

Profiles included in this document

	Name	Index	DOB	Gender	Nationality	EMail
1.	TARAFDAR, Munir		01/10/1965	M	BGD	munirtarafdar@yahoo.com
2.	TOKAM MAMBOU, Alain Joseph		10/02/1972	M	CMR	atokam2004@yahoo.fr
3.	TUMUSIIME, Adrian	849576	03/02/1973	M	UGA	adrian_t72@hotmail.com
4.	UY, Steven	325327	12/12/1971	M	FRA	s.uy@interpol.int
5.	WAMALWA, Cletus	770316	13/07/1963	M	KEN	cnwamalwa@gmail.com
6.	WANGAY, Tsering	011852	03/07/1962	M	BHU	wangay@un.org
7.	WILLIAMS, Raphael	527355	11/08/1948	M	BAR	unmikray@yahoo.com
8.	ZEWDIE, Ephrem	389299	18/04/1969	M	ETH	zewdiee@un.org

Personal History Profile for Munir TARAFDAR

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
TARAFDAR	Munir	Ahmad	
2. Date of Birth	3. City of Birth	Country of Birth	Index No
01/10/1965	Dhaka	Bangladesh	
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Bangladesh		Bangladesh	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Male	161	53	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? Yes. United States of America.			
13. What is your preferred field of work? Financial management specialists			
14. Would you accept employment for less than six months? Yes			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when?			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? No			
18. Email Address: munirtarafdar@yahoo.com			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
The Institute of Internal Auditors	New Jersey United States of America	Jan-2007 - Dec-2007
Main Course of Study	Field of Study	
Auditing	Business & Administration	
Degree Title or Equivalent	Degree Type	
Certified Internal Auditor (CIA)	Postgraduate degree	

University Name	City, Country	From - To
American Institute of Certified Public Accountant	Minnesota United States of America	Jan-2005 - Dec-2006
Main Course of Study	Field of Study	
Auditing	Business & Administration	
Degree Title or Equivalent	Degree Type	
Certified Public Accountant (CPA)	Postgraduate degree	

University Name	City, Country	From - To
Winona State University	Winona, MN United States of America	Apr-1990 - May-1996
Main Course of Study	Field of Study	
Accounting	Business & Administration	
Degree Title or Equivalent	Degree Type	
Bachelor of Science	Bachelor of Sciences	

University Name	City, Country	From - To
University of Dhaka	Dhaka Bangladesh	Jul-1985 - Jun-1986
Main Course of Study	Field of Study	
Accounting	Business & Administration	
Degree Title or Equivalent	Degree Type	
Masters in Accounting	Masters	

University Name	City, Country	From - To
University of Dhaka	Dhaka Bangladesh	Jul-1982 - Jun-1985
Main Course of Study	Field of Study	
Accounting	Business & Administration	
Degree Title or Equivalent	Degree Type	
Bachelor of Commerce with Hon's in Accounting	Degree	

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

Name of School	City, Country	From - To
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Dhaka College	Dhaka Bangladesh	Apr-1980 - Mar-1982
Main Course of Study Financial Accounting, Micro Economics, Banking, Business Statistics, Business Organization & Management, Begali and English Literature		Certificate or Diploma Higher Secondary Certificate

Name of School Govt. Laboratory High School	City, Country Dhaka Bangladesh	From - To Jan-1979 - Jan-1980
Main Course of Study Mathematics, General Science, Book Keeping, Commercial Geography, Business Communication, Bengali and English Literature		Certificate or Diploma Secondary School Certificate

Employment

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

Job Title Finance Officer (Chief of Accounts Unit)		Type of Business UN Peacekeeping Mission	From - To 01/07/2007 -
Name of Employer United Nations Stabilization Mission in Haiti (MINUSTAH)		Name of Supervisor Chandan Baidya	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
84447	86236	USD	Is this a position within the UN Common System? Yes
Telephone Number 19173679075		Email Address tarafdar@un.org	
Address of Employer Haiti			
Number of Employees Supervised by You 5			
Description of Duties Monitor and review various reports: Status of Allotment, Trial Balance, Outstanding Obligations, Accounts Payables and Accounts Receivables on a continuous basis. Submission of monthly financial statements to HQ together with the supporting schedules and documents in a timely manner. Responsible for existence of effective internal controls and compliance with Financial Rules and Regulations, STAIs, Field Finance Procedures and Guidelines. Supervision of the compiling and dispatching of Debit Advices to other UN offices, peacekeeping missions and other entities to which the mission has provided services. Promote team work and facilitate on the job training for Accounts Unit personnel to enhance professional development and growth.			
Summarize any of Your Achievements Decreased accounts receivable by 40 percent and crossed trained all the staffs under my section.			
Reasons for Leaving N/A			

Job Title Assistant Controller		Type of Business Food	From - To 01/09/2006 - 01/07/2007
Name of Employer Fresh Direct, LLC		Name of Supervisor Steve Filipelli	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
77500	80000	USD	Is this a position within the UN Common System? No
Telephone Number 17189281514		Email Address mtarafdar@freshdirect.com	
Address of Employer United States of America			
Number of Employees Supervised by You 6			
Description of Duties Responsible for the management, direction and operation of all accounting related activities including cash management, accounts payable, accounts receivable, payroll & general ledger. Prepared & submitted weekly cash flow statement to the top management and reconciled daily \$600K (app) credit card sales and collections. Conducted monthly cycle counts of inventory to ensure proper inventory valuation and reduce yearly audit expenses by eliminating inventory counts by the external auditors. Analyzed financial information detailing assets, liabilities, and capital in addition to preparation of balance sheets, profit and loss statements, and other management reports. Liaised with external auditors and helped in audit by preparing and providing supporting schedules and documents.			
Summarize any of Your Achievements Reduced financial closing cycle from 20+ days to only 7 days, successfully implementing internal controls for payables, receivables, inventories and GL. Instrumental in securing \$2 millions Line of Credit by proper negotiation and providing the supporting documents. Improved the quality of cash management by implementing a new process of reconciliation of daily credit card sales and cash collections.			
Reasons for Leaving Professional Growth.			

Job Title Experienced Associate II	Type of Business Accounting & Finance	From - To 01/11/2005 - 01/09/2006
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Name of Employer The Siegfried Group, LLP			Name of Supervisor Angela Evans		
Salaries per Annum:					
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No		
78000	79750	USD	Is this a position within the UN Common System? No		
Telephone Number 12129477575			Email Address MTarafdar@siegfriedgroup.com		
Address of Employer United States of America					
Number of Employees Supervised by You					
Description of Duties Assisted in the restatement of prior operating and business statements to reflect proper comparability and consistency between periods and examined underlying data for accuracy. Assisted in preparation and submission of 10K to SEC. Created internal controls process narratives in compliance with Sarbanes-Oxley Section 404. Audited and tested key controls in the following areas: Client Contracts, Client Accounting & Revenue Recognition, Media Buying, Media Verification & Paying, Cash Operations, Job Costs & Paying, GL Closing & Preparation of Financial Statements. Identified control deficiencies and/or process inefficiencies and recommended improvements.					
Summarize any of Your Achievements Performed Compliance Audit for key controls of IPG and recommended improvements. Restated the Financial Statements of IPG (one of the Fortune 100 companies) and helped in SEC filing within a short time span.					
Reasons for Leaving Professional growth.					

Job Title Financial Specialist		Type of Business Accounting and Finance	From - To 01/09/2003 - 01/11/2005
Name of Employer Robert Half International - SPS		Name of Supervisor Kristin Rutherford	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
55000	72000	USD	Is this a position within the UN Common System? No
Telephone Number 12126877878		Email Address	
Address of Employer United States of America			
Number of Employees Supervised by You 3			
Description of Duties Client: HIP, New York (August 2005 - November 2005) Responsible for the preparation of monthly financial statements of the subsidiaries including the preparation of adequate footnotes. Prepared and analyzed consolidated financial statements and management reports, provided trend and variance reports to the management. Performed monthly review and researched related intercompany issues. Assisted in ensuring compliance with company policies, GAAP and other regulatory policies. Client: Insight Communications, Inc (January 2005 - July 2005) Responsible for all aspects of fixed assets such as additions, disposals, transfers, reimbursements and impairments. Reviewed and approved all Project Authorization forms submitted by the districts to ensure adherence to GAAP regarding capitalization. Analyzed and reviewed budget to actual for capital expenditures and investigated variances as necessary on a monthly basis. Prepared monthly comprehensive capital report and submitted to top-level management. Supervised and reviewed the Project Accountant's daily and monthly activities. Client: Royal Bank of Scotland (June 2004 - January 2005) Prepared daily P&L (Swaps, Bonds, Options, Trading, Emerging Market, and Money Market) to provide accurate and timely production and consolidation. Ensured P&L by driver is investigated, understood and delivered to the Front Office. Prepared daily flash P&L (SPOT FX, Money Market, Emerging Market and Currency Options Desk). Consolidated P&L reports and submitted management accounts to head office in London. Client: FGIC (formerly GE Capital) (September 2003 - May 2004) Prepared and reviewed quarterly financial statements including the development of related footnote disclosures in conformity with GAAP. Extensive monthly & quarterly account reconciliations of all Balance Sheet accounts, recommended suggestions to streamline the reconciliation process. Prepared annual NAIC filing.			
Summarize any of Your Achievements At Insight Communications Inc. I instituted and implemented an internal control process for all cash collections and disbursements. Also, I updated the control process for Fixed Assets acquisitions and dispositions.			
Reasons for Leaving Better opportunity for professional growth and advancement.			

Job Title Senior Accountant		Type of Business Investment and Finance	From - To 01/04/2000 - 01/07/2003
Name of Employer JP Morgan Partners, LLC		Name of Supervisor Scott Kraemer	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
55000	65000	USD	Is this a position within the UN Common System? No
Telephone Number		Email Address	
Address of Employer United States of America			
Number of Employees Supervised by You			
Description of Duties Responsible for variety of private equity transactions including purchases, sales, distributions, income accruals, and all cash movements. Analyzed investment activity for 350+ third party funds owned by JPM to ensure accurate capital calls and fund sell down activities. Prepared ad hoc reports that summarized activity of investment funds, including information regarding recent acquisitions, as well as harvesting and other disposition activities. Identified reimbursable expenses on behalf of the portfolio companies and capitalized costs. Reviewed and ensured the accuracy of private equity valuations.			

Summarize any of Your Achievements

I documented and updated all the critical processes so as to ensure the proper recording of transactions in the book.

Reasons for Leaving

Needed flexibility to attend sick children.

Job Title	Type of Business	From - To
Staff Accountant	Insurance	01/01/1999 - 01/03/2000
Name of Employer	Name of Supervisor	
Blue Cross Blue Shields of Minnesota	Bob Knudson	
Salaries per Annum:		
Starting	Final	Currency Paid
50000	55000	USD
		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		
United States of America		
Number of Employees Supervised by You		
Description of Duties		
Prepared management information summary for seven business segments. Audited and reconciled fixed assets accounting systems to general ledger accounting systems. Performed trend and variance analysis of G&A expenses and generated exception reports. Prepared and reconciled inter-company receivables and payables.		
Summarize any of Your Achievements		
While auditing fixed assets accounting systems to general ledger accounting systems, I discovered overpayment of invoices saving Blue Cross over \$80,000.		
Reasons for Leaving		
Relocated from Minnesota to New York.		

Job Title	Type of Business	From - To
Junior Accountant	Investment and Finance	01/04/1997 - 01/12/1998
Name of Employer	Name of Supervisor	
Norwest Investment Services (NISI)	Bob	
Salaries per Annum:		
Starting	Final	Currency Paid
42000	45000	USD
		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		
United States of America		
Number of Employees Supervised by You		
Description of Duties		
Performed month-end and year-end closing entries, reconciliation and analysis of complex inter-company relationship. Analyzed and reconciled General Ledger accounts. Prepared sales and use tax returns, encoding fixed assets, and Compensating customer claims.		
Summarize any of Your Achievements		
Was able to handle two jobs simultaneously when a fellow co-worker suddenly became ill.		
Reasons for Leaving		
Growth opportunity.		

