

Profiles included in this document

	Name	Index	DOB	Gender	Nationality	EMail
1.	SUBAI, John	673496	12/03/1954	M	KEN	subai@un.org
2.	TEFULA, Moses	963930	26/09/1957	M	UGA	tefula@un.org
3.	THAMBURAN, Ramavarmaregunathan		30/11/1955	M	IND	thamburan@un.org
4.	VALUTSKIY, Igor	295538	27/01/1965	M	RUS	valutskiy@un.org
5.	WEISZEGGER, Wolfgang	708257	08/08/1960	M	AUS	weiszegger@un.org

Personal History Profile for John SUBAI

General Details

- | | | | |
|--|--------------------------------|---|-------------------------------------|
| 1. Family name
SUBAI | First Name
John | Middle Name
Wanyama | Maiden Name, (if any) |
| 2. Date of Birth
12/03/1954 | 3. City of Birth
Soy | Country of Birth
Kenya | Index No
673496 |
| 4. Country of Nationality at Birth
Kenya | Second Nationality (if any) | 5. Country of Present Nationality
Kenya | Second Nationality (if any) |
| 6. Gender
Male | 7. Height [cm]
173 | 8. Weight [kg]
83 | 9. Marital Status
Married |
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities.
Are there any limitations on your ability to engage in all travel? **No**
- Are there any limitations on your ability to perform in your prospective field of work? **No**
11. Have you taken up legal permanent residence status in any country other than that of your nationality? **No**
13. What is your preferred field of work? **Administrative specialists**
14. Would you accept employment for less than six months? **Yes**
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? **01/01/2001**
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? **No**
18. Email Address: **subai@un.org**

Education

List all university degrees or equivalent qualifications obtained.

University Name Strathclyde University	City, Country Glasgow United Kingdom	From - To Sep-1991 - Dec-1992
Main Course of Study Finance	Field of Study Business & Administration	
Degree Title or Equivalent Masters of Business Administration	Degree Type Masters	

University Name Strathmore University (Formerly Strathmore College)	City, Country Nairobi Kenya	From - To Jan-1977 - Jun-1984
Main Course of Study Accounting	Field of Study Business & Administration	
Degree Title or Equivalent Certified Public Accountant	Degree Type Undergraduate degree	

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

Name of School Mangu High School	City, Country Thika Kenya	From - To Feb-1971 - Nov-1975
Main Course of Study Maths, Physics, Chemistry, Biology, Health Science, English, Kiswahili, Geography		Certificate or Diploma East African Certificate of Education

Employment

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

Job Title Chief Finance Officer	Type of Business Peacekeeping	From - To 01/12/2008 -
Name of Employer United Nations African Union Mission in Darfur (UNAMID)		Name of Supervisor Beatrice Kyei-Asare
Salaries per Annum: Starting 110000	Final 112000	Currency Paid USD
Telephone Number	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? Yes
Address of Employer Sudan	Email Address subai@un.org	
Number of Employees Supervised by You		

Description of Duties

This the largest UN Peacekeeping Mision with a budget of over US\$ 1.5 Billion. I advise the mission on all financial matters of the mission. I provide advice and guidance to the other components of the Mission and ensure that financial procedures, UN Regulations and Rules pertaining to financial matters are adhered to. I plan, coordinate, supervise and direct the work of the Finance Section. I continuously review Internal Controls to ensure that accounting principles and UN Financial Regulations and Rules that underpin the operations of the Finance Section are adhered to. On daily basis, monitoring the bank balances at Bank of Khartoum and Citibank and making necessary transfers from Citiank to Bank of Khartoum as and when necessary. Thorough review of monthly cash flow and preparation of request for remittance of funds from UNHQ to Citibank. Progressive review of major and specific accounts and entries taking place therein in order to ascertain appropriateness, veracity, completeness and accuracy of the financial transaction. This enhances quality of the accounts review at month end. Review of bank reconciliations and the follow up of the clearance of problematic outstanding items in the reconciliation. Review of receivables and identification of those with recovery difficulties in order to pay special attention and follow up. Ensure that ageing of the receivables takes place at least twice a month to help accurate follow up. Review payables to ensure that payables over three months are cleared and if still outstanding proper action is in place to trace the recipient. Review unliquidated obligations for EOM and seek explanations for savings from respective cost centre. Ensuring that staff are continually trained and empowered to take on new responsibilities.

Summarize any of Your Achievements

There were long delays in the payment of F10 claims to all UNAMID personnel. I organised and the staff and guided them in clearing the F10 pile from over 2500 F10 claims outstanding some over one year to current number of 250 cleared on monthly basis. Vendors payments delays have been brought down from over 9 months to 45 days. 18 National Staff were recruited and are now undergoing training. This will strengthen the section and help in capacity building of the national staff. Since my arrival in December 2008, thorough reviews of unliquidated obligations were carried out culminating into a well supported balances being carried over to the new financial year. I involve Cost Centre Managers in a continuous conversation with regard to budget execution of their business ranging from raising of requisitions in a timely manner to enable procurement take appropriate actions. After the purchase orders have been raised alerting them about the age of the outstanding POs so that follow up process can be sustained with regard to delivery of goods or services and eventually updating on impediments to payment process. In my capacity as the alternate LCC Chairman, I was able to guide, towards the end of the financial year, 15 LCC cases to successful conclusion within 10 days and have POs raised.

Reasons for Leaving

In the span of my working life of over 25 years I have spent the entire period performing finance jobs in the various aspects of financial sphere ranging from accounting and financial management, cost accounting and management accounting, credit control, taxation, administration, budgeting and auditing. Since 1988 all the finance posts that I have held were at managerial level that involved corporate/ organizational decision making and developing strategies for efficient and effective financial management. As a Chief Finance Officer in the UNMIL and UNAMID I have delved further in other areas like LCC, LCRB, LPSB, SPA and other committes. These and interactions with my colleagues form different section, have brought home other aspects of the functioning of missions and enriched my experience. I am now about to complete the year long SMART training that has been a combination of wading through various management modules, case studies and week long workshops/ hands in Brindisi. This training has been an eye-opener with regard entire operation of a mission. With this training, my past training and experience, I believe I am ready to take on higher responsibilities. I now seek and would like to move to new functional areas of administration like Chief Administrative Services, Chief Mission Support, Chief Administrative Officer or in IOT at UNHQ.

Job Title Chief Finance Officer	Type of Business Peacekeeping	From - To 01/07/2007 - 01/12/2008
Name of Employer United Nations Mission in Liberia	Name of Supervisor Ms. Stephani Scheer	
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 subai@un.org or wanyamaj@hotmail.com	
Address of Employer Liberia		
Number of Employees Supervised by You 42		
Description of Duties Responsible for the running of Finance Section that handles all the financial matters of the mission. I provide advice and guidance to the other components of the Mission and ensure that financial procedures, UN Regulations and Rules pertaining to financial matters are adhered to. I plan, coordinate, supervise and direct the work of the Finance Section. I periodically carry out Buiness Review Process to incorporate emerging requirements in line with UN developmentd from the Head Quarter or as initiative from in the field to take into consideration emerging realities on the ground. I continuously review Internal Controls to ensure that accounting principles and UN Financial Regulations and Rules that underpin the operations of the Finance Section are adhered to. On daily basis, monitoring the bank balances at Ecobank and J P Morgan Chase Bank and making necessary transfers from J P Morgan Chase Bank to Ecobank as and when necessary. Thorough review of monthly cash flow and preparation of request for remittance of funds from UNHQ to J P Morgan. Progressive review of major and specific accounts and entries taking place therein in order to ascertain appropriateness, veracity and accuracy of the financial transaction. This enhances quality of the accounts review at month end. Review of bank reconciliations and the follow up of the clearance of problematic outstanding items in the reconciliation. Review of receivables and identification of those with recovery difficulties in order to pay special attention and follow up. Ensure that ageing of the receivables takes place at least twice a month to help accurate follow up. Review payables to ensure that payables over three months are cleared and if still outstanding proper action is in place to trace the recipient. Review unliquidated obligations for EOM and seek explanations for savings from respective cost centre managers.		
Summarize any of Your Achievements Instituted internal controls in all aspects of business transaction. Playing major decision making roles in Mission Committees such as the Chairman of the Local Comittee on Contracts, Chairman of Local Property Survey Board, Local Claims Review Board as member, Rebutal Committee as member and SPA committee as member.		
Reasons for Leaving Gain new experience		

Job Title Chief, Accounts Unit	Type of Business Peacekeeping	From - To 01/12/2004 - 01/06/2007
Name of Employer United Nations Mission in Liberia	Name of Supervisor Melisse Gebre-Egzi	
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 subai@un.org	
Address of Employer Liberia		
Number of Employees Supervised by You 10		

Description of Duties

Entering mission obligations in Sun System, preparation of monthly accounts, review of receivables and payables, IOVs and Intermission Billing, attending Tender Opening, Approving Officer in the mission, year end closing, continuous review of unliquidated obligations, releasing of obligations, reviewing bank reconciliations, coordinating with local bank and J.P. Morgan Chase, carrying out surprise cash counts, planning and execution of DRRR payments, planning and execution of polling staff payments, OIC Finance Section when the CFO is away.

Summarize any of Your Achievements

Reduction in DRRR outstanding, good quality of monthly accounts. Training staff in accounting, supervision and Sun Systems. Supervised the planning and execution of salary payments of over 36,000 polling staff during the General Elections in Liberia. I am usually the OIC Finance when CFO is away on leave or official business.

Reasons for Leaving

Still here. Moved up the ladder to Chief Finance Officer at P5

Job Title Head of Accounts and Payments	Type of Business Treasury	From - To 01/01/2001 - 01/12/2004
Name of Employer United Nations Mission of Support in East Timor	Name of Supervisor Utpal Kumar Maitra	
Salaries per Annum: Starting 87505	Final 99199	Currency Paid USD
Telephone Number	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? Yes
Address of Employer Australia	Email Address subai@un.org	
Number of Employees Supervised by You 10	Description of Duties Preparation of monthly, quarterly and final accounts. Preparation of Treasury budget and I was a member of Ministry of Finance Budget Committee. Budget execution from appropriations, allocations, obligations to payments. Using the FMIS software - Freebalance to produce accounts, financial statements and reports. Training of the local staff in all aspects of accounting and finance. Overseeing the payroll function handled through "Chris" Software. Signing cheques and bank transfers. Carrying out bank reconciliation of the Consolidated Fund of East Timor. Overseeing all other reconciliations. Coordination of Interim and Final Audit and preparing answers on audit issues raised. Acting as Director of the Treasury when the Director was away on leave. I was in charge of coordinating financial reports emanating from projects under the auspices of the Trust Fund of East Timor whose Trustee was the World Bank. I am familiar with Sun System and conversant with UN financial regulations and rules.	
Summarize any of Your Achievements Involved in setting up the Treasury. I was a co-project manager in the development and implementation of the accounting software - Freebalance. Carried out a comparative study between the Sun Accounting and Sun Business System and Freebalance which is in use in the Treasury. Coaching and mentoring of local staff. Opening sub-treasury offices in the districts. Provided technical input in the development of two Acts - Budget and Financial Management and Procurement. I was involved in developing a Treasury Manual.	Reasons for Leaving To take up a new challenge of developing my career in the UN core finance. My training and experience can enable me to also work in the area of administration or procurement. The mission was coming to an end.	

Job Title Director	Type of Business Accounting and transport	From - To 01/02/1994 - 01/12/2000
Name of Employer Self employed	Name of Supervisor Self	
Salaries per Annum: Starting 1400000	Final 2800000	Currency Paid KES
Telephone Number	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? No
Address of Employer Kenya	Email Address wanyamaj@hotmail.com	
Number of Employees Supervised by You 24	Description of Duties Accounting, taxation and business development work for small businesses. Transportation of sugar cane using tractors and cane trailers for Nzoia Sugar Company as a contractor.	
Summarize any of Your Achievements Helped small business enterprises start up. Initially increased my income and created employment.	Reasons for Leaving Perennial poor performance of the Kenyan economy and the long closure of Nzoia Sugar Company.	

