

### Profiles included in this document

	Name	Index	DOB	Gender	Nationality	EMail
1.	GUGGISBERG, Todd		01/10/1963	M	USA	tguggisber@hotmail.com
2.	KUMAR, Satyendra	635165	15/01/1953	M	IND	kumars@un.org
3.	SMITH, Kelly	287631	17/06/1961	F	USA	smith16@un.org
4.	SOOD, Harinder	370239	25/11/1964	M	IND	sood@un.org
5.	TASKER, Greg	639611	10/01/1959	M	UK	so1plan@un.org
6.	TOOLEY, Martin		11/02/1950	M	UK	mjtooley@hotmail.com
7.	YESSAYAN, Avetik		02/01/1960	M	ARM	avetik@yahoo.com
8.	YOUNIS, Khalid	307262	21/03/1973	M	IRQ	younisk@un.org

## Personal History Profile for Todd GUGGISBERG

## General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
<b>GUGGISBERG</b>	<b>Todd</b>	<b>Henry</b>	
2. Date of Birth	3. City of Birth	Country of Birth	Index No
<b>01/10/1963</b>	<b>St Cloud</b>	<b>United States of America</b>	
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
<b>United States of America</b>		<b>United States of America</b>	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
<b>Male</b>	<b>175</b>	<b>88</b>	<b>Married</b>
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? <b>No</b>			
Are there any limitations on your ability to perform in your prospective field of work? <b>No</b>			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? <b>No</b>			
13. What is your preferred field of work? <b>Transportation specialists</b>			
14. Would you accept employment for less than six months? <b>No</b>			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when?			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? <b>Yes</b>			
18. Email Address: <b>tguggisber@hotmail.com</b>			

## Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
<b>Webster University</b>	<b>Ft. Leavenworth United States of America</b>	<b>Jul-1999 - Jul-2000</b>
Main Course of Study	Field of Study	
<b>Personnel Administration</b>	<b>Business &amp; Administration</b>	
Degree Title or Equivalent	Degree Type	
<b>Masters of Arts in Human Resources Development</b>	<b>Masters</b>	

University Name	City, Country	From - To
<b>Saint John's University</b>	<b>Collegeville United States of America</b>	<b>Sep-1982 - May-1987</b>
Main Course of Study	Field of Study	
<b>Other Humanities</b>	<b>Humanities</b>	
Degree Title or Equivalent	Degree Type	
<b>Bachelor of Arts in English</b>	<b>Bachelor of Arts</b>	

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

Name of School	City, Country	From - To
<b>Advanced Instructor Course</b>	<b>Fort Leavenworth United States of America</b>	<b>Jul-2009 - Jul-2009</b>
Main Course of Study		Certificate or Diploma
<b>Adult Education</b>		<b>Completion Certificate</b>

Name of School	City, Country	From - To
<b>Advanced Force Management Course</b>	<b>Fort Belvoir United States of America</b>	<b>Apr-2008 - May-2008</b>
Main Course of Study		Certificate or Diploma
<b>Resource management and prioritization.</b>		<b>Completion Certificate</b>

Name of School	City, Country	From - To
<b>NATO School</b>	<b>Oberammagau Germany</b>	<b>Oct-2004 - Oct-2004</b>
Main Course of Study		Certificate or Diploma
<b>Combined and Joint Operations</b>		<b>Course Diploma</b>

Name of School	City, Country	From - To
<b>Joint Staff College</b>	<b>Norfolk United States of America</b>	<b>Mar-2003 - Jun-2003</b>
Main Course of Study		Certificate or Diploma
<b>Joint and Interagency Logistics Planning</b>		<b>Course Completion Certificate</b>

Name of School	City, Country	From - To
<b>Command and General Staff College</b>	<b>Ft. Leavenworth United States of America</b>	<b>Aug-1999 - Jun-2000</b>

Main Course of Study <b>Logistics Planning, Peacekeeping Operations and Low-Intensity Conflict</b>		Certificate or Diploma <b>Course Completion Certificate</b>
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Name of School <b>Webster University</b>	City, Country <b>Ft. Leavenworth United States of America</b>	From - To <b>Aug-1999 - Jun-2000</b>
Main Course of Study <b>Human Resources Development</b>		Certificate or Diploma <b>Master of Arts</b>

Name of School <b>National Guard Training Center</b>	City, Country <b>Little Rock United States of America</b>	From - To <b>Mar-1998 - Mar-1998</b>
Main Course of Study <b>Logistics Automation</b>		Certificate or Diploma <b>Course Completion Certificate</b>

Name of School <b>US Army Logistics Management College</b>	City, Country <b>Little Rock United States of America</b>	From - To <b>Jan-1998 - Feb-1998</b>
Main Course of Study <b>Logistics Support Operations</b>		Certificate or Diploma <b>Course Completion Certificate</b>

Name of School <b>Combined Arms Center and School</b>	City, Country <b>Ft Leavenworth United States of America</b>	From - To <b>Oct-1995 - Dec-1995</b>
Main Course of Study <b>Logistics Planning and Decision Making</b>		Certificate or Diploma <b>Course Completion Certificate</b>

Name of School <b>US Army Logistics Quartermaster School</b>	City, Country <b>Ft. Lee United States of America</b>	From - To <b>Feb-1995 - Mar-1995</b>
Main Course of Study <b>Logistics Aerial Delivery</b>		Certificate or Diploma <b>Course Completion Certificate</b>

Name of School <b>US Army Logistics Quartermaster School</b>	City, Country <b>Ft. Lee United States of America</b>	From - To <b>Oct-1990 - May-1991</b>
Main Course of Study <b>Logistics Management</b>		Certificate or Diploma <b>Course Completion Certificate</b>

Name of School <b>Saint John's University</b>	City, Country <b>Collegeville United States of America</b>	From - To <b>Sep-1982 - May-1987</b>
Main Course of Study <b>English Major Business Administration Minor</b>		Certificate or Diploma <b>Bachelor of Arts</b>

Name of School <b>Starbuck High Scool</b>	City, Country <b>Starbuck United States of America</b>	From - To <b>Sep-1976 - May-1982</b>
Main Course of Study <b>University Preparation</b>		Certificate or Diploma <b>High School Diploma</b>

# Employment

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

Job Title <b>Assistant Professor</b>		Type of Business <b>Graduate Education</b>	From - To <b>01/03/2007 -</b>
Name of Employer <b>US Army Command and Staff College</b>		Name of Supervisor <b>Willis Jackson</b>	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>Yes</b>
<b>78000</b>	<b>82000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>No</b>
Telephone Number <b>01913684-3455</b>		Email Address <b>todd.guggisberg@us.army.mil</b>	
Address of Employer <b>United States of America</b>			
Number of Employees Supervised by You <b>32</b>			
Description of Duties <b>Provide graduate-level instruction to 32 officers on logistics support. Includes strategic, operational and tactical support, force management, deployment management, transportation and contracting. In addition, instruct subjects of civil-military relations, media relations and medical support. Finally, instruct Special Operations Support.</b>			
Summarize any of Your Achievements -			

**Recognized as one of the most promising assistant professors in the college. Selected to be a Staff Group Advisor, Lesson Author and Team Leader after only one year.**

Reasons for Leaving

**Not Applicable.**

Job Title <b>Logistics Battalion Commander</b>	Type of Business <b>Military</b>	From - To <b>01/08/2006 -</b>
Name of Employer <b>7th Special Forces Group US Army</b>	Name of Supervisor <b>Ed Reeder</b>	
Salaries per Annum: Starting                      Final                      Currency Paid                      Is this a civil servant position of your Government? <b>No</b> <b>100000                      109000                      USD                      Is this a position within the UN Common System? No</b>		
Telephone Number                      Email Address <b>                      todd.guggisberg@us.army.mil</b>		
Address of Employer <b>United States of America</b>		
Number of Employees Supervised by You <b>365</b>		
Description of Duties <b>Battalion commander of a Special Forces logistics battalion consisting of 365 personnel. Responsible for the planning and execution of deployment transport, supply, vehicle maintenance, air movement, air drop, communications, intelligence and nuclear, biological and chemical defense support to a Special Forces Group operating in South America, Central America and the Middle East. Responsible for the training, morale and discipline of all personnel as well as the care for their families. Serves as the senior logistics officer and advisor to the Group Commander.</b>		
Summarize any of Your Achievements <b>- Provided distribution and supply chain management for a 1,500 person organization located in 29 different locations throughout Afghanistan. - Planned and lead the air movement and tracking of over 250 containers of supply and equipment from North Carolina to Afghanistan. - Responsible for the accountability and maintenance of over \$80,000,000 in government equipment. - Directly responsible for the training, morale, discipline and performance of 364 employees. - Lead a project planning team of engineers, logisticians, operational planners, Dutch and United States State Department officers in designing and building a new base camp facility and bridge in Afghanistan worth over \$3,000,000. - Managed an annual operating budget in excess of \$2,600,000.</b>		
Reasons for Leaving <b>Military Retirement/Change of Career</b>		

Job Title <b>Joint Logistics Operations and Plans Officer</b>	Type of Business <b>Military</b>	From - To <b>01/07/2003 - 01/07/2006</b>
Name of Employer <b>North Atlantic Treaty Organization</b>	Name of Supervisor <b>Lloyd Laurent</b>	
Salaries per Annum: Starting                      Final                      Currency Paid                      Is this a civil servant position of your Government? <b>No</b> <b>104000                      118000                      USD                      Is this a position within the UN Common System? No</b>		
Telephone Number                      Email Address <b>3145526-3001                      tguggisber@hotmail.com</b>		
Address of Employer <b>Netherlands</b>		
Number of Employees Supervised by You <b>1</b>		
Description of Duties <b>Plan and coordinate logistics support for all NATO forces in Afghanistan. Plan and coordinate bulk fuel logistics support to all NATO nations in the Northern Region of Europe. Synchronize plans and procedures with NATO civil and military agencies. Lead Operations and Maintenance Team for Central Europe Pipeline System with an annual operating budget of over \$120 million.</b>		
Summarize any of Your Achievements <b>- Managed 13.6 million liters of fuel for NATO forces in Afghanistan during Presidential and National Assembly Elections including support to 4 Provincial Reconstruction Teams and 2 Forward Support Bases. - Developed alternate supply route for fuel from Turkmenistan to Afghanistan. - Negotiated and Evaluated alternate supply contract for fuel into Afghanistan. - Resolved border and customs issues between Pakistan and Afghanistan. - Led Operations and Maintenance Team to 32 facilities in the UK, Netherlands, Germany and Czech Republic</b>		
Reasons for Leaving <b>- Desire to work for an additional International Organization after NATO. - Military deployments too numerous. - Desire to make a positive difference in the world.</b>		

Job Title <b>Logistics Brigade Operations Officer</b>	Type of Business <b>Military</b>	From - To <b>01/06/2002 - 01/07/2003</b>
Name of Employer <b>US Army 10th Mountain Division</b>	Name of Supervisor <b>Robert Guglielmi</b>	
Salaries per Annum: Starting                      Final                      Currency Paid                      Is this a civil servant position of your Government? <b>No</b> <b>87000                      87000                      USD                      Is this a position within the UN Common System? No</b>		
Telephone Number                      Email Address <b>1315772                                           </b>		
Address of Employer <b>United States of America</b>		

Number of Employees Supervised by You

**19**

Description of Duties

**Operations officer for a Brigade of over 1,600 personnel in 3 logistics units, one material management center and the headquarters. Responsible for planning, coordinating and resourcing the training, intelligence, communications and defense staff for the Brigade Commander. Develop and execute logistics plans to support operational plans anywhere in the world.**

Summarize any of Your Achievements

**- Lead the planning team in coordinating and executing the visit of the President of the United States to Ft. Drum, NY. - Successfully planned and lead my staff in executing a challenging corps level exercise. - Coordinated over 800 transportation missions totalling over 20,000 miles. - Coordinated and resourced over 200 training ranges ensuring over 95% of the 1,600 personnel were trained.**

Reasons for Leaving

**- Promotion and new assignment to NATO Logistics**

Job Title <b>Logistics Battalion Support Operations Officer</b>	Type of Business <b>Military</b>	From - To <b>01/06/2001 - 01/06/2002</b>
Name of Employer <b>US Army 10th Support Battalion</b>		Name of Supervisor <b>Ron Pulignani</b>

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>87000</b>	<b>87000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>No</b>

Telephone Number

**1315772-5105**

Email Address

Address of Employer

**United States of America**

Number of Employees Supervised by You

**8**

Description of Duties

**Responsible for coordinating all logistics and medical support to 5,600 personnel in Kosovo. Manage the maintenance of equipment, transportation, fuel, water, food and medical support for over 20 units. Synchronize the logistics support between Interagencies and contractors. Plan and execute humanitarian support in Kosovo and Albania.**

Summarize any of Your Achievements

**- Planned and executed humanitarian support to remote regions of Albania by air resupply. - Managed the maintenance of equipment resulting in an overall operational rate of 95.8%. - Ensured that 30 days of supply were available at all times for units deployed to Kosovo. - Planned and executed logistics resupply to remote outposts. - Planned and executed the medical evacuation and remains transport.**

Reasons for Leaving

**New assignment to next higher headquarters.**

Job Title <b>Logistics Plans Officer</b>	Type of Business <b>Military</b>	From - To <b>01/06/2000 - 01/06/2001</b>
Name of Employer <b>10th Mountain Division</b>		Name of Supervisor <b>Ron Pulignani</b>

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>86000</b>	<b>86000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>No</b>

Telephone Number

**1315772-5566**

Email Address

Address of Employer

**United States of America**

Number of Employees Supervised by You

**3**

Description of Duties

**Responsible for the planning of logistic support for a unit of over 12,000 personnel during world-wide deployments. Forecast logistics requirements, capabilities and determines solutions to logistics shortfalls. Coordinates with logistics units and interagency groups as well as contractors. Lead the team of logistics planners including medical, personnel, logistics and air movement officers.**

Summarize any of Your Achievements

**- Planned logistics support and movement for operations in Kosovo, Bosnia and Sinai. - Developed detailed reconstitution plans for the unit during major exercises. - Built a strong logistics, medical and administrative planning team.**

Reasons for Leaving

**New assignment and deployment to Kosovo.**

Job Title <b>Logistics Consultant</b>	Type of Business <b>Military</b>	From - To <b>01/06/1997 - 01/08/1999</b>
Name of Employer <b>34th Field Training Group</b>		Name of Supervisor <b>David Oberthaler</b>

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>76000</b>	<b>87000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>No</b>

Telephone Number	Email Address
<b>1651282</b>	
Address of Employer	
<b>United States of America</b>	
Number of Employees Supervised by You	
<b>1</b>	
Description of Duties	
<b>Provide expertise, coaching, mentoring and assistance to the logistics staff of a National Guard unit of over 15,000 personnel. Assist with the plans and preparation of logistics support to deployment operations and natural disasters.</b>	
Summarize any of Your Achievements	
<b>- Planned and coordinated major training events for the logistics staff. - Assisted the logistics staff to develop a training plan to ensure the staff met the same standards as active duty officers. - Deployed to Italy to assist with a maintenance contact team. - Presented a week-long training course to 10 officers in logistics planning and decision-making.</b>	
Reasons for Leaving	
<b>Attendance at Command and General Staff College and Masters Degree Program.</b>	

Job Title	Type of Business	From - To
<b>Special Forces Logistics Officer</b>	<b>Military</b>	<b>01/03/1996 - 01/06/1997</b>
Name of Employer	Name of Supervisor	
<b>5th Special Forces Group</b>	<b>Thomas Carlin</b>	
Salaries per Annum:		
Starting	Final	Currency Paid
<b>67000</b>	<b>72000</b>	<b>USD</b>
Is this a civil servant position of your Government? <b>No</b>		
Is this a position within the UN Common System? <b>No</b>		
Telephone Number		
Email Address		
Address of Employer		
<b>United States of America</b>		
Number of Employees Supervised by You		
<b>5</b>		
Description of Duties		
<b>Logistics officer for a 1,300 person Special Forces Group. Responsible for planning and directing the maintenance of equipment, property accountability, transportation, food, water and fuel with a budget in excess of \$80 million. Plan and synchronize transportation schedules for world-wide deployments. Deploy to Kenya and Oman as the senior logistics officer on Joint/Combined operations.</b>		
Summarize any of Your Achievements		
<b>- Deployed to Kenya and Oman as the senior logistics officer providing outstanding logistics support to Army, Navy, Air Force, Kenyan and Omani forces. - Planned and executed the procurement of over 200 new tactical vehicles. - Managed multiple international contracts in Kenya. - Planned the transportation of over 650 personnel from 4 locations in the US to 4 locations in Kenya.</b>		
Reasons for Leaving		
<b>- Promotion and opportunity to be a logistics consultant.</b>		

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

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

For clerical grades only:

Indicate typing speed in words per minute: English - **40** French - **0**

List any office machines or equipment you can use:

**Proficient in all Microsoft software (Word, Excel, Powerpoint, Outlook).**

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

Language	Mother Tongue	Speak	Read	Write	Understand
<b>English</b>	<b>Yes</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>

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

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

Address

10215 Polfer Lane  
Kansas City KS United States of America  
Telephone: 01-9134007003  
Fax: 01-9103645635  
Contact: Todd Guggisberg

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
Glenn BACA	Lieutenant Colonel, US Army	5 Mackenzie Dr United States of America	011573596-0991 glenn.baca@us.army.mil
Willis JACKSON	Deputy Director, DLRO	100 Stimson Ave United States of America	0119136842929 willis.jackson@us.army.mil
Ron PULIGNANI	Colonel US Army	15664 Avocet Loop United States of America	ronald.pulignani@us.army.mil

## Personal History Profile for Satyendra KUMAR

## General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
<b>KUMAR</b>	<b>Satyendra</b>		
2. Date of Birth	3. City of Birth	Country of Birth	Index No
<b>15/01/1953</b>	<b>Gaya</b>	<b>India</b>	<b>635165</b>
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
<b>India</b>		<b>India</b>	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
<b>Male</b>	<b>164</b>	<b>65</b>	<b>Married</b>
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? <b>No</b>			
Are there any limitations on your ability to perform in your prospective field of work? <b>No</b>			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? <b>No</b>			
13. What is your preferred field of work? <b>Administrative officers</b>			
14. Would you accept employment for less than six months? <b>No</b>			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? <b>01/01/2005</b>			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? <b>No</b>			
18. Email Address: <b>kumars@un.org</b>			

## Education

List all university degrees or equivalent qualifications obtained.

University Name <b>DFS</b>	City, Country <b>New York United States of America</b>	From - To <b>Feb-2009 - Nov-2009</b>
Main Course of Study <b>African Languages and Civilizations</b>	Field of Study <b>Humanities</b>	
Degree Title or Equivalent <b>Senior Management Adminstration and Resource Training (SMART)</b>	Degree Type <b>Undergraduate degree</b>	

University Name <b>The Chartered Institute of Logistics and Transport</b>	City, Country <b>London United Kingdom</b>	From - To <b>Apr-2007 - Oct-2007</b>
Main Course of Study <b>African Languages and Civilizations</b>	Field of Study <b>Humanities</b>	
Degree Title or Equivalent <b>Transport Management</b>	Degree Type <b>Undergraduate degree</b>	

University Name <b>UNITAR</b>	City, Country <b>Geneva Switzerland</b>	From - To <b>Jan-2007 - Jan-2007</b>
Main Course of Study <b>African Languages and Civilizations</b>	Field of Study <b>Humanities</b>	
Degree Title or Equivalent <b>Certificate Course: Operational Logistics Support, COE and Logistics Support</b>	Degree Type <b>Undergraduate degree</b>	

University Name <b>Indira Gandhi National Open University</b>	City, Country <b>New Delhi India</b>	From - To <b>Jan-2002 - Jun-2002</b>
Main Course of Study <b>African Languages and Civilizations</b>	Field of Study <b>Humanities</b>	
Degree Title or Equivalent <b>Certificate Course in Disaster Management</b>	Degree Type <b>Undergraduate degree</b>	

University Name <b>Symbiosis Institute of Management</b>	City, Country <b>Pune India</b>	From - To <b>Apr-1998 - Apr-2001</b>
Main Course of Study <b>Personnel Administration</b>	Field of Study <b>Business &amp; Administration</b>	
Degree Title or Equivalent <b>Post Graduate Diploma in Personnel Management</b>	Degree Type <b>Masters</b>	

University Name <b>Devi Ahilyabai University</b>	City, Country <b>Indore India</b>	From - To <b>Jul-1995 - Mar-1996</b>
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Main Course of Study <b>African Languages and Civilizations</b>	Field of Study <b>Humanities</b>
Degree Title or Equivalent <b>M Phil in Defence Studies and Management</b>	Degree Type <b>Advanced university degree</b>

  

University Name <b>Madras University</b>	City, Country <b>Chennai India</b>	From - To <b>Jan-1982 - Nov-1982</b>
Main Course of Study <b>African Languages and Civilizations</b>	Field of Study <b>Humanities</b>	
Degree Title or Equivalent <b>Master of Science Defence Studies</b>	Degree Type <b>Masters</b>	

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

Name of School <b>National Defence Academy</b>	City, Country <b>Kharakvasla,Pune, India India</b>	From - To <b>Jul-1968 - Jun-1971</b>
Main Course of Study <b>English, Hindi, Arabic,Physics, Chemistry, Mathematics, Riding, Swimming, Other sports, Physical Training, Military Subjects</b>		Certificate or Diploma <b>Higher secondary</b>

  

Name of School <b>Sainik School Tilaiya</b>	City, Country <b>Hazaribagh India</b>	From - To <b>Jan-1964 - Jul-1968</b>
Main Course of Study <b>English, Hindi, Sanskrit, Physics, Chemistry, Mathematics, History, Geography, General Knowledge</b>		Certificate or Diploma <b>Secondary</b>

## Employment

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

Job Title <b>Chief Transport Officer</b>	Type of Business <b>Transport Support and Operations</b>	From - To <b>01/05/2008 -</b>
Name of Employer <b>DFS</b>		Name of Supervisor <b>Mr Robert Cannon</b>
Salaries per Annum:		
Starting <b>84000</b>	Final <b>84000</b>	Currency Paid <b>USD</b>
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address <b>cannon@un.org</b>
Address of Employer <b>United States of America</b>		
Number of Employees Supervised by You <b>62</b>		
Description of Duties <b>Management of Transport Operations and Support to UNAMI</b>		
Summarize any of Your Achievements <b>(a) Successfully commenced the operations of Carlog at Amman and Kuwait. (b) Successfully commenced the operations of two Armoured ambulances in Iraq. (c) Resolved the problem of procuring armoured buses for the Mission by going for the local contract for the manufacture. The PO issued by the HQ Procurement Division did not materialize due to unknown reasons. (d) Successfully supported the conduct of elections in the Governarates of Iraq (e) Successfully supported the special missions of the SRSG to red zones and remote localities in Iraq.</b>		
Reasons for Leaving <b>Still Serving</b>		

Job Title <b>OIC JLOC</b>	Type of Business <b>Logistics</b>	From - To <b>01/02/2008 - 01/05/2008</b>
Name of Employer <b>DPKO</b>		Name of Supervisor <b>Bernard Lee</b>
Salaries per Annum:		
Starting <b>84000</b>	Final <b>84000</b>	Currency Paid <b>USD</b>
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>002352511881</b>		Email Address <b>kumars@un.org</b>
Address of Employer <b>Chad</b>		
Number of Employees Supervised by You <b>6</b>		

## Description of Duties

**Head the JLOC and coordinate the logistics support of the Mission**

Summarize any of Your Achievements

**(a) Established two area offices and one regional office at Farchana, Birao and Abeche respectively. (b) Worked in close cooperation with the EU Force and established the method of support. (c) Prepared draft Logistics Support Plan for the Mission.**

Reasons for Leaving

**On Completion of TDY returned to the Parent Mission**

Job Title <b>Chief Transport Officer, UNAMI</b>	Type of Business <b>Management of Transport</b>	From - To <b>01/05/2007 - 01/02/2008</b>
Name of Employer <b>DPKO</b>		Name of Supervisor <b>Mr Milan Trojanovic, CAO</b>
Salaries per Annum: Starting <b>84000</b>	Final <b>84000</b>	Currency Paid <b>USD</b>
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>003908310521</b>	Email Address <b>kumars@un.org</b>	
Address of Employer <b>Iraq</b>		
Number of Employees Supervised by You <b>58</b>		
Description of Duties <b>1.Management of Transport Operations and Support to UNAMI in accordance with the Mission Support Plan. 2. To Organise Vehicle Establishment Committee for the Mission 3. Planning and Organising the suitable Training for the enhancement of skills of the Transport Staff. 4. Return of 2.2 % assets (Assets owned by the UN to the Government of Iraq-- Oil for Food).</b>		
Summarize any of Your Achievements <b>1. Successfully managed the Transport Operations and support to UNAMI under very hard conditions in Iraq, Jordan and Kuwait. 2. Ensured 15 % of Transport Staff received training in various fields. 3. Established the future requirements of Armoured cars for UNAMI, planned budget and placed requisitions which was accepted by the STS Section New York. 4. Also established the needs for the Armoured Ambulance and Armoured buses for the Mission, planned budget, placed requisitions that were accepted by the STS Section New York.</b>		
Reasons for Leaving <b>Moved on TDY to MINURCAT</b>		

Job Title <b>OIC Logistics Section,P4/B</b>	Type of Business <b>Logistics</b>	From - To <b>01/01/2007 - 01/05/2007</b>
Name of Employer <b>DPKO</b>		Name of Supervisor <b>John Griffith</b>
Salaries per Annum: Starting <b>81942</b>	Final <b>81942</b>	Currency Paid <b>USD</b>
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address <b>griffith@un.org</b>	
Address of Employer <b>United States of America</b>		
Number of Employees Supervised by You <b>32</b>		
Description of Duties <b>Provide effective and timely planning, oversight, management and coordination of logistics support operations that originate in Kuwait . 2. Ensure that all logistics contracts and obligated funds are managed in an effective, efficient and transparent manner. This includes the timely submission of all financial administration, the detailed writing of SOWs, the effective conduct of Technical Evaluations and adopting a proactive and client orientated approach to managing those contracts on a day to day basis to ensure contract compliance. 3. Be the focal point for "support" logistics tasks which includes base support functions, administrative functions and SSU equipment issues . 4. Take all actions to support of existing UNAMI Areas and establishment of new Areas. 5. Support and coordinate all support actions being taken at Kuwait in relation to the rotation of the United Nations Guard Unit. 6. Coordination of all Technical Services at Kuwait subject to allotment of additional staff.</b>		
Summarize any of Your Achievements <b>1.Besides achieving all above planned tasks, the most challenging assignement that I under took was to successfully lead a team comprising, military, civilian SMs and drivers of the Transportation contractor to Basrah and evacuated the Area Office under the active Indirect Fire by the Terrorists. The team accomplished this without suffering any casualty. It was an excellent show of Team work under fire. 2. I also under took the challenging task of carrying out reconnaissance of Kirkuk for the first time. Kirkuk was one the most threatened place in Iraq.</b>		
Reasons for Leaving <b>Changed since Appointed as CTO</b>		

Job Title <b>Logistics Officer</b>	Type of Business <b>Logistics</b>	From - To <b>01/11/2005 - 01/01/2007</b>
Name of Employer <b>DPKO</b>		Name of Supervisor <b>Jeffrey Whitworth</b>
Salaries per Annum: Starting <b>60000</b>	Final <b>60000</b>	Currency Paid <b>USD</b>
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>Yes</b>

