

Profiles included in this document

	Name	Index	DOB	Gender	Nationality	EMail
1.	SUBAI, John	673496	12/03/1954	M	KEN	subai@un.org
2.	TEFULA, Moses	963930	26/09/1957	M	UGA	tefula@un.org
3.	THAMBURAN, Ramavarmaregunathan		30/11/1955	M	IND	thamburan@un.org
4.	VALUTSKIY, Igor	295538	27/01/1965	M	RUS	valutskiy@un.org
5.	WEISZEGGER, Wolfgang	708257	08/08/1960	M	AUS	weiszegger@un.org

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Personal History Profile for John SUBAI

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
SUBAI	John	Wanyama	
2. Date of Birth	3. City of Birth	Country of Birth	Index No
12/03/1954	Soy	Kenya	673496
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Kenya		Kenya	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Male	173	83	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? 01/01/2001			
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: subai@un.org			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
Strathclyde University	Glasgow United Kingdom	Sep-1991 - Dec-1992
Main Course of Study	Field of Study	
Finance	Business & Administration	
Degree Title or Equivalent	Degree Type	
Masters of Business Administration	Masters	

University Name	City, Country	From - To
Strathmore University (Formerly Strathmore College)	Nairobi Kenya	Jan-1977 - Jun-1984
Main Course of Study	Field of Study	
Accounting	Business & Administration	
Degree Title or Equivalent	Degree Type	
Certified Public Accountant	Undergraduate degree	

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

Name of School	City, Country	From - To
Mangu High School	Thika Kenya	Feb-1971 - Nov-1975
Main Course of Study	Certificate or Diploma	
Maths, Physics, Chemistry, Biology, Health Science, English, Kiswahili, Geography	East African Certificate of Education	

Employment

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

Job Title	Type of Business	From - To
Chief Finance Officer	Peacekeeping	01/12/2008 -
Name of Employer	Name of Supervisor	
United Nations African Union Mission in Darfur (UNAMID)	Beatrice Kyei-Asare	
Salaries per Annum:	Is this a civil servant position of your Government? No	
Starting	Is this a position within the UN Common System? Yes	
110000		
Final		
112000		
Currency Paid		
USD		
Telephone Number	Email Address	
	subai@un.org	
Address of Employer		
Sudan		
Number of Employees Supervised by You		

Description of Duties

This is the largest UN Peacekeeping Mission with a budget of over US\$ 1.5 Billion. I advise the mission on all financial matters of the mission. I provide advice and guidance to the other components of the Mission and ensure that financial procedures, UN Regulations and Rules pertaining to financial matters are adhered to. I plan, coordinate, supervise and direct the work of the Finance Section. I continuously review Internal Controls to ensure that accounting principles and UN Financial Regulations and Rules that underpin the operations of the Finance Section are adhered to. On daily basis, monitoring the bank balances at Bank of Khartoum and Citibank and making necessary transfers from Citibank to Bank of Khartoum as and when necessary. Thorough review of monthly cash flow and preparation of request for remittance of funds from UNHQ to Citibank. Progressive review of major and specific accounts and entries taking place therein in order to ascertain appropriateness, veracity, completeness and accuracy of the financial transaction. This enhances quality of the accounts review at month end. Review of bank reconciliations and the follow up of the clearance of problematic outstanding items in the reconciliation. Review of receivables and identification of those with recovery difficulties in order to pay special attention and follow up. Ensure that ageing of the receivables takes place at least twice a month to help accurate follow up. Review payables to ensure that payables over three months are cleared and if still outstanding proper action is in place to trace the recipient. Review unliquidated obligations for EOM and seek explanations for savings from respective cost centre. Ensuring that staff are continually trained and empowered to take on new responsibilities.

Summarize any of Your Achievements

There were long delays in the payment of F10 claims to all UNAMID personnel. I organised and the staff and guided them in clearing the F10 pile from over 2500 F10 claims outstanding some over one year to current number of 250 cleared on monthly basis. Vendors payments delays have been brought down from over 9 months to 45 days. 18 National Staff were recruited and are now undergoing training. This will strengthen the section and help in capacity building of the national staff. Since my arrival in December 2008, thorough reviews of unliquidated obligations were carried out culminating into a well supported balances being carried over to the new financial year. I involve Cost Centre Managers in a continuous conversation with regard to budget execution of their business ranging from raising of requisitions in a timely manner to enable procurement take appropriate actions. After the purchase orders have been raised alerting them about the age of the outstanding POs so that follow up process can be sustained with regard to delivery of goods or services and eventually updating on impediments to payment process. In my capacity as the alternate LCC Chairman, I was able to guide, towards the end of the financial year, 15 LCC cases to successful conclusion within 10 days and have POs raised.

Reasons for Leaving

In the span of my working life of over 25 years I have spent the entire period performing finance jobs in the various aspects of financial sphere ranging from accounting and financial management, cost accounting and management accounting, credit control, taxation, administration, budgeting and auditing. Since 1988 all the finance posts that I have held were at managerial level that involved corporate/ organizational decision making and developing strategies for efficient and effective financial management. As a Chief Finance Officer in the UNMIL and UNAMID I have delved further in other areas like LCC, LCRB, LPSB, SPA and other committees. These and interactions with my colleagues from different sections, have brought home other aspects of the functioning of missions and enriched my experience. I am now about to complete the year long SMART training that has been a combination of wading through various management modules, case studies and week long workshops/ hands in Brindisi. This training has been an eye-opener with regard to entire operation of a mission. With this training, my past training and experience, I believe I am ready to take on higher responsibilities. I now seek and would like to move to new functional areas of administration like Chief Administrative Services, Chief Mission Support, Chief Administrative Officer or in IOT at UNHQ.

Job Title	Type of Business	From - To
Chief Finance Officer	Peacekeeping	01/07/2007 - 01/12/2008
Name of Employer		Name of Supervisor
United Nations Mission in Liberia		Ms. Stephani Scheer

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

subai@un.org or wanyamaj@hotmail.com

Address of Employer

Liberia

Number of Employees Supervised by You

42

Description of Duties

Responsible for the running of Finance Section that handles all the financial matters of the mission. I provide advice and guidance to the other components of the Mission and ensure that financial procedures, UN Regulations and Rules pertaining to financial matters are adhered to. I plan, coordinate, supervise and direct the work of the Finance Section. I periodically carry out Business Review Process to incorporate emerging requirements in line with UN development from the Head Quarter or as initiative from in the field to take into consideration emerging realities on the ground. I continuously review Internal Controls to ensure that accounting principles and UN Financial Regulations and Rules that underpin the operations of the Finance Section are adhered to. On daily basis, monitoring the bank balances at Ecobank and J P Morgan Chase Bank and making necessary transfers from J P Morgan Chase Bank to Ecobank as and when necessary. Thorough review of monthly cash flow and preparation of request for remittance of funds from UNHQ to J P Morgan. Progressive review of major and specific accounts and entries taking place therein in order to ascertain appropriateness, veracity and accuracy of the financial transaction. This enhances quality of the accounts review at month end. Review of bank reconciliations and the follow up of the clearance of problematic outstanding items in the reconciliation. Review of receivables and identification of those with recovery difficulties in order to pay special attention and follow up. Ensure that ageing of the receivables takes place at least twice a month to help accurate follow up. Review payables to ensure that payables over three months are cleared and if still outstanding proper action is in place to trace the recipient. Review unliquidated obligations for EOM and seek explanations for savings from respective cost centre managers.

Summarize any of Your Achievements

Instituted internal controls in all aspects of business transaction. Playing major decision making roles in Mission Committees such as the Chairman of the Local Committee on Contracts, Chairman of Local Property Survey Board, Local Claims Review Board as member, Rebutal Committee as member and SPA committee as member.

Reasons for Leaving

Gain new experience

Job Title	Type of Business	From - To
Chief, Accounts Unit	Peacekeeping	01/12/2004 - 01/06/2007
Name of Employer		Name of Supervisor
United Nations Mission in Liberia		Melesse Gebre-Egzi

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
10050096	10050096	USD	Is this a position within the UN Common System? Yes

Telephone Number

Email Address

subai@un.org

Address of Employer

Liberia

Number of Employees Supervised by You

10

Description of Duties

Entering mission obligations in Sun System, preparation of monthly accounts, review of receivables and payables, IOVs and Intermission Billing, attending Tender Opening, Approving Officer in the mission, year end closing, continuous review of unliquidated obligations, releasing of obligations, reviewing bank reconciliations, coordinating with local bank and J.P. Morgan Chase, carrying out surprise cash counts, planning and execution of DRRR payments, planning and execution of polling staff payments, OIC Finance Section when the CFO is away.

Summarize any of Your Achievements

Reduction in DRRR outstanding, good quality of monthly accounts. Training staff in accounting, supervision and Sun Systems. Supervised the planning and execution of salary payments of over 36,000 polling staff during the General Elections in Liberia. I am usually the OIC Finance when CFO is away on leave or official business.

Reasons for Leaving

Still here. Moved up the ladder to Chief Finance Officer at P5

Job Title	Type of Business		From - To
Head of Accounts and Payments	Treasury		01/01/2001 - 01/12/2004
Name of Employer			Name of Supervisor
United Nations Mission of Support in East Timor			Utpal Kumar Maitra
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
87505	99199	USD	Is this a position within the UN Common System? Yes
Telephone Number	Email Address		
	subai@un.org		
Address of Employer			
Australia			
Number of Employees Supervised by You			
10			
Description of Duties			
Preparation of monthly, quarterly and final accounts. Preparation of Treasury budget and I was a member of Ministry of Finance Budget Committee. Budget execution from appropriations, allocations, obligations to payments. Using the FMIS software - Freebalance to produce accounts, financial statements and reports. Training of the local staff in all aspects of accounting and finance. Overseeing the payroll function handled through "Chris" Software. Signing cheques and bank transfers. Carrying out bank reconciliation of the Consolidated Fund of East Timor. Overseeing all other reconciliations. Coordination of Interim and Final Audit and preparing answers on audit issues raised. Acting as Director of the Treasury when the Director was away on leave. I was in charge of coordinating financial reports emanating from projects under the auspices of the Trust Fund of East Timor whose Trustee was the World Bank. I am familiar with Sun System and conversant with UN financial regulations and rules.			
Summarize any of Your Achievements			
Involved in setting up the Treasury. I was a co-project manager in the development and implementation of the accounting software - Freebalance. Carried out a comparative study between the Sun Accounting and Sun Business System and Freebalance which is in use in the Treasury. Coaching and mentoring of local staff. Opening sub-treasury offices in the districts. Provided technical input in the development of two Acts - Budget and Financial Management and Procurement. I was involved in developing a Treasury Manual.			
Reasons for Leaving			
To take up a new challenge of developing my career in the UN core finance. My training and experience can enable me to also work in the area of administration or procurement. The mission was coming to an end.			

Job Title	Type of Business		From - To
Director	Accounting and transport		01/02/1994 - 01/12/2000
Name of Employer			Name of Supervisor
Self employed			Self
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
1400000	2800000	KES	Is this a position within the UN Common System? No
Telephone Number	Email Address		
	wanyamaj@hotmail.com		
Address of Employer			
Kenya			
Number of Employees Supervised by You			
24			
Description of Duties			
Accounting, taxation and business development work for small businesses. Transportation of sugar cane using tractors and cane trailers for Nzoia Sugar Company as a contractor.			
Summarize any of Your Achievements			
Helped small business enterprises start up. Initially increased my income and created employment.			
Reasons for Leaving			
Perennial poor performance of the Kenyan economy and the long closure of Nzoia Sugar Company.			

