurement rules and regulation in timely manner

Reasons for Leaving

Transferred to a peace keeping "MONUC"

Job Title Admin. Assistant	Type of Business UN Vienna Office	From - To 01/06/1997 - 01/11/1997
Name of Employer Office for Drug Control and Crime Prevention		Name of Supervisor Sylvie Obrian

Salaries per Annum: Starting Final Currency Paid	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes
Telephone Number	Email Address hougaz@un.org
Address of Employer United States of America	
Number of Employees Supervised by You	
Description of Duties - Provided Administrative assistance in ensuring smooth operation of NY office, and support to UNDCP and the Crime Division in its relations with HQ based entities, and facilitates close relations between the NY Office and Delegations and closer cooperation with NGOs, academic institutions, foundations and other important actors in civil society. - Arranged appointments and made all other administrative arrangements for the missions to NY of Vienna based staff. - Developed and maintained reference collection and electronic data retrieval system. - Monitored media reports on drugs and crime activities. - Prepared requisitions for procurement section i.e. office supplies and equipments. - Collected relevant articles news, researched drug and crime as directed through the Internet. - Responded to requests from delegation on the activities of UNDCP and the Crime Prevention, regarding their program of work, special events, seminars and General Assembly Special Sessions. - Collected statements of member states at special meeting and GA and circulated to Vienna HQ as well as to UNDCP Field Offices. Provided administrative backstopping to NGO, and responded to their requests for publications and other information. - Provided on-going assistance/advice as needed and coordinated with the Procurement Division regarding the office request. Prepared all the necessary requisitions needed i.e. supply and equipment requested by the office.	

Summarize any of Your Achievements

- Provided support and coordination to ensure smooth operations between Vienna HQ and the field. - Successfully performed tasks by priority and deadlines - Ensured to arrange meetings at high levels with all concerns and followed the activity to provide any further requested services in a professional manner. - Developed and maintained good interpersonal skills, communication and respect to diversity. - Provided on-going assistance/advice as needed and coordinated with the Procurement Division regarding the office request.

Reasons for Leaving

Requested transfer to Procurement Division since I found that I gained good experience by working closely and directly with the procurement Division and also to improve my career within the organization.

Job Title Admin. Assistant	Type of Business United Nations Headquarters - NY	From - To 01/02/1997 - 01/06/1997
Name of Employer Oil for Food "Iraq Program"		Name of Supervisor Ms. Stephene Cheers

Salaries per Annum: Starting Final Currency Paid	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes
Telephone Number	Email Address hougaz@un.org
Address of Employer United States of America	
Number of Employees Supervised by You	
Description of Duties - Coordinated in the implementation of SCR 986 (1995) with regard to petroleum sales. - Reviewed and streamlined the internal working procedures for processing of oil contracts, logged and filed all incoming and outgoing communications in relations of the oil Overseers with the 661 Committee, the Iraq State Oil Marketing Organization and the oil monitors in the field. - Daily updated the database for the oil prices. - Monitored oil contracts, letters of credit, sales, lifting and oil revenues. - Drafted recommendations of the Overseers to the Committee regarding pricing mechanisms, management of the revenue limit and other pertinent matters; updating authorization formats for oil contracts and letters of credit.	

Summarize any of Your Achievements

- Provided Administrative assistance in ensuring smooth operation of office and facilitated close relations between the office and the member States. - Provided on-going assistance/advice as needed and coordinated with the Procurement Division regarding the office request. Prepared all the necessary requisitions needed i.e. supply and equipment requested by the office.

Reasons for Leaving

This was a temporary assignment till OHRM assigned me to a permanent post.

Job Title Budget Assistant	Type of Business United Nations Headquarters - NY	From - To 01/10/1995 - 01/02/1997
Name of Employer DDSMS		Name of Supervisor Marie Overssi

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

Address of Employer

United States of America

Number of Employees Supervised by You

Description of Duties

- Analyzed the budget and current expenditures, by reviewing monthly allotment reports, to ensure accuracy with the budget guidelines and maintenance of the project as per financial & administrative procedures. - Managed the Database, monitored the expenditures and obligations, as well as assisted in the administration and financial procedures and with overall review of financial performances report. - Reviewed status of expenditures in IMIS and compare with the approved budget; - Maintained close contact with the offices in the Department in order to get daily, weekly, quarterly report and finalized it as per the budget approval.

