

### Profiles included in this document

	Name	Index	DOB	Gender	Nationality	E-Mail
1.	AINTE, Ahmed	412904	28/09/1959	M	SOM	ainte@un.org
2.	BENTZ, Martin	344416	21/03/1949	M	USA	bentz@un.org
3.	BHAGAT, Mohinder	161625	19/06/1946	M	IND	monobhagat@hotmail.com
4.	CALGARO, Livio	186892	13/01/1947	M	ITA	livioc2001@yahoo.com
5.	CALZADA, Luis Enrique		01/01/1960	M	SPA	calzada@un.org
6.	COMPTE, Philip	179543	08/03/1955	M	USA	compte@un.org
7.	DHAWAN, Vinod	897830	11/03/1958	M	IND	dhawanvinod42@hotmail.com
8.	DIOUF, Amadou	705783	03/11/1957	M	SEN	agdiouf@yahoo.fr
9.	DUCHARME, Jean-pierre	115940	26/04/1949	M	CAN	ducharme@un.org
10.	ENGE, Thomas		01/01/1900	M	USA	t.h.enge@iaea.org

# Personal History Profile for Ahmed AINTE

## General Details

1. Family name <b>AINTE</b>	First Name <b>Ahmed</b>	Middle Name	Maiden Name, (if any) <b>N/A</b>
2. Date of Birth <b>28/09/1959</b>	3. City of Birth <b>Mogadishu</b>	Country of Birth <b>Somalia</b>	Index No <b>412904</b>
4. Country of Nationality at Birth <b>Somalia</b>	Second Nationality (if any) <b>United Kingdom</b>	5. Country of Present Nationality <b>Somalia</b>	Second Nationality (if any)
6. Gender <b>Male</b>	7. Height [cm] <b>2</b>	8. Weight [kg] <b>68</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>Yes. United Kingdom.</b>			
13. What is your preferred field of work? <b>Administrative specialists</b>			
14. Would you accept employment for less than six months? <b>Yes</b>			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? <b>01/01/1986</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>aainte@un.org</b>			

## Education

List all university degrees or equivalent qualifications obtained.

University Name <b>Somali Institute of Development Administratona &amp; Management</b>	City, Country <b>Mogadishu Somalia</b>	From - To <b>Aug-1983 - Jul-1985</b>
Main Course of Study <b>Management</b>	Field of Study <b>Business &amp; Administration</b>	
Degree Title or Equivalent <b>Business Administration and Management</b>	Degree Type <b>Masters</b>	

  

University Name <b>Somali National University</b>	City, Country <b>Mogadishu Somalia</b>	From - To <b>Aug-1980 - Jul-1982</b>
Main Course of Study <b>Education Science</b>	Field of Study <b>Education</b>	
Degree Title or Equivalent <b>BSc in Biology and Chemistry</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>(1)Harrow Weald College and (2) Newham College (2 courses)</b>	City, Country <b>East &amp; West London United Kingdom</b>	From - To <b>Nov-1998 - Jun-1999</b>
Main Course of Study <b>Career Guidance &amp; Counselling</b>		Certificate or Diploma <b>Certificate &amp; Diploma</b>

  

Name of School <b>Training Course</b>	City, Country <b>Damascus Italy</b>	From - To <b>Jan-1997 - Feb-1997</b>
Main Course of Study <b>Training on Emergency Operations</b>		Certificate or Diploma <b>Certificate of Achievement</b>

  

Name of School <b>On-the-Job Training</b>	City, Country <b>Rome Italy</b>	From - To <b>May-1996 - May-1996</b>
Main Course of Study <b>Rapid &amp; Response Training course (Humanitarian, Emergency, Logistics and Relief Operations)</b>		Certificate or Diploma <b>Certificate of achievement</b>

  

Name of School <b>High School</b>	City, Country <b>Mogadishu Somalia</b>	From - To <b>Sep-1974 - Jul-1977</b>
Main Course of Study <b>Various educational subjects &amp; other schoo curriculum</b>		Certificate or Diploma <b>"A" level certificate</b>

## Employment

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

Job Title <b>Head of Office, a.i, UNAMID Liaison Office, Khartoum, Sudan</b>	Type of Business <b>Operations and Management</b>	From - To <b>01/04/2009 -</b>
Name of Employer <b>United Nations-African Union Hybrid Mission in Darfur (UNAMID)</b>	Name of Supervisor <b>Mohamed B. Yonis</b>	
Salaries per Annum: Starting <b>105000</b>	Final <b>105000</b>	Currency Paid <b>USD</b>
Telephone Number <b>2490249-912501</b>	Email Address <b>aainte@un.org</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>
Address of Employer <b>Sudan</b>	Number of Employees Supervised by You <b>81</b>	Description of Duties <b>Identify emerging issues at the Khartoum level pertaining to the mandate; analyze implications and make recommendations on possible strategies and measures; propose plans of action for immediate and long range solutions to political issues in the office. Provide good offices on behalf of the Joint Special Representative of the Secretary-General (JSR) at the Khartoum level, as appropriate. Implement the operational activities related to the work of the office including fostering dialogue, understanding and cooperation with government authorities; establishing and strengthening the relationship with the authority; build the capacity of civil society and organizations; formulate programs related to the reintegration and reconciliation of all segments of society; and support for good governance and national dialogue. Incorporate an integrated approach that includes a rights-based dimension, conflict prevention sensitivity, and a gender perspective throughout the office's activities; Plan, coordinate and manage programmes, projects and activities of the regional office and coordinate with other components of the Mission and external to the Mission as required; Ensure that the work of all components at the Khartoum level are in accordance with the overall political strategy of the Mission; Monitor and analyze information and data, manage, coordinate, and supervise the preparation of analytical materials and assessments related to political, civil, social, economic and other developments in the region related to the implementation of the mandate. Develop and maintain relations at the Khartoum and Ministerial levels with governmental officials, political actors and leaders of the civil society, as well as regional actors and organizations, and the wider UN system, operating within the region. Secure entry visa for new UNAMID arrivals, including official visitors from NY and other locations. Negotiate with the Government authorities on early customs clearance of COE/UNOEs.</b>
Summarize any of Your Achievements <b>A proper office management and operations. Cultivated excellent relationship with senior government officials. Managed to clear long outstanding visa applications within a short period of time. Successfully set up the UNAMID's start up mission. Contributed significantly to the fundamental objectives of the mission. Promoted peace in Darfur</b>	Reasons for Leaving <b>Re-deployed to Khartoum. Would also wish to develop own career prospect.</b>	

Job Title <b>Temporary Duty to Addis Ababa, Ethiopia as Senior Administrative Officer to Establish JSCM</b>	Type of Business <b>Establishing a new JSCM Office in Addis Ababa, Ethiopia</b>	From - To <b>01/02/2008 - 01/06/2008</b>
Name of Employer <b>UNAMID</b>	Name of Supervisor <b>Mohamed B. Yonis</b>	
Salaries per Annum: Starting <b>90000</b>	Final <b>90000</b>	Currency Paid <b>USD</b>
Telephone Number <b>2490912503140</b>	Email Address <b>aainte@un.org</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>
Address of Employer <b>Sudan</b>	Number of Employees Supervised by You <b>19</b>	Description of Duties <b>Deployed on Temporary Assignment to Establish a fully functioning Joint Support Coordination Mechanism of UNAMID in Addis Ababa, Ethiopia. Identify a suitable and convenient premises for future use of UNAMID / JSCM. Look into possibility of co-locating with ECA or other UN agencies for common services purposes Work with procurement on issues relating to negotiations with various landlords, preparation of Lease Agreement, and advance payment, purchases of various items required for establishing the office. Liaise with ECA for possible payment on incurred expenses on behalf of UNAMID, common services etc.... Review downsizing UNMEE staff for possible reassignment with UNAMID by liaising with Recruitment Tiger Team in El-Fashir, Darfur. Finalization of recruitment and filling key positions. Coordinate with AU HQs in Addis Ababa for establishment of JSCM Left Addis Ababa after ensuring a fully functioning JSCM.</b>
Summarize any of Your Achievements <b>UNAMID now has a beautiful and fully functioning office in Addis Ababa which I have established within a short period of time and with a reasonable rent.</b>	Reasons for Leaving <b>Returned to my work in UNAMID Darfur after accomplishing my mission to Addis Ababa</b>	

Job Title <b>Senior Administrative Officer ( SAO )</b>	Type of Business <b>Missions Support Services</b>	From - To <b>01/08/2007 - 01/04/2009</b>
Name of Employer <b>United Nations African Union Missions in Darfur(UNAMID), El-Fashir - Darfur, Western Sudan</b>	Name of Supervisor <b>Mohamed B. Yonis</b>	
Salaries per Annum: Starting <b>89000</b>	Final <b>89000</b>	Currency Paid <b>USD</b>
Telephone Number <b>2499912174557</b>	Email Address <b>aainte@un.org</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>

Address of Employer

**Sudan**

Number of Employees Supervised by You

**120**

Description of Duties

**Assist the DMS in planning, organizing, implementing, managing and overseeing the active administrative component. Prepare UNAMID Enhanced Deployment Plan for Civilian/Military and Police Units and keep Deployment Schedule to be briefed at the Senior Management Meetings, Donors, Security Council, IOT NY and other High level delegations. Prepare Crisis Response Report Act as principal advisor on all management matters pertaining to Human Resources, budgeting, financial and general administration; Ensure development, preparation, coordination and monitoring of work plan strategies and programme for the administrative activities of the mission and take the lead in securing the required human financial resources. Assist the DMS and UNHQs in coordination and preparations of setting up the upcoming new UNAMID mission in Darfur; Liaise with the government officials and ensure in securing to obtain Land for building up TCC, Log base and new HQs of the mission. In cooperation with other offices of the mission, plan and forecast the personnel, financial and logistical requirements of all the mission components; Exercise budgetary and administrative control, Report on all administrative, logistics and financial matters, Draft guidelines, report and correspondences on a wide range of issues for the DOA and ensure that relevant UN rules and regulations are adhered to; Draft responses to correspondence required from the ODOA administrative / policy documents; Provide advise and assist the DOA on areas of problem solving and dealing with ad-hoc activities etc; Undertake evaluation of support provided by the administration to the various parts of the mission; Monitor implementation of Audit / Board of Enquiry recommendations; Assist the DOA in supervision of security operations in the mission and air safety matters; Liaise with officers of the SRSG, DSRSG and FC as well as Chiefs of Services and Sections on administrative issues/activities; Act as Chief Administrative Services**

Summarize any of Your Achievements

**Demonstrated high level of achievement and contributed significantly to the start up of ne UNAMID mission in Darfur by (1) obtaining the required land in El-Fashir, Nyala, El-Genina and Zalingei ( all Darfur Sector and HQ ). Managed to fill in key positions to support the start up missions. Assisted DMS in Security Enhancement Plan, Deployment of Troops into Darfur, recruitment, Consolidating reports on Audit Observations, DMS Monthly Reports, etc...**

Reasons for Leaving

**Reassigned to Darfur UNMIS / UNAMID operations**

Job Title

**Head of Office, Zalingei, West Darfour, Sudan**

Type of Business

**Peacekeeping Operations**

From - To

**01/11/2006 - 01/07/2007**

Name of Employer

**United Nations Mission in Sudan (UNMIS)**

Name of Supervisor

**Taye Seroun A/SRSG on the Police side, and Mr. Kiplin Perkins,DOA, on the Mission Support Matters.**

Salaries per Annum:

Starting	Final	Currency Paid
<b>85000</b>	<b>85000</b>	<b>USD</b>

Is this a civil servant position of your Government? **Yes**

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

Telephone Number

**2490912174557**

Email Address

**aainte@un.org**

Address of Employer

**Sudan**

Number of Employees Supervised by You

**150**

Description of Duties

**Assist in developing UN/AU Light & Heavy Support Package implementation plan to the operational orders. Mission support issues to include coordination of logistical system & requirement (ISS), internal UN personnel system and accommodation. Coordinate and facilitate TCC pre-deployment reconnaissance visits. To the extent possible, prepare foundation for implementation of Hybri Head of Office in Zelingei, West Darfour To represent SRSG in the region. UNMIS Field Office support and drive local conflict resolution and reconciliation efforts in UNMIS. Contribute to the achievement of peace and security in liaising with the local authority. Represent SRSG in the designated area of responsibility. Overall coordination of mandate implementation in the AOR. overall coordination of mandate implementation in my area of responsibility. Coordination of work performance of the substantive components in my area of resp. Chair UNCT, SMT, Humanitarian Inter-Agency Meetings in the region. Review and endorse QUIPs. Support and supervise senior administrative and substantive staff of the office, guide them, evaluate, supervise and mentor thym in areas of their responsibilities. Perform other duties as assigned by the SRSG. To support and promote Darfour-Darfour Dialogue and Consultations (DDDC), reconciliation and broad popular support for the Darfour peace process by addressing issues underlying the conflict, monitor, support and implementation of UNMIS Light Support and Heavy Support Packages, Sponsor and facilitate T seminar and workshops aimed at disseminating information on DPA and DDDC, undertake field trips to oversee implementations of UNMIS supported programmes in the field, meet with elders and peace promoters, women and youth. Co-chair meetings with the local authorities on issues related to civil society, visit IDP camps and update camp profile, look into the situation of IDPs and support implementing partners with QIPs to implement priority projects to enhance**

Summarize any of Your Achievements

**I was instrumental in establishing and closing UNMIS Office in Kassala, Eastern Sudan after successful completion of its mandate in the east Similarly, here in West Darfur, I have accomplished and met the target of establishing a fully functioning UNMIS Camp ( Offices, Accommodation and Catering Services for more than 150 staff ). Created frindly working atmosphere and promoted team spirit within the UNMIS staff in Zalingei.**

Reasons for Leaving

**In recognition of my work as the Regional Administrative Officer, Kassala, eastern Sudan and successful completion of CPA in the east, SRSG and the DOA assigned me as Head of Office in Zelingei.**

Job Title

**Regional Administrative Officer & OIC Head of Office, Kassala, Eastern Sudan (P-4/IV)**

Type of Business

**Mission Support (Administration)**

From - To

**01/02/2005 - 01/09/2006**

Name of Employer

**United Nations Mission in Sudan (UNMIS)**

Name of Supervisor

**Mr. Paul Johnson / Mr. Kiplin Perkins - CAO / DOA**

Salaries per Annum:

Starting	Final	Currency Paid
<b>87000</b>	<b>87000</b>	<b>USD</b>

Is this a civil servant position of your Government? **Yes**

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

Telephone Number

**0024000912174557**

Email Address

**aainte@un.org**

Address of Employer

**Sudan**

Number of Employees Supervised by You

**103**

## Description of Duties

Coordination and effective delivery of Regional Administrative Services. Assist CAO/DOA in coordinating regional support services. Administor and manage regional administration. Assist CAO/DOA in setting and establishing Regional Administration at this time when the mission to Sudan is new. Coordinate field administration and ensure all the activities are well coordinated between UNMISUD and other UN agencies and NGOs. Undertake frequent regional visit to over see activities of the region and address key administrative issues. Attend administrative related meetings both at HQs and Regional level. Prepare weekly activity report and follow up outstanding issues with all the relevant sections within UNMISUD. Act as head of regional sub-office when required. Identify and recruit local staff where required. Act as Cash Custodian and manage regional financial expenses as per the financial rules and regulations. Prepare attendance records for all the staff and submit monthly report to HQs for action. Prepare and process leave request, ORB etc. Liaise with government institutions on matters related to Administration. OIC Head of Office Kassala: Head of Office in Kassala, Eastern Sudan, To represent SRSG in the region. UNMIS Field Office support and drive local conflict resolution and reconciliation efforts in UNMIS. Contribute to the achievement of peace and security in liaising with the local authority. Represent SRSG in the designated area of responsibility. Overall coordination of mandate implementation in the AOR. overall coordination of mandate implementation in my area of responsibility. Coordination of work performance of the substantive components in my area of resp. Chair UNCT, SMT, Inter-Agency Meetings in the region. Review and endorse QUIPs. Support and supervise senior administrative and substantive staff of the office, guide them, evaluate, supervise and mentor them in areas of their responsibilities. Perform other duties as assigned by the SRS

## Summarize any of Your Achievements

1) Established first fully functioning UNMIS regional office in Kassala and Kadugli within shortest time possible. 2) Successful completion of withdrawal and liquidation of UNMIS Kassala following end of mandate in the east and complete withdrawal of SPLA from the east to South. 3) Liquidated Kassala office smoothly and met deadlines given by the mission as well as the government. 4) Managed to re-deploy staff from Kassala to various UNMIS sectors. 5) Implemented Quick Impact Projects in the East

## Reasons for Leaving

For Further Own Career Development. To work in more challenging mission and to contribute significantly to the peace process. Transfer own skills and knowledge to the people I will be working for next.

Job Title <b>Senior Logistics Officer &amp; Head of Operations, DRR(P-4)</b>	Type of Business <b>Humanitarian / Peaskeeping Operations</b>	From - To <b>01/04/2004 - 01/02/2005</b>
Name of Employer <b>United Nations Mission in Liberia(UNMIL)</b>	Name of Supervisor <b>Ms Savitri Butchey</b>	
Salaries per Annum: Starting <b>85000</b>	Final <b>85000</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>1212170 4324</b>	Email Address <b>ainte@un.org</b>	
Address of Employer <b>Liberia</b>		
Number of Employees Supervised by You <b>23</b>		
Description of Duties <b>activities.</b>		
Summarize any of Your Achievements <b>Handled the first phase of the DRRR programme effectively and efficiently without any problems. Provided effective coordination on overall DRRR operations. Drafted and finalized Joint Implementation Plan (an operational document on DRRR process) which has been approved by the SRSG and which is being fully used for entire operations. Trained UNVs and local staff on logistics and administrative matters.</b>		
Reasons for Leaving <b>For Career Development.</b>		

Job Title <b>Chief, Regional Support Services (CRSS)</b>	Type of Business <b>Administration</b>	From - To <b>01/06/2003 - 01/03/2004</b>
Name of Employer <b>United Nations Assistance Mission in Sierra Leone (UNAMSIL)</b>	Name of Supervisor <b>Mr Selvam Perambalam</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>174174174</b>	Email Address <b>ainte@un.org</b>	
Address of Employer <b>Sierra Leone</b>		
Number of Employees Supervised by You <b>0</b>		
Description of Duties <b>Overall responsible for Coordination and effective delivery of regional Administrative Services. Ensure Regional Administration is responsive to the needs of UNAMSIL elements in all the regions. Determine level of administrative and logistics support being provided to the regions is timely and in accordance with the established directives, procedures and instructions issued by the DOA, service and section chiefs. Emphasis is to be placed on advance planning, performance, quality or work and value for money. To be able to act quickly to any likely emergencies with the best interest of the organisation in mind, and in manner benefitting our status as United Nations staff members. Advise and liaise closely with the Military Logistics Officers and Senior Civil Administration staff on personnel and financial UN procedures. Advise and supervise Regional Administrative Officer (RAOs) to ensure regional utilities are provided to UNAMSIL offices (electricity, water, telephones, garbage collection and on overall administration support in the regions. Actively coordinate sections/units.</b>		
Summarize any of Your Achievements <b>Complete &amp; successful withdrawal and smooth liquidation of regional offices. Demonstrated effectiveness in administration/logistics policies, procedures; demonstrated fiscal awareness and responsibility, provided professional technical advice in a broad range of administrative areas to colleagues and all staff under my charge. Better understanding of all the services available by all the staff members assigned in the mission area. Information provided to the Chief Administrative Officer on all administrative and personnel matters as required. Positive transparency. Remedial action taken to address key issues pertaining admin/personnel/logistics issues.</b>		
Reasons for Leaving <b>For career development, and to transfer my knowledge, skills and experience to others.</b>		

Job Title	Type of Business	From - To
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<b>Regional/Field Administrative Officer (P-3/C)</b>		<b>Relief and Reconstruction</b>	<b>01/07/2002 - 01/07/2003</b>
Name of Employer <b>United Nations Assistance Mission in Afghanistan (UNAMA)</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>68000</b>	<b>68000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>No</b>
Telephone Number <b>00931246000</b>	Email Address <b>ainte@un.org</b>		
Address of Employer <b>Afghanistan</b>			
Number of Employees Supervised by You <b>115</b>			
Description of Duties <b>Provide administrative and logistics support to all staff assigned in the northeast regions in Afghanistan. Participate in recruitment and training of locally hired personnel for the regions. Brief staff assigned to regional offices on all issues pertaining administration, personnel and overall logistical support and other services available. Prepare correspondences, special reports, evaluation etc. Handle all personnel matters i.e individual contracts, attendance records, inventory (expendable &amp; non-expendable items). Submit Weekly Reports on all administrative activities. Act as custodian of the petty cash/imprest account and ensure compliance with the United Nations financial and staff rules and regulations.</b>			
Summarize any of Your Achievements <b>Demonstrated effectiveness in administration/logistics policies, procures; demonstrated fiscal awareness and responsibility, provided professional technical advice in a broad range of administrative areas to colleagues and all staff under my charge. Better understanding of all the services available by all the staff members assigned in the mission area. Information provided to the Chief Administrative Officer on all administrative and personnel matters as required. Positive transparency. Remedial action taken to address key issues pertaining admin/personnel/logistics issues.</b>			
Reasons for Leaving <b>For career development, gain additional skills, transfer own skill to others, contribute new challenges.</b>			

<b>Job Title</b> <b>Reg. Officer (P-3/B)</b>		<b>Type of Business</b> <b>Referendum and Humanitarian Assistance</b>	<b>From - To</b> <b>01/07/1999 - 01/06/2002</b>
Name of Employer <b>MINURSO</b>		Name of Supervisor <b>Mr Omer El-Sheikh</b>	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>65000</b>	<b>65000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>002129631955</b>	Email Address <b>ainte@un.org</b>		
Address of Employer <b>Morocco</b>			
Number of Employees Supervised by You <b>6</b>			
Description of Duties <b>As a Reg. Officer with the Identification Commission charged with Identification of cadre of voters for the proposed referendum on the future of Western Sahara Territory. Assist the Commission with the interview of individual applicants for inclusion in the electoral body. Assist UNHCR in organising voluntary repatriation of refugees from Western Sahara. Undertake field mission to refugees concentrated areas and assess their living conditions and report with recommendations. Assess vulnerability cases in the camps. Facilitate safe return to the territory of the refugees from Western Sahara in close collaboration with UNHCR and WFP. Operate computer based system and update voters list. Participate in working groups to finalize specific assignment and report to SRSG.</b>			
Summarize any of Your Achievements <b>Identification of applicants willing to participate in the referendum completed successfully. Contributed significantly to the fundamental objectives of the UN mission in Western Sahara. Maintained accurate accounts and updated voters lists. Provided translation services to/from Arabic and facilitate work of the commission.</b>			
Reasons for Leaving <b>Joined UNAMA</b>			

<b>Job Title</b> <b>Senior Advisor - Career Guidance and Counselling</b>		<b>Type of Business</b> <b>Refugees and Asylum Seekers Assistance</b>	<b>From - To</b> <b>01/02/1999 - 01/07/1999</b>
Name of Employer <b>Northwest London Refugee Training and Employment Agency</b>		Name of Supervisor <b>Dr Anna Woda</b>	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>38000</b>	<b>38000</b>	<b>GBP</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>442089083344</b>	Email Address <b>ainte@rij.dircon.co.uk</b>		
Address of Employer <b>United Kingdom</b>			
Number of Employees Supervised by You <b>16</b>			
Description of Duties			

Coordination of the expertise among the refugee professionals and facilitate their participation in educational programmes in UK. Advocate in the interest of refugees and asylum seekers in accessing to education, training and employment. Participate in recruitment of locally hired staff taking into account the skills and the experience possessed by the new refugee arrivals. Undertake outreach work and assist the refugees and asylum seekers in order to achieve self-confidence individual competiveness and employment. Liaise with the Home Office, British Refugee Council and other voluntary advisory organisations on the welfare of refugees throughout UK. Review and scrutinize grant applications received from applicants wishing to be assisted in their education fees, transport and other fees. Maintain accurate accounts and reports on all aspects of office activities including administration and logistics functions.

Summarize any of Your Achievements

Helped refugees understand their rights to education, training and employment. Helped as many as 3000 refugees get training and eventually jobs. Advocated in the interest of both the government and refugees on overall welfare of the new arrivals. Effective interpersonal skills and ability to lead a complex support organisation, coordinate and operate across organisational boundaries.

Reasons for Leaving

Joined United Nations Referendum in Western Sahara (MINURSO)

Job Title <b>Emergency and Logistics Officers and Head of Sub-Office</b>	Type of Business <b>Food Aid Assistance to Afghanistan</b>	From - To <b>01/02/1990 - 01/01/1998</b>
Name of Employer <b>World Food Programme</b>		Name of Supervisor <b>Mr Klaus Klawitter</b>

Salaries per Annum:			Is this a civil servant position of your Government? <b>No</b>
Starting	Final	Currency Paid	Is this a position within the UN Common System? <b>Yes</b>
<b>58000</b>	<b>58000</b>	<b>USD</b>	
Telephone Number <b>9351852227</b>	Email Address <b>aainte@wfp.org</b>		
Address of Employer <b>Afghanistan</b>			
Number of Employees Supervised by You <b>130</b>			

Description of Duties  
**Overall management of WFP programmes (Emergency and non-Emergency). Continuity support to refugees and internally displaced persons (IDPs) in camps. Support to Humanitarian and Logistics activities and identify suitable supplies routes to Afghanistan's most remote and inaccessible areas. Estimation and projection of resources and preparation of food utilization reports and its ultimate utilization. Organize, lead and supervise massive humanitarian food aid convoys, airlifts, airdrops, and other logistical operations - often through battle lines - to ensure delivery of goods/cargo/supplies, on time, to most inaccessible and conflict-ridden parts of Afghanistan. Coordinate food distribution to various WFP-assisted projects. Identify field suitable for WFP aid, and formulate new requests for project assistance. Undertake visits to view project outputs and beneficiaries, inspect storage places and points where WFP commodities are received in the country in order to ensure achievement.**

Summarize any of Your Achievements

Promoted the image of WFP by making a number of humanitarian aid convoys get through despite difficulties on route and helped feed most needy population of Afghanistan. Showed resourcefulness and the ability to cope with large amount of work under pressure and prioritized work. Team spirit in order to ensure progress is made in the achievements of the programme at large. Trained staff and made able to discharge their functions smoothly. Participated and contributed significantly to the relief and reconstruction of Afghanistan. Demonstrated professional leadership and integrated knowledge with broader strategic, policy and operational objectives. Identified key strategic issues, opportunities and risks.

Reasons for Leaving

For further studies in the United Kingdom.

