

Profiles included in this document

	Name	Index	DOB	Gender	Nationality	EMail
1.	ALNAMI, Abdullah		26/08/1952	M	SAU	abdallah_hashim@hotmail.com
2.	ARORA, Ashok		16/08/1962	M	IND	ashokasever@gmail.com
3.	BALA, Jimmy	611237	05/08/1966	M	PHI	bala2@un.org
4.	MATHEW, Pauly		28/05/1964	M	IND	paulymavely@yahoo.com
5.	MUSHOBKWA, Odon		04/03/1965	M	ZAI	mushodon@yahoo.fr
6.	MUSSONI, Michele	973603	19/12/1970	M	ITA	mmussoni@gmail.com
7.	TIMBILLA, Amadu Fuseini	559229	16/02/1961	M	GHA	amadut@un.org

Personal History Profile for Abdullah ALNAMI

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
ALNAMI	Abdullah	Hashim	
2. Date of Birth	3. City of Birth	Country of Birth	Index No
26/08/1952	Rejal Alma	Saudi Arabia	
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Saudi Arabia		Saudi Arabia	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Male	167	71	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? Management development 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: abdallah_hashim@hotmail.com			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
The Armed Forces Staff Collage	Riyadh Saudi Arabia	Jan-1989 - Jul-1990
Main Course of Study	Field of Study	
African Languages and Civilizations	Humanities	
Degree Title or Equivalent	Degree Type	
Military Sciences	Masters	

University Name	City, Country	From - To
King Abdulaziz Military Collage	Riyadh Saudi Arabia	Mar-1970 - Jul-1972
Main Course of Study	Field of Study	
African Languages and Civilizations	Humanities	
Degree Title or Equivalent	Degree Type	
Military Sciences	Bachelor of Sciences	

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

Name of School	City, Country	From - To
The Lado Languages Institute, USA.	Washington,D.C. United States of America	Apr-1984 - Nov-1984
Main Course of Study		Certificate or Diploma
Level 6 - Advanced Conversation Of The Lado English Course.		Diploma

Name of School	City, Country	From - To
The Ordinance Corps Center & School, SAA.	Taif Saudi Arabia	Nov-1982 - May-1983
Main Course of Study		Certificate or Diploma
Advanced Maintenance Officer Course		Diploma

Name of School	City, Country	From - To
USAF School Of Applied Aerospace Sciences,Sheppard,AFB	Oklahoma United States of America	Jun-1976 - Aug-1976
Main Course of Study		Certificate or Diploma
Technical Instructor Course.		Diploma

Name of School	City, Country	From - To
U.S.Army Ordinance Center & School,APG.	Mary Land United States of America	Mar-1976 - Jun-1976
Main Course of Study		Certificate or Diploma
Mechanical Maintenance Officer Course		Diploma

Name of School	City, Country	From - To
U.S.Army Ordinance Center & School,APG.	Mary Land United States of America	Dec-1975 - Mar-1976

Main Course of Study Armament Maintenance And Repair Officer Course.		Certificate or Diploma Diploma
Name of School Defense Language Institute,DOD.	City, Country Texas United States of America	From - To Jun-1975 - Dec-1975
Main Course of Study American Language Course.		Certificate or Diploma Diploma
Name of School The Ordinance Corps Center & School, SAA.	City, Country Taif Saudi Arabia	From - To Feb-1974 - May-1974
Main Course of Study Technical Supply Officer Course		Certificate or Diploma Diploma
Name of School The Ordinance Corps Center & School, SAA.	City, Country Taif Saudi Arabia	From - To Jul-1973 - Feb-1974
Main Course of Study Basic Maintenance Officer Course.		Certificate or Diploma Diploma

Employment

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

Job Title Logistics base director.		Type of Business Combat services support to troops	From - To 01/04/1999 - 01/06/2003
Name of Employer The royal land forces,saudi arabia		Name of Supervisor MG hussain algubail	
Salaries per Annum:			
Starting 17195	Final 18400	Currency Paid SAR	Is this a civil servant position of your Government? No
			Is this a position within the UN Common System? No
Telephone Number 966072223332		Email Address	
Address of Employer Saudi Arabia			
Number of Employees Supervised by You 11			
Description of Duties <p>Commanding, controlling, and guiding the logistics base's units (General Support transportation, GS maintenance, GS supply and services, and driver's training center, 1200 men); and coordinating all logistics effort within the assigned area of responsibility (300KM+ in each direction). To provide affective, and sufficient logistics support to supported units (20000 - 25000 man / day), equipment, and weapon systems on the right time, place, quantity, and quality. According to mission assigned, doctrine, the higher commands policies and orders, and Sop's .duty includes: A. Logistics support planning, and execution. B. Transportation and movement's management. C. The Base unit's readiness management. D.The armament and equipment systems readiness inspecting &reporting. (percentage) E. The logistics system readiness inspecting & reporting. F. Recording, receiving, storing, and shipping (classes II, III packed, VII, and class IX) to supported units. G. Operating, and managing classes I rations, and III bulk fuel supply points & services. H. Operating Collection points. I. Care of supplies in the storage programming. (cosis) J. Managing general support maintenance operations & calibration program. K. Planning and controlling Combat services support operations. L. insuring Quality control. M. Safety and security programming. N. Training management (FORMAL, OJT, FTX, CPX, and ARTEP). O. Procurement direction. P. Government sales organizing and controlling. Q. Administrative and support services management. The base is organized by tasks and echelon. generally the tasks are("manning" to provide ration, clothing, individual equipment, "fueling" is the provision of required fuel to weapon systems and other equipment , "fixing" weapons and equipments," moving" people, supplies, weapon systems, and equipment." protecting" which includes those action taking by commanders and staffs to defend their sustainment system. The echelons are 5 within 4 categories of logistics system.</p>			
Summarize any of Your Achievements <p>1. COMMAND, CONTROL, AND COMUNICATION: I reorganized the base's HQ with new staff sections to assists command for more affective decision making,and planning;By acquiring, analyzing, and coordinating information:and presenting recommendation. So I designed the HQ to include the necessary staff sections (signal section, G1 section, security section, G3 section, G4 section, and safety section). The old HQ organization was consisted only of the commander's office, deputy, and administration sections. The planning process was done by committee or temporary assignment. The new command organization was approved and filled. 2. DECISION MAKING PROCESS: *mission analysis. What is to be done?. It should includes: planning the use of time available, gathering facts, making assumptions for missing facts, analyzing higher mission and intent"WHY?,"determine specified and implied tasks, available assets, and issuing cdr 's guidance). This should addresses what must be accomplished? * Situation and considerations: what are the characteristics of the area of operation and road network,rail,rever ,built-up area, and weather? Who is to be supported, and for how long time? What and where is the threat and his capabilities to affecting the mission or logistics activities ?what base's units and resources are available?*current logistics status" *course of action development. preparing possible courses of action and sketches(what are the ways this mission might be accomplished with the given resources and circumstances? * Courses of action analysis. Analysis of all logistics factors for each tactical course of action . * comparing courses of action. *recomendation.consolidated staff estimates. *decision. The commander selects/modifies one course of action, add additional guidance, and issue warning order. *operation / fragment orders. Preparing and issuing. 3. POLICIES STUDY.(directives,orders,procedures). 3. PLANNING. The Strategic Planning process: A. Mission and Objectives Analysis. B. Environmental Scanning(Internal"SWOT"- Task Environment"Army `s gaol, objectives, strategy,tactic". - External Analysis" PEST").C.Strategy Formation.D.Strategy Impelmentation.E.Evaluation and Control. There is a 5 year plan and fiscal year budget and PP&B cycle. We determine our requirements , review the army logistics HQ 5 years plan which is based on the national objectives, policies, and threat appraisal; and then I submit changes, needs, priority and fiscal year budget to logistics HQ for approval and consolidation with their plans. This is a process of planning, programming, and budgeting. 4. DVOLEPMENT OF THE BASE `S MISSION. New equipments , weapon systems, and BN size units were acquired and deployed according to army plan. for example more troops and new equipments (Tanks.PC `s carrier , artillery guns, heavy transport vehicles, mobile facilities for water ,fuel, kitchen and food services).SO the mission were expanded to support this new introduced capabilities in their whole life's that includes: * training on new sustainment `s tasks. * acquiring, kitting, and shipping requirements according to fielding plans, tables of organization and equipments (TOE `s),and tables of distribution and allowance(TDA `s). *Facilities improvement to meet mission objectives: building new well equipped facilities. example,(driving test track, large warehouses 60-80-8m for heavy components of the stock, many fuel dispensing stations 60 ton capacity each. new HQ building, new living quarter and recreation center Build's to accommodate 300 persons, new work shop hangers 40-80-12m,100 heavy vehicle sheds for VEH storage, two water wells 90M deep, equipped with purification units</p>			
Reasons for Leaving Retirement.			

Job Title Main Depot Maintenance Director	Type of Business Depot maintenance and storage and distribution management	From - To 01/12/1994 - 01/04/1999
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Name of Employer the main logistics base Director,the royal land forces,KSA			Name of Supervisor MG naser altrifi		
Salaries per Annum:					
Starting 15500	Final 16680	Currency Paid SAR	Is this a civil servant position of your Government? No		
			Is this a position within the UN Common System? No		
Telephone Number 966015448851			Email Address		
Address of Employer Saudi Arabia					
Number of Employees Supervised by You 13					
Description of Duties A. Planning, organizing, coordinating , directing , motivating , and evaluating subordinate directors and staff, for full utilization of resources to accomplish depot maintenance, and depot storage and distribution mission objectives, efficiently, effectively, and economically. By decision making ; Authority delegation ; Predicting ;setting goals; Stating and restating objectives , policies , and programs ; And leaders evaluation and training. B. The main duties include: (1).Full utilization of storage space , facilities , material handling equipments , motor fleet , manpower , and database management system . For effective arranging , identifying , accounting , tracking and tracing , inspecting , receiving , handling , storing , picking , packing , marking , labeling , inventorying , safeguarding , securing , caring and maintaining , preservation , packaging , processing for storage , deprocessing , shipping , routing , transporting , and disposal ling of the forces whole sale inventory and war reserve, of category class VII major items , and class IX repair parts . Such as wheeled and tracked vehicles, engineering equipments , shop equipments , power generators , armaments , and fire control equipments ; And its related spares and repair parts . According to mission assigned , higher command policies , standing directive and orders , standing operating procedures , and Storage condition objectives. The total line items managed are 320000 L/ I of 590 supply classification groups; And the covered storage space is 135,425 SQM . (2). Arranging , planning , resourcing , scheduling , and controlling production line and work centers ; to rebuild , overhaul , and test military unserviceable tactical wheeled vehicles , major mechanical and electrical components and assemblies to the prescribed detailed operational , serviceable , and economical standards to replenish the inventory . And provide general support maintenance and transfer lab calibration to area-based unit					
Summarize any of Your Achievements 1. Facility improvement. New depot maintenance production line facilities, machine shop, and dynamometer test stands were built. For reconditioning and rebuild of military type vehicles and its related components and assemblies; To provide for better routing and methods of production. . 2. Depot storage Lay out improvements. By applying the storage layout principles and criteria; to utilize storage space effectively and properly. The layout criteria includes:A. development of storage plan, according to similarity , popularity,size of item,size of storage space.B.characteristics of materials if they are hazardous, flammable,sensitive,or perishable materials. Many warehouses and vehicle sheds were erected to meat storage codition,and stock objectives 3. BARCODING DEVICES AND READERS: the bar-coding system were introduced and used in depot maintenance and supply storage activities since 1995.It saves large time in receiving, picking and inventorying of supplies. 4. MHE.(forklifts,cranes,carts,ladders,electrical belt rolls..etc) It is one of the main and most important resources for storage operations, beside storage space and manpowr.it should be kept in operational status all the time and replaced according to serviceability standards. There is a preventive maintenance program and excellent facility for MHE. 5. Automatic data processing(ADP).ADP from IBM(IBM 4331 processor) was introduced to the ordinance corps management since 1972 with wide area network. And was developed according to need and technology. We use the latest management system DB2, for managing day- to- day maintenance and supply operations. It provides instant data and reports. Provides accountability and tracking mechanism systems beside source documents, and other control measures.					
Reasons for Leaving Promotion					

Job Title Senior Inspector		Type of Business logistics		From - To 01/09/1993 - 01/11/1994	
Name of Employer Logistics HQ,The Royal Land Forces				Name of Supervisor BG said mani	
Salaries per Annum:					
Starting 14800	Final 15200	Currency Paid SAR	Is this a civil servant position of your Government? No		
			Is this a position within the UN Common System? No		
Telephone Number 966014700000			Email Address		
Address of Employer Saudi Arabia					
Number of Employees Supervised by You 4					
Description of Duties Conduct quality control inspections over the land forces logistics chain . To insure that the logistics distribution system, organizations, facilities, procedures, activities, operations, production, and equipments readiness. Meet the specified operational , economical , and performance standards					
Summarize any of Your Achievements Inspection is done around the year of all logistics instillation and CSS units in the land forces. I formTeams and assign responsibilities, according to the inspection program. Using pretreated check lists and tools to accomplish the inspection according to standard. Then the report is formulated showing results and recommendations for proper corrective actions and follows up. I did one inspection program during my services in the inspection office. I reviewed, analyzed, and recommended corrections, training, and improvements. I review analysis logistics quarter and semi annual reports submitted from all logistics command and installation supporting the land forces, and provide recommendations to solve problems. I participated in many Arabian gulf countries council (GCC), joint logistics planning.					
Reasons for Leaving Promotion					

Job Title Staff of Education		Type of Business Training		From - To 01/12/1991 - 01/01/1993	
Name of Employer The Ordinance Corps Center and School				Name of Supervisor BG thawab aljaid	
Salaries per Annum:					
Starting 14130	Final 14730	Currency Paid SAR	Is this a civil servant position of your Government? No		
			Is this a position within the UN Common System? No		
Telephone Number 966024710000			Email Address		

Address of Employer
Saudi Arabia

Number of Employees Supervised by You
12

Description of Duties
Conduct basic and advanced automotive mechanics , automotive electrical and fuel systems , welding , machine shop practice , automotive body and upholstery repair , electronics, missile , small arms ,tank turret repair and maintenance , artillery , fire control, supply and maintenance systems management , supply and maintenance records , recovery and evacuation practice , and American language courses . For the army maintenance personnel according to the land forces training policy. Duty includes: A. Exercising technical supervision over the six training departments of the OCC& S, in all training activities. B. Preparing the master plan according to the higher training policy and approved training objectives and requirements. C. Conducting , screening , and evaluating the training programs and take the proper corrective action. D. Recording and securing student evaluation results. E. Planning and scheduling sports, sermons, Celebrations , seminars , and drills activities. F. Imposing training policy, discipline, and obligation. G. Preparing and maintaining approved training policy and sop's H. Attending the Saudi land forces annual training conference and others pertinent to training.

Summarize any of Your Achievements
I review The training policy, the training plan, and the training reports periodically, visit class rooms and work shops to check progress, and recommend changes and improvement. Direct the evaluation of the training processes.

Reasons for Leaving
Promotion.

Job Title Forward Fielded Depot Maintenance Director	Type of Business CSS to saudi and ,bangal,and egyptian combined forces, desert chield and desert storm	From - To 01/08/1990 - 01/12/1991
Name of Employer The ordinance corps,the saudi land forces	Name of Supervisor BG mohammad omar	

Salaries per Annum:

Starting 13000	Final 13300	Currency Paid SAR	Is this a civil servant position of your Government? No
			Is this a position within the UN Common System? No

Telephone Number
966014762055

Email Address

Address of Employer
Saudi Arabia

Number of Employees Supervised by You
12

Description of Duties
Provide for affective general support maintenance repairs , evacuation , class IX supply , collection point operations , damages assessment , and limited class IIV replacement to military organizations within the area of responsibility.

Summarize any of Your Achievements
I task forced the unit according to mission assigned and situation, deployed the people and unit's equipments within 2 months of hostility. The unit is 100% mobile. All the maintenance shop equipments (EX. missile, electronics, electrical, mechanical, allied trades equipments.etc) were mounted in special sealed mobile vans, and warehousing mobile vans to provide mobility, and protection of sand and weather affects. I also improved and used an abandoned ARAMCO site(Old barracks and hangers), founded in the area, for the base shop operations, warehousing, and living. Evacuation and maintenance policies were set by the theater command to 24 H at DS level (supported units) and 36 H at my unit level. repair forward and repair in site, To apply those concepts the maintenance support teams were organized accordingly, and provided support at the unit level site, augmented the DS maintenance companies at their BSA `s, and supported the moving units and convoys along the communication line in our sector. We carry an authorized stock list(ASL) of CL IX repair parts for 90 days, and it is replenished according to reorder points(ASL). Some commercial equipment's repair parts were purchased from local market in the area. The 3 MS teams moved to Kuwait during desert storm; Situated there to provide support and augmentation to the supported until the end of the mission. No abandoned or damaged vehicle or equipment should be evacuated without damage assessments report. Our location was located adjacent to the main communication line in the rear of the eastern theater of operation. Communication was available with support teams, logistic command and supported in the theater. We had also data line capability with the ordinance corps HQ central inventory point, and central maintenance point, since the beginning of the mission. The distance from our location to the source of supply for CL IX (The main depot supply) is more than 700KM. Monthly reports of supply and maintenance production were generated on line and supported with manually produced reports.MS teams production reports were consolidated in the monthlies.At the end, I reconstituted the unit and released people, equipments, materials, and facilities as directed. Then I submitted end mission report, statistics,comments,and lesson learned to HQ.

Reasons for Leaving
Mission Accomplished

Job Title Research and Development Department Head..	Type of Business training development	From - To 01/11/1986 - 01/08/1990
Name of Employer The Ordinance Corps Center and School	Name of Supervisor BG thawab algoaid	

Salaries per Annum:

Starting 12300	Final 13000	Currency Paid SAR	Is this a civil servant position of your Government? No
			Is this a position within the UN Common System? No

Telephone Number
96602732

Email Address

Address of Employer
Saudi Arabia

Number of Employees Supervised by You
10

Description of Duties
1. Provide guidance and control to subordinates. 2. Provide for inner supply and administrative services. 3. Control and update the department's SOP. 4. Develop and evaluate curriculum and educational doctrine by applying research techniques;To transfer and implement NEW knowledge and skills; according to school's mission, policies, plans, and stated objectives. 5. Write instructional materials & literatures(study guides,lesson plans, training aids); According to a training performance objectives(Task,Condition,standards); To improve and update curriculum. 6. Supervise, evaluate, report, and coordinate the development of the new equipment and armament systems training with the contracting companies (3PL Providers); To meet the school's training needs and policies, and to insure conformity with the contract and training effectiveness. 7. Review, organize,and coordinate the editing and production of the instructional materials. 8. Maintain data base of instructional material.9. screen the library needs and submit the publication `s requisitions.

Summarize any of Your Achievements

1.The curriculum developers and the specialists are USA, Arabs, and Saudi nationalities. They are professionals and hold high degrees PHD`S, Master, BA`S degrees in electronics, mechanic, electric, and vocational training development. Beside experience on their specialities. They were supported with 15 expert technical translators, typing pool equipped with PC`s, and technical library . 2. The concept of implementing new system training to the school's master training plan: usually, when a new military weapon, tank, radar, artillery systems.etc is introduced to the land forces inventory, it comes with approved fielding plan, logistics support plan,maintenance support plan, and the training support plan. those support plans are provided by a 3rd party provider, according to a government's contract .the goal is to train instructors and maintenance cadres to carry on the mission in the school and in the filed for the whole life cycle of the system equipments. The cadres are chosen according to prerequisites and tests. The concept is to conduct three phase training courses as follow: first the contractor will provide the training for the first course; second course will be conducted by the school instructor's cadre being trained with the assistant of the contractor's instructors. Third course will be conducted fully by the school's instructor cadre under supervision of the contractor`s. The training is practical in a workshop environment. using technical manuals;safty instructions;test,diagnosese and measurement equipments(TMDE); the student will be trained and evaluated on how to inspect,test,service,remove,replace,repair, and calibrate the new system, and it's subsystems`s components and assemblies, to specific performance objectives. The training cadre will be able at the end of the three courses, to presents and demonstrates the course of instructions effectively.

Reasons for Leaving

Mission Assignment

Job Title	Type of Business	From - To
The Information and English Language Department Commander	training management	01/06/1983 - 01/11/1986
Name of Employer	Name of Supervisor	
The Ordinance Corps Center and School	BG asem kutbi	
Salaries per Annum:		
Starting	Final	Currency Paid
10960	12010	SAR
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number	Email Address	
966027323500		
Address of Employer		
Saudi Arabia		
Number of Employees Supervised by You		
12		
Description of Duties		
Conduct basic and advanced supply and maintenance officer courses. And basic, intermediate, and advanced American language courses for the Saudi army maintenance officers according to the school master plan and training policy. 1. Preparing related materials and keeping a file for each course. 2. Supervising and counseling students on theoretical and practical activities. 3. Keeping records of the students results, activities and attendance. 4. Writing exam papers and quizzes, conducting examinations, carrying out the necessary assessment and reviewing results in compliance with the bylaws and the prevailing school regulations and instructions. 5. Offering academic counseling and career advice to students. 6. Supervising the on-the-job training of the students, providing assistance to the teachers during their training and presenting reports on the students progress to the staff of education. 7. Presenting a report for every course's activities and suggesting development to the staff of education. 8. Carrying out any others tasks assigned by the commandant 9. *Number of students in each classroom is normally 25-30 *Number of students in each laboratory or workshop is normally 12-18 *The English language instructors are USA nationality. And the instructional materials are the USA, defense language institute (DLA).They are updated according to a publication agreement with USA army		
Summarize any of Your Achievements		
Teaching the following subjects: supply and maintenance systems management and operations, Supply and maintenance record, procurement management, combat services support in the theater of operation, military doctrine and operations, training management, the methods of instruction, map reading, transportation and movement management		
Reasons for Leaving		
Promotion		

Job Title	Type of Business	From - To
Personnel and Training Officer	Personal management	01/06/1980 - 01/06/1983
Name of Employer	Name of Supervisor	
General Support Maintenance Directorate, SAA	COL suliman almakadi	
Salaries per Annum:		
Starting	Final	Currency Paid
10155	10755	SAR
		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		
Saudi Arabia		
Number of Employees Supervised by You		
7		
Description of Duties		
1. Unit strength maintenance. 2. Personnel service support. (Strength accounting, causality reporting, orders, evaluation reports, promotion, classification, reclassification). According to policies, order, regulations, and sop's 3. Administration management (correspondence & distribution management, printing & reproduction services, classified documents). 4. Publications management. (Reports control & standardization, forms, mail, and files management). 5. discipline, law and order (absence, desertion, arrest, court martial offences, number of transfer) 6. Civilian personnel. 7. Postal & legal services. 8. HQ management. 9. Training Management.		
Summarize any of Your Achievements		
I accomplished my duties with the best practice of my knowledge.		
Reasons for Leaving		
New Assignment.		