Summarize any of Your Achievements

- Provided budget assistance in ensuring smooth operation within the Department.

Reasons for Leaving

Downsizing the Department

Job Title

Technical Cooperation Assistant

Type of Business

United Nations Headquarters - NY

From - To

01/12/1993 - 01/10/1995

Name of Employer

Department of Technical Cooperation

Name of Supervisor

Boumechal

Salaries per Annum:

Starting

Final

Currency Paid

Is this a civil servant position of your Government? **No**Is this a position within the UN Common System? **Yes**

Telephone Number

Email Address

hougaz@un.org

Address of Employer

United States of America

Number of Employees Supervised by You

Description of Duties

- Assisted UNDP in implementing their projects for under developing Countries. - Provided support for daily activities in order to ensure the accuracy of the output and the deadlines are met, for personnel related issues both with the service, in the field and staff on Special Service Agreement. - Followed-up the extension of contracts, recruitment of Technical Advisors, consultants and experts and associated experts within their field. - Ensured that funds are obligated for the specific project, and follow-up with the Resident Representative to ensure that the project is running smoothly. - Monitored the budget and prepared a spread sheet of the expenditures quarterly and forwarded to finance section for their approval. - Ensured that expenditures are within the approved budget

Summarize any of Your Achievements

- Ensured that projects were implemented according to the financial rules and regulations within the set frame of time.

Reasons for Leaving

Movement within the department.

Job Title

Personal Assistant to the Director

Type of Business

New York

From - To

01/08/1991 - 01/11/1993

Name of Employer

Transnational Cooperation Management Division

Name of Supervisor

Hamdan Beinaissa

Salaries per Annum:

Starting

Final

Currency Paid

Is this a civil servant position of your Government? **No**Is this a position within the UN Common System? **Yes**

Telephone Number

Email Address

hougaz@un.org

Address of Employer

United States of America

Number of Employees Supervised by You

Description of Duties

- Personal Assistant to the Director of TCMD Coordinate with the staff and liaised with other Departments. - Performed administrative tasks in support of the coordinator as well as the Sections. - Developed and maintained office and filing systems, including computer based systems. - Screened all the incoming correspondences prior submission to the Director. - Monitored processing of correspondence and preparation of reports; draft, edit and prepared correspondence and documentation in English and French and submitted to the Director for his signatures. - Reviewed outgoing correspondence and documentation, including for correctness of language and for conformity with standard United Nations practices and procedures. - Arranged official travel for workshops and seminars outside New York, - Assisted in preparation of meeting, workshop by following up before and after the meeting to finalize the necessary documentation as well as provided secretarial assistance at the meetings. - Performed other duties when required.

Summarize any of Your Achievements

- Ensured running of the Office of the Director according to priority in timely manner while maintaining good interpersonal skills and keeping sensitivity and respect to diversity and multi-ethnic backgrounds. - Maintained confidentiality of sensitive issues.

Reasons for Leaving

Change of Management

Job Title

Programme Assistant and Personal Assistant to the Chief

Type of Business

United Nations Headquarters - NY

From - To

01/06/1980 - 01/07/1991

Name of Employer

Technical Cooperation Department

Name of Supervisor

Mr. Boumechal and Ms. Hanarahan

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

Telephone Number Email Address
hougaz@un.org

Address of Employer
United States of America

Number of Employees Supervised by You

Description of Duties
- Assisted the economic affairs officer in implementing projects for under developing Countries - Provided support for daily activities in order to ensure the accuracy of the output and the deadlines are met, for personnel related issues both with the service, in the field and staff on Special Service Agreement - Followed-up the extension of contracts, recruitment of Technical Advisors, consultants and experts and associated experts within their field - Ensured that funds are obligated for the specific project, and follow-up with the country Resident Representative to ensure that the project is running smoothly. - Monitored the budget and prepared a spread sheet of the expenditures quarterly and forwarded to finance section for their approval.

