

Profiles included in this document

	Name	Index	DOB	Gender	Nationality	EMail
1.	ADDOU, Hanad	878669	16/05/1962	M	SOM	ahanad@hotmail.com
2.	DESJARDINS, Hugo	597967	03/02/1973	M	CAN	hudesjardins@yahoo.fr
3.	GASTON, Tyrone		19/12/1949	M	USA	tgas_1@yahoo.com
4.	LOUIS, Jane	680066	31/07/1966	F	BHA	louisj@mail.law.cuny.edu
5.	MARTIN, Maria		10/10/1974	F	SPA	marmala2000@hotmail.com
6.	MCKAY, Bridget		10/12/1966	F	BHA	mckaybridge@hotmail.com
7.	OGATA, Aki	463060	30/12/1974	F	JPN	ogata@un.org
8.	RIZKALLAH, Elie	562577	25/05/1980	M	LEB	rizkallah@un.org
9.	ZOUZOUA, Zeboua Guy Desire		10/05/1962	M	IVC	zouzoua@un.org

Personal History Profile for Hanad ADDOU

General Details

- | | | | |
|--|---|---|--|
| 1. Family name
ADDOU | First Name
Hanad | Middle Name
A | Maiden Name, (if any) |
| 2. Date of Birth
16/05/1962 | 3. City of Birth
somalia | Country of Birth
Somalia | Index No
878669 |
| 4. Country of Nationality at Birth
Somalia | Second Nationality (if any)
Somalia | 5. Country of Present Nationality
Somalia | Second Nationality (if any)
United States of America |
| 6. Gender
Male | 7. Height [cm]
181 | 8. Weight [kg]
95 | 9. Marital Status
Married |
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? **No**
- Are there any limitations on your ability to perform in your prospective field of work? **No**
11. Have you taken up legal permanent residence status in any country other than that of your nationality? **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? **No**
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? **01/01/2007**
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? **No**
18. Email Address: **ahanad@hotmail.com**

Education

List all university degrees or equivalent qualifications obtained.

University Name PACIFIC WESTERN UNIVERSITY	City, Country LOS ANGELES United States of America	From - To Sep-1990 - Jun-1991
Main Course of Study Management	Field of Study Business & Administration	
Degree Title or Equivalent MASTERS IN BUSINESS ADMINISTARTION	Degree Type Masters	

University Name PACIFIC WESTERN UNIVERSITY	City, Country LOS ANGELES United States of America	From - To Sep-1985 - May-1989
Main Course of Study Geology	Field of Study Physical Sciences	
Degree Title or Equivalent BACHELOR OF SCIENCE IN GEOLOGY	Degree Type Bachelor of Sciences	

University Name NORTERN VIRGINIA COLLEGE	City, Country ALEXANDRIA United States of America	From - To Sep-1980 - May-1984
Main Course of Study Other Engineering	Field of Study Engineering & Engineering Trades	
Degree Title or Equivalent ASSOCIATE DEGREE ENGINEERING	Degree Type Degree	

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

Name of School ST. JOHN'S COLLEGE PREPATORY HIGH SCHOOL R.O.T.C.	City, Country WASHINGTON, D.C. United States of America	From - To Sep-1976 - Jun-1980
Main Course of Study MATHEMATICS, LIFE SCIENCES, MILITARY SCIENCE, ASTRONOMY, ENGLISH LITERATURE, CHEMISTRY...		Certificate or Diploma HIGH SCHOOL DIPLOMA

Employment

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

Job Title As. GENERAL SERVICES OFFICER	Type of Business UNO	From - To 01/06/2007 -
Name of Employer UNITED NATIONS AFRICAN UNION MISSION IN DARFUR (UNAMID)		Name of Supervisor Mr.Mohammad A. Islam
Salaries per Annum:		

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
52000	52000	USD	Is this a position within the UN Common System? Yes
Telephone Number 24992244		Email Address addou@un.org	
Address of Employer Sudan			
Number of Employees Supervised by You 14			
Description of Duties Currently I am the Officer -in - Charge of UNAMID Sector West General Services Section. I oversee all GSS Operations and Functions in Sector West which also includes the Zalingie Field Office. Train junior staff supporting General Services operations in the field in key sector locations, including international, UN Volunteers and national staff members. Supervise day to day operational activities in the following Units; - Receiving and Inspection - Property Control and Inventory Unit (PCIU) - Registry and Pouch. Track and follow up on claims and liaise with necessary parties to secure paperwork required to complete the case at HQ. Coordinate shipment and record non-expendable and attractive items moved from the field location and acknowledge receipt of the same for PCIU. Communicate official travel plans of staff in the Sectors to locations outside the mission area requiring support of the mission HQ Travel Office. Prepare work plans and support objectives of General Services Units in the Sectors. Work closely with staff on development of their individual Performance Appraisals and setting measurable goals. Prepare weekly General Services activity reports, signaling areas needing special attention to the Chief General Services. Liaise closely with SAO/RAO and representatives of the Sector to devise most efficient use of resources and staff. Represent the General Services Section in coordination meetings. Previously I was responsible and officer in charge of the Unamid Facilities Management Unit under General Services Section in the Sectors (Nyala; El Geneina; Zalingie and sector north El Fasher).			
Summarize any of Your Achievements I believe that team effort is key in acheiving desired objectives and goals . The achievements include set up of proper labeling of all offices and accomodation facilities in UNAMID HQ. The development of a webportal page which will be in place within the UNAMID website. Provision to have a Help Desk (electronic) within the webportal; deveolped the workplan for facilities management unit; developed the scope of work for catering services as well as sow for cleaning services			
Reasons for Leaving I hope to continue in providing support to the Unamid Mission in this capacity and do believe that temwork and support from other sections will make the Mission more successful.			

Job Title CONSULTANT - S.S.A.	Type of Business UNO	From - To 01/10/2002 - 01/12/2004
Name of Employer UNITED NATIONS OFFICE OF PROJECT SERVICES	Name of Supervisor Dr. Thomas Chiramba	
Salaries per Annum:		
Starting	Final	Currency Paid
90000	90000	USD
Telephone Number		Email Address
		tchiramba@unops.org
Address of Employer United States of America		
Number of Employees Supervised by You 3		
Description of Duties Lead officer for the management of Project Oversee General Services functions such as facilities management ; mail & pouch;receiving & inspection ; pciu;as well as claims . Management of project conference and facilities services; responsible for project premises including office premises and accomodation ; monitored Project leases and followed up on renewal of leases, processing of payment for landlords as well as issuing work orders to ensure proper maintenance of the premises; receiving and inspection of Project equipment; logistical coordinator for project equipment; Prepared workplans, weekly activity and progress reports;; Performed property control and inventory duties as well a Administration; input with respect to the preparation of the work program;utilization of financial resources in accordane with the Project budget and allotments issued;Monitring &evaluation of the work program and budget; ;Produced mission reports as well as project progress reports the SADC Secretariat as well as UNOPS HQ in New York ; oversee overall office technology needs of the project and maintenace of equipment;Lead officer responsible for the procurement of the entire SADC water division; Implemented barcoding of all UNDP/UNOPS procured non-expendable equipment through effective property control and inventory of these assets; reviewed, monitored , assessed and managed technical contracts for the provision of project support services; prepare cost estimates / budget as well as forecasts for the Project requirements; provide input to the tracking as well as reconciliation for costing purposes; conduct survey for the start-up and implementation of the Project to ensure most efficient use of resources;maintained accurate allocation and control of all equipment received;managed project supply delivery operations;		
Summarize any of Your Achievements Development of project workplan PROCUREMENT FOR THE ENTIRE WATER DIVISION OF SADC; Finalized the receiving and inspection of all project equipment;successfully implemented barcoding on all unops/undp project equipment through effective property control and inventory management; maintained database of all project records and implemented system for archiving and filing both electronically as well as hard copy all project data and literature ; played a key role in assisting the programme manager in securing resources from more than 18 international donors for core programmes and project activities of the SADC water division		
Reasons for Leaving TO INPUT FROM MY PREVIOUS EXPERIENCE TO THE SUPPORT OF THE UNITED NATIONS IN ANY WAY I CAN		

Job Title Managing Director	Type of Business GENERAL TRADING	From - To 01/12/1994 - 01/09/2002
Name of Employer INTERNATIONAL COMMERCIAL SERVICES	Name of Supervisor ABDULLA FADHEL AL-ABDOOLI	
Salaries per Annum:		
Starting	Final	Currency Paid
180000	216000	AED
Telephone Number 97142970999		Email Address icserv@emirates.net.ae
Address of Employer United Arab Emirates		
Number of Employees Supervised by You 20		

Description of Duties

Overall manager of the company; Human resource management; Budget and allotment coordinator; Management of overall procurement activities; Management and preparation of the implementation of the work program; Budget preparation for the entire company and its divisions

Summarize any of Your Achievements

During my tenure I am please to say that as a major supplier I am proud of my record in assisting the interantional humanitarian organizations in fulfilling their procurement requirements. I have during this period have developed effective communication linkages with the government offices and institutions. I have established a sound and cohesive business relationship with many of the trading houses. The company under my leadership was one of the pioneering companies that developed on grand scale procurement and procurement services ;with international organizations ; in the Emirate of Dubai

Reasons for Leaving

To support the United Nations, a noble and necessary organization (in my opinion), as well as to broaden my life experiences.

Job Title MANAGER	Type of Business GLOBAL SUPPLIER / COMMERCIAL AGENT	From - To 01/01/1993 - 01/11/1994
Name of Employer GULF COMMERCIAL GROUP	Name of Supervisor Mr. K.A. IQBAL	
Salaries per Annum: Starting 120000	Final 144000	Currency Paid AED
Is this a civil servant position of your Government? No		Is this a position within the UN Common System? No
Telephone Number 9714345 111	Email Address gcg@emirates.net.ae	
Address of Employer United Arab Emirates		
Number of Employees Supervised by You 35		
Description of Duties Description of my duties included : Management of the overall operations of the company in this sector; management and supervision of supplies and procurement; Analysis and review of specifications of goods to match the exact requirements of the requisition; Maintained an update of market trends and conditions in relation to availability of requested goods .		
Summarize any of Your Achievements A summary of achievements encompassed the following: Airlifted emergency supplies by chartering two Tupolov 154 cargo transport planes to the UNOSOM civilian and peacekeeping personell under an extremely volatile and dangerous environment, and we got the job done; Enhanced the company's position and increased business opportunities; Assisted in the facilitation of dialogue between local nationals, NGOs and the UNOSOM.		
Reasons for Leaving To apply my technical and communication (inter-personal) skills in a challenging environment		

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

Address

17696 Hackberry Court
Eden Prairie Minnesota United States of America
Contact: Hanad Addou

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
HARRY INMAN	LAW OFFICES OF HARRY A. INMAN	1820 K STREET United States of America	12024149396
EDWARD JOHNS JR.	Halliburton Kellogg Brown & Root	LOGCAP Theatre Transportation Mission (TTM) United States of America	Edward.Johns@halliburton.com

Personal History Profile for Hugo DESJARDINS

General Details

- | | | | |
|---|-----------------------------------|--|------------------------------------|
| 1. Family name
DESJARDINS | First Name
Hugo | Middle Name | Maiden Name, (if any) |
| 2. Date of Birth
03/02/1973 | 3. City of Birth
Québec | Country of Birth
Canada | Index No
597967 |
| 4. Country of Nationality at Birth
Canada | Second Nationality (if any) | 5. Country of Present Nationality
Canada | Second Nationality (if any) |
| 6. Gender
Male | 7. Height [cm]
173 | 8. Weight [kg]
84 | 9. Marital Status
Single |
10. Entry into the United Nations service might require assignment to any area of the world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? **No**
- Are there any limitations on your ability to perform in your prospective field of work? **No**
11. Have you taken up legal permanent residence status in any country other than that of your nationality? **No**
13. What is your preferred field of work? **Professional, managerial & technical specialists for which no job family exists**
14. Would you accept employment for less than six months? **Yes**
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? **01/12/2008**
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? **No**
18. Email Address: **hudesjardins@yahoo.fr**

Education

List all university degrees or equivalent qualifications obtained.

University Name Université Laval	City, Country Québec Canada	From - To Sep-1995 - May-1999
Main Course of Study Political Science	Field of Study Social & Behavioural Science	
Degree Title or Equivalent Bachelor in Political Science	Degree Type Undergraduate degree	

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

Name of School Cegep François Xavier Garneau	City, Country Sainte-Foy Canada	From - To Sep-1990 - May-1992
Main Course of Study Social Sciences	Certificate or Diploma College Degree Social Science	

Employment

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

Job Title Current Operations Officer	Type of Business Mission support	From - To 01/11/2009 -
Name of Employer DPKO/MONUC	Name of Supervisor Martin Tooley	
Salaries per Annum:		
Starting 83000	Final 83000	Currency Paid USD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? Yes
Telephone Number	Email Address	
Address of Employer Congo, Dem. Rep.		
Number of Employees Supervised by You 15		
Description of Duties In charge for the coordination with all the MONUC sections (services providers) and log ops officers in the field for the resupply, material/personnel deployment and urgent issues for the support to all operations ongoing in DRC. -Coordination daily aviation meeting with JMCC and Aviation to prioritize the troops and material transport. -Weekly presentation of the ISS/MSC with all the services providers to CISS. -Daily coordination of the field operations with the desk officers and with log ops in the field: DRRRR, Training, Supply rations & Engineering. -Make sure that all FRAGO/COE guidelines are followed in the field. -Focal point in MONUC administration for the coordination of Troop Contributing Country draw down operations.		
Summarize any of Your Achievements		

Planned and organized the current ops with Force HQ and other services providers within the mission.Coordination at the mission level of the operation Western Thrust in Equator Province. Coordination of the draw down of the military forces and civilian sub office- relocation from the west to the east.

Reasons for Leaving

Still on duty

Job Title Electoral Officer-Logistics	Type of Business Electoral assistance	From - To 01/02/2009 - 01/10/2009
Name of Employer DPKO/MONUC	Name of Supervisor Serge Roy	
Salaries per Annum: Starting 108000	Final 108000	Currency Paid USD
Telephone Number	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? Yes
Address of Employer Congo, Dem. Rep.	Email Address roy2@un.org	
Number of Employees Supervised by You 0	Description of Duties -Daily coordination of all logistics activities: electoral logistics air/land operations, logistics training and any activities involved in stocks report, warehouses management, warehouse security and packaging. -In charge of the planning of the PAX deployment of Independent Electoral Commission personnel(approx 30,000 PAX). -Supervise the developement and implementation of a countrywide material tracking system from UNDP electoral warehouse Kinshasa to the final destinations. -Logistics planning of the air, land and river transport of the electoral materials. -Participated in the writing and reviewing of the Local Elections and Voter Registration Update Operation Plan. -Part of monitoring mission visiting the provinces. -Participate to the weekly logistics coordination meeting (Electoral Division, MSC, Aviation, DMS). -Coordination of the pre deployment of electoral material by air (30% of the total). -Developed training materials and trained IEC logistics staff. -Follow up with the provinces on the electoral material received. -Advisor to the electoral procurement working group. -Technical advisor for the MONUC Electoral Division transfer capacity and ressources to UNDP Electoral in June 2010.	
Summarize any of Your Achievements -Logistics planning of the update of the registration voters list pilot project and of the Update of the Voters Registration list country wide. -Contributed actively to develop the capacity of our IEC counterparts, by working in task force groups with IEC logisticians and help them to assume their role and responsibilities in approach to the Electoral Division closedown in June 2010.	Reasons for Leaving Loan to ISS - Mission Support Centre for the Current OPS Officer position	

Job Title Emergency Logistics Supply Officer	Type of Business UNICEF Humanitarian	From - To 01/11/2008 - 01/02/2009
Name of Employer CANADEM-UNICEF DRC	Name of Supervisor Sylvestre Gbewonyo	
Salaries per Annum: Starting 120000	Final 120000	Currency Paid CAD
Telephone Number	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? No
Address of Employer Canada	Email Address sgbewonyo@unicef.org-amreen.choudhury@canadem.ca	
Number of Employees Supervised by You 70	Description of Duties -Ensured appropriate and efficient distribution of materials to UNICEF sub-offices, schools, health centers and others partners in DRC eastern Zone. -Follow up and ensured that materials sent to various destinations are delivered. -Maintained regular contact with clearing and forwarding agent, customs and government authorities, assisted in the preparation of scope of work and invitation to bids for transport companies, clearing and forwarding agent and formulation of contract. -Supervised the management of stock by ensuring that receiving and issuing reports, stock cards, inventory and appropriate data base are maintained. -Managed warehouse staff and training to improve the supply chain management. -Liaised with supply/logistics section of UNICEF, donors and others UN agencies to coordinate the transports of goods and their distribution on the east zone. -Reviewed and analyzed the supply requirement of the different programs with a view to making a logistics plan which allow rapid deployment of materials.	
Summarize any of Your Achievements Improved logistics monitoring systems in the UNICEF Eastern Zone. Coordination of the distribution of emergency items during 3 months. I've implemented and trained the logistics unit for inventory, pipeline tracking and have implemented UNICEF procedures in all the warehouses.With others partners, we have assisted the congolese population in DUNGU, providing by airlift and road transport NFI and FI to the affected population.	Reasons for Leaving End of contract, join DPKO in DRC as P3.	

Job Title Emergency Logistics Officer	Type of Business Emergency logistics	From - To 01/04/2008 - 01/07/2008
Name of Employer CANADEM-UNICEF NAMIBIA	Name of Supervisor Agostino Munyiri	
Salaries per Annum: Starting 120000	Final 120000	Currency Paid USD
Telephone Number	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? No
	Email Address	

Address of Employer

Namibia

Number of Employees Supervised by You

10

Description of Duties

-Assisted the Namibian Government in the logistics and supply component of the Emergency program for inventory control, warehousing, transportation, distribution of supplies and equipment to warehouses and projects sites. -Provided assistance in ensuring storage of supplies in an efficient and transparent manner, with accurate information available on receipts and dispatches including assisting in establishing and orienting staff on a supplies data base and tracking system. -Proposed actions for improvement and solutions to the logistics systems for emergency. -Undertaken emergency and field deployment to support Emergency operations. Visited project sites and counterpart warehouse to monitor supply inputs. -Followed-up with counterparts on distribution of provided relief supplies to beneficiaries. -Assisted program staff in monitoring the appropriate end-use of provided emergency supplies and equipment. Prepare supply status reports. -Maintained monitoring sheet for NFI and FI supplies handed over to counterparts/partners. -Assisted in identifying critical NFI and FI emergency stock to address gaps of emergency supplies -Assisted in the coordination of logistics capacity by holding activities/initiatives with partners carrying out similar activities: logistics training session.

