

Profiles included in this document

	Name	Index	DOB	Gender	Nationality	EMail
1.	AL-MALAH, Raghdan	863248	20/05/1968	F	IRQ	raghdan8@hotmail.com
2.	AMUGUNE, Vestina		22/12/1965	F	KEN	VESTINA_AMUGUNE@hotmail.com
3.	ARNAN-KAINYEK, Miranda	330584	23/05/1965	F	SIL	marnankay@yahoo.com
4.	EDJEANI, Peggy	044181	28/04/1966	F	GHA	peggyedjeani@yahoo.com
5.	KILPATRICK, Katie	394086	23/06/1978	F	AUL	kilpatrickk@optusnet.com.au
6.	PATRICK, Pauline	699967	22/06/1957	F	GUY	ppatrick35@yahoo.com

Personal History Profile for Raghdan AL-MALAH

General Details

- | | | | |
|---|----------------------------------|--|-------------------------------------|
| 1. Family name
AL-MALAH | First Name
Raghdan | Middle Name
Naif | Maiden Name, (if any) |
| 2. Date of Birth
20/05/1968 | 3. City of Birth
Mosul | Country of Birth
Iraq | Index No
863248 |
| 4. Country of Nationality at Birth
Iraq | Second Nationality (if any) | 5. Country of Present Nationality
Iraq | Second Nationality (if any) |
| 6. Gender
Female | 7. Height [cm]
163 | 8. Weight [kg]
65 | 9. Marital Status
Married |
10. Entry into the United Nations service might require assignment to any area of the world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? **No**
- Are there any limitations on your ability to perform in your prospective field of work? **No**
11. Have you taken up legal permanent residence status in any country other than that of your nationality? **Yes. Canada.**
13. What is your preferred field of work? **Administrative officers**
14. Would you accept employment for less than six months? **No**
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? **01/01/1991**
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: **raghdan8@hotmail.com**

Education

List all university degrees or equivalent qualifications obtained.

University Name Columbia Southern University	City, Country NY United States of America	From - To Apr-2008 - Sep-2008
Main Course of Study	Field of Study	
Degree Title or Equivalent I'm still studying to obtain MBA in Project Management	Degree Type	
University Name Technical Institution/ Oxford University	City, Country Oxford United Kingdom	From - To Oct-2004 - Jun-2005
Main Course of Study Air Crew	Field of Study Transport Services	
Degree Title or Equivalent Diploma in IATA/UFTAA Foundation and EBT course, Cambridge University, England	Degree Type Degree	
University Name University of Mosul	City, Country Mosul Iraq	From - To Sep-1986 - Jul-1990
Main Course of Study	Field of Study	
Degree Title or Equivalent Bachelor of Arts/Literature in Translation/Arabic/English-English Arabic	Degree Type	

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

Name of School Alkifah High School	City, Country Mosul Iraq	From - To Sep-1980 - Jun-1986
Main Course of Study High School/Scientific department		Certificate or Diploma High School

Employment

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

Job Title Admin Assistant	Type of Business UN	From - To 01/01/2009 -
Name of Employer UNEP-TEEB Project		Name of Supervisor Mark Schauer
Salaries per Annum: Starting	Final	Currency Paid
Is this a civil servant position of your Government? No		

2300 2300 EUR Is this a position within the UN Common System? Yes

Telephone Number

Email Address
raghdan8@hotmail.com

Address of Employer

Germany

Number of Employees Supervised by You

Description of Duties

Acting OIC Admin officer, undertake actions related to the administration of the Project's human resource activities; Manage TEEB budget/allocation of funds and produce monthly financial report; Direct coordination with the donors - the German Ministry of Environment, the European Commission and DEFRA regarding the implementation of the project and produce all sorts of reports based on requirements of the project document; prepare contracts for the core scientific group at the University of Liverpool, IUCN, IEEP and UFZ/ Germany; focal point and coordinator for the TEEB Advisory Board Meetings and workshops; Climate Neutral Focal Point at the UN Climate Change in Bonn. Focal Point - TEEB representative at activities taking part at the United Nations Campus in Bonn; in Coordination with the IT specialist at UFZ, established Google Calendar to manage the TEEB events at an international level; in coordination with the procurement office in Nairobi, plan procurement actions for the project, which typically involve the purchasing of office equipment using IMIS; frequent travel to Geneva, London, Paris and Cambridge to attend UNEP meetings and workshops; Focal Point for the TEEB website, providing contents and liase with Web developer in UNEP Nairobi/IT Office; will participate in the job re-classification 5 days training to be conducted at the Climate Change House in Bonn; write variet of reports and submit to UNEP main office and the doners. will participate in a salary survey workshop to be conducted at the Climate Change House in Bonn; Certified in Prince 2 Project management

Summarize any of Your Achievements

Serving the UN for over 15 years enhanced my ability to work in the areas of management and Administration, since all TEEB members have no UN background this itself played a big part in the results achieved through the implementation process of the Project. I'm the focal point in almost all activities taking part within the administration area. Me establishing the TEEB Google calendar was one of the important achievements which is being used extensively by all members to update the continues events that TEEB members have to attend or organize. Knowing the IMIS got the financial, HR and budget issues run smoothly throughout the implementation.

Reasons for Leaving

still working

Job Title Portfolio Assistant Type of Business UN From - To 01/06/2007 - 01/12/2008

Name of Employer UNOPS Name of Supervisor Melissa ESTEVA

Salaries per Annum:

Starting Final Currency Paid Is this a civil servant position of your Government? No
936000 288000 DKK Is this a position within the UN Common System? Yes

Telephone Number

Email Address
raghdana@unops.org

Address of Employer

Denmark

Number of Employees Supervised by You

Description of Duties

Managing the Procurement, HR, logistics and the administration of the following projects: Arab Human Development Reports (AHDR), Quality Assessment of Higher Education in the Arab States (HE), Information Communication Technologies for Development in the Arab Region (ICTDAR), HIV/AIDS Regional Programme Arab States (HARPAS), Center for Arab Women Training and Research (CAWTAR).this includes: Manage the human resources activities for the above projects such as recruitment, placement, promotion, performance appraisal, job classification reviews, separation of staff members, training etc; Evaluate all documents relating to the procurement process, ensuring all requirements are complete and that they are acceptable in terms of budget, technical specifications and delivery times; Manage Supplier pre- qualification activities, entering new vendors into the Atlas system and maintain accuracy of data for existing vendors; Manage the above mentioned Projects payments to all vendors, raising POs requisitions and examine payment requests for completeness prior to processing, ensuring that all required documents and procedures are fulfilled to proceed with the payment, follow up with finance to ensure payment is done in due time; Prepare budget reports for various activities to keep track of all expenditure and for each project; Actively interact with clients to exchange information and feedback on requests ensuring clients' satisfaction.; Prepare Requests for Quotations, Invitation to Bids, evaluation of offers including negotiations with suppliers as appropriate; In coordination with the Projects focal points organize and coordinate all workshops-related activities including venue booking, travel arrangement, and participants logistics; Keeping track of all expenditure incurred during the workshop and submit expenditure reports.

Summarize any of Your Achievements

Given the fact that I have served the UN for the last 15 years and worked for few projects before, gave me the ability to grasp the work related to projects activities as well as having the Arabic Language as my mother tongue made it easy to communicate with the Projects Staff in the middle East

Reasons for Leaving

moved to UNEP

Job Title Administrative Assistant Type of Business UN From - To 01/10/2005 - 01/06/2007

Name of Employer ESCWA/Iraqi Networking Academies Project Name of Supervisor Mr. Abdulilah Dewachi

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
raghdan8@hotmail.com

Address of Employer

Lebanon

Number of Employees Supervised by You

Description of Duties

Managed and reported on training, HR activities, Procurement, budgeting, administration and logistics of the project from Beirut: Focal point and coordinator with the beneficiaries from the Ministry of Higher Education in Iraq, representatives of the Regional Academies throughout Iraq, UNAMI in Amman and UNDG IFT; In coordination with the Project manager analyze, evaluate and prepare, project proposals, Project documents, Concept documents and analyze issues practicality in terms of human and financial resources; Managed all recruitment and staff administration functions; Collected information and perception from Ministry of Higher Education in Iraq, United Nations Development Program/Iraq Trust Fund in Amman/Jordan, UNESCO and institutional counterparts on operational/security matters and create trust and understanding; Coordinate with the Ministry of Foreign Affairs in Lebanon, Ministry of Foreign Affairs in Iraq to facilitate the travel of the Iraqi instructors for training purposes to Jordan and Lebanon; Produced and submitted the Emerging and Conflict Related Issues/ Iraqi Networking Academies (ECRI/INA) quarterly progress report and submit to the UN Development Group (UNDG), UNAMI cluster B; Negotiate agreements and drafts contracts with suppliers that establish the most cost-effective solution for ECRI/INA Project without compromising the quality or timelessness of delivery of goods; Conducted, monitored the work program and budget by performing regular and special reviews to assess progress of actual work versus the program plan for 2006/7. This includes producing monthly, quarterly and yearly budget reports, in coordination with UNAMI to keep track of all expenditure within the project budget line; Planned procurement actions for the INA project, which typically involve the purchasing of the IT Equipment for the Project (raising requisitions, purchasing orders, receiving and inspecting and distributing goods throughout the Regional Universiti

Summarize any of Your Achievements

100% achievement in the implementation of the phase I and II of the project and project being recognized by Cisco and UNESCO as the best practice in the area of education and Culture for the year 2006 because of the activities that is don by the team.

Reasons for Leaving

offered another job with UNOPS

Job Title Consultant	Type of Business SSA	From - To 01/11/2003 - 01/10/2005
Name of Employer UNESCWA		Name of Supervisor Dr. Ralf Klingbeil

Salaries per Annum:			
Starting 18000	Final 18000	Currency Paid USD	Is this a civil servant position of your Government? No
			Is this a position within the UN Common System? No
Telephone Number 12129639731	Email Address raghdan8@hotmail.com		
Address of Employer Lebanon			
Number of Employees Supervised by You 0			
Description of Duties Handled the translation of the ESCWA/BGR newsletter and reports these report are in relation to the international water resources (Alasi River). Manage the Administration, Finance, and budgeting in addition to the HR activities.			

Summarize any of Your Achievements

due to my understanding of the cultures and the ethnic principles of that region specially the current issues between Syria, Leb. and Palestine, I managed to get a 100% enrolment in matter realted to the administration and communications between the UN and the local community that worked together with us.

Reasons for Leaving

career development

Job Title Text processing Assistant	Type of Business United Nations	From - To 01/01/2003 - 01/11/2003
Name of Employer UN House/ ESCWA, Beirut		Name of Supervisor Ms. Ahed Sboul

Salaries per Annum:			
Starting 18000	Final 18000	Currency Paid USD	Is this a civil servant position of your Government? No
			Is this a position within the UN Common System? Yes
Telephone Number 12129639731	Email Address raghdan8@hotmail.com		
Address of Employer Lebanon			
Number of Employees Supervised by You 0			
Description of Duties Responsible for the following: Corrected, formatted and finalized UNESCWA English and Arabic documents; which includes verifying of tables of contents, tables, equations and figures; Proofread word for word English documents to ensure that editorial corrections have been inserted; Ensured proper format for documents according to UN style, using the corresponding UN manuals as reference.			

Summarize any of Your Achievements

Although I have not done text processing before but being a translator, having done editing helped me done the job professionally.

Reasons for Leaving

Career development

Job Title International Air Operation Assistant	Type of Business United Nations	From - To 01/12/2000 - 01/12/2002
Name of Employer United Nations Mission for Referendum in Western Sahara (MINURSO)		Name of Supervisor Mr. Marc Perreman/ Chief Air Support Unit

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

30000	30000	USD	Is this a position within the UN Common System? Yes
Telephone Number 1212963		Email Address raghdan8@hotmail.com	
Address of Employer Morocco			
Number of Employees Supervised by You 12			
Description of Duties Supervised and coordinated the following: MOVCON daily tasks and duties at Laayoune Airport, freight movements on MINURSO flights, receipt and delivery of all cargo to/from Team Sites; loading and unloading of items to be air- transported by MINURSO aircraft; Process and supervise Cargo Booking List (Back Log) and Cargo Manifests and forward them to other concerned/involvement MINURSO parties; Coordinated clearance for cargo transported by UN aircrafts from Las Palmas, Brindisi or any other location outside the mission area; Performed all necessary steps for the transport of Dangerous Goods (DGs) by air to team sites (TS) and from team sites, this includes receiving, inspection, packing, labeling, and certify documentation of DGs; Coordinated with MINURSO Security Officers verification of the imported duty-free general merchandise and electronic equipment, in accordance with MINURSO regulations. Frequent travel to the team sites.			
Summarize any of Your Achievements I have done Logistics and Admin within the UN system for a long time and the Head of office noticed that I have the ability to provide technical support in areas related to transportation and logistics. Also having the ability to develop, maintain and supervise accountability systems for materials, services and contracts management. As a result of that, it was easy and smooth to work with the new environment which created a great team spirit.			
Reasons for Leaving got married			

Job Title International Registration Assistant	Type of Business United Nations	From - To 01/08/1999 - 01/12/2000
Name of Employer MINURSO	Name of Supervisor Mr. Gernot Sauer	

Salaries per Annum:			Is this a civil servant position of your Government? No
Starting	Final	Currency Paid	Is this a position within the UN Common System? Yes
30000	30000	USD	

Telephone Number 1212963 1952		Email Address raghdan8@hotmail.com	
Address of Employer Morocco			
Number of Employees Supervised by You 4			
Description of Duties Conducted confidential research on family grouping for the voting purposes and evaluated and edited reports out of the research conducted. Translated UN documents for the voting purposes; monitored the registration process of the voters. more details will be furnished upon request.			
Summarize any of Your Achievements Arabic helped me communicating easily with the voters and created trust to get the process going smoothly.			
Reasons for Leaving Career development			