Telephone Number	Email Address <b>kumars@un.org</b>
Address of Employer <b>Iraq</b>	
Number of Employees Supervised by You <b>24</b>	
Description of Duties <b>1. Provide effective and timely planning, oversight, management and coordination of logistics support operations that originate in Kuwait and those that have been tasked to monitor. 2. Ensure that all logistics contracts and obligated funds are managed in an effective, efficient and transparent manner. This includes the timely submission of all financial administration, the detailed writing of SOWs, the effective conduct of Technical Evaluations and adopting a proactive and client orientated approach to managing those contracts on a day to day basis to ensure contract compliance. 3. Be the focal point for "support" logistics tasks which includes base support functions, administrative functions and SSU equipment issues . 4. Take all actions from Logistics aspects for the support of existing UNAMI Areas and establishment of new Areas. 5. Support and coordinate all support actions being taken at Kuwait in relation to the rotation of UNGU. 6. Coordination of all Technical Services at Kuwait subject to allotment of additional staff. 7. Managment of supply property and SSU property.</b>	
Summarize any of Your Achievements <b>Successful completion of all above mentioned duties</b>	
Reasons for Leaving <b>To take over as OIC Logistics Section</b>	

Job Title <b>OIC Logistics Section, UNAMI, P4/B</b>	Type of Business <b>DPA Mission</b>	From - To <b>01/02/2005 - 01/11/2005</b>
Name of Employer <b>DPKO, United Nations</b>	Name of Supervisor <b>Mr John Griffith,CAO</b>	
Salaries per Annum: Starting <b>60000</b>	Final <b>60000</b>	Currency Paid <b>USD</b>
Is this a civil servant position of your Government? <b>No</b>		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address <b>griffith@un.org</b>	
Address of Employer <b>United States of America</b>		
Number of Employees Supervised by You <b>34</b>		
Description of Duties <b>I am the OIC Chief logistics Officer of UNAMI, Duties involve Logistics Planning, Acquisition Planning, Budgeting, Supply, Movement Control and Air Ops</b>		
Summarize any of Your Achievements <b>1. Established Logistics Section of UNAMI to include staffing, setting procedures and SOPs. 2. Established Movcon Section of UNAMI at three main locations ie Kuwait, Baghdad and Amman. 3. Established Supply Section of UNAMI. 4. Established and later provided full logistics Support to new area offices at Erbil and Basrah. 5. Supported the planning and acquisition of security related items for the SSU.</b>		
Reasons for Leaving <b>Changed as Logistics Officer due to arrival of the CLO.</b>		

Job Title <b>Deputy Director General Staff Duties</b>	Type of Business <b>Defence Service</b>	From - To <b>01/04/2003 - 01/02/2005</b>
Name of Employer <b>SD Directorate, Army HQ</b>	Name of Supervisor <b>ADGSD</b>	
Salaries per Annum: Starting <b>500000</b>	Final <b>500000</b>	Currency Paid <b>INR</b>
Is this a civil servant position of your Government? <b>No</b>		Is this a position within the UN Common System? <b>No</b>
Telephone Number <b>00911123011513</b>	Email Address	
Address of Employer <b>India</b>		
Number of Employees Supervised by You <b>50</b>		
Description of Duties <b>(a) Planning &amp; executions of movements (b) Supervision on Terms and Conditions of Defence Civilian Employees, (c) War and peace establishments of Army Units.</b>		
Summarize any of Your Achievements <b>Above job has been meticulously planned and executed.</b>		
Reasons for Leaving <b>Voluntarily Retirement</b>		

Job Title <b>Command of a Sector in Counter Insurgency Area in North East of India</b>	Type of Business <b>Command of Troops</b>	From - To <b>01/01/2001 - 01/04/2003</b>
Name of Employer <b>Army HQ, New Delhi</b>	Name of Supervisor <b>Director General Assam Rifles</b>	
Salaries per Annum:		

Starting <b>450000</b>	Final <b>460000</b>	Currency Paid <b>INR</b>	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>No</b>
Telephone Number		Email Address	
Address of Employer <b>India</b>			
Number of Employees Supervised by You <b>5000</b>			
Description of Duties <b>Command of troops in Counter Insurgency Area, Provision of Humanitarian Assistance to tribal population, Admin and logistics of troops.</b>			
Summarize any of Your Achievements <b>(a) Provided Security cover during the conduct of Elections in the state, thereby ensured peaceful conduct of the election. (b) Opening of a school for the children of the area.</b>			
Reasons for Leaving <b>Transferred on completion of tenure.</b>			

Job Title <b>Commandant 58 Gorkha training Centre</b>		Type of Business <b>Training of Recruits, Administration of Personnel</b>	From - To <b>01/10/1999 - 01/01/2001</b>
Name of Employer <b>Army HQ, New Delhi</b>		Name of Supervisor <b>Army HQ</b>	
Salaries per Annum:			
Starting <b>450000</b>	Final <b>460000</b>	Currency Paid <b>INR</b>	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>No</b>
Telephone Number		Email Address	
Address of Employer <b>India</b>			
Number of Employees Supervised by You <b>15000</b>			
Description of Duties <b>(a) Recruiting &amp; Training of Personnel, (b) Administration of all ranks of the regiment, Pay, Promotion, Pension and Welfare. (c) The most challenging aspect of the job of administration related to the management of property of the Training Centre.</b>			
Summarize any of Your Achievements <b>(a) Opened a School for Children of the Regiment. (b) Opened a hostel for Children and war widows. (c) Started self employment schemes for the dependent wives of the personnels of the Regiment.</b>			
Reasons for Leaving <b>Transferred on promotion</b>			

Job Title <b>Director Personnel Services</b>		Type of Business <b>Personnel Services</b>	From - To <b>01/05/1998 - 01/09/1999</b>
Name of Employer <b>Army HQ</b>		Name of Supervisor <b>Adjutant General</b>	
Salaries per Annum:			
Starting <b>400000</b>	Final <b>400000</b>	Currency Paid <b>INR</b>	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>No</b>
Telephone Number		Email Address	
Address of Employer <b>India</b>			
Number of Employees Supervised by You <b>100</b>			
Description of Duties <b>Looking after terms and conditions of the Indian Army, Pay and Allowances, Policy on Leave.</b>			
Summarize any of Your Achievements <b>(a) Implemented the Recommendations of Pay Commission and enhancement of retirement age by two years. (b) Streamlined the procedures of voting by Armed Forces Personnel.</b>			
Reasons for Leaving <b>Transferred on completion of tenure</b>			

Job Title <b>Directing Staff Defence Services Staff College, Wellington</b>		Type of Business <b>Instructional</b>	From - To <b>01/12/1995 - 01/05/1998</b>
Name of Employer <b>Army HQ</b>		Name of Supervisor <b>Commandant Staff College</b>	
Salaries per Annum:			
Starting <b>400000</b>	Final <b>400000</b>	Currency Paid <b>INR</b>	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>No</b>

Telephone Number	Email Address
Address of Employer <b>India</b>	
Number of Employees Supervised by You <b>300</b>	
Description of Duties <b>My specialisation included Peace keeping and Counter Insurgency operations, Logistics in field, Logistics in CI areas and Mountains. Related responsibilities involved effective and efficient management of the Government proprieties</b>	
Summarize any of Your Achievements <b>Due to my excellent work, got upgraded to the appointment of Colonel General Staff.</b>	
Reasons for Leaving <b>Transferred on Completion of Tenure.</b>	

Job Title <b>Command of a Military Unit</b>	Type of Business <b>Controlling Militancy and Terrorist Activities</b>	From - To <b>01/10/1991 - 01/11/1995</b>
Name of Employer <b>Army HQ, New Delhi</b>		Name of Supervisor <b>Army Hq</b>
Salaries per Annum: Starting <b>400000</b>	Final <b>400000</b>	Currency Paid <b>INR</b>
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>No</b>
Telephone Number	Email Address	
Address of Employer <b>India</b>		
Number of Employees Supervised by You <b>1000</b>		
Description of Duties <b>Command of troops in hostile environment. Controlling terrorists activities in Jammu and Kashmir,. Welfare projects for the people. Keeping the Area under effective control.</b>		
Summarize any of Your Achievements <b>Kept the area under effective control. Awarded Sena Medal for the outsatnding performace.</b>		
Reasons for Leaving <b>Transferred on completion of tenure</b>		

Job Title <b>UNMO in UNIIMOG</b>	Type of Business <b>Observation, Ops Offr &amp; MIO</b>	From - To <b>01/08/1988 - 01/05/1990</b>
Name of Employer <b>UNO</b>		Name of Supervisor <b>Sector Commander COS</b>
Salaries per Annum: Starting <b>23000</b>	Final <b>23000</b>	Currency Paid <b>USD</b>
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>No</b>
Telephone Number	Email Address	
Address of Employer <b>United States of America</b>		
Number of Employees Supervised by You <b>0</b>		
Description of Duties <b>UNMO in field for one year, thereafter operations officer and Military Information Officer in Tehran. Please Note that Peace keeping is not mentioned in spciality column, hence I have clicked as Admin.</b>		
Summarize any of Your Achievements <b>Kept area under effective control. My work in above mentioned capacity has been commended and reported by the CMO.</b>		
Reasons for Leaving <b>Transferred on completion of the tenure</b>		

Job Title <b>Command and Staff appointments as junior officer</b>	Type of Business <b>Command and Staff</b>	From - To <b>01/03/1972 - 01/07/1990</b>
Name of Employer <b>Army HQ</b>		Name of Supervisor <b>Army HQ</b>
Salaries per Annum: Starting <b>10000</b>	Final <b>300000</b>	Currency Paid <b>INR</b>
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>No</b>
Telephone Number	Email Address	
Address of Employer - ..		

India

Number of Employees Supervised by You

120

Description of Duties

Command and staff, Operational areas, Instructor Commando Wing, Quarter Master of the Unit, Transport Officer of the Unit. Training of junior Staff

Summarize any of Your Achievements

There is nothing specific. I performed my normal military duty quite well, resulting in promotion to the higher ranks.

Reasons for Leaving

Transferred on completeion of the tenure

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
Arabic	No	Not easily	Easily	Easily	Not easily

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

Language	Mother Tongue	Speak	Read	Write	Understand
Hindi	Yes	Easily	Easily	Easily	Easily
Nepali	No	Easily	Easily	Easily	Easily
Persian	No	Easily	Easily	Easily	Not easily
Sanskrit	No	Easily	Easily	Easily	Easily

## Address

D/439, JAKVAYU VIHAR  
KAMANAHALLI MAIN ROAD  
BANGALORE KARNATAKA India  
Telephone: 0091-80-25443231  
Fax: 0091-80-9880251712  
Contact: Satyendra Kumar

## Address

Chief Transport Officer, UNAMI, Baghdad  
PO BOX 5859  
New york New York United States of America  
Telephone: 0039-831-232749 extension 2049  
Fax: 964-79-01931306  
Contact: Satyendra Kumar

## Address

Village:Dakhin Gaon, PO: Wazir Ganj, District: Gaya  
Gaya Bihar India  
Telephone: 0091-6322-226799  
Fax: 0091-11-9818291201  
Contact: Brig Satyendra Kumar

## 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
Col RMB BARUAH	Retired Army Officer	Pune India	00912040054541 rmbbaruah@yahoo.com
Brig Padam Singh BUDHWAR	Retired Army Officer	Flat 505, Sukh Shanti Housing Society, Sector 56 India	00911242573498 padam40@yahoo.co.in
Maj Gen Prakash MENON	MG GS	HQ Northern Command India	garudacomdt@yahoo.com

## Personal History Profile for Kelly SMITH

## General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
SMITH	Kelly	Raye	
2. Date of Birth	3. City of Birth	Country of Birth	Index No
17/06/1961	Dallas, Texas	United States of America	287631
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
United States of America	United States of America	United States of America	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Female	172	62	Single
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities.			
Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? No			
13. What is your preferred field of work? Administrative specialists			
14. Would you accept employment for less than six months? Yes			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? 01/01/2002			
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: smith16@un.org			

## Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
Institute of Social Studies	The Hague Netherlands	Mar-2002 - Aug-2002
Main Course of Study	Field of Study	
Degree Title or Equivalent	Degree Type	
Policy Analysis Skills in Transitional Economies	Postgraduate degree	

University Name	City, Country	From - To
Nanyang Technological University	Singapore Singapore	Jul-2001 - Sep-2002
Main Course of Study	Field of Study	
Civil Security	Security Services	
Degree Title or Equivalent	Degree Type	
Masters of Science in Strategic Studies	Masters	

University Name	City, Country	From - To
Herzen University	St. Petersburg Russian Federation	Jun-1992 - Sep-1992
Main Course of Study	Field of Study	
Fine Arts	Arts	
Degree Title or Equivalent	Degree Type	
Degree in Beginning Russian	Degree	

University Name	City, Country	From - To
University of Buenos Aires	Buenos Aires Argentina	Aug-1991 - Feb-1992
Main Course of Study	Field of Study	
Fine Arts	Arts	
Degree Title or Equivalent	Degree Type	
Degree in Intermediate Spanish	Degree	

University Name	City, Country	From - To
University of Paul Valery	Montpellier France	May-1987 - Sep-1987
Main Course of Study	Field of Study	
Fine Arts	Arts	
Degree Title or Equivalent	Degree Type	
Degree in Intermediate French	Degree	

University Name	City, Country	From - To
Texas A&M University	College Station, Texas United States of America	Aug-1979 - May-1985
Main Course of Study	Field of Study	

<b>Management</b>	<b>Business &amp; Administration</b>
Degree Title or Equivalent	Degree Type
<b>Business Administration &amp; Business Analysis</b>	<b>Bachelor of Arts</b>

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

Name of School <b>Goethe Institute</b>	City, Country <b>Bangkok Thailand</b>	From - To <b>Jun-1988 - Sep-1988</b>
Main Course of Study <b>German</b>		Certificate or Diploma <b>Degree in Advanced German</b>

Name of School <b>Goethe Institute</b>	City, Country <b>Rothenburg ob der Tauber Germany</b>	From - To <b>Jun-1986 - Sep-1986</b>
Main Course of Study <b>German</b>		Certificate or Diploma <b>Degree in Intermediate German</b>

Name of School <b>Fredericksburg High School</b>	City, Country <b>Fredericksburg, Texas United States of America</b>	From - To <b>Aug-1975 - May-1979</b>
Main Course of Study <b>High School</b>		Certificate or Diploma <b>High School Diploma</b>

## Employment

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

Job Title <b>Senior Administrative Officer</b>	Type of Business <b>Peacekeeping</b>	From - To <b>01/10/2006 -</b>
Name of Employer <b>UNMIT</b>		Name of Supervisor <b>CMS Hubert Price</b>

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

Telephone Number <b>1212963-0099</b>	Email Address <b>kelly.smith@unodc.org</b>
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Address of Employer  
**East Timor**

Number of Employees Supervised by You  
**3**

Description of Duties  
**As Senior Administrative Officer in a startup mission, assist the CMS in the planning, organization, implementation and oversight of the Administrative Component including the analysis of issues and service delivery. Coordinator of UNMIT audits; UNMIT Focal Point for Common Services with UN Agencies and represent UNMIT on the Inter-Agency Management Group; Humanitarian & International Actor Security Forum; Bank Signatory; Alternate Chairperson of LCC Committee; Member LPSB, QIPS Review Committee, PX Committee and Avian Influenza Task Force. Manage ad hoc projects, coordinate Service Chief and Component Head input on cross-cutting issues, identify policy gaps, develop plans and implement remedies. Review Administration candidates for technical clearance and recruitment; develop Vacancy Announcements for multiple Sections and technical specialties; interview and evaluate candidates throughout the mission for job recruitment. Draft correspondence, MOUs, policy circulars and presentations, review proposals before submission to CMS.**

Summarize any of Your Achievements  
**TDY Oct 06-Jan 07 as SAO on Start-Up Team to UNMIT. Drafted mission support policies and ensured Committees and designated signatories were established in the Mission. Focal Point for development of Common Premises and Services agreement with UN Agencies and draft relevant MOUs. Set-up Office of the CMS and trained staff and OICs on operations, acted in the stead of understaffed Sections, provided guidance to incoming managers without previous UN experience as needed, analyzed confidential issues and screened security reports, advised on handling of misconduct and BOI issues. Prepared space allocation plan for mission compounds in the capital city. Developed skills of junior staff and UNMIT Administrative Officers through knowledge transfer and regularly advise staff on entitlement issues and logistic support mechanisms.**

Reasons for Leaving  
**N/A**

Job Title <b>Senior Administrative Officer</b>	Type of Business <b>Peacekeeping</b>	From - To <b>01/09/2005 - 01/10/2006</b>
Name of Employer <b>ONUCI DPKO</b>		Name of Supervisor <b>CAO Hubert Price</b>

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

Telephone Number <b>1917367-3263</b>	Email Address <b>smith16@un.org</b>
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Address of Employer  
**Cote d'Ivoire**

Number of Employees Supervised by You  
**-**



## Description of Duties

**Senior Administrative Officer** coordinating Section and Service Chief input to implement special projects. Coordinated audits and prepared Mission responses. Chairperson of Local Property Survey Board and PX Committee, Alternate Chairperson of ICT Review Committee, Member Tender Opening Committee and Sebroko Management Team. Wrote SOPs, code cables, policy circulars, presentations and analytical reports for UNHQ and the Mission. Channeled operational support for Mission Components and advised staff on entitlements. Analyzed administrative and technical support issues, proposed options and composed position papers for senior management. Allocated tasks within O/CAO. TDY Oct. 2006-Jan. 2007 to UNMIT Startup Team.

## Summarize any of Your Achievements

**Creation of database to track DPKO Assessment Reports and Audit implementation. Authored Work Plan for Administration for 2005-2006 and 2006-2007. Investigated and regularized PX start-up, resolved contractual issues from move to new mission HQ, reconciled issues between Sections. During security relocation of Jan.-Mar. 2006 drafted emergency staff and deployment lists, HQ Concentration Point 'Dormitory Plan', briefing and entitlement packet for relocated staff, Code Cables on security preparedness and determined milestones to return relocated staff.**

## Reasons for Leaving

**Reassigned to UNMIT Start-up Team**

Job Title <b>O/DSRSG Operations Officer</b>	Type of Business <b>Peacekeeping</b>	From - To <b>01/09/2003 - 01/09/2005</b>
Name of Employer <b>MONUC DPKO</b>	Name of Supervisor <b>DSRSG Behrooz Sadry</b>	
Salaries per Annum: Starting                      Final                      Currency Paid	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>Yes</b>	
Telephone Number <b>1212963-0103</b>	Email Address <b>bsadry@aol.com</b>	
Address of Employer <b>Congo, Dem. Rep.</b>		
Number of Employees Supervised by You <b>0</b>		
Description of Duties <b>Operations Officer to Deputy SRSG Organization &amp; Coordination/Designated Official handling Administration, Security and Ituri Conflict Zone portfolios. Screened recruitment, drafted budgets, vetted Administration Division inputs, managed day-to-day requirements of Ituri Trust Fund, focal point for Results Based Budgeting and HIV/AIDs Unit, coordinated input to upgrade Mission security. Responsible for preparing briefs, presentations and talking points for DSRSG, attending meetings in his stead and ensuring all administrative and logistical arrangements are made to carry out DSRSG initiatives. Writing of NTFs, Code Cables, presentations and correspondence for DSRSG. Served as Adviser to Designated Official for Mission Security and formulated procedures on Security for SRSG/DSRSG. Member Tender Opening Committee.</b>		
Summarize any of Your Achievements <b>Formulation of Mission Threat Assessments and Security SOPs. Primary operational actor in place of absent Designated Official during June 2004 and subsequent crisis periods, instituted Crisis Management plans and ensured Substantive directives on security were translated to quick action, negotiated change of security phases designation with UNCT; issued a Letter of Appreciation and Thanks from DOA for role played during security emergencies. Brought MONUC compounds to MOSS standards. Prepared RBB for all SRSG/DSRSG Sections and Confidential Document Handling SOP for Mission. Chairperson and Member of Boards of Inquiry and Administrative Inquiry Panels in a variety of misconduct issues and member of original Sexual Exploitation and Abuse Task Force where I also drafted procedures.</b>		
Reasons for Leaving <b>Reassignment to ONUCI</b>		

Job Title <b>Contract Management Officer</b>	Type of Business <b>Peacekeeping</b>	From - To <b>01/09/2002 - 01/09/2003</b>
Name of Employer <b>MONUC DPKO</b>	Name of Supervisor <b>Mr. Gilles Briere</b>	
Salaries per Annum: Starting                      Final                      Currency Paid	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>Yes</b>	
Telephone Number <b>12129630103</b>	Email Address <b>briere1@un.org</b>	
Address of Employer <b>Congo, Dem. Rep.</b>		
Number of Employees Supervised by You <b>3</b>		
Description of Duties <b>Manager of MONUC's largest single contract for \$20+ million in Airfield Services and for all the Air Charter Contracts of \$93 million. In charge of all financial, procurement and administrative aspects of the contracts. Supervised international contracts staff and coauthored &amp; instituted new Contractor Quality Control program. Ensured Contractor compliance with UN regulations in costings, service delivery, and contractual agreements. Verified invoices and submitted cost reimbursements; started and oversaw UNOE inventory control program; prepared financial and management reports, forecasts, budgets and Business Case Analysis; developed databases and timelines; tracked and resolved incidents involving contractor personnel and misconduct issues; and drafted SOPs. Managed daily operations and prepared plans for future operations.</b>		
Summarize any of Your Achievements <b>OIC in absence of Chief. Authored Technical Evaluation Matrix for bid evaluation, supervised fixed price contract closure and implementation of cost plus performance fee contract. Started up Aviation Contract Management Unit, began a contractor staff tracking system to account for manpower charges and trained staff on procedures and operational aspects in the field. Rationalized contractor labor inputs saving the Organizations tens of thousands per month, plus obtained cost savings from incorrect invoices and secured significant amounts of missing UNOE. Chairperson/Member of 5 high profile BOI cases; approved by UNHQ panels sent to review findings at the 3-star General level, findings were endorsed by the panels in their entirety.</b>		
Reasons for Leaving <b>Transfer to DSRSG Office</b>		

Job Title <b>FSA, OIC Air Ops, OIC MovCon</b>	Type of Business <b>Electoral and Peacekeeping</b>	From - To <b>01/06/1999 - 01/07/2001</b>
Name of Employer <b>UNAMET/UNTAET DPKO</b>	Name of Supervisor <b>CTS Peter Hornsby, CISS Ronny Stokes</b>	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
			Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address <b>hornsby@un.org</b>		
Address of Employer <b>East Timor</b>			
Number of Employees Supervised by You <b>82</b>			
Description of Duties <b>OIC MOVCON - set up Section with new staff after Mission evacuation establishing air, road and sea units, and freight capability. Responsible for movement of all cargo, containers and passengers in mission area. Managed port, international airport, heliports, freight terminal, MHE, budgets, troop rotation and international clearances. Recruited and supervised staff, established 8 MovCon facilities in country, planned future expansion, integrated civilian and military staff into the Section. OIC AIOPS - Managed all aspects of air transport for 16 rotary and fixed wing aircraft including all taskings, manifests, pax and cargo scheduling, fuel management, air safety inspections and international flight clearances. FSA OEKUSI - Regional Administrator, Logistician and Security Officer in charge of setting up support facilities, managing all Transport and workshop facilities, MovCon, Personnel, Supply, Comms and Security functions; as well as inventory, recruiting and supervising national staff, accommodation, rations, construction, maintenance and also procured materials for all UN offices in the western regions. STAFF COUNSELLING UNIT - performed stress counselling/training, organized and conducted welfare activities in the capital and initiated provincial welfare committees, provided guidance and materials for activities in the provinces.</b>			
Summarize any of Your Achievements <b>Spent the entire Mission as a Chief filling P3-P4 level job. Evacuation Leader of Oekusi and Co-Leader for the evacuation of all East Timor. Responsible for lodging and coordinating national staff needs while at evacuation point in Australia. Started provincial UNAMET Office, restarted Aviation after 1999 emergency evacuation and trained all newcomers, restarted MovCon after evacuation and put in place structure that endured until end of Mission. Developed and put in place an internet-based automated flight reservation database system. Planned and budgeted requirements for airfield equipment &amp; services for East Timorese Government.</b>			
Reasons for Leaving <b>Get graduate degree for promotion</b>			

Job Title <b>UN Logistic Support Centre Manager</b>	Type of Business <b>Development</b>	From - To <b>01/05/1997 - 01/02/1998</b>
Name of Employer <b>UNDP Sri Lanka</b>	Name of Supervisor <b>Deputy Res. Rep. Sven Madsen</b>	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>30000</b>	<b>30000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>941580691</b>	Email Address		
Address of Employer <b>Sri Lanka</b>			
Number of Employees Supervised by You <b>15</b>			
Description of Duties <b>Representative for UNEP administering the GEF Fund and UNFPA Representative, Supervisor of UNOPS Team, FAO and WFP field consultants. Started Logistic Support Centre providing project identification and logistic services to UN Agencies and bilateral donors, started and managed a hotel including building renovation. Developed and monitored projects in income generation, vocational training, micro-credit/revolving funds, gender issues, animal husbandry, forestry, agriculture, health and capacity building of Government Officers. Responsible for finance, negotiating contracts, securing donor funding, and monitoring \$3 million in project spending. Extensive experience in military/government/NGO/non-state actor liaison, customs clearance and obtaining military permits.</b>			
Summarize any of Your Achievements <b>Started up and managed new UNDP Office and UN House in Northern Conflict Zone, Compound Manager for UN House managing premises reconstruction and integration of UN Agencies into common office and operating structure. Supervision of all Agency projects, formulated new projects and found bilateral donors for 17 non-UNDP projects, negotiated movement freedoms never before enjoyed by Agencies by establishing relations with Sri Lankan Military and LTTE Commands, formed the NGO Council to rationalize project support to neediest areas, formulated structure for UNDP field office in Eastern war zone. Started and led UN House. Supervised embassy supported projects.</b>			
Reasons for Leaving <b>Transfer to MINURSO</b>			

Job Title <b>Logistic Projects Officer, OIC Agadir Team, Information Unit Systems Officer</b>	Type of Business <b>Peacekeeping</b>	From - To <b>01/02/1997 - 01/06/1999</b>
Name of Employer <b>MINURSO DPKO</b>	Name of Supervisor <b>CISS Peter Hornsby</b>	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
			Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address <b>hornsby@hotmail.com</b>		
Address of Employer <b>Morocco</b>			

Number of Employees Supervised by You

15

Description of Duties

**Special Projects Officer for CISS and CivPol Liaison Officer, FSA Coordinator, Accomodations Officer.** Supervised living conditions at UN field stations; assessed and approved maintenance and refurbishment of 5 Laayoune apartment buildings including ongoing service contracts; worked extensively with rations inspection/ordering/allocation; and performed as Hygiene Inspector. Functioned as a troubleshooter for SRSG, FSA for 13 field stations, assisted with COE as OIC. As OIC AGADIR TEAM was Coordinator for UN Port team, shipping agents and port authorities in the shipping of COE containers and equipment and coordinating contingent advance teams. Handled customs clearance/insurance, managed subcontractors and negotiated contracts, directed convoy movement of goods between Morocco and Western Sahara, managed troop transit facility. **INFORMATION SYSTEMS UNIT OFFICER - Responsible for planning and administration.** Computerized voter information, corrected process errors, planned voter identification sessions given political and logistical constraints. Conducted site surveys for new Identification Centers, compiled weekly and monthly electoral reports.

Summarize any of Your Achievements

**FSA Coordinator and Accommodations Officer** for planning and implementation of pullback of staff from 13 closing locations and preparing their mission provided accommodation, rotated COE and troops from all locations in Mission through exit points. Complete overhaul UN Algeria facility and administrative procedures; personnel assignments and operating hours; negotiated improved rations allocation from Algerian military and designed a new delivery system and kitchen services; upgraded office compound and staff residential compound with structural, electrical, plumbing, furnishings and contractor service improvements.

