

Profiles included in this document

	Name	Index	DOB	Gender	Nationality	EMail
1.	MITI, Kondanani	916951	25/09/1972	M	ZAM	konmit@yahoo.com
2.	MLADENOV, Mladen	116022	30/11/1960	M	BUL	mladenov@un.org
3.	NAIR, Bimal		14/10/1962	M	AUL	bimal_nair@excite.com
4.	OLUMA, David	088949	10/04/1964	M	KEN	Oluma@un.org
5.	SRIVASTAVA, Naveen		11/11/1964	M	IND	naveensri3@rediffmail.com
6.	STAJDUHAR, Elvis	954506	24/11/1969	M	CRO	elvis.stajduhar@zg.t-com.hr
7.	TEP, Chenda		24/05/1961	M	CMB	chendamrc@yahoo.com
8.	THANARAJ, Erulappa		05/06/1952	M	IND	e_thanaraj@rediffmail.com
9.	TIKU, Kassahun	693245	29/01/1956	M	CAN	kassahunтику@yahoo.com
10.	VINCENT, Thomas	713986	15/01/1950	M	USA	TRVDC1@AOL.COM

Personal History Profile for Kondanani MITI

General Details

- | | | | |
|---|------------------------------------|--|-------------------------------------|
| 1. Family name
MITI | First Name
Kondanani | Middle Name | Maiden Name, (if any) |
| 2. Date of Birth
25/09/1972 | 3. City of Birth
chipata | Country of Birth
Zambia | Index No
916951 |
| 4. Country of Nationality at Birth
Zambia | Second Nationality (if any) | 5. Country of Present Nationality
Zambia | Second Nationality (if any) |
| 6. Gender
Male | 7. Height [cm]
171 | 8. Weight [kg]
80 | 9. Marital Status
Married |
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? **No**
- Are there any limitations on your ability to perform in your prospective field of work? **No**
11. Have you taken up legal permanent residence status in any country other than that of your nationality? **Yes. Botswana.**
13. What is your preferred field of work? **Purchasing and contracting specialists**
14. Would you accept employment for less than six months? **Yes**
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? **01/05/2008**
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? **No**
18. Email Address: **konmit@yahoo.com**

Education

List all university degrees or equivalent qualifications obtained.

University Name University of Botswana	City, Country Gaborone Botswana	From - To Aug-2001 - Jul-2003
Main Course of Study Anthropology (except Physical)	Field of Study Social & Behavioural Science	
Degree Title or Equivalent Master of Public Administration (MPA)	Degree Type Masters	

University Name University of Zambia	City, Country Lusaka Zambia	From - To Feb-1993 - Dec-1996
Main Course of Study Social Work	Field of Study Social Services	
Degree Title or Equivalent Bachelor of Arts in Public Administration	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 Development Programme	City, Country Copenhagen Denmark	From - To Apr-2009 - Apr-2009
Main Course of Study Risk Management in Contracting for Construction Services		Certificate or Diploma Certificate in Risk Management in Contracting for Construction Services

Name of School Integrated Training Centre-UNAMID	City, Country El-Fasher Sudan	From - To Aug-2008 - Aug-2008
Main Course of Study Safe and Secure Approaches to Field Environments		Certificate or Diploma Certificate in Safe and Secure Approaches to Field Environments

Name of School United Nations Logistics Base-Training Centre	City, Country Brindisi Italy	From - To Aug-2008 - Aug-2008
Main Course of Study Civilian Pre-Deployment Training		Certificate or Diploma Certificate in Civilian Pre-Deployment Training Course

Name of School Institute of Directors	City, Country Lusaka Zambia	From - To Aug-2007 - Aug-2007
Main Course of Study Corporate Governance and Board Effectiveness		Certificate or Diploma Certificate in Corporate Governance and Board Effectiveness

Name of School Ghana Institute of Public Administration (GIMPA)	City, Country Accra Ghana	From - To Jul-2007 - Jul-2007
Main Course of Study Purchasing/Procurement of Works		Certificate or Diploma Certificate in Works Procurement Management Course
Name of School Institute of Public Private Partnerships (IP3)	City, Country Washington United States of America	From - To Oct-2005 - Oct-2005
Main Course of Study Public Private Partnership (PPP) strategies, methods and project structuring techniques organized		Certificate or Diploma Certificate in Public Private Partnership (PPP) strategies, methods and project structuring techniques
Name of School Eastern and Southern African Management Institute (ESAMI)	City, Country Arusha Tanzania, United Rep. of	From - To Sep-2004 - Sep-2004
Main Course of Study Advanced Works Procurement and Selection of Consultants		Certificate or Diploma Certificate in Advanced Works Procurement and selection of Consultants
Name of School International Law Institute	City, Country Uganda Uganda	From - To Feb-2004 - Feb-2004
Main Course of Study Common Market for Eastern and Sounthern Africa (COMESA) Public Procurement Reform, Training of Trainers and Information System		Certificate or Diploma Certificate in Public Procurement Reforms in COMESA
Name of School Eastern and Southern African Management Institute (ESAMI)	City, Country Livingstone Zambia	From - To Dec-2003 - Dec-2003
Main Course of Study Goods and Equipment Procurement		Certificate or Diploma Certificate in Goods and Equipment Procurement
Name of School Zambia Institute of Management Trust	City, Country Lusaka Zambia	From - To Jan-1998 - May-1999
Main Course of Study Purchasing and Supply		Certificate or Diploma Graduate Diploma of the Chartered Institute of Purchasing and Supply
Name of School David Kaunda National Technical High School	City, Country Lusaka Zambia	From - To Jan-1989 - Dec-1991
Main Course of Study Secondary School Education		Certificate or Diploma School Certificate (O-Level equivalent)

Employment

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

Job Title Contracts Management Assistant	Type of Business Contracts Management/Procurement	From - To 01/08/2008 -
Name of Employer African Union-United Nations Hybrid Operation in Darfur (UNAMID), Sudan		Name of Supervisor Ms. Katharine Ghidella
Salaries per Annum: Starting 61824	Final 82115	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 konmit@yahoo.com	
Address of Employer Sudan		
Number of Employees Supervised by You 10		
Description of Duties To review, monitor and update high expenditure (\$283.7million) and high business risk contracts. These are works(construction), ration, insurance and fuel contracts. To inspect fuel site operations to ensure contractors meet obligations and also to ensure value for money is achieved. To familiarize myself with contract terms and conditions and accompany the Contracts Manager to contract compliance and performance management meetings and prepare minutes of meetings which must be signed and then circulated to all parties. To participate in establishing contracts compliance and performance management work plans. To verify fuel contract invoices for contractual compliance before recommendation for payment. To perform special tasks as instructed by the Chief of Contracts Management Unit		
Summarize any of Your Achievements		

I successfully reviewed 3 contracts (Fuel, ration and insurance contracts) and then produced summary reports or bullet points for quick reference. I prepared the fuel contract file / documents in an orderly fashion and ensured that the file is updated. To ensure easy retrieval and accessibility to the file by other team members, I have placed the file on the share drive, thus, promoting the effectiveness and efficiency in the operations of the Unit . I ensured full attendance of four (08No.) Fuel contract compliance and performance meetings and worked in partnership with members of the Fuel Unit in drafting, reviewing and ensuring that the minutes were signed and circulated to all parties. I attended three (05No.) meetings between Fuel Unit and Contracts Management Section aimed at resolving problems regarding the fuel contract such as pricing, security, mobilization, tax exemption and payment delays. I prepared minutes of the meetings and ensured that they were signed and circulated to all parties. In order to check progress and ensure contract requirements are met, I participated in four (06No.) Fuel Site Commissioning and Mobilisation visits. I worked with a multidisciplinary committee composed of members of the Fuel Unit, Transport Section, Contracts Management Section and the Contractor. This led to quick identification of problems/shortcomings at various fuel sites and identification of solutions for improved efficiency and effectiveness in fuel contract implementation. I also prepared Fuel site visit reports and circulated them to all parties . Following the need to hasten the procurement process for the construction of works in seventeen (17No.) camp sites in UNAMID areas of operations, I was appointed to the Construction Support Team to assist in the procurement process. In this regard, I have undertaken the following tasks: • Reviewed forty five (45No.) Expressions of Interest and provided a complete list of invitees for the Invitation to Bid (ITB) • Reviewed case files for completeness prior to launching of the ITB • Planned/drafted ITB including dates and administrative arrangements for site visits, tender opening, evaluations, clarifications and approvals. Because of the above actions, the procurement process is now moving at a faster speed.

Reasons for Leaving

I would like to assume/expand more responsibilities and face new challenges in an increasingly complex environment.

Job Title Procurement Specialist	Type of Business Procurement	From - To 01/06/2006 - 01/05/2008
Name of Employer National Road Fund Agency		Name of Supervisor Mr. Oliver Makungu

Salaries per Annum:			
Starting 168000000	Final 172000000	Currency Paid ZMK	Is this a civil servant position of your Government? No
			Is this a position within the UN Common System? No

Telephone Number 2601253145	Email Address konmit@yahoo.com
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Address of Employer Zambia

Number of Employees Supervised by You 8

Description of Duties
Preparing and reviewing bid solicitation documents, Invitations to Bid (ITB); Requests For Proposals Documents(RFP) for engagements of consultants, preparing proposals evaluation reports and Bid Evaluation Reports (BER); facilitating negotiation of contracts with selected consultant and successful bidders; preparing negotiated draft contract and facilitate the approval process including "No Objection" from the financing Agencies; reviewing contract documents and evaluation reports to ensure value for money in all procurement for the Road Sector Investment Programme (ROADSIP) in Zambia financed by the World Bank, EU, DANIDA and the Nordic Development Fund (NDF); Arranging for the signing of contracts and distributing them to appropriate authorities including the financing Agencies; managing the operations of the National Road Fund Agency Tender Committee including submission of requests for approval that were within the Committee's threshold; liaising with the Ministry of Finance and customs to facilitate the delivery of goods and services, including assistance in clearing procured items through customs; coordinating all procurement for ROADSIP through the procurement management working group comprising procurement staff of programme components. Developing, consolidating and reviewing periodically the ROADSIP Procurement Plans and updating them on a regular basis; ensuring timely procurement and delivery of goods, works and services in accordance with Client's needs and provisions of the Financing Agreements and the agreed procurement plan.

Summarize any of Your Achievements
In order to facilitate proper and effective coordination of procurement among the three Road Sector Agencies in Zambia, namely, the Road Development Agency(RDA), Road Transport and Safety Agency(RTSA) and the National Road Fund Agency (NRFA) there was need to develop, monitor and update the procurement plan as agreed by the Steering Committee of the Road Sector Investment Program(ROADSIP). I did not only develop, monitor and update the procurement plan of the Road Rehabilitation and Maintenance Project (RRMP) but was the focal point person for procurement planning, providing feedback to the ROADSIP Steering Committee on the status of procurement activities thereby aiding the financing agencies and other stakeholders in their planned supervision missions. In order to facilitate the evaluation of the performance of the ROADSIP, there was need to periodically carry out a ROADSIP Mid-Term Review. I successfully managed the procurement of Consulting Services for the Mid-Term review of ROADSIP II whose value was over US\$500,000. The MTR was a precondition for securing funding from the European Union and other financing Agencies. Following the restructuring of the Road sector in Zambia, the National Road Fund Agency played a coordinating role for procurement of equipment under the start-up-costs (office equipment, motor vehicles and other requirements). I provided procurement expertise in their procurement amounting to the value of US\$1m.

Reasons for Leaving
Appointment with the United Nations-African Union Hybrid Operation in Darfur (Sudan).

Job Title Head, Procurement and Supplies Unit	Type of Business Procurement	From - To 01/02/2006 - 01/06/2006
Name of Employer Zambia National Tender Board(Seconded to Lusaka Province-Provincial Administration)		Name of Supervisor Mrs Susan Sikaneta - Permanent Secretary

Salaries per Annum:			
Starting 40000000	Final 80000000	Currency Paid ZMK	Is this a civil servant position of your Government? No
			Is this a position within the UN Common System? No

Telephone Number	Email Address
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Address of Employer Zambia

Number of Employees Supervised by You 3

Description of Duties
Preparation of bidding documents, tender solicitation, tender evaluation and recommendations for award of contracts. Management of all consultancy, goods and works contracts . Management of the operations of the Provincial Tender Committee . Ensuring timely and efficient procurement of goods, services and works . Advising the Permanent Secretary, Lusaka Province, on all procurement matters affecting Lusaka Province

Summarize any of Your Achievements
In line with Government Policy to improve infrastructure in the rural areas of Zambia including the seat of Government-Lusaka, there was need to engage contractors for the construction, rehabilitation and maintenance of infrastructure in the four towns of Lusaka province (Luangwa, Kafue, Chongwe, Lusaka) as well as procurement of building materials. I did not only manage the engagement of the contractors but procured the building materials and other requirements. In order to ensure value for money in all the stated projects, there was a critical need to undertake periodical monitoring and evaluation missions to project sites. I participated in the monitoring and evaluation missions in a team comprising Building Engineers, Architects and the Deputy Permanent Secretary and Provincial auditors. Also procured hospital equipment, school desks and school text books. All procurements had a value of about K1bn (Approx. US\$300,000) financed under the Highly Indebted Poor Countries (HIPC) funds.

Reasons for Leaving

I was appointed by the National Road Fund Agency to take up a more challenging position of Procurement Specialist at the Agency.

Job Title Part- Time Lecturer	Type of Business Training	From - To 01/02/2005 - 01/06/2006
Name of Employer University of Zambia	Name of Supervisor Professor J.C Momba, Head of Department-PAS	
Salaries per Annum: Starting 2160000	Final 2160000	Currency Paid ZMK
Telephone Number 2601295150	Email Address registrar@unza.zm	Is this a civil servant position of your Government? No Is this a position within the UN Common System? No
Address of Employer Zambia	Number of Employees Supervised by You 138	Description of Duties Lecturing, testing, examining and grading students undertaking continuous assessments of the students
Summarize any of Your Achievements Contributed towards improved academic performance of students	Reasons for Leaving It became difficult to continue with this part-time job because of the restrictive terms and conditions of service in my contract of service for the full time job.	

Job Title Principal Procurement Officer, Secretarial (Legal)Department	Type of Business Procurement of goods, works and services	From - To 01/11/2004 - 01/02/2006
Name of Employer Zambia National Tender Board Secretariat	Name of Supervisor Mrs. E.M.M Sikanyika - Board Secretary	
Salaries per Annum: Starting 4000000	Final 8000000	Currency Paid ZMK
Telephone Number 2601250632	Email Address konmit@yahoo.com	Is this a civil servant position of your Government? No Is this a position within the UN Common System? No
Address of Employer Zambia	Number of Employees Supervised by You 9	Description of Duties Preparing the agenda, arrange and coordinate Central Tender Committee and Board meetings . Preparing the minutes of the Central Tender Committee and the Board meetings . Preparing annual reports, status reports and action-taken reports for submission to the Board and the Central Tender Committee. Attending to bidders' complaints and queries from the general public and the press. Overseeing the bidding process to ensure that it was in accordance with Tender Regulations
Summarize any of Your Achievements Since the Board Secretary's office is the 'heart and memory' of the Zambia national Tender Board, overseeing the bidding procedures, I ensured that bidding was conducted in accordance with laid down tender procedures as promulgated in the Zambia National Tender Board Act CAP 394 of the Laws of Zambia. I also provided procurement technical advice to the Board Secretary who is the legal advisor to the Board. I also competently and judiciously handled all complaints and queries from bidders and other stakeholders.	Reasons for Leaving Because of routine posting, I was seconded to the Provincial Administration of Lusaka Province as Head, Procurement and Supplies Unit.	

Job Title Head-Procurement and Supplies Unit	Type of Business Procurement of goods, works and services	From - To 01/07/2003 - 01/11/2004
Name of Employer Zambia National Tender Board- Seconded to the Ministry of Transport and Communications	Name of Supervisor Mr. Bobby Samakai- Permanent Secretary	
Salaries per Annum: Starting 3600000	Final 7200000	Currency Paid ZMK
Telephone Number 2601250632	Email Address	Is this a civil servant position of your Government? No Is this a position within the UN Common System? No
Address of Employer Zambia	Number of Employees Supervised by You 6	Description of Duties

Preparation of bidding documents, tender solicitation, tender evaluation and recommendations to the Ministry Tender Committee for award of contracts. Procurement of goods (e.g. commodities, equipment and machinery), consultancy services and works for the Ministry and donor funded projects falling under the Ministry such as the Road Rehabilitation and Maintenance Project (RRMP) and the Zambia Railways Restructuring Project. Management of all consultancy, goods and works contracts. Preparation of procurement plans, procurement reports and transmission of the same to the Zambia National Tender Board for review. liaising with all Heads of Departments and giving briefs on progress made on departmental requests during Senior Management weekly meetings. Ensuring timely and efficient procurement of goods, services and works. Drafting Contracts and forwarding them to the Attorney General for clearance. Advising the Permanent Secretary on all procurement matters affecting the Ministry of Communications and Transport

Summarize any of Your Achievements

In order to provide for an effective system of road safety and traffic management, and for the licensing of drivers and motor vehicles as well as registration of motor vehicles and trailers, there arose an urgent need to embark on a computerization project. I played a key role in ensuring that the computerization of the Zambia Transport Information System (ZAMTIS) project commenced at an initial cost of US\$5m. The Ministry of Communications and transport also recorded a remarkable reduction on motor vehicle repairs, service and maintenance of office machines and equipment costs. Procurement at the Ministry is now done more efficiently, professionally and in a more transparent manner as tender procedures are followed

Reasons for Leaving

I was recalled to go to the Zambia National Tender Board Secretariat to take up the vacant position of Principal Procurement Officer in the secretarial (Legal) department of the Zambia National Tender Board under the supervision of the Board Secretary

Job Title	Type of Business		From - To
Teaching Assistant	Training		01/10/2001 - 01/03/2003
Name of Employer	Name of Supervisor		
University of Botswana	Dr. Mpo Molomo		
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
12000	15000	BWP	Is this a position within the UN Common System? No
Telephone Number	Email Address		
Address of Employer			
Botswana			
Number of Employees Supervised by You			
200			
Description of Duties			
lecturing, tutoring, coaching and testing students			
Summarize any of Your Achievements			
I contributed to the improved academic performance of the undergraduate students at the University of Botswana			
Reasons for Leaving			
Completed my Master Degree studies so had to discontinue with the work as I had to return home to Zambia to resume my duties in procurement.			

