Profiles included in this document

	Name	Index	DOB	Gender	Nationality	EMail
1.	ANDERSEN, Jacob Kerzel	240405	28/03/1964	M	DEN	andersen5@un.org
2.	BALA, Jimmy	611237	05/08/1966	M	PHI	jimmy_bala@yahoo.co.uk
3.	CHAWLA, Rajiv	709389	27/06/1959	M	IND	chawlar@un.org
4.	CHAWLA, Rajiv	709389	27/06/1959	M	IND	chawlar@un.org
5.	JAYASURIYA, Lalith	912367	23/10/1962	M	SRL	lmjayasuriya@yahoo.com
6.	KASAMBA, Samuel	594790	20/06/1954	M	UGA	kasamba@un.org
7.	KHALIL, Raihan	736604	17/08/1965	M	BGD	raihan1234@yahoo.com
8.	MOLINA, Roger	735634	31/12/1960	M	FRA	roger1molina@yahoo.fr
9.	MUSHOBEKWA, Odon	301225	04/03/1965	M	ZAI	mushodon@yahoo.fr
10.	MWAMBAZI, Norma Sialumba	757103	29/07/1960	F	ZAM	nmwambazi@yahoo.co.uk
11.	SPIFF-ONONAJI, Maryjoan	181377	01/11/1961	F	NIR	mjrhat@hotmail.com

UNITED NATIONS NATIONS UNIES

Personal History Profile for Jacob Kerzel ANDERSEN

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
ANDERSEN	**Jacob Kerzel**		
2. Date of Birth	3. City of Birth	Country of Birth	Index No
28/03/1964	**Copenhagen**	**Denmark**	**240405**
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Denmark		**Denmark**	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Maritial Status
Male	**180**	**78**	**Single**

10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities.
Are there any limitations on your ability to engage in all travel? **No**
Are there any limitations on your ability to perform in your prospective field of work? **No**
11. Have you taken up legal permanent residence status in any country other than that of your nationality? **No**
13. What is your preferred field of work? **Professional, managerial & technical specialists for which no job family exists**
14. Would you accept employment for less than six months? **Yes**
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? **01/12/2006**
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: **andersen5@un.org**

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
University of Aarhus, Institute for Macroeconomics and Statistics, Faculty of Social Sciences	**Aarhus Denmark**	**Sep-1986 - Apr-1994**
Main Course of Study	Field of Study	
Economics	**Social & Behavioural Science**	
Degree Title or Equivalent	Degree Type	
Cand.Oecon (MSc Oecon)	**Masters**	

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	**New York United States of America**	**Jan-2008 - Jan-2008**
Main Course of Study		Certificate or Diploma
Supply Chain Management for On-Demand Deployment presented by Aiello-Woodstock & Associates		**Certificate of Participation.**

Name of School	City, Country	From - To
Business Objects SA	**New York United States of America**	**Dec-2007 - Dec-2007**
Main Course of Study		Certificate or Diploma
Business Reporting		**Certificates of completion of Business Objects 6.5 "Core Reporting" and "Intermediate Reporting".**

Name of School	City, Country	From - To
United Nations Language Courses	**New York United States of America**	**Sep-2007 - Jul-2009**
Main Course of Study		Certificate or Diploma
French Levels 2, 3, 4, and 5 completed. Level 6 ongoing. Three hours per week for 14 weeks each completed by oral and written exams.		**Certificates - UN Language Class tests passed with scores mostly in the upper 80'ies.**

Name of School	City, Country	From - To
United Nations	**Port-au-Prince, Haiti, and New York United States of America**	**Jul-2004 - Oct-2009**
Main Course of Study		Certificate or Diploma
UN Courses: Security in the Field I and II, UN Prevention of Harassment and Abuse of Authority in the Workplace, Integrity Awareness, RBB Framework, FMT training, Professional Ethics and Integrity Training, Selection and Interviewing Skills Workshop, Ethics in Procurement, and HIV in the Workplace.		**Cerificates of completion of mandatory UN courses.**

Name of School	City, Country	From - To
The Royal Danish Defense Academy	**Copenhagen Denmark**	**Jun-2004 - Jun-2004**
Main Course of Study		Certificate or Diploma

Brigade Operations: Military Planning and Coordination, Command & Control with emphasis on fire support.	**None. Did not attend Part II of the course due to deployment to MINUSTAH in July 2004 as Chief COE/MOU Management.**

Name of School	City, Country	From - To
Finnish Defense Force, International Center	**Niinisalo Finland**	**Oct-2001 - Nov-2001**
Main Course of Study		Certificate or Diploma
UN Peace Keeping Operations. Duration: 21 days.		**NORDCAPS Certificate - Nordic Coordinated Arrangement for Military Peace Support (Denmark, Sweden, Norway, and Finland)**

Name of School	City, Country	From - To
Tele Denmark Communications Inc. (TDC Group Inc.)	**Copenhagen Denmark**	**Sep-2001 - Mar-2002**
Main Course of Study		Certificate or Diploma
"Managing People" - TDC Group Management Program: Business Management, Management of People, and Performance Management. Final Project: Development of Business Strategy for Business Consulting Section. Total duration: 24 days.		**Certificate of completion of TDC Group Inc.'s training for young professional managers.**

Name of School	City, Country	From - To
SAS Institute	**Copenhagen Denmark**	**Sep-1999 - Mar-2000**
Main Course of Study		Certificate or Diploma
Three modules: 1) Basic SAS programming, 2) Advanced SAS programming, and 3) Macros in SAS. Total duration: 10 days.		**Certificate of completion.**

