

Profiles included in this document

	Name	Index	DOB	Gender	Nationality	EMail
1.	ABARA, Ngozi	031263	23/12/1967	F	NIR	ngoziabara@hotmail.com
2.	AMAYA, Ingrid	886591	24/02/1969	F	USA	amaya@un.org
3.	FYNN, Patricia	850450	05/09/1966	F	GHA	missfynn@yahoo.com
4.	GENIS, Jacoba	183221	02/01/1955	F	SAF	genisj@un.org
5.	HANYANI, Dumisani	426266	15/10/1959	F	ZIM	dumisani15@yahoo.com
6.	HENRIQUES-PEREIRA, Marta		29/05/1974	F	POR	marta.henriques.pereira@gmail.com
7.	KIRIAZI, Xanthippi		06/05/1968	F	GRE	xkiriazi@hotmail.com
8.	LEPAGE, Nathalie	890787	29/01/1970	F	CAN	nathalie.lepage@hotmail.com
9.	NEJJD, Mikaela		04/03/1977	F	SWE	nejjd@hotmail.com
10.	NICODEME, Gaele		09/08/1976	F	BEL	gaele.nicodeme@gmail.com

Personal History Profile for Ngozi ABARA

General Details

1. Family name ABARA	First Name Ngozi	Middle Name Fidelia	Maiden Name, (if any)
2. Date of Birth 23/12/1967	3. City of Birth Port Harcourt	Country of Birth Nigeria	Index No 031263
4. Country of Nationality at Birth Nigeria	Second Nationality (if any) Nigeria	5. Country of Present Nationality Nigeria	Second Nationality (if any) Nigeria
6. Gender Female	7. Height [cm] 6	8. Weight [kg] 80	9. Marital Status Married
10. Entry into the United Nations service might require assignment to any area of the world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? No			
13. What is your preferred field of work? Social security specialists			
14. Would you accept employment for less than six months? Yes			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? 01/10/2006			
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: ngoziabara@hotmail.com			

Education

List all university degrees or equivalent qualifications obtained.

University Name Bayero University	City, Country Kano Nigeria	From - To Oct-1999 - Sep-2003
Main Course of Study Sociology	Field of Study Social & Behavioural Science	
Degree Title or Equivalent Masters Degree in Criminology	Degree Type Masters	

University Name Bayero University	City, Country Kano Nigeria	From - To Oct-1992 - Sep-1997
Main Course of Study Political Science	Field of Study Social & Behavioural Science	
Degree Title or Equivalent Bachelor of Arts in Political science/Library science	Degree Type Bachelor of Arts	

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

Name of School UNITED NATIONS STAFF SCHOOL TURIN, ITALY	City, Country TURIN Italy	From - To Nov-2007 - Dec-2007
Main Course of Study United Nations Security Certification Course No 6.		Certificate or Diploma Emergency Trauma Training(Medicals) and Security Certification Certificate.

Name of School UNMIL ITU	City, Country Monrovia Liberia	From - To May-2007 - Jun-2007
Main Course of Study SAT Training		Certificate or Diploma SPAT Certificate

Name of School United Nations Induction Training Unit Liberia	City, Country Monrovia Liberia	From - To Mar-2007 - Mar-2007
Main Course of Study Leadership Course, Conflict Resolution in Work place.		Certificate or Diploma Certificates in Excel, Power Point, Leadership Training etc.

Name of School United Nations Mission in Kosovo ITU	City, Country Kosovo Yugoslavia	From - To Jan-2002 - Aug-2003
Main Course of Study Computer applications.		Certificate or Diploma Excel, levels 1&2, Word levels 1,2 &3, Access 1 &2, Power point 1&2 etc

Name of School Nigeria Police Academy	City, Country Kano Nigeria	From - To Mar-1988 - Aug-1989
Main Course of Study Police Duties/Detective/Special Police Unit Training/Security&Intelligence Courses.Weapon training, Unarmed Combat and Computer courses(Excel, Word, Power Point, Access.)		Certificate or Diploma Special Police Unit ,Security/Military Intelligence Training&Police Academy Certificate.

Name of School Girl's Secondary School	City, Country Umuahia Nigeria	From - To Oct-1979 - Sep-1984
Main Course of Study West African Examinations Council		Certificate or Diploma West African School Certificate

Employment

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

Job Title	Type of Business	From - To
Acting Chief of Staff/Team Leader Internal Affairs Unit	Plans and carries out weekly Off-Limit Inspections to areas designated as Off Limits to UNPOL by UNMIL. Prepares and submits Monthly and Yearly crime Statistics to the Code of Conduct Unit for DPKO, Supervising the UNPOLS in my Unit, Writing thier Evaluations. Writes the weekly report to the Commissioner of Police through the Chief of Staff. Oversees to the Implementation of the SOP to its letters. Conducts joint operations with the SCIU. Inspects UNPOL offices to ensure no violations of the SOP	01/05/2007 - 01/06/2007
Name of Employer		Name of Supervisor
United Nations Mission in Liberia		Edward Bradley UNPOL Chief of Staff.
Salaries per Annum:		
Starting	Final	Currency Paid
123	123	USD
Telephone Number	Email Address	
23106306633256	ngoziabara@hotmail.com	
Address of Employer		
Liberia		
Number of Employees Supervised by You		
513		
Description of Duties		
Inspection of OFF -Limit locations,Inspection of Plane manifests,Investigations of complaints against UNPOLS brought to the Unit from the Commissioner of Police through the Chief of Staff, Monitoring of Joint Task Force Operational duties and writing weekly and monthly reports to the authorities.		
Summarize any of Your Achievements		
I have even used my initiative to personally drive on a journey of about 14hours to Fish Town in Liberia to beat the date line of a case under investigation when the weather could not allow for flight movement.		
Reasons for Leaving		
Still in Mission Area.		

Job Title	Type of Business	From - To
Team Leader, Internal Affairs Unit	Investigations, Inspections and Control.	01/10/2006 -
Name of Employer		Name of Supervisor
United Nations Mission in Liberia		Edward Bradley
Salaries per Annum:		
Starting	Final	Currency Paid
123	123	USD
Telephone Number	Email Address	
2316633256	ngoziabara@hotmail.com	
Address of Employer		
Liberia		
Number of Employees Supervised by You		
238		
Description of Duties		
Investigations of UNPOLS for misconduct and violations of the SOP, Inspections of Off Limit Locations, Assessment of the UNPOLS TOD request, Joint Security Operations with the UN Security Investigations Unit in Liberia.		
Summarize any of Your Achievements		
Reduction of accident level as a result of TOD policy that rejects extensions of UNPOLS with warning letters involving accident with UNMIL vehicles and SOP violations warning letters.		
Reasons for Leaving		
Still in the mission Area.		

Job Title 2I/C Police Criminal Security Intelligence Bureau		Type of Business Intelligence gathering, Investigation of High Profile cases, Under cover close protection jobs to VIPS, Under cover operations to vulnerable locations etc	From - To 01/08/2003 - 01/10/2006
Name of Employer Nigeria Police Force		Name of Supervisor Sylvester Okoro CSP	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? Yes
45000	48000	NGN	Is this a position within the UN Common System? No
Telephone Number 234084487668		Email Address fidelmay272005@yahoo.com	
Address of Employer Nigeria			
Number of Employees Supervised by You 125			
Description of Duties lanning the operations for the Unit.Gathering on Intelligent Informations and relaying same to the authorities,Planning for emergency evacuations for different police station in the state,Conducted weekly briefings for Inteligence operatives deployed within the region.Planning for the weekly and monthly operations, took part in some under cover operations with the militants within the Niger Delta Area in Nigeria, Prosecuted some high profile case investigated in my unit. Attended monthly and weekly security meetings with the oil companies security managers and lectured them on the security situations within the region regularly.			
Summarize any of Your Achievements Worked an undercover operative personally with a militant group for over 1year and foiled the militants plan to explode a shell oil location in September, 2003. This I did without a trace of my identity to the group who saw me as part of them.			
Reasons for Leaving United Nations Peacekeeping to Liberia.			

Job Title Chief of Operations Kosovo Polje Police Station in UNMIK		Type of Business Operational duties which involved planning, supervision and joint operational meetings, conflict resolution meetings in my AOR involving the minorities resident in my AOR, resuce operations, commanding fire incident operations of Kosovo Power Plant B	From - To 01/11/2002 - 01/07/2003
Name of Employer United Nations Mission in Kosovo		Name of Supervisor Chandana Tiwari	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
85	85	EUR	Is this a position within the UN Common System? Yes
Telephone Number 9700972548173985		Email Address ctiwari69@yahoo.co.uk	
Address of Employer Yugoslavia			
Number of Employees Supervised by You 83			
Description of Duties Planned every operation of the station, took part in joint operations plan with KFOR, GOVT, NGOS and the minorities.Responded and commanded major incident like mine explosions, fire incident of Kosovo Power Plant B, arranged with the KFOR for the escort of the Kosovo minorites, assesment of Language assistants, took part in joint security meetings between the municipalities, minorities, KFOR and other NGOS concerning the security of the minorities, initiated operation County Patrols to minority schools and homes at odd times of the day and during school sessions etc.			
Summarize any of Your Achievements Led the rescue operation of nine coal workers trapped in the rubble during the coal mine collapse of 2003. Planned the fire evacuation plan of Kosovo Polje, took part in the planning and execution of mock fire operation in Kosovo in 2003, took part in the conflict resolutions and signing of the MOU between the minorities and the UNMIK. Planned and executed the transition of Obilic sub station to a full and Independent police station. Planned the access control of Kosovo Polije Police station.			
Reasons for Leaving End of Mission			

Job Title Officer in Charge Secret Registry, Zone 1 Police HQS Kano		Type of Business Administration	From - To 01/08/1999 - 01/01/2002
Name of Employer Nigeria Police Force		Name of Supervisor Tafa Balogun, Inspector General of Police	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? Yes
2222	3333	NGN	Is this a position within the UN Common System? No
Telephone Number 23408051069428		Email Address bonroy@yahoo.com	
Address of Employer			

Nigeria Number of Employees Supervised by You 3000 Description of Duties Keeping and tracing of secret documents of the zone, appraisals of the officers, management of the manpower within the zone, conducting interviews for intending cadet officers from the zonal catchment area and a personal aide to the Inspector General of Police. Summarize any of Your Achievements Had a commendation for commitment and dedication. Reasons for Leaving Foreign Service to Kosovo..	
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Job Title Officer Incharge General Investigation Department Kano State Police Command		Type of Business Investigation of miscellaneous criminal cases, prosecution of such cases in various courts	From - To 01/02/1993 - 01/07/1998
Name of Employer Nigeria Police Force		Name of Supervisor (Late) Assistant Commissioner of Police Inuwa Wada	
Salaries per Annum: Starting 123	Final 453	Currency Paid NGN	Is this a civil servant position of your Government? Yes Is this a position within the UN Common System? No
Telephone Number 2340909		Email Address fidelmay272005@yahoo.com	
Address of Employer Nigeria			
Number of Employees Supervised by You 120			
Description of Duties Investgation of criminal cases, prosecution of criminal cases, Preparing the crime statistics of the unit for the authorities, going on visiting rounds to check my men on static duties and some other adhoc duties like security detail to VIPS, and other under cover jobs. Planning the security of access control points the command and its facilities within the state. Assessment and evaluation of my personnel. Organising security lectures weekly for the crime branch on the latest updates in crime techniques and modus operandi within the region.			
Summarize any of Your Achievements Unfolded an oil bunkering cartel based in Kano Nigeria in March 1997 and was commended by the police authorities and even the State Government.			
Reasons for Leaving promotion to a higher post and position			

Job Title Officer in Charge Anti Vice Squad, owerri, Imo State		Type of Business Detective and Investigation Unit	From - To 01/09/1991 - 01/03/1993
Name of Employer Nigeria Police Force, Louis Edet House, Abuja		Name of Supervisor Late J. O. Kayode	
Salaries per Annum: Starting 1234	Final 1234	Currency Paid NGN	Is this a civil servant position of your Government? Yes Is this a position within the UN Common System? No
Telephone Number 234091234		Email Address fidelastrong@yahoo.com	
Address of Employer Nigeria			
Number of Employees Supervised by You 15			
Description of Duties Under cover operations to discover drug dealers, armed robbers, fraudsters, organized crime syndicates and carrying out raids at suspected black spots and on criminals terrorizing the State.			
Summarize any of Your Achievements I worked as an Under Cover Agent at the gate of a five star hotel for a whole month in 1992 just as a gate lady to monitor a syndicate of fraudsters declared wanted by the Police Authorities and it was a successful operation at last.			
Reasons for Leaving I was promoted and transferred to Kano for my academics.			

Job Title Cadet Training/ On the Job Attachment period		Type of Business Training and attachment to different units of the force for assessment.	From - To 01/03/1988 - 01/08/1990
Name of Employer Nigeria Police Force, Louis Edet House, Abuja		Name of Supervisor K.Z Dudari Assistant Inspector General of Police Zone 2 Abuja.	
Salaries per Annum: Starting 123	Final 1234	Currency Paid NGN	Is this a civil servant position of your Government? Yes Is this a position within the UN Common System? No

Telephone Number 092341234	Email Address fidelcastrong@yahoo.com
Address of Employer Nigeria	
Number of Employees Supervised by You 1234	
Description of Duties Worked in different Units of the police for three months each and was assessed as well.	
Summarize any of Your Achievements I learnt fast and was deployed to head one of the dreaded Anti Robbery Units in the State.	
Reasons for Leaving promotion and permanent deployment after the attachment period and graduation from the police academy.	

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

Other Agencies of the United Nations System may be interested in our applicants. Do you have any objections to your Personal History Profile being made available to them? **Yes**

For clerical grades only:

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

List any office machines or equipment you can use:

Copiers, Computer,Scanners,Shredder,Security Monitoring Machines, Communication Equipments like radios, Speed Control Radar, Breath analyzing machine, PDF Machines etc

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

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

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

Language	Mother Tongue	Speak	Read	Write	Understand
Hausa	No	Easily	Easily	Easily	Easily
Ibo	Yes	Easily	Easily	Easily	Easily
Serbo Croatian	No	Easily	Not easily	Not easily	Not easily
Yoruba	No	Easily	Easily	Easily	Easily

Address

PLOT 45 OJIKE STREET
UMUAHIA
UMUAHIA ABIA Nigeria
Telephone: 234-088-221388 extension 0000
Fax: 234-080-33831461
Contact: NGOZI ABARA

Address

Internal Affairs Unit.(M04A)
United Nations Mission in Liberia
Monrovia Monstreda County Liberia
Telephone: 231-66 extension 6577
Fax: 231-06-633256
Contact: Ngozi Abara

Address

C/O CHIEF &MRS CHARLES ABARA
EZIALA UMUORO UMUOHIAGU
NGOR OKPUALA OWERRI Nigeria
Telephone: 234-080-53371905 extension 000
Fax: 234-08-53371905
Contact: NGOZI ABARA

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
Ufuk AHYAN	UNMIL UNPOL Chief of Personnel	Personnel Unit. Liberia	2316606811162 ayhan@un.org
Edward BRADLEY	UNMIL Chief of Staff	United Nations Mission in Liberia Liberia	bradleye@un.org

Personal History Profile for Ingrid AMAYA

General Details

1. Family name AMAYA	First Name Ingrid	Middle Name Ronny	Maiden Name, (if any)
2. Date of Birth 24/02/1969	3. City of Birth Bogota	Country of Birth Colombia	Index No 886591
4. Country of Nationality at Birth Colombia	Second Nationality (if any)	5. Country of Present Nationality United States of America	Second Nationality (if any)
6. Gender Female	7. Height [cm] 154	8. Weight [kg] 50	9. Marital Status Divorced
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? Public administration specialists			
14. Would you accept employment for less than six months? Yes			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? 01/07/1991			
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: amaya@un.org			

Education

List all university degrees or equivalent qualifications obtained.

University Name Columbia University	City, Country New York United States of America	From - To Aug-2004 - May-2006
Main Course of Study	Field of Study	
Degree Title or Equivalent Master Public Administration	Degree Type Masters	

University Name New York University	City, Country New York United States of America	From - To Sep-1999 - May-2003
Main Course of Study	Field of Study	
Degree Title or Equivalent Bachelor of Arts in Organizational Behavior and Communication	Degree Type	

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

Name of School William Cullen Bryant High School	City, Country New York United States of America	From - To Sep-1982 - Jun-1986
Main Course of Study History, Science, Math, English,		Certificate or Diploma High School Diploma

Employment

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

Job Title Focal Point for Women	Type of Business Personnel Management Specialists	From - To 01/12/2008 -
Name of Employer United Nations Department of Field Support		Name of Supervisor Susana Malcorra
Salaries per Annum: Starting Final Currency Paid	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes	
Telephone Number 1212963-2566	Email Address amaya@un.org	
Address of Employer United States of America		
Number of Employees Supervised by You		

Description of Duties

Reporting directly to the USG-DFS, Ms. Susana Malcorra, as per ST/SGB/2008/12: 3.1 Departmental focal points for women shall contribute to the evaluation of candidates, in the context of the staff selection process in departments/offices/missions, by: (a) Reviewing applications from women candidates, including those on the rosters, to ensure that all eligible women candidates are given due consideration; (b) Reviewing the list of recommended candidates prior to submission to the respective central review bodies to ensure that women candidates have been duly considered, and providing comments to the head of department/office/mission, as appropriate; (c) Assisting programme managers in promoting gender balance on the interview panels; (d) Observing, where feasible, interviews of candidates and expressing their views to the programme manager and the head of department/office/mission. 3.2 Departmental focal points for women may provide comments, through the Office of the Special Adviser on Gender Issues and Advancement of Women, to the relevant central review bodies in cases where eligible women candidates are not on the list of candidates recommended for vacancies in their departments/offices/missions. 3.3 At departments/offices/missions away from Headquarters where the Office of the Special Adviser on Gender Issues and Advancement of Women cannot be represented on the local central review bodies, departmental focal points for women shall serve as ex officio advisers on the local central review bodies. 3.4 The departmental focal points for women shall advise the head of the department/office/mission with a view to ensuring that the gender perspective is taken into consideration in the selection of staff for vacant posts in the Professional category or above, including compliance with requirements in section 9.2 of administrative instruction ST/AI/2006/3 of 15 November 2006, entitled "Staff selection system".

Summarize any of Your Achievements

As the first Departmental Focal Point for Women for DFS, I have been actively involved in the staffing selection process and the work-life balance initiative of the Department.

Reasons for Leaving

N/A

Job Title Human Resources Officer	Type of Business United Nations	From - To 01/12/2007 -
Name of Employer United Nations DFS/FPD	Name of Supervisor Morteza Mirmohammad	
Salaries per Annum: Starting Final	Currency Paid Currency Paid	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes
Telephone Number	Email Address amaya@un.org	
Address of Employer United States of America		
Number of Employees Supervised by You 7		
Description of Duties Reporting to the Chief, Guidance and Organizational Design Section, responsible for providing advice and oversight to programme managers and staff on human resources matters relating to organizational design and classification, Exercising delegated authority from the Office of Human Resources Management to classify mission posts in line with the UN common system and the International Civil Service Commission (ICSC) standards. Conduct classification analysis of jobs in the Professional, Field Service and General Service and related categories up to D-1 level; Provide guidance to programme managers on the application of classification policies and procedures and by undertaking whole office review - Responsible for development and maintenance of mission templates, functional titles, generic job profiles, for field missions and classified job descriptions; Identify future requirements/trends in occupational groups and workforce planning; Request the loan of mission posts across various missions and Headquarters, seeking the approval of the Controller, as required, and ensuring that Nucleus and the Integrated Management Information System records accurately reflect such post movements; Participate in Technical Assessment Mission Surveys and Department of Peacekeeping Operations (DPKO) planning meetings to establish staffing requirements of start-up/expanding missions; advise on appropriate grade levels of functions and prepare related reports; Provide timely advice on mission budget proposals and organizational structures. Provide input to policy papers, position papers and briefing notes on issues related to organizational design, classification and workforce planning.		
Summarize any of Your Achievements 1- Organized the implementation of the classification component of the division. 2- Member of ABACUS (Budget) team visit to MINURCAT for the preparation of the 08-09 budget and UNMIK 09-10 budget. 3- Supported MINUSTAH in the Family Support Unit in Santo Domingo post earthquake - acted as family focal point for staff - coordinated repatriation of remains of our lost colleagues during February 2010.		
Reasons for Leaving Seeking wider experience in the UN system.		

Job Title Administrative and Finance Officer	Type of Business UN Research Institute	From - To 01/09/2005 - 01/11/2007
Name of Employer INSTRAW	Name of Supervisor Carmen Moreno	
Salaries per Annum: Starting 54382	Final 55972	Currency Paid USD
		Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes
Telephone Number	Email Address amaya@un.org	
Address of Employer Dominican Republic		
Number of Employees Supervised by You 10		
Description of Duties • Human Resource Management: Initiate and coordinate actions covering the entire span of human resource activities, e.g., recruitment, placement, promotion, performance man vacancies, job classification reviews, separation of staff members, training, etc., ensuring consistency in the application of UN rules and procedures. • Budget and Finance: Maintain financial and administrative control of the operational and extra-budgetary budgets; Oversee the preparation of budget and performance report submissions; Prepare and advise on Trust Fund cost plans and allotment requests; Monitor financial resources to ensure activities are implemented in accordance with the Programme Budget and allotments issued; Define requirements with respect to improving budget reporting systems and cost effective utilization of program resources; Ensure that obligations or disbursement for services, supplies and equipment, as well as those pertaining to personnel, are in accordance with the Financial Regulations and Rules of the UN, relevant appropriations and staffing tables and corresponding approved allotments. • Administer allotments and request reallocation of funds. Prepare financial reports for inclusion in the Financial Statements to be submitted to the Controller. • Respond to internal/external audit observations. Provide advice and guidance concerning the United Nations' Financial Regulations and Rules and Accounting Instructions. • Oversee the processing of Inter Office Vouchers, payroll, vendor claims, and travel accounts; monitor member states contributions. Held delegation of Authority of certifying officer, bank signatory, pouch certifying authority, telegraph and/or letter payment requests. • General administration: Implement and monitor support services, administer all of the institute's procurement of supplies and services; transport, travel & traffic, communications, property control, engineering and IT support; provision of local utilities & service requirements		

Summarize any of Your Achievements

Negotiated inter-agency collaboration with DPKO-MINUSTAH to house its Disaster Recovery Site at INSTRAW. This resulted in US\$250,000 of structural and technical improvements and an annual income of US\$200,000 in administrative support costs for INSTRAW's core budget.

Reasons for Leaving

Seeking professional experience in peacekeeping.