Job Title	Type of Business		From - To
Financial Controller then Business Development Manager	Cement Manufacturing		01/07/1988 - 01/02/1994
Name of Employer			Name of Supervisor
East African Portland Cement Company Ltd			John Maina
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
596190	840000	KES	Is this a position within the UN Common System? No
Telephone Number	Email Address		

25404520627

Address of Employer

Kenya

Number of Employees Supervised by You

25

Description of Duties

As the Financial Controller, I was in charge of accounts, sales/ marketing and purchasing departments. Accounts section covered financial accounting, costing, payroll and computer units. I designed and brought into focus costing elements in the production of cement and enabled accurate pricing in the face of incessant competition. I changed purchasing methods by establishing a register of credible suppliers, proactively planning for overseas purchases to avoid over or under stocking, applying Just-In -Time principles in purchase of high value items and encouraging some of the suppliers to supply goods on consignment basis. In marketing, I put in place an aggressive marketing strategy that involved product promotion, pricing based on penetration strategy, opening of depots to crowd out competition and establishment of a formidable distributor network. I then moved on to become the new Business Development Manager and I was charged with the responsibility of assessing, identifying and proposing new strategies and the overall direction the company was to take in reengineering its functions and products. This, among other tasks, involved expansion of the factory, restructuring of the Human Resources and seeking offshore funding for the expansion of the factory. I participated actively in negotiating with the Staff Union in the rationalization of the tasks and the staff to perform those tasks. I handled all matters pertaining to internal, external audit and the company shares trading activities on the Nairobi Stock Exchange. I had staff of between 20 and 30 under my division. I reported to the Managing Director.

Summarize any of Your Achievements

I was the core team that changed the factory from "wet processing to dry processing which achieved a cut in production cost by 30%. I spearheaded the opening of an export market in Uganda in effect changing the company from a sales to a marketing oriented (this after getting my MBA in U.K)

Reasons for Leaving

To start my own business.

Job Title

Finance and Administration Manager

Type of Business

General Insurance

From - To

01/01/1988 - 01/06/1988

Name of Employer

Kenya Arab Orient Insurance Company Ltd

Name of Supervisor

Obondo

Salaries per Annum:

Starting

Final

Currency Paid

299950

299950

KES

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

Kenya

Number of Employees Supervised by You

6

Description of Duties

Preparation of monthly, quarterly and final accounts. Preparation of budget and producing variance reports. In charge of Human Resource function ie recruitment, training, appraisals etc.

Summarize any of Your Achievements

Established accounting and human resource procedures.

Reasons for Leaving

I went for a well paying job with bigger responsibilities.

Job Title

Deputy Chief Accountant

Type of Business

Composite insurance

From - To

01/07/1985 - 01/12/1988

Name of Employer

Jubilee Insurance Company Ltd

Name of Supervisor

Lalji

Salaries per Annum:

Starting

Final

Currency Paid

179970

243740

KES

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

Kenya

Number of Employees Supervised by You

12

Description of Duties

Managing the Life Fund and its investments. Preparation of monthly accounts and budgets and controlling the Treasury.

Summarize any of Your Achievements

Prudent management of excess liquidity by investing in appropriate instruments and keeping close watch on the stock exchange. Evaluating life investments with help of Actuaries.

Reasons for Leaving

Better terms.

Job Title

Internal Auditor and later Reinsurance Accountant

Type of Business

Reinsurance

From - To

01/08/1982 - 01/06/1985

Name of Employer

Kenya Reinsurance Corporation

Name of Supervisor

Naftali Mogere

Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No	
50000	60000	KES	Is this a position within the UN Common System? No	
Telephone Number		Email Address		
2542020240188		info@kenyare.co.ke		
Address of Employer				
Kenya				
Number of Employees Supervised by You				
2				
Description of Duties				
As Internal Auditor, I prepared audit programme after carrying out a thorough business review process of the systems, procedures and internal controls. I carried out audits as per audit programmes and in addition also performed ad hoc audits as per management requirements. I liaised with external auditors to avoid duplication of effort and to enhance their reliance on internal audit reports. As the Reinsurance Accountant maintained records and prepared reinsurance accounts on monthly basis. The job also involved coordination of insurance and reinsurance premiums and claims and working out profitability or losses accruing on the large and risky policies.				
Summarize any of Your Achievements				
Setting up of Audit Department.				
Reasons for Leaving				
For better prospects				

Job Title	Type of Business	From - To
Assistant Accountant then Credit Controller then Personnel and Office Administration Manager	Trading in packaging tapes, Health Care Products etc	01/06/1979 - 01/07/1982
Name of Employer	Name of Supervisor	
3M Kenya Ltd.	Charles Onyancha	

Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No	
36000	57600	KES	Is this a position within the UN Common System? No	
Telephone Number		Email Address		
254202730626		3MKenya@mmm.com		
Address of Employer				
Kenya				
Number of Employees Supervised by You				
Description of Duties				
As an Assistant Accountant I recorded all the financial transactions in the subsidiary ledgers. I posted and balanced the General Ledger and drew up the Trial Balance. I prepared the Trading Account, Profit and Loss Account and Balance Sheet monthly. I also prepared the salaries and commissions for the marketing and sales personnel. I also maintained the assets register. As the Credit Controller, I was in charge of preparing the receivables records and ageing analysis. This was a large operation as 90% of our sales were on credit. I carried out credit analysis and review before rating prospective customers as to the amount of credit they would qualify for. I collected the debts and instituted legal process against those who failed to pay. As a Personnel and Office Administration Officer, I prepared job descriptions based on the tasks, advertised for vacant posts, constituted the panel of interviewers, after interviews carried evaluations with respective divisions, selected the right candidates and sent out the appointment letters. I was also involved in performance evaluations, promotions and dismissals. I represented the company in negotiations with the Staff Union and in the Industrial Court in case of disputes.				
Summarize any of Your Achievements				
Outstanding receivables were reduced drastically. Deadlines for Financial Statements were met. There was industrial harmony and great staff development.				
Reasons for Leaving				
Better prospects				

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

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

Language	Mother Tongue	Speak	Read	Write	Understand
Indonesian	No	Not easily	Not easily	Not easily	Not easily
Luyia	Yes	Easily	Easily	Easily	Easily
Kiswahili	No	Easily	Easily	Easily	Easily

Address

P.O Box 48026 0100
Nairobi Nairobi Kenya
Telephone: 254-0722241612

Fax: 254-0722241612
Contact: John Subai

Address

United Nations African Union Mission in Darfur (UNAMID)
P.O. Box 5041 Grand Central Station New York, NY 10163
El Fasher El Fasher Sudan
Telephone: +1-917-3672702 extension 3767
Fax: +249-922410196
Contact: John Subai

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
Ismaila CEESAY	Financial Specialist	The World Bank 20-A Sharah-e-Jamhuriat P.O. Box 1025 Islamabad Pakistan	92512279641 icesay@worldbank.org
Mikisi JOHN	Accountant	Total Kenya Ltd P.O Box 30736 Nairobi Pakistan	mikisi@total.co.ke
Charles ORINA	Policy and Budget Advisor	Nandi Tea Company Ltd Pakistan	c.orina@nandi.easternproduce.co.ke

Personal History Profile for Moses TEFULA

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
TEFULA	Moses		
2. Date of Birth	3. City of Birth	Country of Birth	Index No
26/09/1957	Nawanende	Uganda	963930
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Uganda		Uganda	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Male	167	74	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? Financial management specialists			
14. Would you accept employment for less than six months? No			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? 01/06/2009			
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: tefula@un.org			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
Makerere University	Kampala Uganda	Jul-1976 - Mar-1979
Main Course of Study	Field of Study	
Banking	Business & Administration	
Degree Title or Equivalent	Degree Type	
Bachelor of Commerce	Degree	

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

Name of School	City, Country	From - To
United Nations Department of Field Support	Brindisi Italy	Jan-2008 - Dec-2008
Main Course of Study		Certificate or Diploma
Administration (Modules: Human Resources, Procurement, Logistics, Finance)		Senior Management Administration & Resource Training (SMART)

Name of School	City, Country	From - To
Namasagali College	Kamuli Uganda	Jan-1970 - Nov-1975
Main Course of Study		Certificate or Diploma
English, Mathematics, History, Geography, Biology, Physical Science, Economics, Art, Literature		Ordinary and Advanced School Certificates of Education

Employment

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

Job Title	Type of Business	From - To
Chief Budget Officer (P5)	United Nations Peace Keeping Operations	01/06/2007 -
Name of Employer		Name of Supervisor
United Nations Mission in the Democratic Republic of Congo (MONUC)		Hany Abdel-Aziz
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
		tefula@un.org
Address of Employer		
Congo, Dem. Rep.		
Number of Employees Supervised by You		
-		

Description of Duties

1. The UN Mission in DRC (MONUC) is one of the largest missions in the UN system, with an annual budget of \$1.4 billion from assessed contributions, and \$ 4.5 million voluntary contributions earmarked for specific projects. The Chief Budget Officer (CBO) reports directly to the Director of Mission Support and is a member of the Senior Management Planning Team in the Division of Mission Support. 2. Provision of technical leadership and coordination of budget preparation and performance reporting for both the regular and extra-budgetary funding including guiding cost centres and programme managers on methodologies (RBB), formulation of staffing proposals and preparation of costs estimates. The CBO is responsible for the review and collation of Mission budget for submission to UNHQ. 3. Member of the mission team that defends budget proposals before the ACABQ, including the preparation of required written responses to both the ACABQ and Fifth Committee through the Office of the Controller. 4. During budget implementation, the CBO is responsible for monitoring resource utilization to ensure that they are used for approved purposes within the allotted limits, and that any redeployments are processed according to the financial rules and regulations. 5. The mission also manages trust funds earmarked for specific projects and/or programmes. The Chief Budget Officer reviews draft MOUs and advises Director of Mission Support and SRSG to ensure that policy and administrative procedures are observed and prepares analyses of the financial implications. 6. The Budget Section handles the mission's post management (over 4000 posts) and coordinates with Human Resources Section in the preparation of staffing tables (vacancy rates/incumbency ratios, gender and geographical representation). 7. Liaison and coordination with UNHQ on budgetary and expenditure matters. 8. OIC Administrative Services in absence of Chief Administrative Services as and when required.

Summarize any of Your Achievements

Timely submission of budget to UNHQ that reflected the operational requirements of the mission; Approval by legislative bodies of the mission's 2009/2010 budget with less than 5% reduction in resources proposed;

Reasons for Leaving

N/A

Job Title Deputy Chief of Budget	Type of Business United Nations Agency	From - To 01/10/2004 - 01/06/2007
Name of Employer United Nations Relief and Works Agency	Name of Supervisor Bruce Neese	

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
95011	100019	USD	Is this a position within the UN Common System? Yes

Telephone Number

97286777512

Email Address

Address of Employer

Israel

Number of Employees Supervised by You

15

Description of Duties

1. Besides deputizing for the Chief of Budget, I was directly responsible for the supervision of Programmes and Projects Unit within the Budget Section whose total projects budget was \$80 million in 2006. The projects intended to improve housing in camps for Palestine refugees located in Gaza, West Bank, Lebanon, Syria and Jordan. They included land surveys, shelter rehabilitation, water supply, improvement of sewerage and drainage systems, pavement of roads and alleys, shore protection etc. 2. Reviewed project proposals and draft MOUs in close collaboration with External Relations Office (responsible for donor relations and fund raising) prior to submission to donors. 3. Conducted periodic reviews on the status of all donor-funded projects to ensure that implementation was in accordance with terms and conditions agreed with donors. 4. Drafted Agency's strategic framework (medium term plan) for consideration by the Programme and Budget Committee (PBC) and top management; 5. Coordinated programme planning and reviewed submissions by programme directors; Guided the programme managers on results based budgeting methodology in the formulation of the logical framework (objectives, strategies and performance indicators); 6. Served as Secretary to the Agency's Programme and Budget Committee (PBC) chaired by the Deputy Commissioner-General, with Programme Directors, the Comptroller, Director of Operations and Chief of Budget as members. 7. Responded to queries from UN HQ (New York) Office of Programming and Budgeting; 8. Coordinated and supervised externally sourced "Accounting Technician Diploma" training to 60 local staff based in Gaza, West Bank, Lebanon, Syria and Jordan 7. Was a member of the Agency's IPSAS steering team.