Job Title	Type of Business	From - To
Operation Officer, Direct Support Maintenance Company.	maintenance operations	01/06/1976 - 01/06/1980
Name of Employer	Name of Supervisor	
The Royal Land forces, Mechanized Brigade	COL mohammed ameen	
Salaries per Annum:		

Starting 7930	Final 9700	Currency Paid SAR	Is this a civil servant position of your Government? No Is this a position within the UN Common System? No
Telephone Number 966044230001		Email Address	
Address of Employer Saudi Arabia			
Number of Employees Supervised by You 8			
Description of Duties 1. controlling, and coordinating, the activities of the various shop elements 2. Establishing shop supply and tool room facility. 3. Establishing job priorities accordance with existing directives and the assigned issue priority designator. 4. Preparing repair parts requisitions to obtain the necessary repair parts from the supply platoon. According to the requirements indicated on the inspection form prepared by the inspector during initial inspection of the item. 5. Assigning work to the various shop section. 6. Establishing and implementing necessary production control systems and procedures. 7. Anticipating and relieving bottlenecks. 8. Analyzing job productivity and improving shop layout, repair techniques, and operating procedures to promote maximum productivity while maintaining quality standards. 9. Keeping records on the location and status of each maintenance request. 10. Entering maintenance accomplishment data to equipment logs as required. And maintains records for completed work. L. Keeping track of MWO requirements and accomplishments. M. dispatching on-site maintenance, recovery, and technical assistance teams. N. Compiles statistics and prepares required reports. O. Maintaining a library of technical publications, directives, and Sop's.			
Summarize any of Your Achievements As above.			
Reasons for Leaving Promotion			

Job Title Programs Officer	Type of Business training management	From - To 01/05/1974 - 01/06/1976
Name of Employer The Ordinance Corps Center and School	Name of Supervisor COL amer al ausi	
Salaries per Annum:		
Starting 1175	Final 1300	Currency Paid SAR
		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 Saudi Arabia		
Number of Employees Supervised by You 4		
Description of Duties 1. Maintaining the master plan and the courses Poi's according to the school's training policies. 2. Receiving and comparing the weekly schedules against the master plan and reporting discrepancies to the staff of education. 3. Keeping the master plan visualized and annotated. 4. Maintaining and securing the original approved copy of all active POI.		
Summarize any of Your Achievements I did my duties according to the school training policy and the staff of education guidance.		
Reasons for Leaving New Assignment		

Job Title Personnel and Training Officer.	Type of Business personal management	From - To 01/05/1972 - 01/05/1974
Name of Employer The general support maintenance,northern area command	Name of Supervisor Major neger alautaibi	
Salaries per Annum:		
Starting 1025	Final 1100	Currency Paid SAR
		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 Saudi Arabia		
Number of Employees Supervised by You		
Description of Duties As the above duties mintioned in 1980-1983 assignment.		
Summarize any of Your Achievements Maintain strength and training status		
Reasons for Leaving promotion		

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

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

Address

P.O.BOX 10973
ABHA ASEER Saudi Arabia
Telephone: 966-07-2283870
Fax: -0558261549
Contact: abdullah alnami

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
Faris AL AMRI	The ordinance corps center and school commander,SA land forces.	P.O.Box 3226 Saudi Arabia	966027323615
mohammad ALRASHED	The ordinance corps commander,SA land forces	The ordinance corps HQ,SA land forces Saudi Arabia	966014762055
aomar BA`BAIR	The southern area commander,SA Army	Military area command Saudi Arabia	966o72223332

Personal History Profile for Ashok ARORA

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
ARORA	Ashok	Kumar	Shoki
2. Date of Birth	3. City of Birth	Country of Birth	Index No
16/08/1962	Hissar	India	
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
India		India	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Male	170	72	Married
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities.			
Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? No			
13. What is your preferred field of work? Administrative officers			
14. Would you accept employment for less than six months? 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: ashokasever@gmail.com			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
Indian Institute of Human Rights	Delhi India	Oct-2006 - Apr-2007
Main Course of Study	Field of Study	
Degree Title or Equivalent	Degree Type	
Two Years Distance Learning Post Gradute Diploma in Human Rights	Postgraduate degree	
University Name	City, Country	From - To
Devi Ahilya Vishva Vidyalya	Indore India	Dec-2002 - Feb-2003
Main Course of Study	Field of Study	
Degree Title or Equivalent	Degree Type	
African Languages and Civilizations	Humanities	
Senior Level Diploma in Defence Management	Degree	
University Name	City, Country	From - To
Defence Services Staff College affiliated to Chennai University Tamil Nadu	Wellington, Ooty Nilgiri Districts, Tamil Nadu India	Jun-1995 - May-1996
Main Course of Study	Field of Study	
Degree Title or Equivalent	Degree Type	
Peace and Conflict Studies	Social & Behavioural Science	
Master of Science in Defence and Strategic Studies	Masters	
University Name	City, Country	From - To
Devi Ahilya Vishva Vidyalyaya	Indore India	Aug-1993 - Nov-1993
Main Course of Study	Field of Study	
Degree Title or Equivalent	Degree Type	
Junior Level Diploma in Defence Management	Degree	
University Name	City, Country	From - To
National Defence Academy affiliated to Jawaharlal Nehru University Delhi	Pune India	Jan-1980 - Dec-1983
Main Course of Study	Field of Study	
Degree Title or Equivalent	Degree Type	
Bachelor of Arts with social sciences, maths, science and languages	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	City, Country	From - To
.....	- - - - -

Sainik School Kunjpura	Karnal India	Jun-1978 - Dec-1979
Main Course of Study		Certificate or Diploma
Class XI and XII studies of Central Board of Secondary Education in India		Class XI passed in First Division

Name of School	City, Country	From - To
Sainik School Kunjpura	Karnal India	Apr-1972 - May-1978
Main Course of Study		Certificate or Diploma
Integrated studies aimed at preparing a student for clearing CBSE Class X and XII exams.		Class X passed in First Division

Employment

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

Job Title	Type of Business	From - To
Colonel Q Pune Sub Area	Land, Works, Development, logistics and Services	01/06/2008 -
Name of Employer		Name of Supervisor
Indian Army		HQ Pune Sub Area
Salaries per Annum:		
Starting	Final	Currency Paid
900000	950000	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	
9102026102207	ashokasever@gmail.com	
Address of Employer		
India		
Number of Employees Supervised by You		
30		
Description of Duties		
to be updated		
Summarize any of Your Achievements		
to be updated		
Reasons for Leaving		
as described earlier		

Job Title	Type of Business	From - To
Directing Staff	Training and Instruction	01/07/2005 - 01/06/2008
Name of Employer		Name of Supervisor
Indian Army		Army War College
Salaries per Annum:		
Starting	Final	Currency Paid
337000	445000	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	
9107324253577	ashokasever@gmail.com	
Address of Employer		
India		
Number of Employees Supervised by You		
210		
Description of Duties		
<p>- With the knowledge, experience, expertise and ability at hand, it involves a job to train, motivate and direct middle piece officers of Indian Army to be successful leaders and managers to command a combat strength of approx 150 personnel and manage associated material and equipment both in battle field environment and peace time output. - Coupled with this is the training on event management, resource utilisation and matters of security of information, material and personnel. - In the College as a developing forum, I carry out regular research by collating security information from media, security, organisation channels and other sources daily, analyse information so accumulated and maintain a continuous picture of evolving international picture. Discussing situations, analysing and evolving option to mitigate the adverse impact as also to cope with such emerging situations. Identify such trends which can jeopardise security or which can lead to generating unstable situation in the environment, prepare a daily security development report to cover significant events and trends in countries and suggest draft plans to overcome the same. Consequently also prepare draft briefs and studies and recommendations on critical issues of interest for review and decision by senior commanders. I also conduct security training in subjects as per the security management system, responsibilities of Area coordinators and personal security awareness.</p>		
Summarize any of Your Achievements		
<p>- Gained professionalism by way of proven conceptual analytical and evaluative skills and ability to conduct independent research and analysis, identifying issues, formulating options making conclusions and recommendations. - As a Directing Staff in Army War College I have been able to train, motivate and direct middle piece officers of Indian Army to be successful leaders as also to manage associated material and equipment both in war and peace and of course to be good soldiers and citizens of the country. - There being a constant and enhanced security threat to the existing security in the country, I have been able to train and explain the security situation world over as also been able to ingrain the essentials of security of information, material and personnel to the trainees. - I have also been able to successfully manage and conduct events while optimally utilising resources.</p>		
Reasons for Leaving		

1. I am a selection grade colonel of Indian Army which is well known for it's quality of leadership, loyalty, dignity, devotion to duty, honesty of work and professional excellence. I am extremely proud to have been part of such an esteem organisation and inheriting its exceptional qualities. 2. Leadership, management, administration, security and administration naturally form part of my job profile in the Army. As a trained soldier and officer of Indian Army, I have excelled in managing the situation in most appropriate form not only in peace time but under the toughest conditions of war as well through personal examples and leading the men from the front. 3. Despite having won a number of awards and accolades, my decision to leave the Army at this juncture has been influenced by my growing aspirations in life to do some thing yet better and to contribute in yet better way while exploring wider and open horizons. United Nations Organisation opens up wide vistas of world for expression of professional acumen in a highly challenging, diverse and interesting environment which suit my kind of a man. 4. UN peace keeping operations as also other related jobs in UN are akin to my expertise which not only require minimum reshuffling but will also form part of a natural and easy curriculum for me. Therefore a job with UN is preferred by me.

Job Title Commanding Officer		Type of Business Command of a Battalion	From - To 01/11/2002 - 01/07/2005
Name of Employer Indian Army		Name of Supervisor Formation Head Quarters	
Salaries per Annum:			
Starting 280000	Final 337000	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 ashokasever@gmail.com	
Address of Employer India			
Number of Employees Supervised by You 1000			
Description of Duties <p>-General. A benchmark in an Army officer's career involved complex natured task of orchestration and management of large amount of human and material resources and events to deliver the best output in a given situation. It encompassed challenging tasks of recreating, reorganising and refining the organisation set up with challenges of leadership, management, logistics, evolution of concepts and ideas, their validation and tackling of day to day environmental situations. The duty was performed in a hostile and isolated environment and under adverse weather conditions of Line of Actual Control across China Border and in the peace time security sensitive environment opposite Pakistan. _ While on Eastern border I organised and attended border meetings with Chinese delegations regularly. - Leadership-To provide leadership, strong negotiating skills and ability to influence others to reach consensus with excellent knowledge of policies and guidelines pertaining to operational and management tasks. One had to be persistent and calm when faced with difficult problems or challenges in stressful situations. -Planning and Organising -Identify priority activities and assignments as required, effectively allocate appropriate amount of time and other resources to complete work; foresee risks and allow for contingencies when planning. -Security. I was closely linked to security aspects of planning, preparation and execution both as a regimental commander and as a staff officer in varying terrains of mountains and plains. My work involved preparation of security plan for the organisation/station for security of personnel, material and information i.e. both in the peace time security sensitive and operational environment of counter insurgency as well. -Transport. I was responsible to manage vehicle fleet including acquisition, receipt, distribution, maintenance, utilisation and disposal of about 90 vehicles in accordance with the formation policy and directive.</p>			
Summarize any of Your Achievements <p>-General. I successfully orchestrated and managed resources to yield best out put for given tasks by higher headquarters simultaneously creating benchmarks in functioning of the battalion in the field of security, anti espionage, training by innovative methods, sports events etc as also raising/creating resources of general and special utility/welfare and maintaining them successfully for their prolonged and effective use. -Leadership - I demonstrated outstanding leadership skills, ability to make quick decisions in emergencies or when rapid response was required thus achieving success in every field and bringing laurels to the organisation. I developed ability to manage, supervise, coach, and develop a team. -Planning & Organising - I learnt to work for others, work under pressure of tight and conflicting deadlines and handle multiple concurrent projects/activities. -Liaison and Teamwork - Excellent interpersonal skills, including ability to operate effectively across organisational boundaries, ability to establish and maintain effective liaison and teamwork, working relations with senior commanders, directors and peer group commanders with sensitivity and respect for diversity of troop's loyalties. - Security. I successfully conducted security training on security of information, personnel, and material for security management system with responsibilities of coordination of security network of the area and spreading personal security awareness. I gained the ability to effectively deal with stress factor when encountered in security management; good technical skills to understand and consolidate the varying specialisations such as electronics, communications, mechanics, explosives and other sophisticated devices encountered in security management system.- Land Management. Maintain control over the land and property in the area of responsibility in the entire station. - Transport. I responsibly managed 90 vehicles and orchestrated resources and expenditures and ensured that the relevant accounting and audit requirements are respected. Responsible for road safety programmes, I developed and maintained active road accident prevention programs and ensured no accident throughout my tenure as a commanding officer. I developed a cost-effective method of providing transport capability. - Communications and Technology. I learnt excellent communication skills, both oral and written including ability to coordinate a large volume of correspondence, speak and write clearly and effectively, listen to others, take a holistic view of the situation, tailor language, tone, style and format to match the audience and then respond appropriately. I gained ability to produce detailed reports and make effective presentations and orally explain issues in detail. -Human Rights. I was successful in maintaining human rights of individuals with equality for all irrespective of race/caste/creed/gender, justice before the law and freedom of thought and action while preventing any violation of the same under all circumstances whatsoever. - Experience. I imbibed a tremendous experience and expertise in security management, maintaining physical fitness and operational readiness under stress. I demonstrated leadership qualities and capability of rapid decision making with almost zero error. I operated independently in austere environment for protracted periods. I also gained professional experience in financial and general administration, employee benefit schemes. I became technology savvy with good computer skills. I experienced a wide exposure during meetings with a number of foreign delegations as part of the regular border meet</p>			
Reasons for Leaving Posted out to another appointment on completion of tenure as a commanding officer.			

Job Title General Staff Officer Grade I		Type of Business Staff Duty	From - To 01/07/2000 - 01/06/2002
Name of Employer Indian Army		Name of Supervisor Army Head Quarters	
Salaries per Annum:			
Starting 220000	Final 245000	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 ashokasever@gmail.com	
Address of Employer India			
Number of Employees Supervised by You			
Description of Duties			

- Role and task. The appointment of Grade I General Staff Officer was a tri service appointment for evolving and monitoring training concepts at Army Headquarters New Delhi. It was a special staff work at apex level of Army HQ involving complex processing of cases dealing with tri-service requirements i.e. Army, Navy and Air force. - Work Profile. It involved devising policies on training matters, evaluating and grading officers returning from foreign courses, dealing with foreign officers and Para military forces training, maintaining their confidential records, dealing with associated branches with varying priorities, devising ways and means to manage and conduct and thereby monitoring progress and feed back of training of Indian Army. Carryout complete in-depth analyses and to formulate conclusions/recommendations to formation tasks. -Government Liaison. A great deal of work involved contacting Government of India officials for processing various cases thus necessitating liaison, coordination and joint ness in functioning in an amicable environment. - Monitor ongoing developments and create environment to keep the information flowing. -Update and Undertake Continuous Learning -Ability to keep abreast with complex situations and new developments in the operational, management and logistics aspects. -Teamwork - Work in collaboration with colleagues to achieve organisational goals. Establish and maintain productive partnerships with colleagues, seniors and subordinates by gaining their trust and respect. Support and act in accordance with final group decisions even when such decisions may not entirely reflect own position. Build consensus for task purpose and direction with team members. Solicit input by genuinely valuing others ideas and expertise and learn from others. Share credit for team accomplishments and accept joint responsibility for team shortcomings -Meet commitments, observing deadlines and achieving results.

Summarize any of Your Achievements

- Managing Performance - I demonstrated strong managerial/supervisory skills. I had the skills and the ability to establish, plan and encourage performance; coordinate and monitor work of others; delegate appropriate responsibility, accountability and decision-making authority to subordinates. - Orientation - I demonstrated the ability to identify institutional needs and suggest appropriate solutions. I was able to establish and maintain productive partnerships with institutions and individual appointments. - Technological Upgrade - I was able to induce a very good working knowledge of technology tools such as PowerPoint, Excel and Word to all staff in the office. I was also able to contribute to institutional knowledge through active participation in the documentation and sharing of lessons and good practices. - Communication - I developed strong communication; spoken, written, workshops and presentational skills including ability to defend and explain difficult issues to various delegations, clients and government officials. - Environmental Enhancement. My work did help improve the environment and resolve a number of ongoing cases. Besides there were many a new issues of training, security and fund management which were brought forward, planned to improve the ongoing system and thus enhance the functioning to a commendable level. - Resource management. I ensured that fire detection devices and fire-fighting equipment are available on the premises. Maintained fire evacuation plan and conducted fire drills and training as necessary. - Security. I maintained office security by conducting physical security inspections of office premises, issue of cards, maintaining security posts, background checks and entry control. I issued directions and advice to staff and dependants on security matters such as window guards, alarm systems and locks to minimize intrusions, thefts and burglaries. I also ensured availability of emergency communications system by making periodic checks and also arranged for necessary repairs if required. - Stress Management. I could counsel the staff to prevent any stress related incident by resolving/defusing problems of incident/work-related stress or of personal nature that adversely affected job performance. - Office. The entire work of General Staff Officer Grade One involved tremendous amount of work which was quite a load and handled by me by devoting overtime and hard work till late evenings. Known for my work and out put, I was commended for my diligent and meticulous work of the office and rewarded by my superiors. -Human Rights. I dealt with cases of human rights of individuals which were referred to by the lower formations and which were then processed for disposal through internal assessment and through the court of law. Compensation if required was then processed through respective directorates and claims sent to the individual concerned. The baseline was equality for all irrespective of race/caste/creed/gender, justice before the law and freedom of thought and action. - Experience. - Gained professionalism by way of proven conceptual analytical and evaluative skills and ability to conduct independent research and analysis, identifying issues, formulating analyses and making conclusions and recommendations. I learnt to be conscientious and efficient in meeting commitments, observing deadlines and achieving results; motivated by professional rather than personal concerns. The execution of my work added to learning the utilisation of electronic devices, latest electronic gadgetry and equipment to counter sabotage and subversion means of anti social elements.

Reasons for Leaving

Posted out to another appointment on promotion/ attainment of higher rank.

Job Title Adjutant and Training Commander		Type of Business Adjudication and Training	From - To 01/05/1999 - 01/07/2000
Name of Employer Indian Army		Name of Supervisor Regimental Centre	
Salaries per Annum: Starting 182000		Final 220000	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 ashokasever@gmail.com	
Address of Employer India			
Number of Employees Supervised by You 200			
Description of Duties Description of Duties -General. As adjutant of the Regimental Centre, I had a major task of passing instructions meticulously and ensuring smooth conduct of all activities of the Centre. – Training/Instruction. On the other hand, as an instructor, my job involved conduct of training in the form of lectures, demonstrations, discussions and exercises on the camps etc. It was to impart one year basic but enhanced training special to infantry of various weapon systems, tactics with basic theories with its practical application including understanding on operations of war in varying terrains. Logistic aspects and management details were also taught to recruits of the Regiment. - Planning. contribution to planning, preparation and presenting newer training ideas to appropriate authorities at all levels. -Recruitment. Form part of the recruitment team for undertaking recruitment periodically which of course is quite a sensitive subject in India and required detail study of the issue, planning and the execution of the task. -Transport. Responsible to manage vehicle fleet of the organisation involving work on the acquisition, receipt, distribution, maintenance, utilisation and disposal of about 45 vehicles in accordance with the formation policies and directives. It also involved orchestration of resources and expenditures to ensure the relevant accounting and audit requirements. As a line director to the vehicle personnel, evaluated employee performance, allocated the rotation of appropriate work assignments, their training and career plans. Shouldered responsibility for road safety programmes as well. - Security. Direct link to security aspects of planning, preparation and execution as a training commander and as a staff officer. Preparation of security plan for the Regimental Centre for personnel, material and information whether to cover the visit of a VIP or for the conduct of an event in schedule which was a Herculean task and required diligent handling in the security			
Summarize any of Your Achievements Summarize Any Of Your Achievements. - Planning and Organisation. My actions were responsible for smooth and even conduct of activities in the Regimental Centre. My plans, presentations, events managed contributed a great deal to the upliftment of the training standards of the Regimental Centre. -Recruitment. Recruitment involved an honest deal of the issue wherein I contributed considerably by successfully conducting such events. -Event Management. A number of other events that happened in Delhi, being a capital city, were looked after by the Regimental Centre and was handled either jointly as a team member or independently at times. Successful conduct of such events was major contribution to the organisation for its growth and sustenance. - Transport. I ensured that all vehicles are used in accordance with rules and regulations, arranged for the testing of the staff to ensure required driving skills and road rules and regulations. I developed and maintained active road accident prevention programs. - Training - Gained experience to develop and upgrade relevant training concepts, programmes, materials and ensured that integrated training is developed and delivered to meet the environmental needs, evaluated the effectiveness of training and worked with seniors to identify forthcoming training requirements and developed plans to meet these. -Security. A successful conduct of security plan is an achievement by itself. Within the delegated authority, as a security officer, I ensured that all concerned are kept fully informed on matters affecting security and conducted routine security inspections of office and residential premises. I investigated and prepared reports on minor cases of theft, burglary, assault or other untoward incidents. I, in my capacity as a security in charge, assisted higher commanders in establishing policies and procedures for reviewing crisis situations and preparing contingency plans for emergencies. I responsibly worked out the requirement of number of security guards, their training and supervision of the duties. I effectively served as a member of disciplinary team for analyzing and recommending on matters of special happenings. As a security in charge, I ensured the following:- All posts are in possession of the station security plan. - Kept everybody informed so as to prepare/update the plans and to ensure execution of existing security plans. -Ensured availability of relevant equipment and resources like vehicles and communications systems to implement the existing security plan. - Undertook inspections and visits to assess the security situation and to assist in implementation of security plans where required. - Stress Management. I could prevent any untoward/stress related incident happening by resolving/defusing problems of incident/work-related stress or of personal nature that adversely affected job performance and productivity and developed programmes designed to improve the quality of life. I provided training sessions on stress management and conflict resolution as needed and monitored environmental factors that could lead to stress development. I organised and implemented stress management programmes for the needy personnel. - Experience. I gained the ability to establish and maintain effective working relationships both as a team member and a team leader under stressful work and living conditions. I also gained supervisory and management experience of a sensitive and responsible organisation.			
Reasons for Leaving Posted out to another appointment on promotion/ attainment of higher rank.			