Job Title Financial Controller then Business Development Manager	Type of Business Cement Manufacturing	From - To 01/07/1988 - 01/02/1994
Name of Employer East African Portland Cement Company Ltd	Name of Supervisor John Maina	
Salaries per Annum: Starting 596190	Final 840000	Currency Paid KES
Telephone Number	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? No
	Email Address	

25404520627

Address of Employer

Kenya

Number of Employees Supervised by You

25

Description of Duties

As the Financial Controller, I was in charge of accounts, sales/ marketing and purchasing departments. Accounts section covered financial accounting, costing, payroll and computer units. I designed and brought into focus costing elements in the production of cement and enabled accurate pricing in the face of incessant competition. I changed purchasing methods by establishing a register of credible suppliers, proactively planning for overseas purchases to avoid over or under stocking, applying Just-In -Time principles in purchase of high value items and encouraging some of the suppliers to supply goods on consignment basis. In marketing, I put in place an aggressive marketing strategy that involved product promotion, pricing based on penetration strategy, opening of depots to crowd out competition and establishment of a formidable distributor network. I then moved on to become the new Business Development Manager and I was charged with the responsibility of assessing, identifying and proposing new strategies and the overall direction the company was to take in reengineering its functions and products. This, among other tasks, involved expansion of the factory, restructuring of the Human Resources and seeking offshore funding for the expansion of the factory. I participated actively in negotiating with the Staff Union in the rationalization of the tasks and the staff to perform those tasks. I handled all matters pertaining to internal, external audit and the company shares trading activities on the Nairobi Stock Exchange. I had staff of between 20 and 30 under my division. I reported to the Managing Director.

Summarize any of Your Achievements

I was the core team that changed the factory from "wet processing to dry processing which achieved a cut in production cost by 30%. I spearheaded the opening of an export market in Uganda in effect changing the company from a sales to a marketing oriented (this after getting my MBA in U.K)

Reasons for Leaving

To start my own business.

Job Title	Type of Business	From - To
Finance and Administration Manager	General Insurance	01/01/1988 - 01/06/1988
Name of Employer		Name of Supervisor
Kenya Arab Orient Insurance Company Ltd		Obondo
Salaries per Annum:		
Starting	Final	Currency Paid
299950	299950	KES
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number		Email Address
Address of Employer		
Kenya		
Number of Employees Supervised by You		
6		
Description of Duties		
Preparation of monthly, quarterly and final accounts. Preparation of budget and producing variance reports. In charge of Human Resource function ie recruitment, training, appraisals etc.		
Summarize any of Your Achievements		
Established accounting and human resource procedures.		
Reasons for Leaving		
I went for a well paying job with bigger responsibilities.		

Job Title	Type of Business	From - To
Deputy Chief Accountant	Composite insurance	01/07/1985 - 01/12/1988
Name of Employer		Name of Supervisor
Jubilee Insurance Company Ltd		Lalji
Salaries per Annum:		
Starting	Final	Currency Paid
179970	243740	KES
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number		Email Address
Address of Employer		
Kenya		
Number of Employees Supervised by You		
12		
Description of Duties		
Managing the Life Fund and its investments. Preparation of monthly accounts and budgets and controlling the Treasury.		
Summarize any of Your Achievements		
Prudent management of excess liquidity by investing in appropriate instruments and keeping close watch on the stock exchange. Evaluating life investments with help of Actuaries.		
Reasons for Leaving		
Better terms.		

Job Title	Type of Business	From - To
Internal Auditor and later Reinsurance Accountant	Reinsurance	01/08/1982 - 01/06/1985
Name of Employer		Name of Supervisor
Kenya Reinsurance Corporation		Naftali Mogere

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
50000	60000	KES	Is this a position within the UN Common System? No

Telephone Number
2542020240188

Email Address
info@kenyare.co.ke

Address of Employer
Kenya

Number of Employees Supervised by You
2

Description of Duties
As Internal Auditor, I prepared audit programme after carrying out a thorough business review process of the systems, procedures and internal controls. I carried out audits as per audit programmes and in addition also performed ad hoc audits as per management requirements. I liaised with external auditors to avoid duplication of effort and to enhance their reliance on internal audit reports. As the Reinsurance Accountant maintained records and prepared reinsurance accounts on monthly basis. The job also involved coordination of insurance and reinsurance premiums and claims and working out profitability or losses accruing on the large and risky policies.

Summarize any of Your Achievements
Setting up of Audit Department.

Reasons for Leaving
For better prospects

Job Title Assistant Accountant then Credit Controller then Personnel and Office Administration Manager	Type of Business Trading in packaging tapes, Health Care Products etc	From - To 01/06/1979 - 01/07/1982
Name of Employer 3M Kenya Ltd.	Name of Supervisor Charles Onyancha	

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
36000	57600	KES	Is this a position within the UN Common System? No

Telephone Number
254202730626

Email Address
3MKenya@mmm.com

Address of Employer
Kenya

Number of Employees Supervised by You

Description of Duties
As an Assistant Accountant I recorded all the financial transactions in the subsidiary ledgers. I posted and balanced the General Ledger and drew up the Trial Balance. I prepared the Trading Account, Profit and Loss Account and Balance Sheet monthly. I also prepared the salaries and commissions for the marketing and sales personnel. I also maintained the assets register. As the Credit Controller, I was in charge of preparing the receivables records and ageing analysis. This was a large operation as 90% of our sales were on credit. I carried out credit analysis and review before rating prospective customers as to the amount of credit they would qualify for. I collected the debts and instituted legal process against those who failed to pay. As a Personnel and Office Administration Officer, I prepared job descriptions based on the tasks, advertised for vacant posts, constituted the panel of interviewers, after interviews carried evaluations with respective divisions, selected the right candidates and sent out the appointment letters. I was also involved in performance evaluations, promotions and dismissals. I represented the company in negotiations with the Staff Union and in the Industrial Court in case of disputes.

Summarize any of Your Achievements
Outstanding receivables were reduced drastically. Deadlines for Financial Statements were met. There was industrial harmony and great staff development.

Reasons for Leaving
Better prospects

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

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

For clerical grades only:

Indicate typing speed in words per minute: English - 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

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

Language	Mother Tongue	Speak	Read	Write	Understand
Indonesian	No	Not easily	Not easily	Not easily	Not easily
Luyia	Yes	Easily	Easily	Easily	Easily
Kiswahili	No	Easily	Easily	Easily	Easily

Address

P.O Box 48026 0100
Nairobi Nairobi Kenya
Telephone: 254-0722241612

Fax: 254-0722241612

Contact: John Subai

Address

United Nations African Union Mission in Darfur (UNAMID)

P.O. Box 5041 Grand Central Station New York, NY 10163

El Fasher El Fasher Sudan

Telephone: +1-917-3672702 extension 3767

Fax: +249-922410196

Contact: John Subai

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
Ismaila CEESAY	Financial Specialist	The World Bank 20-A Sharah-e-Jamhuriat P.O. Box 1025 Islamabad Pakistan	92512279641 icesay@worldbank.org
Mikisi JOHN	Accountant	Total Kenya Ltd P.O Box 30736 Nairobi Pakistan	mikisi@total.co.ke
Charles ORINA	Policy and Budget Advisor	Nandi Tea Company Ltd Pakistan	c.orina@nandi.easternproduce.co.ke

Personal History Profile for Moses TEFULA

General Details

1. Family name TEFULA	First Name Moses	Middle Name	Maiden Name, (if any)
2. Date of Birth 26/09/1957	3. City of Birth Nawanende	Country of Birth Uganda	Index No 963930
4. Country of Nationality at Birth Uganda	Second Nationality (if any)	5. Country of Present Nationality Uganda	Second Nationality (if any)
6. Gender Male	7. Height [cm] 167	8. Weight [kg] 74	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? **Financial management specialists**

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

15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? **01/06/2009**

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: **tefula@un.org**

Education

List all university degrees or equivalent qualifications obtained.

University Name Makerere University	City, Country Kampala Uganda	From - To Jul-1976 - Mar-1979
Main Course of Study Banking	Field of Study Business & Administration	
Degree Title or Equivalent Bachelor of Commerce	Degree Type Degree	

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

Name of School United Nations Department of Field Support	City, Country Brindisi Italy	From - To Jan-2008 - Dec-2008
Main Course of Study Administration (Modules: Human Resources, Procurement, Logistics, Finance)		Certificate or Diploma Senior Management Administration & Resource Training (SMART)

Name of School Namasagali College	City, Country Kamuli Uganda	From - To Jan-1970 - Nov-1975
Main Course of Study English, Mathematics, History, Geography, Biology, Physical Science, Economics, Art, Literature		Certificate or Diploma Ordinary and Advanced School Certificates of Education

Employment

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

Job Title Chief Budget Officer (P5)	Type of Business United Nations Peace Keeping Operations	From - To 01/06/2007 -
Name of Employer United Nations Mission in the Democratic Republic of Congo (MONUC)		Name of Supervisor Hany Abdel-Aziz
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 tefula@un.org	
Address of Employer Congo, Dem. Rep.		
Number of Employees Supervised by You ..		

Description of Duties

1. The UN Mission in DRC (MONUC) is one of the largest missions in the UN system, with an annual budget of \$1.4 billion from assessed contributions, and \$ 4.5 million voluntary contributions earmarked for specific projects. The Chief Budget Officer (CBO) reports directly to the Director of Mission Support and is a member of the Senior Management Planning Team in the Division of Mission Support. 2. Provision of technical leadership and coordination of budget preparation and performance reporting for both the regular and extra-budgetary funding including guiding cost centres and programme managers on methodologies (RBB), formulation of staffing proposals and preparation of costs estimates. The CBO is responsible for the review and collation of Mission budget for submission to UNHQ. 3. Member of the mission team that defends budget proposals before the ACABQ, including the preparation of required written responses to both the ACABQ and Fifth Committee through the Office of the Controller. 4. During budget implementation, the CBO is responsible for monitoring resource utilization to ensure that they are used for approved purposes within the allotted limits, and that any redeployments are processed according to the financial rules and regulations. 5. The mission also manages trust funds earmarked for specific projects and/or programmes. The Chief Budget Officer reviews draft MOUs and advises Director of Mission Support and SRSG to ensure that policy and administrative procedures are observed and prepares analyses of the financial implications. 6. The Budget Section handles the mission's post management (over 4000 posts) and coordinates with Human Resources Section in the preparation of staffing tables (vacancy rates/incumbency ratios, gender and geographical representation). 7. Liaison and coordination with UNHQ on budgetary and expenditure matters. 8. OIC Administrative Services in absence of Chief Administrative Services as and when required.