Reasons for Leaving

**Transfer to UNAMET East Timor**

Job Title		Type of Business	From - To
Logistics Coordinator		Logistics for US Army	01/01/1996 - 01/05/1996
Name of Employer		Name of Supervisor	
Brown & Root, IFOR		Doc Keen	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
120000	120000	USD	Is this a position within the UN Common System? No
Telephone Number		Email Address	
Address of Employer			
Hungary			
Number of Employees Supervised by You			
60			
Description of Duties			
Planned, implemented and supervised service and support projects for US Army LOGCAP. Prepared cost estimates, liaised with Army, located and modified facilities, procured materials, hired personnel, amended contracts, developed SOP's to operate facilities. Monitored subcontractor facilities, invoicing, and performance. Conducted technical surveys on potential subcontractors. Supervised ex-pats and labor force, managed warehouses, maintained accountability of materials and equipment, ensured compliance with technical parameters in contracts. Responsible for all phases of OCIE (Organizational Clothing and Individual Equipment) including inspection, issuing, cleaning, repair, and training of personnel.			
Summarize any of Your Achievements			
Managed OCIE, laundry, set up service support and procedures for IFOR bases in Bosnia and Croatia. Set up military laundry points including supply, scheduling, claims, contractual conformance and training personnel. Selected and rehabilitated numerous facilities within budget, contracted and assessed sub-contractors, designed working procedures and formulated cost estimates for US Army.			
Reasons for Leaving			
end of contract			

Job Title		Type of Business	From - To
Contract Administration Assistant		Peacekeeping	01/08/1995 - 01/01/1996
Name of Employer		Name of Supervisor	
UNAMIR DPKO		Mr. Gilles Briere	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
24000	24000	USD	Is this a position within the UN Common System? Yes
Telephone Number		Email Address	
		briere1@un.org	
Address of Employer			
Rwanda			
Number of Employees Supervised by You			
1300			
Description of Duties			
Sole administrator for services contract overseeing employment of 1300 LNs in the areas of construction, maintenance, waste management, janitorial/grounds/laundry/kitchen/personnel services, airfield operations, EDP, vector control, and fire fighting. Responsible for monitoring all subcontractors and approving invoices. Wrote SOPs, amended contracts, expedited purchase orders and designed reporting forms.			
Summarize any of Your Achievements			
Acted as Task Order Manager for Chief of Building Management & Engineering Section, conducted site inspections, determined staffing levels, approved job order requests, managed construction and services at military camps, phased out military installations. Formulated and implemented plan to reduce workforce by 50%; no violent incidents occurred as a result of the reduction.			
Reasons for Leaving			
transfer to IFOR			

Job Title		Type of Business	From - To
Electoral Support Officer, Logistics Officer, Electoral Advisor to STAE		Electoral	01/04/1994 - 01/01/1995

Name of Employer <b>ONUMOZ UNDP</b>			Name of Supervisor <b>Adamo Valy &amp; Bruno Soares</b>		
Salaries per Annum:					
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>		
<b>27000</b>	<b>27000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>		
Telephone Number			Email Address		
Address of Employer <b>Mozambique</b>					
Number of Employees Supervised by You <b>30</b>					
Description of Duties <b>Electoral Advisor to STAE (Technical Secretariat for Administration of Elections) for project planning of elections. Planned/executed movement of electoral material and personnel, controlled 5 aircraft and 45 trucks including fleet/fuel management, in charge of civilian and military aviation contractors. Managed collection/verification of registration and voting data, specified number and location of 600 polling stations, set up 17 warehouses including SOPs. Responsible for training and food supplies of 6500 election officers. Organized Civic Education campaigns, created databases on election scheduling, provided logistic support for UN field camps.</b>					
Summarize any of Your Achievements <b>Head of Provincial Team. Personal Advisor to President of Provincial Electoral Commission and served as Chief of STAE's Organization Department. Wrote ONUMOZ Guide to Registration Irregularities used throughout Mozambique as the official Registration Manual.</b>					
Reasons for Leaving <b>end of mission</b>					

Job Title <b>EDP Assistant</b>		Type of Business <b>Peacekeeping</b>	From - To <b>01/04/1994 - 01/07/1995</b>
Name of Employer <b>UNAMIR DPKO</b>		Name of Supervisor <b>Mr. Eric Dobegah</b>	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>24000</b>	<b>24000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address <b>dobegah@un.org</b>	
Address of Employer <b>Rwanda</b>			
Number of Employees Supervised by You <b>4</b>			
Description of Duties <b>Office set-up and section administration. Ran Help Desk, organized surveys of staff training needs, prepared training manuals and schedules, trained users on all UN software. Wrote database programming, installed and updated network capabilities and software, repaired hardware, controlled disbursement of EDP equipment and materials.</b>			
Summarize any of Your Achievements <b>Set up workshop and user training program, trained EDP staff on new software/hardware/operating systems and repair of same.</b>			
Reasons for Leaving <b>Transfer Section</b>			

Job Title <b>Electoral Trainer</b>		Type of Business <b>Electoral</b>	From - To <b>01/12/1992 - 01/10/1993</b>
Name of Employer <b>UNTAC 5 ACE</b>		Name of Supervisor <b>Mr. Denley Pike</b>	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>30000</b>	<b>30000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address	
Address of Employer <b>Cambodia</b>			
Number of Employees Supervised by You <b>0</b>			
Description of Duties <b>Developed materials and taught Electoral Procedure and Language to UN officers and interpreters. Interviewed and evaluated local national candidates for UN hire. Arranged all training in the districts including personnel, facilities, and transport. Initiated courses, planned curriculum and conducted capacity building of government and palace officials.</b>			
Summarize any of Your Achievements <b>Set up UN field offices, hired local staff. Conducted conference training for new international staff arrivals to UNTAC. After the election I transferred to logistics to work in liquidation of assets. I prepared documentation and certified goods to ship COE and repossessed UN equipment and vehicles from local authorities.</b>			
Reasons for Leaving <b>end of contract</b>			

Job Title	Type of Business	From - To
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<b>Office Manager, Curriculum Director</b>			<b>Language School</b>	<b>01/08/1991 - 01/02/1992</b>
Name of Employer <b>Korean Language Academy</b>			Name of Supervisor <b>Mr. Park</b>	
Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>	
<b>40000</b>	<b>40000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>	
Telephone Number			Email Address	
Address of Employer <b>Argentina</b>				
Number of Employees Supervised by You <b>6</b>				
Description of Duties <b>Responsible for office set up, supervised staff. In charge of curriculum development, administration, personnel, training, finance, and purchasing. Taught TOEFL and technical writing, planned and conducted teacher workshops.</b>				
Summarize any of Your Achievements <b>Brought in 30% of the firm's clients, certified teachers to TOEFL standards and all students passed TOEFL exam.</b>				
Reasons for Leaving <b>Business relocated to USA</b>				

Job Title <b>Executive Assistant to President Asia Division</b>			Type of Business <b>Electronics manufacturer</b>	From - To <b>01/06/1990 - 01/12/1990</b>
Name of Employer <b>Micro Component Technology</b>			Name of Supervisor <b>Mr. Tom Wilson</b>	
Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>	
<b>18000</b>	<b>18000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>No</b>	
Telephone Number			Email Address	
Address of Employer <b>China</b>				
Number of Employees Supervised by You <b>6</b>				
Description of Duties <b>Office Manager for Asian Headquarters. Managed office set up, trained and supervised staff. Coordinated EDP for Asian offices including planning and installation of computer network. Responsible for all personnel functions, cash management, and procurement. Arranged import/export licensing, customs, and heavy equipment delivery. Set up warehouses throughout Asia ensuring accountability of equipment and tracking documentation.</b>				
Summarize any of Your Achievements <b>Coordinated move of Asian HQ from Tokyo to Hong Kong, established all subcontracts, remodeled office, navigated bureaucracy to set up new business entity and obtained shipping licenses. Represented company and set up performance standards for Hong Kong, Singapore, Taiwan and China branches.</b>				
Reasons for Leaving <b>end of contract</b>				

Job Title <b>Executive Trainer</b>			Type of Business <b>Executive Development</b>	From - To <b>01/06/1989 - 01/05/1990</b>
Name of Employer <b>Phoenix Associates</b>			Name of Supervisor <b>Mr. Kent</b>	
Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>	
<b>180000</b>	<b>180000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>No</b>	
Telephone Number			Email Address	
Address of Employer <b>Japan</b>				
Number of Employees Supervised by You <b>0</b>				
Description of Duties <b>Conference trainer to senior managers on Executive Development and Western Management Techniques. Set up and provided all logistical support for business conferences throughout Japan. Brought in new clients and did career counseling. Conducted individual training in Western Management, Business English/Spanish, computers and Intercultural Communication to executives going abroad to manage corporate offices.</b>				
Summarize any of Your Achievements <b>Created and ran the division training Japanese executives to head their companies in South America. Brought in 5 new corporations as clients.</b>				
Reasons for Leaving <b>end of contract</b>				

Job Title	Type of Business	From - To
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<b>Computer Technician III</b>			<b>Defence Contractor</b>	<b>01/06/1984 - 01/01/1986</b>
Name of Employer <b>Westinghouse Defence</b>			Name of Supervisor <b>Mr. Jack Wilkinson</b>	
Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>	
<b>15000</b>	<b>18000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>No</b>	
Telephone Number			Email Address	
Address of Employer <b>United States of America</b>				
Number of Employees Supervised by You <b>4</b>				
Description of Duties <b>Supervised Computer Operators. In charge of terminal network, satellite communications, robots and overseeing operating systems. Installed and repaired computer equipment and upgraded operating systems. Planned computer job scheduling. Trained users and operators on automated factory systems.</b>				
Summarize any of Your Achievements <b>Responsible for Help Desk, wrote procedures manual. Only staff member to complete all Omputer Operator and Computer Technician qualifying levels.</b>				
Reasons for Leaving <b>Move abroad</b>				

Job Title <b>Computer Operator</b>		Type of Business <b>Radio Stations</b>	From - To <b>01/09/1983 - 01/05/1984</b>	
Name of Employer <b>Broadcast Properties</b>		Name of Supervisor <b>Mr. Barry Turner</b>		
Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>	
<b>10000</b>	<b>10000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>No</b>	
Telephone Number		Email Address		
Address of Employer <b>United States of America</b>				
Number of Employees Supervised by You <b>0</b>				
Description of Duties <b>Responsible for program scheduling, accounting, billing, payroll, and personnel for 13 radio stations.</b>				
Summarize any of Your Achievements <b>Supervised installation of and training on computer programming of play list, billing and personnel in three states. Disc Jockey for a popular nighttime international music hour and New Wave weekend show. Arranged promotional events and contests for Country and Western station and brought in a major sponsor for the company.</b>				
Reasons for Leaving <b>graduated from University</b>				

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

**Microsoft Word, Excel, Power Point, Access, Project, Visio, PrintMaster**

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

Language	Mother Tongue	Speak	Read	Write	Understand
<b>English</b>	<b>Yes</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>
<b>French</b>	<b>No</b>	<b>Easily</b>	<b>Easily</b>	<b>Not easily</b>	<b>Easily</b>
<b>Spanish</b>	<b>No</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>

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

Language	Mother Tongue	Speak	Read	Write	Understand
<b>German</b>	<b>No</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>
<b>Portuguese</b>	<b>No</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>

## Address

1085 Verbena Drive  
Austin Texas United States of America  
Telephone: 1-512-257-7913  
Fax: 225-05009444

# 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
Claudia BANZ	Political Affairs Officer	United Nations - DPKO United States of America	19173673614 banz@un.org
Christine CZARNECKI	Security	155 East 52nd St. United States of America	1212297-4996 sadry@unfpa.org
Nelum DE SILVA	Capacity Development Consultant	Dili, East Timor United States of America	nelum.desilva@undp.org

## Personal History Profile for Harinder SOOD

## General Details

1. Family name <b>SOOD</b>	First Name <b>Harinder</b>	Middle Name <b>P</b>	Maiden Name, (if any)
2. Date of Birth <b>25/11/1964</b>	3. City of Birth <b>Shanker</b>	Country of Birth <b>India</b>	Index No <b>370239</b>
4. Country of Nationality at Birth <b>India</b>	Second Nationality (if any)	5. Country of Present Nationality <b>India</b>	Second Nationality (if any)
6. Gender <b>Male</b>	7. Height [cm] <b>184</b>	8. Weight [kg] <b>75</b>	9. Marital Status <b>Married</b>
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? <b>No</b>			
Are there any limitations on your ability to perform in your prospective field of work? <b>No</b>			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? <b>No</b>			
13. What is your preferred field of work? <b>Professional, managerial &amp; technical specialists for which no job family exists</b>			
14. Would you accept employment for less than six months? <b>Yes</b>			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? <b>01/01/2002</b>			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? <b>No</b>			
18. Email Address: <b>sood@un.org</b>			

## Education

List all university degrees or equivalent qualifications obtained.

University Name <b>Columbia University</b>	City, Country <b>New York United States of America</b>	From - To <b>Jan-2005 - May-2005</b>
Main Course of Study <b>Political Science</b>	Field of Study <b>Social &amp; Behavioural Science</b>	
Degree Title or Equivalent <b>Certificate Course on "The United Nations and the Prevention of Armed Conflict" (Selected to represent DPKO)</b>	Degree Type <b>Degree</b>	

University Name <b>Princeton University</b>	City, Country <b>Princeton United States of America</b>	From - To <b>Jul-2001 - Jun-2002</b>
Main Course of Study <b>Political Science</b>	Field of Study <b>Social &amp; Behavioural Science</b>	
Degree Title or Equivalent <b>Master in Public Policy (International Relations), Honors (GPA 3.7 out of 4)</b>	Degree Type <b>Masters</b>	

University Name <b>Indian Institute of Modern Management</b>	City, Country <b>Pune India</b>	From - To <b>Jul-1998 - Apr-2000</b>
Main Course of Study <b>Public Administration</b>	Field of Study <b>Business &amp; Administration</b>	
Degree Title or Equivalent <b>Master Diploma in Business Administration, Distinction (80.1%)</b>	Degree Type <b>Masters</b>	

University Name <b>University of Madras</b>	City, Country <b>Chennai India</b>	From - To <b>Jun-1998 - May-1999</b>
Main Course of Study <b>Political Science</b>	Field of Study <b>Social &amp; Behavioural Science</b>	
Degree Title or Equivalent <b>Master of Science in Defence and Strategic Studies, First Division (76.9%)</b>	Degree Type <b>Masters</b>	

University Name <b>University of Pune</b>	City, Country <b>Pune India</b>	From - To <b>Mar-1994 - Mar-1996</b>
Main Course of Study <b>Peace and Conflict Studies</b>	Field of Study <b>Social &amp; Behavioural Science</b>	
Degree Title or Equivalent <b>Master of Science (Technical) in Weapon Systems Technology and Applications, Distinction (81%)</b>	Degree Type <b>Masters</b>	



University Name <b>Jawaharlal Nehru University</b>	City, Country <b>New Delhi India</b>	From - To <b>Jul-1982 - Dec-1984</b>
Main Course of Study <b>Native Languages</b>	Field of Study <b>Humanities</b>	
Degree Title or Equivalent <b>Advanced Diploma in Russian Language, Distinction (90%)</b>	Degree Type <b>Undergraduate degree</b>	

University Name <b>Jawaharlal Nehru University</b>	City, Country <b>New Delhi India</b>	From - To <b>Jul-1982 - Jun-1985</b>
Main Course of Study <b>Physics</b>	Field of Study <b>Physical Sciences</b>	
Degree Title or Equivalent <b>Bachelor of Science, First Division (GPA: 5.97)</b>	Degree Type <b>Bachelor of Sciences</b>	

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

Name of School <b>United Nations Headquarters</b>	City, Country <b>New York United States of America</b>	From - To <b>Aug-2008 - Aug-2008</b>
Main Course of Study <b>Human Resources Management</b>		Certificate or Diploma <b>Certificate in Human Resources Management</b>

Name of School <b>Unitd Nations Headquarters</b>	City, Country <b>New York United States of America</b>	From - To <b>Mar-2006 - Mar-2006</b>
Main Course of Study <b>Management Development</b>		Certificate or Diploma <b>Certificate in Management (Was advised that my 360-degree feedback as a Manager was among the highest).</b>

Name of School <b>Unitd Nations Headquarters</b>	City, Country <b>New York United States of America</b>	From - To <b>Mar-2006 - Mar-2006</b>
Main Course of Study <b>Project Management</b>		Certificate or Diploma <b>Certificate in Project Management</b>

Name of School <b>United Nations</b>	City, Country <b>Brindisi Italy</b>	From - To <b>May-2003 - Jun-2003</b>
Main Course of Study <b>Peacekeeping Management</b>		Certificate or Diploma <b>Peacekeeping Management Course (Recommended to serve as Faculty for future courses)</b>

Name of School <b>Indira Gandhi National Open University</b>	City, Country <b>New Delhi India</b>	From - To <b>Jan-1999 - Jul-1999</b>
Main Course of Study <b>Computer Science</b>		Certificate or Diploma <b>Certificate in Computing, Distinction (86.5%)</b>

Name of School <b>Defence Services Staff College</b>	City, Country <b>Wellington India</b>	From - To <b>Jun-1998 - May-1999</b>
Main Course of Study <b>Defence Services Staff Course</b>		Certificate or Diploma <b>"Passed Staff Course" (can use suffix PSC after own name), Awarded Highest Grading - Alpha Instructor (AI)</b>

Name of School <b>AWWA`s Computer Graphics and Design Center</b>	City, Country <b>New Delhi India</b>	From - To <b>Jan-1998 - Apr-1998</b>
Main Course of Study <b>Computer Science</b>		Certificate or Diploma <b>Office Automation Course, Distinction (Grade: A+)</b>

Name of School <b>School of Artillery</b>	City, Country <b>Deviali India</b>	From - To <b>Feb-1993 - Mar-1994</b>
Main Course of Study <b>Long Gunnery Staff Course</b>		Certificate or Diploma <b>"Instructor-in-Gunnery" (Retained as Instructor and taught future courses until 1996)</b>

Name of School <b>School of Artillery</b>	City, Country <b>Deviali India</b>	From - To <b>Dec-1989 - Mar-1990</b>
Main Course of Study		Certificate or Diploma

<b>Advance Gunnery Course</b>		<b>Awarded Highest Grading - Alpha (A)</b>
Name of School <b>School of Artillery</b>	City, Country <b>Devlali India</b>	From - To <b>Jul-1989 - Sep-1989</b>
Main Course of Study <b>Artillery Survey Officers Course</b>		Certificate or Diploma <b>Awarded "Best Student" award and Highest Grading - Alpha Instructor (AI)</b>
Name of School <b>Infantry School</b>	City, Country <b>Mhow India</b>	From - To <b>May-1987 - Jul-1987</b>
Main Course of Study <b>Platoon Weapons Course</b>		Certificate or Diploma <b>Awarded "Best Student" award and Highest Grading - Alpha Instructor (AI)</b>
Name of School <b>Indian Military Academy</b>	City, Country <b>Dehradun India</b>	From - To <b>Jul-1985 - Jun-1986</b>
Main Course of Study <b>Military Leadership</b>		Certificate or Diploma <b>"President`s Commission" (Selected for Special Forces)</b>
Name of School <b>National Defence Academy</b>	City, Country <b>Khadakvasla India</b>	From - To <b>Jul-1982 - Jun-1985</b>
Main Course of Study <b>Military Leadership</b>		Certificate or Diploma <b>Military Leadership (Graduated to Military Academy)</b>
Name of School <b>D.A.V. College</b>	City, Country <b>Chandigarh India</b>	From - To <b>Jun-1980 - Jun-1982</b>
Main Course of Study <b>Life Sciences (Physics, Chemistry, Zoology, Botany, Mathemetics)</b>		Certificate or Diploma <b>Pre-Medical, First Division (72%), 19th in Merit List.</b>
Name of School <b>Government Model High School</b>	City, Country <b>Chandigarh India</b>	From - To <b>Apr-1970 - Apr-1980</b>
Main Course of Study <b>High School</b>		Certificate or Diploma <b>High School Diploma, First Division (77%)</b>

# Employment

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

Job Title <b>Senior SA and Chief of Integrated Office of DSRSG (R&amp;G)/HC/RC</b>	Type of Business <b>Peacekeeping</b>	From - To <b>01/12/2008 -</b>
Name of Employer <b>United Nations</b>		Name of Supervisor <b>Mr. Moustapha Soumare</b>
Salaries per Annum: Starting <b>109690</b>	Final <b>USD</b>	Currency Paid <b>USD</b>
	Is this a civil servant position of your Government? <b>No</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>2315314331</b>	Email Address <b>sood@un.org</b>	
Address of Employer <b>Liberia</b>		
Number of Employees Supervised by You <b>18</b>		
Description of Duties <b>Under the supervision of the Deputy Special Representative to the Secretary-General (DSRSG) Recovery and Governance (R&amp;G)/Resident Coordinator (RC)/Humanitarian Coordinator (HC), the Senior Special Assistant fulfils the primary management function of the Front Office. He is the Chief of the Integrated Office of the DSRSG (R&amp;G)/HC/RC and is responsible for coordination of the various components of the immediate office, namely, office management, field support, policy advisers, and planning and coordination teams, as well as the R&amp;G pillar in general. The Senior Special Assistant assists the DSRSG in the overall discharge of his responsibilities in overseeing, among others, the work of Reintegration, Rehabilitation and Recovery (RRR) Section, Civil Affairs (CA) Section, Political Affairs Section, Humanitarian Coordinator's Support Office (HCSO), the Office of the Gender Advisor (OGA), the HIV/AIDS Unit as well as the UN Country Team (UNCT); plans and implements the operational activities related to the work of the Office of the DSRSG (R&amp;G)/HC/RC; manages the Office of the DSRSG (R&amp;G)/HC/RC to ensure its smooth functioning, and supervises the day-to-day work of the Special Assistants and the associated staff, as well as the field support staff; coordinates the strategic planning and implementation of work in areas under the responsibility of the DSRSG; and, supports and advises the DSRSG and, as instructed, acts on his behalf on substantive and management matters under the responsibility of the DSRSG.</b>		
Summarize any of Your Achievements		

• Prepared the first comprehensive substantive work plan in five years for the Recovery and Governance Pillar comprising, Political Affairs; Civil Affairs; Reintegration Rehabilitation and Recovery (RRR); Humanitarian Coordinator's Support Office; Office of Gender Adviser; and, HIV/AIDS Unit. Was also the first such work plan in the Mission. • Was nominated and selected for Responsibility to Protect (R2P) workshop in September-October 2009 at San Remo, Italy, by the Organizers, namely, the UN System Staff College and the International Institute for Humanitarian Law (IIHL). • Led the peacebuilding portfolio of UNMIL. Between March and August 2009, by working closely with Peacebuilding Support Office, NY, Office of Rule of Law and Security Institutions (OROLSI)/DPKO, Rule of Law (RoL) Pillar of UNMIL, Ministry of Justice (MoJ), and UNOPS, Kenya, coordinated the successful approval of a \$1 million emergency project proposal for RoL Corrections Sector and the Police Support Unit of the Liberian National Police from the Emergency Window/Immediate Response Facility of the Peacebuilding Fund (PBF). • Organized an organizational review of the R&G pillar by a Management Consultant in July 2009. Participated in the selection, preparation and further work of the Consultant, including her one-week visit to UNMIL. In her report, the Consultant mentioned that "the incoming DSRSG is inheriting a Pillar in which staff and leadership are full of purpose, hardworking, on time (not insignificant in the UN!), candid and full of ideas, and that relationships are characterized by more mutual respect than in most organizations." • During the visit of the USG/DPKO from New York in June 2009, organized a Recovery and Governance (R&G) Pillar presentation to the USG, which was much appreciated by the audience. The SRSRG, while previously apprehensive of a PowerPoint presentation, later went to comment at several forums that those were the best two hours she had spent since her arrival in the mission over a year and a half ago. She advised that the presentation be used as a template for future presentations. • Played a key role in advancing the integration agenda of the UN in Liberia by mainstreaming integration in all aspects of our work, regularly participating in the UN Country Team (UNCT) meetings as well as the other coordinating forums like the Inter-Agency Programming Team (IAPT). • From December 2008 onwards, oversaw the establishment and management of the new field structure and the Field Support Team in the Office. • Streamlined staffing, organizational structures, and correspondence management and approval process in the Pillar; monitored and arranged expeditious completion of staffing requirements; introduced a Routing Slip to assist in drafting, coordination, approval of documents and for ensuring recognition of colleagues. • Led the planning for the Results Based Budgeting (RBB) framework for the pillar, ensured recording and timely submissions for Portfolio of Evidence (POE). • Organized the first-ever retreat for the Integrated Office in July 2009.

Reasons for Leaving

Still serving

Job Title <b>Special Assistant to Assistant Secretary-General</b>		Type of Business <b>International Civil Service</b>	From - To <b>01/04/2007 - 01/08/2008</b>
Name of Employer <b>United Nations</b>		Name of Supervisor <b>Ms. Jane Holl Lute</b>	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>104600</b>	<b>104600</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>1212963-5730</b>		Email Address <b>sood@un.org</b>	
Address of Employer <b>United States of America</b>			
Number of Employees Supervised by You <b>6</b>			
Description of Duties <p>• Assist the ASG in elaboration and execution of policies and procedures for the overall direction of the substantive work of DFS; • Support the ASG in coordinating and developing mission support plans and in designing and disseminating policies and regulations to field missions; • Monitor the deliberations of the UN legislative bodies; • Support the ASG in liaising and maintaining contacts with Permanent Missions and Secretariat Departments concerning their contribution to peacekeeping operations and other field missions; • Prepare substantive proposals aimed at orienting Departmental positions and contributions on major issues related to mission support including, staffing, logistics, and financial management; • Promote policy options and alternative courses of action that facilitate convergence of views within the Secretariat and amongst intergovernmental bodies; • Follow up with senior staff of DPKO to ensure effective implementation of directives and guidelines. • Liaise with senior officials of UN peace operations, as well as with senior staff of other departments to coordinate policy and operational issues and provide guidance and advice on departmental policies and agreed-upon courses of action. • Prepare policy statements, speeches, background papers and draft reports; • Contribute to the preparation of statements by the SG and reports to the Security Council and GA; • Responsible for the overall management of the Office by working closely with Directors on the implementation of work programmes, bringing to the attention of the ASG any matters requiring the ASG's attention; • Serve as link with staff and bring to the ASG's attention relevant staff/management issues; • Represent DFS in interdepartmental meetings; • Responsible for supervision of the staff of the OASG; allocate tasks/activities, monitor work schedules, deadlines and the performance of professional and general service staff; • Undertake ad hoc assignments at request of the ASG.</p>			
Summarize any of Your Achievements <p>• On my selection for the assignment in April 2007, we were just beginning to explain and defend before the legislative bodies major restructuring proposals in peacekeeping, including creation of the new Department of Field Support (DFS). The ASG was effectively in lead for the restructuring proposals, and we simultaneously established/expanded five new field missions during the period (namely, East Timor, Lebanon, Nepal, Darfur and Chad and the Central African Republic). The challenges were huge and time bound, and we worked in an uncertainty about which restructuring proposals would be approved by the Member States and when approved, how these would affect the staff, or how soon. • Looking back, it is with a sense of encouragement that I see how much distance we have covered. It included not only my support to the substantive work ranging from ASG's briefings to the member states and the regional groups like G-77, JUSCANZ, etc. and implementation of restructuring proposals after they were approved, but also work as varied as business process improvement and relocation of offices within the constraints imposed by limited space. • Simultaneously, I supported the senior management in addressing unprecedented issues related to starting up of UNAMID and numerous issues related to conduct and discipline that emerged during the period, including a number of press briefings. • I met most deadlines throughout the reporting period, some at little notice. • In addition to my regular duties, I carried out additional duties and responsibilities as Focal Point for Security issues; Focal Point for Public Information on UN Reform; Focal Point for Peace Operations Intranet; Focal Point for the Information Management Committee (IMC); Focal Point for personnel issues, including post-management, compliance with financial disclosures, e-PAS, mandatory online courses, etc.; Focal Point for USG's compact with the S-G; and, as Panel member for interview panels for recruitment, when required.</p>			
Reasons for Leaving <b>End of assignment.</b>			

Job Title <b>Chief, Team A, LogOps</b>		Type of Business <b>International Civil Service</b>	From - To <b>01/06/2005 - 01/03/2007</b>
Name of Employer <b>United Nations</b>		Name of Supervisor <b>Mr. Joseph Warren</b>	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>81943</b>	<b>89986</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>1212963-5730</b>		Email Address <b>sood@un.org</b>	
Address of Employer <b>United States of America</b>			
Number of Employees Supervised by You <b>7</b>			
Description of Duties			

-Chief of Team A of LogOps. Team backstops UNMIS, Darfur, UNAMI, UNMIL, UNMEE, UNOMIG, UNDOF, MINURSO, UNTSO, UNSCO, ONUB/BINUB, UNIOSIL, SCSL, UNOWA/CNMC, UNOGBIS, UNPOS, UNTOP, and UNMOVIC from the HQ. -Provide expert advice on support to missions. Identify strategic issues and keep them in focus. -Provide/arrange to provide inputs and comments for, inter alia, SG's Reports, ConOps, Planning Assumptions, Support Plans. -Interface with Member States. Establish and maintain close working relationship with key personnel in the missions, Secretariat Departments, Divisions and Permanent Mission. -Lead mission start ups, expansions, sustainment, drawdown and liquidations. -Advise, review, and defend budget proposals and performance reports of missions. Ensure adequate provision is included for mandated activities. -Monitor the fulfillment and quality, efficiency, effectiveness and timeliness of technical and materiel assistance to missions. -Coordinate the successful completion of crosscutting issues. -Take decisions after considering impact on others and on the Organization. -Prepare and/or organize reports, briefings, informal and formal presentations. -Represent LSD in working groups, task forces, MOU negotiations, etc. -Keep senior management informed about important support issues. -Visit missions and troop contributing countries for assessments as well as assistance. -Manage Team's operational and routine functioning. Clearly communicate links between strategy and Team's work plan. -Institutionalize SOPs and work processes for smooth functioning of the Team. -Empower Team staff to translate advice and directions into results. Delegate responsibility, clarify expectations, and give staff time and resources needed to accomplish tasks. -Actively support development and career aspirations of staff. -Create an enabling work environment and appraise performance fairly. -Act as OIC Section in the absence of own Supervisor.