Job Title EDP Admin Associate	Type of Business United Nations	From - To 01/05/1998 - 01/08/1999
Name of Employer United Nations Humanitarian Coordinator in Iraq (UNOHCI) Baghdad/ Iraq	Name of Supervisor Mr. Nalin Indrasena	

Salaries per Annum:			Is this a civil servant position of your Government? No
Starting	Final	Currency Paid	Is this a position within the UN Common System? Yes
8400	8400	USD	

Telephone Number		Email Address raghdan8@hotmail.com	
Address of Employer Iraq			
Number of Employees Supervised by You 0			
Description of Duties In charge of the overall procurement of the EDP and followed up on requirements such as: Bids, P.O.s, Sanctions Committee Approvals, Ministry of Foreign Affairs (MOFA) Approvals, Receiving and Inspection (R&I) and maintain the inventory system; Budget and Finance: Assist in developing of the EDP unit's work program and budget; analyze inputs and formulate resource allocations by work program, monitored accounts and payment to vendors and individual contractors for services. Monitored expenditure and review monthly expenditure/Obligations reports; Liaison with specialist bodies private and within the UN office to keep abreast with technical specifications and qualification criteria relating to specific products; Undertaken market research to identify and assist in the selection of Technical Consulting firms to provide services to procurement projects; Reviewed and processing of invoices including liaising with the finance branch and/or the supplier involved to solve any issues; Focal point between the MoFA and EDP/UNOHCI; Investigated and follow-up on all procurement related problems/inquiries to and provide prompt responses or follow-up on any query submitted by office in the North of Iraq, other UNOHCI Departments and/or clients whether directly involved or not; In cooperation with the Expediting and Finance Assistant, monitor the performance of suppliers with respect to on-time delivery and commercial acceptability. Assisted in the HR activities such as the recruitment, replacement, and helping in arranging training for staff.			
Summarize any of Your Achievements Iraq was suffering from the embargo and it was very difficult for most of the Local staff to get the training on the UN Standard software (Office Perfect 97, MS Office, Visio 4.x, CC: Mail 6.x, and REALITY System outside the UN office. My experience and knowledge of these programs helped giving training to other staff without the need to have a trainer from outside Iraq to do the training.			

Reasons for Leaving

Re-assigned to MINURSO

Job Title Logistics Officer	Type of Business United Nations	From - To 01/02/1996 - 01/04/1998	
Name of Employer World Food Program (WFP)	Name of Supervisor Michel French/ Chief WFP Sub iOffice in Mosul		
Salaries per Annum: Starting 7200	Final 7200	Currency Paid USD	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes
Telephone Number	Email Address raghdan8@hotmail.com		
Address of Employer Iraq			
Number of Employees Supervised by You 8			
Description of Duties Managed and reported the Procurement and the warehouse activities such as movement of shipment within the boarders (Iraq, Turkey and Jordan); coordinated with the Iraqi and International suppliers regarding the purchasing and delivery of food; acted as an official translator between the Iraqi Government and the WFP-sub office- Mosul; liaised with the border control offices to ensure a smooth transfer of goods arriving from Amman-Baghdad-Mosul and Mosul-Erbil-Dohuk (north of Iraq) and Turkey; Followed up of the UN Sanctions Committee approvals on food and equipment based on individual projects; Coordinated with the WFP (main office) information databases on status of items/sanctions committee approvals and projects Managers to obtain relevant details to expedite shipment of goods; Prepared monthly activity report to WFP UN- Office in Baghdad, this is based on the databases and other systems that are being regularly replicated to update local and NY data; Supervised the Warehouse Controllers and the logistics staff in Mosul; prepared and formulated International Consultant's contracts based on operational requirements of the projects; Integrated and monitored the implementation of supply support plans and coordinated that with the WFP office in the North of Iraq (Dahook); integrated and monitored the implementation of supply support plans and coordinate that with the WFP office in the North of Iraq (Dahook)			
Summarize any of Your Achievements Being Iraqi, the coordination between the UN and the Iraqi authorities was very smoth and effective.			
Reasons for Leaving Closure of office and moved to Baghdad to work with UNOHCI			

Job Title Logistics Officer	Type of Business NGO	From - To 01/03/1993 - 01/01/1996	
Name of Employer Red Cross and Red Crescent Society	Name of Supervisor Mr John Tsaryov / Logistics Officer		
Salaries per Annum: Starting 4800	Final 4800	Currency Paid USD	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes
Telephone Number	Email Address raghdan8@hotmail.com		
Address of Employer Iraq			
Number of Employees Supervised by You 5			
Description of Duties Collected, conduct and analyzed data regarding availability of medicine in the northern part of Iraq from internal and external sources; in coordination with the food and medicine specialist inspected medicine and food items supplied to hospitals prior to their distribution; submitted varieties of reports which documented the food quality and medical supplies			
Summarize any of Your Achievements working as a coordinator between the UN and the government helped many families in Mosul and kurdistan to receive their daily supply of food and other items easily.			
Reasons for Leaving Closure of Office			

Job Title Logistics Officer	Type of Business United Nations	From - To 01/03/1992 - 01/02/1993	
Name of Employer United Nations High Commissioner for Refugees (UNHCR)	Name of Supervisor Mr. Edwardo Nado chief UNHCR Sub-Office In Mosul		
Salaries per Annum: Starting 10800	Final 10800	Currency Paid USD	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes
Telephone Number	Email Address raghdan8@hotmail.com, almalah@un.org		
Address of Employer Iraq			
Number of Employees Supervised by You -			

4

Description of Duties

Supervised, monitored and reported the overall activities of the administration, Logistics, finance and budget of the UNHCR sub-office in Mosul; Translated all UNHCR documents; Acted as an interpreter between the Iraqi government/ Mosul and the UN office in Mosul. Acted as an interpreter between the UNICEF and the refugees at Kurdistan/ turkey borders.

Summarize any of Your Achievements

Helped other international staff to communicate easily with the Iraqi government in order to facilitate their movement throughout Iraq.

Reasons for Leaving

Closure of Office.

Job Title Translator	Type of Business United Nations	From - To 01/01/1991 - 01/02/1992
Name of Employer United Nations Children's Education Fund (UNICEF)	Name of Supervisor Ms. Hind Al-Masri/ Chief UNICEF Sub-Office In Mosul	
Salaries per Annum: Starting 10800	Final 10800	Currency Paid USD
Telephone Number	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes	
Address of Employer Iraq	Email Address raghdan8@hotmail.com	
Number of Employees Supervised by You 5	Description of Duties Translated the UNICEF documents from English into Arabic and via versa; acted as an interpreter between the Iraqi government/ Mosul and the UNICEF; acted as interpreter between UNICEF and the Iraqi families in Kurdistan.	
Description of Duties	Summarize any of Your Achievements I have translated all documents received from the Iraqi authorities which made it easy for the UN to communicate better with the government	
Reasons for Leaving Closure of Office		

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

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

Language	Mother Tongue	Speak	Read	Write	Understand
German	No	Not easily	Easily	Easily	Not easily

Address

UNEP, Hermann-Ehlers-Str.10
Bonn Germany
Telephone: 49-228-815 extension 0571
Contact: Raghdan Al-Malah

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
Hatem AL ARIANI	Finance Associate	UNESCWA Lebanon	
Khaled AL NAIMEE	Air Operation Officer	MINURSO Lebanon	alnaimi_kh@hotmail.com
Ahed SBOUL	Senior Translator	UNESCWA, Riad Elsoulh Square, Beirut/Lebanon Lebanon	9611981301 sboul@un.org

Personal History Profile for Vestina AMUGUNE

General Details

1. Family name AMUGUNE	First Name Vestina	Middle Name NKONDORA	Maiden Name, (if any) KALECHE
2. Date of Birth 22/12/1965	3. City of Birth NAIROBI	Country of Birth Kenya	Index No
4. Country of Nationality at Birth Kenya	Second Nationality (if any)	5. Country of Present Nationality Kenya	Second Nationality (if any)
6. Gender Female	7. Height [cm] 158	8. Weight [kg] 78	9. Marital Status Widowed

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

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

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

13. What is your preferred field of work? **Professional, managerial & technical specialists for which no job family exists**

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

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

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: **VESTINA_AMUGUNE@hotmail.com**

Education

List all university degrees or equivalent qualifications obtained.

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

Name of School AMREF Training Centre	City, Country Nairobi Kenya	From - To Jun-2005 - Jun-2006
Main Course of Study Waste Management, Food Hygiene, Water & Health, Effects of Housing on Health, Personal Hygiene, Environmental Health overview, Environmental Survey, Vectors & Health of community.		Certificate or Diploma Certificate in Environmental Health
Name of School Kenya Polytechnic	City, Country Nairobi Kenya	From - To Jan-1984 - Dec-1986
Main Course of Study Applied Science, English & General Studies, Management, Large Scale Food Production - Theory & Practical, Accommodation Operations - Theory & Practical		Certificate or Diploma Diploma in Institutional Management
Name of School MOI GIRLS HIGH SCHOOL	City, Country ELDORET Kenya	From - To Jan-1980 - Nov-1983
Main Course of Study Mathematics, English, Home Science, Geography, Chemistry, music, Kiswahili, Biology.		Certificate or Diploma Kenya Certificate of Secondary Education.

Employment

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

Job Title Plant Hygienist	Type of Business Manufacturing	From - To 01/08/2000 - 01/10/2006
Name of Employer Colgate Palmolive (E.A) Limited		Name of Supervisor Davies Abwavo
Salaries per Annum: Starting 792000	Final 1650000	Currency Paid KES
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number 254020534044/5	Email Address VESTINA_AMUGUNE@hotmail.com	
Address of Employer Kenya		
Number of Employees Supervised by You 12		
Description of Duties		

My duties were to oversee the cleaning and sanitization of the manufacturing plant. Check list and standard operating procedures are followed when they perform their duties. Write monthly reports on packaging and hygiene of the plant. Source and keep inventory for quality cleaning equipments and materials. Coordinating quarterly fumigation with pest control firms. Training factory staff on Good Manufacturing practices, hygiene and safety. Participate in internal and external audits in safety, hygiene and packaging materials. Monitor the catering contractor's to ensure food safety and hygiene programs are regularly carried out and documented and that quality and nutritious food is served to employees. Analyze contractors performance to ensure compliance with the contract terms, schedules and cost objectives are met. Visiting key suppliers to establish that packaging and technical standard specifications are being followed. As a member of the safety team, we organized safety week annually to sensitize employees on safety issues.

Summarize any of Your Achievements

I ensured a smooth transition of employees getting quality food from contracted caterers. Introduced the use of colour codes for cleaning equipments to minimise chances of contamination of the micro sensitive products. I developed training programs for Good Manufacturing practices (GMP), housekeeping and sanitation in facility. Developed an on site Pest control plan for the Colgate premises and standard operating procedure for the pest control plan. Implemented standards on waste segregation and management.

Reasons for Leaving

Due to global restructuring of Colgate companies world wide, Kenya plant closed its manufacturing premises in October 2006.

Job Title Catering Supervisor	Type of Business Manufacturing	From - To 01/02/1991 - 01/08/2000
Name of Employer Colgate Palmolive (EA) Ltd	Name of Supervisor Davies Abwavo	
Salaries per Annum: Starting 540000	Final 720000	Currency Paid KES
	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? No
Telephone Number +254020534044	Email Address VESTINA_AMUGUNE@hotmail.com	
Address of Employer Kenya		
Number of Employees Supervised by You 8		
Description of Duties I planned menus for the Colgate employees according to the budget given. Recruitment, training of staff was my responsibility, apart from that keeping financial records and writing reports every month was part of my duty. Recommendations for promotions and disciplinary actions. Negotiating and soliciting quotations contracts with suppliers. Handling the purchasing of supplies. Ensure full compliance with public health act for food handlers is being followed.		
Summarize any of Your Achievements I saved Kenya shillings two million every year by cutting down on cost by sourcing for cheap but quality food, equipment from suppliers. I led the Colgate employees to sacrifice their meals for the week on a campaign to support aid relief to Turkana District (Kenya) for drought that had led to thousands of people dead because of hunger. The company collected Two million Kenya shillings for that course.		
Reasons for Leaving Promoted to Plant Hygienist		

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
Kiswahili	Yes	Easily	Easily	Easily	Easily

Address

P.O. BOX 3024
CODE 00506 - NAIROBI
KENYA NAIROBI Kenya
Fax: +254-20-0722775620
Contact: VESTINA AMUGUNE

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
Davies ABWAVO	Logistics & Customer Service Director	P.O Box 30264 Kenya	254 020534044 Davies_Abwavo@colpal.com
Sally MUKHWANA	Director	P.O.BOX 30934 Kenya	2540203744430 adept@kenyaweb.com

Personal History Profile for Miranda ARNAN-KAINYEK

General Details

1. Family name ARNAN-KAINYEK	First Name Miranda	Middle Name KASHO	Maiden Name, (if any) GRANT
2. Date of Birth 23/05/1965	3. City of Birth FREETOWN	Country of Birth Sierra Leone	Index No 330584
4. Country of Nationality at Birth Sierra Leone	Second Nationality (if any)	5. Country of Present Nationality Sierra Leone	Second Nationality (if any)
6. Gender Female	7. Height [cm] 6	8. Weight [kg] 72	9. Marital Status Married
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? No			
13. What is your preferred field of work? Financial management specialists			
14. Would you accept employment for less than six months? Yes			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? 01/02/2002			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? No			
18. Email Address: marnankay@yahoo.com			

Education

List all university degrees or equivalent qualifications obtained.