Job Title	Type of Business	From - To
Staffing Coordinator	Peacekeeping	01/10/2000 - 01/09/2005
Name of Employer	Name of Supervisor	
United Nations DPKO/OMS/LSD/CITS	Rudy Sanchez	
Salaries per Annum:		
Starting	Final	Currency Paid
68000	68000	USD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? Yes
Telephone Number	Email Address	
	amaya@un.org	
Address of Employer		
United States of America		
Number of Employees Supervised by You		
0		
Description of Duties		
Focal point for IT and Comms field mission personnel movement and recruitment, which includes reviewing the curricula vitae of prospective candidates, drafting generic job descriptions for communications and Information Technology positions in peacekeeping missions. Preparation of Personnel reports and staffing tables for CITS field mission personnel. Liaise and assist PMSS and follow up on recruitment process. Provide CCITS and CITS administrative support. Focal point for training and Coordination of MARS in LOTUS Notes. Conduct training in MARS for groups and focal point users. Assist in producing all related documentation, including manuals, training materials and on line- Helpdesk procedures for users. Assist in coordination and customization of training courses for MARS. During the implementation of E-Stars 1 was assigned to the help desk assisting in troubleshooting and training of new users. Assist in the management and tracking of allotments and expenditures, reconciling and producing performance reports for various financial approving and controlling bodies within the department; Process and track ICT requisitions for software, hardware and services to ensure that purchases are in conformance to requirements and the timely delivery in support of field missions worldwide; Assist Director CITS and CITS Section Chiefs on special projects as required.		
Summarize any of Your Achievements		
Assited in the staffing deployment of UNMIL for CITS. Coordinated the travel and deployment of CITS staff into Iraq to re-establish the communication infrastructure after the August 2003 bombing. Conducted the training of MARS throughout DPKO and coordinated classes, schedules, manuals.		
Reasons for Leaving		
Seeking wider scope of experience at the professional level		

Job Title	Type of Business	From - To
Recruitment Assistant	Personnel	01/01/1999 - 01/10/2000
Name of Employer	Name of Supervisor	
United Nations DPKO/FALD/PMSS	Luiz Carlos da Costa	
Salaries per Annum:		
Starting	Final	Currency Paid
53000	53000	USD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? Yes
Telephone Number	Email Address	
Address of Employer		
United States of America		
Number of Employees Supervised by You		
0		
Summarize any of Your Achievements		
During my tenure with PMSS there was an urgent need to meet strict deadlines. This was due to the rapid deployment of staff to newly established missions such as East Timor, Kosovo, as well as Sierra Leone.		

Job Title	Type of Business	From - To
Assistant to Head of Mission & OIC Administration	Peacekeeping Mission	01/02/1997 - 01/01/1999
Name of Employer	Name of Supervisor	
United Nations Mission of Observers in Prevlaka	Lars Skold	
Salaries per Annum:		
Starting	Final	Currency Paid
51000	52000	USD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? Yes
Telephone Number	Email Address	
Address of Employer		
Croatia		
Number of Employees Supervised by You		
Description of Duties		

Managed and coordinated the administrative and logistic support for the UN offices located in the Prevlaka Peninsula, Croatia, which was a sub-office of the greater UN mission to Bosnia-Herzegovina. The office included political officers, military observers and National staff at various levels. Inter alia, the functions of the job included: liaised with the Chief Military Observer (CMO) and provided advice and interpretation support on the application of UN policies, rules and regulations; conducted all work related to finance, procurement, accounts receiving and payable; coordinated all travel related business; managed contracts, evaluated and monitored vendor performance; reviewed mission's building and space requirements; identified information technology and communications requirements, recommending enhancements as necessary. Preparation of budget proposals for \$2M in terms of staff and non-staff requirements for the mission to the respective regulatory offices; monitored expenditures and ensured that they remained within authorized levels; administered and monitored extra-budgetary resources, including review of agreements and cost plans, ensuring compliance with financial rules and regulations. Accompanied the Chief Military Adviser on all necessary meetings with the host government and UN officials which included the Undersecretary General, Assistant Secretary General for DPKO, and other VIPs. Performed other related work as required.

Summarize any of Your Achievements

Assumed the responsibilities of OIC Administration during the absence of the Administrative Officer from the mission area. His absence was continuous due to a serious illness.

Reasons for Leaving

Required back at HQ NY

Job Title	Type of Business	From - To
Procurement Officer	Peacekeeping Mission	01/04/1996 - 01/02/1997
Name of Employer	Name of Supervisor	
United Nations Protection Force	Kiplin Perkins	
Salaries per Annum:		
Starting	Final	Currency Paid
40000	40000	USD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? Yes
Telephone Number		Email Address
Address of Employer		
Croatia		
Number of Employees Supervised by You		
0		
Description of Duties		
Headquarters Committee on Contracts and Local Committee on Contracts presentation preparation. This involved thorough research and review of Procurement contractual files as well as proper application of UN financial rules and regulations.		
Summarize any of Your Achievements		
With the downsizing of UNPF and the many outstanding cases, I worked hard preparing major cases. They were approved the first time by the committee. This was unusual and I was commended by my superiors.		
Reasons for Leaving		
Downsizing of mission.		

Job Title	Type of Business	From - To
Logistics Assistant	Peacekeeping Mission	01/01/1996 - 01/04/1996
Name of Employer	Name of Supervisor	
United Nations Logistics Base	Eugene Wessan	
Salaries per Annum:		
Starting	Final	Currency Paid
40000	40000	USD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? Yes
Telephone Number		Email Address
Address of Employer		
Italy		
Number of Employees Supervised by You		
0		
Description of Duties		
Assigned to the Material Control Cell where requests from missions were received and processed. Assisted and monitored selection of equipment, packing and shipment in order to meet short deadlines. Personal Assistant to the Chief of Logistics, Mr. Eugene Wessan. Preparation of Logistic reports in Reality.		
Summarize any of Your Achievements		
Integrated the correspondence and various Logistics unit filing systems into one central group with sub-registries to provide a total correspondence audit trail.		
Reasons for Leaving		
Reassigned to UNPF		

Job Title	Type of Business	From - To
CESS Assistant	Logistical Base	01/06/1995 - 01/12/1995
Name of Employer	Name of Supervisor	
United Nations Logistics Base	Vernon Woolford	
Salaries per Annum:		
Starting	Final	Currency Paid
40000	40000	USD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? Yes
Telephone Number		Email Address
Address of Employer		
Italy		

Number of Employees Supervised by You 0
Description of Duties Established an administrative support structure, integrated a filing system, requisition procedures, compiled and organized necessary data to generate mission`s telephone bills, created mission`s telephone directory. Drafting of correspondence and maintenance of personnel records.
Summarize any of Your Achievements Established a working administrative support structure for ESS where one did not exist.
Reasons for Leaving Completion of goal which was to implement a structure, reassigned to Logistics Section, UNLB to do the same.

Job Title Transport Assistant	Type of Business Logistics Base	From - To 01/10/1994 - 01/05/1995								
Name of Employer United Nations Logistics Base	Name of Supervisor Detlef Stoppock									
Salaries per Annum: <table border="0"> <tr> <td>Starting</td> <td>Final</td> <td>Currency Paid</td> <td>Is this a civil servant position of your Government? No</td> </tr> <tr> <td>40000</td> <td>40000</td> <td>USD</td> <td>Is this a position within the UN Common System? Yes</td> </tr> </table>			Starting	Final	Currency Paid	Is this a civil servant position of your Government? No	40000	40000	USD	Is this a position within the UN Common System? Yes
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No							
40000	40000	USD	Is this a position within the UN Common System? Yes							
Telephone Number		Email Address								
Address of Employer Italy										
Number of Employees Supervised by You 0										
Description of Duties Established a working administrative support structure which included identifying and completing filing systems, requisitioning procedures, drafting all types of correspondence, maintenance of personnel records. Also, coordinated and streamlined the efforts of Dispatch which consisted of compilation and organization of data necessary to maintain UNLB`s vehicle fleet mileage/fuel consumption records and prepared reports.										
Summarize any of Your Achievements Established an administrative structure where one did not exist.										
Reasons for Leaving Reassigned to CESS to establish an administrative structure.										

Job Title Administrative Assistant	Type of Business UN	From - To 01/07/1992 - 01/10/1994								
Name of Employer United Nations DPKO/FALD/CESS	Name of Supervisor Rudy Sanchez									
Salaries per Annum: <table border="0"> <tr> <td>Starting</td> <td>Final</td> <td>Currency Paid</td> <td>Is this a civil servant position of your Government? No</td> </tr> <tr> <td>25000</td> <td>25000</td> <td>USD</td> <td>Is this a position within the UN Common System? Yes</td> </tr> </table>			Starting	Final	Currency Paid	Is this a civil servant position of your Government? No	25000	25000	USD	Is this a position within the UN Common System? Yes
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No							
25000	25000	USD	Is this a position within the UN Common System? Yes							
Telephone Number		Email Address								
Address of Employer United States of America										
Number of Employees Supervised by You 0										
Description of Duties Requisitioning of all IT equipment for all peacekeeping missions in Reality, maintenance of open blanket orders. Issuance and preparation of laptops and troubleshooting. Maintain contact with vendors and follow-up on purchase orders and payment of invoices. Administrative support to Chief of ESS.										
Summarize any of Your Achievements Ensure timely requisitioning of mission required equipment										
Reasons for Leaving Mission Assignment										

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

PC, Fax, Copier, Digital Sender Software: Reality, Lotus Notes, IMIS, MARS, FPMS, Word, Visio, Power Point, Excel and Other IT applications.

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

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

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

Language	Mother Tongue	Speak	Read	Write	Understand
Italian	No	Easily	Easily	Not easily	Easily

Address

67-57 Exeter Street
PH
Forest Hills New York United States of America
Fax: 1-212-729-1017
Contact: Ingrid Amaya

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
Linda GALLARDO	Executive Officer	80 Maiden Lane United States of America	1212430-5968 Lgallardo@delma.net
Mary Jean GAMBOA	Finance Analysts	350 Washington Avenue United States of America	1973562-2473 mjgamboa@hotmail.com
Harold TANGAI	Kenyan Airforce	Major General Harold Tangai, Commander United States of America	254206761572 tangai@africaonline.co.ke

Personal History Profile for Patricia FYNN

General Details

1. Family name FYNN	First Name Patricia	Middle Name Adouwa	Maiden Name, (if any)
2. Date of Birth 05/09/1966	3. City of Birth Accra	Country of Birth Ghana	Index No 850450
4. Country of Nationality at Birth Ghana	Second Nationality (if any)	5. Country of Present Nationality Ghana	Second Nationality (if any)
6. Gender Female	7. Height [cm] 164	8. Weight [kg] 70	9. Marital Status Single

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

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

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

13. What is your preferred field of work? **Administrative 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? **01/12/2005**

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: **missfynn@yahoo.com**

Education

List all university degrees or equivalent qualifications obtained.

University Name Ghana Law School	City, Country Accra Ghana	From - To Sep-1989 - Jun-1991
Main Course of Study General Law	Field of Study Law	
Degree Title or Equivalent Barrister and Solicitor of the Supreme Court of Ghana	Degree Type Postgraduate degree	

University Name University of Ghana	City, Country Legon Ghana	From - To Sep-1986 - Jun-1989
Main Course of Study International Law	Field of Study Law	
Degree Title or Equivalent BA Hons Law and Classics	Degree Type Bachelor of Arts	

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

Name of School Wesley Girls High School	City, Country Cape-Coast Ghana	From - To Sep-1983 - Jun-1985
Main Course of Study General Certificate of Education - Advanced Level		Certificate or Diploma GCE "A" Level Grade B in History, French, Religion

Name of School Wesley Girls High School	City, Country Cape Coast Ghana	From - To Sep-1978 - Jun-1983
Main Course of Study General Certificate of Education - Ordinary Level (GCE O Levels)		Certificate or Diploma General Certificate in Education - Ordinary Level with Grade 1 with Distinction

Employment

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

Job Title Board of Inquiry Officer, Supervisor	Type of Business Peacekeeping	From - To 01/08/2008 -
Name of Employer DPKO, United Nations Mission in Sudan		Name of Supervisor Andrew Robertson
Salaries per Annum: Starting	Final	Currency Paid
Is this a civil servant position of your Government? No		

60000	47000	USD	Is this a position within the UN Common System? Yes
Telephone Number		Email Address missfynn@yahoo.com	
Address of Employer Sudan			
Number of Employees Supervised by You 2			
Summarize any of Your Achievements <p>Have ensured that the BOI Secretariat has cleared all outstanding cases which merit a Headquarters Board of Inquiry. I have brought expertise and professionalism to the line of reporting and quality of reports. I review the facts, issues, conclusions and recommendations of all boards of inquiries to ensure that they meet the requisite standards as per DPKO/DFS Policy. Together with my team of Board of Inquiry assistants we have cleared the backlog of cases from 2006 till present using the Head of Mission report format. I personally drew up the format of a Head of Mission report for old cases and have shared this format as a precedent with other colleagues in other missions. I am the Chairperson for the Tender Opening Committee and in the absence of the Chief General Services, I am Officer in Charge. During this time I have implemented and monitored support services to the entire mission including the sectors and effectively addressed issues of procurement of supplies, services, utilities and facilities management. I draft position papers on behalf of the DMS/CAS on administrative issues. I have attended training in LCC,LPSB and Claims and I have advised staff on claims issues and their entitlements. As Board of Inquiry Officer, my duties have provided with the knowledge and skills to apply UN Administrative and Financial Rules and Regulations in work situations and I have acquired experience in identifying , formulating opinions, making conclusions and recommendation on a wide range of Administrative issues affectin staff. I have an interest to extend this knowlege to work as an Administrative Officer.</p>			

Job Title Team Leader/Protection Officer, Protection of Civilians Unit		Type of Business Peacekeeping Mission	From - To 01/01/2007 - 01/08/2008
Name of Employer DPKO, United Nations Mission in Sudan		Name of Supervisor Winnie Babihuga	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
60000	60000	USD	Is this a position within the UN Common System? Yes
Telephone Number +249187084491		Email Address fynn@un.org	
Address of Employer Sudan			
Number of Employees Supervised by You 5			
Description of Duties <p>I was the team leader for the Protection of Civilians Unit in Sector 3 and I supervised three international and two national staff officers. My duty was to ensure that civilians are protected from actual or potential physical or psychological harm. I engaged with other relevant actors including UN agencies, national authorities and NGOs to ensure that the rights of civilians are ensured and they also have access to humanitarian assistance where necessary. I worked closely with internally displaced persons and returning refugees to ensure their protection in either their place of displacement or in the course of their return journey to place of origin. I undertook protection of civilians training for UN staff, international and national military observers and other relevant protection actors to ensure key protection concepts are well understood and mainstreamed in the relevant programmes. I engaged with local authority and community based organizations to devise local protection strategies for civilians. I undertook advocacy campaigns to educate locals on protection and human rights needs of civilians. I effectively engaged local authorities, UN agencies and the local communities to understand the key concepts of protection of civilians and created awareness to ensure that civilians particularly the vulnerable are effectively protected by the relevant authorities.</p>			
Summarize any of Your Achievements <p>I have effectively engaged local authorities, UN agencies and the local communities to understand the key concepts of protection of civilians and created awareness to ensure that civilians particularly the vulnerable are effectively protected by the relevant authorities. I have effectively trained a critical mass of South Sudan military forces on protection of civilians and equipped them to understand the importance of protecting civilians in combat situations. I have also trained and created awareness to police institutions,military and local authority on issues of sexuall and gender based violence. It is an achievement that the need to protect civilians is gradually making a breathrough in south sudan.</p>			
Reasons for Leaving <p>Took up post of Board of Inquiry Officer which is in line with my legal background and interest.</p>			

Job Title Standards Coordination Monitoring Officer		Type of Business Peacekeeping Mission	From - To 01/11/2005 - 01/06/2006
Name of Employer DPKO, United Nations Mission in Kosovo		Name of Supervisor Xavier Blais	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
28000	28000	USD	Is this a position within the UN Common System? No
Telephone Number 38138504604		Email Address missfynn@yahoo.com	
Address of Employer Zimbabwe			
Number of Employees Supervised by You			
Description of Duties <p>Worked with UNMIK Municipal Coordinators on standards indicators and implementation, prepared quarterly technical assessment reports, interfaced between municipality and central authorities, drafted letters and memoranda of law to Municipal Representatives of local government on compliance with UNMIK regulations and applicable law, advised and monitored Sectoral Officers in setting up democratic institutions, protecting minorities, ensuring compliance with Security Council Resolution 1244, policies, regulations and code of conduct issued by central authority. I oversaw the administration of municipal property, played a coordinating role in areas of health care, civil affairs, education, economic development. Advised municipal organs in efforts to build capacity in economic development, advise local leaders on best practices. Held meetings with various directors, monitor and report on municipal assembly meetings.</p>			
Summarize any of Your Achievements			

I was able to work amicably with all stakeholders in the standard implementation team. Kosovo was at the time at a crossroads to determine its status and I was able to cut across ethnic lines and bring to the fore issues of democratization, rule of law, human rights, access to justice, minority rights and how these issues are critical to the road to independence. I played multi faceted role which required tact and diplomacy which I exhibited with finesse. I also developed the skill to adapt to new environments and people with diverse backgrounds and ethnic cultures. In a complex multicultural province like Kosovo, diplomacy and sensitivity are critical and was an achievement that I exhibited these qualities to enable me deal with complex issues of race, discrimination, corruption and deprivation. I further developed good working relations with NGOs, UN agencies and local administration to achieve a common objective of peace and development in Kosovo.

Reasons for Leaving

Contract Expired on the 30th of June 2006

Job Title Peace And Governance Officer	Type of Business UN Development Agency	From - To 01/02/2005 - 01/10/2005
Name of Employer United Nations Development Programme (UNDP)	Name of Supervisor Ozonnia Ojielo	
Salaries per Annum:		
Starting 18000	Final 18000	Currency Paid GHC
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? Yes
Telephone Number 23321773890		Email Address patricia.a.fynn@undp.org or missfynn@yahoo.com
Address of Employer Ghana		
Number of Employees Supervised by You		
Description of Duties Assisted the Peace & Governance Advisor in designing and implementing a conflict prevention project for Ghana. Designed a project to respond to the youth and their role in conflict prevention. Coordinated training programmes in conflict prevention for various stakeholders. Developed the capacity of civil society organizations, communities, groups and local chiefs to become conflict prevention practitioners and advocates. Conducted desktop baseline research and data gathering on conflict areas in West Africa. Facilitated the provision of training in conflict analysis and conflict sensitive development and programming for UN Country Team members on a regular basis. Provided ongoing assessment and monitoring of the project. Developed other programmatic interventions in consultation with the Peace Advisor. Developed with the Ministry of Interior an Early Warning Mechanism. Developed with the Ghana Journalist Association a peer review mechanism. .		
Summarize any of Your Achievements Even though Ghana is a relatively peaceful country surrounded by warring countries, my office identified certain flashpoint regions which had the potential to trigger national conflicts and organized intervention programmes for the leaders in the area. I was thus able to break into the ranks of two warring factions in the Northern Region of Ghana and conducted training programmes for certain key individuals to enhance their conflict resolution, management and prevention. As a result of these trainings, these two factions who hitherto could not sit at a table were now able to sit together and amicably attempt to resolve their problems. I was also instrumental in the formation of an Editors Forum whereby editors of the media be it print or broadcast got together monthly to discuss the role of the media in economic development and conflict prevention and also how best editors can meet professional standards. Editors now came to regard each other not as competitors but a body with a common objection to disseminate information accurately and with integrity. I was a member of the panel to put together an early warning policy for the Government of Ghana. This policy will be shared with ECOWAS. I put together an advisory board composed of high level local individuals with expertise in governance, conflict resolution and development to support my office's programmatic interventions in conflict prevention. I monitored closely the members of the committee charged to resolve the Dagbon Crisis in Ghana and gave them expert advice and training.		
Reasons for Leaving My contract ended and obtained a position with the UN Mission in Kosovo		

Job Title Monitoring Officer Minorities(Legal)	Type of Business Civil Administration	From - To 01/11/2003 - 01/06/2004
Name of Employer United Nations Mission in Kosovo	Name of Supervisor Tapan Mandal	
Salaries per Annum:		
Starting 24000	Final 24000	Currency Paid USD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number 38138504 604		Email Address
Address of Employer Yugoslavia		
Number of Employees Supervised by You 0		
Description of Duties Monitored, analyzed and reported key minority rights issues related to returnees, IDPs; designed community based programmes for reintegration; primary focal person for reconstruction and resettlement projects; ensured compliance with UN Security Council Resolutions. Coordinated municipal disaster relief management together with UNHCR, NGOs and local partners. Planned and evaluated humanitarian assistance with other agencies in Kosovo. Monitored minority rights in the municipality; formulated and provided policy advice in a security related and political context, conducted research on impact of returns on majority local community; submitted weekly situational reports, and maintained an effective communication and collaboration mechanism with NGOs, UN agencies and local partners to identify minorities at risk and in need of humanitarian assistance. Assisted returnees with applications for UNMIK ID cards and travel documents.		
Summarize any of Your Achievements The Balkans particularly Kosovo has a very complex political and ethnic structure and I helped to ensure that the various ethnic group coexisted. Part of my job was to monitor the compliance of the Provisional Institutions of Self Government in order to ascertain whether they are achieving the standards set forth by the United Nations. I have gained considerable experience in humanitarian field work and when conflict broke out in March 2004 I was the focal person for UNMIK in the Municipality of Lipjan to coordinate the complex humanitarian emergency to get IDPs to camps, access food and ensured their safe return at the right time. I assisted IDPs, particularly women to be involved in income generation activities and also ensured the mainstreaming of gender in programmes of NGOs and UN Agencies.		
Reasons for Leaving Contract Ended.		

Job Title Training Coordinator	Type of Business Training Programme for Peacebuilding and Good Governance for African Civilian Personnel	From - To 01/09/2002 - 01/10/2003
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Name of Employer UNDP/UNDESA Project			Name of Supervisor Valeria Izzi
Salaries per Annum:			
Starting 18000	Final 18000	Currency Paid USD	Is this a civil servant position of your Government? No Is this a position within the UN Common System? No
Telephone Number 23321516251		Email Address	
Address of Employer Ghana			
Number of Employees Supervised by You 4			
Description of Duties I was responsible for the technical and managerial aspect of the project. I developed course agendas, designed lesson plans and training schedules, identified and selected instructors from external institutions developed and maintained methods of assessment and evaluated training effectiveness. Provided substantial input into course development and the production of teaching materials for training. Liaised with national and international partners, donors and non-governmental organizations, oversaw the development and management of electronic database of trainees and trainers, submitted midterm and final reports on the project and general administrative duties.			
Summarize any of Your Achievements I successfully carried out four training sessions on peace support operations for 100 African personnel from over 32 African countries. Able to place these trained personnel in conflict prevention organizations in Africa.			
Reasons for Leaving Offered an assignment in Kosovo which I found very challenging.			

