

Profiles included in this document

	Name	Index	DOB	Gender	Nationality	E-Mail
1.	GACHIE, Jean	611721	31/08/1957	F	KEN	gachie@un.org
2.	VANETIK, Yulya	673656	05/02/1961	F	USA	vanetik@un.org
3.	ZENENGEYA, Joan	143285	16/10/1961	F	MLW	jzenengeya@unicef.org

Personal History Profile for Jean GACHIE

General Details

- | | | | |
|--|-------------------------------------|---|--------------------------------------|
| 1. Family name
GACHIE | First Name
Jean | Middle Name
Wangu | Maiden Name, (if any) |
| 2. Date of Birth
31/08/1957 | 3. City of Birth
Kerugoya | Country of Birth
Kenya | Index No
611721 |
| 4. Country of Nationality at Birth
Kenya | Second Nationality (if any) | 5. Country of Present Nationality
Kenya | Second Nationality (if any) |
| 6. Gender
Female | 7. Height [cm]
155 | 8. Weight [kg]
62 | 9. Marital Status
Divorced |
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities.
Are there any limitations on your ability to engage in all travel? **No**
- Are there any limitations on your ability to perform in your prospective field of work? **No**
11. Have you taken up legal permanent residence status in any country other than that of your nationality? **No**
13. What is your preferred field of work? **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? **01/02/2008**
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: **gachie@un.org**

Education

List all university degrees or equivalent qualifications obtained.

University Name Rochville University	City, Country Maryland United States of America	From - To Oct-2005 - Mar-2008
Main Course of Study Personnel Administration	Field of Study Business & Administration	
Degree Title or Equivalent Bachelor of Science in Business Administration	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 East Africa Institute of Professional Counselling	City, Country Nairobi Kenya	From - To Oct-2007 - May-2010
Main Course of Study Psychological Counselling		Certificate or Diploma Ongoing

Name of School Insight Computer Training	City, Country Nairobi Kenya	From - To Jun-1990 - Aug-1990
Main Course of Study Computerized Secretarial		Certificate or Diploma Computerized Secretarial Certificate

Name of School Alliance Francaise	City, Country Nairobi Kenya	From - To Apr-1990 - Nov-1990
Main Course of Study French		Certificate or Diploma Certificate in Advanced (C'est facile a dire)

Name of School Pansoms Business College	City, Country Nairobi Kenya	From - To Feb-1982 - Jul-1982
Main Course of Study Telephone Operator/Receptionist Course		Certificate or Diploma Certificate

Name of School Premier Secretarial College	City, Country Nairobi Kenya	From - To Jan-1980 - Dec-1980
Main Course of Study Full Secretarial Studies		Certificate or Diploma Secretarial Diploma

Name of School Kiburia Girls' Secondary School	City, Country Kianyaga Kenya	From - To Jan-1970 - Nov-1974
Main Course of Study		Certificate or Diploma

Employment

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

Job Title Personal Assistant	Type of Business Peacekeeping Operations	From - To 01/09/2008 -
Name of Employer UNAMID Darfur, Sudan	Name of Supervisor Mr. Ibrahim Gambari	
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 24992244	Email Address gachie@un.org	
Address of Employer Sudan		
Number of Employees Supervised by You 3		
Description of Duties Manage the day-to-day Office of the Joint Special Representative of the Secretary-General (JSR); - Manage and maintain JSR's diary making sure there are no conflicting entries in coordination with JSR's Special Assistant; - Prepare materials/folders for official business trips/meetings; - Make arrangements for JSR's travel, request travel authorization, make hotel ticket bookings, request air and ground transportation, organize for Visas and UNLP renewal, request security clearance from UNDSS for travel where needed; - Submit the JSR's quarterly travel reports to the Executive Office of the SG, compile in conjunction with Travel and Finance sections JSR's bi-annual travel reports and transmit them to UN New York, drafting code cables relating to them; - Serve as focal point for mail-logging and filing system for the immediate front office and classify matters according to their priority/urgency; - Receive, distribute code cables and highlight important issues/deadlines on action required; - Maintain policy, confidential (code cables) and general management files; - Monitor attendance, sick leave and annual leave of staff reporting to the JSR; - Log and process incoming mail and highlight issues which require immediate attention of the JSR; - Coordinate the secretarial service of the office, and distribute special assignments to other staff in the unit and clear correspondence for the supervisor's signature; - Filter correspondence coming in for JSR's signature, ensuring that spelling, punctuation and format are correct, where necessary maintain high-level of confidentiality; - Liaise with all Mission components and Supervisors of various units on all subjects being brought to the attention of the JSR; - Interact with Government of Sudan officials, UN Agencies, NGOs, and diplomatic officials on issues relating to the Office of JSR; - Close contact with UN New York, including Office of the SG, ASG, USG.		
Summarize any of Your Achievements Coordinated reconfiguration of the Front Office of the JSR to be more private, and creating a reception area where visitors are received and screened before they enter the main office; Designed in conjunction with General Services Section the refurbishing of a new accommodation for the JSR, and his eventual move.		
Reasons for Leaving Present		