Summarize any of Your Achievements

-Selected for Board of Examiners for 2006 National Competitive Recruitment Examination (NCRE). -Coordinated and reviewed DPKO 'Generic TCC Guidelines' for LSD. -Nominated for Project Management Training, 27-28 March 2006. -Selected for Management Development Programme (MDP), 12-17 March 2006. Was advised that my 360-degree feedback as a manager was among the highest ever. -As OIC, Logistics Operations Section, organized Mail Action Records System (MARS) training for the Section. Implemented utilization of MARS from 1 Mar 2006 onwards. -Reviewed, edited, and corrected Hindi language translation of the documentary movie, 'Code of Conduct', for DPKO. -In January 2006, in an extreme emergency, coordinated the successful release of an impounded ship from Equatorial Guinea to support the deployment of a battalion from Benin to MONUC. Coordinated with OSG, OUSG, OO/DPKO, MONUC, Resident Representative of UNDP in Equatorial Guinea, PMs of Belgium and Benin, within LSD, and the contractor, GEODIS. The vessel had made an unscheduled stop at Malabo without prior information of the local authorities and was impounded. -Reviewed and corrected TCC Guidelines for UNMEE. -Assisted SSS/LSD in streamlining the Statement of Work (SOW) for contracts for food services in missions. -In the absence of Chief, Africa 2 Unit, supported UNMIS, including Darfur, with creation of a planning team, funding for GIS and mapping resources, and chaired VTC with the mission. -Reviewed and provided recommendations on UNMIS Common Premises and Common Services programme. -Reviewed and provided recommendations on SHIRBRIG proposal for establishment of a SHIRBRIG HQ package for UN peacekeeping operations. -Provided guidance and oversight for ongoing drawdown of ONUB by end-December 2006. --Provided guidance and oversight for the proposed transfer of troops from ONUB to MONUC for supporting elections in DRC. -Following the military audit of MINURSO, ensured procurement of additional observation equipment required by the mission. -To optimally handle the crisis situation in UNMEE wherein the Eritrean Government continues to impose a flight ban on UNMEE helicopters, among other restrictions, took all necessary measures to reconfigure the mission, to relocate staff, and put in place appropriate actions to mitigate risks, prepare the Mission for evacuation (if necessary) and redeployed air assets to other mission(s) to save the Organization over \$13,000 of daily expenditure. -Member of 2005 NCRE Board of Examiners for Administration. Marked papers and conducted interviews during April-May 2005 in NY and during November 2005 in Geneva. Completed selection process 10 days ahead of schedule. -In addition to provision of logistic support to UNAMI, assisted DPA and DSS in planning expansion of UNAMI until 15 June 2005. -Ensured completion of central activities like Integrity Awareness Initiative as well as Prevention of Harassment by all Unit personnel on time. -For staff development, supported the mission assignment of one staff member of the Unit in spite of an increased workload. -Met all deadlines, some at little notice. -Passed Levels 3 and 4 in French.

Reasons for Leaving

**Promotion.**

Job Title <b>Logistics Operations Officer</b>		Type of Business <b>International Civil Service</b>	From - To <b>01/09/2003 - 01/06/2005</b>
Name of Employer <b>United Nations</b>		Name of Supervisor <b>Joseph Warren</b>	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>77815</b>	<b>79715</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>1212963-5730</b>		Email Address <b>sood@un.org</b>	
Address of Employer <b>United States of America</b>			
Number of Employees Supervised by You <b>3</b>			
Description of Duties			
<p>-OMS/DPKO lead for planning support and expansion of UNAMI (Iraq). -Was OMS/DPKO lead for planning a new mission (UNSIMIC) in Cyprus until May 2004. -Desk officer for UNAMA, UNAMI, UNMIK, and UNOMIG. -Monitor political and military developments in each mission and assess support implications. -Interface with Member States on MOU and support issues. -Ensure support considerations are incorporated into mission plans. -Draft support inputs for SG's Reports. -Maintain complete situational awareness in each backstopped mission. Identify issues requiring HQ intervention, initiate action and follow up to resolve them. -Prepare periodic reports on mission support and meet laid down submission deadlines. -Prepare, maintain, and update mission case books as ready sources of information. -Keep senior management informed about emerging support issues. -Anticipate requirements/meet deadlines for briefing notes, talking points, and trip books. -Monitor fulfillment of all support requests from missions and coordinate crosscutting issues. -Chair video conference with each mission.</p>			
Summarize any of Your Achievements			
<p>•Spring 2005 – Selected to represent DPKO at 5-month course on 'The United Nations and the Prevention of Armed Conflict' at Columbia University. Completed 9 May 2005. •May 2005 – MINUSTAH requested ASG/OMS for my release for 3 weeks to prepare Mission's Work Plan for 2005-06 – could not be released from HQ. •Mar. 2005 – As Chair of Board of Examiners for UN National Competitive Recruitment Examination (NCRE) in Security, marked papers, interviewed candidates and completed the recruitment process within a month, a record. •Dec. 2004 – OUSG DPKO requested for release for secondment to UNHCR Geneva at senior P-4/P-5 level – could not be released from HQ. •Sept.-Oct 2004 – As instructor, taught 30 candidates from 19 countries for 2 weeks on UN logistics. •Sept. 2004 – Selected for P-4 post in MONUC – could not be released from HQ. •Aug. 2004 – Selected for P-4 post in TES/MD. Vacancy later withdrawn. •Aug. 2004 – Selected for P-4 post in ELAD/OO. One of the accepted candidates. Name forwarded to Executive Office. •May-June 2004 – single-handedly backstopped 13 DPKO and DPA missions from HQ. •Mar.-Apr. 2004 – as OMS/DPKO lead, led a team of 15 professionals and conceptualized, planned and developed support plan including budget for establishing UNSIMIC (Cyprus), all within 2 months. •As LSD lead on UNAMI, equipped (from 3 member states and many commercial sources) and deployed one 134-member Guard Unit and two 12-member Personal Security Details from Fiji to Iraq within a month and a half, negotiated support MOUs with USA, UK, Fiji, and Australia and expanded mission operations. •Conceptualized and created model mission casebooks as ready-references for assigned missions which served as templates for Desk Officers. •Led Security Awareness and Induction Training (SAIT) planning team comprising DPKO, DPA, DSS, OLA, and PS and prepared a Statement of Work, negotiated MOU with IOM and progressed HCC case for the training of staff to be deployed to Iraq, all within a month. •Serving member of Board of Examiners for UN NCRE in Administration. •June 2005 – Validated Standard Training Module on Logistics for the Member States of the UN. •Passed Levels 1 and 2 in French.</p>			
Reasons for Leaving			
<b>Promotion.</b>			

Job Title <b>Planning Officer</b>		Type of Business <b>International Civil Service</b>	From - To <b>01/08/2002 - 01/09/2003</b>
Name of Employer <b>United Nations</b>		Name of Supervisor <b>Paul Johnson</b>	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>68306</b>	<b>68306</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address	

93212963-2668

sood@un.org

Address of Employer

Afghanistan

Number of Employees Supervised by You

5

Description of Duties

• Serve as external focal point for mission support at working level. • Represent CAO at working level meetings with political and military elements, UN agencies and local authorities. • Monitor political and military developments in the mission and advise the CAO of their implications. • Ensure mission support considerations are incorporated into mission plans. • Draft mission support inputs for Secretary General's reports to the Security Council. • On behalf of the CAO, maintain close working relationships with UN HQ on the overall management, administrative, and logistics aspects of the mission. • Under guidance of the CAO, develop and institutionalize Standard Operating Procedures and work processes for smooth administration of the mission. • Develop and update plans for mission expansion and sustainment, and liquidation of erstwhile UNSMA. • Chairperson of the Appointments and Promotions Review Panel. • Chairperson of the Drivers Review Panel.

Summarize any of Your Achievements

**Text of Evaluation Report PART B: COMPLETED BY SUPERVISOR** "Mr. Sood has exceeded expectations. He demonstrates all core values and competencies desirable in UN staff members and has seemingly boundless energy and enthusiasm for his work. Over the past three months he has willingly taken on many duties and responsibilities that are clearly outside the scope of his formal job description, but which he felt, through a sense of responsibility and team-play, had to be done by someone, and be done properly. He has made an inestimable contribution to my ongoing efforts to improve the process, productivity and polish of the core administrative functions in this mission. I have come to depend on him as a most trusted associate because he is methodical, diligent and completely loyal to the organization. I wish I had ten more like him." SUPERVISOR'S NAME: PAUL JOHNSON Title: CAO Signature: sd/xxxx\_ Date: 06 December 2002

Reasons for Leaving

Selected for UN HQ, NY.

Job Title

Lieutenant Colonel

Type of Business

Armed Forces

From - To

01/02/1993 - 01/01/2004

Name of Employer

Indian Army

Name of Supervisor

Brigadier BP Singh

Salaries per Annum:

Starting

Final

Currency Paid

Is this a civil servant position of your Government? No

Is this a position within the UN Common System? No

Telephone Number

Email Address

Address of Employer

India

Number of Employees Supervised by You

436

Description of Duties

**1993-2004: - Advanced from Captain to Lieutenant Colonel. - Was Commander from 1996-2001: - Lead units – Platoon, Company, Battalion – during respective periods. - Lead by example. Take decisions and bear ultimate responsibility for those decisions. - Plan, organize and command operations of combat units. Primarily involve with unit operations, collective training, management, administration and related activities. - Maintain one sub-unit at 100% operational readiness and others at 72-hour notice. - Organize and maintain an effective chain of command. Develop and implement military procedures and policies based on units' capabilities and performance. - Quickly adapt to changing environments. - Command and lead units as part of United Nations' peacekeeping force in foreign countries, when required. - Direct subordinates in training. Coordinate and direct activities of subunits. - Concentrate on unit effectiveness and unit readiness. Monitor and enhance standards of performance, training, and professional development. - Create conditions – make time and resources available – for units to accomplish tasks. Provide guidance, direction and delegate responsibilities. - Review and evaluate unit performance, prepare reports and provide briefings. - Manage army resources. Request additional support when required. - Build morale and esprit de corps. Assume responsibility for welfare and discipline. - Assume progressively broader responsibilities. - Selected as Instructor, 1993-96: Provide instruction on employment and control of combat units. Serve as adviser to other units, evaluate performance of battalion-level units. - Appointed General Staff Officer, March to July 2001: Policy formulation and implementation, operations, training, administration, logistics, and procurement of weapons, vehicles, and equipment. Anticipate requirements and direct staff. Supervise planning, coordination, and execution of all specified and implied tasks.**

Summarize any of Your Achievements

**- Consistently demonstrated outstanding performance under sustained pressure in one of the most demanding of occupations – Special Forces – in the world. - In 2000, as Officer Commanding of the Special Forces Team [125 personnel], rescued 233 UN Peacekeepers of UNAMSIL (UN Mission in Sierra Leone), from Kailahun in Eastern Sierra Leone. Specially flown in from India at zero-warning in May after the hostage crisis had begun. It was an operation unprecedented in the entire history of United Nations. Received numerous commendation letters from the United Nations, Indian Army, Indian Government, etc. Featured on the front page of local newspapers(s), on the cover of West Africa magazine and in several Indian newspapers. Interviews aired on the local radio station(s) and on Indian television. On 15 Mar 2001, in his address given at the United Services Institution of India, Mr. Kofi Annan had said, "I pay tribute to the men who took part in that operation and redeemed the honor of UN peacekeeping". Awarded UNAMSIL Medal and awarded Foreign Service Medal. - Was awarded "Yuddh Seva Medal" (YSM) on 26 Jan 2001 (India's Republic Day) for gallantry in the face of enemy, beyond the call of duty. - In 2001, as General Staff Officer, was instrumental in raising a fully equipped formation of over 5000 personnel, a project costing over US\$33 million, to be completed in six months. Project completed 90 days ahead of time and formation successfully inducted into operations. - During 1999-2000, established and resourced a plan to transform a Parachute battalion (800 personnel) into a Special Forces battalion (including all equipment and certifications), a one-year project of \$10 million. Completed 13 days ahead of time. - Was selected as instructor for Indian Military Training Team in Bhutan. - In 1999, was selected for leading an Indian Military Advisory Team to Zambia to establish an Airborne Training School. - In 1997, was selected for General Cadre and became a Company/Team commander in a Special Forces Battalion. - Was selected for UN Mission to Angola, UNAVEM III, in 1996. - Was awarded 9-year Distinguished Service Medal in 1995. - In 1994, was retained as Instructor-in-Gunnery after being adjudged as the top-performer at the prestigious and competitive Long Gunnery Staff Course. - Extra-curricular activities: In 1998, contested in a memorable and hugely successful Fashion Show at Staff College in Wellington; from 1994-96, was member of Gunners Amateur Dramatics Society (GADS) and performed in a hilarious two-act play. It had to be performed five times over because of popular demand; played Squash for Regiment of Artillery for three years, basketball for School of Artillery for three years and won numerous awards.**

Reasons for Leaving

To work for the United Nations.

Job Title

Captain

Type of Business

Government (Armed Forces)

From - To

01/06/1986 - 01/10/1992

Name of Employer

Indian Army

Name of Supervisor

Colonel KKK Singh

Salaries per Annum:

Starting

Final

Currency Paid

Is this a civil servant position of your Government? No

Is this a position within the UN Common System? No

Telephone Number

Email Address

Address of Employer

- ..

India

Number of Employees Supervised by You

30

Description of Duties

**1986-1992: - Received President's Commission on 14 June 1986. - Progressed from Second Lieutenant to Captain during the period. - Main Duties: Lead units – Section, Troop, Platoon – during respective periods. Responsible for everything that the unit(s) do or fail to do; concentrate on unit effectiveness and unit readiness; monitor and enhance standards of performance, training, and professional development of command (Officers, Junior Commissioned Officers as well as Non-Commissioned Officers); keep senior commanders informed of status and actions when operating without orders; request support for command when required; build morale and esprit de corps. - Appointed Gun Position Officer from 1986-89. Provide support to maneuver elements. Plan, coordinate and direct technical fire control of a field artillery battery using both manual and computer techniques. Participate in planning, organization, operations and training. - Appointed Adjutant from 1989-91. Principal Staff Officer for all matters related to administration and human resources, including discipline. Prepare and maintain battalion strength reports, rosters, records, and maintain bulletin boards. - Appointed ADC from 1991-92: Selected as ADC to General Officer Commanding of an Infantry Division. Special assist the General Officer, implement policy, assist in evaluations; coordinate within and outside the HQ, prepare memos, briefs, letters and speeches.**

Summarize any of Your Achievements

**- Rescued Mr. Abdul Gayoom, President of Maldives, from a coup in 1988. Out of three countries that were requested for assistance, namely, USA, UK and India, we were the first to respond. Launched the operation at zero warning. Accompanied the Parachute Brigade Commander in the first aircraft. Immense success of the operation is still recounted every year and is presented as a case study at various institutions. The operation put India on the world map of special operations. Was awarded Special Service Medal and Foreign Service Medal. - Served as part of the Indian Peace Keeping Force in Sri Lanka in 1987. First troops to be inducted in July 1987. Operated all the way from Northern-most tip of Jaffna to Batticaloa in the middle of Sri Lanka. Was again awarded Special Service Medal and Foreign Service Medal. - Set the record of being the first man in India to have para-jumped from a free-flying Hot Air Balloon in 1991 (Name figures in Limca Book of Records). - Consistently recognized for maintaining the best trained and most responsive unit(s). - Was awarded Army Commander's Commendation Card for exemplary service on 15 August 1992. - Was selected for the Parachute Regiment on President's Commission in 1986. Successfully qualified in Basic and Advanced Parachuting and Combat Free-Fall (Skydiving) Course, including High Altitude High Opening (HAHO), High Altitude Low Opening (HALO), and night skydiving techniques. Jumped from various aircraft/platforms – IL-76, AN-32, MI-8, MI-17, Puma class, Dauphine, Beaver, Hot Air Balloon, etc. - Selected as an Instructor at Indian Skydiving Federation (ISF) and successfully conducted three skydiving courses. - Was selected for the first ever national skydiving team in 1990 and participated in various demonstrations around the country. Was member of United States Parachute Association. - Extra-curricular activities: Participated and won numerous awards in various sports – cricket, basketball, volley ball, squash, tennis, cross-country, etc. Was awarded a 'Blazer' in cricket by the Parachute Brigade. Was awarded 'Blue' in cricket both at the National Defence Academy and the Indian Military Academy. Was selected for Services (Colts) in cricket.**

Reasons for Leaving

Promotion.

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	Easily	Easily	Not easily
Russian	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	Easily	Easily	Easily	Easily
Punjabi	Yes	Easily	Easily	Easily	Easily
Urdu	No	Easily	Not easily	Not easily	Easily

Address

33 Central Square Park  
Metuchen NJ United States of America  
Telephone: 1-609-672-8171  
Fax: 1-609-672-8171  
Contact: Harinder Sood

Address

Senior SA and Chief of Integrated Office of DSRSG (R&G), UNMIL/HC/RC  
Pan Africa Plaza, Room 201-I  
Monrovia Liberia  
Telephone: 231-5-314331  
Fax: 231-5-319526  
Contact: Harinder Sood

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
Frederick BARTON	Senior Advisor and Co-Director	Center for Strategic & International Studies United States of America	1202775-3174 RBarton@csis.org

H.E. Amb. Robert HUTCHINGS	Chairman, National Intelligence Council	National Intelligence Council (NIC) Central Intelligence Agency (CIA) Washington, DC 20505 USA United States of America	1609258-5200 hutchngs@princeton.edu
H.E. Krishan Mohan SETH	Former Governor of State	Lt. Gen. (Retd.) K.M. Seth, PVSM, AVSM United States of America	911202430909 sethveena@yahoo.com



## Personal History Profile for Greg TASKER

## General Details

1. Family name <b>TASKER</b>	First Name <b>Greg</b>	Middle Name	Maiden Name, (if any)
2. Date of Birth <b>10/01/1959</b>	3. City of Birth <b>Doncaster</b>	Country of Birth <b>United Kingdom</b>	Index No <b>639611</b>
4. Country of Nationality at Birth <b>United Kingdom</b>	Second Nationality (if any)	5. Country of Present Nationality <b>United Kingdom</b>	Second Nationality (if any)
6. Gender <b>Male</b>	7. Height [cm] <b>185</b>	8. Weight [kg] <b>95</b>	9. Marital Status <b>Single</b>
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? <b>No</b>			
Are there any limitations on your ability to perform in your prospective field of work? <b>No</b>			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? <b>No</b>			
13. What is your preferred field of work? <b>Professional, managerial &amp; technical specialists for which no job family exists</b>			
14. Would you accept employment for less than six months? <b>Yes</b>			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when?			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? <b>No</b>			
18. Email Address: <b>so1plan@un.org</b>			

## Education

List all university degrees or equivalent qualifications obtained.

University Name <b>Army Staff College</b>	City, Country <b>Camberley United Kingdom</b>	From - To <b>Jan-1992 - Dec-1992</b>
Main Course of Study <b>Military</b>	Field of Study <b>Security Services</b>	
Degree Title or Equivalent <b>Passed Staff College (psc)</b>	Degree Type <b>Advanced university degree</b>	

University Name <b>Junior Division of the Army Staff College and Britannia Royal Naval College</b>	City, Country <b>Sandhurst, Warminster and Dartmouth United Kingdom</b>	From - To <b>Apr-1987 - Mar-1988</b>
Main Course of Study <b>Military</b>	Field of Study <b>Security Services</b>	
Degree Title or Equivalent <b>Junior Command and Staff Course (JCSC) and Progressive Qualification Scheme (PQS 2) at the higher level.</b>	Degree Type <b>Postgraduate degree</b>	

University Name <b>Commando Training Centre Royal Marines</b>	City, Country <b>Exeter United Kingdom</b>	From - To <b>Sep-1977 - Dec-1979</b>
Main Course of Study <b>Military</b>	Field of Study <b>Security Services</b>	
Degree Title or Equivalent <b>Queens Commission as a Royal Marines Officer</b>	Degree Type <b>Degree</b>	

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

Name of School <b>United Nations Training Centre Brindisi</b>	City, Country <b>Brindisi Italy</b>	From - To <b>May-2009 - May-2009</b>
Main Course of Study <b>Logistics</b>		Certificate or Diploma <b>Logistics Managers' Workshop</b>

Name of School <b>Kofi Annan International Peace Training Centre</b>	City, Country <b>Accra Ghana</b>	From - To <b>Feb-2009 - Feb-2009</b>
Main Course of Study <b>Integrated Operational Logistics PLanning for Peacekeeping Missions</b>		Certificate or Diploma <b>Certificate in Integrated Operational Logistics Planning for Peacekeeping Missions</b>

Name of School <b>Civil Service Advanced Management Training</b>	City, Country <b>LONDON United Kingdom</b>	From - To <b>Mar-2003 - Jun-2003</b>
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Main Course of Study <b>Change Management</b>		Certificate or Diploma <b>Certificates in Change Management &amp; Implementing and Managing Change</b>
Name of School <b>Open University</b>	City, Country <b>Milton Keynes United Kingdom</b>	From - To <b>Sep-2002 - Dec-2003</b>
Main Course of Study <b>Business Administration</b>		Certificate or Diploma <b>Certificate of Business Management</b>
Name of School <b>Special Air Service Training Wing, Stirling Lines</b>	City, Country <b>Hereford United Kingdom</b>	From - To <b>Oct-1986 - Dec-1986</b>
Main Course of Study <b>Escape and Evasion, Resistance to Interogation,</b>		Certificate or Diploma <b>Qualified Combat Survival Instructor</b>
Name of School <b>Mountain and Cold Weather Warfare School</b>	City, Country <b>Harstad Norway</b>	From - To <b>Jan-1986 - Apr-1986</b>
Main Course of Study <b>Combat operations, movement and survival in mountainous and extreme cold weather environments</b>		Certificate or Diploma <b>Qualified Arctic Instructor</b>
Name of School <b>Adwick School</b>	City, Country <b>Doncaster United Kingdom</b>	From - To <b>Sep-1975 - Jul-1977</b>
Main Course of Study <b>Humanities with Biology and Chemistry.</b>		Certificate or Diploma <b>General Certificate of Secondary Education (Advanced Level)</b>
Name of School <b>Campsmount School</b>	City, Country <b>Doncaster United Kingdom</b>	From - To <b>Sep-1970 - Jul-1975</b>
Main Course of Study <b>English, Mathematics, Economics, Geography, Chemistry/Physics, Biology and English Literature.</b>		Certificate or Diploma <b>General Certificate of Secondary Education (GCSE) - Ordinary Level - Grades C and above in all subjects listed</b>

# Employment

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

Job Title <b>Logistics Officer</b>			Type of Business <b>Joint Logistics Operations Centre (JLOC Plans)</b>	From - To <b>01/09/2008 -</b>
Name of Employer <b>United Nations Mission in Liberia (UNMIL)</b>			Name of Supervisor <b>Kofi Johnson</b>	
Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>	
<b>87700</b>	<b>87700</b>	<b>USD</b>	Is this a position within the UN Common System? <b>No</b>	
Telephone Number			Email Address <b>tasker@un.org</b>	
Address of Employer <b>Liberia</b>				
Number of Employees Supervised by You <b>6</b>				
Description of Duties <b>As the lead logistics planning officer for the UNMIL mission my main responsibilities are as follows: developing redeployment/repatriation plans to facilitate mission downsizing, reviewing logistics plans for future and current relevance, developing contingency plans to deal with emergent situations that may develop as a result of natural or man made situations, and developing mission support concepts and plans in close coordination with other mission components and United Nations Headquarters (UNHQ). Once I have developed and written the above logistics plans I am required to partake in the tasking and monitoring of logistic support to mission components to ensure the timely execution and delivery. This means that I am constantly involved with the coordination of support issues cross cutting various sections/services, namely transport, movements, supply and the office of the DMS. My duties require me to exercise a high degree of personal initiative and be willing to accept a wide range of responsibilities. This must be combined with demonstrated effectiveness in developing logistics plans policies procedures and new programmes. I present sensitive issues/positions to the DMS and CISS regularly and have proven excellent communication (spoken, written and presentational) skills. My daily work requires the ability to write reports and quantitatively justify logistics decisions to both the CISS and DMS. All the above requires the ability to work to tight deadlines and handle multiple concurrent projects/activities. I am a keen team player with excellent interpersonal skills and the ability to establish and maintain effective work relationships in a multi-cultural, multi-ethnic environment.</b>				
Summarize any of Your Achievements <b>Wrote the plan and then conducted logistics operations by sea, air and land to repatriate an 850 strong Ethiopian battalion, whilst backfilling at reduced density with Pakistani mechanised forces. Wrote the plan and then conducted logistics operations to repatriate 2 x Brigade sized Sector Headquarters, thus moving the UNMIL Force from a four Brigade to two Brigade configuration. Wrote and implemented the plan for the reception, staging, integration and onward movement of two 125 strong Formed Police Units (FPUs) from Jordan and India. Advised the DPKO Technical Assessment Mission (TAM) on the logistics implications of the next stage of UNMIL downsizing, then wrote the Logistics Support Plan to implement this third stage of mission downsizing. Currently repatriating 2 x battalions, 72 APCs and 3 Attack Helicopters to comply with the downsizing plan agreed by the Security Council.</b>				
Reasons for Leaving <b>Not applicable</b>				