Job Title Senior Legal Officer / Secretary to Board of Directors		Type of Business Autodealership	From - To 01/07/1997 - 01/08/2002
Name of Employer Vodi Technik Motors Limited		Name of Supervisor John Taylor	
Salaries per Annum:			
Starting 42000000	Final 72000000	Currency Paid GHC	Is this a civil servant position of your Government? No Is this a position within the UN Common System? No
Telephone Number 23321229259		Email Address	
Address of Employer Ghana			
Number of Employees Supervised by You 20			
Description of Duties Secretary to Board of Directors, in charge of legal affairs of the company, provided legal advice regarding the interpretation and compliance with company rules and regulations, advised staff regarding salary disputes, allowances, benefits, compensation claims for death during employment, advised company on third party claims against the company, reviewed all claims by staff and third parties including documents supporting such claims, reviewed 3rd Party compensation claims of traffic accidents, reviewed lease agreements, prepared employment contracts, handled staff complaints, disputes and chairperson of disciplinary committee, prepared working papers, notes and reports for various committees, negotiated and drafted leases, reviewed all company documents and policies and analyzed their impact on the operations of the company, member of recruitment panel, identified training requirements for staff in consultation with the human resource manager. In charge of the legal affairs of a company which employed more than 148 personnel. As Secretary to the Board of Directors took minutes and produced reports, briefed a high level board on pertinent complex legal issues on acquisitions and mergers. As the Chairperson of the Disciplinary Committee I was able to ensure that all issues of discipline, staff incompetence and malpractice were handled effectively and impartially. My recommendations to Management on staff issues were always endorsed due to the accuracy and integrity with which I conducted my work.			
Summarize any of Your Achievements I succeeded in leading negotiations to acquire new business for the company and single-handedly drew up all 148 staff contracts of employment. With diplomacy and communication I ensured good labour relations between the employees and management.			
Reasons for Leaving Wanted to change the course of my career from strict corporate legal affairs to join the UN or some other humanitarian organisation to give something back to society.			

Job Title Legal Officer		Type of Business Law Firm	From - To 01/01/1996 - 01/02/1997
Name of Employer Awoonor Law Consultancy		Name of Supervisor Ekow Awoonor	
Salaries per Annum:			
Starting 240000	Final 240000	Currency Paid GHC	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes
Telephone Number 23321302536		Email Address	
Address of Employer Ghana			
Number of Employees Supervised by You 3			
Description of Duties Prepared Management and Technology Transfer Agreements, Negotiated and drafted leases, advised clients on mergers and acquisitions, incorporated local and external companies, provided general legal advice.			

Summarize any of Your Achievements

Contributed to the success of the legal firm, acquired new clients for the firm including Mitsubishi, Coca Cola and Shell Ghana Limited

Reasons for Leaving

Wanted to work as a corporate solicitor

Job Title	Type of Business		From - To
Administrative Officer	Law Firm		01/09/1992 - 01/01/1995
Name of Employer	Name of Supervisor		
Virdi & Co Solicitors	Avtar Virdi		

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government?
12000	12000	GBP	No
			Is this a position within the UN Common System?
			Yes

Telephone Number

440208953 5694

Email Address

Address of Employer

United Kingdom

Number of Employees Supervised by You

4

Summarize any of Your Achievements

ensured the smooth running of the office and maintained the schedule and appointments of the solicitors which was hectic and needed maximum efficiency.

Job Title	Type of Business		From - To
Junior Legal Officer	Public Utilities Corporation		01/11/1991 - 01/08/1992
Name of Employer	Name of Supervisor		
Electricity Corporation of Ghana	Mr Asiana Sampong		

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government?
12000	12000	GHC	Yes
			Is this a position within the UN Common System?
			Yes

Telephone Number

23321669441

Email Address

missfynn@yahoo.com

Address of Employer

Ghana

Number of Employees Supervised by You

0

Description of Duties

Reviewed various contracts entered into by the Corporation, prepared contracts of employment, reviewed all claims and supporting documents by employees for entitlements/benefits, reviewed third party claims for compensation, provided interpretation of staff rules and regulations, part of a three-member team to draw up staff provident fund, advised employees on labor laws, assisted with litigation document production, responsible for the general administration of the office.

Summarize any of Your Achievements

This was part of my national service and I performed outstandingly by helping to prepare the contracts of over 300 employees and advice them of their benefits and entitlement. I helped coordinate good relations between management, board and staff.

Reasons for Leaving

left for the United Kingdom to study.

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

Language	Mother Tongue	Speak	Read	Write	Understand
English	No	Easily	Easily	Easily	Easily
French	No	Easily	Easily	Easily	Easily

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

Language	Mother Tongue	Speak	Read	Write	Understand
Adangme	Yes	Easily	Easily	Easily	Easily
Fante	Yes	Easily	Easily	Easily	Easily

Accra Ghana
Telephone: 233-246-705312
Contact: Patricia Fynn

Address

P.O. Box 366, University of Ghana
Legon
Accra Ghana Ghana
Telephone: 233-21-508340
Contact: Patricia Fynn

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
Lillian LAMPTEY	Human Resource Executive	6901 Pamela Lane United States of America	0113018488227 lills33@yahoo.com
Frank OSEI-WUSU	Executive Director	Cirrus Energy Services Ltd. United States of America	23321781124 frank.oseiwusu@yahoo.com
Amelia SARFO	HR Manger, Mobile Choice	37 Giffard Road United States of America	233244680090 mamesafoaa@yahoo.com

Personal History Profile for Jacoba GENIS

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
GENIS	Jacoba	Erasmus	
2. Date of Birth	3. City of Birth	Country of Birth	Index No
02/01/1955	Mariental	South Africa	183221
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
South Africa		South Africa	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Female	156	53	Divorced
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?			
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: genisj@un.org			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
University of the Orange Free State	Bloemfontein South Africa	Jan-1973 - Nov-1976
Main Course of Study	Field of Study	
General Law	Law	
Degree Title or Equivalent	Degree Type	
B. Iuris	Degree	

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

Name of School	City, Country	From - To
UN Procurement and LCC Training Program	Amman Jordan	Sep-2007 - Sep-2007
Main Course of Study		Certificate or Diploma
Procurement and LCC Module		Attendance Certificate

Name of School	City, Country	From - To
International Training Institute	Sodertalje Sweden	Oct-2000 - Oct-2000
Main Course of Study		Certificate or Diploma
United Nations Staff Officers Course		UN Staff Officers Certificate

Name of School	City, Country	From - To
IHL Institute	San Remo Italy	Mar-1996 - Apr-1996
Main Course of Study		Certificate or Diploma
International Humanitarian Law		International Humanitarian Law Certificate

Name of School	City, Country	From - To
School of Justice (Department of Justice)	Pretoria South Africa	Apr-1989 - May-1989
Main Course of Study		Certificate or Diploma
Prosecutor Course		Senior Prosecutor Certificate

Name of School	City, Country	From - To
Wennie du Plessis High School	Gobabis Namibia	Jan-1968 - Dec-1972
Main Course of Study		Certificate or Diploma
Grade 12 (Matric)		Senior Certificate

Employment

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

Job Title Admin Officer (BOI Officer/Audit Focal Point)		Type of Business Board of Inquiry and BOA/Audit/OIOS Reports	From - To 01/02/2007 -
Name of Employer UNIFIL		Name of Supervisor Robin Sellers	
Salaries per Annum: Starting 82865	Final 82865	Currency Paid USD	Is this a civil servant position of your Government? No Is this a position within the UN Common System? No
Telephone Number 096101 827		Email Address genisj@un.org	
Address of Employer Lebanon			
Number of Employees Supervised by You 3			
Description of Duties Assist in the office of CAS with all administrative aspects/correspondence/files and coordination of information from section chiefs. Attend meetings and prepare minutes. Maintain and update various essential lists such as Essential staff, Financial Disclosure, etc. Monitor all incidents/accidents in mission;decide if case warrants a formal HQ BOI;convening of BOI;monitor process and investigation by SIU and UN Military Police;admin briefing to panel;ensure proper drafting and quality of final report;drafting of transmittal memorandums;transmitting of BOI to UN HQ;maintain BOI database;briefings to Civilian and Military staff members with regard to BOI process and procedures;ensure implementation of recommendations of BOI;liaison with all parties / sections involved such as OIOS/CDT. Serve as Audit Focal Point with regard to all BOA/OIOS Audits. Facilitate compliance of the recommendations by sections and provide timeous response to BOA/OIOS audit reports. Maintain and update of audit database and statistics.			
Summarize any of Your Achievements Sucessfully arrange and coordinate visits such as ACABQ,external BOA, etc.Created a database for Boards and Audit Reports to improve controlling and implementation systems; Improve compliance rate by Mission with Audit recommendations from 56% to 86%.			
Reasons for Leaving Current Employment			

Job Title Administrative Officer (Board of Inquiry Officer)		Type of Business United Nations - DPKO	From - To 01/02/2005 - 01/02/2007
Name of Employer UN - MONUC		Name of Supervisor Hazel Scott/Gianni Deligia	
Salaries per Annum: Starting 68300	Final 68300	Currency Paid USD	Is this a civil servant position of your Government? No Is this a position within the UN Common System? No
Telephone Number		Email Address genisj@un.org	
Address of Employer Congo, Dem. Rep.			
Number of Employees Supervised by You 6			
Description of Duties Monitor all incidents in mission that warrant a formal HQ Board of Inquiry;convening of Board of Inquiry;monitor process and investigation by Security and UN Military Police;admin briefing to chairman and members of BOI;ensure proper drafting and quality of final report;drafting of transmittal memorandum on behalf of HOM;transmitting of BOI to UN HQ;maitain of BOI database;briefings to Military and Civilian staff members with regard to BOI process and procedures;ensure implementation of recommendations by Board of Inquiry;liaison with all parties/sections involved			
Summarize any of Your Achievements Finalise all long outstanding Boards of Inquiry (49) in first year of assignment. Create a new database for implementation and follow-up of recommendations of Boards of Inquiry.			
Reasons for Leaving Receive an offer from UNIFIL			

Job Title Military Legal Advisor to the Force Commander		Type of Business Peacekeeping Mission	From - To 01/05/2003 - 01/03/2004
Name of Employer United Nations		Name of Supervisor Maj Gen M Diallo	
Salaries per Annum: Starting 226000	Final 247000	Currency Paid ZAR	Is this a civil servant position of your Government? No Is this a position within the UN Common System? No
Telephone Number		Email Address	
Address of Employer Congo, Dem. Rep.			
Number of Employees Supervised by You 0			
Description of Duties			

Advise Force Commander on all military legal aspects in mission; Advised and assisted Force Provost Marshall with all investigations; Reviewed and advised FC on all HQ and Contingent Boards of Inquiry; Presented lectures to all UNMO's and national contingents regarding Code of Conduct,DPKO Directives/SG Bulletins wrt disciplinary matters/procedures in UN and MONUC; Compiled Standard Working Procedures such as Cordon and Search, Detention and Disciplinary aspects; Ex Officio member as military representative of MONUC Local Property Survey Board; Visited all sectors and advised Commanders on all legal aspects; Liaison and cooperation with other MONUC departements such as Security, Human Rights, Child Protection, Civpol, Civilian Legal Advisor, etc.

Summarize any of Your Achievements

Implement and started with lectures to all contingents wrt disciplinary matters in Mission area according to DPKO Directives/SG Bulletins and Inter-Office Memorandums.Sexual misconduct incidents decreased. Cooperation between military and other UN agencies improved during TOD due to personal commitment and work ethics.

Reasons for Leaving

End of Tour of Duty.

Job Title Officer in Charge Legal Satellite Office Cape Town		Type of Business Government	From - To 01/07/1999 - 01/01/2005
Name of Employer South African National Defence Force		Name of Supervisor R Admiral CHD Smart	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? Yes
228000	247000	ZAR	Is this a position within the UN Common System? No
Telephone Number 00270123555363		Email Address mls@mil.za	
Address of Employer South Africa			
Number of Employees Supervised by You 40			
Description of Duties Command and control of 5 legal satellite offices; Legal advice and operational support to all Commanding officers and military clients; Advice, review and assistance in Boards of Inquiry in area of responsibility; Ensure completeness of Departmental Investigations; Advice and assistance to Military Police during criminal investigations; Facilitate and ensure proper functioning of 5 military courts in area of responsibility; Present training/lectures iro military law and Law of Armed Conflict; Human resource management and performance auditing; Staffing/logistical/financial/budgeting/expenditure and technical requirements of all 5 sub-offices; Compile and management execution of business plan; Implement and compiling of security and intelligence plan; Liasion with external agencies such as lawyers, Human Rights Organisations, South African Police Services, Director Public Prosecutions, etc.			
Summarize any of Your Achievements Smooth transition to new military justice system and above average output/results in Legal Satellite Offices and Military Legal Service Division			
Reasons for Leaving Left for job opportunity with United Nations			

Job Title Staff Officer Military Legal Services Western Province Army Command		Type of Business Military Legal Services	From - To 01/01/1995 - 01/06/1999
Name of Employer South African National Defence Force		Name of Supervisor Colonel AH van Wyk	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? Yes
140000	226000	ZAR	Is this a position within the UN Common System? No
Telephone Number 0027021787 1122		Email Address	
Address of Employer South Africa			
Number of Employees Supervised by You 12			
Description of Duties Command and control of Army Legal Office in Western Cape; Conducting, advice on and review of Departmental Investigations; Conducting of Preliminary Investigations in criminal matters; Provided assistance and advice to Military Police during criminal investigations; Act as prosecutor in Military Courts; Legal advice and operational support to Commanding Officers and army clients and units; Human resource management and performance auditing; Present training/lectures iro military law and Law of Armed Conflict; Liaise and negotiate with external agencies such as lawyers, Human Rights Organisations, South African Police Service, Director Public Prosecutions, etc.			
Summarize any of Your Achievements Received award as best Army Legal Office for 3 consecutive years			
Reasons for Leaving Promotion and transfer in new post			

Job Title Military Legal Practioner (captain-major)		Type of Business Military Legal Services	From - To 01/03/1986 - 01/01/1995
Name of Employer South African National Defence Force		Name of Supervisor Colonel M Dempers	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? Yes
90000	140000	ZAR	Is this a position within the UN Common System? No
Telephone Number		Email Address	

Address of Employer
South Africa

Number of Employees Supervised by You
4

Description of Duties
Reviewed all Army Departmental Boards of Inquiry; Conducted Headquarters Boards of Inquiry; Conducting of Preliminary Investigations in military criminal cases; Act as prosecutor in military courts; Provide legal advice on various military legal aspects; Present lectures/training in military law, procedures, policies and operational law; Assist Military Police in all criminal investigations.

Summarize any of Your Achievements
Received certificates for excellent service, performance and achievements.

Reasons for Leaving
Promotion to higher rank

Job Title Professional Assistant		Type of Business Lawyers Firm	From - To 01/08/1980 - 01/01/1986
Name of Employer Naudes Attorneys		Name of Supervisor Mr J.I.J Fick	

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
48000	48000	ZAR	Is this a position within the UN Common System? No

Telephone Number
0027051324 1199

Email Address

Address of Employer
South Africa

Number of Employees Supervised by You
0

Description of Duties
Compiling of Estate Accounts; Drafting of Last Will and Testaments; Preparing and ensuring readiness of pleadings/documents for court proceedings; Liaison with Master of Supreme Court and clients; Compiling of legal opinions on various aspects; Compiling of and handling of taxation of costing accounts. Professional assistant to partners.

Summarize any of Your Achievements
Excellent cooperation with clients and Master of Supreme Court.

Reasons for Leaving
Birth of child and transfer of husband.

Job Title Estate Controller and Investigator		Type of Business Master of the Supreme Court	From - To 01/01/1976 - 01/01/1979
Name of Employer Department of Justice		Name of Supervisor Mr H de Villiers	

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? Yes
48000	60000	ZAR	Is this a position within the UN Common System? No

Telephone Number

Email Address

Address of Employer
South Africa

Number of Employees Supervised by You
3

Description of Duties
Auditing and marking of estate accounts of lawyers, trust companies, banks, etc.; Liaison with lawyers, clients and next-of-kin of deceased; Legal advice to agents iro Estate Act and procedures; Legal opinions wrt functional matters; Training of new employees and administrative personnel in office.

Summarize any of Your Achievements
Promotion to higher rank each year.

Reasons for Leaving
Birth of child.

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

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

For clerical grades only:

Indicate typing speed in words per minute: English - **35** French -

List any office machines or equipment you can use:
All Office equipment - Computer, scanner, etc.

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

Language	Mother Tongue	Speak	Read	Write	Understand
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English	No	Easily	Easily	Easily	Easily
In addition to the six United Nations Official Languages, list any other languages you know.					
Language	Mother Tongue	Speak	Read	Write	Understand
Afrikaans	Yes	Easily	Easily	Easily	Easily

Address

PO Box 1353
MILNERTON
CAPE TOWN Western Cape South Africa
Telephone: 0027
Fax: 0027-0833757555

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
Brig Gen Gert SLABBERT	Director Military Prosecutions	Private Bag X159 Pretoria 0001 South Africa	00270123555250
Maj Gen CH VAN ZYL	Retired General Officer Commanding Task Force West, Cape Town	Eldonook no 7 South Africa	00270126585539 veiligheid@tlu.co.za
Marius WERNER	Manager Forensic Investigations, Cape Town Branch, Road Accident Fund	1 Thibault SquareLong Street South Africa	mariusw@raf.co.za

Personal History Profile for Dumisani HANYANI

General Details

1. Family name HANYANI	First Name Dumisani	Middle Name	Maiden Name, (if any)
2. Date of Birth 15/10/1959	3. City of Birth Zimbabwe	Country of Birth Zimbabwe	Index No 426266
4. Country of Nationality at Birth Zimbabwe	Second Nationality (if any) Australia	5. Country of Present Nationality Zimbabwe	Second Nationality (if any)
6. Gender Female	7. Height [cm] 160	8. Weight [kg] 63	9. Marital Status

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

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

11. Have you taken up legal permanent residence status in any country other than that of your nationality? **Yes. Australia.**

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? **01/08/2003**

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: **dumisani15@yahoo.com**

Education

List all university degrees or equivalent qualifications obtained.

University Name College of Law	City, Country St Leonards, Sydney Australia	From - To Jan-2007 - Aug-2007
Main Course of Study General Law	Field of Study Law	
Degree Title or Equivalent Solicitor of the Supreme Court of New South Wales and Barister of the High Court of Australia	Degree Type Advanced university degree	

University Name University of Canberra	City, Country Canberra Australia	From - To Feb-1999 - Jun-2000
Main Course of Study General Law	Field of Study Law	
Degree Title or Equivalent Master of Laws	Degree Type Masters	

University Name Australian National University	City, Country Canberra Australia	From - To Mar-1997 - Dec-1998
Main Course of Study International Law	Field of Study Law	
Degree Title or Equivalent Graduate Diploma in International Law	Degree Type Postgraduate degree	

University Name University of Zimbabwe	City, Country Harare Zimbabwe	From - To Mar-1980 - Nov-1983
Main Course of Study General Law	Field of Study Law	
Degree Title or Equivalent Bachelor of Laws (Honours)	Degree Type Degree	

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

Name of School St. David Secondary for Girls	City, Country Mutare Zimbabwe	From - To Jan-1974 - Dec-1979
Main Course of Study High School		Certificate or Diploma Cambridge "O" and "A" Level Certificates

Employment

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

Job Title OIC Conduct & Discipline		Type of Business Peacekeeping Operations	From - To 01/12/2009 -
Name of Employer DPKO(MINURCAT)		Name of Supervisor Mr. Ousseni COMPAORE	
Salaries per Annum:			
Starting 126000	Final 126000	Currency Paid USD	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes
Telephone Number 2352511888		Email Address	
Address of Employer United States of America			
Number of Employees Supervised by You 2			
Description of Duties Act as the principal adviser to the HOM on addressing conduct and discipline issues relating to all categories of UN peacekeeping personnel in the mission. Advise HOM on establishing measures to prevent misconduct, enforce UN standards of conduct and ensure remedial action where misconduct has occurred. Receive, assess and refer allegations of misconduct for appropriate action. Provide technical advice to mission leadership on UN rules and procedures relating to misconduct cases, maintain a comprehensive database to track and report on all cases of misconduct in the mission and provide analyses and reports, Liaise with all investigative entities on misconduct allegation Assist in capacity building on conduct and discipline issues for UN peacekeeping personnel. Provide content to public information components on conduct and discipline issues including on the status of misconduct allegations cases. Coordinate, mission's responses to victims of misconduct by UN peacekeeping personnel, in coordination with UN entities, non governmental organisations and other relevant actors in the mission area. Liaise with DPKO on internal and external evaluations including audits on conduct and discipline issues involving UN peacekeeping personnel. Liaise with Member States, other UN entities, governmental representatives, non governmental organisations and other relevant actors in the mission on policies, procedures and guidelines on conduct and discipline issues as well as misconduct cases involving all categories of UN peacekeeping personnel.			
Summarize any of Your Achievements Was instrumental in resolving two very difficult cases in as amicable a manner as possible to the benefit of the organisation as harmony was restored in the work place. For that I earned HOM compliment.			
Reasons for Leaving My appointment is still ongoing.			

Job Title Board of Inquiry Officer		Type of Business Peacekeeping Operations	From - To 01/10/2009 - 01/12/2009
Name of Employer DPKO(MINURCAT)		Name of Supervisor Mr. Guy SIRI	
Salaries per Annum:			
Starting 126000	Final 126000	Currency Paid USD	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes
Telephone Number 2352511887		Email Address	
Address of Employer United States of America			
Number of Employees Supervised by You 2			
Description of Duties Responsible for all matters with regard to coordinating the convening and efficient functioning of the Board. To this effect, I do the following: Maintain the roster of mission members nominated for BOI membership. Prepare a quarterly draft memorandum from the HOM to heads of mission components requesting updates on nominations for BOI roster. Conduct periodical briefings for roster members and secretarial staff familiarising them with the provisions of the Policy Directive and SOP on BOI and with relevant guidelines, practices and procedures. Draft convening orders in coordination with the Legal Adviser, prepare (TOR) for HOM approval. Provide administrative advice and support to Board members throughout the Board proceedings. Review the draft BOI report for quality control and format compliance. Coordinate review of Board report by Legal Adviser, Submit BOI report package, including Legal Adviser's memorandum and all annexes for the approval of HOM. Follow up on the implementation of the recommendations approved by HOM with mission and UNHQ structures concerned and Maintain BOI records.			
Summarize any of Your Achievements In a very short space of my incumbency, I reorganised the office by ensuring that there all the steps essential for a successful BOI were captured in an EXcel -type document which is easy to read and accessible. This was my need to learn fast as I had no UN BOI specific experience.			
Reasons for Leaving Was appointed Officer in Charge of Conduct & Discipline			

Job Title Casual Lecturer/ Tutor		Type of Business University Education	From - To 01/03/2009 - 01/09/2009
Name of Employer Charles Sturt University		Name of Supervisor Dr Margaret Drever	
Salaries per Annum:			
Starting 167960	Final 167960	Currency Paid AUD	Is this a civil servant position of your Government? No Is this a position within the UN Common System? No
Telephone Number 6129291 9325		Email Address mdrever@studygroup.com	
Address of Employer			

Australia

Number of Employees Supervised by You

Description of Duties
preparing and delivering lectures and tutorials in Business Organisations Law to undergraduate students. Adhering strictly to the course and subject guidelines and supplied by the university. Assisting students with their studies as they relate to my subject. Marking assignments for all 85 students. Providing a sample of marked assignments to the university moderator who assesses my work to ensure consistency and adherence to the university standard and quality of teaching.