Job Title	Type of Business		From - To
Procurement Officer	Procurement of Goods, Works and Services)		01/12/1999 - 01/07/2001
Name of Employer	Name of Supervisor		
Zambia National Tender Board (seconded to the Ministry of Justice)	Mrs E. Jhala (Permanent Secretary)		
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
5000000	7000000	ZMK	Is this a position within the UN Common System? No
Telephone Number	Email Address		
Address of Employer			
Zambia			
Number of Employees Supervised by You			
3			
Description of Duties			
Writing Tender Committee papers. Secretary to the Ministry Tender Committee and Financial Management Committee. Bidding document preparation, bid solicitation, bid evaluation, recommendations for contract award. Advising the Permanent Secretary on all matters relating to procurement of goods, services and employment of consultants. Ensuring timely and efficient procurement of goods and services for the then Ministry of Legal affairs (now the Ministry of Justice).			
Summarize any of Your Achievements			
Since there was no Procurement Unit at the Ministry of Justice(the then Ministry of Legal Affairs), I was part of the team that spearheaded the setting up of the Procurement and Supplies Unit (PSU) at the Ministry of Legal Affairs, introducing the necessary procurement documentation, systems and procedures in the ministry. We introduced a procurement tracking system to track all procurement activities and monitor vendor performance.			
Reasons for Leaving			
I left to go and study for a Master degree in Public Administration in Botswana (2001-2003)			

Job Title	Type of Business		From - To
Procurement Officer	Procurement of Goods, Works and Services		01/01/1997 - 01/12/1999
Name of Employer	Name of Supervisor		
Zambia National Tender Board- Secretariat	Mr. Martin Siame		
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
20000000	24000000	ZMK	Is this a position within the UN Common System? No
Telephone Number	Email Address		
2601250632			

Address of Employer

Zambia

Number of Employees Supervised by You

2

Description of Duties

Preparing bidding documents . Reviewing tender evaluation reports from Government ministries and writing recommendations to the Central Tender Committee of the Zambia National Tender Board for award of contracts

Summarize any of Your Achievements

In order to ensure compliance with stipulated procurement procedures and gain value for money in all purchases generated by the Government ministries, parastatals and departments, there was need to review Evaluation Reports for procurement of goods, works and services for Government Ministries, departments and parastatal institutions. I reviewed evaluation reports, bid solicitation documents and draft contracts and provided recommendations to the Central Tender Committee to make informed decisions regarding contract awards.

Reasons for Leaving

I was seconded to the Ministry of Legal Affairs to go and set up a Procurement and Supplies Unit and develop and operationalise a procurement system including all relevant standard procurement documents

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

Language	Mother Tongue	Speak	Read	Write	Understand
English	No	Easily	Easily	Easily	Easily
Arabic	No	Not easily	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
Bemba	No	Easily	Easily	Easily	Easily
Tumbuka	No	Not easily	Not easily	Not easily	Easily
Chichewa	Yes	Easily	Easily	Easily	Easily
Setswana	No	Easily	Not easily	Not easily	Easily

Address

UNAMID Contracts Management Section
Ebeid Khatim Street, P.O.Box 69
Khartoum Sudan Sudan
Telephone: 249- 922 44 extension 7034
Fax: 249-923821435
Contact: Kondanani Miti

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
Ben GERICKE	Senior Highway Engineer	Room No. MC9-325; Mail Stop: MC9-919 United States of America	1202473 bgericke@worldbank.org
Dr. Winston N MAFULEKA	Senior Lecturer	University Of Zambia, Political and Administrative Studies Department, P/B 00705, Gaborone, Botswana	260211295150
Charles NGOSA	Director, Finance	Zambia National Tender Board, Red Cross House, United States of America	260978154415 c_ngosa@hotmail.com

Personal History Profile for Mladen MLADENOV

General Details

- | | | | |
|---|-----------------------------------|--|-------------------------------------|
| 1. Family name
MLADENOV | First Name
Mladen | Middle Name
Bonov | Maiden Name, (if any) |
| 2. Date of Birth
30/11/1960 | 3. City of Birth
Vratsa | Country of Birth
Bulgaria | Index No
116022 |
| 4. Country of Nationality at Birth
Bulgaria | Second Nationality (if any) | 5. Country of Present Nationality
Bulgaria | Second Nationality (if any) |
| 6. Gender
Male | 7. Height [cm]
185 | 8. Weight [kg]
95 | 9. Marital Status
Married |
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities.
Are there any limitations on your ability to engage in all travel? **No**
- Are there any limitations on your ability to perform in your prospective field of work? **No**
11. Have you taken up legal permanent residence status in any country other than that of your nationality? **No**
13. What is your preferred field of work? **Purchasing and contracting specialists**
14. Would you accept employment for less than six months? **No**
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? **01/06/2004**
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: **mladenov@un.org**

Education

List all university degrees or equivalent qualifications obtained.

University Name New Bulgarian University	City, Country Sofia Bulgaria	From - To Mar-2004 - Aug-2006
Main Course of Study Management	Field of Study Business & Administration	
Degree Title or Equivalent Magister po biznes administrazia	Degree Type Masters	

University Name Military Academy "G.S.Rakowski"	City, Country Sofia Bulgaria	From - To Sep-1986 - Aug-1988
Main Course of Study African Languages and Civilizations	Field of Study Humanities	
Degree Title or Equivalent Commanding Officer - Infantry	Degree Type Masters	

University Name Military High School "Vasil Levski"	City, Country Veliko Ternovo Bulgaria	From - To Sep-1978 - Aug-1982
Main Course of Study	Field of Study	
Degree Title or Equivalent Commanding Officer - Infantry	Degree Type Masters	

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

Name of School High School "Chirsto Botev"	City, Country Vratsa Bulgaria	From - To Sep-1975 - Jun-1978
Main Course of Study General High School education with accelerated French language and professinal driving course		Certificate or Diploma High School Diploma; Professional driving licence "C" category

Employment

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

Job Title Head, Procurement Operations - Iraq / Procurement Officer - Baghdad / OIC Procurement	Type of Business Procurement	From - To 01/06/2007 -
Name of Employer UNAMI		Name of Supervisor Brian Erskine
Salaries per Annum:		

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
68797	68797		Is this a position within the UN Common System? Yes
Telephone Number		Email Address	
		mladenov@un.org	
Address of Employer			
Kuwait			
Number of Employees Supervised by You			
Description of Duties			
<p>Supervision of the day-to-day operation of UNAMI Procurement Offices in Baghdad and Erbil, Iraq; Develop and manage all procurement and contractual aspects related to worldwide procurement from Iraq of a variety of supplies and services associated with significant complexity due to the prevailing security situation. Provide support, guidance and help to Procurement Staff and Requisitioners at all stages of the procurement cycle. Review procurement requests to ensure appropriateness of technical specifications and seek clarifications, identify source of supply; prepare and distribute invitations to tender; and manage all aspects of bid/proposal evaluations. Make recommendations for finalization of purchases and award of contracts; prepare submissions to LCC/HCC for review and subsequent approval by the authorized official, for cases that exceed the authorized signature authority; prepare relevant purchase orders and contracts for signature by the CPO, as appropriate. Monitor the performance of suppliers/contractors for purchase orders/contracts awarded, in close coordination with the requisitioning offices, participate in negotiations and contractual disputes to resolve issues/conflicts for complex procurement projects. Establish and maintain work programme and schedule for ongoing contracts and newly-planned ones. Oversee adherence to contractual agreements, recommendations for amendments and/or extension of contracts, and advise concerned parties on contractual rights and obligations. Organise market research to keep abreast of market developments and availability of goods and services, evaluate and recommend potential new sources of supply for inclusion in the procurement database. Prepare a variety of procurement-related documents, communications, guidelines instructions, etc. Provide direction, guidance and help to the staff under my supervision. Act as OIC Procurement in the absence of CPO.</p>			
Summarize any of Your Achievements			
<p>Performance of FS-6 Procurement Officer functions since the beginning of my assignment in UNAMI at FS-5 level; developed proposal for new decentralized procurement operation and changes in internal procedures and workflows based UNAMI CAO's vision, strategic objectives and operational priorities; personally processed complex, exigency and high value procurement cases; coordination, production and submission of Procurement statistics to HQ; as OIC Procurement - successful implementation of the increased Section workload at the end of UNAMI 2007 Budget Year - 24 LCC Cases including 5 HCC Cases (pre-cleared by HCC) of total \$18.2M processed in Dec'07 with approx. 40% vacancy rate in the Section during this period;</p>			
Reasons for Leaving			
Current employment			

Job Title	Type of Business	From - To
Deputy CPO / OIC Procurement	Procurement	01/10/2005 - 01/05/2007
Name of Employer	Name of Supervisor	
UNLB	Mr. John Rodopoulos	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
66562	66562	USD	Is this a position within the UN Common System? Yes
Telephone Number		Email Address	
390831446066		mladenov@un.org	
Address of Employer			
Italy			
Number of Employees Supervised by You			
Description of Duties			
<p>Provide operational, administrative and supervisory support to CPO in the day-to-day management of Procurement Section; act as OIC Procurement in the absence of CPO; 1st line supervision of Procurement Unit-1 responsible for purchasing of goods and contracting of services within the following commodities: aviation, fuel, general supplies, transport, shipping and training, and for all sales of written off property; clearance and certification of operational correspondence and procurement documents, bids, purchase orders, contracts, bills of sale, LCC/HCC presentations; other procurement and administrative duties as assigned by CPO/CAO; exercised procurement authority of \$25K as DCPO and \$75K as OIC Procurement.</p>			
Summarize any of Your Achievements			
<p>Maintained high level of client satisfaction and compliance with UN Financial Rules and Regulation and Procurement guidelines, policies and procedures; support, motivation and fair appraisal of the staff under my supervision.</p>			
Reasons for Leaving			
Successful selection through the VA system as Procurement Officer-UNAMI			

Job Title	Type of Business	From - To
Deputy CPO / OIC Procurement	Administrative Procurement	01/07/2000 - 01/10/2005
Name of Employer	Name of Supervisor	
UNDOF / UNAMI	Balakrishnan Amirthalingam - CPO	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
51225	63450	USD	Is this a position within the UN Common System? Yes
Telephone Number		Email Address	
963116130214		mladenov@un.org	
Address of Employer			
Syrian Arab Republic			
Number of Employees Supervised by You			
13			
Description of Duties			

Supervision of day-to-day operation of Procurement Section in accordance with the CPO directions including first line supervision of the Procurement Support Office in Camp Ziouani, Israel, and second line supervision of Purchasing and Processing and Contracts Units located at UNDOF Camp Faouar, Syria. Monitor staff performance, provide guidance and help in development of unit and individual work plans and daily performance and appraise the performance of 13 staff members. Act as OIC Procurement in the absence of the CPO. Review, assign, coordinate and personally process incoming requirements for local and UNHQ (LSD/PD) purchase of goods and contracting of services, sale of written off UN property and provision of materials and equipment from member states and UNLB based on LOAs and MROs. Prepare, review, clear and certify tender documents, bid abstracts, techn. evaluations, recommendations for awards, LCC/HCC presentations, POs, contracts, bills of sale, payments and correspondence.

Summarize any of Your Achievements

1-Maintained outstanding performance at posts classified 2 and 3 levels above my personal grade level for the last 4.5 years. 2. Setup of UNAMI Procurement operation in Amman, Jordan and Kheitan, Kuwait as a part of the DPKO Rapid Deployment Team in the capacity of OIC Procurement Section including logistics coordination of release and deployment of SDS stocks with LSD and UNLB. 4. Developed draft integrated business plan for UNDOF CAO. 5. Performance of the functions of OIC Procurement Section -UNDOF for over 18 Months with fully implemented section workload and zero audit observations.

Reasons for Leaving

Successful selection through a VA system for the post of Deputy Chief Procurement Officer of UNLB

Job Title Supervisor Material Management Unit (MMU)	Type of Business Logistics	From - To 01/12/1994 - 01/06/2000
Name of Employer UNLB / UNAMET		Name of Supervisor Gerard Buckley, CSPMS

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
33835	43193	USD	Is this a position within the UN Common System? Yes

Telephone Number

390831418750

Email Address

mladenov@un.org

Address of Employer

Italy

Number of Employees Supervised by You

6

Description of Duties

3. Supervisor of Material Management Unit (MMU) (1998-2000) including Movement Control (MOVCON), Material Management/LOGOPS, Property Control and Inventory (PCI) and Disposal Offices of MMU and the related Shipping, Disposal, Logops and Assets control activities of the Base. Contract Management in respect of all Freight Forwarding, Disposal and Custom Clearance and Transportation contracts. Act as OIC SPMS in the absence of the Chief, SPMS. Coordinate the processing of all FALD Material Release Orders (MROs) and outgoing UNLB shipments and transshipments to newly opening and established UN Missions/Agencies with the UNLB Asset Holding Sections, the LCS/FALD Sections and the relevant UN Missions/Agencies. 2. Logistics Assistant – UNAMET Start-up Team (May-July 1999 – temporary duty assignment from UNLB): Assist the start-up phase of UNAMET Mission in East Teamor through set-up, automation and supervision of the offices of MOVCON, PCIU and R&I. 1. Supervisor Receiving and Inspection (R&I) Unit (1994-1997): Assist the start-up phase of UNLB through set-up, automation and supervision of the R&I Unit.

Summarize any of Your Achievements

1. Setup of UNLB R&I operation. 2. Design and automation of three main UNLB workflows MOVCON, R&I, Disposal and MMU/Logops shared operational registers (databases). Automation of contracts management activities related to Freight Forwarding, Disposal and Custom Clearance and Transportation contracts. 3. Setup of UNAMET/UNTAET MOVCON, R&I and PCIU operation as a part of the FALD Start-up team. 4. Successful performance of the functions of OIC Supply and Property Management Section (P-4) level.

Reasons for Leaving

Reassignment to UNDOF.

Job Title Procurement and Logistics Assistant	Type of Business Logistics and Procurement	From - To 01/09/1993 - 01/11/1994
Name of Employer UNOSOM		Name of Supervisor Mr. Ivan Koulov-CPO; Mr. James Donnellan-CGS, Mr. Douglas Higgins-Political Officer

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
32947	32947	USD	Is this a position within the UN Common System? Yes

Telephone Number

390831418750

Email Address

mladenov@un.org

Address of Employer

Somalia

Number of Employees Supervised by You

9

Description of Duties

3. Procurement Assistant (Jul'1994 – Nov'1994): Vendor Roster Officer and Buyer for Security, Defence store and Medical commodities including set-up and maintenance of the Reality Vendor Roster and the set-up of vendor registration procedures at UNOSOM HQ, Mogadishu. 2. Supply Assistant (May 1994 – Jul'1994): Deputy Supervisor of the Central UNOSOM Warehouse-Mogadishu including maintenance and replenishment of stock levels and inventory, management of supply contracts and distribution of supplies required by end-user offices. Supervise the WHSE operation and first line supervision of 30 national staff. 1. Field Support Assistant (Dec'1993 - Apr' 1994): Set-up and provide full logistics support to UNOSOM Sub-zone office in Hoddur including recruitment and training of National staff, administration of imprest fund, supervision of construction and maintenance contracts for Hoddur. Implementation of the Reality Warehousing Module.

Summarize any of Your Achievements

1. Setup of a new UN office compound in Hoddur. 2. Maintained excellent and efficient cooperation with the UN Agencies, NGOs and the UNOSOM Military Contingent in the Bakool region. 3. Implemented Vendor reception and registration procedures at UNOSOM HQ. 4. Prompt purchase of sensitive commodities usually required on urgent and IOR basis - security, defence store and medicines. requirementurgent

Reasons for Leaving

Reassignment to UNLB as a member of the FALD Start-up Team.