Summarize any of Your Achievements

Timely submission of budget to UNHQ that reflected the operational requirements of the mission; Approval by legislative bodies of the mission's 2009/2010 budget with less than 5% reduction in resources proposed;

Reasons for Leaving

N/A

Job Title	Type of Business	From - To
Deputy Chief of Budget	United Nations Agency	01/10/2004 - 01/06/2007
Name of Employer	Name of Supervisor	
United Nations Relief and Works Agency	Bruce Neese	
Salaries per Annum:		
Starting	Final	Currency Paid
95011	100019	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	
9728677512		
Address of Employer		
Israel		
Number of Employees Supervised by You		
15		
Description of Duties		
<p>1. Besides deputizing for the Chief of Budget, I was directly responsible for the supervision of Programmes and Projects Unit within the Budget Section whose total projects budget was \$80 million in 2006. The projects intended to improve housing in camps for Palestine refugees located in Gaza, West Bank, Lebanon, Syria and Jordan. They included land surveys, shelter rehabilitation, water supply, improvement of sewerage and drainage systems, pavement of roads and alleys, shore protection etc. 2. Reviewed project proposals and draft MOUs in close collaboration with External Relations Office (responsible for donor relations and fund raising) prior to submission to donors. 3. Conducted periodic reviews on the status of all donor-funded projects to ensure that implementation was in accordance with terms and conditions agreed with donors. 4. Drafted Agency's strategic framework (medium term plan) for consideration by the Programme and Budget Committee (PBC) and top management; 5. Coordinated programme planning and reviewed submissions by programme directors; Guided the programme managers on results based budgeting methodology in the formulation of the logical framework (objectives, strategies and performance indicators); 6. Served as Secretary to the Agency's Programme and Budget Committee (PBC) chaired by the Deputy Commissioner-General, with Programme Directors, the Comptroller, Director of Operations and Chief of Budget as members. 7. Responded to queries from UN HQ (New York) Office of Programming and Budgeting; 8. Coordinated and supervised externally sourced "Accounting Technician Diploma" training to 60 local staff based in Gaza, West Bank, Lebanon, Syria and Jordan 7. Was a member of the Agency's IPSAS steering team.</p>		
Summarize any of Your Achievements		
<p>1.UNRWA Comptroller approved my updated version of budget technical instructions; 2. Commended for excellent guidance provided to programme managers on the formulation of performance indicators for results based budgeting. 3. Successfully completed foundation modules of accounting training (British Accounting Technicians Diploma) for 60 area staff with 97% pass rate;</p>		
Reasons for Leaving		
<p>Selected through competitive interview process for a P5 post in DPKO as Chief Budget Officer for MONUC; but opted to keep UNRWA contract to serve on reimbursable loan.</p>		

Job Title	Type of Business	From - To
Chief Accountant	Civilian Support Group - Assigned to Banking & Payments Authority	01/06/2002 - 01/09/2004
Name of Employer	Name of Supervisor	
United Nations Mission in East Timor	Luis Quintaneiro	
Salaries per Annum:		
Starting	Final	Currency Paid
91320	104102	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	
	tefula@un.org	
Address of Employer		
East Timor		
Number of Employees Supervised by You		
5		
Description of Duties		
<p>1. Member of executive-management team composed of five heads of departments, and chaired by the UN/IMF expert (D2) General Manager. I was in charge of accounting and budget functions of BPA; Chairman of the Procurement Committee; 2. Supervision, training and development of local staff 3. Installation and management of internal control procedures 4. Maintenance and supervision of all data security provisions, especially in regard to financial and management information reporting 5. Liaise with external auditors for certifying financial statements and quality assurance systems</p>		
Summarize any of Your Achievements		
<p>1. BPA's budget proposals submitted to the Ministry of Finance were approved at the first hearing. 2. Developed accounting policy document approved by the Governing Board. 3. Produced internal control and budgetary procedures document. 4. Developed syllabus and conducted seminars to supplement on-job training for Timorese national staff.</p>		

Reasons for Leaving

(1) The mission was expected to wind up in May 2005 (2) I was offered a P4 post under 100 series by UNRWA. Although it was at a lower level, the contractual terms were better than P5 300 series.

Job Title Postdoctoral Fellow	Type of Business Academic research and teaching	From - To 01/10/2001 - 01/05/2002
Name of Employer University of Manchester, IDPM	Name of Supervisor Professor Colin Kirkpatrick	
Salaries per Annum: Starting 10000	Final 10000	Currency Paid GBP
Telephone Number 44161275 2800	Email Address colin.kirkpatrick@man.ac.uk	
Address of Employer United Kingdom		
Number of Employees Supervised by You 0		
Description of Duties 1. Conducted Lectures for MSc Development Finance and short tailor-made programmes in micro-finance 2. Researched on credit risk modelling and bank performance in developing countries 3. Reviewed draft consulting reports on the banking sectors in developing countries. 4. Data analysis in evaluating the competitiveness of the banking sector in Uganda.		
Summarize any of Your Achievements My paper on "Identifying Problem Banks in Sub-Sahara Africa" was accepted and published by The Journal of African Finance.		
Reasons for Leaving Appointment by UNMISSET to Banking & Payments Authority of East Timor		

Job Title PhD Scholar & Teaching Assistant	Type of Business University	From - To 01/10/1998 - 01/09/2001
Name of Employer University of Birmingham	Name of Supervisor Professor Victor Murinde	
Salaries per Annum: Starting 10000	Final 10000	Currency Paid GBP
Telephone Number	Email Address	
Address of Employer United Kingdom		
Number of Employees Supervised by You 0		
Description of Duties Conducted tutorialaals in the following modules: 1. Accounting for Managers (MBA module) 2. Finance for Managers (MBA module) 3. International Business Finance (MSc Accounting & Finance module) 4. Financial Accounting (BSc accounting module)		
Summarize any of Your Achievements Completed PhD research within prescribed time limit, concurrent with professional accountancy certification of the Chartered Institute of Management Accountants		
Reasons for Leaving Appointment to University of Manchester		

Job Title Secretary General / Chief Executive	Type of Business Business Association	From - To 01/06/1997 - 01/09/1998
Name of Employer Uganda National Chamber of Commerce and Industry	Name of Supervisor Bonny M. Katatumba	
Salaries per Annum: Starting 24000000	Final 26400000	Currency Paid UGS
Telephone Number	Email Address	
Address of Employer Uganda		
Number of Employees Supervised by You 57		
Description of Duties I was hired under the auspices of a USAID sponsored programme as Chief Executive to restructure the administrative and financial management of the Chamber. I was the Chief Accounting Officer responsible for financial planning and control, including the introduction of new financial regulations and internal control procedures. I was responsible for programme budgets funded by donor agencies, particularly USAID/PRESTO project and UNDP/Private Sector Development Programme. I represented UNCCI to collaborate with UNDP/Private Sector Development Programme to formulate the design and operational plans of village banks in Uganda.		
Summarize any of Your Achievements		

The UNCCI had not produced statutory financial reports three years prior to my joining. The situation improved during my stewardship by producing periodic financial statements, including annual audited statements that were submitted to the Delegates Conference.

Reasons for Leaving

Further training (PhD) at University of Birmingham and work as Teaching Assistant

Job Title Deputy General Manager	Type of Business Banking	From - To 01/11/1992 - 01/09/1995
Name of Employer The Cooperative Bank Ltd	Name of Supervisor Godfrey Nsubuga	
Salaries per Annum: Starting 12000000	Final 16000000	Currency Paid UGS
Telephone Number	Is this a civil servant position of your Government? No	
Address of Employer Uganda	Is this a position within the UN Common System? No	
Number of Employees Supervised by You 28	Email Address	
Description of Duties 1. Headed the Credit Division and chaired all Credit Committees (until April 1994 when I became counter-part to an expatriate under the Financial Sector Restructuring Programme). 2. Supervised small farmer credit programmes, under the Co-operative Credit Scheme (CCS). I also designed and conducted training programmes for co-operative societies' officials who participated in the bank's loan schemes 3. I was a member of the Bank's Budget Committee, which reviewed proposals from various departments to consolidate a corporate budget. 4. Reviewed customer proposals and business plans for credit financing, and offered professional advice on appropriate and cost-effective methods of financing. 5. Advised the Board of Directors on credit and investment policies and co-ordinated donor-funded activities of the Bank.		
Summarize any of Your Achievements Introduced credit appraisal guidelines, reviewed and updated the Bank's controls and systems for analysis, approval, disbursements, monitoring and recovery of credit. I also redesigned loan accounting and reporting formats for monitoring and control.		
Reasons for Leaving Further studies to Napier University, Edinburgh, United Kingdom		

Job Title Financial Programmes Manager	Type of Business Cooperative finance	From - To 01/10/1989 - 01/10/1992
Name of Employer Uganda Cooperative Alliance	Name of Supervisor Leonard Msemakweli	
Salaries per Annum: Starting 5000000	Final 7500000	Currency Paid UGS
Telephone Number	Is this a civil servant position of your Government? No	
Address of Employer Uganda	Is this a position within the UN Common System? No	
Number of Employees Supervised by You 35	Email Address	
Description of Duties 1. Head of USAID funded PL-480 programme, a monetization program for funding development projects through cooperatives; Evaluated projects presented by borrowers, within the framework of the development objectives set by the policy committees 2. Responsible for project administration, team management and financial management & control 3. Coordinated with internal and external auditors to review financial operations of the project (this included the united states general accounting office personnel who were commissioned by USAID, the financiers of the project)		
Summarize any of Your Achievements Successfully installed accounting and budgetary controls systems for the project at its inception and achieved clean audit reports, including the US Government Accounting Office, representing the interests of the donors, to review the financial management of the PL-480 programme.		
Reasons for Leaving Appointment to the Cooperative Bank		

Job Title Manager/Accountant	Type of Business Retail Banking	From - To 01/09/1979 - 01/09/1989
Name of Employer Uganda Commercial Bank	Name of Supervisor Wilson Nabudere (Deceased)	
Salaries per Annum: Starting 36000	Final 4800000	Currency Paid UGS
Telephone Number	Is this a civil servant position of your Government? No	
Address of Employer Uganda	Is this a position within the UN Common System? No	
Number of Employees Supervised by You 18	Email Address	
Description of Duties		

1985-1989: Financial Analyst, Development Finance Division – Appraised and monitored medium to long-term proposals for credit financing by USAID and European Development Fund 1983-1985: Branch Accountant & Relief Manager, Jinja Lubas & Nile Branches – I was in charge of branch operations, daily balancing and financial reports. I was also responsible for sanctioning credit facilities within the branch discretionary limits. 1981-1982: Inspector/Internal Auditor, Inspection Division – Audited various branches to check on compliance and adequacy of internal controls, and to verify the reliability and integrity of financial reports generated by branches. 1979-1981: Junior Accountant, Mbale Branch – I was assigned various tasks in the following sections: Current accounts, savings, clearing and cashiering.

Summarize any of Your Achievements

While Manager of what was then known Jinja Nile Branch, I contributed significantly to the increased number of customers, deposits and subsequent upgrading of the branch from grade E to C.

Reasons for Leaving

Appointment to Uganda Cooperative Alliance

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

Language	Mother Tongue	Speak	Read	Write	Understand
English	No	Easily	Easily	Easily	Easily
French	No	Not easily	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
Luganda	No	Easily	Easily	Easily	Easily
Lusoga	Yes	Easily	Easily	Easily	Easily
Swahili	No	Easily	Easily	Not easily	Easily

Address

2 Adams Brook Drive
Bartley Green
Birmingham United Kingdom
Telephone: 44-121-4220326
Contact: Moses Tefula

Address

MONUC (United Nations Mission in the DRC)
Kinshasa Congo, Dem. Rep.
Telephone: 243-818-904700
Fax: 243-997068875
Contact: Moses Tefula

Address

33 Kate Road
Masese
Jinja Uganda
Telephone: 256-43-4121720
Contact: Moses Tefula

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 Ramavarmaregunathan THAMBURAN

General Details

1. Family name THAMBURAN	First Name Ramavarmaregunathan	Middle Name Regunathan	Maiden Name, (if any)
2. Date of Birth 30/11/1955	3. City of Birth Cochin, Kerala	Country of Birth India	Index No
4. Country of Nationality at Birth India	Second Nationality (if any)	5. Country of Present Nationality India	Second Nationality (if any)
6. Gender Male	7. Height [cm]	8. Weight [kg]	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?

