

Profiles included in this document

	Name	Index	DOB	Gender	Nationality	EMail
1.	MARIN, Jean-marc	288830	08/02/1956	M	BEL	jeanmarcmarin@yahoo.com
2.	MARX, Christian	359165	15/12/1952	M	FRA	christian.marx@unep.org
3.	MCNEILL, Paul	064047	20/07/1948	M	USA	mcneillp@un.org
4.	MOURATO GORDO, Miguel	068293	14/06/1970	M	POR	mmgordo@yahoo.com
5.	NWEKE, Anthony	433346	01/08/1968	M	NIR	nweke@un.org
6.	PACHISIA, Adityavikram	950795	24/03/1963	M	IND	vikrampachisia@hotmail.com
7.	POLCARO SOARES, Carlos		11/10/1953	M	URU	polcaro@un.org
8.	RWEGAYURA, Anastase	467860	07/04/1950	M	URT	arwegayura@yahoo.com
9.	SAAB-PEREZ, William	115692	22/03/1950	M	MEX	saab-perez@un.org
10.	SUBAI, John	673496	12/03/1954	M	KEN	subai@un.org

Personal History Profile for Jean-marc MARIN

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
MARIN	Jean-marc	Achille	
2. Date of Birth	3. City of Birth	Country of Birth	Index No
08/02/1956	Cambron-Casteau	Belgium	288830
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Belgium		Belgium	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Male	177	72	Married
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities.			
Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? No			
13. What is your preferred field of work? Administrative specialists			
14. Would you accept employment for less than six months? No			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when?			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? No			
18. Email Address: jeanmarcmarin@yahoo.com			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
Ecole Supérieure des Sciences Fiscales (ICHEC)	Brussels Unknown	Sep-1979 - Sep-1980
Main Course of Study	Field of Study	
Finance	Business & Administration	
Degree Title or Equivalent	Degree Type	
Certificate of post-graduate studies in Tax Law	Advanced university degree	

University Name	City, Country	From - To
Universite Libre de Bruxelles	Brussels Belgium	Sep-1979 - Sep-1980
Main Course of Study	Field of Study	
International Law	Law	
Degree Title or Equivalent	Degree Type	
Certificate of post-graduate studies in Law of the European Union	Advanced university degree	

University Name	City, Country	From - To
Universite Libre de Bruxelles	Brussels Belgium	Sep-1975 - Jul-1979
Main Course of Study	Field of Study	
International Law	Law	
Degree Title or Equivalent	Degree Type	
Licence en droit (5 years)	Masters	

University Name	City, Country	From - To
Universite Libre de Bruxelles	Brussels Belgium	Sep-1973 - Jul-1975
Main Course of Study	Field of Study	
General Law	Law	
Degree Title or Equivalent	Degree Type	
Candidature en droit	Bachelor of Arts	

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

Name of School	City, Country	From - To
Athénée Royal d'Uccle II	Brussels Belgium	Sep-1971 - Jun-1973
Main Course of Study		Certificate or Diploma
Secondary School		Diplôme d'Humanités secondaires supérieures

Name of School	City, Country	From - To
Athénée Royal de Forest	Bruxelles Belgium	Sep-1969 - Jun-1971

Employment

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

Job Title Audit Specialist			Type of Business Technical Cooperation	From - To 01/08/2005 -
Name of Employer UNDP			Name of Supervisor Mr. Papa Tandia	
Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No	
106018	106018	USD	Is this a position within the UN Common System? Yes	
Telephone Number			Email Address brian.gleeson@undp.org	
Address of Employer United States of America				
Number of Employees Supervised by You				
Description of Duties Performs comprehensive management audits of UNDP offices, programmes and projects in French and Portuguese speaking Africa. Recommends plans of action to streamline business procedures as well as to improve design and implementation of management systems, internal control systems, financial rules and regulations.				
Summarize any of Your Achievements N/A (too early).				
Reasons for Leaving Keen interest in and commitment to executing another mission assignment, borne out of my recent and successful experience as Special Assistant to the Chief of Staff in MINUSTAH.				

Job Title Special Assistant to the Chief of Staff and Acting Code of Conduct Officer			Type of Business Peacekeeping Operations	From - To 01/02/2005 - 01/08/2005
Name of Employer MINUSTAH			Name of Supervisor Detlef Wilke	
Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No	
103792	106018	USD	Is this a position within the UN Common System? Yes	
Telephone Number			Email Address wilke@un.org; boaron@un.org	
Address of Employer Haiti				
Number of Employees Supervised by You 10				
Description of Duties Shared with the Chief of Staff a number of management and representation responsibilities as well as the supervision of 10 support staff. Provided advice on policy matters, brought politically sensitive issues and matters of strategic significance to the attention of the Director, suggested and formulated options and/or recommendations, monitored the work of the multi-faceted Mission, liaised with the Sections Heads and advised on ways to strengthen integration, coordination and consultation. Prepared various written materials such as minutes of meetings, briefing notes, reports and statements. Supported the Director in coordinating staffing and recruitment. Acted, in his absence, as Officer-in-Charge for OSRSG. As acting Code of Conduct Officer, developed measures to raise awareness about and ensure compliance with UN standards of conduct as well as to prevent and detect personnel misconduct. Received and channeled complaints. Liaised with the UN's Office of Internal Oversight Services on allegations and investigations. Lead and supervised the organization of meetings on substantive-related issues. Managed the substantive preparation and organization of such meetings.				
Summarize any of Your Achievements - Prepared a comprehensive OSRSG strategic work plan for 2005. - Participated in project identification and facilitated resource mobilization leading e.g. to the funding by the Brazilian Government of a US\$ 2 millions project in vocational training. - Improved and streamlined data management and tracking on all forms of misconduct by peacekeeping personnel. - Successfully coordinated with all mission components on conduct and discipline issues: allegations, investigations, convening of Board of Inquiries and follow-up to cases investigated.				
Reasons for Leaving Post downgraded by the Fifth Committee.				

Job Title Senior Programme Specialist			Type of Business International Organization	From - To 01/03/1998 - 01/12/2004
Name of Employer UNDP/UNV			Name of Supervisor Mr. Joseph Byll-Cataria / Ms. Almaz Gebru	
Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No	
90423	103792	USD	Is this a position within the UN Common System? Yes	
Telephone Number			Email Address	

49228815 2226

andre.carvalho@undp.org

Address of Employer

United States of America

Number of Employees Supervised by You

24

Description of Duties

Acted as Deputy Chief of the Africa Section and served as Officer-In-Charge in the absence of the Chief. As such, participated in the Section Chiefs meetings and advised on policy development and issues of strategic significance. Monitored data and prepared analytical materials, assessments and recommendations. Prepared the Section annual work plan. Responsible for the identification, formulation, implementation and management (e.g., calls for tenders, procurement, contracts, finance, human resources, logistics) of civil affairs projects in 12 countries of Sub-Saharan Africa (French and Portuguese speaking). Managed a team of 16 professionals in Headquarters and a remote team of 8 Programme Officers in the field. Supervised the administration of more than 1.000 UN Volunteers in the field.

Summarize any of Your Achievements

- Identified emerging issues, analyzed implications and proposed plans of action leading to the achievement of corporate objectives. - Successfully designed and implemented complex pilot projects in the field of crisis prevention and recovery, governance, poverty alleviation and participatory development (with NGOs and community-based organizations). - Achieved significant improvements in the quality of projects planning and execution by providing daily advice to field-based staff in the 12 countries cited above. - Significantly increased the number of country-specific UN Volunteers (e.g. 25 % in 2000, 29 % in 2001) via marketing and resource mobilization. - Established, developed and sustained strategic partnerships with the UN Agencies, the diplomatic community, government officials, political actors and leaders of the civil society. - Played a key role in UNV response to natural disasters. - Commended by the former U.N. Resident Coordinator in Mozambique for the very proactive and incredibly rapid support to the relief during the floods of 2001.

Reasons for Leaving

Career development and willingness to serve in peacekeeping operations.

Job Title Operations Manager / Deputy Resident Representative in Chad	Type of Business International Organization	From - To 01/06/1994 - 01/05/1997
Name of Employer UNDP	Name of Supervisor Mr. Hamidou Diawara / Mr. Cyr Mathieu Samake	
Salaries per Annum:		
Starting 75589	Final 86211	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 brian.gleeson@undp.org
Address of Employer United States of America		
Number of Employees Supervised by You 40		
Description of Duties		
<p>Managed all administrative aspects of the Office (e.g., calls for tenders, procurement, contracts, finance, human resources, logistics, information management, security, U.N. common system coordination, liaison with local authorities, political actors and leaders of the civil society). As a member of the Senior Management Team, developed policies and provided strategic advice to the UNDP Resident Representative. Prepared the Office annual work plan. Responsible for treasury processes, including the management and monitoring of bank accounts. Supervised the managerial and operational aspects of all UNDP civil affairs programmes and projects. Led a group of more than 40 staff and provided them with training. Chaired the U.N. Inter-Agency Administrative Taskforce and the Local Salary Survey Committee. Represented Administration in various standing Boards and Committees, such as the Local Property Survey Board and the Local Committee on Contracts.</p>		
Summarize any of Your Achievements		
<p>- Re-engineered work processes to ensure that the Office could remain responsive to continuous external changes. - Rectified serious problems with both Finance and Administration by training staff, reassigning responsibilities and introducing new procedures to tighten up weak internal controls. - Introduced new systems to improve information management, reduce costs and provide labour savings. - Provided computers and training for staff. Procured equipment, established the LAN, implemented Higgins. - Transformed one of UNDPs largest housing operations from loss-making to wholly self-financed. This encompassed preventive maintenance, building renovation, assets control, financial management, competitive contracts management and oversight. - Assisted the Field Security Officer (FSO) in the design and implementation of a tight Security Plan for all U.N. staff in the country and, in his absence, served as FSO ad interim. Prepared notes on the political situation in the country. - Participated in the preparation and organization of successful presidential elections.- Defended strong values and ethics and was promoted for exceptional achievements in an extremely difficult work environment.</p>		
Reasons for Leaving		
Career development.		

Job Title Consultant (exports)	Type of Business Agro-industry	From - To 01/09/1990 - 01/05/1994
Name of Employer Perdigao Agroindustrial	Name of Supervisor Mr. Stephan Decraemer	
Salaries per Annum:		
Starting 60000	Final 60000	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 Brazil		
Number of Employees Supervised by You 1		
Description of Duties		
<p>Promoted exports from Brazil to Africa for Perdigao Agroindustrial S.A., one of the largest Brazilian agro-industrial companies (annual turnover of US\$ 600 millions, of which 33% in exports). Prepared market surveys. Negotiated, drafted and monitored contracts with clients.</p>		
Summarize any of Your Achievements		
Contributed to the strategy to increase exports from US\$ 120 millions to US\$ 200 millions/year in 24 months.		
Reasons for Leaving		

Career development.

Job Title Consultant (procurement)		Type of Business International Organization	From - To 01/11/1989 - 01/01/1990
Name of Employer World Bank		Name of Supervisor Mr. Rao	
Salaries per Annum: Starting 84000		Final 84000	Currency Paid USD
		Is this a civil servant position of your Government? No	
		Is this a position within the UN Common System? Yes	
Telephone Number		Email Address	
Address of Employer United States of America			
Number of Employees Supervised by You			
Description of Duties Reviewed governmental procedures related to procurement of goods and services with funds from Bank loans (Morocco, Algeria and Tunisia).			
Summarize any of Your Achievements Aligned these procedures with those of the Bank.			
Reasons for Leaving Career development.			

Job Title Assistant Resident Representative / Programme		Type of Business International Organization	From - To 01/02/1989 - 01/09/1989
Name of Employer UNDP		Name of Supervisor Mr. Julio Grieco	
Salaries per Annum: Starting 73656		Final 75589	Currency Paid USD
		Is this a civil servant position of your Government? No	
		Is this a position within the UN Common System? Yes	
Telephone Number		Email Address	
Address of Employer United States of America			
Number of Employees Supervised by You 3			
Description of Duties Advised and assisted the Resident Representative in the identification, formulation, implementation and management (e.g., calls for tenders, procurement, contracts, finance, human resources, logistics) of UNDP civil affairs programmes and projects.			
Summarize any of Your Achievements Identified and managed programmes and projects in the areas of governance and poverty alleviation during civil war.			
Reasons for Leaving Family reason.			

Job Title Project Management Officer in New York, USA		Type of Business International Organization	From - To 01/05/1985 - 01/01/1989
Name of Employer UNDP/Office for Projects Execution (former UNOPS)		Name of Supervisor Mr. Benoit Joubert/ Mr. Luong-The-Sieu	
Salaries per Annum: Starting 61344		Final 68273	Currency Paid USD
		Is this a civil servant position of your Government? No	
		Is this a position within the UN Common System? Yes	
Telephone Number		Email Address	
Address of Employer United States of America			
Number of Employees Supervised by You 1			
Description of Duties Negotiated, implemented, and managed (e.g., calls for tenders, procurement, contracts, finance, human resources, logistics, information management, liaison with local authorities) more than 20 engineering projects with intricate organizational and financial structures (construction/maintenance of more than 3,000 km. of feeder roads with deliveries exceeding US\$ 12 millions/year). Supervised, from New York with frequent missions to the field, more than 80 professionals directly and 2,000 workers indirectly. Assumed an entrepreneurial role, co-ordinating all inputs: -prepared tender documents, bid evaluation reports and recommendations to Contracts Committee ; -negotiated, prepared and monitored procurement contracts with private subcontractors ; - established and managed field offices, organized logistics, authorized and controlled expenditures, etc.			
Summarize any of Your Achievements Introduced cost-effective managerial and operational improvements that led to projects success. This resulted in a promotion.			
Reasons for Leaving -			

Career development.

Job Title Junior Professional Officer in Dakar, Senegal		Type of Business International Organization	From - To 01/05/1982 - 01/04/1985
Name of Employer UNDP/UNIDO		Name of Supervisor Mr. Luong-The-Sieu	
Salaries per Annum: Starting 56465		Final 59643	Currency Paid USD
		Is this a civil servant position of your Government? No	
		Is this a position within the UN Common System? Yes	
Telephone Number		Email Address	
Address of Employer United States of America			
Number of Employees Supervised by You 1			
Description of Duties - Responsible for identification, formulation and implementation (human resources, finance, procurement) of UNIDO projects in Senegal and in The Gambia. - Focal point, with a portfolio worth US\$ 25 millions, for other UN Agencies/Programmes not represented in Senegal and in The Gambia e.g. UN Conference on Trade and Development (UNCTAD).			
Summarize any of Your Achievements Successfully designed and implemented several pilot projects in both countries, e.g. procurement, installation and maintenance of irrigation pumps on the Senegal River, implementation of Industrial Free Zones, promotion of small/medium sized enterprises (fishing, clothing, production of construction materials with chinese technology, extraction and refining of salt with indian technology).			
Reasons for Leaving Career development.			

Job Title Associate Expert in Public Administration, in Abidjan, Cote d'Ivoire		Type of Business International Organization	From - To 01/03/1981 - 01/03/1982
Name of Employer United Nations Department for Technical Cooperation		Name of Supervisor Mr. Hentgen	
Salaries per Annum: Starting 45358		Final 45358	Currency Paid USD
		Is this a civil servant position of your Government? No	
		Is this a position within the UN Common System? Yes	
Telephone Number		Email Address	
Address of Employer United States of America			
Number of Employees Supervised by You 0			
Description of Duties Within a UNDTCD project, advised the Ministry of Public Service in carrying out reforms in the organization/ management of public services and enterprises (national, regional and local administration, Development Banks, etc.).			
Summarize any of Your Achievements Developed strategic plans and submitted proposals aimed at improvement of the State administrative capacity.			
Reasons for Leaving Career development.			

Job Title Attorney at Law		Type of Business Law Firm	From - To 01/11/1979 - 01/02/1981
Name of Employer Law Firm Jean Mechelynck		Name of Supervisor Jean Mechelynck	
Salaries per Annum: Starting 600000		Final 600000	Currency Paid BEF
		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 Belgium			
Number of Employees Supervised by You 0			
Description of Duties Processed and pleaded cases of criminal, commercial and tax law.			
Summarize any of Your Achievements Won some difficult cases.			
Reasons for Leaving Career development.			