Summarize any of Your Achievements

1.UNRWA Comptroller approved my updated version of budget technical instructions; 2. Commended for excellent guidance provided to programme managers on the formulation of performance indicators for results based budgeting. 3. Successfully completed foundation modules of accounting training (British Accounting Technicians Diploma) for 60 area staff with 97% pass rate;

Reasons for Leaving

Selected through competitive interview process for a P5 post in DPKO as Chief Budget Officer for MONUC; but opted to keep UNRWA contract to serve on reimbursable loan.

Job Title Chief Accountant	Type of Business Civilian Support Group - Assigned to Banking & Payments Authority	From - To 01/06/2002 - 01/09/2004
Name of Employer United Nations Mission in East Timor	Name of Supervisor Luis Quintaneiro	

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
91320	104102	USD	Is this a position within the UN Common System? Yes

Telephone Number

East Timor

Email Address

tefula@un.org

Address of Employer

Number of Employees Supervised by You

5

Description of Duties

1. Member of executive-management team composed of five heads of departments, and chaired by the UN/IMF expert (D2) General Manager. I was in charge of accounting and budget functions of BPA; Chairman of the Procurement Committee; 2. Supervision, training and development of local staff 3. Installation and management of internal control procedures 4. Maintenance and supervision of all data security provisions, especially in regard to financial and management information reporting 5. Liaise with external auditors for certifying financial statements and quality assurance systems

Summarize any of Your Achievements

1. BPA's budget proposals submitted to the Ministry of Finance were approved at the first hearing. 2. Developed accounting policy document approved by the Governing Board. 3. Produced internal control and budgetary procedures document. 4. Developed syllabus and conducted seminars to supplement on-job training for Timorese national staff.

Reasons for Leaving

(1) The mission was expected to wind up in May 2005 (2) I was offered a P4 post under 100 series by UNRWA. Although it was at a lower level, the contractual terms were better than P5 300 series.

Job Title Postdoctoral Fellow	Type of Business Academic research and teaching	From - To 01/10/2001 - 01/05/2002
Name of Employer University of Manchester, IDPM		Name of Supervisor Professor Colin Kirkpatrick

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
10000	10000	GBP	Is this a position within the UN Common System? No

Telephone Number
44161275 2800

Email Address
colin.kirkpatrick@man.ac.uk

Address of Employer
United Kingdom

Number of Employees Supervised by You
0

Description of Duties
1. Conducted Lectures for MSc Development Finance and short tailor-made programmes in micro-finance 2. Researched on credit risk modelling and bank performance in developing countries 3. Reviewed draft consulting reports on the banking sectors in developing countries. 4. Data analysis in evaluating the competitiveness of the banking sector in Uganda.

Summarize any of Your Achievements
My paper on "Identifying Problem Banks in Sub-Sahara Africa" was accepted and published by The Journal of African Finance.

Reasons for Leaving
Appointment by UNMISSET to Banking & Payments Authority of East Timor

Job Title PhD Scholar & Teaching Assistant	Type of Business University	From - To 01/10/1998 - 01/09/2001
Name of Employer University of Birmingham		Name of Supervisor Professor Victor Murinde

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
10000	10000	GBP	Is this a position within the UN Common System? No

Telephone Number

Email Address

Address of Employer
United Kingdom

Number of Employees Supervised by You
0

Description of Duties
Conducted tutorialaals in the following modules: 1. Accounting for Managers (MBA module) 2. Finance for Managers (MBA module) 3. International Business Finance (MSc Accounting & Finance module) 4. Financial Accounting (BSc accounting module)

Summarize any of Your Achievements
Completed PhD research within prescribed time limit, concurrent with professional accountancy certification of the Chartered Institute of Management Accountants

Reasons for Leaving
Appointment to University of Manchester

Job Title Secretary General / Chief Executive	Type of Business Business Association	From - To 01/06/1997 - 01/09/1998
Name of Employer Uganda National Chamber of Commerce and Industry		Name of Supervisor Bonny M. Katatumba

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
24000000	26400000	UGS	Is this a position within the UN Common System? No

Telephone Number

Email Address

Address of Employer
Uganda

Number of Employees Supervised by You
57

Description of Duties
I was hired under the auspices of a USAID sponsored programme as Chief Executive to restructure the administrative and financial management of the Chamber. I was the Chief Accounting Officer responsible for financial planning and control, including the introduction of new financial regulations and internal control procedures. I was responsible for programme budgets funded by donor agencies, particularly USAID/PRESTO project and UNDP/Private Sector Development Programme. I represented UNCCI to collaborate with UNDP/Private Sector Development Programme to formulate the design and operational plans of village banks in Uganda.

Summarize any of Your Achievements

The UNCCI had not produced statutory financial reports three years prior to my joining. The situation improved during my stewardship by producing periodic financial statements, including annual audited statements that were submitted to the Delegates Conference.

Reasons for Leaving

Further training (PhD) at University of Birmingham and work as Teaching Assistant

Job Title	Type of Business	From - To
Deputy General Manager	Banking	01/11/1992 - 01/09/1995
Name of Employer	Name of Supervisor	
The Cooperative Bank Ltd	Godfrey Nsubuga	
Salaries per Annum:		
Starting	Final	Currency Paid
12000000	16000000	UGS
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number	Email Address	
Address of Employer		
Uganda		
Number of Employees Supervised by You		
28		
Description of Duties		
1. Headed the Credit Division and chaired all Credit Committees (until April 1994 when I became counter-part to an expatriate under the Financial Sector Restructuring Programme). 2. Supervised small farmer credit programmes, under the Co-operative Credit Scheme (CCS). I also designed and conducted training programmes for co-operative societies' officials who participated in the bank's loan schemes 3. I was a member of the Bank's Budget Committee, which reviewed proposals from various departments to consolidate a corporate budget. 4. Reviewed customer proposals and business plans for credit financing, and offered professional advice on appropriate and cost-effective methods of financing. 5. Advised the Board of Directors on credit and investment policies and co-ordinated donor-funded activities of the Bank.		
Summarize any of Your Achievements		
Introduced credit appraisal guidelines, reviewed and updated the Bank's controls and systems for analysis, approval, disbursements, monitoring and recovery of credit. I also redesigned loan accounting and reporting formats for monitoring and control.		
Reasons for Leaving		
Further studies to Napier University, Edinburgh, United Kingdom		

Job Title	Type of Business	From - To
Financial Programmes Manager	Cooperative finance	01/10/1989 - 01/10/1992
Name of Employer	Name of Supervisor	
Uganda Cooperative Alliance	Leonard Msemakweli	
Salaries per Annum:		
Starting	Final	Currency Paid
5000000	7500000	UGS
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number	Email Address	
Address of Employer		
Uganda		
Number of Employees Supervised by You		
35		
Description of Duties		
1. Head of USAID funded PL-480 programme, a monetization program for funding development projects through cooperatives; Evaluated projects presented by borrowers, within the framework of the development objectives set by the policy committees 2. Responsible for project administration, team management and financial management & control 3. Coordinated with internal and external auditors to review financial operations of the project (this included the united states general accounting office personnel who were commissioned by USAID, the financiers of the project)		
Summarize any of Your Achievements		
Successfully installed accounting and budgetary controls sytems for the project at its inception and achieved clean audit reports, including the US Government Accounting Office, representing the interests of the donors, to review the financial management of the PL-480 programme.		
Reasons for Leaving		
Appointment to the Cooperative Bank		

Job Title	Type of Business	From - To
Manager/Accountant	Retail Banking	01/09/1979 - 01/09/1989
Name of Employer	Name of Supervisor	
Uganda Commercial Bank	Wilson Nabudere (Deceased)	
Salaries per Annum:		
Starting	Final	Currency Paid
36000	4800000	UGS
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number	Email Address	
Address of Employer		
Uganda		
Number of Employees Supervised by You		
18		
Description of Duties		

Personal History Profile for Ramavarmaregunathan THAMBURAN

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
THAMBURAN	Ramavarmaregunathan	Regunathan	
2. Date of Birth	3. City of Birth	Country of Birth	Index No
30/11/1955	Cochin, Kerala	India	
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
India		India	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Male			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?			
14. Would you accept employment for less than six months? No			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when?			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? No			
18. Email Address:			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
BANGALORE UNIVERSITY	BANGALORE India	Jun-1987 - Jun-1990
Main Course of Study	Field of Study	
International Law	Law	
Degree Title or Equivalent	Degree Type	
LL.B BACHELOR OF LAWS	Degree	

University Name	City, Country	From - To
KERALA UNIVERSITY	TRIVANDRUM India	Jun-1974 - Jun-1977
Main Course of Study	Field of Study	
Chemistry	Physical Sciences	
Degree Title or Equivalent	Degree Type	
B.Sc BACHELOR OF SCIENCE	Undergraduate degree	

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

Name of School	City, Country	From - To
IPT ASPR	STADTSCHLAINING Unknown	Jun-2000 - Jul-2000
Main Course of Study		Certificate or Diploma
FACILITATION AND MEDIATION		CERTIFICATE OF ATTENDANCE

Name of School	City, Country	From - To
GOVERNMENT ARTS COLLEGE, KERALA UNIVERSITY	TRIVANDRUM India	Apr-1971 - Apr-1973
Main Course of Study		Certificate or Diploma
PHYSICS CHEMISTRY, ENGLISH MATHEMATICS, FRENCH		PRE DEGREE CERTIFICATE

Name of School	City, Country	From - To
ST. JOSEPH'S ENGLISH MEDIUM HIGH SCHOOL	TRIVANDRUM Unknown	Apr-1969 - Apr-1971
Main Course of Study		Certificate or Diploma
PHYSICAL & SOCIAL SCIENCES, MATHEMATICS,LANGUAGES		SECONDARY SCHOOL LEAVING CERTIFICATE

Employment

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

Job Title	Type of Business	From - To
Head of Unit and Defence Lawyer/ Public defender	Head of Unit and Defence Lawyer	01/10/2002 -
Name of Employer		Name of Supervisor

UNMISSET			Mr Sukehiro Hasegawa/ DSRSG
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
68306	68306	USD	Is this a position within the UN Common System? Yes
Telephone Number		Email Address	
12129630099		thamburan@un.org	
Address of Employer			
East Timor			
Number of Employees Supervised by You			
16			
Description of Duties			
<p>• Head of the Defence Lawyers' Unit for Serious Crimes Unit • Administration of the Unit • representing the accused, suspects and defendants before the Special Panel for Serious Crimes as well as in review hearings • before the investigating judge; • developing and implementing mechanisms to ensure equal access to defence lawyers by all persons in Timor-Leste; • perform legal research and draft legal opinions, pleadings and other legal documents including motions, responses to motions, indictments and orders; • preparing clients for the court hearings; • questioning of witnesses during the court sessions; • field investigation and follow up various sources of information; • visiting clients in jail, consult them and try to find an alternative to pretrial detention; • liaise with local and international NGO legal experts in Timor-Leste for the provision of legal support and expertise in areas within the scope of activities of the unit; and supervision.</p>			
Summarize any of Your Achievements			
<p>Efficiently co ordinatng with the Prosecution and the Special Judges Panel. I have been able to secure the releasee of detainee suspects and accused who have been in detention for a long time pending Trial. been able secure a light sentence for an accused in a major case called the Lolotoe Trial.</p>			
Reasons for Leaving			
The present contract is only through May 20, 2004 and the mission is downsizing.			