Job Title Administrative Assistant	Type of Business Peacekeeping Operations	From - To 01/04/2007 - 01/09/2008
Name of Employer UNMIK Kosovo	Name of Supervisor Mr. Julio A. Baez	
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 baez1@un.org	
Address of Employer Yugoslavia		
Number of Employees Supervised by You 1		
Description of Duties -Worked as Administrative Assistant to the Chief Conduct & Discipline and support him in his functions thus far; - Serve as the Unit's Human Resource Administrator. Duties include: recruitment of 3 (three) staff members, performance appraisal and promotion, training, etc.; Administrative support of 4 (four)staff members; - Provide information on Unit's staffing needs for inclusion in Mission's staffing table; - Serve as PAS Focal Point; - Clearing-house for administrative information of Unit; - work with the Disbursement Unit of Finance Section in ensuring a) proper and accurate budget allocation to Conduct & Discipline official travels, b) calculation of MSA due to international staff members of Conduct & Discipline, c) accurate DSA is disbursed to Chief of Conduct & Discipline and staff for official travels, d) proper recording, tabulating and delivery of F10 and any other necessary forms relating to office financial undertakings to necessary offices, including Disbursement Unit, and e) timely disbursement of payments of DSA to staff members; - Administrative Liaison with other Units in the Mission including SRSG, Chief of Staff, DOA, CivPol, Personnel, Finance, etc; - Develop various administrative tasks including operational travel programme, organize Unit office space and maintenance, and the identification of office technology needs and maintenance of equipment, software and systems; - Develop and draft correspondence and follow up (memos, letters, reports, meeting minutes, and others); - Receive, log, screen and route incoming/outgoing electronic and print correspondence; - Exercise discretion when handling sensitive documents; - Answer the phone, forward/screen calls, take and deliver clear and comprehensive messages; - Organize and maintain the C & D shared drive; - Maintain and update contact lists/copies of directories; - Update the security warden plan, as required; and - Demonstrate sensitivity towards clients.		
Summarize any of Your Achievements -Administrative coordinator of successful Conduct & Discipline, 11 (eleven), presentations to over 800 International and National Staff Members by: developing invitation of staff members to the DOA for UNMIK Broadcasts and running the presentations at the briefings. The briefings were conducted in all the UNMIK regions, UN Office in Belgrade and UNMIK Liaison Office in Skopje; - Successful management of schedule of VIPs visiting Mission; and - Coordination of various travels and trips made by Conduct & Discipline Chief and other staff members of the Unit.		
Reasons for Leaving On reassignment to UNAMID		

Job Title	Type of Business	From - To
-	-	-

Personal Assistant	Peacekeeping Operations	01/03/2001 - 01/03/2007
Name of Employer UNMIK Kosovo		Name of Supervisor Various PDSRSGs
Salaries per Annum: Starting 40754	Final 52818	Currency Paid USD
		Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes
Telephone Number	Email Address	
Address of Employer Yugoslavia		
Number of Employees Supervised by You		
Description of Duties -Provided administrative support in managing priorities and workflow of the PDSRSG and his office; - Advised the PDSRSG on personnel administrative matters relating to conditions of service, privileges and entitlements under the Staff Rules and Regulations; - Administered the PDSRSG's travel travel programme; - Worked with Disbursement Unit of Finance Section in ensuring a)proper and accurate budget allocation to PDSRSG's official travels, b)calculation of MSA due to staff members including staff members of O/PDSRSG, c)accurate DSA was disbursed to PDSRSG' office and staff for official travels, d)proper recording, tabulating and delivery - In liaison with the Special Assistant to PDSRSG, took full responsibility for time management and scheduling on behalf of the PDSRSG with appropriate consultations as required; -Effectively prioritised and resolved related conflicts and competing demands; -Screened all incoming phone calls and directed them as appropriate; -Received official visitors; -Served as communications link between the PDSRSG and other staff as appropriate; - Kept other staff members informed, by conveying directives, reports, status updates and other relevant information, on behalf of the PDSRSG; -Brought sensitive and urgent matters to the attention of the PDSRSG; -In cooperation with Special Assistant to PDSRSG, prioritised all incoming correspondence, identified issues requiring the PDSRSG's attention and referred others to relevant officers for appropriate disposition; monitored and followed-up on actions to be taken; -Independently managed a wide range of complex information requests and inquiries; -Responded, or drafted responses, to a diverse range of correspondence and other communications; -Established priorities and deadlines, assigned work and reviews outputs upon completion; and - Prepared, processed and classified confidential information.		
Summarize any of Your Achievements - Coordinated with the assistance CITS for electronic version of Principal Deputy SRSG's diary to be accessible to Heads of Pillar and other senior management staff. This helped them in planning their diaries around his as well as give them opportunity to contribute to his meetings if so required; - Established/improved administrative procedures and systems to ensure smooth functioning of the office, including filing (papers and electronic) systems; - Worked with all Mission components successfully, creating a good public image in O/PDSRSG within and outside the Mission.		
Reasons for Leaving Interviewed for a higher grade and selected for a post in Conduct & Discipline, UNMIK		

Job Title International Court Recorder	Type of Business Peacekeeping Operations	From - To 01/10/2000 - 01/02/2001
Name of Employer UNMIK Kosovo		Name of Supervisor Mr. Ingo Risch
Salaries per Annum: Starting	Final	Currency Paid
		Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes
Telephone Number	Email Address	
Address of Employer Yugoslavia		
Number of Employees Supervised by You		
Description of Duties - Assisted in the planning and management of human and material resources in the International Judicial Support Division of the Department of Justice; -Advised the International Judge on personnel administrative matters e.g. conditions of service, privileges and entitlements under the staff rules and regulations.; - Filled and sent the monthly attendance sheet to Personnel Unit; - Acted as court recorder by accurately recording dictation on to a word processor in the court setting; - Ensured the smooth operation of the court by being responsible for preparing of court minutes, preparing court files in readiness for hearing, ensuring the issuance of court documents, liaising with the international and national judiciary and legal colleagues and assisting in the management of the court room; - Assisted with the preparation of court judgments; - Drafted correspondence, minutes and internal reports of both a substantive and/or routine nature, and on the basis of instructions received, for the signature of the International Judge; and - Undertook other duties as assigned.		
Summarize any of Your Achievements - Established a filing system and shared the list of files with the International Judge, assisting him in finding case files in my absence.		
Reasons for Leaving Interviewed and selected for a Personal Assistant position in PDSRSG's office.		