Job Title <b>Senior Programme Officer - UNHCR Somalia -</b>	Type of Business <b>Refugee Operational Programmes</b>	From - To <b>01/04/1984 - 01/02/1990</b>
Name of Employer <b>United Nations High Commissioner for Refugees (UNHCR)</b>		Name of Supervisor <b>Mr Barry Rigby / Abdullah Saeed - Representatives</b>

Salaries per Annum:			Is this a civil servant position of your Government? <b>No</b>
Starting	Final	Currency Paid	Is this a position within the UN Common System? <b>Yes</b>
<b>28000</b>	<b>49000</b>	<b>SOS</b>	
Telephone Number <b>2522122216</b>	Email Address <b>aainte@unhcr.ch</b>		
Address of Employer <b>Somalia</b>			
Number of Employees Supervised by You <b>33</b>			

Description of Duties  
**Continuity support to refugees in various camps. Undertake daily camp visit and preparation of camp profile. View food aid distribution in all the camps. Inspect storage of food supplies to refugees and take physical inventory. Preparation of project documents for assistance to refugees. Estimation and projection of resources. Chairing Weekly Inter-Agency Meetings and timely submission of reports. Perform acting Head of Sub-Office as required. Liaise with Govt institutions, NGOs and other implementing partners for effective running of the programmes in the field.**

Summarize any of Your Achievements

Utilization of UNHCR commodities to targeted beneficiaries ensured. Corrective measures undertaken. Food rations distributed and participation of IDPs and refugees in various camp projects commenced. Continuous food and other relief supplies ensured as per transport requests. Refugees and IDPs in the camps and the surrounding areas are assisted at established centres at the right time as per requirement. Project know-how shared among Sub-Office staff. Positive transparency. Improved data collection established. Established and maintained effective work relationships with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Reasons for Leaving

Joined WFP programme in Afghanistan for further career development and capacity building

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? **Yes**

For clerical grades only:

Indicate typing speed in words per minute: English - **45** French -

List any office machines or equipment you can use:

**Computers, photocopier machines, digital senders, fax machines and many more.**

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>Arabic</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>Dari</b>	<b>No</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>
<b>Italian</b>	<b>No</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>
<b>Persian</b>	<b>No</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>
<b>Somali</b>	<b>Yes</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>
<b>Farsi</b>	<b>No</b>	<b>Not easily</b>	<b>Not easily</b>	<b>Not easily</b>	<b>Not easily</b>
<b>Kiswahili</b>	<b>No</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>

## Address

133 Arden Road, Saltley,  
email: aainte@yahoo.co.uk  
Birmingham, UK West Midland United Kingdom  
Telephone: 44-121-327-8400 extension 00  
Fax: 44-79-5814124  
Contact: Ahmed Haji Mohamed AINTE

## Address

United Nations African Union Mission in Darfur (UNAMID)  
UNAMID El-Fashir , North Darfur  
El-Fashir Sudan Sudan  
Telephone: 0024-9-1250 19 43 extension 3140  
Fax: 9-0-249-91250  
Contact: Ahmed H. M AINTE

## 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>Paul JOHNSON</b>	<b>Chief, Logistics Operations, DPKO</b>	<b>UN Department of Peacekeeping Operations. New York United States of America</b>	<b>1212963 johnsonp@un.org</b>
<b>Kiplin PERKINS</b>	<b>Director Mission Support (DMS)</b>	<b>Unmited Nations Mission in Sudan United States of America</b>	<b>2490837830000 kiplin@un.org</b>
<b>Mohamed B. YONIS</b>	<b>Director Mission Support, UNAMID</b>	<b>United Nations Mission in Sudan &amp; African Mission in Sudan United States of America</b>	<b>0024912501932 yonis1@un.org</b>

# Personal History Profile for Martin BENTZ

## General Details

1. Family name <b>BENTZ</b>	First Name <b>Martin</b>	Middle Name <b>Felix</b>	Maiden Name, (if any)
2. Date of Birth <b>21/03/1949</b>	3. City of Birth <b>Basel</b>	Country of Birth <b>Switzerland</b>	Index No <b>344416</b>
4. Country of Nationality at Birth <b>Switzerland</b>	Second Nationality (if any)	5. Country of Present Nationality <b>United States of America</b>	Second Nationality (if any)
6. Gender <b>Male</b>	7. Height [cm] <b>175</b>	8. Weight [kg] <b>80</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>Administrative officers</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>01/01/1989</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>bentz@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>Sep-1981 - Jan-1985</b>
Main Course of Study <b>Geography (except Physical)</b>	Field of Study <b>Social &amp; Behavioural Science</b>	
Degree Title or Equivalent <b>Bachelor of Arts - Cum Laude</b>	Degree Type <b>Bachelor of Arts</b>	

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

Name of School <b>International School of The Hague</b>	City, Country <b>The Hague Netherlands</b>	From - To <b>Sep-1965 - Jun-1967</b>
Main Course of Study <b>US High School equivalent - AP English</b>		Certificate or Diploma <b>High School Diploma</b>

Name of School <b>International School of Geneva</b>	City, Country <b>Geneva Switzerland</b>	From - To <b>Jan-1961 - Jun-1965</b>
Main Course of Study <b>US Junior High and High School programme</b>		Certificate or Diploma <b>Junior High School diploma</b>

## Employment

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

Job Title <b>Chief Administrative Services (CAS)</b>	Type of Business <b>Special Assistance Mission in Peacekeeping</b>	From - To <b>01/01/2008 -</b>
Name of Employer <b>DFS-UNAMA</b>		Name of Supervisor <b>Neva Donalds</b>
Salaries per Annum: Starting <b>149000</b>	Final <b>153000</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>12129632668</b>	Email Address <b>bentz@un.org</b>	
Address of Employer <b>United States of America</b>		
Number of Employees Supervised by You <b>8</b>		
Description of Duties		

Provide guidance and monitor the performance of the Administratives Services Section and Unit Chiefs. Establish the goals and targets for each Section, reflected in the yearly work plan for the Service and the ePAS of each Section/Unit Chief. Oversee the preparation and the application of the budget for the Service and provide guidance to all mission Sections seeking assistance with the staffing table. Provide guidance on articulating results based objectives and the justification of requirements. Oversee Procurement practices and standards within the mission as per the UN Financial Regulations and Rules and Procurement guidelines. Monitor the activities of Finance and the proper disbursement of funds. Develop client oriented approach to the payment of staff and vendors. Oversee activities of the Sections through one on one meetings with the Section and Unit Chiefs and through monthly reports on activities. Gather feedback on support provided by Service Sections and Units through regular visits to the field offices to meet with client staff, adjusting support services within the mission's resources and UN guidelines. As required, clarify and explain the parameters within which the mission operates. Promote and meet the standards set within the mission's Human Resource Action Plan (HRAP). Find cost efficient ways to provide training to mission staff to maximize return on investment. Assure Medical and Counseling services are available at professional standards to all mission staff. Assure the provision of additional services; Travel, Accommodation, Pouch and Claims, as well as accurate property management; receipt, yearly inventory, write off and disposal of UN assets.

Summarize any of Your Achievements

Strengthened the client oriented approach to providing assistance and guidance to all mission staff from the Sections and Units within the Service. In consultation with the SRSG's office set the UNAMA Human Resources Action Plan (HRAP) goals and objectives, focusing on recruitment turn around times, improving gender balance and interaction with staff representative bodies. Provided client oriented focus to Finance in processing payroll and claims. Established staff access to banking services in remote locations minimizing the use of UN means to transport cash. Requested monthly activity reports from each Section with measurable standards and achievements within the reporting period to better monitor results and service improvements. Established regular visits to the field by Medical and Counseling staff to assess the conditions of service and staff needs in the field offices. Opened a Medical dispensary in the downtown UN complex through a cooperative effort in which UNAMA provided medical services and UNDP provided the premises. Strengthened the training programme through monitoring of mandatory training programmes, including HIV AIDS awareness, integrity awareness, code of conduct, basic and advanced security in the field, promoting on-line courses including UNITAR courses, and improving the induction programme. With limited resources for external training, maximized use of general internal training programmes, including English language for national staff, made obligatory after action reports or training by staff returning from external training courses, and increased the use of consultants for in-house training. Arranged in-house Procurement and LCC/HCC Standards training with participation by 40 UNAMA and 20 UNMOGIP staff. Invited and provided active support to joint Medical Services Division (MSD) and Medical Support Section (MSS/LSD/DFS) first time inspection visit to UNAMA from 16 to 23-08-08 with strong results in support of the mission. Successfully coordinated UNAMA response to UMOJA request for mapping Human Resources and Finance processes. Supervised the processing of all staff to the new JY9 contracts. As OIC Mission Support at the time coordinated UNAMA Mission Support response to attack on guest house on 28 October 2009 and provided support to UN survivors in Kabul and Dubai, as well as on-going support to all UNAMA staff remaining in the mission.

Reasons for Leaving

Additional responsibilities and career opportunities

Job Title	Type of Business	From - To
<b>Regional Administrative Officer - Region One MONUC</b>	<b>Peacekeeping</b>	<b>01/07/2006 - 01/01/2008</b>
Name of Employer		Name of Supervisor
<b>DPKO - MONUC</b>		<b>Ms Hazel Scott</b>

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>135000</b>	<b>145000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>

Telephone Number

**12129630103**

Email Address

**scotth@un.org**

Address of Employer

**United States of America**

Number of Employees Supervised by You

**76**

Description of Duties

Responsible for nine MONUC field offices and sub offices in the Western Region of the DRC including Kinshasa. Assure administrative and logistical support in place in each location. Monitor staffing and resource requirements and mobilize action to support office as required. Liaise with Heads of Office, Senior Military, UNPOL and substantive officers to coordinate support and provide advice on direction according to UN rules, regulations and guidelines. Monitor and approve expenses related to regional budget and planned expenditures. Undertake regular inspection visits to ascertain logistical, personnel, material and lease support requirements. Manage expense patterns within existing budget and provide input to prepare projected budgets. Serve as certifying officer.

Summarize any of Your Achievements

Actively supported the restructuring of MONUC into three regional administrative support areas as recommended by the GA and spearheaded by DOA. Drafted terms of reference for RAO and FOM/SOM. Supported restructuring and reinforcing established offices of Kinshasa, Mbandaka and Kananga. Established administrative offices and support in six new offices; Bandundu, Gbadolite, Gemena, Kikwit, Matadi and Mbuji Mayi. Focused on gender parity in selecting FOM/SOM & support staff. Prioritized field visits to all sites to assure support structure and safety standards are in place. Convened RAO / FOM conferences December 2006 and March 2007 on Financial Management in the field. Successfully completed on-line training - Integrity Awareness - 25 December 2006, Advanced Security in the Field - 25 December 2006. Successfully organized administrative support to the visit of the Secretary-General to MONUC 27-28 January 2007 and the visit of the ACABQ to Kinshasa 10-17 February 2007, the Deputy Secretary-General from 22-26 April 2007 and accompanied President ICSC throughout his visit to MONUC, his first trip to a field mission, from 11-16 November 2007.

Reasons for Leaving

Desire to use skills and experience gained as Regional Administrative Officer in MONUC, and Chief General Services in three missions, to serve a DPKO mission in a higher capacity.

Job Title	Type of Business	From - To
<b>Chief General Services</b>	<b>United Nations Peacekeeping</b>	<b>01/04/2004 - 01/06/2006</b>
Name of Employer		Name of Supervisor
<b>DPKO - MONUC</b>		<b>Heather Landon / Hazel Scott</b>

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>118000</b>	<b>124000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>

Telephone Number

**243818907523**

Email Address

**scotth@un.org**

Address of Employer

**Congo, Dem. Rep.**

Number of Employees Supervised by You

**228**

Description of Duties

Supervise seven Unit Chiefs, four OIC General Services in the Sectors and their staff; Receiving & Inspection, PCIU, Facilities Camp Management, Claims / Local Property Survey, Mail, Pouch & Archive, and Travel. Chair Local Committee on Contracts (300 cases per year), Local Property Survey Board, Space Allocation Committee; Member of the Vehicle Establishment Committee, and Claims Review Board. Certifying Officer and account manager for Travel, Camp Management and Public Information expenditures. Managed implementation of over-all goals for seven Units. Monitor and support GSS operations in fifteen field offices in Sectors. Support cross training and development. Prepare for changes in mandate, functions and staffing to justify resource deployment and staff increases.

Summarize any of Your Achievements

Prioritized contact with the Sectors, visiting fifteen field offices regularly. Strengthened staffing in field offices. Organized advanced training within Units and cross training between Units to maximize Section skills. Prioritized staff recruitment and gender balance. Initiated electronic data-base tracking of GSS activities including travel, mail, claims, and assets disposal. Spearheaded search for new office space in Kinshasa. Served on the Space Allocation Committee. Streamlined committee review, expediting decisions. Spearheaded client access to GSS Units' SOPs and information. Researching latest knowledge management & archiving techniques to meet mission's needs. Developed policy on engaging Daily Casual Workers in mission. Sought cost reduction and efficiencies through satellite Travel & Claims offices in Entebbe supporting Eastern Region. Successfully completed - Performance Management Training - 28 January 2005, Galileo Training for Managers - September 2005, Mercury Training for Managers - November 2004, Finance Management Tool (FMT) - October 2004.

Reasons for Leaving

Assumed position of Regional Administrative Officer for Region One - Kinshasa and Western Region - MONUC.

Job Title	Type of Business	From - To
<b>Chief General Services</b>	<b>Peacekeeping Administration</b>	<b>01/10/2000 - 01/03/2004</b>
Name of Employer	Name of Supervisor	
<b>DPKO - UNMEE</b>	<b>Vitali Petrounev / Mary Roth</b>	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>113000</b>	<b>118000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address		
<b>12129633779</b>	<b>bentz@un.org</b>		
Address of Employer			
<b>Eritrea</b>			
Number of Employees Supervised by You			
<b>36</b>			

Description of Duties

Supervise five General Services Units; Property Control & Inventory Unit, Receiving & Inspection, Travel & Traffic, Claims Review and LPSB, Mail / Archive & Reproduction Services. Serve as Chair Local Committee on Contracts (LCC) - 280 cases. Serve as Certifying Officer and Bank signatory. Train staff in accurate inventory record-keeping. Supervise correct record-keeping of over 15,000 non-expendable assets worth over US\$50 million. Set up third party claims, insurance and UN property write-off procedures. Serve as Chair LPSB and CRB. Serve as Member Vehicle Establishment Committee. Promote improved safety measures mission-wide. Seek most advantageous travel routes, fares and freight costs for personal effects. Promote efficient archiving system.

Summarize any of Your Achievements

Set up five UNMEE General Services Units in 2000. Drafted UNMEE Code of Conduct for SRSG. Drafted terms of reference and Chaired UNMEE Traffic Safety Committee, under the authority of CAO, as means of addressing careless driving resulting in damages or injury. Promoted and supervised development of electronic archiving system. Chair Pro-temp & member Quick Impact Projects Review Committee. Spearheaded & supervised opening of R & I Office at rations supplier's loading point, improving rations quality arriving to troops. Chair Pro-temp HIV AIDS Task Force, promoting greater HIV AIDS awareness and prevention. Chair Welfare Committee. OIC Administrative Services from 03 to 24-02-03, and 05 to 11-06-03, and 16-09 to 31-12-03. Successfully completed: Advanced Procurement Training - 15-19 March 2004, Train-the-Trainer Workshop - 18-20 February 2004, Basic Security in the Field - 2 November 2003, and e-PAS Interviewing Competency 22-23 July 2003.

Reasons for Leaving

Seeking position as Chief Administrative Services or Senior Administrative Officer in larger Peacekeeping mission

Job Title	Type of Business	From - To
<b>Chief General Services / Intergated Support Coordinator</b>	<b>Peacekeeping administration</b>	<b>01/08/1993 - 01/10/2000</b>
Name of Employer	Name of Supervisor	
<b>DPKO - MINURSO</b>	<b>Ali Ouni</b>	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>87000</b>	<b>91000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address		
<b>12129631954</b>			
Address of Employer			
<b>Morocco</b>			
Number of Employees Supervised by You			
<b>62</b>			

Description of Duties

Organize and supervise successful day to day operations of eight (8) General Services Units; Supply, Travel / Traffic, Buildings Management, Receiving & Inspection, Property Control, EDP, MOVCON, Mail / Pouch / Archives. Coordinate daily support requirements for Military, CIVPOL & Substantive - Identification Commission. Coordinate mission planning group working with local authorities, NGO's and agencies. Institute and train staff in newly developed Field Assets Control System (FACS).

Summarize any of Your Achievements

Prepared impact studies for mission expansion. Opened and supported 10 regional field offices working with all mission components and local authorities in Morocco, Mauritania & Algeria. Inaugurated concept new to MINURSO - Integrated Support Services (ISS). Chaired weekly ISS meetings with Military, CIVPOL, Substantive & Administrative components to coordinate requirements, deployments and resolve support problems. Promoted increased use of IT systems applications. Reviewed & revised administrative policies & operations manuals. Supervised preparation of integrated warehouse complex. Chaired Welfare Committee.

Reasons for Leaving

Offered post as Chief General Services and to assist with the opening of a new mission - UNMEE - in October 2000.

Job Title	Type of Business	From - To
<b>Special Fund-raising Events Officer</b>	<b>Fund-raising/project management</b>	<b>01/02/1990 - 01/07/1993</b>

Name of Employer <b>UNICEF - GCO</b>			Name of Supervisor <b>Ron Ginns</b>
Salaries per Annum:			
Starting <b>84000</b>	Final <b>87000</b>	Currency Paid <b>USD</b>	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>12123267000</b>		Email Address	
Address of Employer <b>United States of America</b>			
Number of Employees Supervised by You <b>3</b>			
Description of Duties <b>Work closely with National Committees for UNICEF to meet their fund-raising goals. Train staff in innovative fundraising techniques. Negotiate with sponsors &amp; partners to increase revenue. Produce &amp; market annual global fund-raising television show. Cultivate &amp; solicit celebrity support for UNICEF.</b>			
Summarize any of Your Achievements <b>Produced Danny Kaye International Children's Award fundraising television show for three years with Audrey Hepburn and Roger Moore as hosts. Secured broadcast rights in 18 countries. Secured celebrity support from Luciano Pavarotti, Julio Iglesias, Youssou Ndour. Negotiated World Cup USA sponsorship for UNICEF. Secured One Million US\$ contribution for exhibition football game for UNICEF from German Football Federation.</b>			
Reasons for Leaving <b>Offered position in peacekeeping mission MINURSO after fund-raising television shows were no longer viable (fatal illness of hostess).</b>			

Job Title <b>Associate Producer</b>		Type of Business <b>Special Events Production</b>	From - To <b>01/02/1989 - 01/02/1990</b>
Name of Employer <b>NYRRC</b>		Name of Supervisor <b>Allan Steinfeld</b>	
Salaries per Annum:			
Starting <b>36000</b>	Final <b>38000</b>	Currency Paid <b>USD</b>	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>No</b>
Telephone Number <b>12124232233</b>		Email Address	
Address of Employer <b>United States of America</b>			
Number of Employees Supervised by You <b>3</b>			
Description of Duties <b>Negotiate, draft &amp; manage contracts &amp; fees worth US\$2.4 million for world class athletes in international competitions. Serve as Chief Protocol Officer for high level delegations from international sports federations. Supervise translation and interpretation services. Co-produce televised athletic events. Organize motivational and job training for volunteers.</b>			
Summarize any of Your Achievements <b>Established written contracts for track athletes, where heretofore only verbal contracts given. Member of New York City Marathon Organizing Committee. Inaugural co-organizer NYC Games, bringing world class track athletes to NY for first time.</b>			
Reasons for Leaving <b>Offered better pay to organize televised special events at UNICEF.</b>			

Job Title <b>College Textbook Production Manager</b>		Type of Business <b>College textbook publishing</b>	From - To <b>01/06/1987 - 01/02/1989</b>
Name of Employer <b>John Wiley &amp; Sons</b>		Name of Supervisor <b>Suzanne Ingrao</b>	
Salaries per Annum:			
Starting <b>28000</b>	Final <b>29500</b>	Currency Paid <b>USD</b>	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>No</b>
Telephone Number <b>12128506000</b>		Email Address	
Address of Employer <b>United States of America</b>			
Number of Employees Supervised by You <b>6</b>			
Description of Duties <b>Responsible for the cost effective and timely production and printing of college textbooks. Research methods that realize savings in costs &amp; production time. Produce 70 text books per year at average production cost of US\$55,000 for 10,000 volumes. Manage budgets &amp; negotiate contract terms and prices with service providers; editors, designers, type-setters, colour-separators, printers.</b>			
Summarize any of Your Achievements <b>Produced 1,100 page accounting text in record time of nine weeks. Introduced digital four-color separation college textbook production straight off computers, by-passing lengthy &amp; costly mechanical layout production. Trained staff in new computer production techniques. Catalogued maps used in textbooks.</b>			
Reasons for Leaving <b>Offered job at NYRRC</b>			

Job Title <b>Self-employed special events producer</b>	Type of Business <b>Special events Production</b>	From - To <b>01/03/1986 - 01/06/1987</b>
Name of Employer <b>Self-employed</b>	Name of Supervisor <b>Martin Bentz</b>	
Salaries per Annum: Starting <b>35000</b>	Final <b>35000</b>	Currency Paid <b>USD</b>
	Is this a civil servant position of your Government? <b>No</b>	Is this a position within the UN Common System? <b>No</b>
Telephone Number <b>12129496959</b>	Email Address	
Address of Employer <b>United States of America</b>		
Number of Employees Supervised by You <b>0</b>		
Description of Duties <b>Organize &amp; coordinate major events for clients wishing to raise funds and/or market promotional message. Manage tight budget for clients. Sub-contract service providers; stage builders, caterers, television crews, sound and lighting systems, truckers, clean up crews and volunteers. Coordinate successful integration and timing of services to produce a successful event. Liaise with venue managers, celebrities, and high level delegations.</b>		
Summarize any of Your Achievements <b>Special Fundraising events for 40th Anniversary of UNICEF in 1986 and CARE in 1987, including simultaneous televised rock concerts and athletic events at the United Nations HQ and locations worldwide.</b>		
Reasons for Leaving <b>Although very satisfying, event production is cyclical and gainful employment is not steady.</b>		

Job Title <b>Logistical Coordinator / Expediter</b>	Type of Business <b>Procurement</b>	From - To <b>01/04/1980 - 01/03/1986</b>
Name of Employer <b>United Nations HQ</b>	Name of Supervisor <b>Nicholas Sardegna</b>	
Salaries per Annum: Starting <b>16000</b>	Final <b>28000</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>12129631234</b>	Email Address	
Address of Employer <b>United States of America</b>		
Number of Employees Supervised by You <b>0</b>		
Description of Duties <b>Assure timely follow up on orders placed on behalf of the Organization and insure timely delivery worldwide working closely with external suppliers &amp; shippers and UN HQ Procurement and Traffic Officers. Expedite delivery schedules &amp; resolve differences or shortages in deliveries. Facilitate payment based on accurate documentation.</b>		
Summarize any of Your Achievements <b>Reorganized filing and follow up system to be more systematic and triggered by time lines. Targetted primary vendors of spare parts &amp; supplies to set up liaison system to improve shipment &amp; delivery efficiency and short shipment adjustments.</b>		
Reasons for Leaving <b>Offered chance to produce major televised events at the United Nations for UNICEF with the support of my immediate supervisors.</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>Arabic</b>	<b>No</b>	<b>Not easily</b>	<b>Not easily</b>	<b>Not easily</b>	<b>Not easily</b>
<b>Spanish</b>	<b>No</b>	<b>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>Not easily</b>	<b>Not easily</b>	<b>Easily</b>

# Address

C/O UNAMA  
PO Box 5858  
New York NY United States of America  
Telephone: 1-212-9632668 extension 6090  
Fax: 93-700-182739  
Contact: Martin Bentz

# Address

118 Cottage Street  
New Bedford MA United States of America  
Telephone: 1-508-9964096  
Fax: 1-347-3937313  
Contact: Martin Bentz

# 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>Frank EPPERT</b>	<b>Chair HCC and HPSB</b>	<b>1 UN Plaza United States of America</b>	<b>19635359 eppert@un.org</b>
<b>Angela KANE</b>	<b>USG Department of Management</b>	<b>UN Secretariat S-2700A United States of America</b>	<b>1212963 2410 kanea@un.org</b>
<b>Dominique-Eve WEIL</b>	<b>Senior Staff Counsellor</b>	<b>c/o MINURCAT United States of America</b>	<b>1917367 6123 weil@un.org</b>

## Personal History Profile for Mohinder BHAGAT

### General Details

- |  |                                    |   |                                     |
|--|------------------------------------|---|-------------------------------------|
| 1. Family name<br><b>BHAGAT</b>                    | First Name<br><b>Mohinder</b>      | Middle Name<br><b>Pratap</b>                      | Maiden Name, (if any)               |
| 2. Date of Birth<br><b>19/06/1946</b>              | 3. City of Birth<br><b>Harappa</b> | Country of Birth<br><b>India</b>                  | Index No<br><b>161625</b>           |
| 4. Country of Nationality at Birth<br><b>India</b> | Second Nationality (if any)        | 5. Country of Present Nationality<br><b>India</b> | Second Nationality (if any)         |
| 6. Gender<br><b>Male</b>                           | 7. Height [cm]<br><b>177</b>       | 8. Weight [kg]<br><b>65</b>                       | 9. Marital Status<br><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? **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? **No**
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when?
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? **No**
18. Email Address: **monobhagat@hotmail.com**

### Education

List all university degrees or equivalent qualifications obtained.