Job Title	Type of Business	From - To
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<b>Deputy Chief Operations Officer (Plans)</b>			<b>Future Military Operational and Logistic Planning</b>	<b>01/05/2006 - 01/08/2008</b>
Name of Employer <b>United Nations Mission in Liberia (UNMIL)</b>			Name of Supervisor <b>Colonel Rashid Ahmed (Chief Operations Officer)</b>	
Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>Yes</b>	
<b>67000</b>	<b>69000</b>	<b>GBP</b>	Is this a position within the UN Common System? <b>No</b>	
Telephone Number			Email Address <b>so1plans@un.org</b>	
Address of Employer <b>Liberia</b>				
Number of Employees Supervised by You <b>11</b>				
Description of Duties <p><b>I served as the Deputy Chief Operations Officer and senior military planner within the UNMIL Force Headquarters for 27 months. My primary responsibilities were the development (from concept to delivery) of all force plans and operation orders with a horizon of responsibility out to 3 years. This position was the culmination of more than 30 years military service, with increasing managerial responsibility, finally attaining the rank of Lieutenant Colonel. Over 13 years of this service being involved in diverse logistics and procurement operations within the UK military and UN peacekeeping missions, both in the field and at Headquarters. During these logistics appointments I demonstrated effectiveness in developing logistics plans, policies and procedures, regularly coordinating the work of others and working to tight deadlines. The post was also responsible for developing Concepts of Operations for cross border liaison, intermission cooperation and intermission reinforcement with the neighbouring missions of UNOCI and UNIOSIL, and this has given me proven ability in handling multiple concurrent projects/activities, often requiring me to coordinate issues across sections and departments. Prior to the DPKO Technical Assessment Mission (TAM) in June 2007, I was tasked with developing a detailed plan for the initial stage of the UNMIL Force Drawdown. The plan was accepted by the Force Commander and SRSG, and subsequently approved by the Security Council. Subsequently, I was constantly engaged with JLOC, MOVCON, COE and Engineering reviewing existing logistics concepts and developing redeployment/repatriation plans to enable mission downsizing. Additionally, I was involved in Memorandum of Understanding (MOU) and Contingency Owned Equipment (COE) Management Review Boards, developed options and plans with the Humanitarian Coordination Section (HCS) for an avian flu pandemic, and have been the chief military planner for the recovery of Rubber Plantations.</b></p>				
Summarize any of Your Achievements <p><b>Developed redeployment/repatriation plans to enable mission downsizing, which were subsequently approved by the UNMIL Force Commander, SRSG and DPKO Technical Assessment Mission. With the SRSG briefed the operational and logistics plans to senior military and national leadership including the Liberian President and her Security Committee, and the Ambassadors or Representatives of the Permanent Five Members of the UN Security Council. A member of the joint JLOC, COE, MOVCON and Engineering team responsible for implementing mission downsizing and the repatriation of 5 battalions with associated equipment. Drafted three consolidated 6 Monthly Reports for the UNMIL Force Commander, and articulated a new Concept of Operations (CONOPS) for UNMIL forces during mission downsizing. Developed and wrote the reinforcement plan for the reinforcement of UNOCI, then ran a Command Post Exercise (CPX) and Video Telecommunications (VTC) enabled "brainstorming" session involving planning staff of DPKO in New York, UNMIL in Liberia and UNOCI in Cote D'Ivoire. Oversaw and ensured the smooth running of high level civilian and military delegations from DPKO, other UN Missions, and Troop Contributing countries (TCC). With the Humanitarian Coordination Section and other agency players, developed joint Contingency Plans for an influx of refugees over Liberia's borders from Guinea and Cote D'Ivoire, and for a possible avian flu pandemic. Interacted and worked with Section Chiefs on all the cross-cutting issues outlined above, in particular RRR - ex-combatant and rubber plantation issues, COE - management reviews and MOU amendments, JLOC / MOVCON - repatriations and downsizing, DMS / Engineering – future CONOPS and priorities. Developed detailed knowledge in the following areas: all phases of the UNMIL drawdown/downsizing plan, all UNMIL force locations and the logistics implications of the UNMIL Drawdown plan, the logistics implications if UNMIL is required to reinforce a neighbouring mission, the operational and logistics implications of an influx of countries from neighbouring countries.</b></p>				
Reasons for Leaving <b>Left the post to return to the UK to leave the British military and join the United Nations.</b>				

  

<b>Job Title</b> <b>Logistics Operations - Modelling and Planning</b>			<b>Type of Business</b> <b>Developing Logistic Sustainability Models</b>	<b>From - To</b> <b>01/03/2004 - 01/05/2006</b>
Name of Employer <b>Defence Logistics Organisation</b>			Name of Supervisor <b>Colonel David Frankland Royal Logistic Corps</b>	
Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>Yes</b>	
<b>63000</b>	<b>67000</b>	<b>GBP</b>	Is this a position within the UN Common System? <b>No</b>	
Telephone Number			Email Address	
Address of Employer <b>United Kingdom</b>				
Number of Employees Supervised by You <b>7</b>				
Description of Duties <p><b>LOGWAR is a computer-based methodology for analysing mission logistics in the form of campaign models. The model can be used to predict and track logistics use and consumption, and examine variables on the use of ports and airfields using a variety of ships and/or wide bodied aircraft. As the Project Manager of the LOGWAR Programme, I was responsible for adapting the US model for use within the United Kingdom Military logistics community, then running the model against known Gulf War outputs and logistic problem areas to validate the analysis. As such, I had to have an overall understanding of logistics capability within the UK armed forces. Once the model parameters had been validated, I led the team developing mission support concepts, prior to assessing achievable logistic velocity though likely Sea Ports of Disembarkation (SPODs) and Air Ports of Disembarkation (APODs). This information was then used to develop logistics policies, processes and SOPs. LOGWAR, as a methodology, was run on an annual cycle, and concluded with a 3 day seminar held in the Ministry of Defence in London. The seminar was attended by the Military Chiefs of Logistics from the UK and USA (3* Generals) and Canada, Germany and Spain (2* Generals). I and my team were responsible for all substantive and administrative aspects of the seminar, as well as briefing on Campaign Planning, mission support concepts and analysis findings. The position required me to conduct regular briefings to senior military and industrial personnel in the USA and across Europe.</b></p>				
Summarize any of Your Achievements <p><b>Successfully adapted the LOGWAR model from a USA methodology to a UK methodology. Ran a joint training programme with US Defense contractors to train UK LOGWAR personnel. Developed methodologies for examining infrastructure constraints when supporting UK expeditionary forces on missions worldwide. Produced comprehensive reports on Campaign analysis and associated mission support plans. Ran a 3 day seminar for senior military logisticians from across NATO (up to 3/2* level). Briefed the LOGWAR concept and methodology to military audiences across NATO to achieve multi-national buy-in.</b></p>				
Reasons for Leaving <b>Appointed to the United Nations Mission in Liberia as Deputy Chief Operations Officer (G 3 Plans).</b>				

  

<b>Job Title</b> <b>Logistics Operations Planning Officer</b>			<b>Type of Business</b> <b>Logistic Operations</b>	<b>From - To</b> <b>01/08/2002 - 01/03/2004</b>
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Name of Employer <b>Chief of Defence Logistics</b>			Name of Supervisor <b>Brigadier Derek Jeffrey</b>		
Salaries per Annum:					
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>Yes</b>		
<b>60000</b>	<b>63000</b>	<b>GBP</b>	Is this a position within the UN Common System? <b>No</b>		
Telephone Number			Email Address		
Address of Employer <b>United Kingdom</b>					
Number of Employees Supervised by You <b>12</b>					
Description of Duties <b>As a member of the Chief of Defence Logistics operational planning team, I had a specific remit to cover seaborne supply and amphibious matters. I was also responsible for logistic planning for United Kingdom Home Defence, with particular emphasis on counter insurgency stockpiles and liaison with the Police and national and district Emergency Planning Officers. However, in the lead into Gulf War II, I was tasked with forming project teams to review current logistics policies/procedures and initiate remedial action. My initial task was to analyse weaknesses in the UK chemical defence capability and advise on ameliorating procurement action. Subsequently I was tasked with monitoring the delivery of Immediate Operational Requirements (IORs) from industry to forces in the field. Finally, I became a member of a much larger team, formed to see how much unused ammunition could be recovered and refurbished after its exposure to extreme heat and dust in a hostile desert environment. These studies were conducted independently, as a team leader, and as a member of a much larger team. All three studies required the production of comprehensive reports and quantitative data to ensure that logistics decisions were taken responsibly and with demonstrated fiscal awareness.</b>					
Summarize any of Your Achievements <b>Conducted a full audit of the UK military's deployed chemical defence capability, and submitted a comprehensive report to initiate remedial measures, including recommendations for proactive procurement action to ameliorate the identified shortfalls. As a result timely procurement action was taken and UK personnel operating in the field were provided with a robust chemical defence capability. Headed up and coordinated the UK Immediate Operational Requirement (IOR) section and achieved a 90% delivery and customer satisfaction rating. Achieved savings in excess of £20 million by deploying to the Middle East to assist in the return of unused munitions susceptible to environmental degradation. Attended the Civil Service Emergency Planning Course and was subsequently invited to speak and partake in seminars and emergency planning forums across the United Kingdom.</b>					
Reasons for Leaving <b>Selected to head up the LOGWAR Project Team which was standing-up in the UK Ministry of Defence to develop advance logistic modelling.</b>					

Job Title <b>Chief Training Officer</b>		Type of Business <b>Intelligence training</b>	From - To <b>01/01/2000 - 01/08/2002</b>
Name of Employer <b>Chief of Defence Intelligence</b>		Name of Supervisor <b>Group Captain Martin Hallam</b>	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>Yes</b>
<b>56000</b>	<b>60000</b>	<b>GBP</b>	Is this a position within the UN Common System? <b>No</b>
Telephone Number		Email Address	
Address of Employer <b>United Kingdom</b>			
Number of Employees Supervised by You <b>18</b>			
Description of Duties <b>The Defence Intelligence and Security Centre (DISC) is a British government agency tasked with delivering intelligence training to United Kingdom military and civilian personnel, with the required security clearances. As the Chief Training Officer (CTO) of the DISC, I led a large team of training analysts tasked with improving training programmes by detailed programme assessment and the identification of best practice. I was also responsible for training policy and both the development of the structures and systems required to enhance, and/or rationalise training, through more cost-effective practices. I also led on change management initiatives and the development of mutually beneficial links with industry. The above activity required me to give weekly face to face briefings to industry, consultants and international delegations (including the Chiefs of Intelligence from Hungary, Romania and China). Finally, I was also a member of the DISC Management Board responsible to government for all outputs, and financial accountability, within the allocated budget of £22M.</b>			
Summarize any of Your Achievements <b>Developed and enhanced tools and techniques to improve training programmes Introduced systems to capture and analyse data to inform decision-making and the allocation of resources. Introduced change management programmes to enhance training and working practices Identified marketable spare capacity and initiated business development programmes to sell intelligence training programmes to the civil service and foreign armies. Delivered the required training outputs within budget.</b>			
Reasons for Leaving <b>Normal military appointing.</b>			

Job Title <b>Deputy Chief of Staff</b>		Type of Business <b>Military logisitcs and personnel</b>	From - To <b>01/01/1998 - 01/01/2000</b>
Name of Employer <b>3 Commando Brigade Royal Marines</b>		Name of Supervisor <b>Brigadier David Wilson</b>	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>Yes</b>
<b>54000</b>	<b>56000</b>	<b>GBP</b>	Is this a position within the UN Common System? <b>No</b>
Telephone Number		Email Address	
Address of Employer <b>United Kingdom</b>			
Number of Employees Supervised by You <b>22</b>			
Description of Duties			

The Deputy Chief of Staff within a military Brigade is the head of all logistics and personnel support, and as such equates to a Chief of Integrated Services Support (CISS), of a small UN mission of approximately 3500 personnel. 3 Commando Brigade is one of two UK military formations capable of conducting rapid intervention operations worldwide at short notice. As the Deputy Chief of Staff I was responsible directly to the Brigadier General commanding for deploying this force of up to 3500 personnel by air and sea, and then logistically supporting it on exercises and operations worldwide. This required me to develop mission support plans and manage logistics programmes on field operations. The coordination of support issues cross cutting various sections/services within the Brigade was a feature of daily life.

Summarize any of Your Achievements

Deployed 2500 personnel, with associated vehicles and stores, from UK to North Norway, and then logistically supported them for 3 months, as they conducted mountain and cold weather exercises in the mountains, at temperatures down to -20C Moved this force of 2500 personnel from Norway to southern Spain, via the port of St Nazaire, where, in a five day period, the force was totally re-equipped and re-configuring to take account of a move from an arctic to an arid, semi-desert environment. This involved totally re-equipping all personnel, the re-profiling all medical stores, rations and water supplies and the full reconfiguration of the vehicle fleet. Managed the largest UK logistic training exercise ever conducted in Holland, involving over 1000 vehicles, with associated fuel supply and mechanical support.

Reasons for Leaving

Normal military appointing.

Job Title	Type of Business	From - To
Operations Policy and Planning Officer	Operational Planning	01/04/1996 - 01/01/1998
Name of Employer	Name of Supervisor	
Commandant General Royal Marines	Colonel Andrew McCormick	
Salaries per Annum:		
Starting	Final	Currency Paid
50000	54000	GBP
		Is this a civil servant position of your Government? Yes
		Is this a position within the UN Common System? No
Telephone Number		Email Address
Address of Employer		
United Kingdom		
Number of Employees Supervised by You		
7		
Description of Duties		
As the Team Leader of the Royal Marines day to day operations staff, I was responsible for the world-wide deployment of individuals and military groupings, operating in support of UK government foreign policy initiatives worldwide. My responsibilities included manpower, equipment, funding and legal issues. As a member of the Royal Marines Headquarters Management Board I also advised on operational and organizational restructuring to meet the new, more challenging demands, of an uncertain post cold war world. All roles involved face to face briefings with senior military commanders and politicians throughout NATO.		
Summarize any of Your Achievements		
Initiated and managed the creation of a 40 man anti-piracy force, with small teams available to reinforce ships entering high risk areas, throughout the world. Achieved savings of £10M, and leaner more capability focused forces, by rationalizing defence real estate holdings. Project managed the deployment of international 24personnel rescue teams to Albania and the Democratic Republic of the Congo, with weapons, ammunition, patrol boats and food and water. The logistically supported them on a three week mission		
Reasons for Leaving		
Normal military appointing.		

Job Title	Type of Business	From - To
Staff Officer Grade 2 - Operational Procurement	Procurement	01/01/1993 - 01/04/1996
Name of Employer	Name of Supervisor	
Ministry of Defence	Brigadier Ellis	
Salaries per Annum:		
Starting	Final	Currency Paid
40000	44000	GBP
		Is this a civil servant position of your Government? Yes
		Is this a position within the UN Common System? No
Telephone Number		Email Address
Address of Employer		
United Kingdom		
Number of Employees Supervised by You		
0		
Description of Duties		
I was a member of the Ministry of Defence (MOD) future transport procurement team responsible for defining the specification of logistics and utility vehicles capable of air and sea delivery, then writing cost effectiveness and investment appraisals for Government Ministers to gain approval for expenditure totaling £248M. These duties required liaison and presentations to international and UK industrial representatives and briefings to senior military and Civil Service personnel at two star General level.		
Summarize any of Your Achievements		
Wrote operational specifications and was part of the assessment and selection team for the replacement of logistics and utility vehicle fleets totaling £248M. Achieved savings of £54M in MOD vehicle fleet procurement and successfully initiated competition to break current supplier monopoly. Initiated and led MOD business development in Finland to broaden competition.		
Reasons for Leaving		
Normal military appointing		

Job Title	Type of Business	From - To
Student	Military Strategy and International Politics	01/01/1992 - 01/01/1993
Name of Employer	Name of Supervisor	
Army Staff College - Camberley	Major General Sir Michael Rose	
Salaries per Annum:		
Starting	Final	Currency Paid
36000	40000	GBP
		Is this a civil servant position of your Government? Yes
		Is this a position within the UN Common System? No

Telephone Number	Email Address
Address of Employer <b>United Kingdom</b>	
Number of Employees Supervised by You	
Description of Duties <b>Through competitive examinations and selection attended and passed the prestigious, year long, British Army Staff Course (which has a Cranfield Institute MA accreditation). Studies included: a 3 month technology module at the Cranfield Institute of Technology, followed by 9 months of international politics, strategic management, communication, leadership and team working skills.</b>	
Summarize any of Your Achievements <b>Distinguished mark awarded for a paper on the future application of fibre-optic technology in anti-tank weapon systems. Awarded psc designation and selected for MOD procurement stream.</b>	
Reasons for Leaving <b>On completion of the course I left having been selected to enter the Ministry of Defence Operational Requirement and Procurement Stream.</b>	

Job Title <b>Staff Officer Grade 3 - Logistics and Personnel</b>	Type of Business <b>Operational logistics and personnel</b>	From - To <b>01/01/1990 - 01/01/1992</b>
Name of Employer <b>3 Commando Brigade Royal Marines</b>	Name of Supervisor <b>Major Nick Pounds</b>	
Salaries per Annum: Starting <b>34000</b>	Final <b>36000</b>	Currency Paid <b>GBP</b>
Is this a civil servant position of your Government? <b>Yes</b>		Is this a position within the UN Common System? <b>No</b>
Telephone Number	Email Address	
Address of Employer <b>United Kingdom</b>		
Number of Employees Supervised by You <b>10</b>		
Description of Duties <b>3 Commando Brigade is one of two UK formations capable of conducting rapid intervention operations, worldwide, at short notice. As the SO3 G1/G4, I was the Staff Officer responsible to the Deputy Chief of Staff for personnel and deployment issues. During my tenure the Brigade conducted two 3 month periods practicing mountainous and cold weather operations in North Norway, and real time operations in Northern Iraq (Kurdistan).</b>		
Summarize any of Your Achievements <b>Wrote the plans to deploy and recover 3500 personnel to Norway and then acted as lead officer for successful execution of the plan. Acted as the lead for inter-agency cooperation on Operation Provide Comfort, the US led coalition operation to save the Kurdish population from attempted genocide by Saddam Hussein and his forces at the end of Gulf War 1. Developed, from concept to delivery, the recovery plan for the 3500 UK military personnel, deployed for six months, on Operation Provide Comfort in Northern Iraq (Kurdistan). Oversaw the move of all personnel, vehicles and stores to the Sea Point of Embarkation (SPOE) at Iskenderum, and Air Point of Embarkation (APOE) at Incerlik (both in southern Turkey) prior to recovery to the United Kingdom.</b>		
Reasons for Leaving <b>At the end of a successful tour of duty and having passed examinations in International Affairs, Applied Military Science and Professional Military Knowledge, at the higher level, I was selected to attend the Army Staff College at Camberley.</b>		

Job Title <b>Adjutant</b>	Type of Business <b>Command, training and personnel</b>	From - To <b>01/03/1988 - 01/01/1990</b>
Name of Employer <b>Commando Training Centre Royal Marines</b>	Name of Supervisor <b>Colonel Ian Moore</b>	
Salaries per Annum: Starting <b>32000</b>	Final <b>34000</b>	Currency Paid <b>GBP</b>
Is this a civil servant position of your Government? <b>Yes</b>		Is this a position within the UN Common System? <b>No</b>
Telephone Number	Email Address	
Address of Employer <b>United Kingdom</b>		
Number of Employees Supervised by You <b>40</b>		
Description of Duties <b>The Commando Training Centre trains over 1000 Royal Marines recruits and Young Officers a year. Less than 50% of those volunteering to join the Royal Marines complete the arduous training course. It is also the home of all command training for Royal Marines Junior and Senior Non Commissioned Officers (JNCO/SNCO), and the United Kingdom Commando School. It is acknowledged to deliver a premier standard of training only equaled by the Parachute Regiment Training School. Both these schools provide the highest number of successful candidates for the world famous Special Air Service Regiment. The Adjutant of a military unit is the Commanding Officers Special Assistant for all personnel matters, including: promotion boards, disciplinary procedures and social, morale and welfare matters. In addition, the Adjutant of the Commando Training Centre commands the Drill Instructors section, which is responsible for inculcating military discipline and standards.</b>		
Summarize any of Your Achievements <b>Over 2 years successfully influenced and graduated over 500 Royal Marine recruits, educating them in the history, traditions and culture of the Royal Marines family. Served as the Special Assistant to two Commanding Brigadier Generals.</b>		
Reasons for Leaving <b>Normal military appointing.</b>		

Job Title <b>Student</b>	Type of Business <b>Intermediate Staff Course for Military Officers</b>	From - To <b>01/04/1987 - 01/03/1988</b>
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Name of Employer			Name of Supervisor		
Junior Command and Staff Course and Professional Qualification Scheme (pqs) Level II			Colonel I C Mackay-Dick		
Salaries per Annum:					
Starting	Final	Currency Paid	Is this a civil servant position of your Government? Yes		
28000	30000	GBP	Is this a position within the UN Common System? No		
Telephone Number			Email Address		
Address of Employer					
United Kingdom					
Number of Employees Supervised by You					
0					
Description of Duties					
Completed a four month course of military studies at the Junior Division of the Staff College, and then 15 months of courses and part time study in International Affairs and the Military applications of Technology. This combination of courses and private study constitutes the military Progressive Qualification Scheme (PQS 2) at the higher level. A pass at "Staff" rather than "Promotion" level is required to qualify for selection to go to Staff College, and is equivalent to a post graduate degree.					
Summarize any of Your Achievements					
Passed PQS 2 examinations (marked by University tutors) at "Staff" level, and thus was eligible for selection to go to Staff College.					
Reasons for Leaving					
Normal military appointing on succesfully completing all courses and qualifying for selection to go to Staff College.					

Job Title		Type of Business	From - To	
Company Second in Command		Military operations	01/05/1986 - 01/04/1987	
Name of Employer		Name of Supervisor		
45 Commando Royal Marines		Major William de Lash		
Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government? Yes	
24000	26000	GBP	Is this a position within the UN Common System? No	
Telephone Number		Email Address		
Address of Employer				
United Kingdom				
Number of Employees Supervised by You				
110				
Description of Duties				
As the Second in Command of a Royal Marines Rifle Company I was both the senior administrator and senior training officer for 110 Officers, SNCOs and Marines. During the period I held these responsibilities my chief tasks were to train the Company in Mountainous and Cold Weather Warfare (M&CW) in North Norway, and then train the Company for Counter Insurgency Operations (COIN) for duties in Northern Ireland. Both training programmes, which were put together and then administered by me and my staff, and involved 3 gruelling months under physical and mental pressure in inhospitable and dangerous environments. On completion of the COIN package I was selected to be the Commando Assistant Operations Officer for a four and a half month operational tour in Northern Ireland. On completion of the operational tour in Northern Ireland I was selected to attend the Combat Survival Instructors Course, run by the Special Air Service, for troops operating behind enemy lines and prone to capture.				
Summarize any of Your Achievements				
Successfully trained 110 Officers, NCOs and Marines in arctic warfare, including survival in mountainous and extreme cold weather environments. Successfully trained the Company in Counter Insurgency Operations and then went onto become the Unit Assistant Operations Officer in Northern Ireland. Planned and carried out operations to recover arms and arrest terrorist suspects. On completion of the operational tour in Northern Ireland, I was selected to attend the Special Air Service Combat Survival Instructors Course. On successful completion I became a qualified Combat Survival Instructor.				
Reasons for Leaving				
Normal military appointing.				

Job Title		Type of Business	From - To	
British Military Advisory Training Team (BMATT)		Training	01/08/1984 - 01/08/1985	
Name of Employer		Name of Supervisor		
Government of Zimbabwe - Loan Service		Lieutenant Colonel Timothy Park		
Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government? Yes	
20000	22000	GBP	Is this a position within the UN Common System? No	
Telephone Number		Email Address		
Address of Employer				
Zimbabwe				
Number of Employees Supervised by You				
72				
Description of Duties				
As a Tactics Instructor on the Zimbabwe National Army Company Commanders Course I was one of a team of 9 Instructors who wrote and delivered lectures and formulated, organized and then ran field exercises at the Zimbabwe National Army Officers Training College in Zwedru. Subsequently I was sent as the Senior Instructor/Advisor to the Zimbabwe Non Commissioned Officer School in Bulawayo where I was tasked with totally revitalizing NCO training. This included writing the first course training programme, preparing all the lectures and field exercises and delivering the first successful course.				
Summarize any of Your Achievements				
Gained the confidence and respect of ex members of ZIPRA, ZANLA and the Rhodesian Armed Forces and assisted their reintegration into the new Zimbabwe National Army. Developed training programs to integrate 3 separate rival factions and achieve best and common practices, both militarily and behaviorally. Rewrote and implemented a new program for SNCO/JNCO training for the new Zimbabwe National Army.				

Reasons for Leaving  
**Normal military appointing.**

Job Title <b>Mortar Officer</b>	Type of Business <b>Military Operations</b>	From - To <b>01/12/1982 - 01/08/1984</b>
Name of Employer <b>45 Commando Royal Marines</b>		Name of Supervisor <b>Lt Col Andrew Keeling OBE</b>
Salaries per Annum: Starting <b>17000</b>		
Final <b>19000</b>	Currency Paid <b>GBP</b>	Is this a civil servant position of your Government? <b>Yes</b> Is this a position within the UN Common System? <b>No</b>
Telephone Number		Email Address
Address of Employer <b>United Kingdom</b>		
Number of Employees Supervised by You <b>44</b>		
Description of Duties <b>As the Mortar Officer of 45 Commando Royal Marines I was responsible for providing fire support on operations and exercises worldwide.</b>		
Summarize any of Your Achievements <b>Successfully completed 2 years as the Senior Fire Control Officer in 45 Commando Royal Marines. Passed both the Basic then Advanced Arctic Survival and Instructors course and became responsible for the Cold and Extreme Weather training courses for men operating in the arctic for the first time.</b>		
Reasons for Leaving <b>Normal military appointing.</b>		

Job Title <b>Recruit Training Officer</b>	Type of Business <b>Military training</b>	From - To <b>01/10/1979 - 01/12/1982</b>
Name of Employer <b>Commando Training Centre Royal Marines</b>		Name of Supervisor <b>Major Robert Guilding</b>
Salaries per Annum: Starting <b>14000</b>		
Final <b>17000</b>	Currency Paid <b>GBP</b>	Is this a civil servant position of your Government? <b>Yes</b> Is this a position within the UN Common System? <b>No</b>
Telephone Number		Email Address
Address of Employer <b>United Kingdom</b>		
Number of Employees Supervised by You <b>8</b>		
Description of Duties <b>Commanded an eight man training team that administered, trained, graded and selected squads of initial entry recruits for the first six months of their military career, including basic training, advanced infantry training and the United Kingdom Commando Course (recognised world-wide as one of the most demanding initial entry courses in the world).</b>		
Summarize any of Your Achievements <b>Successfully trained over 100 Royal marines from initial entry to graduation, including leading them on advanced field exercises and the physically and mentally demanding Commando Course.</b>		
Reasons for Leaving <b>Normal military appointing</b>		

Job Title <b>Troop Commander</b>	Type of Business <b>Military Operations</b>	From - To <b>01/09/1978 - 01/10/1979</b>
Name of Employer <b>41 Commando Royal Marines</b>		Name of Supervisor <b>Lt Col Thomas Secombe</b>
Salaries per Annum: Starting <b>10000</b>		
Final <b>12000</b>	Currency Paid <b>GBP</b>	Is this a civil servant position of your Government? <b>Yes</b> Is this a position within the UN Common System? <b>No</b>
Telephone Number		Email Address
Address of Employer <b>United Kingdom</b>		
Number of Employees Supervised by You <b>34</b>		
Description of Duties <b>Command of a Rifle Troop of 34 marines on exercises and operations worldwide. Responsible to the Company Commander for all aspects of administration, operational output and fitness for duty.</b>		
Summarize any of Your Achievements <b>Led a troop of 34 Royal Marine Commandos on exercises and operations in Germany, Canada and Cyprus: including a 3 month tour of duty on the Green Line with the United Nations in Cyprus. Completed my probationary year in an operational Commando unit and recieved a recommendation to return to the Commando Training Centre to train Royal Marine recruits. Completed the Parachute Course and became a qualified military parachutist.</b>		



Reasons for Leaving

Having survived a year in a Commando Unit it is normal for Royal Marines Officers to return to the Commando Training Centre to finish their education whilst training recruits.