Job Title	Type of Business	From - To
SENIOR GOVERNMENT PLEADER- SR. PROSECUTOR	Defence and Prosecution	01/03/2002 - 01/09/2002
Name of Employer	Name of Supervisor	
STATE OF KERALA	RAJU JOSEPH	
Salaries per Annum:		
Starting	Final	Currency Paid
174000	174000	INR
Telephone Number		Email Address
91484395052		ramvarma@yahoo.com
Address of Employer		
India		
Number of Employees Supervised by You		
12		
Description of Duties		
LEGAL DRAFTING, PLEADING AND CONVEYANCING; DEFEND AND PROSECUTE FOR AND ON BEHALF OF THE STATE OF KERALA IN ALL LEGAL FORUMS		
Summarize any of Your Achievements		
RECENT EMPLOYMENT		
Reasons for Leaving		
TO BE A PART OF THE UN		

Job Title	Type of Business	From - To
LEGAL PRIVATE PRACTITIONER	LEGAL	01/03/1991 - 01/03/2002
Name of Employer	Name of Supervisor	
Private Practice	NONE	
Salaries per Annum:		
Starting	Final	Currency Paid
96000	120000	INR
Telephone Number		Email Address
91484371243		ramvarma@yahoo.com
Address of Employer		
India		
Number of Employees Supervised by You		
4		
Description of Duties		
<p>DEALING MOSTLY WITH CIVIL, CRIMINAL, CONSTITUTIONAL, HUMAN RIGHTS, ELECTION PETITIONS, SERVICE DISPUTES AND TAXATION MATTERS IN JUDICIAL, QUASI-JUDICIAL FORUMS & TRIBUNALS. CONSULTATION ON PATENT AND INTELLECTUAL PROPERTY MATTERS, COMPANY LAW, LABOUR LAW., DRAFTING, PLEADING AND CONVEYANCING. HAVE CONDUCTED CRIMINAL TRIALS FOR DEFENCE AND PROSECUTIONS. HAVE A GOOD RECORD OF SUCCESSES.</p>		
Summarize any of Your Achievements		
personal achievements		
Reasons for Leaving		
A KEEN INTEREST IN HUMAN RIGHTS SOCIAL & CRIMINAL LAW/,GENDER AND CHILD RIGHTS		

Job Title MANAGER, SALES AND ADMINISTRATION		Type of Business PHARMACEUTICAL DISTRIBUTION	From - To 01/03/1985 - 01/05/1987
Name of Employer LAKSHMI DISTRIBUTORS		Name of Supervisor none	
Salaries per Annum: Starting Final Currency Paid Is this a civil servant position of your Government? Yes 80600 96000 INR Is this a position within the UN Common System? Yes			
Telephone Number 91494365817		Email Address	
Address of Employer India			
Number of Employees Supervised by You 8			
Description of Duties RUNNING THE BUSINESS AS A FULL FLEDGHED PROFIT CENTRE. LOOKING AFTER EMPLOYEE RELATIONS, LABOUR, SALES AND DISTRIBUTION.			
Summarize any of Your Achievements BROUGHT UP THE BUSINESS			
Reasons for Leaving INTEREST IN TAKING UP LEGAL PRACTICE			

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	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
Hindi	No	Easily	Easily	Easily	Easily
Malayalam	Yes	Easily	Easily	Easily	Easily
Sanskrit	No	Not easily	Easily	Easily	Easily
Tamil	No	Easily	Not easily	Not easily	Easily
Bahasa	No	Not easily	Easily	Not easily	Not easily

Address

Pratibha
Layam Road
Cochin Kerala India
Telephone: 91-484-537678
Fax: 91-484-9847104249
Contact: Ramavarma Regunathan Thamburan

Address

Head, defence Lawyers Unit for Serious Crimes
O/SRSG,
Dili East Timor
Telephone: 1-212-9630099 extension 5408
Fax: 670-7232041
Contact: Ramavarma Thamburan

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
T. L. VISWANATHA IYER	RETIRED JUDGE	RETD JUDGE, HIGH COURT , COCHIN-682031, KERALA India	914842372884

JUSTICE M. RAMACHANDRAN	JUDGE	HIGH COURT OF KERALA, COCHIN-682031, KERALA India	914842395353 mrcj@md5.vsnl.net.in
Sankara MENON	Lawyer	Mulloth Ambadi Lane Chittoor Road, Cochin, Kerala, India 682011 India	914842351190 kochu@hotmail.com

Personal History Profile for Igor VALUTSKIY

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
VALUTSKIY	Igor		
2. Date of Birth	3. City of Birth	Country of Birth	Index No
27/01/1965	Novgorod	Russian Federation	295538
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Russian Federation		Russian Federation	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Male	186	77	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? Yes			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? 01/01/2001			
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: valutskiy@un.org			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
Economics Academy	Moscow Russian Federation	Sep-1991 - Jun-1995
Main Course of Study	Field of Study	
Management	Business & Administration	
Degree Title or Equivalent	Degree Type	
Degree in Regional Management and Economics	Postgraduate degree	

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

Name of School	City, Country	From - To
Conduct and Discipline Unit	Kinshasa Congo, Dem. Rep.	Feb-2009 - Feb-2009
Main Course of Study		Certificate or Diploma
Workshop for Managers and Supervisors on Conduct and Discipline including SEA		Certificate

Name of School	City, Country	From - To
People Management Training Program	Kinshasa Congo, Dem. Rep.	Jul-2008 - Jul-2008
Main Course of Study		Certificate or Diploma
People Management Training Program (PMTP) by MANNET		Certificate

Name of School	City, Country	From - To
Workshop by UN Procurement Division	Entebbe Uganda	Oct-2007 - Oct-2007
Main Course of Study		Certificate or Diploma
Anti-fraud measures, risk assessment and fraud prevention		Certificate

Name of School	City, Country	From - To
Southern California Safety Institute	Albuquerque United States of America	Oct-2003 - Oct-2003
Main Course of Study		Certificate or Diploma
Aircraft Accident Investigation		Certificate

Name of School	City, Country	From - To
Southern California Safety Institute	Colorado Springs United States of America	Sep-2002 - Oct-2002
Main Course of Study		Certificate or Diploma
Aviation Safety Management Systems		Certificate

Employment

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

Job Title Regional Administrative Officer	Type of Business Administration	From - To 01/09/2009 -
Name of Employer MONUC		Name of Supervisor Amadu Kamara
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 12129630103	Email Address valutskiy@un.org	
Address of Employer Congo, Dem. Rep.		
Number of Employees Supervised by You 35		
Description of Duties Section being completed		
Summarize any of Your Achievements Section being completed		
Reasons for Leaving Currently working		

Job Title Field Operations Manager	Type of Business UN Peacekeeping Operations	From - To 01/02/2008 -
Name of Employer MONUC		Name of Supervisor Olamide Adedeji
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 Congo, Dem. Rep.		
Number of Employees Supervised by You 230		
Description of Duties As Field Operations Manager (FOM) and Acting Regional Administrative Officer, establish and maintain responsive support structure that ensures effective, timely and cost efficient delivery of the full range of managerial, logistic and administrative support required for the fulfillment of the Mission's mandate in assigned AOR. Provide advice and guidance to HoOs and FOMs on the modalities of the support delivery within the following parameters: UN Financial Rules and Regulations, Staff Rules, DMS policies, instructions, and specific delegations of authority as well as mission and regional priorities. Monitor quality of support in the AOR and conformance with Rules and Regulations, etc., identify deficiencies in processes, practices and performance and implement corrective measures. Travel regularly to the Field Offices; maintain close interaction with HoOs and FOMs to monitor progress in implementation of projects and receive first hand accounts on support activities. Oversee collection, analysis, and dissemination of periodic administrative reports and ensure that issues raised receive adequate input and feedback from Regional and Mission HQ. Ensure strict compliance with the air safety requirements in conjunction with Aviation and Air Safety. Based on the analysis of operational situation, prepare recommendations on reorganizing support and modifying plans/deployment in the AOR to cater for substantive, military and UN police operational necessities as per Mission priorities. Function as a certifying officer in conformity with UN Financial Rules and Regulations. Oversee the conduct and discipline of staff and attend to their welfare, security and training needs. Based on operational requirements and staffing situation, liaise with Mission Level Section Chiefs on all personnel matters, including recruitment, distribution of staff and temporary duty assignments. Starting 01 July 08, due to restructuring of regional mission support, I retained the FOM function		
Summarize any of Your Achievements Reassigned as FOM and Acting RAO to one of the biggest Field Offices and Regions in the Mission, I have drawn on many years of relevant experience in order to analyze and review administrative and logistic support processes being used by the administrative components in the AOR. As a result of the review, adjustments and improvements have been introduced in the following areas: management of casual daily workers/ individual contractors; certification of invoices and various claims; format and contents of the weekly administrative reports; utilization of commodities (fuel, water); submission and processing of MOPs and CMRs; duty travel of staff; response to the emerging issues; and client orientation of the Field Office and Regional Mission Support components. Immediately upon taking over new functions, I channeled the efforts of the Regional and Field Office Mission Support elements into concentrating on the high priority activities in the AOR to ensure that they are fully supported to bring expected results within established timeframes. That approach brought about significant advancements in the implementation of the following developments: strategic redeployment of UN troops to a new area of operations and ongoing formation of the Region East HQ. Having been designated as Deputy Area Security Coordinator, I contributed substantially to the review of the Security/Evacuation Plan and actively participated in the Integrated Area Security Management Team operations. I provided input into developing a Security and Stability Plan for Ituri in a framework of the mapping exercise for the roll out of components in the UN support strategy for security and stabilization in Eastern DRC. Starting 01 July 08, due to restructuring of regional mission support, I retained the FOM function. As one of the senior FOMs in the newly formed Region East, I actively participated in two FOM conferences where I was able to share experience and impart inputs on best practices in field operations management and logistics to other FOMs and regional section representatives. In a situation that has recently been characterized by the deterioration of security environment in the AOR resulting from the increased level of militia activities, my experience and knowledge in operational management and logistics were called upon by both Director of Office and Brigade Commander in order to ensure that Mission's posture in the AOR remained active and well supported both administratively and logistically.		
Reasons for Leaving Currently working.		