Job Title Deputy Assistant Adjutant and Quartermaster General	Type of Business Logistics, Welfare, Land and Legal.	From - To 01/02/1997 - 01/05/1999
Name of Employer Indian Army	Name of Supervisor Brigade Headquarters	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
125000	182000	INR	Is this a position within the UN Common System? No
Telephone Number		Email Address ashokasever@gmail.com	
Address of Employer India			
Number of Employees Supervised by You 10			
Description of Duties Description of Duties -Adjudication. As DAA & QMG, I dealt with discipline, adjudication, security, courts of inquiries, legal/ policy based disposal of cases dealing with untoward happenings like road accidents, deaths, injuries, apprehensions, damages involving issue/receipt of casualty report, investigation and inquiry into the case, preparing recommendations based on the policy guidelines and case disposal with government compensation. -Logistics. I also dealt with logistics branch handling approximately INR 500 million worth equipment, management of resources, material, inventory, ammunition, medical cover, supplies, clothing, water, housing etc. Ensured that fire detection devices and fire fighting equipment are available on the premises. -Land. Land involved detailed study of the case, meticulous documentation, processing the cases with the government, review of supporting documents, assessment on ground, release of payment and correct disposal of the case under the provision of Land Acquisition Act 1894. -Security. I have worked as a part of the main security team which was responsible for the development, implementation and updating of the plan and security coordination of the formation in the entire insurgency prone area of about 200 kilometers of length. -Transport. Main coordinator of the entire fleet of transport in the formation comprising of 100 to 300 vehicle movement over a period of three months. In addition to above, as a regional coordinator of the sector and formation transport, I was wholly -solely responsible for movement and coordination of 10 to 30 troop carrying vehicles every day. I organised security and movement on to above 10,000 troops in and out of the insurgency prone and security sensitive environment of Jammu and Kashmir for two years -Office. A lot of office and groundwork on acquisition, receipt, distribution, maintenance, utilisation and disposal of vehicles including accident coverage if any in the difficult terrain of mountain			
Summarize any of Your Achievements Summarize Any Of Your Achievements. - Legal and Adjudication. As DAA and QMG of a brigade, I single handedly handled and resolved aspects of discipline, adjudication, security, investigation of untoward incidents, courts of inquiries, legal/ policy based disposal of cases etc. - logistics. The branch dealings for handling rupees 100-500 million worth equipment and one million rupees of finances every month for 5000 troops. Successfully maintained fire evacuation plan, conduct of fire drills and training as necessary. Gained professional experience in logistics, camp management, general services operations in claims, receiving and inspection, property control and inventory unit and as an assets manager in the organisation of the field Headquarters of the formation. - Security. I successfully and commendably worked as a part of the main security team which was responsible for the development, implementation and updating of the planning for security coordination of the formation of about 200 kilometers of length in an insurgency prone and security sensitive area of Jammu and Kashmir which was full of threats of improvised explosive device blasts, ambushes, killings, armed attacks and a number of coercive activities etc involved placing of security elements all along the vulnerable points and vulnerable areas, ensuring safety of communication network and movement happening through it, conduct of event, winding up the security elements, account for their disposal and ensuring correct disposal. The responsibility of success or failure of the event/ issue was paramount and that is what was shouldered by me and successfully maintained. As a part of my task, I successfully provided and monitored the security cover, ensuring safety of communication network and movement of troops in and out of the sector, reporting, keeping the environment abreast and maintaining accountability of the whole movement. - Technology Upgrade. The execution also involved the utilisation of electronic devices; latest electronic gadgetry and equipment to counter sabotage and subversion by insurgents as also adoption of ruses/deception so as to safeguard own procedures. - Land. Land being a subject of logistics was dealt for long pending and overdue cases to be resolved by liaison, communication, detailed study and coordination with Government agencies and offices. Many such cases were resolved and compensation paid under the Land Acquisition Act of 1894. - Transport. I successfully coordinated the entire fleet of transport in the formation comprising of approximately 500 vehicles movement annually in a security sensitive area of Jammu and Kashmir. I, single handedly and successfully, carried out regional coordination of the sector and formation transport of 10 to 30 troop carrying vehicles carrying approximately 500 troops every day. Overall, I was successful in a diligent and meticulous organisation of the security and movement of 10,000 troops in and out of the insurgency prone and security sensitive environment of Jammu and Kashmir every one year. - Office. The entire work of DAA & QMG involved tremendous amount of workload, which was handled by me by me single handedly in an independent environment. Coined as 'Self Starter' by my boss, I was commended for my diligent and meticulous work of the office and thus rewarded accordingly. - Experience. I gained analytical and evaluative skills and ability to conduct independent research and analysis, identifying issues, formulating options and making conclusions or recommendations.			
Reasons for Leaving Posted out by Army Headquarters to another appointment on completion of my tenure.			

Job Title Student	Type of Business Post Graduation in Defence and Strategic Studies	From - To 01/06/1995 - 01/05/1996
Name of Employer Indian Army	Name of Supervisor Defence Services Staff College of Indian Army	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
105000	115000	INR	Is this a position within the UN Common System? No
Telephone Number		Email Address ashokasever@gmail.com	
Address of Employer India			
Number of Employees Supervised by You			
Description of Duties - It was one year comprehensive and high quality special training for selected officers of Indian Army to understand both existing and growing concepts of Indian Armed Forces. -A tri service environment integrated with officers from Indian Army, Navy, Air Force and officers from friendly foreign countries for training in command and staff aspects along with detail management and host of social and perfunctory activities.			
Summarize any of Your Achievements - It was an environment of all arms, tri service coupled with a number of officers from friendly foreign countries. I, for one was selected to be a sponsor to an American officer named Major Scott William Zurschmits. A wide interaction with the officer over a period of one year gave me a tremendous amount of insight into an international sort of environment while being in the Defence Services Staff College Wellington. -The study of a number of project works, assignments and presentations accredited by Madras University gave me a post graduate degree i.e. 'Master of Science in Defence and Strategic Studies'. - The Staff College studies gave me quite an exposure to foreign delegations, eminent speakers from country wide and interaction with a number of officers specialised in their specific field and foreign officers from majority of the countries of the world.			
Reasons for Leaving Posted to a suitable appointment consequent to having qualified on specialised training.			

Job Title	Type of Business	From - To
Company Commander	Command of a Company in Field and Insurgency prone environment of Indian Army.	01/12/1993 - 01/01/1997
Name of Employer	Name of Supervisor	
Indian Army	Infantry Battalion	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
115000	125000	INR	Is this a position within the UN Common System? No
Telephone Number	Email Address		
	ashokasever@gmail.com		
Address of Employer			
India			
Number of Employees Supervised by You			
125			
Description of Duties			
<p>-At Middle Level of my service i.e. from 09 to11 years and from12 to 13 years, I commanded my company and led to initiate, organise, conduct and culminate a number of organisational events of leadership, management and training. My company combated insurgency and conducted operations in the State of Jammu and Kashmir from June1996 to Jan1997 and once again in the state of Assam from Dec 93 to June 95, which were infested with a number of insurgent organisations. - I performed my duties in a hostile and isolated environment and under adverse weather conditions of security sensitive environment of insurgency involving management and leadership challenges. - Leadership-To provide leadership, strong negotiating skills and ability to influence others to reach consensus - Planning and Organising - Identify and adjust priority activities for assignments, effectively allocate appropriate amounts of time and resources to execute the work. Also foresee risks and allow for contingencies when planning. -Training. To coordinate the design, development of programmes and training for the entire company. The core training agenda was to hone up skills in weapon handling and tactics, technical training, safety and security, leadership and management, administration and communications. -Security. As a security officer, I was responsible for preparing a draft security plan for the given operational area of responsibility; carry out security assessments and to perform the routine investigations to ensure the safety of personnel, information and material. Security of individuals and that of the post offered different dynamics of work and were implemented in their own perspective in that hostile and challenging environment. -Stress Management. Carry out individual psychological assessment in the case of individuals' experiencing/ presenting symptoms and direct towards conflict resolution to the psychological problem. -Human Rights. Maintain human rights of individuals with equality, justice</p>			
Summarize any of Your Achievements			
<p>- Role and Task. I led to initiate, organise, conduct and culminate a number of organisational events for event management and training successfully in Ranikhet. My company-combated insurgency in the State of Jammu and Kashmir in a hostile, isolated and security sensitive environment infested with a number of insurgent organisations, under adverse weather conditions. My actions instrumentally brought laurels to the organisation. - Training - Gained experience to develop and upgrade relevant training concepts, programmes, materials, ensure that integrated training is developed and delivered to meet crosscutting needs, evaluate the effectiveness of training and to work with seniors to identify forthcoming training requirements and develop plans to meet these. -Security. Prevention of occurrence of untoward incident by itself is an achievement in the realms of security. Within the delegated authority, as a security officer, I ensured that all concerned are kept fully informed on matters affecting security and conducted routine security inspections of office and residential premises. I investigated and prepared reports on minor cases of theft, burglary, assault or other untoward incidents. I, in my capacity as a security in charge, assisted higher commanders in establishing policies and procedures for reviewing crisis situations and preparing contingency plans for emergencies. I responsibly worked out the requirement of number of security guards, their training and supervision of the duties. I effectively served as a member of disciplinary team for analyzing and recommending on matters of special happenings. -Stress Management. I developed programmes designed to improve the quality of life and provided training sessions on stress management and conflict resolution as needed. I monitored environmental factors that could lead to stress development, organised and implemented a stress management programme for the needy personnel. -Human Rights. I was successful in maintaining human rights of individuals with equality for all irrespective of race/caste/creed/gender, justice before the law and freedom of thought and action. Simultaneously, I prevented violation of human rights in all circumstances whatsoever and if at all any violation so occurred inadvertently, I presented it before the court of law for its just and appropriate disposal. -Experience. - I gained professional experience in logistics, camp management; general services operations in receiving and inspection, property control and inventory unit and as an assets manager in the organisation of the unit and sub unit. I gained the ability to establish and maintain effective working relationships both as a team member and a team leader under stressful work and living conditions. I also experienced human resource development, adult learning, training in a related area and working in a diverse environment of field and peace. I gained professional experience in business, financial and general administration and employee benefit schemes at the national and Indian Army level. This tenure gave me good basic skills in security specialization to be able to recognize and evaluate the seriousness of threats and potential dangers. I now possess well-developed analytical skills in security and have the capability to organise and coordinate skills to plan and execute actions in response to security problems. I have the ability to train other security and safety officers. I also have good computer skills and knowledge of associated electronic devices. I now have a judgment sense to deal with emergency situations such as hostile attacks, evacuation etc. I have interpersonal skills with ability to est</p>			
Reasons for Leaving			
Pasted out by Army Headquarters to another appointment.			

Job Title	Type of Business	From - To
General Staff Officer (Intelligence)	Intelligence, processing, investigation, analysis, presentations, protocol	01/11/1991 - 01/11/1993
Name of Employer	Name of Supervisor	
Indian Army	Infantry Brigade	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
950000	105000	INR	Is this a position within the UN Common System? No
Telephone Number	Email Address		
	ashokasever@gmail.com		
Address of Employer			
India			
Number of Employees Supervised by You			
10			
Description of Duties			
<p>- Security. - Maintain lines of communication with security and intelligence as focal points to ensure maximum-security coordination. Work as a member of the security management team to assess prevailing local security conditions. Identify security trends and advise commanders on potential security problems with a suggested solution ultimately contributing to effective implementation of the security plan. -Training. Supervise and train junior staff supporting general services operations in the field -Supervise day-to-day operational activities in the units. - Communicate official travel plans of the commander and staff in the sector to locations outside the formation area of responsibility. - Prepare work plans and other activities of general staff branch in the formation sector. - Prepare weekly general staff and intelligence activity reports, signaling all concerned for special attention to the formation commander or the general staff head. - Maintain liaison with neighbouring headquarters and representatives of other battalions to devise most efficient use of resources and staff. -Officiate as General Staff Head and represent the general staff branch in coordination conferences and seminars. – Reception. Organise meetings and visits with the delegations arriving in the headquarters and movement with the Brigade Commander to conduct briefings and to deal with officials as per protocol.</p>			
Summarize any of Your Achievements			

This being the first staff appointment of my career, I was able to learn and gain expertise in the following: - -Security. For my security achievements, I learnt to keep everybody concerned to be fully informed on matters affecting security and conducted routine security inspections of the headquarters and its offices. I investigated and prepared reports on minor cases of theft, burglary, assault and other untoward incidents. I supervised daily-based security requirements of the headquarters and kept the senior commanders informed of the latest happenings on the subject. As a brigade security officer, I ensured the following: - All duty units/sub units are in possession of the station security plan. - Kept everybody informed so as to prepare/update the plans and to ensure execution of existing plans. -Ensured availability of relevant equipment and resources like vehicles and communication systems to implement the existing security plan. - Undertook inspections and prepared reports as also draft recommendations to ensure effective implementation of the security plan in the Formation. Professionalism – I learnt to conceptually analyse and evaluate skills, to conduct independent research and analysis, identify issues, formulate options and then make conclusions/ recommendations. – I learnt to plan and organise and establish priorities as also to plan, coordinate and monitor own work plan and for the staff under supervision. – I developed clear goals, based on the policy directions from higher commanders, anticipated and resolved problems. – Professionally, I learnt to stay updated with broad and in-depth knowledge of all aspects of general staff and field management. –I trained the subordinates and staff to hone up their skills so that they come up to a desired level of functioning. –I created team spirit and thereby a motivated staff to assure highest quality and accuracy in their work. - Work collaboratively with colleagues and peers to achieve organisational goals and ensure timely and accurate delivery of output. –I could write in a clear and concise manner and communicated orally more effectively. – My ability to prepare reports, articulating options concisely, conveying information, making and defending recommendations was applauded. – I maintained effective work relationships with subordinates, peers, seniors and commanders. –I learnt the ability to provide a confidential environment in which others could talk and act without fear of repercussions within a climate of established trust – Functioning for receptions, visits and conduct of tour of the foreign delegations, preparing and drafting briefings for the same gave me a tremendous amount of exposure and experience on the subject. -I gained qualification through Army's institutionalised and formal training as under: - - Junior Staff Course. Three months training in planning, managing and reproducing varying aspects of command and staff at junior level. The course equals a certificate course of an executive in a coy.

Reasons for Leaving

Posted out back to my Battalion on completion of my tenure.

Job Title Company Commander	Type of Business Command of Company in Insurgency and Field of North East India	From - To 01/06/1989 - 01/11/1991
Name of Employer Indian Army	Name of Supervisor Infantry Battalion	
Salaries per Annum: Starting Final Currency Paid Is this a civil servant position of your Government? No 85000 950000 INR Is this a position within the UN Common System? No		
Telephone Number Email Address ashokasever@gmail.com		
Address of Employer India		
Number of Employees Supervised by You 125		
Description of Duties - Role and Task. At Middle Level of my service i.e. from 7 to 9 years, I commanded my company for event management, training organisation etc and led to initiate, organise, conduct and culminate a number of organisational events which encompassed creating, organising and refining the organisational set up with challenges of leadership, management, logistics etc. - Counter Insurgency. My company combated insurgency in a security sensitive and operational environment of the North Eastern Country i.e. in the State of Assam which was hostile, remote and isolated environment. A number of operations were conducted successfully both as part of the company and Battalion as well. - During this time I was selected to train all ranks of Bhutan Army in tactics, management, administration and security. This was an opportunity, which gave me an exposure to interact with foreign nationals in a sort of international environment. -Training. To design, plan and implement the training programmes of the entire company. The training agenda was to hone up skills in weapon handling and tactics applicable in insurgency environment, safety and security, leadership, management, communications skills, planning, train-the-trainer, performance appraisal and to keep the seniors abreast of the latest -Security. For my security expertise and duties, I was responsible for preparing a draft security plan for the given operational area of responsibility and carry out security assessments and perform routine investigations to ensure the safety of personnel, information and material. -Stress Management. Carry out individual psychological assessment in the case of individuals of the company experiencing or presenting stress related symptoms and direct them towards medication to the psychological problem. -Human Rights. Maintain human rights of individuals with equality, justice and freedom for all.		
Summarize any of Your Achievements -General. As a leader up to 9 years of service in the regiment, I successfully led teams for event management, sports & training competitions thus contributing to the growth and maintenance of the organisation. I led to initiate, organise, conduct and culminate a number of organisational events successfully both in field and peacetime environment of Indian Army. -Counter Insurgency. While combating insurgency, I brought laurels to the organisation by way of successful conduct of operations and gallantry award for myself. - Training - Gained experience to develop and upgrade relevant training concepts, programmes, materials, ensure that integrated training is developed and delivered to meet cross-cutting needs, evaluate the effectiveness of training and to work with seniors to identify forthcoming training requirements as also develop plans for it. - Security. For my security responsibilities, I ensured that all concerned are kept fully informed on matters affecting security and conducted routine security inspections of battalion, company lines and living accommodation. I investigated and prepared reports on minor cases of theft, burglary, counterfeit, assault etc. I was able to assist the organisation in establishing policies and procedures of security in the functional system. I worked out and placed the security guards, looked after their training and supervision of the duties as well. - Stress Management. I could prevent any untoward/stress related incident happening by resolving/defusing problems of incident stress and work-related or personal nature that could adversely affect job performance and productivity and also developed programmes designed to improve the quality of life. I provided training sessions on stress management and conflict resolution as needed. I monitored environmental factors that could lead to stress development, organised and implemented a stress management programmes for the needy personnel. -Human Rights. I was successful in maintaining human rights of individuals with equality for all irrespective of race/caste/creed/gender, justice before the law and freedom of thought and action. Simultaneously, I prevented violation of human rights in all circumstances whatsoever and if at all any violation so occurred inadvertently, I presented it before the court of law for it's just and appropriate disposal. - Experience. I gained the ability to establish and maintain effective working relationships both as a team member and a team leader under stressful work and living conditions. I also experienced human resource development, adult learning, training in a related area and working in a diverse environment of field and peace. -I gained qualification through Army's institutionalised and formal training as under: - - All Arms Officers Combat Engineering Course. Two months basic course on engineering tasks undertaken by Army in its field environment. It equals a certificate course in Mechanical Engineering from a University in Pune. - Counter Insurgency and Jungle Warfare. Two months training in combating insurgency in jungle and hostile insurgency environment of North East country both by conduct of operations and winning hearts and minds of people.		
Reasons for Leaving Posted out by Army Headquarters to another appointment on completion of my duty.		

Job Title Aide de Camp	Type of Business Aiding the General Officer Commanding of an Area	From - To 01/04/1988 - 01/05/1989
Name of Employer Indian Army	Name of Supervisor Area Headquarters	
Salaries per Annum: Starting Final Currency Paid Is this a civil servant position of your Government? No 80000 85000 INR Is this a position within the UN Common System? No		
Telephone Number Email Address ashokasever@gmail.com		
Address of Employer India		
Number of Employees Supervised by You		

Description of Duties

- Manage programmes, movements, conduct of activities/events, traveling, priorities of personal requirements and wide interaction at higher places - Security. Organise, supervise and conduct personal security of the General Officer for his movement, stay/accommodation and conduct of various activities.

Summarize any of Your Achievements

-As ADC to Area Commander of largest Army Area in India, I successfully managed programmes, movement, conduct of activities/events, travel, interaction at higher places, personal priorities of the general officer and his family, conduct of protocol and interaction with a variety of people. -The security organisation at higher places gave me a tremendous exposure to understand, organise conduct and maintain a functional security environment.

Reasons for Leaving

The General Officer retired from service and Army Headquarters posted me to another appointment.

Job Title Regimental Duties		Type of Business Team Leader	From - To 01/12/1983 - 01/04/1988
Name of Employer Indian Army		Name of Supervisor Infantry Battalion	
Salaries per Annum: Starting 60000		Final 80000	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 ashokasever@gmail.com	
Address of Employer India			
Number of Employees Supervised by You 30			
Description of Duties <p>-The regimentation involving command of troops, functioning with peer group, interaction with seniors and juniors, spiritual growth, leadership and management along the line and consequently becoming a part of the same blood line. -Commissioned as an officer into Indian Army, I joined a renowned infantry battalion with a track record of Second World War battles. Deep into regimentation of rubbing shoulders with men, training, sporting, interaction, organising and excelling, I grew up as a professional soldier. - I commanded teams in regimental happenings for event management in the battalion and led them into a number of happenings like sports, weapon-firing competitions, and professional competitions and matured as a senior officer of the team. - It encompassed creating and refining the organisation set up with challenges of leadership, management, logistics, execution of tasks and tackling day-to-day situations. - To provide leadership and draw willing obedience of the team to execute any given task. - Planning and Organising - Identify priority activities to organise work as required by effectively allocating appropriate amount of time and other resources to complete it. -Security. My work involved preparation of security plan for the Battalion in respect of personnel, material and information. It not only encompassed peace time requirements but operational environment of counter insurgency. -Training. Having gone through formal and casual training through institutionalised courses and cadres at formation level, I was responsible for training programmes involving honing up skills in weapon handling/firing, tactics applicable in the prevalent operational environment, technical and substantive training, safety and security, leadership and management etc. -Carry out individual psychological assessment and improve the working atmosphere in their company. -Human Rights. Maintain human rights of individuals with equality, justice and freedom.</p>			
Summarize any of Your Achievements <p>-General. As a leader up to 9 years of service in the regiment, I successfully led teams for event management, sports & training competitions thus contributing to the growth and maintenance of the organisation. I led to initiate, organise, conduct and culminate a number of organisational events successfully both in field and peacetime environment of Indian Army. -Counter Insurgency. While combating insurgency, I brought laurels to the organisation by way of successful conduct of operations and gallantry award for myself. -International Training Standards. As a part of the training organisation and team in Bhutan, I was closely associated with planning, organisation, training and handling of logistics aspects of approximately 2000 troops, 100 vehicles, rupees 500 million worth of equipment. This added tremendous amount of experience in a sort of international environment of another country. - Training - Gained experience in developing and upgrading relevant training concepts, programmes, materials and ensure that integrated training is developed and delivered to meet cross-cutting needs, evaluate the effectiveness of training and to work with seniors to identify forthcoming training requirements as also develop plans for it. - Security. For my security responsibilities, I ensured that all concerned are kept fully informed on matters affecting security and conducted routine security inspections of battalion, company lines and living accommodation. I investigated and prepared reports on minor cases of theft, burglary, counterfeit, assault etc. I was able to assist the organisation in establishing policies and procedures of security in the functional system. I worked out and placed the security guards, looked after their training and supervision of the duties as well. - Stress Management. I could prevent any untoward/stress related incident happening by resolving/defusing problems of incident stress and work-related or personal nature that could adversely affect job performance and productivity and also developed programmes designed to improve the quality of life. I provided training sessions on stress management and conflict resolution as needed. I monitored environmental factors that could lead to stress development, organised and implemented stress management programmes for the needy personnel. -Human Rights. I was successful in maintaining human rights of individuals with equality for all irrespective of race/caste/creed/gender, justice before the law and freedom of thought and action. Simultaneously, I prevented violation of human rights in all circumstances whatsoever and if at all any violation so occurred inadvertently, I presented it before the court of law for its just and appropriate disposal. - Experience. I gained the ability to establish and maintain effective working relationships both as a team member and a team leader under stressful work and living conditions. I also experienced human resource development, adult learning, training in a related area and working in a diverse environment of field and peace.</p>			
Reasons for Leaving Posted out by Army Headquarters to another appointment in staff on completion of mandatory regimental duties.			