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 BANGALORE UNIVERSITY	City, Country BANGALORE India	From - To Jun-1987 - Jun-1990
Main Course of Study International Law	Field of Study Law	
Degree Title or Equivalent LL.B BACHELOR OF LAWS	Degree Type Degree	

University Name KERALA UNIVERSITY	City, Country TRIVANDRUM India	From - To Jun-1974 - Jun-1977
Main Course of Study Chemistry	Field of Study Physical Sciences	
Degree Title or Equivalent B.Sc BACHELOR OF SCIENCE	Degree Type Undergraduate degree	

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

Name of School IPT ASPR	City, Country STADTSCHLAINING Unknown	From - To Jun-2000 - Jul-2000
Main Course of Study FACILITATION AND MEDIATION		Certificate or Diploma CERTIFICATE OF ATTENDANCE

Name of School GOVERNMENT ARTS COLLEGE, KERALA UNIVERSITY	City, Country TRIVANDRUM India	From - To Apr-1971 - Apr-1973
Main Course of Study PHYSICS CHEMISTRY, ENGLISH MATHEMATICS, FRENCH		Certificate or Diploma PRE DEGREE CERTIFICATE

Name of School ST. JOSEPH'S ENGLISH MEDIUM HIGH SCHOOL	City, Country TRIVANDRUM Unknown	From - To Apr-1969 - Apr-1971
Main Course of Study PHYSICAL & SOCIAL SCIENCES, MATHEMATICS,LANGUAGES		Certificate or Diploma SECONDARY SCHOOL LEAVING CERTIFICATE

Employment

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

Job Title Head of Unit and Defence Lawyer/ Public defender	Type of Business Head of Unit and Defence Lawyer	From - To 01/10/2002 -
Name of Employer		Name of Supervisor

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
68306	68306	USD	Is this a position within the UN Common System? Yes

Telephone Number

12129630099

Email Address

thamburan@un.org

Address of Employer

East Timor

Number of Employees Supervised by You

16

Description of Duties

• **Head of the Defence Lawyers' Unit for Serious Crimes Unit • Administration of the Unit • representing the accused, suspects and defendants before the Special Panel for Serious Crimes as well as in review hearings • before the investigating judge; • developing and implementing mechanisms to ensure equal access to defence lawyers by all persons in Timor-Leste; • perform legal research and draft legal opinions, pleadings and other legal documents including motions, responses to motions, indictments and orders; • preparing clients for the court hearings; • questioning of witnesses during the court sessions; • field investigation and follow up various sources of information; • visiting clients in jail, consult them and try to find an alternative to pretrial detention; • liaise with local and international NGO legal experts in Timor-Leste for the provision of legal support and expertise in areas within the scope of activities of the unit; and supervision.**

Summarize any of Your Achievements

Efficiently co ordinatng with the Prosecution and the Special Judges Panel. I have been able to secure the releasee of detainee suspects and accused who have been in detention for a long time pending Trial. been able secure a light sentence for an accused in a major case called the Lolotoe Trial.

Reasons for Leaving

The present contract is only through May 20, 2004 and the mission is downsizing.

Job Title	Type of Business	From - To
SENIOR GOVERNMENT PLEADER- SR. PROSECUTOR	Defence and Prosecution	01/03/2002 - 01/09/2002
Name of Employer	Name of Supervisor	
STATE OF KERALA	RAJU JOSEPH	

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? Yes
174000	174000	INR	Is this a position within the UN Common System? Yes

Telephone Number

91484395052

Email Address

ramvarma@yahoo.com

Address of Employer

India

Number of Employees Supervised by You

12

Description of Duties

LEGAL DRAFTING, PLEADING AND CONVEYANCING; DEFEND AND PROSECUTE FOR AND ON BEHALF OF THE STATE OF KERALA IN ALL LEGAL FORUMS

Summarize any of Your Achievements

RECENT EMPLOYMENT

Reasons for Leaving

TO BE A PART OF THE UN

Job Title	Type of Business	From - To
LEGAL PRIVATE PRACTITIONER	LEGAL	01/03/1991 - 01/03/2002
Name of Employer	Name of Supervisor	
Private Practice	NONE	

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
96000	120000	INR	Is this a position within the UN Common System? Yes

Telephone Number

91484371243

Email Address

ramvarma@yahoo.com

Address of Employer

India

Number of Employees Supervised by You

4

Description of Duties

DEALING MOSTLY WITH CIVIL, CRIMINAL, CONSTITUTIONAL, HUMAN RIGHTS, ELECTION PETITIONS, SERVICE DISPUTES AND TAXATION MATTERS IN JUDICIAL, QUASI-JUDICIAL FORUMS & TRIBUNALS. CONSULTATION ON PATENT AND INTELLECTUAL PROPERTY MATTERS, COMPANY LAW, LABOUR LAW., DRAFTING, PLEADING AND CONVEYANCING. HAVE CONDUCTED CRIMINAL TRIALS FOR DEFENCE AND PROSECUTIONS. HAVE A GOOD RECORD OF SUCCESSES.

Summarize any of Your Achievements

personal achievements

Reasons for Leaving

A KEEN INTEREST IN HUMAN RIGHTS SOCIAL & CRIMINAL LAW/,GENDER AND CHILD RIGHTS

Job Title MANAGER, SALES AND ADMINISTRATION	Type of Business PHARMACEUTICAL DISTRIBUTION	From - To 01/03/1985 - 01/05/1987
Name of Employer LAKSHMI DISTRIBUTORS		Name of Supervisor none
Salaries per Annum: Starting 80600	Final 96000	Currency Paid INR
		Is this a civil servant position of your Government? Yes
		Is this a position within the UN Common System? Yes
Telephone Number 91494365817		Email Address
Address of Employer India		
Number of Employees Supervised by You 8		
Description of Duties RUNNING THE BUSINESS AS A FULL FLEDGHED PROFIT CENTRE. LOOKING AFTER EMPLOYEE RELATIONS, LABOUR, SALES AND DISTRIBUTION.		
Summarize any of Your Achievements BROUGHT UP THE BUSINESS		
Reasons for Leaving INTEREST IN TAKING UP LEGAL PRACTICE		

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	Yes	Easily	Easily	Easily	Easily
French	No	Not easily	Easily	Easily	Not easily

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

Language	Mother Tongue	Speak	Read	Write	Understand
Hindi	No	Easily	Easily	Easily	Easily
Malayalam	Yes	Easily	Easily	Easily	Easily
Sanskrit	No	Not easily	Easily	Easily	Easily
Tamil	No	Easily	Not easily	Not easily	Easily
Bahasa	No	Not easily	Easily	Not easily	Not easily

Address

Pratibha
Layam Road
Cochin Kerala India
Telephone: 91-484-537678
Fax: 91-484-9847104249
Contact: Ramavarma Regunathan Thamburan

Address

Head, defence Lawyers Unit for Serious Crimes
O/SRSG,
Dili East Timor
Telephone: 1-212-9630099 extension 5408
Fax: 670-7232041
Contact: Ramavarma Thamburan

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
T. L. VISWANATHA IYER	RETIRED JUDGE	RETD JUDGE, HIGH COURT , COCHIN-682031, KERALA India	914842372884

JUSTICE M. RAMACHANDRAN

JUDGE

**HIGH COURT OF KERALA, COCHIN-682031, KERALA
India**

**914842395353
mrcj@md5.vsnl.net.in**

Sankara MENON

Lawyer

**Mulloth Ambadi Lane Chittoor Road, Cochin, Kerala,
India 682011 India**

**914842351190
kochu@hotmail.com**

Personal History Profile for Igor VALUTSKIY

General Details

- | | | | |
|---|-------------------------------------|--|-------------------------------------|
| 1. Family name
VALUTSKIY | First Name
Igor | Middle Name | Maiden Name, (if any) |
| 2. Date of Birth
27/01/1965 | 3. City of Birth
Novgorod | Country of Birth
Russian Federation | Index No
295538 |
| 4. Country of Nationality at Birth
Russian Federation | Second Nationality (if any) | 5. Country of Present Nationality
Russian Federation | Second Nationality (if any) |
| 6. Gender
Male | 7. Height [cm]
186 | 8. Weight [kg]
77 | 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? **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? **01/01/2001**
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? **No**
18. Email Address: **valutskiy@un.org**

Education

List all university degrees or equivalent qualifications obtained.

University Name Economics Academy	City, Country Moscow Russian Federation	From - To Sep-1991 - Jun-1995
Main Course of Study Management	Field of Study Business & Administration	
Degree Title or Equivalent Degree in Regional Management and Economics	Degree Type Postgraduate degree	

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

Name of School Conduct and Discipline Unit	City, Country Kinshasa Congo, Dem. Rep.	From - To Feb-2009 - Feb-2009
Main Course of Study Workshop for Managers and Supervisors on Conduct and Discipline including SEA		Certificate or Diploma Certificate

Name of School People Management Training Program	City, Country Kinshasa Congo, Dem. Rep.	From - To Jul-2008 - Jul-2008
Main Course of Study People Management Training Program (PMTM) by MANNET		Certificate or Diploma Certificate

Name of School Workshop by UN Procurement Division	City, Country Entebbe Uganda	From - To Oct-2007 - Oct-2007
Main Course of Study Anti-fraud measures, risk assessment and fraud prevention		Certificate or Diploma Certificate

Name of School Southern California Safety Institute	City, Country Albuquerque United States of America	From - To Oct-2003 - Oct-2003
Main Course of Study Aircraft Accident Investigation		Certificate or Diploma Certificate

Name of School Southern California Safety Institute	City, Country Colorado Springs United States of America	From - To Sep-2002 - Oct-2002
Main Course of Study Aviation Safety Management Systems		Certificate or Diploma Certificate

Employment

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

Job Title Regional Administrative Officer	Type of Business Administration	From - To 01/09/2009 -
Name of Employer MONUC	Name of Supervisor Amadu Kamara	
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 12129630103	Email Address valutskiy@un.org	
Address of Employer Congo, Dem. Rep.		
Number of Employees Supervised by You 35		
Description of Duties Section being completed		
Summarize any of Your Achievements Section being completed		
Reasons for Leaving Currently working		

Job Title Field Operations Manager	Type of Business UN Peacekeeping Operations	From - To 01/02/2008 -
Name of Employer MONUC	Name of Supervisor Olamide Adedeji	
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 Congo, Dem. Rep.		
Number of Employees Supervised by You 230		
Description of Duties As Field Operations Manager (FOM) and Acting Regional Administrative Officer, establish and maintain responsive support structure that ensures effective, timely and cost efficient delivery of the full range of managerial, logistic and administrative support required for the fulfillment of the Mission's mandate in assigned AOR. Provide advice and guidance to HoOs and FOMs on the modalities of the support delivery within the following parameters: UN Financial Rules and Regulations, Staff Rules, DMS policies, instructions, and specific delegations of authority as well as mission and regional priorities. Monitor quality of support in the AOR and conformance with Rules and Regulations, etc., identify deficiencies in processes, practices and performance and implement corrective measures. Travel regularly to the Field Offices; maintain close interaction with HoOs and FOMs to monitor progress in implementation of projects and receive first hand accounts on support activities. Oversee collection, analysis, and dissemination of periodic administrative reports and ensure that issues raised receive adequate input and feedback from Regional and Mission HQ. Ensure strict compliance with the air safety requirements in conjunction with Aviation and Air Safety. Based on the analysis of operational situation, prepare recommendations on reorganizing support and modifying plans/deployment in the AOR to cater for substantive, military and UN police operational necessities as per Mission priorities. Function as a certifying officer in conformity with UN Financial Rules and Regulations. Oversee the conduct and discipline of staff and attend to their welfare, security and training needs. Based on operational requirements and staffing situation, liaise with Mission Level Section Chiefs on all personnel matters, including recruitment, distribution of staff and temporary duty assignments. Starting 01 July 08, due to restructuring of regional mission support, I retained the FOM function		
Summarize any of Your Achievements Reassigned as FOM and Acting RAO to one of the biggest Field Offices and Regions in the Mission, I have drawn on many years of relevant experience in order to analyze and review administrative and logistic support processes being used by the administrative components in the AOR. As a result of the review, adjustments and improvements have been introduced in the following areas: management of casual daily workers/ individual contractors; certification of invoices and various claims; format and contents of the weekly administrative reports; utilization of commodities (fuel, water); submission and processing of MOPs and CMRs; duty travel of staff; response to the emerging issues; and client orientation of the Field Office and Regional Mission Support components. Immediately upon taking over new functions, I channeled the efforts of the Regional and Field Office Mission Support elements into concentrating on the high priority activities in the AOR to ensure that they are fully supported to bring expected results within established timeframes. That approach brought about significant advancements in the implementation of the following developments: strategic redeployment of UN troops to a new area of operations and ongoing formation of the Region East HQ. Having been designated as Deputy Area Security Coordinator, I contributed substantially to the review of the Security/Evacuation Plan and actively participated in the Integrated Area Security Management Team operations. I provided input into developing a Security and Stability Plan for Ituri in a framework of the mapping exercise for the roll out of components in the UN support strategy for security and stabilization in Eastern DRC. Starting 01 July 08, due to restructuring of regional mission support, I retained the FOM function. As one of the senior FOMs in the newly formed Region East, I actively participated in two FOM conferences where I was able to share experience and impart inputs on best practices in field operations management and logistics to other FOMs and regional section representatives. In a situation that has recently been characterized by the deterioration of security environment in the AOR resulting from the increased level of militia activities, my experience and knowledge in operational management and logistics were called upon by both Director of Office and Brigade Commander in order to ensure that Mission's posture in the AOR remained active and well supported both administratively and logistically.		
Reasons for Leaving Currently working.		