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

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

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

Address

jeanmarcmarin@yahoo.com
69, rue Kleber - 4eme etage centre
Dakar Senegal
Telephone: 221-4-377030
Contact: Jean-Marc Marin

Address

jean-marc.marin@undp.org
UNDP
Dakar Senegal
Telephone: 221-8-395050 extension 342
Fax: 221-8-399267
Contact: Jean-Marc Marin

Address

1 bis, rue Charles Morren
Liege Belgium
Telephone: 1-917-3672433
Fax: 1-212-6466232007
Contact: Jean-Marc Marin

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
Georges CHAPELIER	Retiree	2, Descente du Larvotto Monaco	33626466382 georgeschap@yahoo.com
Jacques DE GROOTE	Retiree (former Director, World Bank & IMF)	1675, 34th Street NW, Washington DC 20007 Monaco	1202337 66 31 jacques.degroote@verizon.net
Jean-Nicolas MARCHAL	Consultant (former UN Res. Co-ordinator)	75, rue de Krech Morvan 22700 Perros-Guirec Monaco	3329623 06 92 jnmarchal@yahoo.fr

Personal History Profile for Christian MARX

General Details

1. Family name MARX	First Name Christian	Middle Name	Maiden Name, (if any)
2. Date of Birth 15/12/1952	3. City of Birth strasbourg	Country of Birth France	Index No 359165
4. Country of Nationality at Birth France	Second Nationality (if any)	5. Country of Present Nationality France	Second Nationality (if any)
6. Gender Male	7. Height [cm]	8. Weight [kg]	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?			
14. Would you accept employment for less than six months? No			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when?			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? No			
18. Email Address:			

Education

List all university degrees or equivalent qualifications obtained.

University Name universite de droit	City, Country paris France	From - To Sep-1975 - Jul-1978
Main Course of Study International Law	Field of Study Law	
Degree Title or Equivalent maitrise endroit	Degree Type Masters	

University Name institut des langues et civilisations orientales	City, Country Paris France	From - To Sep-1975 - Jun-1978
Main Course of Study Native Languages	Field of Study Humanities	
Degree Title or Equivalent dip^lome des langues et civilisations orientales	Degree Type Degree	

University Name institut des hautes etudes internationales	City, Country Paris France	From - To Sep-1975 - Jul-1977
Main Course of Study Peace and Conflict Studies	Field of Study Social & Behavioural Science	
Degree Title or Equivalent certificat de l'IHEI	Degree Type Degree	

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

Name of School C.N.A.M.	City, Country Paris France	From - To Jan-1987 - Jul-1987
Main Course of Study american business law		Certificate or Diploma certificate

Name of School institut du commerce internationale	City, Country paris Finland	From - To Nov-1977 - May-1978
Main Course of Study international management and trade		Certificate or Diploma certificat

Name of School lycee fustel de coulanges	City, Country strasbourg France	From - To Sep-1966 - Jul-1972
Main Course of Study high school		Certificate or Diploma baccalaureat

Employment

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

Job Title Fund Programme Management Officer			Type of Business UN	From - To 01/07/2007 -
Name of Employer United Nations Environment Programme/DELIC			Name of Supervisor B.Kante Director UNEP/DELIC,T.Kapiga OIC Corporate Services unit,UNEP	
Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No	
165000	165000	USD	Is this a position within the UN Common System? Yes	
Telephone Number 254762			Email Address christian.marx@unep.org	
Address of Employer Kenya				
Number of Employees Supervised by You 6				
Description of Duties Participates in the planning and formulation of the UNEP Division of Environmental Law and Convention programme budget,prepare budgetary proposals for submission to donors,drafts donor agreements and actively participates in negotiation with potential donors,assist the Director in the preparation of a resource mobilization strategy,coordinates the preparation of project proposals ,identifies with programme managers the most appropriate administrative and financial framework to reach the objectives of the programme,plans the efficient and cost effective management of the Division financial resources (Environment Fund,trust Fund and earmarked contributions) and exercizes control,identifies bottlenecks and initiate corrective actions,Act as certifying officers for the Division,ensuring that commitments are done in line with UN rules and regulations,ensures timely reporting to donors. Coordinates within the Division the overall administrative services,assist the director in the efficient management of the Division Human resources,assist in drafting contracts,MoUs,LoAs,provides support in any other administrative tasks such as the organization of meetings,protocol matters...Liaises with internal and external auditors,participates in the preparation of reports for the UNEP management and UNEP GC,Provides guidance to UNEP administered Conventions (MEAs) on financial and administrative matters and participates to meetings of Parties as required.				
Summarize any of Your Achievements Facilitated the smooth integration of environmental law activities within the Division.				
Reasons for Leaving Looking for additional responsibilities within the UN system.				

Job Title administrative officer			Type of Business UN	From - To 01/08/2004 -
Name of Employer UNEP/UNON			Name of Supervisor Theodore Kapiga	
Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No	
140000	142000	USD	Is this a position within the UN Common System? Yes	
Telephone Number 25420762			Email Address christian.marx@unep.org	
Address of Employer Kenya				
Number of Employees Supervised by You 2				
Description of Duties 1)Fund management officer for the UNEP Division of Environmental law and conventions,responsible for the administrative and financial management of the Division internal and external projects,assisting in the preparation of project documents and their revision,monitoring the financial resources of the Division and providing guidance to the Director of the Division on the best administrative and financial framework to undertake the activities,providing support to all UNEP managed Conventions,reviewing on a regular basis the status of the respective trust funds,preparing terms of reference of trust funds,assisting in the preparation of reports and budgets submitted to the parties of the convention,assisting UNEP Secretariat of convention on policies issue regarding the financial management of their financial resources,participating to meeting of Parties as required,2)Responsible for the supervision of the financial and administrative management of the UNEP portfolio of projects funded by the UNFoundation and the UNEP portfolio of UNDA projects,supervising the preparation of financial statements submitted to donors,assist in the preparation of projects proposals,monitor the submission of progress reports ,identifies bottlenecks in the implementation of activities and in liaison with programme officers take corrective actions,prepare donors agreements,Memorandum of understanding,contracts,monitors the use of financial resources,exercizes certifying functions				
Summarize any of Your Achievements Reorganized the administrative and financial management of the portfolio,reviewed all accounts since 1999 and took important corrective actions				
Reasons for Leaving I would like to work for the peace keeping operations or any other field work				

Job Title chief,project management unit			Type of Business UN organization	From - To 01/10/1996 - 01/08/2004
Name of Employer UNEP/DTIE			Name of Supervisor M. Per Bakken	
Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No	
90000	110400	USD	Is this a position within the UN Common System? Yes	

Telephone Number	Email Address cmarx@unep.fr
Address of Employer France	
Number of Employees Supervised by You 8	
Description of Duties responsible for the management of the administrative and financial operations of the Division, responsible for the preparation of project documents, budgets, implement personnel policies, identify operational and financial problems and resolve them, liaises with donors on administrative and financial matters, prepares progress reports liaising with chief of branches and units in Paris, Geneva and Osaka, liaise with host country on protocol matters, draft letters of agreements, responsible for the purchase of equipment and the management of premises, negotiate with bidders, prepare commercial contracts	
Summarize any of Your Achievements In 1999, the industry and environment office became the largest UNEP Division, with the inclusion of 2 major branches in Geneva and one office in Japan. With limited human resources I assisted the director in the difficult transition, streamlining procedures. I had to deal with more than 160 projects.	
Reasons for Leaving I would like to change my work to have a broader knowledge of the UN system and gain additional experience. the possibility of promotion within UNEP are limited for staff with my background.	

Job Title administrative officer	Type of Business UN organization	From - To 01/12/1987 - 01/10/1996
Name of Employer UNEP/MAP	Name of Supervisor M .Chabason	
Salaries per Annum:		
Starting 45000	Final 60000	Currency Paid USD
Is this a civil servant position of your Government? No		
Is this a position within the UN Common System? Yes		
Telephone Number		
Email Address		
Address of Employer Greece		
Number of Employees Supervised by You 6		
Description of Duties responsible for the administrative and financial management of the UNEP/MAP, preparing project documents, liaising with the regional activity centres in Croatia, Tunisia France, Italy, Malta. preparation of documents and reports for the contracting parties to the Barcelona Convention on budgetary and financial matters, chairing those meetings on budgetary matters as requested, liaising with donors implement personnel policies, acts as conference officer, liaise with the greek ministry of foreign affairs on protocol matters, prepares letters of agreements. responsible for the overall management of the premises, responsible for the purchase of equipment for countries.		
Summarize any of Your Achievements prepared accurate and reliable budgetary documents for the Contracting parties that enabled the approval of a drastic increase in the budget for the UNEP/MAP operating costs. during my assignment, I spared no efforts to increase the confidence of donors in the programme. I also successfully assisted local authorities to establish efficient supporting organization in particular in Tunisia.		
Reasons for Leaving promotion		

Job Title consultant	Type of Business business association	From - To 01/10/1986 - 01/07/1987
Name of Employer Paris Chamber of commerce/U.S.E.F.E	Name of Supervisor MBouchez-Pagnier	
Salaries per Annum:		
Starting 30000	Final 30000	Currency Paid USD
Is this a civil servant position of your Government? No		
Is this a position within the UN Common System? Yes		
Telephone Number		
Email Address		
Address of Employer France		
Number of Employees Supervised by You 0		
Description of Duties provided assistance to companies in their approach to foreign markets through the preparation of marketing studies, organization of exhibits in the Far East		
Summarize any of Your Achievements successfully assisted french companies in the participation in a major exhibit in China.		
Reasons for Leaving new job in the UN.		

Job Title charge de mission cat A (political affairs officer)	Type of Business government	From - To 01/04/1984 - 01/04/1986
Name of Employer french ministry of defense	Name of Supervisor MSilhol	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? Yes
23500	25000	USD	Is this a position within the UN Common System? Yes
Telephone Number		Email Address	
Address of Employer			
France			
Number of Employees Supervised by You			
8			
Description of Duties			
preparations of reports on political affairs in South east asia and South Asia,drafting of analytical notes,makes recommendation on policy issue.			
Summarize any of Your Achievements			
most recommendations were implemented			
Reasons for Leaving			
new government regulations on the use of contractual staff			

Job Title	Type of Business	From - To
director	import/export	01/10/1979 - 01/03/1986
Name of Employer	Name of Supervisor	
Kosmos GMBH	J. Bechade	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
300000	350000	ATS	Is this a position within the UN Common System? Yes
Telephone Number		Email Address	
Address of Employer			
Austria			
Number of Employees Supervised by You			
18			
Description of Duties			
.responsible for the overall management of the company in Austria,reporing to the representative of the holding company located in France.prepared feasibility studies,financial statements to the share holders,negotiated agreements			
Summarize any of Your Achievements			
My mission was to evaluate the potential of the company in Austria, and ensure that the loss of the companies could stop.I succeeded to stop the deficit with the withdrawal from some markets.I assisted the holding in the succesfull sale of the company to local businessman at very good conditions			
Reasons for Leaving			
I did not want to continue to work with the new owner; and had received a more interesting proposal to work on international affairs with the government			

Job Title	Type of Business	From - To
worker,salesman	commercial	01/01/1977 - 01/08/1979
Name of Employer	Name of Supervisor	
miscellaneous employer	miscellaneous	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
50000	50000	FRF	Is this a position within the UN Common System? Yes
Telephone Number		Email Address	
Address of Employer			
France			
Number of Employees Supervised by You			
0			
Description of Duties			
I worked in different position from 1975 to 1979 to support my studies (salesman)			
Summarize any of Your Achievements			
N/A			
Reasons for Leaving			
regular job offered			

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

Address

12,bis rue du cadran
charenton val de marne France
Telephone: 33-1-44371467
Contact: christian marx

Address

PO box 47074
Nairobi Kenya
Telephone: 254-20-62 extension 4012
Fax: 254-0723846482
Contact: christian marx

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
michael EVTEEV	UN officer	15 chemin des Anemones Switzerland	michael.evteev@unep.ch
arab HOBALLAH	deputy coordinator	UNEP/MAP Vas.konstantinou48 11635Athens Greece Switzerland	3017273117126 hoballah@unepmap.org
VuAnh TUAN	IT specialist	148 bis rue d'Alesia Switzerland	3310951145261 vuat@free.fr

Personal History Profile for Paul MCNEILL

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
MCNEILL	Paul	Spurgeon	
2. Date of Birth	3. City of Birth	Country of Birth	Index No
20/07/1948	St. Louis, Missouri	United States of America	064047
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
United States of America		United States of America	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Male	180	73	Married
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities.			
Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? No			
13. What is your preferred field of work? Administrative officers			
14. Would you accept employment for less than six months? No			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? 01/10/1993			
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: mcneillp@un.org			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
Washington University	St. Louis, Missouri United States of America	Sep-1976 - Jun-1979
Main Course of Study	Field of Study	
General Law	Law	
Degree Title or Equivalent	Degree Type	
Master of Legal Letters (LLM - Taxation)	Postgraduate degree	

University Name	City, Country	From - To
University of Missouri - Columbia	Columbia, Missouri United States of America	Sep-1973 - Jun-1975
Main Course of Study	Field of Study	
Finance	Business & Administration	
Degree Title or Equivalent	Degree Type	
Master of Business Administration (MBA - Finance)	Postgraduate degree	

University Name	City, Country	From - To
University of Missouri - Columbia	Columbia, Missouri United States of America	Sep-1970 - Jun-1974
Main Course of Study	Field of Study	
General Law	Law	
Degree Title or Equivalent	Degree Type	
Juris Doctor (JD)	Postgraduate degree	

University Name	City, Country	From - To
University of Missouri - Columbia	Columbia, Missouri United States of America	Sep-1966 - Jun-1970
Main Course of Study	Field of Study	
Finance	Business & Administration	
Degree Title or Equivalent	Degree Type	
Bachelor of Science and Public Administration (BS - Economics)	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	City, Country	From - To
Lindbergh Senior High School	St. Louis, Missouri United States of America	Sep-1962 - Jun-1966
Main Course of Study	Certificate or Diploma	
General	High school diploma	

Employment

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

Job Title Regional Administrative Officer		Type of Business UN peacekeeping mission	From - To 01/01/2006 -
Name of Employer United Nations Mission in Sudan (UNMIS)		Name of Supervisor Niels Scott	
Salaries per Annum: Starting 112115		Final 112115	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 24991217-9345		Email Address mcneillp@un.org	
Address of Employer Sudan			
Number of Employees Supervised by You 10			
Description of Duties As RAO for the Darfurs, supervised administrative services for 1 regional office and 4 field offices (in El Fasher, El Geneina, Nyala and Zalingei). Served as Certifying Officer. On SPA to P-5.			
Summarize any of Your Achievements Rented land and constructed expanded facilities at all 4 office locations; supported planning for expansion of UN mission in Darfurs; supported visit of UN Security Council to Darfurs; supported frequent diplomatic and assessment team visits to Darfurs; liaised with PAE contractor for AMIS			
Reasons for Leaving Career advancement			

Job Title Chief of Administrative Services		Type of Business UN special political mission	From - To 01/01/2003 - 01/12/2005
Name of Employer United Nations Assistance Mission in Afghanistan (UNAMA)		Name of Supervisor Mr. Terry Popowych, CAO	
Salaries per Annum: Starting 108133		Final 120223	Currency Paid USD
		Is this a civil servant position of your Government? No	
		Is this a position within the UN Common System? Yes	
Telephone Number 1212963-2668		Email Address mcneillp@un.org	
Address of Employer Afghanistan			
Number of Employees Supervised by You 7			
Description of Duties Chief of Administrative Services responsible for Personnel, Finance, Medical, Procurement, and General Service sections. Served as Chief Finance Officer (Jan 03 to Sep 03). Served variously as OIC/CAO, OIC/Trust Fund, OIC/Budget, OIC/Personnel, and represent UNAMA at inter-agency UN meetings. For FY2002-2003, budget \$82.2 million with 1,195 posts. On SPA to P-5 since October 2003.			
Summarize any of Your Achievements Created and led monthly meeting of Administrative, Finance and Personnel officers of all UN agencies operating in Afghanistan; liaise with NATO finance, personnel and procurement officers.			
Reasons for Leaving Move to same mission where wife is serving			

Job Title Chief, Payments and Treasury Unit		Type of Business UN economic commission	From - To 01/07/1999 - 01/12/2002
Name of Employer United Nations Economic and Social Commission for Asia and the Pacific (ESCAP)		Name of Supervisor Ms. Pornthip Srethwatanakul, CFO	
Salaries per Annum: Starting 89060		Final 106529	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 662288-1977		Email Address mcneillp@un.org	
Address of Employer Thailand			
Number of Employees Supervised by You 13			
Description of Duties Supervise transactions and banking functions for regular budget and extra-budgetary (trust) funds. For FY 2000-2001, Commission had regular budget of \$73.2 million, plus extra-budgetary resources of \$21.4 million, with 519 civilian personnel.			
Summarize any of Your Achievements -----			

Chief of Accounts during conversion to IMIS releases 3 and 4. Serve as OIC/CFO in absence of CFO.