Job Title Administrative Officer	Type of Business Administration	From - To 01/04/2006 - 01/01/2008
Name of Employer MONUC		Name of Supervisor Martin Bentz
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 Congo, Dem. Rep.	
Number of Employees Supervised by You	
Description of Duties Under the direct supervision of the Regional Administrative Officer, ensure overall coordination and effective implementation of administrative and logistical support within the AOR. Provide advice and guidance to Heads of Office (HoO) and Field Office Managers (FOM) on administrative support that can be delivered within the following parameters: UN Financial Rules and Regulations, Staff Rules, administrative policies, instructions, specific delegations of authority as well as mission and regional priorities. Monitor quality of support in the AOR and conformance with Rules and Regulations, etc., and report to RAO on any deficiencies in Mission level processes or performance. Liaise with mission level Sections/Units to ensure allocation and optimum utilization of all resources in the AOR. Travel regularly to all Field Offices; maintain close interaction with HoOs and FOMs to monitor progress in implementation of projects and receive a first hand account of support activities. Oversee collection, analysis, and dissemination of periodic administrative reports and ensure that issues raised receive adequate input and feedback from Regional and Mission HQ. Based on the analysis of operational situation in the Region, prepare recommendations on reorganizing support and modifying plans/deployments in the AOR to cater for substantive, military and UN police operational necessities as per Mission priorities. Prepare inputs for comprehensive weekly administrative reports to DMS. Function as a certifying officer in conformity with UN Financial Rules and Regulations. Oversee and advise RAO on the conduct and discipline of administrative staff in the Region and attend to their welfare, security and training needs. Based on operational requirements and staffing situation, develop recommendations for RAO on all personnel matters, including recruitment, distribution of staff and temporary duty assignments. Act as RAO whenever required.	
Summarize any of Your Achievements Contributed with experience and knowledge to establishment of the Regional Administration under the revised organization structure of Division of Administration. Developed a system of operational reports and returns, which resulted in better planning, enhanced efficiency and increased cost effectiveness of support provided to Field Offices. Initiated and led efforts in creating staffing database that became instrumental in monitoring and managing all Personnel activities in the Region. Planned and organized the first Field Office Managers conference where field administrators and Senior Regional Section Representatives expanded their knowledge in such areas as management of personnel and funds as well as delineation of functional responsibilities assigned to staff at Mission, Regional and Office levels. As a Security Coordinator for RAO and Field Offices, played a significant role in setting up Residential Warden system and developing SOP on security coordination system. Appointed as an alternate Chairperson of Vehicle Establishment Committee, by having successfully managed data collection and analysis, contributed to effective functioning of the Committee and distribution of vehicles in accordance with Mission priorities and UN rules in a fair and transparent manner. Participated in development of integrated flight schedule that has established regular air support to all locations in the field, while ensuring high cost-effectiveness. By closely interacting with all Mission Components (administrative, military, substantive, and UN police) at various levels, gained further experience in addressing and successfully resolving complex and diverse issues in the multi-discipline/multi-componential environment of the integrated mission.	
Reasons for Leaving Appointment as Field Operations Manager and Acting Regional Administrative Officer at a new duty station.	

Job Title Regional Administrative Officer	Type of Business Administration	From - To 01/06/2004 - 01/03/2006
Name of Employer MONUC		Name of Supervisor Alfred Podritschnig

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
68306	69779	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 79	
Description of Duties Contribute to implementation of Mission mandate in assigned AOR by providing full range of managerial, logistical and administrative support required for fulfillment of Mandate. Establish and maintain responsive support structure that ensures effective, timely and cost efficient delivery of all support activities and services to all Mission Components present in AOR. Operate with high degree of autonomy including responsibility for identifying and acting upon priorities and requirements, in strict compliance with Financial Rules and Regulations, Staff Regulations, and specific delegations of authority issued by DOA. Act as principal adviser to Head of Office on all matters pertaining to administrative and technical support. Liaise, negotiate and coordinate with national authorities with respect to administrative, logistical and environmental matters. Closely monitor operational situation in the Sector and prepare realistic and cost effective integrated logistic support plan for all new tasks identified. Ensure cooperation and integration of administrative and logistical resources with Military, Civilian Police and Substantive elements deployed to Sector. Supervise preparation, implementation and regular exercising of Aircraft Emergency Response Plan. Ensure safekeeping of Imprest Account and exercise judicial management of financial resources allocated to Sector, while acting as Certifying Officer within delegation of authority. Provide effective management of human resources and act as First Reporting Officer for all admin Section OICs and as Second Reporting Officer for all other international and national admin staff. Recruit national staff up to G-4 level and extend contract for locally recruited national staff. In consultation with Mission Budget Officer, prepare and submit to DOA budget estimates for the AOR as required. Ensure that Sector Evacuation Plan remains current, executable and known to staff at all times.	
Summarize any of Your Achievements Led and managed successfully Sector Administration staff of 13 Section OICs, 59 national and 7 UNVs. Set up administrative and logistical support structure and maintained its efficient functioning within AOR, which includes two Offices, one Logistic Base and nine military observer team sites separated by large distances and international borders. Organized planning and execution of team sites evacuation due to deterioration of security situation in Mission and Sector areas of operations. Emergency withdrawal of all team sites was carried out in timely manner and without single incident or mishap. Led Sector Administration in ensuing planning and effecting team sites redeployment, completed successfully. Oversaw deployment of Electoral and Civilian Police elements throughout Sector AOR. Played active role in developing Sector Evacuation Plan and ensuring that it remained current and executable at all times. Established and implemented quality control program by visiting all Offices and team sites in Sector AOR and gauging effectiveness of support provided. Followed up relentlessly on deficiencies detected as a result of surveying Offices/team sites and effected remedial measures. Planned, organized and conducted live full scale Aircraft Emergency Response exercise, the first one ever in Sector. Recommended increase of Sector 4 Imprest Account from \$50000 to \$75000, which was approved by Senior Management, thus allowing to more efficiently meet Sector's operational requirements. Endeavored to encourage Sector Administration team to adopt client-oriented approach in dealing with Substantive and Military Components. Developed presentation to Section Chiefs on patterns of management combining "results-oriented" and "customer-oriented" approaches with effective performance. Successfully combined enforcing strict compliance with existing Financial and Staff Rules and Regulations with meeting all operational requirements and achieving high levels of customers satisfaction. Encouraged staff to engage in welfare activities and promoted zero tolerance to sexual exploitation and abuse. Established in Sector a robust framework of operating procedures, including expenditure control, staff recruitment and attention to security and safety of staff. Expanded significantly professional and personal experience in managing independently challenging tasks in an integrated peacekeeping mission, formulating goals and leading large and diverse groups of staff towards accomplishments.	
Reasons for Leaving Appointment as Administrative Officer, Region One, with move to higher level (P-4).	

Job Title Aviation Safety Officer	Type of Business Aviation Safety	From - To 01/05/2002 - 01/05/2004
Name of Employer MONUC		Name of Supervisor Michael O'Donnell

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

Telephone Number	Email Address
Address of Employer Congo, Dem. Rep.	
Number of Employees Supervised by You 79	
Description of Duties Contribute to implementation of Mission mandate in assigned AOR by providing full range of managerial, logistical and administrative support required for fulfillment of Mandate. Establish and maintain responsive support structure that ensures effective, timely and cost efficient delivery of all support activities and services to all Mission Components present in AOR. Operate with high degree of autonomy including responsibility for identifying and acting upon priorities and requirements, in strict compliance with Financial Rules and Regulations, Staff Regulations, and specific delegations of authority issued by DOA. Act as principal adviser to Head of Office on all matters pertaining to administrative and technical support. Liaise, negotiate and coordinate with national authorities with respect to administrative, logistical and environmental matters. Closely monitor operational situation in the Sector and prepare realistic and cost effective integrated logistic support plan for all new tasks identified. Ensure cooperation and integration of administrative and logistical resources with Military, Civilian Police and Substantive elements deployed to Sector. Supervise preparation, implementation and regular exercising of Aircraft Emergency Response Plan. Ensure safekeeping of Imprest Account and exercise judicial management of financial resources allocated to Sector, while acting as Certifying Officer within delegation of authority. Provide effective management of human resources and act as First Reporting Officer for all admin Section OICs and as Second Reporting Officer for all other international and national admin staff. Recruit national staff up to G-4 level and extend contract for locally recruited national staff. In consultation with Mission Budget Officer, prepare and submit to DOA budget estimates for the AOR as required. Ensure that Sector Evacuation Plan remains current, executable and known to staff at all times.	
Summarize any of Your Achievements Led and managed successfully Sector Administration staff of 13 Section OICs, 59 national and 7 UNVs. Set up administrative and logistical support structure and maintained its efficient functioning within AOR, which includes two Offices, one Logistic Base and nine military observer team sites separated by large distances and international borders. Organized planning and execution of team sites evacuation due to deterioration of security situation in Mission and Sector areas of operations. Emergency withdrawal of all team sites was carried out in timely manner and without single incident or mishap. Led Sector Administration in ensuing planning and effecting team sites redeployment, completed successfully. Oversaw deployment of Electoral and Civilian Police elements throughout Sector AOR. Played active role in developing Sector Evacuation Plan and ensuring that it remained current and executable at all times. Established and implemented quality control program by visiting all Offices and team sites in Sector AOR and gauging effectiveness of support provided. Followed up relentlessly on deficiencies detected as a result of surveying Offices/team sites and effected remedial measures. Planned, organized and conducted live full scale Aircraft Emergency Response exercise, the first one ever in Sector. Recommended increase of Sector 4 Imprest Account from \$50000 to \$75000, which was approved by Senior Management, thus allowing to more efficiently meet Sector's operational requirements. Endeavored to encourage Sector Administration team to adopt client-oriented approach in dealing with Substantive and Military Components. Developed presentation to Section Chiefs on patterns of management combining "results-oriented" and "customer-oriented" approaches with effective performance. Successfully combined enforcing strict compliance with existing Financial and Staff Rules and Regulations with meeting all operational requirements and achieving high levels of customers satisfaction. Encouraged staff to engage in welfare activities and promoted zero tolerance to sexual exploitation and abuse. Established in Sector a robust framework of operating procedures, including expenditure control, staff recruitment and attention to security and safety of staff. Expanded significantly professional and personal experience in managing independently challenging tasks in an integrated peacekeeping mission, formulating goals and leading large and diverse groups of staff towards accomplishments.	
Reasons for Leaving Appointment as Administrative Officer, Region One, with move to higher level (P-4).	

Job Title Aviation Safety Officer	Type of Business Aviation Safety	From - To 01/05/2002 - 01/05/2004
Name of Employer MONUC		Name of Supervisor Michael O'Donnell

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

68306	68306	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 6			
Description of Duties Advise Senior Administrative Officer on all Aviation Safety matters. Develop and introduce system of measures to prevent potential accidents/incidents and promote UN Aviation Safety Program. Implement Aviation Safety Risk Assessment. Develop, rehearse and keep current Aircraft Emergency Response plan. Monitor all specified safety standards and ensure that all procedures and safety regulations are adhered to. Verify that safety directives and recommendations are thoroughly carried out. Report to MASO on all aircraft occurrences affecting air operations in the Mission area. Conduct aircraft assessments and inspections in the Mission area. Carry out technical airfield evaluations. Provide advice on the verification of dangerous cargo shipping requests. Establish and maintain Air Safety reporting system. Investigate Observed hazards reports and Preliminary aircraft occurrence reports. Prepare and justify Aviation Safety input for Mission's budget. Act as Mission Aviation Safety Officer (OIC ASU) when required.			
Summarize any of Your Achievements In 2002, successfully established Aviation Safety Unit in Sector 1, MONUC. In 2003-2004, while filling in for MONUC Mission Aviation Safety Officer, performed duties of OIC Aviation Safety Unit at Mission HQ for six months in total. Took initiative in updating Sectors' Aircraft Emergency Response (Pre-Accident) Plans. In December 2003, planned, organized and executed full scale Aircraft Emergency Response exercise in Kisangani, the first one in Sector 2 and in MONUC. This event received attention Mission wide, as well as Senior Management's acknowledgment. Carried out more than 20 aircraft assessments and inspections for long and short term contracts as well as LOA aircraft. Expanded experience in applying ICAO, national, and UN regulations to Air Operations in peacekeeping missions. Led efforts in planning and implementing Aviation Safety part within framework of Mission Safety Stand Down Day. Investigated large number of Observed Hazard Reports and several Aircraft Occurrence Reports. Prepared and delivered presentation on Risk Assessment and Risk Management to all MONUC Senior Administrative Officers and OICs JLOC. Proved successful at getting vital Aviation Safety message across to Air Operations colleagues and staff members at large.			
Reasons for Leaving Appointment as Regional Administrative Officer			