Job Title		Type of Business	From - To
Young Officer training		Initial Officer training	01/09/1977 - 01/09/1978
Name of Employer		Name of Supervisor	
Royal Marines		Major Jonathon Thomson	

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government?
8000	9000	GBP	Yes
			Is this a position within the UN Common System?
			No

Telephone Number

Email Address

Address of Employer

United Kingdom

Number of Employees Supervised by You

0

Description of Duties

Underwent 12 months of Young Officer Training at the Commando Training Centre Royal Marines, Britania Royal Naval College, and the Royal Military Academy Sandhurst.

Summarize any of Your Achievements

Passed university level exams (taught and marked by university lecturers) in International Affairs and Military Strategy. Passed Royal Marine Young Officer training, including the extremely arduous and demanding Commando Course. Commissioned as an Officer in the Royal Marines.

Reasons for Leaving

On completion of the initial training course all Royal Marines Officers are sent to serve as a Troop Commander in one of the United Kingdom's elite Commando Units.

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

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

## Address

The Old Crown  
Wheeler End Common  
High Wycombe Buckinghamshire United Kingdom  
Telephone: 44-1494-882886  
Fax: 0231-6403083  
Contact: Greg Tasker

## Address

UNMIL JLOC  
Starbase  
Monrovia Montserrado Liberia  
Telephone: 231-2129639926 extension 4332  
Fax: 231-05319242  
Contact: Greg Tasker

## 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
Gerald AHERNE	Colonel Irish Army	Barrymore Ireland	353872713376 ahernegerald@hotmail.com
Colin BUNTING	Communications Technology Development	Rosedean Ireland	447796695478 colin.bunting@oracle.com
Andrew PERREY	European Union Military Planning Staff	26 Nachtegalenlaan Ireland	322281 5763 andrew.perry@consilium.europa.eu





## Personal History Profile for Martin TOOLEY

## General Details

1. Family name <b>TOOLEY</b>	First Name <b>Martin</b>	Middle Name <b>John</b>	Maiden Name, (if any) <b>n/a</b>
2. Date of Birth <b>11/02/1950</b>	3. City of Birth <b>Colchester</b>	Country of Birth <b>United Kingdom</b>	Index No
4. Country of Nationality at Birth <b>United Kingdom</b>	Second Nationality (if any)	5. Country of Present Nationality <b>United Kingdom</b>	Second Nationality (if any) <b>Australia</b>
6. Gender <b>Male</b>	7. Height [cm] <b>183</b>	8. Weight [kg] <b>83</b>	9. Marital Status <b>Divorced</b>

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

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

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

13. What is your preferred field of work? **Professional, managerial & technical specialists for which no job family exists**

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

15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? **01/08/2004**

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: **mjtooley@hotmail.com**

## Education

List all university degrees or equivalent qualifications obtained.

University Name <b>University of Exeter</b>	City, Country <b>Exeter United Kingdom</b>	From - To <b>Sep-2002 - Jun-2003</b>
Main Course of Study <b>Management</b>	Field of Study <b>Business &amp; Administration</b>	
Degree Title or Equivalent <b>Master of Science, International Management</b>	Degree Type <b>Masters</b>	

University Name <b>Manchester Metropolitan University</b>	City, Country <b>Manchester United Kingdom</b>	From - To <b>Sep-1969 - Jun-1972</b>
Main Course of Study <b>Management</b>	Field of Study <b>Business &amp; Administration</b>	
Degree Title or Equivalent <b>Higher National Diploma in Hotel Business Administration</b>	Degree Type <b>Undergraduate degree</b>	

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

Name of School <b>Berkhamsted School</b>	City, Country <b>Berkhamsted United Kingdom</b>	From - To <b>Sep-1962 - Jun-1968</b>
Main Course of Study <b>A levels &amp; O levels</b>		Certificate or Diploma <b>2 A levels 7 O levels</b>

## Employment

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

Job Title <b>Chief, Mission Support (Chief Logistics Officer, P5)</b>		Type of Business <b>Mission Support Planning, Logistics &amp; Support Services</b>	From - To <b>01/05/2009 -</b>
Name of Employer <b>UN DPKO</b>		Name of Supervisor <b>Francisco Rouillon</b>	
Salaries per Annum: Starting <b>120000</b>	Final <b>120000</b>	Currency Paid <b>USD</b>	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address <b>tooley@un.org</b>	
Address of Employer <b>Congo, Dem. Rep.</b>			

Number of Employees Supervised by You

**66**

Description of Duties

Under supervision of the Chief of Integrated Support Services (CISS), the Chief, Mission Support is responsible for: Exercising managerial and supervisory control over all infrastructure, facilities, logistics and support services required by the mission; Develop, prepare, coordinate and monitor overall support and movement plans including logistics forecasting, supply schedules, , priorities or requirements and resolution of urgent operational needs; liaison on engineering, construction/reconstruction, property/facilities management, IT/Comms, Transport, Aviation/travel, Movement Control & urgent procurement requirements; Monitor and coordinate all multifunctional support requirements between UNHQ and the mission; Assist the CISS in the development of policy and procedures for field support; Act as the principal liaison between the mission and Headquarters staff for support & logistics matters and co-ordinate day to day support of military & civilian operations; Brief the CISS on a daily basis on the ongoing operation/requests and field situation; Advise senior management on operations management, structures and staffing levels to ensure that they are at all times adequate to meet the requirements of the logistics strategy; As per CISS instructions, direct ISS section chiefs to plan & implement complex & multi-faceted support operations involving office moves, battalion moves ; Lead reconnaissance missions to the various locations in the field in order to monitor the infrastructure, logistics, facilities & support capabilities & implement improvements as necessary; Organize and chair strategy & planning meetings at; Develop a training program for support staff in coordination with the military component and the various administration sections; Manage all civilian and military LogOps/JLOC staff throughout the Mission area; Assume responsibilities of certifying officer when nominated; regularly meet with military Force Commander & senior civilian Administrators.

Summarize any of Your Achievements

Permanently involved in planning highly complex military reconfiguration & surge tasks to meet tight deadlines imposed (primarily) by UN military peacekeepers confronted by opposing forces. Permanent full sustainment of 17,000 UN troops & permanent partial sustainment of FARDC (Congolese Army) which is supported by UN troops. Dealing with short notice changes to planned operations when moving battalions (and other military units) to forward operating positions or when moving on rotation. Achieving the above objects to defined budgets.

Reasons for Leaving

**Have not left- am still in post**

Job Title		Type of Business	From - To
<b>Coordinator Logistics Unit (P4)</b>		<b>Electoral Operations within Peacekeeping context</b>	<b>01/07/2007 - 01/04/2009</b>
Name of Employer		Name of Supervisor	
<b>UN DPKO</b>		<b>Vincent Dacruz</b>	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>110000</b>	<b>110000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address	
		<b>tooley@un.org</b>	
Address of Employer			
<b>Congo, Dem. Rep.</b>			
Number of Employees Supervised by You			
<b>39</b>			
Description of Duties			
<b>Building on experience gained during the 2006 D R Congo elections, develop procedures &amp; policies and contribute to budget development geared to the delivery of technical, operational and logistical support requirements in advance of local elections planned for 2009 in D R Congo. Actively engage, coordinate and build effective working arrangements with senior representatives of MONUC support units - DMS, MSC (Logistics, AirOps, MovCon), Supply, Transport, Engineering, CITS, Security, Military (MilObs), JMAC &amp; UN Police to ensure their timely delivery of people, goods &amp; services relevant to the electoral process. Take management responsibility, coordinate and advise the Independent Electoral Commission (IEC) on the development and implementation of all Operations, Logistics &amp; Procurement plans. Ensure that arrangements comply with the highest UN &amp; international standards. Ensure transfer of skills to IEC counterparts by assisting in the efficient functioning of their Logistics &amp; Procurement sections and coordinate the activities of all relevant parties to ensure that all election materials are budgeted,procured, received, inspected, inventoried, stored and distributed to defined timescales. Coordinate joint UN/IEC Logistics teams to establish plans for the collection, technical verification, repair &amp; redeployment of electoral support materials (vehicles, boats, office equipment, generators, outboard motors, electoral kits), used in previous elections. Advise Division Director &amp; Chief Operations on stance to adopt in respect to recruitment, personnel development, reassignments &amp; promotions; relations with international donors &amp; specifically the budget &amp; technical contributions of the government of the Republic of South Africa. Provide periodic status reports as required. Regularly meet DSRSG to explain and agree positions. Liaise with international donors &amp; diplomatic representatives to explain initiatives &amp; agree mutually acceptable positions.</b>			
Summarize any of Your Achievements			
<b>My role is concentrated on building on experience gained during the 2006 D R Congo Presidential elections, to develop procedures &amp; policies and to contribute to budget development geared to the delivery of technical, operational and logistical support requirements in advance of local elections planned for 2009 in D R Congo. The following initiatives are in process: 1. Regularly meet, actively engage- and build effective working arrangements with- senior representatives of MONUC support units: MSC (Logistics, AirOps, MovCon), Supply, Transport, Engineering, CITS, Security, Military (MilObs), JMAC &amp; UN Police so that operational &amp; logistics plans are properly coordinated to ensure the timely delivery of people, goods &amp; services to the electoral process. This works well, with disparate units working in a coordinated fashion. 2. I regularly meet &amp; offer suggestions to Chief Operations and heads of other Electoral sections (Field Coordination, IT, Training, Voter Education, Gender and Administration) to jointly plan &amp; supervise budget usage during the Electoral process. 3. I program the deployment of UN staff &amp; IEC counterparts on logistic reconnaissance missions to the various locations in the field in order to establish, oversee installation, infrastructure &amp; logistics support requirements at 91 BRTC (Candidate Registration) &amp; CLCR (Results Compilation) sites. 4. I work (with others) to build effective working arrangements with senior representatives of UNDP Service Centre to ensure the efficient &amp; timely procurement of goods &amp; services for the electoral process (2008 budget \$93.8 million). Ensure that all UN systems and procurement procedures are followed. 5. I manage a professional team that provides expert advice - and actively implements- the management and coordination all logistical plans and arrangements for the movement of materials and personnel. 6. I supervise experts that ensure that all Electoral premises (21 regional offices, Data Centre, warehouses) are acquired or renovated &amp; made available by defined timelines. Coordinate the activities of a disparate range of service providers (ISS, Engineering, CITS, Security, General Services) to allow the premises to function. 7. I take management responsibility for the coordination, development, implementation &amp; monitoring of all Operations, Logistics plans proposed by the Independent Electoral Commission (IEC). 8. In conformity with UN capacity building mandate, I attempt to ensure transfer of skills to IEC counterparts by advising on the efficient functioning of their Logistics &amp; Procurement sections – coordinating their activities to ensure that all election materials are procured, received, inspected, inventoried, stored and distributed to defined timescales. 9. With others, I liaise with international donors to explain initiatives &amp; agree mutually acceptable positions in respect to donor funding for IEC. 10. With input from IEC senior managers, I jointly coordinate UN/IEC Logistics teams to establish plans for the collection, technical verification, repair &amp; redeployment of electoral support materials (vehicles, boats, office equipment, generators, electoral kits), used in previous elections. 11. I advise Division Director on stance to adopt in respect to recruitment, personnel development, reassignments &amp; promotions and the planned budgetary &amp; technical contribution of the government of the Republic of South Africa. Provide periodic status reports as required. Regularly meet DSRSG with Division Director to explain and agree positions. 12. Indirectly oversee work of the Electoral Logistics teams at 22 locations across the D R Congo.</b>			
Reasons for Leaving			
<b>Promoted to P5 and transferred to Mission Support Centre, MONUC.</b>			

Job Title		Type of Business	From - To
<b>Chief, Field Coordination (P5 post) &amp; Deputy Chief of Electoral Operations (P4)</b>		<b>Electoral Operations</b>	<b>01/06/2006 - 01/07/2007</b>
Name of Employer		Name of Supervisor	
<b>UN DPKO</b>		<b>Ali Diabacte DED &amp; Ross Mountain, DSRSG</b>	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>

<b>100000</b>	<b>100000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address <b>tooley@un.org</b>	
Address of Employer <b>Congo, Dem. Rep.</b>			
Number of Employees Supervised by You <b>130</b>			
Description of Duties <b>1.General: Overview of Country wide Electoral Operations; development &amp; distribution of plans, control documents; coordination of various units &amp; sections contributing to the election: Field Coordination, Logistics, Training, Data capture &amp; management, Budget, Media, Planning/Procedures &amp; Civic Education support teams (400 technical staff) in order to allow 25.7 million registered voters across D R Congo to vote under conditions of security &amp; transparency in their first free elections in 40 years. Coordination of the activities of these teams with Full description on request. 2. Field Coordination: Direct responsibility for 4 Area Managers, who organize &amp; supervise the activities of regional electoral logistics teams (130 staff) based at 22 provincial offices. Supervision of daily reporting process; problem resolution in support of the roll out of the electoral process. 3. Assist the Chief of Operations (as Deputy) in managing: Logistics: receipt &amp; distribution of 60,000 electoral kits (120 air movements) &amp; 50 million ballot papers (140 air movements) &amp; their receipt, control, inventory, storage &amp; distribution to 50,500 polling stations. The recovery (under tight security) of the votes cast to 62 counting centres. Responsibility for the effective counting, results compilation (under very tight timeline constraints); indirect management of 115 staff at each of 62 centres = 7100 Counting staff. Oversight of vehicle fleet (890 vehicles, maintenance, controls) + coordination with Air Ops ref air movements. Capacity building: establishment of 204 training centres in which to train 280,000 Congolese staff to operate the 50,500 polling stations. Oversight of the 'Training of Trainers' programme. Provision of technical advice to Electoral Commission of Congo (CEI). Develop, defend &amp; monitor usage of all electoral budgets. 4. Covered Divisional Director when absent.</b>			
Summarize any of Your Achievements <b>I joined the Mission with three specific briefs: 1. I was asked to coordinate the disparate activities of the main operational electoral units (Logistics, Training, Data capture &amp; management, Budget, Procurement, Media, Planning/Procedures, Civic Education &amp; Field Coordination). These units, whilst functioning well in isolation, were uncoordinated and their relative independence from each other did not help the common goal of producing transparent &amp; efficient elections. By building relationships with the Unit Chiefs &amp; their teams and by taking the time to make them aware of how their functions related to those of other units, a culture change took place which lead to a significant increase in coordination &amp; cooperation between the units. 2. A successful election depends on the efficient collection &amp; counting of results. I was asked to devise &amp; implement a monitoring system to track the mobilization of 62 results compilation centres (CLCR) across D R Congo (at which the 25.7 million votes were to be counted). This required the coordination of budget holders, procurement, vehicle fleet, engineers, telecoms, personnel, military (MilObs), CivPol &amp; logistics teams to bring the CLCR's on stream within a very short time frame. The identification, recruiting, training &amp; deploying the 7,200 Congolese staff to operate the CLCR's was likewise, a huge challenge. 3. A significant part of my work has involved capacity building with the senior managers of CEI (Independent Electoral Commission of D R Congo). Few had advanced levels of management experience, skill sets were limited &amp; the concepts of advanced planning, empowerment &amp; delegation were unknown. It has been necessary to remove (with tact &amp; diplomacy) underperforming managers, who, via tribal allegiances, have been 'protected' in their functions. It has been particularly satisfying to see a fundamental transformation, with CEI managers now making logical, justifiable decisions &amp; planning well ahead. They have begun to understand that they must be accountable for their actions &amp; thus, the results they achieve.</b>			
Reasons for Leaving <b>Still here! Moved to new role within MONUC Electoral Division as of July 2007.</b>			

Job Title <b>Elections Logistics Adviser (P4)</b>		Type of Business <b>Logistics Advice to Electoral Commission, Liberia</b>	From - To <b>01/10/2004 - 01/01/2006</b>
Name of Employer <b>UN DPKO</b>		Name of Supervisor <b>Ray Kennedy</b>	
Salaries per Annum:			
Starting <b>94560</b>	Final <b>94560</b>	Currency Paid <b>USD</b>	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>12129639926</b>		Email Address <b>tooley@un.org</b>	
Address of Employer <b>Liberia</b>			
Number of Employees Supervised by You <b>30</b>			
Description of Duties <b>Planning, budgeting &amp; eventual management of all logistics, procurement &amp; facilities services to Electoral Commission of Liberia + hands-on operational management of these services at 18 county offices across the country. Full responsibility for providing negotiating, estimating, requisition, supply, receiving, inspecting, facilities, procurement, inventory &amp; administration of elections specific materials.</b>			
Summarize any of Your Achievements <b>Despite massive infrastructure deficiencies, managed to deploy key staff &amp; materials to ensure a successful, transparent &amp; fair election. By planning well in advance, I decided to build electoral kits 'in house' (40 staff x 6 weeks) &amp; we were able to make substantial financial savings (compared to budget) as well as having greater control of quality of product.</b>			
Reasons for Leaving <b>A successful Presidential election was achieved and Mrs Johnson-Sirleaf elected in a transparent &amp; inclusive process- so JOB DONE- time to move on!</b>			

Job Title <b>Project Manager /Admin &amp; Logistics Consultant (Planning, budgeting &amp; operations)</b>		Type of Business <b>Remote Site Logistics</b>	From - To <b>01/09/2002 - 01/08/2004</b>
Name of Employer <b>CIS</b>		Name of Supervisor <b>Mr Guy Le Biez</b>	
Salaries per Annum:			
Starting <b>65000</b>	Final <b>65000</b>	Currency Paid <b>EUR</b>	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>No</b>
Telephone Number <b>33491165300</b>		Email Address <b>contact@cis-catering.com</b>	
Address of Employer <b>France</b>			
Number of Employees Supervised by You <b>50</b>			

## Description of Duties

**Sakhalin Island, Russian Far East:** researching warehousing, trucking, shipping, labour, material sourcing & infrastructure in order to tender for subcontracts being put out to tender by international oil companies. Identified int. & local suppliers & JV partners, drew up preliminary contracts. In Chad & Cameroon: contract negotiation, budgeting & operations management.

## Summarize any of Your Achievements

**Wrote a fully budgeted report (with defined timelines, liquidity, sourcing) on how to set up and run a fully integrated supply chain to feed, house & transport 4500 oil workers working at 9 locations on Sakhalin Island. Defined warehousing (size & location), negotiated customs, security, TQM in a region at minus 30 degrees C for 8 months per year. In Africa, similar project for 4000 staff working on the Chad oilfield & the Chad- Cameroon pipeline. Revision & reorganisation of management structure in Algeria. Research into new business potential in Equatorial Guinea. Working with others, negotiated & won a US \$34m supply chain, logistics & site services contract with ExxonMobil in Chad/Cameroon. Working solo, negotiated & won a \$16m site services contract with Japanese Gas in Iran.**

## Reasons for Leaving

**Conclusion of contract & receipt of UN employment offer.**

Job Title <b>Senior Operations Officer, Election Observer Mission</b>		Type of Business <b>Government</b>	From - To <b>01/04/2002 - 01/06/2002</b>
Name of Employer <b>European Commission</b>		Name of Supervisor <b>Walter Torres</b>	
Salaries per Annum: Starting <b>65000</b>		Final <b>65000</b>	Currency Paid <b>EUR</b>
		Is this a civil servant position of your Government? <b>No</b>	
		Is this a position within the UN Common System? <b>No</b>	
Telephone Number <b>3222985699</b>		Email Address <b>wtorres@brutele.be</b>	
Address of Employer <b>Belgium</b>			
Number of Employees Supervised by You <b>14</b>			
Description of Duties <b>Part of EU election monitoring team, independently observing procedures in a remote part of Sierra Leone during 2002 election.</b>			
Summarize any of Your Achievements <b>Ensured that electoral procedures followed. Gave presentation to EU, UN &amp; contributing government representatives on anomalies observed.</b>			
Reasons for Leaving <b>End of contract- election concluded.</b>			

Job Title <b>Chief, General Services, Elections Support Division</b>		Type of Business <b>Democratization</b>	From - To <b>01/06/2001 - 01/01/2002</b>
Name of Employer <b>OSCE</b>		Name of Supervisor <b>Konrad Menny</b>	
Salaries per Annum: Starting <b>78000</b>		Final <b>78000</b>	Currency Paid <b>USD</b>
		Is this a civil servant position of your Government? <b>No</b>	
		Is this a position within the UN Common System? <b>No</b>	
Telephone Number		Email Address	
Address of Employer <b>Yugoslavia</b>			
Number of Employees Supervised by You <b>44</b>			
Description of Duties <b>UN grade P4 post: Responsible for daily management of the Elections Support Division, providing negotiating, estimating, requisition, supply, receiving, inspecting, facilities, procurement, inventory &amp; logistics administration (of Elections specific materials) in support of the 17th November 2001 Kosovo Assembly Election. Working to very tight deadlines, responsible for a US\$ 11million contracting &amp; procurement budget for all materials from vehicles, standby generators, IT, telecoms &amp; conference, translation equipment; all property management, internal services (switchboard, reception, office machines, maintenance, catering, cleaning, laundry) for Elections Head Office (200 occupants), Media Centre, Ballot Counting Centre (650 occupants) &amp; 21 Field Offices; issuing 1800 field staff with radios, maps, laptops; liaison with other departments, deputise for department head. Full job description available.</b>			
Summarize any of Your Achievements <b>Provided a fully integrated support service enabling a fair, open and inclusive election to take place. Accounted for all material, complied with budgets and achieved all (timing, manning, quality, cost) targets.</b>			
Reasons for Leaving <b>End of contract</b>			

Job Title <b>Owner</b>		Type of Business <b>Remote site support services</b>	From - To <b>01/04/1998 - 01/07/2004</b>
Name of Employer <b>Hospitality Ventures</b>		Name of Supervisor <b>self</b>	
Salaries per Annum: Starting <b>110000</b>		Final <b>110000</b>	Currency Paid <b>USD</b>
		Is this a civil servant position of your Government? <b>No</b>	
		Is this a position within the UN Common System? <b>No</b>	
Telephone Number -----		Email Address .....	

44206125767

mjtooley@hotmail.com

Address of Employer

**United Kingdom**

Number of Employees Supervised by You

**0**

Description of Duties

**Founded Hospitality Ventures with two partners, to effect consultancy services in remote site management, hotel development & logistics operations in emerging economies. Examples: On behalf of clients, won service & logistics contracts with NATO in Kosovo; Hunt Oil in Yemen; Rihana Group in Egypt. Effected consultancy work for British Army in Croatia, UN in East Timor & UK government (FCO) in Kosovo. Full details, including, references, current & past projects and information on the firm's structure are available on request.**

Summarize any of Your Achievements

**Established Hospitality Ventures as a professional consultancy specialising in remote site logistics, operations, support & facilities. Working in support of peacekeepers, elections, oil & mining companies. Established the firm from scratch & achieved a (small) profit in the first year of operation.**

Reasons for Leaving

**I sold the business to my partners when we realised that we had different visions for its future development. The timing of the sale was precipitated by an offer of employment from UN.**

Job Title	Type of Business	From - To
<b>Operations Director, Europe</b>	<b>Hospitality &amp; ancillary services</b>	<b>01/01/1987 - 01/02/1998</b>
Name of Employer	Name of Supervisor	
<b>Marriott Corporation</b>	<b>Tim Cookson</b>	
Salaries per Annum:		
Starting	Final	Currency Paid
<b>50000</b>	<b>87500</b>	<b>USD</b>
Is this a civil servant position of your Government?		<b>No</b>
Is this a position within the UN Common System?		<b>No</b>
Telephone Number	Email Address	
<b>3222992033</b>		
Address of Employer		
<b>Belgium</b>		
Number of Employees Supervised by You		
<b>420</b>		
Description of Duties		
<b>For this US/UK joint venture company, for which I held full P &amp; L responsibility, I set up subsidiaries in France (1992) to penetrate support services markets (3 sites, 90 staff); Belgium (1993) and Netherlands (1996) to manage &amp; operate site management, food logistics, transport, industrial cleansing and laundry contracts (41 sites, 300+ staff, 11000 meals daily). (Total T/O US\$22 million pa). Main clients: European Commission, European Parliament, General Motors. Then capitalized on our success. I was promoted and given responsibility for identifying business opportunities &amp; negotiating logistics, facilities &amp; related services throughout Europe.</b>		
Summarize any of Your Achievements		
<b>In the face of massive international competition, I tendered, negotiated, won and then managed, large scale facilities contracts with international clients. Consistently exceeded both turnover &amp; profit estimates over a 5 year period. Created branches in 3 countries, diversified range of services offered (facilities, food services, trucking, laundry), developed business in countries where the company had hitherto considered there was limited business. (Portugal, Russia).</b>		
Reasons for Leaving		
<b>Marriotts non hotel business, worldwide, was bought by Sodexho for \$7 billion. Sodexho was a major competitor in Europe and absorbed the Marriott business. I was made redundant.</b>		

Job Title	Type of Business	From - To
<b>Operations Director</b>	<b>Facilities Services</b>	<b>01/10/1984 - 01/01/1987</b>
Name of Employer	Name of Supervisor	
<b>Berkeley Services Group</b>	<b>Wal Sewell</b>	
Salaries per Annum:		
Starting	Final	Currency Paid
<b>45000</b>	<b>60000</b>	<b>USD</b>
Is this a civil servant position of your Government?		<b>No</b>
Is this a position within the UN Common System?		<b>No</b>
Telephone Number	Email Address	
<b>61296920000</b>		
Address of Employer		
<b>Australia</b>		
Number of Employees Supervised by You		
<b>120</b>		
Description of Duties		
<b>Joined the Berkeley Services Group with 2 main briefs: A]. to implement financial and quality controls on a large Site Management Contract, (Iron Ore mine- 3200 occupants, T/O. US\$ 7m p.a.) involving negotiating food purchasing, contracting transport and warehousing; catering (24 Hrs/day, 7 days/week in 4 locations), building management, domestic services, cleaning, laundry &amp; maintenance. This was in a highly unionised environment on a remote site in Western Australia. B]. The second element of work was to expand the Company's facilities business in the state of Victoria and Melbourne in particular. Results were spectacular and I was asked to integrate the systems of a company which was acquired into the parent company's methods.</b>		
Summarize any of Your Achievements		
<b>Increased business, increased profitability, created order out of chaos by introducing purchasing, financial &amp; quality controls.</b>		
Reasons for Leaving		
<b>Promoted and offered a transfer to Europe. This coincided with the purchase of the company by Marriott.</b>		

Job Title	Type of Business	From - To
<b>Operations Director</b>	<b>Support Services</b>	<b>01/09/1980 - 01/10/1984</b>