University Name <b>Defence</b>	City, Country <b>Delhi India</b>	From - To <b>Jan-1995 - Dec-1995</b>
Main Course of Study <b>Civil Security</b>	Field of Study <b>Security Services</b>	
Degree Title or Equivalent <b>Military Post Graduate in International Relations, Global and National Security.</b>	Degree Type <b>Masters</b>	

University Name <b>Defence</b>	City, Country <b>Mhow India</b>	From - To <b>Nov-1988 - Oct-1992</b>
Main Course of Study <b>Management</b>	Field of Study <b>Business &amp; Administration</b>	
Degree Title or Equivalent <b>Military Degree for Higher Command, Leadership &amp; Administration of Human Resource and Materials.</b>	Degree Type <b>Advanced university degree</b>	

University Name <b>Madras</b>	City, Country <b>Chennai India</b>	From - To <b>Jan-1981 - Dec-1981</b>
Main Course of Study <b>Military</b>	Field of Study <b>Security Services</b>	
Degree Title or Equivalent <b>Master of Science in Defence and Strategic Studies</b>	Degree Type <b>Masters</b>	

University Name <b>Defence</b>	City, Country <b>New Delhi India</b>	From - To <b>Jan-1977 - May-1977</b>
Main Course of Study <b>Psychology</b>	Field of Study <b>Social &amp; Behavioural Science</b>	
Degree Title or Equivalent <b>Military Degree in Human Behaviour and Group Dynamics.</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>Indian Military Academy</b>	City, Country <b>Dehradun India</b>	From - To <b>Jan-1965 - Dec-1965</b>
Main Course of Study <b>Advanced and Specialised Military Training and Academics.</b>	Certificate or Diploma <b>Regular and Permanent Military Commission as an Officer.</b>	

Name of School	City, Country	From - To
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<b>National Defence Academy</b>	<b>Kharakvasla, Pune India</b>	<b>Jan-1962 - Dec-1964</b>
Main Course of Study <b>Military Academy Basic and Combined Professional and Academic Training.</b>		Certificate or Diploma <b>Bachelor of Science of Jawaharlal Nehru University</b>

Name of School <b>King George School</b>	City, Country <b>Belgaum India</b>	From - To <b>Jan-1957 - Dec-1961</b>
Main Course of Study <b>High School( Upto - Class XI )</b>		Certificate or Diploma <b>SeniorCambridge School Leaving Certificate</b>

## Employment

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

Job Title <b>Senior Regional Administrative Officer MONUC(Region 2-Bunia,Goma,Beni,Kisangani)</b>	Type of Business <b>Administration and Logistics Support</b>	From - To <b>01/03/2006 - 01/06/2008</b>
Name of Employer <b>United Nations/DPKO/OHRM/HQ UNNY</b>		Name of Supervisor <b>Ms Hazel Scott</b>
Salaries per Annum: Starting <b>113000</b>	Final <b>117000</b>	Currency Paid <b>USD</b>
	Is this a civil servant position of your Government? <b>No</b>	Is this a position within the UN Common System? <b>No</b>
Telephone Number <b>001212 963 0103</b>	Email Address <b>monobhagat@hotmail.com</b>	
Address of Employer <b>Congo, Dem. Rep.</b>		
Number of Employees Supervised by You <b>700</b>		
Description of Duties <b>Strategic , Operational and Tactical Planning, Direction and Field Operational Management and supervision at senior level. Ensure the best utilisation of resources within rules and the budget,Coordinate all support activity for the region with all agencies and within Region and with Hqrs support elements.</b>		
Summarize any of Your Achievements <b>Am a Strategic and Visionary planner and implementor who streamlines and refines procedures to enhance overall efficiency and add value to projects with my hands on experience of many years. Motivate Staff.Liquidated UNAMSIL, reorganised and established UNIOSIL well within stipulated timeframe.Set up the new Regional Support Organisational structure in MONUC.Wrote a comprehensive SOP on Administration and Lgs support in Field Msns.</b>		
Reasons for Leaving <b>Moved to MONUC on reassignment from UNAMSIL for additional and detailed working exposure in the fields of Administration, Finance, Budget and Personnel, besides the acquired Logistics expertise. Retired from MONUC on 30 Jun 08 in normal course.</b>		

Job Title <b>Chief Integrated Support Services(CISS).</b>	Type of Business <b>Administration and Logistics Support to Field Peacekeeping Missions.</b>	From - To <b>01/12/2004 - 01/02/2006</b>
Name of Employer <b>United Nations, DPKO/OHRM HQ UNNY.</b>		Name of Supervisor <b>Mr Kiplin Perkins,CAO UNAMSIL</b>
Salaries per Annum: Starting <b>113000</b>	Final <b>117000</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>12129635053</b>	Email Address <b>da-costa@un.org</b>	
Address of Employer <b>United States of America</b>		
Number of Employees Supervised by You <b>500</b>		
Description of Duties <b>Forecasting, Planning, Implementation, Co-ordination and Senior Level Management of Logistics Support Operations. Integration of Resources and Funds. Management of Human Resource and Staffing.Integrate Military and Civilian Support Services and Agencies.Budget and Financial Control as per RBB.Assets Management and Inventory Control.Manage Cost Centres and SAUs.</b>		
Summarize any of Your Achievements <b>Created a Dynamic Support System, which was cost-effective, forward looking and of real time immediate response.Saved on staffing,funding and losses.Organised pragmatic and practical SOPs with inbuilt control measures in UNAMSIL.For an earlier UN Assignment as a Contingent Commander of the Indian Brigade in Somalia and its success in its AOR, was awarded by the Government of India, the Highest National Award for rendering Service of a Most Exceptional Order. Am the Only Officer conferred with that unique distinction at the early rank of a Brigadier-General as the award is made only to very senior Lt Gens and Full Generals.</b>		
Reasons for Leaving <b>Still Serving and Continuing with the UN System and Re-assigned and be up graded to hold Higher Responsibility based on merit, qualifications, results produced and vast experience of military,civilian,logistics,administrative and Security Matters related to UN Peacekeeping Field Missions and Headquarters functions.</b>		

Job Title <b>Chief of Supply/MOU Service</b>	Type of Business <b>Peace Keeping</b>	From - To <b>01/05/2004 - 01/11/2004</b>
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Name of Employer <b>United Nations, DPKO/OHRM HQ UNNY.</b>			Name of Supervisor <b>Mr Ronnie Stokes</b>
Salaries per Annum:			
Starting <b>113000</b>	Final <b>126000</b>	Currency Paid <b>USD</b>	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>1212963 6114</b>		Email Address <b>da-costa@un.org</b>	
Address of Employer <b>United States of America</b>			
Number of Employees Supervised by You <b>105</b>			
Description of Duties <b>Planning, Organising, Budgeting, Management, Procurement, Warehousing and Distribution of Food, Fuel and General Supplies. Management of Contracts and Assets and their Redeployment. Contingency Planning. In absence of CISS, I am appointed as OIC Integrated Support Services.</b>			
Summarize any of Your Achievements <b>Awarded the Highest National Award for Distinguished Service of the Most Exceptional Order in the Military and United Nations Service.</b>			
Reasons for Leaving <b>Still Serving with the UN Mission. Prior to this super-annuated from the military in the rank of Major-General in normal course. Approved for Promotion to Lieut General. Took Voluntary Retirement to join the UN System.</b>			

Job Title <b>Inspector General Operations-National Security Guard</b>	Type of Business <b>National Security Matters and Deployment of Special Forces</b>	From - To <b>01/05/2002 - 01/05/2004</b>
Name of Employer <b>Government-Ministries of Interior and Defence.</b>	Name of Supervisor <b>Mr R S Mooshahary DG-NSG</b>	
Salaries per Annum:		
Starting <b>2000000</b>	Final <b>2400000</b>	Currency Paid <b>INR</b>
Telephone Number <b>0091124361093</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>
Email Address		
Address of Employer <b>India</b>		
Number of Employees Supervised by You <b>7800</b>		
Description of Duties <b>Responsible for Planning, Execution and Overall Management of Special Forces Operational Doctrines, Concepts and Tactics. Direction and Guidance to Operations related to Counter Terrorism, Counter Hijack, VVIP Security, Sky Marshalling, Hostage Rescue and Negotiations. Evolve Training Policies and Supervise Respect for Human Rights. Human Resource Selection and Career Enhancement. Coordination and Liaison with other Government Agencies, NGOs &amp; Similar International Special Forces of other countries. Perspective Planning and Progress Modernisation Plans. Management of Intelligence and Analysis related to Internal Security. Management of Discipline, Motivation &amp; Morale. Organising &amp; Equipping Force for Field Operations &amp; Rapid Deployment. Carry out Annual &amp; Periodic Inspections. Monitor Internal Vigilance and Oversight Services. Project Budget Forecasts and Requirements. Conduct Media Briefings and Public Relations of the Special Force and its Operations. Attend Ministerial meetings.</b>		
Summarize any of Your Achievements <b>Planned and Directed one of the most successful Counter Terrorist Operation in Sept 2002 in Akshardham, Ahmedabad, which won national recognition and acclaim. Updated, Upgraded and Streamlined Operational and Training Methodology and Enhanced Rapid Commitment Capacity and Capability. Refined Modernisation Plans to save on costs and procurement time. Reworked on all Standard Operating Procedures (SOPs) making them task efficient and pragmatic. Promoted within the organisation a sense of Comradarie, Espirit-de-corps and Job satisfaction by inculcating a spirit of trust, confidence, recognition &amp; involvement and introducing interest oriented training and career advancement techniques as also appropriate and timely recognition. An officer of the Special Forces (NSG) received in Jan 2003, the highest national award for gallantry when serving under my leadership. With me as the Deputy Head of the NSG, all reports earned by the Organisation from the Government, Media and the Public have been in Excellent Grade.</b>		
Reasons for Leaving <b>Early Retirement Age in the army. Have still a lot in me to give to the UN System a productive, constructive and dynamic use of my past wide UN experience in both, a difficult PKO Field Mission and the UN Sectt (DPKO) in challenging assignment.</b>		

Job Title <b>Army-Infantry Division Commander.</b>	Type of Business <b>Military</b>	From - To <b>01/12/2000 - 01/04/2002</b>
Name of Employer <b>Ministry of Defence</b>	Name of Supervisor <b>General VP Malik</b>	
Salaries per Annum:		
Starting <b>1750000</b>	Final <b>1800000</b>	Currency Paid <b>INR</b>
Telephone Number		Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>No</b>
Email Address		
Address of Employer <b>India</b>		
Number of Employees Supervised by You <b>20000</b>		
Description of Duties <b>Command and Leadership of An Infantry Division in Counter Terrorist role. Senior Level Planning and Management of Operations, Training, Security, Information, Conferences, Logistics, Materials, Administration, Inspections, and Aspects of Discipline, Welfare, Morale, Motivation and Professional cum Career Enhancement of the Human Resource. Disaster, Emergency Relief &amp; Crisis Control Management.</b>		

Summarize any of Your Achievements

**Effectively controlled and countered Terrorism in Area Of Responsibility. Successfully aided and assisted conduct of Elections. Launched large scale Humanitarian Operations. Assisted Civil Political Administration and Police for good local governance. My Formation received many notable credits of the army under my leadership. One officer of my command, decorated in Jan 2002 with highest national award for gallantry in combating terrorists.**

Reasons for Leaving

**Posted to next appointment in routine course on completion of command tenure.**

Job Title <b>Deputy Military Adviser to SG, United Nations.</b>	Type of Business <b>Military Advise and Director(D-I) Military and Police Division, DPKO</b>	From - To <b>01/04/1996 - 01/11/2000</b>
Name of Employer <b>Headquarters UN Sectt, NY</b>		Name of Supervisor <b>Mr Kofi Annan&amp; Mr B Miyet USGs DPKO</b>

Salaries per Annum: Starting <b>108000</b>	Final <b>110500</b>	Currency Paid <b>USD</b>	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address		
Address of Employer <b>United States of America</b>			
Number of Employees Supervised by You <b>110</b>			

Description of Duties

**Military Advise to SG,DPKO in particular and All Depts of UN Sectt; Senior Level Management of Military and Police Functions and Activities in DPKO Field Missions. Monitor Mission Planning, Security, Training, Force Generation. Supervise Rapid Deployment and Stand By Arrangements. Briefing of Troop Contributing Nations & Peacekeeping Committee meetings. Coordination with Permanent Missions to UN, NGOs and OCHA. Visit Field Missions and provide guidance. Deliver Talks on Peacekeeping at International Institutes and represent DPKO at Seminars, Peace Agreements,Peacemaking & Lessons Learned activity. Lead Assessment and Technical Survey teams of DPKO. Attend Peace Exercises globally on behalf of SG & DPKO's USG.Consultation & Evaluation functions.**

Summarize any of Your Achievements

**Active Role in Peacekeeping & DPKO Reforms; Creation of Rapid Deployment Capacity and Enlargement of Standby Arrangements. Revision of Training Doctrines, ROEs and SOPs. Due to dedicated involvement and constructive contribution; DPKO retained me on continuous secondment for the longest period, unlike other senior military officers of that period, till I had to revert to my country as I was due for promotion to next rank.**

Reasons for Leaving

**Expiry of Extended Fixed Term and Reversion to parent country's army as due for Promotional Posting there.**

Job Title <b>Brigadier Student Officer</b>	Type of Business <b>Attending Course</b>	From - To <b>01/01/1995 - 01/12/1995</b>
Name of Employer <b>Military</b>		Name of Supervisor <b>Commandant NDC</b>

Salaries per Annum: Starting <b>1600000</b>	Final <b>1700000</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>0</b>			

Description of Duties

**Professional Course on International relations, Global and Regional Strategy and National Security.**

Summarize any of Your Achievements

**Award of Post Graduate Masters Degree (MSc) in "International Relations and Military Science" - Grade-'A'.**

Reasons for Leaving

**Termination of Course .**

Job Title <b>Indian Brigade and Contingent Commander in UNOSOM</b>	Type of Business <b>UN Peacekeeping Mission UNOSOM-II, Southern Somalia AOR Commander.</b>	From - To <b>01/06/1993 - 01/12/1994</b>
Name of Employer <b>DPKO, United Nations,</b>		Name of Supervisor <b>Admiral Howe and Ambassador Victor Gbeho, SRSGs UNOSOM-II</b>

Salaries per Annum: Starting <b>2200000</b>	Final <b>2300000</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>Yes</b>
Telephone Number	Email Address		
Address of Employer <b>United States of America</b>			

Number of Employees Supervised by You

**7000**

Description of Duties

**Brigade Commander and Indian Contingent Commander of an Area Of Responsibility(AOR) of 1,76,000 Sq Kms, the biggest AOR ever held by one single contingent and Brigade Group in UN Peacekeeping Mission. Overall Responsibility of Providing a Secure Environment, Provide & Assist in delivery of Humanitarian Aid, Assist the Political Process & Development, Repatriation & Resettlement of IDPs & Refugees. Coordination with NGOs & UN Aid Agencies.**

Summarize any of Your Achievements

**The Indian Brigade won International Recognition for its work in Somalia under my leadership and command. Assisted and Rehabilitated several thousands of IDPs and Refugees besides rendering of enormous Humanitarian assistance to Somalis. Introduced the Humane Dimension to Peacekeeping. For the work done in Somalia as the commander, the President of India in Jan'95, conferred me with, " The Highest National Award for Service of a Most Distinguished Order viz PVSM Medal." A unique distinction in that, I am the only officer to get this award as a Brigadier General for it is given only to officers of the rank of very senior Lt Gens and Generals.**

Reasons for Leaving

**Close of UN Mission UNOSOM-II**

Job Title <b>Brigade Commander</b>	Type of Business <b>Military</b>	From - To <b>01/10/1992 - 01/03/1996</b>
Name of Employer <b>Army</b>		Name of Supervisor <b>General VP Joshi</b>

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>1800000</b>	<b>2000000</b>	<b>INR</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

**4500**

Description of Duties

**Command and Leadership of an army Brigade in Field area.**

Summarize any of Your Achievements

**Was selected by the country to lead the Indian Brigade overseas to a United Nations Peace Keeping Mission in Somalia.**

Reasons for Leaving

**Selected for appointment with UN Sectt in DPKO as Military Adviser to SG on secondment from the Indian Army and Government in Apr'96.**

Job Title <b>Colonel Trainer and Instructor</b>	Type of Business <b>Instructional and Trainer</b>	From - To <b>01/11/1989 - 01/09/1992</b>
Name of Employer <b>Army War College</b>		Name of Supervisor <b>Lt GEN V Madaan</b>

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>1600000</b>	<b>1800000</b>	<b>INR</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

**20**

Description of Duties

**Teaching of Professional Doctrines and Tactics, Administration, Logistics, Accounting, Morale and Motivation, Human Psychology and War games**

Summarize any of Your Achievements

**Outstanding Performance Reports earning a higher promotion.**

Reasons for Leaving

**Posted out on completion of tenure and Promotion to Brigadier General and moved to command an army Brigade.**

Job Title <b>Battalion Commander as COLONEL.</b>	Type of Business <b>Command</b>	From - To <b>01/06/1987 - 01/11/1988</b>
Name of Employer <b>Army</b>		Name of Supervisor <b>Brigade Commanders</b>

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>1600000</b>	<b>1800000</b>	<b>INR</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

1000

Description of Duties

**Command, Leadership, Training and Administration of an Infantry Battalion.**

Summarize any of Your Achievements

**An Officer of my command was awarded in Jan'88, the highest national award for gallantry against an enemy operation. Outstanding reports earned by me enabled me to get the next promotion.**

Reasons for Leaving

**On completion of Command Tenure and posted to a Staff Work appointment.**

Job Title <b>Colonel Incharge Logistics-Chief Logistics Officer</b>	Type of Business <b>Military Operational and Field Logistics Support</b>	From - To <b>01/04/1985 - 01/05/1988</b>	
Name of Employer <b>Army</b>	Name of Supervisor <b>Army Divison Commander</b>		
Salaries per Annum: Starting <b>1400000</b>	Final <b>1600000</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>20000</b>			
Description of Duties <b>Plan and manage Field Logistics support. Provision and Procurement, Transport management,Human Resource Management- Annual Confidential reports and Suprvice Enquiries and InternalVigilance and oversight services.Works and Building projects in Station. Movement of Personnel, Equipment and transport</b>			
Summarize any of Your Achievements <b>Promotion. Moved and Mobilised a complete Infantry Division of 25000 people and 500 vehicles in record time with NO loss and NO casualty.Recommended for an award of meritorious service.</b>			
Reasons for Leaving <b>Promotion</b>			

Job Title <b>Battalion Commander as LT COLONEL</b>	Type of Business <b>Command</b>	From - To <b>01/01/1983 - 01/03/1985</b>	
Name of Employer <b>Army</b>	Name of Supervisor <b>Brigade Commanders</b>		
Salaries per Annum: Starting <b>1400000</b>	Final <b>1600000</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, Train and Lead an Infantry Battalion in war like operations, Internal Security Duties, Aid to Civil Power and Disaster Management.</b>			
Summarize any of Your Achievements <b>Promotion to next rank as Colonel.</b>			
Reasons for Leaving <b>Completion of Tenure and Promotion.</b>			

Job Title <b>Major Student Officer</b>	Type of Business <b>Attending Course</b>	From - To <b>01/01/1981 - 01/12/1981</b>	
Name of Employer <b>Defence Services Staff College</b>	Name of Supervisor <b>Commandant DSSC</b>		
Salaries per Annum: Starting <b>1200000</b>	Final <b>1400000</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>0</b>			
Description of Duties			

**Student**

Summarize any of Your Achievements

**Grade A**

Reasons for Leaving

**Termination**

Job Title <b>Senior Group Testing Officer ( Recruiter and Selector)</b>	Type of Business <b>Selecting Candidates for Officers for Armed Forces</b>	From - To <b>01/11/1977 - 01/12/1980</b>
Name of Employer <b>Services Selection Board</b>		Name of Supervisor <b>President Selection Board</b>

Salaries per Annum:  
Starting                      Final                      Currency Paid                      Is this a civil servant position of your Government? **No**  
**1200000**                      **1400000**                      **INR**                      Is this a position within the UN Common System? **No**

Telephone Number                      Email Address

Address of Employer  
**India**

Number of Employees Supervised by You  
**15**

Description of Duties  
**Selection of Officer Cadets for Army, Navy and Air Force.**

Summarize any of Your Achievements  
**Excellent Performance Reports. Selected and Nominated as the Reference GTO(Selector Recruitor) for an All India Exercise on a Standardisation Exercise for Selection for all Selectors in all Boards. Exercise on Human Behaviour and Psychology.**

Reasons for Leaving  
**Completion of Tenure as Selected to attend Defence Services Staff College Course and had to be posted out.**

Job Title <b>Military Officer</b>	Type of Business <b>Military</b>	From - To <b>01/12/1965 - 01/01/1977</b>
Name of Employer <b>Army</b>		Name of Supervisor <b>Battalion Commanders</b>

Salaries per Annum:  
Starting                      Final                      Currency Paid                      Is this a civil servant position of your Government? **No**  
**250000**                      **1400000**                      **INR**                      Is this a position within the UN Common System? **No**

Telephone Number                      Email Address

Address of Employer  
**India**

Number of Employees Supervised by You  
**250**

Description of Duties  
**Command Lieutenant to Major as Infantry Company Commander**

Summarize any of Your Achievements  
**Promotions and 'A' gradings on courses**

Reasons for Leaving  
**Promotions at every rank and routine postings.**

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

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

Language	Mother Tongue	Speak	Read	Write	Understand
<b>Hindi</b>	<b>No</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>
<b>Punjabi</b>	<b>Yes</b>	<b>Easily</b>	<b>Easily</b>	<b>Not easily</b>	<b>Easily</b>

## Address

A-157 ( 2nd Floor),  
DEFENCE COLONY,  
New Delhi New Delhi India  
Telephone: +91-11-24333202  
Fax: 0091-98-10886107  
Contact: Mohinder Bhagat

## Address

Regional Administrative Officer ( RAO),  
MONUC --Region 2( Bunia) ,  
Kinshasa Congo, Dem. Rep.  
Telephone: 001-212-963-0103 extension 2591  
Fax: +243-81 890-7888  
Contact: Mohinder Bhagat

## Address

A-157 (2nd Floor),  
Defence Colony,  
New Delhi New Delhi India  
Telephone: 0091-11-24333202  
Fax: 0091-98-10886107  
Contact: Mohinder Major General Bhagat

## 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>MANFRED EISELE LIEUT. GENERAL</b>	<b>FORMER ASG(P&amp;S),DPKO,UN Sectt</b>	<b>RAVENSBURGSTRASSE 2B,D-97209--VEITSHOECHHEIM,GERMANY Germany</b>	<b>499319500055 E.u.M.Eisele@t-online.de</b>
<b>FRANK VAN KAPPEN MAJOR GENERAL</b>	<b>Former Military Adviser, DPKO,HQ UNNY</b>	<b>OUDE ARNHEMSE,BOVENWEG 6, 3941 XM DOORN,NETHERLANDS Germany</b>	<b>31343420121 F.E.van.kappen@freeler.NL</b>
<b>Carla VAN MARIS</b>	<b>Now Police Commissioner,Rotterdam :Former Police Unit DPKO and Police Chief UNFICYP.</b>	<b>Police Commissioner Rotterdam,Netherlands Germany</b>	<b>carlavanmaris@hetnet.nl and cee98@hotmail.com</b>

## Personal History Profile for Livio CALGARO

### General Details

1. Family name <b>CALGARO</b>	First Name <b>Livio</b>	Middle Name	Maiden Name, (if any)
2. Date of Birth <b>13/01/1947</b>	3. City of Birth <b>Santorso</b>	Country of Birth <b>Italy</b>	Index No <b>186892</b>
4. Country of Nationality at Birth <b>Italy</b>	Second Nationality (if any)	5. Country of Present Nationality <b>Italy</b>	Second Nationality (if any)
6. Gender <b>Male</b>	7. Height [cm] <b>167</b>	8. Weight [kg] <b>73</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>Yes. South Africa.</b>			
13. What is your preferred field of work? <b>Administrative officers</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>01/12/2008</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>livioc2001@yahoo.com</b>			

### Education

List all university degrees or equivalent qualifications obtained.

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

Name of School	City, Country	From - To
<b>L. and V. Pasini</b>	<b>Schio (vi) Italy</b>	<b>Sep-1961 - Jul-1966</b>
Main Course of Study <b>Commercial technical institute</b>		Certificate or Diploma <b>Accountant</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>Chief of Mission Support</b>	<b>PKO</b>	<b>01/09/2007 - 01/01/2008</b>
Name of Employer <b>DPKO UN MINURCAT</b>		Name of Supervisor <b>N/A</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	
Address of Employer <b>Chad</b>		
Number of Employees Supervised by You <b>140</b>		
Description of Duties <b>I have been called to set up a new mission in Chad. The results have been excellent. I did receive written appreciation by NY HQ. Available upon request.</b>		
Summarize any of Your Achievements <b>I did succeed to set up a new mission, completed all the financial arrangements and all the personnel facilities, recruited the national and international staff, set up the new HQ and the Logistic base, established excellent relationship with the Government and the European Union.</b>		
Reasons for Leaving <b>End of assignment.</b>		

Job Title	Type of Business	From - To
<b>Chief Integrated Support service</b>	<b>Peace Keeping Mission</b>	<b>01/11/2004 - 01/09/2008</b>
Name of Employer <b>United nations DPKO MINUSTAH</b>		Name of Supervisor <b>Mr. Paul Aghadjanian</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>calgaro@un.org</b>		
Address of Employer <b>Haiti</b>			
Number of Employees Supervised by You <b>384</b>			
Description of Duties <b>To plan and implement all the technical and logistic support to the Mission managing the human and financial resources in a cost effective manner.</b>			
Summarize any of Your Achievements <b>Succeeded to create an efficient structure capable to grant the proper support to the mission. planned and implemented the deployment in 112 different sites. Created a client orientation spirit in all the members of the team. Gained the respect and confidence of the various component in the capability of the Organization to be able to satisfy their needs.</b>			
Reasons for Leaving <b>still covering the post.</b>			

Job Title <b>Chief Integrated Support Service</b>	Type of Business <b>Peace Keeping Operations</b>	From - To <b>01/09/2002 - 01/06/2003</b>
Name of Employer <b>United Nations/MONUC</b>	Name of Supervisor <b>Marcel Savard</b>	
Salaries per Annum: Starting <b>114344</b>	Final <b>114344</b>	Currency Paid <b>USD</b>
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address	
Address of Employer <b>Congo, Dem. Rep.</b>		
Number of Employees Supervised by You <b>265</b>		
Description of Duties <b>Coordinating all logistic and technical support to MONUC in and outside the Democratic republic of Congo. Directly supervising Communications, Transport, Aviation, Movcon, Logistics, Supply, Engineering, Fuel, COE, GIS, IT. Planning deployment and resupply routes, liaising with Government Officials, UN Agencies and other divisions of MONUC.</b>		
Summarize any of Your Achievements <b>Changed the philosophy in the concept of the logistic support in MONUC. Opening two Logistic bases and one Transit base, Opening the most critical sites of Bucavu, Bunia, Lubumbashi, Lubero and deploying Military and Civilian personnel to Bucavu, Lubero, Bunia, Kindu, Lubumbashi. Granting the Mission a cost effective and efficient technical and logistic support in a very difficult environment. Created and sustained TEAMS at Mission level motivating colleagues and subordinate.</b>		
Reasons for Leaving <b>After 5 years in the Equatorial africa I need to serve in an environment where I can grow my baby and where I can possibly stay close to my family. I am 56 and I do not have much time left to see my baby growing.</b>		

Job Title <b>Chief Integrated Support Services in SLWOP</b>	Type of Business <b>Peacekeeping</b>	From - To <b>01/03/2002 - 01/09/2002</b>
Name of Employer <b>DPKO</b>	Name of Supervisor <b>N/A</b>	
Salaries per Annum: Starting <b>1</b>	Final <b>1</b>	Currency Paid <b>USD</b>
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address	
Address of Employer <b>Congo, Dem. Rep.</b>		
Number of Employees Supervised by You <b>0</b>		
Description of Duties <b>Special Leave Without Pay</b>		
Summarize any of Your Achievements <b>N/A</b>		
Reasons for Leaving <b>N/A</b>		

Job Title <b>Chief Integrated Support Services</b>	Type of Business <b>Peacekeeping</b>	From - To <b>01/02/2002 - 01/02/2002</b>
Name of Employer <b>DPKO</b>	Name of Supervisor <b>N/A</b>	
Salaries per Annum:		