Job Title Military Academy Faculty, Deputy Chief		Type of Business Military service	From - To 01/04/2000 - 01/11/2001
Name of Employer Ministry of Defense of Russian Federation		Name of Supervisor Konstantin Sizov	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
6000	7000	RUB	Is this a position within the UN Common System? No
Telephone Number 70952670109		Email Address	
Address of Employer Russian Federation			
Number of Employees Supervised by You 9			
Description of Duties Develop, review and update Faculty educational plans and extracurricular activity programs. Direct, coordinate, and supervise performance of instructors and lecturers. Coordinate implementation of training seminars on best educational practices for lecturers. Serve as a member of inter-faculty coordination committee tasked with ensuring consistency of educational plans in the Academy. Advise Faculty Chief on all operational matters. Plan scientific research as tasked by Military Academy Commander. Develop, introduce, and implement Faculty Security plan. Produce terms of reference for appointments of instructors/lecturers and supervise selection process. Identify and provide justification for Faculty requirements to be included into overall budget of Military Academy.			
Summarize any of Your Achievements Planned and conducted skill building sessions and workshops on leadership and personal development for faculty students. Developed innovative assessment methods and techniques to evaluate quality of students' comprehension and achieving learning goals. Updated and supervised training program for Air Traffic Controllers covering all aspects of professional knowledge. Designed and implemented project, which resulted in upgrading of electronic means of education and wider utilization of multimedia instructional programs. Led the efforts in establishing a system allowing closer interaction between Faculty, students and their parents. Gained experience in successfully managing budgetary issues of a large unit within an organization.			
Reasons for Leaving End of contract (planned retirement)			

Job Title Deputy Chief Operations Officer, Force HQ		Type of Business Military service	From - To 01/01/1999 - 01/03/2000
Name of Employer MINURSO		Name of Supervisor Steven Mariano	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
6000	6000	RUB	Is this a position within the UN Common System? No
Telephone Number		Email Address	
Address of Employer Morocco			
Number of Employees Supervised by You 9			
Description of Duties			

Direct, coordinate, and supervise the work of Operations Section and manage performance of staff assigned. Ensure that all outputs produced by staff meet required standards. Closely monitor all military activities in Mission's Area of Operations. Develop, review and amend operational plans as required. Oversee collection, analysis, and dissemination of operational information. Prepare inputs for monthly/yearly reports to SRSG and UNNY. Supervise overall security matters related to Military Component and ensure that effective liaison with Security Section is maintained at all times. Direct through Air Liaison Officer all air operations in support of Military Component. Interview applicants for vacant appointments in Force Operations Section and make recommendations to Chief Operations Officer on selection of best candidates. When acting as Chief Operations Officer, represent Military Component at all Senior Staff meetings, protocol and ceremonial occasions.

Summarize any of Your Achievements

Demonstrated initiative, tactical and technical expertise and clear understanding of Military Component's requirements while interacting with other Mission Components and external agencies in elaboration and review of SOPs, policies, and logistic/administrative support plans. Representing Military Component, further enhanced analytical and interpersonal skills through participation in all Boards of Inquiries into incidents involving military personnel. Reviewed and updated operational instructions on Air Reconnaissance Missions with emphasis on flight safety. Instituted previously non-existent training program at Mission HQ level for Air Liaison Officers, which covered such topics as mission planning, ICAO regulations, Casevac/Medevac and Search and Rescue within peacekeeping mission. Effectively managed wide variety of critical areas: information collection and analysis; planning at strategic, operational and tactical levels; observers and staff training; force communications; air operations; and automation/information systems. As the longest serving military staff officer, maintained continuity in Operations Sections and in entire Military Component. Recognized as having significantly contributed to overall success achieved by Mission's Military Component.

Reasons for Leaving

End of tour of duty with MINURSO

Job Title	Type of Business	From - To
Operations Planning Officer (G-3), Force HQ	Military service	01/06/1998 - 01/12/1998
Name of Employer	Name of Supervisor	
MINURSO	Matthew Duffy	
Salaries per Annum:		
Starting	Final	Currency Paid
6000	6000	RUB
		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		
Morocco		
Number of Employees Supervised by You		
0		
Description of Duties		
Provide intermediate and long-range planning capabilities. Produce, maintain, and amend all operational plans and SOPs as required. Make recommendations to Force Commander on allocation of operational resources. Prepare and present daily and VIP briefings on all operational matters. Verify conformity of Sectors monthly ground/air patrol plans with SOP, Force Commander's directives and instructions. Maintain filing system of Operations Section and all operational maps in Force HQ.		
Summarize any of Your Achievements		
Ensured all planning requirements of Military Component were identified and fulfilled. Kept Chief Operations Officer abreast of breaking developments including changes to Order of Battle of belligerents and allegations of cease fire agreement violations. Developed and refined Time-Phased Force Deployment Lists. Successfully coordinated deployment timelines with other Components, including Administration, UNHCR, Identification Commission and Formed Military Units. Designed and led training sessions on Casevac/Medevac procedures for Team Site Leaders.		
Reasons for Leaving		
Appointment as Deputy Chief Operations Officer		

Job Title	Type of Business	From - To
Senior Staff Officer	Military service	01/05/1996 - 01/05/1998
Name of Employer	Name of Supervisor	
Ministry of Defense of Russian Federation	Nikolai Vilchinsky	
Salaries per Annum:		
Starting	Final	Currency Paid
1800	2000	RUR
		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		
Russian Federation		
Number of Employees Supervised by You		
3		
Description of Duties		
Participate in implementation of International Treaties of Arms Control. Meet incoming aircraft at airport of point-of-entry and ensure that all required services are provided in full and in a timely manner. Direct and supervise technical and administrative support teams and ensure compliance with established rules and regulations. Liaise with Civil Aviation Authority on all matters related to flights conducted under Arms Control Treaties and Open Skies Treaty. Draft various instructions and SOPs for Commanding Officer's signature. Perform protocol duties as required. Prepare and present briefings, including to mass media, on progress of international treaties implementation in the area of responsibility.		
Summarize any of Your Achievements		
Gained wide experience in conducting negotiations and delivering presentations on complex issues involving different aspects of international treaties implementation. Developed crisis management skills in managing situations characterized by time constrain and need for effective communication with various institutions at international level. Having analyzed working practices of the Treaties Implementation Unit, I made recommendations on improving internal coordination and teamwork, which were approved and incorporated into revised Unit SOP. Acquired strong interpersonal, communication and presentations skills.		
Reasons for Leaving		
Assignment to MINURSO		

Job Title	Type of Business	From - To
Deputy Chief Air Staff Officer, Force HQ	Military service	01/09/1995 - 01/04/1996
Name of Employer	Name of Supervisor	
MINURSO	Peter McMahon	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
1200000	1200000	RUR	Is this a position within the UN Common System? No
Telephone Number		Email Address	
Address of Employer Morocco			
Number of Employees Supervised by You 3			
Description of Duties Task air missions to fulfill air requests of MINURSO. Control aircraft utilization within budget and CAO/Force Commander's guidelines. Generate and enforce Aviation Safety program. Manage all contractual and budgetary aspects of Air Operations. Coordinate UN aircraft operations with CAA of the host country, airports management and national military ATC within MINURSO Area of Operations in order to ensure compliance with ICAO/UN regulations. Allocate and plan air resources. Supervise and direct Air Planning/Air Operations Officers. Participate in aircraft incident/accident investigations. Fill in for Chief Air Staff Officer whenever required.			
Summarize any of Your Achievements At the time of my appointment as Deputy Chief Air Staff Officer in MINURSO, military Air Staff Officers managed both Air Operations and Aviation Safety matters. I gained extensive experience in handling budgetary, contractual and human resources aspects of Air Operations and Aviation Safety at the level of peacekeeping mission Headquarters. Displayed ability to integrate complex tasks of mission air support with operational, safety, technical and budgetary requirements. Designed and made presentations to incoming aircrews to familiarize them with UN Air Operations regulations, flight safety requirements in the Mission, Medevac/Casevac and Search and Rescue procedures. Attained negotiating skills in dealing with local Civil Aviation and military authorities. Performance rated outstanding by Chief of Staff and Force Commander.			
Reasons for Leaving End of tour of duty			

Job Title Air Planning/Air Operations Officer	Type of Business Military service	From - To 01/12/1994 - 01/08/1995
Name of Employer MINURSO	Name of Supervisor John O'Brien	
Salaries per Annum:		
Starting	Final	Currency Paid
1200000	1200000	RUR
		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 Morocco		
Number of Employees Supervised by You 0		
Description of Duties Prepare Air Movement and Tasking Order. Plan integrated multistage air missions, involving different types of aircraft. Monitor and report to CASO on the progress of all MINURSO flights. Liaise with the companies/managers/crews of the UN chartered aircraft. Coordinate all air operations related activities between Military Component and Administration/Substantive Component. Maintain all statistical data pertinent to Air Operations.		
Summarize any of Your Achievements When tasked to review and update SOP for Air Planning/Air Operations officers, successfully accomplished this assignment within allotted time. Standardized flight request system and contributed to improved air planning capability mission-wide. Proved to be very efficient in liaising with military and civilian departments at Force HQ. Took initiative in effectively resolving many day-to-day scheduling conflicts. Promoted to position of Deputy Chief Air Staff Officer over three peers.		
Reasons for Leaving Appointment as Deputy Chief Air Staff Officer		

Job Title Information Officer	Type of Business Military service	From - To 01/04/1994 - 01/12/1994
Name of Employer MINURSO	Name of Supervisor Fr Buchwalter	
Salaries per Annum:		
Starting	Final	Currency Paid
1200000	1200000	RUR
		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 Morocco		
Number of Employees Supervised by You 1		
Description of Duties Maintain, update and analyze database on Area of Operations and Parties to the conflict. Produce detailed and comprehensive weekly/monthly information summaries for presentation to Sector Commander and transmission to Force HQ. Ensure information flow between Team Sites, Sector HQ and Force HQ. Educate Team Site Commanders for information analysis process. Coordinate all priority requirements with Team Sites and Force HQ to ensure Parties' compliance with cease-fire agreement.		
Summarize any of Your Achievements Set up and promoted effective system of operational information exchange and coordinated interaction between team sites, Sector HQ and Force HQ. Organized and conducted periodic workshops for Team Site Commanders on information analysis practices in the Sector. Significantly improved quality of information work in the Sector. Information summaries, which I was preparing, were rated best in MINURSO. Recognized by Sector Commander as a hard working, motivated and oriented towards solving problems officer.		
Reasons for Leaving		

Appointment as Air Planning/Air Operations Officer

Job Title Staff Officer		Type of Business Military service	From - To 01/08/1987 - 01/03/1994
Name of Employer Ministry of Defense of Russian Federation		Name of Supervisor Mikhail Petrenko	
Salaries per Annum:			
Starting 800000	Final 1200000	Currency Paid RUR	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 Russian Federation			
Number of Employees Supervised by You 0			
Description of Duties Participate in implementation of International Treaties of Arms Control. Meet incoming aircraft at airport of point-of-entry and brief aircrews on weather conditions, ATC and safety procedures, ECR services and technical support. Liaise with point-of-entry airport authorities on all matters pertinent to activities conducted under arms control treaties. Organize and maintain documentation/statistical data on all incoming aircraft at airport of point-of-entry. Draft reports, and memos as instructed by Commanding Officer. Perform protocol duties as required.			
Summarize any of Your Achievements Received extensive exposure to managing technical and administrative aspects of activities related to implementation of International Treaties of Arms Control. Developed ability to work in a team and under pressure towards carrying out assigned tasks and meeting deadlines.			
Reasons for Leaving Assignment to MINURSO			

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? **Yes**

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

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

Address

MONUC
Kinshasa Congo, Dem. Rep.
Telephone: 1-212-9630103 extension 2602
Fax: 243-8-18907970
Contact: Igor Valutskiy

References

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

Reference Name	Occupation or Business	Address	Telephone/Email
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Personal History Profile for Wolfgang WEISZEGGER

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
WEISZEGGER	Wolfgang		
2. Date of Birth	3. City of Birth	Country of Birth	Index No
08/08/1960		Austria	708257
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Austria		Austria	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Male	180	82	
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? No			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? 01/05/1985			
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: weiszegger@un.org			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
Madison University (off campus/non-accredited)	Gulfport, MS United States of America	Sep-2002 - Jan-2004
Main Course of Study	Field of Study	
Management	Business & Administration	
Degree Title or Equivalent	Degree Type	
Master of Business Administration	Advanced university degree	

University Name	City, Country	From - To
La Salle University off-campus (La Salle is now blacklisted - was under FBI investigations in 1998 and closed in May 2002)	Mandeville, Louisiana United States of America	Aug-1992 - Dec-1995
Main Course of Study	Field of Study	
General Law	Law	
Degree Title or Equivalent	Degree Type	
Juris Doctor	Degree	

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

Name of School	City, Country	From - To
Kaufmaennische Berufsschule	Villach Austria	Sep-1975 - Jul-1978
Main Course of Study		Certificate or Diploma
General Business Administration -Trade and Commerce		Diploma (Buerokaufmann)

Employment

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

Job Title	Type of Business	From - To
Acting Director of Mission Support	Mission Support	01/11/2009 -
Name of Employer		Name of Supervisor
African Union United Nations Hybrid Operation in Darfur (UNAMID)		Mohamed B. Yonis
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	
	weiszegger@un.org	
Address of Employer		
Sudan		

Number of Employees Supervised by You

Description of Duties

Leadership, management and good stewardship of human, financial and material resources in the biggest UN peacekeeping operation.