Summarize any of Your Achievements
Implementing the projects under the supervision of the economic affairs officer, drafting letter and follow-up matters. As well as the personal assistant to Chief Finance in TCD

Reasons for Leaving
Reorganization the Department

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

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

Language	Mother Tongue	Speak	Read	Write	Understand
Italian	Yes	Easily	Easily	Not easily	Easily

Address

330 3rd Avenue Apt. 3E
 New York
 New York United States of America
 Telephone: 249-2-241-0049 extension 3873
 Fax: 1-646-2441373
 Contact: Anne Marie Hougaz-Laferla

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
Martha NATALE	Retired from the UN	New York United States of America	1212472-1398
Timothy ROMAN	Private Business	Pennsylvania United States of America	1215275-2537
Magda TUCKER	Private Business	California United States of America	1707649-1244

Personal History Profile for Ludmilla ZETTEL

General Details

1. Family name ZETTEL	First Name Ludmilla	Middle Name	Maiden Name, (if any)
2. Date of Birth 15/05/1959	3. City of Birth Mulhouse	Country of Birth France	Index No 430337
4. Country of Nationality at Birth France	Second Nationality (if any)	5. Country of Present Nationality France	Second Nationality (if any)
6. Gender Female	7. Height [cm] 168	8. Weight [kg] 62	9. Marital Status Divorced
10. Entry into the United Nations service might require assignment to any area of the world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? Yes. Italy.			
13. What is your preferred field of work? Purchasing and contracting specialists			
14. Would you accept employment for less than six months? No			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? 01/11/2009			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? No			
18. Email Address: zettel@un.org			

Education

List all university degrees or equivalent qualifications obtained.

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

Name of School SMART Programme	City, Country On-line study with Workshops in UNLB Italy	From - To Feb-2009 - Nov-2009
Main Course of Study Senior Mission Administration and Resource Training Programme (SMART)		Certificate or Diploma UN SMART Certificate
Name of School ILO International Training Centre	City, Country Turin Italy	From - To Apr-2008 - Apr-2008
Main Course of Study Sustainable procurement - social, economic and environmental considerations in public procurement.		Certificate or Diploma Diploma No. 2008/A901086/5
Name of School UN Procurement Training (UNDP/IAPSO/UNPD)	City, Country Abidjan Cote d Ivoire	From - To Jan-2008 - Jan-2008
Main Course of Study Fundamentals of UN Procurement		Certificate or Diploma Certificate of Achievement
Name of School UN Procurement Training	City, Country Abidjan Cote d Ivoire	From - To Apr-2005 - Apr-2005
Main Course of Study Advanced Procurement Workshop		Certificate or Diploma Certificate of Achievement
Name of School The Open University	City, Country Milton Keynes United Kingdom	From - To Feb-2000 - Dec-2005
Main Course of Study Economics and International Studies, International Development, Social Sciences		Certificate or Diploma Bachelor of Science Degree Diploma in Economics Certificate in Social Sciences
Name of School Ecole Ruegg	City, Country Lausanne Switzerland	From - To Sep-1979 - Jul-1980
Main Course of Study Bilingual Secretary (French/English)		Certificate or Diploma Diploma for bilingual secretary
Name of School Collège Pierre Viret	City, Country Lausanne Switzerland	From - To Sep-1976 - Jul-1978
Main Course of Study Secondary School, scientific		Certificate or Diploma n/a

Name of School
College du Belvédère
 Main Course of Study
Secondary School

City, Country
Lausanne Switzerland

From - To
Sep-1973 - Jul-1975
 Certificate or Diploma
n/a

Employment

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

Job Title Procurement Officer	Type of Business United Nations - DPA	From - To 01/03/2010 -
Name of Employer BINUCA	Name of Supervisor Robert Cannon, CMS	
Salaries per Annum: Starting	Final	Currency Paid USD
Is this a civil servant position of your Government? No		Is this a position within the UN Common System? Yes
Telephone Number	Email Address zettel@un.org	
Address of Employer Central African Republic		
Number of Employees Supervised by You 2		
Description of Duties <p>Under the general guidance and direction of the Chief of Mission Support (CMS), my duties and responsibilities include: Plan, develop and manage all procurement and contractual aspects related to worldwide procurement of a variety of supplies and services associated with significant complexity (technically and legally); Advise requisitioning offices and recipient entities on the full range of procurement issues, providing support and guidance at all stage of the procurement cycle; Review procurement requests to ensure appropriateness of technical specifications and seek clarifications, if required; Identify source of supply; Prepare and distribute invitations to tender, manage all aspects of bid/proposal evaluations; Make recommendations for finalization of purchases and award of contracts; Prepare submissions to the Local/Headquarters Committee on Contracts for review and subsequent approval by the authorized official, for cases that exceed the authorized signature authority, and prepare relevant purchase orders and contracts for signature by the CMS; Monitor the performance of suppliers/contractors for purchase orders/contracts awarded, in close coordination with the requisitioning offices, participate in negotiations with senior supplier representatives to resolve issues/conflicts for complex procurement projects; Establish and maintain work programme and schedule for ongoing contracts and newly-planned ones; Oversee adherence to contractual agreements, recommendations for amendments and/or extension of contracts, advise concerned parties on contractual rights and obligations; Conduct market research, evaluate and recommend potential new sources of supply; Prepare a variety of procurement-related documents, guidelines, instructions; Provide direction and guidance to more junior staff; Perform other duties, as directed by the CMS.</p>		
Summarize any of Your Achievements <p>I am bringing my extended U.N. and Procurement experience at the service of BINUCA.</p>		
Reasons for Leaving <p>N/A</p>		