Name of Employer <b>Sodexho Corporation</b>			Name of Supervisor <b>Jacques Delavigne</b>		
Salaries per Annum:					
Starting		Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>	
<b>35000</b>		<b>50000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>No</b>	
Telephone Number			Email Address		
Address of Employer <b>France</b>					
Number of Employees Supervised by You <b>180</b>					
Description of Duties <b>As Regional Manager , Middle East worked in the following countries. 1. Senior Manager responsible for planning, and then staffing and operating mixed nationality base camps and villages, (in support of construction and oil industries) including food purchasing, transport, shipping &amp; warehousing, food services, accommodation management, laundries, supermarkets, bus services, medical clinics, bakeries and recreation facilities in Dharhan and Jubail, Saudi Arabia. (3000 residents). 2. Management of 3500+2000 man multinational construction camps in Baghdad area, Iraq (during the Iraqi-Iranian war). Food logistics- importing food, overland from France 3. Negotiation of new business and training of junior management in Egypt. 4. Administration of offshore and onshore drilling and production platforms (FM services) in the United Arab Emirates. 5. Market Research, contract negotiation and base camp operations, Sudan.</b>					
Summarize any of Your Achievements <b>Profitably ran complicated &amp; detailed service contracts with a minimum of assistance from senior staff in the company.</b>					
Reasons for Leaving <b>Head hunted to work for Berkeley Services Group, an offer which also suited my personal circumstances as I had recently married.</b>					

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

List any of the Official Languages of the United Nations you know.					
Language	Mother Tongue	Speak	Read	Write	Understand
<b>English</b>	<b>Yes</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>
<b>French</b>	<b>No</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>
<b>Spanish</b>	<b>No</b>	<b>Not easily</b>	<b>Not easily</b>	<b>Not easily</b>	<b>Not easily</b>

In addition to the six United Nations Official Languages, list any other languages you know.					
Language	Mother Tongue	Speak	Read	Write	Understand
<b>Dutch</b>	<b>No</b>	<b>Easily</b>	<b>Not easily</b>	<b>Not easily</b>	<b>Not easily</b>

Address

Vrijheidslaan 82-2  
Amsterdam Noord Holland Netherlands  
Telephone: 0031-20 -6125767  
Contact: Martin Tooley

Address

UN Mission in Congo  
Mission Support Centre, CongoBat,  
Kinshasa Congo, Dem. Rep.  
Fax: 243-997068570  
Contact: Martin Tooley

Address

35 Connolly Way  
Booragoon Western Australia Australia  
Contact: Martin Tooley

References

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

Reference Name	Occupation or Business	Address	Telephone/Email
<b>Nicholas BORST-SMITH</b>	<b>Hotel Owner &amp; Fine Wine Expert</b>	<b>Town Barton, United Kingdom</b>	<b>441647252005 nick@townbarton.co.uk</b>
<b>Joe ROESEN</b>	<b>Banker</b>	<b>Lloyds Bank, 2 Avenue de Tervuren, United Kingdom</b>	<b>3227395811 roesen@tjld.be</b>





## Personal History Profile for Avetik YESSAYAN

## General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
<b>YESSAYAN</b>	<b>Avetik</b>		
2. Date of Birth	3. City of Birth	Country of Birth	Index No
<b>02/01/1960</b>	<b>Gumri</b>	<b>Armenia</b>	
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
<b>Armenia</b>		<b>Armenia</b>	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
<b>Male</b>	<b>176</b>	<b>82</b>	<b>Married</b>
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? <b>No</b>			
Are there any limitations on your ability to perform in your prospective field of work? <b>No</b>			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? <b>No</b>			
13. What is your preferred field of work? <b>Computer information systems specialists</b>			
14. Would you accept employment for less than six months? <b>Yes</b>			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when?			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? <b>No</b>			
18. Email Address: <b>avetik@yahoo.com</b>			

## Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
<b>University of Southern California</b>	<b>Los Angeles United States of America</b>	<b>Aug-1991 - Sep-1993</b>
Main Course of Study	Field of Study	
Degree Title or Equivalent	Degree Type	
<b>Computer Engineering</b>	<b>Masters</b>	

University Name	City, Country	From - To
<b>Yerevan State University</b>	<b>Yerevan Armenia</b>	<b>Sep-1977 - Oct-1982</b>
Main Course of Study	Field of Study	
Degree Title or Equivalent	Degree Type	
<b>Radiophysics and Electronics</b>	<b>Masters</b>	

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
<b>English Language-Specialised Public School</b>	<b>Gumri Armenia</b>	<b>Sep-1966 - Jun-1976</b>
Main Course of Study		Certificate or Diploma
<b>English Language, Math and Physics</b>		<b>Graduation Certificate (Atestatt)</b>

## Employment

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

Job Title	Type of Business	From - To
<b>Senior Manager, ET&amp;R SOC Interface</b>	<b>Chip Design</b>	<b>01/02/2001 -</b>
Name of Employer		Name of Supervisor
<b>Virage Logic</b>		<b>Samvel Shoukouryan</b>
Salaries per Annum:		
Starting	Final	Currency Paid
<b>6600000</b>	<b>10500000</b>	<b>AMD</b>
Is this a civil servant position of your Government? <b>No</b>		
Is this a position within the UN Common System? <b>No</b>		
Telephone Number	Email Address	
<b>37410591824</b>	<b>avetik@yahoo.com</b>	
Address of Employer		
<b>Armenia</b>		
Number of Employees Supervised by You		
<b>9</b>		

## Description of Duties

**Provide guidance and expertise on IT development practices based on the the embedded memory design and development flow. Lead in the technical field and manage the project, develop the policies and guidelines for the staff. Supervise the professionals on day-to-day activities.**

## Summarize any of Your Achievements

**Developed an innovative practices and an interface for embedded self-repairable memory Intellectual Properties. Managed the proffesionals by identifying and formulating the needs and resources, assign and reallocate them for project successful completion. Grown a team of developers and experts promoting a teamwork. Have demonstrated outstanding expertise on information management, version control, safeguarding and development processes.**

## Reasons for Leaving

**Low salary, expectation of better opportunities**

Job Title <b>Logistics Officer</b>	Type of Business <b>Humanitarian Food Assistance</b>	From - To <b>01/07/2000 - 01/02/2001</b>
Name of Employer <b>UN World Food Programme</b>	Name of Supervisor <b>Judith Lewis</b>	

Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government?	<b>No</b>
<b>66956</b>	<b>66956</b>	<b>USD</b>	Is this a position within the UN Common System?	<b>Yes</b>
Telephone Number <b>2511504511</b>		Email Address <b>avetik@yahoo.com</b>		
Address of Employer <b>Ethiopia</b>				
Number of Employees Supervised by You <b>15</b>				
Description of Duties <b>Manage and organize inland logistical operation handling the cargo arrival, organizing the transportation to intermediate destination points, storing, handling and final dispatches. Manage the data about the operation flow, collect, digitize, analyze and dessiminate the reports. Based on overall information flow optimize the operation for its betterment and cost reduction.</b>				
Summarize any of Your Achievements <b>Organized the largest logistical operation of the world handling 800,000 MT food per year, defined fiscal policies and logistical resource allocation for manage inland operational cost (ITSH). Put outstanding efforts on collecting and managing digitized data, performing expert analysis, put in order the operation on a contractual basis.</b>				
Reasons for Leaving <b>Family reason (mother was sick, father has died, etc.)</b>				

Job Title <b>Manager, Data Management Unit</b>	Type of Business <b>Humanitarian Food Assistance</b>	From - To <b>01/02/1998 - 01/07/2000</b>
Name of Employer <b>UN World Food Programme</b>	Name of Supervisor <b>Douglas Broderick</b>	

Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government?	<b>No</b>
<b>55700</b>	<b>66900</b>	<b>USD</b>	Is this a position within the UN Common System?	<b>Yes</b>
Telephone Number <b>85023817672</b>		Email Address <b>avetik@yahoo.com</b>		
Address of Employer <b>D.P.R of Korea</b>				
Number of Employees Supervised by You <b>14</b>				
Description of Duties <b>Develop plans and strategies for the design and implementation of computer systems at the main office and suboffices. Develop LAN, communication facilities, organize to collect data and analyze it. Define logistics strategies for inland transportation, supervise financial resources, transportation and fuel subsidy costs. Develop database to manage the food transportation movement.</b>				
Summarize any of Your Achievements <b>Developed and implemented WFP official database on food assistance in DPR Korea, for 400,000MT a year assistance in the country. Managed the logistics and information management teams defining policies of monitoring the food flow in the country starting from port arrivals to the final deliveries. Maintained accuracy based on analysis, dessiminated reports based on a developed database and the GIS system. Performed database data extractions to find out anomalies and discrepancies related to food deliveries.</b>				
Reasons for Leaving <b>Moved to other duty station.</b>				

Job Title <b>Consultant, Logistics and Data Officer</b>	Type of Business <b>Humanitarian Food Assistance</b>	From - To <b>01/11/1997 - 01/02/1998</b>
Name of Employer <b>UN World Food Programme</b>	Name of Supervisor <b>Douglas Coutts</b>	

Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government?	<b>No</b>
<b>36000</b>	<b>36000</b>	<b>USD</b>	Is this a position within the UN Common System?	<b>Yes</b>
Telephone Number <b>85023817672</b>		Email Address <b>avetik@yahoo.com</b>		

Address of Employer <b>D.P.R of Korea</b>	
Number of Employees Supervised by You <b>2</b>	
Description of Duties <b>Establish a LAN and communications facilities between the main office and the suboffices. Develop database for food delivery control.</b>	
Summarize any of Your Achievements <b>Designed, developed and implemented a food distribution and delivery database. Established advanced facilities for communication, data processing and data management in the country. Defined policies how to control food deliveries and how to collect data about the humanitarian food assistance in the country.</b>	
Reasons for Leaving <b>Moved to fixed term contract within the same Organization.</b>	

Job Title <b>Senior Logistics/Data Assistant</b>		Type of Business <b>Humanitarian Food Assistant</b>	From - To <b>01/10/1993 - 01/10/1997</b>
Name of Employer <b>UN World Food Programme</b>		Name of Supervisor <b>Mamo Desta</b>	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>4500</b>	<b>7800</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>3741585112</b>		Email Address <b>avetik@yahoo.com</b>	
Address of Employer <b>Armenia</b>			
Number of Employees Supervised by You <b>25</b>			
Description of Duties <b>Organize WFP cargo arrival, the cargo handling at the warehouses, dispatching to the state shops, managing the truck fleet on a contractual basis. Establish computerised management and food monitoring system for FDU and WFP stock flow.</b>			
Summarize any of Your Achievements <b>Provided expertise to Caucasus Logistics Advisory Unit, designed and implemented cross border transport operations for humanitarian aid sector. Dealth with officials of Russian and Armenian governments at all levels. Managed and adjusted fiscal strategies according to changes in economic climate. Established innovative computerised system for easy food dispatch control and management.</b>			
Reasons for Leaving <b>Moved to other duty station</b>			

Job Title <b>Chief Designer</b>		Type of Business <b>Computer Manufacturing</b>	From - To <b>01/07/1987 - 01/07/1991</b>
Name of Employer <b>Plant Electron Gumri, Armenia</b>		Name of Supervisor <b>Herbert Gevorgyan</b>	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>4200</b>	<b>4800</b>	<b>RUR</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>37431260538</b>		Email Address <b>avetik@yahoo.com</b>	
Address of Employer <b>Armenia</b>			
Number of Employees Supervised by You <b>24</b>			
Description of Duties <b>Supervise the team of engineers, define the strategies of testing the manufactured products and automate the process of system testing</b>			
Summarize any of Your Achievements <b>Managed the team to develop numerous test equipments and implemented in a production for testing PCBs, Blocks and Systems. Supervised to develop algorithms and managed the product development optimization.</b>			
Reasons for Leaving <b>Post-graduate study in Computer Engineering at the Univerisity of Southern California, Los Angeles</b>			

Job Title <b>Manager of Electronics Department</b>		Type of Business <b>Computer Manufacturing</b>	From - To <b>01/06/1985 - 01/07/1987</b>
Name of Employer <b>Plant Electron Gumri, Armenia</b>		Name of Supervisor <b>Herbert Gevorgyan</b>	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>3000</b>	<b>3200</b>	<b>RUR</b>	Is this a position within the UN Common System? <b>No</b>

Telephone Number <b>37431260538</b>	Email Address <b>avetik@yahoo.com</b>
Address of Employer <b>Armenia</b>	
Number of Employees Supervised by You <b>11</b>	
Description of Duties <b>Manage the Electronics Department of the Plant</b>	
Summarize any of Your Achievements <b>Developed a test suite for the production process.Managed the team to design and implement board level test equipment and its software automation.</b>	
Reasons for Leaving <b>Moved to Chief Designer position within the same organization.</b>	

Job Title <b>System Engineer</b>	Type of Business <b>Computer Manufacturing</b>	From - To <b>01/10/1982 - 01/06/1985</b>
Name of Employer <b>Plant Electron Gumri, Armenia</b>	Name of Supervisor <b>Herbert Gevorkyan</b>	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>1500</b>	<b>2800</b>	<b>RUR</b>	Is this a position within the UN Common System? <b>No</b>
Telephone Number <b>37431260538</b>	Email Address <b>avetik@yahoo.com</b>		
Address of Employer <b>Armenia</b>			
Number of Employees Supervised by You			
Description of Duties <b>Responsible to develop a software for system diagnostics and manufacturing testing.</b>			
Summarize any of Your Achievements <b>Designed and developed test suite for manufacturing system test.</b>			
Reasons for Leaving <b>Moved to Managerial position within the same organization.</b>			

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

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

For clerical grades only:

Indicate typing speed in words per minute: English - **50** French - **15**

List any office machines or equipment you can use:

**Computer, Fax, Copier, Printer, Networking Equipments, Telecom and Satellite Equipment, etc.**

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

Language	Mother Tongue	Speak	Read	Write	Understand
<b>English</b>	<b>No</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>
<b>French</b>	<b>No</b>	<b>Not easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Not easily</b>
<b>Russian</b>	<b>No</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>

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

Language	Mother Tongue	Speak	Read	Write	Understand
<b>Armenian</b>	<b>Yes</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>
<b>Armenian W</b>	<b>No</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>

## Address

#7 Leo Street, apt.#4  
Yerevan Armenia  
Telephone: 374-10-591824  
Fax: 374-91-419456

## References

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

Reference Name	Occupation or Business	Address	Telephone/Email
<b>Rouben INDJIKIAN</b>	<b>Head, eCommerce Department</b>	<b>Geneva, UNCTAD headquarters Switzerland</b>	<b>41229075838 rouben.indjikian@unctad.org</b>

Samvel MKRTCHYAN	Writer Novelist	#54 Norki II Zangvats, Switzerland	37493264534 msam@web.am
Eric WEINGARTNER	Private Consultant, Humanitarian Affairs	5086 Bromley Rd. Switzerland	17057522842 erichw@sympatico.ca

## Personal History Profile for Khalid YOUNIS

## General Details

1. Family name <b>YOUNIS</b>	First Name <b>Khalid</b>	Middle Name	Maiden Name, (if any) <b>Taher</b>
2. Date of Birth <b>21/03/1973</b>	3. City of Birth <b>Baghdad</b>	Country of Birth <b>Iraq</b>	Index No <b>307262</b>
4. Country of Nationality at Birth <b>Iraq</b>	Second Nationality (if any)	5. Country of Present Nationality <b>Iraq</b>	Second Nationality (if any)
6. Gender <b>Male</b>	7. Height [cm] <b>175</b>	8. Weight [kg] <b>70</b>	9. Marital Status <b>Single</b>

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

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

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

13. What is your preferred field of work? **Management and programme analysts**

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

15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? **01/01/1997**

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: **younisk@un.org**

## Education

List all university degrees or equivalent qualifications obtained.

University Name <b>Phoenix</b>	City, Country <b>Arizona United States of America</b>	From - To <b>Feb-2004 - Jul-2005</b>
Main Course of Study <b>Management</b>	Field of Study <b>Business &amp; Administration</b>	
Degree Title or Equivalent <b>Master in Management International</b>	Degree Type <b>Masters</b>	

University Name <b>Al Tabiaa</b>	City, Country <b>Baghdad Iraq</b>	From - To <b>Jun-1999 - Feb-2000</b>
Main Course of Study	Field of Study	
Degree Title or Equivalent <b>Microsoft Certified System Engineer MCSE</b>	Degree Type <b>Degree</b>	

University Name <b>University of Technology</b>	City, Country <b>Baghdad Iraq</b>	From - To <b>Oct-1990 - Jun-1994</b>
Main Course of Study <b>Other Engineering</b>	Field of Study <b>Engineering &amp; Engineering Trades</b>	
Degree Title or Equivalent <b>BSc in Building and Constructions</b>	Degree Type <b>Bachelor of Sciences</b>	

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

Name of School <b>Al-Nidhamia High School</b>	City, Country <b>Baghdad Iraq</b>	From - To <b>Oct-1987 - Jun-1990</b>
Main Course of Study <b>High School</b>		Certificate or Diploma <b>Baccalaureate</b>

## Employment

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

Job Title <b>Chief Logistics Officer</b>	Type of Business <b>Logistics and technical supports</b>	From - To <b>01/01/2009 -</b>
Name of Employer <b>United Nations Mission in Nepal (UNMIN)</b>		Name of Supervisor <b>Mr. Emmanuel Agawu</b>
Salaries per Annum: Starting	Final	Currency Paid
		Is this a civil servant position of your Government? <b>No</b>

<b>86000</b>	<b>86000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address <b>younisk@un.org</b>	
Address of Employer <b>Nepal</b>			
Number of Employees Supervised by You <b>40</b>			
Description of Duties <p><b>Under the direct supervision of the Chief Mission Support, I have been working as the Chief Logistics for UNMIN, and responsible for the administration and management of logistics and mission support. I am also responsible for the management of the logistics services, budget and provide overall planning, guidance and coordination in the delivery of technical, logistical and operational services and provide specialist advice on technical and logistical matters to the Mission. Logistics Section comprises the following Units: Logistic operations, Transport, Engineering, Supply Services, and Movement Control. In addition, I am the mission focal point for assets, liquidation, MOU, and use my expertise to provide guidance to different bodies within the organization about how to transfer, sale, and dispose of assets. My responsibilities are not limited to logistics, as I oversee MOUs, sale of assets; coordinate with UN agencies, PMU, CISS/CTS of other missions on the transfer of assets. Liaise with relevant national authorities to discuss disposal and destruction of materials, including issues concerning national policies regarding the environment and compliance with national laws regarding exportation of scrap; Ensure all disposal operations respect Nepali National Laws; Work as member of LPSB and alternative chairman to support property survey activities to correspond to UN rules and regulations. Develop, manage and implement strategies and Standard Operation Procedures (SOP's) designed to ensure mission compliance with UN rules and regulations and established policies and procedures; Foster teamwork among staff and with other Sections within the mission; Participate in international meetings and seminars on substantive issues related to property management and liquidation activities. Coordinate and liaise with all UNMIN components on all matters related to the Liquidation; Discuss the disposal policy with CMS, and coordinate and monitor PADP with SAUs.</b></p>			
Summarize any of Your Achievements <p><b>Implement logistics support operations and lead logistic reconnaissance missions to the various locations in the field in order to monitor the logistics support improvement; Organize and chair logistics meetings; Develop a training program for logistics staff in coordination with the military component and the various administration sections; Ensuring efficient and effective provision of the technical and logistical support for administrative, substantive, and arms monitors components of the mission; Exercise managerial and supervisory control over all logistics support required by future, and current operations; Develop, prepare, coordinate and monitor overall logistic support plans including logistics forecasting, supply schedules, priorities or requirements, and resolution of urgent operational needs; Monitor and coordinate all multifunctional logistic requirements between UNHQ, the mission and other UN agencies; Develops policy and procedures for mission logistics support; Ensure overall planning and coordination of logistics support preparations for the missions and expanded civilian and military peacekeeping operations; Ensure that logistics requirements take account of gender-specific needs; Assume responsibilities of a certifying officer for the mission integrated support services budget; Apply technical expertise to resolve complex and/or sensitive issues; Negotiate and organize the hand-over of assets loaned to UNMIN, assets loaned to UN agencies, and the hand-over of facilities, and potential claims. Coach, mentor and develop staff from multiple countries, diverse ethnic and experience backgrounds and work ethics, and empower them to work and perform as a team. Co-ordinate work activities for Logistics Support and coordinate the work of others to meet deadlines and handle multiple concurrent activities. Convey complex concepts and recommendations to staff at senior levels, both orally and in writing, in a clear, concise style. Use my knowledge about UN rules, computer skills, and interpersonal skills to optimize UNMIN logistics operations, enhance work quality, and establish and maintain effective working relations with people in multi-cultural, multi-ethnic environment with sensitivity and respect for diversity. Exercise managerial and supervisory control over all logistics support required by the mission; Develop, prepare, coordinate and monitor overall logistic support plans including logistics forecasting, supply schedules, priorities or requirements, and resolution of urgent operational needs; Monitor and coordinate all multifunctional logistic requirements between UNHQ and the mission; Develop policy and procedures for field logistics support; Act as the principal liaison between the mission and Headquarters staff for logistics matters and co-ordinate day to day support of logistics operations; Brief the CMS on a daily basis on the ongoing operation/requests and field situation; Advise senior management on logistics management, structures and staffing levels to ensure that they are at all times adequate to meet the requirements of the logistics strategy; Provide policy guidance to the CMS on conceptual strategy development and management of United Nations Owned Equipment (UNOE) and disposal of assets; Identify and implement solutions to problematic areas of the asset management process and oversee that an effective support organization for Asset Control System and the control of UN property is sustained.</b></p>			
Reasons for Leaving <b>Still</b>			

Job Title <b>Chief Property Management Officer</b>		Type of Business <b>Property Management and Liquidation</b>	From - To <b>01/07/2007 - 01/01/2009</b>
Name of Employer <b>United Nations Mission In Nepal</b>		Name of Supervisor <b>Mr. Terry Popowych</b>	
Salaries per Annum:			
Starting <b>86000</b>	Final <b>86000</b>	Currency Paid <b>USD</b>	Is this a civil servant position of your Government? <b>No</b>
			Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address <b>younisk@un.org</b>	
Address of Employer <b>Nepal</b>			
Number of Employees Supervised by You <b>13</b>			
Description of Duties <p><b>Provide policy guidance to the Chief Technical Services on conceptual strategy development and management of United Nations Owned Equipment (UNOE) and disposal of assets; Establish Property Management Section, analyze mission's requirement at the start up phase, and establish policies and SOPs to address future challenges and build solid system; Plan and oversee the management of activities undertaken by the Property Control and Inventory Unit (PCIU), the Claims Unit, and the Property Disposal Unit (PDU); Exercise managerial and supervisory control over the proper execution of functions carried out by PCIU, Claims, and PDU; Ensure that the outputs produced by PCIU, (Monthly Inventory Reports, Calendar Year End Inventory Report (CYEIR), Financial Year End Inventory Report (FYEIR), and monthly Summary Report) are to high standards, are clear and based on objective data to ensure compliance with UN standards and goals; Manage analysis and performance monitoring of the effectiveness and execution of asset control procedures in a field mission; Ensure accountability and proper tracking mechanisms to conform to expected Organizational standards and goals; Identify and implement solutions to problematic areas of the asset management process and oversee that an effective support organization for Asset Control System and the control of UN property is sustained; Verify the accuracy of the data recorded/updated in the Assets Control System; Manage and oversee the production of various disposal inventory reports; Liaise with relevant national authorities to discuss disposal and destruction of materials, including issues concerning national policies regarding the environment and compliance with national laws regarding exportation of scrap; Ensure all disposal operations respect Nepali National Laws; Support and supervise Claims and Property Survey Unit and ensure all Claims Review and Local Property Survey Boards matters been addressed according to UN rules and regulations; etc.</b></p>			
Summarize any of Your Achievements			

Verify the accuracy of the data recorded/updated in the Assets Control System and issue SOPs to avoid discrepancies; Manage and oversee the production of various disposal inventory reports; Liaise with relevant national authorities to discuss disposal and destruction of materials, including issues concerning national policies regarding the environment and compliance with national laws regarding exportation of scrap; Ensure all disposal operations respect Nepali National Laws; Support and supervise Claims and Property Survey Unit and ensure all Claims Review and Local Property Survey Boards matters been addressed according to UN rules and regulations; Carry out administrative and programmatic tasks necessary for the functioning of the Section, such as planning training for all staff working with Galileo Inventory Database and Business Objects, preparing inputs for the Mission resulted-based budget and evaluating staff performance; Develop, manage and implement strategies and Standard Operation Procedures (SOP's) designed to ensure mission compliance with UN rules and regulations and established policies and procedures; Participated in COE presentation, verification, and inspection on behalf of UNMIS; Monitor assets on loan given to UNMIN by Indian Government and ensure proper procedure in place; Foster teamwork among staff and with other Sections within the mission; Provide advice to the Section Chiefs in all issues related to UNOE; Participate in international meetings and seminars on substantive issues related to Property Management; Coordinate and liaise with all UNMIN components on all matters related to the liquidation; Discuss the disposal policy with CTS and CAO, and coordinate and monitor PADP with SAUs, Create the mission liquidation tools and standard reports, Monitor mission Gantt chart for downsizing activities; Planning for the logistic needs during liquidation; Liaise with assets holders, all UNMIN components to coordinate the dates of closure, logistics requirements and retrieval of the assets from the fields during downsizing; Coordination of all activities related to disposal of UNMIN property; ensure proper hand-over procedure, and environmental clean up for all UNAMIN premises; Monitor assets status through Galileo system and ensure proper procedure in place; Plan and coordinate the most efficient method for the disposal of UNMIN assets, Create and maintain the real estate database that includes all UNMIN components (Arms Monitors, Civilians, Electoral, and Substantive offices), that ensure proper documentation, environmental clean up, and proper hand-over certificate obtained and made available for auditors; Consult and advise the Chief Technical Services and others about technical aspects related to Liquidation rules and UN standard procedures Prepare weekly presentations to the administration about the progress of the liquidation activities.

