

### Profiles included in this document

	Name	Index	DOB	Gender	Nationality	EMail
1.	AINTE, Ahmed	412904	28/09/1959	M	SOM	ainte@un.org
2.	BENTZ, Martin	344416	21/03/1949	M	USA	bentz@un.org
3.	CURTIS, Camille	496623	08/10/1954	F	GUY	curtis@un.org
4.	DIOUF, Amadou	705783	03/11/1957	M	SEN	agdiouf@yahoo.fr
5.	DUCHARME, Jean-pierre	115940	26/04/1949	M	CAN	ducharme@un.org
6.	MOURATO GORDO, Miguel	068293	14/06/1970	M	POR	mmgordo@yahoo.com
7.	NAGAYOSHI, Noriko		01/01/1900	F	JPN	nagayoshi@itlos.org
8.	PACHISIA, Adityavikram	950795	24/03/1963	M	IND	vikrampachisia@hotmail.com
9.	POLCARO SOARES, Carlos		11/10/1953	M	URU	polcaro@un.org
10.	RWEGAYURA, Anastase	467860	07/04/1950	M	URT	arwegayura@yahoo.com

## Personal History Profile for Ahmed AINTE

## General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
<b>AINTE</b>	<b>Ahmed</b>		<b>N/A</b>
2. Date of Birth	3. City of Birth	Country of Birth	Index No
<b>28/09/1959</b>	<b>Mogadishu</b>	<b>Somalia</b>	<b>412904</b>
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
<b>Somalia</b>	<b>United Kingdom</b>	<b>Somalia</b>	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
<b>Male</b>	<b>2</b>	<b>68</b>	<b>Married</b>
10. Entry into the United Nations service might require assignment to any area of the world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? <b>No</b>			
Are there any limitations on your ability to perform in your prospective field of work? <b>No</b>			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? <b>Yes. United Kingdom.</b>			
13. What is your preferred field of work? <b>Administrative specialists</b>			
14. Would you accept employment for less than six months? <b>Yes</b>			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? <b>01/01/1986</b>			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? <b>No</b>			
18. Email Address: <b>ainte@un.org</b>			

## Education

List all university degrees or equivalent qualifications obtained.

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

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

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

## Employment

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

Job Title	Type of Business	From - To
<b>Head of Office, a.i, UNAMID Liaison Office, Khartoum, Sudan</b>	<b>Operations and Management</b>	<b>01/04/2009 -</b>
Name of Employer		Name of Supervisor
<b>United Nations-African Union Hybrid Mission in Darfur (UNAMID)</b>		<b>Mohamed B. Yonis</b>
Salaries per Annum:		
Starting	Final	Currency Paid
<b>105000</b>	<b>105000</b>	<b>USD</b>
Is this a civil servant position of your Government? <b>No</b>		
Is this a position within the UN Common System? <b>No</b>		
Telephone Number	Email Address	
<b>2490249-912501</b>	<b>ainte@un.org</b>	
Address of Employer		
<b>Sudan</b>		
Number of Employees Supervised by You		
<b>81</b>		
Description of Duties		

**Identify emerging issues at the Khartoum level pertaining to the mandate; analyze implications and make recommendations on possible strategies and measures; propose plans of action for immediate and long range solutions to political issues in the office. Provide good offices on behalf of the Joint Special Representative of the Secretary-General (JSR) at the Khartoum level, as appropriate. Implement the operational activities related to the work of the office including fostering dialogue, understanding and cooperation with government authorities; establishing and strengthening the relationship with the authority; build the capacity of civil society and organizations; formulate programs related to the reintegration and reconciliation of all segments of society; and support for good governance and national dialogue. Incorporate an integrated approach that includes a rights-based dimension, conflict prevention sensitivity, and a gender perspective throughout the office's activities; Plan, coordinate and manage programmes, projects and activities of the regional office and coordinate with other components of the Mission and external to the Mission as required; Ensure that the work of all components at the Khartoum level are in accordance with the overall political strategy of the Mission; Monitor and analyze information and data, manage, coordinate, and supervise the preparation of analytical materials and assessments related to political, civil, social, economic and other developments in the region related to the implementation of the mandate. Develop and maintain relations at the Khartoum and Ministerial levels with governmental officials, political actors and leaders of the civil society, as well as regional actors and organizations, and the wider UN system, operating within the region. Secure entry visa for new UNAMID arrivals, including official visitors from NY and other locations. Negotiate with the Government authorities on early customs clearance of COE/UNOE's.**

Summarize any of Your Achievements

**A proper office management and operations. Cultivated excellent relationship with senior government officials. Managed to clear long outstanding visa applications within a short period of time. Successfully set up the UNAMID's start up mission. Contributed significantly to the fundamental objectives of the mission. Promoted peace in Darfur**

Reasons for Leaving

**Re-deployed to Khartoum. Would also wish to develop own career prospect.**

Job Title <b>Temporary Duty to Addis Ababa, Ethiopia as Senior Administrative Officer to Establish JSCM</b>		Type of Business <b>Establishing a new JSCM Office in Addis Ababa, Ethiopia</b>	From - To <b>01/02/2008 - 01/06/2008</b>
Name of Employer <b>UNAMID</b>		Name of Supervisor <b>Mohamed B. Yonis</b>	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>90000</b>	<b>90000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>No</b>
Telephone Number <b>2490912503140</b>		Email Address <b>aainte@un.org</b>	
Address of Employer <b>Sudan</b>			
Number of Employees Supervised by You <b>19</b>			
Description of Duties <b>Deployed on Temporary Assignment to Establish a fully functioning Joint Support Coordination Mechanism of UNAMID in Addis Ababa, Ethiopia. Identify a suitable and convenient premises for future use of UNAMID / JSCM. Look into possibility of co-locating with ECA or other UN agencies for common services purposes Work with procurement on issues relating to negotiations with various landlords, preparation of Lease Agreement, and advance payment, purchases of various items required for establishing the office. Liaise with ECA for possible payment on incurred expenses on behalf of UNAMID, common services etc.... Review downsizing UNMEE staff for possible reassignment with UNAMID by liaising with Recruitment Tiger Team in El-Fashir, Darfur. Finalization of recruitment and filling key positions. Coordinate with AU HQs in Addis Ababa for establishment of JSCM Left Addis Ababa after ensuring a fully functioning JSCM.</b>			
Summarize any of Your Achievements <b>UNAMID now has a beautiful and fully functioning office in Addis Ababa which I have established within a short period of time and with a reasonable rent.</b>			
Reasons for Leaving <b>Returned to my work in UNAMID Darfur after accomplishing my mission to Addis Ababa</b>			

Job Title <b>Senior Administrative Officer ( SAO )</b>		Type of Business <b>Missions Support Services</b>	From - To <b>01/08/2007 - 01/04/2009</b>
Name of Employer <b>United Nations African Union Missions in Darfur(UNAMID), El-Fashir - Darfur, Western Sudan</b>		Name of Supervisor <b>Mohamed B. Yonis</b>	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>Yes</b>
<b>89000</b>	<b>89000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>No</b>
Telephone Number <b>2499912174557</b>		Email Address <b>aainte@un.org</b>	
Address of Employer <b>Sudan</b>			
Number of Employees Supervised by You <b>120</b>			
Description of Duties <b>Assist the DMS in planning, organizing, implementing, managing and overseeing the active administrative component. Prepare UNAMID Enhanced Deployment Plan for Civilian/Military and Police Units and keep Deployment Schedule to be briefed at the Senior Management Meetings, Donors, Security Council, IOT NY and other High level delegations. Prepare Crisis Response Report Act as principal advisor on all management matters pertaining to Human Resources, budgeting, financial and general administration; Ensure development, preparation, coordination and monitoring of work plan strategies and programme for the administrative activities of the mission and take the lead in securing the required human financial resources. Assist the DMS and UNHQs in coordination and preparations of setting up the upcoming new UNAMID mission in Darfur; Liaise with the government officials and ensure in securing to obtain Land for building up TCC, Log base and new HQs of the mission. In cooperation with other offices of the mission, plan and forecast the personnel, financial and logistical requirements of all the mission components; Exercise budgetary and administrative control, Report on all administrative, logistics and financial matters, Draft guidelines, report and correspondences on a wide range of issues for the DOA and ensure that relevant UN rules and regulations are adhered to; Draft responses to correspondence required from the ODOA administrative / policy documents; Provide advice and assist the DOA on areas of problem solving and dealing with ad-hoc activities etc; Undertake evaluation of support provided by the administration to the various parts of the mission; Monitor implementation of Audit / Board of Enquiry recommendations; Assist the DOA in supervision of security operations in the mission and air safety matters; Liaise with officers of the SRSg, DSRSG and FC as well as Chiefs of Services and Sections on administrative issues/activities; Act as Chief Administrative Services</b>			
Summarize any of Your Achievements <b>Demonstrated high level of achievement and contributed significantly to the start up of the UNAMID mission in Darfur by (1) obtaining the required land in El-Fashir, Nyala, El-Genina and Zalingei (all Darfur Sector and HQ ). Managed to fill in key positions to support the start up missions. Assisted DMS in Security Enhancement Plan, Deployment of Troops into Darfur, recruitment, Consolidating reports on Audit Observations, DMS Monthly Reports, etc...</b>			
Reasons for Leaving			

Job Title <b>Head of Office, Zalingei, West Darfour, Sudan</b>	Type of Business <b>Peacekeeping Operations</b>	From - To <b>01/11/2006 - 01/07/2007</b>
Name of Employer <b>United Nations Mission in Sudan (UNMIS)</b>	Name of Supervisor <b>Taye Seroun A/SRSG on the Political side, and Mr. Kiplin Perkins, DOA, on the Mission Support Matters.</b>	
Salaries per Annum: Starting <b>85000</b>	Final <b>85000</b>	Currency Paid <b>USD</b>
Is this a civil servant position of your Government? <b>Yes</b>		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>2490912174557</b>	Email Address <b>ainte@un.org</b>	
Address of Employer <b>Sudan</b>		
Number of Employees Supervised by You <b>150</b>		
Description of Duties <b>Assist in developing UN/AU Light &amp; Heavy Support Package implementation plan to the operational orders. Mission support issues to include coordination of logistical system &amp; requirement (ISS), internal UN personnel system and accommodation. Coordinate and facilitate TCC pre-deployment reconnaissance visits. To the extent possible, prepare foundation for implementation of Hybri Head of Office in Zelingi, West Darfour To represent SRSG in the region. UNMIS Field Office support and drive local conflict resolution and reconciliation efforts in UNMIS. Contribute to the achievement of peace and security in liaising with the local authority. Represent SRSG in the designated area of responsibility. Overall coordination of mandate implementation in the AOR. overall coordination of mandate implementation in my area of responsibility. Coordination of work performance of the substantive components in my area of resp. Chair UNCT, SMT, Humanitarian Inter-Agency Meetings in the region. Review and endorse QUIPs. Support and supervise senior administrative and substantive staff of the office, guide them, evaluate, supervise and mentor them in areas of their responsibilities. Perform other duties as assigned by the SRSG. To support and promote Darfour-Darfour Dialogue and Consultations (DDDC), reconciliation and broad popular support for the Darfour peace process by addressing issues underlying the conflict, monitor, support and implementation of UNMIS Light Support and Heavy Support Packages, Sponsor and facilitate T seminar and workshops aimed at disseminating information on DPA and DDDC, undertake field trips to oversee implementations of UNMIS supported programmes in the field, meet with elders and peace promoters, women and youth. Co-chair meetings with the local authorities on issues related to civil society, visit IDP camps and update camp profile, look into the situation of IDPs and support implementing partners with QIPs to implement priority projects to enhance</b>		
Summarize any of Your Achievements <b>I was instrumental in establishing and closing UNMIS Office in Kassala, Eastern Sudan after successful completion of its mandate in the east Similarly, here in West Darfur, I have accomplished and met the target of establishing a fully functioning UNMIS Camp ( Offices, Accommodation and Catering Services for more than 150 staff ). Created friendly working atmosphere and promoted team spirit within the UNMIS staff in Zalingei.</b>		
Reasons for Leaving <b>In recognition of my work as the Regional Administrative Officer, Kassala, eastern Sudan and successful completion of CPA in the east, SRSG and the DOA assigned me as Head of Office in Zelingi.</b>		

Job Title <b>Regional Administrative Officer &amp; OIC Head of Office, Kassala, Eastern Sudan (P-4/IV)</b>	Type of Business <b>Mission Support (Administration)</b>	From - To <b>01/02/2005 - 01/09/2006</b>
Name of Employer <b>United Nations Mission in Sudan (UNMIS)</b>	Name of Supervisor <b>Mr. Paul Johnson / Mr. Kiplin Perkins - CAO / DOA</b>	
Salaries per Annum: Starting <b>87000</b>	Final <b>87000</b>	Currency Paid <b>USD</b>
Is this a civil servant position of your Government? <b>Yes</b>		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>0024000912174557</b>	Email Address <b>ainte@un.org</b>	
Address of Employer <b>Sudan</b>		
Number of Employees Supervised by You <b>103</b>		
Description of Duties <b>Coordination and effective delivery of Regional Administrative Services. Assist CAO/DOA in coordinating regional support services. Administer and manage regional administration. Assist CAO/DOA in setting and establishing Regional Administration at this time when the mission to Sudan is new. Coordinate field administration and ensure all the activities are well coordinated between UNMISUD and other UN agencies and NGOs. Undertake frequent regional visit to oversee activities of the region and address key administrative issues. Attend administrative related meetings both at HQs and Regional level. Prepare weekly activity report and follow up outstanding issues with all the relevant sections within UNMISUD. Act as head of regional sub-office when required. Identify and recruit local staff where required. Act as Cash Custodian and manage regional financial expenses as per the financial rules and regulations. Prepare attendance records for all the staff and submit monthly report to HQs for action. Prepare and process leave request, ORB etc. Liaise with government institutions on matters related to Administration. OIC Head of Office Kassala: Head of Office in Kassala, Eastern Sudan, To represent SRSG in the region. UNMIS Field Office support and drive local conflict resolution and reconciliation efforts in UNMIS. Contribute to the achievement of peace and security in liaising with the local authority. Represent SRSG in the designated area of responsibility. Overall coordination of mandate implementation in the AOR. overall coordination of mandate implementation in my area of responsibility. Coordination of work performance of the substantive components in my area of resp. Chair UNCT, SMT, Inter-Agency Meetings in the region. Review and endorse QUIPs. Support and supervise senior administrative and substantive staff of the office, guide them, evaluate, supervise and mentor them in areas of their responsibilities. Perform other duties as assigned by the SRSG</b>		
Summarize any of Your Achievements <b>1) Established first fully functioning UNMIS regional office in Kassala and Kadugli within shortest time possible. 2) Successful completion of withdrawal and liquidation of UNMIS Kassala following end of mandate in the east and complete withdrawal of SPLA from the east to South. 3) Liquidated Kassala office smoothly and met deadlines given by the mission as well as the government. 4) Managed to re-deploy staff from Kassala to various UNMIS sectors. 5) Implemented Quick Impact Projects in the East</b>		
Reasons for Leaving <b>For Further Own Career Development. To work in more challenging mission and to contribute significantly to the peace process. Transfer own skills and knowledge to the people I will be working for next.</b>		

Job Title <b>Senior Logistics Officer &amp; Head of Operations, DDDR(P-4)</b>	Type of Business <b>Humanitarian / Peacekeeping Operations</b>	From - To <b>01/04/2004 - 01/02/2005</b>
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Name of Employer <b>United Nations Mission in Liberia(UNMIL)</b>			Name of Supervisor <b>Ms Savitri Butchey</b>		
Salaries per Annum:					
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>		
<b>85000</b>	<b>85000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>		
Telephone Number <b>1212170 4324</b>			Email Address <b>ainte@un.org</b>		
Address of Employer <b>Liberia</b>					
Number of Employees Supervised by You <b>23</b>					
Description of Duties <b>activities.</b>					
Summarize any of Your Achievements <b>Handled the first phase of the DDDR programme effetcively and efficiently without any problems. Provided effective coordination on overall DDDR operations. Drafted and finalized Joint Implementation Plan (an operational document on DDDR process) which has been approved by the SRSg and which is being fully used for entire operations. Trained UNVs and local staff on logistics and administartive matters.</b>					
Reasons for Leaving <b>For Career Development.</b>					

Job Title <b>Chief, Regional Support Services (CRSS)</b>		Type of Business <b>Administration</b>		From - To <b>01/06/2003 - 01/03/2004</b>	
Name of Employer <b>United Nations Assistance Mission in Sierra Leone (UNAMSIL)</b>				Name of Supervisor <b>Mr Selvam Perambalam</b>	
Salaries per Annum:					
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>		
<b>84000</b>	<b>84000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>		
Telephone Number <b>174174174</b>		Email Address <b>ainte@un.org</b>			
Address of Employer <b>Sierra Leone</b>					
Number of Employees Supervised by You <b>0</b>					
Description of Duties <b>Overall responsible for Coordination and effective delivery of of regional Administrative Services. Ensure Regional Administration is responsive to the needs of UNAMSIL elements in all the regions. Determine level of administarive and logistics support being provided to the regions is timely and in accordance with the established directives, procedures and instructions issued by the DOA, service and section chiefs. Emphasis is to be placed on advance planning, performance, quality or work and value for money. To be able to act quickly to any likely emergencies with the best interest of the organisation in mind, and in manner benefitting our status as United Nations staff members. Advise and liaise closely with the Military Logistics Officers and Senior Civil Administration staff on personnel and financial UN procedures. Advise and supervise Regional Administrative Officer (RAOs) to ensure regional utilities are provided to UNAMSIL offices (electricity, water, telephones, garbage collection and on overall administration support in the regions. Actively coordinate sections/units.</b>					
Summarize any of Your Achievements <b>Complete &amp; sucessful withdrawal and smooth liquidation of regional offices. Demonstrated effectiveness in administration/logistics policies, prodecures; demonstrated fiscal awareness and responsibility, provided professional technical advice in a broad range of administrative areas to colleagues and all staff under my charge. Better understanding of all the services available by all the staff members assigned in the mission area. Information provided to the Chief Adminsitrativ Officer on all administrative and personnel matters as required. Positive transparency. Remedial action taken to address key issues pertaining admin/personnel/logistics issues.</b>					
Reasons for Leaving <b>For career development, and to transfer my knowledge, skills and experience to others.</b>					

Job Title <b>Regional/Field Administrative Officer (P-3/C)</b>		Type of Business <b>Relief and Reconstruction</b>		From - To <b>01/07/2002 - 01/07/2003</b>	
Name of Employer <b>United Nations Assistance Mission in Afghanistan (UNAMA)</b>				Name of Supervisor <b>Paul Johnson</b>	
Salaries per Annum:					
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>		
<b>68000</b>	<b>68000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>No</b>		
Telephone Number <b>00931246000</b>		Email Address <b>ainte@un.org</b>			
Address of Employer <b>Afghanistan</b>					
Number of Employees Supervised by You <b>115</b>					
Description of Duties <b>Provide administrative and logistics support to all staff assigned in the northeast regions in Afghanistan. Participate in recruitment and training of locally hired personnel for the regions. Brief staff assigned to regional offices on all issues pertaining administration, personnel and overall logistical support and other services available. Prepare correspondences, special reports, evaluation etc. Handle all personnel matters i.e individual contracts, attendance records, inventory (expendable &amp; non-expendable items). Submit Weekly Reports on all administrative activities. Act as custodian of the petty cash/imprest account and ensure compliance with the United Nations financial and staff rules and regulations.</b>					
Summarize any of Your Achievements					

**Demonstrated effectiveness in administration/logistics policies, procedures; demonstrated fiscal awareness and responsibility, provided professional technical advice in a broad range of administrative areas to colleagues and all staff under my charge. Better understanding of all the services available by all the staff members assigned in the mission area. Information provided to the Chief Administrative Officer on all administrative and personnel matters as required. Positive transparency. Remedial action taken to address key issues pertaining admin/personnel/logistics issues.**

Reasons for Leaving

**For career development, gain additional skills, transfer own skill to others, contribute new challenges.**

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

Job Title <b>Senior Advisor - Career Guidance and Counselling</b>	Type of Business <b>Refugees and Asylum Seekers Assistance</b>	From - To <b>01/02/1999 - 01/07/1999</b>
Name of Employer <b>Northwest London Refugee Training and Employment Agency</b>		Name of Supervisor <b>Dr Anna Woda</b>
Salaries per Annum: Starting <b>38000</b>	Final <b>38000</b>	Currency Paid <b>GBP</b>
	Is this a civil servant position of your Government? <b>No</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>442089083344</b>	Email Address <b>ainte@rij.dircon.co.uk</b>	
Address of Employer <b>United Kingdom</b>		
Number of Employees Supervised by You <b>16</b>		
Description of Duties <b>Coordination of the expertise among the refugee professionals and facilitate their participation in educational programmes in UK. Advocate in the interest of refugees and asylum seekers in accessing to education, training and employment. Participate in recruitment of locally hired staff taking into account the skills and the experience possessed by the new refugee arrivals. Undertake outreach work and assist the refugees and asylum seekers in order to achieve self-confidence individual competitiveness and employment. Liaise with the Home Office, British Refugee Council and other voluntary advisory organisations on the welfare of refugees throughout UK. Review and scrutinize grant applications received from applicants wishing to be assisted in their education fees, transport and other fees. Maintain accurate accounts and reports on all aspects of office activities including administration and logistics functions.</b>		
Summarize any of Your Achievements <b>Helped refugees understand their rights to education, training and employment. Helped as many as 3000 refugees get training and eventually jobs. Advocated in the interest of both the government and refugees on overall welfare of the new arrivals. Effective interpersonal skills and ability to lead a complex support organisation, coordinate and operate across organisational boundaries.</b>		
Reasons for Leaving <b>Joined United Nations Referendum in Western Sahara (MINURSO)</b>		

Job Title <b>Emergency and Logistics Officers and Head of Sub-Office</b>	Type of Business <b>Food Aid Assistance to Afghanistan</b>	From - To <b>01/02/1990 - 01/01/1998</b>
Name of Employer <b>World Food Programme</b>		Name of Supervisor <b>Mr Klaus Klawitter</b>
Salaries per Annum: Starting <b>58000</b>	Final <b>58000</b>	Currency Paid <b>USD</b>
	Is this a civil servant position of your Government? <b>No</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>9351852227</b>	Email Address <b>ainte@wfp.org</b>	

Address of Employer  
**Afghanistan**

Number of Employees Supervised by You  
**130**

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

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

Reasons for Leaving  
**For further studies in the United Kingdom.**

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

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>28000</b>	<b>49000</b>	<b>SOS</b>	Is this a position within the UN Common System? <b>Yes</b>

Telephone Number  
**25221222216**

Email Address  
**ainte@unhcr.ch**

Address of Employer  
**Somalia**

Number of Employees Supervised by You  
**33**

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

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

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

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

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

For clerical grades only:

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

List any office machines or equipment you can use:  
**Computers, photocopier machines, digital senders, fax machines and many more.**

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

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

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

Language	Mother Tongue	Speak	Read	Write	Understand
<b>Dari</b>	<b>No</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>
<b>Italian</b>	<b>No</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>
<b>Persian</b>	<b>No</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>
<b>Somali</b>	<b>Yes</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>
<b>Farsi</b>	<b>No</b>	<b>Not easily</b>	<b>Not easily</b>	<b>Not easily</b>	<b>Not easily</b>
<b>Kiswahili</b>	<b>No</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>

# Address

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

# Address

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

# References

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

Reference Name	Occupation or Business	Address	Telephone/Email
Paul JOHNSON	Chief, Logistics Operations, DPKO	UN Department of Peacekeeping Operations. New York United States of America	1212963 johnsonp@un.org
Kiplin PERKINS	Director Mission Support (DMS)	Unmited Nations Mission in Sudan United States of America	2490837830000 kiplin@un.org
Mohamed B. YONIS	Director Mission Support, UNAMID	United Nations Mission in Sudan & African Mission in Sudan United States of America	0024912501932 yonis1@un.org



## Personal History Profile for Martin BENTZ

## General Details

1. Family name <b>BENTZ</b>	First Name <b>Martin</b>	Middle Name <b>Felix</b>	Maiden Name, (if any)
2. Date of Birth <b>21/03/1949</b>	3. City of Birth <b>Basel</b>	Country of Birth <b>Switzerland</b>	Index No <b>344416</b>
4. Country of Nationality at Birth <b>Switzerland</b>	Second Nationality (if any)	5. Country of Present Nationality <b>United States of America</b>	Second Nationality (if any)
6. Gender <b>Male</b>	7. Height [cm] <b>175</b>	8. Weight [kg] <b>80</b>	9. Marital Status <b>Married</b>

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

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

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

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

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

15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? **01/01/1989**

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: **bentz@un.org**

## Education

List all university degrees or equivalent qualifications obtained.