Job Title Procurement Assistant	Type of Business Procurement	From - To 01/01/2007 - 01/03/2010
Name of Employer ONUCI	Name of Supervisor Jozef Jasny, CPO till 04/12/09 / then Nester Odaga-Jalomayo, Chief Administrative Services (CAS)	
Salaries per Annum: Starting	Final	Currency Paid USD
Is this a civil servant position of your Government? No		Is this a position within the UN Common System? Yes
Telephone Number	Email Address zettel@un.org	
Address of Employer Cote d Ivoire		
Number of Employees Supervised by You 4		
Description of Duties <p>Under the direct supervision of the Chief Procurement Officer (CPO) and the overall supervision of the Chief Administrative Services and within the limits of the delegated authority, I am responsible for all matters relating to the timely purchase of goods and services for the mission, specifically: In my quality of Team Leader, plan, develop and manage the procurement activities involving high volume and complex worldwide procurement of a broad range of commodities and services; Determine appropriate strategy/approach to best serve institutional interests, and ensure implementation; Provide technical and policy advice to stakeholders on all aspects of procurement, Oversee preparation and distribution of invitations to tender and manage all aspects of bid/proposal evaluations; Plan and allocate work assignments; Coach, mentor, and evaluate staff; Participate in recruitment and selection of new staff and in the development of training programs; Direct, manage and conduct planning, solicitation, negotiation; Participate in negotiations with senior supplier representatives; Sign procurement orders up to the authorized limit, recommend authorization of procurement contracts/purchase orders, prepare/oversee submissions to the Contracts Committee; Conduct market research to keep abreast of market developments and availability of good and services; Evaluate and recommend potential supply sources; Develop proposals on revisions to procurement policies and procedures, recommend strategy for implementation; Oversee adherence to contractual agreements, recommends amendments of contracts, advise concerned parties on contractual rights and obligations; Represent the organization in key meetings with senior and government officials, and in negotiations with senior executives vendors for the purpose of concluding major contracts; Prepare guidelines, instructions, etc.; Provide guidance to the unit/section personnel under supervision; Act as OIC Procurement as and when required.</p>		
Summarize any of Your Achievements		

My 19 years experience in U.N. Procurement, among which 8 years field missions, brought a substantial contribution to the Section's performance. Certain parts of the UN Procurement Manual, rules, regulations and procedures sometimes need clarifications and need professional judgment as to their interpretation in order to ensure a procurement process in the best interest of the organization; I therefore regularly issue updated guidelines within the procurement section in order "to do the things right" while considering different procurement circumstances/alternative solutions and abiding with the UN rules and regulations. In order to improve the understanding of procurement by the mission requisitioning offices, I issued a summary procurement procedures, rules and regulations, which was posted on the mission intranet procurement section page; it is accessible to all mission staff and is aimed to address and clarify doubt/misunderstanding on procurement processes and procedures. Such Summary Procurement Procedures were included in the welcome package of the mission Induction Training; upon my suggestion to the CMS and his approval/endorsement, a procurement session was included in the mission Induction Training as from 7 May 2009, in order to ensure awareness of the basics of procurement by the new recruits. My duties and responsibilities generally require to work independently, and more in collaboration with the CPO than supervised by him. This implies daily coordination, sharing information, seeking for/offering advice in order to ensure a section single vision, in turn to be shared with the procurement personnel, thus enabling "to do the right thing" as individuals and as a section, thus achieving the section's/mission's objectives. The nature of my work is of continuing responsibility; as the Team Leader of the biggest Unit of the section, I daily review and clear the case files submitted by the procurement staff before submitting them for the CPO's signature, and I sign those procurement actions within the authority delegated to me by the Chief of Mission Support (CMS). I also handle/review/clear all case files in French language, represent the CPO/Procurement in key meetings when so delegated, and have regular contacts with Government Representatives linked with the re-deployment of troops in the country; in this framework, I worked in active coordination with the mixed civilian and military redeployment group and managed to timely issue lease contracts and Memoranda of Understanding (MOUs) to accommodate the movement of troops within the territory of Cote d'Ivoire; the same coordination was essential with Engineering Section in order to ensure timely delivery of construction material to settle the new sites occupied by ONUCI; this was successfully achieved through the issuance of Local System Contracts. Upon the request by the CPO, I have been performing the functions of the vacant Procurement Officer P-3 position as from March 2008; an SPA was requested to that effect, and was approved by the mission; the supporting document is available upon request.