Job Title Senior Secretary/Logistics Assistant	Type of Business Programme of Education for Emergencies and Culture of Peace	From - To 01/04/1997 - 01/10/2000
Name of Employer UNESCO PEER/Somalia		Name of Supervisor Mr. Nureldin Satti
Salaries per Annum: Starting 487431	Final 945241	Currency Paid KES
		Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes
Telephone Number 1212963	Email Address satti1@un.org	
Address of Employer Kenya		
Number of Employees Supervised by You 6		
Description of Duties		

- Arranged appointments and maintained Director's calendar, received high ranking visitors, placed and screened telephone calls and answered queries with discretion; - Prepared briefing materials for the Director for use on official trips or special meetings; - In charge of protocol matters a) arranged meetings with high-ranking officials b) arranged official receptions given by the Head of the Office, liaised with Heads of Office on travel authorization; - Received, screened, logged and routed correspondence, attaching necessary background information and maintained follow-up system; - Selected and made pertinent abstracts and undertook searches for information; substantially reduced information/action paperwork that reached the Director's desk and at the same time kept the him posted on developments; - Coordinated secretarial services of the offices, distributed special assignments to other secretaries and cleared correspondence for Director's signature; - Briefed and trained new secretaries and gave guidelines to other secretaries on office procedures; - Drafted substantive correspondence and ensured follow-up. Liaised with Heads of Office on substantive issues; - Typed correspondence, documents and reports, some of which were highly confidential - Maintained policy, confidential and general files; - Kept list of names, addresses and telephone numbers of Heads of State, ministers, government officials and members of the diplomatic corps; - Made travel arrangements for the Director and performed liaison duties with other units; Coordinated sourcing and procurement of office equipment/stationery and other essential goods/services for our offices in Somalia, Burundi & DRC.

Summarize any of Your Achievements

- Established a filing system for easier retrieval of documents. All staff members familiarized themselves with the system which made functioning of their duties easier.

Reasons for Leaving

Took position with Peace Keeping assignment.

Job Title	Type of Business		From - To
Executive Secretary/Administrative Assistant	Reproductive/Family Health Training Institute		01/10/1992 - 01/03/1997
Name of Employer	Name of Supervisor		
Family Planning Private Sector (FPPS), USAID funded	Ms. Joy Awori		
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
216000	600000	KES	Is this a position within the UN Common System? No
Telephone Number	Email Address		
25420337624	aworij@jsi.org		
Address of Employer			
Kenya			
Number of Employees Supervised by You			
12			
Description of Duties			
- Involved in all personnel issues i.e. interviewing, selection and employment, staff appraisal and promotion and kept all the files; - Compiled confidential program work plans and semi-annual reports and submitted them to the Donors; - Wrote and presented minutes and other pertinent documents for the Project Director; - Coordinated and assisted with organization of office travel, conferences, workshops; - Coordinated purchase of Organization's fleet of vehicles, office equipment and stationery, and distribution of the same, to our over 220 projects consisting of Reproductive Health Clinics, Community Health, Peer Education, Private Nursing Homes, Religious Organizations, and Private Industries within Kenya; - Managed Secretaries, Receptionists, Drivers, Cleaners; arranged for clearance visas and work permits for expatriates; and - Cleared shipment for incoming/outgoing Boston Headquarters appointed staff.			
Summarize any of Your Achievements			
- Developed a new filing system making document retrieval easier for all staff members; - Organized and implemented a weekly 'happy hour' for staff members to create better team spirit in the office and enable easier interaction between managerial and support staff; - All the Organization's projects in the country were well equipped and running; and - Coordinated successful sale of the Organization's dispensable equipment before closing down.			
Reasons for Leaving			
NGO closed.			

Job Title	Type of Business		From - To
Personal Secretary	Financial Institution		01/09/1985 - 01/08/1992
Name of Employer	Name of Supervisor		
Kenya Post Office Savings Bank	J.P. Luusa		
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
96000	192000	KES	Is this a position within the UN Common System? No
Telephone Number	Email Address		
25420229 551	md@postbank.co.ke		
Address of Employer			
Kenya			
Number of Employees Supervised by You			
3			
Description of Duties			
- Maintained the Managing Director's Diary; - Organized his trips and travel; - Coordinated with all other units within the Bank's Headquarters and Branches as the link between them and the Managing Director; - Disseminated Circulars, Internal Memorandum etc, from the Managing Director; - Organized quarterly meetings for the Board members; - Dealt with queries directed to office of the Managing Director by managers and senior officers in other organizations.			
Summarize any of Your Achievements			
- Coordinated the move and successful settling down of the Managing Director from old rental to newly constructed own Institution's building.			
Reasons for Leaving			
New challenge			

Job Title	Type of Business		From - To
Secretary	Real Estate and Beauty Chemical Industry		01/04/1985 - 01/08/1985
Name of Employer	Name of Supervisor		
Continental Industries Kenya Limited	Ms. Margaret Njuguna		
Salaries per Annum:			

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
54000	54000	KES	Is this a position within the UN Common System? No
Telephone Number 25420221892		Email Address margaret.njuguna@conind.org	
Address of Employer Kenya			
Number of Employees Supervised by You			
Description of Duties - Dealt with company employees on personnel matters guided by the Personnel/Administration Manager; - Dealt with tenants and company lawyers on tenancy agreements for over 500 residential and estate properties managed by the company under the Personnel/Administration Manager; - Dealt with customers (chemists, hairdressing salons and beauticians) of beauty products processed and marketed by the company; and - Involved in face to face and telephone sales of the products and in the monitoring of daily sales figures submitted by the Sales Representatives.			
Summarize any of Your Achievements - Assisted in reorganization of office space in order to create a better and more conducive working environment.			
Reasons for Leaving New challenge			

Job Title Secretary	Type of Business Financial Institution	From - To 01/01/1983 - 01/03/1985
Name of Employer Diamond Trust (Bank)	Name of Supervisor Mr. Walter Agak	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
72000	90000	KES	Is this a position within the UN Common System? No
Telephone Number		Email Address	
Address of Employer Kenya			
Number of Employees Supervised by You			
Description of Duties - As well as normal secretarial duties, handled highly confidential customer matters on credit and advances, and had to exercise a lot of public relations skills. Kept files on debtors and sent out letters to defaulters as and when necessary.			
Summarize any of Your Achievements - Coordinated a filing system for easy retrieval of clients' files.			
Reasons for Leaving New challenge			

Job Title Documents Clerk	Type of Business UN	From - To 01/01/1981 - 01/12/1982
Name of Employer UNEP	Name of Supervisor Sr. Jeanne Noelle	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
			Is this a position within the UN Common System? Yes
Telephone Number		Email Address	
Address of Employer Kenya			
Number of Employees Supervised by You			
Description of Duties - Reporting to the Officer in charge of conference services, the job involved sending out communication to member states on such matters as invitation to meetings and changes in policy regulations.			
Summarize any of Your Achievements - Coordinated the introduction of adhesive labels system for envelopes. This assisted the team in accomplishing their task faster because while some of the team members typed the adhesive tapes, others would stick them on the envelopes ready for dispatch.			
Reasons for Leaving SSA contract expired			