Reasons for Leaving

Mission assignment to special political mission for career advancement

Job Title Chief Finance Officer	Type of Business UN peacekeeping mission	From - To 01/02/1998 - 01/06/1999
Name of Employer United Nations Observer Mission in Georgia (UNOMIG)	Name of Supervisor Mr. John Chien, CAO	
Salaries per Annum: Starting Final Currency Paid Is this a civil servant position of your Government? No 81626 84485 USD Is this a position within the UN Common System? Yes		
Telephone Number Email Address 1212963-9562 mcneillp@un.org		
Address of Employer Georgia		
Number of Employees Supervised by You 7		
Description of Duties Responsible for supervision of Finance Section, approving mission payments and maintaining mission accounts. Prepared responses to external and internal auditors. Responsible for preparation of budget proposal, and for budget performance report. Chairman of: Local Committee on Contracts, Local Property Survey Board, Local Claims Review Board, Local Promotion Review Panel, and Local Tender Opening Committee. FY99 budget \$20.7 million. 135 military personnel and 174 civilian personnel. Serve as OIC/CAO in absence of CAO.		
Summarize any of Your Achievements All required financial statements and budget reports submitted on schedule. All audit observations cleared promptly.		
Reasons for Leaving Transfer to family duty station		

Job Title Coordinator, UNAMIR Liquidation Team	Type of Business UN peacekeeping mission	From - To 01/01/1997 - 01/12/1997
Name of Employer United Nations Assistance Mission for Rwanda (UNAMIR)	Name of Supervisor Mr. Amir Dossal	
Salaries per Annum: Starting Final Currency Paid Is this a civil servant position of your Government? No 80206 81938 USD Is this a position within the UN Common System? Yes		
Telephone Number Email Address 1212963-3222 mcneillp@un.org		
Address of Employer United States of America		
Number of Employees Supervised by You 4		
Description of Duties Responsible for closing mission's field accounts, and reconciliation with headquarters accounts in New York. Responded to questions from headquarters Property Survey Board, Committee on Contracts, and Claims Review Board. Prepared responses to external and internal audit reports. Prepared final performance report. Supervised conversion of non-expendable property records into new FACS database, and preparation of Disposal of Assets Report. Reconciled conversion of old GAS account balances into new IMIS account format. Supervised storage of mission records into archive center.		
Summarize any of Your Achievements All required financial statements and budget reports submitted on schedule, and all audit observations cleared promptly		
Reasons for Leaving Mission was closed by Security Council		

Job Title Chief Finance Officer	Type of Business UN peacekeeping mission	From - To 01/02/1995 - 01/12/1996
Name of Employer United Nations Assistance Mission for Rwanda (UNAMIR)	Name of Supervisor Ms. Susan Matthew, CAO	
Salaries per Annum: Starting Final Currency Paid Is this a civil servant position of your Government? No 72986 80159 USD Is this a position within the UN Common System? Yes		
Telephone Number Email Address mcneillp@un.org		
Address of Employer Rwanda		
Number of Employees Supervised by You 6		
Description of Duties		

Responsible for supervision of Finance Section, approving mission payments and maintaining mission accounts. Prepared responses to external and internal auditors. Responsible for preparation of budget proposal, and for performance report. Member of Local Committee on Contracts, Local Property Survey Board, Local Claims Review Board, and Local Promotion Review Panel. Chairman of Local Tender Opening Committee. 5,520 military personnel. FY95 operating budget \$253.6 million. Served as OIC/Administration in absence of CAO.

Summarize any of Your Achievements

All required financial statements and budget reports submitted on schedule, and audit observations cleared promptly

Reasons for Leaving

Mission moved into liquidation by Security Council

Job Title Deputy Chief Finance Officer		Type of Business UN peacekeeping mission	From - To 01/02/1994 - 01/01/1995
Name of Employer United Nations Protection Force (UNPROFOR)		Name of Supervisor Mr. James Mutiso, CFO	
Salaries per Annum: Starting 74480		Final 74480	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 38541180-011		Email Address mcneillp@un.org	
Address of Employer Croatia			
Number of Employees Supervised by You 8			
Description of Duties Operational responsibility for coordinating day-to-day operations of the Finance Section. Supervised staff in 12 sector offices, and trained new sector finance officers. Budget for UNPROFOR in FY95 was \$1.829 billion with 38,599 military personnel and 5,434 civilian personnel. Member of Local Committee on Contracts, and on Board of Inquiry.			
Summarize any of Your Achievements Opened offices in sectors, and designed systems to consolidate accounts and manage banking			
Reasons for Leaving Promotion to CFO at UNAMIR			

Job Title Publisher		Type of Business Publishing	From - To 01/03/1989 - 01/01/1994
Name of Employer Recommendations Publishing Company		Name of Supervisor owner	
Salaries per Annum: Starting 1		Final 74000	Currency Paid USD
		Is this a civil servant position of your Government? No	
		Is this a position within the UN Common System? No	
Telephone Number		Email Address	
Address of Employer United States of America			
Number of Employees Supervised by You 12			
Description of Duties Founded publishing company. Developed trademarked advertising materials and publications used throughout the US.			
Summarize any of Your Achievements Developed start-up company with nationally-distributed products.			
Reasons for Leaving Sold company			

Job Title Director of Revenue		Type of Business State government	From - To 01/02/1985 - 01/02/1989
Name of Employer State of Missouri Department of Revenue		Name of Supervisor Governor John Ashcroft	
Salaries per Annum: Starting 65000		Final 72666	Currency Paid USD
		Is this a civil servant position of your Government? Yes	
		Is this a position within the UN Common System? No	
Telephone Number 1 517751-2000		Email Address	
Address of Employer United States of America			
Number of Employees Supervised by You 11			
Description of Duties			

Recruited to administer state department of tax processing, driver licensing and motor vehicle registration. 1989 operating budget \$54.8 million, employees in 47 locations plus 164 franchise locations. Presentation of budget to legislative committees, advocate public policy issues before audiences, radio and TV broadcasts (average 8 speeches/interviews per week)

Summarize any of Your Achievements

Implemented on-line processing of drivers license and license plate issuance. Standardized state income tax forms.

Reasons for Leaving

Term of elected governor expired

Job Title Senior Manager, Acquisition Advisory Service		Type of Business Certified Public Accounting	From - To 01/01/1983 - 01/02/1985
Name of Employer KPMG Peat Marwick		Name of Supervisor Mr Steve Blum	
Salaries per Annum: Starting 51900		Final 63600	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 1212758-9700		Email Address	
Address of Employer United States of America			
Number of Employees Supervised by You 0			
Description of Duties Promoted into mergers and acquisitions group on Wall Street. Prepared valuations of corporations for use in acquisition negotiations. Conducted seminars for clients in New York, Chicago and Los Angeles. Maintained relationships with investment bankers, acquirers and acquisition candidates to facilitate transactions.			
Summarize any of Your Achievements Authored "Export Trading Companies: Opportunities for Increased Profits in the 1980s", published by KPMG Peat Marwick, New York, 1983.			
Reasons for Leaving Recruited by newly-elected US state governor to cabinet position in public sector			

Job Title Senior Manager, Department of Professional Practice - Tax		Type of Business Certified Public Accounting	From - To 01/10/1980 - 01/12/1982
Name of Employer KPMG Peat Marwick		Name of Supervisor Neil Glenn	
Salaries per Annum: Starting 41300		Final 46200	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 1212758-9700		Email Address	
Address of Employer United States of America			
Number of Employees Supervised by You 1			
Description of Duties Promoted into 2-year executive development program in firm's Executive Office that managed 2,500 tax professionals in 100 US offices. Prepared public comments for proposed Federal legislation and regulations. Conducted continuing education training for firm's CPAs in computerization, taxation and marketing in New York and Atlanta.			
Summarize any of Your Achievements Responsible for production of semi-annual booklets to implement national marketing plan.			
Reasons for Leaving Promoted to firm's Wall Street practice			

Job Title Senior Manager, Tax Department		Type of Business Certified Public Accounting	From - To 01/03/1977 - 01/09/1980
Name of Employer KPMG Peat Marwick		Name of Supervisor Mr. John Easton	
Salaries per Annum: Starting 17000		Final 31400	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 1314444-1400		Email Address	
Address of Employer United States of America			
Number of Employees Supervised by You 0			

Description of Duties

Advised clients on tax planning opportunities, and preapred tax returns using service bureaus.

Summarize any of Your Achievements

Developed technique of remote-entry of data for expatriate tax returns from Paris, Tehran and St. Louis. Authored "Missouri Administrative Law," published by Missouri Bar Association, Jefferson City, 1979, and conducted training sessions for practising attorneys. Authored "Financial Chairpersons Pocket Guide to the Missouri Campaign Finance Disclosure Law of 1978," published by KPMG Peat Marwick, New York, 1979, and conducted seminars for campaign personnel sponsored by Missouri Society of Certified Public Accountants. Conducted continuing education training classes for other CPAs sponsored by Missouri Society of Certified Public Accountants.

Reasons for Leaving

Promoted to firm's Executive Office in New York

Job Title	Type of Business	From - To
Commissioner	State government	01/09/1976 - 01/03/1977
Name of Employer	Name of Supervisor	
State Tax Commission of Missouri	Governor Kit Bond	

Salaries per Annum:

Starting

Final

Currency Paid

Is this a civil servant position of your Government?

Is this a position within the UN Common System?

18000

18000

USD

Yes

No

Telephone Number

Email Address

1573751-2000

Address of Employer

United States of America

Number of Employees Supervised by You

0

Description of Duties

Appointed by state governor as administrative law judge to commission which administered real property (2.5 million parcels) and personal property tax systems for all 115 counties of state.

Summarize any of Your Achievements

Co-authored "Assessor's Manual" to provide uniform assessment procedures state-wide. Developed automated judicial support system to speed writing of appeal decisions.

Reasons for Leaving

Term of governor expired

Job Title	Type of Business	From - To
Assistant County Counselor	County government	01/06/1975 - 01/08/1976
Name of Employer	Name of Supervisor	
St. Louis County Government	Mr. Thomas Wehrle	

Salaries per Annum:

Starting

Final

Currency Paid

Is this a civil servant position of your Government?

Is this a position within the UN Common System?

13500

14800

USD

Yes

No

Telephone Number

Email Address

Address of Employer

United States of America

Number of Employees Supervised by You

0

Description of Duties

Litigated cases before Public Service Commission and State Tax Commission, as well as in Circuit Court and Magistrate Court. Drafted contracts and legal opinions.

Summarize any of Your Achievements

Developed new investment insurance policy for use by pension funds and negotiated it's approval by Missouri State Commissioner of Insurance.

Reasons for Leaving

Recruited by governor to accept a state-wide post

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

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

6 of 7

Address

UNMIS
El Fasher North Darfur Sudan
Telephone: 1-917-367-3520 extension 3140
Fax: 249-9-1217-9345
Contact: Paul McNeill

Address

23 Ridge Road
Apartment F
Greenbelt Maryland United States of America
Telephone: 1-301-474-2324
Fax: 93-70-282-163
Contact: Paul McNeill

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
Kent COLLINS	University professor	4203 West Rollins Road Columbia, Missouri 65203 United States of America	1573445-5865 collinsks@missouri.edu
Mussadaq KHAN	Deputy Secretary, Government of Pakistan	Economic Affairs Division United States of America	92300856-0098 khanmu1@hotmail.com
Raghupathy SANKARAN	retired UN staff member	1 United States of America	1609945-5385 sankaran1944@hotmail.com

Personal History Profile for Miguel MOURATO GORDO

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
MOURATO GORDO	Miguel	Antonio Monteiro	
2. Date of Birth	3. City of Birth	Country of Birth	Index No
14/06/1970	Lisbon	Portugal	068293
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Portugal		Portugal	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Male	182	73	Divorced
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities.			
Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? No			
13. What is your preferred field of work? Management and programme analysts			
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? 01/01/1993			
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: mmgordo@yahoo.com			

Education

List all university degrees or equivalent qualifications obtained.

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

University Name	City, Country	From - To
Instituto Superior de Economia e Gestao (ISEG), Technical University of Lisbon; Awarded scholarship to pursue specialization in Marketing at Facultad de Ciencias Economicas y Empresariales, Universidad Complutensis de Madrid, Spain, during 1992/93 academic year	Lisbon Portugal	Oct-1988 - Sep-1993
Main Course of Study	Field of Study	
Management	Business & Administration	
Degree Title or Equivalent	Degree Type	
Licenciatura	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	City, Country	From - To
Knowledge Management Institute	Washington, DC United States of America	Mar-2008 - Mar-2008
Main Course of Study		Certificate or Diploma
Knowledge Management (One-week certification programme)		Certified Knowledge Manager

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

Employment

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

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

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		
	mouratogordo@un.org		
Address of Employer			
Haiti			
Number of Employees Supervised by You			
1			
Description of Duties			
<p>. Responsible for developing a best practices and knowledge management strategy and workplan that addresses the mission's institutional learning needs and helps the mission share its good practices and lessons learned with DPKO-DFS and other missions, in consultation with the Senior Leadership Team, and assisted by the Peacekeeping Best Practices Section (PBPS). DPKO, where necessary . As a policy facilitator: take the lead in communicating new policies, procedures or different approaches that facilitate successful problem-solving within the mission to the mission's senior leadership and components and follow up on their implementation . Organize and/or implement substantive policy reviews and studies at the request of senior mission management or, when appropriate, PBPS . Organize follow-up action on studies undertaken or workshops on mission specific best practices and lessons learned activities; Liaise with UN agencies, national and international organizations on all issues related to knowledge management, and assist in the organization of inter-agency policy consultation. As an efficiency and efficacy enabler: work with mission components to establish techniques, mechanisms and modalities for identification of best practices and opportunities for institutional learning, including through the use of after action reviews, end of assignment reports, surveys of practice, hand-over notes, business and process evaluations . Produce, collect, store and disseminate guidance and knowledge originating in the mission for the reference of other missions and feeding into policy development at UNHQ . Connect MINUSTAH to UNHQ and other missions so that it can benefit from the collective institutional knowledge of the peace operations system as a whole; Systematically acquire and disseminate knowledge materials and practices from other missions . Enable peacekeeping practioners in MINUSTAH to connect with counterparts in other missions (communities of practice).</p>			
Summarize any of Your Achievements			
<p>. Established a number of mutually enforcing enablers to widen the knowledge and use of Best Practices tools in the mission such as a policy framework for preparation of end-of assignment reports and hand-over notes in the mission and processes to support policy implementation which lead to a 130% increase in the number of MINUSTAH staff in communities of practice and a 3-fold increase in sharing of MINUSTAH practices and knowledge with UNHQ and other peacekeeping missions . Facilitated review, discussion and implementation of the policy on authority, command and control in UN peacekeeping operations (on-going) . Reviewed the profile and responsibilities of Chiefs of Regional Offices leading to the promulgation of a Revised TOR . Completed 11 After Action Reviews including on Joint Military and UNPOL operations; Improving conditions at prison facilities; and, Information/outreach public information campaigns, leading to improvements in operations . Completion of 2 SOPs on HIV/AIDS and Protocol functions in MINUSTAH.</p>			
Reasons for Leaving			
Commitment to self-growth; widen professional experience and take up different challenges.			

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

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

Description of Duties

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

Summarize any of Your Achievements

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

Reasons for Leaving

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

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

Job Title	Type of Business	From - To
Special Assistant to the Director of Administration (Administrative Officer) (P-3)	UN Peacekeeping Operation	01/07/2000 - 01/08/2001
Name of Employer	Name of Supervisor	
United Nations Transitional Administration in East Timor (UNTAET)	Mr. Johannes Wortel and Mr. Ronnie Stokes, Director of Administration	
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	
	mouratogordo@un.org	

Address of Employer		
East Timor		
Number of Employees Supervised by You		
Description of Duties		
• Provide advice and day-to-day executive support to the Director of Administration on a range of management and administrative matters with an emphasis on management of Human and Financial resources of the Transitional Administration • Perform financial and programme reviews as assigned by the Director • Assist in the preparation of budget proposals for submission to Headquarters • Liaise with executive assistants in the offices of the Special Representative of the Secretary-General and other substantive offices • Focal point for reviewing and responding to Audit observations		
Summarize any of Your Achievements		
• Developed and coordinated a mechanism for post management and a procurement/budget plan for Business Units • Represented the Division of Administration in an inter-agency working group established to determine the level of international technical assistance required to support the future Government of East Timor following independence		
Reasons for Leaving		
Having enriched my understanding of peacekeeping operations on the ground I wanted to leverage this experience at Headquarters.		