University Name Cambridge Internationl College	City, Country UK LONDON United Kingdom	From - To Mar-2009 - Nov-2009
Main Course of Study	Field of Study	
Degree Title or Equivalent Dip in Logistics Supply & Transportation Chain	Degree Type Undergraduate degree	

University Name Cambridge Internationl College	City, Country London United Kingdom	From - To Apr-2001 - Apr-2002
Main Course of Study Accounting	Field of Study Business & Administration	
Degree Title or Equivalent DIP IN BUSSINESS ADMINISTRATION	Degree Type Undergraduate degree	

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

Name of School UN Civilian Training Section	City, Country KHARTOUM Sudan	From - To Jan-2009 - Jan-2009
Main Course of Study MINUTES WRITING COURSE		Certificate or Diploma CERTIFICATE IN MINUTES WRITNG

Name of School UN Civilian Training Section	City, Country KHARTOUM Sudan	From - To Nov-2008 - Nov-2008
Main Course of Study UN prevention of sexual abuse		Certificate or Diploma Certificate in Pevention of Sexual Abuse

Name of School FOOD SAFETY SPECIALIST PROGRAME	City, Country TUKEY Turkey	From - To Sep-2008 - Dec-2008
Main Course of Study FOOD SAFETY PROGRAM		Certificate or Diploma FOOD SAFETY SPECAILIST

Name of School UN Civilian Training Section	City, Country FREETOWN Sierra Leone	From - To May-2008 - May-2008
Main Course of Study UN Ethnics and Integrity		Certificate or Diploma Certificate in Ethnics and Integrity

Name of School RETAIN FOOD ALLIANCE	City, Country FLORENCE United States of America	From - To Apr-2008 - Sep-2008
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Main Course of Study FOOD SAFETY		Certificate or Diploma CERTIFICATE IN FOOD SAFETY MANAGEMENT
Name of School ABC121 PROFESSIONAL WRITING SKILLS	City, Country London United Kingdom	From - To Oct-2007 - Dec-2007
Main Course of Study PROFESSIONAL WRITING SKILLS		Certificate or Diploma CERTIFICATE IN WRITING SKILLS & BUSSINESS ADMINISTRATION
Name of School UN Civilian Training Section	City, Country KHARTOUM Sudan	From - To Dec-2006 - Dec-2006
Main Course of Study Advance Feild Security		Certificate or Diploma Certificate in Advance Feild Security
Name of School UN Civilian Training Section	City, Country ADIS ABABA Ethiopia	From - To Jul-2006 - Jul-2006
Main Course of Study RATIONS MANAGEMENT TRAINING		Certificate or Diploma CERTIFICATE IN NEW RATIONS SCALE
Name of School UN Civilian Training Section	City, Country FREETOWN Sierra Leone	From - To Feb-2005 - Feb-2005
Main Course of Study Client focus		Certificate or Diploma Certificate in Client focus
Name of School UN Civilian Training Section	City, Country FREETOWN Sierra Leone	From - To Jan-2005 - Jan-2005
Main Course of Study Diversity training		Certificate or Diploma Certificate in Diversity Training
Name of School UNITAR	City, Country FREETOWN Sierra Leone	From - To May-2004 - May-2004
Main Course of Study Conflict Resolution		Certificate or Diploma Certificate in International Conflict Resolution
Name of School UNITAR	City, Country FREETOWN Sudan	From - To Apr-2004 - Apr-2004
Main Course of Study Logistics Support to peac keeping		Certificate or Diploma Certificate Logistics Support in Peacekeeping Operation
Name of School UNITAR	City, Country FREETOWN Sierra Leone	From - To Apr-2004 - Apr-2004
Main Course of Study UN Operational support		Certificate or Diploma Certificate in UN Operational Support
Name of School UN Civilian Training Section	City, Country FREETOWN Sierra Leone	From - To Nov-2003 - Nov-2003
Main Course of Study Basic Field Security		Certificate or Diploma Certificate in Basic Field Security
Name of School UN Civilian Training Section	City, Country FREETOWN Sierra Leone	From - To Oct-2003 - Oct-2003
Main Course of Study MS Word processing		Certificate or Diploma Certificate in MS Word
Name of School MORNING STAR SECRETARIAL INSTITUE	City, Country MONROVIA Liberia	From - To Jun-1993 - Feb-1995
Main Course of Study ACCOUNTING, SECRETARIAL STUDIES, OFFICE MANAGMENT, BUSSINESS ADMINISTRATION		Certificate or Diploma DIPLOMA IN ACCOUNTING & SECRETARIAL STUDIES
Name of School HOLRON COMPUTER INSTITUTE	City, Country FREETOWN Sierra Leone	From - To Feb-1991 - Sep-1992
Main Course of Study COMPUTER STUDIES		Certificate or Diploma INTERMEDIATE STAGE 2 IN COMPUTER STUDIES

Name of School GOVERNMENT MODEL SECONDARY SCHOOL	City, Country FREETOWN Sierra Leone	From - To Sep-1977 - Jul-1984
Main Course of Study ENGLISH LANGUAGE, PRINCIPLE OF ACCOUNTS,BUSSINESS METHODS, COMMERCE, STATISTICS AND TYPING		Certificate or Diploma G.C.E' O LEVEL DIVISION 3

Employment

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

Job Title RATIONS FOOD ORDERING/QUALITY CONTROLING & INVOICING OFFICER	Type of Business PEACE KEEPING OPERATION	From - To 01/12/2005 -
Name of Employer UNITED NATIONS MISSION IN SUDAN		Name of Supervisor MANJIT DHOORIA
Salaries per Annum: Starting Final Currency Paid USD	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes	
Telephone Number 249090912179301	Email Address arnan-kainyek@un.org/marnankay@yahoo.com	
Address of Employer Sudan		
Number of Employees Supervised by You 3		
Description of Duties COORDINATE THE DAY TO DAY OPERATIONS OF RATIONS ORDER, SUPERVISE AND PARTICIPATE IN CONTINGENT RATIONS DEMAND. ENSURE CONTRACTOR RECEIVES FOOD ORDER ON TIME AS STIPULATED IN CONTRACT. ENSURE CONTINGENT CMR AND CALORIES DO NOT EXCEED ENTITLEMENT. ENSURE FOOD ITEMS REQUESTED BY UNIT ARE SEASONALLY AVAILABLE. ENSURE UNIT TROOP STRENGTH IS CORRECT AND MANDAYS ACCURATE PROVIDE TECHNICAL ADVISE TO TCC FOOD OFFICER. MONITOR STOCK LEVEL OF TCC UNIT IN KHARTOUM, ENSURE ALL DOCUMENTATIONS AND RECORDS ARE IN PLACE. CONDUCT THE RECEIVING AND INSPECTION OF RATIONS DELIVERY TO UNIT. ENSURE QUALITY OF FOOD MEET THE REQUIRED ACCEPTABLE STANDERD ie ISO STANDARD OF OPERATING SYSTEM. VERIFY THAT DELIVERIER MEET THE ACCEPTABLE QUALITY, ACCEPTABLE TEMPERATURE, AND IN GOOD CONDITION FOR CONSUMPTION. VERIFY THAT ALL PROCESS ARE IN PLACE, MAKE SURE CONTENT MEET THE REQUIRED SPECIFICATION. MAKE SURE FOOD ARE STORED UNDER THE CORRECT TEMPTURE, AT THE RIGHT PLACE AND WITH THE CORRECT STORAGE FACILITY. VERIFY THAT GOOD HYGENIC SANITATION ARE IN PLACE. REVIEW AND MAINTAIN RATIONS DATA BASE FOR VARIOUS FINANCIAL PERIOD SUPERVISE THE PROCESSING OF MOP, VISA, AND ID CARDS FOR UNMIS RATIONS CONTRACTOR. PROCESSING AND RECONCILLING INVOICES OF FOOD ORDER FOR PAYMENT TO CONTRACTOR FOR EACH PERIOD. ACT AS OPERATION OFFICER/OIC RATIONS, OIC CONTRACT SERVICE UNIT WHEN NEED ARISES. ASSIST IN ENPOWERING AND TRAINING OF NS. PREPARATION AND RECORDING OF CONTRA TOR'S MONTHLY PERFORMANCE MEETING. ANY OTHER DUTIES DELEGATED TO ME.		
Summarize any of Your Achievements MAKING MY DREAMS AND VISION A REALITY, ABLE TO EMPOWER MYSELF, ABLE TO DISPLAY MY PROFESSIONAL SKILLS AND ABILITY, ABLE TO MEET PERFORMANCE EXPECTATION, ABLE TO MEET MY REQUIRED GOALS, KNOWLEDGE IN CONTRACT ADMINISTRATION,TRAINING IN FOOD SAFETY MANAGEMENT (HACCP)TRAINING IN NEW RATION SCALE,TRAINING IN QUALITY CONTROL & FOOD SAFETY MANGEMENT,COMPETENCY BASED INTERVIEWING TRAINING PROGRAMME,TRAINING IN MERCURY AND GALILEO,UN LEADERSHIP SMART TRAINING,TRAINING IN BUDGET MANAGEMENT		
Reasons for Leaving PRESENT		

Job Title RATIONS ASSISITANT, RATIONS REQUISITION /INVOICING UNIT	Type of Business PEACE KEEPING OPERATION	From - To 01/07/2000 - 01/11/2005
Name of Employer UNITED NATIONS MISSION IN SIERRA LEONE		Name of Supervisor PETER A GRAEML
Salaries per Annum: Starting Final Currency Paid 417393400 108093720 SLL	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes	
Telephone Number 23222295329	Email Address arnan-kainyek@un.org/marnankay@yahoo.com	
Address of Employer Sierra Leone		
Number of Employees Supervised by You 0		
Description of Duties LOGISTICS AND DATA ENTRY. PROCESSING OF RATIONS REQUISITIONS. ASSIST IN PROVIDING TECHNICAL ADVISE TO CONTINGENT FOOD OFFICERS ON RATIONS PROCEDURE AND OTHER RELATED MATTER ASSIST IN LIAISING WITH CONTRACTOR ON TIMELY DELIVERY OF FOOD, STOCK BALANCE, AND INABILITY FAULT REPORTS OF CONTINGENT. RESPONSIBLE FOR DATA BASE OF ALL CONTINGENT SPECIAL RATIONS REQUIREMENT, YEARLY AND HALF YEAR ASSIST IN SUMMARIZING THE DEMAND PATTERN OF CONTINGENTS IN THE RATION SCALE. RECONCILIATION OF INVOICES AND CLOSURE OF RATIONS PERIODICAL CONTRACT . RESPONSIBLE FOR ALL ADMINISTRATIVE AND CLERICAL JOB IN THE UNIT ie ESTERBLISHING PROFESSIONAL FILLING AND ARCHIVING SYSTEM MANAGE THE UNIT IN THE ABSENCE OF THE SUPERVISOR. ASSIST IN INVOICE PROCESSING, PLANNING AND PREPARATIONS OF ESTIMATE COST BUDGET ASSIST IN ORGANIZING MEETINGS WITH CONTRACTORS AND PREPARING MINUTE OF MEETINGS HELD WITH THE CONTRACTORS. ANY OTHER DUTIES ASSIGNED TO ME BY THE RATIONS CONTRACT MANAGER .		
Summarize any of Your Achievements ADVANCE COMPUTER SKILL. ADVANCE KOWLEDGE IN ADMINISTRATION AND FOOD SEVICES. KNOWLEDGE IN RATIONS CONTRACT MANAGEMENT AND SUPPLY SERVICES. KNOWLEDGE IN LOGISTICS SUPPORT AND DATA BASE. KNOWLEDGE IN UN PEACE KEEPING OPERATION. PROVEN ABILITY TO DEAL DIPLOMATICALLY WITH PERSONS OF ALL NATIONALITIES AT ALL LEVELS. GOOD COMPUTER SKILLS ON APPLICATIONS USED WITHIN THE UN SYSTEM (eg. MICROSOFT OFFICE, LOTUS NOTES, GALILEO, MERCURY SYSTEM		
Reasons for Leaving INTERNATIONAL APPOINTMENT		

Job Title SALES REPRESENTATIVE	Type of Business ELECTRONICS BUSSINESS	From - To 01/02/1993 - 01/04/1998
Name of Employer KEY ELECTRONICS	Name of Supervisor MR EMMANUEL YEMOH	
Salaries per Annum: Starting 420	Final 600	Currency Paid USD
	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? No
Telephone Number	Email Address	
Address of Employer Liberia		
Number of Employees Supervised by You 3		
Description of Duties GENERAL SALES PROMOTION. KEEPING PROPER ACCOUNTING SYSTEM OF SALES AND ISSUE VOUCHERS, PROVIDES MONTHLY STATEMENT OF ACCOUNT FOR MEETINGS. PROVIDE STATISTICAL/FINANCIAL DATA FOR MONTHLY MEETING RAISE WORK ORDER AND REQUESTS FOR OFFICE SUPPLIES AND EQUIPMENT, DRAFT ROUTINE CORRESPONDENCE. SERVE AS FIRST POINT-OF-CONTACT REGARDING PROBLEMS/ISSUES WITH SUPPLIERS OF GOODS AND SERVICES. RESPONSIBLE FOR STOCK CONTROLLING AND STORE KEEPING. MANAGE, GUIDE, DEVELOPE AND TRAIN STAFF UNDER MY SUPERVISION.		
Summarize any of Your Achievements THREE MONTH TRAINING IN SALES MANAGEMENT ADMINISTRATION. LARGE EXPERIENCE IN MARKETING. AND PROCUREMENT EXPERIENCE IN PUBLIC RELATIONS. EXPERIENCE IN WAREHOUSING, STOCK COTROLLING & STOCK KEEPING. EXPERIENCE IN R&I, CODIFICATION AND QUANTIFICATION.		
Reasons for Leaving WAR		