Job Title Secretary/Telephonist	Type of Business Tour Company	From - To 01/01/1979 - 01/11/1979
Name of Employer Holiday Service Africa Limited	Name of Supervisor Mr. Mohamed Ataf	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No

14400	14400	KES	Is this a position within the UN Common System? No
Telephone Number			Email Address
Address of Employer	Kenya		
Number of Employees Supervised by You			
Description of Duties	- The job involved dealing with clients mainly overseas tourists, and liaising with other tour companies for vehicle hire and tour itineraries.		
Summarize any of Your Achievements	- Established a list of existing clients and their contacts for easy retrieval by all members of staff.		
Reasons for Leaving	Company closed		

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 - **50** French - **50**

List any office machines or equipment you can use:

typewriter, computer, photocopier, fax & scanner

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

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

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

Language	Mother Tongue	Speak	Read	Write	Understand
Kikamba	No	Easily	Easily	Not easily	Easily
Kikuyu	Yes	Easily	Easily	Easily	Easily
Luganda	No	Easily	Easily	Not easily	Easily
Kiswahili	No	Easily	Easily	Easily	Easily

Address

P.O. Box 57165
00200, City Square
Nairobi Nairobi Kenya
Fax: 254-722 817713
Contact: Jean Gachie

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
Gary L. MR. MATTHEWS	Former US State Department employee/UN	593 Frazier Lane Mclean United States of America	falconman@aol.com
Caesar MR. WANJAO	Lawyer	P.O. Box 70550 United States of America	cnw@nbnet.co.ke
Peter REV. MAINA	Administrative Secretary	Anglican Church of Kenya United States of America	revmaina@yahoo.com

Personal History Profile for Yulya VANETIK

General Details

- | | | | |
|---|------------------------------|--|-----------------------------|
| 1. Family name
VANETIK | First Name
Yulya | Middle Name | Maiden Name, (if any) |
| 2. Date of Birth
05/02/1961 | 3. City of Birth | Country of Birth
Russian Federation | Index No
673656 |
| 4. Country of Nationality at Birth
Russian Federation | Second Nationality (if any) | 5. Country of Present Nationality
United States of America | Second Nationality (if any) |
| 6. Gender
Female | 7. Height [cm]
154 | 8. Weight [kg]
53 | 9. Marital Status |
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 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? **01/09/1994**
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: **vanetik@un.org**

Education

List all university degrees or equivalent qualifications obtained.

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

Name of School Pace University	City, Country New York United States of America	From - To Sep-1984 - May-1986
Main Course of Study Computer Science		Certificate or Diploma N/A
Name of School Fashion Institute of Technology	City, Country New York United States of America	From - To Sep-1980 - Jun-1981
Main Course of Study Fashion Art and Design		Certificate or Diploma N/A
Name of School New Hampshire College	City, Country Manchester United States of America	From - To Sep-1978 - May-1980
Main Course of Study Fashion Merchandising		Certificate or Diploma Associate Degree
Name of School Kew Gardens High School	City, Country New York United States of America	From - To Sep-1975 - Jun-1978
Main Course of Study General		Certificate or Diploma High School Diploma

Employment

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

Job Title Administrative Assistant	Type of Business International Organization	From - To 01/07/2009 -
Name of Employer Office of the Deputy Secretary-General (O/DSG)		Name of Supervisor Asha Rose-Migiro
Salaries per Annum: Starting 68000	Final 68000	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 1212963-6246	Email Address vanetik@un.org	
Address of Employer United States of America		

Number of Employees Supervised by You

Description of Duties

Provide support to the immediate Office of the Deputy Secretary-General (O/DSG), Director, Principal Officers. Tasks include preparation of numerous letters for signatures of the Secretary-General, Deputy Secretary-General and Chef de Cabinet ensuring proper formatting and protocol is observed. Assist in preparing talking points and briefing material for DSG's meetings. Process vast amounts of incoming and outgoing correspondence, arrange meetings, video conferences and appointments which requires effective liaising with various departments. Organize high-level meetings under the chairmanship of the Deputy Secretary-General relating to Management, Millennium Development Goals, Rule of Law as well as other special meetings. Assistance includes issuance of notifications, preparation of agenda, attendance lists and related correspondence. Necessary follow-up such as assistance in preparation and distribution of minutes is also carried out. Responsible for writing Deputy Secretary-General's thank you letters. In order to perform these tasks efficiently, built up and maintain a large network of contacts within the UN system and throughout Permanent Missions to the UN. Assist in research and obtaining up-to-date information on the topics covered by the officers. Also perform duties of a Personal Assistant to the Deputy Secretary-General and Director. Responsible for keeping their calendar which includes scheduling high-level meetings, conferences, receptions and courtesy calls. Accompany DSG to event, when necessary. Liaise with Permanent Missions and various organizations for scheduling appointments. Make sure everything is prepared in a timely and efficient manner.

Summarize any of Your Achievements

Provide assistance with highly sensitive and confidential issues. Exhibit high standards of professionalism which are necessary for the functioning of a front office. Exhibit flexibility to assist in various capacities in order for smooth operation of the O/DSG.

Reasons for Leaving

I have gained extensive experience working at Headquarters and the Field and would like to get a posting with more responsibilities.