Summarize any of Your Achievements

Establishment of a fully functioning Mission Support structure for UNAMID.

Reasons for Leaving

Not applicable.

Job Title	Type of Business	From - To
Deputy Director of Mission Support (DDMS)	Mission Support	01/11/2008 - 01/10/2009
Name of Employer	Name of Supervisor	
African Union United Nations Hybrid Operation in Darfur (UNAMID)	Mohamed B. Yonis	
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	
249912938-316	weiszegger@un.org	
Address of Employer		
Sudan		
Number of Employees Supervised by You		
Description of Duties		
Responsible and accountable for the day-to-day management and provision of administrative services, logistical and technical support to a large-scale multi-dimensional peace-keeping operation, with an authorized staffing table of 31,544 military, police and civilian staff, with an annual budget of almostUS\$1,8billion. Once fully deployed, the largest UN peacekeeping operation. Act as OiC of Mission Support during absences of the DMS.		
Summarize any of Your Achievements		
Together with the DJSR O & M and the DMS established a functioning mission support structure -almost from "scratch." Achieved and slightly exceeded the targeted military deployment of 60% by 31 December 2008. In addition to acting as DDMS, lead and strengthened the Integrated Support Services as OiC ISS from April 2008 through June 2008. Concluded a common service agreement with UNAMID's sister mission UNMIS.		
Reasons for Leaving		
Not applicable.		

Job Title	Type of Business	From - To
Acting Deputy Director of Mission Support	Mission Support	01/04/2008 - 01/10/2008
Name of Employer	Name of Supervisor	
African Union United Nations Hybrid Operation in Darfur (UNAMID)	Mohamed B. Yonis	
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	
249912538 316	weiszegger@un.org	
Address of Employer		
Sudan		
Number of Employees Supervised by You		
Description of Duties		
Management and provision of administrative services, logistical and technical support to a large-scale multi-dimensional peace-keeping operation, with an authorized staffing table of 31,544 military, police and civilian staff, with an annual budget of US\$1,5billion. Once fully deployed, the largest UN peacekeeping operation.		
Summarize any of Your Achievements		
Together with the DJSR O & M and the DMS established a functioning mission support structure -almost from "scratch." Achieved and slightly exceeded the targeted military deployment of 60% by 31 December 2008. In addition to acting as DDMS, lead and strengthened the Integrated Support Services as OiC ISS from April 2008 through June 2008. Concluded a common service agreement with UNAMID's sister mission UNMIS.		
Reasons for Leaving		
Not applicable.		

Job Title	Type of Business	From - To
Chief Administrative Officer	Political Office	01/09/2005 - 01/04/2008
Name of Employer	Name of Supervisor	
United Nations Office of the Special Coordinator for the Middle East Peace Process (UNSCO)	Alvaro de Soto and Kevin Kennedy	
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	
97225687252	weiszegger@un.org	
Address of Employer		
Israel		

Number of Employees Supervised by You

27

Description of Duties

Responsible and accountable for the effective, efficient and timely provision of administrative services and logistical support to UNSCO.

Summarize any of Your Achievements

Lead and managed a modern and client oriented mission support organization, which provided contemporary, effective and efficient administrative services and logistical support to the mission leadership and its personnel, within budgetary and staffing constraints, within the UN rules and regulations and with the best interest of the Organization and the safety and security of its personnel in mind. For example, established common services (partnership) agreements with UNDP, UNTSO, OCHA, FAO. Achieved a budget performance of over 95%. Modernized the vehicle fleet, communications and information technology infrastructure to provide uninterrupted 24/7/365 services. Implemented all audit recommendations and established risk mitigation measures. Enhanced the skills of support staff at all levels by providing relevant training. Fairly and honestly managed performance of all support staff.

Reasons for Leaving

Temporary appointment and then regular appointment with UNAMID, Darfur.

Job Title	Type of Business	From - To
Senior Administrative Officer & OiC Administration	Peacekeeping	01/06/2004 - 01/09/2005
Name of Employer	Name of Supervisor	
Department of Peacekeeping Operations, UN Stabilization Mission in Haiti (MINUSTAH)	Willi Scholl	
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		
Haiti		
Number of Employees Supervised by You		
Description of Duties		
Responsible and accountable for the provision of effective, efficient and timely administrative services and logistical support to the mission comprising some 10000 military, police and civilian personnel with an annual budget of almost UNS\$500 million. Served as chairperson of the Local Contracts Committee. Acted as certifying officer and bank signatory.		
Summarize any of Your Achievements		
Lead the establishment of an administrative services and logistical support structure of a newly established peacekeeping mission from scratch; involving the set-up of finance, personnel, general services, procurement, budget, board of inquiry, transport, communications and information technology, logistics, engineering, air operations, aviation safety, movement control. Interacted actively with Humanitarian and other UN agencies on support matters and provided resources (mainly air, power generation and transport assets) during natural disaster relief efforts, i.e., flooding in Goanives with 5000 fatalities. Arranged conference services and logistical support during visit of the Security Council to Haiti.		
Reasons for Leaving		
Promotion to CAO and the P-5 level.		

Job Title	Type of Business	From - To
Chief General Services Section	Peacekeeping	01/12/2002 - 01/06/2004
Name of Employer	Name of Supervisor	
Department of Peacekeeping Operations, UN Interim Force in Lebanon (UNIFIL)	Patrick Devaney	
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		
Lebanon		
Number of Employees Supervised by You		
138		
Description of Duties		
Management of the General Services Section consisting of the Property Control and Inventory Unit, Receiving and Inspection Unit, Military Support Unit, Operational Real Estate and Privately-Owned Vehicles Unit, Messes and Dining Halls, Property Survey Board and Claims Unit, Mail/Diplomatic Pouch Operations and Reproduction Unit, Camp Services and Sanitation Unit, Asset disposal and Scrap Yard Cell. Served as certifying officer, chairperson of the Local Contracts Committee, accommodation allocation committee; served on Boards of Inquiry.		
Summarize any of Your Achievements		
Drafted the CAO's Mission Support Business Plan; Restructured the section to better support the CAO's objectives as outlined in his Mission Support Plan; Reduced written-off assets awaiting physical disposal from US\$21 million to US\$850,000; Regularized 61 "staff contractors" previously on purchase orders since 1993 to regular individual contractors allowing for compulsory breaks in service without increasing of manpower level and diminishing service provision. As tasked by UNHQ, New York, Office of Human Resources Management conducted an investigation into alleged sexual harassment in another peacekeeping mission.		
Reasons for Leaving		
Promotion to SPA P-5 and opportunity to serve as Senior Administrative Officer with MINUSTAH in Haiti.		

Job Title	Type of Business	From - To
Logistics Support and Operations Officer	Peacekeeping	01/10/2001 - 01/11/2002
Name of Employer	Name of Supervisor	
Department of Peacekeeping Operations, UN Interim Force in Lebanon (UNIFIL)	Nicolas Von Ruben	
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 Lebanon	
Number of Employees Supervised by You	
Description of Duties Served as primary focal point and coordinating interface for non-routine cross section Integrated Support Services (ISS) matters, which involved laterally working with ISS section chiefs, naely Supply & contracts Management, Communications and Information Technology, Engineering, Transport, Movement control, Medial and the Military Assistant Chief of Staff Logisitcs (Colonel); coordinated non-routine ISS matters with administrative section chiefs, Finance, Procurement, General Services, Personnel, Budget.	
Summarize any of Your Achievements Successfully contributed to the integration of civilian and military elements into an Integrated Support Services structure headed by a civilian Chief with a militaty Deputy (Colonel), which civilian section chiefs having overall responsibility for the logistics support programme and military staff officers defining programme requirements and conducting programme implementation. With the abolishment of the military Deputy Chief Logistics Officer (Lieutenant-Colonel) in March 2002, assumed tasks related to (1) coordination, implementation and amendments of UNIFIL's Logistics Directives and Standard Operating Procedures; (2) coordinating with ISS asset managers all asset management matters including write-offs, in/out surveys, disposal, etc.; (c) planning and coordinating logistics assistance visits within the UNIFIL areas of operations; and (d) coordination of long-, medium- and short-term logistics plans.	
Reasons for Leaving Promotion to the P-4 level as Chief of General Services.	

Job Title Administrative Officer/Special Assistant to the Director of Administration	Type of Business Peacekeeping	From - To 01/07/2000 - 01/09/2001
Name of Employer Department of Peacekeeping Operations, UN Mission in Kosovo (UNMIK)	Name of Supervisor Luiz Carlos da Costa	
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 Provision of executive support in the context of support planning, programme delivery, implementation and assessment of support mandates to achieve set objectives.		
Summarize any of Your Achievements As a committee member, contributed to the success of the Local Contract's committee, Field Service Promotion Panel, Head of Mission's Strategic Planning Group, and the Office Space Allocation Committee. Successfully coordinated cross-sectional sevices and monitored regional administrative and logistical support through Regional Administrative Officers in five Kosovo regional offices as well as the office in Belgrade and Skopje.		
Reasons for Leaving ""		

Job Title Secretary of the UNHQ Contingency-Owned Equipment Board and Alternate Secretary of the UNHQ Committee on Contracts and Property Survey Board	Type of Business Administration	From - To 01/04/1999 - 01/06/2000
Name of Employer United Nations Department of Management, Office of Central Support Services (DM/OCSS)	Name of Supervisor Franck Eppert	
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 United States of America		
Number of Employees Supervised by You		
Description of Duties Assigned to UNHQ, New York as part on management training to assume functions as Chief of General Services or Senior Administrative Officer in field missions. Reviewed, analysed and presented compensation claims received from Member states for loss of contingent-owned equipment as a result of hostile action or forced abandonment at a value exceeding US\$250,000 (i.e., Srebrenica, Rwanda, Somalia, Croatia, Serbia, Bosnia, etc.) to respective Boards. Reviewed, analysed and presented cases for the purchase of goods and services contracts in excess of US\$200,000 for all UN peacekeeping operations and UN secretariat offices worldwide to the Headquarters Committee on Contracts. Reviewed, analysed and presented cases of condemned UN assets which exceeded locally delegated thresholds to the Headquarters Property Survey Board. Reviewed, analysed and presented cases involving UN property damage or destruction in which wilful misconduct of negligence would warrant monetary assessment against a UN staff member of a thrid party to the Headquarters Property Survey Board.		
Summarize any of Your Achievements Substantially cleared the backlog of cases. Assisted the Controller in drafting procurement and property management delegations of authority, as well as a "de minimis" policy.		
Reasons for Leaving Opportunity to return to the Field and prospect of promotion to the FS-6 level.		