Summarize any of Your Achievements
I achieved a "Very good" assessment from the moderator for all key competences which are, understanding the subject, making appropriate and constructive comments to assist the students and furthering their understanding of the subject. Displaying a command of the subject and based on the students feedback, was successfully delivering the product at a level commensurate with the university's expectations.

Reasons for Leaving
I have always wanted to rejoin the UN. I am passionate about justice, supporting fragile democracies and supporting vulnerable communities in their quest for peace. I am love working with diverse peoples and believe I will be enriched by others' experiences. While I have loved lecturing an tutoring and find it a very noble and rewarding job, I am only a casual employee and have been getting minimum hours work.

Job Title Investigator (Workplace Conduct Unit)		Type of Business HR - Workplace Conduct	From - To 01/05/2008 - 01/02/2009
Name of Employer Link Executive Recruitment		Name of Supervisor Andrew Patterson	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
80000	80000	AUD	Is this a position within the UN Common System? No
Telephone Number 610289157100		Email Address cconnellnash@linkrecruitment.com.au	
Address of Employer Australia			
Number of Employees Supervised by You 0			
Description of Duties implement a range of processes to resolve discipline matters, Investigate complaints and allegations of misconduct including claims such as harassment, discrimination, inappropriate workplace conduct/behaviour, and breaches relating to drugs, alcohol and safeworking. Assess allegations , information and evidence and prepare comprehensive and incisive reports with sound recommendations for the attention of the appropriate General manager and Disciplinary Review Panel on whether or not to continue matters and whether allegations have been substantiated. Prepare accurate and timely advice to the Manager Workplace Conduct and senior management on any sensitive or complex matters relating to disciplinary investigations, Monitor disciplinary investigations and provide feedback to Corporate HR Groups, HR Managers and Business Group managers on issues arising. Make suggestions on strategies or changes to policies, and procedures to deal with such issues. Research and prepare draft briefings, correspondence, circulars and submissions, Contribute to the creative processes for HR initiatives to enable major shifts in thinking and behaviour and contribute to other projects and initiatives as required, providing skilled processes, consultation, evaluation and report writing skills.			
Summarize any of Your Achievements Meeting the closure rate deadline set by manager for each month.			
Reasons for Leaving I am a contractor and am currently in this position but my passion and goal is to re - join the UN public service as I am passionate about working to assist in fragile and emerging democracies. I like to work where not many would go to bring hope to the ordinary person in those many troubled lands. This is gives me satisfaction as I am from a lawless, desperate and troubled Zimbabwe. In doing work with the UN, I almost have the reassurance that some day, the international community will converge on Zimbabwe and rebuild a broken people.			

Job Title Solicitor		Type of Business Legal providers	From - To 01/01/2007 - 01/06/2007
Name of Employer Taylor & Scott Lawyers		Name of Supervisor Lachlan Riches	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
60000	60000	AUD	Is this a position within the UN Common System? No
Telephone Number 61029265 2538		Email Address lriches@tayascott.com	
Address of Employer Australia			
Number of Employees Supervised by You			
Description of Duties Taking instructions from clients, researching and provision of sound legal advice. attending and appearing in court. Provision of sound legal research to support senior solicitors. Writing briefs for Baristers and preparing court documents and lodging them.			
Summarize any of Your Achievements Researching, writing and submitting a very difficult migration review tribunal appeal. The application for permanent residence had been rejected by the departmental internal appeal system and it took a lot of transnational case research and sound legal arguments to persuade the Tribunal. The result was the Tribunal was persuaded to overturn the department's decision.			
Reasons for Leaving End of six month contract and there was no substantial position in the law firm.			

Job Title (Pre Admission)solicitor		Type of Business Community Legal Centre	From - To 01/05/2006 - 01/12/2006
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Name of Employer HIV/AIDS Legal Centre			Name of Supervisor Brady Stewart		
Salaries per Annum:					
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No		
30000	30000	AUD	Is this a position within the UN Common System? No		
Telephone Number 61029206 2060			Email Address halc@halc.org		
Address of Employer Australia					
Number of Employees Supervised by You 0					
Description of Duties Provision of legal advice and drafting wills, enduring powers of attorney, advice relating to tenancy, debt, health, discrimination in employment and provision of other services, disclosure, super annuation and researching and referring clients to other specialist providers of services not provided by HALC					
Summarize any of Your Achievements Assisting in voluntarily offering civic education to members of the public to make them aware of the services that HALC provides and why they should be supported financially. Why an organisation like HALC is very essential in our community today. The fact that HIV/AIDS affects millions and does not discriminate means as a people, we have to put resources to address the situation and I did that with a passion.					
Reasons for Leaving The centre's funds dried up for the financial year and there were only voluntary positions. Being a single parent of 2 sons, it was financially unsustainable to continue. Instead I remain a volunteer and an ordinary member of the organisation					

Job Title Outreach Officer		Type of Business Advocacy and Research	From - To 01/08/2005 - 01/12/2005
Name of Employer Mineral Policy Institute		Name of Supervisor Techa Beaumont(Director)	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
52800	52800	AUD	Is this a position within the UN Common System? No
Telephone Number 610295579019		Email Address advocacy@mpi.org	
Address of Employer Australia			
Number of Employees Supervised by You			
Description of Duties Review mining legislation for use by MPI at lobby forums. Undertake research ,analysis, editing and in collaboration with other program staff, produce online website content on priority topics , case studies and subject areas of MPI work. Production of a regular e-bulletin. Presenting at. as well as organisation of seminars,meetings and forums to highlight human rights and social justice issues associated with the operations of mining.			
Summarize any of Your Achievements Worked very effectively to step up membership drive and successfully turned the decline in new membership and support base into a positive.			
Reasons for Leaving End of contract. It was for a specific period only because MPI is a non-profit organisation, the finances are very tight and the organisation believes in ensuring that maximum dollar goes to the intended beneficiaries as opposed to office staff.			

Job Title External Relations Officer		Type of Business Peacekeeping Mission	From - To 01/08/2003 - 01/12/2004
Name of Employer United Nations Assistance Mission in Afghanistan		Name of Supervisor Reginald Austin	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
73000	72000	USD	Is this a position within the UN Common System? Yes
Telephone Number 1212963-2668		Email Address dumisani15@yahoo.com	
Address of Employer Afghanistan			
Number of Employees Supervised by You 0			
Description of Duties 1. Support development and administration in the Office of the Chief Electoral Officer of the Electoral Working Group (EWG) incl. convening meetings of the EWG, preparing minutes and ensuring effective movement of members of the EWG in support of the electoral component's liaison with actors in the regions. 2. Assist Component's Liaison Officer in relations between the Component and Afghan political actors on registration issues; 3. Assist Component's Liaison Officer in relations between the Component and Afghan political actors on registration issues; 4. Establish and maintain links with UNAMA officers and Secretariats to the Constitutional, Judicial and Human Rights Commission; 5. Maintain links with major diplomatic representatives, multilateral organizations in Kabul and also with organizations providing support to the Electoral Component operations, including preparatory work for refugees' registration; 6. Regularly prepare reports on instructions of CEO to UNHQ (thru SRSG)			
Summarize any of Your Achievements Ensured that the stake holders and diplomats were briefed weekly and the monthly bulletin went out on time.			

Reasons for Leaving
Contract termination.

Job Title Legal Practitioner	Type of Business Boutique Legal office with Mainly Commercial Law Practice	From - To 01/01/2001 - 01/08/2002
Name of Employer Zumbe & Mtambanengwe Lawyers, Harare Zimbabwe	Name of Supervisor Florence Zumbe	
Salaries per Annum: Starting Final Currency Paid Is this a civil servant position of your Government? No 720000 720000 ZWD Is this a position within the UN Common System? No		
Telephone Number Email Address		
Address of Employer Zimbabwe		
Number of Employees Supervised by You		
Description of Duties Take intructions from clients, Interview witnesses, take witness statements, prepare court documents and lodge same with courts, (Magistrates, Administrative, Children's, High and Supreme Courts) Appear in Court before, magistrates/Judges, Research and write arguements before court hearings. Provide final bill and reconcile the Trust account money.		
Summarize any of Your Achievements through diligent work, exposed theft of Trust account funds in the Law firm. This was a satisfactory achievement because most of the beneficiaries who had become victims of this failed system were minors and mainly Aids orphans.		
Reasons for Leaving After the above exposure, the work environment became hostile and I had decided to relocate to Australia.		

Job Title Head of Legal Section	Type of Business Foreign Affairs	From - To 01/01/2000 - 01/12/2000
Name of Employer Ministry of Foreign Affairs	Name of Supervisor Mr Mapanga	
Salaries per Annum: Starting Final Currency Paid Is this a civil servant position of your Government? Yes 360000 360000 ZWD Is this a position within the UN Common System? No		
Telephone Number Email Address		
Address of Employer Zimbabwe		
Number of Employees Supervised by You 0		
Description of Duties Providing technical assistance as a legal officer to senior members of government on a range of matters. Providing statutory interpretation of legislation, both domestic and foreign. Frequent provision of technical advice in relation to Bilateral and Multilateral Agreements. Provided Government with wide range of submissions recommending accession to or ratification of International Conventions or Agreements. This involved the analysis of the documents and providing well considered policy position, with supporting arguments. This required the written interpretation of the law and an analysis of its applicability to the project in question. Ultimately this necessitated the provision of my advice on the advisability of proceeding with the project. Was a member of the Zimbabwe Refugees Committee representing Foreign Affairs Ministry as secretary and substantive member. Duties involved sitting on the committee that decided the fate of asylum seekers mainly from the Great Lak		
Summarize any of Your Achievements Did an advisory paper on the legal implications of the government's move to inspect Diplomatic cargo and advised them against inspecting the cargo for the British High Commission having looked closely at the relevant Vienna Conventions. Sadly the Government went ahead and inspected the cargo but the resulting furor showed that I had made a correct analysis of the situation and drawn an informed conclusion; I catalogued all the conventions that Zimbabwe had become party to and made a list of conventions that I recommended for ratification or accession. A complete list of bilateral and multilateral Agreements was drawn and an effort put into ensuring that all original copies were available and accessible upon request. Set up a practical and efficient way of ensuring that documents for signature/authentication had a turn around time of 24hrs.		
Reasons for Leaving The government was systematically abolishing posts held by people suspected of belonging to the Opposition Party and my post was one.		

Job Title Counsellor/Deputy High Commissioner	Type of Business Diplomatic	From - To 01/04/1998 - 01/12/1999
Name of Employer Zimbabwe High Commission in Canberra	Name of Supervisor Prof Hasu Patel	
Salaries per Annum: Starting Final Currency Paid Is this a civil servant position of your Government? Yes 84000 84000 ZWD Is this a position within the UN Common System? No		
Telephone Number Email Address		
Address of Employer Zimbabwe		
Number of Employees Supervised by You 0		

Description of Duties

Responsible for writing the monthly report for head office which was a political, economic analysis of the countries of accreditation as they impacted on my country's policies. To provide with legal advice as it related to government policy to the Ministry of Foreign Affairs and ultimately to other government departments. Provision of comparative information was a monthly feature of my role as Assistant High Commissioner while in Canberra. In this role I was required to read widely and research and analyze in a variety of fields. These included economic conditions, trade policy and developments and changes to the legal situations in Zimbabwe's trading partners; mostly the Pacific, Australia, New Zealand and Singapore. I also had a lot of public addresses to prepare, rehearse and deliver, to a variety of audiences ranging from diplomats, educational, business.

Summarize any of Your Achievements

Successfully cultivated a relationship with a lot of Rotary Clubs and convince them to engage in humanitarian work mainly through sending much needed supplies to hospitals and schools all over Zimbabwe. Many of these projects are still going on and most of the educational supplies have helped change the whole ethos of education by training them to be immediately employable and or to be self-employed.

Reasons for Leaving

End of Tour of Duty

Job Title First Secretary, Political, Economic	Type of Business Diplomatic	From - To 01/01/1995 - 01/03/1998
Name of Employer Zimbabwe High Commission, Canberra, Australia	Name of Supervisor Prof Hasu Patel	

Salaries per Annum:			
Starting 72000	Final 72000	Currency Paid ZWD	Is this a civil servant position of your Government? Yes
			Is this a position within the UN Common System? No
Telephone Number 61262862700		Email Address	
Address of Employer Australia			
Number of Employees Supervised by You 0			

Description of Duties

Responsible for writing the monthly report for head office which was a political, economic analysis of the countries of accreditation as they impacted on my country's policies. To provide with legal advice as it related to government policy to the Ministry of Foreign Affairs and ultimately to other government departments. Provision of comparative information was a monthly feature of my role as Asst High Commissioner while in Canberra. In this role I was required to read widely and research and analyze in a variety of fields. These included economic conditions, trade policy and developments and changes to the legal situations in Zimbabwe's trading partners; mostly the Pacific, Australia, New Zealand and Singapore. I also had a lot of public addresses to prepare, rehearse and deliver, to a variety of audiences ranging from diplomats, educational and business. I was also responsible for all consular and trade enquiries as well as the daily supervision of eight locally recruited staff.

Summarize any of Your Achievements

Put into place an open administrative system resulting in happier employees and efficient processing of all official requests. Despite having a huge portfolio, I always met all my crucial deadlines and submitted all reports to Head Office on time.

Reasons for Leaving

Performance promotion.

Job Title Assistant Trade Commissioner/Assistant Consul General	Type of Business Consular and Trade	From - To 01/10/1990 - 01/12/1994
Name of Employer Zimbabwe Trade Mission	Name of Supervisor Mr Stuart Comberbach	

Salaries per Annum:			
Starting 24000	Final 36000	Currency Paid ZAR	Is this a civil servant position of your Government? Yes
			Is this a position within the UN Common System? No
Telephone Number 2634727005		Email Address	
Address of Employer Zimbabwe			
Number of Employees Supervised by You 0			

Description of Duties

Responsible for all consular enquiries, Dealing with issues of visas, passports, and determining citizenship status especially of the thousands of illegal immigrants as well as repatriation of the same people back to Zimbabwe. Responsible for looking after the bilateral trade between South Africa and Zimbabwe as well as renegotiate new terms every year. During South Africa's transition to independence, I was also responsible for monitoring the whole transitional process, reporting on it with well considered analysis and recommendations to my head office. I was also supervising a team of eight local staff and was responsible for the day to day administration of the mission.

Summarize any of Your Achievements

I proposed and put into place an efficient and more accountable system of dealing with travel documents and passports applications. There was a minimum of 200 passport applications per month and a huge backlog going back many years. I sorted the backlog using my new system which was adopted by the ministry of Home Affairs and is still being used to date. In recognition of this effort, the Ministry of Home Affairs awarded me a High Achievement Award which was for professional conduct and loyalty in very difficult circumstances.

Reasons for Leaving

Performance promotion and transfer to Canberra, Australia

Job Title Senior Administrative Officer, Legal and Consular	Type of Business Foreign Affairs	From - To 01/11/1985 - 01/09/1990
Name of Employer Ministry of Foreign Affairs, Zimbabwe	Name of Supervisor Mr Dan Mudekunye	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? Yes
10000	15000	ZWD	Is this a position within the UN Common System? No
Telephone Number		Email Address	
2634727005			
Address of Employer			
Zimbabwe			
Number of Employees Supervised by You			
0			
Description of Duties			
Drafting Memoranda of Understanding, Bilateral Agreements between the Government and other governments or organizations. Providing legal advice on issues relating to such, agreements, multilateral agreements, treaties and other technical agreements. Secretary and participating member of the Public Agreements Advisory Committee, Responsible for all consular enquiries directed to the Ministry. Looking after issues relating to the Law of the Sea Conference and representing Zimbabwe to all the drafting sessions in Jamaica and resumed sessions in New York. Looking after issues pertaining to Civil and Political Rights, and Human Rights and well as continuously give advice and interpretation to the Vienna Conventions on Diplomatic and Consular Relations.			
Summarize any of Your Achievements			
Was an outstanding time manager hence delivering advice on time and meeting difficult deadlines.			
Reasons for Leaving			
Performance promotion and transfer to Johannesburg, South Africa.			

Job Title	Type of Business	From - To
Public Prosecutor	Justice	01/02/1985 - 01/11/1985
Name of Employer	Name of Supervisor	
Ministry of Justice, Harare	Mr Augustine Chikumira	
Salaries per Annum:		
Starting	Final	Currency Paid
7200	7200	ZWD
Is this a civil servant position of your Government? Yes		Is this a position within the UN Common System? No
Telephone Number		Email Address
Address of Employer		
Zimbabwe		
Number of Employees Supervised by You		
0		
Description of Duties		
Preparing cases for court and heads of arguments . Prosecuting at Magisterial level and going through trials. Also on rotational basis worked in the civil courts, the criminal records and exhibits room, and the clerk of court civil.		
Summarize any of Your Achievements		
My team cleared all outstanding prosecution dockets and worked with no backlog. Ensured that the prisoners’ rights were respected especially by doing everything necessary to prevent avoidable remands in custody.		
Reasons for Leaving		
Better training opportunities were available through the Foreign Ministry.		

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

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

Language	Mother Tongue	Speak	Read	Write	Understand
Dari	No	Not easily	Not easily	Not easily	Not easily
Shona	Yes	Easily	Easily	Easily	Easily
Zulu -Shangaan	No	Easily	Easily	Easily	Easily

Address

P.O. Box 1023
Glebe
Sydney New South Wales Australia
Telephone: 61-02-95664043
Fax: 61-415092669

Contact: Dumisani Hanyani

Address

2/127 Hereford St.
Sydney NSW Australia
Telephone: 61-2-95664043
Fax: -401428557
Contact: William Tanaka B Nhongo

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
Reginald AUSTIN	Professor of Law and Electoral Specialist	182 Cumberwell Grove United Kingdom	44207737 836 profrhfaustin@yahoo.co.uk
Greg CRAWFORD	Minister of the Uniting Church (BSC)	Port Stephens Uniting Church United Kingdom	6102498 20436 gc@nelsonbay.com
Prof William MALEY	Director, Asia Pacific College of Diplomacy	Asia Pacific College of Diplomacy Australian National University Canberra ACT 0200 United Kingdom	61416067030 william.maley@anu.edu.au

Personal History Profile for Marta HENRIQUES-PEREIRA

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
HENRIQUES-PEREIRA	Marta		
2. Date of Birth	3. City of Birth	Country of Birth	Index No
29/05/1974	Coimbra	Portugal	
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Portugal		Portugal	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Female	169	65	Single
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? No			
13. What is your preferred field of work? Jurists			
14. Would you accept employment for less than six months? Yes			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? 01/01/2004			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? No			
18. Email Address: marta.henriques.pereira@gmail.com			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
Leiden University	Leiden Netherlands	Jul-2008 - May-2009
Main Course of Study	Field of Study	
Degree Title or Equivalent	Degree Type	
International Public Law/Specialization in International Criminal Law		

University Name	City, Country	From - To
London University	Long distance learning United Kingdom	Jan-2007 - Jul-2007
Main Course of Study	Field of Study	
International Law	Law	
Degree Title or Equivalent	Degree Type	
Certificate in International Courts and Tribunals	Postgraduate degree	

University Name	City, Country	From - To
Universidade Católica Portuguesa	Lisboa Portugal	Oct-2002 - Sep-2003
Main Course of Study	Field of Study	
General Law	Law	
Degree Title or Equivalent	Degree Type	
Pós-graduação em Estudos Europeus (Postgraduate degree in European Studies)	Postgraduate degree	

University Name	City, Country	From - To
Instituto Superior de Estudos Financeiros e Fiscais	Porto Portugal	Oct-1999 - Sep-2000
Main Course of Study	Field of Study	
General Law	Law	
Degree Title or Equivalent	Degree Type	
Pós-graduação em Gestão e Fiscalidade (Postgraduate degree in Business and Taxation)	Postgraduate degree	

University Name	City, Country	From - To
Universidade Católica Portuguesa	Porto Portugal	Oct-1991 - Sep-1998
Main Course of Study	Field of Study	
General Law	Law	
Degree Title or Equivalent	Degree Type	
"Licenciatura" (Degree in Law), includes one year specialization in Criminal law	Advanced university degree	

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

Name of School NEEDS Main Course of Study Legal and Election Expert training	City, Country Brussels Belgium	From - To Apr-2009 - Apr-2009 Certificate or Diploma certificate
Name of School ZIF Main Course of Study Course on Election Long Term Observation	City, Country Berlin Germany	From - To Feb-2009 - Feb-2009 Certificate or Diploma Certificate
Name of School International Center for Transitional Justice (ICTJ) Main Course of Study Le ICTJ Séminaire sur l'essentiel de la Justice Transitionelle (The essential principles of Transitional Justice)	City, Country Paris France	From - To Mar-2008 - Mar-2008 Certificate or Diploma Certificate
Name of School UN Main Course of Study Advanced Security in the Field	City, Country Funchal Portugal	From - To Aug-2007 - Aug-2007 Certificate or Diploma Certificate
Name of School UN Main Course of Study Basic Security n the Field- Staff safety	City, Country Dili East Timor	From - To Mar-2007 - Mar-2007 Certificate or Diploma Certificate
Name of School UNITAR-POCI Main Course of Study History of UN peacekeeping:1945-1987 and 1988-1997; An introduction to the UN system; Global terrorism; Humanitarian Law.	City, Country distance learning program Italy	From - To Jul-2005 - Jul-2006 Certificate or Diploma Certificates
Name of School Centro de Formação Profissional Main Course of Study Pedagogic and training abilities	City, Country Funchal Portugal	From - To Sep-2002 - Sep-2002 Certificate or Diploma Certificate
Name of School Academy of European Law, Trier Main Course of Study European Community Law	City, Country Trier Germany	From - To Jul-2002 - Jul-2002 Certificate or Diploma Certificate
Name of School Universidade de Lisboa, Faculdade de Direito Main Course of Study European Union Law and Integration	City, Country Lisboa Portugal	From - To Jul-2001 - Jul-2001 Certificate or Diploma Certificate
Name of School Cerne-Casa da Europa da Madeira Main Course of Study Right to European Union citizenship	City, Country Funchal Portugal	From - To Jun-2001 - Jun-2001 Certificate or Diploma Certificate
Name of School Université Libre de Bruxelles Main Course of Study External Relations of the European Union	City, Country Brussels Belgium	From - To Jul-1999 - Jul-1999 Certificate or Diploma Certificate
Name of School Université Catholique de Louvain Main Course of Study The relations between European Union and Latin America	City, Country Brussels Belgium	From - To May-1999 - Jun-1999 Certificate or Diploma Certificate
Name of School Liceu Jaime Moniz Main Course of Study Law	City, Country Funchal Portugal	From - To Oct-1989 - Jul-1991 Certificate or Diploma High school diploma