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>1</b>	<b>1</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address	
Address of Employer <b>United States of America</b>			
Number of Employees Supervised by You <b>0</b>			
Description of Duties <b>Chief Integrated Support Services in Special Leave Without Pay.</b>			
Summarize any of Your Achievements <b>ATTEND THE CAO WORKSHOP II PHASE</b>			
Reasons for Leaving <b>N/A</b>			

Job Title	Type of Business	From - To
<b>Chief Integrated Support Services</b>	<b>Peacekeeping</b>	<b>01/12/2001 - 01/01/2002</b>
Name of Employer		Name of Supervisor
<b>DPKO</b>		<b>N/A</b>
Salaries per Annum:		
Starting	Final	Currency Paid
<b>1</b>	<b>1</b>	<b>USD</b>
Telephone Number		Email Address
Address of Employer <b>Congo, Dem. Rep.</b>		
Number of Employees Supervised by You <b>0</b>		
Description of Duties <b>Chief Integrated Support Services in Special Leave Without Pay.</b>		
Summarize any of Your Achievements <b>N/A</b>		
Reasons for Leaving <b>N/A</b>		

Job Title	Type of Business	From - To
<b>Chief Integrated Support Services</b>	<b>Peacekeeping</b>	<b>01/04/2000 - 01/11/2001</b>
Name of Employer		Name of Supervisor
<b>DPKO/MONUC</b>		<b>Mr Hany Abdel-Aziz</b>
Salaries per Annum:		
Starting	Final	Currency Paid
<b>91215</b>	<b>91215</b>	<b>USD</b>
Telephone Number		Email Address
<b>12129630103</b>		
Address of Employer <b>Congo, Dem. Rep.</b>		
Number of Employees Supervised by You <b>112</b>		
Description of Duties <b>To grant to the mission the following services: Transport, Aviation, Movcon, Communications, IT, Engineering, Supply, Logistics, Medical, Etc. Planning for the deployment and special operations. Liaising with Military, Procurement and Finance on daily basis. To assume the functions of OIC Administration.</b>		
Summarize any of Your Achievements <b>As above</b>		
Reasons for Leaving <b>Family</b>		

Job Title	Type of Business	From - To
<b>OIC Administration MINURCA P-4/A</b>	<b>Peacekeeping</b>	<b>01/01/2000 - 01/03/2000</b>
Name of Employer		Name of Supervisor
<b>United Nations/DPKO/MINURCA</b>		<b>Mr Hocine Medili, Director FALD</b>
Salaries per Annum:		
Starting	Final	Currency Paid
<b>74424</b>	<b>74424</b>	<b>USD</b>
Telephone Number		Email Address
Address of Employer		
Number of Employees Supervised by You		
Description of Duties		
Summarize any of Your Achievements		
Reasons for Leaving		

Telephone Number	Email Address
Address of Employer <b>Central African Republic</b>	
Number of Employees Supervised by You <b>82</b>	
Description of Duties <b>Chief Administration during repatriation of contingents and mission liquidation.</b>	
Summarize any of Your Achievements <b>Succeeded to downsize, repatriate all personnel and liquidate all assets in three months</b>	
Reasons for Leaving <b>End of Mission</b>	

Job Title <b>Chief Logistics - Chief Integrated Support Services</b>	Type of Business <b>Peacekeeping</b>	From - To <b>01/04/1998 - 01/12/1999</b>
Name of Employer <b>United Nations/DPKO/MINURCA</b>	Name of Supervisor <b>Mr Hany Abdel-Aziz</b>	

Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government?	<b>No</b>
<b>74424</b>	<b>74424</b>	<b>USD</b>	Is this a position within the UN Common System?	<b>Yes</b>
Telephone Number		Email Address		
Address of Employer <b>Central African Republic</b>				
Number of Employees Supervised by You <b>80</b>				
Description of Duties <b>Coordinating and planning all logistic support to the mission including redeployment for Presidential and Legislative Elections.</b>				
Summarize any of Your Achievements <b>As above</b>				
Reasons for Leaving <b>End of Appointment</b>				

Job Title <b>Italian Army Colonel Retired</b>	Type of Business <b>N/A</b>	From - To <b>01/01/1998 - 01/03/1998</b>
Name of Employer <b>Ministry of Defense</b>	Name of Supervisor <b>N/A</b>	

Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government?	<b>Yes</b>
<b>45000</b>	<b>45000</b>	<b>USD</b>	Is this a position within the UN Common System?	<b>Yes</b>
Telephone Number		Email Address		
Address of Employer <b>Italy</b>				
Number of Employees Supervised by You <b>0</b>				
Description of Duties <b>N/A</b>				
Summarize any of Your Achievements <b>N/A</b>				
Reasons for Leaving <b>N/A</b>				

Job Title <b>Colonel (waiting for retirement)</b>	Type of Business <b>Military</b>	From - To <b>01/11/1997 - 01/12/1997</b>
Name of Employer <b>Ministry of Defense</b>	Name of Supervisor <b>N/A</b>	

Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government?	<b>Yes</b>
<b>45000</b>	<b>45000</b>	<b>USD</b>	Is this a position within the UN Common System?	<b>Yes</b>
Telephone Number		Email Address		
Address of Employer <b>Italy</b>				

Number of Employees Supervised by You

**0**

Description of Duties

**N/A**

Summarize any of Your Achievements

**N/A**

Reasons for Leaving

**N/A**

Job Title <b>Finance Officer GMO LT. COL.</b>	Type of Business <b>Finance</b>	From - To <b>01/07/1995 - 01/10/1997</b>
Name of Employer <b>United Nations/DPKO/Claims Unit</b>		Name of Supervisor <b>Mr Wing-Yee Pawlosky</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

Address of Employer

**United States of America**

Number of Employees Supervised by You

**0**

Description of Duties

**In charge of processing claims for French speaking and Scandinavian countries. During the period 10/95-01/96, as part-time Aviation Officer, drafted the guidelines for Aviation support in Peacekeeping Operations.**

Summarize any of Your Achievements

**Cleaned 4 years of backlog and sensibly speed up reimbursement procedures. Succeeded to instal excellent raport of reciprocal confidence between Claims Unit and Contributing Countries.**

Reasons for Leaving

**End of Duty**

Job Title <b>Lt. Col.</b>	Type of Business <b>Logistics</b>	From - To <b>01/03/1995 - 01/07/1995</b>
Name of Employer <b>Ministry of Defense</b>		Name of Supervisor <b>Col Giacomo Guarnera</b>

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>Yes</b>
<b>36000</b>	<b>36000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>

Telephone Number

Email Address

Address of Employer

**Italy**

Number of Employees Supervised by You

**0**

Description of Duties

**Consultant to the Commander for the creation and deployment of a new Army Aviation Regiment.**

Summarize any of Your Achievements

**Planned the logistic support for the deployment of a new Aviation Regiment**

Reasons for Leaving

**New Assignment**

Job Title <b>Chief Air Support, ONUMOZ</b>	Type of Business <b>Peacekeeping Aviation</b>	From - To <b>01/02/1993 - 01/02/1995</b>
Name of Employer <b>United Nations/DPKO</b>		Name of Supervisor <b>Mr Harry Kokopoulos</b>

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>Yes</b>
<b>96000</b>	<b>96000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>

Telephone Number

Email Address

Address of Employer

**United States of America**

Number of Employees Supervised by You

**0**

Description of Duties

**Planning and implementing Air Support including logistics and communications acting as Chief MOVCON at the start up of the mission. Section budget (more than USD50m), consultant to SRSG. CAO, FC for Special Operations.**

Summarize any of Your Achievements

**Optimized available air resources. Optimized the budget available without overspending and utilizing 100% of the funds available. Flew 38.000 hours with ONUMOZ fleet without accidents. Gave to the mission a cost effective and efficient air support.**

Reasons for Leaving

**End of Mission**

Job Title <b>Chief Air Operations (Lt. Col.)</b>	Type of Business <b>Air Operations</b>	From - To <b>01/09/1991 - 01/01/1993</b>
Name of Employer <b>Ministry of Defense</b>		Name of Supervisor <b>Mr Ezio Carfagnini</b>
Salaries per Annum: Starting <b>34000</b>	Final <b>34000</b>	Currency Paid <b>USD</b>
		Is this a civil servant position of your Government? <b>Yes</b>
		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address
Address of Employer <b>Italy</b>		
Number of Employees Supervised by You <b>0</b>		
Description of Duties <b>Planning flight mission in Italy and abroad with the related logistic support.</b>		
Summarize any of Your Achievements <b>Changed the philosophy in the concept of planning and conducting air operations. Created and implemented new professional training improving the operational capability</b>		
Reasons for Leaving <b>End of duty</b>		

Job Title <b>Lt. Col. Chief Air and Road Transport 1st. Regiment-Antares</b>	Type of Business <b>Logistics</b>	From - To <b>01/05/1990 - 01/02/1991</b>
Name of Employer <b>Ministry of Defense</b>		Name of Supervisor <b>Col Luigi Minissi</b>
Salaries per Annum: Starting <b>30000</b>	Final <b>30000</b>	Currency Paid <b>USD</b>
		Is this a civil servant position of your Government? <b>Yes</b>
		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address
Address of Employer <b>Italy</b>		
Number of Employees Supervised by You <b>5</b>		
Description of Duties <b>Plan and grant maintenance to aircraft and vehicles including resupply of spare parts and P.O.L.</b>		
Summarize any of Your Achievements <b>Increased the efficiency of the vehicles from 62 to 87 per cent. Implemented electronic resupply system for spareparts.</b>		
Reasons for Leaving <b>End of duty.</b>		

Job Title <b>Italian Army Liaison Officer UNTAG-Namibia (Major)</b>	Type of Business <b>Logistics/Liaison</b>	From - To <b>01/03/1989 - 01/04/1990</b>
Name of Employer <b>Ministry of Defense</b>		Name of Supervisor <b>Col Antonio Lattanzio</b>
Salaries per Annum: Starting <b>66000</b>	Final <b>66000</b>	Currency Paid <b>USD</b>
		Is this a civil servant position of your Government? <b>Yes</b>
		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address
Address of Employer <b>Italy</b>		
Number of Employees Supervised by You <b>2</b>		
Description of Duties <b>First Officer to arrive in the Mission area to plan the deployment and the logistic support to the Italian Aviation contingent. In charge of rotations and travels.</b>		
Summarize any of Your Achievements		

**I opened Ondangwa and Rundu bases. First UN troops in Ondangwa. Set up aviation support for UNTAG.**

Reasons for Leaving

**End of Mission**

Job Title <b>Major, Chief Administrative Officer S3 Helisquadron Group</b>	Type of Business <b>Administration</b>	From - To <b>01/01/1987 - 01/02/1989</b>
Name of Employer <b>Ministry of Defense</b>	Name of Supervisor <b>Col Antonio Pasquale</b>	
Salaries per Annum: Starting <b>28000</b>	Final <b>28000</b>	Currency Paid <b>USD</b>
Is this a civil servant position of your Government? <b>Yes</b>		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address	
Address of Employer <b>Italy</b>		
Number of Employees Supervised by You <b>5</b>		
Description of Duties <b>Planning the budget and implementing the procurement of the unit payroll of all personnel.</b>		
Summarize any of Your Achievements <b>Gave a more efficient payroll system with the installation of electronic personnel database directly linked to the bank for automatic payment of salary. Reduced the payments time to contractor and payment time of allowance to personnel of 60% creating a new approach to the payment system.</b>		
Reasons for Leaving <b>End of duty</b>		

Job Title <b>Major, Pilot in Training</b>	Type of Business <b>Technical Training</b>	From - To <b>01/09/1986 - 01/12/1986</b>
Name of Employer <b>Ministry of Defense</b>	Name of Supervisor <b>Lt Col Lamberto Centogambe</b>	
Salaries per Annum: Starting <b>28000</b>	Final <b>28000</b>	Currency Paid <b>USD</b>
Is this a civil servant position of your Government? <b>Yes</b>		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address	
Address of Employer <b>Italy</b>		
Number of Employees Supervised by You <b>0</b>		
Description of Duties <b>Instrumental flight rules training</b>		
Summarize any of Your Achievements <b>As above</b>		
Reasons for Leaving <b>End of training</b>		

Job Title <b>Major, Liaison Officer Beirut - UNIFIL</b>	Type of Business <b>Logistics/Aviation/Liaison</b>	From - To <b>01/04/1985 - 01/08/1986</b>
Name of Employer <b>Ministry of Defense</b>	Name of Supervisor <b>Col Luigi Moraglia</b>	
Salaries per Annum: Starting <b>72000</b>	Final <b>72000</b>	Currency Paid <b>USD</b>
Is this a civil servant position of your Government? <b>Yes</b>		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address	
Address of Employer <b>Italy</b>		
Number of Employees Supervised by You <b>5</b>		
Description of Duties <b>In charge of security and planning of flight mission, supervisor of MOVCON. Deputy UNIFIL Special Representative - Beirut</b>		
Summarize any of Your Achievements <b>Succeeded to build up reciprocal confidence and trust between UNIFIL and beirouth Government granting full security to flights and to personnel. succeeded to have always first hand and reliable information on the security situation in the various areas of Beirouth.</b>		
Reasons for Leaving <b>End of duty</b>		

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

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

Language	Mother Tongue	Speak	Read	Write	Understand
<b>Italian</b>	<b>Yes</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>
<b>Portuguese</b>	<b>No</b>	<b>Not easily</b>	<b>Easily</b>	<b>Not easily</b>	<b>Easily</b>

## Address

2 Lucerne drive  
Uvongo South Africa  
Telephone: 27-39-3150881  
Fax: 27-725380252  
Contact: Livio Calgaro

## Address

2 Lucerne drive  
PO BOX 973  
Uvongo Kwa Zulu-Natal South Africa  
Telephone: 27-39-3155113  
Fax: 27-72-7398440  
Contact: livio calgaro

## 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>Hany ABDEL-AZIZ</b>	<b>United Nations Staff Member</b>	<b>Conference Services United Nations Office in Geneva Switzerland</b>	<b>41229174615</b>
<b>Giovanni MARTINA</b>	<b>NATO Colonel</b>	<b>NATO HQ Bruxelles Switzerland</b>	<b>3227206015</b>
<b>Hocine MEDILI</b>	<b>UN Official (Retired)</b>	<b>300E 46ST., Appt# 15C 10017 New York Switzerland</b>	<b>19176973539</b>

## Personal History Profile for Luis Enrique CALZADA

### General Details

1. Family name <b>CALZADA</b>	First Name <b>Luis Enrique</b>	Middle Name	Maiden Name, (if any)
2. Date of Birth <b>01/01/1960</b>	3. City of Birth <b>Lima</b>	Country of Birth <b>Spain</b>	Index No
4. Country of Nationality at Birth <b>Spain</b>	Second Nationality (if any)	5. Country of Present Nationality <b>Spain</b>	Second Nationality (if any)
6. Gender <b>Male</b>	7. Height [cm] <b>174</b>	8. Weight [kg] <b>67</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>Administrative officers</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>calzada@un.org</b>			

### Education

List all university degrees or equivalent qualifications obtained.

University Name <b>Centro de estudios Empresariasles</b>	City, Country <b>Barcelona Spain</b>	From - To <b>Sep-1988 - Mar-1990</b>
Main Course of Study <b>Management</b>	Field of Study <b>Business &amp; Administration</b>	
Degree Title or Equivalent <b>Master In Business Administration</b>	Degree Type <b>Advanced university degree</b>	
University Name <b>University of Barcelona</b>	City, Country <b>Barcelona Spain</b>	From - To <b>Sep-1977 - Jul-1982</b>
Main Course of Study <b>General Law</b>	Field of Study <b>Law</b>	
Degree Title or Equivalent <b>Master in Law</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>New York University</b>	City, Country <b>New York United States of America</b>	From - To <b>Jan-2001 - May-2001</b>
Main Course of Study <b>Conflict Resolution</b>		Certificate or Diploma <b>Certificate</b>
Name of School <b>IAPSO</b>	City, Country <b>Geneva Switzerland</b>	From - To <b>Apr-1995 - Apr-1995</b>
Main Course of Study <b>Procurement</b>		Certificate or Diploma <b>Certificate</b>
Name of School <b>Political and Social Sciences Institute</b>	City, Country <b>Barcelona Spain</b>	From - To <b>Jan-1989 - Jun-1989</b>
Main Course of Study <b>Public Budget Management</b>		Certificate or Diploma <b>certificate</b>
Name of School <b>Economists Association</b>	City, Country <b>Barcelona Spain</b>	From - To <b>Jan-1988 - Jul-1988</b>
Main Course of Study <b>Public accounting</b>		Certificate or Diploma <b>Certificate</b>
Name of School <b>CIDOB</b>	City, Country <b>Barcelona Spain</b>	From - To <b>Sep-1986 - Jun-1987</b>

Main Course of Study <b>Internatinal Cooperation and Development</b>	Certificate or Diploma <b>Diploma</b>
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Name of School <b>Ministry of Foreign Affairs of Spain</b>	City, Country <b>Barcelona Spain</b>	From - To <b>Sep-1983 - May-1986</b>
Main Course of Study <b>Policies of the European Communities</b>	Certificate or Diploma <b>Certificate</b>	

## Employment

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

Job Title <b>Senior Central Support Services Officer-SPA to P-5</b>	Type of Business <b>International Organization</b>	From - To <b>01/04/2008 -</b>
Name of Employer <b>Enterprise Resource Management System (ERP)/DM</b>	Name of Supervisor <b>Paul Van Essche</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>calzada@un.org</b>	
Address of Employer <b>United States of America</b>		
Number of Employees Supervised by You <b>4</b>		
Description of Duties <b>Responsible for strategic selected operational areas related to the Enterprise Resource Planning (ERP) Project pertaining to process design, detailed system designs, configuration, customization, testing, training and client support for requirements in New York Headquarters, Offices Away from Headquarters and Peace Keeping Operations. Responsible for outreach to related staff and business owners and preparation of various written outputs, e.g., 'As Is' business process documentation, 'To Be' designs, functional specifications, background papers, analysis, substantial sections of reports and studies. Responsible for collecting, developing and validating 'To Be' design requirements by conducting workshops, facilitating subject matter expert focus groups, surveys including documents, presentations, formulation of discussion structure that achieves agreements. Provides process improvement subject matter expertise for Central Support Services. Participates in configuration using vendor-specific process model with the integration consultants and assigned subject matter experts from office throughout the Secretariat. Leads and actively participates in the fit/gap analysis process. Leads the development of risk/benefit analyses associated with customizations. Co-ordinate and oversees the preparation of reports for a specialized team for presentation to intergovernmental bodies such as the Advisory Committee on Administrative and Budgetary Questions, Committee for Programme Coordination, the General Assembly and other policy-making organs, as appropriate; Articulates and drafts functional specifications for systems customization. Leads and actively participates in the analysis of the scope and most suitable methodologies for the conversion of various types of data in the global Secretariat. Leads in collecting, developing and validating business rules related to the data clean-up process including establishing effective consultative mechanisms with representati</b>		
Summarize any of Your Achievements <b>Participated in the preparation of SOW and evaluation of technical proposals and functional scenario demonstrations related to the acquisition of the ERP software solution and integration services. Mapped "As Is" documentation of selected business processes for HQs, OAHs and field missions including workflows, challenges, opportunities, risks and metrics. Conducted workshops related to validation of processes for Central Support Services. Prepared of gap analysis papers related to Central support Services. Lead working groups with regard to coordination between ERP and enterprise resource project. Conducted high level workshops for the design of new business processes for selected areas.</b>		
Reasons for Leaving <b>Career Advancement</b>		

Job Title <b>Chief Administration, Finance and Personnel Section-SPA to P-5 Level</b>	Type of Business <b>International Organization</b>	From - To <b>01/01/2003 - 01/03/2008</b>
Name of Employer <b>FMS/FCSD/OCSS</b>	Name of Supervisor <b>Andrew Nye</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>12129631139</b>	Email Address <b>calzada@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 policy guidance to the Chief of Service on administrative matters including, programme planning, evaluation, strategies, policies and procedures; - Plan and coordinate the preparation of biennial strategic framework, evaluation of programme's performance, formulate evaluation plans, identification of key performance indicators and implementation of best practices; -Prepare Regular Budget submission as well as the programme performance reports; - Prepare reports for legislative bodies on budgetary issues and programme performance and assist in presentations before intergovernmental bodies; - Act as focal person for audits and prepare responses to reports from the Internal and External Board of Auditors; - Conduct Business Processes Review and risk assessment on operations at HQs and OAHs; - Oversee the recruitment, selection, placement, promotion, performance appraisal, training, job classification reviews, vacancy announcements and evaluations of staff. Provide guidance on human resources administration and financial to managers; - Oversee work performance of large number of staff (over 32); -Identify and apply best practices to operational requirements. - Oversee the development, support and management of Service's IT systems, provision of hardware and software support for large number of clients, network administration, website maintenance and development; - Oversee contract management – Over 40 recurring contracts valued at \$45 million/year and 30 one time contracts estimated at \$ 20 million/year; - Certifying authority for Regular Budget funds amounting \$150 million USD per biennium; - Oversee Customer Relationship Management System Help Desk and Information and Reception services.</b>		
Summarize any of Your Achievements		

Ensured effective submission of budget and performance reports. Introduced comprehensive financial management tools including the activity based budget tracking system, regular consolidation and reporting of revenue producing activities (garage operation, gift center and newsstand) and reimbursable. Generation of weekly/monthly administrative reports on administrative issues. Leading role in the formulation and implementation of the Customer Relationship Management system (CRM) resulting in the optimization of resources and improvement of services efficiencies and transparency. Conducted successfully a number of business processes reviews in various administrative areas in HQs and OAHs which resulted in the implementation of more efficient workflows. Reduced the cost of operational expenditure as a result of process re-engineering.

Reasons for Leaving  
**Assignment to ERP team**

Job Title <b>Administrative Officer</b>	Type of Business <b>International Organization</b>	From - To <b>01/03/1999 - 01/12/2002</b>
Name of Employer <b>UNPA/CAS/OCSS/DM</b>	Name of Supervisor <b>Anthony Fouracre</b>	
Salaries per Annum: Starting <b>1</b>	Final <b>1</b>	Currency Paid <b>USD</b>
Is this a civil servant position of your Government? <b>No</b>		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>12129638533</b>	Email Address <b>calzada@un.org</b>	
Address of Employer <b>United States of America</b>		
Number of Employees Supervised by You <b>16</b>		
Description of Duties <p><b>From 03/99 to 03/02 Chief Operations Unit, P-3; from 04/02 to 02/06 Administrative Officer, P-4. Oversee administrative, financial and budgetary matters for UN Postal Administration, Archives and Commercial Operations. Oversee human resources matters for over 70 staff including, recruitment, placement, promotion, performance appraisal, training, job classification, issuance of vacancy announcement and selection of staff. Plan and coordinate the preparation of biennial strategic framework, evaluation of programme's performance, formulation evaluation plans, identification of key performance indicators and implementation of best practices; Focal person for audits. Preparation of responses to reports from the Internal and External Auditors; Prepare Regular and related Support Account budgets as well as the programme performance reports.; Prepare reports for legislative bodies on budgetary issues and programme performance as appropriate and assist in presentations before intergovernmental bodies; Formulation of financial policies and procedures relevant to and supportive of the work. Review of financial statements and monitor monthly accounting activities including adjustment of entries and review of trial balance. Serve as a certifying officer for Regular Budget accounts. Produce administrative reports for management. Monitor reconciliation with official UN financial revenue accounts. Monitor and control Order Entry and Order Filling Units. Contract management of the Catering, Gift Center and Newsstand operations, printing of stamps and other 10 recurring contracts and 50 consignment agencies. Assist the Chief CAS in formulating strategic planning and marketing plan. Act as OIC, CAS in the absence of the Chief.</b></p>		
Summarize any of Your Achievements <p><b>Participated in the preparation of UNPA Operational Manual. Formulated and implemented annual marketing plans. Supervised and coordinated the migration of MegaAccount MegaStamp to Y2K compliance and upgrade of systems. Prepared SOW for the catering and newsstand operations. Optimized financial resources and streamline administrative procedures including reformulation of financial management strategies and HR restructure. Prepared a expenditure plan which resulted in large reduction of cost and contributed to turn from loss to a profit making operation.</b></p>		
Reasons for Leaving <b>Reassignment to the Facilities Management Division.</b>		

Job Title <b>Consultant</b>	Type of Business <b>NGO</b>	From - To <b>01/05/1998 - 01/06/1998</b>
Name of Employer <b>MPDL</b>	Name of Supervisor <b>Montserrat Soles</b>	
Salaries per Annum: Starting <b>1</b>	Final <b>1</b>	Currency Paid <b>USD</b>
Is this a civil servant position of your Government? <b>No</b>		Is this a position within the UN Common System? <b>No</b>
Telephone Number	Email Address	
Address of Employer <b>Bosnia and Herzegovina</b>		
Number of Employees Supervised by You <b>1</b>		
Description of Duties <p><b>Assessment of projects related to humanitarian assistance for displaced persons. Monitoring and reporting on project implementation. Negotiate access for humanitarian relief activities. Collaborate and participate in support advocacy efforts to mobilize the resources for a coordinate response form donors. Monitor and evaluate projects related to resettlement of displaced population, humanitarian aid, and food distribution funded by the European Commission.</b></p>		
Summarize any of Your Achievements <p><b>Coordinate implementation of existing humanitarian projects and assist with the identification of new ones.</b></p>		
Reasons for Leaving <b>Assignment at the UN</b>		

Job Title <b>Chief Procurement and Government Liaison Unit</b>	Type of Business <b>International Organization</b>	From - To <b>01/01/1995 - 01/03/1999</b>
Name of Employer <b>UNESCWA</b>	Name of Supervisor <b>Mr. Milad Saliba</b>	
Salaries per Annum: Starting <b>1</b>	Final <b>1</b>	Currency Paid <b>USD</b>
Is this a civil servant position of your Government? <b>No</b>		Is this a position within the UN Common System? <b>Yes</b>