Reasons for Leaving  
Still

Job Title <b>Project Manager</b>	Type of Business <b>Project Management</b>	From - To <b>01/11/2006 - 01/07/2007</b>
Name of Employer <b>United Nations Mission In Sudan</b>	Name of Supervisor <b>Christopher Herloff-Peterson</b>	
Salaries per Annum:		
Starting <b>68000</b>	Final <b>68000</b>	Currency Paid <b>USD</b>
Is this a civil servant position of your Government? <b>No</b>		
Is this a position within the UN Common System? <b>Yes</b>		
Telephone Number <b>249187087365</b>	Email Address <b>younisk@un.org</b>	
Address of Employer <b>Sudan</b>		
Number of Employees Supervised by You <b>435</b>		
Description of Duties <b>Planning, scheduling the works, preparing technical assistances to Chief Engineer and executing for large size structures, such as prefabricated buildings, basements, warehouses, accommodation camps, roads, bridges, airfields, security fencings, supply and swage systems, waste management and other Civil Engineering works. Prepare cost estimates materials and manpower requirements and equipments/tools recourses schedule and submit to CE and CISS. Keep track of the work schedules, progress reports on implementations on the planned projects ensuring adherence to standard, specifications, timeline and safety.Coordinate with other Units and Sections when necessary. Writing of progress reports. Manage teams of construction staff in the implementation of the planned projects, ensuring adherence to standards, specifications, timeline and safety. Writing of specifications for civil engineering works and requisitions of materials. Implementation of different types of construction contracts and contract administration. On-site management of contractors and labors. Conduct training, coaching and supervision of national staff in the full range of main responsibilities. Ensure proper logistics support to the Project; Monitor activities and tasks in the project and provide direct guidance to all Units and personnel working in the project; Ensure compliance with established policy guidelines and Mission's mandate; Coordinate with all Sections and Units to execute tasks and implementation of work plans and activities inter alia on pending projects and tasks; Screen and analyze the mission rules and activities, disseminate the guidance to staffs. Ensure that DOA, CISS, and CE instructions are disseminated to the workers and implemented properly; Weekly update to the CISS and DOA about the status of work, progresses, and challenges; Prepare monthly report to the DOA on progress and development on logistic and administrative activities at the projects;</b>		
Summarize any of Your Achievements <b>Review and assess weekly reports from Material management Unit and Stores to follow up on the status of materials. Attend weekly meeting with Procurement Section to follow up on outstanding POs. Follow up with Finance and Personnel Sections to ensure renewal of contracts disburse of salary for ICs. Follow up with engineers and supervisors to ensure safety factors and precautions implemented appropriately. Plan for logistics requirements for the new HQ project, and ensure adequate tools, machines, manpower, and materials for the projects. Liaise with Section and Units Chiefs in meeting their demands and specs for the projects. Review designs with Plan and Design Units; Review work specs and ensure that drawings and details are implemented in high quality; Write specs and initiate new designs. Organize the project and delegate work and responsibilities. Monitor the project expenditures; Ensure that all project resources are well utilized; Ensure cost effectiveness and feasibility; Monitor the usage of resources and ensure that all resources are fully utilized; Ensure flow of materials according to the initial specs and projects' requirements. Ensure adequate funding/budget for the project. Ensure that all machines and tools are well used and maintained to meet the project lifetime and deadlines. Design and write Standard Operational Procedures (SOP)s for receiving, issuing, and storing materials; Determine minimum and maximum stock level for materials needed for the project. Coordinate support activities for the implementation of the new HQ project. Monitor progress and provide logistics support for the project. Assist all Sections and Units in their work to accelerate the completion of the project. Assist CE in coordinating meetings to support the implementation of the project. Liaise with Procurement, Finance, Security, General Services, Administration, CITS, and Supply Sections to cope with outstanding challenges. Impose and implement discipline among all engineers, supervisors, technicians, contractors, and workers. Liaise with Security, Finance, and Personnel Sections to implement rules and regulations. Write the specifications, terms of reference, and SOPs for all project activities. Design forms and databases to ensure that all materials issued to the right tasks and right people. Constant monitoring for quality and recruitment of quality control team. Member of material management committee; Member of the interview panel; Assist CE in planning for sectors; Evaluate bids and rewrite specs for requisitions; Verify contracts and initiate maintenance and disciplinary actions.</b>		
Reasons for Leaving <b>Promoted to Chief Property Managment Officer, United Nation Mission In Nepal</b>		

Job Title <b>Planning Officer/Engineer</b>	Type of Business <b>Assets management, data analysis and engineering planning</b>	From - To <b>01/04/2006 - 01/11/2006</b>
Name of Employer <b>United Nations Mission in Sudan</b>	Name of Supervisor <b>Nicolas Von Ruben and Robert Mcload</b>	
Salaries per Annum:		
Starting <b>68000</b>	Final <b>68000</b>	Currency Paid <b>USD</b>
Is this a civil servant position of your Government? <b>No</b>		
Is this a position within the UN Common System? <b>Yes</b>		
Telephone Number <b>249187087365</b>	Email Address <b>younisk@un.org</b>	
Address of Employer <b>Sudan</b>		
Number of Employees Supervised by You		



## Description of Duties

Manage analysis and performance monitoring of the effectiveness and execution of assets control procedures in a field mission; Provide policy guidance to the Sections and Units within Integrated Support Services and Administrative Services on conceptual strategy development and management regarding United Nations Owned Equipment (UNOE) and disposal of assets; Prepare monthly reports and statistics about assets; Design and create monitoring tools and databases to monitor mission's assets and advise SAUs accordingly; Propose appropriate solutions, effect implementation and maintain productive relationships with other Sections/Units; Develop new techniques and procedures to accelerate the work and ensure integrity of inventory and reports; Develop, manage, and implement strategies and Standard Operation Procedures (SOP's) designed to ensure mission compliance with UN rules and regulations and established policies and procedures; Identify and implement solutions to problematic areas of the asset control process and oversee that an effective support organization for the control of UN property is sustained; Monitor the assets disposal activities and ensure proper procedures being followed according to the UN rules and regulations; Ensure accountability and proper tracking mechanisms for assets, from receiving to delivery; Ensure proper procedure for write off assets, from initiating write off procedure until final disposal and electronic archival in the system; Prepare, design and maintain long-term and medium-term engineering/construction plans, Develop scales of accommodation/standards for the regions; Prepare engineering and construction budget estimates for the region and monitor expenditures; Execute and monitor project development, engineering design and estimation for all construction and maintenance projects at the sector;

## Summarize any of Your Achievements

Manage the Engineering support Services, including work distribution, financial recording and reporting, filing, maintenance of price lists and technical data; Oversee projects implemented by contracts including project development design, preparation of plans, specifications, tender documents and supervision of works; Manage and supervise all engineering personnel at the region; Manage engineering assets; Manage the Electrical, Generator, Warm and Cold and Building Maintenance Units; Liaise with Chief and Sector Engineer and Unit head on all engineering matters; Provide engineering advice to the Regional Administrative Officer; Data analysis and management for engineering assets; write Standard Operating Procedures (SOP) for engineering section and Integrated Support Services Section; Identify critical projects and prepare alternative plans to overcome the problems; highlight and develop logistic plan to ensure proper flow of materials and availability of all necessary resources to conduct the work; Prepare and maintain real estate database and record site development and alternations; Prepare standard procedures to operate warehouses and logistic bases, Prepare working plans to overcome the current assets backlog and have long-term plans to develop expertise skills; travel around the regions and make assessments for current projects and sites; advise CISS and Chief Engineer about budget, administrative rules, and logistics operations.

## Reasons for Leaving

Still/Working on my promotion to P4

Job Title	Type of Business	From - To
<b>Liquidation Officer/OIC PCIU</b>	<b>Liquidaiton and Property management</b>	<b>01/12/2005 - 01/04/2006</b>
Name of Employer	Name of Supervisor	
<b>United Nations Mission in Sierra Leone</b>	<b>Kiplin Perkins</b>	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>68000</b>	<b>68000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address		
<b>23233695000</b>	<b>younisk@un.org</b>		
Address of Employer			
<b>Sierra Leone</b>			
Number of Employees Supervised by You			
<b>17</b>			

## Description of Duties

As OIC PCIU, I'm responsible for the following duties: Manage analysis and performance monitoring of the effectiveness and execution of asset control procedures in a field mission; Prepare advance reports for the CAO, Liquidation team, auditors, and other UNAMSIL bodies and units; Data analysis and constant monitoring for the wrong categorizations, classifications, and entries in the system; Report to UNLB and UNHQ about the new PCIU challenges and ultimate solutions and lessons learned in the field; Ensure accountability and proper tracking mechanisms for assets, and inventory financial reports; Identify and implement solutions to problematic areas of the asset control process and oversee that an effective support organization for Asset Control System and the control of UN property is sustained; verify the accuracy of the data recorded/updated in the Assets Control System. Draft correspondence, as required; ensure accuracy of PCIU statistics on a daily basis, making sure irregularities are identified and addressed immediately; reconcile all balances regularly and submit accurate, auditable financial year-end statistics to Headquarters and performs any other duties as required; chairperson of Board Of Survey (BOS), and member of LPSB committee. Expert knowledge in the field of property management and supply chain, have two mission liquidation experiences with both systems FACS and Galileo. Comprehensive grasp of UN electronic inventory applications and UN accounting practices, have initiated many Standard Operating Procedures (SOPs) for liquidation and management to use, created many monitoring tools and databases that give early warnings about the critical areas and how to overcome those problems with feasible solutions. Follow up with SAUs, LPSB, and UNHQ on the pending HPSB, work with SAUs to modify records and adjust the right categorization of assets according to the disposal method; work with UNHQ and UNLB to adjust the mission CYEIR, monthly financial report,

## Summarize any of Your Achievements

I have the ability to interpret and articulate UN rules, proficiency in computer applications and software for database management operations, have massive experience in software and hardware supports, fluent with Business Objects and Galileo system, fluent in MS Office ; ability to propose appropriate solutions, effect implementation and maintain productive relationships with other Sections/Departments, created the mission liquidation plan and underlined the critical area of concerns during liquidation phase for all Units and Sections, as well as lead and gain assistance of others in a team endeavors, deployed PCIU staff to work with other sections and Units to sort up all the outstanding problems and mistakes registered in the system for more than 5 years; willingness to keep abreast of new developments in the relevant technical field and to develop own managerial, leadership and information technology skills, hosted Galileo and BO training for all staff during the liquidation phase and provide constant advises and consultancies to Self Accounting Units (SAU) and liquidation team; Judgment and decision making: Ability to integrate the work of the Unit into the mission's work program, establish priorities, manage and monitor work plans, coordinate competing demands, work to tight deadlines and apply sound judgment to resolve a range of issues/problems, advise and help SAUs and all other concern parties to accelerate the work process and inspect, verify, correct, process, and update records to report accurately ; Planning and organizing: Sound judgment and proven ability to plan and organize, requiring in-depth understanding of the work program's strategic direction, provided quarterly work plan with full details for PCIU and all other concern parties to accelerate the work and have solid timelines to make sure that work plans corresponds to the available resources and reality. Leadership: Proven record of building and managing teams and creating an enabling environment, as well as an ability to lead, supervise, mentor, develop and evaluate staff and encourage good performance, trained and developed staffs' skills, inspire them to enhance their performance and learn professional work, developed new techniques and procedures to accelerate the work and ensure integrity of databases and staff. Technological awareness: Experience in the application of information technologies to business practices and procedures that are relevant to commodity management and distribution control, and with Galileo, it is the first mission that liquidate its assets with the new system and manage to address all outstanding problems that happened after two years of the migration of data from FACS to Galileo, clean bad records and outstanding cases that were pending in the inventory for more than 5 years. Participated in developing the DPKO liquidation Manual, for June 2003, and work with the liquidation team to enhance the weak parts of it. Excellent knowledge of methodologies for database management and analysis is essential; apply critical thinking and data analysis to foresee the consequences of work activities on the work plans and future of the organization, Chair the BOS activities and modify the SAU's recommendations for the disposal of assets to meet the correct criteria and correspond to the UN rules and regulations; member of LPSB to present PCIU concerns and modify recommendations and decisions to correspond to the technical solutions in the system and meet the UN rules and regulations. Communication: Proven ability to write in a clear and concise manner and to communicate effectively, including ability to prepare reports and conduct presentation

## Reasons for Leaving

Reassigned to United Nations Mission in Sudan

Job Title	Type of Business	From - To
<b>Liquidation Officer</b>	<b>Operational</b>	<b>01/07/2005 - 01/04/2006</b>
Name of Employer	Name of Supervisor	
<b>UNAMSIL</b>	<b>Steve Garner</b>	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
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<b>68000</b>	<b>68000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>12129639588</b>		Email Address <b>younisk@un.org</b>	
Address of Employer <b>Sierra Leone</b>			
Number of Employees Supervised by You			
Description of Duties <p>Liaise with the Logistic branch, Engineering Section and ADEPU to ensure proper clean up in place before hand-over the premises to the owners; follow the hand-over procedure and obtain the official documents with no future claims against UNAMSIL Coordination of activities of logistics bases and Regional Liquidation Coordinators; coordination and tuning liquidation plans prepared by Security, Medical, Integrated Support Services, and Administrative Services Sections Liaise with the logistic branch, Legal Advisor, CT, Engineering and Procurement Sections for the usage of facility and legal handover of premises Planning for the downsizing of UNAMSIL and the logistic needs for the follow on mission Prepare weekly presentations to the Liquidation team to report about the progress of the liquidation activities, and adjust plans accordingly; ccoordination of the implementation of the Master Liquidation Plan; coordination of Regional Liquidation Plan, coordination with administrative, substantive offices and military components to modify the Liquidation Plan, Monitor progress and provide logistics support for the CT activities; implementation of integration plan with the Country team (CT) and Follow On Mission (FOM); ensure accurate procedure in place along with UN rules and regulations Monitor the PADP constantly, analyze the data and modify plans when necessary; liaise with PCIU and SAUs to update Galileo Database to correspond to reality; daily coordination with Self Accounting Units; weekly meeting with PCIU and SAUs; constant contact with LPSB, claims, ADU, Mail and pouch, MovCon, Procurement, Finance, Personnel, and security section to monitor the liquidation progress; weekly presentation to the liquidation team Monitor assets status through Galileo system and ensure proper procedure in place; plan and coordinate the most efficient method for the disposal of UNAMSIL assets; represent the administration in Board of Survey (BOS).</p>			
Summarize any of Your Achievements <p>Create and maintain the real estate database that includes all UNAMSIL components (Military, Civilians, UNMOs, CivPols, and Substantive offices), that ensure proper documentation, environmental clean up, and proper hand-over certificate obtained and made available for auditors Create tools to monitor the liquidation progress; weekly liquidation presentation for liquidation team; create and maintain the mission Gantt chart for downsizing activities; design the Liquidation Binder, Liquidation Standard Reports Write the mission liquidation plan</p>			
Reasons for Leaving <p>Assigned by the CAO to correct the inventory system (Galileo) for UANMSIL and accelerate the liquidation process</p>			

Job Title <b>OIC Regional Support Services/ Liquidation Officer</b>		Type of Business <b>Administrative/Logistics/Management/ Liquidation</b>	From - To <b>01/03/2004 - 01/07/2005</b>
Name of Employer <b>United Nations Mission in Sierra Leone</b>		Name of Supervisor <b>Mr. Paneerselvam Parambalam</b>	
Salaries per Annum: Starting <b>68000</b>		Final <b>68000</b>	Currency Paid <b>USD</b>
		Is this a civil servant position of your Government? <b>No</b>	
		Is this a position within the UN Common System? <b>Yes</b>	
Telephone Number <b>12129639588</b>		Email Address <b>younisk@un.org</b>	
Address of Employer <b>Sierra Leone</b>			
Number of Employees Supervised by You <b>41</b>			
Description of Duties <p>Since 25 August 2004, the CRSS post was abolished because of the downsizing activities and I was appointed as a Liquidation Officer for ISS Section, my duties have changed to include the following: Liaise with all UNAMSIL components and coordinate the dates of closure, logistics requirements and other downsizing activities Hold weekly presentation for Section Chiefs and remind them about the current status of the ADW activities Liaise with SAUs and JMCC on the retrieval of their assets Ensure proper hand-over procedure, and environmental clean up for all UNAMSIL premises Obtain daily report from the RAOs and make sure that ADW activities corresponds to the plans Modify the plans according to the daily changes Monitor assets status through FACS system and ensure proper procedure in placeFrom 17 March until 24 August, OIC RSS, (Regional Support Services), under the direct supervision of the Chief integrated Support Services (CISS), my duties include supervising and supporting the Regional Administrative Officers (RAO) at three sectors, provide them with all the necessary supports and comply with their urgent operations, liaise with Military for their support, liaise with section chiefs for better support and coordinationEnsure proper logistics support to all UNAMSIL components (Military, Military Observers (MioObs), Civilian police (CivPol), substantive Units and Civilians) through the Regional Administrative Officers (RAO). Ensure adequate assets available to provide support to the regions. Ensure adequate funding/budget for the RAOs for the camps and the special projects at the regions. Coordinate support activities for the implementation of UNAMSIL special mission projects. Effective supervision of RAOs and better communication among UNAMSIL components. Assist CISS in coordination meetings to support the local government elections in 2004 as required (MOPG). Attend Chief Of Staff (COS) meeting on behalf of CISS</p>			
Summarize any of Your Achievements <p>* Created the real estate database that includes all UNAMSIL components (Military, Civilians, MilObs, CivPols, and Substantive personnel), that ensure proper documentation, environmental clean up, and proper hand-over certificate obtained and made available for auditors* Consulted and advised the senior managements about many technical aspects related to Liquidation procedures and rules* Participated in Monitoring UNAMSIL assets system and enhancing the current system and screen the records to correspond to reality* Visited the regions, designed and monitored successfully the liquidation campaign for Koidu region * Participated in Choithrom hospital group; Participated in BOI panels; Member of assets disposal group; Member of SPA panel</p>			
Reasons for Leaving <p>Moved to the CAO's office in UNAMSIL</p>			

Job Title <b>Civil Engineer</b>		Type of Business <b>Engineering/Programming/Logistics/Management and Liquidation work</b>	From - To <b>01/07/2003 - 01/03/2004</b>
Name of Employer <b>United Nations Mission in Sierra Leone</b>		Name of Supervisor <b>Mr. Minas Lessanu</b>	
Salaries per Annum: Starting <b>68000</b>		Final <b>68000</b>	Currency Paid <b>USD</b>
		Is this a civil servant position of your Government? <b>No</b>	
		Is this a position within the UN Common System? <b>Yes</b>	
Telephone Number <b>12129639588</b>		Email Address <b>younisk@un.org</b>	
Address of Employer <b>Sierra Leone</b>			

Number of Employees Supervised by You

**180**

Description of Duties

**\* As Logistics Officer, Im responsible for the provision, maintenance and upgrading of office facilities; Plan, supervise and coordinate the implementation of projects to provide facilities like transit camp buildings, warehouses, helicopter hunger buildings repairs/refurbishment of runways and roads; Plan and advise on projects in all implementation stages; Analyse and manage the critical paths of engineering projects by using MS Project;\* Identify and prepare technical specifications for projects, inter alia for bidding purposes; Analyse and evaluate bids, and prepare assessment report to the Chief; Supervise contractors work to ensure better quality of output;\* Assess and negotiate suitability of buildings offered by local landlords and the host government for UNAMSIL operations; Prepare cost estimates for all facilities, including long and short term budget plans;\* Identify requirements and set-up of system contracts for the purchase of engineering material; Coordinate the supply of all engineering material in close coordination with the Engineering Operations Units; Ensure balanced availability of material to cover major construction projects; Plan routine and preventive maintenance measures for UN premises and facilities; Control and monitor the engineering assets of the Mission; \* Manage the man power supply contracts and coordinate all related administrative matters;\* Coordinate and manage the construction project activities of the Planning Cell, Implementation Cell and Material Cell; \* Act as OIC engineering in the absence of the Chief Engineer whenever required; Assist the Chief Engineer in the preparation and implementation of the budget plan;**

Summarize any of Your Achievements

**\* Created and managed the Real Estate Database, Engineering Archiving Database, Performance Management Database, Liquidation Binder Database, and Engineering Projects and Liquidation Database;\* Assist D/CISS in the planning of the liquidation process of the Mission; Designed and supervised the liquidation progress tools platform; Designed other tools for the Engineering Section to trace fragile cases and upgraded UNAMSIL facilities to accommodate the new requirements for the liquidation phase; Conducted training on the liquidation plan for engineering staff throughout the Mission;\* Participated in the Assets Disposal Group and lead the Property Inspection Team.\* Created many SOPs and procedures to help engineering section to conduct and finish their projects in a timely manner and even before deadlines\* Organize the engineering warehouse and log-base and implement a highly advance system that enabled engineering section to import, store, and supply materials to the military and engineering projects without any delay\* managed to liquidate surplus assets, expendable and non-expendable with value exceed US \$2.5 millions by offering it to other missions\* Created preventive measures teams that conduct the work in advance, fix and recycle the assets, develop and enhance workers skills and performance**

Reasons for Leaving

**Moved to the front office of Integrated Support Services**

Job Title		Type of Business		From - To
Civil Engineering Specialist		Engineering/Programming/Logistics and Liquidation work		01/11/2001 - 01/06/2003
Name of Employer		Name of Supervisor		
United Nations Mission in Bosnia and Herzegovina (UNMIBH)		Mr. Stephan Setian		
Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No	
20880	20880	USD	Is this a position within the UN Common System? No	
Telephone Number		Email Address		
Address of Employer				
Bosnia and Herzegovina				
Number of Employees Supervised by You				
12				
Description of Duties				
Under the direct supervision of the Chief Technical Services, my duties as the Regional Engineer for Sarajevo Region include the following: Supervise all constructions projects within Sarajevo region and to supervise the maintenance of existing premises occupied by UNMIBH; Set in place operation manuals and preventive measures; Keep time schedule of assigned projects; Visit the construction sites on regular basis to inspect proper implementation of all activities in accordance to the requirement; specification and safety standards; Supervise activities of various contractors as well as the UN staff assigned to the project; Quality control of work and the proper use of materials; Participate in bids evaluation and selection of the appropriate contractors for the various components of the projects; Negotiate with the owners of the premises leased to UNMIBH at the end of the contract to minimize any claims against UNMIBH; Program the Engineering Section database, which enabled the CTS to monitor all projects activities and logistic management; Liaise with SFOR and ICTY to identify and retrieve UNMIBH assets on loan to them; Conduct training courses for local staff on Microsoft Office; Planning for the closure of UNMIBH locations and IPTF stations by using Microsoft Project 2000; Act as the Regional Liquidation focal point for Sarajevo region; Follow up on the Engineering Section activities during liquidation period and prepare report in that respect to the CTS; Liquidation platform and FACS focal point; Assist Chief Technical Services in other activities as and when required.				
Summarize any of Your Achievements				
Performed weekly presentations for the progressing of liquidation for the SRSg/DSRSG and Senior UN staff visiting the mission from UNHQ; initiated procedures to be followed at the time of closing down UNMIBH locations and IPTF stations and monitoring the progress; Coordinated between the Mission SAU's and DPKO to assure that assets records correspond with each other; Liaised with other sections and regions involved in the liquidation process; Analyzed critical activities by using Microsoft Project Management; Participated regularly in meetings held between IPTF and EUPM in which I represented UNMIBH and to ensure a smooth handover between the two missions. Appointed as a member of the liquidation and management cell; Participated in enhancing the reporting system, annex G of the UN liquidation manual released on June, 2003.				
Reasons for Leaving				
End of Mission, and Joined the United Nations Mission in Sierra Leone (UNAMSIL)				

Job Title		Type of Business		From - To
Data processing clerk		Humanitarian affairs in the country		01/06/1997 - 01/11/2001
Name of Employer		Name of Supervisor		
World Food Programme		Mr. Pedro Gigueiredo		
Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No	
4800	8736	USD	Is this a position within the UN Common System? Yes	
Telephone Number		Email Address		
964117745703-7				
Address of Employer				
Iraq				
Number of Employees Supervised by You				
Description of Duties				

My duties in the World Food Programme was the participation of data collection from the field, As a member of the Observation Unit of the WFP in Iraq, I was responsible of the following duties relating to food distribution in the implementation of the SCR 986 Programme, which is known as the MOU (Memorandum of Understanding) or "Oil-for-Food Programme" signed by the UN and the Government of Iraq. These duties include: Keeping track of food item movements starting from their entry points to their final distribution to beneficiaries. Monitoring and maintaining records of food storage silos, mills and warehouses through regular observations. Data collection and entry to a database system using (MS Access 97). Designed a few database systems for the WFP program, including one for Daily Subsidiary Allowance (DSA), Transportation and Staff Member Information for the Personnel Section, I also carried out translation from Arabic to English and vise versa of all correspondence. Logistics and assistance in the administrative work and the programming and maintenance of computer software for the enhancement of the Daily Subsidiary Allowance (DSA) and the transportation log books in data base format.

Summarize any of Your Achievements

Produced accurate reports and statistics in a timely manner; prepared preliminary analysis for the data and presented to my supervisor for enhancing the work; managed to detect so many mistakes at the database and correct the data from the previous reports submitted to UNOHCI and NY; trained my colleagues to conduct the database work in a professional way.

Reasons for Leaving

Joined the UNV program at the peace keeping mission at Bosnia and Herzegovina

Job Title		Type of Business	From - To
Site Engineer		Engineering Projects	01/07/1994 - 01/06/1997
Name of Employer		Name of Supervisor	
Sinan Al-Ani		Mohammed Majeed Al-Ani	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
600000	900000	IQD	Is this a position within the UN Common System? <b>No</b>
Telephone Number		Email Address	
Address of Employer			
Iraq			
Number of Employees Supervised by You			
50			
Description of Duties			
My duties included but were not limited to plan and design for the construction of houses, construction of latrine and digging well, chemical treatment of swimming pools, balconies and bathrooms, estimation of values and quantities of the constructions, actual site management and measurement, quantity survey, checking out and making physical inventory for the needed equipment for the site, Logistics management, supervising and monitoring the projects. A part of the above tasks were for rehabilitation projects. I applied and used AutoCAD, Visio, STAADIII and project management software to draw detailed plans for the construction, recourses, prepare the initial cost of project, quantity survey and assets manager for the projects, equipment requirements, design internal decorations, raise purchase orders for the material needed in the projects, quality control, prepare weekly presentation for the project manager to show work progress. The Microsoft Project Management software was mainly used to show the critical activities which to be addressed and resolved. I applied my experience in terms of calculating manpower; equipment and materials needed for the project correspond with the time schedule for completion of the project, without any delays and according to the standard specifications. Also I applied my knowledge of Microsoft Project software to identify the critical activities and take all the necessary measurements and precautions to avoid any overlaps and go for parallel operations at the same time.			
Summarize any of Your Achievements			
I applied my knowledge in terms of material calculation for each requirement and carefully allocate the available technical staff to certain areas to keep with the project time schedule and to insure that the tasks are completed within the time frame and within the required specification. The selection of the samples and the careful examination of the result to insure it was according to the standard requirement and specifications. I faced difficulties in having shortage in the qualified technical workers. To overcome this problem, I have to develop and modify working plan and to utilize to the maximum the available manpower, which involved the use of their skills in additional fields to cover the shortage of such workers. Also I was faced with the shortage and the unavailability of certain materials. Here I used my knowledge to find out the suitable alternatives and at the same time keeping the standards required and at no additional costs to the project. Based on my suggestions, some of the original designs were modified, especially in the area of secondary ceilings which the origin designs were not matching the actual construction. In my dealing with a mixture of people who have different education and social levels, I was very careful in dealing with each individual, I encouraged the workers to obtain more knowledge and I offered on site training whenever time allowed, I introduced financial bones to encourage competition based on well done job. Due to the limited number available of technicians and equipment, I had to plan carefully the way to utilize them by delaying or accelerating some of the operations. In addition I have to organize the leave plans so it will have no negative effect on the project time schedule. I also recommended at some stage to rent additional equipments rather than purchasing them to avoid additional cost and accelerate the project.			
Reasons for Leaving			
Joined WFP			

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 - **35** French - **25**

List any office machines or equipment you can use:

All office equipment like: PC, Fax, photocopy machine, scanner, RHF, Projector, etc

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

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

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

Language	Mother Tongue	Speak	Read	Write	Understand
Serbo Croatian	No	Easily	Not easily	Not easily	Not easily

Address

BICC, new Baneshwor  
United Nations Mission In Nepal  
Kathmandu Nepal

Telephone: 977-1-5010036 extension 2422  
Fax: 977-9851102566  
Contact: Khalid Younis

Address

Zayouna, Hay Al-Mothana, Dist 710, St. 22, H. 5  
Baghdad Iraq  
Telephone: 964-1-7746525  
Fax: 964-1-7749986  
Contact: Khalid Younis

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
Ala ALMOMAN	Chief Publishing Services	UN, Geneva Switzerland	41229170212 aalmoman@unog.ch
George GARNER	Supply Officer	UNAMSIL, Mammy Yoko Hotel, Aberdeen, P.O. Box 5 Switzerland	23233695000 sgarner@un.org
Karsten HERREL	Coordinator	United Nations Assistance to the Khamer Rouge Trials, UNHQ Switzerland	9173675072 herrel@un.org