Name of School	City, Country	From - To
Danish Ministry of Law	**Copenhagen Denmark**	**Aug-1996 - Mar-1999**
Main Course of Study		Certificate or Diploma
Mandatory Civil Servant Programme for Professionals in Danish Government Administration - Four main modules: 1) Government Legislative Procedure, 2) European Union Law and Procedure, 3) Financial Administration, and 4) Negotiations. Total duration: 16 days.		**Certificate of completion of mandatory training for professionals in Danish Government Administration.**

Name of School	City, Country	From - To
Danish Army Fire Support School	**Varde Denmark**	**Sep-1991 - Aug-1992**
Main Course of Study		Certificate or Diploma
Military academic studies and tactital training for artillery officers in the reserve.		**Diploma - was promoted to Captain.**

Name of School	City, Country	From - To
Risskov Amtsgymnasium	**Aarhus Denmark**	**Aug-1980 - Jun-1983**
Main Course of Study		Certificate or Diploma
Mathematics, Physics, Chemistry, and French		**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
Property Management Officer and OIC/COE Unit/DFS	**Property Management Support, Policy Development, DPKO Field Mission Support (COE and Logistics)**	**01/11/2008 -**
Name of Employer		Name of Supervisor
United Nations		**Mr. Kenn Cross, OIC/CPMSS/SSS/LSD/DFS**

Salaries per Annum:

Starting	Final	Currency Paid	
83000	**83000**	**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
12129631025	**cross@un.org**

Address of Employer

United States of America

Number of Employees Supervised by You

3

Description of Duties

Familiarization with management of United Nations owned equipment through a thorough review of the UN Property Management Manual, participation in the Community of Practice (COP) for UN Property Management, review UN-owned equipment (UNOE) items in COP, and provide briefings on Property Management programme for LSD staff, identify gaps and areas of synergy between COE and UNOE management, provide staffing proposal for missions, review status of surpluses of equipment and methods of managing surplus assets, prepare trend reports on UNOE in the field, assist with finalization of property disposal guidelines, and advice LSD Property Management Steering Group on developments in property management. Parallel to these functions from 1st of June 2009 serve as Officer-in-Charge for COE Unit/DFS: Workplans, daily supervision of COE staff, develop and provide technical support, policy advice and guidance on logistics aspects of the COE system to DPKO field missions and to COE stakeholders in DFS and DPKO (LSD, FGS, PD, MCMS, other), conduct performance analysis of troop contributors prior to PDVs and MOU negotiations, recruitment and recruitment support, COE training and member state briefings prior to deployment of formed units to DPKO field missions, support to external auditors, etc.

Summarize any of Your Achievements

1. Drafted the COE Field Implementation Guidelines (2009) introducing synergy with UN property management; 2. Briefed SSS Section Chiefs, Senior LogOps Officers and mission Chief Engineers on current UNOE management; 3. Briefed the LSD Property Management Steering Group on UNOE matters with special focus on surplus equipment and necessary actions; 4. Focal point for the bar code reader project in DFS; 5. Justified and prepared the MINURCAT P-4 Property Management VA amalgamating COE and UNOE tasks; 6. Drafted integrated generic job descriptions for all property management field staff (COE, R&I, PCIU and Property Survey Board Staff); 7. Participated in reviews of the Property Management Manual and the Liquidation Manual; 8. Drafted Chapter 9 in the Disposal Guidelines on disposal of COE in the field; 9. Served as the CPMSS focal point for MINURCAT start-up; 10. Provided COE unit with technical support; 11. Since June 2009 served as OIC/COE Unit/DFS.

Reasons for Leaving

I seek new challenges in UNHQ or DPKO field missions in logistics operations, civil/political affairs, mission planning and support coordination, regional administration, property management (COE and UNOE) or similar areas.

Job Title	Type of Business	From - To
Contingent-Owned Equipment Officer	**Programme Management; UN Logistics; Policy Development; Guidance and Training on Logistics Aspects of COE and UNOE Management, DPKO field mission support.**	**01/04/2007 - 01/10/2008**

Name of Employer

United Nations

Name of Supervisor

Mr Ken Cross, Chief COE Unit

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? **No**
76000	**83000**	**USD**	Is this a position within the UN Common System? **Yes**

Telephone Number

12129631025

Email Address

cross@un.org

Address of Employer

United States of America

Number of Employees Supervised by You

3

Description of Duties

Provide technical advice on the implementation and management of the LOGISTICS ASPECTS of the Contingent-Owned Equipment/Memorandum of Understanding (COE/MOU) and United Nations Owned Equipment (UNOE) Management Systems to sections within DPKO and DFS, and peacekeeping missions: Draft policies and technical guidance to DPKO, DFS, and all missions on COE/MOU management and logistics. Provide technical support during COE/MOU negotiations and pre-deployment visits to troop contributors. Supervise analysis of Troop/Police Contributing Countries' (TCC/PCC) performance in peacekeeping missions, COE inventories, and contingent capabilities. Definition of user requirements for a new global COE/MOU IT Management System (ERP). Supervision and development of twelve COE Training Sessions for UNHQ staff, mission personnel, and TCCs/PCCs. Preparation and delivery of COE training to DFS LogOps and mission personnel on COE/MOU aspects of mission support. Preparation and execution of COE WG 2008 and COE Workshop 2008 (preparation of policy papers, analyses, field surveys and cost implications plus responsible for sessions). Design, develop, and deliver COE briefings to Permanent Missions, TCCs/PCCs, and UNHQ staff. Participate in negotiations with TCCs/PCCs on special requirements. Represent COE & Property Management Support Section/SSS/LSD/DFS in DFS/DPKO Somalia WG. Act as principal POC for OIOS during audits of COE/MOU management system - UNHQ and missions. Draft guidelines on disposal of property.