Job Title	Type of Business	From - To
Administrative Officer	Manufacturing	01/10/1988 - 01/01/1990
Name of Employer	Name of Supervisor	
Trident Industries Ltd.	Shawkot Ali	
Salaries per Annum:		
Starting	Final	Currency Paid
36000	48000	BDT
		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		
Bangladesh		
Number of Employees Supervised by You		
35		
Description of Duties		
Performed general administrative services. Exercised the delegation of authority from the director for procurements of goods & services and approving payments. Responsible for placement and overall supervision.		
Summarize any of Your Achievements		
Decreased the employee turnover by 20% and increased the productivity by 30%. Ensured an open communication system.		
Reasons for Leaving		

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	Not easily	Not easily	Not easily
Arabic	No	Not easily	Easily	Not easily	Not easily

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

Language	Mother Tongue	Speak	Read	Write	Understand
Hindi	No	Not easily	Not easily	Not easily	Easily
Bengali	Yes	Easily	Easily	Easily	Easily

Address

129 DANIEL CT
KENDALL PARK NJ United States of America
Telephone: 1-732-9601154
Contact: MUNIR TARAFDAR

Address

111 MONESHWAR ROAD
ZIGATOLA
DHAKA Bangladesh
Telephone: 880-2-8627714
Contact: MUNIR TARAFDAR

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
Rachel FENG	Senior Accountant	JP Morgan Chase Private Equity Fund Services United States of America	12125523994 rachel.y.feng@jpmorgan.com
Tapash SENGUPTA	IT	Lehman Brothers United States of America	12014992837 tapash.sengupta@lehman.com
Adam SPERLING	AVP	JP Morgan Chase Private Equity Fund Services United States of America	19176934263 adam.sperling@jpmorgan.com

Personal History Profile for Alain Joseph TOKAM MAMBOU

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
TOKAM MAMBOU	Alain Joseph		
2. Date of Birth	3. City of Birth	Country of Birth	Index No
10/02/1972	Mélong	Cameroon	
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Cameroon		Cameroon	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Male	172	99	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? Yes			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? 01/01/2010			
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: atokam2004@yahoo.fr			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
University of Douala: Higher School of Business Studies (Université de Douala: Ecole Supérieure des Sciences Economiques et Commerciales: ESSEC)	Douala Cameroon	Nov-2004 - Nov-2006
Main Course of Study	Field of Study	
Management	Business & Administration	
Degree Title or Equivalent	Degree Type	
Professional Master's Degree in Organization and Management (Maitrise Professionnelle en Organisation et Management:MPOM): With Honor	Postgraduate degree	

University Name	City, Country	From - To
University of Dschang: Fotso Victor University Institute of Technology (Université de Dschang: Institut Universitaire de Technologie Fotso Victor: IUT)	Bandjoun Cameroon	Oct-1994 - Nov-1996
Main Course of Study	Field of Study	
Accounting	Business & Administration	
Degree Title or Equivalent	Degree Type	
Higher National Diploma (HND) in Accounting and Company Management (Brevet de Technicien Supérieur (BTS) en Comptabilité et Gestion des Entreprises): With Distinction.	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	City, Country	From - To
United Nations Peace Operations Training Institute, USA. Student ID: 10401	Williamsburg, VA 23185 USA United States of America	Sep-2008 - Nov-2008
Main Course of Study		Certificate or Diploma
The Conduct of Humanitarian Relief Operations: Principles of Intervention and Management		Certificate in Conduct of Humanitarian Relief Operations: With Honour (92%)

Name of School	City, Country	From - To
United Nations Institute for Training and Research Programme of Correspondence Instruction in Peacekeeping Operations (UNITAR POCI).Student ID: 1554	New York, United States of America United States of America	Oct-2007 - Feb-2008
Main Course of Study		Certificate or Diploma
Logistical Support to UN Peacekeeping Operations.		Certificate in Logistical Support to UN Peacekeeping Operations: Obtained with honour.

Name of School	City, Country	From - To
United Nations Institute for Training and Research Programme of Correspondence Instruction in Peacekeeping Operations (UNITAR POCI).Student ID: 377	New - York, United States of America United States of America	Mar-2007 - Aug-2007

Main Course of Study An Introduction to the United Nations System: Orientation for serving on a United Nations Field Mission		Certificate or Diploma Certificate in Introduction to the United Nations System: Orientation for serving on a United Nations Field Mission (with honour).
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Name of School BRITISH COUNCIL DOUALA CENTRE	City, Country Douala Cameroon	From - To Oct-2004 - Jun-2005
Main Course of Study English language		Certificate or Diploma English language Training Certificate

Name of School Commercial and Industrial Technical Government High school (Lycée Technique Industriel et Commercial)	City, Country Bafoussam Cameroon	From - To Sep-1992 - Sep-1994
Main Course of Study General and Cost Accounting, Corporate Finance, Company Management, Financial Management, Budget Management, Budgetary Control, Financial Mathematics and Business Law.		Certificate or Diploma 1) Diploma of Probation in Accounting (Probatoire G2: Comptabilité): Obtained in 1993. 2) Baccalaureate in Accounting (Baccalauréat G2: Comptabilité): Obtained in 1994

Name of School Commercial and Industrial Technical Government School (Collège d'Enseignement Technique Industriel et Commercial: CETIC)	City, Country Bafoussam Cameroon	From - To Sep-1990 - Jul-1992
Main Course of Study General and Cost Accounting, Corporate Finance, Company Management, Financial Management, Budget Management, Financial Mathematics, Budgetary Control and Business Law.		Certificate or Diploma Diploma of Professional Studies in Accounting (Brevet d'Etudes Professionnelles en Comptabilité):obtained in 1994

Name of School Seminary Saint Paul of Melong Centre (SEMINAIRE SAINT MICHEL DE MELONG CENTRE)	City, Country Melong Cameroon	From - To Sep-1984 - Jul-1990
Main Course of Study General Studies: History, Geography, General Mathematics, French, English and Spanish Languages and General Sciences.		Certificate or Diploma First Four Years Certificate of Secondary Education (Brevet d'Etudes du Premier Cycle :BEPC)

Employment

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

Job Title Project Finance and Administrative Officer		Type of Business Manufacturing, Sales and Distribution of dairy products	From - To 01/08/2009 -
Name of Employer Société Camerounaise des Produits Laitiers (CAMLAIT S.A.) : Cameroonian Dairy Products Corporation (CAMLAIT S.A.)		Name of Supervisor Mr. KAMGA Pierre	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
10200000	10200000	XAF	Is this a position within the UN Common System? No
Telephone Number		Email Address	
Address of Employer Cameroon			
Number of Employees Supervised by You 37			
Description of Duties + Project administration, implementation, planning and monitoring: Establish & maintain effective structures and processes for the delivery of the "Riverr Project" and its implementation; Manage the time & contributions of the experts & consultants (national and international) in the projects; Develop detailed annual work plans with clearly defined activities & specific results-based outputs for the implementation of the project; Prepare annual budgets to support the implementation of annual work plans based on the overall budget in the Project Documents & other resources to be mobilized; Draft various types of internal & external communications/ documents including memorandums, summaries for discussion, presentations, proposals; Oversee the implementation of contracted activities in the work plans, and ensure timely implementation by implementing partners; Develop new & improve procedures and techniques related to internal controls of all aspects of the project; Coordinate and organize internal/ external meetings and associated travel with national and international partners as and when required; Monitor project expenditures, ensure timely spending; Supervise the contractors on site ensuring that they meet the high standards expected by the project partners and in accordance with the technical standards guidelines of the project. + Budget, Finance, Accounting and Reporting: Supervise estimates for the project and in-house estimates submitted by the technical departments; Supervise estimates and monitor the HR budget; Supervise the management of contracts (relating to procurement, grants, credits); Pre-audit all budgetary transactions; Ensure that funds are used with due regard to economy and efficiency; Prepare monthly, quarterly and annual reports on the execution of the budget & investment planning. + Perform many other duties relating to Purchasing & Procurement, General Administration, HR & Capacity Building, Inventory, and Management of external relations.			
Summarize any of Your Achievements			

1- Improvement of quality of the financial information The information systems in place do not produce accurate and reliable financial data in a timely fashion. In addition, changes are regularly made by HQ Finance & Administrative Department to the "Riverr" Project administrative budget without informing the Project Team. Thus, it is difficult to monitor administrative expenditures against the budget. As soon as I joined, I recommended that a high performance Financial Management System should be acquired; this system should integrate the accounting for the imprest as well as project management. It should also include the purchasing function. Further to the above recommendation, Sage Saari "500" was acquired at the end of November 2009. The process for configuration, testing, migration of data and training for this new software has been scheduled to begin on January 10, 2010. However, the development of the Sage Saari "500" Standard Operating Process has started and is ongoing. This consists of 2 main activities: - the development and implementation of process aiming to collecting, processing, editing and saving financial operations. - the development & implementation of tools and forms to enable the full implementation of a modern accounting and financial environment. 2- Project expenditures a) Long delays were often observed in the issuance of authorizations for project expenditures. I developed and implemented Checklists both at the level of the project and the HQ in order to improve the quality of their requests. It was also agreed that authorizations be signed by the "Riverr" Project Manager as certifying officer. b) The delay for obtaining Petty Cash authorizations for the project was too long. I requested and obtained delegation of authority for the authorization and the renewal of project Petty Cash. 3- Payments Payments delays were too long, particularly for international consultants. Moreover, there was no feedback, especially from HQ, regarding the processing of payments on behalf of the "Riverr" Project. Regarding the payments to consultants, I developed a SOP that suggests that the Project Manager should carefully review Certification of Payment forms prior to signing them; unjustified additional days are frequent causes for delay of payment, as they require investigation both from the Personnel and Finance & Administrative Departments at the HQ level. About the payments via HQ, the new procedures in force states that the "Riverr" Project should obtain from HQ confirmation of all payments processed via the weekly payment log. 4- Procurement Long delays were often observed from the time of issuance of the purchase requisition to the delivery of the goods at the project site. Also, price estimates communicated to the project team by the HQ did not always reflect the most competitive prices. Finally, there is no procurement software which would automate the process and allow for better monitoring of each procurement case. In collaboration with the Procurement Department at the HQ level, I developed and implemented an annual procurement plans. The systematic use of these plans would allow for better planning of the procurement activities throughout the year. In addition, there is actually enough time to perform some preliminary research and identify adequate suppliers, find competitive prices ... I requested and was authorized to recruit an Operation Assistant, responsible of following up on the delivery of goods (including customs clearance). 5- Administration I have been working to perform the proper management of the office supplies stock and to reduce delay in the processing of travel claims.

Reasons for Leaving

NA

Job Title Internal Audit Advisor		Type of Business UNITED NATIONS	From - To 01/02/2007 - 01/06/2009
Name of Employer United Nations Stabilization Mission in Haiti (MINUSTAH) through the United Nations Volunteers Programme		Name of Supervisor MR. Jacques MARCHETERRE	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
1	1	USD	Is this a position within the UN Common System? No
Telephone Number		Email Address	
Address of Employer Haiti			
Number of Employees Supervised by You 5			
Description of Duties Establish the internal audit procedures for Haitian National Police (HNP) in particular for finance, resource, asset management and accounting. Assist with the review of cost plans and activities proposed for donor projects, ensuring that they conform to the donor terms of reference. Train the Haitian National Police Auditors, Finance, Accounting and Budget officers in internal audit, finance and accounting practices. Establish routine internal audit checks. Prepare reports of internal audit findings and undertake capacity building of national staff in this function. The Deputy Police Commissioner (DPC) in charge of the Haitian National Police Development (HNP) using to asking me from time to time to represent him in meetings and / or workshops held either by the Haitian Government or the International Community . Maintain the information and accounting systems for management of expenditure control within the Haitian National Police, in accordance with the financial rules and regulations of the Government of Haiti and establish Ministry of Finance procedures for budget and expenditure monitoring. Assist with the maintenance and implementation of effective financial procedures and controls for the Haitian National Police. Make regular management reviews to reconcile records of expenditure and income under various sources of finance and monitoring the accounts. Identify and maintain an updated list of vendors for goods and services appropriate to the Haitian National Police function. Participate in tender committees to review offers and select appropriate vendors/contractors; and when required assist in the elaboration, distribution and collection of tender documents. Monitor the service provided by third party procurement agents as appointed. Assist with the preparation of budget submissions to the Ministry of Finance. Prepare other financial and budget management reports as required.			
Summarize any of Your Achievements During the integration stage within the Haitian National Police (HNP) Finances and Accounting Directorate, have identified three major sources of fraud: 1) Irregular purchase of goods and services; 2) Fraud pertaining to the monthly allocated amount of gasoline; 3) Fraud relating to the repairing and maintenance of vehicles. These frauds were reported to the MINUSTAH Deputy Police Commissioner (DPC). He also reported the third case of fraud (repairing and maintenance of vehicles) to the Haitian National Police Top Management Team. Investigations were conducted and accordingly, the Haitian National Police Assistant Director of Logistics is now under Police arrest (since Tuesday, June 05, 2007). Since its establishment in 1994, the Haitian National Police has never held neither an inventory of its property, nor the random inventory of its various petty-cash which the global monthly amount is approximately US \$ 86,000. I am working now with the Haitian National Police senior management team to establish semi-annual and annual mandatory physical inventory of property and random & regular physical inventory of petty-cash. In order to assess the implementation of the HNP Reform Plan, MINUSTAH –DPC for HNP Development and the HNP Highest Commander agreed that an accounting audit for HNP financial year 2006 / 2007 should be conducted. In this connection, I led the team of MINUSTAH Budget, Finance and Internal Audit towards the completion of this audit project. From time to time I used to representing the DPC for HNP Development (HNP) in meetings and / or workshops organized either by the Haitian Government or the International Community. Already familiarized with the Haitian Government Finance & Accounting Rules and Regulations, and with the Haitian National Police Procedures and Regulations. Established also the assessment of the Haitian National Police Reform Plan on its points pertaining to budget, finance, accounting, internal audit and other related fields. This assessment plan was submitted both to the MNUSTAH POLICE, Chief of Administration & General Services and the Deputy Police Commissioner. Then, explanation to the HNP management the concept of the HNP Reform Plan which was jointly adopted by the United Nations and the Haitian Government. Thus, I am daily highly requesting their contribution and involvement for the resounding success of the implementation of this Reform Plan. Have been holding and / or chairing several meetings and workshops with the HNP Finance, Accounting and Budget staff to discuss matters pertaining to finance, accounting, budget, payroll and procurement. Administered, managed and supervised the impregnation stage of the UN - MINUSTAH team for the understanding of the HNP operating process & management style, and for the reviewing of the current finance, accounting & budget procedures. For almost 20 months, was the supervisor of the MINUSTAH Budget, Finance and Internal Audit team which comprises: 01 UNV Internal Audit Advisor, 01 UNV Accounting Advisor, 01 UNV Budget Advisor, and 01 UNV Finance Advisor and 02 UNPOL. Already identified HNP management, control, and governance processes risks and weaknesses. The most important (and urgent to be addressed) are the lack of an appropriated finance & accounting software and a strong procedures & regulations pertaining to the procurement and the payment of goods and Services. About the Finance & Accounting software, I evaluated and proposed ACCPAC. Met with the Haitian National Public Contract management team to understand and evaluate the level of contribution of this public regulation Institution in securing the Haitian National Police procurement operations.			
Reasons for Leaving End of contract			

Job Title Auditor, then Chief of Mission in charge of Audit and Accounting Department		Type of Business Accounting and Audit Corporation	From - To 01/06/2005 - 01/01/2007
Name of Employer Management Consulting Audit "MCA"		Name of Supervisor MR. Jean Jacques MPANJO LOBE	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
5600000	6497796	XAF	Is this a position within the UN Common System? No
Telephone Number		Email Address	

Address of Employer

Cameroon

Number of Employees Supervised by You

20

Description of Duties

Mentor and coached more junior staff in the audit & accounting department. Business Decision Support - projects and contracts review, cost reduction initiatives. Audit of clients in various industries. Reviewed of financial statements prepared by clients and production of quality financial statements. Monthly, quarterly, half-yearly and annual reporting. Reviewed of clients' control system in terms of adequacy of controls, identification of control weaknesses and making recommendations on weaknesses identified. Organized and chaired pre-audit meetings and close-out meetings for each assignment. Animation and development of clients' portfolio. Ensured that deadlines are achieved for all deliverables for department - audit plans and reports, planning timetables. Managed resources allocated to the assignment and managed the assignment to ensure delivery within agreed cost and timelines. Funds raising and assembling financing files. Received Final Audit Reports and worked closely with auditees to ensure that all Audit Conditions are closed. Reported audit findings and made recommendations to auditors in charge of the engagement for correcting deficiencies and improving operations. Advised in internal organisation and procedures writing. Further to the World Bank and IMF recommendation, assisted in the conception and implementation of the Cameroon «Operation – Epervier» aimed to fight against global corruption in Cameroon's public administrations. For various international companies and organizations, Participated in the development of objectives and desired results and the development of programme / project budgets. In collaboration with programme / project managers, undertook field visits to coordinates the monitoring of plans of action, ensures objectives and targets are achieved, identifies training needs and provides on-the-job-training. Provided support to managers with respect to the elaboration of resource requirements for budget submissions.