Telephone Number <b>9611981301</b>	Email Address
Address of Employer <b>Lebanon</b>	
Number of Employees Supervised by You <b>22</b>	
Description of Duties <b>Responsible for management of procurement, travel and transportation, conference management operations. Evaluation of programme's performance, formulate evaluation plans, identification of key performance indicators and implementation of best practices for related areas. Prepare reports to legislative bodies on budgetary issues and programme performance as appropriate and assist in presentations before intergovernmental bodies. Analyze, evaluate procurement requests and ensure appropriateness of technical specifications, formulate tactical approaches to contracts as well as methods for their application. Preparation of bidding documents, conduct and coordinate all phases of negotiations, evaluate responses to tenders, make recommendations for award of contracts and sign purchase orders. Prepare submission to Committee on Contracts. Contract management for over 80 recurring contracts and 100 one-time contracts. Serve as focal point for internal/external audits and produce administrative reports for management. Prepare and administer regular budget for operational requirements. Manage and control Organization's property and inventory of non-expendable items. Provide logistic support for the organization of workshops, seminars, meetings and conferences. Oversee Government Liaison Unit. Monitor and control official travel matters including issuance of travel authorization, travel claims and administer contractual agreements with air carriers. Analyze plan and provide oversight management of sea air or surface transportation of equipment and supplies owned by the UN and household effects. Review and approve movement estimates to determine most economical mode of transport. Supervise insurance and customs formalities. Manage and coordinate provision of logistic support as necessary. Liaise with local authorities and diplomatic missions with regard to issuance of visas and accreditation formalities. Act as OIC, Chief Administrative Division in Amman Jorda</b>	
Summarize any of Your Achievements <b>Established ESCWA vendor's roster and implemented an automated property inventory system. Optimize financial resources through reengineering of procurement processes and property management. Contributed to formulate and implement substantially the move and liquidation plans for the reallocation of ESCWA Headquarters from Amman to Beirut which included the closing down of three ESCWA buildings in Amman, disposal of property, separation of local staff, provision of logistic support, shipment of official and personal effects, negotiations with local authorities in Jordan, Syria and Lebanon. Contributed in the formulation of Headquarters Agreement and handled all contractual arrangements for ESCWA's facilities in Amman and Beirut. As a result, the move and liquidation plans were accomplished in a safe, efficient and timely manner.</b>	
Reasons for Leaving <b>Career advancement.</b>	

Job Title <b>Programme Officer</b>	Type of Business <b>International Organization</b>	From - To <b>01/09/1992 - 01/12/1994</b>
Name of Employer <b>European Union</b>	Name of Supervisor <b>Bernard Cassio</b>	
Salaries per Annum:		
Starting <b>2500000</b>	Final <b>2800000</b>	Currency Paid <b>BEF</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>Belgium</b>		
Number of Employees Supervised by You <b>1</b>		
Description of Duties <b>Provide substantive and administrative support for the implementation of technical cooperation projects in the ex-Soviet Union and Eastern European countries through PHARE and TACIS programmes funded by the EU. Responsible for programme and contract management. Financial and legal review of contracts and agreements, assist in the preparation of administrative and contractual guidelines, ensure compliance with financial terms and conditions and monitor performance for contracts and agreements amounting \$ 250 million a year. Prepare strategic framework, evaluation of programme's performance, formulate evaluation plans, identification of key performance indicators and implementation of best practices; Prepare reports to legislative bodies on budgetary issues and programme performance as appropriate and assist in presentations before intergovernmental bodies; Negotiations with donors and recipients countries. Reporting on programmatic issues; Handle the recruitment of consultants and temporary staff for project implementation, draft terms of reference for the recruitment of staff and monitor their performance. Responsible for the formulation and administration of "framework agreements" in the areas of nuclear safety, environment, support to democracy and institutional building capacity. Liaise with beneficiary institutions, recipient countries and other donors on project implementation. Assist in the preparation of background papers, reports to legislative bodies. Assist senior management in servicing commissions, committees, task forces, expert groups and other bodies.</b>		
Summarize any of Your Achievements <b>Assisted to the efficient completion of projects. Contributed in creating communication strategy with member states, donors and recipient countries. Reduced cost of consultancy services. Contributed to the effective programme support, represented the Programme in inter-governmental meetings. Contributed to prepare the "Contracts Manual and Procurement Rules" for TACIS and PHARE Programmes. Prepared efficiently technical assistance proposals and provided assessment on programme implementation.</b>		
Reasons for Leaving <b>Joined the UN through the National Competitive Examination (NCE)</b>		

Job Title <b>Junior Professional Officer</b>	Type of Business <b>International Organization</b>	From - To <b>01/06/1990 - 01/08/1992</b>
Name of Employer <b>United Nations Development Programme (UNDP)</b>	Name of Supervisor <b>Dominique Mcadams</b>	
Salaries per Annum:		
Starting <b>45000</b>	Final <b>50000</b>	Currency Paid <b>USD</b>
Is this a civil servant position of your Government? <b>No</b>		
Is this a position within the UN Common System? <b>Yes</b>		
Telephone Number	Email Address	
Address of Employer <b>Zambia</b>		
Number of Employees Supervised by You <b>2</b>		
Description of Duties		

Responsible for programme management and provision of administrative support on selected UNDP's development projects in Zambia and regional projects in Southern Africa. Preparation and monitor project operational budget, handling recruitment of consultants and arrangements for logistical support. Assist in the formulation of strategies for UNDP assistance on development and humanitarian matters. Liaise with Host Country, donors on development and advisory activities. Represent UNDP at meetings with Government, donors and NGOs on development activities. Coordinate programme monitoring and evaluation missions. Prepare annual progress reports to Government and other Executing Agencies. Assist in the formulation, monitoring and evaluation projects related to social development, environment and food relief. Contribute in the formulation of UNDP's Country Programme, policy strategies and preparation of development policy papers and reports

Summarize any of Your Achievements

Efficient administration of financial, logistic and personnel matters in projects under my responsibility. Assisted in the effective formulation and implementation of UNDP's Country Programme. Contributed in the achievement of development goals set up in the areas of responsibility. Developed effective communication network with Government, donors and Executing Agencies. Prepared regular briefings, talking points and reports for UNDP's Resident Representative in Zambia which contributed in the dissemination and effective implementation of UNDP's strategies.

Reasons for Leaving

End of contract

Job Title <b>Chief of Finance Service</b>	Type of Business <b>Government</b>	From - To <b>01/05/1985 - 01/06/1990</b>
Name of Employer <b>Department of Commerce and Tourism- Generalitat de Catalunya</b>		Name of Supervisor <b>Josefina Auladell</b>

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>Yes</b>
<b>1800000</b>	<b>2100000</b>	<b>ESP</b>	Is this a position within the UN Common System? <b>No</b>

Telephone Number

**34934849500**

Email Address

Address of Employer

**Spain**

Number of Employees Supervised by You

**6**

Description of Duties

Responsible for the preparation and management of Ministry's Budget. Prepare cost estimating guidelines. Provide detailed inputs with respect to resource requirements for budget submissions. Responsible for administration of the budget and monitor budget implementation. Prepare budget performance submissions and verify reconciliation of accounts. Prepare forecast of revenue and monitor reconciliation of accounts. Prepare budget performance reports. Oversee processing of subsidies with regard to tourism and commerce. Review and authorization tenders and request for proposals. Handle contractual negotiations and authorize contract award for activities related to commerce and tourism. Focal point for internal/external audits. Oversee property control, inventory and logistic matters.

Summarize any of Your Achievements

Effective and efficient management of human financial resources. Formulated new financial procedures for processing payment and reconciliation of accounts entries. Reduction of procurement cost and creation of vendor's roster.

Reasons for Leaving

Career advancement

Job Title <b>Legal Affairs Officer</b>	Type of Business <b>Government</b>	From - To <b>01/01/1984 - 01/05/1985</b>
Name of Employer <b>Department of Commerce and Tourism- Generalitat de Catalunya</b>		Name of Supervisor <b>Ma. Angels Barbara</b>

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>Yes</b>
<b>1500000</b>	<b>1800000</b>	<b>ESP</b>	Is this a position within the UN Common System? <b>No</b>

Telephone Number

**34934849500**

Email Address

Address of Employer

**Spain**

Number of Employees Supervised by You

**2**

Description of Duties

Provide legal advice on human resources matters including staffing tables management, disciplinary actions, performance evaluation. Preparation of job descriptions and administrative guidelines on human resources. Preparation and review of contractual agreements with regard to the administrative support to work programme.

Summarize any of Your Achievements

Contributed in the formulation of Ministry's staff rules including policy and procedures on disciplinary matters. Contributed to the efficient administration and management of human resources

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
<b>English</b>	<b>No</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>
<b>French</b>	<b>No</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>
<b>Arabic</b>	<b>No</b>	<b>Not easily</b>	<b>Not easily</b>	<b>Not easily</b>	<b>Easily</b>
<b>Spanish</b>	<b>Yes</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>

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

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

## Address

340 East 93 Street Apt 9B  
 New York NY United States of America  
 Telephone: -9173191771  
 Fax: 1-9173191771  
 Contact: Luis Enrique Calzada

## Address

S-2170-E  
 New York NY United States of America  
 Telephone: 1-212-9631139  
 Contact: Luis Enrique Calzada

## References

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

Reference Name	Occupation or Business	Address	Telephone/Email
----------------	------------------------	---------	-----------------

## Personal History Profile for Philip COMPTE

### General Details

- |   |                                     |  |                                    |
|---|-------------------------------------|--|------------------------------------|
| 1. Family name<br><b>COMPTE</b>                                       | First Name<br><b>Philip</b>         | Middle Name<br><b>Rafael</b>   | Maiden Name, (if any)              |
| 2. Date of Birth<br><b>08/03/1955</b>                                 | 3. City of Birth<br><b>New York</b> | Country of Birth<br><b>United States of America</b>                  | Index No<br><b>179543</b>          |
| 4. Country of Nationality at Birth<br><b>United States of America</b> | Second Nationality (if any)         | 5. Country of Present Nationality<br><b>United States of America</b> | Second Nationality (if any)        |
| 6. Gender<br><b>Male</b>  | 7. Height [cm]<br><b>176</b>        | 8. Weight [kg]<br><b>70</b>  | 9. Marital Status<br><b>Single</b> |
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities.  
Are there any limitations on your ability to engage in all travel? **No**
- Are there any limitations on your ability to perform in your prospective field of work? **No**
11. Have you taken up legal permanent residence status in any country other than that of your nationality? **No**
13. What is your preferred field of work? **Administrative officers**
14. Would you accept employment for less than six months? **Yes**
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? **01/04/1995**
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: **comp@un.org**

### Education

List all university degrees or equivalent qualifications obtained.

University Name <b>City University of New York, Graduate Center</b>	City, Country <b>New York United States of America</b>	From - To <b>Sep-1982 - Jun-1992</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 Arts in International Studies</b>	Degree Type <b>Masters</b>	

  

University Name <b>State University of New York College of Environmental Science and Forestry</b>	City, Country <b>Syracuse United States of America</b>	From - To <b>Aug-1973 - May-1977</b>
Main Course of Study <b>Forestry and Forest Product Techniques</b>	Field of Study <b>Agriculture, Forestry &amp; Fishery</b>	
Degree Title or Equivalent <b>Bachelor of Science</b>	Degree Type <b>Bachelor of Sciences</b>	

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

Name of School <b>University of Perugia</b>	City, Country <b>Perugia Italy</b>	From - To <b>Apr-1994 - Jun-1994</b>
Main Course of Study <b>Italian language</b>		Certificate or Diploma <b>Certificate of Achievement</b>

  

Name of School <b>University of Arizona</b>	City, Country <b>Tucson United States of America</b>	From - To <b>Jul-1983 - Aug-1983</b>
Main Course of Study <b>Arid lands reforestation and agroforestry</b>		Certificate or Diploma <b>Certificate of Achievement</b>

  

Name of School <b>University of Lille</b>	City, Country <b>Lille France</b>	From - To <b>Jan-1982 - Jun-1982</b>
Main Course of Study <b>French language</b>		Certificate or Diploma <b>Certificate of Achievement</b>

  

Name of School <b>University of Caen</b>	City, Country <b>Caen France</b>	From - To <b>Jan-1981 - Jun-1981</b>
Main Course of Study <b>French language</b>		Certificate or Diploma <b>Certificate of Achievement</b>

  

Name of School	City, Country	From - To
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<b>University of Barcelona</b>	<b>Barcelona Spain</b>	<b>Oct-1979 - Jun-1980</b>
Main Course of Study <b>Spanish language, history and literature</b>		Certificate or Diploma <b>Certificate of Achievement</b>

Name of School <b>Westbury High School</b>	City, Country <b>Westbury United States of America</b>	From - To <b>Sep-1970 - Jun-1973</b>
Main Course of Study <b>General High School courses</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 (P-5)</b>	Type of Business <b>International Organization / United Nations</b>	From - To <b>01/06/2008 -</b>
Name of Employer <b>MINUSTAH</b>		Name of Supervisor <b>Paul Aghadjanian</b>
Salaries per Annum: Starting <b>10690700</b>	Final <b>10690700</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>5092244-2050</b>	Email Address <b>compte@un.org</b>	
Address of Employer <b>Haiti</b>		
Number of Employees Supervised by You <b>15</b>		
Description of Duties <b>* Provide daily support to the Chief of Mission Support (CMS) on matters pertaining to the effective management and implementation of policies and procedures within the Division of Administration. * Coordinate the activities of the Office of the CMS including the monitoring and review of management procedures, providing policy guidance and performing critical evaluation. * Supervise the Regional Mission Support Officers / Assistants and the Coordinator to ensure effective administrative and logistical support is provided in all regions / districts of the country. * Coordinate mission response to internal and external audit. * Draft and review Administrative Instructions, Information Circulars and other issuances pertaining to the policies and procedures of the Division of Administration. * Review Board of Inquiry reports and Security Investigation Reports and ensure appropriate administrative action is taken. * Serve as Chairman of the Local Committee on Contracts, the Local Property Survey Board and the PX Committee. * Serve as focal point for issues raised by the Field Staff Unions (international and national).</b>		
Summarize any of Your Achievements <b>In reviewing all correspondence addressed to the CMS or to be issued by the CMS, I have successfully ensured consistency with established rules and procedures, as well as providing valued guidance on related actions to be taken. * As principal adviser to the CMS, my ability to establish and maintain excellent interpersonal contacts with Service and Section Chiefs ensures that I remain apprised of all issues and trends with the Division of Administration enabling me to provide effective support to the CMS. In my capacity as coordinator of mission response to both internal and external audit observations and recommendations, I have established very effective periodic review mechanisms, to ensure continuous monitoring of the status of implementation. As Chairman of the Local Committee on Contracts I have ensured that all issues of concern related to procurement of goods and services receive appropriate attention. The standard of presentations and technical evaluations is slowly improving. I have also been instrumental in guiding the work of the Board of Inquiry Unit, which was under my direct management from September 2008 to March 2009, in establishing a comprehensive data base and mission specific SOPs. The tracking of recommendations is now systematically coordinated within the BOI Unit. Noting shortcomings in the supervision provided to RMS, I established the role of a Coordinator. This is a recent development (March 2009) and its effectiveness remains to be evaluated. Finally, I have served as the Officer-in-Charge of Mission Support when the CMS is absent from the Mission.</b>		
Reasons for Leaving <b>n/a</b>		

Job Title <b>Special Assistant to the PDSRSG (P-4)</b>	Type of Business <b>International Organization / United Nations</b>	From - To <b>01/11/2006 - 01/05/2008</b>
Name of Employer <b>MINUSTAH</b>		Name of Supervisor <b>Luiz Carlos da Costa</b>
Salaries per Annum: Starting <b>9487900</b>	Final <b>9801300</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>compte@un.org</b>	
Address of Employer <b>Haiti</b>		
Number of Employees Supervised by You <b>1</b>		
Description of Duties <b>* Provide daily support to the PDSRSG on matters pertaining to the effective management and operation of all component programmes. * Coordinate the activities of the Office of the PDSRSG including the monitoring and review of management procedures, providing policy guidance and performing critical evaluation. * Ensure coordination and consistency of approach among the mission components reporting to the PDSRSG (UN Police, Justice, Human Rights, Mission Support, Security) and between the components and members of the United Nations Country Team. * Provide advise on all administrative and financial matters, specifically regarding entitlements and exercising judgment in their application. * Review and advise on responses to internal and external audit and OIOS investigations. * Review and provide critical comments to substantive reports prepared by the various components. * Review and provide guidance on Boards of Inquiry and Sexual Exploitation and Abuse cases.</b>		
Summarize any of Your Achievements		

\* In reviewing all correspondence addressed to the PDSRSG or to be issued by the PDSRSG I have successfully ensured consistency with established rules and procedures, as well as accurate and high quality outputs. \* As principal adviser to the PDSRSG, my ability to build trust and instill confidence through excellent interpersonal contacts with Heads of Components, the Chief of Staff and the Office of the SRSG ensures that I remain apprised of all issues and trends within the Mission enabling me to provide appropriate and effective support to the PDSRSG.

Reasons for Leaving

**Selection for the post of Senior Administrative Officer.**

Job Title <b>Special Assistant to the D/SRSG (Operations and Rule of Law) (P-4)</b>	Type of Business <b>International Organization</b>	From - To <b>01/09/2005 - 01/11/2006</b>
Name of Employer <b>UNMIL</b>	Name of Supervisor <b>Luiz Carlos da Costa</b>	
Salaries per Annum: Starting <b>9063700</b>	Final <b>9487900</b>	Currency Paid <b>USD</b>
Is this a civil servant position of your Government? <b>No</b>		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>1212963-9926</b>	Email Address <b>compte@un.org</b>	
Address of Employer <b>Liberia</b>		
Number of Employees Supervised by You <b>1</b>		
Description of Duties <b>* Provide daily support to the DSRSG for Operations and Rule of Law on matters pertaining to the effective management and execution of component programmes, Administration and Security. * Coordinate the activities of the Office of the DSRSG including the monitoring and review of management procedures, providing policy guidance and performing critical evaluation. * Ensure coordination and consistency of approach among the components of Rule of Law (UN Police, Legal and Judicial Support Service, Human Rights and Protection Service and Corrections Advisory Unit) and between the components and members of the United Nations Country Team. * Review and advise on responses to internal and external audit and OIOS investigations. * Review and advise on cases involving allegations of violation of Human Rights. * Review and provide critical comments to substantive reports prepared by the various components of Rule of Law. * Review and provide guidance on Boards of Inquiry and Sexual Exploitation and Abuse cases.</b>		
Summarize any of Your Achievements <b>* In reviewing all correspondence addressed to the DSRSG Operations and Rule of Law or to be issued by the DSRSG I have successfully ensured consistency with established rules and procedures, as well as accurate and high quality outputs. * As principal adviser to the DSRSG, my ability to establish and maintain excellent interpersonal contacts with Heads of Components, the Chief of Staff and the Office of the SRSG ensures that I remain apprised of all issues and trends within the Mission enabling me to provide appropriate and effective support to the DSRSG. * Critical review of the BOI procedures has resulted in revised SOPs, greater consistency in the investigative process and establishment of a comprehensive database.</b>		
Reasons for Leaving <b>Reassignment to MINUSTAH</b>		

Job Title <b>Special Assistant to the Director LSD (P-4)</b>	Type of Business <b>International Organization</b>	From - To <b>01/02/2004 - 01/08/2005</b>
Name of Employer <b>DPKO - United Nations Headquarters</b>	Name of Supervisor <b>Luiz Carlos da Costa</b>	
Salaries per Annum: Starting <b>9063700</b>	Final <b>9487900</b>	Currency Paid <b>USD</b>
Is this a civil servant position of your Government? <b>No</b>		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>1212963-1328</b>	Email Address <b>compte@un.org</b>	
Address of Employer <b>United States of America</b>		
Number of Employees Supervised by You <b>0</b>		
Description of Duties <b>* Provide daily support to the Director of the Logistics Support Division on matters pertaining to the effective management and implementation of policies and procedures within the Division. * Coordinate the activities of the Office of the Director including the monitoring and review of management procedures, providing policy guidance and performing critical evaluation. * Ensure coordination and consistency of approach among the Services of LSD and other Sections within the DPKO, with other Departments and Offices within the Secretariat, and between Missions and Headquarters. * Review responses to internal and external audit. * Ensure that administrative policy and procedures for field operations are in accordance with the policies of the Organization, and are functional and applicable to the field in practical terms.</b>		
Summarize any of Your Achievements <b>* In reviewing all correspondence addressed to the Director or to be issued by the Director I have successfully ensured consistency with established rules and procedures, as well as accurate and high quality outputs. * As principal adviser to the Director, my ability to establish and maintain excellent interpersonal contacts with Service and Section Chiefs ensures that I remain apprised of all issues and trends within the Division enabling me to provide appropriate and effective support to the Director.</b>		
Reasons for Leaving <b>Position offered in UNMIL</b>		

Job Title <b>Senior Administrative Officer (P-4)</b>	Type of Business <b>Administration / Management</b>	From - To <b>01/09/2002 - 01/02/2004</b>
Name of Employer <b>UNMIK</b>	Name of Supervisor <b>Alice Hecht / Luiz Carlos da Costa / Philip Cooper</b>	
Salaries per Annum: Starting <b>7978000</b>	Final <b>8443500</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>1(212)963-8442</b>	Email Address <b>compte@un.org</b>
Address of Employer <b>Yugoslavia</b>	
Number of Employees Supervised by You <b>3</b>	
Description of Duties <b>* Provide daily support to the Director of Administration (DOA) on matters pertaining to the effective management and implementation of policies and procedures within the Division of Administration. * Coordinate the activities of the Office of the DOA including the monitoring and review of management procedures, providing policy guidance and performing critical evaluation. * Coordinate mission response to internal and external audit. * Draft and review Administrative Instructions, Information Circulars and other correspondence on issues pertaining to the policies and procedures within the Division of Administration. * Review Board of Inquiry reports, formulate response and finalize transmittal notes for the DOA and coordinate special projects identified by the DOA. * Serve as a member of the Local Claims Review Board and the Local Property Survey Board.</b>	
Summarize any of Your Achievements <b>* In my capacity as coordinator of mission response to both internal and external audit observations and recommendations, I have established very effective periodic review mechanisms, where none had existed before, to ensure continuous monitoring of the status of implementation. In addition, the comprehensive spreadsheets I have developed provide quick and easy reference to the status of implementation of all observations, which are shared with both the Resident Auditor and the Board of Auditors. * From my previous experience in the Claims and Property Survey Unit I have provided expert policy guidance to both the Unit and the LPSB, which has resulted in a consistent application of relevant rules and regulations.</b>	
Reasons for Leaving <b>Appointment to a post at United Nations Headquarters in New York</b>	

Job Title <b>Administrative Officer (P-3)</b>	Type of Business <b>Administration / Management</b>	From - To <b>01/11/2000 - 01/09/2002</b>
Name of Employer <b>UNMIK</b>	Name of Supervisor <b>Micheal Hall / Philip Cooper</b>	

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

Telephone Number <b>1212963-8442</b>	Email Address <b>compte@un.org</b>
Address of Employer <b>Yugoslavia</b>	
Number of Employees Supervised by You <b>1</b>	
Description of Duties <b>* Provide daily support to the CAS on matters pertaining to the effective management and implementation of policies and procedures of the various sections within Administrative Services. * Coordinate the activities of the Office of the CAS including the monitoring and review of management procedures, providing policy guidance and performing critical evaluation. * Coordinate mission response to internal and external audit. * Draft and review Administrative Instructions, Information Circulars and other correspondence on issues pertaining to the policies and procedures governing Administrative Services. * Review Board of Inquiry reports, formulate response and finalize transmittal notes for the DOA and coordinate special projects identified by the CAS or DOA. * Serve as Secretary to the Local Committee on Contracts. * Serve as member of the Local Claims Review Board and the Local Property Survey Board. * Provide executive support to the DOA, particularly during absences of the SAO.</b>	
Summarize any of Your Achievements <b>* During the period I served as Administrative Officer two issues arose that required the attention of the Office of the CAS. The first was raising the standard of the minutes of the Local Committee on Contracts (LCC) such that they would serve as fora for policy direction on procurement issues and to ensure a consistent and coherent review of case presentations. In this regard, I established a template for the preparation of minutes and under the guidance of the Chairperson (CAS) revised the focus of the minutes from a verbatim report to a policy review and confirmation of appropriate practice. This template and comprehensive approach has been maintained upon the appointment of my successor. * The second area of concern was the Board of Inquiry. Long delays, incomplete investigative processes and poor drafting had resulted in an unacceptable standard raising criticism from the Head of Mission. The BOI Unit was subsequently put under the supervision of the CAS Office reporting to myself as the Administrative Officer. I developed templates for the range of cases and recruited permanent Secretaries to the Boards to address the concerns. This has resulted in a marked improvement in the quality of the reports, the monitoring of cases and critical analysis of recommendations.</b>	
Reasons for Leaving <b>Appointment to the post of Senior Administrative Officer in the Office of the Director of Administration.</b>	

Job Title <b>Claims Officer (P-2)</b>	Type of Business <b>Administration / Claims</b>	From - To <b>01/07/2000 - 01/10/2000</b>
Name of Employer <b>UNMIK</b>	Name of Supervisor <b>Abel Edusei</b>	

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

Telephone Number <b>1212963-8442</b>	Email Address
Address of Employer <b>Yugoslavia</b>	
Number of Employees Supervised by You <b>8</b>	
Description of Duties <b>* Under the general supervision of the Chief Claims Unit, responsible for drafting, reviewing and editing case reports for presentation to the Local Property Survey Board and the Local Claims Review Board. * Responsible for all insured third-party claims resulting from traffic accidents, including reporting and acting as liaison with the UN insurance representative, AIG, Prague and arranging payments through Finance Section.</b>	

Summarize any of Your Achievements

**\* I established a comprehensive database for the monitoring of third party claims cases and uninsured claims cases which has become an effective tool in ensuring timely processing of cases. \* I also formulated templates for the presentation of uninsured claims cases. \* After having evaluated the existing database, I provided critical input in the design and the determination of required capabilities of the Lotus Notes based property survey database which functions in parallel to the FACS. The capacity of the resulting database has been instrumental in preparing periodic reports. \* I served as Officer-in-Charge of the Claims and Property Survey Unit during absences of the Chief.**

Reasons for Leaving

**Appointment as Administrative Officer in the Office of the Chief Administrative Services.**

Job Title <b>Claims Officer (P-2)</b>	Type of Business <b>Administration / Claims</b>	From - To <b>01/11/1998 - 01/06/2000</b>
Name of Employer <b>MONUA</b>		Name of Supervisor <b>Yanick Van Der Beke / Hazel Scott</b>

Salaries per Annum:

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

Telephone Number

Email Address

Address of Employer

**Angola**

Number of Employees Supervised by You

**1**

Description of Duties

**\* Responsible for all insured third-party claims resulting from traffic accidents, including reporting and acting as liaison with the UN insurance representative, ALICO, Nairobi and arranging payments through Finance Section. \* Draft, review and edit case reports for presentation to the LPSB and CRB. \* Execute LPSB and CRB decisions and recommendations in cooperation with respective administrative sections. \* Responsible for the liquidation of all outstanding property survey, claims and insurance matters pertaining to UNAVEM I, UNAVEM II, UNAVEM III and MONUA.**