Summarize any of Your Achievements

1. Drafting and issuance of COE Field Implementation Guidelines (provisional in 2008 and final version in 2009) for all peacekeeping missions defining and clarifying critical policy, logistics, and administrative aspects of COE/MOU field management. These guidelines are and will remain essential for consistent and more cost effective COE/MOU management implementation across all peacekeeping missions. 2. Definition of user requirements for a new global IT management system for MOUs and COE in close corporation with CITS and other DFS and DPKO staff from UNHQ and the field. The key aspects for the new system are: Integration of financial management, force requirements, document handling, automation in the field verification process, a work-flow system, and finally a dramatically improved operational reporting system for use by civilian managers as well as military and police components in field missions and UNHQ. In addition to a more effective implementation of COE/MOU management in the field, the system will be extremely helpful in overcoming the somewhat fragmented nature of COE/MOU management amongst various civil, military, and police specialists in UNHQ and in the field, in particular with regard to knowledge management and information sharing. 3. Provided daily technical guidance to UNHQ, field missions, and member states on logistics aspects of the COE/MOU management system. 4. Clarified logistics requirements to TCC's prior to (UNAMID, UNIFIL, MINURCAT) and during deployment of contingents (all peacekeeping missions). 5. Provided daily guidance on logistics aspects of the COE/MOU system to DPKO and LogOps/LSD/DFS in conjunction with MOU negotiations, especially for UNIFIL, UNAMID and MINURCAT, and in case of short-comings by troop contributors (all missions). 6. Supervised cost and performance analyses for troop contributions, especially prior to MOU negotiations and pre-deployment visits for UNAMID, UNIFIL, MINURCAT and MONUC. 7. Developed and delivered COE training for logistics personnel in UNHQ in Nov-Dec 2007 (five sessions of one hour each, and one written exam) with Chief COE Unit/UNHQ. Provided LogOps training to new personnel in April 2009. 8. Preparation of detailed COE briefing for DPKO Medical Conference Aug 2007. 9. Delivered detailed briefings and clarifications on global COE management during comprehensive OIOS system audit of COE management in April - June 2007. 10. Supervision/dialogue of first concrete steps in development of 12 COE training modules for mission staff, UNHQ staff, and TCC personnel (requirements, design, development). 11. Developed comprehensive COE brief and check-lists for Military Advisers from TCCs deploying to UNAMID (AU and UN hybrid) and MINURCAT. 12. Other: Assisted in daily management of the COE Unit and latest the Property Management Unit including recruitment of additional staff (2 x P3, 1 x GS, 1 x PhD Intern), development of COE Unit Work Plan, and support in completion of Support Account Budget 2008/09 and 2009/10. Re-draft of all COE Vacancy Announcements on Galaxy. 13. Other: Assisted in recruitment of Finance Officers in FBFD, provided property management and logistics training to PD/DPKO FPU trainers.

Reasons for Leaving

An opportunity to join Property Management Unit in COE & Property Management Support Section/SSS/LSD/DFS and learn about management of United Nations Owned Equipment.

Job Title	Type of Business	From - To
Chief COE	**Programme Management and Logistics**	**01/07/2004 - 01/04/2007**

Name of Employer

MINUSTAH

Name of Supervisor

Livio Calgaro, Chief Integrated Support Services

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? **No**
69000	**71000**	**USD**	Is this a position within the UN Common System? **Yes**

Telephone Number

Email Address

calgaro@un.org

Address of Employer

Haiti

Number of Employees Supervised by You

10

Description of Duties

Start-up of COE/MOU programme management in DPKO field mission (MINUSTAH): Establish section work plans, individual job descriptions, and recruit staff. Conduct training and supervision of inspectors and database manager. Draft SOPs and technical guidance to ISS Sections and contingents regarding COE/MOU issues. Plan and execute day-to-day activities of COE/MOU Management Unit including briefings of all TCC/PCC key personnel and subsequent inspection of all contingents on a monthly basis. Identify operational and logistics shortfalls with contingents and recommend actions to meet MOU specifications. Provide guidance to other ISS Sections (in particular JLOG and Engineering Section) with respect to contingent entitlements. Submit Field Verification Reports to MCMS/FBFD/DFS/UNHQ for reimbursement purposes. Act as Mission's Point of Contact on all COE/MOU related issues. Provide general advice on UN Logistics and COE/MOU management regulations. Prepare the mission's COE/MOU budget. Perform other duties as required by CISS.

Summarize any of Your Achievements

Successful start-up of fully integrated (military, police, and civilian) COE/MOU Programme in MINUSTAH under very difficult working conditions. Under my guidance and leadership the COE/MOU Unit: Established and maintained very good and highly professional working relations with Commanding Officers and key representatives from 30 formed military and police contingents (infantry battalions and independent companies, enabling units, and formed police units), key counter parts in mission (CISS, Chief JLOG, ISS Sections, Military and Police Headquarters), and UNHQ (MCMS/FBFD/DFS, LogOps/OSS/DFS, and Desk Officers in OMA/DPKO and PD/DPKO); Consistently provided verbal and written guidance to contingents and ISS Section representatives on responsibilities, logistics, and required initiatives in case of identified Contingent and/or MINUSTAH shortfalls in services and equipment; Monitored, verified, and reported on Contingent Owned Equipment with seriousness and method from time of start-up (auditors' observation); Forwarded all verification reports to UNHQ for reimbursement to Troop/Police Contributing Countries in a timely manner. This ensured that all TCCs were reimbursed for their contributions (major equipment, minor equipment, and services) on time with a significant and positive effect for the organization; Drafted memos, faxes, and letters to contingent representatives, mission, and HQ counterparts on COE and logistics related matters, including comprehensive and necessary guidance on minor engineering requirements. Prepared COE Budget 2005/06, amendment of Budget 2005/06 (force expansion prior to national elections), Budget 2006/07, and Budget 2007/08. I successfully initiated a reorganization of the COE/MOU Section in 2006 to ensure complete integration and maximum empowerment of staff by establishing three inspection teams each comprised of civilian and police/military personnel responsible for monitoring, reporting, and verification for a number of contingents. This significantly improved integration in daily COE/MOU management and also improved coordination between ISS Sections and military and police headquarters by increasing the sharing of information on status and capabilities of contingent-owned equipment and services provided, and the involvement from all branches in all aspects of COE work for all contingents; Reduced vulnerability from absence of inspectors during leave and rotation to significant benefit for contingents; Increased quality of inspections, reports, and specific advice through more effective on-the-job training of inspectors, especially during rotations of military and police personnel in COE/MOU; Implied that all COE inspectors including new arrivals were used to their fullest from early on in accordance with their skills, knowledge, and commitment, and finally ensured that the section could continue its work unaffected in my absence. In addition, I coordinated and provided advice to LogOps/OMS/DFS on logistics aspects in relation to numerous MOU negotiations and pre-deployment visits, and participated in pre-deployment visits to Nepal and Sri Lanka prior to deployment by these countries to MINUSTAH.