Summarize any of Your Achievements

Created a great value added in the Audit and Accounting Department. Considerably increased the clients' portfolio. In this connection, I increased the turnover for not less than 1.000.000.000 franc Cameroon, approximately 2,000,000.00 US \$. Assisted Cameroon Government led by World Bank and IMF in its commitment to fighting against corruption in public administration. Provided guidance and advice for the production of accurate financial statements. Facilitated important business decisions through a good and fair analysis of financial statements. Participated to the development and implementation of budgetary procedures that enabled diverse organizations to achieve their objectives and targets within the approved budget and deadline. Assisted in the production of accurate and timely financial reporting. Effectively served profit organizations by using financial analysis to provide users (internal and external) with information on company profitability and the effectiveness of operations.

Reasons for Leaving

Pursue different career options.

Job Title	Type of Business	From - To
Director for Administration and Finance	Private: Perfumes and Cosmetics Company	01/11/2001 - 01/07/2004
Name of Employer	Name of Supervisor	
Laboratoires Biopharma S.A	MR. Francis DJOMOU NANA	
Salaries per Annum:		
Starting	Final	Currency Paid
7200000	7200000	XAF
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		
Cameroon		
Number of Employees Supervised by You		
32		
Description of Duties		
Supervised all country office bank relations and bank accounts activities including negotiation of fees, interest and currency exchange rates. Managed the finance department activities and schedules to meet the financial reporting requirements and deadlines. Assembled a financing file with French Development Agency (AFD) guarantee. Full reconciliation of all balance sheet items. Participated in the structuring and negotiating of deals. Followed up of the SGS (Société Générale de Surveillance) and Customs regulation, and the import and export procedures. Liaised with Local Government, Public and Para Publics Corporations, International Financials Corporations (EIB, PROPARCO, and FMO), Local Financial Institutions, International Organizations and Organisms (AFD, APDF, CDE, and COFACE). Maintained communication between finance and shareholders, management team & others departments with emphasis on financial requirements. Optimized use of financial assets and resources. Developed and implemented internal procedures, in collaboration with APDF (Africa Project Development Facility, a World Bank Organism' specialized in the development of private sector in Africa). Handled day to day company finances, accounting and regulatory tasks. . Preparation of the annual and monthly cash budgets. With the Clearing Agents collaboration, clearance of goods, plans and others at Douala Port and Airport. Handled treasury duties to assure liquidity and ability to meet financial obligations. . Cost accounting, budget forecasts and budgetary control. Liaised with Heads of Department regarding the control of variable and non - variable overheads, and monthly comparison of budgeted versus actual costs. Evaluated and trained staff. Administered suppliers and clients contracts. Handled administrative duties, including relationship with national and international partners (suppliers, clients).		
Summarize any of Your Achievements		
Worked very hard to look for financial resources to launch the activities of that start-up company. Then, the Chief Executive Officer asked me to build a solid staff organization. As a well qualified, devoted and analytical young man, worked seven days a week, eighteen hours per day and sometimes with three months unpaid salary to achieve the above mentioned goals. Firstly, about the financial resources, I assembled several financial files, with solid business and investment plans. Then, discussed with several investors and bank managers, explained to them our business and the related financial projections. The outcomes were fully satisfactory because the company obtained both from European Investment Bank (EIB) and International Bank of Cameroon for savings & Credit (BICEC) a seven years term loan of Euro 853,714.50 with a one year grace period. We spent the above money to purchase tangible fixed assets and to pay related customs duties. In addition, the shareholders were not able to increase the equity capital as indicated in the financial projections for the purchasing of row material and providing working capital requirements. Thus, I was compelled to demonstrate the necessity to BICEC Bank to grant us urgently an additional loan. We obtained therefore, with a great satisfaction and in the similar term of conditions, another loan of Euro 762,245.00 from BICEC, a renowned International Bank (Groupe Banques Populaires) subsidiary. BICEC BANK is headquartered in Douala, Cameroon. Secondly, built a strong file to request an operating subsidy to the Centre for Enterprise Development (CDE), headquarters in Brussels. Thirdly, put in place a solid organization and made sure that the whole activities of the company was monitored and supervised. Designed and elaborated a procedural manual, in collaboration with the Africa Project Development Facility (APDF) a world Bank Organism specialized in the development of the private sector. APDF was represented by Mr. David Ashiagbor. To achieve my goals and targets, I recruited, coached and trained a very big team, with strong ethical and moral value.		
Reasons for Leaving		
Pursue different career options.		

Job Title	Type of Business	From - To
Accountant - Deputy Head of Finance and Administrative Department	Private: Production and Distribution of Paints	01/02/2000 - 01/08/2001
Name of Employer	Name of Supervisor	
Compagnie Equatoriale des Peintures (CEP)	MR. Mathias PIGLA PIGLA	
Salaries per Annum:		
Starting	Final	Currency Paid
1800000	2640000	XAF
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		

Cameroon
Number of Employees Supervised by You 6
Description of Duties Developed and updated accounting manuals. Used to oversee the timely preparation, review and approval of all monthly bank account and cash reconciliation. Managed Working Capital and Treasury - client collections, cash, payables. Prepared and / or supervised the accurate and timely production of periodic financial statements, including the reconciliation of unrestricted and restricted fund balances, and the related release from restriction. Monthly reporting and Follow up of budgets and fiscal system. Ad-hoc duties relating to finance, taxes, logistics, accounting, audit and budget.
Summarize any of Your Achievements Updated the list of fixed assets of the company. Initiated and conducted a study aimed to the reduction of the financial costs. Improved the production and interpretation of financial statements (the balance sheet and the income statement).
Reasons for Leaving Promotion.

Job Title Controller, then Head of Yaoundé Branch	Type of Business Private: Production and Distribution of Soap and Detergents	From - To 01/08/1996 - 01/12/1998
Name of Employer Savonnerie de l'Ouest Cameroun (SOC)	Name of Supervisor MR. Jean Samuel TACHAGO	
Salaries per Annum: Starting 3000000	Final 3200000	Currency Paid XAF
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 Cameroon		
Number of Employees Supervised by You 56		
Description of Duties Planned and controlled annual budgets and plans and the monitoring of performance against these plans. Prepared financial reports. Performed regular reviews of transactions to ensure compliance with policies and procedures and audits. Developed of the annual internal audit plan and timetable for the company, including the necessary meetings with the management team. Managed the accounting and financial processes and procedures. Ensured that on a monthly basis balance sheet reconciliations are completed on a timely basis and that final reconciliation and trial balances are reviewed with the General Manager. Prepared, analysed and presented Profit and Loss statements to the management team. Conducted and administered logistics and transportation assignments. Liaised with Marketing Department personnel in analysing advertising expenditures and ensuring brand and category profitability. Human resources management (recruitment, administration, training, employee movements...). Financial Reporting and Management Accounting. General administration and inspection in the whole national branches and warehouses. Financial, accounting, logistics, general administration, audit, tax system and ad-hoc duties.		
Summarize any of Your Achievements Developed and updated a procedural manual to regulate and monitor all the company activities. Increased the clients' portfolio of the Yaoundé Branch and its turnover.		
Reasons for Leaving Pursue different career options.		

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

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

Address

Société Camerounaise des Produits Laitiers (CAMLAIT S.A.) : Cameroonian Dairy Products Corporation (CAMLAIT S.A.)
Industrial Park, Tractafric Street
Douala Littoral Cameroon
Telephone: 237-33023606
Fax: 237-99612377
Contact: Alain Joseph TOKAM MAMBOU

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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Pierre Emmanuel DOCTOR NDEBI	Professor, Higher School of Business Studies, and Coordinator of the Master's Discipline in Organization and Management	Higher Institute of Business Studies,(ESSEC) Cameroon	ndebipe@yahoo.fr
Ferdinand MR. NGON KEMOUM	Managing Director of companies and Chief Executive Officer Emerging Markets Partnership Central Africa Management (EMP CAM)	Kitchener Building, second floor - Bonanjo Cameroon	2373342 48 61 ferdinand_ngon@yahoo.com
Frank MR. ROWE	Former Director, Administration and General Services, HNP Development (MINUSTAH)	904 5th Street Cameroon	001402416 2376 fmrowe@hotmail.com

Personal History Profile for Adrian TUMUSIIME

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
TUMUSIIME	Adrian		
2. Date of Birth	3. City of Birth	Country of Birth	Index No
03/02/1973	Mbarara	Uganda	849576
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Uganda		Uganda	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Male		68	Single
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? Financial management 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? 01/01/2008			
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: adrian_t72@hotmail.com			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
Oxford Brookes Universty	Oxford United Kingdom	Sep-2005 - Sep-2006
Main Course of Study	Field of Study	
Management	Business & Administration	
Degree Title or Equivalent	Degree Type	
Master of Business Adminisration (MBA)	Masters	

University Name	City, Country	From - To
University of Delhi	New Delhi India	Jul-1993 - Jul-1996
Main Course of Study	Field of Study	
Finance	Business & Administration	
Degree Title or Equivalent	Degree Type	
Bachelor of Commerce (B.COM)	Degree	

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

Name of School	City, Country	From - To
Uganda Management Institute	Kampala Uganda	Oct-2009 - Oct-2009
Main Course of Study		Certificate or Diploma
Project Monitoring and Evaluation		Certificate in Project Monitoring and Evaluation

Name of School	City, Country	From - To
British Council	Nairobi Kenya	Jun-2008 - Jun-2008
Main Course of Study		Certificate or Diploma
Project Management		Certificate in Leading Development Projects

Name of School	City, Country	From - To
Aptech	Kampala Uganda	Oct-2003 - Mar-2004
Main Course of Study		Certificate or Diploma
Information Systems Management		Certificate of Proficiency in Information Systems Management

Name of School	City, Country	From - To
Management Studies Promotional Institute	New Delhi India	Jun-1994 - Jul-1995
Main Course of Study		Certificate or Diploma
Financial Management		Post Graduate Diploma in Financial Management

Name of School Makerere College School	City, Country Kampala Uganda	From - To Feb-1986 - Jul-1992
Main Course of Study O'levels: 8 subjects incl. Maths and English. A'levels: 3 subjects- Maths, Physics and Economics		Certificate or Diploma Ordinary Level Certificate and Advanced Level Certificate

Employment

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

Job Title Programme Management Officer	Type of Business International Organisation	From - To 01/08/2008 - 01/02/2009
Name of Employer UN-Habitat,Regional & Technical Cooperation Division in the Regional Office of Africa & Arab States.		Name of Supervisor Liliana Contreras
Salaries per Annum: Starting 60000	Final 60000	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 +2540207623100	Email Address liliana.contreras@unhabitat.org	
Address of Employer Kenya		
Number of Employees Supervised by You 5		
Description of Duties <p>• Programme Management officer overseeing the administrative aspects of the African States Portfolio of over 47 Technical Cooperation projects. • Responsible for the administrative aspects of programme management and related activities including the timely preparation of project activities, provision of adequate human resource inputs and contracts. • Budgetary management, control and monitoring of projects executed by the Regional Office of African and Arab States (African States Portfolio) including the preparation of budget revisions and financial reporting. • Personnel administration including the recruitment of consultants, international and national staff. • Advising substantive officers of the Regional Office of Africa and Arab States on financial, administrative and procedural issues related to project formulation and Implementation. • Certification of expenditures related to the Regional Office of African and Arab States and verification that financial transactions are affected in accordance with the UN rules and regulations. • Maintaining liaison and cooperation with UNDP, project staff and other partners on budgetary or expenditure matters related to programme/project initiation, implementation and administration. • Supervise up to 6 staff members in the Regional Office. • Provision of policy advice on managerial and administrative matters in conformity with UN rules and regulations. • Preparation of regular and ad-hoc financial reports for management and decision making.</p>		
Summarize any of Your Achievements <p>?Improved timely delivery of projects: Through establishing regular meetings between programme management and Senior Housing Settlement Officers(project heads), the division has increasingly been able to better forecast project requirements(personnel, procurements and reallocation of resources) and thus expedite processing of project requirements and hence delivery. ? Improved business processes: Through personal initiative, closer liaison, and use of existing communication channels, the following business process were improved: In liaison with:-1. Programme Support Division and the Human Resource Department for recruitment of project personnel; 2. Legal department of the Programme Support Division for processing of project documents such as Agreements of Cooperation, Memorandums of Understanding, Small Scale Service Agreements etc.3.Procurement through constant interaction and guidance seeking from UNON's procurement and contracts office. ? Knowledge sharing: Through adopting a proactive attitude in; seeking guidance, advocating for informal training from colleagues in UNON and sharing knowledge in areas of expertise among project management staff, the quality of output in project management tasks was not only improved but also expedited. ? Cultivation of Ownership Culture: As part of the Programme Management team advocated for better structuring and distribution of project tasks among Programme Management Assistants(PMA's).This not only clearly demarcated responsibilities but also increasing led to PMA's awareness in their projects in turn this raised the level of ownership and accountability in specific project tasks. ? Improved project budget management by field offices: Through provision of guidance and an open communication flow between field offices and myself on budget management/allotments, an improvement in project request processing was registered because of the clarity in requests made. ? Established a closer liaison between the UNDP Finance offices in both Uganda and Madagascar where hitches had initially been encountered as a result of lack in clarity in resource dispensing and accountability. This highly facilitated on project delivery rates to meet donor targets.</p>		
Reasons for Leaving Left upon expiry of contract (18thFeb.2009), where I covered as a maternity replacement for 06 months (colleague returned upon completion of the 06 months).		