Job Title		Type of Business	From - To
Budget and Finance Officer (P-3)		Peacekeeping Financing Division, Department of Management	01/11/1995 - 01/06/2000
Name of Employer		Name of Supervisor	
United Nations Secretariat		Ms. Mary Sowinski, Chief of Section	
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	
1917367-3114		mouratogordo@un.org	
Address of Employer			
United States of America			
Number of Employees Supervised by You			
2			
Description of Duties			
• Analyze financial performance, review budgetary proposals and prepare yearly budget and financial performance reports for the United Nations Mission in Bosnia and Herzegovina (UNMIBH, US\$186 million) and United Nations Preventive Deployment Force in Macedonia (UNPREDEP, US\$53 million) and prepare financial implications for Security Council reports • Support the Division' Director in the hearings of the Advisory Committee on Administrative and Budgetary Questions and the Fifth Committee of the General Assembly and prepare supplementary information in the financing of the above-mentioned peacekeeping operations • Manage related trust funds: Trust Fund for the Restoration of Essential Public Services in Sarajevo (US\$20 million) and the Trust Fund for the police assistance programme in Bosnia and Herzegovina (US\$11 million) • Responsible for budgetary management, control and monitoring of peacekeeping missions and related trust funds including preparation of initial allotments, staffing table authorizations and redeployments of funds as determined by operational requirements, financial reporting of expenditures and incumbency of posts, ensuring that voluntary contributions are used in accordance with donor agreements and reporting requirements are met			
Summarize any of Your Achievements			
• In collaboration with the Principal Computer Systems Assistant in the Division, developed a reporting facility to monitor expenditures and incumbency of posts in peacekeeping operations • Due to the high quality of the UNMIBH budget and its timely completion, its was used as a model for other Budget and Finance Officers to follow			
Reasons for Leaving			
Professional and personal growth: after five years at Headquarters I wanted to enhance my understanding as well as be a part of a peacekeeping operation on the ground			

Job Title		Type of Business	From - To
Client Service Executive		Marketing Research	01/06/1994 - 01/10/1995
Name of Employer		Name of Supervisor	
AC Nielsen, Co.		Mr. Cruz Domingos	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
4000000	4000000	PTE	Is this a position within the UN Common System? No
Telephone Number		Email Address	
Address of Employer			
Portugal			
Number of Employees Supervised by You			
Description of Duties			
• Responsible for portfolio of client accounts (UNILEVER, BRISTOL MYERS-SQUIBB, HENKEL, YOPLAIT, UNICER) • Analyze macroeconomic trends and microeconomic behaviour of a portfolio of fast moving consumer goods' brands/markets, prepare and conduct bi-monthly presentations to clients on market trends and performance of client's product(s)/brand(s)			
Summarize any of Your Achievements			
• Expanded portfolio of new clients bringing additional business to the company			
Reasons for Leaving			
Pursue international career at the United Nations (dream job)			

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

Salaries per Annum:

Starting

1800000

Final

1800000

Currency Paid

ESP

Is this a civil servant position of your Government?

No

Is this a position within the UN Common System?

No

Telephone Number

Email Address

Address of Employer

Spain

Number of Employees Supervised by You

Description of Duties

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

Summarize any of Your Achievements

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

Reasons for Leaving

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

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

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

Address

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

Address

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

References

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

Reference Name	Occupation or Business	Address	Telephone/Email
Miguel DUARTE FERREIRA	Management Consultant	N/A Portugal	miguelduarte@telepac.pt
Joao JESUS CARDIAL	Management Consultant, Marketing Professor, Entrepreneur	N/A Portugal	jcardial@gmail.com
Hiroko MIYAMURA	Political Affairs/Art student	N/A Portugal	hirokoun@gmail.com

Personal History Profile for Anthony NWEKE

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
NWEKE	Anthony	Chukwudi	
2. Date of Birth	3. City of Birth	Country of Birth	Index No
01/08/1968	Onitsha, Anambra State	Nigeria	433346
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Nigeria		Nigeria	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Male	180	95	Married
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities.			
Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? No			
13. What is your preferred field of work? Management development 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?			
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: nweke@un.org			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
University of Phoenix	Phoenix United States of America	Feb-2005 - Feb-2007
Main Course of Study	Field of Study	
Management	Business & Administration	
Degree Title or Equivalent	Degree Type	
MBA degree in Global Management	Masters	

University Name	City, Country	From - To
University of Lagos	Lagos Nigeria	Oct-1991 - Nov-1993
Main Course of Study	Field of Study	
Political Science	Social & Behavioural Science	
Degree Title or Equivalent	Degree Type	
M.Sc in International Relations	Masters	

University Name	City, Country	From - To
University of Nigeria	Nsukka Nigeria	Sep-1986 - Sep-1990
Main Course of Study	Field of Study	
Sociology	Social & Behavioural Science	
Degree Title or Equivalent	Degree Type	
B.Sc in Sociology and Political Science	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	City, Country	From - To
Boys high School	Ugwuoba Nigeria	Sep-1981 - Sep-1986
Main Course of Study		Certificate or Diploma
General Studies		High School Certificate

Employment

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

Job Title	Type of Business	From - To
Chief, Human Resources Services Section (HRSS)	Peacekeeping	01/09/2008 -
Name of Employer		Name of Supervisor
African Union-United Nations Operation in Darfur (UNAMID)		Ms. Beatrice Kyei Asare, Chief Administrative Services

Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No	
		USD	Is this a position within the UN Common System? Yes	
Telephone Number			Email Address	
24992244 6000			nweke@un.org	
Address of Employer				
Sudan				
Number of Employees Supervised by You				
120				
Description of Duties				
<p>Develop, implement and apply on a daily basis operating policies related to workforce planning, vacancy management, the recruitment of staff and their deployment. Establish structures for effective administration of entitlements, benefits and allowances of approximately 5000 UNAMID staff members, individual contractors and consultants, including ensuring that all benefits information is kept up-to-date. Review the staffing submissions of programme managers to the annual budget proposal and make recommendations on the human resource requirements of the mission. Prepare the Human Resources Services Section's annual work plan and coordinate the section's own submission to the annual budget proposal. Advise senior and other line managers on the applicability of staff regulation and rules, identifying areas for policy development as well as policy amendments in accordance with the changing human resource needs of the mission, issuing mission-specific guidelines for the implementation of Staff Regulations and Rules. Oversee staff-management relations, including providing advice on the implementation of the Organization's policy on professional environment, the policy against harassment, sexual harassment and discrimination and participating in mediation and counseling of staff when required. Provide career development activities to staff to improve individual, group, and mission effectiveness. Launch performance management system and provide performance management advice to staff and management. Establish Travel & Visa Office as well as Travel Agency's Outpost in the Mission HQ, El-Fasher with a view to provide effective and efficient management and acquisition of travel and visa services to serve both the official and individual travel requirements of UNAMID personnel.</p>				
Summarize any of Your Achievements				
<p>I have implemented the human resources action plan (HRAPs) in UNAMID-Darfur which enabled the alignment and/or integration of decisions about people with decisions about the results of mission's mandated activities. This has enabled the building of a strong relationship between HR and management. Also, I planned and led the actions resulting in the integration of the Darfur Recruitment Tiger Team with the Human Resources Services Section. This has enhanced and strengthened the recruitment and retention of high caliber workforce for the mission. Overall, the vacancy rate has been reduced to approximately 25 per cent from 55 per cent between January and June 2009. I have restructured and revamped the Human Resources Services Section and this has enabled us to assume the overall responsibility of administering about 4,000 UNAMID civilian personnel and providing other HR and administrative support to about 13,000 formed police units and military personnel. I have further established necessary policies, procedures and regulations to ensure system uniformity in accordance with the UN Staff Regulations, Rules, Policies and Procedures. I have launched performance management system in collaboration with the Training Section and we are now able to provide performance management advice to staff and management. We also advise and guide staff with regard to mobility and career development. Moreover, I have introduced automation as a way of improving our service delivery and this has enabled the HR Services Section to be proactive in administering entitlements in a timely and efficient manner. I have established a good staff-management relation in the Mission with focus frequent dialogue with the staff representatives on all aspects of management and staff relations, including performance and conduct consultations, disciplinary actions, performance management issues, and conflict/dispute resolution. This has enabled us to provide confidential, fair, reliable and effective resolution to staff matters in a timely fashion. I have further established a Travel & Visa Office in the Mission Headquarters in Darfur (El-Fasher) as well as opened a Travel Agency's booking office in the Mission HQ, El-Fasher. The Travel & Visa Unit now provides effective and efficient travel and visa management services to all UNAMID personnel, including counseling staff on travel as well as visa issues, analyzing quotations for most advantageous rates, advising on most effective travel arrangements and overseeing the preparation of Travel Authorizations (PT8s).</p>				
Reasons for Leaving				
Ongoing.				

Job Title	Type of Business	From - To
Chief Civilian Personnel Officer (CCPO)	Electoral Assistance	01/02/2007 - 01/08/2008
Name of Employer	Name of Supervisor	
United Nations Mission in Nepal (UNMIN)	Mr. Emmanuel Agawu	

Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No	
		USD	Is this a position within the UN Common System? Yes	
Telephone Number			Email Address	
1917367-8168			nweke@un.org	
Address of Employer				
Nepal				
Number of Employees Supervised by You				
23				
Description of Duties				
<p>Provide advice and support to managers and staff on human resources related matters. Administer, review, and provide advice on interpretation and application of policies, regulations and rules. Determine and advise on benefits and entitlements for staff on the basis of contractual status. Advise and counsel staff in respect of rights, responsibilities, code of conduct and difficulties associated with work and entitlements. Ascertain staffing requirements, interview local applicants in order to select the most suitable candidates and submit staffing proposals to Head of Sections. Organize and administer staff grievance procedures, negotiate settlement of appeals and complaints, provide advice and counseling to staff members. Monitor, advise and act on disciplinary matters in accordance with established policies and procedures. Review/approve administrative paperwork pertaining to staff members administered by the Section, which include, inter-alia, personnel actions, initial appointment, and extension of appointment, separation, annual leave, sick leave and dependency allowances. Monitor the Personnel field offices in order to ascertain that the delegated authority in personnel matters is adequately exercised in the Regions. Plan, supervise and monitor the work of Personnel Officers, Personnel Assistants and Personnel Clerks in undertaking the full range of personnel management activities. Develop and oversee training and career development activities in the Mission including providing performance management advice to staff and management. Serve as ex-officio or secretary to various mission panels: SPA Panel, Rebuttal Panels, Review of Level/Grade Panel, etc. Perform other ad-hoc duties assigned by the CAS.</p>				
Summarize any of Your Achievements				
<p>Established a functioning Human Resources Section, resulting in timely recruitment of staff. The mission has reached 83 per cent post incumbency by November 2007. Established structures for effective administration of entitlements, benefits and allowances for approximately 967 UNMIN personnel on board and ensured that all benefits information is kept up-to-date. Planned and oversaw the management of all human resources activities in support of the substantive work programmes of the mission. This has resulted in: Reduced lead time for processing entitlements; Efficient and effective implementation of appropriate conditions of service and entitlements and provision of advice on interpretation and application of policies, regulations and rules; Provision of reasoned and valuable advice and assistance to staff on UN Social Security Plans. Establishment of a Training and Career Development Unit to provide development and learning programme that matched individual staff and UNMIN needs in support of the mission mandate. Launched performance management system and provided performance management advice to staff and management.</p>				
Reasons for Leaving				
Ongoing.				

Job Title	Type of Business	From - To
Officer-in-Charge, Personnel Section	Peacekeeping	01/02/2006 - 01/01/2007
Name of Employer	Name of Supervisor	

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

97202568 7325

Email Address

nweke@un.org

Address of Employer

Israel

Number of Employees Supervised by You

8

Description of Duties

Recruitment, placement and reassignment of staff within the Mission, including reclassification of posts. This included designing strategies to attract and retain high caliber civilian workforce at UNTSO; Identifying recruitment needs and priorities through periodic forecasts, and ensuring timely filling of posts. Planning and overseeing the management of all human resources activities in support of the substantive work programmes of the Mission including administration of entitlements, benefits and allowances for all staff in the Mission. The major goal was to reduce the lead time for processing entitlements. Ensuring the implementation of appropriate conditions of service and entitlements as well as providing advice on interpretation and application of policies, regulations and rules. Advising and assisting staff with UN Social Security Plans: pension benefits; health insurance plans; after-service health insurance (ASHI); maternity/paternity/sick leaves entitlements. Maintenance of time and attendance records; processing requests for annual leave; home leave; family visit and education grant travels; compensatory-time-offs (CTOs) and night differentials. Performance management; staff development and career support activities and training. Training and Career Development: Providing to the mission development and learning programme that matches individual staff and UNTSO needs to support the mission mandate. Advising and acting on disciplinary matters in accordance with established policies and procedures. Mediating conflict, grievance and harassment cases. Maintaining regular contact and communication with UNTSO Administration and Section Chiefs in order to provide proper guidance and clarification on human resources issues that in turn helped them in their decision making process.

Summarize any of Your Achievements

During this period, I performed the full duties of the mission's Chief Civilian Personnel Officer, which entailed providing advice and support to managers and staff on human resources related matters, administered, reviewed and provided advice on interpretation and application of policies, regulations and rules. Other achievements included introduction of automation for improvement of service delivery. The automation facilitated proactive administration of entitlements in a timely and efficient manner through: development of an FPMS programme that automatically prompted the action officers of contracts that were due for extension three months in advance. Development of an FPMS programme that automatically identified and notified the action officers six months in advance of staff members reaching the mandatory age of retirement. The six months lead ensured good succession planning and enable the Personnel Office to initiate recruitment procedures well in advance. I also developed a networked log records of MIP claims received in the section that enabled continuous monitoring of their status of progress. Access to the log was developed in such that ensured the integrity of the sensitive and confidential information. I further introduced guidelines that streamlined procedures, especially those relating to overtime and compensatory time-off (CTO); reasonable maximum rental levels, and Malicious Acts Insurance Policy (MAIP). During that period, I strengthened and reduced the paper-trail involved with attendance management by introducing a monthly attendance record system.

Reasons for Leaving

Reassignment to UNMIN as Chief Civilian Personnel Officer (CCPO)

Job Title

Deputy Chief Civilian Personnel Officer

Type of Business

Peacekeeping

From - To

01/10/2004 - 01/01/2006

Name of Employer

United Nations Truce Supervision Organization (UNTSO)

Name of Supervisor

Mr. Veeraphol Suppamongtevasakul

Salaries per Annum:

Starting Final Currency Paid
70788 70788 USD

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

Telephone Number

97202568 7325

Email Address

nweke@un.org

Address of Employer

Israel

Number of Employees Supervised by You

8

Description of Duties

Providing advice and support to managers and staff on human resources related matters, including interpretation and application of policies, regulations and rules. Reviewing and providing advice on exceptions to policies, regulation and rules; Participating and/or leading special human resources projects. Keeping abreast of developments in various areas of human resources; Identifying upcoming vacancies in co-ordination with client offices. Reviewing recommendations on the selection of candidates by client offices; Supervising and monitoring the work of Personnel Assistants in carrying out all personnel administrative transactions including preparation of personnel actions and processing of contracts; Administering and providing advice on salary and related benefits, travel, and social security entitlements. Determining and recommending benefits and entitlements for staff on the basis of contractual status; Advising and counseling staff.

Summarize any of Your Achievements

Convened a Local SPA Panel which reviewed all pending cases of Special Post Allowances (SPAs). Conducting post reclassification reviews for all local posts. Providing training to more junior staff.

Reasons for Leaving

Designation as Officer-in-Charge of the Personnel Section, UNTSO.

Job Title

Administrative Officer

Type of Business

Peacekeeping

From - To

01/05/2004 - 01/09/2004

Name of Employer

Finance Management and Support Service of the Department of Peacekeeping Operations (FMSS/DPKO)

Name of Supervisor

Ms Shari Klugman

Salaries per Annum:

Starting Final Currency Paid
70233 70233 USD

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

Telephone Number

1917367 8083

Email Address

nweke@un.org

Address of Employer

United States of America

Number of Employees Supervised by You

1

Description of Duties

Conducted reviews/ investigations of FMSS management practices, staffing patterns and workflow documenting organization structure, job assignments and workflow for internal distribution; Coordinated actions relative to the administration of human resources activities ensuring effective use of resources. Participated in recruitment and preliminary screening of candidates for employment, administered and liaised with DPKO Executive Office on personnel issues on behalf of FMSS; Participated in efforts to improve resource planning process; Effectively managed the roster of qualified finance and budget officers/assistants which enabled timely clearance of finance and budget candidates for field positions; Represented FMSS in inter-office meetings, ensured compliance with UN rules and regulations in day-to-day operations.

Summarize any of Your Achievements

Provided professional support with respect to strategic, policy, operational or administrative matters, ensuring timeliness, effective communication and quality of outcome. Ensured proper and adequate staffing of all field operations especially the four surge missions in Burundi, Cote d'Ivoire, Haiti and Sudan. Provided performance management advice to staff and management; assisted supervisors and staff with the understanding and procedures of using the performance appraisal system.

Reasons for Leaving

Reappointment to UNTSO, Jerusalem.