Reasons for Leaving

I had the opportunity to substantially expand my U.N. experience since I joined ONUCI in 2005, and I look forward to keep learning through a challenging new position.

Job Title	Type of Business		From - To
Procurement Assistant	United Nations		01/01/2005 - 01/01/2007
Name of Employer	Name of Supervisor		
ONUCI	Ms. Helen Dodd		
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
109128	118494	USD	Is this a position within the UN Common System? Yes
Telephone Number	Email Address		
	zettel@un.org		
Address of Employer			
Cote d Ivoire			
Number of Employees Supervised by You			
2			
Description of Duties			
<p>Under the direct supervision of the Chief Procurement Officer (CPO), my duties and responsibilities as the Team Leader of the Procurement Unit responsible for requirements originating from Public Information Office, General Services Section and Transport Section, included: Plan, develop and manage all procurement and contractual aspects related to worldwide procurement of variety of supplies and services; Supervised staff under my Unit, provided them daily direction and guidance; Advised stakeholders on procurement issues, providing support and guidance throughout the procurement cycle; Reviewed procurement requests to ensure appropriateness of technical specifications and asked for clarifications when needed; Identified source of supply; Issued invitations to tender, managed all aspects of bid/proposal evaluations; Made recommendations for finalization of purchases and award of contracts; Prepared submissions to the Local/Headquarters Committee on Contracts; Prepared related purchase orders and contracts for signature by the CPO; Monitored the performance of suppliers/contractors for purchase orders/contracts awarded, in close coordination with the requisitioning offices; Participated in negotiations with senior supplier representatives to resolve issues/conflicts for complex procurement projects; Established and maintained work program and schedule for ongoing contracts and newly-planned ones; Oversaw adherence to contractual agreements, recommendations for amendments and/or extension of contracts, advised concerned parties on contractual rights and obligations; Conducted market research to keep abreast of market developments and availability of goods and services, evaluated and recommend potential new sources of supply for inclusion in the procurement database; Prepared a variety of procurement-related documents, communications, guidelines instructions; Acted as OIC Procurement as and when required.</p>			
Summarize any of Your Achievements			
<p>Thanks to my accrued FAO experience in both contracts and purchasing including previous three years field experience, my first Performance Report in ONUCI quoted "Ludmilla has hit the ground running and has stepped up the challenge even in the most pressurized of circumstances. Her performance as OIC Procurement has demonstrated her skills, knowledge and capabilities in Procurement and she has been an asset to the section." During this period, I successfully handled some of the mission most complex procurement cases, e.g. skilled and unskilled labor services, mission vehicle fleet insurance, etc.; I also managed to successfully handle the Section as a whole during my several appointments as OIC Procurement, by working in and leading the staff in a pro-active team spirit. In order to enable expansion of the roster of local suppliers, I organized a Procurement page on ONUCI Public website where tenders requiring Expression of Interest (EOI) are posted, thus enabling more competition.</p>			
Reasons for Leaving			
<p>In January 2007, I accepted DPKO's offer for a Procurement Assistant FS-5 position, and I resigned from FAO to join ONUCI in the same period.</p>			

Job Title	Type of Business		From - To
Procurement Assistant	Food & Agriculture		01/12/2003 - 01/12/2004
Name of Employer	Name of Supervisor		
FAO of the UN	Regina Gambino OIC Procurement Service FAO Rome		
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
63742	65808	USD	Is this a position within the UN Common System? Yes
Telephone Number	Email Address		
3906570	regina.gambino@fao.org		
Address of Employer			
Italy			
Number of Employees Supervised by You			
0			
Description of Duties			