Job Title Claims Officer and Secretary of the Local Property Survey Board	Type of Business Peacekeeping	From - To 01/12/1998 - 01/03/1999
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Name of Employer United Nations Department of Peacekeeping Operations. UN Truce Supervision Organisation (UNTSO)			Name of Supervisor W. James Baldie		
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 Israel					
Number of Employees Supervised by You					
Description of Duties Served as Claims and Local Property Survey Officer.					
Summarize any of Your Achievements Re-established a fully functioning Claims and Property Survey Secretariat, trained international staff members to the level of Claims Assistant and developed Standing Operating Procedures with a view to improve work processes within the Unit.					
Reasons for Leaving Opportunity for training at UNHQ, New York					

Job Title Special Projects Officer		Type of Business Peacekeeping		From - To 01/03/1998 - 01/11/1998	
Name of Employer Department of Peacekeeping Operations, UN Truce Supervision Organisation (UNTSO)				Name of Supervisor W. James Baldie	
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 Israel					
Number of Employees Supervised by You					
Description of Duties Served as Special Project Officer in the Office of the Chief Administrative Officer.					
Summarize any of Your Achievements Planned, organized and successfully conducted training workshops for international staff on the then newly introduced UN Performance Appraisal System (PAS); achieved enhanced working level communications and cooperation among civilian and military section chiefs by organizing joint daily operational and logistics morning briefings to the Head of Mission; coordinated and participated in UNTSO's Operational and Logistics Support Planning process, which achieved results based budgeting in support of the Head of Mission's vision and legislative mandates; produced a comprehensive report on streamlining common services support operations between UNIFIL in southern Lebanon and UNTSO operations in southern Lebanon, resulting in a Letter of Understanding between the two missions, realizing resource economies; contributed to enhanced introduction of information technologies while serving as chairperson of the information technology advisory panel to the Chief Administrative Officer; served as a Board of Inquiry member investigating major inventory discrepancies in the mission; effectively coordinated logistical support and administrative services to UNTSO's outstations in Israel, Egypt, Syria and Lebanon.					
Reasons for Leaving Tasked by the Chief Administrative Officer to re-establish a fully functioning Claims and Property Survey Board secretariat.					

Job Title Administrative Officer		Type of Business Peacekeeping		From - To 01/04/1996 - 01/03/1998	
Name of Employer Department of Peacekeeping Operations, UN Truce Supervision Organisation (UNTSO)				Name of Supervisor W. James Baldie, Compton Persaud	
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 Syrian Arab Republic					
Number of Employees Supervised by You					
Description of Duties Responsible and accountable for the provision of effective, efficient and timely administrative services (finance, personnel, general services) and logistical support (transport, communications, building management, travel and shipping) to the Observer Group Golan, Observer Group Golan Damascus and Observer Detachment Damascus, comprising some 50 military observers; leading and managing the outstation support team.					
Summarize any of Your Achievements Provided effective, efficient and timely support within budgetary allocations and within UN Rules and Regulations. Achieved workplan objectives and established priorities along safety and security, operational effectiveness, medical and hygiene parameters; instituted a training plan with UNRWA for international and national staff; conducted weekly administrative liaison with Syrian authorities at the Brigadier-General level on multi-dimensional support requirements; participated in and contributed to Inter-Agency meetings and senior officer's conference; served as a member of the UNDOF Service Institute (PX) Board, achieved staff reductions and streamlined operations resulting in greater economies and better customer services; served as vice chairperson of the recreational and welfare committee, planned and organised weekly social functions.					
Reasons for Leaving Requested by the Chief Administrative Officer to relocate to UNTSO/HQ in Jerusalem to serve in his office as Special Projects Officer.					

Job Title Travel and Shipping Officer	Type of Business Peacekeeping	From - To 01/12/1995 - 01/03/1996
Name of Employer Department of Peacekeeping Operations, UN Truce Supervision Organisation (UNTSO)	Name of Supervisor Isleifur Petersen	

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 Syrian Arab Republic			
Number of Employees Supervised by You			
Description of Duties Responsible and accountable for all shipping and travel related matters at UNTSO's outstation in Syria.			
Summarize any of Your Achievements Successfully introduced proper competitive bidding procedures for purchases of airline tickets and cargo shipments; arranged world-wide passenger travel, cargo shipments and customs clearances; constantly monitored the local market and coordinated with other UN agencies to ensure quotes received remained competitive.			
Reasons for Leaving Same office. Upon departure of the Administrative Officer I was requested to assume this function.			

Job Title Administrative & Claims Officer	Type of Business Political Office	From - To 01/08/1995 - 01/12/1995
Name of Employer United Nations Department of Peacekeeping Operations. UN Mission in Kuwait (UNIKOM)	Name of Supervisor John Fennessy	

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 Latvia			
Number of Employees Supervised by You			
Description of Duties Served as the Chief Administrative Officer's representative in Kuwait City; directed and supervised the camp cleaning and catering contracts for Kheitan Logistics Base and Liaison Office; responsible for the planning, provision and maintenance of military and civilian accommodation at the support centre; responsible for the security of the compound and the security guard force; liaised with Government Offices, i.e., Ministry of Foreign Affairs and Ministry of Interior on administrative and logistics matters; served as imprest fund and petty cash custodian; served as claims officer and secretary of the local property survey board; responsible for insurance matters of a 431-vehicle fleet.			
Summarize any of Your Achievements Transformed obsolete manual processed into automated work processes with then available state of the art information technology equipment; successfully recovered repairs costs from insurance companies for damages to UN vehicles whenever third party liability was established.			
Reasons for Leaving Recalled to UNTSO to serve with UNTSO Damascus, Syria.			

Job Title Administrative Assistant to the CAO	Type of Business Peacekeeping	From - To 01/05/1993 - 01/08/1995
Name of Employer Department of Peacekeeping Operations, UN Mission in Kuwait (UNIKOM)	Name of Supervisor Rachel Mayanja	

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 Iraq			
Number of Employees Supervised by You			
Description of Duties Due to the non-availability of a Senior Administrative Officer and Administrative Officer's post in the CAO's office, the Administrative Assistant was tasked to perform such functions, assisted the CAO in Budget preparations and participated in the Budget Steering Committee; participate in negotiations with representatives of troop-contributing countries visiting UNIKOM; provided day-to-day executive support in planning and programme implementation of the CAO, including coordination of cross-sectional projects; responsible for issuing and recording of privately-owned vehicle registrations and well as liaison with the Kuwaiti Ministry of Interior in this regard; served as central focal point for audit matters.			
Summarize any of Your Achievements Arranged and conducted cross sectional trainings on procurement matters; favourably negotiated the purchase of medical equipment with the Norwegian Government; streamlined the flow of information within the Administration; established project monitoring and follow-up mechanisms reducing over 100 outstanding matters to less than 20 within six months.			
Reasons for Leaving Offered the opportunity to serve in Kuwait City at a higher level post.			

Job Title Claims Officer and Secretary of the Local Property Survey Board	Type of Business Peacekeeping	From - To 01/10/1992 - 01/05/1993
Name of Employer Department of Peacekeeping Operations, UN Mission in Kuwait (UNIKOM)	Name of Supervisor Karl Juntti and Thomas McAndrew	

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 Kuwait			
Number of Employees Supervised by You			
Description of Duties Served as Claims Officer and Secretary of the Local Property Survey Board; managed the Claims and Local Property Survey Unit; prepared and presented cases to the Local Property and Local Claims Review Board; maintained close liaison with Boards of Inquiry and other investigative bodies within UNIKOM as well as the Kuwait police on UNIKOM personnel involvements.			
Summarize any of Your Achievements Successfully re-established a fully functioning computerized Claims Office and introduced standard operating procedures.			
Reasons for Leaving Given the opportunity to serve in the CAO's office.			

Job Title Supervisor Service Institute (PX Manager)	Type of Business Peacekeeping	From - To 01/03/1992 - 01/09/1992
Name of Employer Department of Peacekeeping Operations, UN Mission in Kuwait (UNIKOM)	Name of Supervisor John McAndrew	

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 Iraq			
Number of Employees Supervised by You			
Description of Duties Entrusted by the CAO to re-establish a fully functioning PX operation after the closure of the previous PX operation by the Head of Mission; managed all aspect of a duty free shop with a sales volume of about US\$800,000 per year.			
Summarize any of Your Achievements Successfully introduced and commissioned integrated computerized sales and stock control systems, thus eliminating the need for local hire, rendering the operation more cost effective; increased PX profits through increased volume sales, without retail price increases; adjusted assortment philosophy to meet customer demands.			
Reasons for Leaving Requested by the CAO to re-establish a fully functioning claims and property survey board secretariat in Kuwait City.			

Job Title Supply Officer	Type of Business Peacekeeping	From - To 01/09/1991 - 01/03/1992
Name of Employer Department of Peacekeeping Operations, UN Mission in Kuwait (UNIKOM)	Name of Supervisor John McAndrew	

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 Iraq			
Number of Employees Supervised by You			
Description of Duties Managed the supply unit at Umm Qasr Headquarters.			
Summarize any of Your Achievements Following the redeployment of UNIKOM Headquarters from Doha in Kuwait to Umm Qasr in Iraq, tasked by the CAO to establish a fully functioning supply unit in Umm Qasr; successfully established a supply unit by re-deploying existing resources from the Doha office.			
Reasons for Leaving Requested by the CAO to establish a fully functioning service institute at UNIKOM/HQ in Umm Qasr.			

Job Title Special Projects Officer (Catering Control)	Type of Business Peacekeeping	From - To 01/06/1991 - 01/09/1991
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Name of Employer Department of Peacekeeping Operations, UN Mission in Kuwait (UNIKOM)			Name of Supervisor Thomas McAndrew		
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 Kuwait					
Number of Employees Supervised by You					
Description of Duties Monitored catering operations and introduced control mechanisms.					
Summarize any of Your Achievements Sucessfully established and reinforced stringent control mechanisms eliminating the substantial number of daily "free lunchers," thus achieving substantial cost savings in catering operations.					
Reasons for Leaving Requested by the CAO to re-organize the receiving and inspection unit.					

Job Title Receiving and Inspection Officer			Type of Business Peacekeeping			From - To 01/06/1991 - 01/09/1991		
Name of Employer Department of Peacekeeping Operations, UN Mission in Kuwait (UNIKOM)						Name of Supervisor Gunnar Junnti		
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 Kuwait								
Number of Employees Supervised by You								
Description of Duties Served as Receiving and Inspection Officer for all UNIKOM acquired goods and services.								
Summarize any of Your Achievements As tasked by the CAO successfully re-organized the receiving and inspection unit in order to accelerate wqorkflow processes and streamline procedures, with a view to meet reporting requirements within prescribed trimeframes allowing the mission to take advantage of early payment discounts.								
Reasons for Leaving Requested by the CAO to establish a fully functioning Supply Unit at UNIKOM/HQ in Umm Qasr.								

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

List any of the Official Languages of the United Nations you know.					
Language	Mother Tongue	Speak	Read	Write	Understand
English	No	Easily	Easily	Easily	Easily
In addition to the six United Nations Official Languages, list any other languages you know.					
Language	Mother Tongue	Speak	Read	Write	Understand
German	Yes	Easily	Easily	Easily	Easily

Address

Felix-Slavik Strasse 4/1/30
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Fax: 0043-676-930 29 59
Contact: Wolfgang Weiszegger

Address

African Union/United Nations Hybrid Operation in Darfur
UNAMID
El Fasher Darfur Sudan

Telephone: -192-6484
Fax: 249-912-538 316
Contact: Wolfgang Weiszegger

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.