Reasons for Leaving

I was encouraged by UNHQ to apply for a temporary vacancy as COE Officer in COE Unit/LSD/UNHQ as mission replacement. I could not say no to this opportunity which came at a time when COE/MOU programme management in MINUSTAH was well-established thus making it a suitable time to pursue further professional development. I was selected for the said post in competion with a number of qualified candidates from other missions following a competency-based interview.

Job Title	Type of Business	From - To
Head of Section	**Political Affairs (National and International)**	**01/08/2003 - 01/06/2004**

Name of Employer: **Danish Ministry of Food, Agriculture and Fisheries**

Name of Supervisor: **Ms Hanne Lauger**

Salaries per Annum:

Starting	Final	Currency Paid
340000	**340000**	**DKK**

Is this a civil servant position of your Government? **Yes**

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

Telephone Number

Email Address: **fvm@fvm.dk**

Address of Employer: **Denmark**

Number of Employees Supervised by You: **4**

Description of Duties

Draft speeches, speaking notes, and letters for the Minister of Food, Agriculture, and Fisheries. Responsible for EU-policy coordination (food, agriculture, and fisheries) at the working level as head of internal policy coordination team. Draft briefing notes with national policy recommendations on EU Commission's policy proposals to members of national quality coordination bodies, the Government's Policy Coordination Committe, and the Danish Parliament as part of the legislative procedure. As expert and briefer participate in and draft minutes from policy coordination meetings and national advisory boards. Manage cross departmental projects related in particular to politicy coordination and completion of policy papers. Assist in preparation of Danish trade venture 2003 in the Middle East.

Summarize any of Your Achievements

Drafted numerous memos and letters from the Minister of Food, Agriculture, and Fisheries to the National Parliament, advisory boards, organizations, and citizens on on-going political issues. Drafted numerous briefing notes and speaking points to the Minister of Food, Agriculture, and Fisheries. Coordinated several policy proposals internally and with external stake-holders. Drafted minutes from national advisory board meetings on EU Commission proposals under EU's common policies on agriculture and fisheries. Prepared with colleagues, representatives from the Danish Ministry of Foreign Affairs, and trade organisations the Minister's successful visit with a a Danish senior level business delegation to Saudi Arabia and the United Arab Emirates in October 2003. Prior to the visit I completed a draft memorandum of understanding between Saudi Arabia and Denmark on mutual cooperation in the field of food safety; the MOU was signed during the visit.

Reasons for Leaving

Was given the opportunity by UNHQ to serve as Chief of COE/MOU Programme in MINUSTAH based on my performance as military staff officer in UNMISET.

Job Title	Type of Business	From - To
Deputy Chief of Operations (DCOPS), COE Project Officer, UNMISET HQ PKF (Major)	**Military Peacekeeping Operations and UN Logistics**	**01/06/2002 - 01/06/2003**

Name of Employer: **United Nations/UNMISET**

Name of Supervisor: **LtCol John Peter Smith, LtCol John Butler, Australian Defense Force, and Mr D. Cameron, Chief COE**

Salaries per Annum:

Starting	Final	Currency Paid
390000	**390000**	**DKK**

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: **Australia**

Number of Employees Supervised by You: **12**

Description of Duties

Analysis, operational planning and coordination at mission level of military peace operations in East Timor: 1) Coordinate, draft, and release Operational Orders to PKF Units, UNMOG, and UN Police. 2) Provide daily operations briefings to Force Commander, Chief Military Observer, HQ Staff Officers, and National Contingent Commanders. 3) Provide daily briefings and training to HQ PKF Operations Staff (from eight different nations). 4) Provide weekly operations briefings for high-ranking F-FDTL officers (Timor Leste Defense Force), 5) Prepare and submit draft Operational Reports and Assessments to Force Commander, 6) Participate in reorganisation of work procedures in Operations Branch/PKO HQ (introduction of JOC and JIC), 7) Re-draft and implement duty statements and HQ PKF SOP's, 8) Responsible for PKF-coordination with UNHCR, IOM, and other agencies (IGO's and NGO's) on the return and resettlement of refugees, 9) Develop a 12 week Staff Officer's Operations Training Programme for young F-FDTL Officers, 10) Commander PKF Forward Command Element during exigencies, 11) Act as HQ PKF Chief of Operations in the absence of COPS during leave and overseas duty.