Job Title Fund Management Officer	Type of Business International Organisation	From - To 01/02/2008 - 01/07/2008
Name of Employer United Nations Environment Programme		Name of Supervisor Ms. Kazina Jessica
Salaries per Annum: Starting 71729	Final 71729	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 +2540207623482	Email Address jessica.kazina@unep.org	
Address of Employer Kenya		
Number of Employees Supervised by You		
Description of Duties <p>1. Coordination of the programme, projects and operations of UNEP's Division of Enviromental Policy Implementation.Which involves: working closely with programme officers and substantive programme heads in preparation of programmes of work, project documents and revisions, financial and other reports to achieve desired outcomes; laisingwith coordinators on financial resources management, project management and general operations of the office; and assist with the coordination of responses to audit queries and observations. 2.Management and Administration of Division's funds(trust funds, numerous counterpart contributions and division Environment Fund allocations).Which involves; ensuring that implementation of programme/activities is in full compliance with the donor agreements, decisions of policy organs and the UN and UNEP(Financial Regulations and Rules) as well as ensure all necessary formalities are completed to effectively close completed programmes, projects and trust funds. 3.Provide effective management of projects and monitoring of project implementation: which involves coordination/contribution in the preparation of new project documents and their revisions; facilitation of effective and efficient management of projects through certification of transactions; raising obligation documents and initiating as the disbursment of funds to external implementers; and furnishing periodic mangement and financial reports to donors.</p>		
Summarize any of Your Achievements		

? Successful and timely revision of project budgets and accounts to meet project accounts closure deadlines. ? Successfully coordinated and prepared DEPI's input for the FAFA Concept Paper on Verification. ? Successfully involved in the preparation of Trust Fund financial reports, to meet donor deadlines and stipulated guidelines; ? Successfully participated as part of the team involved in the preparation of the 2008-09 biennium budget and Preparation of the 2010-2011 biennium budget proposals.

Reasons for Leaving

Left upon expiry of a short-term contract (temporary post-awaiting recruitment), on the 11th July 2008.

Job Title Consultant		Type of Business Private business	From - To 01/01/2007 - 01/07/2007
Name of Employer Uganda Croc's Limited		Name of Supervisor self	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
6000000	6000000	UGS	Is this a position within the UN Common System? No
Telephone Number		Email Address ckamugira@hotmail.com	
Address of Employer Uganda			
Number of Employees Supervised by You 7			
Description of Duties 1.Develope Strategic Business Plan 2.Draw up comprehensive budget framework 3.Set up stock control system 4.Draw up staff training manual			
Summarize any of Your Achievements Consultancy report approved and adopted for implementation by the board of directors of Uganda Croc's Limited.			
Reasons for Leaving It was a short term consultancy for a period of 6 months.			

Job Title Accountant & Principal Staff Officer- Budget		Type of Business Economic Monitoring /Anti Smuggling .	From - To 01/05/1998 - 01/09/2005
Name of Employer Ministry of Defence , under the Special Revenue Protection Service .		Name of Supervisor Major. David Muhanguzi , formerly Head of Administration and Personnel(+256-772-449143)	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? Yes
6000000	6000000	UGS	Is this a position within the UN Common System? No
Telephone Number		Email Address	
Address of Employer Uganda			
Number of Employees Supervised by You 18			
Description of Duties Accountant and Principal Staff Officer Budget Accountant: - Set up the accounts department, structure and accounting system. - As head of the accounts department; supervise 18 staff, oversee and advocate for their training. - Provide Audit guidance to departments and all field teams within the organization. - Provided responses to Audit queries and ensured close liaison with both internal auditors and the Auditor General's office. -Develop and organize unit registry to ensure a systematic and organized record maintenance system. Principle Staff Officer Budget: -Set up the unit budget system; -Develop unit and team budgets in close liaison with team heads and the organizations senior Management; -Make annual and quarterly budget projections; -Monitor and evaluate the effective implementation of unit and team budgets Other duties: -Ensuring an effective and close liaison with the Ministry of Defence, Ministry of Finance and the Uganda Revenue Authority on resource allocation matters as the organizations' point man on financial resource matters. -Formulate and Advocate both organization policy and implementation thereof as a member of the unit Policy and Management Committee.			
Summarize any of Your Achievements -Ensured accurate financial reporting and effective risk management/cost controls a fact that led to an increase in unit budgetary funding by over 50%. -Built an accountability culture that led to the reduction of bottlenecks in processing financial resources for the unit. -Established an effective and close liaison with unit funders, auditors and suppliers which contributed highly to improved unit workflow. -Built a first class team spirit within the department that further contributed to commitment and efficiency. -Lay a stable foundation for the accounts department by ensuring staff development-leading to an able replacement from within the department upon my departure.			
Reasons for Leaving To pursue Education(Masters Programme) in view of persuing international job opportunities like with the UN.			

Job Title Assistant Auditor		Type of Business Coffe Buyers and Exporters	From - To 01/08/1996 - 01/04/1998
Name of Employer Outspan Commodities		Name of Supervisor David Kayondo	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
3600000	3600000	UGS	Is this a position within the UN Common System? No
Telephone Number		Email Address	
Address of Employer Uganda			

Number of Employees Supervised by You
4

Description of Duties
-Auditing field team returns; both financial and inventory on coffee purchases for Ecom International -Training field buyers on accounting and reconciliation procedures in line with Company policy. -Maintaining and Updating company coffee hedging records and accounts on behalf of senior management

Summarize any of Your Achievements
-The teams whose audit assistants i trained excelled in their duty stations and they eventually took over the buying centres because of their ability to ensure cost effective purchases keeping in line the company policy of strict accountability.

Reasons for Leaving
Offered an employment contract with the Ministry of Defence

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
Kinyarwanda	No	Easily	Easily	Easily	Easily
Luganda	No	Easily	Easily	Easily	Easily
Runyankore	Yes	Easily	Easily	Easily	Easily
Swahili	No	Easily	Easily	Easily	Easily

Address

P.O. Box 8104
Kampala Uganda
Telephone: 254-712505830
Fax: 254-712505830
Contact: Adrian Tumusiime

Address

P.O. Box 8104
Kampala Uganda
Telephone: +256-752643773
Fax: +254-712505830
Contact: Adrian Tumusiime

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
Mike CHIBITTA	Lawyer andExec. Asst. to the Commissioner General ,Uganda Revenue Authority	P.O Box 7279 Uganda	mchibita@ura.go.ug
Herbert MBONYE	Economist, and Former Head of Operations & Training, Special Revenue Protection Service	Ministry of Defence Uganda	hrmbonye@yahoo.com
Fred MUHHUKU	Programme Officer Agro-Dealer Development, Alliance for Green Revolution in Africa.	P.O Box 66773, Uganda	fmuhhuku@agra-alliance.org

UNITED NATIONS  NATIONS UNIES

Personal History Profile for Steven UY

General Details

1. Family name UY	First Name Steven	Middle Name Goyena	Maiden Name, (if any)
2. Date of Birth 12/12/1971	3. City of Birth Wilmington	Country of Birth United States of America	Index No 325327
4. Country of Nationality at Birth United States of America	Second Nationality (if any)	5. Country of Present Nationality France	Second Nationality (if any)
6. Gender Male	7. Height [cm] 174	8. Weight [kg] 75	9. Marital Status Married

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

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

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

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

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

15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? **01/01/2008**

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: **s.uy@interpol.int**

Education

List all university degrees or equivalent qualifications obtained.

University Name Université Robert Schumann	City, Country Strasbourg France	From - To Oct-1995 - Sep-1996
Main Course of Study Management	Field of Study Business & Administration	
Degree Title or Equivalent Diplôme des Etudes Supérieures Spécialisées - Certificat d'Aptitude d'Administration des Entreprises	Degree Type Advanced university degree	

University Name University of Delaware	City, Country Newark United States of America	From - To Sep-1991 - Jun-1995
Main Course of Study Native Languages	Field of Study Humanities	
Degree Title or Equivalent Bachelor of Arts in 4 For. Languages (Russian, French, Chinese, Japanese)	Degree Type Bachelor of Arts	

University Name University of Delaware	City, Country Newark United States of America	From - To Sep-1991 - Jun-1995
Main Course of Study Economics	Field of Study Social & Behavioural Science	
Degree Title or Equivalent Minor in Developmental Economics	Degree Type Undergraduate degree	

University Name University of Delaware	City, Country Newark United States of America	From - To Sep-1991 - Jun-1995
Main Course of Study Political Science	Field of Study Social & Behavioural Science	
Degree Title or Equivalent Bachelor of Arts in International Relations	Degree Type Bachelor of Arts	

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

Name of School Salesianum High School	City, Country Wilmington United States of America	From - To Sep-1985 - Jun-1989
Main Course of Study Advanced Placement/College prep.	Certificate or Diploma High School Diploma	

Employment

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

Job Title Chief of Procurement		Type of Business International criminal police organisation	From - To 01/02/2009 -
Name of Employer INTERPOL		Name of Supervisor Mr. Laurent Grosse	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
62400	62400	EUR	Is this a position within the UN Common System? No
Telephone Number 33437475263		Email Address s.uy@interpol.int	
Address of Employer France			
Number of Employees Supervised by You 9			
Description of Duties - project team for MM module of ERP (SAP) implementation - manage centralized procurement unit - formalize, codify and draft Procurement Manual and SOPs - Secretary of Procurement Committee (opening, evaluation, ad hoc)			
Summarize any of Your Achievements - participated in successful ERP project for purchasing workflow, interfaced with Finance - re-organisation of service to respond to client needs - commended by external auditors French "Cour des Comptes" for transparency - Creation of donor call for interest procedure with INTERPOL e-Passport project			
Reasons for Leaving Desire to evolve skillset and eventually head administration in a UN agency or mission			

Job Title Senior Administrative Officer		Type of Business International criminal police organisation	From - To 01/02/2008 - 01/02/2009
Name of Employer INTERPOL		Name of Supervisor Mr. Laurent Grosse	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
57420	57420	EUR	Is this a position within the UN Common System? No
Telephone Number 33437475263		Email Address s.uy@interpol.int	
Address of Employer France			
Number of Employees Supervised by You 0			
Description of Duties - create private option to state health insurance and pension (complete study, open tender, proposal to French government for separation) - ad hoc tasking on transversal projects within HR, Finance, and Admin Support Services			
Summarize any of Your Achievements - drafting specifications for Online Booking Tool for Missions and Travel Branch - performance management and business plan follow-up - project team in Enterprise Resource Planning (ERP) implementation in SAP			
Reasons for Leaving Applied to and was recruited for higher post as Chief of Procurement			

Job Title Finance Officer (supervisor of Payroll Unit 3 yrs, Contract/MOU/Invoice Unit 6 mo., Regional Admin Ofcr - Mitrovica)		Type of Business UN Special Mission	From - To 01/07/2004 - 01/02/2008
Name of Employer UNMIK (United Nations Interim Admin. Mission in Kosovo)		Name of Supervisor Mr. Lucien Chaker	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
68306	69779	USD	Is this a position within the UN Common System? Yes
Telephone Number 38138 504604		Email Address uy1@un.org	
Address of Employer Yugoslavia			
Number of Employees Supervised by You 14			
Description of Duties			

In DOA Special Projects: - Backfilled RAO position - Worked on DOA special projects dealing with reporting using consolidated Section data, asset disposal/liquidation planning and evacuation readiness. In Finance Section: - Approving officer with delegated authority of UN Comptroller - Monitor and report on over 5,000 active salary and allowance accounts for international staff and police - Maintain and update Sun (DPKO field accounting system), Progen Payroll Tool; use of IMIS, FPMS, Check-in/Check-out databases. - Integrate and liaise with Claims Unit, Check-In/Out Unit, CITS billing and stores, to ensure accurate recoveries. - Chairperson of Tender Opening Committee for mission procurements and member of Local Claims Review Board - Served on Fact-Finding and Investigative Panel for harassment claims - Management of some vendor accounts, SSA and other individual contractors. - Administrated Pension Fund and local Medical Insurance Programme billing control and reimbursements - Solid knowledge of United Nations human resource, financial and general rules and regulations, the remuneration system and inter-office financial flows. - Application of the above policies, including formal requests for clarification with FMSS/PMSS

Summarize any of Your Achievements

- Created Invoice Tracking and Reporting System - Created database applications to automate volume intensive transactions; with over 5,000 accounts, these applications saved a combined total of 20 days a month in various areas. - Organized capacity building within unit in DPKO applications, and the use of Access and Excel for quicker and more accurate processing of financial data. An intended "side-effect" was to add value to each individual's profile and ease their search for employment post-mission. - Worked closely with IT to consolidate financial data with personnel data from FPMS and IMIS, linking to asset, claims and attendance records. One system I designed performed the automated generation of annual pension schedules (a 400 page report) from over 70,000 electronic personnel actions. - Assisted Claims and Property Survey Unit in a standardized Lotus database with improved management reporting functions. - Drawing on previous Knowledge Management experience, I started a Community of Practice among all mission pay and allowance supervisors to informally exchange experience and information. - Gained intimate knowledge of the recruitment procedure (e.g. technical evaluation, use of NUCLEUS) through the creation of a database for the UNMIK Recruitment Unit which concretized and automated adherence to staff selection rules and SOPs in effect. - Assisted the Kosovo Police Service under the Police Commissioner in a review of the procurement and budgetary procedures; took part in revision of the 2006 annual budget.