Job Title	Type of Business	From - To
Administrative Assistant/ Personal Assistant	Special Political Mission	01/08/2007 - 01/07/2009
Name of Employer	Name of Supervisor	
Office of the Special Envoy of the Secretary-General for Lords Resistance Army (LRA)-Affected Areas	Joaquim Chissano, Warner ten Kate	

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
6500	6500	USD	Is this a position within the UN Common System? Yes

Telephone Number

256717500-601

Email Address

vanetik@un.org

Address of Employer

Uganda

Number of Employees Supervised by You

2

Description of Duties

Manage all administrative aspects of the Office of the Special Envoy of the Secretary-General for Lords Resistance Army-Affected Areas, Joaquim Chissano (O/SESG-LRA). Serve as a focal point for all administrative coordination and implementation of activities during start-up and operation of O/SESG-LRA. Liaise with all concerned parties to the Juba peace process including government officials, representatives of the civil society, the diplomatic community and the UNCT. Monitor the use of office budgets provided for the start-up of the Office. Organize all logistics related to Special Envoy's and his delegation's routine visits to the region. Obtain necessary clearances such as visa procurement, chartering of aircraft, security clearances, etc. Liaise with UN offices in Entebbe, Kinshasa, Juba, Kigali, Nairobi and HQ for organizing travel of SESG's delegation. Organize meetings, car rentals and various logistics for visits of SESG's delegation and other delegations from HQ. Process and follow-up on administrative actions before and after SESG's visits. Assist 5 African Observers to the Juba peace process which include travel plans, accommodations and allowances. Provide general office assistance to the Head of Office and the Military Adviser; respond to complex information requests and inquiries from HQ and the field; review and route correspondence; set up and maintain files/records; handle routine administrative tasks, monitor attendance records for the office. Review project documents for completeness and compliance with relevant rules and procedures prior to submission for final approval and signature; identify inconsistencies; distribute documents to relevant parties upon approval. Compile, summarize, and present basic information/data for specific requests and related topics or issues. Perform other duties as necessary. Interact with: the Head of Office, DPA consultant in Juba, African Observers to the Juba Peace Process, UNCT, UNMIS and MONUC.

Summarize any of Your Achievements

Instrumental in helping start-up a Special Political Mission in Uganda from its inception. Was entrusted with handing funds for high-level meetings with LRA delegation, Gov't of Southern Sudan and other delegates. Handle all financial arrangements for 5 African Observers to the Juba Peace Process. Work closely with MONUC and UNDP Finance. All of above require a high degree of responsibility and honesty.

Reasons for Leaving

Closing of O/SESG-LRA. I have gained years of valuable experience working in the field where I would like to continue working.

Job Title	Type of Business	From - To
Administrative Assistant	UNHQ	01/06/2006 - 01/08/2007
Name of Employer	Name of Supervisor	
Secretariat	Asha Rose-Migiro, Tuvako Manongi	

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
55000	55000	USD	Is this a position within the UN Common System? Yes

Telephone Number

Email Address

vanetik@un.org

Address of Employer

United States of America

Number of Employees Supervised by You

Description of Duties

Provide support to the immediate office of the Deputy Secretary-General (Director, Principal Officers). Tasks include preparation of numerous letters for signatures of the Secretary-General, Deputy Secretary-General and Chef de Cabinet ensuring proper formatting and protocol is observed. Process vast amounts of incoming and outgoing correspondence, arrange meetings, video conferences and appointments which requires effective liaising with various departments. Organize meetings under the chairmanship of the Deputy Secretary-General such as Management Committee, Management Performance Board, various Steering Committee meetings and other special meetings. Assistance includes issuance of notifications, preparation of agenda, attendance lists and related correspondence. Necessary follow-up such as assistance in preparation and distribution of minutes is also carried out. In order to perform these tasks efficiently, built up and maintain a large network of contacts within the UN system and throughout Permanent Missions to the UN. Assist in research and obtaining up-to-date information on the topics covered by the officers. During the transition of the cabinet performed duties of a Personal Assistant to the Deputy Secretary-General for a period of 3 months. Responsible for keeping the Deputy Secretary-General's calendar which includes scheduling high-level meetings, conferences, receptions and courtesy calls. Liaise with Permanent Missions and various organizations for scheduling appointments. Assist in preparing talking points and briefing material for all meetings. Make sure everything is prepared in a timely and efficient manner. Provide assistance with highly sensitive and confidential issues.

Summarize any of Your Achievements

The Office of the Deputy Secretary-General is run in an effective and efficient manner, resulting in deadlines being met and goals of the office achieved through meticulous planning. Consistently demonstrate ability to manage tasks in various capacities. Contribute towards a congenial working atmosphere in a stressful environment.

Reasons for Leaving

Looking for a challenging assignment in the field with a particular interest in doing a start-up phase in a new mission.

Job Title Administrative Assistant	Type of Business Peacekeeping	From - To 01/01/2005 - 01/05/2006
Name of Employer United Nations Operation in Cote d'Ivoire (UNOCI)	Name of Supervisor Francoise Simard	
Salaries per Annum: Starting 55000	Final 55000	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 United States of America		
Number of Employees Supervised by You		
Description of Duties Provide administrative support to the Unit Chief such as preparation of Code Cables and other correspondences. Assist in reviewing English correspondence for grammatical correctness. Draft and finalize all documentation relating to administrative matters of the Unit ensuring proper follow-up. Liaise and follow-up with other substantive and administrative sections of the mission on all matters ensuring smooth and effective functioning of the Unit. Support the Unit Chief in setting up a working group and expertise relating to matters of Conduct and Sexual Exploitation and Abuse. Assist the Unit in making official travel arrangements including filing claims and following-up on their reimbursements. Set up and organize Unit's archiving system ensuring easy access and retrieval of relevant documents. Maintain the system on regular basis. Provide assistance to staff members relating to their movement with-in mission area. Arrange special flights. Assist new staff with check-in procedures. Assist Unit staff with questions relating to the use of computer software. Monitor daily attendance and processed it in a timely manner. Follow-up and assist staff on questions relating to Personnel matters. Monitor and acquire stock for the Unit. During the start-up phase of the Unit, assist in recruitment of staff for vacancies by reviewing and evaluating candidatures as well as participating in the interview process. Research for relevant documentation and information in the UN system and with UNHQ.		
Summarize any of Your Achievements Was instrumental in helping set up and organize the Rule of Law Unit during the initial stages of the mission. Worked closely with the Unit Chief providing assistance as well as guidance relating to the expectations of the UN system. Acted as a Unit's focal point for the Gender Task Force issues. Outside office hours worked with a renowned cultural centre. Helped promote cultural activities in a place of conflict by organizing fund-raisers involving ex-pat and diplomatic community which assisted the centre in purchasing musical instruments, masks and costumes. Assisted the centre in networking a project which helped with renovations.		
Reasons for Leaving called back to HQ		