Job Title ACCOUNTING CLERK (BILLING UNIT)	Type of Business ELECTRICITY	From - To 01/07/1987 - 01/10/1992
Name of Employer NATIONAL POWER AUTHORITY	Name of Supervisor BIMBI COLE	
Salaries per Annum: Starting 7002	Final 8003	Currency Paid SLL
	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? No
Telephone Number 2322225720	Email Address	
Address of Employer Sierra Leone		
Number of Employees Supervised by You 0		
Description of Duties PREPARING ELECTRICITY BILLS AND ASSISTING CONSUMERS ON COUNTER. KEEPING PROPER RECORDS OF ALL CONSUMERS ACCOUNT'S UP TO DATE. RECONCLING PAYMENT AND BALANCES OF CONSUMERS ACCOUNTS. DATA ANALYSES. COPUTERISING MONTHLY BALANCE SHEET. RESPONSIBLE FOR OFFICE ADMINISTRATION AND FILLING SYSTEM.		
Summarize any of Your Achievements EXPERIENCE IN ACCOUNTING AND COMPUTER OPERATIONS. EXPERIENCE IN KEEPING GOOD WORKING RELATIONSHIP IN AN ESTABLISH ORGANIZATION. EXPERIENCE IN CLIENT ORIENTATION. GOOD COMPUTER AND TECNOLOGY SKILL. SIX MONTH TRAINING IN ACCOUNTING AND COMPUTER OPERATIONS.		
Reasons for Leaving REDUNDANCY		

Job Title ACCOUNT'S CLERK	Type of Business PHARMACEUTICAL STORE	From - To 01/08/1984 - 01/07/1987
Name of Employer VATIB PHARMACY	Name of Supervisor DOCTOR BELL	
Salaries per Annum: Starting 1300	Final 1300	Currency Paid SLL
	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? No
Telephone Number 23222290439	Email Address marnankay@yahoo.com	
Address of Employer Sierra Leone		
Number of Employees Supervised by You 0		
Description of Duties ACCOUNTS CLERK: RESPONSIBLE FOR ALL DATA ENTRY OF ARTICLE RECEIVED AND ISSUE. ACCOUNTING AND BOOK KEEPING RESPONSIBLE FOR KEEPING PROPER FINANCIAL AND STOCK RECORDS. RESPONSIBLE FOR ALL STOCK CONTROL AND KEEPING PROPER DAILY SALES RECORD. MANAGE AND PROCESSING OF INVOICES RECEIVED.		
Summarize any of Your Achievements EXPERIENCE IN STOCK CONTROLLING, BOOK KEEPING AND PETTY CASHIER VOUCHER. EXPERIENCE IN ADMINISTRATION/ACCOUNTING PRINCIPLE.		
Reasons for Leaving		

NEW APPOINTMENT

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

COMPUTER, FAX MACHINE, TELEX, PHOTO COPIER, SCANNING MACHINE, BINDING MACHINE AND ANY OTHER OFFICE MACHINE

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

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

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

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

Address

19 DORGAN STREET
VAI CONGO MARKET
FREETOWN WESTERN AREA Sierra Leone
Telephone: 232-22-242204
Fax: 232-76-661886
Contact: MIRANDA ARNAN-KAINYEK

Address

UNMIS
SUDAN
KARTOUM Sudan
Telephone: 249-09-0912179301
Fax: 249-09-0912179301
Contact: MIRANDA ARNAN-KAINYEK

Address

15A ONEIL STREET
VIA ALBERT ACADEMY SCHOOL
FREETOWN WESTERN AREA Sierra Leone
Telephone: 232-33-524359
Fax: 232-22-076661886
Contact: MIRANDA ARNAN-KAINYEK

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
AMELIA GEORGESTONE	EX- PRINCIPAL	17 ONIEL STREET FREETOWN Sierra Leone	23222225748
OWIZZ KOROMA	PATHOLOGIST	CANNAUGH HOSPITAL PERCIVAL STREET Sierra Leone	23222225426 owizzkoroma@yahoo.com
NATHANIEL NICOL	REVEREND	2J GEORGE BROOK FREETOWN Sierra Leone	23222226402

Personal History Profile for Peggy EDJEANI

General Details

1. Family name EDJEANI	First Name Peggy	Middle Name Etonam Yawa	Maiden Name, (if any)
2. Date of Birth 28/04/1966	3. City of Birth Tamale	Country of Birth Ghana	Index No 044181
4. Country of Nationality at Birth Ghana	Second Nationality (if any)	5. Country of Present Nationality Ghana	Second Nationality (if any)
6. Gender Female	7. Height [cm] 170	8. Weight [kg] 95	9. Marital Status Single
10. Entry into the United Nations service might require assignment to any area of the world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? No			
13. What is your preferred field of work? Professional, managerial & technical specialists for which no job family exists			
14. Would you accept employment for less than six months? Yes			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when?			
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: peggyedjeani@yahoo.com			

Education

List all university degrees or equivalent qualifications obtained.

University Name UNITED NATIONS MISSION IN LIBERIA (INTEGRATED MISSION TRAINING CENTRE)	City, Country MONROVIA Liberia	From - To Mar-2008 - Mar-2008
Main Course of Study Military	Field of Study Security Services	
Degree Title or Equivalent MILITARY OBSERVERS AND STAFF OFFICERS' CERTIFICATE	Degree Type Postgraduate degree	
University Name KOFI ANNAN INTERNATIONAL PEACEKEEPING TRAINING CENTRE (KAIPTC)	City, Country TESHIE -ACCRA Ghana	From - To Sep-2007 - Oct-2007
Main Course of Study Military	Field of Study Security Services	
Degree Title or Equivalent MILITARY OBSERVERS AND STAFF OFFICERS' CERTIFICATE	Degree Type Postgraduate degree	
University Name UNITAR	City, Country NEW YORK United States of America	From - To Sep-2006 - Sep-2006
Main Course of Study	Field of Study	
Degree Title or Equivalent CERTIFICATE IN UN LOGISTICAL SUPPORT	Degree Type Postgraduate degree	
University Name United States Army Logistics Management College	City, Country Fort Lee, Virginia United States of America	From - To Oct-2004 - Apr-2005
Main Course of Study	Field of Study	
Degree Title or Equivalent Diploma in Logistics Management	Degree Type Postgraduate degree	
University Name Ghana Institute of Management and Public Administration	City, Country Accra Ghana	From - To Sep-2002 - Jun-2003
Main Course of Study Public Administration	Field of Study Business & Administration	
Degree Title or Equivalent Post Graduate Diploma in Public Administration	Degree Type Postgraduate degree	
University Name Ghana Armed Forces Command and Staff College (Senior Division)	City, Country Accra Ghana	From - To Sep-2002 - Aug-2003

Main Course of Study	Field of Study
Degree Title or Equivalent PSC	Degree Type

University Name Ghana Armed Forces Command and Staff College (Junior Division)	City, Country Teshie, Accra Ghana	From - To Jul-2000 - Dec-2000
Main Course of Study Military	Field of Study Security Services	
Degree Title or Equivalent JSC	Degree Type Undergraduate degree	

University Name Ghana Institute of Journalism	City, Country Accra Ghana	From - To Sep-1986 - Jun-1988
Main Course of Study Journalism	Field of Study Journalism & Information	
Degree Title or Equivalent Diploma in Public Relations and Advertising	Degree Type Undergraduate degree	

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

Name of School Ghana Armed Forces Command and Staff College	City, Country Accra Ghana	From - To May-2003 - Jun-2003
Main Course of Study Civil Security		Certificate or Diploma Certificate in Crisis Management

Name of School Ghana Armed Forces Command and Staff College	City, Country Accra Ghana	From - To Apr-2003 - May-2003
Main Course of Study Civil Security		Certificate or Diploma Certificate in International Peace Support Operations

Name of School Ghana Armed Forces Mechanical Transport School	City, Country Accra Ghana	From - To Jul-1993 - Oct-1993
Main Course of Study Road Motor Vehicle Operations		Certificate or Diploma Certificate in Transport Management

Name of School Ghana Military Academy	City, Country Accra Ghana	From - To Jan-1992 - Aug-1992
Main Course of Study Security Services		Certificate or Diploma Diploma in Military Studies

Name of School Mawuli Secondary School	City, Country Ho Ghana	From - To Sep-1984 - Jun-1986
Main Course of Study General Arts		Certificate or Diploma General Certificate of education, Advanced Level

Name of School Accra High school	City, Country Accra Ghana	From - To Sep-1982 - Jun-1984
Main Course of Study General Arts, Food and Nutrition		Certificate or Diploma General certificate of Education, Ordinary Level

Name of School Burma Camp Junior Secondary School	City, Country Accra Ghana	From - To Sep-1978 - Jun-1981
Main Course of Study General Arts		Certificate or Diploma Junior Secondary School Basic Certificate of Education

Employment

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

Job Title DEPUTY DIRECTOR SUPPLIES & TRANSPORT	Type of Business MILITARY (LOGISTICS)	From - To 01/03/2009 -
Name of Employer		Name of Supervisor

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
60000	62000	GHC	Is this a position within the UN Common System? No

Telephone Number

Email Address

peggyedjeani@yahoo.com

Address of Employer

Ghana

Number of Employees Supervised by You

Description of Duties

Deputy Director in charge of ration, fuel and petroleum products, miscellaneous and disinfectants, as well as transport for the Ghana Armed Forces.

Summarize any of Your Achievements

A review of existing SOPs and policies to improve on performance and save costs.

Reasons for Leaving

still at post

Job Title

CARGO HANDLING OFFICER, MOVCON

Type of Business

MOVEMENT CONTROL

From - To

01/02/2008 - 01/05/2008

Name of Employer

UNITED NATIONS MISSION IN LIBERIA (UNMIL)

Name of Supervisor

JOSEPH KWEMALA

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
43000	44000	USD	Is this a position within the UN Common System? No

Telephone Number

Email Address

Address of Employer

Liberia

Number of Employees Supervised by You

Description of Duties

• **Responsible to the Chief Military Movcon.** • **Advice the Chief Military Movcon on all movcon matters.** • **Act as the Deputy to the Chief Military Movcon.** • **Organize coordinating conferences with Contingents' Liaison Officers/Unit Enplanement Officers.** • **Finalize rotation programmes.** • **Task UN MPs to conduct luggage/cargo search of outgoing troops.** • **Conduct luggage check and transport them to the Robertsfield International Airport (RIA).** • **Check in troops at RIA.** • **Receive incoming rotation flights at RIA.** • **Receive cargo at airport.** • **Unload cargo from aircraft and dispatch same to its destination.** • **Assist disembark/embark of troops out of/into the aircraft.**

Summarize any of Your Achievements

• **Effectively organized smooth rotations.** • **Successfully run the Movcon office in the absence of the Chief Military Movcon.**

Reasons for Leaving

STILL AT POST

Job Title

DEPUTY DIRECTOR SUPPLIES AND TRANSPORT (MOVEMENT CONTROL)

Type of Business

MILITARY

From - To

01/05/2007 - 01/02/2008

Name of Employer

GHANA ARMED FORCES

Name of Supervisor

COLONEL JAMES ADAMU-KOTO

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
7200	7300	GHC	Is this a position within the UN Common System? No

Telephone Number

Email Address

peggyedjeani@yahoo.com

Address of Employer

Ghana

Number of Employees Supervised by You

Description of Duties

• **Responsible to the Director Supplies and Transport for all Movement.** • **Principal adviser to the Director Supplies and Transport on all armed forces movement (goods/personnel) by air, sea and rail.** • **Coordinate and liaise with all Movement Units within the Armed forces and the civilians at the various ports of embarkation/disembarkation.** • **Prepare annual movement estimates.** • **Oversee the promotion and welfare of Movement Personnel.**

Summarize any of Your Achievements

EFFICIENTLY

Reasons for Leaving

FOR PEACEKEEPING OPERATIONS IN LIBERIA

Job Title

UNIFIL SO 5 (FOOD)

Type of Business

Peacekeeping Operations

From - To

01/04/2006 - 01/05/2007

Name of Employer

UNITED NATIONS INTERIM FORCE IN LEBANON (UNIFIL)

Name of Supervisor

MR JOSEF AIGELSREITER

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
63000	63700	USD	Is this a position within the UN Common System? No
Telephone Number		Email Address	
		peggyedjeani@yahoo.com	
Address of Employer			
Lebanon			
Number of Employees Supervised by You			
Description of Duties			
<ul style="list-style-type: none"> • Responsible to the Senior Staff Officer (SSO) Food and the Force Logistics Officer (FLO) for the feeding of all troops in the mission area. • Officiate as the SSO Food in his absence. • Compile all food demands for the Mission in line with the key terms of the UN Rations Scale. • Prepare the Specifications of Requirement for contracts together with the CMU. • Assist the CMU in the preparation of the budget for the mission. • Conduct monthly Food Officers Conference. • Act as the Military Warehouse Manager of the UNIFIL Food Warehouse. • Undertake Quarterly Stock Taking of all foods at the Warehouse. • Ensure turn-over or rotation of rations is carried out at the warehouse to prevent product infestation or expiration. • Inspect and receive rations from the Global Vendor together with the Assistant Food Officer (AFO), CMU and Receipt and Inspection (R & I) unit. • Act as the Quality Control Officer and record any discrepancy in close liaison with the CMU and R & I during the receipt of ration via the Global Vendor. • Codify and receive all rations received and certified by R & I into the various containers at the Food Warehouse via the Galileo System. • Check and control the weekly and other special requisitions raised by the various contingents/units. • Approve and distribute rations to contingents/units through the Galileo System. • Prepare and distribute the Schedule of Rations Delivery for the various contingents/units. • Check and compile all food demand requisitions received from all units/contingents. • Record all complaints on food in conjunction with the CMU. • Evaluate rations in consultation with the CMU, the Chief Hygiene Officer (CHO), the Chief Procurement Office (CPO) and the Claims Section and prepare Write Offs, Condemnation and Disposal Certificates. • Coordinate and participate in quarterly combined Logistics and Hygiene inspections of contingents/units. • Train Unit Food Officers on new UNRS. 			
Summarize any of Your Achievements			
<ul style="list-style-type: none"> • Successfully participated in the New UN Ration Scale training held in Abidjan in July 2006. • Effectively administered the entire UNIFIL Food Cell while the SO FOOD was on leave for two months. • Efficiently designed and implemented an efficient requisition and distribution mechanism. • Effectively supervised the use of Standard Operating Procedures (SOPs) for efficient food warehousing, distribution and inventory control. • Achieved 3% elimination of waste in the mission area through good warehouse maintenance. • Controlled and reduced pilfering at the Warehouse through an effective monitoring system. • Achieved 10% budget savings by synchronizing Dry, Frozen and Fresh Rations demands raised by Units together to eliminate over demanding by Units. • Effectively vetted all units' demands before approval. • Efficiently ensured the smooth running of the Food Cell by organising monthly Food Conferences for the Contingent Food officers to disseminate and explain into detail UNIFIL Ration Policies and Regulations and to also get feedback from the Officers. • Effectively trained Contingent/Unit Food Officers on procedures involving the UN Rations Scale, requisitioning including supplements, as well as the delivery and storage of rations. • Adeptly extracted, prepared an easy Training Package and effectively trained Contingents/Unit Food Officers on the New UN Ration Scale based on 4,500 calories. 			
Reasons for Leaving			
End of duty tour			