Job Title	Type of Business	From - To
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Logistics and Operations Officer		Logistics and MP Operations		01/06/1992 - 01/08/1993
Name of Employer UNTAC				Name of Supervisor LtCol Mohammad Akbar Ali, FPM
Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No	
18000	22000	BGL	Is this a position within the UN Common System? No	
Telephone Number		Email Address		
Address of Employer Cambodia				
Number of Employees Supervised by You 80				
Description of Duties Plan, organize, coordinate and control all logistics support, operational and traffic accident investigation activities of MP HQ and the MP regional detachments.				
Summarize any of Your Achievements 1. Established and maintained efficient working relationships and friendly environment in the MP HQ. 2. Relocation of the MP HQ to a new and fully adequate premises.				
Reasons for Leaving UN appointment with UNOSOM				

Officer in Bulgarian Army		Commanding and Personnel Officer		01/09/1982 - 01/05/1992
Name of Employer Bulgarian Army				Name of Supervisor Various Commanding Officers
Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No	
1500	12000	BGL	Is this a position within the UN Common System? No	
Telephone Number		Email Address		
Address of Employer Bulgaria				
Number of Employees Supervised by You 20				
Description of Duties Commanding Officer and Personnel Officer - 3rd Infantry Army and General Staff				
Summarize any of Your Achievements 1. Maintained outstanding performance. 2. Top graduation from Military Academy				
Reasons for Leaving Assignment to the Bulgarian Contingent in UNTAC				

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	Not easily	Easily
Russian	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
Italian	No	Easily	Easily	Not easily	Easily
Bulgarian	Yes	Easily	Easily	Easily	Easily

Address

Via "A. Gagni" 39
Ground Floor
Brindisi Puglia Italy
Telephone: 39-3463860102
Fax: 39-3463860102
Contact: Mladen Mladenov

Address

UNAMI
Kheitan, Block 4, Al-Walid Ibn Abdul Malik Street, Building # 900009
Kuwait City Kuwait
Telephone: 965-4721833 extension 3377
Fax: 965-6430715
Contact: Mladen Mladenov

Address

jk MLADOST-4, Bldg.415, Entr.2, Ap.6
Sofia Bulgaria
Telephone: 359-2-8754171
Fax: 359-0887717604
Contact: Mladen Mladenov

References

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

Reference Name	Occupation or Business	Address	Telephone/Email
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Personal History Profile for Bimal NAIR

General Details

- | | | | |
|--|---|---|-------------------------------------|
| 1. Family name
NAIR | First Name
Bimal | Middle Name
Sreedharan | Maiden Name, (if any) |
| 2. Date of Birth
14/10/1962 | 3. City of Birth
Ernakulam | Country of Birth
India | Index No |
| 4. Country of Nationality at Birth
India | Second Nationality (if any)
Australia | 5. Country of Present Nationality
Australia | Second Nationality (if any) |
| 6. Gender
Male | 7. Height [cm]
176 | 8. Weight [kg]
64 | 9. Marital Status
Married |
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? **No**
- Are there any limitations on your ability to perform in your prospective field of work? **No**
11. Have you taken up legal permanent residence status in any country other than that of your nationality? **Yes. Australia.**
13. What is your preferred field of work? **Purchasing and contracting specialists**
14. Would you accept employment for less than six months? **No**
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when?
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: **bimal_nair@excite.com**

Education

List all university degrees or equivalent qualifications obtained.

University Name Calicut	City, Country Calicut India	From - To Jan-1986 - Feb-1988
Main Course of Study Management	Field of Study Business & Administration	
Degree Title or Equivalent Master of Business Administration	Degree Type Masters	
University Name Calicut	City, Country Palghat India	From - To Jun-1980 - Mar-1985
Main Course of Study Other Engineering	Field of Study Engineering & Engineering Trades	
Degree Title or Equivalent Bachelor of Technology	Degree Type Degree	
University Name Calicut University	City, Country Kanhangad India	From - To Jun-1978 - Apr-1980
Main Course of Study African Languages and Civilizations	Field of Study Humanities	
Degree Title or Equivalent Pre-Degree	Degree Type Undergraduate degree	

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

Name of School The Durga High School	City, Country Kanhangad India	From - To Jun-1972 - Mar-1978
Main Course of Study Mathematics Science Social Studies Languages		Certificate or Diploma Secondary School Leaving Certificate

Employment

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

Job Title Senior Procurement Officer	Type of Business Engineering & Construction	From - To 01/04/2005 -
Name of Employer Clough Engineering-Oil&Gas		Name of Supervisor Giri Nayar
Salaries per Annum:		

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
115000	115000	AUD	Is this a position within the UN Common System? No
Telephone Number 61891849284		Email Address g1.procurement@clough.com.au	
Address of Employer Australia			
Number of Employees Supervised by You 5			
Description of Duties Prepare and compile Vendors Lists for EPC Contracts and arrange for their approval by Project and Client as per Company procedure and Level of Authority. Organize procurement strategy and detailed action plan for assigned projects to ensure accomplishment of activities as per project schedule. Draft Project Specific Procurement Procedures for the assigned project for Clients approval. Compile General/Specific terms and condition for the Enquiry document in accordance with the guidelines of Procurement Procedure. Assign MRs to Project buyers and monitor progressManage procurement team comprising of purchasing, Expediting, Inspection, Traffic and Logistics. Coordinate purchasing process viz. MR, RFQ, Pre Bid meeting, Receipt of priced/ un-priced offers, Techno-Commercial clarifications (TC/CQ), meetings, consulting with legal, Bid evaluation, negotiation, Award, Purchase Requisition and kick off meetings. Manage expediting, document control, inspection and logistics. Resolve issues with vendors. Progress monitoring and involving client representatives in specific cases as agreed with them.Administering shipping and safe movement of materials to the project site as per the site requirement. Liaise with respective project management and construction and participate in planning, controlling and coordinating on matters related to procurement in conformity with the set procedure. Promoting Loss Prevention System and HSE Standard.Reporting and monitoring project progressParticipate in weekly project interface meetings			
Summarize any of Your Achievements Managed global procurement operations of major Petroleum companies in multi cultural environment.Lead in progressively responsible roles in Project Materials Planning, Procurement and Logistics operations for Refineries, Offshore and Pipeline projectsManaging of Contracting and Supply Chain Management of FEED, Engineered equipments and services, Field Construction and Maintenance Planning for continuing operations and/or shutdowns and reconstruction of large refineries, cross country pipelines, compressor stations and CNG facilities. Substantive knowledge of Procurement and Logistics, Contracts Law, Preparation of Contracts, and Change Management, Cost & Schedule Control, and Construction Insurance Claims Investigations.Cost savings of millions of dollars resulting from the effective planning and management of construction projects.			
Reasons for Leaving Currently Employed. Looking for better opportunities.			

Job Title Procurement Specialist	Type of Business Petroleum Refining	From - To 01/08/2003 - 01/04/2005
Name of Employer Caltex Refinery	Name of Supervisor Aaron Garrad	
Salaries per Annum:		
Starting	Final	Currency Paid
90000	95000	AUD
Telephone Number 61733627125		Email Address
Address of Employer Australia		
Number of Employees Supervised by You		
Description of Duties Procurement Coordinator for construction of a new Crude and Bunker pipeline project, Saturates Gas Pressure project and all Refinery Performance Improvement Programs for the Caltex Refinery, BrisbaneResponsible for procurement of following equipments:Turbine, FCCU valves, 600NB and 250 NB Coated Pipelines; Electrical Switchgear,Control Panels and Instrumentation; Pumps, Cooling Tower, Heat Exchangers, Columns, Pressure Vessels, Piping spools, services totaling over 60 million project		
Summarize any of Your Achievements Proposed coated line pipes instead of bare pipes, which fixed single point responsibility on the vendor and ensured a committed delivery, commensurate with construction schedule.Logistics Control. Investigated and identified cost effective shipping arrangement for Platinum recovery, Column Trays, Packings, Valves and Turbine which resulted in cost savings over 25%.Responsible for Strategic Procurement, Acquisition Planning, creating and maintaining supplier details and Information Records in SAP.Project Management: Single point contact for document transmission with WorleyParsons.		
Reasons for Leaving This was a contract position. On receiving a better opportunity such a decision was made		

Job Title Procurement Manager	Type of Business Engineering Consultancy	From - To 01/01/1994 - 01/07/2003
Name of Employer Engineers India Limited	Name of Supervisor BL Bakshi	
Salaries per Annum:		
Starting	Final	Currency Paid
25000	75000	INR
Telephone Number 911126102121		Email Address bl.bakshi@eil.co.in
Address of Employer India		
Number of Employees Supervised by You 7		
Description of Duties Understanding Requirement(Intend), Deciding Type of Tender, Selecting Vendors, Flating RFQ, Receiving offers, Techno-commercial clarifications, Recommendations, Auditing, Award, Expediting, Report Generation		
Summarize any of Your Achievements		

Project Procurement Manager for Gas Authority of India Limited, Indias Kalol Ramol CNG Project (\$200 million) (10 / 18 / 24 Pipeline 160 km. EPC Tender for Gas Plant & Flow-stations) Administered the capacity expansion project of National Aluminium Companys Koraput Project with a saving of 15.3 million. Project Manager responsible for Project Planning and writing EPC Tender Proposals for Refinery Modernisation project of BPCL Refinery in Mumbai, India. Prepared procurement procedure and project vendor list for N11/N12 platforms of ONGC, Mumbai.

Reasons for Leaving

Migration to Australia

Job Title Deputy Manager-Contracts	Type of Business Power Utility	From - To 01/06/1989 - 01/01/1994
Name of Employer Nuclear Power Corporation	Name of Supervisor SK Ghosh	
Salaries per Annum: Starting 6000	Final 20000	Currency Paid INR
	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? No
Telephone Number	Email Address	
Address of Employer India		
Number of Employees Supervised by You		
Description of Duties Intend verification, selecting vendors, RFQ, Offer receipt techno-commercial evaluation, negotiation, recommendation, award, expediting, invoice verification, report generation		
Summarize any of Your Achievements Managed an alternate Generator Transformer for an operating power plant, within 6 weeks, which saved 5 million dollars for the company. Negotiated advance procurement actions for Primary Heat Transport pumps from KSB AG. Developed a local source for Radiation Resistant cables which saved a possible plant shutdown. Implemented Oracle based procurement system which saved purchase order cycle by 50% and cost reduction over a million.		
Reasons for Leaving Opportunity to move into Oil&Gas prompted the move		

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

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

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

Address

38 Hawford Way
Willetton
Perth Western Australia Australia
Telephone: 61-8-93549170
Fax: 61-423248849
Contact: Bimal Kumar Nair

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
Brian JONES	Procurement Manager	Ausenco Australia	6173112 8342 Brian.Jones@ausenco.com
Mohan MENON	Education Specialist, School Development	1055 West Hastings Australia	16047903840 mmenon@col.org
Giri NAYAR	Procurement Manager	22 Mount street Australia	61892819133 Giri.Nayar@clough.com.au

Personal History Profile for David OLUMA

General Details

1. Family name OLUMA	First Name David	Middle Name	Maiden Name, (if any)
2. Date of Birth 10/04/1964	3. City of Birth	Country of Birth Kenya	Index No 088949
4. Country of Nationality at Birth Kenya	Second Nationality (if any)	5. Country of Present Nationality Kenya	Second Nationality (if any)
6. Gender Male	7. Height [cm] 170	8. Weight [kg] 78	9. Marital Status

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

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

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

13. What is your preferred field of work? **Purchasing and contracting specialists**

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

15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? **01/06/1991**

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: **Oluma@un.org**

Education

List all university degrees or equivalent qualifications obtained.

University Name The University of Liverpool	City, Country Liverpool United Kingdom	From - To Oct-2006 - Jun-2008
Main Course of Study Finance	Field of Study Business & Administration	
Degree Title or Equivalent Master of Business Administration in Finance & Accounting	Degree Type Masters	

University Name Newport International University	City, Country Wyoming United States of America	From - To Jan-2004 - Dec-2004
Main Course of Study Management	Field of Study Business & Administration	
Degree Title or Equivalent Bachelor of Business Administration	Degree Type Degree	

University Name International Trade Centre (ITC)	City, Country Geneva Switzerland	From - To Sep-2001 - Sep-2002
Main Course of Study Management	Field of Study Business & Administration	
Degree Title or Equivalent Advanced Certificate in International Purchasing and Supply Chain Management	Degree Type Undergraduate degree	

University Name The Kenya Institute of Management	City, Country Nairobi Kenya	From - To Jun-1992 - Dec-1994
Main Course of Study Management	Field of Study Business & Administration	
Degree Title or Equivalent Advanced National Diploma in Business Management	Degree Type Undergraduate degree	

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

Name of School Universal College	City, Country Nairobi Kenya	From - To Jan-1987 - Jun-1987
Main Course of Study Computer Operations and Computer Programming	Certificate or Diploma Certificate in Computer Operations and Computer Programming	

Name of School --	City, Country --	From - To - -
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Thogoto College	Nairobi Kenya	Jan-1984 - Dec-1986
Main Course of Study Teaching and Administration		Certificate or Diploma Certificate in Teaching & Administration

Name of School Nakuru High School	City, Country Nakuru Kenya	From - To Jan-1979 - Nov-1982
Main Course of Study Secondary and Technical Education		Certificate or Diploma Kenya Certificate of Education

Employment

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

Job Title Chief, Procurement Section	Type of Business International War Crimes Tribunal	From - To 01/09/2006 -
Name of Employer Special Court for Sierra Leone		Name of Supervisor Ms. Maria Cruickshank
Salaries per Annum: Starting 52182	Final 52408	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 2322229 7000	Email Address Oluma@un.org	
Address of Employer Sierra Leone		
Number of Employees Supervised by You 2		
Description of Duties Reporting directly to the Chief of Administrative Support Services, the post entails co-ordinating and managing the procurement process for goods and services, in accordance with the SCSL Financial Rules and Regulations, established procurement policies, procedures and relevant administrative instructions and include; • Planning, developing and managing all procurement and contractual aspects of a variety of goods and services in co-ordination with end-users and junior procurement staff with value for money in mind; guiding other procurement staff in the preparation of a variety of procurement related documents and approving the same as necessary, ensuring integrity of the whole process and related records; conducting market research to keep abreast of market developments, new technologies and to identify leading-edge supply sources and sourcing methods; guiding requisitioning units through the procurement cycle; • Preparing/overseeing preparation of bid solicitation documents through to the award stage in line with the procurement guidelines and the authorized thresholds; overseeing preparation of the submissions to the Contracts / Management Committee as necessary; resolving issues/conflicts involving members of the supply chain in relation to procurement undertakings; managing on-going contracts and newly-planned ones and overseeing adherence to contractual agreements; • Reviewing payment requests in respect of goods and services provided to the Special Court; Liaising with other departmental heads within the UN System e.g. UN Procurement Service for purposes of sharing information pertaining to system-wide developments in the procurement practice.		
Summarize any of Your Achievements In my current position, I have been able to establish procurement planning as a way of efficiently managing the resources of the organization. I have also been able promote client orientation among the procurement staff taking cognizance of its importance in service delivery. Besides improving the integrity of the procurement record keeping system, I have led the establishment of procurement procedures for the newly established SCSL office in The Hague.		
Reasons for Leaving The Special Court is approaching its draw-down phase.		

Job Title Procurement Officer	Type of Business International War Crimes Tribunal	From - To 01/05/2005 - 01/08/2006
Name of Employer Special Court for Sierra Leone		Name of Supervisor Mr. Tony Drinkwater
Salaries per Annum: Starting 37490	Final 37490	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 23222 29 7000	Email Address Oluma@un.org	
Address of Employer Sierra Leone		
Number of Employees Supervised by You 2		
Description of Duties Reporting to the Chief Procurement Officer, the duties include the following: Reviewing purchase requisitions for completeness and accuracy; guiding requisitioners in the preparation of scope of work and specifications; propose cost-saving solutions as well as the appropriate procurement methods; research and present information on different sources of supply as well as new products on the market; identify suitable procurement sources and issue solicitation documents as applicable; receive, analyze the resultant offers and co-ordinate the evaluation to identify the offers that provide best value; Initiating negotiation with vendors where necessary; prepare submissions to the Local / Headquarters Committee on Contracts for procurement cases in excess of the delegated monetary ceilings for approval by the Chief Procurement Officer; prepare purchase orders and contracts for approval by the CPO or issuance within delegated procurement authority to successful bidders; keeping track of contractual agreements and Blanket Purchase Orders; Lead in resolving issues / conflicts related to delivery of goods and performance of services and monitoring performance of vendors / contractors; maintaining internal databases and records and liaising with affected users of contractual rights and obligations as applicable; monitoring performance of vendors / contractors and taking follow-up action as necessary to ensure adherence to the terms and conditions of the respective contracts / purchase orders; Supervise, assign and review the work of junior staff in the absence of the CPO; perform other duties as may be assigned by the CPO or Chief of Administrative Support Services.		
Summarize any of Your Achievements Strengthening the procurement processes and aligning them to the UN Procurement Manual.		

Reasons for Leaving

Upward mobility.