Summarize any of Your Achievements

I was given ACOS OPS Commendation for exceptional quality of service and was graded "Exceptional Performance" in UN Evaluation Report for my service in East Timor from June 2002 to June 2003. One of my main achievements was successful reorganisation and necessary training of the OPS Staff under supervision of COPS and ACOS OPS, which resulted in far better and more effective staff work, procedures, briefings, and execution of operations. I was successful in my crisis management of the air craft crash site in Baucau in February 2003, which included liaison with UN Police, assessment of support requirements, reporting to HQ PKF for planning purposes, and evacuation of the remains of the six deceased crew members. In relation to external cooperation, I managed to improve coordination with UNHRC, IOM and other civilian bodies on refugees thereby improving PKF's awareness on problems in integrating refugees and their vulnerability, especially outside of Dili. I successfully established training of young F-FDTL Officers in staff work on the tactical and operational level. Finally, I successfully planned, coordinated, and wrote numerous operational orders for the Dili area in preparation for demonstrations and national celebrations in the capital. I further participated in successful planning and execution of PKF cordon and search operations in search of armed groups, weapon caches, and vessels. During my entire work, I significantly managed to improve the situational awareness of the OPS Staff thereby dramatically increasing the quality of the work and the sharing of the significant work loads involved. I was initially deployed as Project Officer in the COE Unit where I planned and participated in numerous COE inspections. Based on my work and interpersonal skills I was sought out amongst several highly qualified officers to assume the HQ PKF DCOPS position in a time when PKF was under significant stress, and the mission at a crucial stage following internal tension and riots in East Timor in late November and early December 2002.

Reasons for Leaving

End of Danish military term with UNMISET PKF in June 2003. I decided to return to the Ministry of Food, Agriculture and Fisheries because I believed that this would improve my chances of getting a job later on in a DPKO field mission.

Job Title	Type of Business	From - To
IT Development Manager and Business Partner	**IT Development for Corporate Finance and Business Consulting**	**01/08/1999 - 01/06/2002**

Name of Employer	Name of Supervisor
Tele Denmark Communications Group (TDC A/S)	**Mr Hans Cramer Øllgaard, Director IT Development**

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? **No**
430000	**460000**	**DKK**	Is this a position within the UN Common System? **No**

Telephone Number

Email Address

Address of Employer

Denmark

Number of Employees Supervised by You

14

Description of Duties

TDC Inc. is the leading Tele Communications Operator in Denmark with numerous business activities in Europe. I was initially recruited as an IT Economist and Project Manager and coordinated with the client (TDC Inc. Corporate Finance) on system functionality, design, test, training and implementation of a new, dynamic, financial reporting system (accounts and budgets data) for Corporate Finance/TDC Group Inc. During this work, I defined, tested, and implemented 14 external and internal financial report templates (statement, balance, assets, liabilities, tax, etc.). I was further responsible for information and user training during implementation. Following succesful implementation I was appointed Head of the newly established Department for Business Consulting in Headquarters and served as TDC Corporate Finance's Business Partner and commercial interface to IT Services. As such, I was responsible for commercial contracts and overall project management involving design, development, implementation, maintenance, and user support of a range of IT-systems. The product portfolio consisted of financial systems (i.e. budgeting tools, financial analysis tools, and accounts) and Management Information Systems. One necessary and important task was the development and implementation of a business strategy for my newly etablished department involving establishment of new business areas, objectives, roles and responsibilities, requirements, and recruitment of specialists. During this work, I actively participated in the development and implementation of a business strategy for the entire IT-Services Division. I was further a member of the Internal Technical and Business Strategy Advisory Board for the IT Services Division. The purpose of the Board was to ensure balanced and coordinated strategic decisions with regard to choice of future information and telecommunications technologies in TDC (more than 100 individual systems with wide range of technologies and platforms).

Summarize any of Your Achievements

As project manager successful implementation of a dynamic financial reporting system. As newly appointed Head of Section in Aug. 2000, I immediately established a strong working relationship with TDC Corporate Finance in support of the financial management procedures in the company. I successfully established a new section for support in development of technical and business strategies. The section established and implemented under my guidance a commercially viable Corporate Business Process Modelling Concept and a Knowledge Management Concept. Business consultants developed and implemented under my supervision a financial analysis system incorporating all products and services in the TDC Group. The system allowed for a full-range price sensitivity analysis on all products thereby providing a very important tool for financial optimisation in the TDC Group.

Reasons for Leaving

Joined UNMISET HQ PKF as I wanted to finish my military career in the reserve with an international assigment.

Job Title	Type of Business	From - To
Head of Section	**Policy Coordination and Political Affairs (national and EU)**	**01/02/1998 - 01/07/1999**

Name of Employer	Name of Supervisor
Danish Ministry of Food, Agriculture and Fisheries	**Mr Ole Poulsen, Head of Department**

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? **Yes**
285000	**300000**	**DKK**	Is this a position within the UN Common System? **No**

Telephone Number

Email Address

Address of Employer

Denmark

Number of Employees Supervised by You

0

Description of Duties

Support in preparation of and participation as required in the European Union's Council of Ministers (Fisheries) as a member of the Danish delegation. This work involved participation as Danish representative in standing EU Working Group preparatory meetings with the EU-Commission and Member States, where fishing quotas, technical measures and fish stock recovery plans are discussed. It also involved coordination with the Danish Fishermen's Organisation, producer and consumer organisations, and trade unions on fisheries policy and regulation. During this work, I was responsible for review of the scientific advice from national and international research institutions and subsequent policy formulation. In relation to the preparatory work, I further participated as Danish representative in Council Meetings and Working Group Meetings in the International Baltic Sea Fisheries Commission (IBSFC) and the North Atlantic Salmon Conservation Organisation (NASCO). Negotiations of bilateral arrangements with other countries on exchange and trade of fishing quotas (UK, Germany, France and others) was also a part of my work. So was participation in the Baltic Agenda 21 initiative on environmental issues related to the Baltic Sea.