Summarize any of Your Achievements

**\* I was appointed Officer-in-Charge, Claims, Property Survey and Insurance Unit (CPSU) and Secretary Local Property Survey Board (LPSB) from December 1999. \* I was also appointed Standing Secretary of Boards of Inquiry from October 1999. \* I researched and compiled all appropriate documentation for the write-off of all contingent-owned equipment submitted for presentation to the LPSB under the MONUA mandate. All recommendations were subsequently approved by the CAO. \* By the time the mission entered final liquidation, my efforts had resulted in all property survey matters being finalized, including disposals by sale to the Government of Angola and other entities. \* I supervised the establishment of the PSB archives and all outstanding HPSB cases were forwarded to the HQ liquidation team for final processing. \* I also compiled all claims against the Government of Angola, including obtaining all supporting documentation and preparing detailed summaries, for final reconciliation with government authorities.**

Reasons for Leaving

**Closure of mission and reassignment to UNMIK**

Job Title <b>Claims Assistant</b>	Type of Business <b>Administration / Claims</b>	From - To <b>01/09/1997 - 01/11/1998</b>
Name of Employer <b>UNTAES / UNPSG</b>		Name of Supervisor <b>Serguei Toropov</b>

Salaries per Annum:

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

Telephone Number

Email Address

Address of Employer

**Croatia**

Number of Employees Supervised by You

**2**

Description of Duties

**\* Responsible for all insured third-party claims resulting from traffic accidents, including reporting and acting as liaison with the UN insurance representative, AIG, Prague and arranging payments through Finance Section. \* Review and revision of procedures for the processing of case reports. \* Development and implementation of LPSB policies in collaboration with the Chairperson and members of the LPSB. \* Execute LPSB decisions and recommendations in cooperation with respective administrative sections \* Draft, review and edit case reports for presentation to the LPSB.**

Summarize any of Your Achievements

**\* I was appointed Officer-in-Charge, Property Survey and Insurance Unit (PSU) and Secretary of Local Property Survey Board (LPSB) from November 1997. \* I improved the quality of LPSB presentations by establishing templates for case processing using standardized formats, elements and language. \* I ensured that LPSB meetings were held on a weekly basis for the duration of my assignment and through my efforts all property survey matters were finalized upon liquidation of the mission, including disposals by sale. \* I supervised the establishment of PSB archives and all outstanding HPSB cases were forwarded to the HQ liquidation team for final processing. \* I also compiled all claims against the Government of Croatia, including obtaining all supporting documentation and preparing detailed summaries, for final reconciliation with government authorities.**

Reasons for Leaving

**Closure of the mission and reassignment to MONUA.**

Job Title <b>Claims Assistant</b>	Type of Business <b>Administration / Claims</b>	From - To <b>01/05/1995 - 01/08/1997</b>
Name of Employer <b>UNPF</b>		Name of Supervisor <b>Angelito Galindo / Selvam Perambalam</b>

Salaries per Annum:

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

Telephone Number	Email Address <b>compte@un.org</b>
Address of Employer <b>Croatia</b>	
Number of Employees Supervised by You <b>10</b>	
Description of Duties <b>* Draft, review and edit case reports for presentation to the LPSB. * Coordinate processing of uninsured third party claims cases from Administrative Sector North, Croatia and Former Yugoslav Republic of Macedonia (UNPREDEP) from August 1995 to July 1996.</b>	
Summarize any of Your Achievements <b>* I was appointed Officer-in-Charge Property Survey Unit (PSU) and Secretary of the Local Property Survey Board from October 1996. * I improved the quality of LPSB presentations by establishing templates for case processing using standardized formats, elements and language. I prepared a series of user guides for the purpose of calculating depreciation in the processing of LPSB cases. * I successfully designed and updated a set of relational databases for PSU information management. * I ensured that LPSB meetings were held on a weekly basis for the duration of my assignment to address a backlog of approximately 1500 cases and through my efforts all property survey matters were finalized upon liquidation of the mission, including disposals by sale. * I supervised the establishment of the PSB archives and outstanding HPSB cases were forwarded to the HQ liquidation team for final processing. * I also compiled all claims against the Government of Croatia, including obtaining all supporting obtaining all supporting documentation and preparing detailed summaries, for final reconciliation with government authorities.</b>	
Reasons for Leaving <b>Closure of the mission and reassignment to UNTAES</b>	

Job Title <b>Chief Technical Advisor</b>	Type of Business <b>Rural Forestry Development</b>	From - To <b>01/10/1992 - 01/10/1993</b>
Name of Employer <b>UNDP</b>		Name of Supervisor <b>Goudouma Zigani</b>
Salaries per Annum:		
Starting	Final	Currency Paid
<b>47715</b>	<b>47715</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>Burkina Faso</b>		
Number of Employees Supervised by You <b>7</b>		
Description of Duties <b>Project UNSO/BKF/85/X01 * Preparation of the yearly report and programme of action for subsequent year. * Preparation of all budgetary revisions in conjunction with the programme of action. * Plan, organize and execute training programmes in land use management through natural regeneration. * Draft and or edit manuals on the natural regeneration of local species, agroforestry techniques, extension techniques and land use management. * Supervise Field extensionists and field activities. * Prepare monthly reports on project activities. * Provide technical guidance to Ministry of Environment and Tourism staff on appropriate land use management techniques including the protection of natural regeneration.</b>		
Summarize any of Your Achievements <b>* In collaboration with the National Director of the project, I drafted and edited the final project report of the five-year pilot project for review by the Office of Project Services and the donor (Norwegian Government). * I compiled and analysed data on extensive field trials to provide statistics on the response of different species to various interventions. * I drafted, edited and revised manuals for use by rural forestry extensionists, notably the published Agroforestry Manual. * I also served as Chief Technical Advisor to the National Agroforestry Cell to harmonize and coordinate field activities among governmental and non-governmental agencies as well as to develop strategies to enhance participation in conservation activities at the National, Provincial and local community level.</b>		
Reasons for Leaving <b>Completion of the initial pilot phase of the project.</b>		

Job Title <b>Agroforestry Consultant</b>	Type of Business <b>Rural Forestry Development</b>	From - To <b>01/01/1992 - 01/04/1992</b>
Name of Employer <b>UNDP</b>		Name of Supervisor <b>Goudouma Zigani</b>
Salaries per Annum:		
Starting	Final	Currency Paid
<b>67320</b>	<b>67320</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>Burkina Faso</b>		
Number of Employees Supervised by You <b>0</b>		
Description of Duties <b>Project UNSO/BKF/85/X01 * Plan and organize a training programme in agroforestry techniques for extension agents. * Preparation of the yearly report and the subsequent Programme of Action. * Plan and execute a follow-up strategy for the seven target Provinces.</b>		
Summarize any of Your Achievements <b>* I prepared the yearly report for 1991 and the Programme of Action for 1992 in collaboration with the National Director. * I planned a comprehensive training programme in all aspects of agroforestry, reforestation, protection of natural regeneration and land use management to be executed in the seven provinces.</b>		
Reasons for Leaving <b>Completion of consultancy.</b>		

Job Title <b>Technical Advisor in Agroforestry</b>	Type of Business <b>Rural Forestry Development</b>	From - To <b>01/10/1989 - 01/12/1991</b>
Name of Employer <b>United Nations Volunteers Programme</b>	Name of Supervisor <b>Hans Groenendijk</b>	
Salaries per Annum: Starting <b>1</b>	Final <b>1</b>	Currency Paid <b>USD</b>
	Is this a civil servant position of your Government? <b>No</b>	Is this a position within the UN Common System? <b>No</b>
Telephone Number	Email Address	
Address of Employer <b>Burkina Faso</b>		
Number of Employees Supervised by You <b>0</b>		
Description of Duties <b>* Plan and execute successive training programmes in land use management through protection of natural regeneration and agroforestry. * Design and implement record keeping and evaluation system for field forestry extensionists. * Programme and execute all follow-up activities. * Draft technical materials and design audio-visual aids in support of training in agroforestry techniques.</b>		
Summarize any of Your Achievements <b>* I initiated, executed and analysed a series of training programmes provided to field forestry extensionists. * I acted as liaison between field forestry extensionists and the project director through regular visits to all seven target Provinces. * I also monitored and reported on all field activities including mapping of protected areas, identification and marking of protected species.</b>		
Reasons for Leaving <b>I did not leave the project. My contractual status changed from United Nations Volunteer contract to a UNDP consultant contract.</b>		

Job Title <b>Agroforestry Consultant</b>	Type of Business <b>Rural Forestry Development</b>	From - To <b>01/01/1989 - 01/03/1989</b>
Name of Employer <b>UNDP</b>	Name of Supervisor <b>Gunne Arneson</b>	
Salaries per Annum: Starting <b>55440</b>	Final <b>55440</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>Burkina Faso</b>		
Number of Employees Supervised by You <b>0</b>		
Description of Duties <b>Project UNSO/BKF/85/X01 * Plan activities for initial phase of field activities. * Select initial sites of intervention based upon socio-economic and geographic studies. * Design a training programme for project personnel in community development strategies.</b>		
Summarize any of Your Achievements <b>* I participated in the selection of the initial sites of intervention. Seven Provinces were identified for varying levels of support. One province was selected for intensive support including recruitment of seven field forestry extensionists. Two other were identified for regular field visits and training. Four others for training and occasional field visits. * I also developed a four week training programme for the recruited forestry field extensionists.</b>		
Reasons for Leaving <b>Completion of consultancy. The project leadership determined that additional support to the project should be sought through United Nations Volunteers. I subsequently applied for the post of Technical Advisor and was recruited under a UNV contract.</b>		

Job Title <b>Project Co-leader</b>	Type of Business <b>Community Development</b>	From - To <b>01/06/1988 - 01/09/1988</b>
Name of Employer <b>American Friends Service Committee</b>	Name of Supervisor <b>Norman Krechler</b>	
Salaries per Annum: Starting <b>1</b>	Final <b>1</b>	Currency Paid <b>USD</b>
	Is this a civil servant position of your Government? <b>No</b>	Is this a position within the UN Common System? <b>No</b>
Telephone Number	Email Address	
Address of Employer <b>United States of America</b>		
Number of Employees Supervised by You <b>15</b>		
Description of Duties <b>* Design and conduct an orientation programme for international volunteers. * Liase with community leaders in development of project goals. * Organize and coordinate all project activities to enhance cultural adaptation and group integration with host community. * Supervise all group activities in host language (Spanish)</b>		
Summarize any of Your Achievements <b>* I designed and implemented the orientation programme as planned. * I continuously liased with community leaders to identify projects for volunteers and coordinated project execution. * I maintained group cohesion through decision making sessions based upon consensus. * I also initiated and supervised a community reforestation programme.</b>		

Reasons for Leaving

**Completion of project period.**

Job Title <b>Forestry Technician</b>	Type of Business <b>Community Development - Reforestation</b>	From - To <b>01/07/1983 - 01/02/1986</b>
Name of Employer <b>United States Peace Corps</b>	Name of Supervisor <b>Chris Kopp / Cheikh Savare</b>	
Salaries per Annum: Starting <b>900</b>	Final <b>900</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>* Supervise the establishment of and manage tree nurseries in a village reforestation project. * Direct out-planting and post-planting protection schemes. * Design and conduct a training programme in arid lands agroforestry, reforestation and project management. * Supervise field practicum for trainees. * Liaise with community leaders to identify additional sites for interventions.</b>		
Summarize any of Your Achievements <b>* I established a tree nursery which eventually provided sufficient nursery stock to support reforestation in twenty villages. * I organized a work force from the twenty neighboring villages to produce trees in one centrally located nursery for later distribution. * I trained selected community representatives in agroforestry and reforestation techniques. * I organized and directed an out-planting strategy using a communal work force to enhance efficiency. * I ensured post-planting protection schemes were prepared in advance of planting and maintained. * I also organized and established a community garden which provided the only source of fresh vegetables in the village. * My local community counterpart was awarded a presidential medal for outstanding performance in reforestation based upon the overwhelming success of our community reforestation efforts. * I was selected and served as Regional Peace Corps forestry representative. * I also was selected and served as forestry trainer/facilitator for the incoming group of volunteers during a ten week induction training. * Finally I was chosen to be one of two volunteers to inaugurate the Peace Corps Programme in Guinea.</b>		
Reasons for Leaving <b>Completion of assignment and return to graduate school.</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>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>Italian</b>	<b>No</b>	<b>Easily</b>	<b>Easily</b>	<b>Not easily</b>	<b>Easily</b>

## Address

36 Barrington Street  
Westbury New York United States of America  
Telephone: 1-(516)-334-2856  
Contact: Jose Compte

## 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>Radhika BALAKRISHNAN</b>	<b>Director</b>	<b>Center for Women's Global Leadership United States of America</b>	<b>1646318-4498 rbalakra@rci.rutgers.edu</b>
<b>Kurt PAKENDORF</b>	<b>Vice President &amp; General Counsel</b>	<b>31 Juliana Avenue United States of America</b>	<b>1940231 4136 kurt.pakendorf@gmail.com</b>
<b>Piero SUNZINI</b>	<b>Programme management</b>	<b>Str. Pieve S. Sebastiano no. 13 United States of America</b>	<b>39075589-9011 pierossella@tin.it</b>

## Personal History Profile for Vinod DHAWAN

### General Details

1. Family name <b>DHAWAN</b>	First Name <b>Vinod</b>	Middle Name <b>K</b>	Maiden Name, (if any)
2. Date of Birth <b>11/03/1958</b>	3. City of Birth <b>SEEMA (SHIMLA)</b>	Country of Birth <b>India</b>	Index No <b>897830</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>165</b>	8. Weight [kg] <b>63</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>01/04/2006</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>dhawanvinod42@hotmail.com</b>			

### Education

List all university degrees or equivalent qualifications obtained.

University Name <b>Indira Gandhi National Open University New Delhi</b>	City, Country <b>New Delhi India</b>	From - To <b>Jun-2003 - Jun-2005</b>
Main Course of Study <b>Environmental Conservation</b>	Field of Study <b>Environmental Protection</b>	
Degree Title or Equivalent <b>PGCMRR (Post Graduate Certificate in Participatory Management of Rehabilitation &amp; Resettlement of displaced persons.</b>	Degree Type <b>Postgraduate degree</b>	
University Name <b>Himachal Pradesh University, Shimla India</b>	City, Country <b>Shimla India</b>	From - To <b>Aug-2002 - Jul-2007</b>
Main Course of Study <b>Public Administration</b>	Field of Study <b>Business &amp; Administration</b>	
Degree Title or Equivalent <b>Ph.D in Public Administration".</b>	Degree Type <b>PhD</b>	
University Name <b>Guru Nanak Dev University</b>	City, Country <b>Amritsar India</b>	From - To <b>Sep-2000 - Mar-2002</b>
Main Course of Study <b>Public Administration</b>	Field of Study <b>Business &amp; Administration</b>	
Degree Title or Equivalent <b>M. Phil. Police Administration</b>	Degree Type <b>Masters</b>	
University Name <b>Himachal Pradesh</b>	City, Country <b>Shimla India</b>	From - To <b>Jul-1997 - Mar-1999</b>
Main Course of Study <b>Public Administration</b>	Field of Study <b>Business &amp; Administration</b>	
Degree Title or Equivalent <b>Masters in Public Administration</b>	Degree Type <b>Postgraduate degree</b>	
University Name <b>State Police Training College (PTC) Madhuban</b>	City, Country <b>Karnal (Near Delhi) Haryana State India</b>	From - To <b>Sep-1987 - Oct-1988</b>
Main Course of Study <b>African Languages and Civilizations</b>	Field of Study <b>Humanities</b>	
Degree Title or Equivalent <b>Police Graduate Officers</b>	Degree Type <b>Degree</b>	
University Name <b>Punjab University</b>	City, Country <b>Chandigarh India</b>	From - To <b>Jul-1979 - Mar-1982</b>

Main Course of Study <b>Other Humanities</b>	Field of Study <b>Humanities</b>
Degree Title or Equivalent <b>Bachelor of Arts (Humanities)</b>	Degree Type <b>Bachelor of Arts</b>

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

Name of School <b>State Punjab Police College/Academy, Phillaur, India</b>	City, Country <b>Phillaure India</b>	From - To <b>Nov-1999 - Nov-1999</b>
Main Course of Study <b>Vertical Interaction Course on " Strategic Management of Human Resources"</b>		Certificate or Diploma <b>YES</b>
Name of School <b>NCRB New Delhi, INDIA</b>	City, Country <b>New Delhi India</b>	From - To <b>Jun-1999 - Jun-1999</b>
Main Course of Study <b>Course on PC Operation ( all soft ware with databse) and Office Automation.</b>		Certificate or Diploma <b>YES</b>
Name of School <b>ITBP Mussoorie organised by BPR &amp; D, New Delhi</b>	City, Country <b>Mussoorie India</b>	From - To <b>Oct-1997 - Nov-1997</b>
Main Course of Study <b>Special Course on Identification &amp; handling explosives.</b>		Certificate or Diploma <b>YES, Stood first &amp; recomended for Empannment as Instructor for training</b>
Name of School <b>STATE POLICE TRAINING COLLEGE PHILLAURE</b>	City, Country <b>PHILLAURE India</b>	From - To <b>Sep-1997 - Oct-1997</b>
Main Course of Study <b>STRETAGIC MANAGEMENT OF HUMAN RESOURCES.</b>		Certificate or Diploma <b>VERTICAL INTERACTION COURSE ON SENIOR MANAGEMENT</b>
Name of School <b>UN Regional H.Q Matola.</b>	City, Country <b>Matola Mozambique</b>	From - To <b>Oct-1994 - Oct-1994</b>
Main Course of Study <b>Course on Human Rights, Protocol, statutes, Basic Principal of Human rights, Rights &amp; prerogatives of offenders/ convicts, duties of law enforcing agencies, investigation of HR violations etc</b>		Certificate or Diploma <b>YES</b>
Name of School <b>National Crime Record Bureau</b>	City, Country <b>New Delhi. India</b>	From - To <b>Jun-1993 - Jun-1993</b>
Main Course of Study <b>Course on Management of Modern Crime Record &amp; PBS.</b>		Certificate or Diploma <b>YES</b>
Name of School <b>Institute of Police Forensic Science, Shimla, India</b>	City, Country <b>Shimla India</b>	From - To <b>Jun-1991 - Jun-1991</b>
Main Course of Study <b>"Training of Trainers" regarding planning of study material, coordination, Faculty, lectuers, study materials for the trainee partipicents, mode of communications to be adopted with overall management concepts.</b>		Certificate or Diploma <b>YES</b>
Name of School <b>Institute of Intelligence Bureau New Delhi, INDIA</b>	City, Country <b>New Delhi. India</b>	From - To <b>Nov-1989 - Dec-1989</b>
Main Course of Study <b>Anti Terrorist Counter Intelligence Course.</b>		Certificate or Diploma <b>No Diplomas were issued.</b>
Name of School <b>State Police Training College</b>	City, Country <b>Madhuban India</b>	From - To <b>Sep-1987 - Oct-1988</b>
Main Course of Study <b>Police Administration, Management, Social Sciences, Forensic Science, Criminology, Criminal Justice system, Police field work, Law, behavioural science, Psychology etc.</b>		Certificate or Diploma <b>Police Graduate Officers Course from State Police Training College ( in the rank of Dy.Supt.of Police)</b>
Name of School <b>H.P Board of School Education</b>	City, Country <b>Rohru India</b>	From - To <b>Mar-1973 - Mar-1974</b>
Main Course of Study <b>English, Mathematics, Science, History, Geography, Hindi, Social Studies, Sanskrit</b>		Certificate or Diploma <b>Matriculation Certificate</b>

## Employment

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

Job Title <b>A.I.G State Police H.Q (Assistatnt Inspector General of Police) State Police H.Q</b>	Type of Business <b>Police Administration, Management &amp; Policy Planning implementation &amp; Monitoring</b>	From - To <b>01/09/2005 -</b>
Name of Employer <b>H.P State Govt.</b>	Name of Supervisor <b>Director General of Police Sh. Ajit Narain IPS</b>	
Salaries per Annum: Starting <b>380000</b>	Final <b>410000</b>	Currency Paid <b>INR</b>
Telephone Number <b>009101772621637</b>	Email Address <b>dhawanvinod42@hotmail.com</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>
Address of Employer <b>India</b>		
Number of Employees Supervised by You <b>10000</b>		
Description of Duties <b>Includes State Police (PPIM) Policy Planning implementation &amp; monitoring, HRM, HRD R &amp; D initiatives based planning &amp; implementation, State Media Relation Officer, Conference management, Head of Office function, faculty on HRD, media relations, HRM etc, Training of trainers, Financial Administration, Operational &amp; Security management planning &amp; monitoring etc of All Ranks and file of State Police Organisation</b>		
Summarize any of Your Achievements <b>Involved in State Police organisational (PPIM) Policy Planning implementation &amp; monitoring, HRD initiatives based on R &amp; D initiatives, State Police media management Officer, operational management, Planning of Security &amp; safety policy &amp; SOPS, identifying the De-centralized planning for middle management cutting edge level, introduction of S.O.Ps for effective &amp; efficiency oriented administrative objectivity, Crisis /disaster management &amp; operational deployments, Vehicle Fleet &amp; transportation management planning of paperless administrative functioning through Computers at PHQ, R &amp; D work in HRD Planning, Project work on Participatory planning &amp; management in the areas of Development induced displacement and R &amp; R Planning issues etc</b>		
Reasons for Leaving <b>for better work environmental Opportunities at international level to exhibit the professional competence and talent with better emolument opportunities.</b>		

Job Title <b>Superintendent of Police (State Police Welfare Officer)</b>	Type of Business <b>Police Organisational Administration &amp; Management</b>	From - To <b>01/04/2005 - 01/09/2005</b>
Name of Employer <b>State Govt. of Himachal Pradesh (INDIA)</b>	Name of Supervisor <b>Mr. Prem Singh IPS Addiional Director General Of Police H.Q</b>	
Salaries per Annum: Starting <b>312000</b>	Final <b>330000</b>	Currency Paid <b>INR</b>
Telephone Number <b>009101772622031</b>	Email Address <b>dhawanvinod42@hotmail.com</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>
Address of Employer <b>India</b>		
Number of Employees Supervised by You <b>14000</b>		
Description of Duties <b>To Look after the Welfare Administration, Financial Administration of Police H.Q, Estate, Police Building &amp; construction divisions, R &amp; D related to police Organisational Manpower development, Career growth &amp; Development programmes, removal of Police Grievances administration etc.</b>		
Summarize any of Your Achievements <b>Already commented in the previous job description levels.</b>		
Reasons for Leaving <b>For seeking the better opportunities at International Level to exhibit the professional competence &amp; Job satisfaction which provide wider horizon and competitive work environment.</b>		

Job Title <b>Add.SP Cum DIG Prisons &amp; Correctional Services of State of H.P</b>	Type of Business <b>Administartion &amp; Management of Prisons Administration of State of H.P</b>	From - To <b>01/05/2003 - 01/04/2005</b>
Name of Employer <b>Govt. of H.P. Prisons &amp; Correctional Services.</b>	Name of Supervisor <b>Mr Ashok K Sood IPS AddDirector General of Police Prisons Correctional Services of HP State</b>	
Salaries per Annum: Starting <b>280000</b>	Final <b>290000</b>	Currency Paid <b>INR</b>
Telephone Number <b>911772625691</b>	Email Address <b>dhawanvinod42@hotmail.com</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>
Address of Employer <b>India</b>		
Number of Employees Supervised by You <b>350</b>		
Description of Duties		

**Overall Administration/management, directing, supervision & control of all management functions of Directorate & Correctional institutions & Prisons of state. Administration of Prison & Correctional services activities & welfare measures as a part of Correctional Services for the welfare of convicts / under trails and Prison employees of whole state institutions, Security & Safety of Prisons and prisoners, Human Rights Observation, their escorts.● Preparation of Policy planning /SOP/Manual guidelines, monitoring & providing administrative guidance / directions support to individual prison administration.● To attend the grievances of staffs & convicts.● Attending the Judicial Writ Jurisdictions of convicts grievances, filed in State High Courts.● Providing & managing All Logistics & Procurements aspects of Prisons & Correctional Services. Financial managemnt, Parole, remissions, processing of pardon cases to govt review board etc.**

Summarize any of Your Achievements

**Have done the office automation to all levels to its meaningful objectives. Motivated the staff & unions through participative management coordination to take care of their genuine grievances & their immediate redressal. Introduced through proper planning & budget papers of 12th Finance Commission, 5 year plan submitted to govt., the real purpose & meaning of the Correctional Services & welfare measures for welfare of Convicts & staff. Strengthened Human Rights sensitivity, Prisons Security & safety with latest equipment/ machinery. remained Member of State Prisons Reforms**

Reasons for Leaving

**In search of better avenues, opportunities & job satisfaction to match & fulfill the present professional expertise, experience, competence & skills at world level, especially with prestigious world body like United Nations.**

Job Title <b>Additional Superintendent of Police Enforcement (Admin. &amp; Ops)</b>		Type of Business <b>Police Administration &amp; Management</b>	From - To <b>01/06/2002 - 01/05/2003</b>
Name of Employer <b>H.P.Police Organisation</b>		Name of Supervisor <b>Mr. Vijay Pal Singh</b>	
Salaries per Annum:	Starting	Final	Currency Paid
	<b>250000</b>	<b>260000</b>	<b>INR</b>
Telephone Number <b>911772651641</b>		Email Address <b>dhawanvinod42@hotmail.com</b>	
Address of Employer <b>India</b>			
Number of Employees Supervised by You <b>50</b>			
Description of Duties <b>Admin &amp; Management of Police functions, investigation of crime against exploitation / smuggling of natural resources, collection of intelligence of economic offences, office management, financial management supervision &amp; investigation of crime &amp; enquiries, H R Violation, board of Inquiry in UN etc</b>			
Summarize any of Your Achievements <b>Preparing research paper of Human resource requirement &amp; office automation as system is based on the unproductive, repeated hierarchical system &amp; red tapism.( Required organizational Change with the pace of time &amp; technological development), responsible for qualitative &amp; quantitative disposal of UN Board of inquiry cases.</b>			
Reasons for Leaving <b>For search of better exposure and good working environment with prestigious International organizations, especially with United Nation.</b>			

Job Title <b>Chief of Administration &amp; Member Board of Inquiry</b>		Type of Business <b>UN (UNMIK) Mandate</b>	From - To <b>01/05/2001 - 01/05/2002</b>
Name of Employer <b>UNMIK KOSOVO</b>		Name of Supervisor <b>IAN ROME</b>	
Salaries per Annum:	Starting	Final	Currency Paid
	<b>24000</b>	<b>24000</b>	<b>USD</b>
Telephone Number		Email Address <b>ianrome@hotmail.com</b>	
Address of Employer <b>Yugoslavia</b>			
Number of Employees Supervised by You <b>100</b>			
Description of Duties <b>Overall Administrative &amp; Management function of UN Traffic Region H.Q Prizren &amp; its staff, logistics, administrative, police &amp; judicial functions, security warden, UN Member of Board of Inquiries in Kosovo</b>			
Summarize any of Your Achievements <b>:: Office automation, logistic support, training combined with the organizational objectives, helped this Traffic Region to perform outstandingly to be a first unit ready for accepting the duties and responsibilities of Police as well as administrative functions , independently by KPS officers as per UN mandate. Member of Board of Enquiries in Mission.</b>			
Reasons for Leaving <b>After successful completion of UN Deputation to UNMIK returned to parent organization.</b>			