University Name <b>Columbia University</b>	City, Country <b>New York United States of America</b>	From - To <b>Sep-1981 - Jan-1985</b>
Main Course of Study <b>Geography (except Physical)</b>	Field of Study <b>Social &amp; Behavioural Science</b>	
Degree Title or Equivalent <b>Bachelor of Arts - Cum Laude</b>	Degree Type <b>Bachelor of Arts</b>	

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

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

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

## Employment

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

Job Title <b>Chief Administrative Services (CAS)</b>	Type of Business <b>Special Assistance Mission in Peacekeeping</b>	From - To <b>01/01/2008 -</b>
Name of Employer <b>DFS-UNAMA</b>		Name of Supervisor <b>Neva Donalds</b>
Salaries per Annum: Starting <b>149000</b>	Final <b>153000</b>	Currency Paid <b>USD</b>
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>12129632668</b>	Email Address <b>bentz@un.org</b>	
Address of Employer <b>United States of America</b>		
Number of Employees Supervised by You <b>8</b>		
Description of Duties		

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

Summarize any of Your Achievements

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

Reasons for Leaving

**Additional responsibilities and career opportunities**

Job Title <b>Regional Administrative Officer - Region One MONUC</b>		Type of Business <b>Peacekeeping</b>	From - To <b>01/07/2006 - 01/01/2008</b>
Name of Employer <b>DPKO - MONUC</b>		Name of Supervisor <b>Ms Hazel Scott</b>	
Salaries per Annum:			
Starting <b>135000</b>	Final <b>145000</b>	Currency Paid <b>USD</b>	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>12129630103</b>		Email Address <b>scotth@un.org</b>	
Address of Employer <b>United States of America</b>			
Number of Employees Supervised by You <b>76</b>			
Description of Duties <b>Responsible for nine MONUC field offices and sub offices in the Western Region of the DRC including Kinshasa. Assure administrative and logistical support in place in each location. Monitor staffing and resource requirements and mobilize action to support office as required. Liaise with Heads of Office, Senior Military, UNPOL and substantive officers to coordinate support and provide advice on direction according to UN rules, regulations and guidelines. Monitor and approve expenses related to regional budget and planned expenditures. Undertake regular inspection visits to ascertain logistical, personnel, material and lease support requirements. Manage expense patterns within existing budget and provide input to prepare projected budgets. Serve as certifying officer.</b>			
Summarize any of Your Achievements <b>Actively supported the restructuring of MONUC into three regional administrative support areas as recommended by the GA and spearheaded by DOA. Drafted terms of reference for RAO and FOM/SOM. Supported restructuring and reinforcing established offices of Kinshasa, Mbandaka and Kananga. Established administrative offices and support in six new offices; Bandundu, Gbadolite, Gemena, Kikwit, Matadi and Mbuji Mayi. Focused on gender parity in selecting FOM/SOM &amp; support staff. Prioritized field visits to all sites to assure support structure and safety standards are in place. Convened RAO / FOM conferences December 2006 and March 2007 on Financial Management in the field. Successfully completed on-line training - Integrity Awareness - 25 December 2006, Advanced Security in the Field - 25 December 2006. Successfully organized administrative support to the visit of the Secretary-General to MONUC 27-28 January 2007 and the visit of the ACABQ to Kinshasa 10-17 February 2007, the Deputy Secretary-General from 22-26 April 2007 and accompanied President ICSC throughout his visit to MONUC, his first trip to a field mission, from 11-16 November 2007.</b>			
Reasons for Leaving <b>Desire to use skills and experience gained as Regional Administrative Officer in MONUC, and Chief General Services in three missions, to serve a DPKO mission in a higher capacity.</b>			

Job Title <b>Chief General Services</b>		Type of Business <b>United Nations Peacekeeping</b>	From - To <b>01/04/2004 - 01/06/2006</b>
Name of Employer <b>DPKO - MONUC</b>		Name of Supervisor <b>Heather Landon / Hazel Scott</b>	
Salaries per Annum:			
Starting <b>118000</b>	Final <b>124000</b>	Currency Paid <b>USD</b>	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>243818907523</b>		Email Address <b>scotth@un.org</b>	
Address of Employer <b>Congo, Dem. Rep.</b>			
Number of Employees Supervised by You <b>228</b>			
Description of Duties			

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

Summarize any of Your Achievements

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

Reasons for Leaving

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

Job Title	Type of Business	From - To
Chief General Services	Peacekeeping Administration	01/10/2000 - 01/03/2004
Name of Employer	Name of Supervisor	
DPKO - UNMEE	Vitali Petrounev / Mary Roth	
Salaries per Annum:		
Starting	Final	Currency Paid
113000	118000	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	
12129633779	bentz@un.org	
Address of Employer		
Eritrea		
Number of Employees Supervised by You		
36		
Description of Duties		
Supervise five General Services Units; Property Control & Inventory Unit, Receiving & Inspection, Travel & Traffic, Claims Review and LPSB, Mail / Archive & Reproduction Services. Serve as Chair Local Committee on Contracts (LCC) - 280 cases. Serve as Certifying Officer and Bank signatory. Train staff in accurate inventory record-keeping. Supervise correct record-keeping of over 15,000 non-expendable assets worth over US\$50 million. Set up third party claims, insurance and UN property write-off procedures. Serve as Chair LPSB and CRB. Serve as Member Vehicle Establishment Committee. Promote improved safety measures mission-wide. Seek most advantageous travel routes, fares and freight costs for personal effects. Promote efficient archiving system.		
Summarize any of Your Achievements		
Set up five UNMEE General Services Units in 2000. Drafted UNMEE Code of Conduct for SRSG. Drafted terms of reference and Chaired UNMEE Traffic Safety Committee, under the authority of CAO, as means of addressing careless driving resulting in damages or injury. Promoted and supervised development of electronic archiving system. Chair Pro-temp & member Quick Impact Projects Review Committee. Spearheaded & supervised opening of R & I Office at rations supplier's loading point, improving rations quality arriving to troops. Chair Pro-temp HIV AIDS Task Force, promoting greater HIV AIDS awareness and prevention. Chair Welfare Committee. OIC Administrative Services from 03 to 24-02-03, and 05 to 11-06-03, and 16-09 to 31-12-03. Successfully completed: Advanced Procurement Training - 15-19 March 2004, Train-the-Trainer Workshop - 18-20 February 2004, Basic Security in the Field - 2 November 2003, and e-PAS Interviewing Competency 22-23 July 2003.		
Reasons for Leaving		
Seeking position as Chief Administrative Services or Senior Administrative Officer in larger Peacekeeping mission		

Job Title	Type of Business	From - To
Chief General Services / Intergrated Support Coordinator	Peacekeeping administration	01/08/1993 - 01/10/2000
Name of Employer	Name of Supervisor	
DPKO - MINURSO	Ali Ouni	
Salaries per Annum:		
Starting	Final	Currency Paid
87000	91000	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	
12129631954		
Address of Employer		
Morocco		
Number of Employees Supervised by You		
62		
Description of Duties		
Organize and supervise successful day to day operations of eight (8) General Services Units; Supply, Travel / Traffic, Buildings Management, Receiving & Inspection, Property Control, EDP, MOVCON, Mail / Pouch / Archives. Coordinate daily support requirements for Military, CIVPOL & Substantive - Identification Commission. Coordinate mission planning group working with local authorities, NGO's and agencies. Institute and train staff in newly developed Field Assets Control System (FACS).		
Summarize any of Your Achievements		
Prepared impact studies for mission expansion. Opened and supported 10 regional field offices working with all mission components and local authorities in Morocco, Mauritania & Algeria. Inaugurated concept new to MINURSO - Integrated Support Services (ISS). Chaired weekly ISS meetings with Military, CIVPOL, Substantive & Administrative components to coordinate requirements, deployments and resolve support problems. Promoted increased use of IT systems applications. Reviewed & revised administrative policies & operations manuals. Supervised preparation of integrated warehouse complex. Chaired Welfare Committee.		
Reasons for Leaving		
Offered post as Chief General Services and to assist with the opening of a new mission - UNMEE - in October 2000.		

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

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

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

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

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

Job Title <b>Logistical Coordinator / Expediter</b>		Type of Business <b>Procurement</b>	From - To <b>01/04/1980 - 01/03/1986</b>
Name of Employer <b>United Nations HQ</b>		Name of Supervisor <b>Nicholas Sardegna</b>	
Salaries per Annum: Starting <b>16000</b>		Final <b>28000</b>	Currency Paid <b>USD</b>
		Is this a civil servant position of your Government? <b>No</b>	
		Is this a position within the UN Common System? <b>Yes</b>	
Telephone Number <b>12129631234</b>		Email Address	
Address of Employer <b>United States of America</b>			
Number of Employees Supervised by You <b>0</b>			
Description of Duties <b>Assure timely follow up on orders placed on behalf of the Organization and insure timely delivery worldwide working closely with external suppliers &amp; shippers and UN HQ Procurement and Traffic Officers. Expedite delivery schedules &amp; resolve differences or shortages in deliveries. Facilitate payment based on accurate documentation.</b>			
Summarize any of Your Achievements <b>Reorganized filing and follow up system to be more systematic and triggered by time lines. Targetted primary vendors of spare parts &amp; supplies to set up liaison system to improve shipment &amp; delivery efficiency and short shipment adjustments.</b>			
Reasons for Leaving <b>Offered chance to produce major televised events at the United Nations for UNICEF with the support of my immediate supervisors.</b>			

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

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

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

Address

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

Address

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

References

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

Reference Name	Occupation or Business	Address	Telephone/Email
Frank EPPERT	Chair HCC and HPSB	1 UN Plaza United States of America	19635359 eppert@un.org
Angela KANE	USG Department of Management	UN Secretariat S-2700A United States of America	1212963 2410 kanea@un.org
Dominique-Eve WEIL	Senior Staff Counsellor	c/o MINURCAT United States of America	1917367 6123 weil@un.org

## Personal History Profile for Camille CURTIS

## General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
CURTIS	Camille	R A	
2. Date of Birth	3. City of Birth	Country of Birth	Index No
08/10/1954	Georgetown	Guyana	496623
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Guyana		Guyana	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Female			Divorced
10. Entry into the United Nations service might require assignment to any area of the world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? Yes. United States of America.			
13. What is your preferred field of work? Administrative officers			
14. Would you accept employment for less than six months? Yes			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? 01/02/2000			
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: curtis@un.org			

## Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
University of Birmingham	Birmingham United Kingdom	Aug-1988 - Aug-1989
Main Course of Study	Field of Study	
Institutional Administration	Business & Administration	
Degree Title or Equivalent	Degree Type	
Master of Business Administration	Masters	

University Name	City, Country	From - To
University of Birmingham	Birmingham United Kingdom	Aug-1987 - Jul-1988
Main Course of Study	Field of Study	
Finance	Business & Administration	
Degree Title or Equivalent	Degree Type	
Diploma in Business Administration	Postgraduate degree	

University Name	City, Country	From - To
Royal Institute of Public Administration	London United Kingdom	Oct-1984 - Dec-1984
Main Course of Study	Field of Study	
Personnel Administration	Business & Administration	
Degree Title or Equivalent	Degree Type	
Certificate in Manpower Planning and Staffing Inspection	Postgraduate degree	

University Name	City, Country	From - To
University of Guyana	Georgetown Guyana	Aug-1981 - Oct-1983
Main Course of Study	Field of Study	
Public Administration	Business & Administration	
Degree Title or Equivalent	Degree Type	
Diploma in Public Administration	Postgraduate degree	

University Name	City, Country	From - To
University of Javeriana	Bogota Colombia	Aug-1977 - Nov-1977
Main Course of Study	Field of Study	
Native Languages	Humanities	
Degree Title or Equivalent	Degree Type	
Certificate in Oral Spanish	Postgraduate degree	

University Name	City, Country	From - To
University of Guyana	Georgetown Guyana	Aug-1974 - Oct-1977

Main Course of Study <b>Other Humanities</b>	Field of Study <b>Humanities</b>
Degree Title or Equivalent <b>Bachelor of Arts Degree in Spanish and French</b>	Degree Type <b>Bachelor of Arts</b>

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

Name of School <b>United Nations</b>	City, Country <b>Brindisi Italy</b>	From - To <b>Feb-2009 - Nov-2009</b>
Main Course of Study <b>UN SMART</b>		Certificate or Diploma <b>Certificate</b>

Name of School <b>United Nations</b>	City, Country <b>Khartoum Sudan</b>	From - To <b>Aug-2006 - Aug-2006</b>
Main Course of Study <b>E-PAS and Competency based training</b>		Certificate or Diploma <b>Certificate</b>

Name of School <b>UNIDO/UNDP/GUYMIDA</b>	City, Country <b>Georgetown Guyana</b>	From - To <b>Jun-1991 - Jun-1991</b>
Main Course of Study <b>Industrial Investment, Project Preparation, Appraisal and Financing</b>		Certificate or Diploma <b>Certificate</b>

Name of School <b>ECLAC/University of Los Andes/IDB</b>	City, Country <b>Kingston Jamaica</b>	From - To <b>May-1991 - May-1991</b>
Main Course of Study <b>Financial and Socio-Economic Appraisal of Investment Projects</b>		Certificate or Diploma <b>Certificate in Financial and Socio-Economic Appraisal of Investment Projects</b>

Name of School <b>ILO/CMDA/CARICOM</b>	City, Country <b>Bridgetown Barbados</b>	From - To <b>Jun-1990 - Jun-1990</b>
Main Course of Study <b>Management Consulting</b>		Certificate or Diploma <b>Certificate</b>

Name of School <b>UNIDO</b>	City, Country <b>Kingston Jamaica</b>	From - To <b>Mar-1990 - Mar-1990</b>
Main Course of Study <b>Zero-base and Programme Budgeting</b>		Certificate or Diploma <b>Certificate</b>

Name of School <b>Caribbean Development Bank</b>	City, Country <b>Bridgetown Barbados</b>	From - To <b>Apr-1982 - Apr-1982</b>
Main Course of Study <b>Project Preparation and Appraisal</b>		Certificate or Diploma <b>Certificate in Project Preparation and Appraisal</b>

Name of School <b>Central High School</b>	City, Country <b>Georgetown Guyana</b>	From - To <b>Sep-1964 - Jun-1971</b>
Main Course of Study <b>Secondary Education</b>		Certificate or Diploma <b>General Certificate of Education</b>

# Employment

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

Job Title <b>Chief of Mission Support</b>	Type of Business <b>UNITED NATIONS</b>	From - To <b>01/11/2008 -</b>
Name of Employer <b>United Nations</b>		Name of Supervisor <b>Robert Serry</b>
Salaries per Annum: Starting Final Currency Paid	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>Yes</b>	
Telephone Number	Email Address <b>curtis@un.org</b>	
Address of Employer <b>Israel</b>		
Number of Employees Supervised by You -		



## Description of Duties

Provide managerial, logistical and administrative support for the fulfillment of UNSCO's mandate; oversee the management of the budget, finances, human resources, logistics and general management; certify mission expenditure; act as the principal Adviser to the SC on all matters related to administrative and technical support; plan, implement, manage and oversee the activities of all logistical and admin support ops; provide effective management of human, financial and material resources of the mission; liaise with national authorities and legislative bodies; develop, monitor and implement work plans; implement and ensure adherence to UN rules and regulations; ensure the timely provision of human and financial resources to facilitate goal achievement; develop strategies to ensure the timely provision of services; establish sound rules and practices consistent with UN rules and regulations in order to ensure proper budget, accounting, financial and human resources management and control; provide guidance and support to senior admin and logistical support staff, audit and evaluation services; ensure provision of guidance, performance evaluation, supervision and mentoring to all administrative support and other staff in my area of responsibility; represent the civilian admin and logistical staff at meetings, protocol and ceremonial occasions; brief visiting senior officials on mission support activities and perform other duties as required by the HOM/DFS/DPKO.

## Summarize any of Your Achievements

Certified mission expenditure, chaired VECs, responded to audit queries, improved compliance with UN rules and regulations thereby improving the org's chances to receive better audit reviews; improved the level of professionalism of MSD staff by exposing them to training in their respective areas of operations; mentored and developed the leadership skills of MSD staff by appointing them to sit on committees, providing them with opportunities to deliberate, explain and negotiate difficult policy issues with senior management; built a strong team spirit among the MSD team; reorgansied priorities to arelease funds to provide training for substantive, security and MSD staff; designed the work plan for 2010/11; trained MSD staff on communication skills; oversaw the implementation of HRAP and focal points for several areas; provided timely responses to the various sections in UNHQ/NY including performance reporting, acquisition/procurement plans and quarterly reviews; spearheaded deliberations related to the redeployment of funds; maintained a high level of service to the substantive staff in spite of losing one half of MSD staff due to reassignments; oversaw the provision of efficient and effective support service by MSD to visiting dignitaries, members of the UNCT, the Quartet and other high level delegations during visits to Israel; established a reporting and monitoring system within MSD via weekly meetings and bi-monthly performance monitoring meetings; provided career development opportunities to MSD's staff via challenging them to take on higher level responsibilities within and outside of their AOR; built a strong, cohesive team aligned to a single goal achievement; established cohesion between the three offices in 3 different relations via VTCs and bi-monthly visits to the various locations; built relationships with UNHQ by establishing constant contact with the various Desk Officers thereby improving UNHQ's response time to UNSCO's issues; improved the quality of the selection process thereby enabling UNSCO to reduce the number of queries and delays arising from FPD on recruitment issues; improved the response time of UNSCO staff; improved the performance reporting to the HOM; Represent UNSCO's views and present their needs at DMS/CMS workshops at UNHQ/NY and at the Regional Middle East Conferences; participate as a member of the Steering Committee determining the Revised Strategic Framework for the Department of Field Service (DFS).

## Reasons for Leaving

Still employed

Job Title <b>Senior Administrative Officer</b>		Type of Business <b>Peacekeeping</b>	From - To <b>01/09/2008 - 01/11/2008</b>
Name of Employer <b>United Nations</b>		Name of Supervisor <b>Mr. Mohammed Yonis</b>	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
			Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address <b>curtis@un.org</b>	
Address of Employer <b>Sudan</b>			
Number of Employees Supervised by You <b>12</b>			
Description of Duties			
<p><b>Report to the DMS; Assist and support the DMS in the planning, organizing, implementing, managing and overseeing the activiites of the administrative component, namely:-act as the principal Advisor to the Head of Mission in the Sector; advise the DMS on Sector-related problems; ensure the Evacuation Plan is in place and well rehearsed; initiate welfare activities; oversee the air safety matters of the Sector and spearhead the preparation of the air safety work plan; liaise with UN agencies/local authorities on UN related issues on behalf of the Sector, DMS/SRSG; initiate action on the creation of the CRB, PSB, at the sectoral level; perform the duties of liaison between the military/police and civilian components; attend SMT meetings; Chair the VEC.</b></p>			
Summarize any of Your Achievements			
<p><b>The geographical location of El Genina compounded logistical problems that were being faced by the entire mission during the start-up phase. Nevertheless , I was able to motivate the MSD team to work beyond the call of duty and, in spite of the horrific conditions under which we were operating, led my team in the preparation of work plans, thinking outside of the box to find creative solutions to our logistical problems, operate as a cohesive group around the common objective of lifting the sector out of its then largely demotivating state. Tangible results were SWOT analysis of our strengths and weaknesses, where the Sector was and where it wanted to go and by when; identification of the gaps that existed and the strategies on how to fill those gaps; I also, provided the DMS with up to date analysis of the state of the various components of the MSD in the Sector and proposals for the way forward; obvious improvement in the physical state of UN guest houses which, at that point in time , were the only accommodation available in the Sector for UN staff and UNVs; spearheaded the creation of a staff welfare committee; provided much input into the completion of the site preparation for the various TCC contingents in H'Q, El Genina; introduced systems to streamline the management of the Imprest account; found creative solutions such as direct purchases and the employment of ICs to address immediate needs of the Sector.</b></p>			
Reasons for Leaving			
<b>Reassignment to UNSCO</b>			

Job Title <b>Sector Administrative Officer (SAO)</b>		Type of Business <b>International Civil Service</b>	From - To <b>01/11/2005 - 01/09/2008</b>
Name of Employer <b>UNMIS</b>		Name of Supervisor <b>Karen Tchalian</b>	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>96006</b>	<b>114890</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address <b>curtis@un.org</b>	
Address of Employer <b>Sudan</b>			
Number of Employees Supervised by You <b>12</b>			
Description of Duties			

**Certifying Officer, plan, direct, organise, coordinate, control and report on the work of the administrative support section of sector IV. Conceptualise the work plan for the support section; monitor and report on the implementation of the work plan; identify the potential threats to goal achievement and take the necessary action in a timely manner to bring goal achievement back on track; represent the DOA in the sector; ensure adherence to UN financial and administrative rules and regulations; implement policy and initiate action on policy issues with headquarters in Khartoum where and as necessary; reduce the vacancy rate (national staff); identify land for setting up of teamsites; liaise with the local authorities on land allocations, manage the use of UN assets and ensure the safety of UN assets and personnel. Provide support to the TCCs in the sector.**

Summarize any of Your Achievements

Created a highly motivated workforce; identified/acquired land and established 5 team sites and a Sector H'Q, the latter within 3 weeks; produced Sector work plans, project implementation/procurement and monitoring plans for 3 financial years; prepared monthly/weekly reports to the DOA/HRPS; reduced the vacancy rate for national staff by 85%; provided efficient management of the imprest account, chaired the VEC, vice-chaired the QIPs committees for 3 years; efficiently monitored the implementation of QIPS projects; earned much respect from the mission and the local authorities in Southern Kordofan for 7 efficiently delivered QIPS projects in which 3 schools were built and furnished; an ICU was constructed and equipped in the State of Southern Kordofan; effectively advised the Head of Office, UNMOs, UNPOLs and staff on a broad range of administrative, human resources and financial issues to the extent where there were no disciplinary issues raised against the Sector by the local community; built the capacities of national staff; identified strategic issues, opportunities and risks and built good relationships with the local authorities and communities throughout the Southern Kordofan State; negotiated, settled and diffused several potentially volatile situations between UNMIS and the local authorities; forecasted the Sector's requirements for vehicles and service vehicles; created a sector wide sewerage and garbage disposal plan; ensured that the concept of client orientation was the focus of the delivery of services to the TCCs and other Clients; established a harmonious working relationship between the TCCs and the MSD which manifested itself in a highly developed, well structured and well behaved Sector IV; initiated the Green initiative in Sector IV's H'Q and staff quarters; established the staff welfare committee and initiated many staff welfare activities; supervised a highly motivated and hard working engineering and general services section which allowed the Sector to play host on several occasions to staff members evacuated at short notice from other Sectors; built a strong and highly motivated MSD team;

Reasons for Leaving

Reassignment to UNAMID on MTHL.

Job Title <b>ADMINISTRATIVE OFFICER</b>		Type of Business <b>INTERNATIONAL ORGANISATION</b>	From - To <b>01/10/2003 - 01/05/2005</b>
Name of Employer <b>UNITED NATIONS</b>		Name of Supervisor <b>Hassan B Jallow</b>	
Salaries per Annum:			
Starting <b>88000</b>	Final <b>101000</b>	Currency Paid <b>USD</b>	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>1212963 2850</b>		Email Address <b>roxanne5419@yahoo.com</b>	
Address of Employer <b>Tanzania, United Rep. of</b>			
Number of Employees Supervised by You <b>3</b>			
Description of Duties <b>Assist and support the Deputy Director in planning, organizing, implementing, managing and overseeing the administrative component of the Office of the Prosecutor to assist the Prosecutor in the implementation of the ICTR's completion strategy. This includes drafting guidelines, reports and correspondence on a wide range of administrative and policy issues for the Deputy Director; ensuring that all UN rules and regulations are adhered to; drafting correspondence required from the Deputy Director's office on administrative/policy documents; provide advice and assist in the areas of problem solving; deal with ad-hoc issues that arise; manage the training and missions budget; prepare the budget and report on the financial management of the budget; undertake evaluation of support provided by the various parts of the ICTR administration; identify bottlenecks and make recommendations to remove them; monitor the implementation of audit recommendations; review audit observations submitted and draft appropriate responses; liaise with the office of the CDASS, Chief, HRPS, Chief, Security and the Registrar on issues/activities; recruit consultants, act as Principal Advisor to the Prosecutor on all matters pertaining to administration and technical support; design and manage the office space needs; coordinate the Results Based Budget process; monitor and report on performance against work plans and workload indicators; organise for training and missions; provide guidance on UN rules and regulations; manage the vacancy rate; initiate and manage the recruitment process; attend and take minutes at senior management meetings;</b>			
Summarize any of Your Achievements <b>There was no administrative section when I joined the OTP in 2003. I created the administrative section around the goals and objectives of the completion strategy; prepared the budget for the investigations unit, the mid year review budget and participated fully in the preparation of the budget for 2006/07; interviewed more than 150 candidates and recruited more than 15; reduced the organisation's vacancy rate significantly; introduced administrative systems for the management and monitoring of contracts; planned and effected the reallocation of 150 staff; prepared work plans for the section, designed evaluation criteria, job descriptions and vacancy notices for more than 12 posts; introduced monthly expenditure monitoring and reports; advised management on recruitment and other issues in keeping with UN rules and regulations; created a filing system for the administrative section; introduced systems to more efficiently and effectively manage missions and the recruitment of consultants; drafted letters/policy directives on personnel, financial and administrative issues for the signature of the Deputy Prosecutor.</b>			
Reasons for Leaving <b>Did not renew contract upon its expiry on 31 May 2005.</b>			

Job Title <b>Advisor, Finance and Administration</b>		Type of Business <b>International Organisation</b>	From - To <b>01/05/2002 - 01/09/2003</b>
Name of Employer <b>United Nations</b>		Name of Supervisor <b>Mr. Armindo Maia</b>	
Salaries per Annum:			
Starting <b>88000</b>	Final <b>101000</b>	Currency Paid <b>USD</b>	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address	
Address of Employer <b>United States of America</b>			
Number of Employees Supervised by You <b>8</b>			
Description of Duties <b>Support the Director General and the Director of Administration in 1) planning and designing budget, disbursement, records management, procurement, supply and data management systems for the Ministry and district offices, 2) establishing an efficient and effective human resources system, policies and procedures for the Ministry, district offices and schools, 3) developing important legislations for the effective management of the administrative systems of the Ministry, district offices and schools, (4) Initiating, advising, establishing, coordinating and monitoring the introduction of systems, policies, procedures and best practices for the financial and administrative management of the affairs of the Ministry of Education and transfer of related skills to the Timor Leste counterparts.</b>			
Summarize any of Your Achievements			

**1. Systems, policies, procedures, processes for the efficient management of the Ministry's public expenditure, disbursements, procurement, asset, transportation, inventory management and R&I activities (2) the introduction of work plans based on the goals and objectives of the National Development Plan and the design of a budget based on work plans, (3) a planning process involving monthly and quarterly meetings to review program activities, monitor performance and take the necessary corrective action to ensure that activities are undertaken on time and that corrective action is taken to address deviations/variances in a timely manner, (4) Spearheaded the creation of the transportation, asset management and inventory control, R&I and procurement sections, (5) Transferred capacity and skills to Timor Leste counterparts in project planning, implementation and monitoring, financial management, budgeting, budget execution and monitoring. Sensitised them to the importance of administrative systems, policies and procedures.**