Job Title	Type of Business	From - To
Administrative Officer	Political and Humanitarian Assistance	01/03/2004 - 01/04/2004
Name of Employer	Name of Supervisor	
United Nations Assistance Mission for Iraq (UNAMI)	Mr Girish Sinha	
Salaries per Annum:		
Starting	Final	Currency Paid
63450	63450	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	
11212963 3879	nweke@un.org	
Address of Employer		
Cyprus		
Number of Employees Supervised by You		
0		
Description of Duties		
Handled all administrative matters related to the Office of the Chief Administrative Officer (CAO); On behalf of the CAO established a set of sound policies, procedures, practices, standards and tools that are consistent with UN policies and practices and ensured proper management of all resources of the mission; Drafted policy documents and correspondence on all administrative matters. Developed, implemented and evaluated projects under the CAO in the context of support planning, programme delivery, implementation and assessment of legislative mandates to achieve set goals; Assisted the CAO with planning, organizing, implementing and overseeing administrative support activities through effective management of human, financial and physical resources; Liaised with Section Chiefs to ensure the development, preparation, coordination and monitoring of work plans, strategies and programmes for the mission; Provided guidance and leadership to more junior staff.		
Summarize any of Your Achievements		
I established a set of sound policies, procedures, practices and standards that facilitated the initial start-up of the mission. Also, I ensured proper management of all resources of the mission, especially those that were inherited from the previous mission UNOHCI. Provided training and guidance to the outstations Administrative Officers particularly on management of petty cash and imprest accounts. Worked closely with the Budget Officer to formulate the mission security and supplementary budgets.		
Reasons for Leaving		
Assignment to UNHQ New York		

Job Title	Type of Business	From - To
Administrative Officer	Humanitarian Operation	01/11/2002 - 01/02/2004
Name of Employer	Name of Supervisor	
United Nations Office of the Humanitarian Coordinator for Iraq	Paul Aghadjanian	
Salaries per Annum:		
Starting	Final	Currency Paid
56160	56160	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	
	nweke@un.org	
Address of Employer		
Iraq		
Number of Employees Supervised by You		
10		
Description of Duties		
Monitoring ongoing projects to ensure implementation, timely delivery of inputs and realization of targeted expenditure/delivery level/rateMobilizing resources cost-shared with other UN Agencies, Programmes and Funds under the Oil-for-Food programme in Iraq for the provision and maintenance of common servicesManaging the Oil-for-Food programme budget and assiting where necessary, in ensuring that the accounting and financial systems are operating as required and that they are effectively monitored and checkedLiaising with the offices of the Humanitarian Coordinator in Iraq, Deput Humanitarian Coordinator at UNOHCI-North and Chiefs of Sections for effective and efficient provision of logistical, administrative and other support activities for the implementation of the Oil-for-Food programmeCoordinating with other UN missions/offices/agencies or other parties on behalf of the Chief Administrative Officer for timely receipt and offloading of all consignments arriving in Baghdad		
Summarize any of Your Achievements		
Successfully coordinated and monitored the activities of 15 United Nations Agencies, Programmes and Funds under the cost-sharing arrangement of the Oil-for-Food ProgrammeAccounted for all resources and common facilities under the cost-sharing arrangementEffectively managed the budget allotment and ensured that proper procurement procedures and practices were followed in different areas of General Services, Finance and human resourcesSupervised the work of other staff under the administration sections.		
Reasons for Leaving		
Career advancement		

Job Title Personnel Officer		Type of Business Humanitarian Operation	From - To 01/07/2001 - 01/10/2002
Name of Employer United Nations Office of the Humanitarian Coordinator for Iraq		Name of Supervisor Paul Aghadjanian	
Salaries per Annum: Starting 56160		Final 56160	Currency Paid USD
		Is this a civil servant position of your Government? No	
		Is this a position within the UN Common System? Yes	
Telephone Number 001212963 3010		Email Address nweke@un.org	
Address of Employer Iraq			
Number of Employees Supervised by You 8			
Description of Duties Developing personnel policy for the Oil-for-Food programme in Northern Iraq that upheld the mission values and ensured that the mission's legal obligations were met Ensuring that mission policies and procedures were clearly documented and consistently implementedDesigning and implementing a sound remuneration policy and related procedures for the programme in accordance with mission mandateProviding advice and guidelines based on interpretation and applications of policies, rules and regulationsImplemented appropriate staff development policy guidelines for locally recruited staff of the programme, providing performance management adviceEstablishing and maintaining dialogue with the staff on all administrative and personnel mattersSubmitted proposals on enhancing operational support and human resources service.			
Summarize any of Your Achievements Identified trends and forecast vacancies and worked closely with programme managers on timely recruitment Identified priorities in work assignments and activities and adjusted them to new constraints whenever requiredMaintained productive partnership and collaborative working relationships with colleagues that resulted in the achievement of programme goals.			
Reasons for Leaving Reassignment to other duties			

Job Title Administrative Assistant		Type of Business Civil administration	From - To 01/11/1999 - 01/06/2001
Name of Employer United Nations Interim Administration Mission in Kosovo		Name of Supervisor Farid El-Assi	
Salaries per Annum: Starting 43977		Final 43977	Currency Paid USD
		Is this a civil servant position of your Government? No	
		Is this a position within the UN Common System? Yes	
Telephone Number 001212963 8442		Email Address nweke@un.org	
Address of Employer Yugoslavia			
Number of Employees Supervised by You 12			
Description of Duties Providing administrative and personnel support to about 730 national staff working with UNMIK Police in Pristina, UNMIK Liaison Offices in Macedonia and Albania Collaborating with the Budget and Cost Control Unit in the recruitment of local staffAdministering local staff entitlements, allowances, benefits and incentivesCoordinating performance management/reporting process established at UNMIKAdvising line managers on contract extensions, staff transfers, establishment and abolition of posts, as well as monitored the appropriate use of various types of employee contractsAnalyzing, evaluating and taking action on requests from line managers and staff and providing counseling as required while taking into account the needs, policies and practices of the OrganizationDrafting correspondence to respond to inquiries with respect to relevant administrative and human resource matters.			
Summarize any of Your Achievements Established and conducted various types of training for staff including computer training and management training in collaboration with the British Council in Pristina, Kosovo. Identified upcoming vacancies and initiated timely recruitment action to fill the posts.Maintained good teamwork resulting in the establishment of harmonious working relations with colleagues with multi-cultural and multi-ethnic environments.			
Reasons for Leaving Reassignment to another duty station.			

Job Title Administrative Officer (United Nations Volunteer - UNV)		Type of Business Demobilization and reintegration	From - To 01/12/1995 - 01/10/1999
Name of Employer United Nations Angola Verification Mission		Name of Supervisor Paul Aghadjanian	
Salaries per Annum: Starting 24276		Final 24276	Currency Paid USD
		Is this a civil servant position of your Government? No	
		Is this a position within the UN Common System? Yes	
Telephone Number 001212963 3011		Email Address nweke@un.org	
Address of Employer Angola			
Number of Employees Supervised by You 40			
Description of Duties			

Developed systems for supplying the needs of 4500 disarmed rebel UNITA soldiersProvided daily management, administrative and logistics support to the quartering area, including conflict resolution among the staffCoordinated the work plan of Kuando Kubango Regional Administrative Officer, other regional personnel, military observers and contingentsImplemented UNAVEM III administrative and logistics policies and procedures in Kuando Kubango regional office.

Summarize any of Your Achievements

Provided administrative and logistics support to approximately 4,500 demobilized soldiers and their families.Provided administrative and logistics support to military observers and military contingents.Supervised the activities of 40 local and international staff.

Reasons for Leaving

Mission appointment to another duty station.

Job Title		Type of Business	From - To
Policy Research Analyst (United Nations Volunteer -UNV)		Peacekeeping	01/09/1994 - 01/11/1995
Name of Employer		Name of Supervisor	
United Nations Operation in Somalia		James Abelee	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
27240	27240	USD	Is this a position within the UN Common System? Yes
Telephone Number		Email Address	
001212963 3085		nweke@un.org	
Address of Employer			
Somalia			
Number of Employees Supervised by You			
4			
Description of Duties			
Prepared the daily, weekly and special situation reports for the Special Representative of the Secretary-General (SRSG)Prepared the highlights for the SRSG's daily morning briefings as well as reviewed, edited and compiled reports from the regional officesNegotiated, designed and formulated programme and project documents, including establishment of monitoring mechanisms, introduction of performance indicators, success criteria, targets and milestonesPromoted awareness and understanding among the warring factions and within the civil society with regard to the norms and standards of good governance, promotion of democracy and human rightsCoordinated UNOSOM II initiative on good governance with other United Nations entities and donors and developed inter-agency synergies and complementaritiesConducted period assessments on the political and humanitarian situation and submitted recommendations to the SRSGPromoted awareness and understanding of UNOSOM II mandate and purpose.			
Summarize any of Your Achievements			
Conducted research and analysis of the political situation and made timely recommendations to the Head of Mission.Assisted in the preparation of the Secretary-General's report to the Security Council.Carried out successful projects on good governance and awareness of the mission mandate and purpose in Somalia.			
Reasons for Leaving			
End of mission and reassignment to another duty station.			

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
Igbo	Yes	Easily	Easily	Easily	Easily

Address

C/o UNAMID Khartoum Liaison Office
Ebeid Khatim Street
Khartoum N/A Sudan
Telephone: 249-922-44 6031 extension 3707
Fax: 249-922-4102
Contact: Nweke Anthony

Address

5 Ariyo Crescent, Off Oluwadare Stree
Fola-Agoro, Shomolu
Lagos Lagos Nigeria
Telephone: 234-80-42101281
Fax: 234-80-42101281
Contact: Anthony Nweke

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
Anthony GABRIEL	Medical Practitioner	2110 First Street, NW, Washington, DC 20001 United States of America	001202328 2823 gabdtrojan@excite.com
Roberts ONEBUNNE	Medical Practitioner	Flat 103, 1004 Flats Victoria Island Lagos United States of America	2348023067512 robbycanar@yahoo.com
Browne ONUOHA	Academic Professor	University of Lagos Akoka-Yaba Lagos United States of America	2348034067198 browneonuoha@hotmail.com

Personal History Profile for Adityavikram PACHISIA

General Details

1. Family name PACHISIA	First Name Adityavikram	Middle Name	Maiden Name, (if any)
2. Date of Birth 24/03/1963	3. City of Birth Churu	Country of Birth India	Index No 950795
4. Country of Nationality at Birth India	Second Nationality (if any)	5. Country of Present Nationality India	Second Nationality (if any)
6. Gender Male	7. Height [cm] 165	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? Yes. Canada.			
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?			
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: vikrampachisia@hotmail.com			

Education

List all university degrees or equivalent qualifications obtained.

University Name The Institute of Chartered Accountants of India	City, Country Mumbai India	From - To Apr-1982 - Apr-1985
Main Course of Study Finance	Field of Study Business & Administration	
Degree Title or Equivalent Chartered Accountant	Degree Type Masters	

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

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

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

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

Employment

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

Job Title Chief Budget officer	Type of Business Peace-keeping	From - To 01/08/2008 -
Name of Employer UN/DFS		Name of Supervisor Guy Siri
Salaries per Annum: Starting 145000	Final 145000	Currency Paid USD
	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? Yes

better prospects

vikrampachisia@hotmail.com

Better prospects

Email Address
pachisia@un.org

Name of Supervisor
Milan Trojanovic

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

Email Address
pachisia@un.org

vikrampachisia@hotmail.com

Name of Supervisor
Patrick Daveney

Description of Duties

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

Email Address
vikrampachisia@hotmail.com

1. Development of Cost estimates for each Fiscal Year. 2. Submit the annual Budget requirements to UNHQ. 3. Preparation of Performance report for the preceding financial year and explanation of connected variances. 4. Issue a monthly Status on Allotment advises to all account holders. 5. Analyze the Budget and bring all deviations to the knowledge of the CAO. 6. Prepare annual cost estimates for Japanese Trust Fund to be submitted to UNHQ. 7. Oversee the requisitions amount in MERCURY system. 8. Prepare a computerized tracking and reporting system for the recording of expenditures and also to provide update information on availability of funds at any given time. 9. Keep the management aware of all the changes in Finance Regulation and rules of UNHQ.

Summarize any of Your Achievements

Established a monthly funds tracking system

Reasons for Leaving

Got a promotion in UNAMI, Iraq

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

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

Job Title Country manager		Type of Business Manufacturing	From - To 01/01/1996 - 01/12/1999
Name of Employer Pt.Indorama Synthetics		Name of Supervisor Arun Taneja	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No

24000	30800	USD	Is this a position within the UN Common System? Yes
Telephone Number 62215261501		Email Address tanejaa@indorama.com	
Address of Employer Indonesia			
Number of Employees Supervised by You 8			
Description of Duties 1. Setting up the office for the first time in Africa. 2. Training staff for cotton selection. 3. Negotiation of cotton prices and other terms of purchase of cotton. 4. Ensuring timely shipment of cotton to manufacturing facilities. 5. Arranging collection of cotton bales from ginneries and managing logistics till the port of shipment.			
Summarize any of Your Achievements The performance was exceedingly good as the office in Tanzania was made operational against all odds. The company came to be recognized and acknowledged as a serious buyer. All the suppliers gave proper attention to the requirements of the company as this was the only consumer-buyer. The company had assured a continuous supply of raw cotton throughout the year. The company was able to save \$250,000 annually out of this operation. The company was able to eliminate the need of middlemen in the buying process.			
Reasons for Leaving In 1998 and 1999, the cotton crop failed to meet the qualitative and quantitative requirements of the company. The company decided to wind up the office set-up in Tanzania. To serve United Nations.			

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

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

Job Title	Type of Business	From - To
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Finance Executive			Manufacturing	01/05/1987 - 01/02/1993
Name of Employer Solar Synthetics Pvt.Ltd.			Name of Supervisor Hardeep Mehra	
Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No	
120000	225000	INR	Is this a position within the UN Common System? Yes	
Telephone Number 91226341222			Email Address hmehra21@hotmail.com	
Address of Employer India				
Number of Employees Supervised by You 5				
Description of Duties 1. Involved from the project inception stage. 2. Selection of site 3. Getting the requisite licences and clearances from Government bodies 4. Setting up of accounting system 5. Setting up of MIS system 6. Setting up of effective costing system 7. Annual Audit 8. Arrangement of Working Capital requirements.				
Summarize any of Your Achievements The company was able to commence commercial production in time. Timely repayments of the loans enhanced the reputation of the company within the lender community. Establishment of systems in the Finance office. MIS and other related reports were presented in time to the management.				
Reasons for Leaving The company intended to diverify and expand but these plans could not materialize due to some unknown reasons. Therefore I decided to look for better options after a working relationship of almost 6 years.				

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

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

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

Language	Mother Tongue	Speak	Read	Write	Understand
Hindi	Yes	Easily	Easily	Easily	Easily
Swahili	No	Easily	Easily	Easily	Easily
Turkish	No	Easily	Easily	Not easily	Easily

Address

1606, Brampton Towers
-- -- -- -- --

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

Address

United Nations Assistance Mission in CAR and Tschad
NDjamena Ndjamena Chad
Telephone: 235
Fax: 235-6900025
Contact: Adityavikram Pachisia

References

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

Reference Name	Occupation or Business	Address	Telephone/Email
Mujahid ALAM	Chief of Mission	MONUC Congo	242242175-2000 mujahidalam@hotmail.com
Dmitry POZHIDAEV	Dy.MunicipalAdministrator	UNMIK Congo	38138504604 pozhidev@un.org
Sujata SAUNIK	Civil Services	UNMIK Congo	38138504604 saunik@un.org

Personal History Profile for Carlos POLCARO SOARES

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
POLCARO SOARES	Carlos	Alberto	
2. Date of Birth	3. City of Birth	Country of Birth	Index No
11/10/1953	Montevideo	Uruguay	
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Uruguay	Uruguay	Uruguay	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Male	180	80	Married
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities.			
Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? No			
13. What is your preferred field of work? Administrative specialists			
14. Would you accept employment for less than six months? No			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when?			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? No			
18. Email Address: polcaro@un.org			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
Escuela Militar	Montevideo Uruguay	Feb-1975 - Feb-1979
Main Course of Study	Field of Study	
Management	Business & Administration	
Degree Title or Equivalent	Degree Type	
Alferez	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	City, Country	From - To
Army Logistics Management College	Ritchmond VA United States of America	Aug-1997 - Dec-1997
Main Course of Study		Certificate or Diploma
Logistics and Administration		Diploma/Certificate of completion

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

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

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

Name of School	City, Country	From - To
Special forces	Montevideo Uruguay	Mar-1979 - Dec-1979
Main Course of Study		Certificate or Diploma
Special forces including parachutiste and scuba diving		Diploma