Summarize any of Your Achievements

-Namibian Directorate of Emergency Management logistics teams training on logistics reporting systems and supply chain system management. -Created a data base of supplies for the Directorate of Emergency Management- Office of Prime Minister. -Created a distribution plan for the current floods/drought emergency operations and for the next emergencies operations.

Reasons for Leaving

End of contract

Job Title	Type of Business	From - To
Logistics Officer	Electoral Logistics	01/02/2007 - 01/04/2008

Name of Employer

DPKO/MONUC

Name of Supervisor

Martin Tooley

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
54000	54000	USD	Is this a position within the UN Common System? Yes

Telephone Number

Email Address

tooley@un.org

Address of Employer

Congo, Dem. Rep.

Number of Employees Supervised by You

10

Description of Duties

-Implemented a monitoring and inventory control system for all the Independent Electoral Commission warehouses (198). -Participated in the coordination of all the logistics activities: electoral logistics air/land operations, logistics training and any activities involved in stocks report, warehouses management, warehouse security and packaging. -Coordinated with EIC/MSC the repairing and checking of all the electoral materials in DRC to be ready for the voter registration and next local elections. -Advised on procurement issues related to the voters' registration and the local elections. -Designed and created an Electoral "Logistics" Guideline for all the logistics officer from UN and IEC -Created an Electoral Logistics induction session and presented as electoral logistics induction for the new newcomers. -Participated in the writing of the Local Electoral Operation Plan. -Designed with my colleagues electoral distribution maps.

Summarize any of Your Achievements

Designed and created with my IEC counterpart a data base for inventorying and controlling to ensure the validity of the 198 warehouses inventories. Advised about security issues at the warehouses and other logistics matter related to elections. Designed and coordinated the checking and the repairing of the telecom equipment, vehicles, generators and IT equipment across DRC. Created of an electoral logistics guideline.

Reasons for Leaving

Voluntary separation from services.

Job Title	Type of Business	From - To
Logistics Officer	Election in post conflict country	01/05/2006 - 01/02/2007

Name of Employer

DPKO/MONUC

Name of Supervisor

David Backler

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
68000	68000	USD	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

200

Description of Duties

-Supervised, organized, maintained stores/warehouses containing APEC/UNDP electoral stock in Kinshasa, provided timely stock reports and security to stores to keep losses to minimum. -Supervised, organized, and maintained the vehicle park in the warehouse compound, including the management of the drivers. -Supervised, organized and implemented effective supply systems (fuel, spares etc) for the operational part of the program (custom clearance operations, survey). -Implemented logistics procedures, ensured that they are followed, determined the objectives/priorities according to the electoral calendar. -Supervised the packing of the electoral materials, training and civic education kits for all DRC and organized their deployment with the airport logistics team. -Supervised the construction works in the warehouses compounds. -Analyzed and updated minimum/maximum stock levels for timely replenishment and stock plan. -Procurement, local market research, proposal evaluation. -Planned the daily laborers works and supervised them. -Organized the daily transports from the warehouses to the airport and two the others warehouse 14 ieme rue and INCAL. -Supervised the road electoral material deployment (ballots) for Bas-Congo Province and Kinshasa. -Compiled the ballots boxes coming from Kinshasa and Bas-Congo province (INCALL warehouse). -Organized and supervised the checking of 3000 registration kits to be send for the voter registration in Togo.

Summarize any of Your Achievements

Congolese Presidential and Legislative Elections 2006: part of the logistics team of the UNDP-APEC warehouses, we have packed and distributed all the training, civic education and electoral kits for the election. After the voting day of the second round, all the Kinshasa and Bas-Congo province ballots were received and classified for counting in our main warehouse. We have also supplied electoral and non electoral equipment to all the electoral hub offices in DRC during the electoral process.

Reasons for Leaving

Moved to Electoral Logistics Coordination Centre- now Electoral Logistics Unit

Job Title Finance Officer	Type of Business Election in Afghanistan	From - To 01/03/2005 - 01/11/2005
Name of Employer UNOPS Electoral Division Afghanistan	Name of Supervisor Niklas Dalquist	
Salaries per Annum: Starting 72000	Final 72000	Currency Paid USD
Is this a civil servant position of your Government? No		Is this a position within the UN Common System? No
Telephone Number	Email Address info@koncentration.com	
Address of Employer United Arab Emirates		
Number of Employees Supervised by You 10		
Description of Duties -Created procedures and structures for administrative, financial, logistic, monitoring and reporting systems. -Implemented logistics procedures as procurement and monitoring. -Assisted in logistics support and management. -Trained national staff on financial and administrative matters, but also ethic, registration, logistic, polling and management. -Financial reported to HQ Kabul. Periodic accounting records by recording receipts and disbursements (ledgers, cash books, vouchers, etc) reconciled data for recurring reports. -Human Resources management; data base, payroll, recruitment and contracts. -Administered follow up procedures on service contracts. -Supervised the accreditation process for the Nimroz province observers.		
Summarize any of Your Achievements First Provincial Office with the counting result in all Afghanistan. First province in Southern Afghanistan to be financially cleared.		
Reasons for Leaving End of contract		

Job Title Country Administrator/Logistics Coordinator/logistics officer and admin	Type of Business International NGO	From - To 01/01/2004 - 01/03/2005
Name of Employer COOPERAZIONE INTERNAZIONALE	Name of Supervisor Faizal Gilani	
Salaries per Annum: Starting 35000	Final 40000	Currency Paid USD
Is this a civil servant position of your Government? No		Is this a position within the UN Common System? No
Telephone Number	Email Address	
Address of Employer Italy		
Number of Employees Supervised by You 150		
Description of Duties Under the supervision of the International Desk in Milan, administrative Director of COOPI in Afghanistan (Main office in Kabul). -Opened of a World Bank public health program in Nimroz province. -Trained of the logistics officers. -Administrated and coordinated the logistics of all the COOPI bases in Afghanistan. -Improved the administrative, financial, procurement, monitoring, and reporting systems. -Proposals writing, counterparts training in logistic and administration. -Financial reports to HQ Milan. -Periodic accounting records by recording receipts and disbursements (ledgers, cash books, vouchers, etc) reconciled data for recurring reports. -Human Resources management; data base, payroll, recruitment and contracts. -Supervised the inventories and all transports related activities, distribution and warehousing.		
Summarize any of Your Achievements -Opening of a World Bank Public Health funded project in Southern Province of Nimroz and supply medical equipment and medicine for the Provincial hospital and 7 clinics. -Trained all the national staff on logistics and administration.		
Reasons for Leaving End of contract.		

Job Title Country Administrator-logistics officer	Type of Business International NGO	From - To 01/10/2001 - 01/07/2002
Name of Employer ATLAS Logistique	Name of Supervisor Matthieu Chaumeil	
Salaries per Annum: Starting 26000	Final 26000	Currency Paid EUR
Is this a civil servant position of your Government? No		Is this a position within the UN Common System? No
Telephone Number	Email Address chaumeil@atlas-logistique.org	
Address of Employer France		
Number of Employees Supervised by You		

50

Description of Duties

-Supervised all the administrative and financial aspect of the mission in Pakistan and Afghanistan. -Opened two logistics bases (Hub) and customs clearance management, recruitment and trained of the local staffs in administration and finance. -Supervised the supply chain management of NFI and FI from Peshawar to Kabul while the logistics officer was in Kabul or Peshawar. -Implemented logistics and financial procedures based on the NGO guideline.

Summarize any of Your Achievements

Setting up of two logistics bases, one in Pakistan and Afghanistan. NFI and FI pipeline between Peshawar and Kabul. Supervised the importation of food items from France to Pakistan. Supervising the transportation of 83 containers from France to Kabul.

Reasons for Leaving

End of project.

Job Title Media Analyst	Type of Business Communication	From - To 01/05/1999 - 01/08/2001
Name of Employer Medianor	Name of Supervisor Henri Compte	
Salaries per Annum: Starting 35000	Final 35000	Currency Paid CAD
Is this a civil servant position of your Government? No		Is this a position within the UN Common System? No
Telephone Number	Email Address info@medianor.ca	
Address of Employer Canada		
Number of Employees Supervised by You 4		
Description of Duties -Medias monitoring for public and privates customers. -Daily and weekly reports writing. -Trained the new staff and monitoring their works.		
Summarize any of Your Achievements Media analyses for the Federal and Provincial Governments. Americas Summit medias monitoring in Quebec city.		
Reasons for Leaving Wanted international working experiences.		

Job Title Journalist	Type of Business Newspaper	From - To 01/01/1996 - 01/05/1999
Name of Employer Impact Campus	Name of Supervisor David Izadifar	
Salaries per Annum: Starting 1000	Final 1000	Currency Paid CAD
Is this a civil servant position of your Government? No		Is this a position within the UN Common System? No
Telephone Number	Email Address redaction@impact.ulaval.ca	
Address of Employer Canada		
Number of Employees Supervised by You 0		
Description of Duties -Journalist covering political conferences and events. -Interviews with national and international political actors.		
Summarize any of Your Achievements Writing of political articles during three years in the biggest University newspaper: more than 80 articles.		
Reasons for Leaving Founded a new job.		

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

Address

3535 Papineau #2409
Montreal Quebec Canada
Telephone: 001-514-6519394
Fax: 243-81-5433525
Contact: Hugo Desjardins

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
Marc AMOUGOU	Procurement Specialist-Logistics officer	Yaounde Cameroon	amougou-ngoumou@un.org
Andy CAMPBELL	International Electoral Expert	upon request Cameroon	andymacampbell@yahoo.com.au
David IZADIFAR	Political Affairs Officer	Paris Cameroon	izadifar@un.org

Personal History Profile for Tyrone GASTON

General Details

1. Family name GASTON	First Name Tyrone	Middle Name	Maiden Name, (if any)
2. Date of Birth 19/12/1949	3. City of Birth Lincoln	Country of Birth United States of America	Index No
4. Country of Nationality at Birth United States of America	Second Nationality (if any)	5. Country of Present Nationality United States of America	Second Nationality (if any)
6. Gender Male	7. Height [cm] 173	8. Weight [kg] 74	9. Marital Status Married
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? No			
13. What is your preferred field of work? Management and programme analysts			
14. Would you accept employment for less than six months? Yes			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when?			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? No			
18. Email Address: tgas_1@yahoo.com			

Education

List all university degrees or equivalent qualifications obtained.

University Name University of Arizona	City, Country Tucson United States of America	From - To Aug-1991 - May-1993
Main Course of Study Economics	Field of Study Social & Behavioural Science	
Degree Title or Equivalent Master of Science in Agricultural Economics	Degree Type Masters	
University Name Trinity College	City, Country Burlington United States of America	From - To Jan-1981 - May-1982
Main Course of Study Management	Field of Study Business & Administration	
Degree Title or Equivalent Bachelor of Science in Business Administration	Degree Type Bachelor of Sciences	
University Name University of New Hampshire	City, Country Durham United States of America	From - To Aug-1977 - Dec-1980
Main Course of Study Management	Field of Study Business & Administration	
Degree Title or Equivalent Transferred to another institution	Degree Type Undergraduate degree	

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

Name of School US Peace Corps Training	City, Country Mbalmayo Cameroon	From - To May-1982 - Sep-1982
Main Course of Study Cooperative Education and development, language along with cross-cultural training.		Certificate or Diploma Certificates of completion in cooperative principles and education.
Name of School U.S. Navy Electronics Technical School	City, Country Damneck United States of America	From - To Oct-1969 - Sep-1975
Main Course of Study Electronics Technical School, Basic and advance electronics, Radar, navigation electronics		Certificate or Diploma Various certificates indicating completion of coursework
Name of School Cobb Avenue High School	City, Country Anniston United States of America	From - To Aug-1964 - Jun-1968
Main Course of Study College Prep to include math, science, literature, language, etc.		Certificate or Diploma High School Diploma

Employment

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

Job Title Chief of Party	Type of Business International development NGO	From - To 01/05/2008 -
Name of Employer USAID/IFESH		Name of Supervisor Dr. C.L. Mannings
Salaries per Annum: Starting 95000	Final 99350	Currency Paid USD
	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? No
Telephone Number 14804431800	Email Address	
Address of Employer United States of America		
Number of Employees Supervised by You 28		
Description of Duties Currently serving as Chief of Party for the USAID funded Conflict Abatement through Local Mitigation (CALM) project in Nigeria. Responsibilities include providing administrative, management as well as technical oversight to the implementation of this project. Other responsibilities include the management of two field office in Nigeria. One located in the Niger Delta region including River and Delta States and one in Kaduna responsible for activities in Kaduna, Kano and Plateau States. As the Chief of Party my duties also included liaising with USAID, the US Embassy, host government officials, civil society organizations and other implementing partners. The technical component of the project provided extensive conflict mitigation and management training, capacity building and the implementation of an advocacy awareness campaign to sensitize both public officials and the general public on issues that may prevent or aid in building a peaceful Nigeria.		
Summarize any of Your Achievements Of particular importance to maintaining peace in Nigeria was the establishment of the Conflict Management and Mitigation Regional Councils (CMMRCs) in five state of Nigeria. This project provided technical as well as financial support to those councils allowing them to intervene directly at the onset of potential violent situation in their respective communities and throughout their states. The project also established Peace Clubs in secondary schools that not only served their school needs but the community at large. Through an outreach program students presented the message of Peace and its importance to fellow students and their community. Lastly, through the Basketball for Peace (BB4P) project, potential hot spots were targeted as volatile communities and mediation techniques were used to prevent and occasionally halt violence through sports.		
Reasons for Leaving Presently employed		

Job Title Advisor- African affairs	Type of Business Consultancy	From - To 01/10/2007 - 01/04/2008
Name of Employer Wiltex, Inc		Name of Supervisor Dr. Lois Williams
Salaries per Annum: Starting 85000	Final 85000	Currency Paid USD
	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? No
Telephone Number 17579613734	Email Address wiltexinc@wiltexinc.com	
Address of Employer United States of America		
Number of Employees Supervised by You 0		
Description of Duties Served as advisor to US Army think tank responsible for updating government officials on socio-economic conditions in Africa as they relate to security threat to the US. Served as a team member responsible for participating in seminars and conferences focusing on the four regions of Africa and correlating demographic data of the sub regions throughout Africa. These seminars were used to extract knowledge from academic experts in African studies that reinforce our understanding of many causes of problems facing Africa that may create conditions of insecurity that perpetuate threats to the US.		
Summarize any of Your Achievements Participated in six regional seminars and putting together the final briefing used to update government officials.		
Reasons for Leaving More challenging position		

Job Title Resident Advisor	Type of Business International non Governmental Organization	From - To 01/12/2005 - 01/06/2007
Name of Employer Constella Futures Group		Name of Supervisor Phillip Hanna
Salaries per Annum: Starting 98350	Final 100250	Currency Paid USD
	Is this a civil servant position of your Government? Yes	Is this a position within the UN Common System? No
Telephone Number 12027759680	Email Address getintouch@tgas.us	

Address of Employer

United States of America

Number of Employees Supervised by You

44

Description of Duties

From December 2005 until June 2009 I have served as the Resident Advisor (Senior Program Manager) for the United States Geological Survey sponsored program in Monrovia Liberia. As the Resident Advisor my duties and responsibilities included the following: formulation of policies and strategies to advance the Government of Liberia's acceptance into the Kimberley Process Certification Scheme so that the country could once again sell its diamonds on the world market. Additionally, I was responsible of devising Liberia's certificate of origin scheme that responds to the United Nations Resolution 1371 that imposed sanction on the exportation of Liberia's rough diamonds. As the Senior manager to the program I had to interact with many high level officials in the Government of Liberia, the US Ambassador, the head of the United Nations Mission in Liberia, the World Diamond Council, DeBeers, Global Witness and other embassies and players in Liberia's mineral sector. Working directly with the Ministry of Lands, Mines and Energy responsible for all managerial aspects of the program that includes administrative, financial and technical assistance to the Government of Liberia. Additionally, responsible for the timely deliver of infrastructure development initiatives, capacity building through training and administrative support to mining agents within the Ministry of Lands, Mines and Energy. Illicit diamond trading in and out of Liberia has been the source of instability in this region for nearly a decade. This program, from support for the US Geological Survey, the international diamond community and international non governmental organizations, is an effort to halt the flow of conflict diamonds in this region. Coordinated assistance to the Government of Liberia, Ministry of Lands, Mines and Energy to develop their mineral policy and establish their Government Diamond Office. Worked closely with DeBeers, Dubai Diamond Exchange, World Diamond Council and others.

Summarize any of Your Achievements

Succeed in putting measures in place for the removal of UN Security Council sanctions on the Government of Liberia's exportation and importation of rough diamonds. Additionall succed in steering the country toward full acceptance into the Kimberley Process Certification scheme.

Reasons for Leaving

Contractual. The program came to term on May 31, 2007.

Job Title	Type of Business	From - To
Country Representative	Governmental	01/01/2005 - 01/12/2005
Name of Employer		Name of Supervisor
USAID/DCHA/OTI		Angela Martin

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? Yes
93250	93250	USD	Is this a position within the UN Common System? No

Telephone Number

12027122320

Email Address

getintouch@tgas.us

Address of Employer

United States of America

Number of Employees Supervised by You

20

Description of Duties

As the Country Representative for USAID/DCHA/OTI Burundi was responsible for the development, oversight and management of OTI's country initiatives. My duties include conceptualization and design of program strategies and objectives in close collaboration with OTI staff, USAID personnel, US Embassy and local government officials. Also was responsible for oversight management of program grants executed by the US based contractor, PADCO and the Woodrow Wilson Center for International Scholars. Through OTI's Community based Peace and Reconciliation Initiative, the Country Representative is an integral player in the peace process. In Burundi, The OTI Representative advanced the peace process through its community based leadership program promoting peace and reconciliation, promoting free and open media coverage through support to two major radio stations, providing opportunity to disadvantages members of the society through vocational skill training to generate non farm income, and providing community initiatives that foster collaboration and peaceful existence among members of a fragmented society. Key to managing any country program is the knowledge and application of both spreadsheets and database management. In Burundi as the Country Representative for USAID/OTI, one of the primary tools for monitoring grant activities included accessing and working with the agency's grant tracking database management system that included over 250 grants with a disbursement of nearly 6 million dollars. The database management tool was developed using Microsoft Access. An extensive database management system captured all elements of grant management from the inception to completion and allows OTI management to quickly respond to request for information on specific grant activities. The Country Representative is responsible for updating and managing its country program's database. Over my professional career spanning 23 years as a Country Representative, as Associate Direct

Summarize any of Your Achievements

Succeed in redirecting the country program toward long term development goals and objectives moving away from purely humanitarian assistance.