Job Title Senior Procurement Assistant	Type of Business United Nations	From - To 01/01/1996 - 01/05/2005	
Name of Employer United Nations Office at Nairobi	Name of Supervisor Ms. Josie Villamin and Ms. Linda Telles		
Salaries per Annum: Starting 19720	Final 24650	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 25420623000	Email Address David.Oluma@unon.org		
Address of Employer Kenya			
Number of Employees Supervised by You 3			
Description of Duties Reporting to the Chief of Purchasing Unit and Chief, Procurement, Travel and Shipping Section, the duties and responsibilities include the following: Review procurement requisitions received from the various departments of UNEP, UN-HABITAT, UNON, Commercial Operations Unit and out-posted offices for clarity, adequacy and completeness of specifications; Co-ordinate with users in preparing specifications and scope of work as necessary; research and compile lists of local and international sources of supply and determine the appropriate procurement strategy to employ; in accordance with the UN procurement procedures, draft and prepare solicitation documents such as Request for Quotations (RFQ), Invitation to Bid (ITB), Request for Proposals (RFPs) as appropriate and issue to the shortlisted vendors; Receive and review offers submitted and co-ordinate the evaluation process to determine the best value offer in each case; prepare submission to the Local / Headquarters Committee on Contracts for amounts exceeding the amount authorized for procurement; carry out IMIS procedures to obligate the funds for approval by the Chief of Purchasing Unit or Chief of Procurement, Travel and Shipping Section; compile purchase order documents and generate the purchase orders from the relevant Applications Software for signature by the Chief, Purchasing Unit before distribution; Co-ordinate and monitor delivery of goods/services, liaising with Receiving and Stores Departments to ensure Just-in-Time deliveries; maintaining manual and computerized procurement records; Supervising and guiding other junior staff as well as deputizing for the Chief, Purchasing Unit in her absence.			
Summarize any of Your Achievements Establishing Standard Operating Procedures for the Procurement Section. Focal point for the procurement of construction materials and equipment for Oil-for-Food programme - UN-HABITAT/Iraq project.			
Reasons for Leaving On mission assignment with the Special Court for Sierra Leone.			

Job Title Administrative Assistant (Procurement)	Type of Business United Nations Agency	From - To 01/07/1991 - 01/08/1993	
Name of Employer United Nations Environment Programme	Name of Supervisor Mr. Abdullah Hadi		
Salaries per Annum: Starting 3600	Final 5500	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 25420623000	Email Address		
Address of Employer Kenya			
Number of Employees Supervised by You			
Description of Duties Reporting to the Chief, General Services Section, the duties and responsibilities included the following: - Review and check procurement requisitions received from the various departments of UNEP and its out-posted offices for clarity, adequacy and completeness of specifications; establish funding availability and obtain additional information if required; Co-ordinate with and guide users in preparing specifications and scope of work as necessary so as to realize cost savings and enhance understanding by vendors; research and compile lists of sources of supply and determine the appropriate procurement method to apply with the approval of the Chief, General Services Section. In accordance with the UN procurement procedures, draft and prepare solicitation documents such as Request for Quotations (RFQ), Invitation to Bid (ITB), Request for Proposals (RFPs) as appropriate and issue these to the selected local and/or international vendors; review offers submitted and seek clarification where necessary; prepare submission to the Local Committee on Contracts where applicable; draft and generate purchase order documents using the relevant Applications Software for approval by the Chief, General Services Section before releasing to the respective vendors. Distribute the signed purchase order documents to the successful bidders and to internal recipients for records and follow-up purposes; co-ordinate and monitor delivery of goods /services, liaising with Receiving and Stores Departments to ensure Just-in-Time deliveries; maintain manual and computerized procurement records; procurement and vendor reference library and provide purchase information to those interested, including Auditors. As assigned by the Chief, General Services Section, perform any other relevant duties.			
Summarize any of Your Achievements Designing and implementing a vendor database system for the organization.			
Reasons for Leaving Take take up a higher position within the newly established Secretariat, UNON.			

Job Title Documentation Assistant / Supervisor	Type of Business Imports/Exports supervision	From - To 01/08/1988 - 01/06/1991	
Name of Employer Cotecna Inspection S.A.	Name of Supervisor Mr. J.B. Karengithi		
Salaries per Annum: Starting 80000	Final 115200	Currency Paid KES	Is this a civil servant position of your Government? No Is this a position within the UN Common System? No

Telephone Number 25420726175	Email Address
Address of Employer Kenya	
Number of Employees Supervised by You 2	
Description of Duties Under the supervision of the of the Deputy Chief Liaison Officer, my duties and responsibilities included the following: Liaising with the Central Bank of Kenya authorities to obtain the necessary importation documents and supervising the Computer data capture procedures; assisting in the design, testing and implementation of a Computer based Data Maintenance System; maintaining the Computer Database for Importers and their respective imports for statistical reports. Preparing statistical reports for Imports against Foreign Exchange allocations; carrying out legality and accuracy checks on importation documents and liaising with local importers and overseas vendors to co-ordinate pre-shipment inspection service; initiating and carrying out purchases of office equipment and supplies for the company's use. Maintaining Purchase Order and Vendor records and controlling the company Inventory. Any other duties as may be assigned by the Deputy Chief Liaison Officer.	
Summarize any of Your Achievements Establishing of Documentation processing procedures for the newly established in Nairobi	
Reasons for Leaving In pursuit more challenging work and career development.	

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

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

Language	Mother Tongue	Speak	Read	Write	Understand
Krio	No	Easily	Easily	Not easily	Easily
Luo	Yes	Easily	Easily	Easily	Easily
Kiswahili	No	Easily	Easily	Easily	Easily

Address

P.O.Box 15330
Nairobi Nairobi Kenya
Telephone: 254-020-604589
Fax: 254-722-778854
Contact: David Oluma

Address

Special Court for Sierra Leone
Freetown Sierra Leone
Telephone: 232-22-29 7023
Fax: 232-33 470 882
Contact: David Oluma

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
Otieno MAK'ONYANGO	Journalist	Buru Buru Shopping Center Kenya	25420728502482 Makonyangom@yahoo.com
Miriam NYAMOGO	Medical Doctor	New Nyanza General Hospital Kenya	25435721 434033 Manyamogo@yahoo.com
Stephen OLUOCH	Civil Engineer	National Water Conservation Kenya	Oluochs@yahoo.com

Personal History Profile for Naveen SRIVASTAVA

General Details

1. Family name SRIVASTAVA	First Name Naveen	Middle Name Kumar	Maiden Name, (if any)
2. Date of Birth 11/11/1964	3. City of Birth ALLAHABAD	Country of Birth India	Index No
4. Country of Nationality at Birth India	Second Nationality (if any)	5. Country of Present Nationality India	Second Nationality (if any)
6. Gender Male	7. Height [cm] 165	8. Weight [kg] 58	9. Marital Status Married
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? No			
13. What is your preferred field of work? Purchasing and contracting specialists			
14. Would you accept employment for less than six months? No			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? 01/10/2005			
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: naveensri3@rediffmail.com			

Education

List all university degrees or equivalent qualifications obtained.

University Name UNIVERSITY OF ALLAHABAD	City, Country ALLAHABAD India	From - To Jun-1986 - Aug-1989
Main Course of Study General Law	Field of Study Law	
Degree Title or Equivalent BACHELOR OF LAWS	Degree Type Degree	

University Name UNIVERSITY OF ALLAHABAD	City, Country ALLAHABAD India	From - To Jul-1982 - Oct-1985
Main Course of Study	Field of Study	
Degree Title or Equivalent BACHELOR OF COMMERCE	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 FOREIGN TRADE DEVELOPMENT CENTER	City, Country NEW DELHI India	From - To Feb-2000 - May-2000
Main Course of Study EXPORT PROCEDURESIMPORT PROCEDURES		Certificate or Diploma DIPLOMA IN EXPORT MANAGEMENT

Name of School ANGLO-BENGALI INTER COLLEGE	City, Country ALLAHABAD India	From - To Jun-1980 - Jun-1982
Main Course of Study PHYSICSCHEMISTRYMATHEMATICSHigh School Std HindiEnglish		Certificate or Diploma INTERMEDIATE - BOARD OF SENIOR SECONDARY EDUCATION, UTTAR PRADESH

Employment

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

Job Title Senior Acquisition & Assistance Specialist (Contracts Specialist)	Type of Business US Government	From - To 01/04/2009 -
Name of Employer United States Agency for International Development /AFGHANISTAN		Name of Supervisor Ms. Deborah Simms-Brown
Salaries per Annum: Starting 70615	Final 70615	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 nsrivastava@usaid.gov
Address of Employer Afghanistan	
Number of Employees Supervised by You 2	
Description of Duties I am back-stopping the Office of Infrastructure, Energy and Engineering on its multi-Billion dollar project procurements for construction activities like building roads, vertical structures/schools, and power plants and also procurement of professional services contracts for capacity building of related Afghan Ministries.	
Summarize any of Your Achievements i recently concluded successful negotiation of a multi-million dollar change order contract and saved the USG approx \$1.7 million in Fees and was given "On-the-SPOT" Award.	
Reasons for Leaving One year contract term will come to end on March 29, 2010 and I would not like to extend but move on to other family postings. This is an unaccompanied post.	

Job Title ACQUISITION & ASSISTANCE SPECIALIST	Type of Business International Development Donor	From - To 01/04/2002 - 01/03/2009
Name of Employer UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT	Name of Supervisor Ms. Celeste Fulgham	
Salaries per Annum: Starting 385000	Final 1216534	Currency Paid INR
Is this a civil servant position of your Government? No		Is this a position within the UN Common System? No
Telephone Number 911124198000	Email Address nsrivastava@usaid.gov	
Address of Employer India		
Number of Employees Supervised by You 0		
Description of Duties 1. Provide advice on development of contractible statement of works and Program description and evaluation criteria. 2. Independently perform pre-award duties & negotiations leading to award and post award functions that include procurement policy interpretation and FAR/AIDAR, Justification for other than full & open competition, RFA, RFP and other documents which reflect federal Grant laws & USAID Regulations, ensuring requirements of competition and integrity of procurement process, compliance with published evaluation criteria, provide instructions to the source selection panel regarding rules and procedures on conducting fair competitive source selection, obtain pricing/cost support data and perform price/cost analysis and conduct negotiations, conduct pre-award financial & management surveys (as required), prepare negotiation memorandums, prepare the award document on PRODOC for the RCOs signature, complete documenting and make file, provide all necessary instructions for distribution, and modifications and/or program performance reviews. 3. Provide support & expert advice to assigned office/COTR on all aspects of contract/grant management, budgetary issues in the performance of their monitoring & administrative responsibilities on behalf of the RCO, as well as provide assistance to grantees/contractors and partner organisations/Host Govt. officials on USAID procurement issues and processes and monitor budgets & expenditures to ensure allowability, allocability & reasonableness of costs incurred.. 5. Participate in Strategic Objective(SO) meetings and NAD (New Activity Document) review meetings on procurement, conduct post award orientation meetings, provide orientation to mission staff/counterparts on USAID procurement processes, and participate in program implementation & evaluation. 7. Am responsible for negotiation & administration of contracts/grants for goods and services in the multi-million dollar range, serve as RCOs representative in negotiations		
Summarize any of Your Achievements Accomplishments:This is what my Supervisor stated "He produces excellent documents and is very thorough in his research and knowledge of procurement and assistance regulations. Considering that he has been with USAID for just one year, this is a significant accomplishment. He is an excellent negotiator."I led the team to conduct a pre-award survey of an Indian Organisation, and acquired information that was extremely important in determining the type of procurement instrument that would be suitable as well as saving a considerable amount of money.One of my client offices has lauded my efforts "for coming up with a very [workable] fix to a problem that was stumping the technical office, which was very elegant and functional, within budget and technically very responsive". My previous Supervisor Ms. Christine E Lyons has to add "Naveen is an excellent addition to Regional Contracting Office, New Delhi"One of my vendors has to admit "He is a tough negotiator..I was involved in resolving issues pertaining unallowable expenditures that were reported during a financial review and assisted the Acting RCO in final determination.Concluded successful negotiation leading to award of a \$11 Million Performance Based Technical Assistance Services Contract (Cost Plus Award Fee type) - First time in USAID/India of this kind. Also concluded negotiation leading to award of a \$ 41 Million Cost Reimbursement Fixed Fee Task Order Contract under a Global Indefinite Quantity Contract(IQC).Accomplished the award of three Cooperative Agreement's under different Leader with Associate Awards within a very short timeframe and was given "SPOT Award".		
Reasons for Leaving WIDER RESPONSIBILITY WITH ACCOUNTABILITY and Better opportunity to work with multicultural Public International Organisation.Working with the UN is most appropriate "the next step" in the ladder to personal professional development. It gives me immense satisfaction and self-esteem to be able to work for a multi-dimensional and multi-cultural diversity organisation accepted across all frontiers. To also be able to contribute in my discipline to the evolving/urgent needs of fellow citizens will be a lifetime achievement.		

Job Title Procurement & Admin Officer	Type of Business International NGO	From - To 01/10/2001 - 01/04/2002
Name of Employer SAVE THE CHILDREN, UK	Name of Supervisor Rahul Pandey	
Salaries per Annum: Starting 240000	Final 240000	Currency Paid INR
Is this a civil servant position of your Government? No		Is this a position within the UN Common System? No
Telephone Number	Email Address	
Address of Employer India		
Number of Employees Supervised by You 1		
Description of Duties		

As Procurement and Administration Officer on contract basis managing all aspects of the Procurement processes of the SC UK's GBP 5 million (Rs 33 crore) relief and rehabilitation program in the Bhuj district of Gujarat State. Responsibilities included to: Independently manage Procurement issues, including purchasing of construction materials as per Bill of Materials (BOM) for Health/Living quarters' construction, arranging transportation to various sites, and also communication for SC, perform any other duty as required & maximise cost effectiveness & timely delivery at each stage of the work. Write updates, monthly activity reports on the activities implementation for the use of the Finance & Administration Manager according to a format that of both SC and donors' requirements. Provide advice on the Logistics development and expansion, Maintenance of Supplier's files, tenders etc., Procurements reports. Organize and ensure the appropriate tendering procedures are in place and operating. Conduct price comparisons and negotiations in order to get the best deals in term of quality and availability. Manage a fleet of sixteen vehicles under rate contracts, obtain quotes & make comparative study to get best rates, prepare & issue contract & ensure quality service. Regulate the use of vehicles and communication equipment to ensure the optimal use for the program at Bhuj/Rapar office, ensure upon contractors that the vehicles are maintained in the best conditions with Car Log books, and monitoring movement. Operationalize and manage the NEW office-cum-residence at Rapar, including utilities, electricity & water connections, and generators etc. for anytime 20 staff.

Summarize any of Your Achievements

Achieved cost effectiveness in the monthly rates for leased vehicles and optimum capacity utilisation. Established the New sub-Office for at least 20 staff responsible for construction of Health Centers and living quarters at Rapar District. Arranged continual timely supply of Water through the district administration and also from local suppliers for the construction projects requirement until the boring water was not made available.

Reasons for Leaving

Contract job. USAID opportunity rich in job content and USG/DONOR experience.

Job Title Manager Purchase	Type of Business Manufacturing of Pre-stressed Concrete Pipes	From - To 01/05/2001 - 01/08/2001
Name of Employer Subhash Pipes Ltd.		Name of Supervisor C. C. Jain
Salaries per Annum: Starting 190000	Final 190000	Currency Paid INR
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number	Email Address	
Address of Employer India		
Number of Employees Supervised by You 3		
Description of Duties Subhash Group is a turnkey Projects execution firm engaged in Effluent treatment Plants, Clear/ Raw water conveying system through pipelines, Non-conventional energy & Power plants, Infrastructure & Highway projects and Fire fighting systems. I was responsible for all purchases at the corporate level done from Delhi and Purchase & Stores of Subhash Pipes Ltd, Faridabad, a group Co., manufacturing Pre-stress concrete pipes. My job profile comprised of: Procurement activities related to projects requirements viz. floating enquiries, offer evaluation, negotiation with vendors, Purchase Recommendation, issuance of Purchase Orders, post-order correspondences, expediting material delivery of Raw materials like Cement, Sand, Aggregate etc. and arranging maintenance of machinery items. Maintaining adequate raw materials inventory and overseeing the Stores activity with the assistance of three administrative asst. Commercial activities including Invoice verification and recommendation for payment to sub-vendors/Transporters, as per the terms of contract		
Summarize any of Your Achievements Was assigned the task of writing Procurement and Stores manual per the best practices which I achieved and gave draft manual to supervisor for review and finalisation. Was assigned the task of Codifying and Indexing the Stores inventory which was achieved in three months and implemented. Achieved the task of maintaining adequate stores of prime raw materials for manufacturing process in consultation with Manager Production.		
Reasons for Leaving had completed the assigned work. The ever increasing job responsibilities with reporting at two sites distance apart were burdensome and stressful, and gave little time for attention towards family.		

Job Title Senior Commercial Officer	Type of Business EPC Turnkey in Oil & Natural Gas processing	From - To 01/06/1998 - 01/03/2001
Name of Employer Kinetics Technology India Limited		Name of Supervisor A. P. Varma & D. Gualteiri (Italian)
Salaries per Annum: Starting 150000	Final 185000	Currency Paid INR
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number	Email Address	
Address of Employer India		
Number of Employees Supervised by You		
Description of Duties Sourcing and procurement of Steel required for various on-going projects from SAIL, and open market. Commercial activities including Invoice verification and recommendation for payment to sub vendors/Transporters, as per the terms of contract. Procurement activities related to projects requirements viz, floating enquiries, offer evaluation, negotiation with vendors, Purchase Recommendation, issuance of Purchase Orders, post-order correspondences, expediting material delivery. Import Orders handling which includes establishment of L/C's, complying with import formalities, Co-coordinating with Government Authorities, arranging and co-coordinating with the Clearing & Forwarding Agency for clearance of import consignments from Custom Authorities. Insurance claims handling for transit damages / shortages, co-coordinating with insurance agencies & Surveyors and follow-up until settlement of claims. Transportation handling for on-going projects requirements and this includes tender floatation, tender evaluation, and negotiation of freights, finalization and issuance of Annual Rate Contracts etc. Also evaluating and deciding upon the modes of transportation for different projects.		
Summarize any of Your Achievements as a Team Member of the Procurement Task Force for a Petrochemical Turnkey Project being executed for IOCL, Guwahati (Total Order Value - USD 50 Million). Achieved the assigned Task of independently handle logistics arrangement and transportation (surface & sea) of equipments (of all sizes and weight) to Guwahati site in coordination with the Quality Assurance & Inspection Department.		
Reasons for Leaving with the additional responsibility of IOCL project logistics it required reporting to two Supervisors and at two different locations, which affected performance to my dissatisfaction.		