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

Employment

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

Job Title Acting Regional Administrative Officer		Type of Business Administration and Logistics	From - To 01/10/2008 -
Name of Employer MONUC		Name of Supervisor Hany Abdel-Aziz	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
70000	70000		Is this a position within the UN Common System? Yes
Telephone Number		Email Address	
Address of Employer Congo, Dem. Rep.			
Number of Employees Supervised by You			
Description of Duties The RAO's overall responsibilities are as follows: 1. Reports to the DMS, and ensures overall coordination and effective implementation of all administrative support provided by the Field Operations Managers (FOMs) within the Region. The RAO is the FRO for all the Senior Section Regional Representatives including COE, PCIU, CRB and Staff Counselling as well as his/her immediate staff, and the additional reporting officer for the FOMs and SOMs in his/her region. 2. Provides advice and guidance to HoOs & FOMs on administrative support that can be provided within the following parameters: UN's Financial Rules and Regulations, Staff Rules, administrative policies, instructions, specific delegations of authority and in addition to mission and regional priorities. 3. Liaises with Brigade Headquarters on a continual basis regarding operational plans and associated support. 4. Travels regularly to all sites in the mission area to work closely with HoO/FOMs to monitor progress and support. 5. Coordinates all resources within the region to ensure their optimum utilization. 6. Provides daily supervision for personnel of oversight units and mission functions represented at the regional level, e.g. COE, PCIU, PSB, and Staff Counselling. 7. Provides weekly reports to Mission HQ and also informs mission HQ of any important development and vital incidents. 8. Validates Contingent-Owned Equipment (COE) verification reports submitted in the area of operation before the Regional COE Unit submits reports to Kinshasa for processing. B. Financial Responsibility / Account Codes 1. Functions as a certifying officer for requisitions and requests for MOD utilizing Budget Account Codes (BACs) allocated to the Region, within the limits delegated by the DMS and in conformity with UN Financial Rules and Regulations, except for those locations where a FOM is not a certifying officer. Note: where the FOM is a certifying officer, the FOM manages BACs allocated t			
Summarize any of Your Achievements I have been able to implement an administrative and logistics system to support 18000 troops on operations with the support of 1500 Int and Nat civilian staff			
Reasons for Leaving current appointment			

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

Job Title Field Administrative Officer and acting Regional Administrative Officer since January 2007		Type of Business Administration	From - To 01/04/2006 - 01/09/2007
Name of Employer United Nations		Name of Supervisor Alpha Sow	

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
Telephone Number	Email Address		
	polcaro@un.org		
Address of Employer			
Congo, Dem. Rep.			
Number of Employees Supervised by You			
500			
Description of Duties			
<p>1) Guarantee administrative, including logistic, support to MONUC's Electoral Division for all scheduled elections in DRC during the reporting period in accordance with HoO's guidelines. 2) Monitor continued administrative support to existing MILOB Team Sites and supervise smooth and timely support for deployment of new TS. 3) Plan and coordinate administrative support to the existing and future military deployment in the South Kivu Region as per MoU. 4) Coordinate logistic support to all on-going and future DDR and DDDR activities in the region as per MONUC's mandate. 5) Plan and monitor logistic support to military units in South Kivu's region engaged in Joint Operations with FARDC and observe adherence to MONUC's accounting requirements. 6) Monitor administrative support provided to South Kivu HoO and other Substantive Units in S.K. 7) Provide technical and regulatory oversight of specialist functions within S.K. 8) Maintain efficient and timely consultation/reporting with RAO and Section Chiefs at MHQ on technical matters when required. 9) To ensure that JLOC Bukavu will provide coordination and oversight to all request for additional support from SK Bgde and all other military elements (3000 approx) deployed in S.K. and in accordance to MOUs. 10) Provide coordination and oversight to TPT to achieve the indicators formulated in 2006/07 RBB, specifically 15 per cent reduction in the number of traffic accidents, 95 per cent availability of light vehicles, 20 per cent reduction in the average daily consumption of fuel per vehicle and improvement of fuel management through installation of CARLOG systems. 11) Monitor that UNOE is utilized in the most cost effective and efficient way. 12) Forecast, analyze, plan and timely submit to the RAO administrative and logistics requirements. 13) Maintain efficient communication links with SOM Uvira and respective OICs. 14) Support the establishment of the new administrative structure</p>			
Summarize any of Your Achievements			
<p>I have developed an Admin and Logistics system which succeeded to support elections in South Kivu Congo DRC. As FOM and acting RAO I have been able to support around 6000 troops on operations with 750 civilian staffs accordingly. Senior management responsibility has been assigned to me with delegation of authority to manage personnel and assets on a large variety of fields like; air ops, movement control, communications, IT, supply, engineering, transport, human resources, staff counseling, medical, finance and the various sub units of the mentioned sections. As FOM/ A RAO day to day operations include meetings and personal contacts with managers to make consensual decisions on the above mentioned fields which are vital for the smooth functioning of the whole sector. Therefore, I have achieved a good knowledge in the technical field of work in general and in the specific areas under my supervision. I have been planning and organizing long and medium term operations having the ability to apply flexibility when required particularly on supporting the ever changing military operations which are always subject to unexpected political and negative forces developments. I have been always leading multi-ethnics/multicultural teams in a wide variety of situations during operations in the field and at the office. I have been able to work and integrate a positive gender approach achieving a gender balance. As FOM/RAO region 3 I have produced work plans towards the implementation of a client oriented policy in all sections incorporating different systems to improve and enhance commitment to service. In terms of management I have been able to manage personnel and assets on cost effective/efficiency basis taking decisions at Region level which in some cases make the basis for wide mission policies.</p>			
Reasons for Leaving			
Posted in Kinshasa as SAO/DDMS office.			

Job Title	Type of Business	From - To
OIC JLOC Ituri	Administration and Logistics	01/08/2004 - 01/04/2006
Name of Employer	Name of Supervisor	
MONUC DPKO	Gianni Deligia	
Salaries per Annum:		
Starting	Final	Currency Paid
72000	72000	USD
Telephone Number	Email Address	
	polcaro@un.org	
Address of Employer		
Congo, Dem. Rep.		
Number of Employees Supervised by You		
16		
Description of Duties		
<p>Coordinate the activities of integrated support sections in order to support approximately 5000 troops in Ituri region. Authorize military MOPs in order to maintain accurate records of personnel moving into the AOR. Approve all support requests coming from contingents, military observers, civilian police and civilian components as required. Lead and/or organize reconnaissance parties to set up logistics structures supporting military and civilians deployments in Ituri region. Prepare and deliver presentations on logistics and administrative developments in Ituri to different authorities at all levels. Provide training to incoming personnel particularly on preparation for future electoral activities. Support the disarmament process and reintegration of ex combatants in coordination with other UN agencies and government officials. Act as OIC Administration in the absence of the SRAO. I'm also performing as certifying officer and as Area Security Coordinator ASC for Ituri region</p>		
Summarize any of Your Achievements		
<p>Integration of G4 cell into the JLOC structure. Consolidation of contract with freight forwarding agency to deliver supplies by road from Uganda to Bunia. ES achieve substantial improvements of Bunia runway with JLOC support and coordination. Deployment of troops and establishment of DCR site by road to many different places. Deployment of troops to ARU, Mongwalu, Aveba, Gina, Mahagi etc. I have been able to improve and maintain a good logistics system capable to support more than 5000 troops and 300 civilian staffs in Ituri region. In coordination with the RAO we have been able to develop an exemplary Report and Evacuation Center in Bunia which also serve as recreation and welfare facility for troops and International and National staffs.</p>		
Reasons for Leaving		
Reassigned to Bukavu as Field Operation Manager		

Job Title	Type of Business	From - To
Regional Administrative Officer in Kindu	Administration	01/03/2004 - 01/08/2004
Name of Employer	Name of Supervisor	
United Nations	Marcel Savard	
Salaries per Annum:		
Starting	Final	Currency Paid
68000	68000	USD
Telephone Number	Email Address	
24381890	polcaro@un.org	

Address of Employer
Congo, Dem. Rep.

Number of Employees Supervised by You
200

Description of Duties
The RAO is responsible for the provision of all logistical and administrative support services in their assigned Areas of Responsibilities (AORs). Each RAO is responsible for the development and operation of a responsive support structure for the effective, timely and cost-efficient delivery of all support activities and services to all Mission components present in his AOR, in accordance with the Mission's mandate and in full compliance with the Financial Rules and Regulations, the Staff Regulations, and any other administrative policies, instructions and specific delegations of authority by the DOA.

Summarize any of Your Achievements
Improvement of supply chain to support up to 1200 troops from South Africa, Bolivia and Uruguay. Develop welfare structure. Support establishment of electoral comission

Reasons for Leaving
Reassignment to Ituri

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

Job Title Chief Mission Support Planning Unit	Type of Business Administration and Logistics	From - To 01/12/2001 - 01/06/2003
Name of Employer United Nations	Name of Supervisor Mr Marcel Savard	
Salaries per Annum: Starting 69000	Final 69000	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 polcaro@un.org	
Address of Employer Congo, Dem. Rep.		
Number of Employees Supervised by You 4		
Description of Duties The CMSPU produced the applicable support annexes to the Campaign Plan(s) in coordination with the following sections: ISS, AS and the UN Agencies based on signed MOUs. In coalition with different Sections provide necessary guidance to produce the Mission Support Plans while not infringing on the Sections autonomy to plan and manage their resources. The Chief MSPU also is responsible to provide the appropriate guidance to the Services Planning Units (ISS & AS) required in the developmental phase in order to maintain synergy and dynamism in the planning process. Also establish the Mission Support Planning Group composed as follows: ISS/AS Planning Officers, Chief DDRRR Support Cell, G3 Plans, CIVPOL Planning Officer, other ISS or AS chiefs as necessary. Provide training to ISS and AS military and civilian staff involved in the support planning process. In cases of changes to the missions mandate, provide an early advice to adjust the MSP.		
Summarize any of Your Achievements Deploy and sustain military units and civilian staff in DRC. The CMSPU has conducted reconnaissance missions as directed by the DOA, producing applicable plans to deploy units and civilian personnel into Kisangani, Kindu, Bukavu, Lubero and Bunia. CMSPU has produced the Mission Support Plan, the Mission Storage and Distribution Plan as well as applicable plans to downsize or close down Coordination Centers as Ilebo, Manono and Basankusu which had been done successfully. Also, I have been appointed as SAO in Kisangani from 12 May 2002 to 15 June 2002 to receive equipment and personnel and develop the Level III Logistic Base to support the entire east side of the country, which have been done during that difficult period facing several problems with congolese factions fighting each other as known.		
Reasons for Leaving Appointed as Sector Administrative Officer in Mbandaka on 01 June 2003		

Job Title	Type of Business	From - To
Asmara Camp Administrator (Program Manager)	Administration and Logistics	01/04/2001 - 01/12/2001
Name of Employer	Name of Supervisor	
United Nations	Mr Ian Divers	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
68000	68000	USD	Is this a position within the UN Common System? Yes
Telephone Number	Email Address		
Address of Employer			
Eritrea			
Number of Employees Supervised by You			
45			
Description of Duties			
<p>-Coordinate and facilitate the construction of the 5 Star Camp in Asmara.-Inform the CAO and CISS of Program Development.-The Program Manager perform his duties in close and direct coordination with the Section Chiefs, Chief Medical Officer and G4 to assist and coordinate the workload among the different sections or branches.-The P.M. has the authority to prioritize the work effort of International, Military and Local recruited personnel when performing activities as directed by the Section Chiefs in connection with this program.-The aim of the Program Manager is to provide a proactive vision in order to integrate the activities of the UNMEE personnel, being the point of contact for all related matters within the 5 Star Camp. The P.M. shall include planning and budgeting considerations for the start-up of the project and sustaiment. Integration of civilian and military capabilities; supply chain management of UN camps; transportation, communication, engineering; medical etc.</p>			
Summarize any of Your Achievements			
<p>As Asmara Camp Administrator I have finalized the construction of different camps in Asmara which allows the integrity of the mission allocation towards a most cost-effective distribution of personnel and assets. Those camps were key to reduce costs providing services to military personnel at UN standards.</p>			
Reasons for Leaving			
Reassignment to MONUC			

Job Title	Type of Business	From - To
Deputy Chief Integrated Support Services	Administration and Logistics	01/12/1999 - 01/02/2001
Name of Employer	Name of Supervisor	
United Nations	Col James Baxter COS	

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

Job Title	Type of Business	From - To
Chief Logistics Division	Administration and Logistics	01/12/1997 - 01/12/1999
Name of Employer	Name of Supervisor	
Uruguayan Army	General Manuel Fernandez	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
12000	12000	USD	Is this a position within the UN Common System? No
Telephone Number	Email Address		
Address of Employer			
Uruguay			
Number of Employees Supervised by You			
45			
Description of Duties			
<p>-Logistic planning for current military operations (transport, maintenance, supply, health support, misc.)activities.-Logistic planning for UN operations and supporting related activities.-Management and supervision of the planning, programming and budgetary system.-In charge of the planning and execution of the re-engineering of the Uruguayan Army Logistic System.-Senior instructor in staff college for logistics operations.-Execution of administrative and logistic operations towards the implementation of the Army support system in UN operations.</p>			

Summarize any of Your Achievements

The Uruguayan Army was able to support UN operations with a very limited budget under very difficult economic conditions. During my command we were able to develop a logistic system and support training for future UN operations.

Reasons for Leaving

UN Mission

Job Title Staff officer		Type of Business Admin and Logistics	From - To 01/03/1996 - 01/01/1997
Name of Employer Uruguayan Army		Name of Supervisor Cnel Gonzalez	
Salaries per Annum:			
Starting 6000	Final 6000	Currency Paid UYU	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 Uruguay			
Number of Employees Supervised by You			
Description of Duties Supervise log and admin programs at division level following up on implementation including to support UN missions			
Summarize any of Your Achievements Develop log system and SOPs			
Reasons for Leaving Going to ALMC USA for LEDC			

Job Title Staff officer		Type of Business Admin and Logistics	From - To 01/03/1994 - 01/12/1994
Name of Employer UN		Name of Supervisor UNUMOZ	
Salaries per Annum:			
Starting 30000	Final 30000	Currency Paid USD	Is this a civil servant position of your Government? No
			Is this a position within the UN Common System? Yes
Telephone Number		Email Address	
Address of Employer Mozambique			
Number of Employees Supervised by You			
Description of Duties Staff officer deployed as chief personnel officer in central region			
Summarize any of Your Achievements Develop and implementation of personnle system			
Reasons for Leaving End of tour of duty			

Job Title Milob		Type of Business Field operations	From - To 01/12/1993 - 01/03/1994
Name of Employer UN		Name of Supervisor Mission in Liberia	
Salaries per Annum:			
Starting 30000	Final 30000	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			
Description of Duties Military Observer deployed in Monrovia			
Summarize any of Your Achievements Deployed on the initial team to set up UN activities			
Reasons for Leaving Redeployed to Mozanbique			

Job Title Staff officer			Type of Business Administration	From - To 01/05/1992 - 01/09/1993
Name of Employer UN			Name of Supervisor UNTAC	
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			Email Address	
Address of Employer Cambodia				
Number of Employees Supervised by You				
Description of Duties Staff officer in the CMPO section				
Summarize any of Your Achievements Implementation of personnel system supporting and management of 22000 troops				
Reasons for Leaving End of tour of duty				

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

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

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

Address

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

Address

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

References

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

Reference Name	Occupation or Business	Address	Telephone/Email
Daniel AROCHA	Lawyer	Cerrito 513-Montevideo Uruguay	59829164353
Gaspar BARRABINO	Colonel	Garibaldi 2313-Montevideo Uruguay	59822081542
Omar CLARK	Medical Doctor	Plaza de los Olimpicos 614-Montevideo Uruguay	59826191417

Personal History Profile for Anastase RWEGAYURA

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
RWEGAYURA	Anastase	R	
2. Date of Birth	3. City of Birth	Country of Birth	Index No
07/04/1950	Bukoba	Tanzania, United Rep. of	467860
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Tanzania, United Rep. of		Tanzania, United Rep. of	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Male	183	82	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? Public administration 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?			
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: arwegayura@yahoo.com			

Education

List all university degrees or equivalent qualifications obtained.

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

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

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

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

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

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

Name of School	City, Country	From - To
Royal Institute of Public Administration	London United Kingdom	Jul-1980 - Nov-1980
Main Course of Study		Certificate or Diploma
Public Administration, International Relations		Public Administration. International Relations

Name of School	City, Country	From - To

Tabora Boys' High School	Tabora Tanzania, United Rep. of	Jan-1970 - Nov-1971
Main Course of Study		Certificate or Diploma
Arts Subjects		Certificate (A-Level)

Name of School	City, Country	From - To
Nyakato Secondary School	Bukoba Tanzania, United Rep. of	Jan-1966 - Dec-1969
Main Course of Study		Certificate or Diploma
Arts and science subjects		Cambridge O-Level Certificate

Employment

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

Job Title	Type of Business	From - To
Senior Administrative Officer	Mission Support	01/09/2009 -
Name of Employer	Name of Supervisor	
UNAMID	Wolfgang Weiszegger	

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

Job Title	Type of Business	From - To
Head, Taskforce for UNAMID Claims, PSB, BOI	Mission Support	01/06/2008 - 01/08/2008
Name of Employer	Name of Supervisor	
UNAMID	Mohamed Yonis and Wolfgang Weiszegger	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
		USD	Is this a position within the UN Common System? Yes
Telephone Number	Email Address		
	rwegayura@un.org		
Address of Employer			
Sudan			
Number of Employees Supervised by You			
0			
Description of Duties			
<p>Support UNAMID to establish the functions together with commensurate permanent Boards, namely; the Claims Review Board; the Property Survey Board; and the Board of Inquiry.</p>			
Summarize any of Your Achievements			
<p>Drafted, coordinated legal reviews and secured DMS approval to broadcast the following working papers/documents: 1. Claims for Loss of/or Damage to Personal Effects – Information Circular No. UNAMID/IC/08/016 2. Terms of Reference and Procedures for UNAMID Claims Review Board (CRB) - Administrative Instruction No. UNAMID/AI/08/016 3. Instrument to establish the UNAMID CRB complete with one year membership 4. Terms of Reference and Procedures of UNAMID Headquarters Boards of Inquiry 5. Format for BOI Convening Order 6. Detailed structure of BOI Report 7. Terms of Reference and Procedures for UNAMID Local Property Survey Board (LPSB) - Administrative Instruction No. UNAMID/AI/08/017 8. Property Management and Accountability - Administrative Instruction No. UNAMID/AI/08/013 9. Instrument to establish the UNAMID LPSB complete with one year membership</p>			
Reasons for Leaving			
Finished the assignment.			