Reasons for Leaving

Contractual as the program came to completion.

Job Title	Type of Business	From - To
Associate Peace Corps Director, Small Enterprise Development	Intenational development governmental	01/05/1999 - 01/06/2004
Name of Employer		Name of Supervisor
US Peace Corps Cameroon		Robert Strauss

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? Yes
67000	87000	USD	Is this a position within the UN Common System? No

Telephone Number

Email Address

getintouch@tgas.us

Address of Employer

Cameroon

Number of Employees Supervised by You

32

Description of Duties

From 1999 until 2004 I served as an Associate Peace Corps Director in Cameroon where I was responsible for the Small Enterprise Development Program. As the Director for the small enterprise development project, responsibilities include providing technical, cross-cultural, safety and security and general support to 31 Volunteers posted throughout Cameroon. As a senior staff member of Peace Corps Cameroon those responsibilities were extended to 140 plus Volunteers serving in country. Volunteer support encompasses program development, training, logistical support, medical and safety and security. Moreover, Volunteer support was a collective effort carried out by Peace Corps staff, host government officials, Volunteers and collaborating host country counterparts. The APCD is an integral player in strategic and program planning, conceiving and framing the support structure that Volunteers need to be effective agents of change within their host institutions and communities. These functions were carried out within the US government budgetary cycle and financial constraints imposed upon each country operations. Below are actions, experiences and abilities that were used to provide support to volunteers and incorporated elements of strategic planning, programming and financial responsibility: Developed the criteria for site selection for assigning Volunteers to partner institutions. Drafted memorandum of understanding between Peace Corps and host institutions. Designed and orchestrated counterpart workshops to further promote capacity and coalition building through Peace Corps and financial institutions partnership. Developed components of training in preparation of Volunteer service –competency based approach. Devised methods to clarify roles and responsibilities of Peace Corps Volunteers and host country counterparts --job descriptions, action plans. Conceived and built a strong small enterprise development project based on building coalition and fostering coope

Summarize any of Your Achievements

Succeed in initiating the small enterprise development program in Cameroon and grew the program to a national one covering all ten provinces of Cameroon. Forges a strong relationship between micro finance institutions operating in Cameroon through capacity buiding workshops and seminars.

Reasons for Leaving

Term contract with five-year limit

Job Title Director of purchasing and property management	Type of Business Social services	From - To 01/03/1998 - 01/05/1999
Name of Employer Cincinnati-Hamilton County Community Action Agency	Name of Supervisor Gwen Robinson	

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
44000	45600	USD	Is this a position within the UN Common System? No

Telephone Number

15135691840

Email Address

Address of Employer

United States of America

Number of Employees Supervised by You

12

Description of Duties

Directed and managed agency wide procurement (goods and services) related to program and administrative support needs, i.e. supplies, computer equipment, vehicles, facilities and service contracts. Administered and negotiated agency wide contract and subcontract for 30 million dollar social service agency. Duties included -- negotiating, developing Request for Proposals, administering and terminating subcontracts-- ensuring performance of all necessary actions for effective subcontracting and safeguarding the interest of the agency and its funding sources. Maintained full compliance with laws (OMB Management Circulars A110, A122 & A133), regulations and all other applicable procedures, including clearance and approvals from appropriate regulatory authorities. Expanded procurement procedures and policies and subsequently administered them throughout agency to purchasing department and section heads. Created and operated in an atmosphere of full and open competition in 30 plus million dollar agency safeguarding the interest of the agency through sound procurement policies and procedures.

Summarize any of Your Achievements

Computerized the procurement process resulting in a more efficeintly ran procurement system. This allowed the company means to rapidly track purchases.

Reasons for Leaving

Better opportunities

Job Title Country Representative	Type of Business International non governmental organization	From - To 01/03/1985 - 01/08/1997
Name of Employer Africare Inc.	Name of Supervisor Alan Alemian	

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
25000	45000	USD	Is this a position within the UN Common System? No

Telephone Number

Address of Employer

United States of America

Number of Employees Supervised by You

120

Description of Duties

Directed and managed an international non-governmental development organization in five African countries over a 12 year period. Provided leadership and direction in personnel management, finance, equipment, program development and reporting. Represented and served as spokesperson for Africare and its work through presentation, reports, briefings and meetings with donors, headquarters, host governmental officials and USAID. This consisted of explaining, selling, defining, presenting and negotiating in a clear convincing manner to individuals and groups and listening effectively for clarification. Demonstrated the ability to communicate both verbally and writing with all level of management, USAID, host government officials, project participants and oversight groups on issues of considerable consequence. Demonstrated ability to building coalition and fostering cooperation across organizations to achieve objectives. Created, from concept through program evaluation, development initiatives including food production, natural resource management, agro forestry, health education and child survival, economic empowerment of individuals and communities, literacy and small enterprise development. Conceived and initiated income generating program for disadvantaged young women and school dropouts. Conducted feasibility studies, sensitivity analysis, financial and cash flow analyses to determine program viability. Performed benefit/cost analysis and used other economic tools for analysis of country development proposals and programs. Introduced office procedures including computerization of local payroll and inventory control. Devised computerized financial tracking system for monitoring expenditures. Conducted decision support system analysis that resulted in more efficiently run country office. Trained staff to use a variety of computer applications.

Summarize any of Your Achievements

to be completed

Reasons for Leaving

to be completed

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

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

Language	Mother Tongue	Speak	Read	Write	Understand
Bulu	No	Not easily	Not easily	Not easily	Not easily

Address

403 Breckinridge Square, SE
Leesburg Virginia United States of America
Telephone: 1-571-2913410
Fax: 234-8065203621
Contact: Tyrone Gaston

Address

5 Ayaminima Lane
GRA II
Port Harcourt River Nigeria
Telephone: 234-8065203621
Contact: Tyrone Gaston

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
Raul CARRERA	United Nations Mission in Liberia	UN Drive Liberia	carrerar@un.org
Zina Dache MERRITT	US Government Accountability Office	441 G. Street, NW Liberia	12025125257 merrittz@gao.gov
Eugene SHANNON	Minister of Lands, Mines and Energy	Ministry of Lands, Mines and Energy Liberia	eugene2006_shannon@yahoo.com

Personal History Profile for Jane LOUIS

General Details

- | | | | |
|--|-----------------------------------|---|---------------------------------------|
| 1. Family name
LOUIS | First Name
Jane | Middle Name
Jeanile | Maiden Name, (if any)
Major |
| 2. Date of Birth
31/07/1966 | 3. City of Birth
Nassau | Country of Birth
Bahamas | Index No
680066 |
| 4. Country of Nationality at Birth
Bahamas | Second Nationality (if any) | 5. Country of Present Nationality
Bahamas | Second Nationality (if any) |
| 6. Gender
Female | 7. Height [cm]
160 | 8. Weight [kg]
71 | 9. Marital Status
Married |
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities.
Are there any limitations on your ability to engage in all travel? **No**
- Are there any limitations on your ability to perform in your prospective field of work? **No**
11. Have you taken up legal permanent residence status in any country other than that of your nationality? **No**
13. What is your preferred field of work? **Administrative specialists**
14. Would you accept employment for less than six months? **Yes**
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? **01/06/2009**
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? **No**
18. Email Address: **louisj@mail.law.cuny.edu**

Education

List all university degrees or equivalent qualifications obtained.

University Name City University of New York School of Law	City, Country New York United States of America	From - To Aug-2000 - May-2003
Main Course of Study General Law	Field of Study Law	
Degree Title or Equivalent Juris Doctor	Degree Type Postgraduate degree	

University Name City College of the City University of New York	City, Country New York United States of America	From - To Jun-1996 - Jul-2000
Main Course of Study	Field of Study	
Degree Title or Equivalent Bachelor of Arts	Degree Type	

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

Name of School St. Augustine's College	City, Country Nassau Bahamas	From - To Sep-1976 - Jun-1983
Main Course of Study General education		Certificate or Diploma Diploma

Employment

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

Job Title Associate Report Writing Officer	Type of Business Peacekeeping	From - To 01/08/2007 -
Name of Employer MONUC		Name of Supervisor Daniel Biart
Salaries per Annum: Starting 57153	Final 68575	Currency Paid USD
	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? Yes
Telephone Number 243818906030	Email Address louis7@un.org	
Address of Employer Congo, Dem. Rep.		
Number of Employees Supervised by You -		

Description of Duties

(1) Under supervision of Chief of Section, oversee the work of BOI Unit case officers to ensure that reports of investigations and related communications evince reasoned analysis and are guided by the applicable UN rules and regulations; liaise with relevant Sections to secure required documents to facilitate timely completion of BOIs; provide presentations at Mission-level conferences to increase awareness about the work of the Unit; other duties as required. (2) Assist Section Chief with administrative matters relating to maintaining the Secretariat of the Property Survey Board and Claims Review Board in accordance with the applicable UN rules and regulations; provide presentations at Mission-level to increase awareness about the work of the Section; engage in all aspects of staff recruitment. (3) Provide administrative support to MONUC Local Committee on Contracts inclusive of coordinating weekly meetings; reviewing case presentations and highlighting areas for further inquiry; drafting Minutes and recommendations; securing supporting documents; submitting Minutes for review/approval by the Director of Mission Support; maintaining LCC Secretariat (inclusive of filing Minutes and maintaining/updating electronic spreadsheet of case presentations). (4) Deputize in absence of Chief Internal Review Boards.

Summarize any of Your Achievements

(1) Have had many opportunities to participate in the decision-making processes of our Section. (2) Developed a keen understanding of procurement matters and UN financial rules and regulations by virtue of serving as LCC Secretary. (3) Based on guidance provided to Board of Inquiry Assistants, BOI reports evince a marked increase in level of analysis of issues and quality of writing; knowledge is being better managed as a result of increased levels of cohesiveness among staff; and electronic database management has significantly improved.

Reasons for Leaving

Currently in post.

Job Title Legal Assistant (unpaid/informal arrangement)	Type of Business Self-employed	From - To 01/02/2006 - 01/07/2007
Name of Employer Clifford A. Arrey, Ph.D.	Name of Supervisor Clifford Arrey	
Salaries per Annum: Starting 1	Final 1	Currency Paid USD
	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? No
Telephone Number	Email Address manyu307@aol.com	
Address of Employer United States of America		
Number of Employees Supervised by You 0		
Description of Duties (1) Performed research and drafted legal memoranda relating to employment discrimination and landlord-tenant disputes. (2) Drafted various contracts and agreements.		
Summarize any of Your Achievements I had an opportunity to continue to enhance my legal writing and legal reasoning skills.		
Reasons for Leaving This was an unpaid arrangement to continue to develop while seeking employment.		

Job Title Office Manager	Type of Business Chartered Accountants and Management Consultants	From - To 01/11/2004 - 01/12/2005
Name of Employer GALANIS & CO.	Name of Supervisor Philip C. Galanis	
Salaries per Annum: Starting 45000	Final 45000	Currency Paid BSD
	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 Bahamas		
Number of Employees Supervised by You 5		
Description of Duties Drafted contracts and agreements on loan, investment, and trade for clients in connection with common law practices and procedures; researched, analyzed and prepared analytical memoranda concerning merger and acquisition; prepared Articles of Incorporation and By-Laws; reviewed business plans and financing proposals for clients and recommended action plan; reviewed Firm's internal policies and procedures and prepared analytical brief detailing recommendations for improving profitability, accountability, and compliance with common law practices and procedures; managed financial matters, personnel and benefits.		
Summarize any of Your Achievements Based on the analytical brief I prepared in response to my review of the Firm's internal policies and procedures, structures were implemented that positively impacted the administration of the Firm and the method in which client needs were serviced. Moreover, employee morale grew significantly as procedures were established to bring transparency to requirements for advancement, including progression from clerical/support positions to professional and/or managerial level.		
Reasons for Leaving Opted not to renew my employment contract because I was exploring employment opportunities with international organizations such as the United Nations.		

Job Title Law Clerk (unpaid internship)	Type of Business Legal Service Provider	From - To 01/08/2004 - 01/09/2004
Name of Employer Public Defender Service of the District of Columbia	Name of Supervisor Jaclyn S. Frankfurt	
Salaries per Annum: Starting	Final	Currency Paid
		Is this a civil servant position of your Government? No

1	1	USD	Is this a position within the UN Common System? No
Telephone Number		Email Address	
Address of Employer United States of America			
Number of Employees Supervised by You 0			
Description of Duties UNPAID INTERNSHIP - Researched and analyzed trial level criminal proceedings and prepared analytical brief in respect of issues for appealing convictions and sentencing; ordered and assessed trial transcripts; drafted Notices of Appeal for submission to the Court of Appeal of the District of Columbia; reviewed and updated files in electronic case management system; calendared cases.			
Summarize any of Your Achievements Gained valuable experience in criminal law practice and procedures at Appellate level.			
Reasons for Leaving Returned to The Bahamas			

Job Title Law Clerk (paid hourly)	Type of Business Federal Agency	From - To 01/02/2004 - 01/05/2004
Name of Employer Legal Services Corporation	Name of Supervisor Mark Freedman	

Salaries per Annum:	Final	Currency Paid	Is this a civil servant position of your Government? No
Starting 20	20	USD	Is this a position within the UN Common System? No
Telephone Number		Email Address	
Address of Employer United States of America			
Number of Employees Supervised by You 0			
Description of Duties Researched, analyzed and prepared memoranda regarding the interpretation and application of rules and regulations governing permissible uses of federal funds granted to legal service centers to provide free civil legal services to the poor; researched and analyzed issues of fact and law concerning attorney-client privilege, attorney work product, and the ethical obligations of attorneys.			
Summarize any of Your Achievements Received award for outstanding service as a Law Clerk.			
Reasons for Leaving Position was contracted as a Spring internship and internship period ended.			

Job Title Substitute Teacher (paid hourly)	Type of Business Elementary School	From - To 01/10/2003 - 01/06/2004
Name of Employer Capitol Hill Day School	Name of Supervisor Subuola Kujore	

Salaries per Annum:	Final	Currency Paid	Is this a civil servant position of your Government? No
Starting 10	13	USD	Is this a position within the UN Common System? No
Telephone Number		Email Address	
Address of Employer United States of America			
Number of Employees Supervised by You 0			
Description of Duties Provided teaching assistance at all grade levels; designed and engaged in activities designed for enrichment of students participating in after-school program.			
Summarize any of Your Achievements Based on professional background, had an opportunity to serve as interim Director of After-School Program.			
Reasons for Leaving Sought opportunities for advancement in legal career.			

Job Title Mediator (unpaid - mandatory Legal Clinical training)	Type of Business Legal Service Provider	From - To 01/08/2002 - 01/12/2002
Name of Employer Main Street Legal Services	Name of Supervisor Beryl Blaustone	

Salaries per Annum:	Final	Currency Paid	Is this a civil servant position of your Government? No
Starting 1	1	USD	Is this a position within the UN Common System? No

Telephone Number	Email Address
Address of Employer United States of America	
Number of Employees Supervised by You 0	
Description of Duties Reviewed and analyzed conflicts between parties and facilitated the achievement of peaceful and mutually agreeable resolution of disputes; researched and analyzed issues regarding confidentiality in mediation and other dispute resolution mechanisms and updated discussion of this topic in the Mediation Training Seminar Manual.	
Summarize any of Your Achievements Had an opportunity to mediate a variety of cases through the Court-Annexed Mediation Program of the Civil Court of New York, Queens County, and for the Queens Neighborhood Services of the Queens Mediation Network.	
Reasons for Leaving Internship ended.	

Job Title Immigration Counselor (paid hourly)	Type of Business Immigration Counseling Service	From - To 01/01/2002 - 01/10/2002
Name of Employer Citizenship and Immigration Project	Name of Supervisor Gnoleba Seri	
Salaries per Annum: Starting 10	Final 10	Currency Paid USD
	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? No
Telephone Number	Email Address	
Address of Employer United States of America		
Number of Employees Supervised by You 0		
Description of Duties Researched, analyzed and advised clients about relevant grounds for challenging denial of request for extension of non-immigrant visas; counseled clients on the current state of US immigration laws; reviewed and assisted clients with the preparation of US immigration applications for naturalization, permanent residency, and work authorization.		
Summarize any of Your Achievements Had an opportunity to assist the Director on several cases for clients seeking refugee status in the US.		
Reasons for Leaving Third year law school clinical internship in Mediation Clinic/Civil Court of New York Queens Country required a minimum of 28 (daytime) practice hours per week.		

Job Title Research Assistant (paid hourly)	Type of Business Law School	From - To 01/06/2001 - 01/05/2003
Name of Employer City University of New York School of Law	Name of Supervisor Janet Calvo	
Salaries per Annum: Starting 12	Final 15	Currency Paid USD
	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? No
Telephone Number	Email Address	
Address of Employer United States of America		
Number of Employees Supervised by You 0		
Description of Duties Researched, analyzed, and organized information on topics regarding US immigration laws and its impact on immigrants; researched and organized information on bioterrorism and preparedness programs; researched and gathered information to support supervisor's Civil Procedure lecture discussions.		
Summarize any of Your Achievements I was offered a position with the Law School's academic support department. The academic support department offers group tutorial sessions and one-on-one guidance to law students encountering academic difficulties. I was the first Teaching Assistant to be contracted by the Department's Director. This is an achievement since working in the academic support center not only requires legal acumen but an ability to take complex information and summarize it in a format that meets the law school student's unique needs.		
Reasons for Leaving Graduated law school.		