Reasons for Leaving

Was recruited by INTERPOL for Senior Admin Officer

Job Title Director		Type of Business Public Health/Animal Welfare	From - To 01/12/2003 - 01/06/2004
Name of Employer Kosovo Animal Protection Society (KAPS)		Name of Supervisor Monique Fienberg	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
42000	42000	EUR	Is this a position within the UN Common System? No
Telephone Number 381637370046		Email Address	
Address of Employer Yugoslavia			
Number of Employees Supervised by You 7			
Description of Duties KAPS is a private foundation involved in internationally funded projects in Public Health and Animal Welfare, employing local multiethnic staff. Among its principal sponsors is the British "Society for the Protection of Animals Abroad." - Oversee all operational and administrative aspects of KAPS (HR and payroll issues, operation logistics) - Supervise General Manager and local staff in operations - Coordinate with local economic actors for acquisition of supplies and infrastructure - Manage finances and international and local donor coordination - Organize the mobilization of funds			
Summarize any of Your Achievements - Managed veterinary staff caring for 80 dogs and adoption strategy - Contracted goods and services from Serbian employees and Albanian vendors - Managed budget for 50,000 EUR grant from principal UK donor SPANA			
Reasons for Leaving I was offered a post as Finance Officer with UNMIK; this opportunity responded to personal goals I have had of working within the UN.			

Job Title Risk Manager		Type of Business Microfinance Bank	From - To 01/04/2003 - 01/12/2003
Name of Employer ProCredit Bank - Kosovo		Name of Supervisor Dr. Frieder Woehrmann	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
36000	42000	EUR	Is this a position within the UN Common System? No
Telephone Number 38138249 624		Email Address info@procreditbank-kos.com	
Address of Employer Yugoslavia			
Number of Employees Supervised by You 12			
Description of Duties - Risk analysis and reporting to local management and board of directors in the form of monthly and quarterly Risk Management Reports - Resolve specific high risk issues, such as security of interbank transfers transmission, test-key protocol, Letter of Credit/Guarantee contract validity - Draft contractual documents, Memos of Understanding, Internal Policy and Procedures as required - Draft reports, assessments and briefings for senior management as required - Supervise and provide guidance and support for junior staff - Liaise and coordinate with sister banks in Balkans region and international shareholders (European Bank for Reconstruction and Development, Commerzbank) - Monitor compliance with central banking organism and United Nations regulations, as well adherence to own internal indicators and mission statement - Advise on bank strategy in the local and international market.			
Summarize any of Your Achievements - Headed project to create Fixed Asset Accountability system, linking Accounting and Administration systems, based on barcode and scanner technology; designed and wrote a relational database for this purpose. - Wrote and implemented internal Policy and Procedures for Treasury Management and Credit Risk Scoring - Drafted Memo of Understanding for payment facilitation with national electrical utility - Created Risk Profiles of operational areas and financial systems (e.g. Int'l and National Payments Department SWIFT link, EUROPAY, VISA) - Analysed and assisted implementation of MasterCard and EUROPAY Network products - Managed and trained employees in Operational Risk Analysis Project using international risk best practices of Basel II as guideline			
Reasons for Leaving Completed contract and mission.			

Job Title Project Head (Knowledge Management)		Type of Business International Bank	From - To 01/02/2001 - 01/02/2003
Name of Employer Commerzbank A.G.		Name of Supervisor Guenther Szogs	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
65000	65000	EUR	Is this a position within the UN Common System? No
Telephone Number 4969136		Email Address guenther.szogs@commerzbank.com	
Address of Employer Germany			
Number of Employees Supervised by You 6			
Description of Duties <p>- Project manager of Enterprise Resource Management system "Knowledge Networks" based on the "infonea" platform by CommaSoft. The infonea platform is proprietary relational database running on an MS SQL server. The project catalogued and interlinked HR information, training, project information and intangible assets such as experience and competencies to assist international managers in staffing large projects. - Administrator of the Young IT Manager Trainee Program: recruited univ. graduates at international fairs, and organized the curriculum, evolution and placement during their first six months in the bank. - Customer Relationship Manager for International Funds Management Section, responsible for creation of turn-key IT training and account maintenance in the Knowledge Networks</p>			
Summarize any of Your Achievements <p>- Collaboration with various units implementing SAP (German branded ERP software) modules. - Managed project based on Commerzbank internal project and manual international specifications. Was awarded with ISO-9000 project certification. - Invented knowledge management programs such as the "infocafé", an innovative weekly forum for inter-section information sharing.</p>			
Reasons for Leaving <p>Departed to accept challenging new post in microfinance risk management in Kosovo.</p>			

Job Title Sub-project Head (Asset Management Application Development)		Type of Business International bank	From - To 01/06/1997 - 01/02/2001
Name of Employer Commerzbank A.G.		Name of Supervisor Mr. Rudolf Lencz	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
45000	53000	EUR	Is this a position within the UN Common System? No
Telephone Number 4969136		Email Address rudolf.lencz@commerzbank.com	
Address of Employer Yugoslavia			
Number of Employees Supervised by You 0			
Description of Duties <p>- Conceive and develop applications for the International Asset Management Group such as middleware (file conversion and interface) between in-house systems and market pricing sources - Re-engineer existing fund management workflows and procedures as necessary for induction of new software - Manage sub-project for in-house created software for front office asset managers - Provide customer service and respond to needs of client groups</p>			
Summarize any of Your Achievements <p>- Graduated from Commerzbank Training Programme for Young Managers - Translated and codified German law governing securities trading and compliance for implementation in a front office fund management system - Coordinated project team from French bank for construction of international network interface between fund management systems - Conducted a market study in conjunction with outside consultants for the selection of a front office asset management software to be implemented globally - Programmed data supply for enterprise/customer management software such as PeopleSoft and SAP - Training certificate obtained in Oracle and Sybase databases</p>			
Reasons for Leaving <p>I was requested to head the Knowledge Management project being implemented in another section.</p>			

Job Title Researcher		Type of Business Commercial Service	From - To 01/11/1995 - 01/04/1996
Name of Employer United States Commercial Service		Name of Supervisor Ms. Janet Munzlinger	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
1	1	USD	Is this a position within the UN Common System? No
Telephone Number 33388355074		Email Address jmunzlin@doc.gov	
Address of Employer France			
Number of Employees Supervised by You 0			
Description of Duties <p>- Perform market studies for American entrepreneurs search for business contacts in France - Research sectors as assigned by internship supervisor</p>			

Summarize any of Your Achievements
- Drafted and had published market studied in the US Dept. of Commerce CD "US Commerce Trade Database"

Reasons for Leaving
Completed internship successfully

Job Title Clerk	Type of Business Retail banking	From - To 01/01/1991 - 01/12/1993
Name of Employer Bank of New York	Name of Supervisor Sally Richter	

Salaries per Annum:
Starting Final Currency Paid Is this a civil servant position of your Government? No
25000 28000 USD Is this a position within the UN Common System? No

Telephone Number Email Address

Address of Employer
United States of America

Number of Employees Supervised by You
0

Description of Duties
Quality control and data entry for consumer credit applications; Audited credit histories and banking information

Summarize any of Your Achievements
Completed duties in a timely matter

Reasons for Leaving
Left area to begin graduate studies in France

Job Title IT Consultant	Type of Business Multimedia laboratory	From - To 01/09/1989 - 01/12/1991
Name of Employer Cornell University	Name of Supervisor -	

Salaries per Annum:
Starting Final Currency Paid Is this a civil servant position of your Government? No
15000 15000 USD Is this a position within the UN Common System? No

Telephone Number Email Address

Address of Employer
United States of America

Number of Employees Supervised by You

Description of Duties
Advise agricultural professors using media applications; Tutor students and staff in the use office and network software

Summarize any of Your Achievements
Completed duties in a timely manner

Reasons for Leaving
Part-time work study to finance education only

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	Easily	Easily	Easily	Easily
Arabic	No	Not easily	Not easily	Not easily	Not easily
Russian	No	Not easily	Not easily	Not easily	Not easily
Spanish	No	Easily	Easily	Easily	Easily
Chinese	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
Albanian	No	Easily	Easily	Easily	Easily
German	No	Easily	Easily	Easily	Easily

Japanese	No	Not easily	Not easily	Not easily	Not easily
Serbo Croatian	No	Not easily	Not easily	Not easily	Not easily

Address

12, blvd Jules Favre
Lyon France
Telephone: 33-4-37475263
Fax: 33-6-23454916
Contact: Steven Uy

Address

83 rue Victor Hugo
La Seyne sur Mer France
Contact: Steven Uy

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
Danielle PECORINI	Chief Civilian Personnel Officer (CCPO) UNMIK, retired	bât 12D 54 av Ray France	33679475486 pecorinidanielle@gmail.com
Jutta WEISENBURGER	IT Training in International Bank	Kaiserplatz France	49619684313 jutta.weisenburger@commerzbank.com
Donna WILLIS	Vice President - American Club of Lyon	n/a France	33612536562 dwillis@gmail.com

Personal History Profile for Cletus WAMALWA

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
WAMALWA	Cletus	Nyongesa	
2. Date of Birth	3. City of Birth	Country of Birth	Index No
13/07/1963	Bungoma	Kenya	770316
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Kenya		Kenya	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Male	165	80	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? 01/08/2001			
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: cnwamalwa@gmail.com			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
Nairobi	Nairobi Kenya	Sep-1984 - Jun-1987
Main Course of Study	Field of Study	
Accounting	Business & Administration	
Degree Title or Equivalent	Degree Type	
Bachelor of Commerce (Accounting Option)	Degree	

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

Name of School	City, Country	From - To
Strathmore College	Nairobi Kenya	Jan-1988 - Dec-1989
Main Course of Study		Certificate or Diploma
Accounting & Financial Management		Certified Public Accountant (CPA)

Employment

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

Job Title	Type of Business	From - To
Administrative Officer	Peace keeping	01/09/2008 -
Name of Employer		Name of Supervisor
UNMIL		George Somerwill
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	
121296 39925	cnwamalwa@gmail.com	
Address of Employer		
United States of America		
Number of Employees Supervised by You		
5		
Description of Duties		
Provision of administrative support to the Chief, Public Information Office, in the day to day running of the section. Led the administrative unit in the section in the daily performance of the logistical, personnel, financial and other administrative functions. Ensured accurate budget preparation and execution in line with UN financial rules and regulations; ensured quick recruitment for vacancies that fell due during the course of the year; liaised with other UNMIL sections in the logistical requirements of the section for the smooth performance of the section; provided continuous programmatic evaluation and feedback on the performance of the units in Public Information to the Chief in line with the workplans and budget.		
Summarize any of Your Achievements		
The section accomplished its workplan and achieved a high budget execution rate.		

Reasons for Leaving
Still Employed

Job Title Acting Chief Budget Officer	Type of Business Peacekeeping Mission	From - To 01/07/2007 - 01/08/2008
Name of Employer UNMIL		Name of Supervisor Mr. Stephen Lieberman
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 121296 39925	Email Address cnwamalwa@gmail.com	
Address of Employer United States of America		
Number of Employees Supervised by You 6		
Description of Duties Leading the overall budget formulation and allotment management for UNMIL; co-ordinating, analyzing and revising proposals/inputs submitted by the various cost centres or section chiefs and other substantive offices for the preparation and formulation of the overall cost estimates for submission to UNHQ; preparing responses to issues raised by FBFD, PFD and ACABQ relating to submitted estimates and the implementation of the approved budget; ensuring effective and efficient management, monitoring and control of the budgetary allotments and effecting redeployments/realignments of funds as and when required and in accordance with the UN Financial Rules and Regulations and reporting thereon; monitoring expenditures to ensure that they remain within authorized levels; preparing monthly reports on the status of allotments, monitoring obligations/ expenditures, and reviewing un-liquidated obligations; Preparing and managing the mission's staffing complement; approving all verified requisitions in conjunction with the allotment authority from the Controller; Overseeing the review and finalization of budget performance reports (RBB and Costs); Defence of the budget proposals at the ACABQ; Providing advice and guidance on budgetary policies and procedures, including results-based budgeting; Supervising and training staff members and evaluating their work; Coordinating audit inspections and addressing audit observations on budgetary questions.		
Summarize any of Your Achievements Timely preparation of the budget and performance reports. Seamless support to the cost centres and personnel section in approving their requisitions.		
Reasons for Leaving Take up a new assignment.		