Job Title Administrative Officer	Type of Business Administration	From - To 01/04/2006 - 01/01/2008
Name of Employer MONUC	Name of Supervisor Martin Bentz	
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 Congo, Dem. Rep.	
Number of Employees Supervised by You	
Description of Duties Under the direct supervision of the Regional Administrative Officer, ensure overall coordination and effective implementation of administrative and logistical support within the AOR. Provide advice and guidance to Heads of Office (HoO) and Field Office Managers (FOM) on administrative support that can be delivered within the following parameters: UN Financial Rules and Regulations, Staff Rules, administrative policies, instructions, specific delegations of authority as well as mission and regional priorities. Monitor quality of support in the AOR and conformance with Rules and Regulations, etc., and report to RAO on any deficiencies in Mission level processes or performance. Liaise with mission level Sections/Units to ensure allocation and optimum utilization of all resources in the AOR. Travel regularly to all Field Offices; maintain close interaction with HoOs and FOMs to monitor progress in implementation of projects and receive a first hand account of support activities. Oversee collection, analysis, and dissemination of periodic administrative reports and ensure that issues raised receive adequate input and feedback from Regional and Mission HQ. Based on the analysis of operational situation in the Region, prepare recommendations on reorganizing support and modifying plans/deployments in the AOR to cater for substantive, military and UN police operational necessities as per Mission priorities. Prepare inputs for comprehensive weekly administrative reports to DMS. Function as a certifying officer in conformity with UN Financial Rules and Regulations. Oversee and advise RAO on the conduct and discipline of administrative staff in the Region and attend to their welfare, security and training needs. Based on operational requirements and staffing situation, develop recommendations for RAO on all personnel matters, including recruitment, distribution of staff and temporary duty assignments. Act as RAO whenever required.	
Summarize any of Your Achievements Contributed with experience and knowledge to establishment of the Regional Administration under the revised organization structure of Division of Administration. Developed a system of operational reports and returns, which resulted in better planning, enhanced efficiency and increased cost effectiveness of support provided to Field Offices. Initiated and led efforts in creating staffing database that became instrumental in monitoring and managing all Personnel activities in the Region. Planned and organized the first Field Office Managers conference where field administrators and Senior Regional Section Representatives expanded their knowledge in such areas as management of personnel and funds as well as delineation of functional responsibilities assigned to staff at Mission, Regional and Office levels. As a Security Coordinator for RAO and Field Offices, played a significant role in setting up Residential Warden system and developing SOP on security coordination system. Appointed as an alternate Chairperson of Vehicle Establishment Committee, by having successfully managed data collection and analysis, contributed to effective functioning of the Committee and distribution of vehicles in accordance with Mission priorities and UN rules in a fair and transparent manner. Participated in development of integrated flight schedule that has established regular air support to all locations in the field, while ensuring high cost-effectiveness. By closely interacting with all Mission Components (administrative, military, substantive, and UN police) at various levels, gained further experience in addressing and successfully resolving complex and diverse issues in the multi-discipline/multi-componential environment of the integrated mission.	
Reasons for Leaving Appointment as Field Operations Manager and Acting Regional Administrative Officer at a new duty station.	

Job Title Regional Administrative Officer	Type of Business Administration	From - To 01/06/2004 - 01/03/2006
Name of Employer MONUC		Name of Supervisor Alfred Podritschnig

Salaries per Annum:			
Starting 68306	Final 69779	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 Congo, Dem. Rep.	
Number of Employees Supervised by You 79	

Description of Duties
Contribute to implementation of Mission mandate in assigned AOR by providing full range of managerial, logistical and administrative support required for fulfillment of Mandate. Establish and maintain responsive support structure that ensures effective, timely and cost efficient delivery of all support activities and services to all Mission Components present in AOR. Operate with high degree of autonomy including responsibility for identifying and acting upon priorities and requirements, in strict compliance with Financial Rules and Regulations, Staff Regulations, and specific delegations of authority issued by DOA. Act as principal adviser to Head of Office on all matters pertaining to administrative and technical support. Liaise, negotiate and coordinate with national authorities with respect to administrative, logistical and environmental matters. Closely monitor operational situation in the Sector and prepare realistic and cost effective integrated logistic support plan for all new tasks identified. Ensure cooperation and integration of administrative and logistical resources with Military, Civilian Police and Substantive elements deployed to Sector. Supervise preparation, implementation and regular exercising of Aircraft Emergency Response Plan. Ensure safekeeping of Imprest Account and exercise judicial management of financial resources allocated to Sector, while acting as Certifying Officer within delegation of authority. Provide effective management of human resources and act as First Reporting Officer for all admin Section OICs and as Second Reporting Officer for all other international and national admin staff. Recruit national staff up to G-4 level and extend contract for locally recruited national staff. In consultation with Mission Budget Officer, prepare and submit to DOA budget estimates for the AOR as required. Ensure that Sector Evacuation Plan remains current, executable and known to staff at all times.

Summarize any of Your Achievements Led and managed successfully Sector Administration staff of 13 Section OICs, 59 national and 7 UNVs. Set up administrative and logistical support structure and maintained its efficient functioning within AOR, which includes two Offices, one Logistic Base and nine military observer team sites separated by large distances and international borders. Organized planning and execution of team sites evacuation due to deterioration of security situation in Mission and Sector areas of operations. Emergency withdrawal of all team sites was carried out in timely manner and without single incident or mishap. Led Sector Administration in ensuing planning and effecting team sites redeployment, completed successfully. Oversaw deployment of Electoral and Civilian Police elements throughout Sector AOR. Played active role in developing Sector Evacuation Plan and ensuring that it remained current and executable at all times. Established and implemented quality control program by visiting all Offices and team sites in Sector AOR and gauging effectiveness of support provided. Followed up relentlessly on deficiencies detected as a result of surveying Offices/team sites and effected remedial measures. Planned, organized and conducted live full scale Aircraft Emergency Response exercise, the first one ever in Sector. Recommended increase of Sector 4 Imprest Account from \$50000 to \$75000, which was approved by Senior Management, thus allowing to more efficiently meet Sector's operational requirements. Endeavored to encourage Sector Administration team to adopt client-oriented approach in dealing with Substantive and Military Components. Developed presentation to Section Chiefs on patterns of management combining "results-oriented" and "customer-oriented" approaches with effective performance. Successfully combined enforcing strict compliance with existing Financial and Staff Rules and Regulations with meeting all operational requirements and achieving high levels of customers satisfaction. Encouraged staff to engage in welfare activities and promoted zero tolerance to sexual exploitation and abuse. Established in Sector a robust framework of operating procedures, including expenditure control, staff recruitment and attention to security and safety of staff. Expanded significantly professional and personal experience in managing independently challenging tasks in an integrated peacekeeping mission, formulating goals and leading large and diverse groups of staff towards accomplishments.	
Reasons for Leaving Appointment as Administrative Officer, Region One, with move to higher level (P-4).	

Job Title Aviation Safety Officer	Type of Business Aviation Safety	From - To 01/05/2002 - 01/05/2004
Name of Employer MONUC		Name of Supervisor Michael O'Donnell

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No

68306	68306	USD	Is this a position within the UN Common System? Yes
Telephone Number	Email Address		
Address of Employer Congo, Dem. Rep.			
Number of Employees Supervised by You 6			
Description of Duties Advise Senior Administrative Officer on all Aviation Safety matters. Develop and introduce system of measures to prevent potential accidents/incidents and promote UN Aviation Safety Program. Implement Aviation Safety Risk Assessment. Develop, rehearse and keep current Aircraft Emergency Response plan. Monitor all specified safety standards and ensure that all procedures and safety regulations are adhered to. Verify that safety directives and recommendations are thoroughly carried out. Report to MASO on all aircraft occurrences affecting air operations in the Mission area. Conduct aircraft assessments and inspections in the Mission area. Carry out technical airfield evaluations. Provide advice on the verification of dangerous cargo shipping requests. Establish and maintain Air Safety reporting system. Investigate Observed hazards reports and Preliminary aircraft occurrence reports. Prepare and justify Aviation Safety input for Mission's budget. Act as Mission Aviation Safety Officer (OIC ASU) when required.			
Summarize any of Your Achievements In 2002, successfully established Aviation Safety Unit in Sector 1, MONUC. In 2003-2004, while filling in for MONUC Mission Aviation Safety Officer, performed duties of OIC Aviation Safety Unit at Mission HQ for six months in total. Took initiative in updating Sectors' Aircraft Emergency Response (Pre-Accident) Plans. In December 2003, planned, organized and executed full scale Aircraft Emergency Response exercise in Kisangani, the first one in Sector 2 and in MONUC. This event received attention Mission wide, as well as Senior Management's acknowledgment. Carried out more than 20 aircraft assessments and inspections for long and short term contracts as well as LOA aircraft. Expanded experience in applying ICAO, national, and UN regulations to Air Operations in peacekeeping missions. Led efforts in planning and implementing Aviation Safety part within framework of Mission Safety Stand Down Day. Investigated large number of Observed Hazard Reports and several Aircraft Occurrence Reports. Prepared and delivered presentation on Risk Assessment and Risk Management to all MONUC Senior Administrative Officers and OICs JLOC. Proved successful at getting vital Aviation Safety message across to Air Operations colleagues and staff members at large.			
Reasons for Leaving Appointment as Regional Administrative Officer			

Job Title Military Academy Faculty, Deputy Chief	Type of Business Military service	From - To 01/04/2000 - 01/11/2001
Name of Employer Ministry of Defense of Russian Federation	Name of Supervisor Konstantin Sizov	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
6000	7000	RUB	Is this a position within the UN Common System? No

Telephone Number 70952670109	Email Address
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Address of Employer Russian Federation	
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Number of Employees Supervised by You 9	
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Description of Duties Develop, review and update Faculty educational plans and extracurricular activity programs. Direct, coordinate, and supervise performance of instructors and lecturers. Coordinate implementation of training seminars on best educational practices for lecturers. Serve as a member of inter-faculty coordination committee tasked with ensuring consistency of educational plans in the Academy. Advise Faculty Chief on all operational matters. Plan scientific research as tasked by Military Academy Commander. Develop, introduce, and implement Faculty Security plan. Produce terms of reference for appointments of instructors/lecturers and supervise selection process. Identify and provide justification for Faculty requirements to be included into overall budget of Military Academy.	
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Summarize any of Your Achievements Planned and conducted skill building sessions and workshops on leadership and personal development for faculty students. Developed innovative assessment methods and techniques to evaluate quality of students' comprehension and achieving learning goals. Updated and supervised training program for Air Traffic Controllers covering all aspects of professional knowledge. Designed and implemented project, which resulted in upgrading of electronic means of education and wider utilization of multimedia instructional programs. Led the efforts in establishing a system allowing closer interaction between Faculty, students and their parents. Gained experience in successfully managing budgetary issues of a large unit within an organization.	
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Reasons for Leaving End of contract (planned retirement)	
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Job Title Deputy Chief Operations Officer, Force HQ	Type of Business Military service	From - To 01/01/1999 - 01/03/2000
Name of Employer MINURSO	Name of Supervisor Steven Mariano	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
6000	6000	RUB	Is this a position within the UN Common System? No

Telephone Number	Email Address
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Address of Employer Morocco	
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Number of Employees Supervised by You 9	
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Description of Duties	
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Direct, coordinate, and supervise the work of Operations Section and manage performance of staff assigned. Ensure that all outputs produced by staff meet required standards. Closely monitor all military activities in Mission's Area of Operations. Develop, review and amend operational plans as required. Oversee collection, analysis, and dissemination of operational information. Prepare inputs for monthly/yearly reports to SRS and UNNY. Supervise overall security matters related to Military Component and ensure that effective liaison with Security Section is maintained at all times. Direct through Air Liaison Officer all air operations in support of Military Component. Interview applicants for vacant appointments in Force Operations Section and make recommendations to Chief Operations Officer on selection of best candidates. When acting as Chief Operations Officer, represent Military Component at all Senior Staff meetings, protocol and ceremonial occasions.