Employment

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

Job Title Election Analyst			Type of Business Democratization - election	From - To 01/10/2009 -
Name of Employer European Union			Name of Supervisor Tommaso caprioglio	
Salaries per Annum: Starting 10000			Final 10000	Currency Paid EUR
			Is this a civil servant position of your Government? No	
			Is this a position within the UN Common System? No	
Telephone Number			Email Address marta.henriques.pereira@gmail.com	
Address of Employer Bolivia				
Number of Employees Supervised by You 1				
Description of Duties responsible for assessing the performance of the election dministration:(1) assess implementation of the national election legislation, at the level of the national election commission and other governmental bodies responsible for administratering elections, concerning, in particular, the delimitation of constituencies, the voter registration, the political party registration, the candidate registration, and the polling counting and tabulation of votes; (2)assess the performance of the election adminstration and other governmental bodies responsible for administratering elections concerning technical preparatuons for the election; (3) observe sessions of the election administration, follow the issues on its agenda, and provide EU EOM with information about the meetings and complaints brought to the election administration; (4) assess the performance of the election administration, the etent of its effectiveness, independence, impartiality and transparent operation, and the degree to which it has the confidence of election stakeholders; (5) asses the electiun administration´s capacity in relation to voter education initiatives, training of election officials, material production and distribution. Assess the role and participation of women and minotiers in the country, and other human rights issues, as required by the DCO and in conjunction with the Human Rights/Political Analyst required by the DCO.				
Summarize any of Your Achievements on-going				
Reasons for Leaving end of contract				

Job Title election Legal Analyst			Type of Business election monitoring	From - To 01/09/2009 -
Name of Employer carter center			Name of Supervisor Marcelo Varela-Erasheva	
Salaries per Annum: Starting 10000			Final 10000	Currency Paid USD
			Is this a civil servant position of your Government? No	
			Is this a position within the UN Common System? No	
Telephone Number			Email Address	
Address of Employer United States of America				
Number of Employees Supervised by You 0				
Description of Duties analysis of the legal framework under which the Bolivian voter registration and the 2009 and 2010 electoral processes are being held.				
Summarize any of Your Achievements on going				
Reasons for Leaving consultant position				

Job Title El Salvador: election Short term Observer			Type of Business European Union Electoral Observation Mission	From - To 01/03/2009 - 01/03/2009
Name of Employer European Union/ UNDP			Name of Supervisor Slavena Ilieva and Peter Michalik	
Salaries per Annum: Starting 1750			Final 1750	Currency Paid EUR
			Is this a civil servant position of your Government? No	
			Is this a position within the UN Common System? No	
Telephone Number			Email Address marta.henriques.pereira@gmail.com	
Address of Employer El Salvador				
Number of Employees Supervised by You 0				
Description of Duties				

1. Familiarise themselves with the methodology of EU EOMs, respective roles and duties of EU EOM members, as outlined in the EU Handbook for European Union Election Observation³; 2. Sign and abide by the Code of conduct for Election observers and by the instructions of the Long Term Observers, Core Team, the security and logistics experts. Failure to follow those code of conduct and instructions may result in an anticipated termination of the observer's assignment, immediate repatriation to the place of residence and non-recommendation for future EU EOMs; 3. Attend training sessions, briefing and debriefing sessions, as required by the European Commission relevant services, the Core team, the Long Term Observers and the security and logistics expert; 4. Familiarise themselves with the applicable International standards for elections⁴, and the relevant country specific election rules, regulations and procedures; 5. Report to the Long Term Observers; the Observer coordinator, the Security expert and the Logistics expert, as requested by Core team and Service provider's instructions; 6. Monitor immediate pre-electoral environment, the election campaign and administrative preparations in the AoO; Observe election day procedures, counting and tabulation operations; Monitor immediate post-electoral developments; 7. Participate in an evaluation meeting with the Long Term Observers and the Observer coordinator at the end of the mission; 8. Submit an End of Mission report, based on the template provided by the Core Team; 9. Perform any additional duties and comply with any additional requests deemed necessary to the good functioning of the EU EOM.

Summarize any of Your Achievements

<http://www.eueom-sv.org/en/ocp>

Reasons for Leaving

end of period of assignment

Job Title Legal Officer	Type of Business Peacekeeping	From - To 01/06/2008 - 01/09/2008
Name of Employer UNMIK		Name of Supervisor Beth Asher

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
53000	53000	USD	Is this a position within the UN Common System? Yes

Telephone Number

Email Address
marta.henriques.pereira@gmail.com

Address of Employer
Yugoslavia

Number of Employees Supervised by You
0

Description of Duties
1.Assist the International Prosecutors in pre-trial, trial or appellate proceedings. 2.Conduct legal research using multiple research sources and provide advice on the applicable law, international human rights principles and humanitarian law concerning cases of serious crimes. 3.Assist the International Prosecutor and Police with pre-trial analysis, legal assessment and organization of evidence, including investigation documents such as medical, forensic, police, military, and investigation reports and witness statements. 4. Prepare or assist in the preparation of legal submissions (including indictments, briefs, motions/responses/replies, correspondence, memoranda etc) in the course of investigations and prosecutions. 5. Liaise on behalf of the International Prosecutor with the Police, Investigators, Registry, Judges, their Legal Officers and assist in fulfilling the Office of the Prosecutor's pre-trial obligations towards the defense. 6.Prepare or assist the International Prosecutor in strategies to maximize the efficacy and economy of the presentation of evidence.

Summarize any of Your Achievements
1.Drafted a request for International Judicial Cooperation in criminal matters on a highly sensible case regarding organized crime that involved criminal activities in Kosovo and Switzerland. 2. Gathered information that will assist in the indictment of some known criminals. 3. Assessment, organization of evidence and legal submissions in a major bombing case.

Reasons for Leaving
End of the Temporary Duty Period (TDY).Beginning of the Advanced LLM programme in Public International Law in Leiden University

Job Title Human Rights Officer	Type of Business Peacekeeping	From - To 01/10/2007 - 01/09/2008
Name of Employer UNMIT		Name of Supervisor Daniela Baro

Salaries per Annum:

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

Telephone Number

Email Address
marta.henriques.pereira@gmail.com

Address of Employer
East Timor

Number of Employees Supervised by You
3

Description of Duties
1. Legal analysis of Timorese draft laws in accordance with International Human Rights instruments and legal grounds research (Draft Penal Code, Draft Domestic Violence Law, Draft Witness Protection law). 2.Coordinate Human Rights Court monitoring, in particular in criminal cases related to GBV; 3.Survey on resolution of Gender based violence in formal justice and traditional justice; 3.Collect, research and analyze human rights information ; 4.Coordinator of the IDP cell activities:(i) sit in meetings of the Protection Working Group(PWG);(ii) monitor return process of IDPs;(iii)liaison with other UN counterparts. 5.Capacity-building on human rights.

Summarize any of Your Achievements
1. Written recommendation regarding the Draft Authorization Law on Criminal Matters presented by the Government of Timor-Leste. The note put in evidence the lack of democratic representation in Timor-Leste and recommended further proactively of the Timorese Parliament on law drafting, fully assuming its legislative competence. 2.Addressed the problem of lack of Public Defenders to assist defendants in detention centers and in the district courts. The intervention resulted on the establishment of a system of "on call" presence of Public Defenders in detention centers and the establishment of legal aid services of local and international Public Defenders in the districts and in prisons. 3.Wrote reports on Human Rights concerns regarding IDPs. This reports were presented at the weekly PWG meetings.

Reasons for Leaving
Beginning of the Advanced LLM programme in Public International Law in Leiden University

Job Title Ecuador: election Long term observer	Type of Business European Union Election Observation	From - To 01/09/2007 - 01/10/2007
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Name of Employer European Union/ IOM			Name of Supervisor Alessandro Prazial		
Salaries per Annum:					
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No		
7500	7500	EUR	Is this a position within the UN Common System? No		
Telephone Number			Email Address marta.henriques.pereira@gmail.com		
Address of Employer Belgium					
Number of Employees Supervised by You 2					
Description of Duties <p>Under the supervision of the Observer Co-ordinator and in coordination with the Service Provider's team of experts and liaison officers, the Long Term Observer will carry out the following specific tasks: 1. Familiarise themselves with the methodology of EU EOMs, respective roles and duties of EU EOM members, as outlined in the EU Handbook for European Union Election Observation1; 2. Sign and abide by the (attached) Code of conduct for Election observers and by the instructions of the Core Team, the security and logistics experts. Failure to follow those code of conduct and instructions may result in an anticipated termination of the observer's assignment, immediate repatriation to the place of residence and non-recommendation for future EU EOMs; 3. Attend training sessions, briefing and debriefing sessions, as required by the European Commission relevant services, the Core team and the security and logistics expert; 4. Familiarise themselves with the applicable International standards for elections2, and the relevant country specific election rules, regulations and procedures; 5. Establish the presence of the EU EOM in their assigned Area of Observation (AoO); 6. Report to the Observer coordinator, the Security expert and the Logistics expert, as requested by Core team and Service provider's instructions; 7. Under the guidance of the logistics and security experts of the service provider, gather security and logistics information on their AoO including road conditions, food and water availability, and accommodation facilities; 8. Establish good working relations with the electoral and civil administration, political parties, NGOs, International Organisations and other election stakeholders in the AoO; Liaise with local domestic and international observers deployed in the AoO; 9. Follow on electoral disputes, complaints and appeals; 10. Monitor local media in accordance with the methodology specified by the Media Analyst (if required); 11. M</p>					
Summarize any of Your Achievements <p>11. Monitor pre-electoral environment, the election campaign and administrative preparations in the AoO; Observe election day procedures, counting and tabulation operations; Monitor postelectoral developments; 12. Coordinate and manage the deployment of Short Term Observers in the AoO; 13. Train, brief and debrief (if applicable) Short Term Observers and Member of the European Parliament Delegation deployed in the AoO, as requested by the Core Team; 14. Evaluate the performance of Short Term Observers in conjunction with the Observer Coordinator; 15. Ensure that report forms used by Long Term and Short Term Observers in the AoO are sent back to headquarters as soon as feasible; 16. Submit an End of Mission report, based on the template provided by the Core Team; 17. Participate in an evaluation meeting with the Observer coordinator at the end of the mission; 18. Perform any additional duties and comply with any additional requests deemed necessary to the good functioning of the EU EOM. grade: Highly recommended http://www.eueomecuador.org/EUEOM2007/xxdefault.asp?id=1&show=18&m=0</p>					
Reasons for Leaving end of period of assignment					

Job Title Legal Advisor for the Standing Committees in the Timorese National Parliament		Type of Business Development agency	From - To 01/12/2006 - 01/09/2007
Name of Employer UNDP		Name of Supervisor Rui da Costa	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
98000	98000	USD	Is this a position within the UN Common System? Yes
Telephone Number		Email Address marta.henriques.pereira@gmail.com	
Address of Employer East Timor			
Number of Employees Supervised by You 7			
Description of Duties <p>1. Legislative Capacity-Building: (i) Provided bill drafting/amendment and legal analytical and research expertise to the National Parliament, namely on amnesty law, law that regulates lawyer's profession,Media Law, rectification of the budget 2006-2007 ; (ii)legal advice and assistance; (iii)strengthen the institutional capacity of the Parliament 2. Parliamentary Oversight: Assist deputies, committees and Secretariat staff in the understanding and effective utilization of the various oversight tools and mechanisms available to the Parliament.</p>			
Summarize any of Your Achievements <p>1.There was no accountability system among parliament staff. Afyer the approval of the Chief of Standing Committees Division, it has been implemented a new working, report systems and methodology. 2. Frequent activities to raise awareness of the importance of team work where organized. 3. Enhancement of technical knowledge through training sessions. 4. Drafted several legal texts that later on were implemented in Timor-Leste.</p>			
Reasons for Leaving Was very interested on having another experience as Human Rights Officer from an UN perspective,as the previous experience with OSCE was focoused on an European point of view.			

Job Title Mexico: election long term observer		Type of Business European Union Election observation	From - To 01/06/2006 - 01/07/2006
Name of Employer European Union/IOM		Name of Supervisor Alessandro Parzial	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
7000	7000	EUR	Is this a position within the UN Common System? No
Telephone Number		Email Address marta.henriques.pereira@gmail.com	
Address of Employer Belgium			

Number of Employees Supervised by You

0

Description of Duties

Under the supervision of the Observer Co-ordinator and in coordination with the Service Provider's team of experts and liaison officers, the Long Term Observer will carry out the following specific tasks: 1. Familiarise themselves with the methodology of EU EOMs, respective roles and duties of EU EOM members, as outlined in the EU Handbook for European Union Election Observation; 2. Sign and abide by the (attached) Code of conduct for Election observers and by the instructions of the Core Team, the security and logistics experts. Failure to follow those code of conduct and instructions may result in an anticipated termination of the observer's assignment, immediate repatriation to the place of residence and non-recommendation for future EU EOMs; 3. Attend training sessions, briefing and debriefing sessions, as required by the European Commission relevant services, the Core team and the security and logistics expert; 4. Familiarise themselves with the applicable International standards for elections², and the relevant country specific election rules, regulations and procedures; 5. Establish the presence of the EU EOM in their assigned Area of Observation (AoO); 6. Report to the Observer coordinator, the Security expert and the Logistics expert, as requested by Core team and Service provider's instructions; 7. Under the guidance of the logistics and security experts of the service provider, gather security and logistics information on their AoO including road conditions, food and water availability, and accommodation facilities; 8. Establish good working relations with the electoral and civil administration, political parties, NGOs, International Organisations and other election stakeholders in the AoO; Liaise with local domestic and international observers deployed in the AoO; 9. Follow on electoral disputes, complaints and appeals; 10. Monitor local media in accordance with the methodology specified by the Media Analyst (if required); 11. M

Summarize any of Your Achievements

11. Monitor pre-electoral environment, the election campaign and administrative preparations in the AoO; Observe election day procedures, counting and tabulation operations; Monitor postelectoral developments; 12. Coordinate and manage the deployment of Short Term Observers in the AoO; 13. Train, brief and debrief (if applicable) Short Term Observers and Member of the European Parliament Delegation deployed in the AoO, as requested by the Core Team; 14. Evaluate the performance of Short Term Observers in conjunction with the Observer Coordinator; 15. Ensure that report forms used by Long Term and Short Term Observers in the AoO are sent back to headquarters as soon as feasible; 16. Submit an End of Mission report, based on the template provided by the Core Team; 17. Participate in an evaluation meeting with the Observer coordinator at the end of the mission; 18. Perform any additional duties and comply with any additional requests deemed necessary to the good functioning of the EU EOM. <http://www.eueommexico.org/>

Reasons for Leaving

end of period of appointment

Job Title	Type of Business	From - To
Associate Judicial Affairs Officer	Peace keeping	01/10/2005 - 01/11/2006
Name of Employer	Name of Supervisor	
MINUSTAH	Virginia de Abajo Marques / Danielle Saada	
Salaries per Annum:		
Starting	Final	Currency Paid
		USD
Is this a civil servant position of your Government?		No
Is this a position within the UN Common System?		Yes
Telephone Number	Email Address	
	marta.henriques.pereira@gmail.com	
Address of Employer		
Haiti		
Number of Employees Supervised by You		
3		
Description of Duties		
1.Coordinator, within the Justice section, of Haiti's South Department. 2.Evaluation and analysis of Haitian Judicial System; 3.Advising and monitoring the judicial reform 4.Wrote recommendations in draft laws. 5.Identification of strategy to implement a reform of criminal procedure and correctional system; 6.Draft and advice new program to improve training of legal professional, including judges and lawyers. 7.Create a legal support to impoverished people. 8.Training local police in criminal procedures 9.Co-operating with relevant counterparts including other UN agencies.		
Summarize any of Your Achievements		
1.Set up of Justice section office in the South Department; 2.A recommendation written after monitoring the "assises criminelles avec assistance de jury" in the South region has been taken up to the Ministry of Justice. 3.With the initiative of the South office the participation of Public Prosecutor, UNPOL and Human Rights Officers in continuous trainings for local police, improved substantially their awareness of the Haitian criminal procedures and human rights. 4.The access to justice was limited due to non-existence of legal aid schemes. With the initiative of the South office, local lawyers organized themselves to provide judicial assistance to impoverish people. 5.Due to the Haitian geography and lack of road infrastructures, most of the peace courts in the south region had been neglected . The inaccessibility of some of the courts left them in isolation. Compile a comprehensive court evaluation and assessment: (i) compilation of data base of peace judges, and other court personnel; (ii) photos and summary of their activities. 6.The high percentage of Gender Based Violence (GBV) cases reported to the police of NGOs led to conduct an assessment (police and medical care). A report was drafted with the conclusions reached and suggestions to deal with the problem. 7.The South region due to its geographical situation (close to Colombia, Dominican Republic and Miami) is a known entry point of drugs. A report has been written on drug trafficking and corruption for Haiti' s south department. 8. Dissemination of Quick Impact Projects (QIPs) and support to the presentation of projects for the reform of courts and police stations.		
Reasons for Leaving		
Was offered a promotion. Moreover willing to have experience in another geographical area.		

Job Title	Type of Business	From - To
Human Rights Expert	Peacekeeping	01/05/2005 - 01/10/2005
Name of Employer	Name of Supervisor	
Organisation for Security and Cooperation in Europe (OSCE)	Katia Chiriazzi	
Salaries per Annum:		
Starting	Final	Currency Paid
3000	3000	EUR
Is this a civil servant position of your Government?		No
Is this a position within the UN Common System?		No
Telephone Number	Email Address	
37744505 874	marta.henriques.pereira@gmail.com	
Address of Employer		
Yugoslavia		
Number of Employees Supervised by You		
1		
Description of Duties		
1.Reviewed,planned actions, provided strategies and policies to enhance human rights protection and increase awareness in the municipality to the relevant municipal actors; 2.Advise and make specific recommendations the municipal authorities on measures towards ensuring that its legislation and actions are in compliance with international and in particular European human rights standards; 3.Participating in all relevant meetings and co-operating with any relevant actors operating within the OMIK Human Rights Experts area of responsibility; 4.Co-operating with relevant UNMIK counterparts in the municipality.		

Summarize any of Your Achievements

1.This municipality had a high percentage of minorities groups (Serbs, Askalis and Romans). The Human Rights Officer was able to: (i)raise awareness of the language barrier for the minorities. As consequence, the municipality fully complied with multi-language diversity (ii) Faire share representation of minorities was achieved. The suggestion of having offices with Serbs and Albanians working in the same space was implemented. (iii)gender balance in municipal employees. (iv)Agreement on one multi-ethnic school starting from September 2005, (v) Integration of children with disabilities in a special need classroom, (vi)In Kosovo there is a high percentage of smoking persons, therefore the implementation of a non-smoking policy in municipality and in schools was seen as a big achievement.

Reasons for Leaving

Was offered a professional position with the UN. It was the achievement of a desired goal.

Job Title	Type of Business	From - To
Legal Officer	Peace Keeping	01/07/2004 - 01/05/2005
Name of Employer	Name of Supervisor	
UNMIK	Devender Singh	
Salaries per Annum:		
Starting	Final	Currency Paid
30000	30000	USD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? Yes
Telephone Number	Email Address	
Address of Employer		
Yugoslavia		
Number of Employees Supervised by You		
0		
Description of Duties		
Followed up municipal property issues/disputes; liaison with KTA; legal support and guidance; gender focal point; participating in the Crime Prevention Council meetings.		
Summarize any of Your Achievements		
Drafted a contract to a State owned Enterprise to use private premises.		
Reasons for Leaving		
Was offered a professional position within OSCE as a Human Rights Expert . It was the dreamt opportunity to work with Human Rights related issues.		

Job Title	Type of Business	From - To
Law teacher (partial occupation, 4 hours per week)	Education	01/10/2002 - 01/07/2004
Name of Employer	Name of Supervisor	
Escola Profissional Atlantico	Adelaide Borges	
Salaries per Annum:		
Starting	Final	Currency Paid
7500	7500	EUR
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number	Email Address	
351291229362	marta.henriques.pereira@gmail.com	
Address of Employer		
Portugal		
Number of Employees Supervised by You		
0		
Description of Duties		
Law teacher of Court Officials: preparing case studies, simulations of law cases, study visits to courts and law services, labor law, property law, commercial law, introduction to law.		
Summarize any of Your Achievements		
In the end of the courses students were able to identify and find by themselves legal solutions to the cases presented using the adequate legislation.		
Reasons for Leaving		
Was offered a position with the UN. It was the achievement of a desired goal.		

Job Title	Type of Business	From - To
Radio commentator (partial occupation, 1 hour per week)	Radio	01/03/2002 - 01/07/2004
Name of Employer	Name of Supervisor	
RDP-Madeira	Leonel Freitas	
Salaries per Annum:		
Starting	Final	Currency Paid
5000	5000	EUR
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number	Email Address	
351291202000		
Address of Employer		
Portugal		
Number of Employees Supervised by You		
0		
Description of Duties		

1.Own weekly program broadcast on the news-and- information channel with the largest listener audience in Portugal.2.Comment on and explain legal issues and questions relating to day-to-day situations.3. Respond to listeners' queries on air.

Summarize any of Your Achievements

Increased knowledge of the Portuguese law among the general public.

Reasons for Leaving

Was offered a position with UN. It was the achievement of a desired goal.