Job Title	Type of Business	From - To
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Asst. Manager-Projects		EPC Turnkey contractor in Bulk Material Handling Industry		01/02/1995 - 01/05/1998
Name of Employer Naveen Projects Limited			Name of Supervisor Y. R. Sharma	
Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No	
84000	125000	INR	Is this a position within the UN Common System? No	
Telephone Number		Email Address		
Address of Employer India				
Number of Employees Supervised by You				
Description of Duties Co-ordination between client's consultant and in-house design engineering, also between various subcontractors on site and interface with clients. Project Planning and Monitoring using MS PROJECT software. Commercial aspects handling such as preparation of cash flow statements, budgeting, billing schedules and invoicing. Handling Purchase which included flotation of enquiries, evaluating offers and making purchase decisions, issuance of Purchase Orders, expediting and ensuring dispatch of supply to site.				
Summarize any of Your Achievements Naveen Projects was doing projects worth Rs. 44 crores annually at the time of leaving.				
Reasons for Leaving better opportunity to work with multinational firm of international repute and organised working environment. Opportunity to learn finer nuances of project logistics and commerce.				

Job Title Officer Purchase		Type of Business Heavy Rotating Equipment Manufacturing and EPC Turnkey projects		From - To 01/08/1990 - 01/01/1995
Name of Employer McNally Bharat Engineering Co. Ltd.			Name of Supervisor S. K. Verma	
Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No	
40000	84000	INR	Is this a position within the UN Common System? No	
Telephone Number		Email Address		
Address of Employer India				
Number of Employees Supervised by You				
Description of Duties My job involved carrying out Procurement related activities for Heavy Engineering Equipments' components and lifeline requirements of a manufacturing unit. Also had exposure to Project Management techniques and related Commercial activities while working in the Project Management Division.				
Summarize any of Your Achievements Learned the Codification and Indexing process of Inventory in a large stores. Achieved the task of maintaining the minimum inventory requirements of lifeline components.				
Reasons for Leaving Opportunity to grow with wider responsibility at better				

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

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

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

Address

T - 10, 2ND TOP FLOOR RIGHT PORTION
GREEN PARK EXTENSION
NEW DELHI India
Telephone: 91-11-26178674
Fax: 91-11-9873430301

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
Ramakrishna IYER	Chief of Operations	UNDP/DDR Sudan	ramakrishnan.iyer@undp.org
Rahul PANDEY	Head of Finance & Operations	International HIV/AIDS Alliance, Latin America and the Caribbean Sudan	18686239714 rahulpan@yahoo.com, rpandey@alliancecarib.org.tt
Arun ZUTSHI	Project Lead Engineer	507 Mahagun Manor, Plot F-30, Sector 50 Sudan	zutshiarun@hotmail.com

Personal History Profile for Elvis STAJDUHAR

General Details

- | | | | |
|--|-----------------------------------|---|------------------------------------|
| 1. Family name
STAJDUHAR | First Name
Elvis | Middle Name
Luka | Maiden Name, (if any) |
| 2. Date of Birth
24/11/1969 | 3. City of Birth
Zagreb | Country of Birth
Croatia | Index No
954506 |
| 4. Country of Nationality at Birth
Croatia | Second Nationality (if any) | 5. Country of Present Nationality
Croatia | Second Nationality (if any) |
| 6. Gender
Male | 7. Height [cm]
180 | 8. Weight [kg]
75 | 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? **Purchasing and contracting 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: **elvis.stajduhar@zg.t-com.hr**

Education

List all university degrees or equivalent qualifications obtained.

University Name Faculty of Traffic Science	City, Country Zagreb Croatia	From - To Oct-1990 - Jun-1994
Main Course of Study Postal Service	Field of Study Transport Services	
Degree Title or Equivalent Graduate engineer in Traffic Science	Degree Type 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 Technical school	City, Country Zagreb Croatia	From - To Sep-1984 - Jun-1988
Main Course of Study telecommunications		Certificate or Diploma engineer for telecommunications

Employment

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

Job Title Independent consultant-EU procurement	Type of Business EU Procurement	From - To 01/06/2004 -
Name of Employer consultant (different SME)		Name of Supervisor independent consultant
Salaries per Annum: Starting 187000	Final 187000	Currency Paid HRK
	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 Croatia		
Number of Employees Supervised by You		
Description of Duties As a consultant I provide technical and administrative support (know-how skills) to all legal and natural persons on EC procurement procedures (theory and workshop) related to potential Croatian suppliers, whereby some seminars are organized by Euro Info Centre in Croatian Chamber of Commerce/Economy through out Croatia, entitled "How to gain access to public invitations to tender within EC programs" (incl. importance of clear indicated Technical Specification in TD, contents of TD etc.). Further more I also prepare Tender Dossier for a potential supplier to be able in participating tendering process.		
Summarize any of Your Achievements		

- spreading out knowledge on EU procurement process in Croatia - increasing number of potential suppliers considering public EU procurement - based on know how skills suppliers provide better quality tenders -EU, public procurement process development for SME -as an associate of Croatian Chamber of Commerce giving assistance (workshops) to their members throughout Croatia -short term expert in EU procurement projects (goods, services) -preparation/evaluation of the Bids -market research and sourcing for potential project and cost benefit analyze of each (grant) -writing projects on behalf of a beneficiary (Societies) -project cycle management preparation and guidance -consulting-advisory function

Reasons for Leaving

present engagement

Job Title	Type of Business		From - To
Senior Procurement Specialist	EU Procurement		01/07/2003 - 01/05/2004
Name of Employer	Name of Supervisor		
East West Consulting	n/a		
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
35000	35000	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			
Under "Obnova" Project support to the Croatian Government authorities (particularly the Ministry of Finance) in charge of coordinating, programming, managing and monitoring EU financial assistance through technical support within different Procurement projects following EC rules (PRAG). I have organized and led trainings for all PIU's (project implementation units) in Procurement Contract Procedure; (first part: General introduction with recognized elements i.e. carriers of action, their implementation into the procurement process and PIU specific role in each of a project/contract procedure-incl. a special note on designing of Technical Specification for Supply TD, and second part: Procurement contract procedure overview and CFCU (central finance and contracting unit, at the Ministry of Finance) procurement process – Chart of Action).			
Summarize any of Your Achievements			
- providing support and knowledge to all PIU's - Ministries in CFCU procurement process - creation of visual (software based) view on the whole EU procurement process			
Reasons for Leaving			
- end of contract			

Job Title	Type of Business		From - To
Project Manager	economy development		01/03/1999 - 01/04/2003
Name of Employer	Name of Supervisor		
IFL International friendship league	n/a		
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
50000	50000	HRK	Is this a position within the UN Common System? No
Telephone Number	Email Address		
Address of Employer			
Croatia			
Number of Employees Supervised by You			
Description of Duties			
project management, procurement, logistics activities - mediation with international donors, technical support and advisory function, business implementation			
Summarize any of Your Achievements			
- improving economy standard of beneficiary in Croatia and Bosnia and Herzegovina - spreading out an idea of peacekeeping, friendship and common living			
Reasons for Leaving			
- end of project			

Job Title	Type of Business		From - To
Procurement Officer	humanitarian, relief		01/06/1996 - 01/12/1998
Name of Employer	Name of Supervisor		
IFRC Internationsl federation of red cross and red crescent societies	Gunther Kriessl		
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
20000	20000	DEM	Is this a position within the UN Common System? No
Telephone Number	Email Address		
Address of Employer			
Switzerland			
Number of Employees Supervised by You			
Description of Duties			

leading centralised system of procurement (incl. ECHO Projects for all former Yugoslavia + Albania) - being in charge of 7 Mio CHF/year (services, supply, infrastructure-works) within local and Worldwide process – Purchase Requisition, Request for Quotation, Purchase Orders, Comparative Bid Analyses, Tender Opening Committee Standards (up to 2000 different commodities), organisational structure of the system (project management), establishing detailed accurate specification for purchase (incl. mobility equipment, video-audio and IT equipment, vehicles-armoured vehicles), administration set up, training of related personnel and delegates in intensive procurement and Data Base (stock control and procurement), logistics development management and relief in favour of living standard improvement through economy, home affairs, small enterprises, democracy, agriculture and social life support - labour in general, for a certain period of time I was engaged by HQ in Geneva covering procurement and logistics activities for all Africa and a part of Asia

Summarize any of Your Achievements

- such savings resulted to an increase of beneficiaries with programs - arranged 100% payment after delivery - programming of Database required for the operations (the first ever Filed Procurement database within Federation)

Reasons for Leaving

- end of contract

Job Title Procurement / Logistics Manager	Type of Business Procurement - Logistics	From - To 01/04/1994 - 01/12/1995
Name of Employer DFID Department for International Development		Name of Supervisor Douglas Houston

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
25000	25000	DEM	Is this a position within the UN Common System? No

Telephone Number

Email Address

Address of Employer

United Kingdom

Number of Employees Supervised by You

Description of Duties

emergency engineering and energy procurement, development - field situation monitoring, decision making process, representing company on high level meetings, project monitoring, managerial and organisational task in favour of public development - reconstruction and industry, coordination in common projects with governmental, local authorities and NGO-s -responsible for procurement of equipment, services and supply -investigate the international and local commercial markets for the most appropriate sources of supply -conduct market research to keep abreast of market developments, research/analyse statistical data and market reports on the world commodity situation -organisation of the system (procurement-logistics) -identify new technologies and products/services, evaluate and recommend potential supply source -develop standards and criteria for the evaluation of goods, services, supplier capacity -maintain liaison with vendors, prepare correspondence and reports -supervise the work of the procurement staff and provide necessary guidance carrying out procurement activities in accordance with the various written instructions -being involved from a project start up (from a core) i.e. contract and order operational administration (creation, correction, data input process), decision making process and monitoring -leading centralized procurement process -developing advisory and support function for small enterprises, incl. data base preparation

Summarize any of Your Achievements

- **emergency engineering and energy project procurement setting up in Croatia and Bosnia and Herzegovina - development of logistics structure within organisation - improving coordination within the field and HQ - improvig procurement process of action**

Reasons for Leaving

- end of contract

Job Title Procurement/Administrative clerk	Type of Business Procurement	From - To 01/07/1993 - 01/12/1993
Name of Employer UNICEF		Name of Supervisor Thomas McDermott

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
8000	8000	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

Description of Duties

procurement of different supply and services for all former Yugoslavia, project coordination and operational tasks

Summarize any of Your Achievements

- **establishing good coordination among fields and office of the special representative for former Yugoslavia related to procurement activities - supplier database development**

Reasons for Leaving

- end of contract

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

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

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

Address

Jurkovicева 21
Zagreb Croatia
Fax: 385-98-958 79 71

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
Douglas HOUSTON	First Secretary Aid	DFID United Kingdom	doughouston2003@yahoo.com
Gunther KREISSL	Head of Logistics Africa	ICRC United Kingdom	gkreissl.kha@icrc.org
Irene WISE	pensioner	39 Park Avenue United Kingdom	442392215615

Personal History Profile for Chenda TEP

General Details

1. Family name TEP	First Name Chenda	Middle Name	Maiden Name, (if any)
2. Date of Birth 24/05/1961	3. City of Birth Phnom Penh	Country of Birth Cambodia	Index No
4. Country of Nationality at Birth Cambodia	Second Nationality (if any)	5. Country of Present Nationality Cambodia	Second Nationality (if any)
6. Gender Male	7. Height [cm] 175	8. Weight [kg] 79	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? **Purchasing and contracting 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? **01/04/1990**

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: **chendamrc@yahoo.com**

Education

List all university degrees or equivalent qualifications obtained.

University Name Chamroeun University of Poly-Technology	City, Country Phnom Penh Cambodia	From - To Jan-2006 - Dec-2007
Main Course of Study Computing Science / Information Technology	Field of Study Computing	
Degree Title or Equivalent Public Administration and Political Science	Degree Type Masters	

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

Name of School Boeung Keng Kang	City, Country Phnom Penh Cambodia	From - To Jan-1966 - Apr-1975
Main Course of Study Primary school until Pol Pot time in 17 April 1975	Certificate or Diploma NA	

Employment

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

Job Title Senior Administrator and Specialist in Procurement and Contract Management	Type of Business Project Co-Director	From - To 01/09/2008 -
Name of Employer Belgian Technical Cooperation	Name of Supervisor Dr. Dirk Horemans	
Salaries per Annum: Starting 2000	Final 2000	Currency Paid USD
	Is this a civil servant position of your Government? Yes	Is this a position within the UN Common System? No
Telephone Number	Email Address dirk.horemans@btctb.org	
Address of Employer Cambodia		
Number of Employees Supervised by You		
Description of Duties • Support verify and coach the project administrators with different procurement exercises and this in consultation with the project direction and with the legal advisor and the resident representative when required: - Development of technical specifications, ToR, drawings, bill of quantities - Selection of procurement procedure - Development of procurement time frame - Development of procurement document (announcement, bidding document, contracts, etc.) - Selection procedure • Support verify and coach the project administrators with development and management of contracts and this in consultation with the project direction and with the legal advisor and the resident representative when required: - Development of contracts - Contract negotiation - Follow up of contract implementation - Follow up of contract payments - Revision of contracts - Development of addendum to contracts - Editing of English of different reports, documents and official correspondence - Support and coach project administrators of both PBHS Projects (Siem Reap and Kampong Cham) on other project management issues based on adhoc request		

Summarize any of Your Achievements

All Administrative and Procurement tasks related

Reasons for Leaving

If I have better opportunity to work outside Cambodia.

Job Title Procurement and Contract Manager	Type of Business Head of Administration	From - To 01/08/2007 - 01/08/2008
Name of Employer German Technical Cooperation (GTZ)	Name of Supervisor Ms. Tanja Truemper	
Salaries per Annum: Starting 750	Final 750	Currency Paid USD
Is this a civil servant position of your Government? Yes		Is this a position within the UN Common System? No
Telephone Number	Email Address tanja.truemper@gtz.de	
Address of Employer Cambodia		
Number of Employees Supervised by You		
Description of Duties • Coordinate and supervise Procurement Team • Coordinate conclusion of consultancy, work and local subsidy contracts • Coordinate Procurement of Materials and goods • Advise programmes on contract and procurement procedures and assure adherence to rules • Coordinate management of premises (lease and maintenance) • Conclude contracts with consulting companies and appraisers • Monitor status of procurements and contracts and inform programmes • Forecast payments to contractors and suppliers • Coordinate and Manage of Customs clearance for import and export of goods • Monitor and manage contract files • Train to project staff on Contract Management		
Summarize any of Your Achievements Contracting Management		
Reasons for Leaving higher position and better pay		

Job Title Procurement Officer	Type of Business Director	From - To 01/12/2005 - 01/11/2006
Name of Employer Principal Recipient of GF-ATM	Name of Supervisor Dr. Or Vandine	
Salaries per Annum: Starting 900	Final 900	Currency Paid USD
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 Cambodia		
Number of Employees Supervised by You		
Description of Duties • Assessed needs, obtained estimates, prepared requisitions and requested for quotations for procurement of health, non-health products, civil works and consultancy services • Prepared and Monitored Tendering / Bidding Document for Pharmaceuticals, Medical instrument, Consultancy services • Prepared and compiled the Procurement Plan of Pharmaceuticals, Civil works, Consultancy services, Medical equipment, Office equipment/furniture for Rounds 2-3-4 and 5 • Prepared summary evaluation of bid and analysis the pharmaceuticals technical specifications • Proposed products substitutions consistent with requirements to achieve cost savings; determined the availability of funding sources. • Identified and recommended sources of procurement; interviewed potential suppliers. • Monitoring and evaluation on procurement activities to the Sub Recipients who received grants from Global Fund • Prepared and Monitored Pharmaceutical stock and Financial statements for sub recipients • Prepared monthly, semi and annual reports and other documents/letters for the Chief of Procurement and Director • Forecasted payments to contractors/suppliers		
Summarize any of Your Achievements Procurement of pharmaceutical, medical equipment and/or health related goods. Keep records for all projects/sub recipients		
Reasons for Leaving Gained more experiences		

Job Title Procurement and Contract Assistant	Type of Business Procurement and Contract Manager	From - To 01/07/1998 - 01/08/2005
Name of Employer Mekong River Commission	Name of Supervisor Mr. Takun Kariwat	
Salaries per Annum: Starting 750	Final 1250	Currency Paid USD
Is this a civil servant position of your Government? Yes		Is this a position within the UN Common System? No
Telephone Number	Email Address kariwat@yahoo.com	
Address of Employer Cambodia		
Number of Employees Supervised by You		
Description of Duties		