Summarize any of Your Achievements

Demonstrated initiative, tactical and technical expertise and clear understanding of Military Component's requirements while interacting with other Mission Components and external agencies in elaboration and review of SOPs, policies, and logistic/administrative support plans. Representing Military Component, further enhanced analytical and interpersonal skills through participation in all Boards of Inquiries into incidents involving military personnel. Reviewed and updated operational instructions on Air Reconnaissance Missions with emphasis on flight safety. Instituted previously non-existent training program at Mission HQ level for Air Liaison Officers, which covered such topics as mission planning, ICAO regulations, Casevac/MeDEVAC and Search and Rescue within peacekeeping mission. Effectively managed wide variety of critical areas: information collection and analysis; planning at strategic, operational and tactical levels; observers and staff training; force communications; air operations; and automation/information systems. As the longest serving military staff officer, maintained continuity in Operations Sections and in entire Military Component. Recognized as having significantly contributed to overall success achieved by Mission's Military Component.

Reasons for Leaving

End of tour of duty with MINURSO

Job Title Operations Planning Officer (G-3), Force HQ	Type of Business Military service	From - To 01/06/1998 - 01/12/1998
Name of Employer MINURSO	Name of Supervisor Matthew Duffy	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
6000	6000	RUB	Is this a position within the UN Common System? No
Telephone Number	Email Address		
Address of Employer Morocco			
Number of Employees Supervised by You 0			
Description of Duties Provide intermediate and long-range planning capabilities. Produce, maintain, and amend all operational plans and SOPs as required. Make recommendations to Force Commander on allocation of operational resources. Prepare and present daily and VIP briefings on all operational matters. Verify conformity of Sectors monthly ground/air patrol plans with SOP, Force Commander's directives and instructions. Maintain filing system of Operations Section and all operational maps in Force HQ.			

Summarize any of Your Achievements

Ensured all planning requirements of Military Component were identified and fulfilled. Kept Chief Operations Officer abreast of breaking developments including changes to Order of Battle of belligerents and allegations of cease fire agreement violations. Developed and refined Time-Phased Force Deployment Lists. Successfully coordinated deployment timelines with other Components, including Administration, UNHCR, Identification Commission and Formed Military Units. Designed and led training sessions on Casevac/MeDEVAC procedures for Team Site Leaders.

Reasons for Leaving

Appointment as Deputy Chief Operations Officer

Job Title Senior Staff Officer	Type of Business Military service	From - To 01/05/1996 - 01/05/1998
Name of Employer Ministry of Defense of Russian Federation	Name of Supervisor Nikolai Vilchinsky	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
1800	2000	RUR	Is this a position within the UN Common System? No
Telephone Number	Email Address		
Address of Employer Russian Federation			
Number of Employees Supervised by You 3			
Description of Duties Participate in implementation of International Treaties of Arms Control. Meet incoming aircraft at airport of point-of-entry and ensure that all required services are provided in full and in a timely manner. Direct and supervise technical and administrative support teams and ensure compliance with established rules and regulations. Liaise with Civil Aviation Authority on all matters related to flights conducted under Arms Control Treaties and Open Skies Treaty. Draft various instructions and SOPs for Commanding Officer's signature. Perform protocol duties as required. Prepare and present briefings, including to mass media, on progress of international treaties implementation in the area of responsibility.			

Summarize any of Your Achievements

Gained wide experience in conducting negotiations and delivering presentations on complex issues involving different aspects of international treaties implementation. Developed crisis management skills in managing situations characterized by time constrain and need for effective communication with various institutions at international level. Having analyzed working practices of the Treaties Implementation Unit, I made recommendations on improving internal coordination and teamwork, which were approved and incorporated into revised Unit SOP. Acquired strong interpersonal, communication and presentations skills.

Reasons for Leaving

Assignment to MINURSO

Job Title Deputy Chief Air Staff Officer, Force HQ	Type of Business Military service	From - To 01/09/1995 - 01/04/1996
Name of Employer MINURSO	Name of Supervisor Peter McMahon	

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
1200000	1200000	RUR	Is this a position within the UN Common System? No

Telephone Number _____ Email Address _____

Address of Employer
Morocco

Number of Employees Supervised by You
3

Description of Duties
Task air missions to fulfill air requests of MINURSO. Control aircraft utilization within budget and CAO/Force Commander's guidelines. Generate and enforce Aviation Safety program. Manage all contractual and budgetary aspects of Air Operations. Coordinate UN aircraft operations with CAA of the host country, airports management and national military ATC within MINURSO Area of Operations in order to ensure compliance with ICAO/UN regulations. Allocate and plan air resources. Supervise and direct Air Planning/Air Operations Officers. Participate in aircraft incident/accident investigations. Fill in for Chief Air Staff Officer whenever required.

Summarize any of Your Achievements
At the time of my appointment as Deputy Chief Air Staff Officer in MINURSO, military Air Staff Officers managed both Air Operations and Aviation Safety matters. I gained extensive experience in handling budgetary, contractual and human resources aspects of Air Operations and Aviation Safety at the level of peacekeeping mission Headquarters. Displayed ability to integrate complex tasks of mission air support with operational, safety, technical and budgetary requirements. Designed and made presentations to incoming aircrews to familiarize them with UN Air Operations regulations, flight safety requirements in the Mission, Medevac/Casevac and Search and Rescue procedures. Attained negotiating skills in dealing with local Civil Aviation and military authorities. Performance rated outstanding by Chief of Staff and Force Commander.

Reasons for Leaving
End of tour of duty

Job Title Air Planning/Air Operations Officer	Type of Business Military service	From - To 01/12/1994 - 01/08/1995
Name of Employer MINURSO		Name of Supervisor John O'Brien

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
1200000	1200000	RUR	Is this a position within the UN Common System? No

Telephone Number _____ Email Address _____

Address of Employer
Morocco

Number of Employees Supervised by You
0

Description of Duties
Prepare Air Movement and Tasking Order. Plan integrated multistage air missions, involving different types of aircraft. Monitor and report to CASO on the progress of all MINURSO flights. Liaise with the companies/managers/crews of the UN chartered aircraft. Coordinate all air operations related activities between Military Component and Administration/Substantive Component. Maintain all statistical data pertinent to Air Operations.

Summarize any of Your Achievements
When tasked to review and update SOP for Air Planning/Air Operations officers, successfully accomplished this assignment within allotted time. Standardized flight request system and contributed to improved air planning capability mission-wide. Proved to be very efficient in liaising with military and civilian departments at Force HQ. Took initiative in effectively resolving many day-to-day scheduling conflicts. Promoted to position of Deputy Chief Air Staff Officer over three peers.

Reasons for Leaving
Appointment as Deputy Chief Air Staff Officer

Job Title Information Officer	Type of Business Military service	From - To 01/04/1994 - 01/12/1994
Name of Employer MINURSO		Name of Supervisor Fr Buchwalter

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
1200000	1200000	RUR	Is this a position within the UN Common System? No

Telephone Number _____ Email Address _____

Address of Employer
Morocco

Number of Employees Supervised by You
1

Description of Duties
Maintain, update and analyze database on Area of Operations and Parties to the conflict. Produce detailed and comprehensive weekly/monthly information summaries for presentation to Sector Commander and transmission to Force HQ. Ensure information flow between Team Sites, Sector HQ and Force HQ. Educate Team Site Commanders for information analysis process. Coordinate all priority requirements with Team Sites and Force HQ to ensure Parties' compliance with cease-fire agreement.

Summarize any of Your Achievements
Set up and promoted effective system of operational information exchange and coordinated interaction between team sites, Sector HQ and Force HQ. Organized and conducted periodic workshops for Team Site Commanders on information analysis practices in the Sector. Significantly improved quality of information work in the Sector. Information summaries, which I was preparing, were rated best in MINURSO. Recognized by Sector Commander as a hard working, motivated and oriented towards solving problems officer.

Reasons for Leaving _____

Appointment as Air Planning/Air Operations Officer

Job Title Staff Officer		Type of Business Military service	From - To 01/08/1987 - 01/03/1994
Name of Employer Ministry of Defense of Russian Federation		Name of Supervisor Mikhail Petrenko	
Salaries per Annum: Starting Final Currency Paid		Is this a civil servant position of your Government? No	
800000 1200000 RUR		Is this a position within the UN Common System? No	
Telephone Number		Email Address	
Address of Employer Russian Federation			
Number of Employees Supervised by You 0			
Description of Duties Participate in implementation of International Treaties of Arms Control. Meet incoming aircraft at airport of point-of-entry and brief aircrews on weather conditions, ATC and safety procedures, ECR services and technical support. Liaise with point-of-entry airport authorities on all matters pertinent to activities conducted under arms control treaties. Organize and maintain documentation/statistical data on all incoming aircraft at airport of point-of-entry. Draft reports, and memos as instructed by Commanding Officer. Perform protocol duties as required.			
Summarize any of Your Achievements Received extensive exposure to managing technical and administrative aspects of activities related to implementation of International Treaties of Arms Control. Developed ability to work in a team and under pressure towards carrying out assigned tasks and meeting deadlines.			
Reasons for Leaving Assignment to MINURSO			

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? **Yes**

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

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

Address

MONUC
Kinshasa Congo, Dem. Rep.
Telephone: 1-212-9630103 extension 2602
Fax: 243-8-18907970
Contact: Igor Valutskiy

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 Wolfgang WEISZEGGER

General Details

- | | | | |
|--|-------------------------------|---|-----------------------------|
| 1. Family name
WEISZEGGER | First Name
Wolfgang | Middle Name | Maiden Name, (if any) |
| 2. Date of Birth
08/08/1960 | 3. City of Birth | Country of Birth
Austria | Index No
708257 |
| 4. Country of Nationality at Birth
Austria | Second Nationality (if any) | 5. Country of Present Nationality
Austria | Second Nationality (if any) |
| 6. Gender
Male | 7. Height [cm]
180 | 8. Weight [kg]
82 | 9. Marital Status |
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? **No**
- Are there any limitations on your ability to perform in your prospective field of work? **No**
11. Have you taken up legal permanent residence status in any country other than that of your nationality? **No**
13. What is your preferred field of work? **Administrative officers**
14. Would you accept employment for less than six months? **No**
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? **01/05/1985**
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? **No**
18. Email Address: **weiszegger@un.org**

Education

List all university degrees or equivalent qualifications obtained.