Job Title Attorney	Type of Business Law firm	From - To 01/02/2002 - 01/07/2004
Name of Employer Own private practice		Name of Supervisor Me
Salaries per Annum:		
Starting 12000	Final 30000	Currency Paid EUR
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number 351291227021	Email Address marta.henriques.pereira@gmail.com	
Address of Employer Portugal		
Number of Employees Supervised by You 1		
Description of Duties 1. Provide analysis and counsel to clients mainly on Family law, Property Law and Criminal Law.2.Advocate to advance and protect the interests of clients.3. Develop legal counsel on issues arising from actual or anticipated lawsuits.4. Represent clients in various legal and judicial proceedings. 5. Prepare legal pleadings, motions, discovery, stipulations, and others.6. Write and administer contracts.7. Write and review legal correspondence.8. Conduct and coordinate research into a variety of legal issues.9. Supervise and coordinate activities of the Legal secretary. 10.Legal assistance to Juvenile Delinquents in police criminal investigations. 11. Legal assistance to Domestic Violence Women's Association (Criminal and Family Law).12. Voluntary Service assisting Eastern European immigrants in Madeira on Labour Law issues.13. Experience as Public Defender (legal aid).		
Summarize any of Your Achievements 1. Established and developed own private practice office. 2. Successfully submitted to the court several pleadings requesting for the due payment of working hours of immigrants.3. Managed to find legal reasoning for the application, as a protective measure, to place one of the woman victim of domestic violence outside of the country. Pleadings regarding the application of victim protection programs for families that have been victim of domestic violence were frequently attended. 4. Effectively submitted pleadings and appeals on property related issues. 5. Appeals on Detention hearings were often taken in consideration. 6. Appeals submitted to the Execution Judge for the application of alternative measures to detention were frequently regarded. 7. Successfully submitted requests for the application of restrictive measures alternatively to detention on criminal cases.		
Reasons for Leaving Was offered a position with the UN. It was the achievement of a desired goal.		

Job Title TV commentator(partial occupation, 1 hour per week)	Type of Business Television	From - To 01/11/2001 - 01/07/2003
Name of Employer RTP-Madeira		Name of Supervisor Leonel Freitas
Salaries per Annum:		
Starting 100000	Final 100000	Currency Paid PTE
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number 351291709100	Email Address	
Address of Employer Portugal		
Number of Employees Supervised by You 0		
Description of Duties Own weekly educational program commenting on EU Politics and Law; promoting the ideals and values of the EU.		
Summarize any of Your Achievements Improve knowledge and awareness of EU issues among the general public.		
Reasons for Leaving End of programme.		

Job Title Legal adviser	Type of Business Commercial and Industrial Association (Euro Info Centre)	From - To 01/01/2001 - 01/01/2002
Name of Employer Commercial and Industrial Association of Funchal-Chamber of Commerce and Industry of Madeira		Name of Supervisor Anthony Miles
Salaries per Annum:		
Starting 10800	Final 10800	Currency Paid EUR
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number 351291200800	Email Address	
Address of Employer		

Portugal Number of Employees Supervised by You 0 Description of Duties 1. Legal guidance to SME on labor and commercial law.2.Legal consultant on EU issues related to Small and Medium Enterprises (SMEs). 3. Organizing seminars for business people on the introduction of the Euro.4. Answer queries of the Euro Info Centre network. Summarize any of Your Achievements 1. Participated in profile-raising mission to Venezuela to promote investment in Madeira by Portuguese Diaspora.2. Setting up lectures on entrepreneurial start-up schemes.3.Organized workshops to enhance knowledge of the Euro among Businessman. Reasons for Leaving To establish own private practice.

Job Title Legal trainee Name of Employer Sergio Rebelo	Type of Business Law firm	From - To 01/11/2000 - 01/04/2001 Name of Supervisor Sergio Rebelo								
Salaries per Annum: <table border="0"> <tr> <td>Starting</td> <td>Final</td> <td>Currency Paid</td> <td>Is this a civil servant position of your Government? No</td> </tr> <tr> <td>1000</td> <td>1000</td> <td>EUR</td> <td>Is this a position within the UN Common System? No</td> </tr> </table>			Starting	Final	Currency Paid	Is this a civil servant position of your Government? No	1000	1000	EUR	Is this a position within the UN Common System? No
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No							
1000	1000	EUR	Is this a position within the UN Common System? No							
Telephone Number 351291226191 Address of Employer Portugal Number of Employees Supervised by You 0 Description of Duties 1.Performed research, 2.Prepared and reviewed information pertaining to court cases and legal issues. 3.Reviewed documents, performed research and wrote motions and pleadings.4. Aid attorneys with discovery and trial preparation. Summarize any of Your Achievements Handled domestic violence cases placing them successfully in shelter houses and in victims' protection programs; solved Property disputes; achieved settlements in divorces and custody cases. Reasons for Leaving End of trainee period										

Job Title Legal trainee Name of Employer Aguiar-Branco &Associados	Type of Business Law firm	From - To 01/10/1999 - 01/10/2000 Name of Supervisor Jose Pedro Aguiar Branco								
Salaries per Annum: <table border="0"> <tr> <td>Starting</td> <td>Final</td> <td>Currency Paid</td> <td>Is this a civil servant position of your Government? No</td> </tr> <tr> <td>1000</td> <td>1000</td> <td>EUR</td> <td>Is this a position within the UN Common System? No</td> </tr> </table>			Starting	Final	Currency Paid	Is this a civil servant position of your Government? No	1000	1000	EUR	Is this a position within the UN Common System? No
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No							
1000	1000	EUR	Is this a position within the UN Common System? No							
Telephone Number 351220122100 Address of Employer Portugal Number of Employees Supervised by You 0 Description of Duties 1.Commercial law.2.criminal law (defense and accusation).3. Solving property law disputes.4. drafting litigations.5.Writing legal opinions. Summarize any of Your Achievements 1.Representing juvenile delinquents in court.2. handling minor offenses cases.3.Representing clients in court, following up partner's cases.4. drafting contracts.5.Writing legal opinions. Reasons for Leaving Take up position with ACIF-CCIM.										

Job Title Legal trainee Name of Employer European Commission	Type of Business Regional Policy	From - To 01/03/1999 - 01/07/1999 Name of Supervisor European Commission								
Salaries per Annum: <table border="0"> <tr> <td>Starting</td> <td>Final</td> <td>Currency Paid</td> <td>Is this a civil servant position of your Government? No</td> </tr> <tr> <td>12000</td> <td>12000</td> <td>EUR</td> <td>Is this a position within the UN Common System? No</td> </tr> </table>			Starting	Final	Currency Paid	Is this a civil servant position of your Government? No	12000	12000	EUR	Is this a position within the UN Common System? No
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No							
12000	12000	EUR	Is this a position within the UN Common System? No							
Telephone Number 000000000000 Email Address marta.henriques.pereira@gmail.com										

Address of Employer
Belgium
Number of Employees Supervised by You
0
Description of Duties
1.Research into legal topics related to the current business of the division.2. Back-up to supervisor in relation to drafting of documentation regarding the division's responsibilities.3. Involvement in both internal and external negotiations relating to topics under the division's responsibilities.4. Translate work documents from English, French and Spanish to Portuguese.5. Prepare working tables and documents for the division.
Summarize any of Your Achievements
Followed up on the Outermost Regions dossier for Madeira.
Reasons for Leaving
End of trainee period

Job Title	Type of Business	From - To
Freelance correspondent	Journalist	01/01/1999 - 01/07/1999
Name of Employer	Name of Supervisor	
Diário Noticias Madeira	Diário de Notícias	
Salaries per Annum:		
Starting	Final	Currency Paid
1000	1000	EUR
Is this a civil servant position of your Government?		No
Is this a position within the UN Common System?		No
Telephone Number	Email Address	
	marta.henriques.pereira@gmail.com	
Address of Employer		
Portugal		
Number of Employees Supervised by You		
0		
Description of Duties		
Interviewing leaders and writing articles on the politics of the Outermost Regions		
Summarize any of Your Achievements		
Interviewed MPs and Presidents of EU Outermost Regions.		
Reasons for Leaving		
Left Brussels		

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

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

Language	Mother Tongue	Speak	Read	Write	Understand
German	No	Not easily	Not easily	Not easily	Not easily
Italian	No	Easily	Easily	Easily	Easily
Portuguese	Yes	Easily	Easily	Easily	Easily

Address

Impasse 2 R. Silvestre Quintino Freitas,5
Funchal Madeira Portugal
Telephone: 351-969008218
Contact: marta henriques_pereira

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
----------------	------------------------	---------	-----------------

Neeta AMIN	International Prosecutor	UNMIK Yugoslavia	37744504 088 MAmin76329@aol.com
Jose Luis MENENDEZ	Lawyer	Guzman el Bueno nº 87, 5ºB 28015 Yugoslavia	joseluisreni@yahoo.es
Carsten STAHN	Associate Professor of International Criminal Law	Leiden University, Campus The Hague & Faculty of Law Yugoslavia	31646755775 cstahn@campusdenhaag.nl

Personal History Profile for Xanthippi KIRIAZI

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
KIRIAZI	Xanthippi		
2. Date of Birth	3. City of Birth	Country of Birth	Index No
06/05/1968	Lamia	Greece	
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Greece		Greece	Greece
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Female	165	68	Single
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? Yes. Luxembourg.			
13. What is your preferred field of work? Management and programme analysts			
14. Would you accept employment for less than six months? Yes			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when?			
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: xkiriazi@hotmail.com			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
Paris I, Panthéon-Sorbonne	Paris France	Oct-1994 - Oct-1996
Main Course of Study	Field of Study	
Economics	Social & Behavioural Science	
Degree Title or Equivalent	Degree Type	
D.E.A. Modelisation and Mathematical Methods in Economics	Masters	

University Name	City, Country	From - To
Paris VI, Pierre et Marie Curie	Paris France	Oct-1992 - Oct-1994
Main Course of Study	Field of Study	
Actuarial Science	Mathematics & Statistics	
Degree Title or Equivalent	Degree Type	
DEA of Probabilities and Finance	Masters	

University Name	City, Country	From - To
Aristotelio University	Thessaloniki Greece	Sep-1988 - Oct-1992
Main Course of Study	Field of Study	
Statistics	Mathematics & Statistics	
Degree Title or Equivalent	Degree Type	
Ptychion Mathimatikon (Department of Statistics and Computer Science)	Bachelor of Sciences	

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

Name of School	City, Country	From - To
First Lycium of Harilaou	Thessaloniki Greece	Sep-1983 - Jun-1986
Main Course of Study		Certificate or Diploma
Sciences		Baccalaureat / Apolytirion of Lycium

Employment

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

Job Title	Type of Business	From - To
Consultant	Delhaxhe	01/11/2009 - 01/01/2010
Name of Employer		Name of Supervisor
European Commission _ Education, Audiovisual and Culture Executive Agency (EACEA)		Arlette Delhaxhe

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
6000	6000	EUR	Is this a position within the UN Common System? No
Telephone Number		Email Address	
Address of Employer Belgium			
Number of Employees Supervised by You			
Description of Duties To collaborate in a special study on preprimary, primary and secondary education in the European Union.			
Summarize any of Your Achievements Study to be published by the European Commission on preprimary, primary and secondary education in the European Union.			
Reasons for Leaving working with contracts			

Job Title Consultant	Type of Business Consulting	From - To 01/08/2008 - 01/09/2008
Name of Employer ICON-INSTITUT Public Sector	Name of Supervisor Lorena von Jonquieres	
Salaries per Annum:		
Starting	Final	Currency Paid
3500	3500	EUR
Telephone Number		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Email Address		
Address of Employer Germany		
Number of Employees Supervised by You		
Description of Duties Assistance to the Andestad project. EU Mission for the Andean Community.		
Summarize any of Your Achievements Assistance to the collection of transport statistics. Presentation in the working group in Lima.		
Reasons for Leaving It is a fixed time contract		

Job Title Consultant Evaluator	Type of Business Consultancy	From - To 01/06/2008 - 01/06/2008
Name of Employer European Commission	Name of Supervisor Mr Anna Livieratou	
Salaries per Annum:		
Starting	Final	Currency Paid
5000	5000	EUR
Telephone Number		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Email Address		
Address of Employer Belgium		
Number of Employees Supervised by You		
Description of Duties Proposals evaluation on the Sustainable Surface Transport.		
Summarize any of Your Achievements Choosing the best projects within the EU policies and the available budget for the transport and environmental causes.		
Reasons for Leaving It is a consulting related work which means I wait for the next time of similar evaluations to be called by the European Commission.		

Job Title Consultant	Type of Business Consulting	From - To 01/04/2007 - 01/06/2008
Name of Employer Cap Gemini _ Sogeti	Name of Supervisor Mr Marc Josse	
Salaries per Annum:		
Starting	Final	Currency Paid
30000	30000	EUR
Telephone Number		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Email Address		
Address of Employer		

Luxembourg
Number of Employees Supervised by You
Description of Duties
<p>· Panorama in electricity and gas of the European Union for Eurostat in 2007. · 'The User Challenge Benchmarking. The Supply Of Online Public Services' Assistance in the preparation of Statistics in Focus on the Asean, CIS and EU trade. · Mediterranean Counties statistics and indicators research. · Data collection and research of Energy and Transport statistics. · Maritime statistics. Research of indicators of maritime coastal and sea areas on Internet. · Environmental Statistics. Research of sustainable development indicators. · Social policies and statistics (employment, education, health, family etc.) · Assistance in the Comext training evaluation. Production of tables and graphs. · E-Damis (communications management for data transfer between national, EU institutions and Eurostat): programming in Java and testing.</p>
Summarize any of Your Achievements
<p>Collection of data from national surveys and participation in the writing of publications for Eurostat, in themes like the international statistical cooperation with Panoramas and leaflets, High Tech and trade statistics reports and publications, etc. Participation in the Panorama of Gas and electricity markets statistics in EU, as published by Eurostat in 2007. I also presented my work at the OPEC _ the Organization of the Petroleum Exporting Countries_ in Vienna in April of 2008. Publication of 'The User Challenge Benchmarking _ The Supply Of Online Public Services' as published for the European Commission and namely DG Information Society and Media, in 2007; I did in particular, Greece and Cyprus research of 1000 web sites for that publication.</p>
Reasons for Leaving
End of contract

Job Title	Type of Business	From - To
Statistician	Information Management Consulting	01/03/2006 - 01/12/2006
Name of Employer	Name of Supervisor	
Informer Group	Karen Ifrah	
Salaries per Annum:		
Starting	Final	Currency Paid
30000	30000	EUR
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number	Email Address	
Address of Employer		
Luxembourg		
Number of Employees Supervised by You		
Description of Duties		
<p>Two areas covered of subjects covered by Eurostat: I.TRANSPORT STATISTICS: 1. Processing of data on aviation transport in Europe. 2. Support for the update of nomenclatures used in the frame of air transport statistics. 3. Methodology of Maritime Statistics. Research of Maritime Coastal Areas and ports. II. STATISTICAL COOPERATION WITH NON- EU25 COUNTRIES: 1.Pocketbook on Candidate Countries and Western Balkan Countries: indicators of the publication, from national surveys and Eurostat's databases. 2.ENP leaflet - preparation of tables and graphs for the Transition and Candidate countries of the European Union. 3. NIS leaflet - The New Independent States of the old Soviet Union (Takis countries) statistics and the Mediterranean partner countries statistics extracted from their annual collected surveys.</p>		
Summarize any of Your Achievements		
<p>Data Analysis and Database management. Good conceptual and analytical skills, ability to conduct independent research and analysis, identify issues, formulate options and make recommendations; knowledge of statistical principles and practices. Planning and Organizing - Ability to establish priorities, plan, coordinate and monitor own work plan. Commitment to Continuous Learning - Willingness to keep abreast of new developments in statistics and fields related to the project. Communication - Good communication (spoken and written) skills, ability to draft a variety of written reports, studies and other communications and to articulate ideas in a clear, concise style. Technological Awareness - Solid computer skills and their application to statistical work. Teamwork - Good interpersonal skills and ability to establish and maintain effective partnerships and working relations in a multi-cultural environment.</p>		
Reasons for Leaving		
offer of a new job		

Job Title	Type of Business	From - To
Consultant Evaluator	Consulting in Public sector	01/12/2004 - 01/12/2009
Name of Employer	Name of Supervisor	
European Commission _ DG Research	Thomas Fairley	
Salaries per Annum:		
Starting	Final	Currency Paid
16000	16000	EUR
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number	Email Address	
Address of Employer		
Belgium		
Number of Employees Supervised by You		
Description of Duties		
<p>Evaluation of more than 100 proposals of projects in the Research and Development Area under FP6 and FP7 (sixth and seventh framework programmes) of the European Commission: in different areas of science, applied mathematics, computer science, energy, transport, environment and sustainable development.</p>		
Summarize any of Your Achievements		
<p>To prepare reports, signal areas needing special attention. To collaborate effectively with a team of evaluators, to make and defend recommendations on the projects under consideration. To comply with policies and procedures. To help advance research on humanitarian impact of projects.</p>		
Reasons for Leaving		
Annual based contracts which are renewed every year.		

Job Title	Type of Business	From - To
Tutor	private	01/01/2004 -
Name of Employer	Name of Supervisor	
I, self employed	I, self employed	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
20000	20000	EUR	Is this a position within the UN Common System? No
Telephone Number		Email Address	
Address of Employer Luxembourg			
Number of Employees Supervised by You			
Description of Duties Private courses of mathematics and physics to students of the European School.			
Summarize any of Your Achievements Help to young people to overcome difficulties of understanding science			

Job Title Consultant Economist	Type of Business Consulting	From - To 01/02/2002 - 01/12/2003
Name of Employer Planistat	Name of Supervisor Mr Jean Michel Emprou	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
35000	40000	EUR	Is this a position within the UN Common System? No
Telephone Number		Email Address	
Address of Employer Luxembourg			
Number of Employees Supervised by You 0			
Description of Duties Work in a team for the Administrative and Technical Assistance of Edicom II programme (Inter-Administration Telematic Networks for Statistics on Trade in Goods): 'Monitoring of an overall of 200 projects on the external trade statistics running in the EU for 2 years. Giving support on contract management issues. Reporting. Preparation and participation in working groups. Drafting analytical reports on the outcomes of the meetings. ' Following up of actions of the development and installation of the new technologies of transmission of the information. Missions to the administration offices in the EU Member States (like the HM Customs and Excise in U.K. on the e-government project), in the context of the following-up of external trade projects and field monitoring activities (like advice and guidance to projects, assessment of field monitoring reports, etc). Also good knowledge of EDI and activities of Unctad; Cedefact.			
Summarize any of Your Achievements Evaluation and Monitoring of projects on the behalf of European Commission of a 10 million-euros programme of Edicom II per annum. Writing of the follow-up reports for each finished project regarding where given its objectives, results and performance indicators. Participation and presentation of results in the working groups. Capabilities: Familiarity with the use of various research methodologies and sources. Good problem-solving skills. Excellent communication skills in french and english. Ability to work closely with colleagues and public administrations in implementing activities. Planning and Organization are my main priorities. Briefly, evaluating and monitoring projects stands for : evaluating project reports, evaluating project products and results and project monitoring, as well as, any other tasks relating to the analysis and/or monitoring of programme and projects. Also, specific studies and analyses relating to fields of activity have taken place. Objectives and actions of EDICOM II: Objective 1: An information network of better quality and available more quickly, in accordance with the requirements of the Community policies Action 1: Development of advanced estimators Action 2: Quality Objective 2: A relevant information network adapted to the changing needs of the users within the framework of Economic and Monetary Union and the international economic environment Action 3: New short-term indicators Action 4: Confidentiality Action 5: New statistical products Objective 3: A network of information better integrated into the general statistical system and adapted to the development of the administrative environment Action 6: Registers Action 7: Adapting and modernising Extrastat Action 8: Preparing the adaptation of Intrastat in long term Objective 4: A network improving the statistical service offered to administrations, users and data providers Action 9: Co-ordination of dissemination Action 10: Automatic classification system Action 11: Dissemination of metadata Objective 5: A network based on information gathering tools taking into account the latest technological developments in order to improve the functions offered to data provider Action 12: Collection tools and improvement of system's functions Horizontal Objective: An integrated and interoperable network Action 13: Integrated system - Interoperability - Network implementation			
Reasons for Leaving end of the two year programme.			

Job Title Statistician	Type of Business Consultancy of Economics	From - To 01/05/2000 - 01/08/2001
Name of Employer Eurogramme	Name of Supervisor Mr Edward Ojo	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
32000	35000	EUR	Is this a position within the UN Common System? No
Telephone Number		Email Address	
Address of Employer Luxembourg			
Number of Employees Supervised by You 3			
Description of Duties Work as Economist/Statistician providing advisory services. ' Project management on the research concerning the Technology industrial sectors and services in the European Union. Trade in high tech goods. Statistical database construction and management. Presentations in R&D working groups. 'Project of the Labour Market Policies (LMP) in the EU. Quality control of data. Expenditure of the European Social Fund (ESF). ' Research, collect and compile information; maintain and update quantitative and qualitative economic, financial, or statistical databases; process, consolidate, and transform data sets within and between databases using statistical and/or econometric techniques; evaluate economic, financial or statistical relationships in databases			
Summarize any of Your Achievements			

Project management cycle. Knowledge of EU institutional mandates, policies and guidelines. Experience in report writing and project development and management. Database creation and management. Participation and presentation of results in the Working Groups with the delegates from the EU countries.

Reasons for Leaving

End of the contract and the work to achieve and deliver.

Job Title IT		Type of Business Consultancy of IT solutions and publications	From - To 01/09/1998 - 01/04/2000
Name of Employer Société internationale de service et de gestion		Name of Supervisor Mr Salmani	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
30000	30000	EUR	Is this a position within the UN Common System? No
Telephone Number		Email Address	
Address of Employer Luxembourg			
Number of Employees Supervised by You 0			
Description of Duties Consultancy of IT solutions for the European Institutions and EUR-OP dealing with EU Publications (EUR-Lex/CELEX, Official journal, etc), Media and Dissemination. Database development and maintenance concerning data published on Internet for EUR-OP. European Politics.			
Summarize any of Your Achievements Dealing with the official publications and legislation of the European Communities; especially for the Commission. Database management			
Reasons for Leaving swift of jobs			

Job Title Auditing, management		Type of Business trainingship	From - To 01/02/1997 - 01/08/1997
Name of Employer European Commission		Name of Supervisor Mr Lentchat and Mr Hoj	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
10000	10000	EUR	Is this a position within the UN Common System? No
Telephone Number		Email Address	
Address of Employer Luxembourg			
Number of Employees Supervised by You 0			
Description of Duties 5 month Internship in Internal Auditing and Statistics analysis. Research and presentation of results concerning certain data on expenditure operations with regard to the annual budget of the European Commission.			
Summarize any of Your Achievements new methods on evaluation of contracts in the sector			
Reasons for Leaving end of Internship			

Job Title Researcher in Finance		Type of Business Research Center	From - To 01/06/1995 - 01/06/1996
Name of Employer Centre de Recherches de Mathématiques, de Statistique et d'Economie Mathématique		Name of Supervisor Dr Francine Roure	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
15000	15000	EUR	Is this a position within the UN Common System? No
Telephone Number		Email Address	
Address of Employer France			
Number of Employees Supervised by You			
Description of Duties Research on the Corporate Finance regarding the pricing and hedging of corporate debt and financial products under credit risk.			
Summarize any of Your Achievements Research on the Corporate Finance regarding the pricing and hedging of corporate debt and financial products under credit risk.			
Reasons for Leaving end of 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:

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

Language	Mother Tongue	Speak	Read	Write	Understand
English	No	Easily	Easily	Easily	Easily
French	No	Easily	Easily	Easily	Easily
Spanish	No	Easily	Easily	Easily	Easily

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

Language	Mother Tongue	Speak	Read	Write	Understand
Greek	Yes	Easily	Easily	Easily	Easily
Italian	No	Easily	Easily	Easily	Easily
Luxembourgsh	No	Not easily	Easily	Not easily	Easily

Address

3, rue Eecherschmelz
Luxembourg Luxembourg
Telephone: 352-26196365
Fax: 352
Contact: Xanthippi Kiriazi

Address

Papafi 146
Thessaloniki Greece

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
Jean Michel EMPROU	Consultant Economist Statistician for International projects	18 r. Pierre Capesius Luxembourg	jeanmichel.emprou@pt.lu
Athanasios GAGATSIS	Professor of mathematics	Department of Education Luxembourg	gagatsis@ucy.ac.cy
Lorena JONQUIERES	Consultant for International Cooperation Projects	Von-Groote-Str. 28 Luxembourg	4922193743 284 lorena.jonquieres@icon-institute.de

Personal History Profile for Nathalie LEPAGE

General Details

1. Family name LEPAGE	First Name Nathalie	Middle Name Ruth	Maiden Name, (if any)
2. Date of Birth 29/01/1970	3. City of Birth lebel-sur-quevillon	Country of Birth Canada	Index No 890787
4. Country of Nationality at Birth Canada	Second Nationality (if any)	5. Country of Present Nationality Canada	Second Nationality (if any)
6. Gender Female	7. Height [cm] 168	8. Weight [kg] 62	9. Marital Status Single
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? No			
13. What is your preferred field of work? Social security specialists			
14. Would you accept employment for less than six months? Yes			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when?			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? No			
18. Email Address: nathalie.lepage@hotmail.com			

Education

List all university degrees or equivalent qualifications obtained.