Under the general supervision of the Chief Procurement Service, my duties and responsibilities included: Plan, develop and manage all procurement and contractual aspects related to worldwide procurement of a variety of supplies and services associated with significant complexity (technically and legally); Provided junior staff direction and guidance; Advised technical offices and recipient entities on the full range of procurement issues, providing support and guidance at all stage of the procurement cycle; Reviewed procurement requests to ensure appropriateness of technical specifications and sought clarifications when necessary; Identified source of supply; Prepared and distributed invitations to tender, and managed all aspects of bid/proposal evaluations; Made recommendations for finalization of purchases and award of contracts; Prepared submissions to the Committee on Contracts for review and subsequent approval by the authorized official, for cases that exceed the authorized signature authority, prepared relevant purchase orders and contracts for signature by the Chief Procurement Service; Monitored the performance of suppliers/contractors for purchase orders/contracts awarded, in close coordination with the technical offices, and participated in negotiations with senior supplier representatives to resolve issues/conflicts for complex procurement projects; Established and maintained work program and schedule for ongoing contracts and newly-planned ones; Oversaw adherence to contractual agreements, recommendations for amendments and/or extension of contracts, advised concerned parties on contractual rights and obligations; Conducted market research to keep abreast of market developments and availability of goods and services, evaluated and recommend potential new sources of supply for inclusion in the procurement database; Prepared a variety of procurement-related documents, communications, guidelines instructions, etc.

Summarize any of Your Achievements

I brought to FAO HQ Procurement Service the field experience I accrued during the three years I was out posted in Iraq, thus contributing to a highly performing Procurement Section.

Reasons for Leaving

I joined ONUCI in January 2005, hired from FAO by DPKO on a "Reimbursable Loan Agreement" basis.

Job Title Purchasing Assistant	Type of Business Procurement	From - To 01/08/2000 - 01/11/2003
Name of Employer FAO of the UN, Iraq	Name of Supervisor George Politis, Chief Procurement Service	

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
108000	110000	USD	Is this a position within the UN Common System? Yes

Telephone Number 390657053987	Email Address
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Address of Employer
Iraq

Number of Employees Supervised by You
15

Description of Duties

Under the overall guidance of the Chief, Procurement Service, HQ, my duties and responsibilities in FAO Iraq were: Organize the establishment of a Procurement Unit; Based on FAO Procurement Manual, issued local Procurement Procedures, standard contractual documents, Standard Operating Procedures (SOP); Participate in recruitment process of new procurement staff; Designed and implemented training and workshop programs for both procurement staff and international technical staff, providing guidance on procurement rules, regulations and procedures; Examined and appraise requests for procurement actions to ensure they were technically complete and in conformity with established FAO practice; Made determinations on the type of procurement action required and tender procedure to be used in the selection of supplier/contractor and the firms to be invited to tender; Investigated and identified potential sources of supply for equipment or services required; Made initial determinations and recommendations concerning disputes or claims arising out of procurement actions; Planned work, carried out daily supervision and training required of staff assigned to procurement; Collected and maintained accurate statistics and information regarding procurement actions undertaken; Committed the Organization up to amounts so delegated; Submitted interim reports, at two month intervals, describing activities undertaken, outlining any problems/ complications encountered and measures to overcome these; Reviewed and examined all documentation prepared or under preparation for the tendering of contracts and/or purchases, including specifications, tender documents, initial review of offers received, evaluations and submissions to the Procurement Committee; Collected and maintained all documentation on activities related to the mission; For repeated and extensive periods, acted as OIC Procurement as and when required.

Summarize any of Your Achievements

I contributed to establish and run a performing Procurement Unit in the Coordination Office, Erbil, Northern Iraq, and in the three Sub-Offices in Erbil, Dohuk and Suleimaniyah. In November 2003, I was charged to effect regional procurement in Iraqi Kurdistan in order to redistribute the remaining US\$ 10 million of the Locally Generated Fund in the Kurdish area and to have urgent projects implemented before the closure of the Oil-for-Food Program. I performed this task successfully considering that such procurement actions had to be undertaken and finalized within a time lapse of two weeks. Another great achievement was that the National Procurement Staff I recruited and trained demonstrated to be competent to the point that even after international staff left the FAO mission in Iraq, they kept performing beyond expectations, in commendable team spirit and professional approach. One of the big challenges during that period was my repeated and extended appointments as Officer-in-Charge of the Procurement Section in FAO Office in Iraq, on an International Procurement Officer P-4 post, which I consistently and successfully performed; the supporting document from my former supervisor in FAO is available upon request. The reason for these repeated and extended appointments as OIC Procurement was that two International Procurement Officers were recruited to perform their duties in FAO office in Iraq, but their appointment was very short, I was therefore appointed to perform their duties before their recruitment and after their departure; I was also responsible to assist them in acquainting themselves with the local situation, and in familiarizing with the UN rules and Procurement procedures upon their recruitment.