Reasons for Leaving

**Reassigned to the ICTR in Arusha, Tanzania**

Job Title <b>Head of Administration/Chief Executive Officer</b>	Type of Business <b>International Organisation</b>	From - To <b>01/08/2000 - 01/05/2002</b>
Name of Employer <b>United Nations</b>	Name of Supervisor <b>Fr. Filomeno Jacob</b>	
Salaries per Annum:		
Starting <b>63000</b>	Final <b>88000</b>	Currency Paid <b>USD</b>
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address
Address of Employer <b>United States of America</b>		
Number of Employees Supervised by You <b>12</b>		
Description of Duties <b>Initiate and manage the administrative and financial affairs of the Secretariat of the Minister and the Ministry of Social Affairs. The latter comprised the Portfolios of Health, Social Services and Education of the East Timor Transitional Administration. My duties included:- 1). The management of the human resources activities in keeping with UN rules. 2) Initiating and coordinating work plans of the various departments, 3) Establishing reporting and monitoring systems to monitor and manage the Ministry's finances, performance and initiating necessary corrective action, 4) Initiating and monitoring adherence to UN rules and regulations and Treasury guidelines related to procurement, supplies and services, transport, travel and traffic, communications, engineering and information technology, (5) Approving requests for expenditure, (6) Writing letters, minutes and reports for the Minister and for submission to the Cabinet and Parliament.</b>		
Summarize any of Your Achievements <b>Human resources: Identification/ recruitment and management of international staff, thru` the Personnel Section of UNTAET. Program Management: Initiated the concept of the preparation of workplans, monthly and quarterly meetings to review progress, ensure goal alignment, timely service delivery and corrective action wherever necessary. Budgeting: Coordinated the budget process to ensure efficient application of resources to approved programs/projects Finance: initiated monthly and quarterly financial statements and reports Procurement: Guided the process for the preparation of purchases in keeping with accepted public sector and UN procurement standards. Performed the duties of Certifying Officer for the public expenditure budget and Approving Officer for the World Bank administered projects. General Administration: provided advice to the Minister on administrative systems to be introduced to manage the administrative sections and reporting by Heads of Programs. Executive: Prepared reports for presentation to the Minister and for the latter's presentation to Cabinet and the National Parliament. I also prepared briefing and speaker notes for the Minister and the minutes of all meeting which he held with the international community and staff. Was Notetaker for UNTAET's Transition Core Group .</b>		
Reasons for Leaving <b>To take up appointment as Advisor, Finance and Administration with UNMISSET</b>		

Job Title <b>Civil Affairs Officer</b>	Type of Business <b>International Organisation</b>	From - To <b>01/05/2000 - 01/07/2000</b>
Name of Employer <b>United Nations</b>	Name of Supervisor <b>Director, Office of DSRSG</b>	
Salaries per Annum:		
Starting <b>63000</b>	Final <b>88000</b>	Currency Paid <b>USD</b>
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address
Address of Employer <b>United States of America</b>		
Number of Employees Supervised by You <b>2</b>		
Description of Duties <b>Performed the duties of Project Analyst for the Director in the Office of the Deputy Special Representative of the Secretary General</b>		
Summarize any of Your Achievements <b>Inputs into the draft World Bank Projects for the Ministry of Health, the Ministry of Education and the Ministry of Agriculture of the East Timor Transitional Administration</b>		
Reasons for Leaving <b>To take up assignment as Head of Administration/Chief Executive Officer in the Secretariat of the Minister for Social Affairs</b>		

Job Title <b>Head of Administration/Corporate Secretary/Marketing Manager</b>	Type of Business <b>Insurance</b>	From - To <b>01/07/1993 - 01/05/2000</b>
Name of Employer <b>Hand-in-Hand Group of Companies</b>	Name of Supervisor <b>Mr. K. Evelyn</b>	
Salaries per Annum:		
Starting <b>395000</b>	Final <b>425000</b>	Currency Paid <b>GYD</b>
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>No</b>
Telephone Number		Email Address

Address of Employer

**Guyana**

Number of Employees Supervised by You

**8**

Description of Duties

**The Group consisted of companies which were the market leaders in the Fire, Motor and Life Insurance Industries. I reported directly to the CEO and the Board of Directors. My duties included the following: Legal: Ensure the Companies` compliance with the Company Laws of Guyana, the financial regulations of the Bank of Guyana and audit recommendations. Executive: service the Board of Directors and implement Board`s directives and policies, call and run the Annual General Meetings. Administrative: Manage the human resources, finance, facilities, stores, procurement and all other general services activities. Human resources: Conduct labor/wages/salaries/benefits surveys and advise the Board accordingly, initiate and monitor the application of staff rules and regulations and manage the pension fund. Marketing: prepare the marketing plans, manage the sales and marketing sections, the marketing and advertising budgets.**

Summarize any of Your Achievements

**Marketing: Maintenance of its market leadership position. Human Resources: stable work force and up-to-date human resources policies, practices, procedures, wages/salaries/benefit administration, well trained and highly motivated staff. Program Management: I initiated the introduction of work plans which matched objectives and expenditure and also monthly meetings to review and monitor performance, identify variances and take the necessary corrective action. Administrative: systems, policies/procedures and manuals to manage the administrative support sections, well documented minutes of Board meeting, compliance with all statutory and financial laws and regulations and directives of the Board of Directors.**

Reasons for Leaving

**To take up appointment with the United Nations**

Job Title

**Head, Economic Unit**

Type of Business

**Scientific Research**

From - To

**01/02/1990 - 01/07/1993**

Name of Employer

**Institute of Applied Science and Technology**

Name of Supervisor

**Dr U O`D Trotz**

Salaries per Annum:

Starting

Final

Currency Paid

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

**275000**

**350000**

**GYD**

Is this a position within the UN Common System? **No**

Telephone Number

Email Address

Address of Employer

**Guyana**

Number of Employees Supervised by You

**7**

Description of Duties

**Program planning, implementation, monitoring and evaluation Costing of the organisation`s services Establishing linkages between the institution and industry Equipping the institution and training staff**

Summarize any of Your Achievements

**The application of proper project planning, implementation, monitoring and evaluation techniques to the projects funded by UNIDO/UNDP/CIDA. Proper costing of the services provided by the organisation Fostered closer partnership between the research institute and industry thereby increasing the institution`s revenues. Played a pivotal role in managing the UNIDO/CIDA/UNDP funded projects which provided equipment and training for the staff of the Organisation.**

Reasons for Leaving

**To take up appointment with the Hand-in-Hand Group of Companies**

Job Title

**Head of Administration**

Type of Business

**Scientific Research**

From - To

**01/03/1979 - 01/01/1990**

Name of Employer

**Institute of Applied Science and Technology**

Name of Supervisor

**Dr U O`D Trotz**

Salaries per Annum:

Starting

Final

Currency Paid

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

**175000**

**250000**

**GYD**

Is this a position within the UN Common System? **No**

Telephone Number

Email Address

Address of Employer

**Guyana**

Number of Employees Supervised by You

**9**

Description of Duties

**As the first Head of Administration of Guyana`s first scientific research institution, I was responsible for establishing the administrative support sections and for creating the administrative and financial management systems, policies and procedures for the Institution.**

Summarize any of Your Achievements

**Human resources: policies, procedures and practices comparable to those of international research institutions, recruited 230 highly qualified and trained chemists, physicists, biologists, research assistants, engineers, laboratory technicians and assistants, skilled/unskilled workers and administrative staff. Highly trained staff due to my management of a UNDP/UNIDO/CIDA fellowship technical assistance program. Financial Management: financial management systems commonly used in scientific research institutions around the world and accounting systems for public expenditure accounting that complied with the Treasury`s rules and regulations on public expenditure management. Administration: Created the accounts, assets management, inventory control, R & I, procurement, records management, facilities management and travel sections and the relevant policies, procedures, systems, practices and manuals to manage the activities of these sections, Technical assistance: An institution with well equipped laboratories from UNIDO/CIDA technical assistance funded programs Executive: Deputised for the CEO in his absence, prepared most correspondence for his signature and for presentation to Cabinet and Parliament, was a member of the Joint Commissions for Cuba, Colombia, Venezuela and Brazil and implemented all decisions taken at these meetings.**

Reasons for Leaving

**I was promoted to Head of the Economic Unit in the same organisation**

Job Title <b>Clerk</b>		Type of Business <b>Civil Service</b>	From - To <b>01/02/1972 - 01/07/1974</b>
Name of Employer <b>Government of Guyana</b>		Name of Supervisor <b>Mr K Stoute</b>	

Salaries per Annum:  
Starting  
**25000**

Final  
**40000**

Currency Paid  
**GYP**

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  
**Guyana**

Number of Employees Supervised by You  
**0**

Description of Duties  
**Clerical duties related to the recruitment of civil servants into the Civil Service, Serve as Secretary to the Commission and maintain the records of the Commission's deliberations and perform the records management tasks of the Commission**

Summarize any of Your Achievements  
**Contributed to the shortlisting, selection, placement and administration of wages and salaries of hundreds of Civil Servants.**

Reasons for Leaving  
**To pursue studies at the University of Guyana**

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

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

For clerical grades only:  
Indicate typing speed in words per minute: English -      French -  
List any office machines or equipment you can use:

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

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

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

Address

260 Bluesackie Drive  
SOUTH RUIIMVELDT PARK  
GEORGETOWN Guyana  
Telephone: 592-22-61500  
Contact: Camille Curtis

Address

25-35 Humpreys Street  
East Elmhurst, Queens  
New York United States of America  
Telephone: 1-718-565 9630  
Fax: 1-718-3475638510  
Contact: Camille Curtis

References

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

Reference Name	Occupation or Business	Address	Telephone/Email
<b>Carol CORBIN</b>	<b>Senior Executive, Caricom Secretariat</b>	<b>Main Street and Avenue of the Republic, Georgetown Guyana</b>	<b>0059222335747 carolc@caricom.org</b>
<b>Clarence HUGHES</b>	<b>Chairman of Board of Directors</b>	<b>The Chamber of Hughes, Fields and Stoby, Attorneys-at-Law, Hadfield Chambers, Hadfield Street, Georgetown Guyana</b>	<b>005922261415</b>
<b>Hewley NELSON</b>	<b>Banker</b>	<b>Hand in Hand Trust Corporation Camp Street Guyana</b>	<b>592271772</b>

## Personal History Profile for Amadou DIOUF

## General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
<b>DIOUF</b>	<b>Amadou</b>	<b>Gueye</b>	
2. Date of Birth	3. City of Birth	Country of Birth	Index No
<b>03/11/1957</b>	<b>Kaolack</b>	<b>Senegal</b>	<b>705783</b>
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
<b>Senegal</b>		<b>Senegal</b>	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
<b>Male</b>	<b>170</b>	<b>63</b>	<b>Divorced</b>
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? <b>No</b>			
Are there any limitations on your ability to perform in your prospective field of work? <b>No</b>			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? <b>No</b>			
13. What is your preferred field of work? <b>Administrative officers</b>			
14. Would you accept employment for less than six months? <b>Yes</b>			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? <b>01/09/2007</b>			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? <b>No</b>			
18. Email Address: <b>agdiouf@yahoo.fr</b>			

## Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
<b>Ecole Superieure de Gestion des Entreprises</b>	<b>Dakar Senegal</b>	<b>Nov-1983 - Oct-1985</b>
Main Course of Study	Field of Study	
<b>Management</b>	<b>Business &amp; Administration</b>	
Degree Title or Equivalent	Degree Type	
<b>Certificat de Gestion des Entreprises (option Finance)</b>	<b>Postgraduate degree</b>	

University Name	City, Country	From - To
<b>University of Montpellier</b>	<b>Montpellier France</b>	<b>Sep-1979 - Sep-1980</b>
Main Course of Study	Field of Study	
<b>Finance</b>	<b>Business &amp; Administration</b>	
Degree Title or Equivalent	Degree Type	
<b>M.A. Management</b>	<b>Masters</b>	

University Name	City, Country	From - To
<b>University of Montpellier</b>	<b>Montpellier France</b>	<b>Sep-1978 - Jun-1979</b>
Main Course of Study	Field of Study	
<b>Finance</b>	<b>Business &amp; Administration</b>	
Degree Title or Equivalent	Degree Type	
<b>License, Economics</b>	<b>Degree</b>	

University Name	City, Country	From - To
<b>University Iouvain</b>	<b>Iouvain Belgium</b>	<b>Sep-1976 - Jul-1978</b>
Main Course of Study	Field of Study	
<b>Finance</b>	<b>Business &amp; Administration</b>	
Degree Title or Equivalent	Degree Type	
<b>Specialisation: Economics</b>	<b>Advanced university degree</b>	

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

Name of School	City, Country	From - To
<b>Ecole Internationale du Togo</b>	<b>Lome Togo</b>	<b>Oct-1975 - Jul-1976</b>
Main Course of Study		Certificate or Diploma
<b>Terminale D</b>		<b>Baccalaureat Serie D</b>

Name of School	City, Country	From - To
<b>Lycce Van Vollenhoven</b>	<b>Dakar Senegal</b>	<b>Oct-1974 - Jul-1975</b>
Main Course of Study		Certificate or Diploma

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

## Employment

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

Job Title <b>Management Specialist</b>	Type of Business <b>International Organization</b>	From - To <b>01/06/2008 -</b>
Name of Employer <b>World Health Organization</b>		Name of Supervisor <b>Dr Deo NSHIMIRIMANA</b>
Salaries per Annum: Starting <b>69000</b>	Final <b>69000</b>	Currency Paid <b>USD</b>
	Is this a civil servant position of your Government? <b>No</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>4724139174</b>	Email Address <b>agdiouf@gmail.com or dioufa@afro.who.int</b>	
Address of Employer <b>Congo</b>		
Number of Employees Supervised by You <b>15</b>		
Description of Duties <b>The purpose of this post is to offer program management, implementation and budget and finance technical expertise to the Division Director. The incumbent serves as the principal advisor/assistant to the Director on all matters related to administration, management, budget and finance in the Division. Under the direct supervision of the Director of the DSD (Division of Health Systems &amp; Services Delivery), the Management Specialist is member of professional team composed of the Division Director and program managers. In collaboration with the Director and senior staff of the Division for Administration and Finance, the Management Specialist supervises all the Division's administration and finance staff. The Management Specialist is expected to liaise with all other Programme managers in the Division, within AFRO, WHO/HQ, WHO Country Offices and inter-Country support Team (ISTs). Responsibilities: - Plan, develop and maintain financial and budgetary procedures to be used by the Division programs in conformity with WHO Rules and Regulations; - Provide authoritative advice on financial policies and procedures applicable to the Division in conformity with WHO laid down procedures; Plan, integrate, advice and co-ordinate the work of the other staff responsible for administration and finance matters in the Division. - Analyze and monitor the effectiveness of the Division program budgetary and financial controls and procedures, and provide information and suggestions to ensure maximum implantation of the external and internal audit recommendations; - Supervise and follow up the overall implementation of the external and internal audit recommendations; Prepare and review project proposals; Review and coordinate the technical biennial workplans, including the human resources plans; - Acts as the GSM (global management systems) Focal point and trainer for the Division. In this regard, liaise with GSM AFRO and HQ team in further defining the roles and function of th</b>		
Summarize any of Your Achievements <b>Staff training programme finalised and all professional staff briefed in rules and procedures</b>		
Reasons for Leaving <b>Currently on Board, our dream is to work in the field of Peace keeping</b>		

Job Title <b>Administrative Officer</b>	Type of Business <b>International Organization</b>	From - To <b>01/08/2006 - 01/06/2008</b>
Name of Employer <b>World Health Organisation</b>		Name of Supervisor <b>Dr James Mwanzia</b>
Salaries per Annum: Starting <b>57545</b>	Final <b>57545</b>	Currency Paid <b>USD</b>
	Is this a civil servant position of your Government? <b>No</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address <b>agdiouf@yahoo.fr</b>	
Address of Employer <b>Congo</b>		
Number of Employees Supervised by You <b>10</b>		
Description of Duties <b>Support the Divisionnal Directro in the strategic planning, operational planning and monitoring of the Division'work: assists in the preparation of the strategic plans; coordinates the preparation of workplans and budgets, reviewing and harmonizing them; identifies and prepares monitoring and planning information in formats adapted to differents recipients, coordinates regular reporting. Responsible for managing all administrative, financial and personnel matters for the Division. Financial management of the partnership. Be responsible for ensuring the efficient and timely delivery of support services to WHO related activities, namely programmes, procurements and logistics. Manages grant and contribution; participates in fundraising activities; supports the preparation of, or prepares proposals budgets in liaison with BFO and LEG. Monitors the status of all contribution and grants within partnership budget and advises the divisional Director of expiring funds and reporting requirements, tracks donors pledges and follow up with donors to ensure timely receipt of funds. Define trainin plans for staff involved in the delivered of support services, Contribute to organisation capacity building of high performance delivery through training, coaching and monitoring staff. Analyses and provide advice to the Divional Director on administrative policy documents on planning, resources allocation, resources mobilization, human resources management. Develops and maintains links with administrative teams/Divisions at Regional office or HQ and review arrangements to improve services quality.</b>		



Summarize any of Your Achievements

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

Reasons for Leaving

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

Job Title <b>Sr. Administrative Officer</b>	Type of Business <b>International Orgazation</b>	From - To <b>01/06/2004 - 01/08/2006</b>
Name of Employer <b>World Health Organisation</b>	Name of Supervisor <b>Dr R Chatora</b>	
Salaries per Annum: Starting                      Final                      Currency Paid                      Is this a civil servant position of your Government? <b>No</b> <b>55085</b> <b>57545</b> <b>USD</b> Is this a position within the UN Common System? <b>Yes</b>		
Telephone Number <b>2440222394153</b>		Email Address <b>dioufa@ao.afro.who.int</b>
Address of Employer <b>Angola</b>		
Number of Employees Supervised by You <b>70</b>		
Description of Duties <b>Provide support in the formulation and development of Plan of Actions including of programme of work. Analyses periodic programme financial reporta of the Division using AFRO Management Systems and works closely with Budget and Finance Officers in the financial management Division. Provide support in budgeting and monitoring programme implementation to ensure financial commitments expenditures as adequately controlled. Initiated recruitment of short term staff an ensure their proper briefing in Personnel Matters and others Technical units. Organises meetings of the Division and with consultation with administrative Officer, publication and documentation services ensures timely recruitment interpreters whenever required. Plans the procurement equipments. Maintains an up to date inventory of all equipment. Supervises support staff of the Division. Provide general administrative assistance and logistic support to the Division including duty travel of staff, management and train staff, etc</b>		
Summarize any of Your Achievements <b>Training of staff in Quality management</b>		
Reasons for Leaving <b>N/A</b>		

Job Title <b>Sr. Administrative Officer</b>	Type of Business <b>International Organization</b>	From - To <b>01/12/2000 - 01/06/2004</b>
Name of Employer <b>World Health Organisation</b>	Name of Supervisor <b>Dr Rufara Chatora</b>	
Salaries per Annum: Starting                      Final                      Currency Paid                      Is this a civil servant position of your Government? <b>No</b> <b>53857</b> <b>55085</b> <b>USD</b> Is this a position within the UN Common System? <b>Yes</b>		
Telephone Number		Email Address <b>dioufa@afro.who.int</b>
Address of Employer <b>Congo</b>		
Number of Employees Supervised by You <b>17</b>		
Description of Duties <b>Supported the Divisional Directro in the formulation and development of Plan of Actions including of programme of work. Developed programme strategies, managing all resources, supporting and providing training in practical, financial management and general administration. Analysed financial reports for the Division usinf the Afro Management Systems (AMS). Implemented budgeting and monitoring support that ensured financial expenditures were controlled. Initiated recruitment of short-term staff and interpretors. Procured equipments and maintenad an up-to-date inventory. Provided logistics support to the division. Planned, coordinated and implemented I.T services within the division, organised training in consultation with Personnel and Informatics. Managed intergovernmental meetings/forum including drafting agendas in consultation arranged venues, equipment, food, accomodation and transport.</b>		
Summarize any of Your Achievements <b>Consultants and Interpretors are recruited on time for meetings. in Liaise with Finance , per diem paid . Regarding the technical activities, funds disbursed efficiently</b>		
Reasons for Leaving <b>Reassignment for new duty station in Angola.</b>		

Job Title <b>Programme Officer</b>	Type of Business <b>Drug control</b>	From - To <b>01/05/1997 - 01/12/2000</b>
Name of Employer <b>United Nations Development Drug Control Programme(UNDCP)</b>	Name of Supervisor <b>Mrs Christiane D'Almeida</b>	
Salaries per Annum: Starting                      Final                      Currency Paid                      Is this a civil servant position of your Government? <b>No</b> <b>18000000</b> <b>18500000</b> <b>XOF</b> Is this a position within the UN Common System? <b>Yes</b>		
Telephone Number		Email Address <b>puncid@sentoo.sn</b>
Address of Employer <b>Senegal</b>		



Number of Employees Supervised by You

8

Description of Duties

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

Summarize any of Your Achievements

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

Reasons for Leaving

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

Job Title <b>Administrative Officer</b>		Type of Business <b>International Organization</b>	From - To <b>01/05/1992 - 01/05/1997</b>
Name of Employer <b>United Nations Development Programme</b>		Name of Supervisor <b>Mr Cyriaque Edjo</b>	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>9800000</b>	<b>1075000</b>	<b>XOF</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>22108399050</b>		Email Address <b>undp.senegal@undp.org</b>	
Address of Employer <b>Senegal</b>			
Number of Employees Supervised by You <b>42</b>			
Description of Duties <b>Responsible for the smooth functioning of the administrative services (finance, personnel, general services, etc). Manages accounts and financial transactions of UNDP and Executing agencies kept in UNDP office. Prepare office budget. Manage office premises, others facilities, supplies and equipment. Maintains administrative records and supervises registry and communication systems. Responsible of the Quality management programme for UN staff in francophone countries. Co-manager of the Security Plan for Senegal. Manage of a Japanese Grant Fund of 18 millions dollars US for all sectors of Senegalese factories.</b>			
Summarize any of Your Achievements <b>Quality Management Programme training to the UN Staff in Senegal</b>			
Reasons for Leaving <b>Due a constraints budgetary, I have been transferred to UNDCP.</b>			

Job Title <b>Expert Consultant</b>		Type of Business <b>Monitoring &amp; Evaluation</b>	From - To <b>01/01/1990 - 01/04/1992</b>
Name of Employer <b>World Bank - UNDP - ILO, etc</b>		Name of Supervisor <b>Representatives</b>	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>40000</b>	<b>55000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>33611085788</b>		Email Address <b>agdiouf@yahoo.fr</b>	
Address of Employer <b>France</b>			
Number of Employees Supervised by You <b>0</b>			
Description of Duties <b>Consultant to Project funded by USAID, The World Bank,</b>			
Summarize any of Your Achievements <b>Consultancy done</b>			
Reasons for Leaving <b>Stopped consultation for a fixed post in UNDP</b>			

Job Title <b>Finances and Credit Specialist</b>		Type of Business <b>Community and enterprise Development</b>	From - To <b>01/02/1986 - 01/12/1989</b>
Name of Employer <b>New Transcentury Foundation / USAID</b>		Name of Supervisor <b>Mr Laurent Bertrand</b>	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>7200000</b>	<b>8400000</b>	<b>XOF</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address	

2210941 14 00
agdiouf@yahoo.fr

Address of Employer  
**Senegal**

Number of Employees Supervised by You  
**12**

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

Summarize any of Your Achievements  
**Preparation of loan document and manuals**

Reasons for Leaving  
**End of the project**

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

**Computers, photocopieurs; sattelites telephone;etc**

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

  

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

## Address

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

## References

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

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

## Personal History Profile for Jean-pierre DUCHARME

## General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
<b>DUCHARME</b>	<b>Jean-pierre</b>		
2. Date of Birth	3. City of Birth	Country of Birth	Index No
<b>26/04/1949</b>	<b>TROIS-RIVIERES</b>	<b>Canada</b>	<b>115940</b>
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
<b>Canada</b>		<b>Canada</b>	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
<b>Male</b>	<b>173</b>	<b>77</b>	<b>Married</b>
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities.			
Are there any limitations on your ability to engage in all travel? <b>No</b>			
Are there any limitations on your ability to perform in your prospective field of work? <b>No</b>			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? <b>No</b>			
13. What is your preferred field of work? <b>Administrative officers</b>			
14. Would you accept employment for less than six months? <b>No</b>			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? <b>01/10/2003</b>			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? <b>No</b>			
18. Email Address: <b>ducharme@un.org</b>			

## Education

List all university degrees or equivalent qualifications obtained.