Job Title Administrative Assistant	Type of Business Peacekeeping	From - To 01/10/2001 - 01/01/2005
Name of Employer United Nations Mission in Ethiopia and Eritrea (UNMEE)	Name of Supervisor Frits E Bontekoe	
Salaries per Annum: Starting 55000	Final 55000	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 001212963-3779	Email Address vanetik@un.org	
Address of Employer United States of America		
Number of Employees Supervised by You 0		
Description of Duties Assist the Legal Adviser of UNMEE in all secretarial and administrative aspects of the Legal Office. One of main tasks includes working with Boards of Inquiries as well as serving on Boards of Inquiries. Prepare and dispatch daily correspondence and documents. Screen and process incoming correspondence bringing to the attention of the Legal Adviser what requires immediate attention. Screen phone calls, arrange appointments, meetings. Make travel arrangements for official trips. Assist in research for the Legal Adviser. Perform all administrative functions involving liaising with Personnel, Finance, General Services, Information Technology, etc. Set-up and keep up-to-date office filing system, ensuring easy access and retrieval of relevant documents. Follow-up regularly on provision of office supplies. Monitor attendance for the Legal Office. Work as a Personal Assistant to SRSG UNMEE on temporary basis.		
Summarize any of Your Achievements Upon arrival to the Mission set up and organized the Legal Office. Made necessary preparations for the Security Council's visit to UNMEE. Provided assistance to the Security Council Mission on their visit to UNMEE, Asmara in Feb 2002.		
Reasons for Leaving Looking for a challenging assignment		

Job Title Secretary	Type of Business International Org.	From - To 01/10/1998 - 01/10/2001
Name of Employer Secretariat	Name of Supervisor Kevin St Louis	
Salaries per Annum: Starting 55000	Final 55000	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	

001212963-2495

vanetik@un.org

Address of Employer

United States of America

Number of Employees Supervised by You

0

Description of Duties

Provide administrative assistance to a senior officer of the Office of the Deputy Secretary-General (ODSG) responsible for overseeing implementation of UN Reform and other management issues that are under the chairmanship of the Deputy Secretary-General. Coordinate meetings of the Steering Committee on Reform and Management, Subcommittee on Human Resources and Management Reform and other special meetings as required by ODSG. Provide secretarial support to the immediate office of the Deputy Secretary-General (Director, Principal Officer) by finalizing letters for the Secretary-General's and Deputy Secretary-General's signature. Handle incoming and outgoing correspondence, arranging and confirming meetings and appointments and liaising with different departments. Assist in obtaining up-to-date information on the topics covered by the officers. Assist Deputy Secretary-General on frequent basis. As required, assist Office of Chef de Cabinet in the Executive Office of the Secretary-General.

Summarize any of Your Achievements

Consistently demonstrate a great deal of flexibility working in various capacities as well as display ability to deal with extremely sensitive and confidential information. Set-up immediate supervisor's office filing system.

Reasons for Leaving

Received a mission assignment.

Job Title Secretary	Type of Business International Organization	From - To 01/02/1997 - 01/10/1998
Name of Employer Secretariat	Name of Supervisor Brig.Gen. Mohinder Baghat	
Salaries per Annum:		
Starting 48000	Final 50000	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 United States of America		
Number of Employees Supervised by You 0		
Description of Duties		
Assist Deputy Military Adviser in reviewing large volume of incoming correspondence, including confidential items from the mission areas and drew his attention to matters for immediate action. Conduct research as well as prepared memos, faxes, letters for the Deputy MA's signature. Review all incoming drafts for Deputy Military Adviser's signature to ensure compliance with standard guidelines. Provide a communication link between Deputy MA's Office and Unit Chiefs/Senior staff, conveying directives concerning the work of the division. Establish contacts and liaise with other departments and PK mission in the field conveying operational and logistic decisions on administration and management of missions. Help research and prepare speeches and presentations for seminars and conferences. Collect and distribute classified documents as appropriate. Maintain Deputy MA's calendar and schedule of meetings and undertook all travel arrangements. Assist the Military Adviser on need-to basis.		
Summarize any of Your Achievements		
Organize a filing system in the Office of the Deputy Military Adviser. Made contributions and input towards smooth running of the Military Adviser's Office.		
Reasons for Leaving		
Promotion		

Job Title Secretary	Type of Business International Organization	From - To 01/05/1994 - 01/12/1996
Name of Employer Secretariat	Name of Supervisor Telma Abascal, Charles Santos	
Salaries per Annum:		
Starting 46000	Final 48000	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 United States of America		
Number of Employees Supervised by You 0		
Description of Duties		
Provide research, administrative and clerical support to the Political Affairs Officers responsible for Afghanistan and the Middle East, respectively. Assist in the preparation of correspondence, talking points, briefing notes and reports for the Secretary-General. Arrange meetings and prepare correspondence for UN Relief and Works Agency and UN Conciliation Commission for Palestine. Handle all travel arrangements for the Special Mission to Afghanistan on on-going basis. Work with the Special Envoy for Afghanistan by helping arrange meetings between Mission, delegation and press. Travel to various locations in Afghanistan in the capacity of a Personal Assistant. Organize flights for press and members of mission into Kabul.		
Summarize any of Your Achievements		
Assisted SG's Special Envoy during his Special Mission to Afghanistan (Jan-Feb 1995).		
Reasons for Leaving		
Promotion		

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

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

For clerical grades only:

Indicate typing speed in words per minute: English - **60** French - **50**

List any office machines or equipment you can use:

computer, facsimile, telephone, dictaphone, photocopier, hand-held radio

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	Not easily	Easily
Russian	No	Easily	Easily	Easily	Easily

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

Address

1510 Palisade Avenue
Union City New Jersey United States of America
Telephone: 1-201-330-1075
Contact: Yulya Vanetik

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
Corinne ERNIE	Cultural Attache	178 Clinton Ave, #1 United States of America	001718855-8848 corinne.erni1@verizon.net
Arpine GEVORGYAN	Associate Judicial Affairs Officer	Rule of Law Unit United States of America	gevorgyan@un.org
Nuno TOMAS	Special Adviser to former Pres. Chissano	Maputo United States of America	258823006-400 nunotom@gmail.com