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 - **25** French -

List any office machines or equipment you can use:

computer, Photocopier, Fax, Telephone/mob, Projection Systems 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

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
Punjabi	No	Easily	Not easily	Not easily	Easily
Urdu	No	Not easily	Not easily	Not easily	Easily

Address

9 B. Victoria Road, Pune
PUNE Maharashtra India
Telephone: 91-020-26102207
Fax: 91-9403190834
Contact: Ashok Kumar Ashok Kumar Arora

Address

HQ PUNE SUB AREA
PUNE CAMP
PUNE MAHARASHTRA India
Telephone: 91-020-26333407
Fax: 91-020-9403190834
Contact: Ashok Ashok Kumar Arora

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
Rakesh BANDHU	Army officer	Junior Command Wing, Army War College Mhow India	9107324253568 bandhurakesh@yahoo.co.in
Kanwal Jeet Singh DHILLON	Army Officer	Colonel General Staff India	tinydhillon@rediffmail.com
Praful PAWAR	Army Officer	Junior Command Wing, Army War College, India	9107324252823 praful631@rediffmail.com

Personal History Profile for Jimmy BALA

General Details

1. Family name BALA	First Name Jimmy	Middle Name Bugarin	Maiden Name, (if any)
2. Date of Birth 05/08/1966	3. City of Birth Cabanatuan	Country of Birth Philippines	Index No 611237
4. Country of Nationality at Birth Philippines	Second Nationality (if any)	5. Country of Present Nationality Philippines	Second Nationality (if any)
6. Gender Male	7. Height [cm] 173	8. Weight [kg] 85	9. Marital Status Married
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? No			
13. What is your preferred field of work? Administrative 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? 01/10/2004			
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: bala2@un.org			

Education

List all university degrees or equivalent qualifications obtained.

University Name Wesleyan University- Philippines	City, Country Cabanatuan Philippines	From - To Jun-1982 - Mar-1989
Main Course of Study Electronics	Field of Study Engineering & Engineering Trades	
Degree Title or Equivalent BS in Electronics & Communication Engineering (BSECE)	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 UNHCR HQS	City, Country Geneva Switzerland	From - To Jun-2007 - Jul-2007
Main Course of Study SUPPLY CHAIN LEARNING PROGRAM- This was an online and in-house training conducted by UNHCR to all Staff involved in the Supply Chain, i.e., Sourcing (Procurement), Delivery, Warehousing, and Asset Management.		Certificate or Diploma CERTIFICATE OF COMPLETION

Name of School THW Training Center	City, Country Stuttgart Germany	From - To Oct-2003 - Oct-2003
Main Course of Study Emergency Response Team. This is the training that prepares UNHCR staff for quick deployment to Emergencies where UNHCR doesn't have a presence or when there is one, the structure is not adequate to meet the Emergency. These emergency include a sudden movement of large numbers of refugees and Internally Displaced Persons and natural calamities.		Certificate or Diploma Certificate of Completion

Name of School Army Combat Service Support School	City, Country Makati Philippines	From - To Feb-1996 - May-1996
Main Course of Study Army Officers` Logistics Operations Course		Certificate or Diploma Certificate of Merit for Academic Excellence

Name of School AFP Officer Candidate`s School	City, Country Tanay Rizal Philippines	From - To Jun-1991 - Jun-1992
Main Course of Study Military Officer`s Pre-Commission Training		Certificate or Diploma Certificate of Completion

Employment

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

Job Title SUPPLY OFFICER	Type of Business PeaceKeeping Operations	From - To 01/03/2009 -
..

Name of Employer United Nations Mission in Chad & Central African Republic (MINURCAT)			Name of Supervisor Rajiv CHAWLA		
Salaries per Annum:					
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No		
			Is this a position within the UN Common System? Yes		
Telephone Number 2353793191			Email Address bala2@un.org		
Address of Employer Chad					
Number of Employees Supervised by You 6					
Description of Duties Deployed as Supply Officer (P3) at MINURCAT Forward HQs in Abeche with jurisdiction in the whole of Abeche and The Eastern Regions, my major responsibilities include the following: 1. Receiving/ Storing/ Distribution of General Supply Items – Supervision of the receiving, storing and distribution of office/ accommodation equipment, office equipment and stationery, bottled drinking water and other special general stores items. Ensure that all items are covered with the required steps in the UN electronic warehousing system- Galileo. 2. Planning and Forecasting: Responsible for the planning and forecasting of general items requirements for Abeche and the Eastern Regions and submit requirements to the Chief Supply Officer for requisitioning. 3. Issuance of Supply Items: Approves general supply requests and ensures that furniture and equipment are delivered to the requesting staff offices/ accommodation. Receives requests from the Reginal Administrative Officers and ensure that items requested are packed, labelled, CMR'd and sent. 4. Asset Management & Physical Verification – Responsible for the physical verification and accuracy of records of all general supply items, both non-expendables and expendables and ensure that write-offs are initiated as and when required. 5. Purchases – to initiate petty cash & direct purchases of materials required but not available in stocks as and when required. 6. Reports – to generate stocks/ property reports as and when required by managers to aid them in their planning. 7. Supervisory Responsibilities: I supervise three International Staff on FS levels, three International UNVs deployed in Abeche and the Regions.					
Summarize any of Your Achievements I managed to establish an accurate spreadsheet records of the stocks we have which are stored in sea containers dispersed within the HQs and Stars Camp; Galileo records are now being built- up to reflect all transactions past and present in Galileo. able to put and develop a Team of General Supply that measures up to the challenges faced by any start- up Peace-keeping Missions.					
Reasons for Leaving Still on post. Would want to venture out of the present post and mission for a vertical movement.					

Job Title CHIEF, PROPERTY CONTROL & INVENTORY OFFICER/ OIC GENERAL SERVICES SECTION		Type of Business Peace-keeping	From - To 01/11/2007 - 01/03/2009
Name of Employer UN DPKO (United Nations Integrated Office in Sierra Leone)		Name of Supervisor Michael Mulinge	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
			Is this a position within the UN Common System? Yes
Telephone Number 23276654059		Email Address bala2@un.org	
Address of Employer Sierra Leone			
Number of Employees Supervised by You 20			
Description of Duties • Galileo Inventory Management System- to ensure that records of UN Owned- Equipment are accurate and up-to-date, and to rectify the anomalies or discrepancies between the records and the data gathered during physical verification of assets. • To rectify discrepancies in asset details in Galileo when and as requested by the SAUs and maintaining an auditable documents justifying the changes. • To provide up-to-date records of assets to staff during check- out and deleting them on the Galileo database. • Providing briefing on PCIU and Asset Management to staff during check- in and subsequently creating a staff profile for them. • Preparation of periodical reports (Calendar Year- End/ Financial Year- End Inventory/ Monthly Inventory/ Monthly Inventory Summary Reports) for submission to UNHQs in New York. • Provision of accurate assets records to Managers that may be required for their onward planning for procurement. • As a Chairman of the Board of Survey (BOS)- Conducts inspections of assets recommended for disposal by the SAUs, write reports for submission to the Claims Unit, and; • To sit in the Local Property Survey Board (LPSB) meetings as an Ex- Officio to represent the BOS and provide advise on the technicalities involved in disposal as and when requested by LPSB members . • As Chief, PCIU, I was elected as a member of the UNIOSIL Liquidation Team. Additionally, I have been appointed as OIC General Services Section for 4 months until the Liquidation is completed at end of December 2008. I supervise the following units under the GSS: Claims, R&I, PCIU, Asset Disposal (ADEPU), Mail & Pouch, Travel, Supply and Fuel.			
Summarize any of Your Achievements I have attended the first-ever Workshop on Liquidation/ Property Disposal in UNMIK which was organized by PMU and has subsequently trained Chief of Sections, the CMS and other key staff in UNIOSIL. I have also conducted hands-on training on "Write-Off & Disposal Module" to the Disposal Unit, Finance and Procurement Sections which enabled the mission conduct write off and disposal activities per Galileo guidelines. This feat has been officially noted and mentioned in the report by the OIOS Team which came to Audit UNIOSIL operations in May 2008. Since I have reported to work, record-keeping has been improved, ie, Board of Survey records as well as anomalies and discrepancies in records have been rectified in Galileo with relevant auditable documents being kept in the office. My unit has completed the Physical Verification cycle of 2007 and we are now on another cycle. As the Chairman of Board of Survey, inspections are done on a weekly basis, at the minimum as requested by the Claims Officer. Due to reasons of operational efficiency and the Management's trust and confidence in my capabilities, the Asset Disposal Unit has been recently removed from Engineering Section and attached to the General Services Section which I am in- charge of. At one point, I was officially appointed OIC Mission Support which highlights the Senior Management's trust in my capabilities. My efforts and contributions to the mission have duly been recognized by my former supervisor by giving me Overall Rating "Frequently Exceeds Performance Expectations" and Overall Comments "Excellent Staff Member" both in my last two E-pas.			
Reasons for Leaving End-of-Mission/ Career Development			

Job Title Supply Officer		Type of Business Humanitarian Relief Assistance	From - To 01/04/2005 - 01/10/2007
Name of Employer United Nations High Commissioner for Refugees (UNHCR)		Name of Supervisor David Feze, Senior Admin/Finance Officer	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No

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

Telephone Number

4122739-7526

Email Address

bala@unhcr.org

Address of Employer

Sudan

Number of Employees Supervised by You

1

Description of Duties

As chief of the Supply Unit, I am responsible for the following: 1. Procurement: To manage the procurement system of all items for the offices in the whole of Darfur. In cases where the amount is less than \$20,000 and the procurement is done inside Sudan, I do all the processes directly and in cases where International procurement is done, I am the focal point of our office in Darfur to co-ordinate with our Supply Unit in Kharotum. 2. Delivery: Manage the delivery of items within our offices in Darfur, thru the use of our vehicle fleet and commercial transporters. For the items coming from Khartoum, I do the co-ordination with our Supply Unit in Khartoum. 3. Warehousing: To ensure that all items are received and stored using the best practices in the inventory management.

Summarize any of Your Achievements

I managed to put all supply-related activities under one unit- the supply unit in our office. When I came to the office, procurement was done separately by the Admin and Programme Units. Streamlining the functions of supply resulted in a more efficient and co-ordinated supply operations. Asset Trak: I managed to establish an updated and accurate listing of all UNHCR and Implementing Partners' Assets in the whole Darfur area. Construction: As an added duty, I am the focal point in all the construction activities in the office. I have co-ordinated all the activities for the construction of our office blocks, warehouse/car park, and vehicle maintenance complex.

Reasons for Leaving

I am still with UNHCR but am looking for possible opportunities within the common UN system

Job Title

Field Safety Adviser

Type of Business

HUMANITARIAN

From - To

01/10/2004 - 01/03/2005

Name of Employer

United Nations High Commissioner for Refugees (UNHCR)

Name of Supervisor

WILLIAM TALL

Salaries per Annum:

Starting

71000

Final

71000

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

78672546095

Email Address

bala@unhcr.org

Address of Employer

Russian Federation

Number of Employees Supervised by You

2

Description of Duties

1. To advise the head of office on security matters 1. To conduct security assessment missions to North Caucasus republics where UNHCR missions are held. 3. A member of ASMT and UN Security Cell in the North Caucasus. 4. In collaboration with UNSECOORD, conduct security assessments to UN premises and residential areas. 5. To provide security advisories to UNHCR staff. 6. Maintain liaison with officers of Law Enforcement Authorities in the North Caucasus.

Summarize any of Your Achievements

1. I am a founding member of UN Security Cell in the North Caucasus. 2. I was able slowly take control of UNHCR missions in the North Caucasus, thereby making UNHCR missions more flexible.

Reasons for Leaving

I was sent on mission to Darfur as Logistics Officer thereafter I got my regular appointment in the same function as Supply Officer which I hold until now.

Job Title

Associate Logistics Officer (UNV)

Type of Business

Humanitarian Assistance

From - To

01/01/2001 - 01/09/2004

Name of Employer

United Nations High Commissioner for Refugees (UNHCR)

Name of Supervisor

John Nkosi, Programme Officer of UNHCR Sub-Office Dadaab

Salaries per Annum:

Starting

24000

Final

24000

Currency Paid

USD

Is this a civil servant position of your Government? **No**

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

Telephone Number

254463553

Email Address

bala@unhcr.ch

Address of Employer

Kenya

Number of Employees Supervised by You

15

Description of Duties

1. SUPPLY CHAIN MANAGEMENT: a. Responsible for the purchase of all items of supply for UNHCR Sub-office programmes, their delivery to the warehouse/stores, warehousing management, issuance/distribution of items to the beneficiaries. Preparation of payment requests and pertinent documents required for the payment of purchased supplies consistent with UN Financial rules. b. Vehicle fleet Management-Involved in providing transportation support to all administrative and operational movements of staff and materials; and maintenance of UNHCR and Security (Kenyan Police) vehicle fleets and management of 7 drivers of UNHCR. c. Management of 80,000 liters of fuel monthly. d. Tracking of assets of UNHCR and UNHCR-funded assets of the Implementing Partners. 2. SECURITY (additional duties): To act for the Security Officer in his absence, or assist him during sensitive exercises such as refugee registration, card revalidation and resettlement. Duties: a. Co-ordinate dispatches of vehicles.

Summarize any of Your Achievements

a. VEHICLE FLEET MANAGEMENT - Stringent control measures were put in place to ensure efficiency. b. PROCUREMENT - This has been centralized at the logistics unit which paved the way for timely purchases. c. FUEL MANAGEMENT - Designed and implemented fuel coupon system which allowed efficient distribution and control measures.

Reasons for Leaving

To Have a career in the UN

Job Title UN Peace-Keeper	Type of Business UN Peace-keeping	From - To 01/06/2000 - 01/12/2000
Name of Employer United Nations Transitional Administration in East Timor Peace-Keeping Force (UNTAET-PKF)	Name of Supervisor Colonel Jerry V Jalandoni	
Salaries per Annum:		
Starting 240000	Final 240000	Currency Paid PHP
Is this a civil servant position of your Government? Yes		
Is this a position within the UN Common System? Yes		
Telephone Number		Email Address
Address of Employer East Timor		
Number of Employees Supervised by You 30		
Description of Duties As Comander of Third Infantry Platoon: a. To conduct security patrols and intelligence gathering on the militia`s movements for onward reporting to the higher HQs. b. Provision of security to various UN and NGO staff in my area of operation. c. Assessment of threat to the UN and NGO staff for onward reporting to higher HQs. As concurrent Executive Officer of the Logistics Battalion: a. Supervision of operation and maintenace of the vehicle fleet. b. Ensure proper receipt of food items from the Logistics Cell of PKF for their subsequent storage and distribution.		
Summarize any of Your Achievements a. Efficient transport operations. b. smooth rreceipt, storage and distribution of food items. c. Maintenance of security in my area of operation.		
Reasons for Leaving To accept a UNV posting as Associate Logistics Officer of United Nations High Commissioner for Refugees Sub-Office Dadaab, Kenya in Jan of 2001		

Job Title Commissioned Officer in the Army (Captain)	Type of Business Military Service	From - To 01/03/1999 - 01/06/2000
Name of Employer Philippine Army	Name of Supervisor Colonel Gamaliel S Cruz	
Salaries per Annum:		
Starting 240000	Final 240000	Currency Paid PHP
Is this a civil servant position of your Government? Yes		
Is this a position within the UN Common System? Yes		
Telephone Number		Email Address
Address of Employer Philippines		
Number of Employees Supervised by You 30		
Description of Duties 1. Logistics: a. To supervise proper recording, inventory and warehousing system and eventual issuance of military supplies. b. To supervise proper maintenance and operation of the unit`s vehicle fleet. e. Management of fuel. 2. Security: Guard duties are a routine to ensure security in the camp. As a Captain, I was on Officer-of-the-Day (OD) Rosters. Duties: a. Conduct patrols to enforce camp rules and regulations, attend to instances of insecurity and write reports for further actions. b. Conduct inspections to the soldiers posted in the guard posts and the alert platoon to ensure their combat-readiness within my tour of duty. Ammunition Inspections: As a trained ammo inspector, I was assigned to command an Explosive Ordnance Disposal (EOD) Team. Duties: a. Conduct periodical inspections, classifications and disposal of ammunition in the ammo dump. b. Conduct bomb-clearing to engagement areas prior to visit by top military officials and other dignitaries.		
Summarize any of Your Achievements a. Efficient operation maintenance and use of the vehicle fleet. b. Efficient issuance of fuel. c. Timely receipt of military supplies and efficient subsequent issuance. d. Smooth ammunition inspections and disposals		
Reasons for Leaving I was selected as a member of the Philippine Battalion- contingent to the UN Peace-Keeping Force in East Timor where I served the full tour-of-duty of 6 months.		

Job Title Commisioned Officer in the Philippine Army (First Lieutenant)	Type of Business Military Service	From - To 01/10/1997 - 01/02/1999
Name of Employer Philippine Army	Name of Supervisor Colonel Napoleon G Deocaris	
Salaries per Annum:		
Starting 240000	Final 240000	Currency Paid PHP
Is this a civil servant position of your Government? Yes		
Is this a position within the UN Common System? Yes		
Telephone Number		Email Address
Address of Employer Philippines		
Number of Employees Supervised by You 20		
Description of Duties		

1. Logistics: a. To prepare inventory programs. b. To co-ordinate with all Army units for the smooth inventory of all properties belonging to the Army. c. To update the Commanding General of the Logistics Command on the status of properties of the Army. d. Advise the Chief of Office on operational issues. 2. Security: Officers and men assigned in the camp perform guard details to ensure security in the camp. As a First Lieutenant, i was on the duty rosters for Officer-of-the Day (OD). Duties: a. Conduct inspections to soldiers posted in the guard posts and the alert platoon to ensure their combat-readiness. b. Conduct patrols to enforce camp rules and regulations, attend to instances of insecurity and write reports for further actions.

Summarize any of Your Achievements

A database of all properties of the Army has been set-up and maintained.

Reasons for Leaving

I was transferred to another unit under the same Logistics Command of the Philippine Army

Job Title	Type of Business	From - To
Commissioned Officer in the Philippine Army (First Lieutenant)	Military Service	01/05/1996 - 01/10/1997
Name of Employer	Name of Supervisor	
Philippine Army	Captain Ariel Briones	
Salaries per Annum:		
Starting	Final	Currency Paid
200000	200000	PHP
		Is this a civil servant position of your Government? Yes
		Is this a position within the UN Common System? Yes
Telephone Number	Email Address	
Address of Employer		
Philippines		
Number of Employees Supervised by You		
30		
Description of Duties		
1. Logistics: a. To ensure timely purchase and delivery of all supermarket supplies to all Army units. b. To supervise proper recording and storage of supplies. c. Responsible for the proper stock level of all supplies at all times. 2. Security: Officers and men in the camp alternately perform guard details to ensure security in the camp. I was on the Officer-of- the Day (OD) rosters. Duties: a. Conduct patrols to enforce security rules and regulations in the camp, attend to instances of insecurity and write reports for further actions. b. conduct inspections to soldiers in the guard posts and the alert platoon to ensure their combat-readiness within my tour of duty.		
Summarize any of Your Achievements		
Proper stock-level is maintained at all times and supplies delivered to the beneficiary units on time.		
Reasons for Leaving		
I was transferred to another unit within the same Logistics Command of the Philippine Army.		

Job Title	Type of Business	From - To
Commissioned Officer of the Philippine Army (Second Lieutenant)	Military Service	01/09/1993 - 01/05/1996
Name of Employer	Name of Supervisor	
Philippine Army	Major General Victor A Mayo Commanding General of Special Forces Regiment Airborne	
Salaries per Annum:		
Starting	Final	Currency Paid
144000	144000	PHP
		Is this a civil servant position of your Government? Yes
		Is this a position within the UN Common System? Yes
Telephone Number	Email Address	
Address of Employer		
Philippines		
Number of Employees Supervised by You		
480		
Description of Duties		
1. Logistics: As the Responsible Supply Officer, I was in charge of maintenance and operation of the Company`s vehicles and generators, requisition, storage, maintenance and distribution of all military supplies of the Company. 2. Security: As a Team Leader/ Company Executive Officer of Special Forces, I was in-charge of counter-insurgency operations in my AOR which includes Combat/Security/Intelligence/Civil-Military operations.		
Summarize any of Your Achievements		
a. Military supplies intended to the Company were received and distributed on time. b. Proper recording of all non-expendable supplies was established and maintained. c. Vehicle fleet and generators were maintained and kept operational. d. Insurgents` bases and operations were kept to minimum and security maintained.		
Reasons for Leaving		
I was sent to Officers` Logistics School to take up the Army Officer`s Logistics Course.		

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
Filipino	Yes	Easily	Easily	Easily	Easily

Address

17A Easy Street, Binictican Heights, Subic Bay Freeport, Olongapo City, Philippines
Olongapo N/A Philippines
Telephone: 0063-47-252-5425
Fax: 0063-917-8808904
Contact: Jimmy Bala

Address

C/O UNIOSIL HQS, MAMMY YOKO HOTEL, ABERDEEN, PO BOX NR 5, FREETOWN, SIERRA LEONE
FREETOWN NA Sierra Leone
Telephone: 001-212-9639588 extension 6053
Fax: 232-76-654059
Contact: JIMMY BALA

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
FERDINAND BAJARIN	Military Officer	Joint Chief of Staff for Intelligence, J2 Philippines	639182569730 ferdinand.bajarin@yahoo.com
ROLANDO NOTO	MILITARY OFFICER	OFFICE OF THE CHIEF OF STAFF, AFP Philippines	639204870525 rolly_noto@yahoo.com
MARIO PAJARILLAGA	UN Volunteer	C/O UNHCR Philippines	251911254165 mariopajarilaga@yahoo.co.uk

Personal History Profile for Pauly MATHEW

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
MATHEW	Pauly		
2. Date of Birth	3. City of Birth	Country of Birth	Index No
28/05/1964	cochin	India	
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
India		India	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Male	171	90	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. Uganda.			
13. What is your preferred field of work? Professional, managerial & technical specialists for which no job family exists			
14. Would you accept employment for less than six months? No			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when?			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? No			
18. Email Address: paulymavely@yahoo.com			

Education

List all university degrees or equivalent qualifications obtained.