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

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

Job Title Chief, Secretariat of Boards and Committees (CRB/PSB/BOI/LCC)		Type of Business Administration	From - To 01/02/2006 - 01/02/2007
Name of Employer UNMIS		Name of Supervisor Yanick Van Der Beke	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
		USD	Is this a position within the UN Common System? Yes

Telephone Number	Email Address rwegayura@un.org
Address of Employer Sudan	
Number of Employees Supervised by You 9	
Description of Duties <ul style="list-style-type: none"> • Interprets and oversees application of policies, procedure, rules and regulations governing the functions of the sub-units of: Claims Review Board (CRB), Board of Inquiry (BOI), Property Survey Board (PSB) and Local Committee on Contracts (LCC). • Analyses, reviews, approves or redrafts documentation submitted by supporting staff for the purpose of effecting decision making, onward transmission for information or approval of senior management and for carrying out an appropriate administrative action. • Supervises, assesses, develops or trains supporting staff of the sub-units to bring about a coherent and integrated achievement of the Unit's objectives. • Develop annual work plan, along with a strategy for its implementation and constant monitoring, making sure the individual staff members' work plan is amalgamated to the Unit's work as is for the Work Plans of the supervisory offices of Section of General Services, Office of Chief Administrative Services and the Division of the Mission Support, incorporated within the larger context of the UNMIS Work Plan. • Deputizes the post of Chief, General Services. 	
Summarize any of Your Achievements <ul style="list-style-type: none"> • Third party claims are presented and acted upon by the CRB within one month, and that all categories of UN personnel in regard to bodily injury, death and loss of personal effects are informed of the process. • PSB staffs are able to exercise unwavering vigilance in following up cases for write-off and take timely actions to get documents from SAUs and prepare recommendations for write-offs. • BOI and CRB staffs now take proactive stance to link up claimants with the Insurance Company and oversee early preparation of appropriate documents. • Follow up preliminary investigation reports within one month of the occurrence, so as to be able to convene BOIs and submit report within the second month. The goal to convene monthly minimum of four BOI cases and to convene BOI within 48 hours for death cases have been achieved. • LCC now receive efficient secretarial services with ability to distribute documents 48 hours before the scheduled LCC meeting and issuing minutes 72 hours or less after the meeting. • Unit's work force is well motivated and has generally achieved proficient levels in performance. • Opportunities to function as OIC CGS have proven my capability to manage and supervise expanded responsibilities of the General Services Section. 	
Reasons for Leaving Given extra responsibilities as Oic General Services.	

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

Job Title CHAIRPERSON AND PERMANENT MEMBER BOARD OF INQUIRY	Type of Business ADMINISTRATION	From - To 01/05/2001 - 01/05/2002								
Name of Employer UNTAET	Name of Supervisor NIEVA MENDOZA									
Salaries per Annum: <table border="0"> <tr> <td>Starting</td> <td>Final</td> <td>Currency Paid</td> <td>Is this a civil servant position of your Government? No</td> </tr> <tr> <td>91215</td> <td>91215</td> <td>USD</td> <td>Is this a position within the UN Common System? Yes</td> </tr> </table>			Starting	Final	Currency Paid	Is this a civil servant position of your Government? No	91215	91215	USD	Is this a position within the UN Common System? Yes
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No							
91215	91215	USD	Is this a position within the UN Common System? Yes							
Telephone Number	Email Address arwegayura@yahoo.com									
Address of Employer East Timor										
Number of Employees Supervised by You 3										

Description of Duties

Conduct and manage the office of the Board of Inquiry as per the SRSG-approved "manual for the conduct of Boards of Inquiry". Conduct reconnaissance, fact-finding and appropriate investigations. Identify subjects, witnesses and conduct interviews. Analyse and make references to past cases, UN Rules and Regulations. Keep abreast of the nature and status of the administrative and logistic support services in the mission. Make conclusions for respective Board of Inquiry cases and make recommendations when deemed fit. Draft and/or approve reports for final submission to the Director of Administration - DOA and the Special Representative of Secretary General - SRSG.

Summarize any of Your Achievements

Achievement: established computer database and set precedents on multiplex cases related to: misconduct, contract management, thievery, asset control, and injuries or deaths due to various accidents mostly vehicular, firearms, helicopter and drowning. Chaired Boards' meetings which, made decisions and recommendations that facilitated UNTAET mission and the UN authorities to make right decisions mostly on matters of claims and compensation. Some of BOI recommendations have inhibited the recurrence of wrongdoings and misconduct of staff members. In the process I mastered the UN Staff Rules and Regulations and various Manuals of operations.

Reasons for Leaving

TRANSFERRED (NEW APPOINTMENT)

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

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

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

Starting 60000	Final 60000	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 tzrepny@aol.com	
Address of Employer United States of America			
Number of Employees Supervised by You 14			
Description of Duties Overall responsibility for General and Administrative Services in the embassy. Supervision of diplomatic, administrative and local staff members. In charge of financial management and budgeting. Delegate to the 50th session of the United Nations General Assembly. Led regular official's representation to the plenary sessions of the General Assembly. Assigned to represent Tanzania's Permanent Mission to the UN in the Administrative and Budgetary Committee (fifth committee) of the General Assembly.			
Summarize any of Your Achievements Reviewed operations and set into operation strategies for cost cutting measures.			
Reasons for Leaving Promoted and Transferred.			

Job Title DIRECTOR, ADMINISTRATION AND PERSONNEL	Type of Business GOVERNMENT	From - To 01/04/1993 - 01/08/1995
Name of Employer MINISTRY OF FOREIGN AFFAIRS	Name of Supervisor DR IBRAHIM MSABAHA	
Salaries per Annum:		
Starting 350000	Final 400000	Currency Paid TZS
		Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes
Telephone Number		Email Address foreign@tanzania.go.tz
Address of Employer Tanzania, United Rep. of		
Number of Employees Supervised by You 9		
Description of Duties Directed and supervised Chiefs and Heads of Sections of the Department of Administration and Personnel: Human Resources Management, Administration, Procurement, Registry, Transport, Communications, Protocol, and Accounts, ensuring effective and efficient delivery of services to Ministry HQ and Embassies. Directed and co-ordinated the administration and personnel policies for the Ministry and 25 Embassies. Final authority for disbursement of funds, recruitment, placement, promotions, and disciplinary matters, including management of office spaces. Headed the Ministry's annual representation before the Parliamentarian Budgetary Committee. Director of the Board of Arusha International Conference Centre.		
Summarize any of Your Achievements Reviewed operations of Embassies and developed a case to rescind a decision to close 12 Embassies. Directed implementation of austerity measures, and reduced base line operating budget to two thirds. Redesignated the Career Scheme of Service for Foreign Service Officers to reflect shifting of expertise and become more responsive and dynamic towards adopting an economic diplomacy reorientation. Appointed Envoy to carry messages to Governments of Kigali – Rwanda; Bujumbura – Burundi; Jakarta-Indonesia and Mexico-Mexico.		
Reasons for Leaving TRANSFERRED		

Job Title CHIEF, HUMAN RESOURCES DEVELOPMENT AND PLANNING	Type of Business GOVERNMENT	From - To 01/01/1986 - 01/03/1993
Name of Employer MINISTRY OF TRANSPORT AND WORKS	Name of Supervisor DR. FELICIAN MUJUNI	
Salaries per Annum:		
Starting 150000	Final 200000	Currency Paid TZS
		Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes
Telephone Number		Email Address
Address of Employer Tanzania, United Rep. of		
Number of Employees Supervised by You 15		
Description of Duties Tanzanian Counterpart to World Bank Human Resources Specialist, in the IDA funded Transportation Infrastructure project (IRP). Coordinated annual strategic and action plan meetings that addressed HRD issues. In December 1987, represented Tanzania to a German sponsored workshop that developed need analyses, and recommended future HRD assistance to Africa by the German Government. In May 1988 directed a three-member team sponsored by the Norwegian Government to review and recommend human resources technical assistance to the Dar es Salaam Maritime Institute. Board Director of four institutions: The Bandari College of Tanzania and Harbours Authority; the Institute of Transport; the Morogoro Works Training Institute and the Dar es Salaam Maritime Training Institute. Chaired regular Ministerial Negotiating and Evaluation Committee for selecting HRD technical assistance to Tanzania's World Bank funded -IRP project.		
Summarize any of Your Achievements Presented to Donors Conference the fully supported long-term strategy on: "Institutional Development for the Tanzania's Construction Sector". February 1993. Negotiated successfully a cost effective training package with Indian Government and Indian Colleges to train 150 Tanzanians in various engineering degree courses.		
Reasons for Leaving PROMOTED AND TRANSFERRED		

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

Salaries per Annum:		Currency Paid	Is this a civil servant position of your Government? No
Starting 60000	Final 90000	TZS	Is this a position within the UN Common System? Yes
Telephone Number		Email Address	
Address of Employer Tanzania, United Rep. of			
Number of Employees Supervised by You 5			
Description of Duties Responsible for preparation of Cabinet papers for Government ratification of Multilateral and Bilateral protocols/agreements in the sectors of: civil aviation, maritime, meteorology, and telecommunications. Chaired the Ministerial Appointment and Promotion Committee-APC Prepared Government responses to questions asked by Members of Parliament on Works, Communications and Transport sector/issues.			
Summarize any of Your Achievements Implemented workforce downsizing and commensurate compensation plan that resulted in significantly higher satisfaction level among employees.			
Reasons for Leaving PROMOTED			

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

Salaries per Annum:		Currency Paid	Is this a civil servant position of your Government? No
Starting 50000	Final 50000	TZS	Is this a position within the UN Common System? Yes
Telephone Number		Email Address	
Address of Employer Tanzania, United Rep. of			
Number of Employees Supervised by You 4			
Description of Duties Appointed member of Steering Committee of the Special Task Force (MCT/STF) set up to incorporate Public Corporations for services previously rendered under the then defunct East African Economic Co-operation. Served as Secretary to the Recruitment Sub Committee of MCT/STF that identified and recommended General Managers (CEOs) and senior managerial staff for newly formed and Government owned corporations of: Air Tanzania Corporation; Tanzania Post and Telecommunications; Tanzania Harbours Authority and Tanzania Railways Corporation.			
Summarize any of Your Achievements Public Corporations were established in a timely manner without disruption of vital services to the nation.			
Reasons for Leaving TASK FORCE MANDATE ENDED			

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

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

Language	Mother Tongue	Speak	Read	Write	Understand
Kinyarwanda	No	Not easily	Easily	Easily	Easily
Luganda	No	Not easily	Easily	Easily	Easily
Haya	Yes	Easily	Easily	Easily	Easily
Kiswahili	Yes	Easily	Easily	Easily	Easily

Address

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

References

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

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

Personal History Profile for William SAAB-PEREZ

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
SAAB-PEREZ	William	Joseph	N/A
2. Date of Birth	3. City of Birth	Country of Birth	Index No
22/03/1950	Veracruz, VER	Mexico	115692
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Mexico		Mexico	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Male	170	82	Married
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities.			
Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? Yes. Lebanon.			
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: saab-perez@un.org			

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
Ecole Supérieure d'Ingenieurs de Beirut-ESIB	Beirut Lebanon	Sep-1970 - Jun-1975
Main Course of Study	Field of Study	
Other Engineering	Engineering & Engineering Trades	
Degree Title or Equivalent	Degree Type	
License de Genie Civil- Electro-Mecanique	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	City, Country	From - To
College des Apotres	Jounieh Lebanon	Oct-1965 - Jun-1970
Main Course of Study	Certificate or Diploma	
Regular scientific courses	Mathematiques Elementaires(Math.Elem)	

Employment

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

Job Title	Type of Business	From - To
CTO	Peace keeping	01/01/2008 -
Name of Employer	Name of Supervisor	
DFS / UNIFIL	Girish Sinha	
Salaries per Annum:	Is this a civil servant position of your Government? No	
Starting	Is this a position within the UN Common System? Yes	
135000		
Final		
144000		
Currency Paid		
USD		
Telephone Number	Email Address	
9611827420	saab-perez@un.org	
Address of Employer		
Lebanon		
Number of Employees Supervised by You		
129		
Description of Duties		

I was in charge of the planning and management of the surface transport operations in the mission. This entails to provide effective and cost efficient ground transport support to civilian staff and few TCC on dry lease regime. I used to take key actions: regularly review operational plans and streamline procedures/SOPs, complete the approved replacement vehicle programme; advise VEC to effect a rational and effective vehicles allocation to sections to optimize vehicle usage, upgrade workshops operations (replace worn out tools and machines, streamline Spare parts / expendables management mechanisms, ensure that acquisition plans do not allow for overstocking, force staff to dispose of obsolete spare parts, devise mechanisms for anti-pilferage of parts/tools, improve control of funds used for outsourced services (Patria or OEC), strive to encumber vacant posts in the Section to meet real requirements and block those posts considered as surplus, constantly monitor staff performance and identify areas for efficiency gains, Organize technical and management training to the staff, assist Fuel Unit in monitoring the average fuel consumption per vehicle, streamline the Transport rules briefings/ familiarization of new civilian and military personnel, Issue mission driver's permits to Contingent personnel up to 700 permits per week, actively participate in mission panels/boards/COE inspections, chaired Military MTOs conferences at every rotation, act as OIC ISS whenever CISS is absent. attend all FC morning briefings and attend to thier support requirments at all ISS levels.

Summarize any of Your Achievements

Successes: All mission personnel were provided timely and effective surface transport means to accomplish mandated activities, UNOE vehicles/equipment were safely maintained to meet the Mission's operational requirements in the most efficient and cost effective manner, I ensure efficient management of SISU APCs maintenance support by specialized contractor; UNOE vehicles usage was managed in accordance with the established ratios and mission policies, the New Fleet management System was implemented without delay in accordance with the plan 1 Sept 2008, rational mechanisms were put in place to order parts and stock levels were reduced to overall 9 % vs. the fleet value (8% for the heavy fleet and 10 % for the light fleet); Obsolete parts were written off in strict compliance with the established procedures, I improved accountability and control of parts/tools and equipment and the stocks levels were accurately captured in Galileo/FMS/BO reports every week; Section Budget achievement and acquisition targets were met in a timely manner; I reduced operating costs at several occasions by completing some jobs in-house; fuel consumption per vehicle monitored regularly via carlog and FMS; all SOPs were updated to meet new realities, road safety conducted every trimester to reduce the traffic accidents.

Reasons for Leaving

get a higher post level with more challenging responsibilities - in a complex mission.

Job Title CTO	Type of Business Peace keeping field operations	From - To 01/08/2000 - 01/12/2007
Name of Employer DPKO-MONUC	Name of Supervisor Hazel Scott	
Salaries per Annum:		
Starting 84697	Final 109004	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 24381890.7722		Email Address saab-perez@un.org
Address of Employer Congo, Dem. Rep.		
Number of Employees Supervised by You 247		

Description of Duties

Following duties were performed: As a senior section chief, I acted as OIC Intregated Support Services of the mission in the absence of CISS at several times, and upon the DOA's request as Regional Administrative Officer (RAO) of a large area (1/3 of Europe size) where a Brigade size was operating under chapter 7..disarming militias, involved in DDRRR process, and supporting Security Sector Reform; however I was primarily responsible in the mission for the overall planning and provision of the mission ground transportation service. That included preparation of the budget in line with the ACABQ requirements. As a certifying officer, I controlled and certified mission expenditures for most ISS sections; Provided support to the MOVCON operations in receiving, rotating or repatriating troops, I was responsible to provide support to the mission air operations in terms of special equipment which involved at normal times, 72 aircrafts and at the peak of the elections 102 a/c. I provided mobility support to Liaison Military/ Political offices outside Congo. I also support the inspections of the COE unit which worked under the mission Joint Logs center. I set up administrative policies and procedures for surface mobility. Formulated the mission Road Safety policy; Proposed the mission Vehicle Establishment. Directly responsible as the chief of a self-accounting unit of all the vehicular assets, their maintenance, control, and final disposal. Served in various mission panels/ boards such as the LCC member (very recently I attended a seminar organized by HCC/PS, thus allowing the granting to the Mission a higher Local Delegation Authority up to \$500,000 for non-core requirements), still serve as Chairman of the LCRB, Member of a Panel to Review staff grades, serve frequently in Rebuttal Panels, BOI, and acted as Admin Duty Officer of the mission on rotational basis.