Job Title ADMINISTRATIVE OFFICER	Type of Business Political Mission- UNOSEK	From - To 01/03/2006 - 01/06/2007
Name of Employer UNO, DPKO		Name of Supervisor FARRAKH SHAH
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 43123049	Email Address cnwamalwa@yahoo.ca	
Address of Employer United States of America		
Number of Employees Supervised by You 1		
Description of Duties Budget preparation, expenditure review, allotment reviews, travel request budgetary approval, vendor invoice approvals, F10 claims processing, certifying officer for UNOSEK.		
Summarize any of Your Achievements Ability to learn and adopt IMIS in the day to day functions of the mission.		
Reasons for Leaving To join UNMIL		

Job Title ADMINISTRATIVE OFFICER	Type of Business PEACEKEEPING MISSION	From - To 01/05/2004 - 01/08/2005
Name of Employer UN, DPKO		Name of Supervisor TOR STENBOCK
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 6759868002	Email Address cnwamalwa@yahoo.ca	
Address of Employer United States of America		
Number of Employees Supervised by You 11		
Description of Duties		

BUDGET ADMINISTRATION: compiling, submitting the mission's budget to OPPBA for consideration, executing the budget in line with the UN Financial Rules and Regulations, reporting to FMSS regarding the budget execution **HUMAN RESOURCE MANAGEMENT;** managing all the personnel matters at the mission in line with the UN Staff Rules and Regulations, maintaining the personnel attendance and personal records, applying UN rules in disciplinary measures affecting staff; **CUSTODIAN** of all UN assets at the mission; **HOLDER** of the authority to commit UN on all financial matters for the mission

Summarize any of Your Achievements

Achieved everything in line with the approved budgets

Reasons for Leaving

End of mission

Job Title Financial Analyst and Budget Control Officer	Type of Business Peacekeeping Mission	From - To 01/05/2002 - 01/05/2004
Name of Employer UNO, DPKO FALD	Name of Supervisor Ismaila CEESAY	
Salaries per Annum: Starting 68306	Final 68306	Currency Paid USD
Is this a civil servant position of your Government? No		Is this a position within the UN Common System? No
Telephone Number 1212963 0099	Email Address CNWAMALWA@YAHOO.CA	
Address of Employer United States of America		
Number of Employees Supervised by You 2		
Description of Duties Financial performance analysis of government expenditure for East Timor Budget execution Budgetary monitoring and control Preparation of budget for the Ministry of Finance Training of local staff in financial monitoring, approvals and performance report generation Preparation of cash flows for the government		
Summarize any of Your Achievements I have transferred skills to the local counterparts to be able to manage the finances of their country even after UN withdrawal. Through expenditure monitoring and approvals, I have assisted the government of East Timor spend optimally and within their budgetary means. I have assisted in the cash flow planning for the finances of East Timor		
Reasons for Leaving Reassignment to UNOMB		

Job Title TREASURY ACCOUNTANT	Type of Business UN Peacekeeping Mission	From - To 01/10/2001 - 01/05/2002
Name of Employer UNO, DPKO FALD	Name of Supervisor Ismaila CEESAY	
Salaries per Annum: Starting 65388	Final 68306	Currency Paid USD
Is this a civil servant position of your Government? No		Is this a position within the UN Common System? Yes
Telephone Number 1212963 0099	Email Address	
Address of Employer United States of America		
Number of Employees Supervised by You 18		
Description of Duties Worked in the Treasury Department of the East Timor Public Administration; reconciling bank accounts, vetting district expenditures and reimbursing the amounts spent, training HQ staff on expenditure controls, training HQ staff on bank account reconciliation, accounting for revenue raised, verifying and approving agency budgetary allocations, linking payments with the commitments for agencies, reviewing the national payroll system to ensure that it meets the requirements of East Timor civil service.		
Summarize any of Your Achievements Trained national staff on expenditure control Trained national staff on bank account reconciliation Trained the district finance officers on imprest account maintenance and control Injected discipline in the financial spending of public funds.		
Reasons for Leaving End of mission-UNTAET		

Job Title Consultant	Type of Business Financial Consulting	From - To 01/05/2000 - 01/09/2001
Name of Employer Self	Name of Supervisor Self	
Salaries per Annum: Starting 4800000	Final 6000000	Currency Paid KES
Is this a civil servant position of your Government? No		Is this a position within the UN Common System? Yes
Telephone Number 25432530815	Email Address cwamalwa@africaonline.co.ke	
Address of Employer Kenya		

Number of Employees Supervised by You
0

Description of Duties
Freelance consulting in financial and management consultancies Conducting credit appraisals and project viability analyses on behalf of potential bank borrowers Setting up financial reporting systems for clients. Computerising accounting systems for clients

Summarize any of Your Achievements
Customer satisfaction through successful results in approved credits, working financial systems.

Reasons for Leaving
To join the UN

Job Title Chief Manager	Type of Business Banking	From - To 01/07/1991 - 01/04/2000
Name of Employer The Co-operative Bank of Kenya Ltd	Name of Supervisor Michael NDUNDA	

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
324000	3840000	KES	Is this a position within the UN Common System? Yes

Telephone Number
2542228453

Email Address

Address of Employer
Kenya

Number of Employees Supervised by You
34

Description of Duties
Financial Management, Bank Branch Management, Project Performance Analysis, Branch Audits

Summarize any of Your Achievements
Set organisational objectives which were used as performance measurements for staff and bank branches, tarined several branch managers on effective management, trained staff how to handle customers to foster business growth.

Reasons for Leaving
To do my own consulting work

Job Title Audit Senior	Type of Business Audit and Management Consultancy	From - To 01/08/1987 - 01/05/1991
Name of Employer PriceWaterhouseCoopers	Name of Supervisor Phil KINISU	

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
60000	264000	KES	Is this a position within the UN Common System? Yes

Telephone Number
2542711195

Email Address

Address of Employer
Kenya

Number of Employees Supervised by You
10

Description of Duties
Company statutory audits, financial investigations, internal control system set-up and assessments, fixed asset register set-ups, inventory checks and controls, on the field training of client staff in accounting and financial controls, tax evaluations and advice.

Summarize any of Your Achievements
Gained good client relationships through sound financial advice and efficient audits, internal system evaluations, useful investigative reports.

Reasons for Leaving
Change of job from auditing to actual field performance of financial management and control

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
Luyia	Yes	Easily	Easily	Easily	Easily
Kiswahili	No	Easily	Easily	Easily	Easily

Address

P.O Box 4677 GCS
New York, N.Y 10163-4677 USA
NEW YORK NEW YORK United States of America
Telephone: 1-231-531 extension 4710
Fax: 231-5 31 9352
Contact: Cletus WAMALWA

Address

P.O Box 4300
KITALE RIFT VALLEY Kenya
Telephone: 254-720-784730
Fax: 254-722-240992
Contact: Cletus WAMALWA

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
Lawrence KARISSA	General Manager, Financial Management &Planning	The Co-operative Bank of Kenya Ltd, P.O Box 48231 NAIROBI, KENYA Kenya	2542219606
Phil KINISU	Partner, PriceWaterhouseCoopers	P.O Box 43963,Rattansi Educl Trust Bldg, Upper HillNAIROBI, Kenya Kenya	25420711195 phil.b.kinisu@ke.pwcglobal.com
George SOMERWILL	Chief Public Information, UNMIL	P.O Box 4677 GSA Kenya	1231531 somerwill@un.org

Personal History Profile for Tsering WANGAY

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
WANGAY	Tsering		
2. Date of Birth	3. City of Birth	Country of Birth	Index No
03/07/1962	Thimphu	Bhutan	011852
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Bhutan		Bhutan	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Male	165	68	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? 01/04/2007			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? No			
18. Email Address: wangay@un.org			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
Delhi	Delhi India	Jul-1982 - May-1985
Main Course of Study	Field of Study	
Accounting	Business & Administration	
Degree Title or Equivalent	Degree Type	
Bachelor of Commerce (Honors)	Degree	

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

Name of School	City, Country	From - To
Sherubtse Junior College	Kanglung, Bhutan Bhutan	Mar-1980 - Mar-1982
Main Course of Study		Certificate or Diploma
Commerce.		Indian School Certificate (Year 12)

Name of School	City, Country	From - To
St. Augustine's School	Kalimpong, Darjeeling District India	Mar-1970 - Nov-1979
Main Course of Study		Certificate or Diploma
Class 1 - 10		Indian Certificate Secondary Education Examination

Employment

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

Job Title	Type of Business	From - To
Officer in Charge. Finance Section	United Nations	01/01/2009 -
Name of Employer		Name of Supervisor
United Nations Mission in Nepal (UNMIN)		Mr. Emmanuel Agawu
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	
97715010036	wangay@un.org	
Address of Employer		
Nepal		
Number of Employees Supervised by You		
10		

Description of Duties

Working under the general supervision of the Chief Mission Support, the functions and responsibilities of the Chief Finance Officer/Officer-in-charge can be summarized as follows: a. Overall supervision and direction of the work of Finance Section; b. Providing appropriate guidance to Finance Section staff in the performance of their duties to ensure that established procedures are followed; c. Ensuring effective internal control to provide reasonable assurance for (i) reliability of financial reporting, (ii) compliance with applicable Financial Regulations, Rules and Administrative Instructions; d. Approving of payment vouchers and recording of financial obligations in accordance with the delegation of authority from the Controller; e. Preparation and timely submission of monthly financial statements; f. Ensuring continuous analysis and monitoring of expenditures; g. Implementing all financial policies and/or procedures promulgated by Headquarters; h. Maintenance and control of financial and related records of the Section Chairperson of Tender Opening Committee. Co Chairperson of the Local Committee on Contract.

Summarize any of Your Achievements

The Financial report on status of allotment by cost centers and the unliquidated obligations are put on shared drives for the benefit of cost centres. The status of allotment is updated on a monthly basis whereas the unliquidated obligations is on fortnightly basis. The unliquidated obligations are reviewed, commented on by Finance for those that appear to be long outstanding and the Cost centres are requested to respond to the comments within a deadline with the intervention of the CMS. Took the initiative to improve client service, by enforcing the use of voice mail system, lotus notes scheduling, flagging and follow ups. Improved the communication by demonstrating openness in sharing info. and better listening and constant coaching and reminders in the meetings. Improved teamwork and encouraged learning by making the interested staff coach each other in tasks they are interested in learning. Job rotation successful to a small extent intended.

Reasons for Leaving

I am still at the job.

Job Title Deputy Chief Finance Officer	Type of Business Finance	From - To 01/01/2008 - 01/12/2008
Name of Employer United Nations Mission in Nepal (UNMIN)	Name of Supervisor Mr. Emmanuel Agawu	
Salaries per Annum: Starting Final Currency Paid NAD	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes	
Telephone Number 97715010036	Email Address wangay@un.org	
Address of Employer Nepal		
Number of Employees Supervised by You 6		
Description of Duties fantastic		
Summarize any of Your Achievements For the purpose of monitoring and ensuring a consistent follow up, I introduced tracking tables using excel files for the Payables (Deferred Income and \$ 500 withheld from separating staff member) and Tracking for receivables for Payroll Unit and a tracking for the list of pending invoices for the Invoice Matching Unit. To ensure it's continuity and success, I ensured that the staff member responsible was made accountable and monitored thru monthly checklists and key performance indicators. Introduced the tracking for Petty Cash control to monitor the validity of petty cash amount, enforce monthly submission and to institute a continuous watch with regular surprise petty cash. Introduced the tracking for VAT refund problematic cases. Arranged training for Microsoft excel for the entire Section.		
Reasons for Leaving I have not yet left UNMIN. I am currently the Officer-in-Charge for the Finance Section.		

Job Title Accountant/Payroll Officer	Type of Business UN	From - To 01/04/2005 - 01/12/2007
Name of Employer UN	Name of Supervisor Rama Venugopalan	
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 1212963-3749	Email Address wangay@un.org	
Address of Employer United States of America		
Number of Employees Supervised by You 6		
Description of Duties My current duties are to supervise the duties carried out by the team of 6 staffs whose goals are to ensure the accurate and timely payment of education grants and monthly Payroll for 8200 Field and 6800 HQs staff members. I am also responsible for liaising with OHRM , the Executive Offices and outside agents with regard to Payroll and Education grant claim matters in the Payroll Office. In addition to the above operations, I also ensure the following: That the GL 2950 (Disbursement Clearing) and GL 2310 (Advances From Others) are reconciled and cleared whenever the salary has been withheld, recalled or returned by the Treasury. The accounting and recoveries for Garage, staff Union deductions and child support payments. Responding to queries directed to Payroll Help Desk. Analyse and take necessary action for the education grant advances recoverables on a monthly basis. Providing statistics on education grant which required to be queried. FORMER JOB RESPONSIBILITIES. I have also been responsible for the UNICEF entire payroll operation until March 2005 including the reconciling and clearing of accounts outstanding under GL 2310 (Advances From Others) and GL 2315 (Deferred Payable - UNICEF Bridge Clearing) involving over 1 million US Dollars. My former work experiences includes accounting for UNEP Projects, the commercial activities of the conference centre and Accounts Recoverables Locally. Performance of the above assignments requires good knowledge of paradox, excel and word.		
Summarize any of Your Achievements The timely and accurate payment of the monthly payroll, Education grant claims and advances and the timely response to payroll queries are daily indicators of having performed my duties very successfully. I have also successfully handed over the UNICEF Payroll operations after having supervised it for more than 2 years and cleared the vast majority of the pending transactions under GL 2315 and GL 2310.		
Reasons for Leaving I have been working with the Payroll Office since July 1999.		