Summarize any of Your Achievements

Successful support in preparation of five EU Council of Ministers meetings and annual meetings in IBSFC (1999) and NASCO (1999 and 2000) involving national and international policy coordination and establishment of national policies on the rapid decline in certain commercial fish stocks. I successfully participated in the establishment of specific fish stock recovery plans for the commercially most important Baltic Sea fish stocks (cod, herring, sprat and salmon).

Reasons for Leaving

Wished to broaden my career prospects as an economist in the corporate world.

Job Title	Type of Business	From - To
Head of Section	**Programme Management/Financial Management**	**01/01/1995 - 01/02/1998**

Name of Employer

Directorate for Structural Development, Danish Ministry of Food, Agriculture and Fisheries

Name of Supervisor

Knud Aavang Jensen, Head of Department

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? **Yes**
2200000	**285000**	**DKK**	Is this a position within the UN Common System? **No**

Telephone Number

Email Address

fvm@fvm.dk

Address of Employer

Denmark

Number of Employees Supervised by You

5

Description of Duties

Responsible for financial management of ten newly established EU programmes for structural development and introduction of environmental protection measures in Danish agriculture and fisheries. The schemes had a total annual volume of app. 30 mill Euros and were co-financed by 50 % by the European Union. Tasks involved budgeting, financial control, disbursement to farmers and fishermen, accounting, financial audit, system audit, IT development, inspections, and development of control measures. During this work, I coordinated with the EU-Commission on Danish financial administration, audit and control procedures, and IT. This included annual detailed briefings on systems and legislation during financial and system audits and implementation of recommendations. Given my detailed knowledge of good public financial management, I briefed civil servants from (potentially) new EU member states (Sweden, Slovakia, Poland, and the three Baltic States) on Danish and EU financial and administrative procedures. I further represented the Directorate at FEOGA-meetings (EU body for financial administration).

Summarize any of Your Achievements

Accurate and successful financial management of the rather complicated support programmes. No significant observations were raised during one in-depth audit (system and financial) by the auditing body of the EU-Commission and annual audits conducted by Auditor General of Denmark. Further, we managed to execute 100 % of the monthly and annual disbursements to the farmers and fishermen in the various programs within the established time lines (app. 6000 disbursements per rotation) despite major problems related to introduction of new IT-system.

Reasons for Leaving

Mandatory rotation as a young professional in the Ministry.

Job Title	Type of Business	From - To
Research Assistant	**Economic research**	**01/06/1992 - 01/07/1993**

Name of Employer

University of Aarhus

Name of Supervisor

Mr Niels Geert Bolvig, Academic Professor

Salaries per Annum:

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

Telephone Number

Email Address

Address of Employer

Denmark

Number of Employees Supervised by You

0

Description of Duties

Parallel to my studies, I conducted a comprehensive economic analysis of three technical models for remote teaching based on the use of modern information technology (internet, CD-ROMs, audio/visio). I drafted analysis documents in cooperation with my supervisor and compiled the results into memos and final reports to the steering group under the Danish Ministry of Education.

Summarize any of Your Achievements

Successful financial calculations using PASCAL and LOTUS Spreadsheets describing the technical models and their financial implications. My calculations and memos were included in the final report to the Minister of Education. The report later formed the basis for the establishment of the Danish Center for E-Learning.

Reasons for Leaving

Research project completed.

Job Title	Type of Business	From - To
Military Officer in the reserve	**Military**	**01/01/1986 - 01/06/2002**

Name of Employer

Danish Army

Name of Supervisor

LTCOL Verner Jensen

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? **No**
50000	**90000**	**DKK**	Is this a position within the UN Common System? **No**

Telephone Number

Email Address

Address of Employer

Denmark

Number of Employees Supervised by You

10

Description of Duties

Operational analysis and tactical planning on brigade, battalion and battery level. Planning and participation in military exercises and training sessions to maintain operational standards and capabilities in fire support, and introduce new technology for artillery units in the reserve. Conduct weaponry training, tactical training, and general military training of Commanders and military officers in the reserve.

Summarize any of Your Achievements

Have manned all positions as an officer in batteries and most staff officers positions in artillery battalion HQs. Have worked as liaison officer to British, German, American, and Norwegian forces in NATO framework (Rapid Reaction Force). Over the years successful planning and participation in numerous large-scale exercises. Successful establishment and conduct of staff training programme for officers in the reserve. Was offered the opportunity to join NORDCAPS UN Peace Keeping Operations Course at the Finnish Defence Forces, International Centre. Was immediately thereafter offered one years operational service as HQ staff officer in East Timor (UNMISET).

Reasons for Leaving

Had achieved my personal objectives as a military officer in the reserve being appointed to UNMISET (international service).

Job Title	Type of Business	From - To
Reserve Officers Cadet	**Military**	**01/09/1983 - 01/01/1986**
Name of Employer		Name of Supervisor
Danish Army		**COL Hans Wagner Jensen**

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? **No**
150000	**200000**	**DKK**	Is this a position within the UN Common System? **No**

Telephone Number

Email Address

Address of Employer

Denmark

Number of Employees Supervised by You

40

Description of Duties

Reserve officers' basic training as Section Commander (artillery piece), observation officer, and platoon commander (half battery). As part of my education, I conducted thorough artillery training and military studies.

Summarize any of Your Achievements

As one of only two young cadets in my year, I was sent to serve as an artillery officer in a professional Battalion operating with NATO's Rapid Reaction Force after completion of basic training. During this period, I was appointed by my regiment to participate as an artillery specialist in a Division scale four weeks exercise in Germany with British, German, and American forces in October and November 1985. I further served as Liaison Officer to British troops from NATO's Rapid Reaction Force during exercises in Denmark.