Job Title Administrative Assistant to Consul General	Type of Business Consulate General	From - To 01/09/1992 - 01/05/2000
Name of Employer Consulate General of the Commonwealth of The Bahamas	Name of Supervisor Dr. Doswell Coakley	
Salaries per Annum: Starting 11016	Final 19032	Currency Paid USD
	Is this a civil servant position of your Government? Yes	Is this a position within the UN Common System? No

Telephone Number	Email Address
Address of Employer United States of America	
Number of Employees Supervised by You 3	
Description of Duties Drafted and prepared letters regarding relationship between Bahamian government, other governments, and host business community; processed visa and passport applications; handled matters relating to immigration, including gathering and reviewing supporting information to assist the Consul General in preparing analytical memoranda regarding alleged abuses suffered by Bahamian nationals detained in US correctional facilities; authenticated legal documents for use in The Bahamas; prepared monthly/annual reports; assisted with the typing of reports/presentations.	
Summarize any of Your Achievements By virtue of my professionalism and other invaluable skills, I had opportunities to perform tasks and duties ordinarily given to personnel at higher functional levels.	
Reasons for Leaving Enrolled in full-time studies at CUNY School of Law.	

Job Title Administrative Assistant to Managing Partner	Type of Business Chartered Accountants	From - To 01/09/1984 - 01/08/1992
Name of Employer Ernst & Young	Name of Supervisor Philip C. Galanis	
Salaries per Annum: Starting 8320	Final 22500	Currency Paid BSD
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 Bahamas		
Number of Employees Supervised by You 3		
Description of Duties Drafted letters for signature by Managing Partner; typed financial statements and other investment reports; maintained in-house computer systems; installed accounting software applications and provided clients with technical support; prepared monthly expense and time reports; scheduled meetings; organized travel arrangements.		
Summarize any of Your Achievements Gained invaluable experience in managing personnel and benefits.		
Reasons for Leaving Relocated to New York to work at Bahamas Consulate General.		

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 - **75** French -

List any office machines or equipment you can use:

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

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

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

Address

22 Windsor Avenue
P. O. Box N-1885
Nassau Bahamas
Telephone: 242-394 5229
Contact: Jane Louis

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
Loretta BENJAMIN	Assistant Superintendent of Welfare Shelters	2320 Grand Concourse, # 5A United States of America	1212481 0779 benjaminworks@aol.com
Dellianna BURROWS	Educator	1512 Prospect Place, #2 United States of America	1718490 8998 ddburrrows2@msn.com

Personal History Profile for Maria MARTIN

General Details

1. Family name MARTIN	First Name Maria	Middle Name	Maiden Name, (if any)
2. Date of Birth 10/10/1974	3. City of Birth Valladolid	Country of Birth Spain	Index No
4. Country of Nationality at Birth Spain	Second Nationality (if any)	5. Country of Present Nationality Spain	Second Nationality (if any)
6. Gender Female	7. Height [cm] 168	8. Weight [kg] 60	9. Marital Status Single

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

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

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

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

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

15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? **01/02/2010**

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: **marmala2000@hotmail.com**

Education

List all university degrees or equivalent qualifications obtained.

University Name IDE-CESEM (Instituto de directivos de Empresa)	City, Country Madrid Spain	From - To Nov-2003 - Dec-2005
Main Course of Study	Field of Study	
Degree Title or Equivalent 'Master en Direccion de Recursos Humanos'	Degree Type	

University Name Universidad Pontificia de Salamanca	City, Country Salamanca Spain	From - To Oct-1999 - Jul-2001
Main Course of Study	Field of Study	
Degree Title or Equivalent 'University Degree in General Psychology'	Degree Type	

University Name Universidad Pontificia de Salamanca	City, Country Salamanca Spain	From - To Oct-1993 - Jul-1998
Main Course of Study	Field of Study	
Degree Title or Equivalent 'University Degree in Educational Psychology'	Degree Type	

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

Name of School Meirc Training and Consulting	City, Country Dubai United Arab Emirates	From - To May-2008 - May-2008
Main Course of Study Budgeting and Cost Control		Certificate or Diploma Effective Budgeting and Cost Control training course

Name of School Design for Learning ltd.	City, Country Monrovia Liberia	From - To Jan-2008 - Jan-2008
Main Course of Study Train the Trainiers		Certificate or Diploma Training of Trainers training course

Name of School Management Concepts	City, Country Monrovia Liberia	From - To Dec-2007 - Dec-2007
Main Course of Study UN Standard Operational Procedures and Correspondence		Certificate or Diploma Writing Performance Work Statements training course

Name of School UNDP/IAPSO and UNPD	City, Country Monrovia Liberia	From - To Nov-2007 - Nov-2007
Main Course of Study UN Procurement rules and regulation		Certificate or Diploma Fundamentals of UN Procurement training course
Name of School Confederacion Vallisoletana de Empresarios	City, Country Valladolid Spain	From - To Oct-2006 - Dec-2006
Main Course of Study Business Finance		Certificate or Diploma Financial Management for Small Business training course
Name of School Union General de Trabajadores	City, Country Madrid Spain	From - To Apr-2006 - May-2006
Main Course of Study Accounting and Finance Managemet		Certificate or Diploma Accounting Management and Finance Analysis training course
Name of School CEU-Castilla y León	City, Country Valladolid Spain	From - To Oct-2004 - Dec-2004
Main Course of Study Bookkeeping and recording of financial transactions		Certificate or Diploma General Accounting training course
Name of School Crawfordsville High School	City, Country Crawfordsville, Indiana United States of America	From - To Aug-1990 - Jun-1991
Main Course of Study Junior Grade		Certificate or Diploma Diploma of Secondary School (Symbolically given to the exchange students)
Name of School Colegio San Jose (hermanos jesuitas)	City, Country Valladolid Spain	From - To Oct-1989 - Jul-1992
Main Course of Study Bachillerato Superior		Certificate or Diploma Secondary School Certificate
Name of School Colegio Apostolado del Sagrado Corazon de Jesus	City, Country Valladolid Spain	From - To Oct-1978 - Jul-1989
Main Course of Study Graduado Escolar		Certificate or Diploma Primary School Certificate

Employment

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

Job Title Administrative Officer (Performance Management Team Leader) (P3)	Type of Business Peace keeping Organization	From - To 01/01/2009 -
Name of Employer UNMIL (United Nations Mission in Liberia)		Name of Supervisor Hubert Price
Salaries per Annum: Starting 73000	Final 73000	Currency Paid USD
	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? No
Telephone Number	Email Address martin14@un.org	
Address of Employer Liberia		
Number of Employees Supervised by You 1		
Description of Duties As the PERFORMANCE MANAGEMENT Team Leader: -Compile and distribute the mission monthly key performance indicators report and analyze data trends and targets; -Under demand, offer timely and efficient data analysis reports, statistical reports, power point presentations, charts and graphs (SRSG vacancies report, audits support, etc) - Streamline Mission Support business processes by identify areas of improvement (obstacles, risks, challenges and opportunities of improvement); -Identify, design and distribute improved data management tools and reporting systems; -Mission Focal Point for the Road Map application (HQ web based application replacing the DMS monthly report). As ADMINISTRATIVE OFFICER regular tasks: - Assist to the Office of the Director of Mission Support in the general administrative functions; -As member of the UNMIL LPSB (Local Property Survey Board), attend and advice in the monthly meetings; - As a certifying officer, review and certify financial documentation committing funds such as PTBs, MODs, F-10 claims, Petty Cash, as well as certify PIO requisitions in Mercury; -As bank signatory, approve transfer of funds to the Mission or within the Mission; - As the budget focal point for the Office of the DMS (ODMS is a Cost Centre by itself for UNMIL), prepare future budget submission, monitor current budget status (outstanding obligations and status of expenditure), and justify over/under expenditure (midpoint review and final budget performance report/portfolio of evidence); -Support to HRMS in several personnel administration issues related (design of forms and reports, organizational charts and power point presentations, staffing table preparation, etc) -Support in the coordination of strategic meetings.		
Summarize any of Your Achievements		

-Constant improvement of the Key Performance Indicators Report, by identify new indicators from different reporting documentation (RBB framework, portfolio of evidence, Section reports, UNMIL standard operational procedures and rules and regulations) and databases (Galileo, Mercury, Nucleus, IMIS, inventory systems and others); -Compiled other management reports (Dash Board, SRSB Monthly Report, DMS Monthly Report, Fact Sheet and Road Map Reports); ; settled a methodology that implies a comprehensive study of some of the key Mission key business flow charts, business narratives, standard operational procedures, rules and regulations, and coordination of section/intersectional meetings, facilitating group dynamics (workshops and SWOT analysis) and performing site visits; -Streamlined several key Mission business processes: vehicle maintenance and servicing (Transport Section), travel request (Travel Unit), Check-in Check-out (HRMS), fuel and security reimbursement (MORSS) and QIPS (Quick Impact Projects) payment processes; -Successfully implementation of the Road Map application for UNMIL from January 2010; - Attended 6 LPSB meetings and perform as certifying officer and bank signatory in a daily basis; - Controlled and monitored all budget issues for the ODMS; -Supported in the design of the 2009/2010 UNMIL budget ACABQ presentation; -Supported in all data requests and other support requests from HRMS; -Mentored the newly recruited UNV budget officer for the HRMS/IMTC budget team and FS5 data manager for my team. - As a backup, attended statutory meetings such as the SRSB and DRSB weekly meetings; -As a backup, compiled management reports (DMS Monthly Report, SRSB monthly report).

Reasons for Leaving

Current Job

Job Title Budget and Training Officer (UNV)	Type of Business Peace keeping Organization	From - To 01/05/2007 - 01/12/2008
Name of Employer UNMIL (United Nations Mission in Liberia)	Name of Supervisor Juliana Ribeiro	

Salaries per Annum:			Is this a civil servant position of your Government? No	
Starting 24000	Final 24000	Currency Paid USD	Is this a position within the UN Common System? No	
Telephone Number 2315319411			Email Address jribeiro@un.org	
Address of Employer Liberia				
Number of Employees Supervised by You 0				

Description of Duties
FINANCE RELATED: -Coordinate annual training budget formulation for future fiscal years with all UNMIL sections; -Manage the training budget to ensure availability of funds under sections and object codes and expenditures correctly obligated and/or charged under appropriate object codes (accounts); -Coordinate annual training budget analysis of variances evidences associated to each activity charged against the training budget; this database was posted in the UNMIL intranet for a better transparency in budget expenditure; -Manage other budget or finance issues related to IMTC, as the section allotments approved under other budget object codes, design and review the procurement acquisition plan and review requisitions generated by Mercury for goods and services with training budget implications. BUSINESS RELATED: -Compile and analyze all data related to the training activities with budget implications carried on in the UNMIL IMTC; -Control cost estimates, realignments/redeployments between object codes, and provide accurate reports on the status of allotments doing monthly reconciliations with the Budget Office inputs; -Support in the RBB framework formulation and provide evidences of indicators of achievement compiling evidences in the yearly portfolio of evidence. TRAINING RELATED: -Design, develop and deliver training programs, enhancing competences and upgrading technical skills in financial issues.

Summarize any of Your Achievements

FINANCE RELATED: -Fulfilled for first time in the missions life total expenditure of allotments of the training budget; -Analyzed performance management in the usage of the training budget by guiding to training and budget focal points and chiefs of sections. BUSINESS RELATED: -Designed a training budget database and parallel archiving system for budget evidences associated to each activity charged against the training budget; this database was posted in the UNMIL intranet for a better transparency in budget expenditure; -Designed reports for the data analysis such as tables, flow charts and data flow diagrams in order to contribute to the compilation of the training key performance indicators for the Mission's performance analysis; -Streamlined approval for activities with training budget implications by designing standard operational procedures (SOPs) and cross functional flowcharts and organizational charts to help sections to proceed according to the IMTC strategic policies in any training budget related request; -Supervised the training services invoices payment procedures in line with UN rules and regulations and develop, along with the UNMIL Finance Section, new payment procedures for specific new cases as services on-line to be paid in advance and other advanced training invoices payments; -Created a control system for the IMTC stationary stocks room and supervise IT and supply request. TRAINING RELATED: -Designed, developed and delivered training modules in business and budget issues as 'Managing Training Budget' for UNMIL budget focal points and 'Entrepreneurship: start your small business' as part of the IMTC's National Staff capacity building initiative; -Supported in the delivery of other training modules as 'RBB formulation training'; -Supported the sections to coordinate and organize in-mission training activities in compliance with the IMTC procedures and policies.

Reasons for Leaving

Change to my current job

Job Title Financial Coordinator and Personnel Administrator	Type of Business NGO	From - To 01/02/2007 - 01/05/2007
Name of Employer MSF (Médecins Sans Frontières, NGO)	Name of Supervisor Francisque Coteaur	

Salaries per Annum:			Is this a civil servant position of your Government? No	
Starting 24000	Final 24000	Currency Paid USD	Is this a position within the UN Common System? No	
Telephone Number			Email Address info@barcelona.msf.org	
Address of Employer Spain				
Number of Employees Supervised by You				

Description of Duties
DUTIES FINANCE RELATED: -Manage all financial and administrative activities in the country office and field project to ensure compliance with MSF and donor regulations and procedures; -Prepare and supervise the annual project budget (quarterly revisions) and provide recommendations for future budget realignments; -Supervise the day-to-day accounting transparency by the bookkeeping procedures, and proceed to the reconciliation of accounts and report results to MSF HQ and donors in a monthly basis; -Review all financial transactions to ensure adequate supporting documentation (invoices and receipts and cargo documents in import/export procedures), accuracy of amounts and control over the payments; -Work along with and governmental institutions in order to issue all necessary permits and agreements needed for the organization and its members to be legally present in the country; -Negotiate with banks, import customs, transport, and health and insurance companies and other service providers in order to arrange suitable and reliable contracts for the organization and its members. PERSONNEL RELATED: -Recruit, select and hire finance and administrative national personnel and ensure the correct compliance of contracting system, salary adequacy, national security and labour organizational initiatives for the national staff as per the Chadian rules and regulations; -Deal with salaries payroll, advanced payments and bonus of all national staff members; -Prepare all arrival/departure requirements (air tickets, visas, permits, transport and accommodation and others) for the international staff of the team; -Manage human resources in the organization from a cross-cultural approach.

Summarize any of Your Achievements

FINANCE RELATED: -Negotiated the first services contracts for the starting up of a new mission of MSF-OCBA in Chad as bank accounts, health and assets insurances and, rental of houses and warehouses transport and other supplies services; -Prepared and the first annual budget of the mission and adjust variances as required- Established finance policies and procedures for the starting mission (design of the 'Mission financial rules') and other administration tools and templates in order to follow up expenditure, report results, control stocks, and contract agreements with providers. **PERSONNEL RELATED:** -Recruited, selected and hired finance and administrative national staff during the starting-up period of the new developing mission in Chad; -Designed and supervised payroll payment for the national staff; -Designed and implemented human resources tools for the finance and administrative national personnel such as writing down accurate job descriptions (under the first mission post manual) and an operative organizational chart to identify recruitment needs, designing interviews for the initial recruitment processes, contract templates and other administrative forms and writing down the employee policies and health manual; -Designed, developed and delivered a training program for the MSF Chad finance assistants in the capital and field projects to ensure compliance with the MSF financial and administrative mechanisms, rules and regulations.

Reasons for Leaving

I was recruited by UN

Job Title	Type of Business		From - To
Finance Controller and Personnel Administrator	Factory		01/01/2005 - 01/12/2006
Name of Employer	Name of Supervisor		
Ana Woods L.C.	Marcos Martin		
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
24000	24000	USD	Is this a position within the UN Common System? No
Telephone Number	Email Address		
	marcosmartin@anawoods.net		
Address of Employer			
Liberia			
Number of Employees Supervised by You			
45			
Description of Duties			
FINANCE RELATED: -Plan and design the annual company's budget and control variances reporting monthly to the head office in Spain (Gupo 1-Adossis S.A.); -Supervise all the financial aspects as revenue and costs, cash flow of incomes and expenses, bank and safe boxes reconciliations, bookkeeping process, and report results and balances of the company when required; -Supervise all the administrative delivery process, from proforma invoices to delivery notes and invoices for payment. PERSONNEL RELATED: -Implement all that was related to the human resources management of the factory: recruitment, selection, training and termination of contracts, according to the Liberian Labour Law; -Manage salaries payment and the social benefits.			
Summarize any of Your Achievements			
FINANCE RELATED: -Set all the finance and administration tools for a new company in the rural area of a post conflict country, from all the official forms needed for the daily administrative issues to contract templates; -Negotiated with providers (banks, insurance and other services providers), governmental institutions, and clients (such as UN, Firestone, GTZ, LAC); -Prepared of outsourcing service contracts and follow-up those contracts by coordinating the outside vendors and perform quality control on their services; -Designed and implement stocks control system for assets, tools and fuel; - Designed all the reporting system to the head office such us closing period forms and activity reports, and creating comparative charts and diagrams for a better data analysis; -Dealt, from a problem solving approach, with difficult situations present in the interior areas of a post conflict country such as Liberia in an arising economic and political scenario and in living conditions far from the usual comfort. PERSONNEL RELATED: -Designed all tools to help in the human resources management such as the organizational chart, job descriptions (compiled under the 'Ana Woods employees posts manual'), the 'Employee policies manual' and salaries and bonuses payment systems and retention programs for key positions -Implemented some social responsibility projects (for the community welfare) such as 2 bridges reconstruction (in the 85 Km of the River Cess highway) and schools material support (Bocconie School, Grand Bassa County).			
Reasons for Leaving			
Change of job			

Job Title	Type of Business		From - To
Exchange Program Coordinator	NGO		01/04/2004 - 01/08/2004
Name of Employer	Name of Supervisor		
AFS (American Field Services, NGO)	Charo Gutierrez		
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
300000	300000	ESP	Is this a position within the UN Common System? No
Telephone Number	Email Address		
3491523 45 95	info@afs.org		
Address of Employer			
Spain			
Number of Employees Supervised by You			
Description of Duties			
- Deal with the program participants from applications' validation, the arrangements for the trip and accommodation in the host country families to the end of the program once the students have returned home; - Develop, coordinate and deliver 'Preparation Pre Departure' briefing and de-briefing training sessions (3 days courses).			
Summarize any of Your Achievements			
- Dealt with all travel arrangements, as air tickets, visas, vaccination requirements, hosting family finding and housing accommodation; - Maintained a constant communication with all, students and student families, hosting families and the AFS hosting country partner to ensure the students welfare through all steps during the exchange program; - Dealt with all schooling arrangements such as scholarship concessions and validation of academic results (by the Apostille of The Hague Accords or by Diplomatic direct recognition) and other administrative documentation required during the program; - Designed operational procedures and process flow charts to in order to compile protocols of action to guide throughout all steps of the program.			
Reasons for Leaving			
Change of job			

Job Title	Type of Business		From - To
Professional Labour Trainer	Local Government of my to home region in Spain, Castilla y Leon		01/10/2002 - 01/12/2004
Name of Employer	Name of Supervisor		

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
3500000	3500000	ESP	Is this a position within the UN Common System? No

Telephone Number

34653961637

Email Address

ganorama@jcy.l.es

Address of Employer

Spain

Number of Employees Supervised by You

3

Description of Duties

-Coordinate and deliver professional guidance in job finding skills programs with individuals and also by delivering group trainings in three fundamental areas: 1. Job finding basic skills training course, 2. Motivation to job training course, 3. Self employment training course. Main group of intervention: women and immigrants; - Supervise and support setting-up small business projects (market research and business plans), and study for adequacy for financing resources for the start-up capital of the projects (such as government microcredit funds and other types of private loans); -Implementation of all administrative procedures for the final performance report of the project to the donor (the Castilla y Leon Council).