Reasons for Leaving

At the end of Iraq Programme in November 2003, I came back to my previous position in FAO HQ, Rome, as Purchasing Assistant for the Emergency Operations and Rehabilitation Division.

Job Title Contracts Assistant	Type of Business Procurement	From - To 01/04/1990 - 01/07/2000
Name of Employer FAO of the UN	Name of Supervisor George Politis	

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
43276	49719	EUR	Is this a position within the UN Common System? Yes

Telephone Number 390657056702	Email Address george.politis@fao.org
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Address of Employer
Italy

Number of Employees Supervised by You
0

Description of Duties

Under the overall guidance and supervision of the Chief Procurement Service, my duties and responsibilities were as follows: Assisted the Chief and Contract Officer in the acquisition of a wide variety of goods and services worldwide; Reviewed, recorded and prioritized contract requests and obtained additional information/documentation as required; Determined the availability of vendors and funding sources; Monitored status of existing requisitions, maintained contact with suppliers to ensure timely delivery of goods and services, coordinated shipment of goods/commodities/ equipment, verified receipt and inspection of deliverables and accurate reporting, as and when required; Issued tender documents (Requests for Quotation, Invitations to Bid, Requests for Proposal) based on the nature of requirements and cost of procurement involved; Submitted offers received for Technical Evaluation to the Technical Sections; Prepared abstracts of offers and compiled data contained in quotations, proposals and bids to determine which supplier can deliver the required goods/services at the best terms and lowest costs possible; Finalized purchase orders and contracts; Prepared submission to the Contracts Committee for review and subsequent approval by the authorized official; Assisted relevant Officers in complex, high value purchase/contract operations; Coordinated distribution of procurement documents to concerned parties, ensured appropriate follow-up action; Maintained relevant internal databases and files; Kept track of all contractual agreements, systems contracts, etc. and informed concerned users of contractual rights and obligations; Researched, retrieved and presented information from a variety of internal and external sources on sources of supply, vendors by commodity, etc., and obtained specifications for new products and equipment on the market; Drafted routine correspondence; carried out procurement emergency missions (in Mozambique and Zimbabwe).

Summarize any of Your Achievements

I began my procurement experience as a Contracts Assistant; during this period I had the opportunity to work on very interesting case files and to establish a substantial quantity of contracts of different nature for a variety of services related to food and agriculture, e.g. services of air spraying of poppy fields in Afghanistan, spraying for eradication of crickets in various regions of Africa, etc. I was working with contracts in two languages; English and French, but in some instances I was requested to establish contract in Spanish language, as the only procurement staff speaking Spanish. After ten years dedication to the FAO Contracts Office during which I had the opportunity to deepen my knowledge of FAO contracts and Procurement Manual, I obtained a promotion and switched to the FAO Purchasing Office, which kept expanding my procurement experience. My continuous willingness to learn enabled me to become a fully efficient member of the FAO Procurement Service, of which I contributed to the successful performance.

Reasons for Leaving

In August 2000, I was designated by the Chief Procurement Service, the Director Administrative Services, and the Chief, Emergency Operations and Rehabilitation Division, to go to the FAO Coordination Office in Erbil, Northern Iraq, in order to establish a Procurement Unit, including all the related tasks and responsibilities as described above.