University Name UTKAL UNIVERSITY	City, Country BHUBANSWAR India	From - To Apr-1998 - Apr-2000
Main Course of Study African Languages and Civilizations	Field of Study Humanities	
Degree Title or Equivalent MASTER OF ARTS(ECONOMICS)	Degree Type Postgraduate degree	

University Name Utkal University	City, Country Bhubaneswar India	From - To Apr-1995 - Apr-1998
Main Course of Study General Law	Field of Study Law	
Degree Title or Equivalent Bachelor of Law(LLB)	Degree Type Degree	

University Name Utkal University	City, Country Bhubaneswar India	From - To Sep-1990 - Sep-1991
Main Course of Study Teacher Training	Field of Study Education	
Degree Title or Equivalent Bachelor of Education (B ed)	Degree Type Degree	

University Name Mahatma Gandhi University	City, Country Kottayam India	From - To Apr-1983 - Apr-1986
Main Course of Study Fine Arts	Field of Study Arts	
Degree Title or Equivalent Bachelor of Arts in (Economics	Degree Type Degree	

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

Name of School Infant Jesus High School	City, Country Vazhakulam India	From - To Jun-1977 - Jun-1980
Main Course of Study General Subjects		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 INVENTORY MANAGER	Type of Business DUTY FREE	From - To 01/02/2001 -
Name of Employer TRANSIT DUTY FREE SECTION		Name of Supervisor Mr AWAD
Salaries per Annum:		
Starting 19200	Final 22800	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 Uganda		
Number of Employees Supervised by You 34		
Description of Duties Inventory Manager ENTEBBE INTERNATIONAL AIR PORT FROM 2001 Myself joined as an inventory manager with this group(M/s Jamani Investment Company(a multinational group) consisting of duty free shops, VIP Lounges, forex bureaus, supermarkets, restaurants, etc at Entebbe, Dar es salam, Kilimanjaro, and Zanzibar airports.) My job involved 1. Proper inventory management of (more than 23000 products consisting of Electronics, Spirits, Confectionery, Crafts, Books, Jewellery, Tobacco, Perfumes, duty free related goods etc in the duty free outlets. 2. Managing the customs notified bond. 3. Proper reporting of the stock position to the directors and Uganda Revenue Authority(Customs). 4. Getting in touch with other duty free outlets, in Dar es salam, Kilimanjaro, and Zanzibar and identifying their requisition and re exporting as per the demand from the available stock. 5. Monitoring the stock movement and procuring of duty free items from international suppliers as per demand and supply. 6. Correspondence with the suppliers throughout the world. 7. Monitoring the feed back of the purchase order. 8. Supervising the bank transactions to different suppliers. 9. setting up, controlling and monitoring the expiry of items.		
Summarize any of Your Achievements Economic Achievements • Practical application of maximum utilization of the available resources. • Analyze and summarize the causes and problems in macro and micro economical level. • Finding a practical solution backed up by appropriate economic theories. • Pictorial representation of facts and figures with the help of charts, graphs and the statistics were the best tools for me to prepare the reports which again helped for a perfect presentation. • My education in the degree and advanced level in Economics helped me for a perfect planning, organizing, supervising, developing, and co coordinating, reporting and budgeting. • Balanced Budgeting and Proper allocation of the factors of production ie land, labor, capital and organization brought the best result). 1) Systematizing & streamlining the inventory levels & logistics in the airport travel retail business by innovative systems & controls. Designed strict parameters for effective inventory and data base management software. By closely interacting with the software developers, designed a tailor made software for efficient inventory, logistics and management information service software which made the information flow up and down the management line easier quicker and efficient. 2) Effective control of price mechanism of duty free goods by integrating the demand in international market (duty free out lets through out the world) By making a through research in the fast moving duty free goods by item wise brand wise and supplier wise from the past years I found a lot of capital (fund) had been wasted for the non movable items. As a result I took the measures to clear those and canalized the funds for the fastest moving items. The result was there was no short supply for the items in any of our outlets in Uganda which resulted an increase of 19% in the total turnover in the financial year of 2001-2002 and 23.4% in 2002-2003 financial year and an average increment of 24.6% from 2003 to 2006 while the other factors like passengers flow, taxation policies of government etc remained almost unchanged. 2) Greatly reduced cost of financing and lead time in real time by changing the cash transfer system from slower bank to bank transfer system to fast secured cash transfer system to suppliers through out the world.) 3)Designing and implementing efficient storage & logistics systems for duty free goods. Efficient storage resulted in greatly reduced pilferage and wastage. The effective turn over of the company doubled in my six years tenure at the rate of approximately 21.8% per annum, from 2001 to 2006 Social Achievements : 1.)The present place that I am working is the International air port Entebbe, where I got close interaction with different nationalities with different language, tradition, culture and customs which developed a respect for diversity and integrity which is one of the core values of United Nation. Being in the International Airport myself got an advantage to learn more from UN personnel about the UN activities in different parts of Southern Sudan, DRC Congo, Burundi, Ethiopia and Eritrea which boosted my enthusiasm to work the great organization like UN. 2) A close understanding with the diversified culture and different customs of the people of this region naturally added up the flexibility which helped to bring a perfect result to the project that I am working for.		
Reasons for Leaving STILL WORKING		

Job Title PROCUREMENT/WELFARE OFFICER	Type of Business PROCUREMENT/EXPORT	From - To 01/08/1995 - 01/07/2000
Name of Employer UGA COF LTD		Name of Supervisor Mr IGNACIO GOMAS
Salaries per Annum:		
Starting 12000	Final 18000	Currency Paid USD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number		Email Address
Address of Employer Uganda		
Number of Employees Supervised by You 26		
Description of Duties CAREER GRAPH : UGA-COF Ltd 1995-2000 Designation: Community welfare /Procurement Manager: Geographical area of operation: Western & Central Uganda in East Africa. Job Responsibilities : 1) Working closely with rehabilitated settlements of displaced "Tutsi" community from Rwanda Genocide 2) Close interaction with the farmers & village community for identifying their farming needs in cash crops such as Coffee, Maize, Cocoa, etc. 3) Providing & managing Micro Finance for farming, procuring, processing & logistics. 4) Setting up, staffing, controlling & monitoring depot operations in the territory. 5) Organizing /conducting training and work shops on modern farming, scientific processing, Storage & logistics 6) procurement of coffee, from the various branches of the company in different parts of the country. 7. supervising the quality control of the commodities in stock. 8.supervising inventory of all branches. 9.managing accounts with the banks, co ordination with exporters, and all other Public Related Activities etc. 10.over all supervision and cost control of the transport of the company vehicles.		
Summarize any of Your Achievements Economic Achievements 1) Effective control of price mechanism of produce goods by integrating the demand in international market to the supply locally by implementing modern radio communication in the region. As the result, hedging became possible in the international market level based on the quantity & quality available in the branches. The short term quantity & quality projections based on the actual information communicated in a fast and efficient way resulted in accurate finance & inventory planning. 2) Greatly reduced cost of financing and lead time in real time procuring by changing the cash transfer system from slower bank to bank transfer system to fast secured cash transfer system to branches. By this system the farmers were able to get fair price for their produce & faster micro finance to their fresh crops. By this improved system, the quality of produce procured by the company improved compared to the competitors. 3) Designing and implementing efficient storage & logistics systems in produced goods procurement and processing industry. Efficient storage resulted in greatly reduced pilferage and wastage. Designed implemented strict time management systems in procurement, grading and packaging of procured commodities resulted unnecessary idling of procured goods in branch wear houses. 4)By having efficient and effective transport systems in place, the average time of transfer of procured goods from the branches to the central wear house have reduced. In 1995 it took around 56 hours for a bag of commodity to reach the central wear house from the farm after procuring. By the year 2000, that reduced to 24 hours, an improvement of 300% in real time. The effective turn over of the company doubled in my five year tenure at the rate of approximately 20% per annum, from 1995 to 2000. 4) Systematizing & streamlining the inventory levels & logistics in the airport travel retail business by innovative systems & controls. Designed strict parameters for effective inventory and data base management software. By closely interacting with the software developers, designed a tailor made software for efficient inventory, logistics and management information service software which made the information flow up and down the management line easier quicker and efficient. Social Achievements : 1.The		

grass root level interaction with the common African population in western Uganda gave me the opportunity to help them in uplifting their life standards, especially after the period of Rwandan genocide. 2. A close understanding with the diversified culture and different customs of the people of this region naturally added up the flexibility which helped to bring a perfect result to the project that I worked for.

Reasons for Leaving

Aspiration for a better prospect is a human nature. Utilizing the available resources in the right time will bring a positive result. While I was working for UGA COF LTD I was given an opportunity at Entebbe International air port to prove myself in the inventory level along with an increment in Salary. It is true that my education in the concerned area (economics) combined with a good work experience (the biggest teacher) helped me to prove myself beyond the expectation of the superiors. Another factor which keeps someone in the track is the job satisfaction. When I implemented new system in the economic, administrative, social level, it always brought very positive results. Those are the moments that I enjoy a greater level of job satisfaction. There are mainly three factors influenced to leave my job from past company to the present. They are , 1. A better prospects with the new job. 2. More chances of Job satisfaction in the future job. 3. Level of increment in the remuneration..

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

P.B no 980
Entebbe Uganda
Fax: 256-712805583
Contact: Pauly Mavely

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
GEORGE ABRAHAM	OCCUPATION	P.O BOX 3535 Uganda	
NORMAN BATUMA	BUSINESS	BUSINESS Uganda	
WILSON JOHN	OCCUPATION	P.O BOX 11073 Uganda	

Personal History Profile for Odon MUSHOBEKWA

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
MUSHOBEKWA	Odon	Odose-Nkingi Rutamu	
2. Date of Birth	3. City of Birth	Country of Birth	Index No
04/03/1965	Bukavu	Congo, Dem. Rep.	
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Congo, Dem. Rep.		Congo, Dem. Rep.	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Male	172	82	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? Relief 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? 01/03/2005			
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: mushodon@yahoo.fr			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
TECHNICAL UNIVERSITY of CIVIL ENGINEERING of BUCHAREST (UTCb)	Bucharest Romania	Aug-2009 - Jan-2010
Main Course of Study	Field of Study	
Civil Engineering	Engineering & Engineering Trades	
Degree Title or Equivalent	Degree Type	
Ph.D. Candidate, Management in Construction	Advanced university degree	

University Name	City, Country	From - To
UNIVERSITE DES TECHNIQUES DE CONSTRUCTION DE BUCHAREST (UTCb)	Bucharest Romania	Dec-1986 - Jul-1992
Main Course of Study	Field of Study	
Degree Title or Equivalent	Degree Type	
Civil Engineer / Building and Structure		

University Name	City, Country	From - To
UNIVERSITE DE KINSHASA	KINSHASA Congo, Dem. Rep.	Sep-1983 - Jul-1986
Main Course of Study	Field of Study	
Civil Engineering	Engineering & Engineering Trades	
Degree Title or Equivalent	Degree Type	
Certificat of Undergraduate in Polytechnique	Undergraduate degree	

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

Name of School	City, Country	From - To
UN / DPKO Property Management Conference	Entebbe Uganda	Dec-2009 - Dec-2009
Main Course of Study		Certificate or Diploma
United nations / DPKO / DFS / LSD Conference on Property Management dedicated to all DPKO/ UN stakeholders		N/A

Name of School	City, Country	From - To
UNLB-Brindisi	Khartoum Sudan	Nov-2008 - Dec-2008
Main Course of Study		Certificate or Diploma
Galileo WODM (Writr-Off Disposal Module)		Galileo WODM Certificate

Name of School	City, Country	From - To
WFP Aviation Training	Brazzaville Congo	Sep-2007 - Sep-2007
Main Course of Study		Certificate or Diploma
Airport Operations and Ground Handling, Safety & Security, Customer Service.		Certificate

Name of School International/ European Computer Driving Licence (ICDL/ECDL)	City, Country Brazzaville Congo	From - To Jun-2007 - Nov-2007
Main Course of Study 1. Concepts of Information Technology (IT) 2. Using the Computer and Managing Files 3. Word Processing 4. Spreadsheets 5. Database 6. Presentation 7. Information and Communication		Certificate or Diploma Full Certificate
Name of School UNHCR E-learning programme	City, Country Geneva Switzerland	From - To Dec-2006 - Dec-2006
Main Course of Study Protection Induction Programme (UNHCR & International Protection) provided for Field Office of Impfondo / Congo		Certificate or Diploma Certification
Name of School UNHCR E-learning programme	City, Country Geneva Switzerland	From - To Jul-2006 - Jul-2006
Main Course of Study Prevention du harcelement, du harcelement sexuel et de l'abus d'autorite (UNHCR programme for Field office of Impfondo / CONGO)		Certificate or Diploma Certificate
Name of School UNHCR E-learning course.	City, Country Geneva Switzerland	From - To Sep-2005 - Oct-2007
Main Course of Study The Management Learning Programme / Foundations of Management and Leadership.An UNHCR E-learning course provided by the Headquarters in Geneva for Field Office Impfondo / CONGO.		Certificate or Diploma Certificate
Name of School UNHCR E-learning course.	City, Country Geneva Switzerland	From - To Sep-2005 - Oct-2007
Main Course of Study The Management Learning Programme / Foundations of Management and Leadership.An UNHCR E-learning course provided by the Headquarters in Geneva for Field Office Impfondo / CONGO.		Certificate or Diploma Certificate
Name of School UNHCR Workshop and training	City, Country Libreville Gabon	From - To Nov-2003 - Nov-2003
Main Course of Study The Supply Chain Learning Programme.		Certificate or Diploma Certificate
Name of School UNHCR E-learning course	City, Country Geneva Switzerland	From - To Jul-2002 - Jul-2003
Main Course of Study The Communication Effective Writing. An UNHCR E-learning course provided by the Headquarters in Geneva for Field Office Bukavu / DRC.		Certificate or Diploma Certificate
Name of School High Court of Justice / Bukavu - DRC	City, Country Bukavu Congo, Dem. Rep.	From - To Jul-1996 - Dec-1996
Main Course of Study Property Surveyor & Real Estate Agent		Certificate or Diploma Certificate : Property Surveyor & Estate Agent, Real estate
Name of School African Development Bank / Banque Africaine de Developpement	City, Country Abidjan Cote d Ivoire	From - To Jun-1994 - Dec-1994
Main Course of Study Internship / training for 6 months at the . Department of Infrastructures and Industry: Analysis of bids for tenders, invitation to bid, submit proposals for various works, making recommendations in respect of international regulations of projects.		Certificate or Diploma Certificate
Name of School Groupe Scolaire Weza / Freres Maristes	City, Country Bukavu Congo, Dem. Rep.	From - To Sep-1977 - Jul-1983
Main Course of Study Science / Level C		Certificate or Diploma Baccalaureat / Mention : Distinction

Employment

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

Job Title Property Control and Inventory Unit Officer, OIC	Type of Business Property Management	From - To 01/09/2008 -
Name of Employer UNAMID		Name of Supervisor Mohamed Hashi
Salaries per Annum: Starting 87113	Final USD	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 mushobekwa@un.org
Address of Employer Sudan	
Number of Employees Supervised by You 27	
Description of Duties Within delegated authority, I am responsible for the following duties: Manage analysis and performance monitoring of the effectiveness and execution of asset control procedures in the field mission; Ensure accountability and proper tracking mechanisms to conform to expected organizational standards and goals; Identify and implement solutions to problematic areas of the asset control process and oversee that an effective support organization for the Asset Control System and the control of UN property is sustained; Verify the accuracy of the data recorded/updated in the Assets Control System. Draft correspondences as required; Ensure accuracy of Property Control and Inventory Unit (PCIU) statistics on a daily basis making sure anomalies are identified and addressed immediately; Reconcile all balances regularly and submit accurate, auditable financial year-end statistics to Headquarters; Perform any other duties as required.	
Summarize any of Your Achievements Since I began to lead the PCIU, I put in place a sytem to follow up Missions, Physical Verification by planning missions quarterly and sharing information with RAO (Reginal Administrative Officer), SAUs (Self Account Unit) and CGSS (Chief General Service Section). - Under the supervision of the CGSS, I, together with my supervisees, established the PCIU Work-plan (Nov. 08-31 March 09; April 09 - March 10) to enable PCIU staff to have a better assesment when required (E-pas, achievements, goals, etc...). As manager and PCIU, hereinafter key achievements : 1.Updating/Creating of staff list; 2.Recruitment of PCIU staff: International (90% of posts filled up); 3.Establishing regular PV's in all sectors, inspection/updating assets in Galileo IMS; 4. Projects ongoing : UNMIS assets transferred to UNAMID; Ex-AMIS assets and US donation; UN / DFS / LSD Threshold Project; 5. Helping / Supporting R&I to complete their duties ; 6. Management of Galileo look ups tables and management of Galileo users accounts; 7.Implementation of Monthly Inventory Reports, Monthly Discrepancy Reports, Financial Year Report and Calendar Year-End Inventory Report, on a regular basis. 8.Implementation of check in/out procedures, on a daily basis. 9.Staff members have been trained in various Galileo modules. -Workshop/Training WODM and FMS in Khartoum (November) for 3 International staff; -Galileo training for new recruited local staff. I took part of panel for diverse interviews for the recruitment of international staff.	
Reasons for Leaving N/A	

Job Title LOGISTICS OFFICER (UNV)	Type of Business LOGISTICS and SUPPLY	From - To 01/12/2005 - 01/06/2008
Name of Employer UNHCR Field Office IMPFONDO (RoC)	Name of Supervisor Fatta Mamady Kourouma	
Salaries per Annum: Starting 31200	Final 31200	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 COBIM@UNHCR.ORG	
Address of Employer Congo		
Number of Employees Supervised by You 3		
Description of Duties -To organize and to supervise all necessary logistical activities to support the repatriation operation of DRC refugees from zones covered by FO-Impfondo and FO-Loukolela. -Fuel, oil and lubricant : to order articles, to follow up their routing, to verify consumption and storage (including those of the Implementation Partner); -To establish, to raise reports refer to the NFIs, fuel, boat, cars and generators; -Boats and vehicles: To follow up the positionement of all boats operating in the 2 zones daily, to supervise their utilization (Notebooks, maintenance); to propose and to initiate disposals. -All other necessary assets for the operation (Food, NFIs, equipment, materials and others supplieses) : to order, to follow up the routing, the receipt, the storage and the utilization; -All other logistical activity jointly settled by the HOFO-Impfondo in consultation with the Logistics Officer or the Repatriation Officer. -Sometimes, I have also the opportunity to assume the interim of the Field Office, as Acting Head of Office.		
Summarize any of Your Achievements -Setting up of the ASSET TRAK / Programme for the UNHCR-RoC and Administration of the Logistics ; -Follw up of of all logistics matter refer to teh description of duties.		
Reasons for Leaving End of contract in june 2008		

Job Title LOGISTICS OFFICER (UNV)	Type of Business LOGISTICS and SUPPLY	From - To 01/06/2004 - 01/12/2005
Name of Employer UNHCR Branch Office BRAZZAVILLE (RoC)	Name of Supervisor Janvier de RIEDMATTEN	
Salaries per Annum: Starting 3000	Final 31200	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 COBBR@UNHCR.ORG	
Address of Employer Congo		
Number of Employees Supervised by You 2		
Description of Duties		

-Assesses and organizes logistics in terms of transport requirements storage and distribution of relief items and establishes proper warehousing and recording systems; -Establishes a detailed procurement programme plan to determine appropriate specifications of required items, according to established guidelines and procedures and in coordination with Supply and Transportation section at Headquarters; -Liaises with competent authorities for tax exemptions, port clearances, etc. and the timely delivery of relief items; -Liaises and keeps close contacts with implementing partners involved in programme implementation and assists them in all matters pertaining to logistics; -Carries out regular trips to ensure that relief material forwarded has been received and properly accounted for for their destinations, and in case of loss or damage follow up with clearing agents, shipping and insurance companies in liaison with STS Headquarters; -Devises methods of stock control, closely monitors warehousing management, and regularly submits situation reports on stocks, equipment and propositioned goods; -Normally supervises and coordinates the work of at least one lower level professional and 2 GL staff; -Ensure the UNHCR Aircraft operation / RoC -Undertakes other duties as required.

Summarize any of Your Achievements

-To order (International commands) vehicles, outboards motors, generators, spare parts and other goods for UNHCR/Republic of Congo and his Implementing Partners. -Ensure the UNHCR Aircraft operation / RoC, in collaboration with UNHCR RO-Kinshasa, UNHCR BO-Bangui, WFP-Kinshasa. -To follow up the maintenance of vehicles, generators with suppliers and to prepare the disposals of materials refer to the UNHCR procedures / Chapter 8. -Focal point of the ASSET TRAK programme and follow-up of the generatl inventory.

Reasons for Leaving

Transfert/Redeployment to FO-Impfondo; Support for the repatriation operation.