Reasons for Leaving

Completion of extended training programme and a decision to pursue a civilian professional career combined with a career as a military officer in the reserve.

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**

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

Language	Mother Tongue	Speak	Read	Write	Understand
Danish	**Yes**	**Easily**	**Easily**	**Easily**	**Easily**
German	**No**	**Easily**	**Easily**	**Not easily**	**Easily**
Swedish	**No**	**Easily**	**Easily**	**Easily**	**Easily**

Address

8, W 90th Street, Apt.9
Manhattan
New York New York United States of America

Telephone: 1-212-724 9797
Fax: 1-917-280 6941
Contact: Jacob Kerzel Andersen

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
Uffe Brandshøj CHRISTENSEN	**Director of Administration**	**Kirsebaervangen 84 Denmark**	**UBC2105@gmail.com**
Sinan GABEL	**Chief Risk Manager, Nordea Life and Pensions**	**Oesterbrogade 120 Denmark**	**Sinangabel@gmail.com**
Søren Mejrup JENSEN	**Head of Political Secretariat of the Danish Liberal Party (Venstre)**	**Willemoesgade 56, 1st floor Denmark**	**soren.jensen@ft.dk**

UNITED NATIONS NATIONS UNIES

Personal History Profile for Jimmy BALA

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
BALA	**Jimmy**	**Bugarin**	
2. Date of Birth	3. City of Birth	Country of Birth	Index No
05/08/1966	**Cabanatuan**	**Philippines**	**611237**
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Philippines		**Philippines**	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Maritial Status
Male	**173**	**85**	**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? **01/10/2004**
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? **No**
18. Email Address: **jimmy_bala@yahoo.co.uk**

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
Wesleyan University- Philippines	**Cabanatuan Philippines**	**Jun-1982 - Mar-1989**
Main Course of Study	Field of Study	
Electronics	**Engineering & Engineering Trades**	
Degree Title or Equivalent	Degree Type	
BS in Electronics & Communication Engineering (BSECE)	**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
UNHCR HQS	**Geneva Switzerland**	**Jun-2007 - Jul-2007**
Main Course of Study		Certificate or Diploma
SUPPLY CHAIN LEARNING PROGRAM- This was an online and in-house training conducted by UNHCR to all Staff involved in the Supply Chain, i.e., Sourcing (Procurement), Delivery, Warehousing, and Asset Management.		**CERTIFICATE OF COMPLETION**

Name of School	City, Country	From - To
THW Training Center	**Stuttgart Germany**	**Oct-2003 - Oct-2003**
Main Course of Study		Certificate or Diploma
Emergency Response Team. This is the training that prepares UNHCR staff for quick deployment to Emergencies where UNHCR doesn't have a presence or when there is one, the structure is not adequate to meet the Emergency. These emergency inlclude a sudden movement of large numbers of refugees and Internally Displaced Persons and natural calamities.		**Certificate of Completion**

Name of School	City, Country	From - To
Army Combat Service Support School	**Makati Philippines**	**Feb-1996 - May-1996**
Main Course of Study		Certificate or Diploma
Army Officers` Logistics Operations Course		**Certificate of Merit for Academic Excellence**

Name of School	City, Country	From - To
AFP Officer Candidate`s School	**Tanay Rizal Philippines**	**Jun-1991 - Jun-1992**
Main Course of Study		Certificate or Diploma
Military Officer`s Pre-Commission Training		**Certificate of Completion**

Employment

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

Job Title	Type of Business	From - To
SUPPLY OFFICER	**PeaceKeeping Operations**	**01/03/2009 -**

Name of Employer

United Nations Mission in Chad & Central African Republic (MINURCAT)

Name of Supervisor

Rajiv CHAWLA

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

2353793191

Email Address

bala2@un.org

Address of Employer

Chad

Number of Employees Supervised by You

6

Description of Duties

Deployed as Supply Officer (P3) at MINURCAT Forward HQs in Abeche with jurisdiction in the whole of Abeche and The Eastern Regions, my major responsibilities include the following: 1. Receiving/ Storing/ Distribution of General Supply Items – Supervision of the receiving, storing and distribution of office/ accommodation equipment, office equipment and stationery, bottled drinking water and other special general stores items. Ensure that all items are covered with the required steps in the UN electronic warehousing system- Galileo. 2. Planning and Forecasting: Responsible for the planning and forecasting of general items requirements for Abeche and the Eastern Regions and submit requirements to the Chief Supply Officer for requisitioning. 3. Issuance of Supply Items: Approves general supply requests and ensures that furniture and equipment are delivered to the requesting staff' offices/ accommodation. Receives requests from the Reginal Administrative Officers and ensure that items requested are packed, labelled, CMR'd and sent. 4. Asset Management & Physical Verification – Responsible for the physical verification and accuracy of records of all general supply items, both non-expendables and expendables and ensure that write-offs are initiated as and when required. 5. Purchases – to initiate petty cash & direct purchases of materials required but not available in stocks as and when required. 6. Reports – to generate stocks/ property reports as and when required by managers to aid them in their planning. 7. Supervisory Responsibilities: I supervise three International Staff on FS levels, three International UNVs deployed in Abeche and the Regions.

Summarize any of Your Achievements

I managed to establish an accurate spreadsheet records of the stocks we have which are stored in sea containers dispersed within the HQs and Stars Camp; Galileo records are now being built- up to reflect all transactions past and present in Galileo. able to put and develop a Team of General Supply that measures up to the challenges faced by any start- up Peace-keeping Missions.

Reasons for Leaving

Still on post. Would want to venture out of the present post and mission for a vertical movement.

