United Nations
e-PAS Performance Record

PAS Cycle: **2006-2007**
Performance Period: 01/06/2006 - 31/03/2007

GOMEZ, CRISTINA

Index number: 269935
Gender: Female
gomez3@un.org

Administrative Officer
OCHA ODNY EO
New York
P-4
Date of Entry: Mar 12, 2003

SIGNATURES - Completed PAS for Period and Cycle indicated above

First Reporting Officer

MARIA LUISA MURPHY
Executive Officer

Signature: _____ Date: _____

Second Reporting Officer

RASHID KHALIKOV
Deputy Director

Signature: _____ Date: _____

Staff Member

CRISTINA GOMEZ
Administrative Officer

Signature: Cristina Gomez Date: _____

Directions: The cover page is attached as the first page of the First Reporting Officer's PDF print-out of the completed e-PAS. As indicated in ST/AI/2002/3 and the Using PAS Guide, the First Reporting Officer signs and then collects the signatures of the Second Reporting Officer and the Staff Member on this cover page to finalize the PAS for the reporting period.

269935-UNHQ-72DQTU

e-PAS SIGN-OFF RECORD

	DATES SIGNED OFF		
Staff Member	PLAN	MID-POINT	END-OF-CYCLE
CRISTINA GOMEZ Administrative Officer	May 15, 2007	Jun 13, 2007	Aug 2, 2007
First Reporting Officer	PLAN	MID-POINT	END-OF-CYCLE
MARIA LUISA MURPHY Executive Officer	May 15, 2007	Jun 13, 2007	Jun 28, 2007
Second Reporting Officer			END-OF-CYCLE
RASHID KHALIKOV Deputy Director			Aug 2, 2007

Part A THE PLAN

Work Plan of Unit

I have received a copy of the work plan for my unit. Yes ☒ No ☐

GOALS/PERFORMANCE EXPECTATIONS

1. GOAL: As Administrative Officer within the Executive Office/New York and responsible for the OUSG, CERF, HSU, Executive Office and AIMB staff at Headquarters and IRIN/AIMB in the Field, plan and manage the effective human resources aspect (recruitment, staffing and administration) of these Sections.

   Related actions: All those actions regarding the recruitment of 100 and 200 Series staff under short-term and fixed-term appointment (professional and general service staff); as well as consultants at Headquarters and IRIN in the Field.

   Sucess criteria: Improved time-frame on delivery of support to staff.

2. GOAL: To recruit the best qualified and motivated staff to meet the needs of OCHA.

   Related actions: 1) Ensure fair, transparent, competitive and timely filling of vacant posts. 2) Priority the filling of key, urgent vacancies as a result of proper vacancy management. 3) Ensure uniform application of grading guidelines. 3) Conduct timely review of applications.

   Sucess criteria: 1) Timely filling of vacant posts to ensure minimal operational disruption. 2) Filling of vacant posts with qualified personnel.

3. GOAL: Effective Post and Vacancy Management.

   Related actions: 1) Ensure close coordination with the different Sections and Branches in ordfer to forecast vacancies in a timely manner and prioritize the filling of those posts. 2) Ensure full reconciliation of the Staffing Table and IMIS through consistent and effective post management.

   Sucess criteria: 1) Timely and appropriate filling of current and anticipated vacancies. 2) Minimal discrepancies between Staffing Table and IMIS.

4. GOAL: Implementation of a well-planned and transparent mobility and rotation programme to meet the career development goals of OCHA staff.

   Related actions: 1) Provide career management/placement advice to staff. 2)

Review recommendations made by Managers in respect of SPAs. 3) Identify prospective vacancies for the purpose of rotation/mobility.

Sucess criteria: 1) Timely implementation of existing and newly developed rotation and mobility programmes/plans/policies. 2) SPAs submitted to the corresponding Panel approved.

UNITED NATIONS CORE VALUES AND COMPETENCIES
(Selected for this cycle)

Core Values

Integrity, Professionalism, Respect For Diversity/Gender

Core Competencies

Communication, Teamwork, Planning & Organization, Accountability, Creativity, Client Orientation, Technological Awareness, Commitment to Continuous Learning

Managerial Competencies

Managing Performance, Building Trust, Judgement/Decision-Making, Empowering Others

Job-Related Competencies

None selected.