Job Title	Type of Business	From - To
Chief Instructor /Officer Commanding, Armed Forces Mechanical Transport and Armed Forces Fire Service Training Schools	MILITARY	01/05/2005 - 01/04/2006
Name of Employer	Name of Supervisor	
MINISTRY OF DEFENCE,GHANA	COLONEL DA BOAKYE	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
36000000	362000000	GHC	Is this a position within the UN Common System? No
Telephone Number		Email Address	
		peggyedjeani@yahoo.com	
Address of Employer			
Ghana			
Number of Employees Supervised by You			
Description of Duties			
<ul style="list-style-type: none"> • Officer Commanding of the Armed Forces Mechanical Transport and the Armed Forces Fire Service Training Schools. • Administer and control the Armed Forces Mechanical Transport School as well as the Armed Forces Fire Service Training School. • Train Ghana Armed Forces Supplies and Transport Personnel in Movement, Supply and Transport duties, as well as other service personnel in driving and fire fighting and prevention. • Monitor and ensure a high performance level of both Instructors and Students. 			
Summarize any of Your Achievements			
<ul style="list-style-type: none"> • Efficiently commanded and supervised 50 Instructors, men/women and civilian employees of the Schools above and 160 Students per each school term. • Successfully raised employee satisfaction levels by 30% within the first three months of appointment leading to 99% punctuality and increased output translating into a raise in students' performance by 60%. • Efficiently raised students' performance level by 60% within the first three months through the implementation of award schemes for deserving students and the redesign of existing teaching methods/techniques. • Successfully introduced weekly meetings with the Instructors and general staff as a means of disseminating information and getting feedback from them to ensure the smooth running of the school. • Successfully introduced the Performance Based Contract in regards to the renovation and refurbishment of the two schools mentioned above to cut down on cost, time and supervision while making budget savings and ensuring quality for an improved learning environment. 			
Reasons for Leaving			
TO TAKE UP ASSIGNMENT AS UNIFIL STAFF OFFICER 5 (FOOD).			

Job Title	Type of Business	From - To
Assistant Deputy Director, Supplies and Transport	MILITARY	01/09/2004 - 01/10/2004
Name of Employer	Name of Supervisor	
MINISTRY OF DEFENCE,GHANA	COLONEL DA BOAKYE	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
359700000	360000000	GHC	Is this a position within the UN Common System? No
Telephone Number		Email Address	
		peggyedjeani@yahoo.com	
Address of Employer			
Ghana			
Number of Employees Supervised by You			

Description of Duties

• Responsible to the Deputy Director and Director Supplies and Transport for all Supplies of Food, Water, Disinfectants and Sanitary Materials, Petroleum, Lubricants and Oils (POL) as well as Transport matters within the Ghana Armed Forces. • Measure and evaluate contractors performance based on contract terms.

Summarize any of Your Achievements

• Efficiently supervised the use of Standard Operating Procedures (SOPs) for efficient food warehousing, distribution and inventory control. This translated into a 3% increase in food economy within the Ghana Armed Forces. • Achieved 2% reduction in annual logistics budget through the implementation of reformulated Supplies and Transport policies and the redesign of existing Food and Petroleum re-supply chains in the Armed Forces. • Successfully participated in bidding exercises to award Food and POL contracts to suppliers and also to evaluate their performances as stipulated in the contract terms.

Reasons for Leaving

To attend the Advanced Logistics management Course at the United States Army Logistics Management College, USA.

Job Title GHANBATT FOOD OFFICER (UNAMSIL)	Type of Business PEACEKEEPING	From - To 01/09/2001 - 01/09/2004
Name of Employer UNITED NATIONS MISSION IN SIERRA LEONE (UNAMSIL)	Name of Supervisor COLONEL Y AKOFUR	
Salaries per Annum: Starting 62000	Final 62500	Currency Paid USD
	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? No
Telephone Number	Email Address peggyedjeani@yahoo.com	
Address of Employer Sierra Leone		
Number of Employees Supervised by You		
Description of Duties In three years, undertook 4 tours to UNAMSIL as Contingent Rations Officer. During those tours, a summary of my responsibilities are: • Responsible to the Commanding officer for all Food matters. • Train battalion ration men/women and cooks on UN Ration operating procedures and standards. • Prepare and forward monthly requisitions to UNAMSIL headquarters. • Check, receive and distribute and account for all rations received. • Ensure good warehouse and storage of foods. • Ensure periodic turnover is carried on. • Conduct regular inspections at the various cookhouses and messes. • Compile all complaints and forward to the Food Cell. • Prepare and forward Monthly Food Returns. • Ensure foods are prepared in their right quantities, quality, and at the correct hygienic conditions.		
Summarize any of Your Achievements During those 4 tours, a summary of my achievements are as follows: • Controlled 34 Men and Women and successfully fed 810 Officers, Men and Women of the Ghana Battalion (GHANBATT) serving with the United Nations Mission in Sierra Leone (UNAMSIL) with food supplied by the UNAMSIL Headquarters. • Effectively made mealtimes a memorable dining experience for all troops through the introduction of varied and delicious meals. • Professionally showcased Ghanaian Cuisine at UNAMSIL Headquarters' organised Food Bazaars and ceremonies. • Efficiently facilitated the 'winning of Hearts and Minds' of the locals through Humanitarian Assistance translating into 80% acceptance of the Ghana Battalion by the locals. • Proficiently eliminated waste by introducing realistic menu planning and efficient food distribution and storage system resulting in 7% increase in Food Security in the mission area. • Competently controlled storage facilities devoid of rodents and pest infestation at all Ghanbatt positions thus protecting the battalion from contracting Lassa Fever which was then common in Sierra Leone.		
Reasons for Leaving END OF DUTY TOUR		

Job Title Acting Commanding Officer, Defence Mechanical Transport Battalion	Type of Business MILITARY	From - To 01/02/2001 - 01/05/2001
Name of Employer MINISTRY OF DEFENCE, GHANA	Name of Supervisor Colonel DA Boakye	
Salaries per Annum: Starting 355500000	Final 356000000	Currency Paid GHC
	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? No
Telephone Number	Email Address	
Address of Employer Ghana		
Number of Employees Supervised by You		
Description of Duties • Acting Commanding Officer of the Defence Mechanical Transport Battalion. • Administer and control the 821 Officers, Men/Women and Civilian Employees of the Defence Mechanical Transport Battalion. • Responsible to the Director Supplies and Transport on all transport matters including Petroleum, Oils and Lubricants (POL). • Advice, coordinate and liaise with the Support Service Brigade on all transport and POL matters. • Provide 2nd and 3rd Line Transport Support to all the Armed Forces Battalions and Training Institutions. • Supply POL to all Battalion locations. • Monitor and ensure a high performance level of the Battalion.		
Summarize any of Your Achievements • Successfully commanded 821 officers, Men/Women and Civilian Employees of the Defence Mechanical Transport Battalion. • Fruitfully realised a 10% increase in productivity through the implementation of employee self improvement schemes. • Controlled and maintained a 98.5% efficiency of 550 combat and administrative vehicles through driver education and adherence of proper servicing and maintenance schedules. • Effectively operated a \$10 million Petroleum, Oils and Lubricants (POL) supplies. • Facilitated a \$1 million reduction in annual budget through the adherence of Servicing Schedules, Lectures on Defensive Driving, and the implementation of reformulated transport policies and award schemes by the Ghana Armed Forces translating into a 90% reduction in road traffic accidents. • Successfully controlled a fleet of 200 light and heavy-duty vehicles at 98% efficiency levels. • Successfully participated in bidding exercises to award POL contracts to suppliers as well as monitor and measure their performances against the contract terms. • Successfully formed part of an Acceptance Board to inspect and approve new vehicles for the Ghana Armed Forces based on quality and performance ie, cost effectiveness, fuel consumption rate, robust nature for different terrains, standardisation (to reduce cost on spares), and durability among other factors.		
Reasons for Leaving END OF RELIEVING DUTIES		

Job Title GHANBATT Food Officer (UNIFIL)	Type of Business PEACEKEEPING OPERATIONS	From - To 01/12/1997 - 01/09/2000
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Name of Employer UNITED NATIONS INTERIM FORCE IN LEBANON (UNIFIL)			Name of Supervisor Colonel Theo Tawiah
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
58000	58300	USD	Is this a position within the UN Common System? No
Telephone Number		Email Address peggyedjeani@yahoo.com	
Address of Employer Lebanon			
Number of Employees Supervised by You			
Description of Duties From Dec 1997 to Sep 1999, managed various projects involving Movement and Distribution of Personnel and Material with the Supply and Transport Corp as a Supply and Transport Officer Fromm Sep 1999 to Sp 2000: Responsible to the Commanding officer for all Food matters. Train battalion ration men/women and cooks on UN Ration operating procedures and standards. Prepare and forward monthly requisitions to UNIFIL Headquarters. Check, receive, distribute and account for all rations received. Ensure good warehouse and storage of foods. Conduct regular inspections at the various cookhouses and messes. Ensure periodic turnover is carried on. Compile all complaints and forward to the Food Cell. Prepare and forward Monthly Food Returns. Ensure foods are prepared in their right quantities, quality and at the correct hygienic conditions.			
Summarize any of Your Achievements • Controlled 40 Ration Storemen/women and Cooks and successfully fed 810 Officers, Men and Women of the Ghana Battalion (GHANBATT) serving with the United Nations Interim Force in Lebanon (UNIFIL). • Adeptly organised cookery refresher training for Ghanbatt Cooks. • Effectively made mealtimes a memorable dining experience for all troops through the introduction of varied and delicious meals. • Efficiently facilitated the 'winning of Hearts and Minds' of the locals through Humanitarian Assistance translating into 85% acceptance of the Ghana Battalion by the locals. • Successfully eliminated 5% waste by introducing realistic menu planning in the mission area. • Competently controlled storage facilities devoid of rodents and pest infestation at all Ghanbatt positions. • Ensured efficient food distribution and storage in the mission area resulting in 5% increase in Food Security. • Facilitated the Battalion's success in peacekeeping by the 'winning of Hearts and Minds' of the locals through Humanitarian Assistance. This translated into 90% acceptance of the Ghana Battalion by the locals.			
Reasons for Leaving END OF DUTY TOUR			

Job Title Mechanical Transport Officer (ECOMOG)		Type of Business PEACEKEEPING	From - To 01/09/1996 - 01/11/1997
Name of Employer ECOWAS MONITORING GROUP IN LIBERIA (ECOMOG)		Name of Supervisor Lt Col Dan Prah	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
36000	36900	USD	Is this a position within the UN Common System? No
Telephone Number		Email Address peggyedjeani@yahoo.com	
Address of Employer Liberia			
Number of Employees Supervised by You			
Description of Duties • Mechanical Transport Officer (MTO) for the Ghana Battalion serving with the ECOWAS Monitoring Group (ECOMOG) in Liberia. • Administer 100 Men and Women (drivers, administrative staff and POL assistants) of the Defence Mechanical Transport Battalion serving in ECOMOG, Liberia. • Responsible to the Commanding Officer for all transport matters including POL. • Advice, coordinate and approve all transport and POL request from the various companies. • Provide 2nd and 3rd Line Transport Support to all the Companies and Platoon positions. • Supply POL to all Company locations. • Monitor and ensure a high performance level of the transport office.			
Summarize any of Your Achievements • Controlled 150 men and women of the Ghana Battalion serving with the ECOWAS Monitoring Group in Liberia (ECOMOG). • Managed a fleet of 100 light and heavy-duty vehicles at 97% efficiency levels together with Petroleum, Oils and Lubricants (POL). This resulted in the quick and fast movement by the Ghana Battalion preventing much battle casualties. • Successfully operated with only 2% record of road traffic accidents as a result of driver training and good maintenance of the vehicles.			
Reasons for Leaving END OF DUTY TOUR			

Job Title Mechanical Transport Officer (UNAMIR)		Type of Business PEACEKEEPING	From - To 01/09/1994 - 01/02/1996
Name of Employer United Nations Assistance Mission in Rwanda (UNAMIR)		Name of Supervisor Lieutenant Colonel Frank Owoo	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
50000	51000	USD	Is this a position within the UN Common System? No
Telephone Number		Email Address peggyedjeani@yahoo.com	
Address of Employer Rwanda			
Number of Employees Supervised by You			
Description of Duties			

Performed Duties as Supply and Transport officer with the Supply and Transport Corps from September 1994 to April 1995. As Supply and Transport Officer I was involved in Management of Personnel and Material Movement for the Ghana Armed Forces. Managed the Procurement, Warehousing of Rations and Petroleum Products for the Ghana Armed Forces. From Apr 1995 to Feb 1996: Mechanical Transport Officer (MTO) for the Ghana Battalion serving with the United Nations Assistance Mission in Rwanda (UNAMIR). • Administer 100 Men (drivers, administrative staff and POL assistants) of the Defence Mechanical Transport Battalion serving in UNAMIR, Rwanda. • Responsible to the Commanding Officer for all transport matters including POL. • Advice, coordinate and approve all transport and POL request from the various companies. • Provide 2nd and 3rd Line Transport Support to all the Companies and Platoon positions. • Supply POL to all Company locations. • Prepare to offer assistance to NGOs and other government institutions as approved by the Battalion Headquarters. • Monitor and ensure a high performance level of the transport office.