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

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

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

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

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

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

## Employment

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

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

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

Job Title <b>Chief Integrated Support Services</b>		Type of Business <b>Logistics</b>	From - To <b>01/01/2006 - 01/08/2008</b>
Name of Employer <b>UNIFIL</b>		Name of Supervisor <b>Paul Thompson</b>	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
		<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address <b>ducharme@un.org</b>	
Address of Employer <b>Lebanon</b>			
Number of Employees Supervised by You <b>7</b>			
Description of Duties <b>In UNIFIL the Chief of Integrated Support Services (CISS) is responsible for the administration and management of logistics and technical mission support. The CISS is also responsible for the management of the support services budget, and provides overall planning, guidance and coordination in the delivery of technical, logistical and operational services and provides specialist advice on technical and logistical matters in the Mission. The Integrated Support Services comprises the following sections: Joint Logistics Operations Center, Transport, Engineering, Communications and Information Technology, Supply Services and Movement Control. The CISS exercises managerial and supervisor control over all logistics support required by future and current operations. He develops, prepares, coordinates and monitor overall logistics support plans including logistics forecasting, supply schedules, priorities, and the resolution of urgent operational needs. He coordinates all multifunctional logistics requirements between UNHQ, the Mission and other UN agencies. Finally the CISS develops policy and procedures for mission logistics support.</b>			
Summarize any of Your Achievements <b>My achievements with UNIFIL can be divided into three distinct periods, the pre-Lebanon-Israel hostilities, the hostilities (12 July to 14 August 2006) and the post-hostilities period. Pre-hostilities: Mainly because the Mission had been without a CISS for approximately six months prior to my arrival, the challenge was to reconstruct the team and synergize the ISS activities. This was accomplished by creating an environment that valued initiative and emphasized the notion of responsibility and accountability. Unnecessary and unproductive practices that inexplicably resisted past reviews and audits were eliminated thus allowing the Section Chiefs to devote more time to fundamental issues. Lebanon-Israel hostilities: I was recalled from leave during the most intense period of the hostilities which lasted 34 days. My main contribution during this tense period consisted in maintaining cohesion and a sense of focus amongst the small number of essential staff who had been kept behind to support the military force of 2000 troops. The constant noise of peripheral shelling and the fact that many of the UN positions were regularly coming under direct fire created a very stressing environment, and consequently, many staff members became exhausted and extremely preoccupied for their personal safety. Notwithstanding the difficulties associated with the above I was able to provide unfailing leadership throughout, and to provide much needed help to the CAO in the accomplishment of his various tasks. Post-hostilities: The main activity of this period consisted in coordinating the deployment of the initial troops that constituted the first slice of the 15000 troops pledged by the Troop Contributing countries. The inherent difficulties normally associated with this type of activity was exacerbated by the pace at which the first elements were deployed to Lebanon. The international pressure to deploy quickly resulted in very tight schedules that generated a good deal of stress on our limited physical and human resources. This was compounded by the lack of real state readily available to house the incoming units. To address this matter I put together a team of experts comprising United Nations and Lebanese personnel who were mandated to conduct joint reconnaissance and to "close the deals" with either government authorities or private owners. This Tiger Team proved to be very efficient and delivered excellent results.</b>			
Reasons for Leaving <b>Application for new post</b>			

Job Title <b>SENIOR ADMINISTRATIVE OFFICER</b>		Type of Business <b>ADMINISTRATION</b>	From - To <b>01/11/2003 - 01/01/2006</b>
Name of Employer <b>UNITED NATIONS</b>		Name of Supervisor <b>MARCEL SAVARD</b>	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>84432</b>	<b>108670</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address <b>ducharme@un.org</b>	
Address of Employer <b>Congo, Dem. Rep.</b>			
Number of Employees Supervised by You <b>4</b>			
Description of Duties			

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

Summarize any of Your Achievements

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

Reasons for Leaving

TO APPLY MY EXPERTISE AND EXPERIENCE TO A DIFFERENT ENVIRONMENT.

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

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

Reasons for Leaving

**Company downsizing due to reduced orders**

Job Title <b>DIRECTOR OF LOGISTICS</b>	Type of Business <b>BUSINESS SOLUTIONS</b>	From - To <b>01/02/1999 - 01/01/2000</b>
Name of Employer <b>CRANE DRUMMOND</b>	Name of Supervisor <b>DENIS LEVEILLE</b>	
Salaries per Annum: Starting                      Final                      Currency Paid                      Is this a civil servant position of your Government? <b>No</b> <b>90000</b> <b>92000</b> <b>CAD</b> Is this a position within the UN Common System? <b>No</b>		
Telephone Number                      Email Address		
Address of Employer <b>Canada</b>		
Number of Employees Supervised by You <b>3</b>		
Description of Duties <b>-ESTABLISH AND MANAGE A FULLY INTEGRATED PRINTING AND DISTRIBUTION CENTRE TO IMPROVE THE EFFICIENCY OF A MAJOR CANADIAN BANK. -REVIEW THE COMPANY'S TRANSPORTATION CONTRACTS TO IMPROVE THE DELIVERY TIME AND ALSO TO REDUCE THE OPERATIONS COSTS. -NEGOTIATE WITH CLIENT COMPANIES THE WORKING CONDITIONS AND BENEFITS FOR EMPLOYEES THAT WERE AFFECTED BY OUTSOURCING INITIATIVES.</b>		
Summarize any of Your Achievements <b>ACHIEVEMENTS WERE IN LINE WITH THE DUTIES DESCRIBED ABOVE.</b>		
Reasons for Leaving <b>OPPORTUNITY TO WORK WITH A COMPANY THAT REQUIRED A SOLID EXPERTISE IN SUPPLY CHAIN MANAGEMENT.</b>		

Job Title <b>DIRECTOR BUSINESS DEVELOPMENT AND PROJECT MANAGER</b>	Type of Business <b>MANAGEMENT CONSULTING</b>	From - To <b>01/10/1996 - 01/01/1999</b>
Name of Employer <b>ARTHUR ANDERSEN</b>	Name of Supervisor <b>GILLES BELANGER</b>	
Salaries per Annum: Starting                      Final                      Currency Paid                      Is this a civil servant position of your Government? <b>No</b> <b>90000</b> <b>92000</b> <b>CAD</b> Is this a position within the UN Common System? <b>No</b>		
Telephone Number                      Email Address		
Address of Employer <b>Canada</b>		
Number of Employees Supervised by You <b>4</b>		
Description of Duties <b>-DEVELOP INNOVATIVE LOGISTICS SOLUTIONS FOR GOVERNMENT AGENCIES AND MAJOR PRIVATE CORPORATIONS. -NEGOTIATE JOINT VENTURES WITH FOREIGN COMPANIES. -ASSIST CLIENT COMPANIES IN IMPLEMENTING NEW PROCEDURES TO IMPROVE THEIR CUSTOMER SERVICE. -IMPLEMENT WORK PROCESSES DESIGNED TO MAXIMIZE OUTPUT.</b>		
Summarize any of Your Achievements <b>ACHIEVEMENTS WERE IN LINE WITH DUTIES AS DESCRIBED ABOVE.</b>		
Reasons for Leaving <b>TO RETURN TO OPERATIONAL TYPE OF WORK.</b>		

Job Title <b>ADMINISTRATION AND LOGISTICS (LT COLONEL)</b>	Type of Business <b>ADMINISTRATION AND LOGISTICS</b>	From - To <b>01/05/1971 - 01/10/1996</b>
Name of Employer <b>CANADIAN ARMED FORCES</b>	Name of Supervisor <b>VARIOUS- LAST ONE WAS COL J MORENCY</b>	
Salaries per Annum: Starting                      Final                      Currency Paid                      Is this a civil servant position of your Government? <b>No</b> <b>25000</b> <b>72000</b> <b>CAD</b> Is this a position within the UN Common System? <b>No</b>		
Telephone Number                      Email Address		
Address of Employer <b>Canada</b>		
Number of Employees Supervised by You <b>10</b>		
Description of Duties <b>-HELD VARIOUS SENIOR POSITIONS RELATED TO LOGISTICS AND ADMINISTRATION; BRIGADE G4 (WHOSE ROLE IS TO ADVISE THE BRIGADE COMMANDER ON TRANSPORT, SUPPLY, EQUIPEMENT MAINTENANCE AND FINANCE), 2ND IN COMMAND OF A SERVICE BATTALION, COMMANDING OFFICER SUPPLY COMPANY, AND OFFICER IN CHARGE OF THE OPERATIONS OF THE LARGEST COMMODITIES DEPOT FOR THE CANADIAN ARMY. -ASSIGNED AS CHIEF LOGISTICS OFFICER FOR UN MISSION IN CAMBODIA (UNMIC AND UNTAC) -RESPONSIBLE FOR THE IMPLEMENTATION OF A COMPLEX AUTOMATED MANAGEMENT SYSTEM THAT TRANSFORMED SIGNIFICANTLY THE WAY WE DID BUSINESS. -RESPONSIBLE FOR THE PROCUREMENT OF HEAVY HEAVY EQUIPMENT AND SPARE PARTS FOR THE LAND FORCES. ALSO RESPONSIBLE FOR THE PREPARATION OF THE PROCUREMENT BUDGET.</b>		
Summarize any of Your Achievements		

ACHIEVEMENTS WERE IN LINE WITH DUTIES DESCRIBED ABOVE.

Reasons for Leaving

START A CIVILIAN CAREER.

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

Language	Mother Tongue	Speak	Read	Write	Understand
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.

Address

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

Address

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

References

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

Reference Name	Occupation or Business	Address	Telephone/Email
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## Personal History Profile for Miguel MOURATO GORDO

## General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
<b>MOURATO GORDO</b>	<b>Miguel</b>	<b>Antonio Monteiro</b>	
2. Date of Birth	3. City of Birth	Country of Birth	Index No
<b>14/06/1970</b>	<b>Lisbon</b>	<b>Portugal</b>	<b>068293</b>
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
<b>Portugal</b>		<b>Portugal</b>	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
<b>Male</b>	<b>182</b>	<b>73</b>	<b>Divorced</b>
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities.			
Are there any limitations on your ability to engage in all travel? <b>No</b>			
Are there any limitations on your ability to perform in your prospective field of work? <b>No</b>			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? <b>No</b>			
13. What is your preferred field of work? <b>Management and programme analysts</b>			
14. Would you accept employment for less than six months? <b>No</b>			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? <b>01/01/1993</b>			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? <b>No</b>			
18. Email Address: <b>mmgordo@yahoo.com</b>			

## Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
<b>Saïd Business School, University of Oxford</b>	<b>Oxford United Kingdom</b>	<b>Oct-2004 - Sep-2005</b>
Main Course of Study	Field of Study	
<b>Management</b>	<b>Business &amp; Administration</b>	
Degree Title or Equivalent	Degree Type	
<b>Masters of Business Administration</b>	<b>Masters</b>	

University Name	City, Country	From - To
<b>Instituto Superior de Economia e Gestao (ISEG), Technical University of Lisbon; Awarded scholarship to pursue specialization in Marketing at Facultad de Ciencias Economicas y Empresariales, Universidad Complutensis de Madrid, Spain, during 1992/93 academic year</b>	<b>Lisbon Portugal</b>	<b>Oct-1988 - Sep-1993</b>
Main Course of Study	Field of Study	
<b>Management</b>	<b>Business &amp; Administration</b>	
Degree Title or Equivalent	Degree Type	
<b>Licenciatura</b>	<b>Bachelor of Sciences</b>	

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

Name of School	City, Country	From - To
<b>Knowledge Management Institute</b>	<b>Washington, DC United States of America</b>	<b>Mar-2008 - Mar-2008</b>
Main Course of Study		Certificate or Diploma
<b>Knowledge Management (One-week certification programme)</b>		<b>Certified Knowledge Manager</b>

Name of School	City, Country	From - To
<b>Escola Secundaria da Cidade Universitaria</b>	<b>Lisbon Portugal</b>	<b>Oct-1985 - Sep-1988</b>
Main Course of Study		Certificate or Diploma
<b>Business &amp; Administration</b>		<b>High School Diploma</b>

## Employment

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

Job Title	Type of Business	From - To
<b>Best Practices Officer (P-4)</b>	<b>Peacekeeping</b>	<b>01/08/2007 -</b>
Name of Employer		Name of Supervisor
<b>United Nations Stabilization Mission in Haiti (MINUSTAH)</b>		<b>Mr. Luiz Carlos da Costa, Principal Deputy Special Representative of the Secretary-General</b>



Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
			Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address		
	<b>mouratogordo@un.org</b>		
Address of Employer			
<b>Haiti</b>			
Number of Employees Supervised by You			
<b>1</b>			
Description of Duties			
<p>. <b>Responsible for developing a best practices and knowledge management strategy and workplan that addresses the mission's institutional learning needs and helps the mission share its good practices and lessons learned with DPKO-DFS and other missions, in consultation with the Senior Leadership Team, and assisted by the Peacekeeping Best Practices Section (PBPS), DPKO, where necessary . As a policy facilitator: take the lead in communicating new policies, procedures or different approaches that facilitate successful problem-solving within the mission to the mission's senior leadership and components and follow up on their implementation . Organize and/or implement substantive policy reviews and studies at the request of senior mission management or, when appropriate, PBPS . Organize follow-up action on studies undertaken or workshops on mission specific best practices and lessons learned activities; Liaise with UN agencies, national and international organizations on all issues related to knowledge management, and assist in the organization of inter-agency policy consultation. As an efficiency and efficacy enabler: work with mission components to establish techniques, mechanisms and modalities for identification of best practices and opportunities for institutional learning, including through the use of after action reviews, end of assignment reports, surveys of practice, hand-over notes, business and process evaluations . Produce, collect, store and disseminate guidance and knowledge originating in the mission for the reference of other missions and feeding into policy development at UNHQ . Connect MINUSTAH to UNHQ and other missions so that it can benefit from the collective institutional knowledge of the peace operations system as a whole; Systematically acquire and disseminate knowledge materials and practices from other missions . Enable peacekeeping practioners in MINUSTAH to connect with counterparts in other missions (communities of practice).</b></p>			
Summarize any of Your Achievements			
<p>. <b>Established a number of mutually enforcing enablers to widen the knowledge and use of Best Practices tools in the mission such as a policy framework for preparation of end-of assignment reports and hand-over notes in the mission and processes to support policy implementation which lead to a 130% increase in the number of MINUSTAH staff in communities of practice and a 3-fold increase in sharing of MINUSTAH practices and knowledge with UNHQ and other peacekeeping missions . Facilitated review, discussion and implementation of the policy on authority, command and control in UN peacekeeping operations (on-going) . Reviewed the profile and responsibilities of Chiefs of Regional Offices leading to the promulgation of a Revised TOR . Completed 11 After Action Reviews including on Joint Military and UNPOL operations; Improving conditions at prison facilities; and, Information/outreach public information campaigns, leading to improvements in operations . Completion of 2 SOPs on HIV/AIDS and Protocol functions in MINUSTAH.</b></p>			
Reasons for Leaving			
<b>Commitment to self-growth; widen professional experience and take up different challenges.</b>			

Job Title	Type of Business	From - To
<b>Management Consultant</b>	<b>Non-Governmental Organization/Activism</b>	<b>01/07/2005 - 01/08/2005</b>
Name of Employer	Name of Supervisor	
<b>Greenpeace International</b>	<b>Mr. Tony Sawdonichik/Mr. Martin Lloyd. VP Communication</b>	
Salaries per Annum:		
Starting	Final	Currency Paid
<b>1150</b>	<b>1150</b>	<b>EUR</b>
Telephone Number	Email Address	
<b>31207182000</b>		
Address of Employer		
<b>Netherlands</b>		
Number of Employees Supervised by You		
Description of Duties		
<p>• <b>Conduct market research to assess brand perception of Greenpeace brand in Brazil, China and USA among corporate and governmental stakeholders</b> • <b>Perform qualitative analysis to find out what are the relevant analytical categories through which stakeholders perceive the brand: which dimensions they use to evaluate it and how they experience it</b> • <b>Identify relevant stakeholders, set up, define structure and conduct interviews</b> • <b>Analyze data and identify emerging brand perception categories</b> • <b>The purpose of the brand assessment was to enable Greenpeace adapt its communications strategy to the uniquenesses of these three priority countries;</b></p>		
Summarize any of Your Achievements		
<p>• <b>This was a daunting project not only because of its short timeline of 8 weeks but also because it focused on corporate and governmental stakeholders which have little or no incentive to share their views about and to an organization which they often regard as adversary</b> • <b>A total of 54 long interviews (McCracken) were conducted in Brazil, China and USA with Senior Management of large corporations, media, government officials, academia and NGOs. I was responsible for operations in Brazil and conducted 29 interviews in Rio de Janeiro, S. Paulo and Brasilia</b></p>		
Reasons for Leaving		
<b>Two-month consultancy which was part of MBA curriculum</b>		

Job Title	Type of Business	From - To
<b>Chief, Mission Support Unit (P-4)</b>	<b>Peacekeeping Financing Division, Department of Management</b>	<b>01/09/2002 - 01/07/2007</b>
Name of Employer	Name of Supervisor	
<b>United Nations Secretariat</b>	<b>Ms. Catherine Pollard, Director</b>	
Salaries per Annum:		
Starting	Final	Currency Paid
Telephone Number	Email Address	
<b>1917367-3114</b>	<b>mouratogordo@un.org</b>	
Address of Employer		
<b>United States of America</b>		
Number of Employees Supervised by You		
<b>-</b>		

## Description of Duties

• Take lead in formulating new approaches, policies and procedures for implementation of reform measures in budgetary planning and financial management of resources of peacekeeping operations • Develop updated budget methodologies and models for peacekeeping operations • Responsible for the preparation of the Controller's annual budget instructions for peacekeeping missions, the support account for peacekeeping operations and the United Nations Logistics Base in Brindisi that reflect organizational policies and requests of the General Assembly • Provide guidance and support to client offices • Responsible for making recommendations to the Controller on quarterly payment of liabilities to Troop and Formed police contributing countries (up to \$2 billion, yearly) • Responsible for the preparation of the Secretary-General's report on the Overview of the financing of peacekeeping operations and the Secretary-General's report on the updated financial position of closed peacekeeping missions • Oversee the maintenance and enhancement of information technology tools, reports and databases that enable the Division to analyze and monitor use of peacekeeping resources • Take lead in training of headquarters and field peacekeeping staff in the Funds Monitoring Tool (FMT) • Actively participate in implementation of results-based management in peacekeeping • Responsible for the preparation of yearly budget and performance reports all offices at UN Headquarters providing headquarters executive management and backstopping support of peacekeeping operations (Support Account, US\$190 million, 970 posts) • Represent the Division the Office-wide Task Force established to work on the implementation of International Public Sector Accounting Standards (IPSAS) • Supervise, guide and mentor performance of 7 Budget, Finance and Information Systems Specialists staff in the Unit

## Summarize any of Your Achievements

• In close collaboration with DPKO assisted the Director in coordinating the preparation of the Secretary-General's comprehensive reports on strengthening the capacity of the UN to manage and sustain peace operations • In close collaboration with the Accounts Division and the Contributions Service, drafted the Secretary-General's proposal for consolidation of peacekeeping accounts (37 accounts) into a single set of accounts and reports to improve cash management, operational flexibility and simplify the legislative and administrative process for the financing of peacekeeping operations (Proposal 17 of S-G's reform: Investing in the United Nations: for a stronger Organization Worldwide) • In close collaboration with DPKO, assisted the Director in the preparation of the SG's proposal for increasing the ceiling for pre-mandate commitment authority granted by the GA from \$50 to \$150 million and de-linked from a specific number of Security Council decisions (Proposal 17 of S-G's reform: Investing in the UN: for a stronger Organization Worldwide) • Coordinated Division's task force which made recommendations on making the supplementary information package provided to the Advisory Committee on Administrative and Budgetary Questions (ACABQ) more strategic and better aligned with materiality of resources; • Coordinated multi-departmental training team in the organization, design and delivery of Funds Monitoring Tool (FMT) training to 263 Cost Center Managers in 11 peacekeeping missions, and conducted 8 training workshops in 4 missions in the Congo, Eritrea, Sierra Leone and Liberia (June and September 2004). FMT is a web-based, near real-time, data warehouse which consolidates financial information from both field and headquarters financial systems to support peacekeeping missions' self-assessment of expenditure performance • Led efforts to upgrade the FMT from COGNOS 7.0 to 7.3 and to introduce new capabilities such as capturing financial information on requisitions in the pipeline and approved purchased orders from the field procurement system (Mercury); Led efforts to develop a system to support decisions on reimbursement of troop, formed police units and contingent-owned equipment cost to Member States; • In close collaboration with the Focal Point for results-based budgeting in the Division, developed a model for the first-time presentation of a peacekeeping performance report in results-based budgeting format to allow departments to demonstrate the extent to which progress had been made against the expected accomplishments, comparing actual indicators of achievement with planned indicators of achievement, and provide information on planned and actual outputs (introduced in February 2004) • Developed business specifications for the creation in IMIS of a report that provides information on savings resulting from the cancellation of prior period obligations to support analysis of budgetary proposals and forecasting of future expenditure levels for peacekeeping operations (IMIS report ACSLDES0, launched in September 2003) • Reorganized and revitalized the Mission Support Unit (formerly Policy and Standardization Unit) having re-profiled the job descriptions of the Unit's staff in consultation with the Office of Human Resources Management, recruited new staff, and enhanced cohesion among the members of the Unit's team

## Reasons for Leaving

**Commitment to personal and professional self-growth; Widen diversity to professional experience and take up different challenges.**

Job Title	Type of Business	From - To
<b>Budget and Finance Officer (P-3)</b>	<b>Peacekeeping Financing Division, Department of Management</b>	<b>01/09/2001 - 01/08/2002</b>
Name of Employer	Name of Supervisor	
<b>United Nations Secretariat</b>	<b>Ms. Catherine Pollard, Deputy Director</b>	
Salaries per Annum:		
Starting	Final	Currency Paid
Telephone Number	Email Address	
<b>1917367-3114</b>	<b>mouratogordo@un.org</b>	
Address of Employer		
<b>United States of America</b>		
Number of Employees Supervised by You		
<b>1</b>		
Description of Duties		
• Take lead in formulating new approaches, policies and procedures for implementation of reform measures in budgetary planning and financial management of resources of peacekeeping operations • Responsible for the preparation of Secretary-General's reports on the financial position of closed peacekeeping operations in the Europe and Latin America Section (Haiti, Eastern Slavonia, and Macedonia)		
Summarize any of Your Achievements		
• Led multi-departmental task force which decentralized spending authority from headquarters to the field and streamlined the accounting code structure for peacekeeping operations (rationalization of use of budget account codes; reduction from 900 to 250 object of expenditure codes), which culminated with the promulgation of a new policy for administration of peacekeeping allotments by the Controller in July 2002 to improve accountability of line managers for management of human and financial resources (Action 23 of S-G's reform: Renewing the UN: a programme for reform) and provide flexibility to field missions in the management of their budgets (Brahimi Report) • Led the business development and roll-over to the field of a financial performance measurement/data warehouse tool (Funds Monitoring Tool – FMT) to support decentralization of spending authority from Headquarters to peacekeeping missions and promote missions' self-assessment of expenditure performance. FMT integrates information from field procurement (Mercury), field finance (SUN), and headquarters (IMIS) systems and was launched in March 2003 • Because the decentralization of spending authority to the field and the implementation of the Funds Monitoring Tool have been milestones of change in the Division's work and its support of peacekeeping missions, I was given the highest performance rating of 1- Consistently exceeds performance, in the performance appraisal for 2003		
Reasons for Leaving		
<b>Professional growth: promotion to Chief of Policy and Standardization Unit which involved additional managerial responsibilities</b>		

Job Title	Type of Business	From - To
<b>Special Assistant to the Director of Administration (Administrative Officer) (P-3)</b>	<b>UN Peacekeeping Operation</b>	<b>01/07/2000 - 01/08/2001</b>
Name of Employer	Name of Supervisor	
<b>United Nations Transitional Administration in East Timor (UNTAET)</b>	<b>Mr. Johannes Wortel and Mr. Ronnie Stokes, Director of Administration</b>	
Salaries per Annum:		
Starting	Final	Currency Paid
Telephone Number	Email Address	
	<b>mouratogordo@un.org</b>	

Address of Employer		
<b>East Timor</b>		
Number of Employees Supervised by You		
Description of Duties		
<ul style="list-style-type: none"> <li>• Provide advice and day-to-day executive support to the Director of Administration on a range of management and administrative matters with an emphasis on management of Human and Financial resources of the Transitional Administration</li> <li>• Perform financial and programme reviews as assigned by the Director</li> <li>• Assist in the preparation of budget proposals for submission to Headquarters</li> <li>• Liaise with executive assistants in the offices of the Special Representative of the Secretary-General and other substantive offices</li> <li>• Focal point for reviewing and responding to Audit observations</li> </ul>		
Summarize any of Your Achievements		
<ul style="list-style-type: none"> <li>• Developed and coordinated a mechanism for post management and a procurement/budget plan for Business Units</li> <li>• Represented the Division of Administration in an inter-agency working group established to determine the level of international technical assistance required to support the future Government of East Timor following independence</li> </ul>		
Reasons for Leaving		
Having enriched my understanding of peacekeeping operations on the ground I wanted to leverage this experience at Headquarters.		