Job Title DIRECTOR OF OPERATIONS		Type of Business Engineering an Logistics	From - To 01/04/2004 - 01/06/2004
Name of Employer ACTED (International French NGO / engineering)		Name of Supervisor Iliaria MANUNZA	
Salaries per Annum:			
Starting 9000	Final 9000	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 ilaria.manunza@acted.org	
Address of Employer Congo, Dem. Rep.			
Number of Employees Supervised by You 19			
Description of Duties -Assessment of roads and bridges projects for South-Kivu / DRC region to submit to the World Bank, USAID, European Community and other UN Agencies represented in the region. -Follow-up of the rehabilitations projects (Roads, water and sanitation, etc...); -Urban Sanitation, Water Conveyance and Swamp Drainage; -Follow-up the Logistics and Supply; -Planning of the installation of new offices in the field; -Monitoring of the distribution of NFIs (Non-Food Items) to the returnees and displaced persons; -Undertakes other duties as required.			
Summarize any of Your Achievements -Assessment of roads and bridges projects submitted to the World Bank, USAID and European Community, MONUC. Follow-up of the rehabilitations projects (Roads, water and sanitation, etc...); All projects were approved and well executed. -Assessment of QIPs (Quick Impact Project) for post-conflicts areas to submit to the MONUC. Two QIPs approved and executed ; -Two offices installed in the field. -Main suppliers identified -Monitoring of the distribution of NFIs (Non-Food Items) to the returnees and displaced persons; Due to the security, some villages weren't covered			
Reasons for Leaving New job with UNHCR			

Job Title LOGISTICS ASSISTANT		Type of Business LOGISTICS MANAGEMENT and INFRASTRUCTURES	From - To 01/10/2001 - 01/12/2003
Name of Employer UNHCR Sub-Office BUKAVU		Name of Supervisor Paul NDAITOUROUM	
Salaries per Annum:			
Starting 9400	Final 10001	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 CODBU@UNHCR.ORG	
Address of Employer Congo, Dem. Rep.			
Number of Employees Supervised by You 3			
Description of Duties -Ensure the coordination of transport and distribution of WFP foods and NFIs and make contact with travel agencies and warehouses. -Plan and organise the transport of food and non-food items towards the refugees in co-ordination with Implementing Partners. -Deal with customs formalities for all the international orders. -Gather all Office & Implementation Partner (IP) requisition forms and prepare responses to their requests. Update inventories of all the effects which are located in the warehouses . Implement a programme and a system that is accurate in managing the office transport. Assist in the finalisation of ordering contracts under the programme budget. -Ensure the follow up of the functioning of the refugee Transit Centre; -Ensure the follow up of the accessibility to the refugee way-station/departure center; -Ensure the prospection of sites which can shelter a way-station/departure center. -Ensure the UNHCR Aircraft operation / East DRC -Carry out other tasks at the request of the hierarchy			
Summarize any of Your Achievements -Good coordination of transport and distribution of WFP foods and NFIs . All Transit Centre and way Station were provided regularly, in accordance with the Implementation Partner. -Good contact with customs and receiving of all the international orders. -Submission of Implementation Partner (IP) requisition forms and prepare responses to their requests. -Inventories of all the effects; -Finalization of the ASSET TRAK / 2003 (UNHCR inventory programme). -All refugees Transit Centre well operating (Water and sanitation, Shelter, etc.) with soft. -Planification and follow-up of Air Operations / UNHCR Aircraft in East/DRC in coordination with Regional Representative UNHCR-Kinshasa. -Workshop/Internship and training : SCLP (Supply Chain Learning Program) / UNHCR.			
Reasons for Leaving End of contract			

Job Title TECHNICAL CONSULTANT / ADVISER		Type of Business FIELD, SITE-PLANNING, WATER /SANITATION	From - To 01/06/2000 - 01/09/2001
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Name of Employer UNHCR Sub-Office BUKAVU			Name of Supervisor Dolo AMBIRE
Salaries per Annum:			
Starting 7200	Final 7200	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 CODBU@UNHCR.ORG	
Address of Employer Congo, Dem. Rep.			
Number of Employees Supervised by You 1			
Description of Duties -Ensure the follow up of the installation and functioning of refugee assembly points (water and sanitation); -Ensure the follow up of the functioning of the refugee Transit Centre ; -Ensure the follow up of the accessibility to the refugee way-station/departure center; -Ensure the prospection of sites which can shelter a way-station/departure center. -Ensure the UNHCR SO-Bukavu / Weekly news Flash-Info. -Carry out other duties as required by the hierarchy.			
Summarize any of Your Achievements -Settlement of Transit Centers, Way station which allow more than 35000 Rwandan refugee return to their origin country. -Ensure the follow up of the installation, functioning accessibility to the refugee assembly points (Transit Centers, Way station) / Shelter, site planning, water and sanitation.			
Reasons for Leaving End of contract			

Job Title CONSULTING ENGINEER		Type of Business PUBLIC UTILITIES, URBANISM & HABITAT	From - To 01/08/1999 - 01/03/2001
Name of Employer Gouvernorat de Province du Sud-Kivu / DRC		Name of Supervisor Gouverneur de Province	
Salaries per Annum:			
Starting 7200	Final 7200	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 Congo, Dem. Rep.			
Number of Employees Supervised by You 25			
Description of Duties -Ensure the prospection of sites which can shelter a new residence area for the sinistered (needy) and displaced persons. -Ensure the follow up of designing new site locations. -Ensure the follow up of designing, assessment and rehabilitation of bridges and roads. -Ensure the follow up of the functioning of national specialised technical services in Public Works, Urbanism & Habitat, Land Ownership; -Affairs and Cadastral Survey			
Summarize any of Your Achievements -Shelter of new residence area for the sinistered (needy) ; -Shelter of a new district .			
Reasons for Leaving Contract with UNHCR			

Job Title DIRECTOR GENERAL		Type of Business TRANSPORT, CONSTRUCTIONS AND SANITATION	From - To 01/11/1997 - 01/07/1999
Name of Employer GACIT Entreprise		Name of Supervisor Myself	
Salaries per Annum:			
Starting 9000	Final 9000	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 Gacitententreprise@hotmail.com	
Address of Employer Congo, Dem. Rep.			
Number of Employees Supervised by You 25			
Description of Duties -Assessment, execution , follow up and comptrolling of civil engineering projects, construction and architecture; -Promotion and real-estate management ; -Undertaking, Urban and Inter-Regional Transport Business; -Urban Sanitation, Water Conveyance and Swamp Drainage.			
Summarize any of Your Achievements Many assessments and executions acheved; Follow up and comptrolling of civil engineering projects; drainage; urban transportation.			
Reasons for Leaving New perspectives			

Job Title	Type of Business	From - To
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ASSISTANT PROJECT MANAGER (A6)			REHABILITATION OF INFRASTRUCTURES, WATSAN	01/04/1997 - 01/10/1997
Name of Employer International Rescue Committee (IRC-USA / DRC)			Name of Supervisor Freddy Mantchombe	
Salaries per Annum: Starting Final Currency Paid 5400 5400 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 theirc@aol.com	
Address of Employer Congo, Dem. Rep.				
Number of Employees Supervised by You 75				
Description of Duties -Supervise fit out works and rehabilitate school and health infrastructures; -Assess water conveyance projects and water springs harnessing ; -Carry out other duties as required by the hierarchy.				
Summarize any of Your Achievements All projects achieved				
Reasons for Leaving End of contract				

Job Title COUNSELLING ENGINEER, EXPERT CONTRACTOR			Type of Business Expert : Transport, Construction, Watsan	From - To 01/08/1996 - 01/04/1997
Name of Employer GACIT Entreprise			Name of Supervisor Myself	
Salaries per Annum: Starting Final Currency Paid 6000 6000 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 Gacitentreprise@hotmail.com	
Address of Employer Congo, Dem. Rep.				
Number of Employees Supervised by You 5				
Description of Duties -Assessment, execution , follow up and comptrolling of civil engineering projects, construction and architecture; -Promotion and real-estate management -Undertaking, Urban and Inter-Regional Transport Business; -Urban Sanitation, Water Conveyance and Swamp Drainage; -Assessments : Post-conflict project				
Summarize any of Your Achievements Because of the war in DRC, many projects weren't acheived. However, some assessments for post-conflict project were achieved and approved.				
Reasons for Leaving New perspectives / war in DRC				

Job Title HEAD LOGISTICIAN			Type of Business LOGISTICS, WAT-SAN & SITE PLANNING	From - To 01/05/1995 - 01/08/1996
Name of Employer CONCERN Worldwide Ireland (UNHCR IP in DRC)			Name of Supervisor Anne FLANERY	
Salaries per Annum: Starting Final Currency Paid 4200 5400 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 Congo, Dem. Rep.				
Number of Employees Supervised by You 15				
Description of Duties -Ensure the coordination of transport and distribution of food and non-food items and make contact with travel agencies and warehouses. -Plan and organise the transport of food and non-food items towards the refugee camp sites. -Supply and procurement of items; -Gather all Office & refugee camp forms and prepare responses to their requests. -Update the inventories of all the effects which are in the different warehouses. -Implement a programme and an accurate system of managing the transport for the Office and the Refugee Camp. -Make a follow up of water conveyance and water distribution in the refugee camp. -Manage/organise the 100.000 refugee camp with the Administration support ; -Carry out other duties as required by the hierarchy.				
Summarize any of Your Achievements -Good coordination of transport and distribution of food and non-food items; -Monitoring of the camp achieved; -Maintenance, water treatment and good distribution; All activities implemented.				
Reasons for Leaving END OF CONTRACT and WAR in DRC				

Job Title TRAINEE AT THE DEPARTMENT OF INFRASTRUCTURES			Type of Business ANALYSIS AND ASSESSMENT PROJECTS	From - To 01/06/1994 - 01/12/1994
Name of Employer AFRICAN DEVELOPMENT BANK (ADB-BAD) / Abidjan, C.I.)			Name of Supervisor Oketukun	
Salaries per Annum: Starting 1			Final 1	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 AFDB@afdb.org	
Address of Employer Cote d Ivoire				
Number of Employees Supervised by You 0				
Description of Duties -Analysing and Assessing Roads Projects / Fitting out ports and dams. -Submitting proposals for bids/orders. -Carry out other duties as required by the hierarchy.				
Summarize any of Your Achievements -Please be advised that there was not salary (Joint agreement). -Training completed				
Reasons for Leaving End of contract				

Job Title PROJECT OFFICER & CONSULTING ENGINEER			Type of Business CONSTRUCTIONS AND CIVIL ENGINEERING	From - To 01/01/1993 - 01/01/1994
Name of Employer ENTREPRISES CONSTELLAR et TEDIMET			Name of Supervisor Ir Costa BAHIZIRE	
Salaries per Annum: Starting 4200			Final 4200	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 constellar@yahoo.com	
Address of Employer Congo, Dem. Rep.				
Number of Employees Supervised by You 10				
Description of Duties -Assessment, execution , follow up and comptrolling of civil engineering projects, construction and architecture; -Urban areas sanitation and water conveyance. -Coordination of Construction Sites				
Summarize any of Your Achievements -Follow up and coordination completed				
Reasons for Leaving New perspective / Training for ADB				

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

List any of the Official Languages of the United Nations you know.					
Language	Mother Tongue	Speak	Read	Write	Understand
English	No	Easily	Easily	Easily	Easily
French	Yes	Easily	Easily	Easily	Easily
In addition to the six United Nations Official Languages, list any other languages you know.					
Language	Mother Tongue	Speak	Read	Write	Understand
Italian	No	Not easily	Easily	Easily	Not easily
Lingala	No	Easily	Easily	Easily	Easily
Rumanian	No	Easily	Easily	Easily	Easily
Shawili	No	Easily	Easily	Easily	Easily

Address

UNAMID
GSS / PCIU
El-Fasher Darfur Sudan
Telephone: 249-919278192
Fax: 249-922410397
Contact: Odon MUSHOBEKWA

Address

60/B, Avenue du Lac Kivu
La Botte
Bukavu South-Kivu Congo, Dem. Rep.
Telephone: 243-998696069
Fax: 243-817150307
Contact: Odon MUSHOBEKWA

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
Habimana ABDOU-DJUMA	Administrative Officer	UNHCR Congo	habimaab@unhcr.org
Cecilia Anna DAHLGREN	Logistics Officer	UNHCR BO-KINSHASA Congo	DAHLGREN@UNHCR.ORG
Yohondamkoul SAKOR	Senior Programme Officer	UNHCR BO-KINSHASA Congo	SAKOR@UNHCR.ORG

Personal History Profile for Michele MUSSONI

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
MUSSONI	Michele		
2. Date of Birth	3. City of Birth	Country of Birth	Index No
19/12/1970		Italy	973603
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Italy		Italy	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Male	182	80	Single
10. Entry into the United Nations service might require assignment to any area of the world in which the United Nations might have responsibilities.			
Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? No			
13. What is your preferred field of work? Relief 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? 01/03/2007			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? No			
18. Email Address: mmussoni@gmail.com			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
Sussex	Brighton United Kingdom	Oct-1997 - Aug-1998
Main Course of Study	Field of Study	
Peace and Conflict Studies	Social & Behavioural Science	
Degree Title or Equivalent	Degree Type	
Masters of Arts in International Relations	Masters	

University Name	City, Country	From - To
Bologna	Bologna Italy	Nov-1995 - Jun-1996
Main Course of Study	Field of Study	
Political Science	Social & Behavioural Science	
Degree Title or Equivalent	Degree Type	
Masters of Arts in Diplomacy	Masters	

University Name	City, Country	From - To
Bologna	Bologna Italy	Nov-1989 - Oct-1995
Main Course of Study	Field of Study	
Public Administration	Business & Administration	
Degree Title or Equivalent	Degree Type	
BS in Business Administration	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	City, Country	From - To
Liceo Scientifico 'A.Volta'	Riccione Italy	Jun-1989 - Sep-1994
Main Course of Study		Certificate or Diploma
Finance, Mathematics, Chemistry, Biology, Physics.		Diploma Scientifico

Employment

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

Job Title	Type of Business	From - To
Operations Officer	Humanitarian Assistance	01/09/2008 -
Name of Employer		Name of Supervisor
UNDP		Kavil Mohan
Salaries per Annum:		

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
			Is this a position within the UN Common System? Yes
Telephone Number		Email Address	
Address of Employer Afghanistan			
Number of Employees Supervised by You 6			
Description of Duties Manage the operational, administrative and logistical components of the Afghanistan New Beginning Programme, whose mandate is centered on the provision of policy, technical and operational support to the Government of Afghanistan's Disbandment of Illegal Armed Group (DIAG) programme. Ensure implementation of operational strategies and, as a member of the project management team, strategic direction of the programme. Provide advice on strategies, policies and plans affecting project operations, and delivery of knowledge and learning services. Deliver effective and accurate financial resources management and supervision of the financial team. Ensure strategic human resources management and supervision of the HR team. Run efficient procurement and logistical services management and supervision of the Logistics and Procurement team. Manage forward-looking information and communication functions and supervise the ICT team. Support tasks related to advocacy, programming, monitoring and evaluation (M&E), and representation. Ensure common services organization and management, and establishment of partnership with other humanitarian international organizations.			
Summarize any of Your Achievements Re-energized DIAG operations, including the development component. Ensured that DIAG capacity building of the MoI move as per schedule, both at the Central and Regional level. Allowed smooth vetting process for the elections, and ensuring that members/candidates targeted through this process disband their groups. Established synergies with other stabilization partners to ensure an integrated approach, there by ensuring optimal delivery. Reviewed and, where required, re-designed the project's administrative procedures and ensured their appropriate implementation.			
Reasons for Leaving Still under contract.			

Job Title Operations Officer	Type of Business Humanitarian Assistance	From - To 01/03/2007 - 01/09/2008
Name of Employer UNMIT		Name of Supervisor Stephen McOwan
Salaries per Annum: Starting	Final	Currency Paid USD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? Yes
Telephone Number		Email Address
Address of Employer East Timor		
Number of Employees Supervised by You 9		
Description of Duties Gather data and prepare reports with a view to improving the services UNMIT provides to IDPs and enhancing the efficacy of the Mission's humanitarian programmes. Monitor rapidly changing humanitarian conditions in IDPs camps, towns and villages, report problems affecting the general welfare of the population and endeavor to ensure that UNMIT's emergency programmes respond adequately and efficiently to any perceived need for food, medicines, or essential services. Assist government institutions in designing IDPs contingency plans and analyzing the causes of displacement. Ensure that administrative and financial rules are adhered to while efficient and effective support is provided to the civilian, military, and police components of the mission. Prepare summary reports for review by senior management at the mission and UNHQ. Submit justified and documented staffing and budgetary plans taking into consideration all logistical and financial variables involved. Draft correspondence, as required, for transmission to other DPKO missions and UNHQ.		
Summarize any of Your Achievements Provide substantive and administrative support to the 2007 presidential and parliamentary elections. Support UNPol operations in accordance with UN Security Resolution 1745 (2007). This includes over 1700 UNPol personnel operating under the UNPol HQ in Dili and UNPol units throughout Timor-Leste. Support UNMIT Military Liaison Groups operating in the border regions. Assist in establishing and supporting four multi-disciplinary regional support centers outside Dili.		
Reasons for Leaving My learnign curve had levelled off and needed new professional challenges and motivations.		

Job Title Area Coordinator-Team Leader	Type of Business Humanitarian Assistance	From - To 01/08/2006 - 01/03/2007
Name of Employer OCHA		Name of Supervisor Eliane Dethoit
Salaries per Annum: Starting	Final	Currency Paid USD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? Yes
Telephone Number		Email Address
Address of Employer Sudan		
Number of Employees Supervised by You 10		
Description of Duties		

Managed the OCHA office for Warrap State, South Sudan, and its office staff and programme and support activities. Monitored and report on the operational environment and applicable security issues to ensure that adequate coordination exists between relief partners and governmental authorities. Monitored, reported and advocated on key access issues (road networks, mine fields) to ensure that the most vulnerable communities are assisted and protected. Advised the Head of OCHA South Sudan on overall policy direction on specific issues. Coordinated, developed and maintained inter-agency contingency plans for the area of responsibility. Developed and implement a work plan for the area of responsibility. Monitored and reported on humanitarian programmes and needs issues through assessments and surveys. Ensured appropriate mechanisms to facilitate collaboration and exchange of information both in and outside the UN system, including on early warning, protection and contingency planning. Coordinated information management activities in the area of responsibility and ensure common standards on assessment, reporting and monitoring for the humanitarian community. Established a comprehensive database of humanitarian/recovery/development activities in the area of responsibility. Coordinated rapid response assessment missions to areas of new or expanding crisis. Coordinated recovery planning and assistance by ensuring that the transition from relief to development assistance is well managed. Produced daily reports, weekly updates and monthly reports for the OCHA-Sudan office.

Summarize any of Your Achievements

Managed the OCHA office for Warrap State, South Sudan, and its office staff and programme and support activities. Ensured that functions as per OCHA's mandate were carried out in an efficient and effective fashion.

Reasons for Leaving

End of contract.

Job Title	Type of Business	From - To
Provincial Electoral Coordinator	Humanitarian	01/05/2005 - 01/01/2006
Name of Employer	Name of Supervisor	
UNOPS	Paavo Pitkanen	
Salaries per Annum:		
Starting	Final	Currency Paid
		USD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? Yes
Telephone Number	Email Address	
Address of Employer		
Afghanistan		
Number of Employees Supervised by You		
80		
Description of Duties		
Managed the UNOPS office in the Faryab province, established to organize the 2005 nation-wide parliamentary election, supervising the office staff and providing oversight for programmatic, administrative and security issues. Guided and/or undertook assessments in the region on political and security developments related to parliamentary election organization. Liaised with government counterparts, relief players, local community and civil society on matters related to parliamentary election organization. Coordinated the polling centers assessment and selection process, as well as the counting center and field logistics hubs set up. Oversaw training of national staff and public information activities. Supported capacity building of local authorities over elections organization and support services. Authorized all expenditures within the province and supervised the whole procurement cycle. Coordinated the receipt, inspection, storage and distribution of supplies, materials and equipment. Maintained a stock inventory and distribution database system as well as a documentation filing system. Oversaw the recruitment, team building, appraisal and payment of all staff (office, registration and polling). Closed down the office, warehouse and guesthouse, including relocation of assets and equipment to the Mazar el-Sharif logistics depot.		
Summarize any of Your Achievements		
Managed the UNOPS office in the Faryab province , which successfully carried out the organization of the 2005 parliamentary elections.		
Reasons for Leaving		
End of contract.		

Job Title	Type of Business	From - To
Operations Officer	Humanitarian	01/01/2005 - 01/05/2005
Name of Employer	Name of Supervisor	
IOM	Tony Newmann	
Salaries per Annum:		
Starting	Final	Currency Paid
84000	84000	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		
Sri Lanka		
Number of Employees Supervised by You		
8		
Description of Duties		
Planned, set up and managed the supply chain management functions to support relief programmes (construction of 15,000 shelters, income generating activities, vocational training courses, and psychosocial care) for the tsunami-affected population and IDPs. Liaised with Government of Sri Lanka, UN agencies, UNJLC and NGOs to collect data related to the Shelter Programme. Strengthened the logistics set up accordingly. Represented IOM in meetings on the logistics related to shelters construction. Worked on activities of the whole procurement cycle (planning and forecasting, technical specifications review, tender document issuance, bidding proposals evaluation, contracts awarding and management, and payment) of shelter construction materials. Monitored Colombo port's activities, such as custom clearance processes, vessels outturns, discharge agents' capacity, warehousing, and coordination between transporters. Coordinated the receipt, inspection, storage and distribution of building materials to IOM sub-offices towns and from there to construction sites. Ensured that field staff received appropriate level of logistical, technical, financial, managerial and administrative support to carry out their activities. Conducted district-level assessments to enhance back up support and guidance, identify gaps and follow up with action. Prepared regular progress reports and presentations on activities performed, achievements and recommendations for future activities.		
Summarize any of Your Achievements		
Planned, set up and managed the supply chain management functions to support relief programmes (construction of 15,000 shelters, income generating activities, vocational training courses, and psychosocial care) for the tsunami-affected population and IDPs.		
Reasons for Leaving		
End of Contract.		

Job Title	Type of Business	From - To
Emergency Officer	Humanitarian International Organization	01/06/2003 - 01/10/2004

Name of Employer WFP			Name of Supervisor Mr Steve Nsubuga
Salaries per Annum: Starting	Final	Currency Paid USD	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes
Telephone Number		Email Address	
Address of Employer Ethiopia			
Number of Employees Supervised by You 12			
Description of Duties Worked with WFP's Emergency Preparedness and Response (EPR) and Logistics Units and liaised with the Government of Ethiopia (GoE), UN agencies, donors and NGOs in order to collect, consolidate and analyze information pertaining to food distribution logistics. Represented WFP's EPR and Logistics Units in national-level periodic drought coordination forums as well as ad hoc meetings. Monitored developments, conducted field visits and produced evaluation reports on beneficiaries targeting, food distribution sites selection, road access, and lastly, food handling and storage. Follow up with WFP Units and sub-offices, GoE, USAID, UN agencies and NGOs with recommendations for improvement. Acted as emergency field coordinator for SNNP, Oromiya and Somali regions. Chaired regional inter-agency meetings on emergency preparedness and logistics. Assisted Heads of EPR and Logistic Units in preparation of periodic reports on drought operations. Monitored Djibouti port's activities such as custom clearance process, vessels outturns, discharge agents' capacity, warehousing, and coordination between transporters. Coordinated the establishment of a nation-wide database on emergency field coordination and logistics. The exercise involved EPR, Logistics and VAM Units. Assessed alternative road/sea routes (ex-Sudan, -Kenya, -Somalia) for cost affectivity and possible implications and advised partners accordingly.			
Summarize any of Your Achievements Supported, facilitated and trouble-shooted WFP's emergency operations in Ethiopia's drought-affected SNNP, Oromya and Somali regions.			
Reasons for Leaving End of contract.			

Job Title Programme Officer		Type of Business Humanitarian International Organization	From - To 01/11/2002 - 01/06/2003
Name of Employer WFP		Name of Supervisor Ms Arlene Mitchell	
Salaries per Annum: Starting	Final	Currency Paid USD	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes
Telephone Number		Email Address	
Address of Employer Italy			
Number of Employees Supervised by You 2			
Description of Duties Coordinated the administration of the ARGOS satellite system of monitoring WFP's school feeding projects - http://wfp-schoolfeeding-argos.cls.fr/ Liaised with other WFP units, regional bureaus and appropriate country offices. Facilitated communication between the concerned parties, provided background information, and responded to queries regarding the system and the program. Traveled to field to help WFP secure government approval of device use and assisted in necessary device training and logistical requirements. Worked with WFP staff, Collecte Localisation Satellites (the management entity for the Argos system and subsidiary of the French space agency CNES) and others to ensure accessibility to data collected by the Argos system. Monitored the problems and issues experienced in the implementation of the Argos monitoring devices by the participating country offices. Advised School Feeding Unit of issues and provided solution options. Coordinated the Aidmatrix's Virtual Fundraising software customization to fit the needs of the School Feeding projects and linking the software to the WFP School Feeding website - http://wfp.aidmatrix.org			
Summarize any of Your Achievements Coordinated the administration of the ARGOS Satellite System and Aidmatrix projects.			
Reasons for Leaving Moved to WFP Ethiopia.			

Job Title Field Coordinator		Type of Business International Organization	From - To 01/07/2000 - 01/11/2002
Name of Employer World Bank		Name of Supervisor Mr Therry Le Brech	
Salaries per Annum: Starting	Final	Currency Paid USD	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes
62400	72000		
Telephone Number		Email Address	
Address of Employer East Timor			
Number of Employees Supervised by You 60			
Description of Duties Managed the field coordination related to the construction and refurbishment of schools and provision of educational activities as a response to the damages to the education sector caused by the 1999 civil war. Acted as focal point for administrative issues for 13 international District Education Officers and 13 national District Education Superintendents and their respective offices. Participated in field-level joint government and UN missions and technical review meetings on field coordination. Compiled and analyzed information gathered. Established and maintained efficient lines of communication between the Project's field structure and the civilian, military and police components of UNTAET. Supervised the Project's supply chain management cycle. Assisted the Human Resources Unit, including its recruitment cell. Assisted in preparing and managing the Project's budget and supported the administration of its finances. Supported capacity building of Ministry of Education's staff on field coordination and administrative issues.			