Summarize any of Your Achievements

Successfully managed a fleet of 155 light and heavy-duty vehicles at 99.5% efficiency levels for the Ghana Battalion serving with the United Nations Assistance Mission in Rwanda (UNAMIR). Controlled 130 men and women of the Ghana Battalion serving with UNAMIR. Efficiently gave the Battalion well coordinated transport support. Effectively assisted NGOs with transport support to distribute relief items to refugees. Adeptly planned and implemented the repatriation of 17,500 refugees to their home regions from various camps in Rwanda through the formulation of an effective and efficient transport support programme. Successfully operated with an almost accident free record (0.65% road traffic accidents).

Reasons for Leaving

END OF DUTY TOUR

Job Title		Type of Business	From - To
Mechanical Transport Officer (UNIFIL)		PEACEKEEPING	01/03/1994 - 01/09/1994
Name of Employer		Name of Supervisor	
United Nations Interim Force in Lebanon (UNIFIL)		Colonel VGK Gamor	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
48000	49000	USD	Is this a position within the UN Common System? No
Telephone Number		Email Address	
		peggyedjeani@yahoo.com	
Address of Employer			
Lebanon			
Number of Employees Supervised by You			
Description of Duties			
<ul style="list-style-type: none"> • Mechanical Transport Officer (MTO) for the Ghana Battalion serving with the United Nations Interim Force in Lebanon (UNIFIL). • Administer 100 Men and Women (drivers, administrative staff and POL assistants) of the Defence Mechanical Transport Battalion serving with UNIFIL, Lebanon. • Responsible to the Commanding Officer for all transport matters including POL. • Advice, coordinate and approve all transport and POL request from the various companies. • Provide 2nd and 3rd Line Transport Support to all the Companies and Platoon positions. • Supply POL to all Company locations. • Monitor and ensure a high performance level of the transport office. 			
Summarize any of Your Achievements			
<ul style="list-style-type: none"> • Efficiently advised the Commanding Officer of the Ghana Battalion serving under the United Nations Interim Force in Lebanon (UNIFIL) on all Transport and Petroleum, oils and Lubricants (POL) matters. • Successfully controlled and managed a fleet of 110 combat and administrative vehicles at 99% efficiency levels. • Effectively achieved a 97% reduction in road traffic accidents through driver education and reformulated transport policies. • Efficiently gave the Battalion well coordinated transport support. 			
Reasons for Leaving			
END OF DUTY TOUR			

Job Title		Type of Business	From - To
Administrative / Mechanical Transport Officer, Defence Mechanical Transport Battalion		Personnel and Transport Management	01/08/1992 - 01/03/1994
Name of Employer		Name of Supervisor	
MINISTRY OF DEFENCE,GHANA		Col Anyansombe	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
34000000	34200000	GHC	Is this a position within the UN Common System? No
Telephone Number		Email Address	
		peggyedjeani@yahoo.com	
Address of Employer			
Ghana			
Number of Employees Supervised by You			
Description of Duties			
Act as the Personal Assistant to the Commanding Officer. Act as the personnel/ administrative officer of the battalion. Receive, distribute and account for POL. Prepare monthly returns			
Summarize any of Your Achievements			
<ul style="list-style-type: none"> Administered 821 officers, men/women and civilian employees of the Defence Mechanical Transport Battalion. Successfully promoted esprit de corps in the Unit translating leading to increased employee satisfaction within the first year. This also helped to reduce the rate of road traffic accidents by 20%. Efficiently raised the morale of troops by 60% during the first year through reformulated welfare policies and training packages translating into increased output and a well-contented battalion. Effectively maintained an efficient transport and POL support systems for all the Armed Forces Battalions/Units. Effectively ensured 98% readiness state of all vehicles and equipment. 			
Reasons for Leaving			
For peacekeeping duties.			

Job Title		Type of Business	From - To
Public Relations Officer (Western Regional Headquarters)		Fire Service	01/06/1990 - 01/01/1992
Name of Employer		Name of Supervisor	
GHANA NATIONAL FIRE SERVICE (GNFS)		Mr Adablanu Elias	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
20000000	20500000	GHC	Is this a position within the UN Common System? No

Telephone Number

Email Address
peggyedjeani@yahoo.com

Address of Employer
Ghana

Number of Employees Supervised by You

Description of Duties
• Act as the Public Relations Officer of the GNFS, Western Regional Headquarters. • Promote good public relations between the General Public and GNFS. • Promote good Community Relations. • Act as the liaison between management and the staff. • Promote and maintain good Employee Relations.

Summarize any of Your Achievements
• Effectively maintained good employee relations through the use of various Public Relations tools. • Facilitated 60% of fire awareness through effective and practical fire educational programmes translating into public acceptance of the role of the GNFS. • Achieved 50% reduction in fire outbreaks through a redesign of Public Relations Tools. This helped to restore the eroded image of the GNFS in the eyes of the public. • Managed to attract sponsorship for Fire Educational Programmes from both Government and Non-Governmental Institutions through the implementation and reformulated Public Relations policy; translating into 50% reduction of loss of lives and property within the first year.

Reasons for Leaving
For Military training

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

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

Language	Mother Tongue	Speak	Read	Write	Understand
Ewe	Yes	Easily	Not easily	Not easily	Easily
Ga	No	Not easily	Not easily	Not easily	Easily
Twi	No	Easily	Easily	Easily	Easily

Address

DEPUTY DIRECTOR SUPPLIES & TRANSPORT, DIRECTORATE OF SUPPLIES AND TRANSPORT, GENERAL HEADQUARTERS,
 MINISTRY OF DEFENCE
 BURMA CAMP ACCRA Ghana
 Telephone: 233-248-619 800
 Fax: 233-20-(8122 816
 Contact: PEGGY (MAJOR) EDJEANI

Address

Box KD 160
 KANDA GREATER ACCRA REGION Ghana
 Telephone: 233-248-619 800
 Fax: 233-277-855429
 Contact: Peggy (Major) Edjeani

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
Lieutenant Colonel Tony ADOKPA	Military Officer	Legal Department, General Headquarters, Ministry of Defence, Ghana	233242309 952 tonyadokpa@yahoo.com
Danny HAIZEL	Chartered Administrator	BOX CT 5865, CANTONMENTS, Ghana	233244364 142 daniel@nextsite.com
COLONEL EMMANUEL OPOKU	MILITARY OFFICER	ACTING DIRECTOR, SUPPLIES AND TRANSPORT, GENERAL HEADQUARTERS, Ghana	233244333 839

Personal History Profile for Katie KILPATRICK

General Details

1. Family name KILPATRICK	First Name Katie	Middle Name Maree	Maiden Name, (if any)
2. Date of Birth 23/06/1978	3. City of Birth Penrith	Country of Birth Australia	Index No 394086
4. Country of Nationality at Birth Australia	Second Nationality (if any)	5. Country of Present Nationality Australia	Second Nationality (if any)
6. Gender Female	7. Height [cm] 160	8. Weight [kg] 70	9. Marital Status Separated

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

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

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

13. What is your preferred field of work? **Professional, managerial & technical specialists for which no job family exists**

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

15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? **01/01/2007**

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

18. Email Address: **kilpatrickk@optusnet.com.au**

Education

List all university degrees or equivalent qualifications obtained.

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

Name of School Advancing Food Safety	City, Country Melbourne Australia	From - To May-2006 - Nov-2006
Main Course of Study HACCP, External Food Auditing, Food Technology, QA processes, QA Management. Diploma is obtained after successful completion of HACCP, External Food Auditing, QA Management and Advanced QA Management Courses		Certificate or Diploma Diploma in Food Industry QA Management
Name of School Australia Packaging Institute	City, Country Sydney Australia	From - To Nov-2004 - Nov-2004
Main Course of Study Different technologies of food packaging, predominately; paperboard, plastics and laminates		Certificate or Diploma Certificate of Packaging Technology
Name of School Army Logistics Training Centre	City, Country Wodonga Australia	From - To Jul-2004 - Dec-2004
Main Course of Study Competencies included: Develop work priorities Implement effective workplace relationships Implement operational plan Monitor a safe workplace Promote team effectiveness Implement workplace information system Develop teams and individuals Identify risk and apply risk management processes		Certificate or Diploma Certificate IV in Business (Frontline Management)
Name of School Army Logistics Training Centre	City, Country Wodonga Australia	From - To Mar-2004 - Jun-2004
Main Course of Study Competencies Include: Use advanced workplace communication strategies Apply government processes Encourage compliance with legislation in the public sector Support policy implementation Implement workplace safety procedures and programs Use resources to achieve work unit goals Develop and implement work unit plans Gather and analyse information Undertake career planning Deal with conflict Compose complex workplace documents Provide workplace mentoring Provide workplace coaching Mo		Certificate or Diploma Certificate IV in Government
Name of School Army Logistics Training Centre	City, Country Wodonga Australia	From - To Jan-2004 - Mar-2004
Main Course of Study Competencies Include: Develop work priorities Implement effective workplace relationships Implement operational plan Monitor a safe workplace Promote team effectiveness Implement workplace information system Develop teams and individuals Identify risk and apply risk management processes Sentence Records Undertake Disposal Program Destroy Records Coordinate Stocktakes Organise Transport of Freight or Goods Collect, Analyse and Present Workplace Data and Information Apply Workplac		Certificate or Diploma Certificate IV in Transport and Distribution (Warehousing and Storage)
Name of School Advancing Food Safety (previously Food Operations)	City, Country Brisbane Australia	From - To Nov-2002 - Nov-2002
Main Course of Study HACCP, Auditing Principles, QA, Food Technology		Certificate or Diploma External Food Safety Auditors Course

Name of School Advancing Food Safety (previously Food Operations)	City, Country Adelaide Australia	From - To Jun-2002 - Jun-2002
Main Course of Study HACCP, Food Technology, Food Microbiology		Certificate or Diploma Principles and Application of HACCP

Name of School Royal Melbourne Institute of Technology	City, Country Melbourne Australia	From - To Jul-2001 - Oct-2001
Main Course of Study Food Technology, Microbiology, Chemistry		Certificate or Diploma Army Inspector Foodstuffs Course (Based on National Competencies for Cert IV Food Technology)

Name of School Kelvin Grove State High School	City, Country Brisbane Australia	From - To May-1995 - Nov-1995
Main Course of Study Final year of High School - subjects included; Maths I, Maths II, Chemistry, Physics, English		Certificate or Diploma High School Certificate

Employment

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

Job Title Quality Assurance Manager Rations Unit	Type of Business Peacekeeping	From - To 01/04/2007 -
Name of Employer United Nations DPKO		Name of Supervisor Anthony Feeney
Salaries per Annum: Starting 45600	Final 45600	Currency Paid USD
	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? No
Telephone Number	Email Address kilpatrickk@un.org	
Address of Employer Haiti		
Number of Employees Supervised by You		
Description of Duties Overview: MINUSTAH has 8011 troops and police located at 28 physical sites in the country. The Quality Manager is responsible for ensuring safe and quality ration products; fresh, dry and frozen are delivered to the Contingents in accordance with requisitions and the UN Ration Scale. As Quality Manager Rations Unit my duties include, but are not limited to: • Raising and implementing Standard Operating Procedures for Rations Unit • Raising and implementing the Rations Unit Quality Manual • Conducting daily inspections at the Contractors warehouse for delivery of fresh, frozen and dry rations • Oversee the selecting and packing of rations for 8000+ troops and police • Liaise with Receipts and Inspection Unit for delivery of rations • Implement and manage the stock rotation plan for consumption of Emergency Ration Packs • Raise specifications for new products to be included in the Rations Scale set by UNHQ New York • Conduct technical evaluations on equipment for procurement • Conduct monthly inspections and audits on cafeterias and sandwich bars • Conduct quarterly inspections on all Military and FPU kitchen and ration storage • Liaise with Joint Logistics Operations Center to assist Contingents • Assist Requisitions Cell in processing requisitions accurately and on time • Assist Chief Rations Unit with raising Statement of Works for Rations Contract and Catering Services Contract • Raise Security Incident Reports for damage to any Emergency Ration Packs		
Summarize any of Your Achievements Upon arrival into the mission, I became aware there was no standard for the Contractor or the Contingents to maintain in regards to Food Safety and Quality. Inspections and audits are difficult when no standards are set. I raised the MINUSTAH Quality Assurance Manual. The Manual includes a Food Safety Standard for Suppliers, a Food Safety Plan for Contingents and a Quality Manual for the Contractor and Contingents. The Food Safety Standard for Suppliers provides comprehensive details of the standard to be achieved and is a basis for the Contractor to raise their Food Safety Plan. The Standard is also the basis of all inspections and checklists. The Standard is now at New York and is being implanted into Statement of Works for future Rations Contracts. In addition to the Quality Assurance Manual; I have developed and implemented a number of Standard Operating Procedures, including; Storage of Rations, Disposal of Emergency Ration Packs and the Inspection of Rations. I have conducted a number of inspections at all Contingent locations. I have spent many hours in helicopters or driving to the various locations; including being escorted by Security and Military through red zones. My previous military experience has proved valuable in understanding the frustrations sometimes felt by the military and I have been able to help their transition into the UN system. I have created a Contingent Handbook to be passed to new arriving Logistics Officers that contain pertinent information on procedures and policies and clearly demonstrated guidance on completing requisitions.		
Reasons for Leaving I am still currently stationed in Haiti. I enjoy mission life and working for the UN. Whilst I am enjoying Haiti, I look forward to new challenges and bringing my experience to another mission.		