University Name University of Quebec	City, Country Trois Rivières Canada	From - To Sep-1992 - Jun-1995
Main Course of Study	Field of Study	
Degree Title or Equivalent B.A. Human Kinetics / Sciences	Degree Type	

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

Name of School Learning and Performance Partners	City, Country Tchad (N'Djamena) Chad	From - To Jun-2009 - Jun-2009
Main Course of Study Supervisory Skills Training Programme		Certificate or Diploma Certificate

Name of School Royal canadian Monted Police	City, Country Montreal Canada	From - To Nov-2006 - Nov-2006
Main Course of Study Gestion des Sources Humaines(Human Sources)		Certificate or Diploma Certificate (Human Sources)

Name of School Royal Canadian Mounted Police	City, Country Montreal Canada	From - To May-2003 - May-2003
Main Course of Study Harassment in the workplace		Certificate or Diploma Certificate (Harassment in the workplace)

Name of School John E. Reid & Associates, Inc.	City, Country Chicago, Illinois United States of America	From - To Jan-2003 - Jan-2003
Main Course of Study The Reid Technique of Interviewing and interrogation		Certificate or Diploma Certificate (The Reid Technique of Interviewing and interrogation)

Name of School Royal Canadian Monted Police	City, Country Vancouver, British Columbia Canada	From - To Oct-2000 - Oct-2000
Main Course of Study Violence in relationships course		Certificate or Diploma Certificate (Violence in relationships course)

Name of School Royal Canadian Mounted Police	City, Country Regina Canada	From - To Sep-1999 - Mar-2000
Main Course of Study Law and fitness student; fully trained in law enforcement, conflict management and public relations techniques.		Certificate or Diploma Police Officer Diploma

Name of School High School La Taiga	City, Country Lebel sur quevillon Canada	From - To Sep-1984 - Jun-1987
Main Course of Study Général		Certificate or Diploma High School Diploma

Employment

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

Job Title Special Assistant to the CSA	Type of Business Special Assistant	From - To 01/07/2009 -
Name of Employer United Nations		Name of Supervisor Bertrand BOURGAIN (Chief Security Adviser)
Salaries per Annum: Starting Final Currency Paid	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes	
Telephone Number 2356900084	Email Address nathalie.lepage@hotmail.com	
Address of Employer Chad		
Number of Employees Supervised by You 4		
Description of Duties As the Special Assistant to the Chief Security Adviser (CSA), my responsibilities include providing advice, counsel, direction and assistance on a variety of duties such as; employment, compliance and other Security related issues, ensuring follow up to uniform application of UN wide policies and procedures. Part of my duties and responsibilities as the SA is identifying priorities and allocating the appropriate time and resources to complete the work allowing for contingencies and using time efficiently. On behalf of the CSA, I act as the focal point for communications with UNHQ and the Mission area. This sensitive assignment allows me to interact with the senior most personal in the mission area as well as Country diplomats. I also manage, supervise and delegate tasks daily to the Admin Unit, which is comprised of four diverse admin assistants. This Unit is responsible for the security sections staff members disseminating information regarding their privileges & entitlements. In addition to the above duties, and in close coordination and liaison with the CDU, I develop measure and raise awareness about the UN standards of conduct; receive and channel all complaints relating to personnel misconduct; Liaise with the UN's Office of Internal Oversight Services on allegations and investigation in close coordination with the SIU. I also Coordinate and liaise with other UN entities, NGO's and governmental representatives on conduct and discipline issues. I have headed the Security Sections recruitment process and I am responsible for initiating and finalizing all actions related to the Section's Human Resources Management (National & International Staff) for the Security Section mission wide. I further undertake actions related to the Section's allocation and formulation ensuring the appropriate human resources with particular attention to promoting gender balance in the recruitment of personnel and inclusion in the staffing table.		
Summarize any of Your Achievements This has placed me in the position of advising and coordinating with the budget officer, I am responsible for the coordination of inputs of the Section's budget submission ensuring that adequate provision is made to meet resource requirements. I was responsible for implementing the creation of the Special Assistant Post to the CSA in MINURCAT Chad. Because of the increasing responsibilities of the CSA, a new post was created in order to provide enhanced security support to the CSA. This post, addresses many issues that are mainly of administrative nature, easing the burden of a highly backed up paper trail. I was able to priorities, delegate and implement a database for easy processing on all Security officers. I have been recognized by the CSA as well as senior colleagues, who have incorporated the same work ethics into their own units.		
Reasons for Leaving Still employed as Associate Security Officer in MINURCAT.		

Job Title Supervisor Special Investigations Unit	Type of Business Supervisor / Special Investigation Unit	From - To 01/03/2008 - 01/07/2009
Name of Employer United Nations		Name of Supervisor Bertrand BOURGAIN (Chief Security Adviser)
Salaries per Annum: Starting Final Currency Paid	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes	
Telephone Number 2356900084	Email Address nathalie.lepage@hotmail.com	
Address of Employer Chad		
Number of Employees Supervised by You 8		
Description of Duties Under the overall supervision of the Chief Security Advisor (CSA), my duties and responsibilities as the Supervisor of the Special Investigation Unit entail: Overseeing the conduct by the Unit Staff members of investigations relating to incidents/accidents/misconduct cases involving United Nations assets and/or personnel; Assuring the conduct of all stages of investigations deemed sensitive to include the receipt and channeling of complaints, investigative field activities and preliminary findings reporting when necessary; Liaising with relevant entities such as Regional Security Officers, United Nations sections and departments, NGOs, governmental and local authorities on both operational and policy matters pertaining to the on-going investigations and associated security concerns; Reviewing and/or preparing all analytical reports related to investigated incidents/accidents/personnel misconduct for submission to the CSA and further dissemination to appropriate bodies such as Conduct and Discipline, Force Commander, Chief of Military Personnel Officer, Chief of Staff, Office of Internal Oversight Services (OIOS), Department of Field Services (DFS) etc. Developing recommendations on preventative and remedial action to be taken in relation to investigated cases and following-up on measures adopted by relevant entities; Developing methods and techniques to raise awareness about UN standards of conduct, to prevent personnel misconduct; to detect personnel misconduct and to ensure compliance with UN standards of conduct; Attending the recruitment and candidate assessment panel to fulfill the Unit and the Section personnel needs; Supervising and overseeing the personnel development of the Unit Staff.		
Summarize any of Your Achievements		

In my thirteen months tenure in that capacity, I am honored to have successfully: Conducted over hundreds of investigations with a high degree of professionalism and particular management of the cases' confidentiality requirements; Maintained open and strong lines of communication with multiple entities both within the UN structure and the local environment to the benefit of the Special Investigations Unit's effectiveness and efficiency; Followed-up on all required tasks to ensure quality support to the Organization in general and the Unit in particular.

Reasons for Leaving

Still employed as Associate Security Officer in MINURCAT

Job Title United Nations Police Mission (UNPOL)		Type of Business Police Force	From - To 01/07/2005 - 01/04/2006
Name of Employer United Nations/Royal Canadian Mounted Police		Name of Supervisor Insp. Michel aubin	
Salaries per Annum: Starting 120000		Final 120000	Currency Paid CAD
		Is this a civil servant position of your Government? Yes	
		Is this a position within the UN Common System? No	
Telephone Number 001450581-6751		Email Address nathalie.lepage@hotmail.com	
Address of Employer Canada			
Number of Employees Supervised by You 4			
Description of Duties During the period from July 2005 to April 2006, I was the police officer in charge of the Minustah in Cap-Haïtien. I was also in charge of SDPJ Cap Haïtien and UNPOL Section. I also had the opportunity to deal with Human Rights Officer Donna Plotkin concerning various human rights matters in Haiti. During this period of time, I made daily visits to the Cap Haïtien's Commissionary Police and looked at the Commissionnaires' custody ledgers, giving them my opinion on the way those custody ledgers should be filled out. I visited Haiti's Detention Center on a daily basis, taking note of problems related to the overpopulation of prisons. I made the police monitor the human rights situation, making sure that all the basic needs of life were attended to (food and water). I also made sure that work shifts where respected. I also made sure that anyone getting injured got taken to the nearest hospital. I gave advice to the SDPJ Police on how to make arrests and perform interrogations in compliance with human rights. I insisted that if a man got arrested, he should be searched by a male police officer, and in the case of a woman, she should be searched by a female officer. I worked on many corruption cases within the ranks of Haïtien Police. Some of my investigations were successful and reported to Haiti's National Police. I also worked on cases of Human Rights abuse involving police officers. The Human Rights Officer acknowledged all the work and efforts that I put in during that period. Despite the pressures of frequent and tight deadlines, I was able to give good service and to provide assistance as needed. Seeing another part of the world helped me develop my communication and listening skills.			
Summarize any of Your Achievements During the period from July 2005 to April 2006, I was the police officer in charge of the Minustah in Cap-Haïtien. I was also in charge of SDPJ Cap Haïtien and UNPOL Section. I also had the opportunity to deal with Human Rights Officer Donna Plotkin concerning various human rights matters in Haiti. During this period of time, I made daily visits to the Cap Haïtien's Commissionary Police and looked at the Commissionnaires' custody ledgers, giving them my opinion on the way those custody ledgers should be filled out. I visited Haiti's Detention Center on a daily basis, taking note of problems related to the overpopulation of prisons. I made the police monitor the human rights situation, making sure that all the basic needs of life were attended to (food and water). I also made sure that work shifts where respected. I also made sure that anyone getting injured got taken to the nearest hospital. I gave advice to the SDPJ Police on how to make arrests and perform interrogations in compliance with human rights. I insisted that if a man got arrested, he should be searched by a male police officer, and in the case of a woman, she should be searched by a female officer. I worked on many corruption cases within the ranks of Haïtien Police. Some of my investigations were successful and reported to Haïti's National Police. I also worked on cases of Human Rights abuse involving police officers. The Human Rights Officer acknowledged all the work and efforts that I put in during that period. Despite the pressures of frequent and tight deadlines, I was able to give good service and to provide assistance as needed. Seeing another part of the world helped me develop my communication and listening skills.			
Reasons for Leaving End of United Nations Police Mission (UNPOL)			

Job Title Police officer (Proceeds of Crime Investigator)		Type of Business Proceeds of Crime Investigator	From - To 01/07/2002 - 01/02/2008
Name of Employer Royal Canadian Mounted Police		Name of Supervisor Todd Gilmore	
Salaries per Annum: Starting 55000		Final 75000	Currency Paid CAD
		Is this a civil servant position of your Government? Yes	
		Is this a position within the UN Common System? No	
Telephone Number 001514939-8636		Email Address	
Address of Employer Canada			
Number of Employees Supervised by You			
Description of Duties Proceeds of crime investigator - preparing cases, including incrimination, questioning, searches, requisitions and warrant execution. Identifying, evaluating, freezing and seizing illegal/unreported wealth accumulated through criminal activity; prosecuting offenders; freezing and seizing assets pending judicial forfeiture, and notifying the courts of assets that could not be seized in order to support judicial sanctions. In short, leading investigations related to the laundering of proceeds derived from designated offences; providing assistance to foreign and domestic police agencies; and fostering international cooperation in the area of money-laundering investigations.			
Summarize any of Your Achievements Investigation spanning over one and a half incriminating a member of the Royal Canadian Mounted Police. Lead investigator.			
Reasons for Leaving After so many dedicated years serving not only the police community, but also the Canadian community, I am seeking to serve up a greater community at the International level.			

Job Title Drug investigator		Type of Business Drug enforcement	From - To 01/10/2001 - 01/07/2002
Name of Employer Royal Canadian Mounted Police		Name of Supervisor Sgt. Jeff Jhonston	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? Yes
55000	55000	CAD	Is this a position within the UN Common System? No
Telephone Number		Email Address	
Address of Employer Canada			
Number of Employees Supervised by You			
Description of Duties Investigator in the field of drug trafficking and abuse - Work with the community and partners to identify, target, investigate, disrupt, and dismantle the international, national/regional, and local drug trafficking organizations that are having the most significant impact on Canada; work to prevent drug-related social and economic harm through supply and demand reduction initiatives; focus on international, interprovincial CDSA-related investigations and work closely with the Proceeds of Crime Program. Drug-related offences committed at the community level are the responsibility of the RCMP municipal and provincial contract personnel.			
Summarize any of Your Achievements Making numerous arrests for drug-related offences; executing search warrants; exhibit custodian, etc.			
Reasons for Leaving Transferred to Montreal			

Job Title Bike squad		Type of Business Bike squad	From - To 01/10/2000 - 01/10/2001
Name of Employer Royal canadian Mounted Police		Name of Supervisor Cap. Pat Dikson	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? Yes
40000	40000	CAD	Is this a position within the UN Common System? No
Telephone Number		Email Address	
Address of Employer Canada			
Number of Employees Supervised by You			
Description of Duties Bicycle patrol, community policing - Using modern management practices that are conducive to change (proactive policing); providing effective police services to address community issues, i.e. consulting the community, using state-of-the-art technology, developing dispute resolution techniques along with the community, our partners and the mutual assistance network.			
Summarize any of Your Achievements Arresting subjects caught red-handed			
Reasons for Leaving Transferred to a new unit			

Job Title Mobile patroller		Type of Business Patrol	From - To 01/03/2000 - 01/10/2000
Name of Employer Royal Canadian Mounted Police		Name of Supervisor Staff- Sgt. Wayne Blizzard	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? Yes
40000	40000	CAD	Is this a position within the UN Common System? No
Telephone Number		Email Address	
Address of Employer Canada			
Number of Employees Supervised by You			
Description of Duties Conducting mobile patrol in specific areas. Duties included: spotting and preventing crime, conducting investigations, enforcing the law, maintaining peace and order, and protecting life and property.			
Summarize any of Your Achievements Arresting subjects caught red-handed, executing arrest and search warrants, drinking and driving enforcement, community and proactive policing, etc.			
Reasons for Leaving Transferred to a new unit.			

Job Title Cadet		Type of Business Police studies	From - To 01/09/1999 - 01/03/2000
Name of Employer Royal Canadian Mounted Police		Name of Supervisor Caporal Boucher	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? Yes

1	1	CAD	Is this a position within the UN Common System? No
Telephone Number		Email Address	
Address of Employer			
Canada			
Number of Employees Supervised by You			
Description of Duties			
Cadet			
Summarize any of Your Achievements			
Law and fitness student; fully trained in law enforcement, conflict management and public relations techniques.			
Reasons for Leaving			
Engagement in British Columbia			

Job Title		Type of Business	From - To
Personal trainer		Fitness	01/09/1994 - 01/03/1998
Name of Employer		Name of Supervisor	
University of Trois rivières		Michel Maltais	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? Yes
25000	30000	CAD	Is this a position within the UN Common System? No
Telephone Number		Email Address	
Address of Employer			
Canada			
Number of Employees Supervised by You			
Description of Duties			
Developing custom fitness training programs for individual athletes; assisting multitrauma victims with rehabilitation programs; developing fitness programs for the elderly.			
Summarize any of Your Achievements			
Sports training (personal trainer)			
Reasons for Leaving			
Royal Canadian Mounted Police engagement			

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

List any of the Official Languages of the United Nations you know.					
Language	Mother Tongue	Speak	Read	Write	Understand
English	No	Easily	Easily	Easily	Easily
French	Yes	Easily	Easily	Easily	Easily

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

Address

381 rue Galilée
Repentigny Quebec Canada
Telephone: 001-450-581-6751
Contact: Nathalie lepage

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
Joanne GRANGER	Senior Counsel	Montreal Canada	001514496-8461
Fernand MARTEL	Retired officer - Royal Canadian Mounted Police (S/Sgt. - Special Investigations)	Montreal Canada	001450589-3414 fernandmartel@hotmail.com
Annie ROUTHIER	Sgt. gestion de carrière/Carrier Management	4225 boul Dorchester Canada	001514806-5600 annie.routhier@rcmp-grc.gc.ca

Personal History Profile for Mikaela NEIJD

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
NEIJD	Mikaela	Anne-Christine	
2. Date of Birth	3. City of Birth	Country of Birth	Index No
04/03/1977	Stockholm	Sweden	
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Sweden		Sweden	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Female	160	63	Single
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities.			
Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? No			
13. What is your preferred field of work? Jurists			
14. Would you accept employment for less than six months? Yes			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when?			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? No			
18. Email Address: nejd@hotmail.com			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
University of Lund	Lund Sweden	Aug-2001 - Oct-2003
Main Course of Study	Field of Study	
African Languages and Civilizations	Humanities	
Degree Title or Equivalent	Degree Type	
Filosofie kandidatexamen (statsvetenskap)	Bachelor of Sciences	

University Name	City, Country	From - To
Suffolk University Law School, Boston, U.S.	Boston United States of America	Jun-2001 - Jul-2001
Main Course of Study	Field of Study	
International Law	Law	
Degree Title or Equivalent	Degree Type	
Comparative Criminal Law (honors)	Advanced university degree	

University Name	City, Country	From - To
University of Lund	Lund Sweden	Aug-1996 - Nov-2003
Main Course of Study	Field of Study	
General Law	Law	
Degree Title or Equivalent	Degree Type	
Juris kandidat examen (Jur kand)	Masters	

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
Frans Schartaus Gymnasium	Stockholm Sweden	Aug-1993 - Jun-1996
Main Course of Study		Certificate or Diploma
Economics		High School Diploma

Employment

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

Job Title	Type of Business	From - To
Young Expert	Inter-Governmental	01/11/2006 - 01/11/2008
Name of Employer		Name of Supervisor
European Commission		Ms Angelina Eichhorst
Salaries per Annum:		

Starting 3145	Final 3145	Currency Paid EUR	Is this a civil servant position of your Government? No Is this a position within the UN Common System? No
Telephone Number 96206460 70 00		Email Address	
Address of Employer Belgium			
Number of Employees Supervised by You			
Description of Duties <p>• Project and contract management, including project design and implementation, financial and reporting arrangements, of EC assistance to Palestinian refugees, mine clearance, regional projects, human rights micro projects and projects in support of higher education (Tempus and Erasmus). • Drafting of policy papers, "non-papers", speeches, briefing notes, diplomatic correspondence. Responding to inquiries from headquarters, EC agencies, embassies of member states present in Jordan, implementing partners, international governmental organisations and the public. Participation in steering committee meetings, public lectures and gatherings, and field trips. • Donor harmonization, coordination and alignment.</p>			
Summarize any of Your Achievements <p>Negotiation, drafting of project programming documents and contract for a new de-mining project worth 4,5 million Euros. Contract management of ongoing project to support Palestinian refugees with UNRWA (review of progress reports, processing of request for payments and budget modifications). Preparation and evaluation of various calls for proposals and related contracts. Capacity building events (technical assistance) and preparation of an overall workplan and an annual workplan for the EuroMed Youth project, phase III, in cooperation with the Ministry of Political Development. Monitoring of ongoing projects to support higher education. Organisation of visibility events, including launching of a new 2.5 million euros project in Jerash refugee camp, a lecture tour among Jordanian universities, monthly coordination meetings with EU Member States.</p>			
Reasons for Leaving <p>End of my leave of absence from Stockholm District Administrative Court</p>			

Job Title Procurement Officer	Type of Business Inter-Governmental	From - To 01/12/2005 - 01/10/2006
Name of Employer UNDP	Name of Supervisor Mr Yahya Ba	
Salaries per Annum: Starting 2100	Final 2100	Currency Paid USD
Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes		
Telephone Number		Email Address
Address of Employer Congo, Dem. Rep.		
Number of Employees Supervised by You		
Description of Duties <p>Administrated and oversaw the procurement and contracting process, including sourced and short-listed suppliers, determined the choice of procurement method, elaborated terms of references and specifications, organised and participated in bid evaluations, conducted contact negotiations and drafted contracts, ensured delivery and follow-up on deliveries and damages as appropriate. Prepared tenders and solicitation documents, internal memorandums, letters and reports to budget owners and approval committees (CAP and ACP). Responsible for procurement planning and training for the project "MRR" and its personnel, a UNDP project in support of the Congolese DDR process. Participated in steering committee meetings, with representatives from the government and donors. Participated in coordination meetings with other UN agencies.</p>		
Summarize any of Your Achievements <p>Procurement for the project of post-brassage in Eastern Congo, including tents and semi-detached huts, blankets, agricultural tools and seeds, kitchen equipment Procurement of professional services, including the establishment of long term agreement with a travel agency, customs clearance and freight forwarding agent, cafeteria and publicity campaign on the role of the police in connection with the general elections in 2006</p>		
Reasons for Leaving <p>To seek new professional challenges</p>		

Job Title Legal Officer	Type of Business Court of Law	From - To 01/06/2005 -
Name of Employer Stockholm Administrative District Court	Name of Supervisor Judge Sara Renman	
Salaries per Annum: Starting 2100	Final 24200	Currency Paid SEK
Is this a civil servant position of your Government? Yes Is this a position within the UN Common System? No		
Telephone Number		Email Address mikaela.neijd@dom.se
Address of Employer Sweden		
Number of Employees Supervised by You		
Description of Duties <p>Independently, or under supervision, handle and settle cases relating to immigration law, administrative law, public procurement, property and real estate law, family law, etc. Draft judgements, decisions, orders and other various legal documents. Provide legal information to the public.</p>		
Summarize any of Your Achievements <p>Researching and drafting of several judgements and decisions on public procurement law Conducting court proceedings relating to social protection laws, including drafting of judgement Preparation of on-site visits relating to land property law</p>		
Reasons for Leaving <p>N/A</p>		