Summarize any of Your Achievements

During the period Aug 2000/ April 2007: I provided efficient and timely mobility support to the largest and most complex dkpo mission including during the times of the multiple elections which were carried out in a very efficient and economical manner. I delayed the disposal process of around 100 vehicles to serve during the elections peak period, thus avoiding to procure new/ additional vehicles for a short period of six months. I devised the creation of two mobile teams of heavy technicians to support more effectively the equipment of the airfields, thus avoiding delays or cancellation of flights in remote areas due to faulty equipment, which has helped improving the safety and security of our staff, crews, and equipment. The other alternative was to outsource this task to an expensive service provider which will cost the organization more than US\$ 8 M per year. I supported within the existing resources the sudden mission expansion in the East of DRC and in Katanga province without having to request additional funds. I convinced the military contingents to use their COE trucks in support of the increased DDRRR operations and reduce reliance of the expensive rented trucks. I coordinated with UNHQs to transfer surplus vehicles / trucks to MONUC from closing down mission as UNMABIH, UNAMSIL some 113 units, in lieu of procuring new vehicles. This resulted in US\$ 1.58 M savings. I supported efficiently with adequate number of armored vehicles the mobility requirement of the new Neutral Force in Kinshasa for their patrolling / escorting tasks of the Transitional Govt VIP, which was not foreseen in the budget. I had always planned my section support with a minimum of staffing requirements of mixed international civilian and military staff, national and UNVs. In outsourcing through Procurement section to local garages, some of the vehicles repairs which were caused by traffic accidents, I succeeded to reduce the VOR of the fleet and maintained its readiness at 95 % at all times. I was able to monitor very well the section annual budgets which used to amount to around US \$ 2.75 M. Due to my intensive knowledge of the UN rules/regs and logistics aspects, my technical assistance was requested by UNHQs to participate in major bids analysis in NY for the heavy trucks system contract rebidding for the next five year.

Reasons for Leaving

I look to serving in a field mission with more challenging responsibilities, irrespective of the salary increase, managing the logistical and technical support in its full range covering engineering, movcon, supply, transport, air operations and comms / IT; in view of my extensive and sound experience in UN field missions and my intensive knowledge of the UN financial and staffing rules and regs, having served in almost all local administrative panels of mission for years.

Job Title CTO	Type of Business Peace keeping field operations	From - To 01/07/1993 - 01/04/2000
Name of Employer DPKO-UNMIH	Name of Supervisor Marcel Savard	
Salaries per Annum:		
Starting 60024	Final 84697	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 saab-perez@un.org
Address of Employer Haiti		
Number of Employees Supervised by You ---		

Description of Duties

Under the delegation of the CAO, I assumed the responsibilities of the Chief Transport Section which include but not limited to: * Plan for the provision of the motor transport capability within the mission and the support maintenance of the vehicle fleet.

Summarize any of Your Achievements

In Haiti mission, I was among the first personnel who were deployed there to establish the basis of the mission operational transportation requirements. The vehicular fleet consisted of around 50 vehicles for around a year. With the arrival of the multinational forces in September 1994, the mission evolved rapidly to become rather a large mission. Under the delegation of the CAO, I assumed the responsibilities of the Chief Transport Section which include but not limited to: * Plan for the provision of the motor transport capability within the mission and the support maintenance of the vehicle fleet. The Fleet reached at one point 1,230 SCPV, including 8 Fast Zodiac boats as well. Responsible to develop the vehicle establishment, arrange for the acquisition of the vehicles, distribution, control their utilization and their disposal in accordance with the established rules and in coordination with UNHQs. Managed and monitored all LOAs raised between the mission and the various countries contributing contingents. I established 7 workshops in the main Sectors which provided timely and efficient support. Outsourced some of the repairs when deemed more cost efficient. Managed an annual budget of US\$ 2.9 M, monitored and certified all related expenditures. Responded to auditors when required. Liaised with local authorities on the receipt and clearance of UN vehicles.

Reasons for Leaving

End of the mission

Job Title Chief Housing Section	Type of Business UN specialized agency	From - To 01/01/1990 - 01/07/1993
Name of Employer UNDP		Name of Supervisor David Lawson
Salaries per Annum: Starting 18000	Final 36000	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 saab-perez@un.org	
Address of Employer Angola		
Number of Employees Supervised by You 23		
Description of Duties Under the overall delegation of UNDP Deputy Resident Representative, I was in charge of the planning, coordination, with UNHQs and management of the UN common premises refurbishment, expansion and maintenance including office space and housing renovations to the 8 UN Agencies in Angola.		
Summarize any of Your Achievements Planned, organized and oversaw the provision of services to the UN Agencies Common premises in Angola (8 UN Agencies) . Daily Services were provided to 66 housing units and 21 Guestrooms. these were provided either by 22 locally recruited technicians or portuguese construction contractors. The local technicians were skilled electricians, plumbers, carpenters, painters etc..* coordinate, supervise and control the international contractors who undertook the renovation / refurbishment and extension of the UNDP offices.		
Reasons for Leaving Better offer from DPKO		

Job Title Consultant Engineer	Type of Business construction and contracting	From - To 01/10/1985 - 01/10/1989
Name of Employer CARLEX		Name of Supervisor Christopher Alexander
Salaries per Annum: Starting 15600	Final 21600	Currency Paid USD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? No
Telephone Number	Email Address	
Address of Employer United States of America		
Number of Employees Supervised by You 35		
Description of Duties Assist in preparing cost estimates, finalize tender documents for repairs projects, manage and supervise execution of the projects.		
Summarize any of Your Achievements Construction of 16 new condos in Verona - NJ /USRenovation of 13 stories building in Bloomfield, NJConstruction of two solid water handling facilities in Bricktown and Stafford / NJ.		
Reasons for Leaving Reduction of projects		

Job Title Project Engineer	Type of Business Specialized Agency	From - To 01/09/1981 - 01/08/1985
Name of Employer UNICEF		Name of Supervisor Gullmar Anddersonson
Salaries per Annum: Starting 19200	Final 25000	Currency Paid USD
		Is this a civil servant position of your Government? No
		Is this a position within the UN Common System? Yes
Telephone Number	Email Address	

Address of Employer

Lebanon

Number of Employees Supervised by You

13

Description of Duties

Unicef was entrusted by the Lebanese Govt to undertake an emergency project in the South of Lebanon consisted of rehabilitating/ expanding the infrastructure including rebuilding destroyed main water pumping stations, construction of elevated water reservoirs (250 cubic meters), restoration and new construction of schools and hospitals. I was one of ten engineers who were planning, coordinating and supervising the execution by local contractors of the projects.

Summarize any of Your Achievements

Achievements were: rehabilitating the damages to hospitals as a result of hostilities, repairing main pumping stations and main water lines, constructing new water elevated reservoirs and new water pipelines linking water deprived villages, repairing and constructing new schools, and executng self -help projects including constructing new roads within the villages. As a project engineer, I was repsonsible of preparing the scope of work, technical details and cost estimates of various projects, prepare tender documents etc submit to HQs and then at a later stage supervise the execution by the contrator, manage the project until its completion.

Reasons for Leaving

End of Project and increase of hostilities between Lebanon and Israel.

Job Title	Type of Business	From - To
Site Engineer	construction	01/01/1977 - 01/08/1981
Name of Employer	Name of Supervisor	
CAT (Contracting And Trading)	Abdallah Ghantous	
Salaries per Annum:		
Starting	Final	Currency Paid
9500	25000	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		
Saudi Arabia		
Number of Employees Supervised by You		
80		
Description of Duties		
Site supervisor engineer responsible of the construction activities, manage skilled technicians direct their work and ensure full compliance with the designs and specs.		
Summarize any of Your Achievements		
Execute the erection of 4x Industrial Gas Compression plants. Designs were prepared by US firm Fluor Co. who was tasked by ARAMCO.(Arabian American Oil Company) As an electro-mechanical engineer, I was directing, supervising various expats technicians to execute the project. Liaised directly and regularly with FLUOR on all operations and execution phase, up to the final commissioning of the plant. I was involved also as a site engineer in a water project in Dhahran for ARAMCO: extension of the city main water lines, sewage main lines and the erection of one Water Reverse Osmosis Plant and well drilling.		
Reasons for Leaving		
End of projects		

Job Title	Type of Business	From - To
Production Engineer	manufacturing electrical cables	01/08/1975 - 01/11/1976
Name of Employer	Name of Supervisor	
Mideast Cables	Emile Chaoul	
Salaries per Annum:		
Starting	Final	Currency Paid
6400	6400	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		
Lebanon		
Number of Employees Supervised by You		
0		
Description of Duties		
Responsible of the production of electrical wires and cables in a factory.Carry out the regular preventive maintenance of the machineries,Control the quality of the production, Monitor the performance of the technicians, their attendance and provide them with technical advice.		
Summarize any of Your Achievements		
The situation in that area was not very stable due the security volatility at that time. Quality of the production was not that good, then I tried hard to improve it by coaching closely and raise the technicians morale which was at its lowest point.		
Reasons for Leaving		
Civil unrest and security events prevented the factory from continuing its operations.		

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:

Galileo, Mercury, Nucleus, Finance Monitoring Tool, Excel and Power Point...

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

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

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

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

Address

Dahr Sarba
Touma's Bldg, 6th Floor, St. Joseph street
Jounieh Kesrouan Lebanon
Telephone: 961-9-635239
Fax: 961-3-335373
Contact: William Saab Perez

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
Karl-Axel LARSSON	Runs owned company Saporta Consulting for translations	Kungsgatan 10, 503 33 Boras, Tel : 46-33-106502 Mobile Cell : 46-707-686838 Sweden	4633106502 saporta@telia.com
Graziella MADI	Chief Accountant in an Architects firm	93, Rue de la Boetie, 2eme etage, 75008- Paris, Tel :33-1-42560859 Fax:33-1-40364604 Sweden	33142560859 a_bacardi@hotmail.com
Tong VAN TO	Senior retired UN staff member, former UNDP Res Rep and CAO	905 S. Cochran Avenue, Tel 1.(323) 937.2075 Sweden	13104303149 VanTongTo@aol.com

UNITED NATIONS  NATIONS UNIES

Personal History Profile for John SUBAI

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
SUBAI	John	Wanyama	
2. Date of Birth	3. City of Birth	Country of Birth	Index No
12/03/1954	Soy	Kenya	673496
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Kenya		Kenya	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Male	173	83	Married
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities.			
Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? No			
13. What is your preferred field of work? Administrative specialists			
14. Would you accept employment for less than six months? Yes			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? 01/01/2001			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? No			
18. Email Address: subai@un.org			

Education

List all university degrees or equivalent qualifications obtained.

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

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

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

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

Employment

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

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

Description of Duties

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

Summarize any of Your Achievements

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

Reasons for Leaving

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

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

Salaries per Annum:

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

Telephone Number

Email Address

subai@un.org or wanyamaj@hotmail.com

Address of Employer

Liberia

Number of Employees Supervised by You

42

Description of Duties

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

Summarize any of Your Achievements

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

Reasons for Leaving

Gain new experience

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

Salaries per Annum:

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

Telephone Number

Email Address

subai@un.org

Address of Employer

Liberia

Number of Employees Supervised by You

10

Description of Duties

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

Summarize any of Your Achievements

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

Reasons for Leaving

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

Job Title Head of Accounts and Payments	Type of Business Treasury	From - To 01/01/2001 - 01/12/2004
Name of Employer United Nations Mission of Support in East Timor	Name of Supervisor Utpal Kumar Maitra	
Salaries per Annum:		
Starting 87505	Final 99199	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 subai@un.org
Address of Employer Australia		
Number of Employees Supervised by You 10		
Description of Duties Preparation of monthly, quarterly and final accounts. Preparation of Treasury budget and I was a member of Ministry of Finance Budget Committee. Budget execution from appropriations, allocations, obligations to payments. Using the FMIS software - Freebalance to produce accounts, financial statements and reports. Training of the local staff in all aspects of accounting and finance. Overseeing the payroll function handled through "Chris" Software. Signing cheques and bank transfers. Carrying out bank reconciliation of the Consolidated Fund of East Timor. Overseeing all other reconciliations. Coordination of Interim and Final Audit and preparing answers on audit issues raised. Acting as Director of the Treasury when the Director was away on leave. I was in charge of coordinating financial reports emanating from projects under the auspices of the Trust Fund of East Timor whose Trustee was the World Bank. I am familiar with Sun System and conversant with UN financial regulations and rules.		
Summarize any of Your Achievements Involved in setting up the Treasury. I was a co-project manager in the development and implementation of the accounting software - Freebalance. Carried out a comparative study between the Sun Accounting and Sun Business System and Freebalance which is in use in the Treasury. Coaching and mentoring of local staff. Opening sub-treasury offices in the districts. Provided technical input in the development of two Acts - Budget and Financial Management and Procurement. I was involved in developing a Treasury Manual.		
Reasons for Leaving To take up a new challenge of developing my career in the UN core finance. My training and experience can enable me to also work in the area of administration or procurement. The mission was coming to an end.		

Job Title Director	Type of Business Accounting and transport	From - To 01/02/1994 - 01/12/2000
Name of Employer Self employed	Name of Supervisor Self	
Salaries per Annum:		
Starting 1400000	Final 2800000	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		Email Address wanyamaj@hotmail.com
Address of Employer Kenya		
Number of Employees Supervised by You 24		
Description of Duties Accounting, taxation and business development work for small businesses. Transportation of sugar cane using tractors and cane trailers for Nzoia Sugar Company as a contractor.		
Summarize any of Your Achievements Helped small business enterprises start up. Initially increased my income and created employment.		
Reasons for Leaving Perennial poor performance of the Kenyan economy and the long closure of Nzoia Sugar Company.		

Job Title Financial Controller then Business Development Manager	Type of Business Cement Manufacturing	From - To 01/07/1988 - 01/02/1994
Name of Employer East African Portland Cement Company Ltd	Name of Supervisor John Maina	
Salaries per Annum:		
Starting 596190	Final 840000	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		Email Address

25404520627

Address of Employer

Kenya

Number of Employees Supervised by You

25

Description of Duties

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

Summarize any of Your Achievements

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

Reasons for Leaving

To start my own business.

Job Title

Finance and Administration Manager

Type of Business

General Insurance

From - To

01/01/1988 - 01/06/1988

Name of Employer

Kenya Arab Orient Insurance Company Ltd

Name of Supervisor

Obondo

Salaries per Annum:

Starting	Final	Currency Paid
299950	299950	KES

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

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

Telephone Number

Email Address

Address of Employer

Kenya

Number of Employees Supervised by You

6

Description of Duties

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

Summarize any of Your Achievements

Established accounting and human resource procedures.

Reasons for Leaving

I went for a well paying job with bigger responsibilities.

Job Title

Deputy Chief Accountant

Type of Business

Composite insurance

From - To

01/07/1985 - 01/12/1988

Name of Employer

Jubilee Insurance Company Ltd

Name of Supervisor

Lalji

Salaries per Annum:

Starting	Final	Currency Paid
179970	243740	KES

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

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

Telephone Number

Email Address

Address of Employer

Kenya

Number of Employees Supervised by You

12

Description of Duties

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

Summarize any of Your Achievements

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

Reasons for Leaving

Better terms.

Job Title

Internal Auditor and later Reinsurance Accountant

Type of Business

Reinsurance

From - To

01/08/1982 - 01/06/1985

Name of Employer

Kenya Reinsurance Corporation

Name of Supervisor

Naftali Mogere

Salaries per Annum:				
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No	
50000	60000	KES	Is this a position within the UN Common System? No	
Telephone Number		Email Address		
254202240188		info@kenyare.co.ke		
Address of Employer				
Kenya				
Number of Employees Supervised by You				
2				
Description of Duties				
As Internal Auditor, I prepared audit programme after carrying out a thorough business review process of the systems, procedures and internal controls. I carried out audits as per audit programmes and in addition also performed ad hoc audits as per management requirements. I liaised with external auditors to avoid duplication of effort and to enhance their reliance on internal audit reports. As the Reinsurance Accountant maintained records and prepared reinsurance accounts on monthly basis. The job also involved coordination of insurance and reinsurance premiums and claims and working out profitability or losses accruing on the large and risky policies.				
Summarize any of Your Achievements				
Setting up of Audit Department.				
Reasons for Leaving				
For better prospects				

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

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

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

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

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

Address

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

Fax: 254-0722241612
Contact: John Subai

Address

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

References

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

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