Job Title Technical Advisor - Foodstuffs	Type of Business Military	From - To 01/01/2005 - 01/04/2007
Name of Employer Department of Defence - Army		Name of Supervisor WO1 Walter Meurant
Salaries per Annum: Starting 58000	Final 58000	Currency Paid AUD
	Is this a civil servant position of your Government? Yes	Is this a position within the UN Common System? No
Telephone Number 610392826269	Email Address katie.kilpatrick@defence.gov.au	
Address of Employer Australia		
Number of Employees Supervised by You 0		

Description of Duties

1. Conduct and coordinate sensory evaluations of foodstuff products considered for inclusion in the Australian Combat Ration Pack (CRP); 2. Assist the Defence Nutritional Research Centre in the conduct of trials and projects relating to nutritional requirements and extended shelf life products; 3. Conduct external food safety audits and quality assurance audits on current and potential suppliers; 4. Coordinate, monitor and evaluate technical inspections conducted by full time Inspector Foodstuffs by Military and Civilian within Australia and deployed on Operations; 5. Maintain the Combat Ration Information System nutritional access database to include references to all relevant specifications, micronutrient values, weight, dimensions and co; 6. Author and review the Australian Defence Force Food Specifications; 7. Technical Publication Officer: Australian Defence Force Food Specifications and SUPMAN 4; 8. Coordinate CRP and fresh food recalls as per the Australia New Zealand Food Safety Authority; 9. Conduct laboratory evaluations and analysis of foodstuffs and food packaging; 10. Coordinate technical analysis of product (s) by a registered laboratory as required; 11. Coordinate and design the yearly build of CRP for the Australian Defence Force ensuring all proximate and micronutrient values are met; 12. Liaise with current and potential suppliers in regards to the research and development of Australian Defence Force CRP components and ancillary items and attend trade shows to source new food technology; 13. Conduct technical evaluations on tender submissions to ensure compliance with the ADFFS and the ADF Food Safety Standard; 14. National Fleet Manager / Inventory Manager of Combat Ration Packs (CRP) across Australia an on overseas deployments; 15. Provide technical input to ADF policy and procedures; 16. Provide lecture support to the ADF Inspector Foodstuffs and Catering courses; and 17. Liaise with unit/ships on food safety and quality issues.

Summarize any of Your Achievements

1. Created work instructions and standard operating procedures for a number of responsibilities within the section. 2. Created Intergrated Logistic Instructions on te storage and quality assurance inspections for Combat Ration Packs. 3. Increased the number of menus for Combat Ration One Man from five to eight and introduced a vegetarian ration pack.

Reasons for Leaving

To commence work with United Nations DPKO - MINUSTAH

Job Title Operations Officer / Regional Inspector Foodstuffs	Type of Business Military	From - To 01/01/2003 - 01/12/2004
Name of Employer Department of Defence- Army	Name of Supervisor WO2 Peter Harrison	
Salaries per Annum: Starting 50000	Final 50000	Currency Paid AUD
Is this a civil servant position of your Government? Yes		Is this a position within the UN Common System? No
Telephone Number 610882597816	Email Address katie.kilpatrick@defence.gov.au	
Address of Employer Australia		
Number of Employees Supervised by You 2		
Description of Duties 1. Raise and implement contracts to supply fresh food to Defence Establishments in the Southern Region; 2. Conduct External Food Safety Audits and QA Audits on suppliers; 3. Raise technical evaluations on tenderer; 4. Calculate requisitions from units to provide fresh rations to soldiers in barracks and field; 5. Raise purchase orders and process all payments utilising the Defence finance management system. Implement and control the budget for Rations within the Southern Region and implement cost effective measures; 6. Inventory control and stock management of CRP within the Southern Region; 7. Conduct Quality and technical inspections on Combat Ration Packs in the Southern Region; 8. Conduct quality inspections on fresh food upon receipt and manage unsatisfactory service reports. Monitor transportation of fresh rations to field environments ensuring quality assurance and food safety is met at all time; 9. Conduct inspections of barracks and field kitchens against Food Safety Programs; 10. Manage and maintain Special Forces equipment within the Southern Region; 11. Maintain a SECRET clearance and develop the state counter-terrorism plan IAW the National Plan; 12. React to short notice call-outs and mixed forces (civilian police, coastguard) scenarios with Special Forces; and 13. Procure items required by forces deployed overseas.		
Summarize any of Your Achievements 1. Created the regional CT plan with liasion of Special Operations Command and Joint Logistics Command. 2. Created the Caterers Pack for the Southern Region to better inform the units of the rations scales and to streamline processes and procedures. 3. Undertook an internal auditing (QA) course to assist the unit in becoming ISO 9000 compliant.		
Reasons for Leaving Military Posting		

Job Title Control Office Corporal - Foodstuffs	Type of Business Military	From - To 01/01/2002 - 01/12/2002
Name of Employer Department of Defence - Army	Name of Supervisor WO2 Jim Briant	
Salaries per Annum: Starting 50000	Final 50000	Currency Paid AUD
Is this a civil servant position of your Government? Yes		Is this a position within the UN Common System? No
Telephone Number 610747711379	Email Address katie.kilpatrick@defence.gov.au	
Address of Employer Australia		
Number of Employees Supervised by You 3		
Description of Duties Supervise the entitlements, calculations and ordering of fresh food for the North Queensland Region; 2. Process accounts payable and manage the \$1.2 M budget; 3. Coordinate initial and continual staff training in foodstuffs and military skills; 4. Deploy the Control Office for eight weeks on exercise to coordinate fresh food and CRP rationing to a force of +6000; 5. Weekly weapon coaching on F88 AUSTEYR and F89 Minimi; 6. Conduct technical inspections upon receipt of fresh foodstuffs to whs; and 7. Assist with Food Safety Audits on suppliers.		
Summarize any of Your Achievements As a CPL, deployed on an internation exercise to Shoalwater Bay and acted in higher duties to command the control office.		
Reasons for Leaving Military Posting		

Job Title Technical Publications Officer	Type of Business Military	From - To 01/01/2001 - 01/12/2001
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Name of Employer Department of Defence - Army			Name of Supervisor WO2 Croft
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? Yes
48000	48000	AUD	Is this a position within the UN Common System? No
Telephone Number		Email Address katie.kilpatrick@defence.gov.au	
Address of Employer Australia			
Number of Employees Supervised by You 0			
Description of Duties Receipt publication amendments onto library computer system; 2. Amend all publications in library and located in the unit; 3. Ensure pilot's flight documentation was correct before each flight; 4. Destroy superseded documents.			
Summarize any of Your Achievements During the twelve month posting completed the ADF Inspector Foodstuffs and the Small Arms Coaching Course			
Reasons for Leaving Military Posting			

Job Title Ration Clerk - East Timor		Type of Business Military	From - To 01/09/1999 - 31/01/2000
Name of Employer Department of Defence - Army		Name of Supervisor CPL Tracy Jacobson	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? Yes
48000	48000	AUD	Is this a position within the UN Common System? No
Telephone Number		Email Address katie.kilpatrick@defence.gov.au	
Address of Employer East Timor			
Number of Employees Supervised by You 0			
Description of Duties 1. Receive signals of unit strengths, locations and ration substitutions; 2. Calculate quantity of fresh rations to order; 3. Receipt bulk food delivery weekly at the wharf; 4. Conduct technical and quality inspections on fresh food upon receipt and inspect refridgeratin graphs for temperature maintenance on ship at wharf; 5. Once QA inspections of fresh food is assured, travel in convoys to transport the food to outer locations of East Timor. Furthr QA inspections of food at arrival of outposts and QA / Food Safety inspections of kitchens; 6. Liaise with other countries (9) to determine cultural feeding requirements; 7. Assist with the bulk break of non-perishable rations; 8. Travel to regional East Timor to conduct inspections on field kitchens and storage facilities; 9. Order, receipt, store and inventory control of bottled water; 10. Calculate quantity, order, receipt, store and conduct inventory control for the canned equivalent foodstuffs (The force [11,000] x 7 days); 11. Conduct inventory control on CRP; and 12. Conduct technical inspections on CRP.			
Summarize any of Your Achievements The ability to prioritise workloads and work unsupervised and expediently was proven with only two ration clerks feeding 11000 troops from more than nine countries.			
Reasons for Leaving Operational rotation			

Job Title Control Office Clerk - Foodstuffs		Type of Business Military	From - To 01/03/1997 - 31/08/1999
Name of Employer Department of Defence - Army		Name of Supervisor WO2 Owens	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? Yes
42000	45000	AUD	Is this a position within the UN Common System? No
Telephone Number		Email Address katie.kilpatrick@defence.gov.au	
Address of Employer Australia			
Number of Employees Supervised by You 0			
Description of Duties Calculate unit entitlements for fresh food against number of personnel and ration scale; 2. Order bulk quantity of rations to suppliers; 3. Raise Unsatisfactory Service Reports against suppliers if required; 4. Maintain stock ledgers and inventory control for non-perishable commodities in the warehouse; and 5. Assist warehouse staff with bulk breaks.			
Summarize any of Your Achievements Introduced the first Caterers Pack. The information pack is designed to inform Caterer's the ration scales, forms to be completed, and general policy and timings. During the posting, I received the ADF Soldiers Medallion for Exemplary Service to the Battalion. I was also deployed to East Timor - see next employment position.			
Reasons for Leaving Military Posting			

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

Computer, Fax, Printer, Digital Sender, Scanner, Speak Easy, Shredder etc

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

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

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

Address

12 Intrepid Ct
Beachmere Queensland Australia
Telephone: 61-7-54290111
Fax: 61-0408885654
Contact: Katie Kilpatrick

Address

MINUSTAH Logbase Supply Section
Boulevard Toussaint Louverture et Clercine 18
Port-au-Prince Haiti
Fax: 509-34739303
Contact: Katie Kilpatrick

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
Thomas TRAYNOR	Program Manager - GSSPO DMO	PM Health Program GSSPO Australia	610392826749 thomas.traynor2@defence.gov.au
Simon WELSH	Department of Defence - Army	Deputy Director GSSPO Australia	610392825707 simon.welsh@defence.gov.au
Dennis WILSON	Department of Defence - Public Servant	Joint Logistics Unit - North Queensland Australia	610747711379 dennis.wilson@defence.gov.au

Personal History Profile for Pauline PATRICK

General Details

1. Family name PATRICK	First Name Pauline	Middle Name Theresa	Maiden Name, (if any) Patrick
2. Date of Birth 22/06/1957	3. City of Birth New Amsterdam, Berbice	Country of Birth Guyana	Index No 699967
4. Country of Nationality at Birth Guyana	Second Nationality (if any)	5. Country of Present Nationality Guyana	Second Nationality (if any)
6. Gender Female	7. Height [cm] 63	8. Weight [kg] 135	9. Marital Status Single
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities. Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? Yes. Canada.			
13. What is your preferred field of work? Dental, nutrition, medical, nursing and veterinary 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: ppatrick35@yahoo.com			

Education

List all university degrees or equivalent qualifications obtained.

University Name State University of New York at Plattsburgh	City, Country Plattsburgh, New York United States of America	From - To Aug-1982 - May-1985
Main Course of Study Nutrition	Field of Study Health	
Degree Title or Equivalent Bachelor of Science in Food & Nutrition	Degree Type Bachelor of Sciences	

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

Name of School New York Institute of Dietetics	City, Country New York, New York United States of America	From - To Jan-1981 - May-1982
Main Course of Study Diet Therapy and Dietetic Management for Hospital & Health Services and Community Nutrition Programs		Certificate or Diploma Diploma in Diet Therapy & Food Service Management

Name of School Barbados Institute of Management	City, Country Bridgetown Barbados	From - To Sep-1979 - Jul-1980
Main Course of Study Business Mathematics and Basic Accounting Principals		Certificate or Diploma Diploma

Name of School St Roses High School	City, Country Georgetown Guyana	From - To Sep-1969 - Jul-1974
Main Course of Study General Curriculum		Certificate or Diploma 5 General Certificate of Education Subjects English Mathematics History Food and Nutrition Biology

Employment

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

Job Title Nutrition Manager	Type of Business Geriatric Care	From - To 01/04/2007 -
Name of Employer Jarlette Health Services		Name of Supervisor Terri Daly
Salaries per Annum: Starting 40000	Final 40000	Currency Paid CAD
	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? No

Telephone Number
1519686-0484

Email Address
ppatrick@jarlette.com

Address of Employer
Canada

Number of Employees Supervised by You
28

Description of Duties

Overall management of Food Service System in 120 bed Nursing Home and a 66 capacity Retirement Lodge. Nutrition evaluation of New Admissions, determine nutritional risk level and subsequent nutritional intervention; conduct quarterly review requirements of all residents. Manage operational details of various food production and service functions, making certain all contractual obligations are fulfilled. Supervise 32 employees and ensure that preparation and service standards are met. Hired and trained new employees. Develop work schedules, production job breakdowns and work routines; and employee payroll procedures. Produce monthly financial reports detailing daily food entitlements for subsidized residents of the nursing home and revenue from the retirement lodge.