- Maintained administrative liaison with relevant Government Institutions to facilitate clearances, receipt and forwarding of equipment for the Secretariat, Offices, Ministries and projects
- Ensured compliance with customs and other regulations and issuance the necessary forms for import and export clearances for goods/office equipment/ office furniture, etc
- Obligated fund for goods purchased
- Obtained minimum three quotations for out/in-bound shipment of personal effects shipment as well as office equipment/office goods and issuance of the authorization letters to winner companies
- Assessed the need, obtained estimates, prepared requisitions and requested for quotations for procurement of office supply, stationery, equipment, furniture, etc
- Reviewed, recorded and prioritizes purchasing requests and obtained additional information / documentation as required; provided assistance to requisitioners in preparing scope of works and specifications of goods and services; proposed products substitutions consistent with requirements to achieve cost savings; determined the availability of funding sources
- Identified and recommended sources of procurement; interviewed potential suppliers.
- Made comparison price list for all goods before placing order; kept tracks of price list for every three months
- Prepared official purchase orders for goods
- Compiled lists of local and international sources of procurement
- Prepared abstracts of offers and compiles data contained in quotations, proposals and bids to determine which supplier can deliver the required goods/services at the best terms and lowest costs possible with due consideration to quality, value, delivery time, prompt payment and other discounts, transportation costs, etc
- Management and Arrangement of Relocation Tasks from the MRC Secretariat in Phnom Penh, Cambodia moved to the New Secretariat in Vientiane, Lao PDR (in June 2004)
- Coordinated, managed and arranged the bidding processed for the

Summarize any of Your Achievements

Procurement and contract management

Reasons for Leaving

End of project phase

Job Title Administrative Manager	Type of Business Chairman of GMAC	From - To 01/01/1998 - 01/07/1998
Name of Employer Garment Manufacturers Association in Cambodia (GMAC)	Name of Supervisor Mr. Van Sou Ieng	
Salaries per Annum: Starting 750	Final 750	Currency Paid USD
	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 Cambodia		
Number of Employees Supervised by You 3		
Description of Duties • Managed all administrative works in the GMAC Office • Investigated garment factories when applying for the membership of GMAC • Kept records/tracks of garment factories in Cambodia • Immediate solved the problems of strike, demonstration at the garment factory consulted and cooperated with the concerned ministries when it happens. • Translated letters/legislations/law from the ministries and distributed to all garment factories • Arranged and booked conference room at 5 stars hotel for the Annual Conference • Prepared daily report/weekly report for the GMAC Chairman • Provided policy on import-export of garment products to the factories • Trained garment factory staff in order to implement/follow the government legislation/law		
Summarize any of Your Achievements Administrative tasks management in GMAC Office and also dealing with the garment factories.		
Reasons for Leaving Gained more experiences		

Job Title Administrative Assistant	Type of Business Resident Representative	From - To 01/04/1990 - 01/08/1997
Name of Employer UNDP-Cambodia	Name of Supervisor Edouard A. Wattez	
Salaries per Annum: Starting 300	Final 750	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 leswattez@hotmail.com	
Address of Employer France		
Number of Employees Supervised by You		
Description of Duties • Received and revised requisitions for clarity, adequacy of specifications and completeness • Compiled lists of local and international sources of procurement • Contacted local or international vendors for price quotations; prepared summary of bids including information on prices and conditions of offered • Prepared/compiled purchase order documents for supervisor signature, ensured distribution of signed purchase order documents and goods to all required offices • Maintained the procurement files/correspondences and records • Logistic management on goods import/export such as customs clearances, customs formalities, etc. • Maintained and up-dated fixed assets for non-expendable equipment/furniture • Liaised with Ministry of Telecommunications, Electricity du Cambodge (EDC) to ensure the smooth operations of telephones, fax, electricity in the office • Supervised directly or indirectly, activities concerning with the office, office maintenance, security, transportation, cleaning services, garden maintained		
Summarize any of Your Achievements Procurement and Logistic Tasks		
Reasons for Leaving Gain more experiences with other organizations or private company		

Job Title Administrative Officer	Type of Business Presently as Prime Minister of Cambodia	From - To 01/01/1980 - 01/11/1990
Name of Employer Ministry of Foreign Affairs	Name of Supervisor H.E. Hun Sen	
Salaries per Annum:		

Starting 30	Final 60	Currency Paid USD	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 Cambodia			
Number of Employees Supervised by You			
Description of Duties • In-charged of the government hotels under management of MFA. • Liaised with other government ministries and embassies to obtain visas for supervisors, staff • Supervised to the security guards, cleaners, etc. • Managed of MoFA's Hotels for the guests / visitors / delegations • Prepared monthly, quarterly and annual reports • Prepared and typed document, correspondences for the office. • Liaised with the Hotel Managers in term of monitoring the duties and activities.			
Summarize any of Your Achievements Government Hotels reservation for delegations. Administrative arrangement.			
Reasons for Leaving Gained experiences			

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

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

For clerical grades only:

Indicate typing speed in words per minute: English - **40** French - **30**

List any office machines or equipment you can use:

Computer, fax, photocopy machine, printer, scanner, 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	Easily	Not easily	Not easily

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

Language	Mother Tongue	Speak	Read	Write	Understand
Laotian	No	Easily	Not easily	Not easily	Easily
Cambodian	Yes	Easily	Easily	Easily	Easily

Address

#5E, Russian Union Blvd., Sangkat Teuk Thla, Khan Reussey Keo
Phnom Penh Phnom Penh Cambodia
Telephone: 855
Fax: 855-12-885450
Contact: Chenda Tep

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
Chheng Lee KONG	Technical Assistance of PBHS-SROM	Battambang Province Cambodia	pbhsrom.hef@online.com.kh
Dr. Nguon SOKOMAR	Deputy Director of Otdar Meanchey Health Department	Otdar Meanchey Cambodia	sokomar_nguon@yahoo.com
Adrian SPRANGEMEIJER	ISSAC Project Manager	Phnom Penh, Cambodia Cambodia	adrian.sprangemeijer@gtz.de

Personal History Profile for Erulappa THANARAJ

General Details

- | | | | |
|--|--|---|-------------------------------------|
| 1. Family name
THANARAJ | First Name
Erulappa | Middle Name | Maiden Name, (if any) |
| 2. Date of Birth
05/06/1952 | 3. City of Birth
Thenur VillageMadurai District,Tamil Nadu | Country of Birth
India | Index No |
| 4. Country of Nationality at Birth
India | Second Nationality (if any) | 5. Country of Present Nationality
India | Second Nationality (if any) |
| 6. Gender
Male | 7. Height [cm]
174 | 8. Weight [kg]
78 | 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? **Purchasing and contracting specialists**
14. Would you accept employment for less than six months? **No**
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? **01/12/2009**
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? **No**
18. Email Address: **e_thanaraj@rediffmail.com**

Education

List all university degrees or equivalent qualifications obtained.

University Name INSTITUTION OF CHEMISTS	City, Country CALCUTTA India	From - To Apr-1989 - Oct-1992
Main Course of Study African Languages and Civilizations	Field of Study Humanities	
Degree Title or Equivalent ASSOCIATE OF INSTITUTION OF CHEMISTS	Degree Type Postgraduate degree	

University Name ANNAMALAI UNIVERSITY,	City, Country ANNAMALAI NAGAR India	From - To Apr-1987 - Dec-1988
Main Course of Study African Languages and Civilizations	Field of Study Humanities	
Degree Title or Equivalent Post Graduate Diploma in Materials Management	Degree Type Postgraduate degree	

University Name The American College, Madurai University	City, Country MADURAI-625016 India	From - To May-1969 - Apr-1972
Main Course of Study African Languages and Civilizations	Field of Study Humanities	
Degree Title or Equivalent Bachelor of Science (Special) PHYSICS	Degree Type Undergraduate degree	

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

Name of School THE AMERICAN COLLEGE	City, Country Madurai India	From - To Apr-1968 - May-1969
Main Course of Study Pre University Certificate		Certificate or Diploma Pre University Certificate

Name of School M.N.U.JAYARAJ NADAR HIGH SCHOOL, NAGAMALAI	City, Country MADURAI-625016 India	From - To Apr-1967 - May-1968
Main Course of Study Secondary School Leaving Certificate		Certificate or Diploma Secondary School Leaving Certificate(SSLC)

Employment

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

Job Title	Type of Business	From - To
DEPUTY DIRECTOR(ADMN)	Chief Controller of Administration(General Administration, Establishment, Finance and Procurement and Supply	01/06/2005 -
Name of Employer	Name of Supervisor	
Director, National Institute of Biologicals	Director, National Institute of Biologicals	
Salaries per Annum:		
Starting	Final	Currency Paid
600000	850000	ILS
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number	Email Address	
911202400018	e_thanaraj@rediffmail.com	
Address of Employer		
India		
Number of Employees Supervised by You		
25		
Description of Duties		
Overall in charge of the Administration. Second in position to the Director in the Administrative field. Recruitment of Scientific, Administrative and Technical Manpower. Welfare measures including insurance, health and safety. Supervision of Budget and Financing of the Institute for various components which includes salary, welfare, TA/DA., contingencies, maintenance etc., Procurement of office equipment, lab equipment, consumables, stationeries, engineering goods, engaging security & maintenance services etc., Liaisoning with the Ministry of Health and Family welfare and other related Ministries, Institutes and Universities whenever required for the better output and performance of the Institute. Nodal officer for the internal and external audit of the institute. Member of the various committees for the welfare of the officers and staff members of the Institute, Engineering committees etc., Finalization of the contracts and negotiation proceedings.		
Summarize any of Your Achievements		
Joined as Procurement Officer of the Institute on all India selection basis. Installed a basic mechanism of procurement, inventory management and other stores related issues. Recruitment of Officers and staff members within the time frame indicated. Obtaining required funds from the Ministry under the project with proper justifications. Initiation of processes for concluding contracts for the various essential services and procurement of essential equipment as per the guidance of the Director from time to time. Recognized by the Director for taking up additional responsibilities. Development of the campus, supervision and coordination of the construction activities, recruitment of scientific, administrative and technical manpower are some of the other achievements. ensured sufficient funds are obtained from the ministry to meet the committed liabilities. Processing of procurement of movable equipment in addition to the fixed equipment for the present lab facility is under progress and will be achieved. The activities related to take over the Lab and Animal Facility which is a superspeciality lab in the Asia Pacific region have been initiated and expected to be taken over during April-May 06. Recruited by the UNOPS as short term international consultant under Global Fund project during February - March 06. (Ref: CA 06-17494 for the period from 27.2.06 to 03.03.06 this includes visit to Mongolia as a member of the Global Fund delegation in assessing the Principal Recipient's capacity to manage the Programmes & CA 06.17599 for the period from 6.3.06 to 10.03.06)		
Reasons for Leaving		
NA. I will be leaving the present assignment for a suitable placement in any of the UN organizations. I may have to give a short notice to the present employer in the event of such consideration. I may therefore suitably informed in advance. My short term consultancy with UNOPS may kindly be kept in view. I have already completed the Security test applicable for the UN officials. The certificate is available		

Job Title	Type of Business	From - To
Procurement Officer	Over all incharge of the procurement and inventory management of the Institute	01/05/1995 - 01/06/2005
Name of Employer	Name of Supervisor	
Director, National Institute of Biologicals	Director, National Institute of Biologicals	
Salaries per Annum:		
Starting	Final	Currency Paid
300000	350000	INR
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number	Email Address	
911202400018	e_thanaraj@rediffmail.com	
Address of Employer		
India		
Number of Employees Supervised by You		
7		
Description of Duties		
Chief of the Procurement division. In charge of the Purchase of equipment, chemicals, glasswares and all other lab wares which may be required for the day today functioning of the laboratories of the Institute. this also includes the office machineries, stationeries etc., In charge of handling the funds from United States Agencies for International Development(USAID), USA and the Overseas Economic Cooperation Fund(OECF), Japan. Well versed with the reimbursement processes of the above international donors. Also handled procurement of equipment through WHO as per the UN guidelines. Also discharged the additional duties and responsibilities of Administrative Officer since 1998 as per the decision of the Director. Member of the Technical Evaluation committee for award of the contract for the construction of the Laboratory and Animal House facility of the project. This is a superspeciality laboratory comprising of sophisticated fixed equipment, HVAC system, Sterilizers, incinerators etc., The approximate cost of this facility is 1140 million INR. The construction activities were coordinated on behalf of the institute. Lead the negotiation processes of the procurement of services and equipment. Main signatory of all the contracts on behalf of the Institute for procurement of goods and services. Main liaison officer for the internal and external audit of the organization. Represented to the Ministry and other donor agencies in furtherance of the objectives of the Institute. Led the team for more productive output especially when the project was at the nascent stage. Totally conversant and expert in the Procurement, contracting and negotiating skills.		
Summarize any of Your Achievements		
Summarize Any Of Your Achievements. Installed a basic mechanism of procurement procedure in accordance with the Govt of India rules and regulations and inventory management. Handled the reimbursement procedures of the funding agencies. Handled the procurement of equipment for the Institute through the World Health Organization. Appreciated by the funding agencies and the donors of the project for the efficient and effective purchasing mechanism installed. Preparation of the Classified stores accounting including the permanent assets. Successful conduct of the internal and external audit of the accounts of the institute and verifications of the inventories. Specialized in the procurement, inventory management and negotiation processes. As a mark of confidence I was given the additional charge of the Administrative Officer from 1998 to 2005 by the Director. Assisting the Director in the successful preparation of the memorandum for the Expenditure Finance Committee (EFC) and its successful approval was another milestone in my career. Shifting of the activities of the Institute from its rented premises to its own premises during 2000 was another success. Apart from the routine work of procurement officer and Administrative officer, the entire construction activities of the institute in the 74,000 sq meter area consisting of the Administrative Building, Hostel, Guest House, cafeteria, electrical substations, external work(civil and electrical) and the high specialized Laboratory & Animal House facility were coordinated and supervised by me. The core and important facility of the Institute i.e. Laboratory and Animal House facility comprising of sophisticated fixed equipment is almost nearing completion and expected to be taken over during the month of April 06. All these work associated with the project were coordinated and successfully accomplished under the direct supervision of the Director. Various meetings of the Institute to discuss and recommend remedial measures were organized. This includes the General Body, Governing Body, Quarterly Review Committee meeting, Standing Finance Committee meetings too were convened and conducted. As an indication towards appreciation of my work as procurement officer and Offg. Administrative Officer, the Institute was pleased to consider me for promoting to the post of Deputy Director (Admn) who is the Chief Controller of Administration including General Administration, Finance and Procurement.		

Reasons for Leaving

Promoted to the Post of Deputy Director Administration by the Institute - the Chief controller of the Administration, Procurement and Finance of the same organization. This post is of a higher grade and the second in command position next to the Director.

Job Title	Type of Business	From - To
Stores Officer	Research Institute in the field of Communicable Disease under the administrative control of the Director General of Health Services, Ministry of Health and Family Welfare, Government of India	01/04/1986 - 01/05/1995
Name of Employer	Name of Supervisor	
The Director, National Institute of Communicable Diseases, 22, Sham Nath Marg, Delhi-110054.	The Director, National Institute of Communicable Diseases, 22, Sham Nath Marg, Delhi-110054.	

Salaries per Annum:			Is this a civil servant position of your Government? No
Starting	Final	Currency Paid	Is this a position within the UN Common System? No
180000	225000	INR	
Telephone Number	Email Address		
911123913148	e_thanaraj@rediffmail.com		
Address of Employer			
India			
Number of Employees Supervised by You			
30			
Description of Duties			
In-charge of the Stores section of the Institute. Also given the additional charge of General Service's section. Purchase of stores for the laboratories, scientific equipment, chemicals and all lab wares. Office equipment, stationeries and any kind of inventory required for the laboratory. Looking after the welfare measures of the officers and staff members of the institute with reference to their safety, health schemes, educational allowance etc., Also functioned as the Security Officer of the Institute. Warder of the training hostel of the Institute.			
Summarize any of Your Achievements			
Systemized and strengthened the existing system of purchase and other areas related to the inventory management system of the institute. Purchased scientific equipment through the World Health Organization under the USAID assisted Bio-medical Research programme in which strengthening of NICD was one of the objectives. Timely supply of the required chemicals, lab wares and other ancillary items as per the requirement from the divisions of the Institute. Overall management of the affairs of the Institute and assisted the Director in such affairs.			
Reasons for Leaving			
Selected for the Post of Procurement Officer of the National Institute of Biologicals, Ministry of Health and Family Welfare, Government of India on all India Competition basis.			

Job Title	Type of Business	From - To	
LDC	Purchase, storing and issue of all Medical Stores on behalf of the Government of India.	01/05/1978 - 01/04/1986	
Name of Employer	Name of Supervisor		
The Deputy Assistant Director General(Medical Stores), Government Medical Stores Depot, Hyderabad-38/Chennai-600003	The Deputy Assistant Director General(Medical Stores), Government Medical Stores Depot, Hyderabad-38		
Salaries per Annum:			Is this a civil servant position of your Government? No
Starting	Final	Currency Paid	Is this a position within the UN Common System? No
10000	13000	INR	
Telephone Number	Email Address		
Address of Employer			
India			
Number of Employees Supervised by You			
Description of Duties			
Receipt of Indents for the Medicine, Hospital equipment and other Hospital accessories. Floating of Rate Enquires, receipt of offers, preparation of Comparative Statements, processing for the approval of the competent authority, Placement of Supply Order, follow-up action for materialization of the Supply Order, processing the claims of the vendors for the payment. Any other duties which might have been assigned from time to time by the superiors.			
Summarize any of Your Achievements			
Picked up the work very quickly. Appreciated by the superiors. Posted at the Drug section with greater responsibility of assessing the requirement of the various types of drugs. projection of reasonable demand for purchase after analysis of the expenditure trend, processing the Issue Vouchers based on the indents received from the Hospitals and Institutions etc.,			
Reasons for Leaving			
Selected by the Union Public Service Commission (UPSC) the supreme selection forum for the Government of India for the post of Stores Officer in the National Institute of Communicable Diseases (Directorate General of Health Services), Ministry of Health and Family Welfare.			