Job Title <b>Additional Superintendent of Police (District Mandi H.P. INDIA)</b>		Type of Business <b>Police Administration &amp; Management</b>	From - To <b>01/08/1998 - 01/04/2001</b>
Name of Employer <b>HP Police Organisation</b>		Name of Supervisor <b>Mr. O.C.Thakur</b>	
Salaries per Annum:	Starting	Final	Currency Paid
	<b>180000</b>	<b>190000</b>	<b>INR</b>
Telephone Number		Email Address	
Is this a civil servant position of your Government? <b>No</b>			
Is this a position within the UN Common System? <b>Yes</b>			

91190524164

dhawanvinod42@hotmail.com

Address of Employer

**India**

Number of Employees Supervised by You

**600**

Description of Duties

**Police Administration, Management, HRD, Budgetary and financial control, Criminal Justice system, Policy Planning, monitoring & evaluation, Investigation supervision, Preparation of Internal security scheme, SOP, Preparation & conduct of special operation, natural disaster/ calamities, crisis management, VIP & vital installation security, law & order, Course director for trainees, organizing conferences & seminars, Press liaison officer and supervision & control etc**

Summarize any of Your Achievements

**Office automation, welfare measures, infrastructure development, development of effective SOP for effective work management & responsive administration etc.**

Reasons for Leaving

**Selection for UN Mission to UNMIBH**

Job Title <b>UN Civ. Pol. (UNMIBH)</b>	Type of Business <b>UN Mandated duties &amp; responsibilities</b>	From - To <b>01/06/1997 - 01/07/1998</b>
Name of Employer <b>UN Mission H.Q Sarajevo. (BIH)</b>		Name of Supervisor <b>Lt.Col. Dr.Jozef Boda Regional Commander</b>

Salaries per Annum: Starting <b>36000</b>	Final <b>36000</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>dhawanvinod42@hotmail.com</b>		
Address of Employer <b>Bosnia and Herzegovina</b>			
Number of Employees Supervised by You <b>300</b>			
Description of Duties <b>From Monitors, election officer, station commander, Regional operation officer, Human right officer/ investigator, Region Transport Officer , Chief of Logistics, Security warden for evacuation planning &amp; execution due to operational requirements etc.</b>			
Summarize any of Your Achievements <b>: Did lot of Office automation work in all the offices occupied &amp; improved the over all working conditions by meaningful dialogue &amp; persuasive skills. Also led &amp; participated in the first ever volatile disarmament campaign against local police authority of Republic of Serbska at knezevo &amp; Banja Luka, who were adamant &amp; uncooperative to enforcement of UN mandate. Raided the Police Academy &amp; Police station by force &amp; evacuated &amp; seized the large haul of arms &amp; ammunition, which led to the peaceful transition of UN mandate.</b>			
Reasons for Leaving <b>After successful completion of Tour of duty with UNMIBH, returned to parental organization.</b>			

Job Title <b>Dy. Supt. of Police (H.Q)</b>	Type of Business <b>Police Administration &amp; Management</b>	From - To <b>01/07/1996 - 01/06/1997</b>
Name of Employer <b>HP Police Organisation, INDIA</b>		Name of Supervisor <b>Dr. Atul Verma IPS</b>

Salaries per Annum: Starting <b>110000</b>	Final <b>140000</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>Yes</b>
Telephone Number <b>9117722439</b>	Email Address <b>dhawanvinod42@hotmail.com</b>		
Address of Employer <b>India</b>			
Number of Employees Supervised by You <b>1000</b>			
Description of Duties <b>Manpower Resource management, administration of financial &amp; budget control, Training , discipline, VIP &amp; vital installation security &amp; safety, planning, organizing and execution, devising SOP/policy guidelines/ directives etc, course director for trainees, deployment strategies for operational readiness, logistics &amp; procurement</b>			
Summarize any of Your Achievements <b>Manpower resource planning, deployment strategies for operational readiness, strengthening of campus security of H.H. Dalai Lama the head of Tibetan Govt. in exile, preparing &amp; strengthening of security directives etc</b>			
Reasons for Leaving <b>Due selection for UN Mission to Bosnia Herzegovina (UNMIBH) I was directed to join the Mission on deputation</b>			

Job Title <b>Dy. Supt. of Police (H.Q)</b>	Type of Business <b>Police Administration &amp; Management</b>	From - To <b>01/03/1995 - 01/06/1996</b>
Name of Employer <b>HP Police Organisation, District HamirpurINDIA</b>		Name of Supervisor <b>Mr. jageet Gupta IPS</b>

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>100000</b>	<b>110000</b>	<b>INR</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address <b>dhawanvinod42@hotmail.com</b>		
Address of Employer <b>India</b>			
Number of Employees Supervised by You <b>300</b>			
Description of Duties <b>Manpower resource management, finance &amp; budget control, Training , discipline, Police investigation, supervision,control, HR violation investigation, Security &amp; safety of VIPs &amp; important instalations etc</b>			
Summarize any of Your Achievements <b>Manpower resource Development &amp; trainingplanning, deployment strategies for operational readiness, Policy planning &amp; security directives etc</b>			
Reasons for Leaving <b>Due to routitne transfer to IInd Batallion H.Q Dharamshala</b>			

Job Title <b>Dy. Supt. of Police (H.Q)</b>	Type of Business <b>Supervision of general Crime statastic,complaint &amp; Press liaisonc</b>	From - To <b>01/01/1995 - 01/03/1995</b>
Name of Employer <b>HP Police Organisation, PHQ ShimlaINDIA</b>	Name of Supervisor <b>Mr. D.S. Minhas IPS DIG P.H.Q</b>	

Salaries per Annum:			Is this a civil servant position of your Government? <b>No</b>
Starting	Final	Currency Paid	Is this a position within the UN Common System? <b>Yes</b>
<b>90000</b>	<b>100000</b>	<b>INR</b>	
Telephone Number	Email Address <b>dhawanvinod42@hotmail.com</b>		
Address of Employer <b>India</b>			
Number of Employees Supervised by You <b>1000</b>			
Description of Duties <b>Collection of crime statistics from whole state of HP, monitoring of complaint cell, press notes &amp; liaison with press, daily briefing about state of crime in state ,to DGP.</b>			
Summarize any of Your Achievements <b>The routine system of complaint cell was effectvelly monitored &amp; strengthened form existing delayed &amp; confused practices of red tapism.</b>			
Reasons for Leaving <b>Due to short phase of stay in Police head Quarter , after arrival from UN Mission of ONUMOOZ, waited for routine posting to district Hamirpur.</b>			

Job Title <b>UN Civ. Pol. Monitor in Mozambique</b>	Type of Business <b>Peace Keeping MANDATE of ONUMOOZ</b>	From - To <b>01/06/1994 - 01/12/1994</b>
Name of Employer <b>ONUMOOZ, Mission H.Q Maputo Mozambique</b>	Name of Supervisor <b>Lt.Col. Dr. Jozef Boda</b>	

Salaries per Annum:			Is this a civil servant position of your Government? <b>No</b>
Starting	Final	Currency Paid	Is this a position within the UN Common System? <b>Yes</b>
<b>36000</b>	<b>36000</b>	<b>USD</b>	
Telephone Number	Email Address		
Address of Employer <b>Mozambique</b>			
Number of Employees Supervised by You <b>10</b>			
Description of Duties <b>Monitoring of Local Civil Police &amp; govt. Law enforcement agencies, as per the UN mandate requirement &amp; administrative duties and responsibilities assigned.</b>			
Summarize any of Your Achievements <b>Due to excellent liaison with local people, helped in identification of huge live mines and ammunitions laid by the rebels. This helped in saving the lots of innocent lives of civilian as well as internationals working in the area. The then Regional Commander appreciated these deeds on records.</b>			
Reasons for Leaving <b>After successful completion of the Mission &amp; peaceful transition of govt. authority from UN to elected body as per UN mandate, re jined the parent organisation.</b>			

Job Title <b>Dy. Supt. of Police (H.Q) District Kullu H.P</b>	Type of Business <b>Police Administration &amp; Management</b>	From - To <b>01/01/1993 - 01/05/1994</b>
Name of Employer <b>HP Police Organisation, District Kullu H.P, INDIA</b>	Name of Supervisor <b>Mr.Sanjay Kumar IPS</b>	

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

<b>70000</b>	<b>90000</b>	<b>INR</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address <b>dhawanvinod42@hotmail.com</b>		
Address of Employer <b>India</b>			
Number of Employees Supervised by You <b>300</b>			
Description of Duties <b>HRD planning, supervision &amp; control which includes overall administration of district policing needs &amp; requirements, financial control, recruitment assistance, training, course directors to trainees, investigation &amp; supervision of crime, narcotics drugs cases, FRO, preperation of emergencies special operations, natural calamities, crisis management, airport security, VIP &amp; Vital instalations security &amp; safety planning, conduct of election, policy planning &amp; excution, preperation of office SOP/ guidelines/procedures, office automation, liaison with press, executive, judiciary &amp; attending public complaints etc</b>			
Summarize any of Your Achievements <b>Office was brought from old system of functioning to new system of office automation which improved upon the working image of the district policing. As incharge of local Airport security of Civil Aviation securityImproved airport security system etc</b>			
Reasons for Leaving <b>Selected for UN Mission in Mozambique (ONUMOZ)</b>			

Job Title <b>Dy. Supt. of Police (H.Q) District Mandi H.P India.</b>	Type of Business <b>Police Administration &amp; Management</b>	From - To <b>01/09/1989 - 01/12/1992</b>
Name of Employer <b>HP Police Organisation, District Mandi H.P, INDIA</b>	Name of Supervisor <b>Mr. Prem Singh IPS</b>	
Salaries per Annum: Starting <b>60000</b> Final <b>70000</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>Yes</b>
Telephone Number <b>91190524164</b>	Email Address <b>dhawanvinod@hotmail.com</b>	
Address of Employer <b>India</b>		
Number of Employees Supervised by You <b>700</b>		
Description of Duties <b>HRD planning, supervision, policy planning, monitoring, evaluation &amp; control, Recruitment assistance, training, discipline, VIP &amp; Vital Instalation security planning &amp; excution, FRO, Military liaison &amp; preperation of internal security schemes, liaison with excutive, judiciary &amp; press,conduct &amp; preperation of emergency operations, logistics &amp; procurement, planning &amp; preperation of Policy, SOP/ guidelines/ directives, office automation, possesing of in service carieer growth of employees, performance evaluation etc</b>		
Summarize any of Your Achievements <b>Through the HRD planning and deployment strategies for operational readiness &amp; intelligence collection, in the face of dire emergiencies I was able to meet the first ever frenzied &amp; emotional student unrest against Mandal Commission, where system of govt. failed completely but I managed my district from all such dangerous situation in spite of the act that the epicenter of the agitation after capital of India was district Mandi. Peaceful &amp; persuasive policy with clear warning for action against the defaulter helped in saving the govt. property &amp; law &amp; order situation.</b>		
Reasons for Leaving <b>Routine transfer on completion of tenure of posting.</b>		

Job Title <b>Dy. Supt. of Police (Probationer)</b>	Type of Business <b>Selected as police officer &amp; joined Police training college.</b>	From - To <b>01/08/1987 - 01/10/1989</b>
Name of Employer <b>HP Police Organisation, PHQ ShimlaINDIA</b>	Name of Supervisor <b>Mr.K.Koshi. IPS &amp; Mr. Prem Singh IPS</b>	
Salaries per Annum: Starting <b>50000</b> Final <b>60000</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>Yes</b>
Telephone Number	Email Address	
Address of Employer <b>India</b>		
Number of Employees Supervised by You <b>0</b>		
Description of Duties <b>Under going basic Police training in Police Training College Madhuban &amp; later practical Police training in district attachment to desposer to all nature of police duties &amp; responsibilities &amp; liaison with civil administration, criminal justice system &amp; people.</b>		
Summarize any of Your Achievements <b>In an terrorist incident case, my involment with other member of special team of ivestigation led to the identification &amp; capture of big terrorists operating in Punjab.</b>		
Reasons for Leaving <b>After successful completion &amp; qualifying the Police training I was inducted to the police organisation to head the posting independently.</b>		

Job Title	Type of Business	From - To
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<b>Self Employed ( Construction Business)</b>		<b>Construction Business</b>		<b>01/05/1979 - 01/07/1987</b>
Name of Employer <b>Self Employed</b>				Name of Supervisor <b>Self</b>
Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government?	<b>No</b>
<b>250000</b>	<b>250000</b>	<b>INR</b>	Is this a position within the UN Common System?	<b>Yes</b>
Telephone Number			Email Address	
Address of Employer <b>India</b>				
Number of Employees Supervised by You <b>300</b>				
Description of Duties <b>Management of tender process, skilled &amp; unskilled labours, Logistics &amp; procurement of construction material and labour requirements, financial administration of buisness etc</b>				
Summarize any of Your Achievements <b>I started all this buisness at early age due to my fathers accident who lost his hand in an accident. Being the eldest member in the family , I started the buisness and side by side continued my studies to achieve my long cherished dream of becoming a police officer.</b>				
Reasons for Leaving <b>To fulfill the long cherished dream of becoming a Police Officer ( Instead of Building Construction Tycoon)</b>				

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

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

Language	Mother Tongue	Speak	Read	Write	Understand
<b>Hindi</b>	<b>Yes</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>
<b>Portuguese</b>	<b>No</b>	<b>Not easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Not easily</b>

## Address

Assistant Inspector General of Police,  
State Police H.Q Shimla H.P. 171002  
Shimla Himachal Pradesh India  
Telephone: 91-177-2621637  
Fax: 91-0-9418009590  
Contact: Vinod K Dhawan

## Address

Village & Post Office SEEMA  
Tehsil Rohru District Shimla H.P. INDIA  
Shimla Himachal Pradesh India  
Telephone: 91-177-2622031  
Fax: 91-0-9416141530  
Contact: Vinod K Dhawan

## 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>Mr. Shyam Bhagat NEGI</b>	<b>Dy. Inspector General of Police</b>	<b>State of Himachal Pradesh India</b>	<b>00911772627361 shyambhagatnegi@yahoo.com</b>
<b>Mr. Prabodh K. SAXENA</b>	<b>Secretary Home to Govt. of Himachal Pradesh( India)</b>	<b>Secretary Home to Govt. of Himachal Pradesh( India) India</b>	<b>00911772620043 prabodhs@yahoo.com</b>
<b>Mr. Onkar Chand THAKUR</b>	<b>Inspector General of Police State CID</b>	<b>State Police H.Q Nigam Vihar Shimla H.P INDIA 171002. India</b>	<b>911779148021033 octhakur@yahoo.com</b>

## Personal History Profile for Amadou DIOUF

## General Details

1. Family name <b>DIOUF</b>	First Name <b>Amadou</b>	Middle Name <b>Gueye</b>	Maiden Name, (if any)
2. Date of Birth <b>03/11/1957</b>	3. City of Birth <b>Kaolack</b>	Country of Birth <b>Senegal</b>	Index No <b>705783</b>
4. Country of Nationality at Birth <b>Senegal</b>	Second Nationality (if any)	5. Country of Present Nationality <b>Senegal</b>	Second Nationality (if any)
6. Gender <b>Male</b>	7. Height [cm] <b>170</b>	8. Weight [kg] <b>63</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? <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>Yes</b>			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? <b>01/09/2007</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>agdiouf@yahoo.fr</b>			

## Education

List all university degrees or equivalent qualifications obtained.

University Name <b>Ecole Superieure de Gestion des Entreprises</b>	City, Country <b>Dakar Senegal</b>	From - To <b>Nov-1983 - Oct-1985</b>
Main Course of Study <b>Management</b>	Field of Study <b>Business &amp; Administration</b>	
Degree Title or Equivalent <b>Certificat de Gestion des Entreprises (option Finance)</b>	Degree Type <b>Postgraduate degree</b>	
University Name <b>University of Montpellier</b>	City, Country <b>Montpellier France</b>	From - To <b>Sep-1979 - Sep-1980</b>
Main Course of Study <b>Finance</b>	Field of Study <b>Business &amp; Administration</b>	
Degree Title or Equivalent <b>M.A. Management</b>	Degree Type <b>Masters</b>	
University Name <b>University of Montpellier</b>	City, Country <b>Montpellier France</b>	From - To <b>Sep-1978 - Jun-1979</b>
Main Course of Study <b>Finance</b>	Field of Study <b>Business &amp; Administration</b>	
Degree Title or Equivalent <b>License, Economics</b>	Degree Type <b>Degree</b>	
University Name <b>University louvain</b>	City, Country <b>louvain Belgium</b>	From - To <b>Sep-1976 - Jul-1978</b>
Main Course of Study <b>Finance</b>	Field of Study <b>Business &amp; Administration</b>	
Degree Title or Equivalent <b>Specialisation: Economics</b>	Degree Type <b>Advanced university 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>Ecole Internationale du Togo</b>	City, Country <b>Lome Togo</b>	From - To <b>Oct-1975 - Jul-1976</b>
Main Course of Study <b>Terminale D</b>		Certificate or Diploma <b>Baccalaureat Serie D</b>
Name of School <b>Lyce Van Vollenhoven</b>	City, Country <b>Dakar Senegal</b>	From - To <b>Oct-1974 - Jul-1975</b>
Main Course of Study		Certificate or Diploma

Tarminale D		Echec au bac
Name of School <b>Sacre Coeur</b>	City, Country <b>Dakar Senegal</b>	From - To <b>Oct-1971 - Jul-1972</b>
Main Course of Study <b>Premiere secondaire</b>		Certificate or Diploma <b>N/A</b>
Name of School <b>Ecole Franciase</b>	City, Country <b>Cairo Egypt</b>	From - To <b>Sep-1968 - Jun-1971</b>
Main Course of Study <b>Seconde</b>		Certificate or Diploma <b>N?A</b>

## Employment

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

Job Title <b>Management Specialist</b>	Type of Business <b>International Organization</b>	From - To <b>01/06/2008 -</b>
Name of Employer <b>World Health Organization</b>		Name of Supervisor <b>Dr Deo NSHIMIRIMANA</b>
Salaries per Annum: Starting	Final <b>69000</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>4724139174</b>	Email Address <b>agdiouf@gmail.com or dioufa@afro.who.int</b>	
Address of Employer <b>Congo</b>		
Number of Employees Supervised by You <b>15</b>		
Description of Duties <b>The purpose of this post is to offer program management, implementation and budget and finance technical expertise to the Division Director. The incumbent serves as the principal advisor/assistant to the Director on all matters related to administration, management, budget and finance in the Division. Under the direct supervision of the Director of the DSD (Division of Health Systems &amp; Services Delivery), the Management Specialist is member of professional team composed of the Division Director and program managers. In collaboration with the Director and senior staff of the Division for Administration and Finance, the Management Specialist supervises all the Division's administration and finance staff. The Management Specialist is expected to liaise with all other Programme managers in the Division, within AFRO, WHO/HQ, WHO Country Offices and inter-Country support Team (ISTs). Responsibilities: - Plan, develop and maintain financial and budgetary procedures to be used by the Division programs in conformity with WHO Rules and Regulations; - Provide authoritative advice on financial policies and procedures applicable to the Division in conformity with WHO laid down procedures; Plan, integrate, advice and co-ordinate the work of the other staff responsible for administration and finance matters in the Division. - Analyze and monitor the effectiveness of the Division program budgetary and financial controls and procedures, and provide information and suggestions to ensure maximum implantation of the external and internal audit recommendations; - Supervise and follow up the overall implementation of the external and internal audit recommendations; Prepare and review project proposals; Review and coordinate the technical biennial workplans, including the human resources plans; - Acts as the GSM (global management systems) Focal point and trainer for the Division. In this regard, liaise with GSM AFRO and HQ team in further defining the roles and function of th</b>		
Summarize any of Your Achievements <b>Staff training programme finalised and all professional staff briefed in rules and procedures</b>		
Reasons for Leaving <b>Currently on Board, our dream is to work in the field of Peace keeping</b>		

Job Title <b>Administrative Officer</b>	Type of Business <b>International Organization</b>	From - To <b>01/08/2006 - 01/06/2008</b>
Name of Employer <b>World Health Organisation</b>		Name of Supervisor <b>Dr James Mwanzia</b>
Salaries per Annum: Starting	Final <b>57545</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>agdiouf@yahoo.fr</b>	
Address of Employer <b>Congo</b>		
Number of Employees Supervised by You <b>10</b>		
Description of Duties <b>Support the Divisional Directro in the strategic planning, operational planning and monitoring of the Division'work: assists in the preparation of the strategic plans; coordinates the preparation of workplans and budgets, reviewing and harmonizing them; identifies and prepares monitoring and planning information in formats adapted to differents recipients, coordinates regular reporting. Responsible for managing all administrative, financial and personnel matters for the Division. Financial management of the partnership. Be responsible for ensuring the efficient and timely delivery of support services to WHO related activities, namely programmes, procurements and logistics. Manages grant and contribution; participates in fundraising activities; supports the preparation of, or prepares proposals budgets in liaison with BFO and LEG. Monitors the status of all contribution and grants within partnership budget and advises the divisional Director of expiring funds and reporting requirements, tracks donors pledges and follow up with donors to ensure timely receipt of funds. Define trainin plans for staff involved in the delivered of support services, Contribute to organisation capacity building of high performance delivery through training, coaching and monitoring staff. Analyses and provide advice to the Divional Director on administrative policy documents on planning, resources allocation, resources mobilization, human resources management. Develops and maintains links with administrative teams/Divisions at Regional office or HQ and review arranegemnts to improve services quality.</b>		

Summarize any of Your Achievements

**Training programme prepared and staff trained. Financial reports sent on time. Donors reports prepared and sent to them. Programme monitored efficiently.**

Reasons for Leaving

**I possess a number of key skills/areas of expertise that should be of particular interest to you. I am know looking to you're a significant contribution within UN.**

Job Title <b>Sr. Administrative Officer</b>	Type of Business <b>International Orgazation</b>	From - To <b>01/06/2004 - 01/08/2006</b>
Name of Employer <b>World Health Organisation</b>	Name of Supervisor <b>Dr R Chatora</b>	
Salaries per Annum: Starting <b>55085</b>	Final <b>57545</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>2440222394153</b>	Email Address <b>dioufa@ao.afro.who.int</b>	
Address of Employer <b>Angola</b>		
Number of Employees Supervised by You <b>70</b>		
Description of Duties <b>Provide support in the formulation and development of Plan of Actions including of programme of work. Analyses periodic programme financial reporta of the Division using AFRO Management Systems and works closely with Budget and Finance Officers in the financial management Division. Provide support in budgeting and monitoring programme implementation to ensure financial commitments expenditures as adequately controlled. Initiated recruitment of short term staff an ensure their proper briefing in Personnel Matters and others Technical units. Organises meetings of the Division and with consultation with administrative Officer, publication and documentation services ensures timely recruitment interpreters whenever required. Plans the procurement equipments. Maintains an up to date inventory of all equipment. Supervises support staff of the Division. Provide general administrative assistance and logistic support to the Division including duty travel of staff, management and train staff, etc</b>		
Summarize any of Your Achievements <b>Training of staff in Quality management</b>		
Reasons for Leaving <b>N/A</b>		

Job Title <b>Sr. Administrative Officer</b>	Type of Business <b>International Organization</b>	From - To <b>01/12/2000 - 01/06/2004</b>
Name of Employer <b>World Health Organisation</b>	Name of Supervisor <b>Dr Rufara Chatora</b>	
Salaries per Annum: Starting <b>53857</b>	Final <b>55085</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>dioufa@afro.who.int</b>	
Address of Employer <b>Congo</b>		
Number of Employees Supervised by You <b>17</b>		
Description of Duties <b>Supported the Divisional Directro in the formulation and development of Plan of Actions including of programme of work. Developed programme strategies, managing all resources, supporting and providing training in practical, financial management and general administration. Analysed financial reports for the Division usinf the Afro Management Systems (AMS). Implemented budgeting and monitoring support that ensured financial expenditures were controlled. Initiated recruitment of short-term staff and interpreters. Procured equipments and maintenad an up-to-date inventory. Provided logistics support to the division. Planned, coordinated and implemented I.T services within the division, organised training in consultation with Personnel and Informatics. Managed intergovernmental meetings/forum including drafting agendas in consultation arranged venues, equipment, food, accomodation and transport.</b>		
Summarize any of Your Achievements <b>Consultants and Interpreters are recruited on time for meetings. in Liaise with Finance , per diem paid . Regarding the technical activities, funds disbursed efficiently</b>		
Reasons for Leaving <b>Reassignment for new duty station in Angola.</b>		

Job Title <b>Programme Officer</b>	Type of Business <b>Drug control</b>	From - To <b>01/05/1997 - 01/12/2000</b>
Name of Employer <b>United Nations Development Drug Control Programme(UNDCP)</b>	Name of Supervisor <b>Mrs Christiane D'Almeida</b>	
Salaries per Annum: Starting <b>1800000</b>	Final <b>1850000</b>	Currency Paid <b>XOF</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>puncid@sentoo.sn</b>	
Address of Employer <b>Senegal</b>		

Number of Employees Supervised by You

**8**

Description of Duties

**Identifies, describes and justifies possibilities and drafts other related documentation for the preparation of UNDCP-supported programme and activities in the West and Central Africa sub-regions, participates, in consultations with the Governments and organisations of the UN system, in the preparation of the UNDCP supported programme. Undertake the gathering and analysis of social economic and demographic data, in particular in the areas of drug control with a specific bearing on the drug control programme in West and Central Africa. Assists governments officials and NGOs in identifying programme needs in the area of drug control and in the preparation of request for financial assistance for UNDCP. Monitors UNDCP funded project and programme activities. Collaborates in the preparation of annual and bi-annual reports on UNDCP supported programme.**

Summarize any of Your Achievements

**Helps improve visibility in the country through the diffusion and dissemination of UNDCP publications in the context of workshops, seminars and production of documentaries and films to raise awareness on drug control issues.**

Reasons for Leaving

**I get offer from WHO for an international position**

Job Title  
**Administrative Officer**

Type of Business  
**International Organization**

From - To  
**01/05/1992 - 01/05/1997**

Name of Employer  
**United Nations Development Programme**

Name of Supervisor  
**Mr Cyriaque Edjo**

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>9800000</b>	<b>1075000</b>	<b>XOF</b>	Is this a position within the UN Common System? <b>Yes</b>

Telephone Number

**22108399050**

Email Address

**undp.senegal@undp.org**

Address of Employer

**Senegal**

Number of Employees Supervised by You

**42**

Description of Duties

**Responsible for the smooth functioning of the administrative services (finance, personnel, general services, etc). Manages accounts and financial transactions of UNDP and Executing agencies kept in UNDP office. Prepare office budget. Manage office premises, others facilities, supplies and equipment. Maintains administrative records and supervises registry and communication systems. Responsible of the Quality management programme for UN staff in francophone countries. Co-manager of the Security Plan for Senegal. Manage of a Japanese Grant Fund of 18 millions dollars US for all sectors of Senegalese factories.**

Summarize any of Your Achievements

**Quality Management Programme training to the UN Staff in Senegal**

Reasons for Leaving

**Due a constraints budgetary, I have been transferred to UNDCP.**

Job Title  
**Expert Consultant**

Type of Business  
**Monitoring & Evaluation**

From - To  
**01/01/1990 - 01/04/1992**

Name of Employer  
**World Bank - UNDP - ILO, etc**

Name of Supervisor  
**Representatives**

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>40000</b>	<b>55000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>

Telephone Number

**33611085788**

Email Address

**agdiouf@yahoo.fr**

Address of Employer

**France**

Number of Employees Supervised by You

**0**

Description of Duties

**Consultant to Project funded by USAID, The World Bank,**

Summarize any of Your Achievements

**Consultancy done**

Reasons for Leaving

**Stopped consultation for a fixed post in UNDP**

Job Title  
**Finances and Credit Specialist**

Type of Business  
**Community and enterprise Development**

From - To  
**01/02/1986 - 01/12/1989**

Name of Employer  
**New Transcentury Foundation /USAID**

Name of Supervisor  
**Mr Laurent Bertrand**

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>7200000</b>	<b>8400000</b>	<b>XOF</b>	Is this a position within the UN Common System? <b>Yes</b>

Telephone Number

Email Address

2210941 14 00

agdiouf@yahoo.fr

Address of Employer

**Senegal**

Number of Employees Supervised by You

**12**

Description of Duties

**Management of the credit fund of 4,5 millions dollars US for two projects components; Loan to small enterprises and to village organisations for agricultural activities.**

Summarize any of Your Achievements

**Preparation of loan document and manuals**

Reasons for Leaving

**End of the project**

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:

**Computers, photocopieurs; sattetites telephone;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>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>Wolof</b>	<b>No</b>	<b>Easily</b>	<b>Easily</b>	<b>Not easily</b>	<b>Easily</b>

## Address

World Health Organization, Regional Office for Africa  
 Po Box 6  
 BRAZZAVILLE NA Congo  
 Telephone: 47-24139174 extension 39174  
 Fax: 242-5500013  
 Contact: Amadou Gueye DIOUF

## 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>Lucien BACK</b>	<b>Interregional Adviser- National Development Strategies</b>	<b>United Nations , Department of Economics and Socail Affairs. United States of America</b>	<b>12129173679452 lback@unicef.org</b>
<b>Luis SOARES</b>	<b>Chief, Contributions Unit</b>	<b>UNICEF, HQ United States of America</b>	<b>Isoares@unicef.org</b>
<b>Bokar TOURE</b>	<b>Health Strategies Coordinator</b>	<b>WHO Regional Office Po box 6 United States of America</b>	<b>toureb@bf.afro.who.int</b>

## Personal History Profile for Jean-pierre DUCHARME

### General Details

1. Family name <b>DUCHARME</b>	First Name <b>Jean-pierre</b>	Middle Name	Maiden Name, (if any)
2. Date of Birth <b>26/04/1949</b>	3. City of Birth <b>TROIS-RIVIERES</b>	Country of Birth <b>Canada</b>	Index No <b>115940</b>
4. Country of Nationality at Birth <b>Canada</b>	Second Nationality (if any)	5. Country of Present Nationality <b>Canada</b>	Second Nationality (if any)
6. Gender <b>Male</b>	7. Height [cm] <b>173</b>	8. Weight [kg] <b>77</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? **No**

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

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

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

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

15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? **01/10/2003**

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: **ducharme@un.org**

### Education

List all university degrees or equivalent qualifications obtained.