Summarize any of Your Achievements

Took initiative to devise a system of referral documents to provide employees with current information regarding programs such as back care inservices, hazard communication, and food-borne pathogens and blood / person-to-person contact exposure. Introduced several procedural and methods changes through accurate orders for timely deliveries; identifying best supplier prices, ensuring reduced waste in products and materials are wasted and try to achieve consistency in cost savings, resulting in a (10 per cent) significant reduction on product purchases. Expertise in finding out how much time is worth, concentrating on the right things, deciding work priorities, planning to solve a problem, tackling the right tasks first through prioritizing "to do" lists, and executing the plan in a timely manner. To maximize employee efficiency, redesigned the food service system work routines by utilizing the results of tasks studies. Acted in the capacity of management to resolve conflicts within a unionized working environment and conflicts between employees.

Reasons for Leaving

To pursue a lifelong dream of serving with in an international capacity providing Nutrition Health Services in developing Nations.

Job Title Claims/PSB Assistant	Type of Business Peacekeeping Mission	From - To 01/08/2004 - 01/06/2006
Name of Employer MONUC-UNDPKO Mission in the Congo		Name of Supervisor Mr. Daniel Biart

Salaries per Annum:

Starting	Final	Currency Paid
44600	44600	USD

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
patrickp@un.org

Address of Employer
Congo, Dem. Rep.

Number of Employees Supervised by You

Description of Duties

The Alternate Secretary of the Mission's Local Property Survey Board (LPSB); As a member of the Claims/LPSB Unit, provided secretarial support to the Supervisor of the Claims/PSB Unit, the Chairperson of the Local Property Survey Board (LPSB); Screened, analyzed and processed write-off requests; analyzed reported facts and for compliance with the United Nations Financial and Administrative Rules and Regulations, regarding cases as submitted by civilian security, military police, the Mission's Board of Inquiry and Board of Survey; drafted and finalized A, AW and SB case documents related to reports of loss and damage to UNOE and the potential financial assessments of staff member for presentation to the LPSB and the Director of Administration; coordinated and participated in the LPSB Meetings; prepared correspondence and disseminated recommendations and approvals of the LPSB and the DOA to concerned parties (civilian staff, military, civilian police, contractor/contractor personnel) for action and followed-up on action to be taken; processed case documents with supporting facts for submission to the Headquarters Property Survey Board in a timely manner; updated the FACS Disposal Module of written-off property; maintained LPSB archive system.

Summarize any of Your Achievements

I joined the Mission's Claims/PSB Unit during a period of transition. I was faced with a backlog of cases for which my drafting skills and ability to interpret and apply United Nations Financial and Administrative Rules and Regulations allowed me to tackle outstanding cases to assist the Unit. My experiences as a Contract Management/Supply Section Assistant prepared me to adapt and provide the necessary support to the Secretariat. I developed spreadsheets to organize, prioritize and monitor daily progress of the assigned caseload. I developed good working relationship with colleagues from other Sections involved in the management of United Nations Owned Equipment to better facilitate the process, in direct consultation with the Chief of Claims/PSB, determined the appropriate LPSB action necessary for individual cases related to UN assets that were reported lost, stolen and/or damaged. Monitored the submission of relevant investigative reports; requested additional supporting documents to accurately present the specific facts regarding each case to the LPSB.

Reasons for Leaving

I took some time off to finalize migration to Canada and to settle imperative personal matters.

Job Title Contract Management Assistant	Type of Business Peacekeeping Mission	From - To 01/07/2002 - 01/08/2004
Name of Employer MONUC - UNDPKO Mission in the Congo		Name of Supervisor Mr. Jorge Goncalves

Salaries per Annum:

Starting	Final	Currency Paid
44600	44600	USD

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
patrickp@un.org

Address of Employer
Congo, Dem. Rep.

Number of Employees Supervised by You

Description of Duties

As a Contract Management Assistant I reported to the relevant Contract Manager on all day-to-day administrative matters related to the execution of tasks to ensure that Contracts were executed within the Terms and Conditions agreed upon; drafted, processed and followed-up on all relevant internal and external correspondence; As CMA for the Rations and Food Supplies Contract for Military Contingents (about 10,000 troops), with different ethnic and cultural needs; reviewed monthly food requisitions to ensure that orders met the UN Rations Scale guidelines per man per day; prepared and processed monthly invoices within the Terms of the Contract; coordinated and participated in bi-weekly quality assurance meetings with the Contractor's personnel and representatives from key Sections involved in the Logistical planning for the distribution of supplies to various Sectors around the country; and to address food safety and quality issues to maintain maximum quality and sanitation standards; coordinated hygiene and sanitation inspections of the Contractor's warehouses; ensured that UN and International Standards for Foods were met and quality products and services were received. As CMA for the Catering and PX Services, conducted a Mission-Wide needs assessment Recce, developed and drafted the Mission's Scope of Work for these Services; participated as an ex-officio member to the Catering and PX Committees as an advisor on Food Selection, Hygiene and Sanitation; participated in cost analysis and negotiations, etc. As CMA for the Airfield Services and Airfield Rehabilitation Contracts, I assisted in ensuring that UN Assets and Services issued under the Terms of the Contract were utilized, returned according to the Terms of the Contract and if not initiate necessary action for recovery. Coordinated and participated in weekly meetings, planned and monitored payment schedules; processed medical payments; on-going review of reports and of incidents, and database management.

Summarize any of Your Achievements

In July 2002, because of my strong background in Food and Nutrition I was requested to compute and report on the Caloric and Nutritional value of the UN Rations Scale as a Special Project to UNHQ/DPKO/Supply. This was in response to the Organization's concerns regarding excess inventory. I researched, analyzed and compiled a comprehensive report of the Caloric content of the UN International Food/Rations Scale of issuance. The findings, conclusions and recommendations of this report formed the basis for the review and subsequent revisions to the Rations Scale. Developed and executed a Technical Evaluation Matrix to assess compliance of the prospective bid proposals submitted for the Mission's catering Services; this Matrix was revised and adapted to evaluate impending Request for Proposals for Commissary/PX Services. Developed criteria for customer satisfaction surveys to determine overall acceptance of these services. Participated on the Mission's Board of Inquiry which was a special interest of mine. Developed and implemented Catering Contractor(s)' performance evaluation criteria. Spent time with the Mission's Chief of Claims/PSB Unit becoming familiar with the UN Financial Rules and Regulations and Property/Asset Management procedures.

Reasons for Leaving

During the latter part of this period of my employment, I felt the need to expand on my skills and move into an area where I could be better utilized to contribute more to the Mission's objectives, therefore I requested a reassignment to Claims/PSB Unit. Here I could expand on my knowledge of the UN Financial Rules and Regulations and at the same time utilize my analytical and drafting skills. I was offered a post with the Claims/PSB Unit.

Job Title Contract Management Assistant/Supply Budget Assistant	Type of Business Peacekeeping Mission	From - To 01/05/2001 - 01/06/2002
Name of Employer MONUC - UNDPKO Mission in the Congo	Name of Supervisor Mr. Luc Holbrecht	
Salaries per Annum: Starting Final Currency Paid 44600 44600 USD	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 patrickp@un.org	
Address of Employer Congo, Dem. Rep.		
Number of Employees Supervised by You		
Description of Duties During this period as the Rations Contract assistant for the Eastern Region of the DRC, I traveled to various Sectors to assess the needs of contingent, for Rations/Food Supplies; addressed logistical problems; problem solved; coordinated solutions for food distribution to troops in remote areas, inspected Contingent Food preparation and storage areas, carried out inspections of the Contractor's warehouse. Raised requisitions in Mercury for Food/ Rations, Supply assets and fuel. Under the direct supervision of the Chief Supply Office with guidance from the Budget officer, planned and computed the Mission's multimillion dollar, Supply Budget for the periods of 2001 to 2002 and 2002 to 2003; for large and small expendable and non-expendable supply equipment necessary for the expanding Mission.		
Summarize any of Your Achievements Using Microsoft Excel Program, prepared spreadsheets to organize and compute monthly food requisitions and invoices processing to improve accountability. Computed the Mission's Multi-million dollar Supply budget in a timely manner with improved accuracy.		
Reasons for Leaving The Section evolved and the unit I was assigned to what became the Contract Management Section to accommodate the Mission expansion.		

Job Title Health Educator/ Dietician/Research Inventonist	Type of Business Epidemiological Research Centre	From - To 01/09/1998 - 01/04/2001
Name of Employer John Hopkins University School of Medicine/PROHealth Clinic	Name of Supervisor Dr. Lawrence Appel	
Salaries per Annum: Starting Final Currency Paid 35000 38000 USD	Is this a civil servant position of your Government? No Is this a position within the UN Common System? No	
Telephone Number 14102812990	Email Address ppatrick35@yahoo.com	
Address of Employer United States of America		
Number of Employees Supervised by You 5		
Description of Duties Developed, coordinated and administered a community based Lifestyle Intervention Program for African-American Women (Project WIN); provided group and individual counseling to assist subjects in making dietary, physical activity and other important behavioral changes in their lifestyles with the aim to reduce the incidence of Hypertension and other cardio vascular disease risk factors, researched food content and analysis for nutritional values. Served as a primary interventionist on the Nationwide PREMIER Lifestyle Intervention Program, created and designed by an an interdisciplinary planning committee made up of colleagues from four major Universities/Research Centers across the United States; developed program materials for participants and instructors, lead subcommittee groups involved in the development of self-monitoring devices, recipe development and testing to facilitate and encourage change in participants. Conducted Research Site inspections as part of an interdisciplinary team, gathered, computed and reported data and attended weekly Interdisciplinary Case Management Meetings. Involved in the recruitment of research subjects and support staff; coordinated and supervised support staff involved in the research Programs.		
Summarize any of Your Achievements		

My greatest achievement was the development of the draft program material for instructors and subjects participating in the WIN Project, a nutritional, physical activity and motivational Lifestyle Program which was based on the scientifically proven Dietary Approaches to Stop Hypertension Diet Principals to lower weight, hypertension and other cardiovascular disease risk factors; worked diligently within a very strict deadline resulting in successfully finishing the program with eighty per cent (80%) of the participants reaching their goals with various degrees of accomplishment.

Reasons for Leaving

To pursue a career with the United Nations as a Rations Contract Assistant.

Job Title Clinical Dietician/Breastfeeding Coordinator	Type of Business Supplemental Food Program	From - To 01/08/1996 - 01/08/1998
Name of Employer Women, Infants & Children Program	Name of Supervisor Mr. Ralph Moore	
Salaries per Annum: Starting 30000	Final 32000	Currency Paid USD
Telephone Number	Is this a civil servant position of your Government? No Is this a position within the UN Common System? No	
Address of Employer United States of America	Email Address ppatrick35@yahoo.com	
Number of Employees Supervised by You 6	Description of Duties Responsibilities included overseeing the overall operations of two(2) clinic sites on alternative days of the week. Manages budgeted resources through inventory control. Supervised staff engaged in determining the eligibility of applicants to receive supplemental foods. Conducted on-going staff development training to enhance customer satisfaction and services. Assessed the nutritional needs of applicants at High Risk and requiring Nutritional Intervention, provided the appropriate nutritional intervention in consultation with the Primary Healthcare Provider(s) and Social Services. Monitored progress, planned and conducted Nutrition education classes for groups of recipients with similar Nutritional needs.	
Summarize any of Your Achievements Promoted, coordinated and implemented Committee outreach programs for Breastfeeding initiatives and facilitated Breastfeeding activities within the Clinics to help to educate and encourage Mothers who Breastfed and/or were planning to.	Reasons for Leaving During this period I worked as a Consulting Dietician for an inner city Lifestyle program on a part-time basis and was given the opportunity to participate on a larger scale at the Johns Hopkins School of Medicine, so I moved on to do research on full time.	

Job Title Food Service Manager / Dietician	Type of Business Hospital Food Service Contracting	From - To 01/11/1986 - 01/04/1996
Name of Employer ARAMARK Food Company/ Sinai Hospital of Baltimore	Name of Supervisor Geri Banko	
Salaries per Annum: Starting 31000	Final 33000	Currency Paid USD
Telephone Number 14106019000	Is this a civil servant position of your Government? No Is this a position within the UN Common System? No	
Address of Employer United States of America	Email Address	
Number of Employees Supervised by You 35	Description of Duties Co-supervised dietary employees engaged in the daily preparation and service of patients' meals; planned monthly cycle menus; ordered all food and supplies; developed master schedule for employees daily work assignments; conducted training on a monthly basis; implemented quality assurance procedures for equipment and food supplies; supervised weekly and monthly inventory of food and supplies; made requisition forms of food and supplies as needed; supervised sanitation and safety procedures and polices; supervised cafeteria personnel food production and meal service.	
Summarize any of Your Achievements This work experience built my confidence to successfully manage budgeted resources through inventory control using a database; and inspire and support others to work at their highest level. I gained the ability to effectively prioritize, delegate and motivate using exceptional communication and interpersonal skills to manage varied food production processes for about 500 patients admitted to a Medical Teaching facility. Some skills acquired: interviewing and hiring employee, performance evaluation, scheduling; attendance control; and evaluating services and. Coordinated all aspects of the food service component with the finance department.	Reasons for Leaving I left to experience working as a Community Dietician with the Women, Infant and children Program of Baltimore.	

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:

Computer, Copy Machine, Fax, Digital Sender Scanner Proficient in Microsoft (Word, Excel, Access, Power Point & Publisher) Lotus Notes and Internet Application

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

Language	Mother Tongue	Speak	Read	Write	Understand
- . .	--	- . .	- . .	- . .	- . .

English	Yes	Easily	Easily	Easily	Easily
French	No	Not easily	Not easily	Not easily	Not easily
Spanish	No	Not easily	Not easily	Not easily	Not easily

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

Address

924 Wonderland Road Apt. 408
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 Telephone: 1-226-663-9001
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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
Auriol EUROPE	Project Officer @ The World Bank	10400 Strathmore Park Court Suite 105 Bethesda, Maryland 20852 United States of America	12128289833 aeurope@worldbank.org
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