Summarize any of Your Achievements

-Applied for funds through the Labour Office of the Castilla y Leon Council in order to set up and implement the project in the Hostelery Business Association of Valladolid (first of the two working places); funds were coming from the Structural Funds Programming allocated by the European Union to enable the poorer regions of Europe to support projects such as the creation of professional labour training units in non profit organizations; funds and performance appraisal justifications were managed locally through the local government, Castilla y Leon Council; -Designed and implement an Aces users database to facilitate the management of the program (interviews appointments and training schedules) and for a more accurate reporting system to the donor organization; -Designed and implemented the "Job Board Computerized System" for the hostelery sector (moving more than 50 candidatures/month); -Designed templates and tools to support job guidance activities such as resumes / cvs, cover letters, lists of employers in the region, internet resources, tests and scales to measure self motivation, etc; -Granted constant contact with the main institutions in the regional labour market for information and referral needs; -Recruited and selection for hostelery and other auxiliary service personnel.

Reasons for Leaving

Change of jobHave 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.

Address

C/Colmenares 5, 3ºB
 Valladolid Spain
 Telephone: 34-660-809940
 Contact: Maria Martin

Address

UNMIL - Monrovia
 Office of the DMS, 8th Floor
 Monrovia Liberia
 Telephone: 231-531 extension 4607
 Fax: 231-531-9144
 Contact: Maria Martin

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
Begoña GAÑAN	Coordinator for the Professional Labour Training programs for the Castilla y Leon Council in Valladolid	Servicio OPEAS de la Junta de Castilla y Leon Spain	34983396188 begona.ganan@jcy.l.es
Montse GARCIA-VILLANUEVA	Desk Officer Colombia of the RELEX Office	European Comission Spain	32472294585 Montserrat.GARCIA-VILLANUEVA@cec.eu.int?
Paz QUEVEDO	Principal ('Decana') from the Psychology Department of the University Pontificia de Salamanca	Universidad Pontificia de Salamanca Spain	34923277111 info.alumno@upsa.es

Personal History Profile for Bridget MCKAY

General Details

1. Family name MCKAY	First Name Bridget	Middle Name	Maiden Name, (if any)
2. Date of Birth 10/12/1966	3. City of Birth Nassau	Country of Birth Bahamas	Index No
4. Country of Nationality at Birth Bahamas	Second Nationality (if any) Bahamas	5. Country of Present Nationality Bahamas	Second Nationality (if any)
6. Gender Female	7. Height [cm] 153	8. Weight [kg] 66	9. Marital Status Single
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? No			
13. What is your preferred field of work? Administrative officers			
14. Would you accept employment for less than six months? Yes			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? 01/01/2002			
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: mckaybridge@hotmail.com			

Education

List all university degrees or equivalent qualifications obtained.

University Name Morgan State University	City, Country Baltimore, Maryland United States of America	From - To Sep-1992 - May-1994
Main Course of Study Finance	Field of Study Business & Administration	
Degree Title or Equivalent Master of Business Administration	Degree Type Masters	
University Name Morgan State University	City, Country Baltimore, Maryland United States of America	From - To Sep-1989 - May-1992
Main Course of Study Economics	Field of Study Social & Behavioural Science	
Degree Title or Equivalent Bachelor of Science in Economics	Degree Type Bachelor of Sciences	
University Name Success Training College	City, Country Nassau Bahamas	From - To Sep-1985 - Jun-1989
Main Course of Study	Field of Study	
Degree Title or Equivalent Associate of Arts in Computer Programming	Degree Type	

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

Name of School Japan Foundation, Japanese Language Institute	City, Country Osaka Japan	From - To Oct-1997 - Jun-1998
Main Course of Study Japanese Language		Certificate or Diploma Certificate in Japanese Language
Name of School Commonwealth Secretariat	City, Country Nassau Bahamas	From - To May-1996 - May-1996
Main Course of Study Project Management		Certificate or Diploma Certificate in Project Management
Name of School National University of Singapore	City, Country Republic of Singapore Singapore	From - To Jan-1996 - Feb-1996
Main Course of Study Systems Science		Certificate or Diploma Certificate in Systems Development

Name of School
Government High School

Main Course of Study
Business

City, Country
Nassau Bahamas

From - To
Sep-1981 - Jun-1984

Certificate or Diploma
HS Diploma, 2 Pitman Typing,1 English,1 RSM,8 BJs

Employment

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

Job Title Second Secretary	Type of Business Embassy	From - To 01/09/2008 -
Name of Employer Bahamas Embassy	Name of Supervisor Amb. Cornelius A. Smith	
Salaries per Annum: Starting 74548	Final 74548	Currency Paid USD
Telephone Number 1202319-2660	Email Address mckaybridge@hotmail.com	Is this a civil servant position of your Government? Yes Is this a position within the UN Common System? No
Address of Employer United States of America		
Number of Employees Supervised by You 12		
Description of Duties OAS - responsible for conducting multi-lateral affairs in the areas of health, education, labour, youth, and agriculture at the Organization of American States and its subsidiary organizations. Sit on several committees at the OAS to advance and protect the interest of the Bahamas Government. Embassy - responsible for bi-lateral issues with resident Embassies and various Departments of the United States Government.		
Summarize any of Your Achievements Presently assisting with the establishment of a management information system and website for the Embassy. Also assisting with the implementation of an e-Passport and e-Visa System.		
Reasons for Leaving Career Advancement.		

Job Title Foreign Service Officer	Type of Business Foreign Affairs	From - To 01/06/2003 - 01/09/2008
Name of Employer Bahamas Ministry of Foreign Affairs, Nassau	Name of Supervisor Mrs. Donna Lowe and Ms Marilyn Zonicle	
Salaries per Annum: Starting 74548	Final 74548	Currency Paid BSD
Telephone Number 1242356-5956	Email Address	Is this a civil servant position of your Government? Yes Is this a position within the UN Common System? No
Address of Employer Bahamas		
Number of Employees Supervised by You 0		
Description of Duties I served as Senior Assistant Secretary in the Legal Affairs Division where I had responsibility for matters relating to Drugs, Crime and Maritime Affairs. In this post, I coordinated annually, major regional and bilateral meetings of senior law enforcement officials from the United States of America, Turks and Caicos Islands, and The Bahamas, in addition to dealing primarily with OAS matters relating to drugs and crime. I held this post for two years (10/2006 to 9/2008). I also served for almost 3 years (2/2004 to 10/2006) as Senior Assistant Secretary in the Special Projects Unit where I was responsible for dealing with special projects or assignments emanating from the Office of the Permanent Secretary and the Minister of Foreign Affairs. Some of the projects included coordinating national and regional seminars and workshops in conjunction with the CTBTO, OPCW, OAS and CARICOM. Examples include the CTBTO/OPCW national workshop held in October 2004 and a regional workshop, held in November 2007, at which The Bahamas ratified the CTBT. Both of these workshops were held to advance the ratification of the CTBT within the Caribbean region. Others with respect to the UN, OAS, and CARICOM addressed the issues of small arms and light weapons in the region. Some other major projects I have worked on included, The Bahamas Foreign Service Orders, Creation of a Chancery, and The Bahamas E-Passport and E-Visa, where I served as Project Manager.		
Summarize any of Your Achievements When projects are completed a Foreign Service Manual, Foreign Service Orders, and defined job description would be in place for the first time. Also The Bahamas would be ICAO compliant by issuing electronic biometric passports.		
Reasons for Leaving Personal development		

Job Title Administrative Officer/Head-Administrative Support Unit	Type of Business International Criminal Court	From - To 01/06/2002 - 01/06/2003
Name of Employer Yugoslavia Tribunal	Name of Supervisor Kiplin Perkins	
Salaries per Annum:		

Starting 74011	Final 74011	Currency Paid EUR	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 Netherlands			
Number of Employees Supervised by You 11			
Description of Duties Deputy in the absence of the Chief, with responsibilities for entire Section (5 Units) and 5 Field Offices. Supervise staff of Administrative Support Unit (Visa & Entitlements, Travel & Traffic, Archives & Records Management Units) & management of administrative records. Coordination of Section`s budget and Administrative matters (training, travel, PAS, staff issues). Alternate Secretary to LPSB & CRB Boards and Section`s focal point/information officer.			
Summarize any of Your Achievements Presently reorganizing the Archives and Records Management. Completed first Staff Training Guide and Standard Office Procedures and Records Management Manual. Formulated archiving procedures and in process of revising File Series.			
Reasons for Leaving Contract ended.			

Job Title Vice Consul	Type of Business Foreign Service/Mission	From - To 01/01/2001 - 01/05/2002
Name of Employer New York Consulate, Bahamas Ministry of Foreign Affairs	Name of Supervisor H.E. Joshua Sears	
Salaries per Annum: Starting 74548	Final 74548	Currency Paid USD
		Is this a civil servant position of your Government? Yes
		Is this a position within the UN Common System? No
Telephone Number 1202319-2670	Email Address	
Address of Employer United States of America		
Number of Employees Supervised by You 6		
Description of Duties Advised Consul General on important consular matters. Recruiting, hiring, training, monitoring and supervision of administrative and clerical staff. Evaluated work performances periodically of all staff and completed annual performance appraisals. Delegation of consulate work. Monitoring and annual preparation of consulate`s budget, as well as overseeing all payroll accounting procedures. Reviewed and provided guidance on action to be taken on correspondence relating to financial payment. Reviewed and approved overtime payment. Approval of passports and visas. Coordination and promotion of trade and investment. Attending and participating in various meetings and seminars. Performing Protocol services upon visit of Head-of-State and other high level government officials. Head of Office in absence of Consul General. Bahamas representative on the Committee for Programming and Coordination. Note: I have worked in all areas of the Ministry of Foreign Affairs.		
Summarize any of Your Achievements Implemented issuance of Passports at the Consulate New York. Revised Filing System, Developed plan to implement database for visa applications.		
Reasons for Leaving Career Development		

Job Title Foreign Service Officer, Visa and Consular Division	Type of Business Foreign Affairs	From - To 01/01/1995 - 01/01/2001
Name of Employer Bahamas Ministry of Foreign Affairs, Nassau	Name of Supervisor Marilyn Zonicle - Deputy Permanent Secretary	
Salaries per Annum: Starting 42000	Final 42000	Currency Paid BSD
		Is this a civil servant position of your Government? Yes
		Is this a position within the UN Common System? No
Telephone Number 001242322-7624	Email Address	
Address of Employer Bahamas		
Number of Employees Supervised by You 5		
Description of Duties Served in Legal, Protocol, Passport, Political, Technical Assistance, Economic, Accounts, and Bureau of Women`s Affairs departments. Duties:- advised the Permanent Secretary on Visa matters. Supervised passport applications process. Chief ministry liaison officer for Asia, Europe, and The Bahamas offices overseas. Prepared briefing/Draft Remarks for Minister of Foreign Affairs. Correspondence/information of government agencies. Managed senior government officials travel. Protocol Services. Monitored/evaluated NGOs activities. Planned National Women`s Week. Organized/conducted Special Programs and Workshops. Government/NGOs Technical Assistance duties. Monthly Chamber of Commerce meetings. Liaison with international financial institutions (IMF, World Bank, etc.). Analysed/advised management on current balance-of-payment. Procurement. Disbursement of overseas staff salary and financial contributions to international organizations. Claims. Supervised administrative/clerical staff.		
Summarize any of Your Achievements Achievements: Implemented manual log and computerized data record keeping of all visa applications received, and Visas issued to clients.		
Reasons for Leaving Appointment to Vice Consul, The Bahamas Ministry of Foreign Affairs, New York		

Job Title Administrative Assistant	Type of Business Educational	From - To 01/01/1994 - 01/05/1995
Name of Employer Morgan State University	Name of Supervisor Eric Cheek	
Salaries per Annum: Starting 16640	Final 21000	Currency Paid USD
Is this a civil servant position of your Government? No	Is this a position within the UN Common System? No	
Telephone Number 1443885-4022	Email Address	
Address of Employer United States of America		
Number of Employees Supervised by You 10		
Description of Duties Reconciliation of University assets, prepared purchasing documents for procurement of furniture & equipment, researched & compiled financial data on fixed assets, monthly reporting of new assets, gifts, donations, disposals and thefts, and directed, coordinated and supervised the work of clerical staff.		
Summarize any of Your Achievements Implemented procedures to accurately tract 24,000 assets valued at \$28 million and developed a computer database to track fixed assets.		
Reasons for Leaving Advancement		

Job Title Inventory Analyst	Type of Business Educational/University	From - To 01/01/1993 - 01/11/1994
Name of Employer Morgan State University	Name of Supervisor Mr. Jerry Stamper	
Salaries per Annum: Starting 16640	Final 16640	Currency Paid USD
Is this a civil servant position of your Government? No	Is this a position within the UN Common System? Yes	
Telephone Number 1443885-3991	Email Address	
Address of Employer United States of America		
Number of Employees Supervised by You 1		
Description of Duties Reconciliation of University assets. Audited inventory in various departments for compliance with inventory standards. Prepared purchasing documents for procurement of furniture and equipment. Researched and compiled financial data on fixed assets. Monthly reporting of new assets, gifts, donations, disposals and thefts. Directed, coordinated and supervised the work of clerical staff.		
Summarize any of Your Achievements Accomplishments: Implemented procedures to accurately tract 24,000 assets valued at \$28 million. Developed a computer database to track fixed assets.		
Reasons for Leaving Advancement/Professional Development		

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

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

Language	Mother Tongue	Speak	Read	Write	Understand
Japanese	No	Not easily	Not easily	Not easily	Not easily

Address

2220 Massachusetts Ave. NW

Washington DC United States of America
Telephone: 1-202-621-1741
Contact: Bridget McKay

Address

Second Terrace
Centerville
Nassau New Providence Bahamas
Telephone: 1-202-621-1741
Contact: Bridget McKay

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
Joseph CURRY	Trade & Investment Consultant	Wulff Road Bahamas	1242322-2564 joseph.r.curry@gmail.com
Crystal MACKEY	Immigration Department	Hawkins Hill Bahamas	1242422-3440 mckaysinvestment@hotmail.com
Churchill WORTHERLY	Director of Procurement and Property Control	Morgan State University Bahamas	1443885-4022 churchill.wortherly@morgan.edu

Personal History Profile for Aki OGATA

General Details

- | | | | |
|--|----------------------------------|---|------------------------------------|
| 1. Family name
OGATA | First Name
Aki | Middle Name
- | Maiden Name, (if any) |
| 2. Date of Birth
30/12/1974 | 3. City of Birth
Hyogo | Country of Birth
Japan | Index No
463060 |
| 4. Country of Nationality at Birth
Japan | Second Nationality (if any) | 5. Country of Present Nationality
Japan | Second Nationality (if any) |
| 6. Gender
Female | 7. Height [cm]
157 | 8. Weight [kg]
47 | 9. Marital Status
Single |
10. Entry into the United Nations service might require assignment to any area of the world in which the United Nations might have responsibilities.
Are there any limitations on your ability to engage in all travel? **No**
- Are there any limitations on your ability to perform in your prospective field of work? **No**
11. Have you taken up legal permanent residence status in any country other than that of your nationality? **No**
13. What is your preferred field of work? **Administrative officers**
14. Would you accept employment for less than six months? **Yes**
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? **01/04/2009**
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? **No**
18. Email Address: **ogata@un.org**

Education

List all university degrees or equivalent qualifications obtained.

University Name Portland State University	City, Country Portland, OR United States of America	From - To Sep-1999 - Jun-2002
Main Course of Study	Field of Study	
Degree Title or Equivalent Master of Arts in Conflict Resolution	Degree Type	

University Name Osaka State University	City, Country Osaka Japan	From - To Apr-1994 - Mar-1997
Main Course of Study	Field of Study	
Degree Title or Equivalent Bachelor of Arts in English	Degree Type	

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

Name of School Portland State University	City, Country Portland, OR United States of America	From - To Sep-2000 - Dec-2000
Main Course of Study Mediation and facilitation training		Certificate or Diploma Certificate in Basic & Advanced Mediation

Name of School Portland State University	City, Country Portland, OR United States of America	From - To Sep-1997 - Mar-1999
Main Course of Study Teaching Japanese		Certificate or Diploma Certificate in Teaching Japanese

Name of School Osaka Women's University	City, Country Osaka Japan	From - To Apr-1994 - Mar-1997
Main Course of Study Teaching English		Certificate or Diploma Certificate in Teaching English

Employment

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

Job Title Administrative Officer	Type of Business Peacekeeping Operations	From - To 01/10/2009 -
Name of Employer		Name of Supervisor

Salaries per Annum:

Starting Final Currency Paid
72079 72079

Is this a civil servant position of your Government? **No**Is this a position within the UN Common System? **Yes**

Telephone Number

1917367-9397

Email Address

ogata@un.org

Address of Employer

United States of America

Number of Employees Supervised by You

0

Description of Duties

General Administration and Coordination: Provide inputs for strategic management plan for the Office of Military Affairs (OMA) and coordinate the consolidation of OMA quarterly reports; coordinate and contribute responses to queries received to the OMA website from general public on UN military operations; research and obtain necessary documentation, prepare official correspondence relating to such matters, and initiate and participate in follow-up action; participate in inter-departmental working groups, task forces and other consultative meetings; and undertake special projects requested by Chief of Staff. Human Resource Management: manage and assist in orchestrating all human resources actions within the OMA, covering the entire span of human resource activities (e.g., recruitment, placement, promotion, performance appraisal, vacancies, job classification reviews, separation of staff members, training) for both civilian and seconded military personnel; draft and review correspondences and provide expert advice to the Military Adviser and Chief of Staff on all out-going communications, pertaining to human resource management, including documents sent to the Permanent Missions, relating to seconded military personnel; Prepare temporary vacancy announcements and vacancy announcements in the Galaxy System for both civilian and military cases, liaising with the Executive Office and Office of Human Resources Management counterparts. Financial and Budgetary Matters: Prepare materials for the regular budget and the support account budget submissions and performance reports; monitor budgetary allocations and assist in establishing and maintaining a set of sound policies, procedures and standards and tools which are consistent with UN policy, financial management and control; administer and maintain United Nations Integrated Monitoring and Documentation Information System (UNIMDIS) for the Regular Budget activities and serve as audit focal point as required.