Job Title		Type of Business	From - To
<b>Budget and Finance Officer (P-3)</b>		<b>Peacekeeping Financing Division, Department of Management</b>	<b>01/11/1995 - 01/06/2000</b>
Name of Employer		Name of Supervisor	
<b>United Nations Secretariat</b>		<b>Ms. Mary Sowinski, Chief of Section</b>	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
			Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address	
<b>1917367-3114</b>		<b>mouratogordo@un.org</b>	
Address of Employer			
<b>United States of America</b>			
Number of Employees Supervised by You			
<b>2</b>			
Description of Duties			
<ul style="list-style-type: none"> <li>• Analyze financial performance, review budgetary proposals and prepare yearly budget and financial performance reports for the United Nations Mission in Bosnia and Herzegovina (UNMIBH, US\$186 million) and United Nations Preventive Deployment Force in Macedonia (UNPREDEP, US\$53 million) and prepare financial implications for Security Council reports</li> <li>• Support the Division' Director in the hearings of the Advisory Committee on Administrative and Budgetary Questions and the Fifth Committee of the General Assembly and prepare supplementary information in the financing of the above-mentioned peacekeeping operations</li> <li>• Manage related trust funds: Trust Fund for the Restoration of Essential Public Services in Sarajevo (US\$20 million) and the Trust Fund for the police assistance programme in Bosnia and Herzegovina (US\$11 million)</li> <li>• Responsible for budgetary management, control and monitoring of peacekeeping missions and related trust funds including preparation of initial allotments, staffing table authorizations and redeployments of funds as determined by operational requirements, financial reporting of expenditures and incumbency of posts, ensuring that voluntary contributions are used in accordance with donor agreements and reporting requirements are met</li> </ul>			
Summarize any of Your Achievements			
<ul style="list-style-type: none"> <li>• In collaboration with the Principal Computer Systems Assistant in the Division, developed a reporting facility to monitor expenditures and incumbency of posts in peacekeeping operations</li> <li>• Due to the high quality of the UNMIBH budget and its timely completion, its was used as a model for other Budget and Finance Officers to follow</li> </ul>			
Reasons for Leaving			
Professional and personal growth: after five years at Headquarters I wanted to enhance my understanding as well as be a part of a peacekeeping operation on the ground			

Job Title		Type of Business	From - To
<b>Client Service Executive</b>		<b>Marketing Research</b>	<b>01/06/1994 - 01/10/1995</b>
Name of Employer		Name of Supervisor	
<b>AC Nielsen, Co.</b>		<b>Mr. Cruz Domingos</b>	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>4000000</b>	<b>4000000</b>	<b>PTE</b>	Is this a position within the UN Common System? <b>No</b>
Telephone Number		Email Address	
Address of Employer			
<b>Portugal</b>			
Number of Employees Supervised by You			
Description of Duties			
<ul style="list-style-type: none"> <li>• Responsible for portfolio of client accounts (UNILEVER, BRISTOL MYERS-SQUIBB, HENKEL, YOPLAIT, UNICER)</li> <li>• Analyze macroeconomic trends and microeconomic behaviour of a portfolio of fast moving consumer goods' brands/markets, prepare and conduct bi-monthly presentations to clients on market trends and performance of client's product(s)/brand(s)</li> </ul>			
Summarize any of Your Achievements			
<ul style="list-style-type: none"> <li>• Expanded portfolio of new clients bringing additional business to the company</li> </ul>			
Reasons for Leaving			
Pursue international career at the United Nations (dream job)			

Job Title		Type of Business	From - To
<b>Inventory Control Assistant</b>		<b>Retail/Toys</b>	<b>01/06/1993 - 01/05/1994</b>
Name of Employer		Name of Supervisor	
<b>Toys 'R' Us</b>		<b>Mr. Juanchi Zamora</b>	

Salaries per Annum:

Starting

1800000

Final

1800000

Currency Paid

ESP

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

Spain

Number of Employees Supervised by You

Description of Duties

• Monitor stock levels in central warehouse in Madrid, 17 stores in Spain and 2 stores in Portugal • Analyze market indicators and make daily decisions on replenishment of stocks in 17 stores in Spain and 2 stores in Portugal

Summarize any of Your Achievements

• Developed an ad-hoc system for Portuguese vendors to deliver directly to stores, saving the cost of transporting goods to/from central warehouse in Madrid

Reasons for Leaving

Was offered a more challenging and financially more rewarding job in Lisbon

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

Address

210 Lenox Avenue APT 4  
New York United States of America  
Telephone: 509-2244-2050 extension 3241  
Fax: 509-3921-1102  
Contact: Miguel Mourato Gordo

Address

210 Lenox Avenue APT 4  
New York NY United States of America  
Contact: Miguel Mourato Gordo

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
Miguel DUARTE FERREIRA	Management Consultant	N/A Portugal	miguelduartep@mail.telepac.pt
Joao JESUS CARDIAL	Management Consultant, Marketing Professor, Entrepreneur	N/A Portugal	jcardial@gmail.com
Hiroko MIYAMURA	Political Affairs/Art student	N/A Portugal	hirokoun@gmail.com

## Personal History Profile for Noriko NAGAYOSHI

## General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
<b>NAGAYOSHI</b>	<b>Noriko</b>		
2. Date of Birth	3. City of Birth	Country of Birth	Index No
<b>01/01/1900</b>	<b>Tokyo</b>	<b>Japan</b>	
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
<b>Japan</b>	<b>Japan</b>	<b>Japan</b>	<b>Japan</b>
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
<b>Female</b>	<b>159</b>	<b>53</b>	<b>Married</b>
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? <b>No</b>			
Are there any limitations on your ability to perform in your prospective field of work? <b>No</b>			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? <b>No</b>			
13. What is your preferred field of work? <b>Administrative specialists</b>			
14. Would you accept employment for less than six months? <b>No</b>			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? <b>01/01/1983</b>			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? <b>No</b>			
18. Email Address: <b>nagayoshi@itlos.org</b>			

## Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
<b>Nagoya Commerce and Business University</b>	<b>Nagoya Japan</b>	<b>Sep-2004 - Aug-2005</b>
Main Course of Study	Field of Study	
<b>Institutional Administration</b>	<b>Business &amp; Administration</b>	
Degree Title or Equivalent	Degree Type	
<b>Global Management (graduated with honours)</b>	<b>Masters</b>	

University Name	City, Country	From - To
<b>Meiji University</b>	<b>Tokyo Japan</b>	<b>Apr-1973 - Mar-1977</b>
Main Course of Study	Field of Study	
<b>Finance</b>	<b>Business &amp; Administration</b>	
Degree Title or Equivalent	Degree Type	
<b>Business anc Commerce degree</b>	<b>Undergraduate degree</b>	

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

Name of School	City, Country	From - To
<b>Koishikawa High School</b>	<b>Tokyo Japan</b>	<b>Apr-1970 - Mar-1973</b>
Main Course of Study	Certificate or Diploma	
<b>General High School curriculum</b>	<b>High School diploma</b>	

## Employment

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

Job Title	Type of Business	From - To
<b>Chief of Administrative Service</b>	<b>United Nations Tribunal Office</b>	<b>01/03/2008 -</b>
Name of Employer	Name of Supervisor	
<b>International Tribunal for the Law of the Sea</b>	<b>Mr. Philippe Gautier</b>	
Salaries per Annum:	Is this a civil servant position of your Government? <b>No</b>	
Starting	Is this a position within the UN Common System? <b>Yes</b>	
Final		
Currency Paid		
Telephone Number	Email Address	
<b>494035607-150</b>	<b>nagayoshi@itlos.org</b>	
Address of Employer		
<b>Germany</b>		
Number of Employees Supervised by You		

## Description of Duties

**(1) Responsible for Finance and Budget, Personnel, Procurement and Building Management and Security Services in the formulation and implementation of work program and operation; coordinate and monitor operational program; coordinate preparation of reports; coordinate recruitment; ensure proper procedure in procurement, security and building management. (2) Provide support to the Registrar in the formulation and implementation of substantive work program.**

## Summarize any of Your Achievements

**(1) Reorganization and review of organizational structure (2) Successful acceptance of budget and program by State Party. (3) Review of financial software for IPSAS compliance accounting system (4) Strengthening relationship within common system.**

## Reasons for Leaving

**N/A**

Job Title <b>Administrative Officer</b>	Type of Business <b>United Nations</b>	From - To <b>01/01/2008 - 01/03/2008</b>
Name of Employer <b>DPKO/DFS</b>	Name of Supervisor <b>Mr. Philip Cooper</b>	
Salaries per Annum: Starting                      Final                      Currency Paid	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>Yes</b>	
Telephone Number	Email Address <b>nagayoshi@un.org</b>	
Address of Employer <b>United States of America</b>		
Number of Employees Supervised by You		
Description of Duties <b>Administrative Service for the Director of Department of Field Service</b>		
Summarize any of Your Achievements <b>Recruitment Selection, Interview, Summary and recommendation. Preparation for the Director for his up to date information regarding Field Service, theme summary as requested.</b>		
Reasons for Leaving <b>Carrier development</b>		

Job Title <b>Administrative Officer</b>	Type of Business <b>Special Political Mission in peacebuilding</b>	From - To <b>01/11/2007 - 01/01/2008</b>
Name of Employer <b>UNOGBIS</b>	Name of Supervisor <b>Mr. Shola Omoregie</b>	
Salaries per Annum: Starting                      Final                      Currency Paid	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>Yes</b>	
Telephone Number <b>1212963-1976</b>	Email Address <b>nagayoshi@un.org</b>	
Address of Employer <b>Guinea-Bissau</b>		
Number of Employees Supervised by You <b>12</b>		
Description of Duties <b>On top of conducting regular duties as being Administrative Officers, for human resources to financial overveiw, I was given special assignment, TOR for a short-period. TOR are a) Reinstatement of pension status of national staff from January 2002 to 31 December 2006, b) overtime payments to national staff during years 2006 c) Improve the mission's personnel records keeping in general but particularly ditme and attendance of mission's personnel d) Preparation fo MSA survey visit by OHRM e) Review of administrative and financial support provided by UNDP f) review asset management and status of UN transportation g) any other ad-hoc duty., while undertaking general administrative activities, including year-end operation for finance and pension fund.</b>		
Summarize any of Your Achievements <b>TOR on a) and b) are already completed by early December 07. The rest of TOR were all completed.</b>		
Reasons for Leaving <b>Completion of special assignment</b>		

Job Title <b>Administrative Officer</b>	Type of Business <b>United Nations Special Political Mission</b>	From - To <b>01/07/2007 - 01/10/2007</b>
Name of Employer <b>UNTOP</b>	Name of Supervisor <b>Mr. Vladimir Sotirov, RSG</b>	
Salaries per Annum: Starting                      Final                      Currency Paid	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>Yes</b>	
Telephone Number	Email Address <b>nagayoshi@un.org</b>	
Address of Employer		

<b>Tajikistan</b>	
Number of Employees Supervised by You <b>12</b>	
Description of Duties <b>UNTOP's mandate ceased at the end of July 2007. I was assigned to liquidate the office by mid of October 2007 as a Liquidation Team Leader while undertaken general administrative operation. The major task was asset disposal in conjunction with phisical office closure and redeployment of staff mebers and final accounting closures.</b>	
Summarize any of Your Achievements <b>UNTOP Liquidation was successfully completed as scheduled. There was no delay in process and coordination of assets disposal management with UNAMA, Afganistan was successfully done.</b>	
Reasons for Leaving <b>Liquidation was completed successfully on time.</b>	

Job Title <b>Finance Officer</b>		Type of Business <b>UN operation</b>	From - To <b>01/09/2006 - 01/06/2007</b>
Name of Employer <b>Department of Peacekeeping Operation</b>		Name of Supervisor <b>James Mutiso</b>	
Salaries per Annum: Starting <b>4</b>		Final <b>4</b>	Currency Paid <b>USD</b>
		Is this a civil servant position of your Government? <b>No</b>	
		Is this a position within the UN Common System? <b>Yes</b>	
Telephone Number <b>1917367-2121</b>		Email Address <b>nagayoshi@un.org</b>	
Address of Employer <b>United States of America</b>			
Number of Employees Supervised by You <b>0</b>			
Description of Duties <b>Under the general supervision of the Chief of Service, my duties are: to provide advice and guidance, including training to headquarters and field staff on budgetary and financial policies and procedures as well as results-based budgeting; participate in inter-departmental meetings and/or technical survey missions on matters related to resource requirements, programming and budgetary issues. Coordinating peacekeeping policy and management issues for FMSS: undertake research and analysis of budgetary policies, make recommendations for changes and/or modifications. Initiate and follow through revision to financial policy instruments in light of actual experience reported from the field. Prepare general policy guidelines for various FMSS manuals. Ensure that changes in policy are adequately documented and communicated throughout central office and field office missions. Coordinate policy development, including the review and analysis of issues and frends, preparation of impact evaluation or equivalent studies. Generate survey initiatives, reviewing analyzing and interpreting responses to identify problems/issues and prepares conclusions. Organize and prepare written outputs such as background papers, analysis sections of reports and studies and inputs to publications, etc. Follow up on the status of Accounts Receivables for all field missions by maintaining extensive database of outstanding Accounts Receivables. Act as a liaison between the FMSS/Service and the Permanent Missions. Analyze the situation and recommend for enhancements. For other projects and duties/Special initiatives; provide advice and guidance to headquarters and field staff on budgetary and financial policies and procedures. Participates in efforts to improve resource planning process, cost standardization, and standardization of sub-allogment process. Any other duties assigned by the Chief of Services.</b>			
Summarize any of Your Achievements <b>Familialization of operation of peacekeeping in general. Familialization of UN headquarters Information Management System, IMIS and Sun Accounts system in the course of processing and analyzing Accounts Receivables. Providing the guidance for field missions for budgetary submission and monthly operations. Act as a desk officer for UNOWA/CNMC and for UNDOF to liaise with Accounts Department, PMSS and /with Political Department. Preparation of ad-hoc budget request such as UN support to African Union in Sudan and Somalia.</b>			
Reasons for Leaving <b>N/A</b>			

Job Title <b>Administrative Officer</b>		Type of Business <b>Finance/Administration</b>	From - To <b>01/11/2005 - 01/09/2006</b>
Name of Employer <b>United Nations International Criminal Tribunal for Rwanda</b>		Name of Supervisor <b>Mr. Bongani Majola</b>	
Salaries per Annum: Starting <b>4</b>		Final <b>4</b>	Currency Paid <b>USD</b>
		Is this a civil servant position of your Government? <b>No</b>	
		Is this a position within the UN Common System? <b>Yes</b>	
Telephone Number <b>255272504207</b>		Email Address <b>nagayoshi@un.org</b>	
Address of Employer <b>Tanzania, United Rep. of</b>			
Number of Employees Supervised by You <b>2</b>			
Description of Duties <b>The International Criminal Tribunal for Rwanda (ICTR) was established by the UN Security Council resolution 955 of 8 November 1994. The Tribunal was established for the prosecution of person responsible for genocide in the territory of Rwanda in 1994. The Tribunal consists of the Chambers, the Office of the Prosecutor (OTP) and the Registry. Under the supervision of the Deputy Prosecutor at OTP, I am responsible for carrying out the general administrative requirements at OTP, both in the Finance and Human Resource areas :Financial: Draft budgets for OTP within the context of the overall budgets of the ICTR to be submitted to ACABQ. Provide support to the Deputy Prosecutor and the Prosecutor on budget matters, to prepare any type of financial report at the request OTP. Monitor the allocation of expenditure level, performance of the approved budget expenditure against work programmes and rending necessary financial advice to the OTP. Liaise with the Budget office and represent the OTP as a focal point during the audits. :Human Resources: Plan and coordinate for relevant administrative actions related to recruitment, placement, promotion, separation, job classification reviews, redeployments, training and performance appraisal (e-PAS) by ensuring in the applications of UN rules and procedures. Liaise with Human Resource office for Vacancy Announcement procedure to monitor and to facilitate the process. :Strategic and Logistical Planning &amp; Administration: Manage and arrange for official meetings, training, workshops and conferences. Manage the office needs for various equipments, software and system needs. Review adequacy of OTP space requirements to all staff at all levels. Assist weekly Senior Trial Attorney meeting which is the highest managerial decision making meeting at OTP by taking minutes, recording and distributing decisions. Update and advise Deputy Prosecutors for development of various administrative operations at OTP.</b>			
Summarize any of Your Achievements			



(1)Acceptance of budget proposal by the Prosecutor of OTP and subsequently by ACABQ (2)Successful monitoring of approved budget and expenditures, within the budget and timely execution of payments(3)Provided guidance to senior management and staff (mostly new to UN system) on UN financial Rules and application to achieve smooth operation (4) Timely recruitment and streamlining of contractual process for over 120 staff (5) Speedy processing of contracts and payments for more than 30 consultants yearly (6) Timely execution of trust fund from EU by coordinating and assisting program managers.

Reasons for Leaving  
end of assignment

Job Title <b>Chief, Administrative Services</b>	Type of Business <b>Administration/Finance</b>	From - To <b>01/02/2001 - 01/11/2005</b>
Name of Employer <b>UNCRD/UNDESA</b>	Name of Supervisor <b>Mr Kazunobu Onogawa</b>	
Salaries per Annum: Starting <b>4</b>	Final <b>5</b>	Currency Paid <b>JPY</b>
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>8152561-9509</b>	Email Address <b>nnagayos@uncrd.or.jp</b>	
Address of Employer <b>Japan</b>		
Number of Employees Supervised by You <b>4</b>		
Description of Duties <b>Chief of Administration Services of United Nations Centre for Regional Development (UNCRD), located in Nagoya, Japan with sub offices in Nairobi and Bogotá, established in 1971 as a Fund-in-Trust project by an agreement between UN and the Government of Japan. Responsible for carrying out the general administrative requirements of the Centre as well as advising the director of the Centre on management budgeting, financial, human resources and general administration. Advised the director in the formulation of strategic options in adjusting the down sizing of personnel, office space and other expenditures due to budget reduction from donor. Responsible for the administrative and financial report presented to the Advisory Committee of UNCRD. Advise staff on interpretation and application of the staff rules relating to human resources issues. I am responsible for preparation of the annual budget in order to secure the Fund-in-trust contributions. Responsible for submission preparation together with the director the budget related annual programs to DESA providing the supporting rational for the proposed budget. Responsible for exercising control over the approved budget by monitoring and controlling expenditures in two currencies (US\$ and Yen) to ensure that they remain within the approved level. Manage the administrative staff of the Centre. Serve as the approving officer and the lead financial officer by: approving payment vouchers, travel claims, cash receipt vouchers, payroll vouchers. In addition, responsible for the following areas of work (a) examination of the Centre's documents and contracts related to financial implications and monthly accounts (b) supervision of administrative staff responsible for tasks related to training courses, seminars, workshops that include travel, accommodation for participants and venues. (c) safety and security of the staff and security measures for the premises</b>		
Summarize any of Your Achievements <b>(1) Acceptance by the Ministry of Foreign Affairs of Japanese government (the donor) of the budget proposals for the fiscal years 2002,03,04 and 05. Acceptance of the final budget reports for the years 2002, 03 and 04. (2) Acceptance by UN/DESA the budget proposals and final reports for the same years mentioned above. (3) Implemented saving of more than 50% of operational costs related to premises, utilities, telephone. Introduced the competitive methods to reduce travel costs, and non essential expenditures. (4) Renegotiated successfully the terms of lease with the City of Nagoya for premises and cleaning services and timetable for reconstruction to avoid undue pressure on the budget. (5) Advised the director in the planning and implementation of a successful downsizing of office over 40% of budget cut, total number of people from 64 to 43 (2004), which was necessary due to abrupt reduction of the budget. This was accomplished through attrition, re-organization and elimination of redundancy resulting in a more efficient organization. (6) Acceptance of the administrative and financial reports by the UNCRD Advisory Committee in 2002,04 (biannual). (7) Successful in monitoring and managing the approved budget: expenditures in all four years remained within the authorized level and no over expenditure, yet never delayed payment of local staff salary and vendor payments. (8) Successful in filing the vacant posts without delays by prompt announcement followed by interviews. Efficient selection process yet with no administrative mistakes of redundancy. (9) Implementing the administrative and financial operations for two sub-offices in Nairobi and Bogotá efficiently from recruitment to budget submission, financial requests, purchase and contract process and reviews for four years. (10) Increased significant productivity in the administrative office to cope with the reduction of personnel from 9 to 4 yet maintained the efficiency of operations. (11) Continuous guidance to current and new staff to uphold the Charter, (12) Emphasis on the correct application of the Rules of Regulations and proper application of the UN Financial Rules in order to achieve cost efficiency measures</b>		
Reasons for Leaving <b>I accomplished the main objectives for going to UNCRD; wanted to utilize the newly acquired knowledge and experience in other challenging positions and wanted to further my career development.</b>		

Job Title <b>Chief, Payroll/Payments Unit of UNJSPF</b>	Type of Business <b>Finance</b>	From - To <b>01/01/2000 - 01/02/2001</b>
Name of Employer <b>United Nations Joint Staff Pension Fund</b>	Name of Supervisor <b>Mr Hugh O'Donnell</b>	
Salaries per Annum: Starting <b>3</b>	Final <b>4</b>	Currency Paid <b>USD</b>
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>1212963</b>	Email Address	
Address of Employer <b>United States of America</b>		
Number of Employees Supervised by You <b>10</b>		
Description of Duties <b>The United Nations Joint Staff Pension Fund (the Fund) is an interagency organization created in 1949 by the General Assembly to provide social security and pension benefits to all staff members of the UN common system. In 2000, the Fund had about 69,000 participants, paying around 46,000 benefits for more than 1 billion dollars in 27 currencies in 180 countries. The main responsibility as Chief of Payments was to ensure that all beneficiaries received their payments correctly and in a timely manner since pension benefit is the main income for most retirees. As Chief of Payment Section of the Fund, I was responsible for: (a) the approval and execution of the payroll and any lump-sum payments; (b) updating the pension benefits according to the Consumer Price Index of the various countries; (c) examining notifications of non-payments from the beneficiaries; (d) informing the bank on a monthly basis the payees and the amount to be paid and the bank of payment; (e) implementing changes of payment instructions requested by the pensioners; (f) effecting recoveries of payments of deceased beneficiaries and retirees who re-enter employment; (g) effecting payments for amounts payable; (h) suspending or terminating payment of beneficiaries who are no longer entitled to a benefit due to death, re-employment, remarriage or reaching age 21; (i) producing monthly cumulative records of beneficiaries by country of residence, by currency of payment and historical sequence of the benefits; (j) effecting payments outside the computerized system; (h) managing the staff: two professionals and 8 General Service by ensuring that the work is done correctly and efficiently as well as ensuring that new staff is trained.</b>		
Summarize any of Your Achievements		



(a) Successful in testing and implementing the (then) new on-line Payroll System; (b) successful in testing and implementing the Payroll Subsystem and the Lawson Account System; (c) successful on-time delivery of all payments while introducing a new payroll System which required two systems to be managed simultaneously; (d) successful in the execution of all of the above while the professional staff members were absent: one due to retirement and one due to maternity leave; (e) successful in effecting manual payments during emergencies, i.e., payment to beneficiaries in the Congo: due to civil war in the country, payments had to be done outside the computer and banking system, a complex operation for it required the coordination of manual operations and the automated Pension System; (f) successful in executing a near zero error-free payroll operation with satisfied customers with a team working with high morale.

Reasons for Leaving

Career development: New personnel policy at United Nations (mobility), to expand my horizon with new experiences in different areas and the fields.

Job Title <b>Entitlement Officer at Pension Entitlement Section</b>	Type of Business <b>Finance</b>	From - To <b>01/08/1984 - 01/12/1999</b>
Name of Employer <b>United Nations Joint Staff Pension Fund</b>	Name of Supervisor <b>Mr Iutaka Sugiyama; Ms Jennie Chang</b>	

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>2</b>	<b>3</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>

Telephone Number  
**1212963-7036**

Email Address  
**unjsp@un.org**

Address of Employer  
**United States of America**

Number of Employees Supervised by You  
**8**

Description of Duties  
[Please see description of the UNJSPF contained in the previous position] Major changes during the period 1984 through 1999: (a) in the period 1984-1986 I was supervisor of a team within the Benefits Section dealing primarily process for payment with one time payment benefits; (b) in the period 1986-1989, was a supervisor of one of the two teams in the Benefits Section dealing with for processing both one time payment and periodic (retirement) benefits; (c) in the period 1990-1999, I was a supervisor of the Control and Information Unit and subsequently a supervisor of one of the teams dealing with new Participation, Separation and Benefits. In 1990 there was a restructuring of the Fund, which merged three sections under one, called the Pension Entitlement Section. During the period 1984-99 I was responsible for: (a) providing estimates of pension benefits to all participants of the United Nations and affiliated organizations (UN Family); processing withdrawal settlements; processing transfer agreements between the Fund and other selected governmental or international organizations; (b) processing of one time benefits as well as retirement benefits; recalculation and conversion of benefits due to death, children reaching age 21, or re-employment; establishing the initial pension benefit under the two-track system; (c) training of existing staff due to the merge and creation of a new section as well as newly recruited staff; providing information to customers, i.e., participants and beneficiaries; (d) providing member organizations with information on the status of the processing of benefits for their participants; (e) managing several (6 to 8) General Service staff members: Benefits Assistants and Auditors; (f) assisting the Chief of the Section in the design, testing and implementation of the newly created Pension Systems (PENSYS).

Summarize any of Your Achievements  
Major achievements in this period were: (a) successful in providing estimates to participants in a timely manner; processing withdrawal settlements and transfer agreements. To detect system default while processing estimates and other benefits and report to the section chief for further enhancement. (1984-86); (b) active participation in the successful implementation of the new structure in the benefits Section (1986-89); (c) successful in reducing the process time of withdrawal settlement and retirement benefits by 50% (1986-89); (d) part of team that was successful in the design of the new computer system (PENSYS), its testing and implementation; (e) successful in training staff members under my supervision to operate under the new automated environment, to operate under two systems (manual and automated) while they were being tested.

Reasons for Leaving  
**Promotion within the Pension Fund**

Job Title <b>Loan Officer</b>	Type of Business <b>banking</b>	From - To <b>01/04/1981 - 01/08/1984</b>
Name of Employer <b>Amsterdam-Rotterdam Bank N.A Tokyo Branch</b>	Name of Supervisor <b>Mr Arai MrGoatzen</b>	

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>1800000</b>	<b>2500000</b>	<b>JPY</b>	Is this a position within the UN Common System? <b>No</b>

Telephone Number

Email Address

Address of Employer  
**Japan**

Number of Employees Supervised by You  
**0**

Description of Duties  
**To evaluate and process loan applications and maintain customer record to prepare financial report to bank's headquarter in the Netherlands. To analyze financial statement and make progress report and recommendations of new loan applications.**

Summarize any of Your Achievements  
**To be successful to bridge the gap between Japanese banking system and European banking system by providing insight information to supervisors.**

Reasons for Leaving  
**Successfully selected as a staff member of the United Nations**

Job Title <b>Loan Officer, Foreign Exchange Department Customer Service</b>	Type of Business <b>banking</b>	From - To <b>01/04/1977 - 01/12/1980</b>
Name of Employer <b>Kyowa Bank (now Risona Bank)</b>	Name of Supervisor <b>Mr Nomura</b>	

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
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12000001500000JPY

Is this a position within the UN Common System? No

Telephone NumberEmail Address

Address of EmployerJapan

Number of Employees Supervised by You0

Description of DutiesTo deal with costomer in the field of general deposit and foreing exchange and overseas currency matters, later in the department of loan. Be sure all the transaction of the day is in accord with cash movement and correct entries of transactions to the respective account.

Summarize any of Your AchievementsTo become famialiaze with the Japanese banking system as well as Japanese business custom. To learn the efficient business system.