University Name <b>ROYAL MILITARY COLLEGE</b>	City, Country <b>KINGSTON Canada</b>	From - To <b>Sep-1966 - May-1971</b>
Main Course of Study <b>Institutional Administration</b>	Field of Study <b>Business &amp; Administration</b>	
Degree Title or Equivalent <b>BACHELOR OF ARTS IN ADMINISTRATION</b>	Degree Type <b>Bachelor of Arts</b>	

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

Name of School <b>BELL HELICOPTER</b>	City, Country <b>MIRABEL Canada</b>	From - To <b>May-2000 - Jul-2000</b>
Main Course of Study <b>TRAINING ON HIGH PERFORMANCE TEAMS BASED ON THE CONCEPT OF SHARED LEADERSHIP</b>		Certificate or Diploma <b>CERTIFICATE</b>

Name of School <b>US MARINE GENERAL HEADQUARTERS</b>	City, Country <b>WASHINGTON United States of America</b>	From - To <b>Apr-1996 - Jun-1996</b>
Main Course of Study <b>STRATEGIC STOCK MANAGEMENT</b>		Certificate or Diploma <b>CERTIFICATE FROM US COLLEGE</b>

Name of School <b>Command and Staff College</b>	City, Country <b>Toronto Canada</b>	From - To <b>Sep-1978 - Jun-1979</b>
Main Course of Study <b>Leadership and management techniques for Senior Officers</b>		Certificate or Diploma <b>Certificate issued by the Department of National Defence</b>

Name of School <b>ACADEMIE DE LA SALLE</b>	City, Country <b>TROIS-RIVIERES Canada</b>	From - To <b>Sep-1963 - Jun-1966</b>
Main Course of Study <b>HIGH SCHOOL</b>		Certificate or Diploma <b>PRE-UNIVERSITY CERTIFICATE</b>

### Employment

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

Job Title <b>Chief Mission Support</b>	Type of Business <b>Administration</b>	From - To <b>01/08/2008 -</b>
Name of Employer <b>UNSCOL</b>		Name of Supervisor <b>Jack Christofides</b>

Salaries per Annum:				Is this a civil servant position of your Government? <b>No</b>
Starting	Final	Currency Paid		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number			Email Address	<b>ducharme@un.org</b>
Address of Employer	<b>Lebanon</b>			
Number of Employees Supervised by You	<b>5</b>			
Description of Duties	<b>Provided the necessary managerial, logistical, and administrative support required by UNSCOL for the fulfillment of its mandate</b>			
Summarize any of Your Achievements	<b>Re-organized the Office of Administration to enable it to move to a more autonomous mode of operations and break away from the day to day support initially provided by our supporting base UNIFIL.</b>			
Reasons for Leaving	<b>Professional enhancement</b>			

Job Title	Type of Business	From - To
<b>Chief Integrated Support Services</b>	<b>Logistics</b>	<b>01/01/2006 - 01/08/2008</b>
Name of Employer	Name of Supervisor	
<b>UNIFIL</b>	<b>Paul Thompson</b>	

Salaries per Annum:				Is this a civil servant position of your Government? <b>No</b>
Starting	Final	Currency Paid		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number			Email Address	<b>ducharme@un.org</b>
Address of Employer	<b>Lebanon</b>			
Number of Employees Supervised by You	<b>7</b>			
Description of Duties	<b>In UNIFIL the Chief of Integrated Support Services (CISS) is responsible for the administration and management of logistics and technical mission support. The CISS is also responsible for the management of the support services budget, and provides overall planning, guidance and coordination in the delivery of technical, logistical and operational services and provides specialist advice on technical and logistical matters in the Mission. The Integrated Support Services comprises the following sections: Joint Logistics Operations Center, Transport, Engineering, Communications and Information Technology, Supply Services and Movement Control. The CISS exercises managerial and supervisor control over all logistics support required by future and current operations. He develops, prepares, coordinates and monitor overall logistics support plans including logistics forecasting, supply schedules, priorities, and the resolution of urgent operational needs. He coordinates all multifunctional logistics requirements between UNHQ, the Mission and other UN agencies. Finally the CISS develops policy and procedures for mission logistics support.</b>			
Summarize any of Your Achievements	<b>My achievements with UNIFIL can be divided into three distinct periods, the pre-Lebanon-Israel hostilities, the hostilities (12 July to 14 August 2006) and the post-hostilities period. Pre-hostilities: Mainly because the Mission had been without a CISS for approximately six months prior to my arrival, the challenge was to reconstruct the team and synergize the ISS activities. This was accomplished by creating an environment that valued initiative and emphasized the notion of responsibility and accountability. Unnecessary and unproductive practices that inexplicably resisted past reviews and audits were eliminated thus allowing the Section Chiefs to devote more time to fundamental issues. Lebanon-Israel hostilities: I was recalled from leave during the most intense period of the hostilities which lasted 34 days. My main contribution during this tense period consisted in maintaining cohesion and a sense of focus amongst the small number of essential staff who had been kept behind to support the military force of 2000 troops. The constant noise of peripheral shelling and the fact that many of the UN positions were regularly coming under direct fire created a very stressing environment, and consequently, many staff members became exhausted and extremely preoccupied for their personal safety. Notwithstanding the difficulties associated with the above I was able to provide unfailing leadership throughout, and to provide much needed help to the CAO in the accomplishment of his various tasks. Post-hostilities: The main activity of this period consisted in coordinating the deployment of the initial troops that constituted the first slice of the 15000 troops pledged by the Troop Contributing countries. The inherent difficulties normally associated with this type of activity was exacerbated by the pace at which the first elements were deployed to Lebanon. The international pressure to deploy quickly resulted in very tight schedules that generated a good deal of stress on our limited physical and human resources. This was compounded by the lack of real state readily available to house the incoming units. To address this matter I put together a team of experts comprising United Nations and Lebanese personnel who were mandated to conduct joint reconnaissance and to "close the deals" with either government authorities or private owners. This Tiger Team proved to be very efficient and delivered excellent results.</b>			
Reasons for Leaving	<b>Application for new post</b>			

Job Title	Type of Business	From - To
<b>SENIOR ADMINISTRATIVE OFFICER</b>	<b>ADMINISTRATION</b>	<b>01/11/2003 - 01/01/2006</b>
Name of Employer	Name of Supervisor	
<b>UNITED NATIONS</b>	<b>MARCEL SAVARD</b>	

Salaries per Annum:				Is this a civil servant position of your Government? <b>No</b>
Starting	Final	Currency Paid		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number			Email Address	<b>ducharme@un.org</b>
Address of Employer	<b>Congo, Dem. Rep.</b>			
Number of Employees Supervised by You	<b>4</b>			
Description of Duties				

**-ADVISE MANAGEMENT AND STAFF MEMBERS ON ADMINISTRATIVE, FINANCIAL AND PERSONNEL MATTERS. -ASSIST THE DIRECTOR OF ADMINISTRATION IN ESTABLISHING THE MISSION'S BUDGETARY POLICY AND ITS IMPLEMENTATION. -LIAISE WITH CHIEF INTEGRATED SUPPORT SERVICES ON LOGISTICS MATTERS AND SERVES AS A COORDINATOR ON BEHALF OF THE DOA ON ACTIVITIES SUCH AS THE SUPPORT TO THE ELECTIONS. -EXERCISE EXPENDITURES MONITORING FUNCTIONS IN CRITICAL AREAS. -ASSIST IN THE COORDINATION OF BUDGETS AND THE PREPARATION OF STAFFING TABLES TO BE PRESENTED TO THE ADVISORY COMMITTEE ON ADMINISTRATIVE AND BUDGETARY QUESTIONS (ACABQ). -COORDINATE AND REVIEW ALL RESPONSES TO AUDIT REPORTS. -ACT AS CERTIFYING OFFICER FOR QUICK IMPACT PROJECTS (QUIPS) AND OTHER FIELDS OF EXPENDITURES. -SERVES AS A MEMBER OF THE LOCAL COMMITTEE ON CONTRACTS WHICH IS MANDATED TO MAKE RECOMMENDATIONS TO THE DOA ON CONTRACTS AWARDS OR TO THE HEADQUARTERS COMMITTEE ON CONTRACTS WITH REGARD TO REQUISITIONS OVER \$200,000. -NEGOTIATE AGREEMENTS WITH OTHER UN ORGANIZATIONS IN THE CONGO. -LIAISE WITH GOVERNMENT OFFICIALS CONCERNING ISSUES SUCH AS THE UNITED NATIONS CONTRIBUTION TO INFRASTRUCTURE PROJECTS (\$28M) AND ALL THE SERVICES RENDERED UNDER THE TERMS OF OUR MEMORANDUM OF UNDERSTANDING ON AIR OPERATIONS. -REPRESENT THE DIRECTOR OF ADMINISTRATION ON SENIOR MANAGEMENT TEAMS.**

Summarize any of Your Achievements

**-NEGOTIATED A CRITICAL MEMORANDUM OF UNDERSTANDING WITH GOVERNMENT AUTHORITIES ON THE UTILIZATION OF AIRFIELD FACILITIES ACROSS THE DEMOCRATIC REPUBLIC OF CONGO. FAILURE TO SUCCEED WOULD HAVE RESULTED IN A DISASTROUS NATIONAL STRIKE WHICH WOULD HAVE LITERALLY HALTED OUR OPERATIONS. THE DIFFICULTIES ASSOCIATED WITH THIS MATTER WERE EXACERBATED BY THE FACT THAT THE UN HAD INDEED NEGLECTED TO FULFILL ITS FINANCIAL OBLIGATIONS BY DELAYING PAYMENT TO THE RDC AUTHORITIES FOR NO VALID REASONS. -REVIEWED AND STANDARDIZED THE FINANCIAL ENTITLEMENTS FOR BOTH THE NATIONAL STAFF AND THE MILITARY OBSERVERS WHEN DEPLOYED AWAY FROM THE DUTY STATION. THIS WAS NECESSITATED BY A GROWING PERCEPTION OF INEQUITY BETWEEN THE STAFF BASED IN KINSHASA AND THOSE WHO OFTEN OPERATED IN THE SECTORS. -NEGOTIATED AN AGREEMENT WITH UNDP PERTAINING TO MEDICAL EVACUATIONS, THUS ALLOWING THE OPTIMIZATION OF HIGHLY SOLICITED AIR RESOURCES. THIS ISSUE WAS COMPLICATED BY THE VARIOUS INSURANCE POLICIES COVERING THE VARIOUS AGENCIES. -IN CONJUNCTION WITH THE CHIEF MILITARY PERSONNEL OFFICER IMPROVED THE CHECK-IN, CHECK-OUT PROCEDURES HENCE REDUCING SIGNIFICANTLY THE NON-PRODUCTIVE TIME IN MISSION. AS AN EXAMPLE, OUT CLEARANCE TIME FOR STAFF IN THE SECTORS WAS REDUCED TO 4 DAYS FROM AN UNACCEPTABLE 10 TO 12 DAYS. --DEVELOPED AN ELECTRONIC FOLLOW-UP SYSTEM TO IMPROVE THE PROCEDURE RELATED TO THE PAYMENT OF SERVICES RENDERED TO OTHER AGENCIES ON A COST RECOVERABLE BASIS. THIS ENHANCEMENT CONTRIBUTED TO THE RECOVERY OF SIGNIFICANT AMOUNTS OF MONEY WHICH HAD BEEN LEFT UNATTENDED FOR THE LONGEST TIME.**

Reasons for Leaving

**TO APPLY MY EXPERTISE AND EXPERIENCE TO A DIFFERENT ENVIRONMENT.**

Job Title <b>CHIEF SUPPLY OFFICER</b>	Type of Business <b>SUPPLY MANAGEMENT</b>	From - To <b>01/04/2002 - 01/10/2003</b>
Name of Employer <b>UNITED NATIONS</b>	Name of Supervisor <b>LIVIO CALGARO and XAVIER DE CHAMBORD</b>	
Salaries per Annum: Starting                      Final                      Currency Paid	Is this a civil servant position of your Government? <b>No</b>	
<b>84432                      84432                      USD</b>	Is this a position within the UN Common System? <b>Yes</b>	
Telephone Number	Email Address	
Address of Employer <b>Congo, Dem. Rep.</b>		
Number of Employees Supervised by You <b>5</b>		
Description of Duties <b>-ANALYSE GLOBAL SUPPLY REQUIREMENTS AND DETERMINE STRATEGIES TO BEST ENSURE THAT THEY ARE MET IN AN EFFICIENT AND TIMELY MANNER. -RESPONSIBLE FOR BUDGET PREPARATION AND ITS MONITORING AND CONTROL. -EXERCISE CONTROL OF ALL EXPENDABLE AND NON-EXPENDABLE ASSETS. -DEVELOP PROPOSALS FOR THE IMPROVEMENT OF CURRENT SUPPLY POLICIES AND PROCEDURES. -RESPONSIBLE FOR THE MANAGEMENT OF MAJOR CONTRACTS SUCH AS RATIONS AND FUEL. -DEVELOP AND IMPLEMENT BEST PRACTICES PERTAINING TO WAREHOUSING, DISTRIBUTION AND ACCOUNTABILITY OF SUPPLIES. -PRESENT SUPPLY CASES TO THE LOCAL COMMITTEE ON CONTRACTS.</b>		
Summarize any of Your Achievements <b>-DECENTRALIZED SUPPLY ACTIVITIES TO BE MORE RESPONSIVE TO CUSTOMERS IN THE SECTORS. -BROUGHT BACK THE MANAGEMENT OF TWO MAJOR CONTRACTS (FUEL AND RATIONS) IN THE SUPPLY SECTION. THESE USED TO BE MANAGED BY THE CONTRACT MANAGEMENT SECTION.</b>		
Reasons for Leaving <b>PROMOTION AND OPPORTUNITY TO WIDEN MY EXPERIENCE.</b>		

Job Title <b>DIRECTOR OF LOGISTICS</b>	Type of Business <b>HELICOPTER MANUFACTURING</b>	From - To <b>01/04/2000 - 01/01/2002</b>
Name of Employer <b>BELL HELICOPTER TEXTRON</b>	Name of Supervisor <b>DORITH HAKIM</b>	
Salaries per Annum: Starting                      Final                      Currency Paid	Is this a civil servant position of your Government? <b>No</b>	
<b>96000                      96000                      CAD</b>	Is this a position within the UN Common System? <b>No</b>	
Telephone Number	Email Address	
Address of Employer <b>Canada</b>		
Number of Employees Supervised by You <b>5</b>		
Description of Duties <b>-TO INTRODUCE A NEW MANAGEMENT CONCEPT TO IMPROVE THE ADMINISTRATIVE SERVICES TO INTERNAL AND EXTERNAL CUSTOMERS. THIS CONCEPT WAS DEVELOPED BY AN AMERICAN FIRM AND WAS DESIGNED TO RE-SHAPE THE CULTURE AND MANAGEMENT STYLE OF BELL-HELICOPTER TO INCREASE THE INVOLVEMENT OF WORKERS IN THE DAY TO DAY ORGANIZATION OF THE WORK AND EVEN IN LONG-TERM POLICIES SUCH AS RECRUITEMENT PROCEDURES. -LEAD AND MANAGE A GROUP OF 50 LOGISTICS SPECIALISTS AND QUALITY INSPECTORS. -DEVELOP THE BUDGET FOR THE DIRECTION OF LOGISTICS. -DEVELOP STRATEGIES TO IMPROVE DELIVERY OF MATERIEL AND SERVICES. -NEGOTIATE RATES AND SERVICE WITH SUPPLIERS AND THIRD PARTY TRANSPORT PROVIDERS. -RESPONSIBLE FOR ACCURACY OF STOCKS AND RELATED DOCUMENTATION. -REVIEW AND MAKE RECOMMENDATIONS CONCERNING LEGAL RESPONSIBILITIES. -REDUCE OPERATIONS COSTS.</b>		
Summarize any of Your Achievements <b>In addition to meeting the objectives related to the duties listed above one of my main accomplishments has been the introduction of a totally novel approach of performing the day to day tasks in a manufacturing environment. This new approach was based on the notion of "shared leadership" whereby every member of a given team was solicited, and was offered the opportunity to be the captain of the team regardless of his seniority. As a result of this implementation the productivity level significantly increased and the morale of the workers was positively affected. This accomplishment was acknowledged at the highest level and the CEO expressed the intention to extend this new method to other sectors of the company.</b>		

Reasons for Leaving

**Company downsizing due to reduced orders**

Job Title <b>DIRECTOR OF LOGISTICS</b>	Type of Business <b>BUSINESS SOLUTIONS</b>	From - To <b>01/02/1999 - 01/01/2000</b>	
Name of Employer <b>CRANE DRUMMOND</b>	Name of Supervisor <b>DENIS LEVELLE</b>		
Salaries per Annum: Starting <b>90000</b>	Final <b>92000</b>	Currency Paid <b>CAD</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>Canada</b>			
Number of Employees Supervised by You <b>3</b>			
Description of Duties <b>-ESTABLISH AND MANAGE A FULLY INTEGRATED PRINTING AND DISTRIBUTION CENTRE TO IMPROVE THE EFFICIENCY OF A MAJOR CANADIAN BANK. -REVIEW THE COMPANY'S TRANSPORTATION CONTRACTS TO IMPROVE THE DELIVERY TIME AND ALSO TO REDUCE THE OPERATIONS COSTS. -NEGOTIATE WITH CLIENT COMPANIES THE WORKING CONDITIONS AND BENEFITS FOR EMPLOYEES THAT WERE AFFECTED BY OUTSOURCING INITIATIVES.</b>			
Summarize any of Your Achievements <b>ACHIEVEMENTS WERE IN LINE WITH THE DUTIES DESCRIBED ABOVE.</b>			
Reasons for Leaving <b>OPPORTUNITY TO WORK WITH A COMPANY THAT REQUIRED A SOLID EXPERTISE IN SUPPLY CHAIN MANAGEMENT.</b>			

Job Title <b>DIRECTOR BUSINESS DEVELOPMENT AND PROJECT MANAGER</b>	Type of Business <b>MANAGEMENT CONSULTING</b>	From - To <b>01/10/1996 - 01/01/1999</b>	
Name of Employer <b>ARTHUR ANDERSEN</b>	Name of Supervisor <b>GILLES BELANGER</b>		
Salaries per Annum: Starting <b>90000</b>	Final <b>92000</b>	Currency Paid <b>CAD</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>Canada</b>			
Number of Employees Supervised by You <b>4</b>			
Description of Duties <b>-DEVELOP INNOVATIVE LOGISTICS SOLUTIONS FOR GOVERNMENT AGENCIES AND MAJOR PRIVATE CORPORATIONS. -NEGOTIATE JOINT VENTURES WITH FOREIGN COMPANIES. -ASSIST CLIENT COMPANIES IN IMPLEMENTING NEW PROCEDURES TO IMPROVE THEIR CUSTOMER SERVICE. -IMPLEMENT WORK PROCESSES DESIGNED TO MAXIMIZE OUTPUT.</b>			
Summarize any of Your Achievements <b>ACHIEVEMENTS WERE IN LINE WITH DUTIES AS DESCRIBED ABOVE.</b>			
Reasons for Leaving <b>TO RETURN TO OPERATIONAL TYPE OF WORK.</b>			

Job Title <b>ADMINISTRATION AND LOGISTICS (LT COLONEL)</b>	Type of Business <b>ADMINISTRATION AND LOGISTICS</b>	From - To <b>01/05/1971 - 01/10/1996</b>	
Name of Employer <b>CANADIAN ARMED FORCES</b>	Name of Supervisor <b>VARIOUS- LAST ONE WAS COL J MORENCY</b>		
Salaries per Annum: Starting <b>25000</b>	Final <b>72000</b>	Currency Paid <b>CAD</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>Canada</b>			
Number of Employees Supervised by You <b>10</b>			
Description of Duties <b>-HELD VARIOUS SENIOR POSITIONS RELATED TO LOGISTICS AND ADMINISTRATION; BRIGADE G4 (WHOSE ROLE IS TO ADVISE THE BRIGADE COMMANDER ON TRANSPORT, SUPPLY, EQUIPMENT MAINTENANCE AND FINANCE), 2ND IN COMMAND OF A SERVICE BATTALION, COMMANDING OFFICER SUPPLY COMPANY, AND OFFICER IN CHARGE OF THE OPERATIONS OF THE LARGEST COMMODITIES DEPOT FOR THE CANADIAN ARMY. -ASSIGNED AS CHIEF LOGISTICS OFFICER FOR UN MISSION IN CAMBODIA (UNMIC AND UNTAC) -RESPONSIBLE FOR THE IMPLEMENTATION OF A COMPLEX AUTOMATED MANAGEMENT SYSTEM THAT TRANSFORMED SIGNIFICANTLY THE WAY WE DID BUSINESS. -RESPONSIBLE FOR THE PROCUREMENT OF HEAVY HEAVY EQUIPMENT AND SPARE PARTS FOR THE LAND FORCES. ALSO RESPONSIBLE FOR THE PREPARATION OF THE PROCUREMENT BUDGET.</b>			
Summarize any of Your Achievements			

**ACHIEVEMENTS WERE IN LINE WITH DUTIES DESCRIBED ABOVE.**

Reasons for Leaving

**START A CIVILIAN CAREER.**

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

Language	Mother Tongue	Speak	Read	Write	Understand
<b>English</b>	<b>No</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>
<b>French</b>	<b>Yes</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>

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

## Address

Muguet street  
LONGUEUIL QUEBEC Canada  
Telephone: 001-450-448-2483  
Contact: CAROLLE DUCHARME

## Address

Cartage street  
Tyr Lebanon  
Telephone: 961-03020064 extension 5316  
Contact: JEAN-PIERRE DUCHARME

## References

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

Reference Name	Occupation or Business	Address	Telephone/Email
----------------	------------------------	---------	-----------------

# Personal History Profile for Thomas ENGE

## General Details

- |   |   |  |   |
|---|---|--|---|
| 1. Family name<br><b>ENGE</b>   | First Name<br><b>Thomas</b>                   | Middle Name<br><b>Henry</b>  | Maiden Name, (if any)                         |
| 2. Date of Birth<br><b>01/01/1900</b>                                 | 3. City of Birth<br><b>Hawthorne, Calif.</b>  | Country of Birth<br><b>United States of America</b>                  | Index No                                      |
| 4. Country of Nationality at Birth<br><b>United States of America</b> | Second Nationality (if any)<br><b>Germany</b> | 5. Country of Present Nationality<br><b>United States of America</b> | Second Nationality (if any)<br><b>Germany</b> |
| 6. Gender<br><b>Male</b>  | 7. Height [cm]                                | 8. Weight [kg]   | 9. Marital Status<br><b>Married</b>           |
10. Entry into the United Nations service might require assignment to any area of the world in which the United Nations might have responsibilities.  
Are there any limitations on your ability to engage in all travel? **No**
- Are there any limitations on your ability to perform in your prospective field of work? **No**
11. Have you taken up legal permanent residence status in any country other than that of your nationality? **No**
13. What is your preferred field of work?
14. Would you accept employment for less than six months? **No**
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when?
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? **No**
18. Email Address:

## Education

List all university degrees or equivalent qualifications obtained.

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

## Employment

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

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

## References

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

Reference Name	Occupation or Business	Address	Telephone/Email
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