Summarize any of Your Achievements

I contribute to the implementation of OMA strengthening, smooth management of the front office by playing a coordination role on budgetary and human resources management and audit matters in the front office of Office of Military Adviser.

Reasons for Leaving

N/A

Job Title

Administrative Management Officer

Type of Business

International Organization

From - To

01/10/2008 - 01/09/2009

Name of Employer

Transportation and Movements Service, Logistics Support Division, Department of Field Support (TMS/LSD), United Nations

Name of Supervisor

Rakesh Malik, Service Chief, TMS/LSD

Salaries per Annum:

Starting Final Currency Paid
72079 72079 USD

Is this a civil servant position of your Government? **No**Is this a position within the UN Common System? **Yes**

Telephone Number

1917367-9397

Email Address

ogata@un.org

Address of Employer

United States of America

Number of Employees Supervised by You

0

Description of Duties

General Administration and Coordination: draft, review and implement strategic management plan in accordance with departmental goals and framework; coordinate and contribute to preparation of responses to queries from other offices within the Secretariat, field missions; assist in the development of office administrative systems and procedures; research and obtain necessary documentation, prepare official correspondence relating to such matters, and initiate and participate in follow-up action, including liaison with field missions and agencies; undertake special projects requested by Chief of Service, Transportation and Movements Service (TMS), including research, analysis, and preparation of relevant correspondence on Service's activities. Human Resource Management: interface with the front office of Logistic Support Division (LSD), Executive Officer of DPKO to initiate and coordinate actions within the Service, covering the entire span of human resource activities (e.g., recruitment, placement, promotion, performance appraisal, vacancies, job classification reviews, separation of staff members, training) ensuring consistency in the application of UN rules and procedures. Prepare temporary vacancy announcements and vacancy announcements in the Galaxy System, liaising with the Executive Office counterparts. Financial and Budgetary Matters: Assist in the preparation of materials for the Service's support account budget submissions; review and consolidate comprehensive responses sent to the UN legislative bodies, including the Advisory Committee on Administrative and Budgetary Questions (ACABQ) and the 5th Committee; serve as TMS audit focal point and coordinate the Service's response; Consolidate and provide final review of field mission budgets based on the budget preparation guidelines and the checklist for submission; Provide inputs to the Focal point of LSD United Nations Integrated Monitoring and Documentation Information System (UNIMDIS).

Summarize any of Your Achievements

I contribute to the smooth management of the front office by playing a coordination role on budgetary and human resources management and audit matters in the front office of the Transportation and Movements Service in LSD. I supported Support Account budget submission for 2009/2010 and 2010/2011.

Reasons for Leaving

Selected for a position in DPKO from the 15-day RM list.

Job Title

Administrative Management Officer

Type of Business

Peacekeeping Operations

From - To

01/07/2007 - 01/10/2008

Name of Employer

Office of Military Adviser, Department of Peacekeeping Operations

Name of Supervisor

Col. Glenn DeSoto; Col. Ian Sinclair - Chief of Staff

Salaries per Annum:

Starting Final Currency Paid
72079 72079

Is this a civil servant position of your Government? **No**Is this a position within the UN Common System? **Yes**

Telephone Number

1212963-5381

Email Address

ogata@un.org

Address of Employer

United States of America

Number of Employees Supervised by You

0

Description of Duties

General Administration and Coordination: Provide inputs for strategic management plan for the Office of Military Affairs (OMA) and coordinate the consolidation of OMA quarterly reports; coordinate and contribute responses to queries received to the OMA website from general public on UN military operations; research and obtain necessary documentation, prepare official correspondence relating to such matters, and initiate and participate in follow-up action; participate in inter-departmental working groups, task forces and other consultative meetings; and undertake special projects requested by Chief of Staff. **Human Resource Management:** manage and assist in orchestrating all human resources actions within the OMA, covering the entire span of human resource activities (e.g., recruitment, placement, promotion, performance appraisal, vacancies, job classification reviews, separation of staff members, training) for both civilian and seconded military personnel; draft and review correspondences and provide expert advice to the Military Adviser and Chief of Staff on all out-going communications, pertaining to human resource management, including documents sent to the Permanent Missions, relating to seconded military personnel; Prepare temporary vacancy announcements and vacancy announcements in the Galaxy System for both civilian and military cases, liaising with the Executive Office and Office of Human Resources Management counterparts. **Financial and Budgetary Matters:** Prepare materials for the regular budget and the support account budget submissions and performance reports; monitor budgetary allocations and assist in establishing and maintaining a set of sound policies, procedures and standards and tools which are consistent with UN policy, financial management and control; administer and maintain United Nations Integrated Monitoring and Documentation Information System (UNIMDIS) for the Regular Budget activities and serve as audit focal point as required.

Summarize any of Your Achievements

I contribute to the smooth management of the front office by playing a coordination role on budgetary and human resources management and audit matters in the front office of Office of Military Adviser.

Reasons for Leaving

I was selected from a Galaxy VA for a regularized position LSD/DPKO, and I received an offer in September 2008.

Job Title

Administrative Management Officer

Type of Business

Administration & Management

From - To

01/03/2007 - 01/06/2007

Name of Employer

United Nations Department of Field Support, United Nations Secretariat

Name of Supervisor

Girish Sinha; Chief, Transportation and Movements Service

Salaries per Annum:

Starting	Final	Currency Paid
72079	72079	USD

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

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

Telephone Number

1917367-9397

Email Address

ogata@un.org

Address of Employer

United States of America

Number of Employees Supervised by You

0

Description of Duties

General Administration and Coordination: draft, review and implement strategic management plan in accordance with departmental goals and framework; coordinate and contribute to preparation of responses to queries from other offices within the Secretariat, field missions; assist in the development of office administrative systems and procedures; research and obtain necessary documentation, prepare official correspondence relating to such matters, and initiate and participate in follow-up action, including liaison with field missions and agencies; undertake special projects requested by Chief of Service, Transportation and Movements Service (TMS), including research, analysis, and preparation of relevant correspondence on Service's activities. **Human Resource Management:** interface with the front office of Logistic Support Division (LSD), Executive Officer of DPKO to initiate and coordinate actions within the Service, covering the entire span of human resource activities (e.g., recruitment, placement, promotion, performance appraisal, vacancies, job classification reviews, separation of staff members, training) ensuring consistency in the application of UN rules and procedures. Prepare temporary vacancy announcements and vacancy announcements in the Galaxy System, liaising with the Executive Office counterparts. **Financial and Budgetary Matters:** Assist in the preparation of materials for the Service's support account budget submissions; review and consolidate comprehensive responses sent to the UN legislative bodies, including the Advisory Committee on Administrative and Budgetary Questions (ACABQ) and the 5th Committee; serve as TMS audit focal point and coordinate the Service's response; Consolidate and provide final review of field mission budgets based on the budget preparation guidelines and the checklist for submission; Provide inputs to the Focal point of LSD United Nations Integrated Monitoring and Documentation Information System (UNIMDIS).

Summarize any of Your Achievements

I contributed to the smooth management of the front office by playing a coordination role on budgetary and human resources management and audit matters in the front office of the Transportation and Movements Service in LSD.

Reasons for Leaving

I received an offer to work as Administrative Management Officer from the Office of Military Adviser in the Department of Peacekeeping Operations.

Job Title

Administrative Officer

Type of Business

Administration and management

From - To

01/03/2006 - 01/02/2007

Name of Employer

United Nations Integrated Office in Sierra Leone (UNIOSIL)

Name of Supervisor

Ms. Mary C Roth; Chief Administrative Officer, Ms. Laura Londen; former Chief Administrative Officer

Salaries per Annum:

Starting	Final	Currency Paid
66881		USD

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

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

Telephone Number

23276692-821

Email Address

ogata@un.org

Address of Employer

United States of America

Number of Employees Supervised by You

3

Description of Duties

Under the direct supervision of the Chief Administrative Officer (CAO) my duties include the followings: Provide overall support on activities and projects relating to the general administrative, budgetary, financial management, logistics, and personnel; Advise and propose policy initiatives and ensure follow-up actions in consultation with CAO; Review, evaluate and analyze incoming reports, correspondence and presentations, as required; Act as Mission focal point of all audit matters (both internal and external audit) and coordinate responses based on inputs provided by relevant Sections/Units; Monitor and advise CAO on mission-wide developments which require administrative and logistical support; Carry out special projects, as requested by CAO; Serve as a member of local boards and committees, as required (e.g. Board of Inquiry, Local Property Survey Board, Tender Opening Committee); Serve as a member of interview panels; draft agreements and MOUs, including agreements relating to common services with other UN Agencies and ensure that action plans are formulated and implemented; Initiate consultations with the counterparts of UN Country Team; Provide supervisory assistance to ensure delivery and cohesiveness of work shared among the staff under supervision; Provide guidance and assistance to staff in the front office of CAO and recommend and implement changes where opportunities for improvement are identified.

Summarize any of Your Achievements

1. Streamlining the work of OCAO: As one of the start-up members of UNIOSIL, I contributed to the establishment of the OCAO. 2. Facilitation to provide administrative, logistical and operation support: Efficient, effective and timely administrative, logistical and operational support is provided to achieve UNIOSIL mandate within the Organization's legislative framework. Appropriate policies, instructions are issued and information is shared. Smooth communication takes place with relevant section chiefs to ensure collaboration. 3. Optimization of integration of UN system: Good working relationship was established with the counterparts of the UN Country Team. Common Services Agreements (CSAs) and MOUs are in place in the area where UNIOSIL and UNCT agreed to share costs and services, and action plans were adopted and implemented. 4. Supervisory support: In order to assist CAO, a sound working environment is created in the front office where a good teamwork spirit is found and staff members can learn, grow and enjoy working together to meet the common goals.

Reasons for Leaving

I decided to take up a new assignment at the Logistics Support Division/Department of Peacekeeping Operations in New York.

Job Title	Type of Business	From - To
Board of Inquiry Officer	Peacekeeping Operation	01/04/2004 - 01/02/2006
Name of Employer	Name of Supervisor	
United Nations Mission in Sierra Leone (UNAMSIL)	Ms. Deborah Ann Hopper; Chief, Boards and Committees Secretariat	

Salaries per Annum:	Is this a civil servant position of your Government? No		
Starting	Final	Currency Paid	Is this a position within the UN Common System? Yes
56907	56907	USD	
Telephone Number	Email Address		
1212963-9915	ogata@un.org		
Address of Employer			
United States of America			
Number of Employees Supervised by You			
2			

Description of Duties

Under the direct supervision of Chief, Boards and Committees Secretariat, my duties included the followings: Review all documents submitted to identify issues; Liaise with relevant Sections and Units to obtain further documents to convene a Board of Inquiry ; Prepare Convening Orders for signature by the Special Representative of the Secretary-General (SRSG); Liaise with the Legal Office for preparation of an initial briefing; Draft interoffice memoranda for action of appropriate authorities (i.e. the SRSG, the Force Commander and the Chief Administrative Officer); Advise Board members on policy matters including UN rules and regulations and prepare relevant documents for the Board's deliberations; Provide logistical and communications support for on-site visits; Brief Chief, Boards and Committees Secretariat on progress of each case; Schedule and coordinate meetings; Draft interoffice memoranda for the signature by Chairpersons; Transcribe interview and draft final reports; Draft transmittal notes and follow-up on implementation of Boards recommendations in coordination with relevant decision-making authorities; act as Officer-in-Charge, the Boards and Committees Secretariat, in the absence of Chief; and Perform any other duties, as required.

Summarize any of Your Achievements

BOIs were convened and cases were closed in a timely manner during the transitional period of peacekeeping/peace-building operation when the Mission experienced shortage in staff. Recommendations were provided for the consideration of decision making bodies and my abilities to: conduct independent research and analysis; formulate options; and solve problems were utilized. Other members of the Boards gain benefits in conducting meetings and submitting draft reports which entail UN-specific issues and tight deadlines. I obtained both over-all and in-depth understanding of the general working of peacekeeping. I improved report-drafting skills, and acquired skills to handle highly sensitive materials and to use sound judgment and discretion, in gathering information while simultaneously ensuring confidentiality.

Reasons for Leaving

Appointment at a higher level with the follow-on Mission, UNIOSIL.

Job Title	Type of Business	From - To
Associate Political Affairs Officer	General Assembly	01/11/2002 - 01/02/2004
Name of Employer	Name of Supervisor	
Department for General Assembly and Conference Management	Mr. Ion Botnaru; Chief of Branch, Catherine Boivin; former Chief of Branch	

Salaries per Annum:	Is this a civil servant position of your Government? No		
Starting	Final	Currency Paid	Is this a position within the UN Common System? Yes
55346	55346	USD	
Telephone Number	Email Address		
1917367-6003	ogata@un.org		
Address of Employer			
United States of America			
Number of Employees Supervised by You			
0			

Description of Duties

Under the direct supervision of the Chief of Branch, my duties included: Draft notes for the President of the General Assembly for the General Assembly session; Research, analyze and present information gathered from diverse sources on assigned issues related General Assembly affairs (e.g. analysis of relevant documentation on agenda items in the Main Committees to identify developments that may require the attention of or action at the plenary meetings, research on voting patterns of the previous draft resolutions of the General Assembly, investigation on the progress made on cooperation agreements between the United Nations and regional and other organizations, observer status of regional and other organizations); Examine and assess the adopted General Assembly resolutions to prepare the implementation memo for the United Nations departments and the United Nations agencies; Prepare background papers on various issues discussed at the General Assembly; and Perform any other duties as requested.

Summarize any of Your Achievements

Notes for the President of the General Assembly were drafted for the plenary meetings and General Committee meetings in a timely manner. I contributed to provide efficient and timely administrative support to delegations. Experience at the General Assembly, where diplomatic negotiation takes place, provided me with excellent opportunities to understand and evaluate international political situations and observe bilateral and multilateral negotiation. I became familiar with all matters that have drawn attention of the international community. In practical terms, I obtained general skills to: plan and organize work; work in team; be a good communicator. I also acquired the abilities to think strategically, analytically and independently, clearly formulating options.

Reasons for Leaving

Participation in peacekeeping operations.

Job Title Corporate Affairs Department Assistant	Type of Business Private Sector	From - To 01/07/2002 - 01/10/2002
Name of Employer Celartem Technology USA, Inc.	Name of Supervisor Mr. Osamu Ikeda; President	
Salaries per Annum: Starting Final Currency Paid	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? No
26880 26880 USD		
Telephone Number 1212343-8887	Email Address info_na@celartem.com	
Address of Employer United States of America		
Number of Employees Supervised by You 0		
Description of Duties Under the supervision of the Senior Office Administrator, my duties were the followings: Coordinate employee travel plans including airplane ticket purchase, accommodation reservation and transportation preparation; Draft background notes and assist in preparing projects presentations; Prepare and handle corporate affairs administrative documents for Approving Officer's signature, which included travel approval, entertainment allowance and expense reports; Maintain corporate affairs data files; and answer inquires as a front-line contact person for customers and inventors.		
Summarize any of Your Achievements When the company went through the period of expansion, I worked as a committed employee who showed flexibility the long duration of working-hour, using my ability to be flexible and cooperative. I obtained general skills pertaining to administration and management of corporate office environment. As the only fluent bilingual employee, I contributed to the company's smooth and efficient operations by providing translation services.		
Reasons for Leaving Job offer to work for the United Nations Secretariat.		

Job Title Department of Protection Intern	Type of Business Government	From - To 01/09/2001 - 01/03/2002
Name of Employer Consulate of Mexico	Name of Supervisor Mr. Luis Elias Villanueva; Counsellor	
Salaries per Annum: Starting Final Currency Paid	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? No
1 1 USD		
Telephone Number 1503229-0790	Email Address proteccion@mexico.com	
Address of Employer United States of America		
Number of Employees Supervised by You 0		
Description of Duties Under the supervision of the Counsellor, my assignments were the followings: Brief, consult with and query attorneys at law and relevant US governmental entities (e.g. Immigration and Naturalization Services, correctional institutions) to follow-up cases of Mexican detainees; Assist in preparing corresponding documents pertaining to Mexican nationals who had been reported missing from Mexico; Translated English and Spanish legal documents; and Provide any other administrative assistance, as requested.		
Summarize any of Your Achievements Cases were opened, proceeded with and closed in an efficient manner. I obtained in-depth understanding of human rights issues related to legal and illegal immigrants living in the United States of America, and became familiar with US immigration law. immigrants living in the United States of America, and became familiar with US immigration law.		
Reasons for Leaving I obtained a degree, and graduated from the University.		