Reasons for LeavingWishing to work an international environment while in Japan

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	Not easily	Not easily	Not easily

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

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

Address

22 Rulantweg  
Hamburg Germany  
Telephone: 49-40-5190-3545  
Fax: -0172-432-5500  
Contact: Noriko Nagayoshi

Address

Am Int. Seegerichtshof 1  
Hamburg Germany  
Telephone: 49-40-35607-150  
Fax: -40-35607-245  
Contact: Noriko Nagayoshi

Address

4-9-9 Nishigahara, Kita-ku  
Tokyo Japan  
Telephone: 81-33-917-4886  
Contact: Noriko Nagayoshi

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
Masaaki MIZUNO	Professor Department of Computing and Information of Science Kansas State University	2303 Treeshmill Ct United States of America	1785539-2047 masaaki@cis.ksu.edu
Yusuf OSMAN	Retiree	Queens United States of America	001718541-1927 billehosman@hotmail.com
Vladimir SOTIROV	Programme head	UNOPS United States of America	970598350057 vladimirs@unops.org

## Personal History Profile for Adityavikram PACHISIA

## General Details

1. Family name <b>PACHISIA</b>	First Name <b>Adityavikram</b>	Middle Name	Maiden Name, (if any)
2. Date of Birth <b>24/03/1963</b>	3. City of Birth <b>Churu</b>	Country of Birth <b>India</b>	Index No <b>950795</b>
4. Country of Nationality at Birth <b>India</b>	Second Nationality (if any)	5. Country of Present Nationality <b>India</b>	Second Nationality (if any)
6. Gender <b>Male</b>	7. Height [cm] <b>165</b>	8. Weight [kg] <b>72</b>	9. Marital Status <b>Married</b>
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? <b>No</b>			
Are there any limitations on your ability to perform in your prospective field of work? <b>No</b>			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? <b>Yes. Canada.</b>			
13. What is your preferred field of work? <b>Financial management specialists</b>			
14. Would you accept employment for less than six months? <b>Yes</b>			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when?			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? <b>No</b>			
18. Email Address: <b>vikrampachisia@hotmail.com</b>			

## Education

List all university degrees or equivalent qualifications obtained.

University Name <b>Bombay University</b>	City, Country <b>Bombay India</b>	From - To <b>Apr-1979 - Mar-1984</b>
Main Course of Study <b>Accounting</b>	Field of Study <b>Business &amp; Administration</b>	
Degree Title or Equivalent <b>Bachelor of Commerce</b>	Degree Type <b>Degree</b>	

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

Name of School <b>St.John the Baptist High School</b>	City, Country <b>Thane India</b>	From - To <b>Apr-1977 - Mar-1979</b>
Main Course of Study <b>SocialSciences,Mathematics,Biology, Chemistry,Physics,English,Hindi and Sanskrit</b>		Certificate or Diploma <b>Secondary school passing certificate</b>

Name of School <b>Nirmala Convent</b>	City, Country <b>Mysore India</b>	From - To <b>Apr-1969 - Mar-1977</b>
Main Course of Study <b>General Sciences,Hindi,English,Kannada, Mathematics,History and Geography</b>		Certificate or Diploma <b>District level examination passing certificate</b>

## Employment

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

Job Title <b>Chief Budget officer</b>	Type of Business <b>Peace-keeping</b>	From - To <b>01/08/2008 -</b>
Name of Employer <b>UN/DFS</b>		Name of Supervisor <b>Guy Siri</b>
Salaries per Annum: Starting <b>145000</b>	Final <b>145000</b>	Currency Paid <b>USD</b>
Is this a civil servant position of your Government? <b>No</b>		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address <b>vikrampachisia@hotmail.com</b>	
Address of Employer <b>Chad</b>		
Number of Employees Supervised by You <b>3</b>		
Description of Duties		

**Duties** Initiate the budget preparation process and oversee the development of cost estimates document after receiving the inputs from all the sections review it with Budget Review Committee (BRC) & CMS for finalization and onward submission to UNHQ. 2. Prepare responses to any query raised by UNHQ. 3. Oversee that all requisitions raised in MERCURY system are coded correctly and are in conformity with drafted cost estimate. 4. Develop a computerized tracking system to monitor and record the expenditures against each budget line in order to provide instant unencumbered balances for decision making and confirming the balances. 5. Issue monthly Status of Allotment to all cost centres or on as and when required. 6. Analyze the budget to foresee any deviation or expected savings for the redeployment of funds to undertake unbudgeted projects that have been prioritized to meet the operational needs. 7. Prepare Budget Performance Report for the mission showing the actual expenditure of field, HQ and the consolidated amounts at the end of each financial period by providing a comprehensive justification for under/over expenditure against various line items and thereafter review them with the CMS for obtaining his approval before submission to UNNY. 8. Respond to any query received from OMS/DPKO and OPPBA for further clarification and finalization of Budget Performance Report. 9. Attend and hold meetings at the end of the budget period identifying and justifying the resulted variances for submission to UNHQ. 10. Attend and hold meetings, briefings and consultative sessions to guide and train concerned staff on matters related to the budget and budget policies. 11. Keep abreast of current and new concepts relating to budgeting. 12. Co-ordinate audit responses pertaining to all aspects of mission's budgetary matters. 13. Other ad-hoc duties related to budget matters assigned by the Supervisor 14. Manage Trust fund that has been established for the local police

Summarize any of Your Achievements

**I have been involved in MINURCAT since February 2008, initially on TDY, and have been establishing the budget unit.**

Reasons for Leaving

**better prospects**

Job Title <b>Chief Budget Officer</b>		Type of Business <b>Peace keeping</b>	From - To <b>01/04/2006 - 01/07/2008</b>
Name of Employer <b>UN/ DPKO</b>		Name of Supervisor <b>Milan Trojanovic</b>	
Salaries per Annum:			
Starting	Final	Currency Paid <b>USD</b>	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address <b>pachisia@un.org</b>	
Address of Employer <b>Iraq</b>			
Number of Employees Supervised by You <b>3</b>			
Description of Duties <b>1. Initiate the budget preparation process and oversee the development of cost estimates document after receiving the inputs from all the sections review it with Budget Review Committee (BRC) &amp; CAO for finalization and onward submission to UNHQ. 2. Prepare responses to any query raised by UNHQ. 3. Oversee that all requisitions raised in MERCURY system are coded correctly and are in conformity with drafted cost estimate. 4. Develop a computerized tracking system to monitor and record the expenditures against each budget line in order to provide instant unencumbered balances for decision making and confirming the balances. 5. Issue monthly Status of Allotment to all cost centres or on as and when required. 6. Analyze the budget to foresee any deviation or expected savings for the redeployment of funds to undertake unbudgeted projects that have been prioritized to meet the operational needs. 7. Prepare Budget Performance Report for the mission showing the actual expenditure of field, HQ and the consolidated amounts at the end of each financial period by providing a comprehensive justification for under/over expenditure against various line items and thereafter review them with the CAO for obtaining his approval before submission to UNNY. 8. Respond to any query received from OMS/DPKO and OPPBA for further clarification and finalization of Budget Performance Report. 9. Attend and hold meetings at the end of the budget period identifying and justifying the resulted variances for submission to UNHQ. 10. Attend and hold meetings, briefings and consultative sessions to guide and train concerned staff on matters related to the budget and budget policies. 11. Keep abreast of current and new concepts relating to budgeting. 12. Co-ordinate audit responses pertaining to all aspects of mission's budgetary matters. 13. Other ad-hoc duties related to budget matters assigned by the Supervisor.</b>			
Summarize any of Your Achievements <b>The mission never had a qualified Chief Budget officer since inception. Therefore the mission lacked many aspects of budget control mechanisms. I introduced the new format of "Status of Allotment" that would be fully consistent with the financial records of the mission. During the course of this assignment I was a active member and alternate chairperson of LCC, Chairperson of SPA Panel, Security Zone warden and Chairperson of the cafeteria committee. Additionally, I was also a bank signatory in all the mission's banks.</b>			
Reasons for Leaving <b>Better prospects</b>			

Job Title <b>Budget officer</b>		Type of Business <b>Peacekeeping</b>	From - To <b>01/08/2004 - 01/03/2006</b>
Name of Employer <b>UN/DPKO</b>		Name of Supervisor <b>Patrick Daveney</b>	
Salaries per Annum:			
Starting <b>68706</b>	Final <b>78000</b>	Currency Paid <b>USD</b>	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>963119600025</b>		Email Address <b>vikrampachisia@hotmail.com</b>	
Address of Employer <b>Syrian Arab Republic</b>			
Number of Employees Supervised by You <b>1</b>			
Description of Duties <b>1. Development of Cost estimates for each Fiscal Year. 2. Submit the annual Budget requirements to UNHQ. 3. Preparation of Performance report for the preceding financial year and explanation of connected variances. 4. Issue a monthly Status on Allotment advises to all account holders. 5. Analyze the Budget and bring all deviations to the knowledge of the CAO. 6. Prepare annual cost estimates for Japanese Trust Fund to be submitted to UNHQ. 7. Oversee the requisitions amount in MERCURY system. 8. Prepare a computerized tracking and reporting system for the recording of expenditures and also to provide update information on availability of funds at any given time. 9. Keep the management aware of all the changes in Finance Regulation and rules of UNHQ.</b>			
Summarize any of Your Achievements <b>Established a monthly funds tracking system</b>			
Reasons for Leaving <b>Got a promotion in UNAMI, Iraq</b>			

Job Title <b>Municipal Budget and Finance Officer</b>		Type of Business <b>Civil Administration</b>	From - To <b>01/04/2002 - 01/08/2004</b>
Name of Employer <b>UNMIK</b>		Name of Supervisor <b>Anil Vasisht</b>	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>68306</b>	<b>68306</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>38138504604</b>		Email Address <b>vikrampachisia@hotmail.com</b>	
Address of Employer <b>Yugoslavia</b>			
Number of Employees Supervised by You <b>52</b>			
Description of Duties <b>1. Preparation of annual Budget for the Municipality of Pristina(Capital of Kosovo). 2. Monitoring and establishing control over Municipal revenue collection. 3. Preparation of Periodic reports for the management. 4. Monitoring the salaries and other expenditures in comparison to the budgetary allocation approved by the Municipal Assembly. 5. Reconciliation of bank accounts. 6. Reconciliation of accounts with Central Fiscal Authority. 7. Monitoring the minorities budget as provided and approved by Central Fiscal Authority. 8. Supervision and guidance of the local staff 9. Establishment od procurement system commensurate with the needs of the Municipality. 10. Establishing the public tendering system. 11. Establishing transparent and fair procurement system.</b>			
Summarize any of Your Achievements <b>The local staff (Kosovar) had been trained adequately to handle the routine matter efficiently. Local staff had been imparted the right training for the purposes of financial management. Local staff had been trained to prepare budget and also maintain the track on the expenditure trend. Local staff had been trained to maintain best financial discipline. The competencies of the local Staff to manage financial issues had been certified by Deloitte and Touche.</b>			
Reasons for Leaving <b>The mission in Kosovo was downsizing and the competencies were being handed over to the local staff gradually. It was also advisable to utilize the experience gained in UNMIK to be applied in other missions of the United Nations.</b>			

Job Title <b>Municipal Budget and Finance Officer (UNV)</b>		Type of Business <b>Civil Administration</b>	From - To <b>01/01/2000 - 01/03/2002</b>
Name of Employer <b>United Nations mission in Kosovo</b>		Name of Supervisor <b>Siegfried Brenke</b>	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>24216</b>	<b>24216</b>	<b>USD</b>	Is this a position within the UN Common System? <b>No</b>
Telephone Number <b>38138504604</b>		Email Address <b>pachisia@un.org</b>	
Address of Employer <b>Yugoslavia</b>			
Number of Employees Supervised by You <b>52</b>			
Description of Duties <b>The duties were as follows: 1. Preparation of annual budget for the Municipality of Pristina. 2. Monitoring and establishing control over municipal revenue collection. 3. Preparation of periodic reports for the Municipal Management. 4. Monitoring the salaries and other expenditures in comparison to the bugetary allocations approved by the municipal assembly. 5. Reconciliation of bank accounts. 6. Reconciliation of accounts with the Central Fiscal Authority. 7. Supervision and guidance of National staff. 8. Establishment of procurement prociedures commensurate with the needs of the Municipality. 9. Establishing the public tendering system. 10. Establishment of fair and transparent procurement system.</b>			
Summarize any of Your Achievements <b>1. The national staff of Kosovo has been trained adequately to handle the routine financial and budgetary matters of the municipality properly and efficiently. 2. National staff has been imparted necessary training for the purpose of financial management. 3. National staff has been trained to compile a balanced budget. 4. National staff has been trained to maintain track of the expenditure pattern. 5. National staff has been trained to maintain financial discipline. 6. The competencies of the national staff to manage the financial affairs of the municipalities have been certified by Deloitte and Touche.</b>			
Reasons for Leaving <b>As I was interested in career advancement, I applied and got selected for a professional post.</b>			

Job Title <b>Country manager</b>		Type of Business <b>Manufacturing</b>	From - To <b>01/01/1996 - 01/12/1999</b>
Name of Employer <b>Pt.Indorama Synthetics</b>		Name of Supervisor <b>Arun Taneja</b>	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>24000</b>	<b>30800</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>62215261501</b>		Email Address <b>tanejaa@indorama.com</b>	
Address of Employer <b>Indonesia</b>			
Number of Employees Supervised by You <b>8</b>			
Description of Duties			

1. Setting up the office for the first time in Africa. 2. Training staff for cotton selection. 3. Negotiation of cotton prices and other terms of purchase of cotton. 4. Ensuring timely shipment of cotton to manufacturing facilities. 5. Arranging collection of cotton bales from ginneries and managing logistics till the port of shipment.

Summarize any of Your Achievements

The performance was exceedingly good as the office in Tanzania was made operational against all odds. The company came to be recognized and acknowledged as a serious buyer. All the suppliers gave proper attention to the requirements of the company as this was the only consumer-buyer. The company had assured a continuous supply of raw cotton throughout the year. The company was able to save \$250,000 annually out of this operation. The company was able to eliminate the need of middlemen in the buying process.

Reasons for Leaving

In 1998 and 1999, the cotton crop failed to meet the qualitative and quantitative requirements of the company. The company decided to wind up the office set-up in Tanzania. To serve United Nations.

Job Title <b>Finance Controller</b>		Type of Business <b>Textile</b>	From - To <b>01/04/1994 - 01/12/1995</b>
Name of Employer <b>Loyal Syntex Processors Ltd.</b>		Name of Supervisor <b>Vijay Mehra</b>	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>275000</b>	<b>310000</b>	<b>INR</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>91223438343</b>	Email Address <b>vijaymehra@hotmail.com</b>		
Address of Employer <b>India</b>			
Number of Employees Supervised by You <b>35</b>			
Description of Duties <b>1. The over all management of the organization. 2. Liaising with the Government agencies and departments for the setting up of the project. 3. Liaising and negotiating with the banks and financial institutions for the grant of Term loan and Working capital needs. 4. Liaising with the Tax and Excise departments. 5. Setting up of Network accounting system. 6. Setting up of effective costing system. 7. Managing the day-to-day affairs of the organization. 8. Ensuring the preparation of periodic reports for the Board of Directors.</b>			
Summarize any of Your Achievements			
<b>1. My involvement was from set-up stage and planning stage to the commercial production stage. 2. Adequate arrangements were made for funding of plant and machinery and also for the working capital of the organisation. 3. It was also ensured that the dates committed to the board of Directors for the commercial production was met. 4. The Company enjoyed good reputation with the customers and vendors. 5. The quality of finished products was uniform and consistent. 6. The prices that the finished products fetched in the market was higher than the competitors.</b>			
Reasons for Leaving			
<b>For better prospects and taking up the challenging project of Setting up of a new office in Africa for the company based in Indonesia. The field of operation was cotton selection and shipments. This happened to be a new and challenging opportunity.</b>			

Job Title <b>Director- Finance</b>		Type of Business <b>Textile</b>	From - To <b>01/04/1993 - 01/03/1994</b>
Name of Employer <b>Texlon Nigeria Ltd</b>		Name of Supervisor <b>C.H.Vaswani</b>	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>12500</b>	<b>12500</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address		
Address of Employer <b>Nigeria</b>			
Number of Employees Supervised by You <b>12</b>			
Description of Duties <b>1. Managing the day to day affairs of the department 2. Managing the finances of the company 3. Negotiations with the banks for further disbursements Loan/ reschedulements. 4. Liaising with the tax and other government departments 5. Setting up of Network environment 6. Setting up of effective costing system 7. Setting up of effective cash control system, as major sales were in cash.</b>			
Summarize any of Your Achievements			
<b>In spite of difficult financial circumstances further loan was arranged with a bank, namely, NAL Merchant Bank. The company had an fire accident and in order to come out of the loss, adequate and timely followup was done with the insurance companies to pay the claim.</b>			
Reasons for Leaving			
<b>The policies of the company in terms of employer-Employee relationship left much to be desired.</b>			

Job Title <b>Finance Executive</b>		Type of Business <b>Manufacturing</b>	From - To <b>01/05/1987 - 01/02/1993</b>
Name of Employer <b>Solar Synthetics Pvt.Ltd.</b>		Name of Supervisor <b>Hardeep Mehra</b>	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>120000</b>	<b>225000</b>	<b>INR</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address		

<b>91226341222</b>	<b>hmehra21@hotmail.com</b>
Address of Employer <b>India</b>	
Number of Employees Supervised by You <b>5</b>	
Description of Duties <b>1. Involved from the project inception stage. 2. Selection of site 3. Getting the requisite licences and clearances from Government bodies 4. Setting up of accounting system 5. Setting up of MIS system 6. Setting up of effective costing system 7. Annual Audit 8. Arrangement of Working Capital requirements.</b>	
Summarize any of Your Achievements <b>The company was able to commence commercial production in time. Timely repayments of the loans enhanced the reputation of the company within the lender community. Establishment of systems in the Finance office. MIS and other related reports were presented in time to the management.</b>	
Reasons for Leaving <b>The company intended to diversify and expand but these plans could not materialize due to some unknown reasons. Therefore I decided to look for better options after a working relationship of almost 6 years.</b>	

Job Title <b>Audit Manager</b>	Type of Business <b>Accounting</b>	From - To <b>01/05/1985 - 01/03/1987</b>
Name of Employer <b>Ernest Young International</b>	Name of Supervisor <b>H.N.Goyal</b>	
Salaries per Annum: Starting                      Final                      Currency Paid                      Is this a civil servant position of your Government? <b>No</b> <b>72000</b> <b>84000</b> <b>INR</b> Is this a position within the UN Common System? <b>Yes</b>		
Telephone Number <b>91222873481</b>		Email Address
Address of Employer <b>India</b>		
Number of Employees Supervised by You <b>4</b>		
Description of Duties <b>1. Auditing of Corporate entities,i.e. conducting the statutory Audits and reporting on the same to the board of Directors. 2. Manangement Audit , were conducted for specific purposes as assigned by the Management. 3. Internal Audits,were conducted as these were mandatory by law.</b>		
Summarize any of Your Achievements <b>A team of efficient and dedicated staff was established to undertake special assignment Audits</b>		
Reasons for Leaving <b>The nature of responsibilities were getting monotonous. Private sector offers better scope for exhibiting competencies. The remuneration package was almost stagnant.</b>		

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

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

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

## Address

1606, Brampton Towers  
75, Charolais Boulevard  
Brampton Ontario Canada  
Telephone: 1-905-2165295  
Fax: 1-647-2735245  
Contact: Adityavikram Pachisia

## Address

United Nations Assistance Mission in CAR and Tschad

NDjamena Ndjamena Chad  
Telephone: 235  
Fax: 235-6900025  
Contact: Adityavikram Pachisia

## 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
Mujahid ALAM	Chief of Mission	MONUC Congo	242242175-2000 mujahidalam@hotmail.com
Dmitry POZHIDAEV	Dy.MunicipalAdministrator	UNMIK Congo	38138504604 pozhidaev@un.org
Sujata SAUNIK	Civil Services	UNMIK Congo	38138504604 saunik@un.org



## Personal History Profile for Carlos POLCARO SOARES

## General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
POLCARO SOARES	Carlos	Alberto	
2. Date of Birth	3. City of Birth	Country of Birth	Index No
11/10/1953	Montevideo	Uruguay	
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Uruguay	Uruguay	Uruguay	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Male	180	80	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?			
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: polcaro@un.org			

## Education

List all university degrees or equivalent qualifications obtained.

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

Name of School	City, Country	From - To
Army Logistics Management College	Ritchmond VA United States of America	Aug-1997 - Dec-1997
Main Course of Study		Certificate or Diploma
Logistics and Administration		Diploma/Certicate of completion

Name of School	City, Country	From - To
Defense Language Institute	San Antonio United States of America	Jan-1997 - Mar-1997
Main Course of Study		Certificate or Diploma
Specialized English Course		Diploma

Name of School	City, Country	From - To
Staff College	Montevideo Uruguay	Mar-1996 - Dec-1996
Main Course of Study		Certificate or Diploma
Military Siences, Strategic, Operational and Logistic Management		Staff College Diploma

Name of School	City, Country	From - To
Intelligence	Montevideo Uruguay	Mar-1983 - Dec-1983
Main Course of Study		Certificate or Diploma
Intelligence		Diploma

Name of School	City, Country	From - To
High School	Montevideo Uruguay	Mar-1967 - Dec-1973
Main Course of Study		Certificate or Diploma
Administration		Bachelor

## Employment

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

Job Title	Type of Business	From - To
Acting Regional Administrative Officer	Administration and Logistics	01/10/2008 -
Name of Employer		Name of Supervisor
MONUC		Hany Abdel-Aziz
Salaries per Annum:		
Starting	Final	Currency Paid
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Is this a civil servant position of your Government? No		

<b>70000</b>	<b>70000</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address
Address of Employer <b>Congo, Dem. Rep.</b>		
Number of Employees Supervised by You		
Description of Duties <p>The RAO's overall responsibilities are as follows: 1. Reports to the DMS, and ensures overall coordination and effective implementation of all administrative support provided by the Field Operations Managers (FOMs) within the Region. The RAO is the FRO for all the Senior Section Regional Representatives including COE, PCIU, CRB and Staff Counselling as well as his/her immediate staff, and the additional reporting officer for the FOMs and SOMs in his/her region. 2. Provides advice and guidance to HoOs &amp; FOMs on administrative support that can be provided within the following parameters: UN's Financial Rules and Regulations, Staff Rules, administrative policies, instructions, specific delegations of authority and in addition to mission and regional priorities. 3. Liaises with Brigade Headquarters on a continual basis regarding operational plans and associated support. 4. Travels regularly to all sites in the mission area to work closely with HoO/FOMs to monitor progress and support. 5. Coordinates all resources within the region to ensure their optimum utilization. 6. Provides daily supervision for personnel of oversight units and mission functions represented at the regional level, e.g. COE, PCIU, PSB, and Staff Counselling. 7. Provides weekly reports to Mission HQ and also informs mission HQ of any important development and vital incidents. 8. Validates Contingent-Owned Equipment (COE) verification reports submitted in the area of operation before the Regional COE Unit submits reports to Kinshasa for processing. B. Financial Responsibility / Account Codes 1. Functions as a certifying officer for requisitions and requests for MOD utilizing Budget Account Codes (BACs) allocated to the Region, within the limits delegated by the DMS and in conformity with UN Financial Rules and Regulations, except for those locations where a FOM is not a certifying officer. Note: where the FOM is a certifying officer, the FOM manages BACs allocated t</p>		
Summarize any of Your Achievements <p>I have been able to implement an administrative and logistics system to support 18000 troops on operations with the support of 1500 Int and Nat civilian staff</p>		
Reasons for Leaving <p>current appointment</p>		

Job Title <b>Senior Administrative Officer O/DDMS and Field Support Coordinator</b>	Type of Business <b>Administration and Logistics</b>	From - To <b>01/09/2007 - 01/10/2008</b>
Name of Employer <b>UN MONUC</b>	Name of Supervisor <b>Hany Abdel-Aziz</b>	
Salaries per Annum: Starting <b>70000</b>	Final <b>70000</b>	Currency Paid <b>USD</b>
Is this a civil servant position of your Government? <b>No</b>		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address <b>polcaro@un.org</b>
Address of Employer <b>Congo, Dem. Rep.</b>		
Number of Employees Supervised by You <b>23</b>		
Description of Duties <p>Serve as the primary focal point for RAOs/FOMs, who wish to action or coordinate administrative and logistics matters. Coordinate, follow up and take action on administrative matters as Senior Administrative officer in the DDMS's office. RAOs/FOMs will be guided accordingly on all administrative matters as required ensuring a smooth and continuous flow of information enhancing an effective decision making process at all levels. Ensure that logistic and administrative support is delivered to the field in a timely manner in close coordination with the CISS, CAS and Section Chiefs. Provide guidance to RAOs/FOMs in order to achieve efficient and effective reporting procedures which allow immediate response at the required level. Matters of concerns on logistics and administrative issues reported weekly by the RAOs/FOMs will be addressed at the Section chiefs' level if necessary and followed up accordingly providing adequate responses. Support and assists DMS on day to day operations as required, representing him on Integrated planing team, elections planning and UN Agencies forums. As DDMS's Senior Administrative Officer will produce and oversee decision papers and administrative plans, coordination of budgetary issues, oversee incoming documentation to DDMS's office taking actions as required signing and certifying documents as directed, oversight and management of personnel reporting to DDMS's office. Ensure an accurate work flow of information to allow an effective and efficient decision making process.</p>		
Summarize any of Your Achievements <p>Since my arrival I have been working along with the Budget Office providing assistance on field matters to streamline and enhance future organization charts at regional and field level encompassing and adapting the new administrative structure for future budget submission. I have prepared support plans for the integration of region 2 and 3 into region east. Reporting procedures and coordination with Section Chiefs has been done effectively and efficiently. I have visited the eastern part of the mission assisting the DMS on his familiarization visit to Entebbe SB, Bunia, Goma and Bukavu where matters of concern were addressed at the proper level. Major improvements were developed in coordination with UN Agencies and UN Country Team towards the implementation of UN Support strategy for stabilization and security in DRC. Currently I'm the co-chairman of the Operational Management Team along side with the UNDP Director of Operations for DRC</p>		
Reasons for Leaving <p>Appointed as ARAO East</p>		

Job Title <b>Field Administrative Officer and acting Regional Administrative Officer since January 2007</b>	Type of Business <b>Administration</b>	From - To <b>01/04/2006 - 01/09/2007</b>
Name of Employer <b>United Nations</b>	Name of Supervisor <b>Alpha Sow</b>	
Salaries per Annum: Starting	Final	Currency Paid
Is this a civil servant position of your Government? <b>No</b>		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address <b>polcaro@un.org</b>
Address of Employer <b>Congo, Dem. Rep.</b>		
Number of Employees Supervised by You <b>500</b>		
Description of Duties		

1) Guarantee administrative, including logistic, support to MONUC's Electoral Division for all scheduled elections in DRC during the reporting period in accordance with HoO's guidelines. 2) Monitor continued administrative support to existing MILOB Team Sites and supervise smooth and timely support for deployment of new TS. 3) Plan and coordinate administrative support to the existing and future military deployment in the South Kivu Region as per MoU. 4) Coordinate logistic support to all on-going and future DDR and DDRRR activities in the region as per MONUC's mandate. 5) Plan and monitor logistic support to military units in South Kivu's region engaged in Joint Operations with FARDC and observe adherence to MONUC's accounting requirements. 6) Monitor administrative support provided to South Kivu HoO and other Substantive Units in S.K. 7) Provide technical and regulatory oversight of specialist functions within S.K. 8) Maintain efficient and timely consultation/reporting with RAO and Section Chiefs at MHQ on technical matters when required. 9) To ensure that JLOC Bukavu will provide coordination and oversight to all request for additional support from SK Bgde and all other military elements (3000 approx) deployed in S.K. and in accordance to MOUs. 10) Provide coordination and oversight to TPT to achieve the indicators formulated in 2006/07 RBB, specifically 15 per cent reduction in the number of traffic accidents, 95 per cent availability of light vehicles, 20 per cent reduction in the average daily consumption of fuel per vehicle and improvement of fuel management through installation of CARLOG systems. 11) Monitor that UNOE is utilized in the most cost effective and efficient way. 12) Forecast, analyze, plan and timely submit to the RAO administrative and logistics requirements. 13) Maintain efficient communication links with SOM Uvira and respective OICs. 14) Support the establishment of the new administrative structure

Summarize any of Your Achievements

I have developed an Admin and Logistics system which succeeded to support elections in South Kivu Congo DRC. As FOM and acting RAO I have been able to support around 6000 troops on operations with 750 civilian staffs accordingly. Senior management responsibility has been assigned to me with delegation of authority to manage personnel and assets on a large variety of fields like; air ops, movement control, communications, IT, supply, engineering, transport, human resources, staff counseling, medical, finance and the various sub units of the mentioned sections. As FOM/ A RAO day to day operations include meetings and personal contacts with managers to make consensual decisions on the above mentioned fields which are vital for the smooth functioning of the whole sector. Therefore, I have achieved a good knowledge in the technical field of work in general and in the specific areas under my supervision. I have been planning and organizing long and medium term operations having the ability to apply flexibility when required particularly on supporting the ever changing military operations which are always subject to unexpected political and negative forces developments. I have been always leading multi-ethnics/multicultural teams in a wide variety of situations during operations in the field and at the office. I have been able to work and integrate a positive gender approach achieving a gender balance. As FOM/RAO region 3 I have produced work plans towards the implementation of a client oriented policy in all sections incorporating different systems to improve and enhance commitment to service. In terms of management I have been able to manage personnel and assets on cost effective/efficiency basis taking decisions at Region level which in some cases make the basis for wide mission policies.