Job Title Accountant/ Payroll Officer	Type of Business United Nations	From - To 01/10/2002 - 01/03/2005
Name of Employer UN	Name of Supervisor Christophe Monier & Vera Rajic	

Salaries per Annum: Starting	Final	Currency Paid USD	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes
Telephone Number 1212963-3749	Email Address monier@un.org, rajic@un.org		
Address of Employer United States of America			
Number of Employees Supervised by You 4			
Description of Duties Act as the responsible Officer for UNICEF payroll and ensure timely and accurate processing and payments of: i. UNICEF's mid-month advance and end month payroll for HQs and Field staff members. UNICEF separation payments in the Mainframe and IMIS. iii. Responsible for ensuring correct and timely processing and payment of the education grant entitlements for UNICEF staff members.			
Summarize any of Your Achievements As a consequence of the diligence on part of my colleagues and constant follow up we have achieved the following: Large majority of the UNICEF separation payments are completed within a shorter period (less than the 4 weeks) and the number of pending separation cases under UNICEF have been the minimum for over a long period. Our team has also undertaken additional responsibilities of processing education grant claims/re-scheduling the education grant advances for UNICEF. For UNICEF and UNDP processing of education grant, we have also introduced the processing on the excel worksheet that are saved under shared drive - thereby enabling easy and efficient retrieval.			
Reasons for Leaving I continue to supervise the above functions			

Job Title Accountant	Type of Business United Nations	From - To 01/07/1999 - 01/09/2002
Name of Employer UN	Name of Supervisor Rama Venugopalan	

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 1212963 3749	Email Address wangay@un.org		
Address of Employer United States of America			
Number of Employees Supervised by You 8			
Description of Duties Responsible for the separation Unit of the Payroll Section. Responsible for education grant unit for the processing of claims & all associated tasks with the settlement and coordinating the recovery of advances.			
Summarize any of Your Achievements I arrived in the midst of the implementation and testing of the HQs Payroll in IMIS. While the payroll officer in charge of the separation unit was involved with the testing and implementation, I was assigned to look after the separation unit and the education grant unit. Under the given circumstance, my contributions in being able to maintain the same pace was valuable.			
Reasons for Leaving Due to the implementation of UNICEF IMIS and reorganisation of the Payroll Section, my functions have changed.			

Job Title Associate Finance Officer	Type of Business UN/ESCAP	From - To 01/10/1989 - 01/06/1999
Name of Employer UN	Name of Supervisor Uthai Jirasavetakul	

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 Thailand			
Number of Employees Supervised by You 5			
Description of Duties Treasury and management of ESCAP cash operations. Analysing regular budget monthly cash receipts and payments for determining monthly cash requirement. Coordinate the closing and opening of bank accounts for ESCAP and it's Regional Institutions. Supervision of the Petty Cash in the Office. Responsible for management and supervision of all categories of accounts receivables and payables under ESCAP General Fund, Trust Fund and UNDP accounts - including invoicing/IOV, follow ups and proposing write off. Responsible for the financial accounting and reporting of i) UNEP/Sub-Contracted accounts to ESCAP ii) United Nation Conference Centre's Commercial activities i.e Garage operations, Cost sharing security plan, sales of UN Stamps, Use of United Nations Conference Centre, Cost of Medical Centre, Rental of Office space in the ESCAP Secretariat building. Conduct DSA survey for Thailand. Served as member of ESCAP's Tender committee.			

Summarize any of Your Achievements

As an Approving Officer I ensured that the accounts receivables were upto date and hence write-offs was almost non existent. I managed to increase the efficiency in Billing by using the existing system to generate the transactions on the Invoice and in also replacing the manual recordings of the Payee cards for staff members and UN specialised agencies. There never was any negative audit observation in the operation of ESCAP's Cashier Unit and the outstanding receivables.

Reasons for Leaving

Promotion and transfer to NY.

Job Title		Type of Business	From - To
Assistant Program Officer		PMD/ESCAP	01/12/1988 - 01/09/1989
Name of Employer		Name of Supervisor	
UN		Moeljono Partosoedarso	

Salaries per Annum:		Is this a civil servant position of your Government? No	
Starting	Final	Is this a position within the UN Common System? Yes	
Currency Paid			
USD			
Telephone Number		Email Address	
Address of Employer			
Thailand			
Number of Employees Supervised by You			
0			
Description of Duties			
Assisting Program Officer in liasoning with division in implementing and following up operational TCDC activities; Drafting annual progress reports for the completed ESCAP TCDC project to donor projects. Keeping an up-to-date records of the fund balances.			
Summarize any of Your Achievements			
Maintained an upto date records of the funds.			
Reasons for Leaving			
Transfer to Financial Services Section			

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
Dzongkha	Yes	Easily	Easily	Easily	Easily
Hindi	No	Easily	Easily	Not easily	Easily
Nepali	No	Easily	Easily	Not easily	Easily

Address

500 Central Park Ave.
Unit #236
Scarsdale NY United States of America
Telephone: 1-914-713-4972
Contact: Tsering Wangay

Address

304 E, 45 Street, Room # 324
N.Y NY United States of America
Telephone: 1-212-963-3749
Contact: Tsering Wangay

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
San LIN	Retired UN staff member	8769 Bower Street Sebastopol, CA 95472, USA United States of America	1707824-6965 maungslin@comcast.net

Daw PENJO	Diplomat in the Permanent Mission of Bhutan Mission to the UN	763 United Nations Plaza (1st Ave & 43 Street) N.Y, N.Y 10017-4504 United States of America	1212682-2268 dawpenjo5@hotmail.com
Harold REYNOLDS	Attorney at Law	152 Bradley Rd Scarsdale, NY 10583 United States of America	1914723 7211 chekhov1@optonline.net

Personal History Profile for Raphael WILLIAMS

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
WILLIAMS	Raphael	AUGUSTUS	
2. Date of Birth	3. City of Birth	Country of Birth	Index No
11/08/1948	BRIDGETOWN	Barbados	527355
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Barbados		Barbados	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Male	174	93	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? Yes. United States of America.			
13. What is your preferred field of work? Financial management 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? 01/08/1982			
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: unmikray@yahoo.com			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
PACE UNIVERSITY	NEW YORK United States of America	Sep-1978 - May-1980
Main Course of Study	Field of Study	
Accounting	Business & Administration	
Degree Title or Equivalent	Degree Type	
MASTER IN BUSINESS ADMINISTARTION (INCOMPLETE)	Masters	

University Name	City, Country	From - To
ST. FRANCIS COLLEGE	BROOKLYN, NEW YORK United States of America	Sep-1976 - May-1978
Main Course of Study	Field of Study	
Accounting	Business & Administration	
Degree Title or Equivalent	Degree Type	
BSc-Accounting	Bachelor of Sciences	

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

Name of School	City, Country	From - To
New York Business School	New York City United States of America	Jan-1973 - May-1975
Main Course of Study		Certificate or Diploma
Business Administration and Accounting		Diploma - Business Administration

Name of School	City, Country	From - To
ST.LEONARDS SECONDARY SCHOL	ST.MICHAEL Barbados	Sep-1959 - Jun-1965
Main Course of Study		Certificate or Diploma
Academic subjects		6 GCE O level Passes

Employment

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

Job Title	Type of Business	From - To
FINANCE OFFICER	PEACE KEEPING MISSION	01/11/2006 - 01/10/2008
Name of Employer		Name of Supervisor
UN OPERATIONS IN COTE' D'IVOIRE		RAMESH SINGH
Salaries per Annum:		
Starting	Final	Currency Paid
86000	86000	USD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? Yes

Name of Employer UNITED NATIONS POSTAL ADMINISTRATION (UNPA)			Name of Supervisor MR. TONY FOURACRE
Salaries per Annum: Starting	Final	Currency Paid USD	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes
Telephone Number		Email Address williams5@un.org	
Address of Employer United States of America			
Number of Employees Supervised by You 5			
Description of Duties Chief of Accounts Unit. Performed month end closing of accounts, simi-annual and annual financial statements for consolidation into UN accounts.			
Summarize any of Your Achievements Participated in the developement of a computer system and database for UNPA. Developed the accounting input iformation for the the setting up of IMIS.			
Reasons for Leaving Accepted mission assignment			

Job Title FINANCE ASSISTANT	Type of Business PEACEKEEPING OPERATIONS	From - To 01/02/1992 - 01/07/1994
Name of Employer UNITED NATIONS UNTAC	Name of Supervisor MS. BARBARA LINARDO	
Salaries per Annum: Starting	Final	Currency Paid USD
		Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes
Telephone Number		Email Address williams5@un.org
Address of Employer Cambodia		
Number of Employees Supervised by You 6		
Description of Duties As Chief of Accounts Unit Finance Section under the direct supervision of the Chief Finance Officer, supervised six staff members. Was focal point for interaction with the UN Treasurer and Chemical Bank. Ensured all payment vouchers received from the cashiers' office for wire transfer were properly logged and recorded. Processed the end month closing of accounts and prepared monthly financial statements.		
Summarize any of Your Achievements Played an important role in the clearing of Accounts Receivables and Payables before closing the mission.		
Reasons for Leaving End of mission assignment and returned to main duty station New York UNPA as Chief of Accounts Unit.		

Job Title ACCOUNTANT	Type of Business OBSERVER MISSION	From - To 01/08/1988 - 01/10/1990
Name of Employer UNIIMOG	Name of Supervisor MR. GOVIND PRASUAD	
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 williams5@un.org
Address of Employer Iran		
Number of Employees Supervised by You		
Description of Duties Under the supervision of the Senior Adminiistrative Officer was responsible for maintaining the accounts and preparing monthly and yearly financial statements. Ensured that accurate and complete accounting,reporting and internal controls systems were in place. Prepared regular financial reports, cash projections and forward request for replenishment for the mission to the Accounts Division and Treasury.		
Summarize any of Your Achievements This mission was before the UN had embarked on Personnal Computers. As a result was able to main tain a manual system that provided accurate informaton at month end.		
Reasons for Leaving Ended assignment to return to Headquarters.		

Job Title ACCOUNTING ASSISTANT	Type of Business UN PHILETIC AND STAMPS	From - To 01/09/1982 - 01/08/1988
--	---	---

Name of Employer UNITED NATIONS POSTAL ADMINISTRATION (UNPA)			Name of Supervisor JAYANTILAL KARIA		
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 001212963-1428			Email Address WILLIAMS5@UN.ORG		
Address of Employer United States of America					
Number of Employees Supervised by You 4					
Description of Duties Under the general supervision on the Chief of the Finance and Accounts Unit, supervised unit staff, prepared monthly financial statements for consolidation to Revenue Producing Section. Prepared journal vouchers, reconcile bank account and summerize statistical sales reports for the three UNPA offices.					
Summarize any of Your Achievements During the above period, cleared up enormous backlog of outstanding entries with respect to IOV charges.					
Reasons for Leaving I was selected for my first Mission Assignment in UNIIMOG					

Job Title ACCOUNTANT		Type of Business RETAIL/MANAGEMENT		From - To 01/03/1973 - 01/09/1982	
Name of Employer UNITED NATIONS COOPERATIVE INC		Name of Supervisor MS BARBARA LEWIS			
Salaries per Annum: Starting 15600		Final 23000		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 United States of America		Email Address			
Number of Employees Supervised by You 2					
Description of Duties ACCOUNTANT-WITH RESPONSIBILITIES FOR UN BOOK SHOP AND UN GIFT CENTRE SALES AND PERSONNEL					
Summarize any of Your Achievements NOT RELEVANT					
Reasons for Leaving JOINED UNITED NATIONS SECRETARIAT					

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:
PC, Adding Machines

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	Not easily	Not easily	Not easily
Spanish	No	Not easily	Not easily	Not easily	Not easily

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

Address

1882 N.EAGLE CHASE DR
WOODSIDE VILLAGE
HERNANDO FLORIDA United States of America
Telephone: 001-352-852-0890
Fax: 01-347-484-5232
Contact: RAPHAEL WILLIAMS

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
ANTHONY J FOURACRE	FORMER CHIEF UNPA	150 CHEESE SPRING ROAD WILTON, CT 06897-2307 United States of America	001203563-0025
BARBARA T LINARDO	FORMER CHIEF OF FIELD ACCOUNTS OPBBA	9101 SHORE ROAD BROOKLYN, NEW YORK, 11209 United States of America	001718836-5510
GLADYS EUNICE TERRY	FORMER DEPUTY DIRECTOR OPPBA	119-46 233 STREET CAMBRIA HEIGHTS, NEW YORK 11411 United States of America	001718978-0027

Personal History Profile for Ephrem ZEWDIE

General Details

1. Family name ZEWDIE	First Name Ephrem	Middle Name	Maiden Name, (if any)
2. Date of Birth 18/04/1969	3. City of Birth Addis Ababa	Country of Birth Ethiopia	Index No 389299
4. Country of Nationality at Birth Ethiopia	Second Nationality (if any)	5. Country of Present Nationality Ethiopia	Second Nationality (if any)
6. Gender Male	7. Height [cm] 174	8. Weight [kg] 72	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? Yes			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? 01/05/2007			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? No			
18. Email Address: zewdiee@un.org			

Education

List all university degrees or equivalent qualifications obtained.

University Name The Association of Chartered Certified Accountants (ACCA), UK	City, Country Glasgow United Kingdom	From - To Aug-2000 - Aug-2004
Main Course of Study Accounting	Field of Study Business & Administration	
Degree Title or Equivalent Certificate of Membership (ACCA, UK)	Degree Type Postgraduate degree	

University Name Addis Ababa University	City, Country Addis Ababa Ethiopia	From - To Sep-1987 - Dec-1991
Main Course of Study Accounting	Field of Study Business & Administration	
Degree Title or Equivalent Bachelor of Arts in Accounting	Degree Type Bachelor of Arts	

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

Name of School Addis Ababa University, Faculty of Law	City, Country Addis Ababa Unknown	From - To Sep-1995 - Jul-1999
Main Course of Study Law		Certificate or Diploma One course remaining to obtain a diploma in Law.