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

Language	Mother Tongue	Speak	Read	Write	Understand
----------	---------------	-------	------	-------	------------

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

Address

National Institute of Biologicals,
A-32, Sector-62,
NOIDA UP INDIA India
Telephone: 91-120-2400018
Fax: 91-11-9868201248
Contact: erulappa thanaraj

Address

2106, Outram lines, 2nd floor,
kings way camp
Delhi India
Telephone: 91-11-47028595
Fax: 91-11-9868201248
Contact: Erulappa Thanaraj

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
Dr. Rajesh BHATIA	Head Blood Safety, World Health Organisation,	Indra Prastha India	91113370804 bhatiaraj@whosea.org
Syed Tasheen PASHA	Joint Director	National Institute of Communicable Diseases, India	911123912960 pashadelhi@yahoo.com
Dr.Surinder SINGH	Drugs Controller General of India	FDA Bhawan India	911123236965 surindersingh_n@yahoo.co.in

Personal History Profile for Kassahun TIKU

General Details

- | | | | |
|---|--|--|---------------------------------------|
| 1. Family name
TIKU | First Name
Kassahun | Middle Name
A | Maiden Name, (if any) |
| 2. Date of Birth
29/01/1956 | 3. City of Birth
Wollo | Country of Birth
Ethiopia | Index No
693245 |
| 4. Country of Nationality at Birth
Ethiopia | Second Nationality (if any)
Canada | 5. Country of Present Nationality
Canada | Second Nationality (if any) |
| 6. Gender
Male | 7. Height [cm]
172 | 8. Weight [kg]
68 | 9. Marital Status
Separated |
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? **Yes. Spain.**
13. What is your preferred field of work? **Purchasing and contracting 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: **kassahunतिकु@yahoo.com**

Education

List all university degrees or equivalent qualifications obtained.

University Name Complutense University of Madrid	City, Country Madrid Spain	From - To Sep-1990 - Jan-1995
Main Course of Study African Languages and Civilizations	Field of Study Humanities	
Degree Title or Equivalent Ph.D. in Economics and Business Science	Degree Type PhD	

University Name University of Havana	City, Country Havana Cuba	From - To Sep-1980 - Jul-1985
Main Course of Study	Field of Study	
Degree Title or Equivalent Masters Degree in Foreign Trade Economics	Degree Type Masters	

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

Name of School University of Toronto	City, Country Toronto Canada	From - To Jan-2000 - Jun-2000
Main Course of Study Oracle 8i Application & Internet Development ORACLE (Advanced SQL, Oracle 7/8/8i, Developer 2000/6i) · SIEBEL, VISUAL BASIC 6.0, Crystal reports, Ms Access · ASP , JavaScript, XML, HTML/DHTML		Certificate or Diploma Certificate

Name of School Debre Berhan Teacher`s Training Institute	City, Country Debre Berhan Ethiopia	From - To Sep-1973 - Jul-1974
Main Course of Study Education		Certificate or Diploma Diploma

Name of School Woizero Sihean Comprehensive High School	City, Country Dessie Wollo Ethiopia	From - To Sep-1971 - Jun-1972
Main Course of Study Academic		Certificate or Diploma Certificate

Employment

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

Job Title Contracts Management Officer, P-3	Type of Business Economical, Social, Human Rights, Environmental and Internationa peace and security	From - To 01/05/2009 -
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Name of Employer UN, MINURCAT			Name of Supervisor Pierpaolo Prati
Salaries per Annum:			
Starting 90000	Final 90000	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 Chad			
Number of Employees Supervised by You			
Description of Duties ?To assist the CMS chief to ensure the effective implementation of service and supply contracts, with an aim to achieve probity and proper performance of obligations by contractors ?To cooperate with the CMS chief, in the development and implementation of operational plans, standard operating procedures (SOPs), initiatives and projects relating to contract compliance and performance management. ?To support the procurement process including providing input to statement of works/requirements, development of technical evaluation criteria, assistance with evaluation of vendor proposals and guidance during contract formulation, drafting and negotiation. ?To develop a quality assurance plan to provide a systematic, structured method to evaluate services and products ?To assist in contract close out including identifying, memorializing and disseminating best practices and lessons learned and performing contractor assessment from CCMS perspective ?To work towards the resolution within the terms and conditions of the contract of conflicts / performance issues arising in cases of poor performance or non-compliance with contractual obligations ?To supervise and monitor performance indicators for UN personnel within the CMS and Perform other related work as required			
Summarize any of Your Achievements •85% of Contractor performance review meetings adhered to established schedules, additional meetings are held as and when necessary, meeting agendas are distributed to all participants 24 hours for Service Unit contracts and 3-5 working days for Commodity Unit contracts prior to the meeting. •Meeting agendas reflected all key performance and contracts management issues and identified leading presenters for each issue, meeting minutes are prepared in a manner that highlighted clear follow-up actions required to implement meeting decisions. •Periodic supplier performance reports required by DFS and PD are completed within 30 days of the stipulated deadlines, receipt of report inputs from requisitioners /account holders is documented, report reflect all data relevant to contractor's performance during reporting period, deliberation on contractor's non-compliance are duly documented (proof on file), reports are submitted to UNHQ through appropriate channels within 3 working days of finalization. •Developed and maintain two-way communication with Supply Section, Regional Administrative Officers and Certifying Officers to facilitate the Invoice Verification and Certification process and Timelines reasonably set by the Unit to process invoice are attained 95% of the time. •Certification of services rendered are obtained within 20 days of receipt of invoices, invoices are reviewed within 7 days of their receipt, identified discrepancies are communicated within 2 days of completion of the initial review process, response to CMS' disputes from contractors are vigorously pursued. •The 30-days payment term is met 85% of the time and Financial files and records for goods updated daily, financial records for services updated monthly.			
Reasons for Leaving For a better and challenging career opportunity			

Job Title Procurement Officer	Type of Business Information Technology	From - To 01/01/2008 - 01/03/2009
Name of Employer CRMWorks	Name of Supervisor Mesfin Nigatu, Ph.D.	
Salaries per Annum:		
Starting 60000	Final 60000	Currency Paid CAD
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 Canada		
Number of Employees Supervised by You		
Description of Duties •IT Procurement focused on smart business solutions and, business intelligence to ensure client's Return of Investment in their CRM platforms through adoption of industry best practices. •The contracting process must incorporate flexibility, common sense, and a recognition that IT products and services are rapidly evolving. New approaches must be used to speed the process of buying IT systems to ensure that best solutions are obtained, and avoid costly failures. •During my past experience I used the following approaches to improve the timeliness, efficiency, and quality of IT purchases. 1. Write solution-oriented bids to ask vendors to propose an IT technology solution to identified problems and goals. 2. Use value-based purchasing to judge the merit of one proposed solution relative to another. 3. Form long-term strategic partnership with qualified vendors. Strategic partnership enables to work with qualified vendors to solve specific IT problems in government over time. 4. Share risks and benefits with vendors to avoid failures and improve the performance of large complex contracts.		
Summarize any of Your Achievements •Managed about \$10 million us dollars value complex contracts to procure Information Technology (IT) products and services including Siebel customization and implementation, in the areas of Siebel Sales, Call Centre, Marketing and verticals in Automotive, Chemicals, Communications, Consumer Goods, Energy, Finance-Retail, Healthcare, High Technology, Hospitality, Industrial Manufacturing, Insurance, Medical, Oil & Gas, Pharmaceutical, Public Sector, Retail, Transportation and Travel.		
Reasons for Leaving Looking global experience and happiness by representing UN value with integrity and professionalism.		

Job Title Direct Marketing Associate	Type of Business Telecommunication	From - To 01/09/2006 - 01/12/2007
Name of Employer Bell Canada	Name of Supervisor Gina Hartly	
Salaries per Annum:		
Starting 35000	Final 48000	Currency Paid CAD
Is this a civil servant position of your Government? No Is this a position within the UN Common System? No		
Telephone Number 14163102355		Email Address
Address of Employer Canada		
Number of Employees Supervised by You		

Description of Duties

•Provided front-line sales and service over the telephone while representing our clients with professionalism and integrity •Established sales and marketing techniques to offer a range of products and/or services to a targeted audience for the purpose of sales and new customer acquisition •Makes outbound calls for the purpose of sales/new customer acquisition •Applied learned sales techniques to establish call flow procedures •Adheres to Quality Compliance as set forth by our clients •Captured data accurately to minimize processing errors •Managed time and contacts effectively to meet Key Productivity Indicators

Summarize any of Your Achievements

•Captured 35% marketing cost reduction, and 7% gain in retail market share through combination of cross-merchandising, strategic alliances, and centralized pricing integration and retention of customers. •Established strong image for the company-Respect, Trust, Integrity-through marketing activities. Results included 200% increase in "sellable projects" and stronger recognition/credibility. •Managed to sell Internet Solutions, Smart Touch Services and Bell Express Vu TV Satellite system by meeting and exceeding quotas through established policies for segmentation and market development, and drove sales integration within residential market in Canada. •Initiated and fostered effective relationships with other industry leaders, and end users, advancing product visibility and acceptance as a result. Established potential partners in various locations, leading to faster market penetration and reduced costs.

Reasons for Leaving

contract ended

Job Title	Type of Business	From - To
Regional Development Director	International Business	01/07/2004 - 01/08/2006
Name of Employer	Name of Supervisor	
WSI Internet Consulting & Education	Ernesto Crespo	
Salaries per Annum:		
Starting	Final	Currency Paid
60000	60000	CAD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number	Email Address	
1905206 2716		
Address of Employer		
Canada		
Number of Employees Supervised by You		
5		
Description of Duties		
-Manage worldwide Franchise development and closed successful deals in North America and Latin America. -Provide presentation of the WSI proven system to qualified applicants.Share the WSI vision with enthusiasm and confidence -Establish compliance and respect with new and existing franchiseesOpen New Applicant Files and complete all paper works. -Document all communications using SMS/Phoenix systemConducted Initial Interviews -Organize new and existing applicant files -Complete Daily and Weekly Reports		
Summarize any of Your Achievements		
Generated over \$1 million revenue by selling the franchise in Mexico, USA, UK, Australia, Costa rica and Honduras.		
Reasons for Leaving		
I need to explore new challenges		

Job Title	Type of Business	From - To
Managing Director	Procurement/ Import-Export/International Trade	01/09/2001 - 01/06/2004
Name of Employer	Name of Supervisor	
Global Business Connections	Self Employed	
Salaries per Annum:		
Starting	Final	Currency Paid
45000	50000	CAD
		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		
Canada		
Number of Employees Supervised by You		
5		
Description of Duties		
Developed new markets in Africa, Middle East, Far East, Caribbean and South America Provided large scale transfers of new technologies to international markets Offered a wide variety of services to many firms in Canada in establishing mutual business relationships and realization of export - import activities Establish highly effective relationships with international potential clients -Probe for an overview of business operations to asses client needs -Successfully develop a combination of retail selling skills of investment goods, electronics consumer goods and food products and beverages -Handle problem customers with patience and sensitivity -Utilize " suggestion selling" techniques leading to effective closing		
Summarize any of Your Achievements		
*Driven, results-oriented professional with more than 15 years of experience in procuring services, technology, and production commodities. Contained and reduced costs through successful price negotiations and vendor management. Consistently maintained supply chain flow, thus minimizing downtime and maximizing productivity. Team player with demonstrated ability to adapt easily to new commodities and environments. Strong people skills; effective liaison with internal/external customers in achieving product development or redesign, special project completion, and problem resolution. •Experience with sourcing suppliers for purchased goods with an annual value of \$16-18 million, negotiating contracts including bulk commodity pricing agreements, and conducting production planning. Reduced new equipment purchases by 38% by managing all assets and old stocks of our client in Ethiopia (like Stone Crushers like Cone Crusher, Jaw Crusher, Mobile / Primary Crushing Plants, Concrete Mixers, Mobile Truck Mixer, Conveyors, Concrete Block Makers, etc.), and better coordinating equipment needs for construction projects taking place in the capital city of Ethiopia. -Invitation to Bid (ITB) was used as a mode of solicitation. Evaluation criteria and award was on the basis of the lowest price and most technically acceptable offer. No negotiations with suppliers are undertaken. •Managed a diverse range of revenue supply agreements to a value of \$4 million including milk powder, drinks and other food items from European suppliers mailly from Nestle World Trade Corporation. _Request for Quotations (RFQ) was used as a mode of solicitation and evaluated and awarded based on the quotation that meets the technical specifications (including required delivery time) at the lowest price without any negotiation with the suppliers. •Developed strategic suppliers and negotiated contract agreements to reduce the number of vendors from 60+ to a group of 25 core partners resulting in cost savings due to reduced administrative costs as well as quantity price breaks. •Offered a wide variety of services to our clients by advising on a number of trade related issues, including state aids, anti-dumping investigations, rules of origin, customs classification, import restrictions, commercial issues arising out of bilateral and multilateral trade agreements.		
Reasons for Leaving		

The international trade is very challenging because of competition. Most of my buyers changed their line of business and my company's revenue went down. For this reason I stopped the business and started to look other opportunities.

Job Title Project Manager - Middle East, Africa and Latin American Operations	Type of Business International business	From - To 01/09/1996 - 01/12/2000
Name of Employer INTRACOR Inc. (1996-2000)	Name of Supervisor Timour Mostarac-Vice President	
Salaries per Annum: Starting 60000	Final 65000	Currency Paid CAD
Is this a civil servant position of your Government? No		Is this a position within the UN Common System? No
Telephone Number 1905276 2330	Email Address Info@intracor.ca	
Address of Employer Canada		
Number of Employees Supervised by You 15		
Description of Duties -Proven experience in procurement and logistical techniques, practices and operations, and ability to address broader issues of procurement and logistical services -Working knowledge of contract law and expertise in handling complex administrative issues , particularly contracting of highly complex and technologically advanced goods and services. -Ability to develop administrative policies, procedures and new programmes. -Extensive knowledge of sources of supply, market trends, and pricing. -Negotiating skills to shape and influence agreements with requisitioning units and vendors. -Analyze and evaluate procurement requests and ensure appropriateness of technical specifications. -Develop and prepare highly complex contracts for procurement of non-routine and technologically advanced commodities or long-range services; issue international tender invitations; evaluate responses to tender, and make recommendations for finalization of purchases and award of contracts.		
Summarize any of Your Achievements *An experienced senior Purchasing professional with a track record of defining and managing the implementation of purchasing strategies which have realised significant process and cost reduction benefits in excess of \$1.2Million. A determined individual with strong interpersonal and negotiation skills who has been responsible for establishing and maintaining best purchasing practices within a changing business environment. •Reporting to the President, I was responsible to prepare a Request for Proposal (RFP) and the implementation of a \$65 Million turn key hospital project in Qatar, i.e. the design, construction, procurement of medical equipment and food supply for the hospital. Developed strategic procurement techniques and negotiated contract agreements with different suppliers specialized in each sector. _The evaluation criteria for construction was based on the assessment of the financial and technical proposals on the basis of "value for money" and awards the contract to the supplier whose proposal gives the project the most value. _Invitation to Bid (ITB) was used as a mode of solicitation to procure medical equipment. Evaluation criteria and award was on the basis of the lowest price and most technically acceptable offer. No negotiations with suppliers are undertaken. •Reporting to the Vice President, managed a staff of 8 and assumed responsibility for developing a procurement strategy and Invitation to Bid (ITB) to purchase Laser Mammography Machine from USA suppliers and sell it to Canadian hospitals and health care centers. I was successful to reduce 25% cost in every transaction by achieving \$300,000 gross profit per machine. _Evaluation criteria and award was on the basis of the lowest price and most technically acceptable offer. No negotiations with suppliers are undertaken. •Sourced and negotiated pricing for 200 items with an annual purchased value of \$10 million including establishing bulk commodity pricing agreements. _Request for Quotations (RFQ) was used as a mode of solicitation and evaluated and awarded based on the quotation that meets the technical specifications (including required delivery time) at the lowest price without any negotiation with the suppliers. •In the case of international regulated procurement, both public and private sector clients have been advised on the impact of and compliance with countries procurement rules and related areas as well as on the application of the GATT/WTO Agreements on Government Procurement.		
Reasons for Leaving The company went out of the business.		

Job Title Business Management Instructor	Type of Business Government Training school	From - To 01/06/1992 - 01/10/1992
Name of Employer Business professionals Training Institute	Name of Supervisor Mr. Jose Luiz	
Salaries per Annum: Starting 15360	Final 17360	Currency Paid ESP
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 Spain		
Number of Employees Supervised by You 0		
Description of Duties As an Instructor for new small/medium business owners my duty was to upgrade their knowledge in marketing and sales.		
Summarize any of Your Achievements The main object of the course was to train the new business owners on the following topics: How to establish a new business Whom to contact How to develop a business plan What are the current rules and regulations. etc.		
Reasons for Leaving It was contract for a short period of time.		