Job Title	Type of Business	From - To
Administrative Assistant, Finance	Finance Section	01/07/1988 - 01/03/1990
Name of Employer	Name of Supervisor	
FAO of the UN	Mr. Stefano Cesarano	
Salaries per Annum:		
Starting	Final	Currency Paid
40465	41000	EUR
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? Yes
Telephone Number	Email Address	
Address of Employer		
Italy		
Number of Employees Supervised by You		
0		
Description of Duties		
Under the general supervision of the Chief Finance, my main duties included: daily contacts with the various divisions of FAO concerning official travel of their respective officers; forwarding of detailed travel plans to various FAO representations throughout the world, requesting government clearance and authorizing payment of per diem as necessary; arranged for insurance of excess baggage for official travel, acted as intermediary between the claimant and the Insurance Company.		
Summarize any of Your Achievements		
I contributed to a performing Finance/Travel Unit, ensuring proper coordination between the related offices to enable satisfactory travel and timely administrative arrangements for FAO Consultants and Officers in duty travel.		
Reasons for Leaving		
Promotion to Contracts Assistant, FAO Procurement Service, in April 1990.		

Job Title	Type of Business	From - To
Administrative Assistant, Legal Office	Legal Office	01/07/1986 - 01/06/1988
Name of Employer	Name of Supervisor	
FAO of the UN	Mr. Gerald Moore, Legal Counsel	
Salaries per Annum:		
Starting	Final	Currency Paid
40465	41840	EUR
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? Yes
Telephone Number	Email Address	
39065705		
Address of Employer		
Italy		
Number of Employees Supervised by You		
Description of Duties		
Under the direct supervision of the Legal Counsel, my duties were as follows: editing and finalization of official reports prepared by consultants with a view to assisting governments of developing countries with the implementation of national legislations (generally Fishery Legislation Compendium); provided administrative assistance to newly arrived consultants; assisted with the organization of official travel, workshops, meetings and publications.		
Summarize any of Your Achievements		
By undertaking editing of reports with attention and responsibility and taking into consideration the time constraints, including remaining beyond working hours in order to finalize urgent reports, I contributed to a performing Legal Office by submitting finalized reports in time to enable timely submission to the concerned entities/governments.		
Reasons for Leaving		
No more funds were available for this position; however, in view of my successful services/performance in the Legal Office, FAO proposed me a lateral switch to FAO Travel/Finance Office, which I accepted.		

Job Title	Type of Business	From - To
Administrative Assistant	Import Export	01/10/1981 - 01/05/1985
Name of Employer	Name of Supervisor	

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
50000	50000	CHF	Is this a position within the UN Common System? No

Telephone Number

Email Address

Address of Employer

Switzerland

Number of Employees Supervised by You

0

Description of Duties

From 1981 to 1983 I worked with Codefine S.A., an international trading and manufacturing company present worldwide in barter trades, carpet, textile and packaging industries, in more than 50 countries around the globe, serving a diverse array of industries. Under the direct supervision of the Director, my duties consisted in daily communication and coordination (by telephone, telex, fax) with the manufacturers and the clients in order to buy and sell packaging row products. From 1984 to 1985 I worked for Inter-Emploi, Lausanne, Switzerland, an interim employment agency for short contracts. During that period, I worked for a bank (Crédit Suisse), in a Lawyer's office and for some other companies for short period contracts. During that period I also worked during a short period (about two months) as an Assistant in a Art Gallery in Switzerland; an antiques expert had rented the "Chateau d'Allaman" where he had settled a permanent exhibition of antiques; I was responsible for guiding the visitors, providing them information about antiques upon request.

Summarize any of Your Achievements

I was very motivated to learn through my first professional experiences, I therefore provided excellent services to all these employers.

Reasons for Leaving

I left Switzerland in 1985 and went to Rome, Italy; I joined the Food and Agriculture Organization of the United Nations (FAO) in July 1986.

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

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

Language	Mother Tongue	Speak	Read	Write	Understand
Italian	No	Easily	Easily	Easily	Easily

Address

c/o ONUCI
Ancien Hôtel Sebroko, Boulevard de la Paix
Abidjan Cote d'Ivoire
Telephone: 225-2023 extension 7225
Fax: 225-05 990209
Contact: Ludmilla Zettel

Address

Via Fonte Tartaruga 8
Trevignano Romano RM Italy
Telephone: 39-06-9985117
Fax: 39-340-6402194
Contact: Ludmilla Zettel

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
Regina GAMBINO	Procurement Strategy and Monitoring Officer	Viale delle Terme di Caracalla Italy	390657056324 regina.gambino@fao.org
Paolo GROPPPO	Land Tenure System Analysis Officer, FAO	FAO of the UN Italy	390657054741 paolo.groppo@fao.org
Thierry KAISER	Senior Legal Advisor, ONUCI	c/o ONUCI Italy	kaiser@un.org