Name of School Entoto Technical and Vocational School	City, Country Addis Ababa Ethiopia	From - To Sep-1984 - Jul-1987
Main Course of Study Accounting		Certificate or Diploma Diploma in Accounting

Employment

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

Job Title Accountant (Payroll Officer)	Type of Business UNO	From - To 01/06/2008 -
Name of Employer UN Secretariat		Name of Supervisor Ms. Sunitha Korithiwada
Salaries per Annum: Starting Final	Currency Paid ---	Is this a civil servant position of your Government? No

75518	75518	USD	Is this a position within the UN Common System? Yes
Telephone Number 1212963 6433		Email Address	
Address of Employer United States of America			
Number of Employees Supervised by You 7			
Description of Duties <p>Ensure that payment of salaries and related allowances to staff members stationed in New York, international staff in DFS missions and DESA experts stationed in third countries; Liaising with primary partners such as OHRM, Executive offices, Treasury, UNJSPF, Insurance Section and DFS/Field Personnel Department; Ensure that payroll runs are scheduled as trials in a timely manner before an actual payroll for the month is run; Coordinate with System Support and other partners to ascertain that all pertinent information is incorporated in the outputs before the scheduled cut-off dates and ensure smooth execution of payroll runs; Ensure that the payroll run schedules are widely circulated among the administrative offices so that personnel actions could be established with due attention to the deadlines; Review comparative analysis of payroll runs to ensure all variances are explainable and with valid justification; Ensure that matters that need to be acted upon by other partner offices are communicated promptly and followed-up with a view to conclusively resolve them; Ensure that pay statements of staff members are transmitted to them through an automated ePaySlip system at the end of each month; Monitor, analyze, and approve transactions for entry into the accounting system (IMIS); Keep abreast and provide guidance on IMIS;</p>			
Summarize any of Your Achievements <p>Made significant progress in getting familiarized to paroll operation activities within the UNHQ Payroll and Disbursement Section.</p>			
Reasons for Leaving <p>To have a Regular Post. Currently, I am on a mission replacement post.</p>			

Job Title Finance Officer (Chief, Accounts Unit)		Type of Business UN Peacekeeping Operations	From - To 01/12/2007 - 01/06/2008
Name of Employer UNMIK		Name of Supervisor Mr. Dessalegn Amanu	
Salaries per Annum:			
Starting 71700	Final 71700	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 38138504604		Email Address zewdiee@un.org	
Address of Employer Yugoslavia			
Number of Employees Supervised by You 7			
Description of Duties <p>Budget/Finance: Maintain the Mission's accounts using Sunsystem to provide information on utilization of funds against Budgetary allotments based on attributes like Cost Centres, Object of Expenditure and Class, as needed, which will aid Cost Centres in managing funds they are responsible for and serve as a basis for the Mission's Performance Reports; Reporting expenditures against prior period obligations with Cost Centre Managers' justifications for cancellations; Accounts: Ensure IOV and Inter-Mission transactions recorded by the Mission reconcile with those of HQ and all the DPKO missions and that all items that need settlement are promptly settled; Continuously review and analyse Accounts Recoverable and Payable Locally at UNMIK and ascertain that prompt recovery actions are taken in order that outstanding balances are kept at the minimum level; Performing monthly and year-end accounts closure procedures to produce the corresponding reports as per UNHQ instructions; Ensure all bank accounts are reconciled in a timely manner; Pursue recovery of common service charges from all UN Agencies and other entities; Maintain Trust Fund related financial accounts and produce relevant reports to donors as well as UNHQ; Approve obligations and expenditures for services, facilities, supplies and other operational expenses; Review Cashier's cash transactions and releasing wire transfers through Chase Insight; Ensure that accurate and complete accounting, reporting and internal control systems are functioning; System: Work with System Administrators to ensure that the financial information needs of the Mission's management and those of HQ are continuously met in terms of the periodic financial reporting requirements and various one-off specific-content information needs for which smooth information flow and interaction between Sunsystem, Progen Payroll, JP Morgan Chase Insight systems have to be ascertained; Correspond on issues related to Account Unit's activities</p>			
Summarize any of Your Achievements <p>I managed to successfully transfer skill to staff at other staff at a lower level including national creating an enabling environment for them to confidently and capably undertake critical tasks within the Accounts Unit, which enhanced the Unit's stance as to ensuring business continuity. I implemented a tight and continuous control over ARL, which resulted in substantial reduction of long outstanding receivables. Critical examination of MOUs, agreements, contracts with external parties led to the identification of an oversight within them pertaining to a required clause on cost sharing arrangements. I followed up the matter towards rectification of the contractual clauses and the resulting reimbursement of costs to UNMIK for shared services. All changes introduced by UNHQ to financial reporting requirements successfully implemented and reports generated in line with UNHQ instructions. Participated in an ongoing project to develop a Senior Managment and Resource Training (SMART) material as a member of the Financial Management and Internal Control Module team of subject matter experts and made solid contribution to the draft of the material which is now under review by UNHQ.</p>			
Reasons for Leaving <p>I am ready to accept wider and diversifed responsibilities that are commensurate with my current level of educational qualification and work experience, so that I can make contribution to the organizations mission in my area of work at my full potential.</p>			

Job Title Associate Finance Officer (Chief, Accounts Unit)		Type of Business UN Peacekeeping Operations	From - To 01/07/2005 - 01/11/2007
Name of Employer UN Interim Administration Mission in Kosovo (UNMIK)		Name of Supervisor Mr. Dessalegn Amanu	
Salaries per Annum:			
Starting 56465	Final 58400	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 38138504604		Email Address zewdiee@un.org	
Address of Employer Yugoslavia			
Number of Employees Supervised by You 7			

Description of Duties

Budget/Finance: Maintain the Mission's accounts using Sunsystem to provide information on utilization of funds against Budgetary allotments based on attributes like Cost Centres, Object of Expenditure and Class, as needed, which will aid Cost Centres in managing funds they are responsible for and serve as a basis for the Mission's Performance Reports; Reporting expenditures against prior period obligations with Cost Centre Managers' justifications for cancellations; Periodic Accounts: Ensure IOV and Inter-Mission transactions recorded by the Mission reconcile with those of HQ and all the DPKO missions and that all items that need settlement are promptly settled; Continuously review and analyse Accounts Recoverable and Payable Locally at UNMIK and ascertain that prompt recovery actions are taken in order that outstanding balances are kept at the minimum level; Performing monthly and year-end accounts closure procedures to produce the corresponding reports as per UNHQ instructions; Ensure all bank accounts are reconciled in a timely manner; Pursue recovery of common service charges from all UN Agencies and other entities; Maintain Trust Fund related financial accounts and produce relevant reports to donors as well as UNHQ; Approve obligations and expenditures for services, facilities, supplies and other operational expenses; Review Cashier's cash transactions and releasing wire transfers through Chase Insight; Ensure that accurate and complete accounting, reporting and internal control systems are functioning; System: Work with System Administrators to ensure that the financial information needs of the Mission's management and those of HQ are continuously met in terms of the periodic financial reporting requirements and various one-off specific-content information needs for which smooth information flow and interaction between Sunsystem, Progen Payroll, JP Morgan Chase Insight systems have to be ascertained; Correspond on issues related to Account Unit's activities

Summarize any of Your Achievements

Ensured timely month-end and year-end reporting within deadlines set. Close control over ARL resulted in substantial reduction of long outstanding receivables. All changes introduced by UNHQ to financial reporting requirements successfully implemented and reports generated in line with UNHQ instructions. Participated in an ongoing project to develop a Senior Management and Resource Training (SMART) material as a member of the Financial Management and Internal Control Module team of subject matter experts and made solid contribution to the 1st draft of the material which is now under review by UNHQ.

Reasons for Leaving

Promotion to a higher level

Job Title	Type of Business	From - To
Associate Finance Officer	UN Peacekeeping Operation	01/09/2004 - 01/06/2005
Name of Employer		Name of Supervisor
UN Interim Administration Mission in Kosovo (UNMIK)		Mr. Dessalegn Amanu
Salaries per Annum:		
Starting	Final	Currency Paid
55346	56465	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	
38138504604	zewdiee@un.org	
Address of Employer		
Yugoslavia		
Number of Employees Supervised by You		
9		
Description of Duties		
<p>Approve the recording of obligations for purchase orders, travel authorizations, contracts, agreements as well as necessary expenditures for the procurement of goods, services and facilities; Approve payments in line with existing procedures; Ensure that total obligations are kept within the limits of the relevant budgetary allotments; Review, analyze and reconcile accounts and propose/implement solutions with respect to problem transactions and irregularities; Ascertain that accurate and complete disbursement transactions are included in the periodic consolidated financial reports; Review and evaluate data entries with regard to Vendors information and bank details in Sun Systems to ensure propriety of such details; Initiate and review correspondences and faxes with respect to financial matters, with a view to conclusively resolving outstanding issues; Assist provide guidance to staff and custodians to accomplish their daily tasks in compliance with established procedures; Provide training to General Service staff and Custodians on relevant financial procedures and practices; supervise staff to perform delegated functions.</p>		
Summarize any of Your Achievements		
<p>Familiarization with the UN Financial Procedures in a short period of time, which led to my being granted an approving authority. Made solid contribution in the annual work planning process of the Finance Section. Ensured timely and accurate processing of disbursements.</p>		
Reasons for Leaving		
<p>Transfer to Accounts Unit as OIC and then Chief of the Unit.</p>		

Job Title	Type of Business	From - To
Manager of Financial Affairs	International NGO	01/07/2004 - 01/09/2004
Name of Employer		Name of Supervisor
ECPAT International		Mr. Anil Raghuvanshi
Salaries per Annum:		
Starting	Final	Currency Paid
25200	25200	USD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number	Email Address	
6622153388	ecpat@ecpat.net	
Address of Employer		
Thailand		
Number of Employees Supervised by You		
5		
Description of Duties		
<p>Maintain effective financial control systems and standards and to ensure accountability; Develop program and project budgets in line with strategic directions and work plans in collaboration with Program Managers; prepare budget monitoring reports and propose actions to align budget with resource requirements; Oversee maintenance of up-to-date, accurate and well documented traceable records of financial transactions; Review and monthly reconciliation of bank accounts and timely rectification of any discrepancies; Responsible for ensuring relevant, timely and accurate reporting on a quarterly basis to management, donors and other stakeholders; Propose suitable rules and procedures for the sound management of financial affairs and to remain current with local and international standards; Ensure maintenance of adequate systems to identify and protect the assets and interests of the organization and to enhance, as far as possible, the efficiency and effectiveness of the manner in which financial resources and other assets are utilized; Supervising and undertaking performance appraisals of relevant staff; Brief and update staff on finance procedures; Train finance personnel of partner organizations (e.g. local project coordinators) as needed; Coordinate and assist in annual and other audits as may be required, comment on audit reports, and implement accepted audit recommendations; Represent ECPAT International in its financial dealings with donors, banks and other stakeholders; Ensure the accounting software in use continuously meets the financial information needs of ECPAT International</p>		
Summarize any of Your Achievements		
<p>This was a newly undertaken position which I occupied only for 2 and half months.</p>		

Appointment with UNMIK

Job Title		Type of Business	From - To
Chief Accountant/Assistant Manager		Financial Institution/Credit Union	01/01/1997 - 01/04/2001
Name of Employer		Name of Supervisor	
United Nations Staff Savings & Credit Association		Mr. Letta Beyetcha	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
41000	63600	ETB	Is this a position within the UN Common System? No
Telephone Number		Email Address	
251115443366			
Address of Employer			
Ethiopia			
Number of Employees Supervised by You			
4			
Description of Duties			
Handling periodic closing of accounts of the UNSSCA including preparation of Financial Statements,Verifying and certifying payments and journal vouchers for correctness and compliance with established rules and regulations,Handling computerized processing and issuance of periodic Statements of Accounts to members of the UNSSCA (Membership size 1400),Making proposals on changes to the Accounting, and Savings and Credit Management Software with a view to ensuring that the system continues to precisely meet information needs of the UNSSCA,Making suggestions on improvements to policies relating to accounting, administration and services rendered by the UNSSCA,Reviewing bank reconciliation statements and ensuring timely rectification of discrepancies,Ascertaining timely receipt of funds and maintenance of healthy cash flow,Acting as a liaison officer in financial dealings of the UNSSCA,Assisting in audit exercises,Officer-in-charge of the office in the managers absence			
Summarize any of Your Achievements			
Streamlined the accounting system of the organizationDeveloped system requirements for the computerization of financial management process, and implemented the system,			
Reasons for Leaving			
Desire to serve in a different work environment on an international assignment			

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Description of Duties

Handling year-end closing and preparation of Financial Statements,Making periodic analysis of the liquidity situation of the organization to facilitate decisions on lending, investment, etc.,Preparation of bank reconciliation statements,Assisting in the preparation of budget proposals,Acting as a Liaison officer in the financial dealings of the UNSSCA with the participating UN agencies,Journalizing and encoding financial data to computer,Drafting various correspondences of the office,Assisted in the designing of accounting and internal control guidelines for the UNSSCA by way of providing the required input for the work and pragmatically assessing and commenting on the document prepared,Involved in the activity undertaken to revise the various financial and administrative rules and regulations of the UNSSCA,Assisting in audit exercises, responding to auditors' queries and commenting on draft reportsOfficer-in-charge of the office in the absence of the Manager

Summarize any of Your Achievements

Refined the administrative and financial policies and procedures of the UNSSCA,Formalised the accounting and reporting process by introducing a guideline consistent with acceptable standards,

Reasons for Leaving

Promotion to the post of Chief Accountant/ Assistant Manager

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
Amharic	Yes	Easily	Easily	Easily	Easily

Address

100 Tower Dr.
Apt. 1506
Edgewater New Jersey United States of America
Telephone: 1-917-367 3340
Fax: 1-646-465 2593
Contact: Ephrem Zewdie

Address

Kirkos Kifle Ketema
Kebele 18
Addis Ababa Ethiopia
Telephone: 251-11-5151467
Contact: Ephrem Zewdie

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
Michael ASRESSAHEGN	Manager	Staff Savings and Credit Association (UNECA) Ethiopia	251115443366 MAsressahegn@uneca.org
Abebual KEBEDE	Vice President, Global Real Estate Products Control	Lehman Brothers (Investment Bank) Ethiopia	1212320-9961 akebede@lehman.com
Carmen MADRINAN	Executive Director of ECPAT International	ECPAT International Ethiopia	6622153388 carmenm@ecpat.net