Job Title Procurement Officer	Type of Business International Business	From - To 01/09/1985 - 01/09/1990
Name of Employer Ethiopian Import-Export Corporation	Name of Supervisor Tesfaye Asfaw- General Manager	
Salaries per Annum: Starting 12000	Final 18000	Currency Paid ETB
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

Ethiopia

Number of Employees Supervised by You

60

Description of Duties

-Negotiate international purchase contracts and agreements to import large quantities of Consumer goods and Capital Equipment for Ethiopian industries, wholesalers, ministries and private users -Signed procurement orders up to the authorized limit, and, in cases where the amount exceeds authorized signature authority, prepare submissions for approval by the authorized official. -Developed new tactical approaches to contracts, as well as new methods for their application, based on market research. -Contributed to development of institutional procurement policies and procedures. -Developed standards and criteria for the evaluation of goods, services, and supplier capacity. -Evaluated systems available in the market and makes recommendations on future e-commerce systems for use by the Procurement Division. -Maintained under constant examination production patterns in exporting countries, evaluate the productive capacities and performance of manufacturers to identify supply sources. -Established approaches for negotiations and conduct or coordinate all phases of negotiations with all concerned parties, including the negotiation of disputes arising from contracts.

Summarize any of Your Achievements

***Procurement and Purchasing professional with extensive management experience. In-depth knowledge and expertise in contract negotiation, formulation and a proven track record of cost reduction •Reporting to the Manager, Food Stuff and Beverages Import Enterprise, I was responsible and accountable for the development, approval and implementation of a Procurement and Contracts Strategy for over \$103 Million value of Bulk wheat, from Canadian and Australian Wheat boards. Managed and monitored the partial delivery of the wheat in 11 shipments at the port. Reduced shipping costs by 18% by selecting preferred shipping lines, improving tracking and scheduling processes. _ Invitation to Bid (ITB) was used as mode of solicitation. Evaluation criteria and award was on the basis of the lowest price and most technically acceptable offer. No negotiations with suppliers are undertaken. •Reporting to the Investment Goods Enterprise Manager, and heading a team of 60 personnel, 5 Procurement Specialists, skilled and semi skilled, I was responsible to negotiate purchasing agreements to the value of \$20 million across a diverse portfolio of revenue expenditure including tire and tubes, raw materials for Leather and shoe factories and other investment materials. •Reduced Tire and tubes costs by 15% by developing closer supplier relationships in Japan and Italy, negotiation, the re-structuring of business processes and performance specifications. •Experienced procurement professional skilled in managing material and equipment needs for \$20 million dollar construction projects, controlling inventory, overseeing operation of distribution centers, and maintaining and scheduling a fleet of construction vehicles. Proven ability to manage staff, develop and oversee operating budgets, and communicate with other departments, vendors, and executive management to ensure procurement goals are met. •Introduced and maintained Purchasing Manuals to effectively communicate agreements.**

Reasons for Leaving

To further my higher education. As a result of the current law, the ministry of foreign trade & the ministry of domestic trade formed the new ministry of economy. The Ethiopian import-ex corporation merged with the national distribution corporation.

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:

Fax Machine, copy machine, Scanner, Windows NT, 2000/98/95, IBM PCs and its compatibles, MS OFFICE

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
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
Amharic	Yes	Easily	Easily	Easily	Easily

Address

312-2368 Keele St.
North York Ontario Canada
Telephone: 1-416-825 4407
Fax: 1-416-8254407
Contact: Kassahun Tiku

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
Prof. Eyasu MAKONNEN	Professor	Addis Ababa University Ethiopia	2511201484 eyasumakonnen@yahoo.com
Dr. Mesfin NIGATU	Director, Product Developmet	CRM Works, Toronto, Canada Ethiopia	1905417 2467 mnigatu@rogers.com
Dr. Ali YIMER	Air Quality Specialist	Clark County Department of Air Quality Ethiopia	1702455 1643 ayimer55@yahoo.com

Personal History Profile for Thomas VINCENT

General Details

- | | | | |
|---|-----------------------------------|--|------------------------------------|
| 1. Family name
VINCENT | First Name
Thomas | Middle Name
RICHARD | Maiden Name, (if any) |
| 2. Date of Birth
15/01/1950 | 3. City of Birth
QUINCY | Country of Birth
United States of America | Index No
713986 |
| 4. Country of Nationality at Birth
United States of America | Second Nationality (if any) | 5. Country of Present Nationality
United States of America | Second Nationality (if any) |
| 6. Gender
Male | 7. Height [cm]
180 | 8. Weight [kg]
90 | 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? **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?
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: **TRVDC1@AOL.COM**

Education

List all university degrees or equivalent qualifications obtained.

University Name SUFFOLK UNIVERSITY	City, Country BOSTON United States of America	From - To Sep-1974 - Jan-1977
Main Course of Study Public Administration	Field of Study Business & Administration	
Degree Title or Equivalent MASTER IN PUBLIC ADMINISTRATION	Degree Type Masters	

University Name BOSTON UNIVERSITY	City, Country BOSTON United States of America	From - To Jun-1968 - May-1971
Main Course of Study Psychology	Field of Study Social & Behavioural Science	
Degree Title or Equivalent BACHELOR OF ARTS	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 SACRED HEART JUNIORATE	City, Country IPSWICH United States of America	From - To Sep-1963 - Jun-1967
Main Course of Study College Preparatory		Certificate or Diploma HS Diploma

Employment

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

Job Title Consultant	Type of Business Non Profit	From - To 01/01/2007 -
Name of Employer Consultant/The GAVI Fund/National Academies of Science		Name of Supervisor Thomas R Vincent
Salaries per Annum: Starting 104000	Final 104000	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 1202488-8357	Email Address trvdc1@aol.com	
Address of Employer United States of America		
Number of Employees Supervised by You		

0

Description of Duties

Through agency contracts, provide high level consulting services to varied corporations and entities including the GAVI Fund / GAVI Alliance--a public-private partnership with UNICEF, the World Health Organization, the World Bank, the Gates Foundation, developing countries, world organizations, and The National Academies of Science. Oversee full life cycle of successful procurement practices and establishing high-level contract management strategies, including RFQ, and RFP processes with domestic and international organizations. High level consultant collaborating and interfacing with cross-functional directors / managers / team members along with Purchase/Contract Review Committee, Accounting and Legal Departments to prepare, issue, and analyze bids, proposals and contracts for both domestic and international procurements. Expert negotiator influencing senior level management decisions; lead procurement and contract negotiations with vendors and consultants. Knowledgeable analyst, reviewing requisitions, creating purchase orders, and writing contracts. Strategic planner creating, modifying, and implementing long and short-range strategic plans to ensure sufficient supplier / vendor base for on-time, cost-effective project completion. Team lead, directing meetings.

Summarize any of Your Achievements

Through agency contracts, provide high level consulting services to varied corporations and entities including the GAVI Fund / GAVI Alliance--a public-private partnership with UNICEF, the World Health Organization, the World Bank, the Gates Foundation, developing countries, world organizations, and The National Academies of Science. Oversee full life cycle of successful procurement practices and establishing high-level contract management strategies, including RFQ, and RFP processes with domestic and international organizations. High level consultant collaborating and interfacing with cross-functional directors / managers / team members along with Purchase/Contract Review Committee, Accounting and Legal Departments to prepare, issue, and analyze bids, proposals and contracts for both domestic and international procurements. Expert negotiator influencing senior level management decisions; lead procurement and contract negotiations with vendors and consultants. Knowledgeable analyst, reviewing requisitions, creating purchase orders, and writing contracts. Strategic planner creating, modifying, and implementing long and short-range strategic plans to ensure sufficient supplier / vendor base for on-time, cost-effective project completion. Team lead, directing meetings.

Reasons for Leaving

Consultant

Job Title	Type of Business	From - To
Procurement Manager/Acting Director of Procurement	Non-Profit	01/01/2005 - 01/12/2006
Name of Employer	Name of Supervisor	
Radio Free Europe/Radio Liberty	Robert Brown	
Salaries per Annum:	Is this a civil servant position of your Government? No	
Starting	Final	Currency Paid
70000	77000	USD
Telephone Number		Email Address
1202457-6921		VINCENTT@RFERL.ORG
Address of Employer		
United States of America		
Number of Employees Supervised by You		
2		
Description of Duties		
Procurement Manager/Acting Director of Procurement , 2005 to Present Proactively direct identification, development and implementation of contract formation, negotiation, and administration policies, and mission-critical processes while ensuring compliance with customer expectations and corporate objectives. Serve as hands-on Acting Director of Procurement/Procurement Manager handling one third of the total RFE/RL budget. Dynamic leadership, directing and collaborating with individuals with wide-ranging backgrounds and at all levels of organization. Well-organized self-starter, function well with limited staff and serve as change agent to author and update procurement policies and practices. Collaborate with staff to automate requisition process. Highly visible cross-functional departmental manager serving as Subject Matter Expert (SME) and point of contact for senior corporate management. Leverage extensive knowledge of Federal Acquisition Regulations (FAR), OMB Circulars A-110 and A-122 to guide all facets of and procurement. Mentor less-experienced contract professionals by providing hands-on guidance in contract domain expertise; recognize and develop emerging leadership talent. Develop and write various contracts.		
Summarize any of Your Achievements		
** Served as RFE/RL's Headquarters expert for all procurement matters. ** Successfully completed entirely new inventory of all DC-based procurement actions, including updated contract files and automation of procurement milestones for all contracts by leveraging extensive knowledge and ability to interpret the Federal Acquisition Regulations (FAR) and OMB Circulars A-110 and A-122. ** Champion contract policy and procedure revisions and improvements. ** Instrumental in developing business alliances, acquisitions and divestitures, source selection procedures and process, and make or buy determinations. ** Effectively performed in a cross-functional role involving fundamental business elements to include finance, law, and operations.		
Reasons for Leaving		
I am seeking a position outside of the United States		

Job Title	Type of Business	From - To
Director/Deputy Director,Procurement Management Division	US Government	01/03/1998 - 01/08/2003
Name of Employer	Name of Supervisor	
US Department of Housing and Urban Development	Don Schade	
Salaries per Annum:	Is this a civil servant position of your Government? Yes	
Starting	Final	Currency Paid
90767	120224	USD
Telephone Number		Email Address
1202488-8357		TRVDC1@AOL.COM
Address of Employer		
United States of America		
Number of Employees Supervised by You		
45		
Description of Duties		
Managed broad range of prcurement functions within Office of Housing/FHA, the largest insurance company in the world with over \$400 Billion of mortgage insurance in-force. Served as an expert and primary representative for the Assistant Secretary for Housing/Federal Housing Commissioner on all Housing/FHA acquisition activities including contracts, grants and cooperative agreements. Managed \$750 million annual procurement budget. Oversaw procurement portfolio comprised of both traditional government regulatory activities and market-driven transactions required by large insurance companies. Procured asset management systems, financial advisory services, performance reviews, accounting and audit systems, and services for advertising, property management and program development. Contracts ranged from minimal value to over \$700 million.		
Summarize any of Your Achievements		

1. Dept Leadership: Developed policies/procedures for acquisition management; provided technical support and mentoring to all Housing/FHA management/staff, including written policy. **2. Teamwork & Communications:** Fostered cooperation among various offices within Housing/FHA and other Dept segments and outside agencies including General Accounting Office, General Services Administration and Office of Management and Budget. **3. Program Development:** Developed curriculum for first comprehensive procurement training program for Management; strengthened team understanding of basic/complex acquisition activities by providing on-going orientation and training. **4. Source Selection:** Supervised formation of contract proposal evaluation criteria for approval of Source Selection Official; leading to establishment of Source Selection Panels. Functioned as expert and participant on procurement panels to review and evaluate contract proposals. Provided guidance to team in preparing solicitations and award documents, maintaining compliance with laws and regulations. **5. Executive-Level Relationships:** Led meetings with Assistant Secretary/FHA Commissioner and other high level/senior program, public and private industry officials to report progress and address issues. Formed critical management decisions on key management and procurement issues.

Reasons for Leaving

Retirement

Job Title Supervisory Contract Specialist	Type of Business US Government	From - To 01/10/1996 - 01/02/1998
Name of Employer US Department of Housing and Urban Development	Name of Supervisor Theodore Ford	
Salaries per Annum: Starting 82334	Final 87335	Currency Paid USD
Is this a civil servant position of your Government? Yes		Is this a position within the UN Common System? No
Telephone Number 1202708-0614	Email Address TRVDC1@AOL.COM	
Address of Employer United States of America		
Number of Employees Supervised by You 8		
Description of Duties Managed a team of 8, directed, planning/execution of procurement activities and functioned as both Senior Contract Specialist and Principal Advisor to the Assistant Secretary for Housing/Federal Housing Commissioner. Trained and led staff through cradle-to-grave procurement life cycle, including planning, proposal writing and analysis, contract administration and close-out. Inventoried all current contracts, grants and cooperative agreements to monitor status of all acquisition initiatives.		
Summarize any of Your Achievements 1. Planning and Evaluation: Worked jointly with Housing/FHA program offices in pre-solicitation planning before submitting formal Requests for Contract Services. Produced effective, accurate descriptions of government procurement requirements by co-drafting Statements of Work. Evaluated contractor performance and deliverables for quality, cost and timeliness. 2. Team Building and Leadership: Built high level of morale among team members through strong team management, fair evaluations, hands-on assistance and "open door" communications policy. Prioritized and adjusted workflow to aid employees in completing multiple tasks on-time.		
Reasons for Leaving Promotion		

Job Title Senior Management Analyst	Type of Business Federal Government	From - To 01/02/1992 - 01/09/1996
Name of Employer US Department of Housing and Urban Development	Name of Supervisor Sue Mitchell	
Salaries per Annum: Starting 70347	Final 82334	Currency Paid USD
Is this a civil servant position of your Government? Yes		Is this a position within the UN Common System? No
Telephone Number 1202488-8357	Email Address TRVDC1@AOL.COM	
Address of Employer United States of America		
Number of Employees Supervised by You 0		
Description of Duties Supported management team through assistance and recommendations on contracting, budget preparation, workload prioritization, and space/building management. Analyzed legislation to determine impact on programs; reviewed administrative and audit reports for potential department modifications. Conducted management technical and organizational training; functioned as Subject Matter Expert on critical management issues.		
Summarize any of Your Achievements 1. Process Review: Developed procedures and systems for establishing and evaluating administrative control systems, as well as Housing functions being considered for conversion to contract operations. Researched and developed new business practices and policies to strengthen Housing Programs. 2. Operational Research & Analysis: Conducted comprehensive studies under short time frames on program/staff efficiency; delivered formal presentations and written reports that provided recommendations for changes and improvements subsequently implemented by management.		
Reasons for Leaving Promoted to a Management Position		

Job Title Management Analyst	Type of Business US Government	From - To 01/07/1984 - 01/01/1992
Name of Employer US Department of Housing and Urban Development	Name of Supervisor George Hancsak	
Salaries per Annum: Starting 52519	Final 64570	Currency Paid USD
Is this a civil servant position of your Government? Yes		Is this a position within the UN Common System? No

Telephone Number

1202488-8357

Email Address

TRVDC1@AOL.COM

Address of Employer

United States of America

Number of Employees Supervised by You

0

Description of Duties

Built distinguished record of performance through 8 year period in both Office of Management and Office of Finance and Accounting. Held multiple, concurrent roles that included Procurement Plan Monitor, Freedom of Information Act Officer, Project Leader, and Team Leader. Consistently met and exceeded goals throughout tenure.

Summarize any of Your Achievements

1. Contract Analysis/Evaluation: Reviewd, tracked and issued status reports on all OFA and Housing contract actions; created new policies for requesting contract services and resolved contract problems. 2. Operations Improvement: Prepared and evaluated manpower, administrative, financial/budget and cost studies; evaluated opportunities for improvements in financial management systems; presented advice and recommendations. Performed on-going evaluations of various components of Housing resulting in recommendations for improving operating efficiency and effectiveness. 3. Organization-Wide Analysis & Planning: Developed plans, programs and work analysis to define, establish and implement administrative, personnel, financial, informatin mangement, internal control systems, work methods and procedures.

Reasons for Leaving

Promotion

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

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

Address

560 N St SW N8910

Washington DC United States of America

Telephone: 1-202-488-8357

Contact: THOMAS VINCENT

Address

4021 21 Ave North

St. Petersburg FL United States of America

Telephone: 1-202-488-8357

Contact: THOMAS VINCENT

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
MONICA GIBSON	US DEPT OF HOUSING AND URBAN DEVELOPMENT	451 SEVENTH ST SW WASHINGTON, DC 20410 United States of America	1202708-0614 monica_gibson@hud.gov
KATHLEEN MALONE	US DEPT OF HOUSING AND URBAN DEVELOPMENT	451 SEVENTH ST SW WASHINGTON, DC 20410 United States of America	1202708-0614 kathleen_s_malone@hud.gov
ANNE MCCULLOCH	Vice President, Deputy General Counsel	Fannie Mae United States of America	1301204-8980 anne_s_mcculloch@fanniema.com