Personal History Profile for Joan ZENENGEYA

General Details

- | | | | |
|---|-----------------------------------|--|---|
| 1. Family name
ZENENGEYA | First Name
Joan | Middle Name
Christina | Maiden Name, (if any)
Kabondo |
| 2. Date of Birth
16/10/1961 | 3. City of Birth
Ntcheu | Country of Birth
Malawi | Index No
143285 |
| 4. Country of Nationality at Birth
Malawi | Second Nationality (if any) | 5. Country of Present Nationality
Malawi | Second Nationality (if any) |
| 6. Gender
Female | 7. Height [cm]
160 | 8. Weight [kg]
65 | 9. Marital Status
Married |
10. Entry into the United Nations service might require assignment to any area of the world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? **No**
- Are there any limitations on your ability to perform in your prospective field of work? **No**
11. Have you taken up legal permanent residence status in any country other than that of your nationality? **No**
13. What is your preferred field of work? **Administrative officers**
14. Would you accept employment for less than six months? **Yes**
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? **01/12/2004**
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? **No**
18. Email Address: **jzenengeya@unicef.org**

Education

List all university degrees or equivalent qualifications obtained.

University Name University of Liverpool	City, Country LiverPool United Kingdom	From - To Jul-2007 - Oct-2009
Main Course of Study Management	Field of Study Business & Administration	
Degree Title or Equivalent Master of Business Administration	Degree Type Postgraduate degree	

University Name Cyprus Institute of Marketing	City, Country Nicosia Cyprus	From - To Jan-2001 - Nov-2003
Main Course of Study Management	Field of Study Business & Administration	
Degree Title or Equivalent Bachelor of Science in Business Administration	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 Lilongwe Technical College	City, Country Lilongwe Malawi	From - To Sep-1986 - Oct-1988
Main Course of Study Executive Secretarial Course		Certificate or Diploma Shorthand speed of 110 words per minute (Pitman); Advanced Typewriting 50 WPM - First Class pass (Pitman); Typewriting skills stage 1 – Pass with a distinction (Royal Society of Arts); Secretarial Practice (Pitman), Intermediate Certificate;

Name of School Likuni Girls Secondary School	City, Country Lilongwe Malawi	From - To Sep-1975 - Jun-1979
Main Course of Study High School Education		Certificate or Diploma Malawi School Certificate of Education (1979) Malawi Junior Certificate of Education (1977)

Employment

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

Job Title Administrative Assistant	Type of Business UN Agency	From - To 01/06/2005 -
Name of Employer		Name of Supervisor

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 bujumbura@unicef.org		
Address of Employer Burundi			
Number of Employees Supervised by You 1			
Description of Duties Monitor and keep the Representative up to date on programme implementation and situation analysis. Monitor and review reports both within and outside UNICEF on general developments concerning Burundi which have an impact on children and women and preparing briefs for the Representative. Organize and produce reports of Country Management Team, Management Team and other meetings. Select and compile orientation materials for visiting missions. Ensure that the Representative is properly briefed prior to meetings with government, donors and other partners. Assist in preparation of special events. Draft speeches and other reports for the Representative. Assist in proof reading of the Annual Report for the Country Programme. Participate in Internal Control Team activities. - Backstop the Admin./HR Officer			
Summarize any of Your Achievements Set up Registry system Set up secretarial back up support system Focal person for the Country Office 2006 Audit Member of the preparatory committee for the visit of the visit of the 3 Executive Director (UNHCR/UNICEF/WFP)1-2/3/2006			
Reasons for Leaving Career development			

Job Title Senior Programme Assistant	Type of Business UN agency	From - To 01/02/2005 - 01/06/2005
Name of Employer UNICEF	Name of Supervisor Mr. Chimwemwe Nyimba	

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 2651770788	Email Address lilongwe@unicef.org		
Address of Employer Malawi			
Number of Employees Supervised by You			
Description of Duties Reviewing requests from partners for financial assistance. Preparing cash requisitions for Cash Assistance to Government and partners. Following up on government/partners implementation and utilization of funds. Review documentation submitted from Government/partners on outstanding cash assistance. Drafting donor reports.			
Summarize any of Your Achievements Settlement of a 2-years outstanding cash advance to a partner			
Reasons for Leaving Career Development - to International Field Service assignment			

Job Title Principal Secretary	Type of Business UN Agency	From - To 01/04/2002 - 01/01/2005
Name of Employer UNICEF	Name of Supervisor Aida Girma/Catherine Mbengue	

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 2651770788	Email Address lilongwe@unicef.org		
Address of Employer Malawi			
Number of Employees Supervised by You 1			
Description of Duties Maintaining Representative's calendar. Drafting correspondence and ensuring that it is in line with established procedures and accuracy of statements before being signed by the Representative Assisting in preparation of briefing materials for use on official trips and conferences. Making travel arrangements for the Representative including timely submission of travel claims. Maintaining both confidential and ordinary files. Preparing informal translations and acting as interpreter whenever need arises. Participating in interviews for secretarial and support staff. Organizing and providing support for various meetings and workshops. Supervising work in Registry.			
Summarize any of Your Achievements Development of chrono register for all outgoing correspondence which was being circulated to all Section Heads			
Reasons for Leaving Professional development - move to a senior level GS7			

Job Title Senior Administrative Assistant	Type of Business UN Agency	From - To 01/03/2001 - 01/03/2002
Name of Employer UNICEF		Name of Supervisor Mr. Alouise Bassene
Salaries per Annum: Starting Final Currency Paid MWK	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes	
Telephone Number 2651770788	Email Address lilongwe@unicef.org	
Address of Employer Malawi		
Number of Employees Supervised by You 11		
Description of Duties Drafting various administration entries as per the office's Table of Authority. Processing relevant travel documentation and maintaining and updating Daily Subsistence Allowance rates. Ensuring that all non-expendable property has inventory numbers and updating the inventory records. Acting as Secretary to the Property Survey Board. Ensuring that there are signed contracts with service providers. Ensuring that office equipment is in good working condition at all times. Vehicle maintenance including insurance, COF, servicing. Supervising support staff Issuing and recording use of fuel coupons and claiming tax from Government. Preparing quarterly and annual administrative reports for submission to New York headquarters.		
Summarize any of Your Achievements Clearance of outstanding PSB items		
Reasons for Leaving Return of the incumbent of the post		