DEVELOPMENT PLAN

Continuous Learning Activities Planned

Client Orientation and Galaxy courses/seminars.

Career Development, Career Aspirations, Previously Acquired Skills, Competencies, Development Needs *(Optional)*

My future career aspiration is to be a Chief of a Section (within the field of human resources/training/policy) either at a Headquarters Location or in the Field.

The staff member has indicated an interest in going on mission in the next year. Yes ☒ No ☐

Staff Member	Sign off Date
CRISTINA GOMEZ	May 15, 2007 11:46 AM
First Reporting Officer	**Sign off Date**
MARIA LUISA MURPHY	May 15, 2007 11:45 AM

Part B MID-POINT REVIEW

FIRST REPORTING OFFICER

After discussion, no change in plan ☒

First Reporting Officer
MARIA LUISA MURPHY

Sign off Date
Jun 13, 2007 10:23 AM

Staff Member
CRISTINA GOMEZ

Sign off Date
Jun 13, 2007 12:52 PM

Part C END-OF-CYCLE APPRAISAL

STAFF MEMBER

Self-Appraisal *(Optional)*

During my 10 months of work with OCHA (covered by this PAS), I managed to accomplished the set goals. I can say that I improve recruitment time and finalized numerous Galaxy recruitment cases as well as being part of several projects as focal point. It was a very challenging period but the team became stronger and run smoothly.

Comments on Supervision Received *(Optional)*

None provided.

Staff Member	Sign off Date
CRISTINA GOMEZ	Jun 15, 2007 11:37 AM

FIRST REPORTING OFFICER

Comments on the Work Plan Accomplishments - Goals/Performance Expectations

I agree with staff member's statement and self-appraisal. With her extensive experience in HRM in the UN system, she has contributed significantly to strengthening the overall administration of a diverse and highly complex operational OCHA.

FIRST REPORTING OFFICER
Evaluation of Values and Competencies

Core Values

	Unsatisfactory	Developing	Fully Competent	Outstanding
Integrity	☐	☐	☐	☒
Professionalism	☐	☐	☐	☒
Respect for Diversity/Gender	☐	☐	☐	☒

Core Competencies

	Unsatisfactory	Developing	Fully Competent	Outstanding
Communication	☐	☐	☐	☒
Teamwork	☐	☐	☒	☐
Planning & Organization	☐	☐	☒	☐
Accountability	☐	☐	☐	☒
Creativity	☐	☐	☒	☐
Client Orientation	☐	☐	☒	☐
Technological Awareness	☐	☐	☒	☐
Commitment to Continuous Learning	☐	☐	☐	☒

Managerial Competencies

	Unsatisfactory	Developing	Fully Competent	Outstanding
Managing Performance	☐	☐	☒	☐
Building Trust	☐	☐	☒	☐
Judgement/Decision-Making	☐	☐	☒	☐
Empowering Others	☐	☐	☐	☒

Comments on Values and Competencies

Staff member consistently applies UN core values and competencies in her work and interaction with staff. Her excellent command of HRM in the UN system are clearly manifested in communications and accountability. A professional trainer, she is a strong supporter of continuous learning not just for herself but for staff at large.

Comments on Learning and Development

Staff member has been spearheading learning and development in the EO, particularly in the areas of Galaxy, IMIS, the new ERP, etc. Unfortunately, heavy EO workload sometimes precludes staff member from participating in more lengthy learning programmes.

Overall Rating

- ☐ Consistently exceeds performance expectations
- ☒ Frequently exceeds performance expectations
- ☐ Fully successful performance
- ☐ Partially meets performance expectations
- ☐ Does not meet expectations

Overall Comments

A very valuable member of the OCHA Executive Office.

First Reporting Officer	Sign off Date
MARIA LUISA MURPHY	Jun 28, 2007 11:21 AM

SECOND REPORTING OFFICER'S COMMENTS

I agree with First Reporting Officer's comments.

Second Reporting Officer	Sign off Date
RASHID KHALIKOV	Aug 2, 2007 3:24 PM

STAFF MEMBER'S COMMENTS

It has been a real pleasure working under your leadership. Thank you for support.

Staff Member	Sign off Date
CRISTINA GOMEZ	Aug 2, 2007 3:39 PM