Reasons for Leaving

Posted in Kinshasa as SAO/DDMS office.

Job Title <b>OIC JLOC Ituri</b>	Type of Business <b>Administration and Logistics</b>	From - To <b>01/08/2004 - 01/04/2006</b>
Name of Employer <b>MONUC DPKO</b>	Name of Supervisor <b>Gianni Deligia</b>	
Salaries per Annum:		
Starting	Final	Currency Paid
<b>72000</b>	<b>72000</b>	<b>USD</b>
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address <b>polcaro@un.org</b>
Address of Employer <b>Congo, Dem. Rep.</b>		
Number of Employees Supervised by You <b>16</b>		
Description of Duties <b>Coordinate the activities of integrated support sections in order to support approximately 5000 troops in Ituri region. Authorize military MOPs in order to maintain accurate records of personnel moving into the AOR. Approve all support requests coming from contingents, military observers, civilian police and civilian components as required. Lead and/or organize reconnaissance parties to set up logistics structures supporting military and civilians deployments in Ituri region. Prepare and deliver presentations on logistics and administrative developments in Ituri to different authorities at all levels. Provide training to incoming personnel particularly on preparation for future electoral activities. Support the disarmament process and reintegration of ex combatants in coordination with other UN agencies and government officials. Act as OIC Administration in the absence of the SRAO. I'm also performing as certifying officer and as Area Security Coordinator ASC for Ituri region</b>		
Summarize any of Your Achievements <b>Integration of G4 cell into the JLOC structure. Consolidation of contract with freight forwarding agency to deliver supplies by road from Uganda to Bunia. ES achieve substantial improvements of Bunia runway with JLOC support and coordination. Deployment of troops and establishment of DCR site by road to many different places. Deployment of troops to ARU, Mongwalu, Aveba, Gina, Mahagi etc. I have been able to improve and maintain a good logistics system capable to support more than 5000 troops and 300 civilian staffs in Ituri region. In coordination with the RAO we have been able to develop an exemplary Report and Evacuation Center in Bunia which also serve as recreation and welfare facility for troops and International and National staffs.</b>		
Reasons for Leaving <b>Reassigned to Bukavu as Field Operation Manager</b>		

Job Title <b>Regional Administrative Officer in Kindu</b>	Type of Business <b>Administration</b>	From - To <b>01/03/2004 - 01/08/2004</b>
Name of Employer <b>United Nations</b>	Name of Supervisor <b>Marcel Savard</b>	
Salaries per Annum:		
Starting	Final	Currency Paid
<b>68000</b>	<b>68000</b>	<b>USD</b>
		Is this a civil servant position of your Government? <b>No</b>
		Is this a position within the UN Common System? <b>Yes</b>
Telephone Number <b>24381890</b>		Email Address <b>polcaro@un.org</b>
Address of Employer <b>Congo, Dem. Rep.</b>		
Number of Employees Supervised by You <b>200</b>		
Description of Duties <b>The RAO is responsible for the provision of all logistical and administrative support services in their assigned Areas of Responsibilities (AORs). Each RAO is responsible for the development and operation of a responsive support structure for the effective, timely and cost-efficient delivery of all support activities and services to all Mission components present in his AOR, in accordance with the Mission's mandate and in full compliance with the Financial Rules and Regulations, the Staff Regulations, and any other administrative policies, instructions and specific delegations of authority by the DOA.</b>		
Summarize any of Your Achievements <b>Improvement of supply chain to support up to 1200 troops from South Africa, Bolivia and Uruguay. Develop welfare structure. Support establishment of electoral commission</b>		

Reasons for Leaving  
**Reassignment to Ituri**

Job Title <b>Sector Administrative Officer (SAO) in Mbandaka</b>	Type of Business <b>Administration</b>	From - To <b>01/06/2003 - 01/03/2004</b>
Name of Employer <b>MONUC</b>	Name of Supervisor <b>Mr. Marcel Savard</b>	
Salaries per Annum: Starting                      Final                      Currency Paid                      Is this a civil servant position of your Government? <b>No</b> <b>68000                      68000                      USD                      Is this a position within the UN Common System? <b>Yes</b></b>		
Telephone Number <b>0012129630103</b>		
Email Address		
Address of Employer <b>Congo, Dem. Rep.</b>		
Number of Employees Supervised by You <b>110</b>		
Description of Duties <b>The SAO is responsible for the provision of all logistical and administrative support services in their assigned Areas of Responsibilities (AORs). Each SAO is responsible for the development and operation of a responsive support structure for the effective, timely and cost-efficient delivery of all support activities and services to all Mission components present in his AOR, in accordance with the Mission's mandate and in full compliance with the Financial Rules and Regulations, the Staff Regulations, and any other administrative policies, instructions and specific delegations of authority by the DOA.</b>		
Summarize any of Your Achievements <b>After seven months of service as SAO, I have improved the support structure in Sector 1 particularly developing security measures to allow further commercial traffic on the Congo river. As Mbandaka city is very poor and limited there are not many social activities, I have established a Welfare committee in order to integrate civilian and military personnel with national staffs in social activities towards a better understanding on UN tasks and mission objectives. Also the supply chain management and responsiveness to deliver services and materials has been enhanced.</b>		
Reasons for Leaving <b>New assignment as RAO Kindu</b>		

Job Title <b>Chief Mission Support Planning Unit</b>	Type of Business <b>Administration and Logistics</b>	From - To <b>01/12/2001 - 01/06/2003</b>
Name of Employer <b>United Nations</b>	Name of Supervisor <b>Mr Marcel Savard</b>	
Salaries per Annum: Starting                      Final                      Currency Paid                      Is this a civil servant position of your Government? <b>No</b> <b>69000                      69000                      USD                      Is this a position within the UN Common System? <b>Yes</b></b>		
Telephone Number		
Email Address <b>polcaro@un.org</b>		
Address of Employer <b>Congo, Dem. Rep.</b>		
Number of Employees Supervised by You <b>4</b>		
Description of Duties <b>The CMSPU produced the applicable support annexes to the Campaign Plan(s) in coordination with the following sections: ISS, AS and the UN Agencies based on signed MOUs. In coalition with different Sections provide necessary guidance to produce the Mission Support Plans while not infringing on the Sections autonomy to plan and manage their resources. The Chief MSPU also is responsible to provide the appropriate guidance to the Services Planning Units (ISS &amp; AS) required in the developmental phase in order to maintain synergy and dynamism in the planning process. Also establish the Mission Support Planning Group composed as follows: ISS/AS Planning Officers, Chief DDRRR Support Cell, G3 Plans, CIVPOL Planning Officer, other ISS or AS chiefs as necessary. Provide training to ISS and AS military and civilian staff involved in the support planning process. In cases of changes to the missions mandate, provide an early advice to adjust the MSP.</b>		
Summarize any of Your Achievements <b>Deploy and sustain military units and civilian staff in DRC. The CMSPU has conducted reconnaissance missions as directed by the DOA, producing applicable plans to deploy units and civilian personnel into Kisangani, Kindu, Bukavu, Lubero and Bunia. CMSPU has produced the Mission Support Plan, the Mission Storage and Distribution Plan as well as applicable plans to downsize or close down Coordination Centers as Ilebo, Manono and Basankusu which had been done successfully. Also, I have been appointed as SAO in Kisangani from 12 May 2002 to 15 June 2002 to receive equipment and personnel and develop the Level III Logistic Base to support the entire east side of the country, which have been done during that difficult period facing several problems with congolese factions fighting each other as known.</b>		
Reasons for Leaving <b>Appointed as Sector Administrative Officer in Mbandaka on 01 June 2003</b>		

Job Title <b>Asmara Camp Administrator (Program Manager)</b>	Type of Business <b>Administration and Logistics</b>	From - To <b>01/04/2001 - 01/12/2001</b>
Name of Employer <b>United Nations</b>	Name of Supervisor <b>Mr Ian Divers</b>	
Salaries per Annum: Starting                      Final                      Currency Paid                      Is this a civil servant position of your Government? <b>No</b> <b>68000                      68000                      USD                      Is this a position within the UN Common System? <b>Yes</b></b>		
Telephone Number		
Email Address		
Address of Employer <b>Eritrea</b>		

Number of Employees Supervised by You

**45**

Description of Duties

**-Coordinate and facilitate the construction of the 5 Star Camp in Asmara.-Inform the CAO and CISS of Program Development.-The Program Manager perform his duties in close and direct coordination with the Section Chiefs, Chief Medical Officer and G4 to assist and coordinate the workload among the different sections or branches.-The P.M. has the authority to prioritize the work effort of International, Military and Local recruited personnel when performing activities as directed by the Section Chiefs in connection with this program.-The aim of the Program Manager is to provide a proactive vision in order to integrate the activities of the UNMEE personnel, being the point of contact for all related matters within the 5 Star Camp. The P.M. shall include planning and budgeting considerations for the start-up of the project and sustaiment. Integration of civilian and military capabilities; supply chain management of UN camps; transportation, communication, engineering; medical etc.**

Summarize any of Your Achievements

**As Asmara Camp Administrator I have finalized the construction of different camps in Asmara which allows the integrity of the mission allocation towards a most cost-effective distribution of personnel and assets. Those camps were key to reduce costs providing services to military personnel at UN standards.**

Reasons for Leaving

**Reassignment to MONUC**

Job Title		Type of Business		From - To
Deputy Chief Integrated Support Services		Administration and Logistics		01/12/1999 - 01/02/2001
Name of Employer		Name of Supervisor		
United Nations		Col James Baxter COS		
Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No	
50000	50000	USD	Is this a position within the UN Common System? Yes	
Telephone Number		Email Address		
		polcaro@un.org		
Address of Employer				
Congo, Dem. Rep.				
Number of Employees Supervised by You				
35				
Description of Duties				
<b>-From the beginning of the mission on Dec 99, performed all ISS duties -Executing the policy and priorities of logistic and technical support as directed by the CISS/COS- Coordinating with other divisions and staff concerning logistic and technical support and information management for their areas.-Day to day management of the mission support and logistic work programs.-Assisting in negotiations with appropriate national authorities regarding logistic support to the mission, and liaison with UN Agencies.-Providing logistic and technical support advise to the Office of the CISS/COS.-I have been appointed as OIC ISS until Mr. Livio Calgaro has arrived to the mission on the 05/06/2000.- After that I have been performing as Chief of the Joint Logistic Operation Center JLOC until the end of TOD.</b>				
Summarize any of Your Achievements				
<b>I have implemented the logistic system in the mission as well as the Joint Logistic Operation Center structure. MONUC's logistics challenge is considered as one of the most difficult ones in the current UN Missions, JLOC structure and a service oriented discipline have been one of the milestone for the Mission's logistic and administrative success.</b>				
Reasons for Leaving				
End of TOD				

Job Title		Type of Business		From - To
Chief Logistics Division		Administration and Logistics		01/12/1997 - 01/12/1999
Name of Employer		Name of Supervisor		
Uruguayan Army		General Manuel Fernandez		
Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No	
12000	12000	USD	Is this a position within the UN Common System? No	
Telephone Number		Email Address		
Address of Employer				
Uruguay				
Number of Employees Supervised by You				
45				
Description of Duties				
<b>-Logistic planning for current military operations (transport, maintenance, supply, health support, misc.)activities.-Logistic planning for UN operations and supporting related activities.-Management and supervision of the planning, programming and budgetary system.-In charge of the planning and execution of the re-engineering of the Uruguayan Army Logistic System.-Senior instructor in staff college for logistics operations.-Execution of administrative and logistic operations towards the implementation of the Army support system in UN operations.</b>				
Summarize any of Your Achievements				
<b>The Uruguayan Army was able to support UN operations with a very limited budget under very difficult economic conditions. During my command we were able to develop a logistic system and support training for future UN operations.</b>				
Reasons for Leaving				
UN Mission				

Job Title		Type of Business		From - To
Staff officer		Admin and Logistics		01/03/1996 - 01/01/1997
Name of Employer		Name of Supervisor		
Uruguayan Army		Cnel Gonzalez		

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>6000</b>	<b>6000</b>	<b>UYU</b>	Is this a position within the UN Common System? <b>No</b>
Telephone Number		Email Address	
Address of Employer <b>Uruguay</b>			
Number of Employees Supervised by You			
Description of Duties <b>Supervise log and admin programs at division level following up on implementation including to support UN missions</b>			
Summarize any of Your Achievements <b>Develop log system and SOPs</b>			
Reasons for Leaving <b>Going to ALMC USA for LEDC</b>			

Job Title <b>Staff officer</b>	Type of Business <b>Admin and Logistics</b>	From - To <b>01/03/1994 - 01/12/1994</b>
Name of Employer <b>UN</b>		Name of Supervisor <b>UNUMOZ</b>

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>30000</b>	<b>30000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address	
Address of Employer <b>Mozambique</b>			
Number of Employees Supervised by You			
Description of Duties <b>Staff officer deployed as chief personnel officer in central region</b>			
Summarize any of Your Achievements <b>Develop and implementation of personnle system</b>			
Reasons for Leaving <b>End of tour of duty</b>			

Job Title <b>Milob</b>	Type of Business <b>Field operations</b>	From - To <b>01/12/1993 - 01/03/1994</b>
Name of Employer <b>UN</b>		Name of Supervisor <b>Mission in Liberia</b>

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>30000</b>	<b>30000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>No</b>
Telephone Number		Email Address	
Address of Employer <b>Liberia</b>			
Number of Employees Supervised by You			
Description of Duties <b>Military Observer deployed in Monrovia</b>			
Summarize any of Your Achievements <b>Deployed on the initial team to set up UN activities</b>			
Reasons for Leaving <b>Redeployed to Mozambique</b>			

Job Title <b>Staff officer</b>	Type of Business <b>Administration</b>	From - To <b>01/05/1992 - 01/09/1993</b>
Name of Employer <b>UN</b>		Name of Supervisor <b>UNTAC</b>

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>30000</b>	<b>30000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address	
Address of Employer			

Cambodia

Number of Employees Supervised by You

Description of Duties

Staff officer in the CMPO section

Summarize any of Your Achievements

Implementation of personnel system supporting and management of 22000 troops

Reasons for Leaving

End of tour of duty

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	Yes	Easily	Easily	Easily	Easily

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

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

## Address

Estigarribia 878  
Montevideo Uruguay  
Telephone: 598-2-7126820  
Contact: Carlos Polcaro

## Address

Av des Aviateurs 12 MONUC HQ Kinshasa  
DRC  
Kinshasa Congo, Dem. Rep.  
Telephone: 01-212-96381890 extension 4845  
Fax: 24-3-818907581  
Contact: Carlos Polcaro

## 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
Daniel AROCHA	Lawyer	Cerrito 513-Montevideo Uruguay	59829164353
Gaspar BARRABINO	Colonel	Garibaldi 2313-Montevideo Uruguay	59822081542
Omar CLARK	Medical Doctor	Plaza de los Olimpicos 614-Montevideo Uruguay	59826191417

## Personal History Profile for Anastase RWEGAYURA

## General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
<b>RWEGAYURA</b>	<b>Anastase</b>	<b>R</b>	
2. Date of Birth	3. City of Birth	Country of Birth	Index No
<b>07/04/1950</b>	<b>Bukoba</b>	<b>Tanzania, United Rep. of</b>	<b>467860</b>
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
<b>Tanzania, United Rep. of</b>	<b>Tanzania, United Rep. of</b>	<b>Tanzania, United Rep. of</b>	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
<b>Male</b>	<b>183</b>	<b>82</b>	<b>Married</b>
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? <b>No</b>			
Are there any limitations on your ability to perform in your prospective field of work? <b>No</b>			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? <b>No</b>			
13. What is your preferred field of work? <b>Public administration specialists</b>			
14. Would you accept employment for less than six months? <b>Yes</b>			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when?			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? <b>No</b>			
18. Email Address: <b>arwegayura@yahoo.com</b>			

## Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
<b>University of Westminster</b>	<b>London United Kingdom</b>	<b>Jul-1988 - Aug-1989</b>
Main Course of Study	Field of Study	
<b>Personnel Administration</b>	<b>Business &amp; Administration</b>	
Degree Title or Equivalent	Degree Type	
<b>MA Human Resources Management</b>	<b>Postgraduate degree</b>	

University Name	City, Country	From - To
<b>Mzumbe University.</b>	<b>Morogoro Tanzania, United Rep. of</b>	<b>Jul-1972 - Apr-1975</b>
Main Course of Study	Field of Study	
<b>Public Administration</b>	<b>Business &amp; Administration</b>	
Degree Title or Equivalent	Degree Type	
<b>Public Administration</b>	<b>Degree</b>	

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

Name of School	City, Country	From - To
<b>UN Senior Mission Administration and Resource Training (UN SMART) programme.</b>	<b>Brindisi Italy</b>	<b>Jan-2009 - Nov-2009</b>
Main Course of Study		Certificate or Diploma
<b>Six modules and three workshop for UN Senior Mission Administration and Resource Training.</b>		<b>Certificate</b>

Name of School	City, Country	From - To
<b>United Nations Institute for Training and Research (UNITAR)</b>	<b>Geneva Switzerland</b>	<b>Nov-2008 - Nov-2008</b>
Main Course of Study		Certificate or Diploma
<b>Negotiating for Conflict and Dispute Resolution</b>		<b>Certificate: Negotiating for Conflict and Dispute Resolution.</b>

Name of School	City, Country	From - To
<b>JICA Institute</b>	<b>Tokyo Japan</b>	<b>Jun-1994 - Jul-1994</b>
Main Course of Study		Certificate or Diploma
<b>Global Economics</b>		<b>Certificate in Global Economics</b>

Name of School	City, Country	From - To
<b>Eastern and Southern Africa Management Institute (ESAMI)</b>	<b>Arusha Tanzania, United Rep. of</b>	<b>Aug-1992 - Sep-1992</b>
Main Course of Study		Certificate or Diploma
<b>Procurement and Contract Management Course</b>		<b>Certificate</b>

Name of School	City, Country	From - To



<b>Royal Institute of Public Administration</b> Main Course of Study <b>Public Administration, International Relations</b>		<b>London United Kingdom</b>	<b>Jul-1980 - Nov-1980</b> Certificate or Diploma <b>Public Administration. International Relations</b>
Name of School <b>Tabora Boys' High School</b> Main Course of Study <b>Arts Subjects</b>		City, Country <b>Tabora Tanzania, United Rep. of</b>	From - To <b>Jan-1970 - Nov-1971</b> Certificate or Diploma <b>Certificate (A-Level)</b>
Name of School <b>Nyakato Secondary School</b> Main Course of Study <b>Arts and science subjects</b>		City, Country <b>Bukoba Tanzania, United Rep. of</b>	From - To <b>Jan-1966 - Dec-1969</b> Certificate or Diploma <b>Cambridge O-Level Certificate</b>

## Employment

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

Job Title <b>Senior Administrative Officer</b>	Type of Business <b>Mission Support</b>	From - To <b>01/09/2009 -</b>								
Name of Employer <b>UNAMID</b>		Name of Supervisor <b>Wolfgang Weiszegger</b>								
Salaries per Annum: <table> <tr> <td>Starting</td> <td>Final</td> <td>Currency Paid</td> <td>Is this a civil servant position of your Government? <b>No</b></td> </tr> <tr> <td><b>100916</b></td> <td><b>100916</b></td> <td><b>USD</b></td> <td>Is this a position within the UN Common System? <b>Yes</b></td> </tr> </table>			Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>	<b>100916</b>	<b>100916</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>							
<b>100916</b>	<b>100916</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>							
Telephone Number		Email Address <b>rwegayura@un.org</b>								
Address of Employer <b>Sudan</b>										
Number of Employees Supervised by You <b>14</b>										
Description of Duties <b>Represents the Director of Mission Support in the Sector and provides leadership to the Chiefs of Sections based in the Sector. Coordinates delivery of administrative and logistics support and services to the UNAMID substantive components, police and military elements deployed in the Sector. Provides oversight to compliance and acts as custodian of the UN Staff Regulations and Rules; Financial Regulations and Rules; various UN Policy Manuals and Mission-established directives, procedures and instructions issued by the DMS. Pays special attention to the running of thirteen team sites and strive to have civilian presence of Camp Managers/Facility Management Assistants along with military and police elements while premising decisions on foresight, advance planning, quality of work and value for money. Advises the Head of Office on matters of personnel and finance including their linkages to the UN regulations, rules, policies, instructions and procedures. Ensures that the Minimum Operational Security Standards (MOSS) and Minimum Operational Residential Security Standards (MORSS) are implemented at Sector HQ premises, Team Sites, and other UNAMID bases including UN-provided staff accommodation. Liaises with other UN agencies in the Sector on matters of mutual interest and concern, in particular on security matters pertinent to the safety of UN personnel and property in times of emergency. Prepares periodic activity reports usually weekly and monthly or as required and submit them to the Office of the DMS, Section Chiefs, and relevant stakeholders.</b>										
Summarize any of Your Achievements <b>Having the Sector HQ and Mission HQ located on one and the same location had until my arrival generated unsuitable overlapping of responsibilities including lack of clear chain of command resulting into poor accountability. Demarcations of work and supervisory responsibilities have since been established. Weekly meeting of Chiefs of Sections have been institutionalised. Weekly reports geared to address concerns of every individual Team sites have been developed and submitted on timely manner.</b>										
Reasons for Leaving <b>Still there</b>										

Job Title <b>Head, Taskforce for UNAMID Claims, PSB, BOI</b>	Type of Business <b>Mission Support</b>	From - To <b>01/06/2008 - 01/08/2008</b>								
Name of Employer <b>UNAMID</b>		Name of Supervisor <b>Mohamed Yonis and Wolfgang Weiszegger</b>								
Salaries per Annum: <table> <tr> <td>Starting</td> <td>Final</td> <td>Currency Paid</td> <td>Is this a civil servant position of your Government? <b>No</b></td> </tr> <tr> <td></td> <td></td> <td><b>USD</b></td> <td>Is this a position within the UN Common System? <b>Yes</b></td> </tr> </table>			Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>			<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>							
		<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>							
Telephone Number		Email Address <b>rwegayura@un.org</b>								
Address of Employer <b>Sudan</b>										
Number of Employees Supervised by You <b>0</b>										
Description of Duties <b>Support UNAMID to establish the functions together with commensurate permanent Boards, namely; the Claims Review Board; the Property Survey Board; and the Board of Inquiry.</b>										
Summarize any of Your Achievements										