University Name Madison University (off campus/non-accredited)	City, Country Gulfport, MS United States of America	From - To Sep-2002 - Jan-2004
Main Course of Study Management	Field of Study Business & Administration	
Degree Title or Equivalent Master of Business Administration	Degree Type Advanced university degree	

University Name La Salle University off-campus (La Salle is now blacklisted - was under FBI investigations in 1998 and closed in May 2002)	City, Country Mandeville, Louisiana United States of America	From - To Aug-1992 - Dec-1995
Main Course of Study General Law	Field of Study Law	
Degree Title or Equivalent Juris Doctor	Degree Type Degree	

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

Name of School Kaufmaennische Berufsschule	City, Country Villach Austria	From - To Sep-1975 - Jul-1978
Main Course of Study General Business Administration -Trade and Commerce		Certificate or Diploma Diploma (Buerokaufmann)

Employment

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

Job Title Acting Director of Mission Support	Type of Business Mission Support	From - To 01/11/2009 -
Name of Employer African Union United Nations Hybrid Operation in Darfur (UNAMID)		Name of Supervisor Mohamed B. Yonis
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 weiszegger@un.org	
Address of Employer Sudan		

Number of Employees Supervised by You

Description of Duties

Leadership, management and good stewardship of human, financial and material resources in the biggest UN peacekeeping operation.

Summarize any of Your Achievements

Establishment of a fully functioning Mission Support structure for UNAMID.

Reasons for Leaving

Not applicable.

Job Title Deputy Director of Mission Support (DDMS)	Type of Business Mission Support	From - To 01/11/2008 - 01/10/2009
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Name of Employer African Union United Nations Hybrid Operation in Darfur (UNAMID)	Name of Supervisor Mohamed B. Yonis
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Salaries per Annum:

Starting	Final	Currency Paid
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Is this a civil servant position of your Government? **No**

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

Telephone Number

249912938-316

Email Address

weiszegger@un.org

Address of Employer

Sudan

Number of Employees Supervised by You

Description of Duties

Responsible and accountable for the day-to-day management and provision of administrative services, logistical and technical support to a large-scale multi-dimensional peace-keeping operation, with an authorized staffing table of 31,544 military, police and civilian staff, with an annual budget of almostUS\$1,8billion. Once fully deployed, the largest UN peacekeeping operation. Act as OiC of Mission Support during absences of the DMS.

Summarize any of Your Achievements

Together with the DJSR O & M and the DMS established a functioning mission support structure -almost from "scratch." Achieved and slightly exceeded the targeted military deployment of 60% by 31 December 2008. In addition to acting as DDMS, lead and strengthened the Integrated Support Services as OiC ISS from April 2008 through June 2008. Concluded a common service agreement with UNAMID's sister mission UNMIS.

Reasons for Leaving

Not applicable.

Job Title Acting Deputy Director of Mission Support	Type of Business Mission Support	From - To 01/04/2008 - 01/10/2008
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Name of Employer African Union United Nations Hybrid Operation in Darfur (UNAMID)	Name of Supervisor Mohamed B. Yonis
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Salaries per Annum:

Starting	Final	Currency Paid
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Is this a civil servant position of your Government? **No**

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

Telephone Number

249912538 316

Email Address

weiszegger@un.org

Address of Employer

Sudan

Number of Employees Supervised by You

Description of Duties

Management and provision of administrative services, logistical and technical support to a large-scale multi-dimensional peace-keeping operation, with an authorized staffing table of 31,544 military, police and civilian staff, with an annual budget of US\$1,5billion. Once fully deployed, the largest UN peacekeeping operation.

Summarize any of Your Achievements

Together with the DJSR O & M and the DMS established a functioning mission support structure -almost from "scratch." Achieved and slightly exceeded the targeted military deployment of 60% by 31 December 2008. In addition to acting as DDMS, lead and strengthened the Integrated Support Services as OiC ISS from April 2008 through June 2008. Concluded a common service agreement with UNAMID's sister mission UNMIS.

Reasons for Leaving

Not applicable.

Job Title Chief Administrative Officer	Type of Business Political Office	From - To 01/09/2005 - 01/04/2008
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Name of Employer United Nations Office of the Special Coordinator for the Middle East Peace Process (UNSCO)	Name of Supervisor Alvaro de Soto and Kevin Kennedy
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Salaries per Annum:

Starting	Final	Currency Paid
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Is this a civil servant position of your Government? **No**

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

Telephone Number

97225687252

Email Address

weiszegger@un.org

Address of Employer

Israel

Number of Employees Supervised by You

27

Description of Duties

Responsible and accountable for the effective, efficient and timely provision of administrative services and logistical support to UNSCO.

Summarize any of Your Achievements

Lead and managed a modern and client oriented mission support organization, which provided contemporary, effective and efficient administrative services and logistical support to the mission leadership and its personnel, within budgetary and staffing constraints, within the UN rules and regulations and with the best interest of the Organization and the safety and security of its personnel in mind. For example, established common services (partnership) agreements with UNDP, UNTSO, OCHA, FAO. Achieved a budget performance of over 95%. Modernized the vehicle fleet, communications and information technology infrastructure to provide uninterrupted 24/7/365 services. Implemented all audit recommendations and established risk mitigation measures. Enhanced the skills of support staff at all levels by providing relevant training. Fairly and honestly managed performance of all support staff.

Reasons for Leaving

Temporary appointment and then regular appointment with UNAMID, Darfur.

Job Title Senior Administrative Officer & OiC Administration	Type of Business Peacekeeping	From - To 01/06/2004 - 01/09/2005
Name of Employer Department of Peacekeeping Operations, UN Stabilization Mission in Haiti (MINUSTAH)		Name of Supervisor Willi Scholl

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

Haiti

Number of Employees Supervised by You

Description of Duties

Responsible and accountable for the provision of effective, efficient and timely administrative services and logistical support to the mission comprising some 10000 military, police and civilian personnel with an annual budget of almost UNS\$500 million. Served as chairperson of the Local Contracts Committee. Acted as certifying officer and bank signatory.

Summarize any of Your Achievements

Lead the establishment of an administrative services and logistical support structure of a newly established peacekeeping mission from scratch; involving the set-up of finance, personnel, general services, procurement, budget, board of inquiry, transport, communications and information technology, logistics, engineering, air operations, aviation safety, movement control. Interacted actively with Humanitarian and other UN agencies on support matters and provided resources (mainly air, power generation and transport assets) during natural disaster relief efforts, i.e., flooding in Goanives with 5000 fatalities. Arranged conference services and logistical support during visit of the Security Council to Haiti.

Reasons for Leaving

Promotion to CAO and the P-5 level.

Job Title Chief General Services Section	Type of Business Peacekeeping	From - To 01/12/2002 - 01/06/2004
Name of Employer Department of Peacekeeping Operations, UN Interim Force in Lebanon (UNIFIL)		Name of Supervisor Patrick Devaney

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

Lebanon

Number of Employees Supervised by You

138

Description of Duties

Management of the General Services Section consisting of the Property Control and Inventory Unit, Receiving and Inspection Unit, Military Support Unit, Operational Real Estate and Privately-Owned Vehicles Unit, Messes and Dining Halls, Property Survey Board and Claims Unit, Mail/Diplomatic Pouch Operations and Reproduction Unit, Camp Services and Sanitation Unit, Asset disposal and Scrap Yard Cell. Served as certifying officer, chairperson of the Local Contracts Committee, accommodation allocation committee; served on Boards of Inquiry.

Summarize any of Your Achievements

Drafted the CAO's Mission Support Business Plan; Restructured the section to better support the CAO's objectives as outlined in his Mission Support Plan; Reduced written-off assets awaiting physical disposal from US\$21 million to US\$850,000; Regularized 61 "staff contractors" previously on purchase orders since 1993 to regular individual contractors allowing for compulsory breaks in service without increasing of manpower level and diminishing service provision. As tasked by UNHQ, New York, Office of Human Resources Management conducted an investigation into alleged sexual harassment in another peacekeeping mission.

Reasons for Leaving

Promotion to SPA P-5 and opportunity to serve as Senior Administrative Officer with MINUSTAH in Haiti.

Job Title Logistics Support and Operations Officer	Type of Business Peacekeeping	From - To 01/10/2001 - 01/11/2002
Name of Employer Department of Peacekeeping Operations, UN Interim Force in Lebanon (UNIFIL)		Name of Supervisor Nicolas Von Ruben

Salaries per Annum:

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

Telephone Number

Email Address

Address of Employer

Lebanon

Number of Employees Supervised by You

Description of Duties

Served as primary focal point and coordinating interface for non-routine cross section Integrated Support Services (ISS) matters, which involved laterally working with ISS section chiefs, namely Supply & contracts Management, Communications and Information Technology, Engineering, Transport, Movement control, Media and the Military Assistant Chief of Staff Logistics (Colonel); coordinated non-routine ISS matters with administrative section chiefs, Finance, Procurement, General Services, Personnel, Budget.

Summarize any of Your Achievements

Successfully contributed to the integration of civilian and military elements into an Integrated Support Services structure headed by a civilian Chief with a military Deputy (Colonel), which civilian section chiefs having overall responsibility for the logistics support programme and military staff officers defining programme requirements and conducting programme implementation. With the abolishment of the military Deputy Chief Logistics Officer (Lieutenant-Colonel) in March 2002, assumed tasks related to (1) coordination, implementation and amendments of UNIFIL's Logistics Directives and Standard Operating Procedures; (2) coordinating with ISS asset managers all asset management matters including write-offs, in/out surveys, disposal, etc.; (c) planning and coordinating logistics assistance visits within the UNIFIL areas of operations; and (d) coordination of long-, medium- and short-term logistics plans.

Reasons for Leaving

Promotion to the P-4 level as Chief of General Services.

Job Title

Administrative Officer/Special Assistant to the Director of Administration

Type of Business

Peacekeeping

From - To

01/07/2000 - 01/09/2001

Name of Employer

Department of Peacekeeping Operations, UN Mission in Kosovo (UNMIK)

Name of Supervisor

Luiz Carlos da Costa

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

Yugoslavia

Number of Employees Supervised by You

Description of Duties

Provision of executive support in the context of support planning, programme delivery, implementation and assessment of support mandates to achieve set objectives.

Summarize any of Your Achievements

As a committee member, contributed to the success of the Local Contract's committee, Field Service Promotion Panel, Head of Mission's Strategic Planning Group, and the Office Space Allocation Committee. Successfully coordinated cross-sectional services and monitored regional administrative and logistical support through Regional Administrative Officers in five Kosovo regional offices as well as the office in Belgrade and Skopje.

Reasons for Leaving

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Job Title

Secretary of the UNHQ Contingency-Owned Equipment Board and Alternate Secretary of the UNHQ Committee on Contracts and Property Survey Board

Type of Business

Administration

From - To

01/04/1999 - 01/06/2000

Name of Employer

United Nations Department of Management, Office of Central Support Services (DM/OCSS)

Name of Supervisor

Franck Eppert

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

Assigned to UNHQ, New York as part on management training to assume functions as Chief of General Services or Senior Administrative Officer in field missions. Reviewed, analysed and presented compensation claims received from Member states for loss of contingent-owned equipment as a result of hostile action or forced abandonment at a value exceeding US\$250,000 (i.e., Srebrenica, Rwanda, Somalia, Croatia, Serbia, Bosnia, etc.) to respective Boards. Reviewed, analysed and presented cases for the purchase of goods and services contracts in excess of US\$200,000 for all UN peacekeeping operations and UN secretariat offices worldwide to the Headquarters Committee on Contracts. Reviewed, analysed and presented cases of condemned UN assets which exceeded locally delegated thresholds to the Headquarters Property Survey Board. Reviewed, analysed and presented cases involving UN property damage or destruction in which wilful misconduct of negligence would warrant monetary assessment against a UN staff member of a third party to the Headquarters Property Survey Board.

Summarize any of Your Achievements

Substantially cleared the backlog of cases. Assisted the Controller in drafting procurement and property management delegations of authority, as well as a "de minimis" policy.