Job Title Disarmament Affairs Intern	Type of Business International organization	From - To 01/06/2001 - 01/08/2001
Name of Employer Department for Disarmament Affairs	Name of Supervisor Mr. Joao Honwana; Chief of Branch	
Salaries per Annum: Starting Final Currency Paid	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? Yes
1 1 USD		
Telephone Number 1212963-0753	Email Address honwana@un.org	
Address of Employer		

United States of America

Number of Employees Supervised by You

0

Description of Duties

Under the general supervision of the Chief of Conventional Arms Branch, my duties were the followings: Prepare conference documents for 2001 United Nations Conference on the Illicit Trade in Small Arms and Light Weapons, held in New York; Participate in the Conferences, follow-up on the developments and prepare meeting notes for review of the Chief of Branch and Under-Secretary-General; Assist in drafting and revising conference's "Programme of Action"; Prepare background papers pertaining to outstanding issues on illicit trade in small arms and light weapons; Provide administrative assistance for the management of the Conference, as required.

Summarize any of Your Achievements

I contributed to successful outcomes of the UN Conference on the Illicit Trade in Small Arms and Light Weapons in All Its Aspects, assisting as a team member of the Conventional Arms Branch. I obtained over-all knowledge of disarmament framework pertaining to both weapons of mass destruction and conventional arms. I also obtained expertise in small arms and light weapons which facilitate the escalation of armed conflict, hampering development and destabilizing economic and social structure of community. Through participation to meetings of the Working Group of Coordinating Action on Small Arms (CASA), I gained solid knowledge of the inter-agency work pertaining to disarmament, demobilisation and reintegration (DDR) framework.

Reasons for Leaving

Internship ended.

Job Title Civil Society Program Intern	Type of Business Non-Profit Organisation	From - To 01/09/2000 - 01/05/2001
Name of Employer Mercy Corps	Name of Supervisor Mara Galaty; Civil Society Program Manager	

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
1	1	USD	Is this a position within the UN Common System? No

Telephone Number

1800292-3355

Email Address

galatym@mercy Corps.org

Address of Employer

United States of America

Number of Employees Supervised by You

0

Description of Duties

Under the direct supervision of the Civil Society Program Manager, my duties were the followings: Collect, select and analyze information pertaining to civil society activities contained in communications and publication received from different sources; Maintain up-to-date knowledge of events relating to civil society issues in countries where the Organization has Regional Programs; Maintain contacts with other sectors of the Organisation for coordination work; Participate in section meetings, brief updates and prepare meeting notes, when requested; Develop civil society program monitoring and evaluation tools and draft reporting guidelines; and Provide administrative assistance, as requested by the Program Manager.

Summarize any of Your Achievements

I obtained in-depth knowledge and understanding of political, social, economical and cultural issues related to civil society activities. I also developed This opportunity provided me to understand operation of a non-profit organization. I obtained in-depth knowledge and understanding of political, social, economical and cultural issues related to civil society activities. I also developed interpersonal skills to establish and maintain effective working relations with people of different national and cultural backgrounds.

Reasons for Leaving

I received an offer to start an internship at the United Nations Headquarters.

Job Title Assistant Office Administrator	Type of Business Education and Research	From - To 01/09/1998 - 01/05/2001
Name of Employer Office of Research and Sponsored Projects	Name of Supervisor Ms. Cassandra Kennedy; Compliance Specialist	

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
8400	11400	USD	Is this a position within the UN Common System? No

Telephone Number

1503725-2423

Email Address

walshj@pdx.edu

Address of Employer

United States of America

Number of Employees Supervised by You

0

Description of Duties

Under the supervision of Compliance Specialist, my duties were the followings: Answer inquires as front-line contact resource for graduate students and research faculty; Handle faculty research grants and contracts between researchers and contract officers; Maintain faculty grants data; Provide administrative assistance to the Compliant Specialist by drafting interoffice memoranda for case review of the Human Subjects Research Review Committee; Provide administrative and clerical assistance, as requested by the Supervisor.

Summarize any of Your Achievements

As a part of team, I contributed to the better office management by providing efficient front-line point of contact. I obtained general administration and office management skills, especially handling of documents relating to contracts and proposals. Having been exposed to a multicultural and English-speaking work environment, I improved my communication (verbal, writing and listening) skills.

Reasons for Leaving

Accepted a full-time internship at the United Nations Secretariat.Have you any objections to our making inquiries of your present employer? **No**

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

Address

333 East 45th Street, Apt. 18D
 New York New York United States of America
 Telephone: 1-646-642-5382
 Fax: 1-646-642-5382
 Contact: Ogata Aki

Address

632-8 Nii
 Asago-shi Hyogo Japan
 Telephone: 81-796-77-0993
 Fax: 81-796-77-0087
 Contact: Aki Ogata

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
Bill FEYERHERM	Vice Provost for Research	Office of Research and Sponsored Projects Portland State University P.O. Box 751 Portland, OR 97207-0751 United States of America	1503725-8211 feyerhermw@pdx.edu
Mel GURTOV	Prof. of Political Science and Int'l Studies	Department of Political Science Portland State University P.O. Box 751 Portland, OR 97207-0751 United States of America	1503725-5974 mgurtov@aol.com
Patricia WETZEL	Professor of Japanese	393 Neuberger Hall Portland State University United States of America	1503725-5277 wetzelp@pdx.edu

Personal History Profile for Elie RIZKALLAH

General Details

- | | | | |
|--|--|---|------------------------------------|
| 1. Family name
RIZKALLAH | First Name
Elie | Middle Name
Toufic | Maiden Name, (if any) |
| 2. Date of Birth
25/05/1980 | 3. City of Birth
Alma El Chaab | Country of Birth
Lebanon | Index No
562577 |
| 4. Country of Nationality at Birth
Lebanon | Second Nationality (if any) | 5. Country of Present Nationality
Lebanon | Second Nationality (if any) |
| 6. Gender
Male | 7. Height [cm]
170 | 8. Weight [kg]
75 | 9. Marital Status
Single |
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities.
Are there any limitations on your ability to engage in all travel? **No**
- Are there any limitations on your ability to perform in your prospective field of work? **No**
11. Have you taken up legal permanent residence status in any country other than that of your nationality? **No**
13. What is your preferred field of work? **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? **01/05/2003**
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? **No**
18. Email Address: **rizkallahe@un.org**

Education

List all university degrees or equivalent qualifications obtained.

University Name University of York	City, Country York United Kingdom	From - To Jul-2008 - Apr-2010
Main Course of Study Public Administration	Field of Study Business & Administration	
Degree Title or Equivalent Masters in Public Policy and Management	Degree Type Masters	
University Name University of York	City, Country York United Kingdom	From - To Jul-2004 - Jun-2008
Main Course of Study	Field of Study	
Degree Title or Equivalent Postgraduate Diploma in Public Policy and Management	Degree Type Advanced university degree	
University Name Notre Dame University	City, Country Louaize Lebanon	From - To Aug-2002 - Jun-2003
Main Course of Study Public Administration	Field of Study Business & Administration	
Degree Title or Equivalent Master in Public Administration (Completion 50% of the Course)	Degree Type Masters	
University Name Notre Dame University	City, Country Louaize Lebanon	From - To Feb-1999 - Jul-2002
Main Course of Study Computer Programming	Field of Study Computing	
Degree Title or Equivalent Bachelor of Science in Computer Science	Degree Type Bachelor of Sciences	

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

Name of School United Nations Institute for Training and Research (Online Course)	City, Country New York United States of America	From - To Mar-2004 - Apr-2004
Main Course of Study Arbitration and Dispute Resolution		Certificate or Diploma Certificate of Course Completion (online course/ test available online)
Name of School Austrian Peace Studies Center	City, Country Stadchlaining Austria	From - To Feb-2004 - Mar-2004
Main Course of Study		Certificate or Diploma

Human Rights Protection and Promotion		Certificate of Achievement
Name of School Austrian Peace Studies Center	City, Country Stadchlaining Austria	From - To Feb-2004 - Mar-2004
Main Course of Study Peace Keeping and Peace Building		Certificate or Diploma Certificate of Achievement
Name of School United Nations Institute for Training and Research (Online Course)	City, Country New York United States of America	From - To Sep-2003 - Dec-2003
Main Course of Study Operational logistics in Peacekeeping Missions		Certificate or Diploma Certificate of Course Completion (online course / test available online)
Name of School United Nations Institute for Training and Research (Online Course)	City, Country New York United States of America	From - To Jul-2003 - Nov-2003
Main Course of Study Logistical Support for Peacekeeping Missions		Certificate or Diploma Certificate of Course Completion (online course / test available online)
Name of School Christian Teaching Institute	City, Country Horsh Tabet Lebanon	From - To Sep-1994 - Jun-1997
Main Course of Study High School		Certificate or Diploma Lebanese Baccalureate II

Employment

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

Job Title Administrative Officer	Type of Business Department of Field Support	From - To 01/03/2008 -
Name of Employer United Nations Mission in the Central African Republic and Chad		Name of Supervisor Bernard Lee & Guy Siri
Salaries per Annum: Starting Final Currency Paid	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes	
Telephone Number	Email Address rizkallahe@un.org	
Address of Employer Chad		
Number of Employees Supervised by You 5		
Description of Duties Operational Responsibilities: 1) Carrying assessments and surveys for identifying the locations for the deployment of MINURCAT in Eastern Chad and initiating camps development activities. 2) Carrying assessments and surveys for provision of adequate life support to personnel deployed in Eastern Chad. 3) Establishing of Abeche as the Forward HQ of the mission and the logistics hub to support the three sectors. 4) Carrying the assessments together with the Government of Chad for the development of 6 police stations and 12 police posts. 5) Providing support to UN agencies deployed in Eastern Chad as and when required. 6) Following up on the implementation of major projects by Technical Services Sections in order to keep the DMS briefed on progress and shortfalls. 7) Identifying the risks that the mission might run into while implementing activities of technical nature and developing solutions and mitigation strategy. Administrative Responsibilities: Providing support to the DMS on a range of administrative services issues that include: 1) Providing advice on interpretation and application of policies, rules and regulations. 2) Analyzing problems and challenges in finance, human resources, recruitment and procurement areas and suggesting corrective measures for DMS consideration. 3) Monitoring the recruitment, boarding and retaining of civilian staff members including staff on TDY and GTA posts and ensuring that proper controls are set in place to meet recruitment priorities. 4) Supporting the DMS in the preparation of terms of reference and distribution of responsibilities of sections chiefs and senior staff members. 5) Drafting and finalizing of project documents such as memorandum of agreements and project proposals. 6) Reviewing documents submitted for DMS signature to ensure that they are compliant with DFS rules and regulations and they stay within the financial, procurement and property management delegation of authorities awarded to the DMS		
Summarize any of Your Achievements Front Office Responsibilities: 1) Carry a variety of activities to represent the DMS and manage his front office operations. 2) Draft routine and ad hoc correspondences to include facsimile transmissions, note verbales, code cables... 3) Coordinate with the Government of Chad for sites allocation to MINURCAT in various locations. 4) Prepare and consolidate DMS monthly reports and regular progress reports as and when required. 5) Draft administrative instructions, information circulars and other guidance documents to be issued to MINURCAT personnel. Achievements: 1) I was the first to deploy in the Eastern Chad in March 2008 and started to develop the Forward HQ office in Abeche and the three sectors. 2) Prepared the initial deployment plans for the UNPOL, DIS and civilian personnel. 3) Assisted the DMS in the preparations for the takeover from EUFOR and the carry over of their camps and contracts. 4) Assisted the DMS in the preparation of the ACABQ budget presentation and performance reports		
Reasons for Leaving Still Employed		

Job Title Administrative Officer and Project Coordinator	Type of Business General Administration	From - To 01/03/2007 - 01/02/2008
Name of Employer United Nations Assistance Mission for Iraq (UNAMI)		Name of Supervisor Milan Trojanovic
Salaries per Annum: Starting Final Currency Paid	Is this a civil servant position of your Government? No	

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

Telephone Number

00962578232

Email Address

rizkallahe@un.org

Address of Employer

Jordan

Number of Employees Supervised by You

0

Description of Duties

1) Serving as a Project Coordinator for the establishment of the future UNAMI HQ in Amman and the liquidation of the Kuwait office. The project entails: a) Identifying a suitable property, b) Developing a relocation plan, c) Preparing a project schedule to include a detailed activity matrix, d) Overseeing the effective liquidation of the Kuwait office including the disposal and/or transfer of property, e) Preparing national staff for the transition and facilitating staffing processes in Amman office. 2) Serve as OIC Administration for any of the regional offices and respond to any special assignment. The assignments would focus on: a) Enhancing the living standards for S/Ms, b) Developing the skills of national S/Ms in order to improve their technical competencies and knowledge, c) Providing administrative support to the substantive and security components of the mission, d) Coordinating with the various sections the staffing projections and identifying upcoming vacancies. 3) Providing support to the CAS office on the following issues: a) Assisting in the preparation and consolidation of the work plans, b) Assisting in consolidating the responses to audit observations, c) Drafting all correspondences with MOFA and other governmental entities. 4) Assigned in charge of reviewing and authenticating the relocation allowance claims submitted by the Iraqi national staff members due to alleged security threats and advising staff on their entitlements and human resources regulations 5) Serving as "in charge of Common Services" a job that involves: a) exploring all the possible opportunities to extend UNAMI's support to all UN agencies (under the inter-agency common services agreement), b) Making sure that adequate financial arrangements and cost recovery methodologies are in place at all times, c) All cost estimates and percentages of space occupancy by agencies are reviewed on periodic basis, d) Preparing financial statements for common services imbursements

Summarize any of Your Achievements

1) Succeeded in serving as the focal point for the coordination of all the efforts pertaining to the establishment of the future UNAMI HQ project and promoting the project as a collaborative effort among all UNAMI sections and the Iraqi funded agencies. Collaborating with DSS on setting all security and safety standards. 2) Worked on maximizing UNAMI's capacity to provide adequate logistical support to UN agencies and where possible in-kind sharing of resources. In the meantime, I succeeded in preparing updated and accurate cost recovery worksheets and providing them to participating agencies and UNAMI Finance Section for processing of payments with all supporting documentation and justifications in a transparent fashion. 3) Established a more concise procedure on how many times a staff member is entitled for a relocation allowance and who is entitled for what in addition to obtaining more clarity on the interpretation of relocation concepts. I have also developed a Relocation Allowance Form that provides all the required information to determine that status of the claim and formulate a methodology to authenticate all supporting documentations.

Reasons for Leaving

Moving to a new Duty Station is part of my personal mobilization plan where I can live a new working experience and have the chance to advance my career.

Job Title	Type of Business	From - To
Regional Administrative Officer	DPA & DPKO	01/12/2004 - 01/02/2007
Name of Employer		Name of Supervisor
United Nations Assistance Mission for Iraq		Girish Sinha, Nader Darwich and John Griffith

Salaries per Annum:

Starting Final Currency Paid

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

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

Telephone Number

009654721833

Email Address

rizkallahe@un.org

Address of Employer

Iraq

Number of Employees Supervised by You

15

Description of Duties

1) Initiate procurement action for goods and services and Issues tendering documents in accordance with procurement rules and regulations and oversees work related to contracts awarding. 2) Implement logistics and security arrangements for the transport of UN owned equipment and ensures that UN owned equipment are securely stored and maintained and available in operational condition -3) Establish and maintain liaison with Administrative and Substantive Detachments, with UN agencies, with Multi National Forces and with local, regional and national authorities. 4) Provide input for planning the occupation of the UN compound by UNAMI and other UN agencies. 5) Supervise and assess the support personnel assigned to the office, within the context of technical controls established for each of their respective functional areas. 6) Plan and coordinate delivery of support to ongoing and future activities within the area of operations and within the constraints of available resources; chair the office Vehicle Establishment Committee (SVEC) and the Space Allocation Committee. 7) Provide advice to the Head of Office on UN rules and regulations and mission guidelines governing the acquisition, control and use of personnel, goods and services. 8) Coordinate activities related to the human resources management and administers petty cash and imprest funds in accordance with the procedures established by the mission. 9) Coordinate with Finance Section the processing of staff salaries payrolls and vendors payments for goods and services 10) Monitor the health and welfare of civilian mission personnel assigned to the mission 11) Control and account for UN assets assigned to the office and directs periodic physical checks 12) Prepare and submit periodic and special reports on mission support activities

Summarize any of Your Achievements

1) I was the first UN staff member to deploy in Lower South Iraq after the UN has withdrawn from Iraq in September 2003 2) I headed the administrative component of the UN Liaison Detachment and was in charge of setting up the UN Regional HQ in Lower South Iraq 3) I served most of the period of assignment in Iraq under very hostile and hazardous conditions and was in charge of the aforementioned duties 4) I was assigned in charge of Administration for both UNAMI Amman office in Jordan and the UNAMI Erbil Area Office in north Iraq 5) I was assigned as Administrative Officer for Common Services with duties related to the provision of support services and shared resources to UN agencies

Reasons for Leaving

Still employed with the same mission, just different terms of reference

Job Title	Type of Business	From - To
Administrative Consultant	Human Settlements, Shelter, Slums and Schools Rehabilitation	01/04/2004 - 01/12/2004
Name of Employer		Name of Supervisor
United Nations Human Settlements Programme (UN-HABITAT)		Abderrahim Fraiji

Salaries per Annum:

Starting Final Currency Paid

40191 40191 USD

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

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

Telephone Number

009654721833

Email Address

rizkallahe@un.org

Address of Employer

Kuwait

Number of Employees Supervised by You

0

Description of Duties

- **Assisting in the development of administrative policies and controls, and ensuring that all relevant UN-HABITAT rules and regulations are adhered.** - Screening of all incoming and outgoing administrative correspondences between Field Bases, Kuwait Office and Amman Office - Following - up with the various procurement, personnel, finance and administrative sections on pending administrative issues. - Performing administrative support functions in the areas of finance, personnel, procurement, logistics and transportation - Assisting in the disbursement of Staff salaries and receiving of allowances through UNDP - Preparing of Funds Authorization requests, conducting daily cash counts, and consolidating financial reports from all field offices in Lower South Iraq. - Preparing monthly operations budgets for Kuwait Office and field bases in Lower South Iraq and maintaining financial filing and record keeping system - Documentation and administration of procurement processes and preparing assessment reports on Inventory control - Assisting the Operations Officer in the monitoring, implementation and coordination of the Humanitarian Rehabilitation Projects - Chairing the Operations Officer During his absence - Following up the operational field activities during the absence of the Officer in Charge - Identifying recruitment needs and priorities for field bases, developing and implementing recruitment procedures.