Summarize any of Your Achievements

Managed the field coordination related to the construction and refurbishment of schools and provision of educational activities as a response to the damages to the education sector caused by the 1999 civil war.

Reasons for Leaving

End of contract.

Job Title	Type of Business	From - To
Operations Officer	Humanitarian International Organization	01/07/1999 - 01/06/2000
Name of Employer	Name of Supervisor	
UNMIK	Mr Joachim Johansson	
Salaries per Annum:		
Starting	Final	Currency Paid
		USD
Is this a civil servant position of your Government?		No
Is this a position within the UN Common System?		Yes
Telephone Number	Email Address	
Address of Employer		
Yugoslavia		
Number of Employees Supervised by You		
25		
Description of Duties		
Planned, set up and guided the Travel Documents Unit's field structure, consisting of five regional offices tasked with issuing travel documents to Kosovo residents. Supervised the regional offices staff and its programmatic and administrative components. Ensured permanent liaison between the Travel Documents Unit's sections such as programme development, HR, finance, procurement, logistics, training, and security. Ensured timely implementation by all sections. Established and maintained efficient lines of communication between the Unit's field structure, UNMIK and K-FOR. Conducted district-level assessments to enhance back up support and guidance to the field offices, identify gaps and follow up with action. Worked on procurement activities, including planning and forecasting, technical specifications review, tender document issuance, bidding proposals evaluation, contracts awarding and management, and payment in coordination with UNMIK Procurement and Finance Sections. Created a system for regular staff evaluation, as well as standard recruitment procedures for new positions. Conducted job interviews.		
Summarize any of Your Achievements		
Planned, set up and guided the Travel Documents Unit's field structure, consisting of five regional offices tasked with issuing travel documents to Kosovo residents.		
Reasons for Leaving		
End of contract.		

Job Title	Type of Business	From - To
Marketing Manager	Sport Clothes and Accessories Production and Sale	01/11/1995 - 01/06/1999
Name of Employer	Name of Supervisor	
Puma Italia	Giorgio Fusaro	
Salaries per Annum:		
Starting	Final	Currency Paid
30000	42000	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		
Italy		
Number of Employees Supervised by You		
3		
Description of Duties		
Designed, implemented and monitored the Puma Sport Italia's marketing and logistical activities. Organized sport fairs and promotional activities, dealing with both public relations and logistical aspects. Oversaw production of promotional communications materials like brochures and catalogues. Supervised the multi-media advertising campaign - TV, radio, newspapers and banners. Secured visibility of the brand through sponsorship deals with athletes and organisations. Worked closely with the Sales Director on the implementation of product launch strategies. Prepared monthly reports on budget status, main activities' performance, and industry movements.		
Summarize any of Your Achievements		
Designed, implemented and monitored the Puma Sport Italia's marketing and logistical activities.		
Reasons for Leaving		
End of contract.		

Job Title	Type of Business	From - To
Marketing and Logistics Officer	Sport Clothes and Accessories Production and Sales	01/12/1994 - 01/10/1995
Name of Employer	Name of Supervisor	
ERREA Sport	Gilberto Mussoni	
Salaries per Annum:		
Starting	Final	Currency Paid
24000	24000	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		
Italy		
Number of Employees Supervised by You		
0		

Description of Duties
Assisted the Marketing and Logistics Manager in preparing the company’s participation to the main European sport fairs, including those in Munich, Milan, and Madrid. Assisted in advertising materials design and production. Assisted on activities related to the launch of new products.

Summarize any of Your Achievements
Assisted in managing the marketing and logistics functions of ERREA Italia.

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
French	No	Easily	Easily	Not 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
Italian	Yes	Easily	Easily	Easily	Easily
Portuguese	No	Easily	Easily	Not easily	Easily

Address

Via Ferraris 6
Riccione Rimini Italy
Telephone: 39-0541-600936
Contact: Michele Mussoni

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
Marina CATENA	Senior Donors Relation Officer	Via C. G. Viola 68 Parco dei Medici 00148 Italy	393356623619 Marina.Catena@wfp.org
Francisco OSLER	Head of Office, UNMIS Juba	UNMIS Compound Italy	249187082664 osler@un.org
Yury OZEROV	Operations Adviser, UNDP Afghanistan	UNDP Afghanistan, Kabul Italy	93 202124000 yury.ozeroov@undp.org

Personal History Profile for Amadu Fuseini TIMBILLA

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
TIMBILLA	Amadu Fuseini	KURATA	
2. Date of Birth	3. City of Birth	Country of Birth	Index No
16/02/1961	BAWKU	Ghana	559229
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Ghana		Ghana	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Male	176	90	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? Professional, managerial & technical specialists for which no job family exists			
14. Would you accept employment for less than six months? Yes			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? 01/06/2009			
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: amadut@un.org			

Education

List all university degrees or equivalent qualifications obtained.

University Name UNIVERSITY OF GHANA , LEGON	City, Country ACCRA Ghana	From - To Dec-2001 - Dec-2003
Main Course of Study	Field of Study	
Degree Title or Equivalent MASTER OF ARTS IN INTERNATIONAL AFFAIRS	Degree Type Masters	

University Name GHANA ARMED FORCES COMMAND STAFF COLLEGE	City, Country ACCRA Ghana	From - To Sep-2001 - Aug-2002
Main Course of Study	Field of Study	
Degree Title or Equivalent PASS STAFF COLLEGE - PSC	Degree Type	

University Name FACHSHULE DES HEERES FUR TECHNIQUE	City, Country AACHEN Germany	From - To Sep-1998 - Oct-1999
Main Course of Study Other Engineering	Field of Study Engineering & Engineering Trades	
Degree Title or Equivalent Diploma in Ammunition Technology and Logistics, Diploma in Explosive Ordnance Disposal, Diploma in Disposal of Chemical Agents, Diploma in Improvised Explosive Devices Disposal	Degree Type Postgraduate degree	

University Name UNIVERSITY OF CAPE COAST	City, Country CAPE COAST Ghana	From - To Sep-1982 - Aug-1987
Main Course of Study Education Science	Field of Study Education	
Degree Title or Equivalent DIPLOMA IN EDUCATION	Degree Type Degree	

University Name UNIVERSITY OF CAPE COAST	City, Country CAPE COAST Ghana	From - To Sep-1982 - Aug-1987
Main Course of Study Chemistry	Field of Study Physical Sciences	
Degree Title or Equivalent BACHELOR OF SCIENCE(HONOURS) CHEMISTRY	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	City, Country	From - To
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United Nations Online Training Main Course of Study Prevention of Harassment, Sexual Harassment and Abuse of Authority in the Workplace	Kinshasa Congo, Dem. Rep.	Jan-2010 - Jan-2010 Certificate or Diploma Certificate - Prevention of Harassment, sexual Harassment and Abuse of Authority at Workplace
Name of School United Nations IPSAS Online Training Main Course of Study IPSAS Accounting for Property, Plant and Equipment	City, Country Kinshasa Congo, Dem. Rep.	From - To Dec-2009 - Dec-2009 Certificate or Diploma Certificate - Accounting for Property, Plant and Equipment
Name of School Global Web Dimension Main Course of Study Microsoft Project V.2003 - Advanced Workshop	City, Country Kinshasa Congo, Dem. Rep.	From - To Jul-2009 - Jul-2009 Certificate or Diploma Certificate - Microsoft Project V-2003
Name of School MONUC CITS Training Unit Main Course of Study Microsoft Office 2007 Overview	City, Country Kinshasa Congo, Dem. Rep.	From - To Jun-2009 - Jun-2009 Certificate or Diploma Certificate - Microsoft Office 2007
Name of School United Nations Online Training Main Course of Study Integrity Awareness Initiative	City, Country Kinshasa Congo, Dem. Rep.	From - To Apr-2009 - Apr-2009 Certificate or Diploma Certificate - Integrity Awareness
Name of School UNMEE Training Unit Main Course of Study Project Management	City, Country Asmara Eritrea	From - To Apr-2008 - Apr-2008 Certificate or Diploma Certificate - Project Management
Name of School UNMEE Training Unit Main Course of Study E Pas Training	City, Country Asmara Eritrea	From - To Apr-2008 - Apr-2008 Certificate or Diploma Certificate - EPAS
Name of School UNMEE Training Unit Main Course of Study Supervisory management	City, Country Asmara Eritrea	From - To Jan-2008 - Jan-2008 Certificate or Diploma Certificate-Supervisory Management
Name of School United Nations Department of Safety and Security Online Training Main Course of Study Basic Security in the Field - Staff Safety, Health and Welfare	City, Country Brindisi Italy	From - To Nov-2007 - Nov-2007 Certificate or Diploma Certificate - Basic Security in the Field
Name of School United Nations Department of Safety and Security Online Training Main Course of Study Advanced Security in the Field	City, Country Brindisi Italy	From - To Nov-2007 - Nov-2007 Certificate or Diploma Certificate - Advanced Security in the Field
Name of School KOFI ANNAN INTERNATIONAL PEACEKEEPING SCHOOL Main Course of Study INTERNATIONAL PEACE SUPPORT	City, Country ACCRA Ghana	From - To May-2002 - Jun-2002 Certificate or Diploma CERTIFICATE IN INTERNATIONAL PEACE SUPPORT
Name of School ARMY COMBAT TRAINING SCHOOL Main Course of Study Jungle Warfare, Military Science & Tactics, Military History, War Studies, Military Law, Administration and Morale, Service Writing, Military Logistics, Internal Security, Public & Non-Public Accounts, Disaster Management, Counter Terrorism.	City, Country ACCRA Ghana	From - To Mar-2000 - Aug-2000 Certificate or Diploma CERTIFICATE - COMBAT TEAM COMMANDER
Name of School BUNDESSPRACHENAMT Main Course of Study	City, Country HUERTH-COLOGN Germany	From - To Jan-1998 - Jun-1998 Certificate or Diploma

GERMAN LANGUAGE GERMAN CULTURE GERMAN HISTORY		DIPLOMA IN GERMAN
Name of School GOETHE INSTITUTE	City, Country ACCRA Ghana	From - To Aug-1997 - Dec-1997
Main Course of Study GERMAN LANGUAGE GERMAN CULTURE		Certificate or Diploma CERTIFICATE IN GERMAN
Name of School GHANA ARMED FORCES COMMAND AND STAFF COLLEGE	City, Country ACCRA Ghana	From - To Apr-1997 - Aug-1997
Main Course of Study Service Writing, Internal Security, International Affairs, Current Affairs, War Studies, Campaign Planning and Analysis, Military Law, Counter Terrorism.		Certificate or Diploma PASS JUNIOR STAFF COLLEGE - JSC
Name of School GHANA ARMED FORCES SCHOOL OF ORDNANCE	City, Country ACCRA Ghana	From - To Apr-1992 - Sep-1992
Main Course of Study Procurement, Provisioning for Stores, Storekeeping, Inventory Management, Logistics in Peace and Wartime, Work Study, Ammunitions Logistics, Ammunitions Technology, Service Writing, Administration of Troops, Transport Management, Purchasing and Supply		Certificate or Diploma CERTIFICATE IN MILITARY LOGISTICS
Name of School ARMY COMBAT TRAINING SCHOOL	City, Country ACCRA Ghana	From - To Aug-1991 - Dec-1991
Main Course of Study Military Science, Military Tactics, Military Law, Military History, Skills at Arms, Map Reading, Service Writing, Administration and Morale, Military Logistics, Current Affairs, Jungle Warfare, Internal Security, Current Affairs and First Aid.		Certificate or Diploma CERTIFICATE, PLATOON COMMANDER
Name of School GHANA MILITARY ACADEMY	City, Country ACCRA Ghana	From - To Jan-1990 - Aug-1990
Main Course of Study Military Science, Military Tactics, Military Law, Military History, Skills at Arms, Map Reading, Service Writing, Administration and Morale, Military Logistics, Current Affairs, Jungle Warfare, Internal Security. First Aid and Adventure Training.		Certificate or Diploma CERTIFICATE IN MILITARY SCIENCE
Name of School BAWKU SECONDARY SCHOOL	City, Country BAWKU Ghana	From - To Sep-1980 - Jun-1982
Main Course of Study Physics, Chemistry, Biology and General Studies.		Certificate or Diploma GENERAL CERTIFICATE OF EDUCATION(ADVANCED LEVEL)
Name of School KANTON SECONDARY SCHOOL	City, Country TUMU Ghana	From - To Sep-1974 - Jun-1979
Main Course of Study Physics, Chemistry, Biology, Modern Mathematics, Additional Modern Mathematics, English Language, Agricultural Science and Economics.		Certificate or Diploma GENERAL CERTIFICATE IN EDUCATION(ORDINARY LEVEL)

Employment

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

Job Title PROPERTY MANAGEMENT OFFICER	Type of Business Property & Inventory Management, Receiving & Inspection and Board of Survey	From - To 01/03/2009 -
Name of Employer DPKO/MONUC		Name of Supervisor John Elswick
Salaries per Annum: Starting 73596	Final 73596	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 amadut@un.org	
Address of Employer Congo, Dem. Rep.		
Number of Employees Supervised by You 51		
Description of Duties Property and Inventory Management. Control, accounting and management mechanism of MONUC assets, materials and commodities. Ensure mission stock accounts are in compliance with the appropriate guidance. Analyze materials in stock and associated inventory levels seeking to optimize quantities on hand. Review inventory management processes to ensure materials are delivered in a timely manner. Inventory performance analysis. Tracking and follow up of write-off assets to its disposal in the Galileo Write off Disposal Module (WODM). Provide technical advice to mission senior management on asset status, stock ratios, surplus, shipping/ transfers and unlocated. Generate reports from Business Object Reporting System and submit as and when required. Responsible as Officer in Charge, Receiving & Inspecting Unit and for Mission Board of Survey. Responsible for the preparation of Mission Environmental reports and calculation of Green House Gas Emission. Provide direction to staff and management of resources allocated to unit. Manage Unit ePAS. Draft mails as required.		

Summarize any of Your Achievements

Managed Inventory efficiently to meet the required KPI. Used demand management tools to analyze stock records accounts and made recommendations on inventory activities. Reviewed MONUC inventory and provided advice for timely delivery of property. Identified and implemented solutions to problematic areas of MONUC Inventory. Ensured all goods received are R&I within 3 days for procurement action and payment of vendors. Followed up on all discrepancies to logical conclusion. Ensured all BOS are completed within 2 weeks of request for BOS Inspection. Provided good directions and guidance to subordinates. Held regular meetings with Subordinates to review performance and other issues. Trained personnel on Inventory management, Galileo, Mercury and Business Object reporting systems. Provided training to Ugandan Defence Force personnel on Property Management. Performed task as Section security focal officer. Prepared Mission Environmental reports and Green House Gas Emission. Drafted mails for the Chief of Property Management.

Reasons for Leaving

Promote International peace and for higher Challenges.

Job Title	Type of Business	From - To
CHIEF PROPERTY CONTROL AND INVENTORY UNIT	Property Control and Inventory Management	01/10/2007 - 01/02/2009
Name of Employer	Name of Supervisor	
UNDPKO/UNMEE	Veneranda Mukandoli	
Salaries per Annum:		
Starting	Final	Currency Paid
70222	71729	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	
+2911151991	amadut@un.org	
Address of Employer		
Eritrea		
Number of Employees Supervised by You		
6		
Description of Duties		
<p>Administrator of the Property Control and Inventory Unit (PCIU). Mission Galileo Focal Point. Plan and draw programmes for PCIU activities and other related duties. Physical inspection of UN non-expendable, durables and attractive assets. Monitoring the Galileo on Expendable assets. Manage, analysis and performance monitoring of the effectiveness and execution of asset control procedures in the mission. Ensure accountability and proper tracking mechanisms to conform to expected Organizational standards and goals. Tracking and follow up of write-off assets to its disposal in the Galileo Write off Disposal Module (WODM). Analyze, Identify and implement solutions to problematic areas of the asset control process and oversee that an effective support organization for Asset Control System and the control of UN property is sustained. Provide technical advice to mission senior management on asset status, stock ratios, surplus, shipping/ transfers and unlocated. Provide guidance to self accounting units (SAUs) and property disposal unit. Verify the accuracy of the data recorded/updated in the Galileo Inventory Management System (IMS). Board of Survey member in the write-off process. Ensure accuracy of PCIU statistics on a daily basis, making sure anomalies are identified and addressed immediately. Reconcile all balances regularly and submit accurate, auditable monthly, calendar year and financial year-end statistics to Headquarters. Guide the Property Disposal Unit on safe disposal and participate in disposal activities on PCIU role. Physical disposal of written off Assets and the updating of data in the Galileo IMS. Archiving of assets that have been disposed in the Galileo IMS. Planning and preparation for Liquidation of mission non expendables and expendables. Monitoring and review of PADP as well as provision of guidelines for its completion. Generate reports from Business Object Reporting System and submit as and when required. Draft correspondence, as required.</p>		
Summarize any of Your Achievements		
<p>Efficient administration of PCIU section. Physically inspected all UNMEE non-expendable assets in Eritrea and Ethiopia. Inspected all newly received assets by R & I. Generated inspection reports and various discrepancies. Managed, analyzed and performed effective monitoring of asset in the field mission. Ensured accountability and proper tracking mechanisms to conform to expected Organizational standards and goals. Identified and implemented solutions to problematic areas of the asset control process. Verified the accuracy of the data recorded/updated in the Galileo System. Ensured accuracy of PCIU statistics on a daily basis, making sure anomalies are identified and addressed immediately. Reconciled all balances regularly and submit accurate, auditable monthly, calendar year and financial year-end statistics to Headquarters. Participated in Board of Surveys, and physical disposal of UNOE that have been written off. Followed assets in write off process and ensure entry of updates in Galileo WODM. Archived all assets written off and disposed. Effective monitoring and review of PADP entered by SAUs as well as offering guidelines for the completion of the PADP. Provided technical guidance to the Property Disposal Unit, Local Property Survey Board, Self Accounting Units and Senior Management on assets management in accordance to UN Property Management Manual, Liquidation Manual, Financial regulations in relation to assets and write off and disposal procedures. Ensured entry of staff list in Galileo, tracked movement of staff vis-a-vis assets signed by them. Properly checked out staff members and ensured they handed over all assets they signed for. Archived names of staff who checked out. Performed duty as Administrative duty officer and participated as a member in several Boards of Inquiries. Successfully liquidated UNMEE assets.</p>		
Reasons for Leaving		
Liquidation of Mission.		

Job Title	Type of Business	From - To
COMMANDING OFFICER, BASE AMMUNITION DEPOT	ARMY OFFICER	01/03/2007 - 01/10/2007
Name of Employer	Name of Supervisor	
GHANA ARMED FORCES GENERAL HEADQUARTERS	COLONEL J. K. MANU	
Salaries per Annum:		
Starting	Final	Currency Paid
80000000	80000000	GHC
Is this a civil servant position of your Government? No		
Is this a position within the UN Common System? No		
Telephone Number	Email Address	
+23321776111		
Address of Employer		
Ghana		
Number of Employees Supervised by You		
70		
Description of Duties		
<p>Over all command and control of personnel. Chief administrator, command and control of a Base Ammunition Depot. Provisioning for the procurement of ammunition for the Ghana Armed Forces. Responsible for receipt, acceptance, rejection and preparation of discrepancy reports on newly procure ammunition and explosives, storage, maintenance, repairs, modifications, issues and trial of ammunition. Disposal of unexploded ordnance, improvised explosive devices and similar dangerous goods in Ghana. Training of personnel in EOD and IEDD. Accounting for all ordnance under control of ammunition depot. Inspection, control and inventory taking of all ammunition of the Armed Forces. Plan security and defense of the ammunition depot. Conduct explosive analysis in support of the Ghana Police for prosecution purposes. Contingency plans for fire fighting and safety procedures. Provide SOP for operations of Ammunition Depot.</p>		
Summarize any of Your Achievements		
<p>Trained technicians on EOD techniques. Created a data base for ammunition accounting. Inspected all ammunition held by the Ghana Armed Forces. Disposed large quantities of ammunition. Involved in anti terrorist operations in the field of disposal of terrorist bombs. Monitored all units of the Armed Forces on Ammunition Control and Procedures. Produced and constantly reviewed Unit SOPS.</p>		

Reasons for Leaving

TO PROJECT INTERNATIONAL PEACE AND SECURITY IN A BROADER SPHERE AND IN A MULTICULTURAL CHALLENGING SITUATION.

Job Title LECTURER (DIRECTING STAFF), GHANA ARMED FORCES COMMAND AND STAFF COLLEGE	Type of Business LECTURING	From - To 01/05/2006 - 01/02/2007
Name of Employer GHANA ARMED FORCES	Name of Supervisor COLONEL GEORGE PATTENTENG	
Salaries per Annum: Starting Final Currency Paid Is this a civil servant position of your Government? No 72000000 72000000 GHC Is this a position within the UN Common System? No		
Telephone Number 23321716247	Email Address afktimbilla@yahoo.com	
Address of Employer Ghana		
Number of Employees Supervised by You 30		
Description of Duties Training of officers in tactics, internal security, explosive ordnance disposal, counter terrorism, logistics, service writing and staff duties, international affairs and war studies, and peace support operations. Curriculum planning for training of officers. Demonstrations and field works on lessons trained. Planning and drawing training programmes. Guidance and counseling for officers and other staff members. Conduct training for other Security Agencies in Ghana.		
Summarize any of Your Achievements Trained officers for junior staff appointments at the various military staff headquarters and for middle level command at battalion level. Trained personnel of other Security agencies on Internal Security and international affairs.		
Reasons for Leaving GIVEN A HIGHER APPOINTMENT IN THE GHANA ARMED FORCES TO COMMAND A UNIT		

Job Title CHIEF LOGISTICS OFFICER	Type of Business PEACE KEEPING	From - To 01/04/2005 - 01/05/2006
Name of Employer UNIFIL	Name of Supervisor COL JBE GUYIRI	
Salaries per Annum: Starting Final Currency Paid Is this a civil servant position of your Government? No 15600 15600 USD Is this a position within the UN Common System? No		
Telephone Number	Email Address afktimbilla@yahoo.com	
Address of Employer Lebanon		
Number of Employees Supervised by You 74		
Description of Duties Command and control of all logistics personnel. Property and inventory control. Focal person for contingent COE/MOU and Operational Readiness Inspections. Provision, Requisition, Receipt, acceptance, rejection and preparation of discrepancy reports on newly procure COE, Storage, Maintenance and Issues of UNOE/COE. Preparation of logistics contingency plans, estimates and orders. Supervision of EOD and mine clearance tasks. Planning and execution of troop rotation including the preparation of PAX and cargo manifests. Procurement of stores and minor equipment for contingent self sustainment. Accounting for all UNOE and COE in issue by contingent. Inspection and verification of contingent and un owned stores and equipment. Conduct COE and operational readiness inspection in accordance to MOU. Liaison with other contingents and higher command on issues relating to logistics. Training of logistics personnel on operational and logistics procedures and stores accounting and management. Write off and disposal of contingent owned equipment.		
Summarize any of Your Achievements Successfully accounting for all stores and equipment under my charge (UN and COE). Supported the contingent efficiently in the field of logistics and assets management. Supported COE unit at HQ to verify assets and services as stated in MOU. Trained logistics staff in UN logistics procedures. Carried out improvised explosive devices disposals. Successful rotation of Ghanbatt 62 and 63 personnel and personal effects of troops.		
Reasons for Leaving End of Tour of Duty		

Job Title COMMANDING OFFICER, AMMUNITION DEPOT	Type of Business ARMY OFFICER	From - To 01/10/2004 - 01/04/2005
Name of Employer GHANA ARMED FORCES	Name of Supervisor LT COL J.K MANU	
Salaries per Annum: Starting Final Currency Paid Is this a civil servant position of your Government? No 60000000 60000000 GHC Is this a position within the UN Common System? No		
Telephone Number 233021776111	Email Address	
Address of Employer Ghana		
Number of Employees Supervised by You 78		

Description of Duties

Over all command and control of personnel. Chief administrator, command and control of a Base Ammunition Depot. Provisioning for the procurement of ammunition for the Ghana Armed Forces. Responsible for receipt, acceptance, rejection and preparation of discrepancy reports on newly procure ammunition and explosives, storage, maintenance, repairs, modifications, issues and trial of ammunition. Disposal of unexploded ordnance, improvised explosive devices and similar dangerous goods in Ghana. Training of personnel in EOD and IEDD. Accounting for all ordnance under control of ammunition depot. Inspection, control and inventory taking of all ammunition of the Armed Forces. Plan security and defense of the ammunition depot. Conduct explosive analysis in support of the Ghana Police for prosecution purposes. Contingency plans for fire fighting and safety procedures. Provide SOP for operations of Ammunition Depot.