**Drafted, coordinated legal reviews and secured DMS approval to broadcast the following working papers/documents: 1. Claims for Loss of/or Damage to Personal Effects – Information Circular No. UNAMID/IC/08/016 2. Terms of Reference and Procedures for UNAMID Claims Review Board (CRB) - Administrative Instruction No. UNAMID/AI/08/016 3. Instrument to establish the UNAMID CRB complete with one year membership 4. Terms of Reference and Procedures of UNAMID Headquarters Boards of Inquiry 5. Format for BOI Convening Order 6. Detailed structure of BOI Report 7. Terms of Reference and Procedures for UNAMID Local Property Survey Board (LPSB) - Administrative Instruction No. UNAMID/AI/08/017 8. Property Management and Accountability - Administrative Instruction No. UNAMID/AI/08/013 9. Instrument to establish the UNAMID LPSB complete with one year membership**

Reasons for Leaving

**Finished the assignment.**

Job Title <b>Chief, Secretariat of Boards and Committees (CRB/PSB/BOI/LCC)</b>		Type of Business <b>Mission Support</b>	From - To <b>01/01/2008 - 01/09/2009</b>
Name of Employer <b>United Nations (UNMIS)</b>		Name of Supervisor <b>Mr. Andrew Robertson</b>	
Salaries per Annum: Starting <b>87789</b>		Final <b>87789</b>	Currency Paid <b>USD</b>
		Is this a civil servant position of your Government? <b>No</b>	
		Is this a position within the UN Common System? <b>Yes</b>	
Telephone Number		Email Address <b>rwegayura@un.org</b>	
Address of Employer <b>Sudan</b>			
Number of Employees Supervised by You <b>11</b>			
Description of Duties <b>To provide leadership and day-to-day supervision of a diverse and multi-ethnic team designated to execute functions that fall under the Unit of Claims Review Board (CRB), Property Survey Board (PSB), Board of Inquiry (BOI) and Local Committee on Contracts (LCC). Specifically, to increase the quality of functions and services under CRB/PSB/BOI/LCC Unit, with special emphasis on timely response and adherence to applicable guidelines. To build trust and empower staff under my supervision through implementing a training plan that allows every member of the team to undertake at least one training course every year designed to improve efficiency and acquire knowledge of new functions. To increase the ability of the Unit's team to multi-task through assigning on basis of flexibility and rotation, added job roles on top of one's substantive responsibilities with the aim of developing the Unit's capacity for in-house staff substitute or replacement and maximize the ability to ease workload in sub-units experiencing periodic exigencies of work. To reissue or write new Administrative Instructions and/or Information Circulars taking into account past concerns and areas where critical guidance is noticeably wanting.</b>			
Summarize any of Your Achievements <b>I am very proud of a well motivated team that my colleagues and I continue to nurture. Its exemplar record was when in early 2009 all sub-units moved out of UNMIS Hq, traveled and camped for 20 days in the southern Sectors and carried out a successful PSB campaign that resulted in identifying and process write-off of previously unknown assets worthy of USD 2.0 million. We also view with satisfaction the success in managing third party claims activities which in spite of numerous vehicular accidents, UNMIS is one of the few missions that manages to handle all third party settlements with the local insurer without involving the global insurer AIG, this made possible through pragmatic and robust approach that set into motion an action oriented network to make contacts and settle with claimants as soon as accidents happen. We have managed to clear the backlog of BOI cases through invoking a prolonged dispensation from UNHQ to clear old cases using Head of Mission reports instead of BOI. Another significant achievement related to BOI is to insist on getting from Chiefs/ Heads of Sections/Offices, feedback within one month with regard to implementation of BOI recommendations. The insistence has been so strong that the Force Commander has resolved to follow up with numbered Force Commander's Directive. The drive to multi-task has resulted into training BOI Secretaries to be able to work as LCC Secretaries as well thus widening the pool of Secretaries that can manage increased LCC cases associated with end of financial year.</b>			
Reasons for Leaving <b>Promoted to P5</b>			

Job Title <b>Officer-in-Charge General Services Section.</b>		Type of Business <b>Administration</b>	From - To <b>01/02/2007 - 01/01/2008</b>
Name of Employer <b>United Nations - UNMIS</b>		Name of Supervisor <b>Ms. Heather Landon</b>	
Salaries per Annum: Starting <b>81942</b>		Final <b>81942</b>	Currency Paid <b>USD</b>
		Is this a civil servant position of your Government? <b>No</b>	
		Is this a position within the UN Common System? <b>Yes</b>	
Telephone Number <b>249912178 772</b>		Email Address <b>arwegayura@yahoo.com or rwegayura@un.org</b>	
Address of Employer <b>Sudan</b>			
Number of Employees Supervised by You <b>10</b>			
Description of Duties <b>Take lead in preparing and overseeing the implementation of GSS budget plan and acquisition plan. Coordinate and give guidance regarding the execution of substantive functions of the GSS Units and Sub-Units. Create conducive environment for GSS staff to be always conscious in carrying out the main activities both of facilitating and providing services in UNMIS HQ and in the Sectors, to enable the rest of the Mission to carry out UNMIS mandate in respective areas. Initiate and set up effective and practicable operation systems in accordance with the UN rules and regulations for various periodic and regular activities, such as: stock verification, mail and pouch distribution, write off of UN properties of various categories, instituting process for third-party and staff member claims, managing of MSA and Transit Camps, Record management and archiving, receiving and inspection of UN shipment and recruitment of needed and qualified staff in GSS.</b>			
Summarize any of Your Achievements <b>Managed to bring to fruition the serious recruitment campaign initiated by my predecessor and reduced the vacancy rate by 80%. The acute shortage of personnel in the past resulted into serious performance deficiency, but now with improved staffing levels, the following achievement have been recorded: Contracts and Leases are properly documented, followed up, renewed or terminated in timely manner. The GSS negative legacy of almost every procurement LCC/HCC cases labeled with ex-post facto flag has been turned around. The effort to correct errors has been overwhelming and staff members are motivated for taking the right and timely actions. UNMIS SAU's are monthly reminded to submit write off requests. Scope of Work have been drafted and approved by both Contract Management Unit and Procurement Section for the following mission wide services: catering, laundry, camp support services and waste removal and disposal services. I participate in the following Committees that continues to give satisfactory performance: 1. Local Committee on Contracts - Member 2. Tender Opening Committee - Chairman 3. Claims Review Board - Member 4. Space Allocation Committee - Chairman 5. SPA Review Panel - Member 6. PAS Rebuttal Panel - Member</b>			
Reasons for Leaving <b>Chief General Services appointed.</b>			

Job Title <b>Chief, Secretariat of Boards and Committees (CRB/PSB/BOI/LCC)</b>	Type of Business <b>Administration</b>	From - To <b>01/02/2006 - 01/02/2007</b>								
Name of Employer <b>UNMIS</b>	Name of Supervisor <b>Yanick Van Der Beke</b>									
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? <b>No</b></td> </tr> <tr> <td></td> <td></td> <td><b>USD</b></td> <td>Is this a position within the UN Common System? <b>Yes</b></td> </tr> </table>			Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>			<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>							
		<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>							
Telephone Number		Email Address <b>rwegayura@un.org</b>								
Address of Employer <b>Sudan</b>										
Number of Employees Supervised by You <b>9</b>										
Description of Duties <p>• Interprets and oversees application of policies, procedure, rules and regulations governing the functions of the sub-units of: Claims Review Board (CRB), Board of Inquiry (BOI), Property Survey Board (PSB) and Local Committee on Contracts (LCC). • Analyses, reviews, approves or redrafts documentation submitted by supporting staff for the purpose of effecting decision making, onward transmission for information or approval of senior management and for carrying out an appropriate administrative action. • Supervises, assesses, develops or trains supporting staff of the sub-units to bring about a coherent and integrated achievement of the Unit's objectives. • Develop annual work plan, along with a strategy for its implementation and constant monitoring, making sure the individual staff members' work plan is amalgamated to the Unit's work as is for the Work Plans of the supervisory offices of Section of General Services, Office of Chief Administrative Services and the Division of the Mission Support, incorporated within the larger context of the UNMIS Work Plan. • Deputizes the post of Chief, General Services.</p>										
Summarize any of Your Achievements <p>• Third party claims are presented and acted upon by the CRB within one month, and that all categories of UN personnel in regard to bodily injury, death and loss of personal effects are informed of the process. • PSB staffs are able to exercise unwavering vigilance in following up cases for write-off and take timely actions to get documents from SAUs and prepare recommendations for write-offs. • BOI and CRB staffs now take proactive stance to link up claimants with the Insurance Company and oversee early preparation of appropriate documents. • Follow up preliminary investigation reports within one month of the occurrence, so as to be able to convene BOIs and submit report within the second month. The goal to convene monthly minimum of four BOI cases and to convene BOI within 48 hours for death cases have been achieved. • LCC now receive efficient secretarial services with ability to distribute documents 48 hours before the scheduled LCC meeting and issuing minutes 72 hours or less after the meeting. • Unit's work force is well motivated and has generally achieved proficient levels in performance. • Opportunities to function as OIC CGS have proven my capability to manage and supervise expanded responsibilities of the General Services Section.</p>										
Reasons for Leaving <p><b>Given extra responsibilities as Oic General Services.</b></p>										

Job Title <b>BOI OFFICER (PERMANENT MEMBER/CHAIRPERSON)</b>	Type of Business <b>FIELD MISSION</b>	From - To <b>01/06/2002 - 01/07/2004</b>								
Name of Employer <b>UNMISSET</b>	Name of Supervisor <b>Margaret SIMON</b>									
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? <b>No</b></td> </tr> <tr> <td><b>83255</b></td> <td><b>83255</b></td> <td><b>USD</b></td> <td>Is this a position within the UN Common System? <b>Yes</b></td> </tr> </table>			Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>	<b>83255</b>	<b>83255</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>							
<b>83255</b>	<b>83255</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>							
Telephone Number <b>1212963 0099</b>		Email Address								
Address of Employer <b>East Timor</b>										
Number of Employees Supervised by You <b>0</b>										
Description of Duties <p>Participate in legal briefing prior to commencement of investigations and deliberations of unprecedented Board of Inquiry - BOI. Depending on the nature of the case generally in categories of misconduct of staff member, accidents or mismanagement of assets, compare all data and every information collected in preliminary investigations, such as UN Security Report, Police Report, Medical Reports, claim application, death certificate, technical reports, FACS (Field Assets Control System), R &amp; I (Receiving and Inspection) reports and other UN records to ascertain completeness and/or discrepancy. Correspond with involved parties and conduct personal interview or travel to conduct investigations in the field. Analyze facts of cases to determine extent of seriousness, responsibility, culpability and/or the UNs liability in accordance with policy provisions principally the UN Staff Regulations and Rules, and principal operations manuals: the Field Administration Manual, Financial Rules, Procurement Manual, Administrative Instructions, Contingents SOPs (Standard Operating Procedures) or any relevant administrative and judicial precedent and other evidence. Using knowledge of facts, findings of the deliberation and the UN practices, render conclusions that help the UN Administration to make appropriate decisions, and when deemed fit make recommendations that protect the UN interests and avoid recurrence of similar undesirable incidents. Draft and/or approve reports for submission to the DOA.</p>										
Summarize any of Your Achievements <p>Chaired BOI meetings which, made conclusions and recommendations that facilitated UNMISSET mission and the UN authorities to make appropriate decisions, mostly on matters of claims and compensation. In addition, expanded proven evidence and precedents that the UN use to decide cases of payments, unjustified claims and compensation. Developed basis and records that facilitated the work of the Claims Review Board - CRB and the Local Property Survey Board - LPSB. Significantly, the BOI made recommendations that inhibit recurrences of wrongdoings including misconduct of staff members. In the process I assertively acquired skills in the application of the UN administrative instructions, staff rules and staff regulations, various operations manuals, particularly the Field Administration Manual, Procurement Manual, and Finance Rules. Acquired knowledge of regulations, rules and instructions related to third party claims and insurance coverage.</p>										
Reasons for Leaving <p><b>Mission downsizing</b></p>										

Job Title <b>CHAIRPERSON AND PERMANENT MEMBER BOARD OF INQUIRY</b>	Type of Business <b>ADMINISTRATION</b>	From - To <b>01/05/2001 - 01/05/2002</b>								
Name of Employer <b>UNTAET</b>	Name of Supervisor <b>NIEVA MENDOZA</b>									
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? <b>No</b></td> </tr> <tr> <td><b>91215</b></td> <td><b>91215</b></td> <td><b>USD</b></td> <td>Is this a position within the UN Common System? <b>Yes</b></td> </tr> </table>			Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>	<b>91215</b>	<b>91215</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>							
<b>91215</b>	<b>91215</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>							

Telephone Number	Email Address <b>arwegayura@yahoo.com</b>
Address of Employer <b>East Timor</b>	
Number of Employees Supervised by You <b>3</b>	
Description of Duties <b>Conduct and manage the office of the Board of Inquiry as per the SRSg-approved "manual for the conduct of Boards of Inquiry". Conduct reconnaissance, fact-finding and appropriate investigations. Identify subjects, witnesses and conduct interviews. Analyse and make references to past cases, UN Rules and Regulations. Keep abreast of the nature and status of the administrative and logistic support services in the mission. Make conclusions for respective Board of Inquiry cases and make recommendations when deemed fit. Draft and/or approve reports for final submission to the Director of Administration - DOA and the Special Representative of Secretary General - SRSg.</b>	
Summarize any of Your Achievements <b>Achievement: established computer database and set precedents on multiplex cases related to: misconduct, contract management, thievery, asset control, and injuries or deaths due to various accidents mostly vehicular, firearms, helicopter and drowning. Chaired Boards' meetings which, made decisions and recommendations that facilitated UNTAET mission and the UN authorities to make right decisions mostly on matters of claims and compensation. Some of BOI recommendations have inhibited the recurrence of wrongdoings and misconduct of staff members. In the process I mastered the UN Staff Rules and Regulations and various Manuals of operations.</b>	
Reasons for Leaving <b>TRANSFERRED (NEW APPOINTMENT)</b>	

Job Title <b>DISTRICT ADMINISTRATOR</b>	Type of Business <b>TRANSITIONAL ADMINISTRATION, EAST TIMOR</b>	From - To <b>01/02/2000 - 01/05/2001</b>
Name of Employer <b>UNTAET</b>	Name of Supervisor <b>JESUDAS BELL/JERRY FOX</b>	
Salaries per Annum:		
Starting <b>87731</b>	Final <b>87731</b>	Currency Paid <b>USD</b>
Is this a civil servant position of your Government? <b>No</b>		
Is this a position within the UN Common System? <b>Yes</b>		
Telephone Number		Email Address
Address of Employer <b>East Timor</b>		
Number of Employees Supervised by You <b>30</b>		
Description of Duties <b>Providing leadership to the UN team of multi-racial staff members, local staff and NGO's working in the region. Representing the SRSg, coordinating and executing the mandate of the UN Transitional Administration in the District of Manatuto to bring about stability, maintain law and order and institute basic social and civil services. Promoting democracy, human rights, and gender balancing while encouraging consulting with local communities on issues affecting the regional development. Recruiting and grooming local staff understudying the international UN staff members in readiness to administer the future Timorese Government when UN mandate ends. Promoting democracy, human rights, and gender balancing while encouraging consulting with local communities on issues affecting the regional development. Recruiting and developing diverse skills of counterpart local staff earmarked to administer the future Timorese Government when UNTAET mandate ends.</b>		
Summarize any of Your Achievements <b>The achievement included early realization of stability and effective representation in the seven sub-Districts of the Manatuto District. This enabled the resumption of needed community basic social services of sanitation, health, water supply and agricultural activities. Posted in the mostly devastated region with 97% of infrastructures destroyed, and managed to bring about stability, maintained law and order and instituted basic social and civil services. Manatuto became one of the first 2 out of 13 Districts with stable leadership to groom the first national District Administrators.</b>		
Reasons for Leaving <b>Reassigned</b>		

Job Title <b>MINISTER PLENIPOTENTIARY AND DEPUTY AMBASSADOR</b>	Type of Business <b>BILATERAL DIPLOMATIC REPRESENTATION</b>	From - To <b>01/02/1996 - 01/02/2000</b>
Name of Employer <b>EMBASSY OF TANZANIA</b>	Name of Supervisor <b>AMB. MUSTAFA S. NYANG' ANYI</b>	
Salaries per Annum:		
Starting <b>60000</b>	Final <b>63000</b>	Currency Paid <b>USD</b>
Is this a civil servant position of your Government? <b>No</b>		
Is this a position within the UN Common System? <b>Yes</b>		
Telephone Number		Email Address
Address of Employer <b>United States of America</b>		
Number of Employees Supervised by You <b>12</b>		
Description of Duties <b>Executing diplomatic work, routine management of the Embassy, supervision of diplomatic staff and local personnel, financial management and budgeting. In-charge of extended bilateral accreditation to Countries of Mexico, Brazil, Argentina and Venezuela. Head of trade and economic desk and principal liaison officer with the World Bank and IMF. Permanent delegate and Embassy's Official Representative to the Annual World Bank &amp; IMF meetings; International Cotton Advisory Committee- ICAC; and INTELSTAT.</b>		
Summarize any of Your Achievements <b>In liaison with the World Bank - staff development division, designed, for Tanzania's civil service, a modernised annual work plan and staff performance appraisal system. Designed, and published in December 1999, the embassy's web site, which can be visited at address: www.tanzaniaembassy-us.org. Organized and motivated staff to work effectively under pressure of critical deadlines and constraints of shortages of staff and inadequate budget. Directed repairs of a Chancery building, raising its real-estate net value from \$0.6m. to \$1.5 million. Established initial diplomatic representation between Tanzania and Latin American countries.</b>		
Reasons for Leaving <b>Employed (secondment) by the UN.</b>		

Job Title <b>MINISTER PLENIPOTENTIARY AND HEAD OF CHANCERY</b>	Type of Business <b>REPRESENTATION TO THE UNITED NATIONS</b>	From - To <b>01/09/1995 - 01/02/1996</b>
Name of Employer <b>EMBASSY OF TANZANIA</b>		Name of Supervisor <b>AMB. DAUDI MWAKAWAGO</b>

Salaries per Annum:			Is this a civil servant position of your Government? <b>No</b>
Starting	Final	Currency Paid	Is this a position within the UN Common System? <b>Yes</b>
<b>60000</b>	<b>60000</b>	<b>USD</b>	
Telephone Number	Email Address <b>tzrepny@aol.com</b>		
Address of Employer <b>United States of America</b>			
Number of Employees Supervised by You <b>14</b>			
Description of Duties <b>Overall responsibility for General and Administrative Services in the embassy. Supervision of diplomatic, administrative and local staff members. In charge of financial management and budgeting. Delegate to the 50th session of the United Nations General Assembly. Led regular official's representation to the plenary sessions of the General Assembly. Assigned to represent Tanzania's Permanent Mission to the UN in the Administrative and Budgetary Committee (fifth committee) of the General Assembly.</b>			
Summarize any of Your Achievements <b>Reviewed operations and set into operation strategies for cost cutting measures.</b>			
Reasons for Leaving <b>Promoted and Transferred.</b>			

Job Title <b>DIRECTOR, ADMINISTRATION AND PERSONNEL</b>	Type of Business <b>GOVERNMENT</b>	From - To <b>01/04/1993 - 01/08/1995</b>
Name of Employer <b>MINISTRY OF FOREIGN AFFAIRS</b>		Name of Supervisor <b>DR IBRAHIM MSABAHA</b>

Salaries per Annum:			Is this a civil servant position of your Government? <b>No</b>
Starting	Final	Currency Paid	Is this a position within the UN Common System? <b>Yes</b>
<b>350000</b>	<b>400000</b>	<b>TZS</b>	
Telephone Number	Email Address <b>foreign@tanzania.go.tz</b>		
Address of Employer <b>Tanzania, United Rep. of</b>			
Number of Employees Supervised by You <b>9</b>			
Description of Duties <b>Directed and supervised Chiefs and Heads of Sections of the Department of Administration and Personnel: Human Resources Management, Administration, Procurement, Registry, Transport, Communications, Protocol, and Accounts, ensuring effective and efficient delivery of services to Ministry HQ and Embassies. Directed and co-ordinated the administration and personnel policies for the Ministry and 25 Embassies. Final authority for disbursement of funds, recruitment, placement, promotions, and disciplinary matters, including management of office spaces. Headed the Ministry's annual representation before the Parliamentarian Budgetary Committee. Director of the Board of Arusha International Conference Centre.</b>			
Summarize any of Your Achievements <b>Reviewed operations of Embassies and developed a case to rescind a decision to close 12 Embassies. Directed implementation of austerity measures, and reduced base line operating budget to two thirds. Redesignated the Career Scheme of Service for Foreign Service Officers to reflect shifting of expertise and become more responsive and dynamic towards adopting an economic diplomacy reorientation. Appointed Envoy to carry messages to Governments of Kigali – Rwanda; Bujumbura – Burundi; Jakarta-Indonesia and Mexico-Mexico.</b>			
Reasons for Leaving <b>TRANSFERRED</b>			

Job Title <b>CHIEF, HUMAN RESOURCES DEVELOPMENT AND PLANNING</b>	Type of Business <b>GOVERNMENT</b>	From - To <b>01/01/1986 - 01/03/1993</b>
Name of Employer <b>MINISTRY OF TRANSPORT AND WORKS</b>		Name of Supervisor <b>DR. FELICIAN MUJUNI</b>

Salaries per Annum:			Is this a civil servant position of your Government? <b>No</b>
Starting	Final	Currency Paid	Is this a position within the UN Common System? <b>Yes</b>
<b>150000</b>	<b>200000</b>	<b>TZS</b>	
Telephone Number	Email Address		
Address of Employer <b>Tanzania, United Rep. of</b>			
Number of Employees Supervised by You <b>15</b>			
Description of Duties			

**Tanzanian Counterpart to World Bank Human Resources Specialist, in the IDA funded Transportation Infrastructure project (IRP). Coordinated annual strategic and action plan meetings that addressed HRD issues. In December 1987, represented Tanzania to a German sponsored workshop that developed need analyses, and recommended future HRD assistance to Africa by the German Government. In May 1988 directed a three-member team sponsored by the Norwegian Government to review and recommend human resources technical assistance to the Dar es Salaam Maritime Institute. Board Director of four institutions: The Bandari College of Tanzania and Harbours Authority; the Institute of Transport; the Morogoro Works Training Institute and the Dar es Salaam Maritime Training Institute. Chaired regular Ministerial Negotiating and Evaluation Committee for selecting HRD technical assistance to Tanzania's World Bank funded -IRP project.**

Summarize any of Your Achievements

**Presented to Donors Conference the fully supported long-term strategy on: "Institutional Development for the Tanzania's Construction Sector". February 1993. Negotiated successfully a cost effective training package with Indian Government and Indian Colleges to train 150 Tanzanians in various engineering degree courses.**

Reasons for Leaving

**PROMOTED AND TRANSFERRED**

Job Title <b>HEAD, PERSONNEL SECTION AND PARLIAMENT QUESTIONS</b>	Type of Business <b>GOVERNMENT</b>	From - To <b>01/07/1978 - 01/12/1985</b>
Name of Employer <b>MINISTRY OF TRANSPORT AND COMMUNICATIONS</b>		Name of Supervisor <b>MR ODIRA ONGARA</b>

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>60000</b>	<b>90000</b>	<b>TZS</b>	Is this a position within the UN Common System? <b>Yes</b>

Telephone Number

Email Address

Address of Employer  
**Tanzania, United Rep. of**

Number of Employees Supervised by You  
**5**

Description of Duties  
**Responsible for preparation of Cabinet papers for Government ratification of Multilateral and Bilateral protocols/agreements in the sectors of: civil aviation, maritime, meteorology, and telecommunications. Chaired the Ministerial Appointment and Promotion Committee-APC Prepared Government responses to questions asked by Members of Parliament on Works, Communications and Transport sector/issues.**

Summarize any of Your Achievements  
**Implemented workforce downsizing and commensurate compensation plan that resulted in significantly higher satisfaction level among employees.**

Reasons for Leaving  
**PROMOTED**

Job Title <b>MEMBER OF THE SECRETARIAT</b>	Type of Business <b>GOVERNMENT</b>	From - To <b>01/07/1977 - 01/06/1978</b>
Name of Employer <b>SPECIAL TASK FORCE MINISTRY OF TRANSPORT.</b>		Name of Supervisor <b>HON. AMIR JAMAL</b>

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>50000</b>	<b>50000</b>	<b>TZS</b>	Is this a position within the UN Common System? <b>Yes</b>

Telephone Number

Email Address

Address of Employer  
**Tanzania, United Rep. of**

Number of Employees Supervised by You  
**4**

Description of Duties  
**Appointed member of Steering Committee of the Special Task Force (MCT/STF) set up to incorporate Public Corporations for services previously rendered under the then defunct East African Economic Co-operation. Served as Secretary to the Recruitment Sub Committee of MCT/STF that identified and recommended General Managers (CEOs) and senior managerial staff for newly formed and Government owned corporations of: Air Tanzania Corporation; Tanzania Post and Telecommunications; Tanzania Harbours Authority and Tanzania Railways Corporation.**

Summarize any of Your Achievements  
**Public Corporations were established in a timely manner without disruption of vital services to the nation.**

Reasons for Leaving  
**TASK FORCE MANDATE ENDED**

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

Arabic	No	Not easily	Not easily	Not easily	Easily
Spanish	No	Not easily	Easily	Not easily	Easily
In addition to the six United Nations Official Languages, list any other languages you know.					
Language	Mother Tongue	Speak	Read	Write	Understand
Kinyarwanda	No	Not easily	Easily	Easily	Easily
Luganda	No	Not easily	Easily	Easily	Easily
Haya	Yes	Easily	Easily	Easily	Easily
Kiswahili	Yes	Easily	Easily	Easily	Easily

Address

6 Spinning Wheel Ct.  
Germantown MD United States of America  
Telephone: 1-301-528 4133  
Fax: 1-240-838 6838  
Contact: Anastase Rwegayura

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
Robert ANDERSEN	Consultant/ Ambassador	tanzania-consulate Denmark	4540291957 robert@tanzania-consulate.dk
Robert KAJIRU	Software Consultant - SAIC - US Government	2010 Vermont Ave NW Denmark	1202261 9303 robertkajiru@gmail.com
Liberata MULAMULA	Ambassador Executive Secretary	International Conference on the Great Lakes Region Denmark	25722256 824 liberatamul@yahoo.com