Summarize any of Your Achievements

- **Although I was recruited as a consultant on a special services agreement, I duly performed the functions of an associate officer being responsible for all the administrative issues and acting as OIC of the office during the absence of the programme manager.**

Reasons for Leaving

Mobility is the Key for success and this has lead me to seek a new experience away from the UN agencies office life towards the Department of Peace Keeping Operations mission life

Job Title	Type of Business	From - To
Logistics & Administrative Consultant	Humanitarian Mine Action Service	01/07/2003 - 01/02/2004
Name of Employer	Name of Supervisor	
United Nations Office for Project Services (UNOPS)	Diek Engelbrecht	
Salaries per Annum:		
Starting	Final	Currency Paid
42000	42000	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	
009656443601		
Address of Employer		
Kuwait		
Number of Employees Supervised by You		
0		
Description of Duties		
- Insured feasible integrated Logistics implementation procedures for AMACT and implementing partners (NGOs, Commercial Contractors and other UN agencies) for RRP and MA programs, Iraq. - Procurement: - Assisted with Local Procurement of equipment and supplies to support mine action activities in accordance with UNOPS procurement procedures - Assisted with identifying international procurement requirements and preparing specifications - Maintained a procurement system and a good record of all procurement operations - Managed customs clearance operation with UNDP and Kuwait Customs Authorities - Submitted receiving and inspection reports to MACT Support Coordination unit at UNOPS HQ - Administration / Personnel: - Arranged HOC (Humanitarian Operations Center) security clearance requests and movement control of personnel from Kuwait to Iraq and vice versa - Arranged emergency visa issuance for UNMAS/UNOPS personnel and assisted personnel with travel arrangements into and within the country - Logistics / Finance: - Monitored Administration expenditures to ensure that they remain within authorized levels - Provided monthly expenditure reports to the UNOPS accounts division and assisted in the review and preparation of budget proposals, budget performance and financial reports - Assured the implementation of a logistics system to support AMACT needs in field - Assisted in the transportation of all operational equipment and supplies from Kuwait to Iraq - Established a repair and maintenance delivery system for all UNOPS field equipment and assets		
Summarize any of Your Achievements		
- Although I was recruited as a consultant on a special services agreement, I duly performed the functions of an officer and Officer in Charge during the liquidation stage. - Served as a coordinator between UNMAS, UNOPS and UNDP for the transition and handover of the UN Mine Action program to the Iraqi National Mine Action Authority. - Joint NGO work experience with: - Dan Church Aid - Danish Demining Group - INTERSOS - Swiss Foundation for Demining (FSD) - Mine Tech Intl. - Swedish Rescue Services Agency (SRSA)		
Reasons for Leaving		
Liquidation of Project		

Job Title	Type of Business	From - To
Administrator	Credit Card Management and Bank Surveillance	01/09/2001 - 01/06/2003
Name of Employer	Name of Supervisor	
Professional Multimedia Systems in Partnership with M.T.L Computers	Ameer Kanaan / Fouad Rizkallah	
Salaries per Annum:		
Starting	Final	Currency Paid
10800	15000	USD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number	Email Address	
009611578232		
Address of Employer		
Lebanon		
Number of Employees Supervised by You		
8		
Description of Duties		
- Managing the team of technical specialists - Supervising and coordinating all aspects of technical work - Organizing and overseeing administrative support - Coordinate the organization, storage, management, movement and tracking of customers claims - Preparing Out-In Surveys and assisting in planning and cost estimation - Conducting Monthly verification reports (VRs) on the condition of Surveillance equipment and its availability - Preparing master lists and Decaling items for CCTVs and Webcams		
Summarize any of Your Achievements		
Implementing project for 16 main banks and 28 branches throughout Lebanon. It is worth to note that this project was in partnership with my former employer: M.T.L Computers		
Reasons for Leaving		
Looking for a better opportunity		

Job Title Administrative and Technical Assistant	Type of Business Information Technology	From - To 01/07/1998 - 01/08/2000
Name of Employer M.T.L Computers	Name of Supervisor Hanan Yacoub / Fouad Rizkallah	
Salaries per Annum: Starting 6000	Final 8400	Currency Paid USD
Telephone Number 009613295725	Email Address mtl@mtl.com.lb	Is this a civil servant position of your Government? No Is this a position within the UN Common System? No
Address of Employer Lebanon	Number of Employees Supervised by You 0	Description of Duties - Producing internal memos, external letters, notices and reports - Keeping record of all spare parts and contacting stock providers - Conducting front office operations - Carrying physical checks on equipment - Keeping and Surveillance of Attendance sheets - Coordinating the storage management and tracking of customers claims - Computer assembly, hardware troubleshooting, and software installation - Determine whether a faulty part needs repair or replacement and prepare a technical report on all irreparable items
Summarize any of Your Achievements In charge of routine administrative Work	Reasons for Leaving To undertake studies	

Job Title Technical Assistant	Type of Business Information Technology	From - To 01/05/1997 - 01/06/1998
Name of Employer DUVA Computers	Name of Supervisor Fouad Rizkallah	
Salaries per Annum: Starting 4800	Final 4800	Currency Paid USD
Telephone Number 009613371603	Email Address	Is this a civil servant position of your Government? No Is this a position within the UN Common System? No
Address of Employer Lebanon	Number of Employees Supervised by You 0	Description of Duties - Provide on site technical support - Load standard software configuration for computers - Conduct repair of faulty computer equipment - Perform test of all EDP equipment and report on their condition
Summarize any of Your Achievements Handling routine technical work	Reasons for Leaving For academic reasons	

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

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

Address

6th floor, Charbel Sejaan Bureau Bldg,
St. Saideh Street, New Rawda
Beirut Lebanon
Telephone: 961-3-372755
Fax: 961-3-372755

Contact: Elie Rizkallah

Address

MINURCAT, Cite Francophonie
Villa Jaune # 1, Farcha
N'Djamena Chad
Telephone: 235-6901761
Fax: 235-6901761
Contact: Elie Rizkallah

References

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

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

Personal History Profile for Zeboua Guy Desire ZOUZOUA

General Details

1. Family name ZOUZOUA	First Name Zeboua Guy Desire	Middle Name	Maiden Name, (if any)
2. Date of Birth 10/05/1962	3. City of Birth abidjan	Country of Birth Cote d Ivoire	Index No
4. Country of Nationality at Birth Cote d Ivoire	Second Nationality (if any) Cote d Ivoire	5. Country of Present Nationality Cote d Ivoire	Second Nationality (if any)
6. Gender Male	7. Height [cm] 179	8. Weight [kg] 85	9. Marital Status Married

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

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

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

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

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

15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? **01/04/2008**

16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? **No**

18. Email Address: **zouzoua@un.org**

Education

List all university degrees or equivalent qualifications obtained.

University Name Ecole Supérieure de Commerce et de Management d'Afrique	City, Country Abidjan Cote d Ivoire	From - To Jan-2003 - Feb-2006
Main Course of Study Management	Field of Study Business & Administration	
Degree Title or Equivalent Master in Business Administration	Degree Type Masters	

University Name Ecole Supérieure de Commerce et de Management d'Afrique	City, Country abidjan Cote d Ivoire	From - To Jan-2001 - Jan-2002
Main Course of Study Sales	Field of Study Business & Administration	
Degree Title or Equivalent INGENIEUR COMMERCIAL (OPTION FINANCES)	Degree Type Bachelor of Arts	

University Name Institut National de l enseignement technique	City, Country abidjan Cote d Ivoire	From - To Sep-1982 - Jul-1985
Main Course of Study	Field of Study	
Degree Title or Equivalent Analyste Programmeur en Informatique de Gestion	Degree Type	

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

Name of School LYCEE CLASSIQUE D'ABIDJAN, COTE D'IVOIRE	City, Country abidjan Cote d Ivoire	From - To Oct-1978 - Jun-1982
Main Course of Study high school education. ,math and physics	Certificate or Diploma BAC D	

Employment

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

Job Title Associate Administrative and Finance Officer	Type of Business Humanitarian	From - To 01/09/2008 -
Name of Employer UN OCHA	Name of Supervisor Jean Sebastien MUNIE	
Salaries per Annum: Starting	Final	Currency Paid
Is this a civil servant position of your Government? No		

66871 66871 USD Is this a position within the UN Common System? Yes

Telephone Number

Email Address

zouzoua@un.org

Address of Employer

Central African Republic

Number of Employees Supervised by You

36

Description of Duties

Budget and Finance - Prepare/revise cost plans in line with work plans. - Coordinate the production of financial reports for HQ and Donors. - Monitor and follow up on outstanding NGO and UN Agency reports for grants and allocation provided to third parties. - Implement procedures to ensure that accounting and financial management controls are consistent with UN polices. - Manage petty cash. - Prepare payroll for national staff and follow up on monthly payments orders for international staff - Reconcile inter-office vouchers with UNDP information in order to allow for reconciliation with OCHA's accounting system. - Submit monthly reports of field expenditures. - Maintain a recovery system for private use of OCHA assets. - Maintain inventory of assets. - Provide guidance on financial administration to administrative and programme colleagues. HR - General Administration: - Coordinate recruitment of national staff. - Advise on administrative requirement of PAS. - Maintain confidential personnel files. - Ensure separating staff have completed in-country formalities prior to departure. - Ensure that staff time and attendance is properly maintained - Support procurement of goods through UNDP or Headquarters as indicated - Verify receipt of goods and services - Ensure Minimum Operation Security Standards (MOSS) compliance for vehicle, office and residential compliance. - Ensure adequate office supplies to main and sub offices. - Supervise and / or prepare travel authorizations. - Verify travel claims submitted for settlement and track outstanding payments. - Maintain a central filing system. - Liaise with the Administrative Office on financial, human resources and procurement procedures. - Ensure offices are well served by appropriate IT and common services. - Represent OCHA at meetings on administrative issues such national salary scales, common services, premises, etc. - Supervise national

Summarize any of Your Achievements

- Elaboration of MOU between OCHA and other UN Agencies related to cost sharing of common premises and telecommunications facilities - Rearrangement of office space due to increase of staff number - Implementation of new mechanism for procurement of fuel. - Implementation and improvement of controls systems. - Increase of office vehicles 2 from my EOD to 6 within one year. - Implementation of financial mechanisms in order to enable sub offices staff to receive DSA before going on field mission. - In line with the Department of Safety and Security, an assessment has been made and office is 85 % MOSS compliant, 100 % MOSS compliance for vehicles

Reasons for Leaving

Improve my career because already cleared for L3 post in OCHA Roster.

Job Title	Type of Business	From - To
Administrative and Finance Officer	Humanitarian	01/12/2005 - 01/09/2008
Name of Employer		Name of Supervisor
United Nations Organization for the Coordination of Humanitarian Affairs		Kazimiro Rudolf-Jocondo

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
32400000	32400000	XOF	Is this a position within the UN Common System? Yes

Telephone Number

Email Address

zouzoua@un.org

Address of Employer

Cote d'Ivoire

Number of Employees Supervised by You

32

Description of Duties

Human Resource Management Undertake actions related to the administration of the office's human resources activities, e.g., recruitment in particular of national staff, performance appraisals, separation of staff members, training etc., ensuring consistency in the application of UN rule and procedures. Provide information regarding conditions of service, duties and responsibilities, and privileges and entitlements under the Staff Rules and Regulations. Provide information on office staffing needs including coverage on approval posts, monitor expiration of contracts, etc. Budget and Finance Assist in develop the office's work program and cost plan; analyze inputs and formulate resource allocations. Monitor cost plan to ensure that expenditure is in line with budget; draft and justify revisions to cost plan as indicated. Support the implementation of procedures and systems for implementing financial transitions. Work closely with UNDP to ensure adherence to financial procedures, timely payment of obligations, full supporting documentation for financial transitions, etc. General Administration Supervise support staff as indicated. Perform other related administrative duties, as required (e.g., operational travel programme, monitoring accounts and payment to vendors and individual contractors for services, physical space planning and the identification of office technology needs and maintenance of equipment, software and systems).

Summarize any of Your Achievements

Human Resource Management Undertake actions related to the administration of the office's human resources activities, e.g., recruitment in particular of national staff, performance appraisals, separation of staff members, training etc., ensuring consistency in the application of UN rule and procedures. Provide information regarding conditions of service, duties and responsibilities, and privileges and entitlements under the Staff Rules and Regulations. Provide information on office staffing needs including coverage on approval posts, monitor expiration of contracts, etc. Budget and Finance Assist in develop the office's work program and cost plan; analyze inputs and formulate resource allocations. Monitor cost plan to ensure that expenditure is in line with budget; draft and justify revisions to cost plan as indicated. Support the implementation of procedures and systems for implementing financial transitions. Work closely with UNDP to ensure adherence to financial procedures, timely payment of obligations, full supporting documentation for financial transitions, etc. General Administration Supervise support staff as indicated. Perform other related administrative duties, as required (e.g., operational travel programme, monitoring accounts and payment to vendors and individual contractors for services, physical space planning and the identification of office technology needs and maintenance of equipment, software and systems).

Reasons for Leaving

NA

Job Title	Type of Business	From - To
National Administration and Finances Officer	Humanitarian affairs	01/02/2003 - 01/12/2004
Name of Employer		Name of Supervisor
UNICEF Cote d'Ivoire		Antoine CHACON

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
21120000	21120000	XOF	Is this a position within the UN Common System? Yes

Telephone Number

Email Address

achacon@unicef.org

Address of Employer

Cote d'Ivoire

Number of Employees Supervised by You

10

Description of Duties

Human Resources Management:Head of Sub-Offices , UNICEF Yamoussoukro, UNICEF Guiglo (Feb 2003 to April 2004)- Provided briefing and orientation to newly arrived staff, in Sub-Office, on personnel and administrative procedures and requirements- Conducted bilateral negotiations, conflict resolution process with staff representatives as required- Developed mutual trust and value of core principles: integrity, team spirit and happiness of achieving goals.- Advise and informed all staff on the correct application of UNICEF personnel rules and procedures.- Delegated supervisions of specifics tasks in order to enhance staff initiatives Programme Management:Head of Sub-Offices , UNICEF Yamoussoukro, UNICEF Guiglo (Feb 2003 to April 2004)- Undertook rapid assessment missions (Yamoussoukro region) in emergency situation for humanitarian assistance- Undertook field visits to UNICEF project sites for orientation to project activities and local conditions. - Prepared routine reports on results of visits and the project's progress- Monitored the flow of supply and non-supply assistance to the IDPs Administration Management:Head of Sub office of Yamoussoukro and Administrative Officer in charge of Finances and Administration, UNICEF Bouake zone office (Feb 2003 to Dec 2004)- Reviewed of sub office premises to ensure a good and secure working environment for all staff members- Supervised transport services in compliance with administrative and security procedures and requirements- Undertook administrative arrangements for meetings, workshops, seminars in zone office areas- Evaluated telecommunications and IT systems then and recommended LAN implementation.- Recommended and prepared estimates on sub-office premises, supplies and equipment requirements for annual budget preparation purposes.- Ensured as required physical inventories of equipment and supplies.- Reviewed contractual arrangements with suppliers to ensure that the terms and conditions of all contracts are being adhered

Summarize any of Your Achievements

xx

Reasons for Leaving

Lack of funds. Closing Yamoussoukro and Guiglo sub offices. End of contract in december 2004

Job Title	Type of Business	From - To
Directeurs des Operations	FINANCE- MONEY TRANSFER	01/01/2002 - 01/01/2003
Name of Employer	Name of Supervisor	
Golfe Finances Sarl	KOUAME Favier	
Salaries per Annum:		
Starting	Final	Currency Paid
15840000	15840000	XOF
	Is this a civil servant position of your Government? No	
	Is this a position within the UN Common System? No	
Telephone Number	Email Address	
	golfefinances@gloaccess.net	
Address of Employer		
Cote d Ivoire		
Number of Employees Supervised by You		
8		
Description of Duties		
- Network Support & Management - System Controls - System Integration - Call Center Management - Complaints and Reporting to Authorities - Transactions processing Management - Product and Systems Implementation - Product and System Testing - Training, Installations & Roll outs of Systems and Products - Process Flow Management & Organization Customer - Service Quality Management		
Summarize any of Your Achievements		
xx		
Reasons for Leaving		
BEST JOB OPPORTUNITY WITH UNICEF		

Job Title	Type of Business	From - To
Sub-Regional Information Manager (National Officer)	Development Programme	01/07/1992 - 01/03/2000
Name of Employer	Name of Supervisor	
UNDP/BFAS (HQ NY) – DUTY STATION ABIDJAN COTE D'IVOIRE	Sergei Jansons	
Salaries per Annum:		
Starting	Final	Currency Paid
11088000	17424000	XOF
	Is this a civil servant position of your Government? No	
	Is this a position within the UN Common System? Yes	
Telephone Number	Email Address	
	sergei.jansons@undp.org	
Address of Employer		
Cote d Ivoire		
Number of Employees Supervised by You		
20		
Description of Duties		
- Responsible for Togo, Benin, RCA, Côte d'Ivoire, Gabon, Niger, Sao Tome, Equatorial Guinea, Benin, Chad - Formulation of multi-year office automation plans . - Guide the scoping, design and development of new information systems - Advise on the appropriate application of systems in the country office - Responsible for the rollout of corporate systems - Assist HQ NY in assessing the impact of systems on the workflow, procedures and culture of the country offices - Document the operational and technical drawbacks of the system - Assist the country office IM Team in the use of UNDP systems - Set up procedures and internal structures (IM Team, Office Automation Comity) - Identify suitable vendors in terms of procurement, delivery installation and training - Compile a directory of services available in each country - Participate in the exchange of experience at, regional and corporate levels - Provide input in the formulation of regional and corporate strategies		
Summarize any of Your Achievements		
xx		
Reasons for Leaving		
end of contract		

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

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

Address

UNOCHA, Avenue de l'Indépendance, face ONAF, Ancien Bureau PNUD

Bangui Central African Republic

Telephone: 236-70952484

Fax: 236-70952484

Contact: zeboua guy desire zouzoua

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
Felix ACKEBO	Child Protection Officer	UNICEF UGANDA Uganda	fackebo@unicef.org
Ibrahima BARRY	Humanitarian Affairs Officer - Surge capacity Officer	UN OCHA Dakar Senegal Uganda	barry@un.org
Mesmer ZEBEYOU	Chercheur	abidjan Uganda	