Reasons for Leaving

Opportunity to return to the Field and prospect of promotion to the FS-6 level.

Job Title

Claims Officer and Secretary of the Local Property Survey Board

Type of Business

Peacekeeping

From - To

01/12/1998 - 01/03/1999

Name of Employer United Nations Department of Peacekeeping Operations. UN Truce Supervision Organisation (UNTSO)			Name of Supervisor W. James Baldie		
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		
Telephone Number			Email Address		
Address of Employer Israel					
Number of Employees Supervised by You					
Description of Duties Served as Claims and Local Property Survey Officer.					
Summarize any of Your Achievements Re-established a fully functioning Claims and Property Survey Secretariat, trained international staff members to the level of Claims Assistant and developed Standing Operating Procedures with a view to improve work processes within the Unit.					
Reasons for Leaving Opportunity for training at UNHQ, New York					

Job Title Special Projects Officer		Type of Business Peacekeeping		From - To 01/03/1998 - 01/11/1998	
Name of Employer Department of Peacekeeping Operations, UN Truce Supervision Organisation (UNTSO)				Name of Supervisor W. James Baldie	
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		
Telephone Number			Email Address		
Address of Employer Israel					
Number of Employees Supervised by You					
Description of Duties Served as Special Project Officer in the Office of the Chief Administrative Officer.					
Summarize any of Your Achievements Planned, organized and successfully conducted training workshops for international staff on the then newly introduced UN Performance Appraisal System (PAS); achieved enhanced working level communications and cooperation among civilian and military section chiefs by organizing joint daily operational and logistics morning briefings to the Head of Mission; coordinated and participated in UNTSO's Operational and Logistics Support Planning process, which achieved results based budgeting in support of the Head of Mission's vision and legislative mandates; produced a comprehensive report on streamlining common services support operations between UNIFIL in southern Lebanon and UNTSO operations in southern Lebanon, resulting in a Letter of Understanding between the two missions, realizing resource economies; contributed to enhanced introduction of information technologies while serving as chairperson of the information technology advisory panel to the Chief Administrative Officer; served as a Board of Inquiry member investigating major inventory discrepancies in the mission; effectively coordinated logistical support and administrative services to UNTSO's outstations in Israel, Egypt, Syria and Lebanon.					
Reasons for Leaving Tasked by the Chief Administrative Officer to re-establish a fully functioning Claims and Property Survey Board secretariat.					

Job Title Administrative Officer		Type of Business Peacekeeping		From - To 01/04/1996 - 01/03/1998	
Name of Employer Department of Peacekeeping Operations, UN Truce Supervision Organisation (UNTSO)				Name of Supervisor W. James Baldie, Compton Persaud	
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		
Telephone Number			Email Address		
Address of Employer Syrian Arab Republic					
Number of Employees Supervised by You					
Description of Duties Responsible and accountable for the provision of effective, efficient and timely administrative services (finance, personnel, general services) and logistical support (transport, communications, building management, travel and shipping) to the Observer Group Golan, Observer Group Golan Damascus and Observer Detachment Damascus, comprising some 50 military observers; leading and managing the outstation support team.					
Summarize any of Your Achievements Provided effective, efficient and timely support within budgetary allocations and within UN Rules and Regulations. Achieved workplan objectives and established priorities along safety and security, operational effectiveness, medical and hygiene parameters; instituted a training plan with UNRWA for international and national staff; conducted weekly administrative liaison with Syrian authorities at the Brigadier-General level on multi-dimensional support requirements; participated in and contributed to Inter-Agency meetings and senior officer's conference; served as a member of the UNDOF Service Institute (PX) Board, achieved staff reductions and streamlined operations resulting in greater economies and better customer services; served as vice chairperson of the recreational and welfare committee, planned and organised weekly social functions.					
Reasons for Leaving Requested by the Chief Administrative Officer to relocate to UNTSO/HQ in Jerusalem to serve in his office as Special Projects Officer.					

Job Title Travel and Shipping Officer	Type of Business Peacekeeping	From - To 01/12/1995 - 01/03/1996
Name of Employer Department of Peacekeeping Operations, UN Truce Supervision Organisation (UNTSO)	Name of Supervisor Isleifur Petersen	
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 Syrian Arab Republic		
Number of Employees Supervised by You		
Description of Duties Responsible and accountable for all shipping and travel related matters at UNTSO's outstation in Syria.		
Summarize any of Your Achievements Successfully introduced proper competitive bidding procedures for purchases of airline tickets and cargo shipments; arranged world-wide passenger travel, cargo shipments and customs clearances; constantly monitored the local market and coordinated with other UN agencies to ensure quotes received remained competitive.		
Reasons for Leaving Same office. Upon departure of the Administrative Officer I was requested to assume this function.		

Job Title Administrative & Claims Officer	Type of Business Political Office	From - To 01/08/1995 - 01/12/1995
Name of Employer United Nations Department of Peacekeeping Operations. UN Mission in Kuwait (UNIKOM)	Name of Supervisor John Fennesy	
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 Latvia		
Number of Employees Supervised by You		
Description of Duties Served as the Chief Administrative Officer's representative in Kuwait City; directed and supervised the camp cleaning and catering contracts for Kheitan Logistics Base and Liaison Office; responsible for the planning, provision and maintenance of military and civilian accommodation at the support centre; responsible for the security of the compound and the security guard force; liaised with Government Offices, i.e., Ministry of Foreign Affairs and Ministry of Interior on administrative and logistics matters; served as imprest fund and petty cash custodian; served as claims officer and secretary of the local property survey board; responsible for insurance matters of a 431-vehicle fleet.		
Summarize any of Your Achievements Transformed obsolete manual processes into automated work processes with then available state of the art information technology equipment; successfully recovered repairs costs from insurance companies for damages to UN vehicles whenever third party liability was established.		
Reasons for Leaving Recalled to UNTSO to serve with UNTSO Damascus, Syria.		

Job Title Administrative Assistant to the CAO	Type of Business Peacekeeping	From - To 01/05/1993 - 01/08/1995
Name of Employer Department of Peacekeeping Operations, UN Mission in Kuwait (UNIKOM)	Name of Supervisor Rachel Mayanja	
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 Iraq		
Number of Employees Supervised by You		
Description of Duties Due to the non-availability of a Senior Administrative Officer and Administrative Officer's post in the CAO's office, the Administrative Assistant was tasked to perform such functions, assisted the CAO in Budget preparations and participated in the Budget Steering Committee; participate in negotiations with representatives of troop-contributing countries visiting UNIKOM; provided day-to-day executive support in planning and programme implementation of the CAO, including coordination of cross-sectional projects; responsible for issuing and recording of privately-owned vehicle registrations and well as liaison with the Kuwaiti Ministry of Interior in this regard; served as central focal point for audit matters.		
Summarize any of Your Achievements Arranged and conducted cross sectional trainings on procurement matters; favourably negotiated the purchase of medical equipment with the Norwegian Government; streamlined the flow of information within the Administration; established project monitoring and follow-up mechanisms reducing over 100 outstanding matters to less than 20 within six months.		
Reasons for Leaving Offered the opportunity to serve in Kuwait City at a higher level post.		

Job Title Claims Officer and Secretary of the Local Property Survey Board	Type of Business Peacekeeping	From - To 01/10/1992 - 01/05/1993
Name of Employer Department of Peacekeeping Operations, UN Mission in Kuwait (UNIKOM)	Name of Supervisor Karl Juntti and Thomas McAndrew	
Salaries per Annum: Starting Final Currency Paid	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes	
Telephone Number	Email Address	
Address of Employer Kuwait		
Number of Employees Supervised by You		
Description of Duties Served as Claims Officer and Secretary of the Local Property Survey Board; managed the Claims and Local Property Survey Unit; prepared and presented cases to the Local Property and Local Claims Review Board; maintained close liaison with Boards of Inquiry and other investigative bodies within UNIKOM as well as the Kuwait police on UNIKOM personnel involvements.		
Summarize any of Your Achievements Successfully re-established a fully functioning computerized Claims Office and introduced standard operating procedures.		
Reasons for Leaving Given the opportunity to serve in the CAO's office.		

Job Title Supervisor Service Institute (PX Manager)	Type of Business Peacekeeping	From - To 01/03/1992 - 01/09/1992
Name of Employer Department of Peacekeeping Operations, UN Mission in Kuwait (UNIKOM)	Name of Supervisor John McAndrew	
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 Iraq		
Number of Employees Supervised by You		
Description of Duties Entrusted by the CAO to re-establish a fully functioning PX operation after the closure of the previous PX operation by the Head of Mission; managed all aspect of a duty free shop with a sales volume of about US\$800,000 per year.		
Summarize any of Your Achievements Successfully introduced and commissioned integrated computerized sales and stock control systems, thus eliminating the need for local hire, rendering the operation more cost effective; increased PX profits through increased volume sales, without retail price increases; adjusted assortment philosophy to meet customer demands.		
Reasons for Leaving Requested by the CAO to re-establish a fully functioning claims and property survey board secretariat in Kuwait City.		

Job Title Supply Officer	Type of Business Peacekeeping	From - To 01/09/1991 - 01/03/1992
Name of Employer Department of Peacekeeping Operations, UN Mission in Kuwait (UNIKOM)	Name of Supervisor John McAndrew	
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 Iraq		
Number of Employees Supervised by You		
Description of Duties Managed the supply unit at Umm Qasr Headquarters.		
Summarize any of Your Achievements Following the redeployment of UNIKOM Headquarters from Doha in Kuwait to Umm Qasr in Iraq, tasked by the CAO to establish a fully functioning supply unit in Umm Qasr; successfully established a supply unit by re-deploying existing resources from the Doha office.		
Reasons for Leaving Requested by the CAO to establish a fully functioning service institute at UNIKOM/HQ in Umm Qasr.		

Job Title Special Projects Officer (Catering Control)	Type of Business Peacekeeping	From - To 01/06/1991 - 01/09/1991
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Name of Employer Department of Peacekeeping Operations, UN Mission in Kuwait (UNIKOM)			Name of Supervisor Thomas McAndrew
Salaries per Annum: Starting	Final	Currency Paid	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes
Telephone Number		Email Address	
Address of Employer Kuwait			
Number of Employees Supervised by You			
Description of Duties Monitored catering operations and introduced control mechanisms.			
Summarize any of Your Achievements Successfully established and reinforced stringent control mechanisms eliminating the substantial number of daily "free lunchers," thus achieving substantial cost savings in catering operations.			
Reasons for Leaving Requested by the CAO to re-organize the receiving and inspection unit.			

Job Title Receiving and Inspection Officer	Type of Business Peacekeeping	From - To 01/06/1991 - 01/09/1991	
Name of Employer Department of Peacekeeping Operations, UN Mission in Kuwait (UNIKOM)	Name of Supervisor Gunnar Junnti		
Salaries per Annum: Starting	Final	Currency Paid	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes
Telephone Number		Email Address	
Address of Employer Kuwait			
Number of Employees Supervised by You			
Description of Duties Served as Receiving and Inspection Officer for all UNIKOM acquired goods and services.			
Summarize any of Your Achievements As tasked by the CAO successfully re-organized the receiving and inspection unit in order to accelerate workflow processes and streamline procedures, with a view to meet reporting requirements within prescribed timeframes allowing the mission to take advantage of early payment discounts.			
Reasons for Leaving Requested by the CAO to establish a fully functioning Supply Unit at UNIKOM/HQ in Umm Qasr.			

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

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

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

Address

Felix-Slavik Strasse 4/1/30
Vienna Austria
Fax: 0043-676-930 29 59
Contact: Wolfgang Weiszegger

Address

African Union/United Nations Hybrid Operation in Darfur
UNAMID
El Fasher Darfur Sudan

Telephone: -192-6484
Fax: 249-912-538 316
Contact: Wolfgang Weiszegger

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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