Summarize any of Your Achievements

Trained technicians on EOD techniques. Created a data base for ammunition accounting. Inspected all ammunition held by the Ghana Armed Forces. Disposed large quantities of ammunition. Involved in anti terrorist operations in the field of disposal of terrorist bombs. Monitored all units of the Armed Forces on Ammunition Control and Procedures. Produced and constantly reviewed Unit SOPs.

Reasons for Leaving

APPOINTED TO SERVE WITH UNIFIL MISSION IN LEBANON FOR THE PROMOTION OF INTERNATIONAL PEACE AND SECURITY

Job Title LECTURER (DIRECTING STAFF), GHANA ARMED FORCES COMMAND AND STAFF COLLEGE		Type of Business TRAINING OFFICER/INSTRUCTOR	From - To 01/07/2004 - 01/10/2004
Name of Employer GHANA ARMED FORCES		Name of Supervisor COLONEL GEORGE PATTENTON	
Salaries per Annum:			
Starting 60000000	Final 60000000	Currency Paid GHC	Is this a civil servant position of your Government? No
			Is this a position within the UN Common System? No
Telephone Number		Email Address	
Address of Employer Ghana			
Number of Employees Supervised by You 30			
Description of Duties Training of officers in tactics, internal security, explosive ordnance disposal, counter terrorism, logistics, service writing and staff duties, international affairs and war studies, and peace support operations. Curriculum planning for training of officers. Demonstrations and field works on lessons trained. Planning and drawing training programmes. Guidance and counseling for officers and other staff members. Conduct training for other Security Agencies in Ghana.			
Summarize any of Your Achievements Trained officers for junior staff appointments at the various military staff headquarters and for middle level command at battalion level. Trained personnel of other Security agencies on Internal Security and international affairs.			
Reasons for Leaving APPOINTED AS A COMMANDING OFFICER OF A UNIT IN THE GHANA ARMED FORCES.			

Job Title JOINT LOGISTICS OPERATIONS CENTRE(JLOC) PLANNING OFFICER		Type of Business LOGISTICS PLANNING	From - To 01/03/2004 - 01/07/2004
Name of Employer MONUC D.R. CONGO		Name of Supervisor XAVIER DEVAULX DE CHAMBORD	
Salaries per Annum:			
Starting 48000	Final 48000	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 Congo, Dem. Rep.			
Number of Employees Supervised by You 0			
Description of Duties Formulate logistics plans, sustainability plan, equipment reduction/evacuation plan and combat support estimates. Updating of contingency plans, SOPs and logistics preparedness review. Liaise with contingents on issues relating to Logistics and deployment.			
Summarize any of Your Achievements Wrote and reviewed SOP for planning unit, information required for writing all logistics estimated and plans. Provide suggestions and advice on issues relating to SOP, contingency plans and deployments.			
Reasons for Leaving END OF TOUR OF DUTY			

Job Title MILITARY OBSERVER AT TEAM SITE		Type of Business PEACEKEEPING MISSION	From - To 01/07/2003 - 01/03/2004
Name of Employer MONUC, D.R. CONGO		Name of Supervisor LT COL IVANOV SERGEY	
Salaries per Annum:			
Starting 48000	Final 48000	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
Congo, Dem. Rep.

Number of Employees Supervised by You
0

Description of Duties
Involved at a team site at BAFWASENDE and KISANGANI to observe and monitor ceasefire agreements, report on any ceasefire and human rights violations, negotiation and arbitration between warring factions and the population. Also involved in public information and education of locals and combatants. Patrolling to gather information on all activities within area of responsibility for higher command. Involved in disarmament talks and negotiations. Support to local population in carrying on self help projects.

Summarize any of Your Achievements
The team succeeded in getting the combatants to stop harassing the local population. Child soldiers were also disarmed and moved to higher levels for further action. Got the two main warring groups to negotiate for a ceasefire, which finally led to their joining into the unified Congolese Army. Gave advice and supported in the formation of community development groups and self support projects. Gave public lectures on the need for peace at the schools and public places.

Reasons for Leaving
GIVEN A HIGHER APPOINTMENT

Job Title COMMANDING OFFICER, ARMED FORCES SCHOOL OF ORDNANCE		Type of Business HEAD OF INSTITUTION	From - To 01/03/2003 - 01/07/2003
Name of Employer GHANA ARMED FORCES		Name of Supervisor COLONEL OWUSU MENSAH	
Salaries per Annum: Starting Final Currency Paid 46000000 46000000 GHC		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 Ghana			
Number of Employees Supervised by You 25			
Description of Duties Command and control of all activities in the school. Planning of curriculum for school, instruction to military students and supporting civilian staff on logistics estimates and explosive ordnance disposal. Training of potential instructors. Liaison with other military units and civilian institutions for assistance and instructors. Lecturing of Military Personnel in Military Logistics in peacetime, peacekeeping missions and at war.			
Summarize any of Your Achievements Trained over 100 military and civilian personnel of the Ghana Armed Forces in military logistics, stores management and explosive ordnance disposal.			
Reasons for Leaving FOR PEACEKEEPING MISSION IN THE DEMOCRATIC REPUBLIC OF CONGO			

Job Title CHIEF LOGISTICS OFFICER GHANBATT 53		Type of Business PEACEKEEPING	From - To 01/09/2000 - 01/04/2001
Name of Employer UNIFIL, SOUTH LEBANON		Name of Supervisor BRIG GEN ABDULAI	
Salaries per Annum: Starting Final Currency Paid 12000 12000 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 Lebanon			
Number of Employees Supervised by You 74			
Description of Duties Command and control of all logistics personnel. Property and inventory control. Focal person for contingent COE/MOU and Operational Readiness Inspections. Provision, Requisition, Receipt, Acceptance, rejection and preparation of discrepancy reports on newly procure COE, Storage, Maintenance and Issues of UNOE/COE. Preparation of logistics contingency plans, estimates and orders. Supervision of EOD and mine clearance tasks. Planning and execution of troop rotation including the preparation of PAX and cargo manifests. Procurement of stores and minor equipment for contingent self sustainment. Accounting for all UNOE and COE in issue by contingent. Inspection and verification of contingent and un owned stores and equipment. Conduct COE and operational readiness inspection in accordance to MOU. Liaison with other contingents and higher command on issues relating to logistics. Training of logistics personnel on operational and logistics procedures and stores accounting and management. Write off and disposal of contingent owned equipment.			
Summarize any of Your Achievements Successfully accounted for all stores and equipment under my charge (UN and COE). Supported the contingent efficiently in the field of logistics and assets management. Supported COE unit at HQ to verify assets and services as stated in MOU. Trained logistics staff in UN logistics procedures. Carried out improvised explosive devices disposals. Successful rotation of Ghanbatt 62 and 63 personnel and personal effects of troops.			
Reasons for Leaving AT THE END OF TOUR OF SIX MONTHS DUTY OF PEACEKEEPING.			

Job Title ACTING COMMANDING OFFICER, AMMUNITION DEPOT		Type of Business ARMY OFFICER	From - To 01/10/1999 - 01/09/2000
Name of Employer GHANA ARMED FORCES		Name of Supervisor COLONEL S O AMPEY	
Salaries per Annum:			

Starting 40000000	Final 40000000	Currency Paid GHC	Is this a civil servant position of your Government? No Is this a position within the UN Common System? No
Telephone Number		Email Address	
Address of Employer Ghana			
Number of Employees Supervised by You 78			
Description of Duties Over all command and control of personnel. Chief administrator, command and control of a Base Ammunition Depot. Provisioning for the procurement of ammunition for the Ghana Armed Forces. Responsible for receipt, inspection, acceptance, rejection and preparation of discrepancy reports on newly procure ammunition and explosives, storage, maintenance, repairs, modifications, issues and trial of ammunition. Accept, reject and prepare discrepancy reports on newly procure ammunition and explosives. Disposal of unexploded ordnance, improvised explosive devices and similar dangerous goods in Ghana. Training of personnel in EOD and IEDD. Accounting for all ordnance under control of ammunition depot. Inspection, control and inventory taking of all ammunition of the Armed Forces. Plan security and defense of the ammunition depot. Conduct explosive analysis in support of the Ghana Police for prosecution purposes. Contingency plans for fire fighting and safety procedures. Provide SOP for operations of Ammunition Depot.			
Summarize any of Your Achievements Trained technicians on EOD techniques. Created a data base for ammunition accounting. Inspected all ammunition held by the Ghana Armed Forces. Disposed large quantities of ammunition. Involved in anti terrorist operations in the field of disposal of terrorist bombs. Monitored all units of the Armed Forces on Ammunition Control and Procedures. Produced and constantly reviewed Unit SOPs.			
Reasons for Leaving FOR PEACEKEEPING IN SOUTH LEBANON			

Job Title AMMUNITION SPECIALIST OFFICER	Type of Business ARMY OFFICER	From - To 01/04/1999 - 01/07/1999
Name of Employer BUNDESWEHR	Name of Supervisor LT COL WEBER	
Salaries per Annum: Starting 11712	Final 11712	Currency Paid DEM
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 Germany		
Number of Employees Supervised by You 4		
Description of Duties Disposal of UXO. Disposal of obsolete ammunitions. Clearance of training area. Training of potential ammunition technicians.		
Summarize any of Your Achievements Manually disposed 8 obsolete bombs per day from Mondays to Fridays. Cleared training area of UXO after all firings at the range. Trained potential ammunition technicians for the German army		
Reasons for Leaving AT THE END OF EXCHANGE PROGRAMME BETWEEN THE GHANA GOVERNMENT AND THAT OF GERMANY		

Job Title AMMUNITION INSPECTOR, GHANA ARMED FORCES	Type of Business ARMY OFFICER	From - To 01/11/1996 - 01/03/1997
Name of Employer GHANA ARMED FORCES	Name of Supervisor LT COL SAMUEL AMPEY	
Salaries per Annum: Starting 30000000	Final 30000000	Currency Paid GHC
Is this a civil servant position of your Government? No Is this a position within the UN Common System? No		
Telephone Number		Email Address
Address of Employer Ghana		
Number of Employees Supervised by You 12		
Description of Duties Inspection of ammunition and explosives, warehouses (magazines), security, protection and defense of storehouses, and fire safety of ammunition depots of the Ghana Armed Forces. Sorting out serviceable, non-serviceable and obsolete ammunitions. Preparations of recommendations for the disposal of unserviceable and obsolete ammunitions and explosives. Plans for effective inspection, inventory management and control of use of ammunition and explosives. Inspection, acceptance, rejection and preparation of discrepancy reports on newly procure ammunition and explosives.		
Summarize any of Your Achievements Conducted a country wide inspection of ammunition and explosives of the Armed Forces. Supervised the disposal of unserviceable and obsolete ammunition and explosives. Inspected and cleared old ammunition dumps and firing range. Provided guidance on ammunition usage and inventory management to all units and ammunition warehouses. Inspected, accepted, rejected and prepared of discrepancy reports on newly procure ammunition and explosives.		
Reasons for Leaving FOR FURTHER TRAINING		

Job Title	Type of Business	From - To
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CHIEF LOGISTICS OFFICER GHANAIAI CONTINGENT IN LIBERIA AND SIERRA LEONE			ARMY OFFICER	01/11/1995 - 01/10/1996								
Name of Employer ECOWAS			Name of Supervisor BRIG GEN S OBENG									
Salaries per Annum: <table border="0"> <tr> <td>Starting</td> <td>Final</td> <td>Currency Paid</td> <td>Is this a civil servant position of your Government? No</td> </tr> <tr> <td>3600</td> <td>3600</td> <td>USD</td> <td>Is this a position within the UN Common System? No</td> </tr> </table>					Starting	Final	Currency Paid	Is this a civil servant position of your Government? No	3600	3600	USD	Is this a position within the UN Common System? No
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No									
3600	3600	USD	Is this a position within the UN Common System? No									
Telephone Number			Email Address									
Address of Employer Liberia												
Number of Employees Supervised by You 70												
Description of Duties Command and control of all logistics personnel. Property and inventory control. Provision, requisition, receipt, inspection, acceptance, rejection and preparation of discrepancy reports on newly procure stores, storage, maintenance and issues of stores. Preparation of logistics contingency plans, estimates and orders. Supervision of EOD and mine clearance tasks. Planning and execution of troop rotation including the preparation of PAX and cargo manifests. Procurement of stores and equipment for contingent. Inspection of contingent owned stores and equipment. Liaison with other contingents and higher command on issues relating to logistics. Training of logistics personnel on operational and logistics procedures and stores accounting and management. Write off and disposal of contingent owned equipment.												
Summarize any of Your Achievements Successfully accounted for all stores and equipment under my charge. Supported the contingent in both Liberia and Sierra Leone efficiently during tour of duty. Had a successful rotation of forces. Disposed several UXO and mines around Monrovia and Buchanan. Conducted an efficient inspection of all contingent assets and made recommendations for write offs and disposal as well as the procurement of new assets to replace written off assets.												
Reasons for Leaving END OF TOUR OF DUTY												

Job Title MEMBER MILITARY TRIBUNAL, GHANA ARMED FORCES		Type of Business ARMY OFFICER	From - To 01/05/1995 - 01/10/1995								
Name of Employer GHANA ARMED FORCES		Name of Supervisor MAJOR GENERAL AKAFIA									
Salaries per Annum: <table border="0"> <tr> <td>Starting</td> <td>Final</td> <td>Currency Paid</td> <td>Is this a civil servant position of your Government? No</td> </tr> <tr> <td>26000000</td> <td>26000000</td> <td>GHC</td> <td>Is this a position within the UN Common System? No</td> </tr> </table>				Starting	Final	Currency Paid	Is this a civil servant position of your Government? No	26000000	26000000	GHC	Is this a position within the UN Common System? No
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No								
26000000	26000000	GHC	Is this a position within the UN Common System? No								
Telephone Number		Email Address									
Address of Employer Ghana											
Number of Employees Supervised by You 0											
Description of Duties Trial of troops. Investigation of offences and crimes committed by troops. Mitigation in punishment meted to troops. Stand in councilor for troops who refuse to get the service of a legal officer for his Defence. STAND IN COUNCILLOR FOR TROOPS WHO REFUSE TO GET THE SERVICE OF A LEGAL OFFICER FOR HIS DEFENCE.											
Summarize any of Your Achievements Tried and prosecuted a number of indiscipline troops. Stood in as a stand in councilor for troops on two occasions and won one of my cases. Investigated several offences by troops at home and on peacekeeping.											
Reasons for Leaving APPOINTED FOR PEACEKEEPING DUTIES IN LIBERIA											

Job Title COMBAT TEAM COMMANDER, GHANBATT 41, SOUTH LEBANON		Type of Business ARMY OFFICER	From - To 01/09/1994 - 01/04/1995								
Name of Employer UNIFIL, LEBANON		Name of Supervisor LT COL DEBRA									
Salaries per Annum: <table border="0"> <tr> <td>Starting</td> <td>Final</td> <td>Currency Paid</td> <td>Is this a civil servant position of your Government? No</td> </tr> <tr> <td>7200</td> <td>7200</td> <td>USD</td> <td>Is this a position within the UN Common System? No</td> </tr> </table>				Starting	Final	Currency Paid	Is this a civil servant position of your Government? No	7200	7200	USD	Is this a position within the UN Common System? No
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No								
7200	7200	USD	Is this a position within the UN Common System? No								
Telephone Number		Email Address									
Address of Employer Lebanon											
Number of Employees Supervised by You 150											
Description of Duties Command and control of a Combat Team. Monitoring of ceasefire between Israel and armed elements in South Lebanon. Physical prevention of armed groups from crossing line of separation and attacking Northern Israel through check points, control areas, observation posts and aggressive patrols. Humanitarian assistance to locals by escorting to farms, evacuation of casualties and the sick. Protection of the unarmed during hostilities. Conducting disposal of UXO and mines within area of operation.											
Summarize any of Your Achievements Effective command and control of troops. Disarmed several armed elements. Disposed off UXO and mines. Supported locals by escorting them to their farms on daily basis. Dominated area of operations and sent out relevant reports to higher authority.											
Reasons for Leaving											

END OF TOUR OF DUTY

Job Title SECOND IN COMMAND, BASE AMMUNITION DEPOT		Type of Business ARMY OFFICER	From - To 01/11/1993 - 01/09/1994
Name of Employer GHANA ARMED FORCES		Name of Supervisor LT COL SAMUEL AMPEY	
Salaries per Annum: Starting 30000000		Final 30000000	Currency Paid GHC
		Is this a civil servant position of your Government? No	
		Is this a position within the UN Common System? No	
Telephone Number		Email Address	
Address of Employer Ghana			
Number of Employees Supervised by You 78			
Description of Duties Assist the commander in running the unit, training of personnel, EOD action, and security officer for ammunitions and explosives, commanding of emergency force for the Defence of the ammunition depot. Inspection, acceptance, rejection and preparation of discrepancy reports on newly procure ammunition and explosives.			
Summarize any of Your Achievements Supported my commander to command and control the unit. Provided effective security support and plans for the Defence and protection of the unit and the ordnance inside. Trained troops and Supporting staff in fields relating to store keeping, management, accounting and issues. Also trained in explosive ordnance disposal. Undertook several EOD task at training areas after firings. Conducted several acceptance exercises on newly procured explosives and ammunition.			
Reasons for Leaving HIGHER APOINTMENT			

Job Title PLATOON COMMANDER, GHANBATT 2, CAMBODIA		Type of Business ARMY OFFICER	From - To 01/03/1993 - 01/10/1993
Name of Employer UNTAC CAMBODIA		Name of Supervisor LT COL GEORGE AMAMOH	
Salaries per Annum: Starting 5760		Final 5760	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 Cambodia			
Number of Employees Supervised by You 45			
Description of Duties Provision of security in area of domination. Formulation of plan security, Defence, evacuation, withdrawal and reinforcement plans. Command and control of troops under command. Protection of UN property and equipment at the UNTAC field hospital. Provision of security and close protection for very important personnel. Cantonment of arms and ammunition of Cambodian Demobilized troops. Clearance of UXO in area of responsibility. Escorting of UN personnel and equipment.			
Summarize any of Your Achievements Provided close protection to German troops at field hospital. Provided a friendly security atmosphere at polling station for democratic elections. Escorted UN stores and equipment from Phnom Penh to Sihanouk Ville and other interior areas. Provided a practical withdrawal plan that was used in the final withdrawal of my platoon from the mission.			
Reasons for Leaving END OF TOUR OF DUTY			

Job Title ADJUTANT, BASE AMMUNITION DEPOT		Type of Business ARMY OFFICER	From - To 01/01/1992 - 01/03/1993
Name of Employer GHANA ARMED FORCES		Name of Supervisor LT COL SAMUEL AMPEY	
Salaries per Annum: Starting 6500000		Final 20000000	Currency Paid GHC
		Is this a civil servant position of your Government? No	
		Is this a position within the UN Common System? No	
Telephone Number 233024232600		Email Address afktimbilla@yahoo.com	
Address of Employer Ghana			
Number of Employees Supervised by You 78			
Description of Duties Administrative officer of the unit. Discipline and regimental activities of the unit. Planning of duty programmes for all ranks. Supervision of receipt and issues of ammunition and explosives. Security control of transportation of ammunition. Explosive ordnance disposal tasks. Stores, ammunition and explosives accounting. Issue of command directives and routine correspondence. Drafting of all unit plans for commander's perusal and approval.			
Summarize any of Your Achievements			

Provided effective administrative structures to run unit which provided efficient discipline and esprit de corp. Provided transportation plan such that there were no accident during my period of responsibility. Conducted EOD and IEDD tasks at the firing range and in the cities. Successfully accounted for all stores, explosives and ammunition under my control.

Reasons for Leaving
HIGHER APPOINTMENT

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

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

Language	Mother Tongue	Speak	Read	Write	Understand
German	No	Easily	Easily	Easily	Easily
Hausa	No	Easily	Not easily	Not easily	Easily
More	Yes	Easily	Not easily	Not easily	Easily
Ashanti Twi	No	Easily	Not easily	Not easily	Easily

Address

C/O Mrs. Victoria Baba Timbilla, Michel Camp Nursery, P.O.Box 385, TEMA
TEMA GREATER ACCRA Ghana
Telephone: +233-244232600
Fax: +233-244232600
Contact: AMADU FUSEINI KURATA TIMBILLA

Address

MONUC, Propety Management Section, Inventory Management Unit,
Congo Batiment
Kinshasa Congo, Dem. Rep.
Telephone: 243-818906999 extension 4086
Fax: 243-816503896
Contact: AMADU FUSEINI KURATA TIMBILLA

Address

C/O Mrs. Victoria Baba Timbilla
Michel Camp Nursery, P.O. BOX 385
TEMA GREATER ACCRA Ghana
Telephone: 233-244232600
Fax: 233-244232600
Contact: FUSEINI KURATA TIMBILLA AMADU

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
Williams AGYAPONG (LT COL)	SENIOR ARMY OFFICER	GHANA ARMED FORCES MILITARY ACADEMY AND TRAING SCHOOLS Ghana	233243865423 williamagyapong@yahoo.com
FRANCIS VIB-SANZIRI (COL)	SENIOR ARMY OFFICER	GHANA ARMY HEADQUARTERS Ghana	233244329636 vibsanziri@yahoo.com
ANTWI-DANSO VLADIMIRE (DR)	UNIVERSITY LECTURER	UNIVERSITY OF GHANA Ghana	233244613282