Job Title Principal Secretary	Type of Business UN Agency	From - To 01/09/1998 - 01/02/2001
Name of Employer UNICEF		Name of Supervisor Catherine Mbengue
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 2651770788	Email Address lilongwe@unicef.org	
Address of Employer Malawi		
Number of Employees Supervised by You 2		
Description of Duties Maintaining Representative's calendar. Drafting correspondence and ensuring that it is in line with established procedures and accuracy of statements before being signed by the Representative. Assisting in preparation of briefing materials for use on official trips and conferences. Making travel arrangements for the Representative including timely submission of travel claims. Maintaining both confidential and ordinary files. Preparing informal translations and acting as interpreter whenever need arises. Participating in interviews for secretarial and support staff. Organizing various meetings and workshops. Supervising work in Registry Unit		
Summarize any of Your Achievements Setting up of a registry system for the country office Introduced a roster and backup support system for the secretarial group		
Reasons for Leaving To backstop in Administration Unit as the incumbent proceeded on maternity leave		

Job Title Senior Secretary	Type of Business UN Agency	From - To 01/04/1995 - 01/08/1998
Name of Employer UNICEF		Name of Supervisor Kirk Hoffman (1995-1996)/Alouise Bassene (1996-1998)
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 2651770788	Email Address lilongwe@unicef.org	
Address of Employer Malawi		
Number of Employees Supervised by You		
Description of Duties Taking dictation and transcribing, typing and dispatching of correspondence. Recording Operations Section mail, routing to appropriate units attaching necessary background information. Receive and screen visitors, telephone calls and answer queries with discretion. Performing liaison duties with other units and programme sections including following up on agreed action. Maintaining and updating listing of Non-Government Organization agreements. Updating names and contacts of government top officials, staff in other UN agencies and partners. Drafting various correspondence. Maintaining Operations Officer's calendar including arranging meetings both internal and external. Maintaining a follow-up system to ensure timely settlement of invoices and statements. Backstopping the Finance Assistant		

Summarize any of Your Achievements

Setting up of consolidated profile of partners and UN data base.

Reasons for Leaving

Moving to a higher post of Principal Secretary - GS6

Job Title Secretary to the Chief Technical Adviser (CTA - who also acted as OIC during absence of FAO Representative)	Type of Business UN agency	From - To 01/04/1991 - 01/03/1995
Name of Employer Food and Agriculture Organization (FAO)	Name of Supervisor Dr. Fred Musisi	
Salaries per Annum: Starting 3650	Final 5496	Currency Paid MWK
Telephone Number 2651773255		Email Address
Address of Employer Malawi		
Number of Employees Supervised by You 3		
Description of Duties Typing of documentation including monthly/progress reports and preparing presentations. Maintaining the Chief Technical Advisor's diary. Maintaining confidential files. Organizing workshops and meetings and recording proceedings. Purchasing and issuing of office equipment and other office supplies. Banking and withdrawing cash and balancing of imprest accounts.		
Summarize any of Your Achievements Provided the administrative support for the regional Tick and Tick-Borne Diseases for the Southern African Region countries		
Reasons for Leaving To join another UN agency - in search of a challenging position		

Job Title Secretary to the Deputy Managing Director	Type of Business Clearing and Forwarding Agents	From - To 01/10/1988 - 01/03/1991
Name of Employer Casalee Cargo Limited	Name of Supervisor Ian Macleod Phiri	
Salaries per Annum: Starting 3650	Final 5496	Currency Paid MWK
Telephone Number		Email Address
Address of Employer Malawi		
Number of Employees Supervised by You 4		
Description of Duties Typing of various correspondence. Maintaining the Deputy Executive Director's diary. Maintaining files. Organizing and meetings and taking minutes Purchasing and issuing of stationery materials and other office supplies Banking and withdrawing cash and balancing of imprest accounts Following up on outstanding accounts with clients		
Summarize any of Your Achievements Setting up of office supplies stock cards		
Reasons for Leaving Career development		

Job Title Bank Clerk	Type of Business Banking	From - To 01/01/1980 - 01/08/1986
Name of Employer National Bank of Malawi	Name of Supervisor Nellie Lemani/Alex Moyo	
Salaries per Annum: Starting 640	Final 1320	Currency Paid MWK
Telephone Number		Email Address
Address of Employer Malawi		
Number of Employees Supervised by You		
Description of Duties Worked as both a paying and receiving cashier. Processing of foreign transactions. Verifying signatures and posting of vouchers in customer's ledger. Assisting farmers in drawing up cash flow statements.		
Summarize any of Your Achievements		

Member of committee which successfully migrated the accounting records for the branch from manual to computerized

Reasons for Leaving

Going to college for a 2-year full time secretarial course

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

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

For clerical grades only:

Indicate typing speed in words per minute: English - **110** French -

List any office machines or equipment you can use:

Computer: Microsoft Windows XP -Word perfect, Excell, Power point, Internet navigation; Scanner, Photocopying machine, Fax machine.

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

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

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

Language	Mother Tongue	Speak	Read	Write	Understand
Nyanja	No	Easily	Easily	Easily	Easily
Tumbuka	No	Easily	Easily	Easily	Easily
Chichewa	Yes	Easily	Easily	Easily	Easily

Address

P O Box 172
Senzani
Ntcheu Malawi
Telephone: 265-1-770 353
Fax: 265-9452519
Contact: Joan Christina Zenengeya

Address

C/o UNICEF
BP 1650
Bujumbura Burundi
Telephone: 257-20 22 2000 extension 2011
Fax: 257-79 957069
Contact: Joan Christina Zenengeya

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
Fannie GONDWE	Head of Finance and Administration	ICRAF Malawi	fgondwe@africa-online.net
Dyton MILANZI	Human Resources Officer	Lilongwe City Assembly Malawi	265999958500 dmilanzi@yahoo.com
Alick TAHUNA	Administrative Officer - Family Health International	Family Health International Malawi	atahuna@FHI.ORG.MW