Job Title Stagiaire with the Home and Justice Section		Type of Business Inter-governmental	From - To 01/01/2005 - 01/05/2005
Name of Employer Council of the European Union		Name of Supervisor Director Fernando Peireira	
Salaries per Annum: Starting 710		Final 710	Currency Paid EUR
		Is this a civil servant position of your Government? No	
		Is this a position within the UN Common System? No	
Telephone Number		Email Address	
Address of Employer Belgium			
Number of Employees Supervised by You			
Description of Duties Participated in working-group meetings on civil judicial co-operation, including preparation and follow-up of meetings. Participated in drafting sessions of new Community legislation (in French) for a new regulation on payment procedure. Drafted official documents, legal analysis and opinions (in both English and French) on various issues, such as international child abduction and the external powers of the EU with respect to family law. Conducted research on Community law. Represented the General Secretariat at European Economic and Social Committee.			
Summarize any of Your Achievements As above			
Reasons for Leaving End of contract			

Job Title Contracted Legal Specialist		Type of Business Governmental	From - To 01/03/2004 - 01/06/2004
Name of Employer US Congress Law Library		Name of Supervisor Mr Gary Sharp	
Salaries per Annum: Starting 40		Final 40	Currency Paid USD
		Is this a civil servant position of your Government? No	
		Is this a position within the UN Common System? No	
Telephone Number		Email Address	
Address of Employer United States of America			
Number of Employees Supervised by You 0			
Description of Duties Over the Internet and per telephone: Conducted legal research into Swedish law as assigned Drafted legal analysis, opinions and comparison on Swedish law. Briefed government agents and non-governmental clients on issues of Swedish law			
Summarize any of Your Achievements As above: researching, drafting and briefing of confidential issues			
Reasons for Leaving Organisational restruction from using contracted agents to hiring permanent staff			

Job Title Legal Officer		Type of Business Court of Law	From - To 01/01/2004 - 01/01/2005
Name of Employer Arvika District Court		Name of Supervisor Judge Rebane	
Salaries per Annum: Starting 18000		Final 20000	Currency Paid SEK
		Is this a civil servant position of your Government? Yes	
		Is this a position within the UN Common System? No	
Telephone Number		Email Address	
Address of Employer Sweden			
Number of Employees Supervised by You			
Description of Duties Independently, or under supervision, handled and settled cases relating to criminal law, commercial law, bankruptcy laws, procedural law, etc. Drafted judgements and other various legal documents Assisted judges with matters of legal and practical nature before, during and after court hearings, including research and communications with prosecutors, lawyers, social services Provided legal information to the public Responsible for the maintenance of the computer system and applications and in-house instructor for legal personnel in computer science			
Summarize any of Your Achievements As above			
Reasons for Leaving To seek new professional challenges			

Job Title Legal Intern		Type of Business International War's Tribunal	From - To 01/07/2003 - 01/12/2003
Name of Employer International Criminal Court for the Former Yugoslavia		Name of Supervisor Fergal Gaynor	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
1	1	USD	Is this a position within the UN Common System? No
Telephone Number		Email Address	
Address of Employer Netherlands			
Number of Employees Supervised by You			
Description of Duties Legal drafting Performed legal research into issues of substantive and procedural issues, and comparative research Presentation to visiting prosecutors on international criminal law			
Summarize any of Your Achievements As above			
Reasons for Leaving To take up new position			

Job Title Coordinator		Type of Business Private	From - To 01/05/1997 - 01/06/2003
Name of Employer SOS International a/s		Name of Supervisor Marianne Hansen	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
10000	25000	DKK	Is this a position within the UN Common System? No
Telephone Number		Email Address	
Address of Employer Denmark			
Number of Employees Supervised by You			
Description of Duties Independently adjusted and settled international insurance claims Monitored and assessed costs Interacted with clients, governmental bodies, diplomatic missions and insurance companies all over the world in order to provide assistance to policyholders			
Summarize any of Your Achievements As above			
Reasons for Leaving To seek a professional experience that more corresponds to my training as a lawyer			

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:

MS Office (Word, Excel, Access, Power Point), Westlaw, Lexus, SA8000, Casemap, Zyfind, Outlook, Lotus, MÅHS, Vera and the Financial Management systems ATLAS and CRIS

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

Language	Mother Tongue	Speak	Read	Write	Understand
English	No	Easily	Easily	Easily	Easily
French	No	Easily	Easily	Easily	Easily

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

Language	Mother Tongue	Speak	Read	Write	Understand
Danish	No	Easily	Easily	Easily	Easily
German	No	Not easily	Easily	Not easily	Easily
Swedish	Yes	Easily	Easily	Easily	Easily

Address

Robert Almströms gata 10
Stockholm Sweden
Fax: 46-070-517784
Contact: Mikaela Neijd

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
Tobias BERGKVIST	Judge	Orebro tingsratt Sweden	
Cecilia DAHLGREN	Operations, UNHCR	UNHCR, Gombe Sweden	
Hedwige DE TROGOFF	Procurement Specialist; UNDP	Av des Aviateurs, Immeuble Hassan et Freres Sweden	

Personal History Profile for Gaelle NICODEME

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
NICODEME	Gaele		
2. Date of Birth	3. City of Birth	Country of Birth	Index No
09/08/1976	Charleroi	Belgium	
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Belgium		Belgium	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Female	160	55	Single
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? No			
13. What is your preferred field of work? Administrative 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?			
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: gaele.nicodeme@gmail.com			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
European Institute	Brussels Belgium	Jun-2000 - Jun-2001
Main Course of Study	Field of Study	
Degree Title or Equivalent	Degree Type	
Master in European Economics	Masters	

University Name	City, Country	From - To
McGill University	Montreal Canada	Jun-1997 - Jan-1998
Main Course of Study	Field of Study	
Degree Title or Equivalent	Degree Type	
Marketing	Business & Administration	
Bachelor in Business Administration	Undergraduate degree	

University Name	City, Country	From - To
Solvay Business School	Brussels Belgium	Jun-1994 - Sep-1999
Main Course of Study	Field of Study	
Degree Title or Equivalent	Degree Type	
Management	Business & Administration	
Management Engineer (Ingenieur de Gestion)	Bachelor of Sciences	

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

Name of School	City, Country	From - To
UN Online courses	Kabul Afghanistan	Feb-2009 - Mar-2009
Main Course of Study		Certificate or Diploma
Atlas online training		Atlas

Name of School	City, Country	From - To
Armadillo	Kabul Afghanistan	Jun-2008 - Jun-2008
Main Course of Study		Certificate or Diploma
Personal safety and security training: - Context analysis - Risk, threat, vulnerability - Situational awareness - Security strategies - Incident reporting - Kidnap avoidance and survival - Safety and fire awareness - Communications devices - Land mines awareness - Travel preparation and journey		Personal safety and security training

Name of School	City, Country	From - To
APMWM	Morlanwelz Belgium	Jun-1988 - Jun-1994
Main Course of Study		Certificate or Diploma
High School		High School Certificate

Employment

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

Job Title Finance and Administration Officer		Type of Business INGO	From - To 01/11/2009 -
Name of Employer CONCORD (European NGO Confederation For Relief and Development)		Name of Supervisor Andreas Vogt	
Salaries per Annum: Starting Final Currency Paid Is this a civil servant position of your Government? No 36140 36140 EUR Is this a position within the UN Common System? No			
Telephone Number		Email Address	
Address of Employer Belgium			
Number of Employees Supervised by You			
Description of Duties 1.Financial management -Prepare for approval Consortium budgets and budget revisions -Prepare monthly, quarterly and annual management accounts in a timely manner for Consortium -Maintain financial relations with Consortium partners, setting and implementing procedures for budgeting, reporting and transfers -Process all invoices and receipts for Consortium business -Develop and maintain financial record keeping -Establish and manage procurement procedures -Tax and other declarations requested by Belgian law -Liaise with Support Services Manager to ensure Consortium accounts are transparently reflected within CONCORD accounts 2.Grant management -Ensure contracts with funders are up to date and appropriate to requirements, and advises the Coordinator on meeting their requirements -Liaise with funders on operational level to ensure timely receipt of grants -Advise Consortium Coordinator for funder meetings and correspondence -Establish and maintain reporting narrative and financial reporting procedures with Consortium partners, to ensure timely and appropriate information flow for reporting to funders -Prepare narrative and financial reports to funders as required, for approval by Consortium Coordinator 3.Meetings administration -Responsible for efficient administration of meetings (face-to-face and teleconferences) of the Open Forum, Global Facilitation Group, Management Committee and Consortium -Liaise with host organisation to ensure appropriate venues, accommodation and facilities -Develop agenda in liaison with Consortium Coordinator and Chairs of meetings, and ensure timely preparation and distribution of papers -Prepare, or ensure preparation of, minutes -Support Chairs of meetings in preparation and handling of meetings 4.Communication -Establish and maintain e-mail and web-based communication systems for the Open Forum, Global Facilitation Group, Consortium and Management Committee -Maintain website(s) to ensure transparency			
Summarize any of Your Achievements -Responsible for financial management of Consortium resources -Responsible for monitoring donor contracts, reporting to donors and advising Coordinator on donor relations -Responsible for development and maintenance of Open Forum's, Global Facilitation Group's and Consortium's internal communication systems -Responsible for organisation and servicing of key meetings of the Open Forum, Global Facilitation Group, Management Committee and Consortium.			
Reasons for Leaving Still working but short term contract			

Job Title Finance Analyst (Afghanistan)		Type of Business United Nations	From - To 01/02/2009 - 01/04/2009
Name of Employer UNDP - ELECT		Name of Supervisor Sherif Mohammed	
Salaries per Annum: Starting Final Currency Paid Is this a civil servant position of your Government? No 49000 49000 USD Is this a position within the UN Common System? No			
Telephone Number 93795053124		Email Address gale.nicodeme@gmail.com	
Address of Employer Afghanistan			
Number of Employees Supervised by You 4			
Description of Duties CONTEXT: UNDP, through the Enhancing Legal and Electoral Capacity for Tomorrow (ELECT) project, along with other bi-lateral assistance partners, have been working with the Independent Electoral Commission (IEC) to provide training and capacity building services and support to overall IEC operations. The urgency of such assistance is heightened by the need for the IEC to conduct a new nationwide voter registration programme followed by Presidential, Wolsey Jirga and Provincial Council elections over the next two years. DUTY: 1. Implementation of operational strategies: Ensure efficient management and development of the Projects' budget and organize an optimal cost-recovery system 2. Preparation of financial reports Prepare financial reports and statements, and reports for donors Assist the annual audit of accounts in support of internal decision-making and external accountability 3. Facilitation of knowledge building and knowledge sharing			
Summarize any of Your Achievements - Responsible for the preparation of all the financial reports, including reports to donors on a timely and quality basis - Assist in the preparation of the 2009 budget for the organization of the Presidential and Provincial elections - Pro-actively organized the responsibilities amongst the staff, including workflow and procedures to follow - Took over the responsibilities of staff supervision and expenditures approvals from the Head of Unit - Backed up the Head of Finance during his absences			
Reasons for Leaving Pregnancy under difficult medical circumstances			

Job Title Field Manager (Afghanistan)		Type of Business Non Governmental Organization	From - To 01/06/2008 - 01/09/2008
Name of Employer Peace Dividend Trust (INGO)		Name of Supervisor Ainsley Butler	
Salaries per Annum: Starting Final Currency Paid Is this a civil servant position of your Government? No			

95000	95000	USD	Is this a position within the UN Common System? No
Telephone Number		Email Address nicodeme@peacedividendtrust.org	
Address of Employer Afghanistan			
Number of Employees Supervised by You 3			
Description of Duties CONTEXT: Peace Dividend Trust (PDT) is a non-profit foundation dedicated to making peace and humanitarian operations more efficient, effective and equitable, delivering a stronger peace and a larger peace dividend. Peace Dividend Trust is working together with Afghan businesses, associations and international buyers located in Afghanistan to increase local procurement in order to benefit the Afghan private sector and economy. PDT activities are activities designed to support private sector development by harnessing the existing operational spending of international agencies and companies by linking their large procurement needs to local suppliers. By encouraging international agencies to increase their local procurement, over 60 million dollars have already been channelled into Afghanistan's economy. DUTY: In order to increase the impact of its program in Afghanistan, PDT is expanding to open sub-offices in Jalalabad, Mazar-e-Sharif/Kunduz, Kandahar and Herat. My own duty is to open the new PDT office in Mazar-e-Shariff/Kunduz. Project Management - Implement field office program, while adjusting to local trends - Coordinate special events, including training sessions, business matchmaking events and business verification activities in cooperation with Kabul office Representation - ?Act as local representative of PDT Afghanistan and coordinate appropriately with local stakeholders - Ensure coordination on issues of relevance to field office program Staff Management - Manage team of locally-based staff - ?Implement internal HR and Finance systems Finance Management - Coordinate budget for field office Communications and Reporting - Ensure tracking of results for field office activities - Ensure effective communications with project team - Contribute to reporting and success stories			
Summarize any of Your Achievements MAIN ACHIEVEMENTS (one month time): - Hired a brand new national staff for the Mazar-e-Shariff Office (job posting, CV screening, Interviews) - Negotiated the Lease contract for the office and handled all the administrative issues surrounding the new Office Opening - Introduce PDT in Mazar (Met with Mazar authorities) and advocate our activities to main International Stakeholders (UN, ICRC, GTZ, ACCI, AISA, USAID, Army...) - Identify main local businesses and initiated a first wave of Business Verification - Act as an expert for the future regional office openings in Jalalabad, Heart and Kandahar.			
Reasons for Leaving Still working			

Job Title Project Manager		Type of Business Transport & Logistics	From - To 01/06/2005 - 01/06/2008
Name of Employer FedEx Express - Europe, Middle-East and Africa (EMEA) Headquarter		Name of Supervisor Wouter Roels	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
62000	72000	EUR	Is this a position within the UN Common System? No
Telephone Number		Email Address	
Address of Employer Belgium			
Number of Employees Supervised by You 4			
Description of Duties EMEA PRODUCT MANAGER OF AN EXPRESS FREIGHT SERVICE (yearly service turnover: USD150 million) 1. Planned, managed and coordinated international and cross-functional resources to implement initiatives related to my product. 2. Managed product knowledge and acted as a single international point of contact for any issue/communication related to my product, top to bottom and bottom to top. 3. Conducted Research Projects entailing project proposal drafting, selection and supervision of external agency, budget monitoring, research questionnaire development, main conclusions summarizing and recommendations formulations to Executive Management and targeted departments. 4. Defined product strategy and tactics, analyzed competition and understood customer needs to offer a superior value proposition.			
Summarize any of Your Achievements 1. Led from inception to full completion the opening of 38 new origin and destination countries across EMEA, including Business Case, Project Planning and Monitoring, Ressources Coordination, Financial Projections, Network Assessment, Executive Management updates and Internal Communications. =>This project increased world GDP coverage by 3.7%, up to 99.5%, positioning FedEx as the carrier with the most comprehensive Express Freight coverage, offsetting competition's value-proposition. 2. Conceptualized, rolled-out and jointly led a new process for prioritizing international cross-departmental Business Cases based upon an understanding of strategy, resources constraints, dependencies, profits, and customer benefits. =>This new process drastically reduced overlapping duties and go-to-market lead time, and consequently received the sponsorship of the FedEx EMEA President and Vice-Presidents of all departments. 3. Pioneered Product Management in the FedEx EMEA region. => Defined, advocated and negotiated Product Manager's responsibilities throughout the entire organization. 4. Successfully directed a research project on the efficiency of Internal Communications. => Achieved high response rate out of 9000 sent questionnaires. => Identified areas for improvements, draw main conclusions and proposed an actionable strategic plan. => Received commandations from Executive Management who set-up a dedicated team to implement my recommendations			
Reasons for Leaving Career Break for Traveling: Have travelled by local buses and backpacked on my own in 50+ countries including politically unstable and "difficult" countries such as Myanmar, Nepal, Tibet, Ivory Coast, Timor Leste and Zimbabwe. I also have a broad and deep knowledge of the African "way of living" having travelled for 8 months by local buses through Malawi, Kenya, Tanzania, Madagascar, Zambia, Zimbabwe, Mozambique and South Africa and having lived for 3 months with an African family in a remote village of Malawi.			

Job Title Lead of the EMEA (Europe, MiddleEast & Africa) Revenue Business Plan		Type of Business Transportation & Logistics	From - To 01/06/2003 - 01/05/2005
Name of Employer FedEx Express - Europe, Middle-East and Africa (EMEA) Headquarter		Name of Supervisor David Dehairs	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
40000	62000	EUR	Is this a position within the UN Common System? No
Telephone Number		Email Address	
Address of Employer Belgium			
Number of Employees Supervised by You 4			

Description of Duties

LEAD OF THE ANNUAL EMEA REVENUE BUSINESS PLAN (Yearly Revenue of USD1 billion and 120+ countries planned) 1. International cross-departmental project planning and management for the successful delivery of the EMEA Revenue Business Plan. 2. Directly supervised 4 marketing analysts and assigned tasks to guarantee project plan and dealines compliance. 3. Leadership and negotiation ensuring full understanding and validation of the Business Plan's rationale by Executive Management. 4. Headed the regular Vice-Presidents' reviews of the strategic aspects of the Business Plan. 5. Top to bottom and bottom to top communication of the Revenue goals.

Summarize any of Your Achievements

1. Under my supervision, EMEA became the 1st FedEx region to achieve delivery of the Business Plan ahead of time. 2. Based on my audit of past process flaws, I streamlined the forecasting process, switching from static annual forecasts to flexible quarterly ones incorporating field Sales feedback and macro-economics data for the first time. => The new process increased forecast credibility at all levels and greatly assisted management decision making without need for additional resources.

Reasons for Leaving

Internal Promotion

Job Title	Type of Business	From - To
Strategic Marketing Analyst	Transportation & Logistics	01/01/2002 - 01/05/2003
Name of Employer	Name of Supervisor	
FedEx Express - Europe, Middle-East and Africa (EMEA) Headquarter	David Dehairs	
Salaries per Annum:		
Starting	Final	Currency Paid
30000	40000	EUR
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number	Email Address	
Address of Employer		
Belgium		
Number of Employees Supervised by You		
Description of Duties		
1. Responsible for the EMEA Reporting Team, including the conceptualization, creation and building of reports and communication of main business results to Executive Management and targeted audiences. 2. Expert in Macro-Economics and Business Analysis: Identified monitored and analyzed business performance key drivers. 3. Responsible for the redesign of Marketing Reporting and Forecasting tools and processes. 4. ISO Coordinator of the EMEA Central Marketing departments: ensure department compliance to ISO procedures.		
Summarize any of Your Achievements		
1. Conceptualized the complete re-design of reporting tools: initiated and constructed the integration of multiple reports into a single fully automated report. => This much more detailed and accurate report has become a standard reference and is used in multiple business areas up to Managing Director level. 2. Modeled and directed the creation of a new automated forecasting tool: defined features, controled conformity to users requirements, seeked highest quality within budget constraints. => This new tool allowed more detailed and flexible forecasts, and decreased the resources needed from 3 to 1 FTE. 3. Supervised the EMEA Marketing ISO audit resulting into the full ISO 9001-2001 certification. => Under my leadership, ISO certification was granted without requirement for any change.		
Reasons for Leaving		
Internal Promotion		

Job Title	Type of Business	From - To
University Tutor	University	01/09/2000 - 01/12/2001
Name of Employer	Name of Supervisor	
Solvay Business School	Jacques Nagels	
Salaries per Annum:		
Starting	Final	Currency Paid
30000	30000	EUR
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number	Email Address	
Address of Employer		
Belgium		
Number of Employees Supervised by You		
Description of Duties		
Tutor & Scientific Coordinator		
Summarize any of Your Achievements		
1. Coordination of a post-graduate program in International Business 2. Tutoring in "Business Strategy" 3. Tutoring in "Political Economics" 4. Student-teaching assistant in "Statistics"		
Reasons for Leaving		
Was looking for more challenges		

Job Title	Type of Business	From - To
Business Consultant in Strategy, Finance & Economics	Business Consultancy	01/11/1999 - 01/09/2000
Name of Employer	Name of Supervisor	
Deloitte (ex Arthur Andersen)	Multiple according to missions	
Salaries per Annum:		
Starting	Final	Currency Paid
18000	25000	EUR
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number	Email Address	
Address of Employer		
Belgium		

Number of Employees Supervised by You
Description of Duties Various missions as Consultant in Strategy, Finances and Economics
Summarize any of Your Achievements 1. Drafted multiple Services Proposal for various companies 2. Developed Strategic positioning for a public company in the employment market: ->Customer segmentation and profitability analysis; -> Prioritization of services offering resulting in costs reduction. 3. Conceptualized a customer complaint service within a public transport company: -> Lobbied Executive to improve customer management; -> Increased awareness/focus on customers needs amongst employees. 4. Analysed the impact of the electricity market's deregulation for an Electricity company: -> Developed impact scenarios of deregulation and agreed actions to secure profit levels.
Reasons for Leaving Career Advancement

Job Title Traineeship in Events Organization	Type of Business Events Organization	From - To 01/07/1998 - 01/03/1999
Name of Employer Boston Consulting Group & Solvay Business School	Name of Supervisor Veronique Bastien	
Salaries per Annum: Starting 999	Final 999	Currency Paid EUR
Is this a civil servant position of your Government? No		Is this a position within the UN Common System? No
Telephone Number	Email Address	
Address of Employer Belgium		
Number of Employees Supervised by You		
Description of Duties Traineeship for the organization of a colloquium on "Entrepreneurship"		
Summarize any of Your Achievements 1.Sponsorship obtained; 2. 800+ participants; 3. Implementation within budget (EUR 300K); 4. Important media visibility (Trends, Echo, Le Soir) 5. Secured renowned lecturers (e.g. John Morgridge, CEO of Cisco; Sabeer Bathia, founder of Hotmail; Mr Lerhnout, founder of Lernhout&Hauspie, .)		
Reasons for Leaving End of Mission		

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

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

Language	Mother Tongue	Speak	Read	Write	Understand
Dari	No	Not easily	Not easily	Not easily	Not easily
Dutch	No	Easily	Easily	Not easily	Easily
Italian	No	Not easily	Not easily	Not easily	Not easily

Address

Square Cogen 16
Brussels Belgium
Telephone: 32-478-367996
Fax: 670-7388294
Contact: Gaele Nicodeme

Address

Kabul Inn
Kabul Afghanistan
Telephone: 93-796-595 772
Fax: 93-796-595 772
Contact: Gaele Nicodeme

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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