Job Title

CHIEF, PROPERTY CONTROL & INVENTORY OFFICER/ OIC GENERAL SERVICES SECTION

Type of Business

Peace-keeping

From - To

01/11/2007 - 01/03/2009

Name of Employer

UN DPKO (United Nations Integrated Office in Sierra Leone)

Name of Supervisor

Michael Mulinge

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

23276654059

Email Address

bala2@un.org

Address of Employer

Sierra Leone

Number of Employees Supervised by You

20

Description of Duties

• Galileo Inventory Management System- to ensure that records of UN Owned- Equipment are accurate and up-to-date, and to rectify the anomalies or discrepancies between the records and the data gathered during physical verification of assets. • To rectify discrepancies in asset details in Galileo when and as requested by the SAUs and maintaining an auditable documents justifying the changes. • To provide up-to-date records of assets to staff during check- out and deleting them on the Galileo database. • Providing briefing on PCIU and Asset Management to staff during check- in and subsequently creating a staff profile for them. • Preparation of periodical reports (Calendar Year- End/ Financial Year- End Inventory/ Monthly Inventory/ Monthly Inventory Summary Reports) for submission to UNHQs in New York. • Provision of accurate assets records to Managers that may be required for their onward planning for procurement. • As a Chairman of the Board of Survey (BOS)- Conducts inspections of assets recommended for disposal by the SAUs, write reports for submission to the Claims Unit, and; • To sit in the Local Property Survey Board (LPSB) meetings as an Ex- Officio to represent the BOS and provide advise on the technicalities involved in disposal as and when requested by LPSB members . • As Chief, PCIU, I was elected as a member of the UNIOSIL Liquidation Team. Additionally, I have been appointed as OIC General Services Section for 4 months until the Liquidation is completed at end of December 2008. I supervise the following units under the GSS: Claims, R&I, PCIU, Asset Disposal (ADEPU), Mail & Pouch, Travel, Supply and Fuel.

Summarize any of Your Achievements

I have attended the first-ever Workshop on Liquidation/ Property Disposal in UNMIK which was organized by PMU and has subsequently trained Chief of Sections, the CMS and other key staff in UNIOSIL. I have also conducted hands-on training on "Write-Off & Disposal Module" to the Disposal Unit, Finance and Procurement Sections which enabled the mission conduct write off and disposal activities per Galileo guidelines. This feat has been officially noted and mentioned in the report by the OIOS Team which came to Audit UNIOSIL operations in May 2008. Since I have reported to work, record-keeping has been improved, ie, Board of Survey records as well as anomalies and discrepancies in records have been rectified in Galileo with relevant auditable documents being kept in the office. My unit has completed the Physical Verification cycle of 2007 and we are now on another cycle. As the Chairman of Board of Survey, inspections are done on a weekly basis, at the minimum as requested by the Claims Officer. Due to reasons of operational efficiency and the Management's trust and confidence in my capabilities, the Asset Disposal Unit has been recently removed from Engineering Section and attached to the General Services Section which I am in- charge of. At one point, I was officially appointed OIC Mission Support which highlights the Senior Management's trust in my capabilities. My efforts and contributions to the mission have duly been recognized by my former supervisor by giving me Overall Rating "Frequently Exceeds Performance Expectations" and Overall Comments "Excellent Staff Member" both in my last two E-pas.

Reasons for Leaving

End-of-Mission/ Career Development

Job Title

Supply Officer

Type of Business

Humanitarian Relief Assistance

From - To

01/04/2005 - 01/10/2007

Name of Employer

United Nations High Commissioner for Refugees (UNHCR)

Name of Supervisor

David Feze, Senior Admin/Finance Officer

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
4122739-7526

Email Address
bala@unhcr.org

Address of Employer
Sudan

Number of Employees Supervised by You
1

Description of Duties
As chief of the Supply Unit, I am responsible for the following: 1. Procurement: To manage the procurement system of all items for the offices in the whole of Darfur. In cases where the amount is less than $20,000 and the procurement is done inside Sudan, I do all the processes directly and in cases where International procurement is done, I am the focal point of our office in Darfur to co-ordinate with our Supply Unit in Kharotum. 2. Delivery: Manage the delivery of items within our offices in Darfur, thru the use of our vehicle fleet and commercial transporters. For the items coming from Khartoum, I do the co-ordination with our Supply Unit in Khartoum. 3. Warehousing: To ensure that all items are received and stored using the best practices in the inventory management.

Summarize any of Your Achievements
I managed to put all supply-related activities under one unit- the supply unit in our office. When I came to the office, procurement was done separately by the Admin and Programme Units. Streamlining the functions of supply resulted in a more efficient and co-ordinated supply operations. Asset Trak: I managed to establish an updated and accurate listing of all UNHCR and Implementing Partners' Assets in the whole Darfur area. Construction: As an added duty, I am the focal point in all the construction activities in the office. I have co-ordinated all the activities for the construction of our office blocks, warehouse/car park, and vehicle maintenance complex.

Reasons for Leaving
I am still with UNHCR but am looking for possible opportunities within the common UN system

Job Title
Field Safety Adviser

Type of Business
HUMANITARIAN

From - To
01/10/2004 - 01/03/2005

Name of Employer
United Nations High Commissioner for Refugees (UNHCR)

Name of Supervisor
WILLIAM TALL

Salaries per Annum:

Starting	Final	Currency Paid
71000	**71000**	**USD**

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

Is this a position within the UN Common System? **Yes**

Telephone Number
78672546095

Email Address
bala@unhcr.org

Address of Employer
Russian Federation

Number of Employees Supervised by You
2

Description of Duties
1. To advise the head of office on security matters 1. To conduct security assessment missions to North Caucasus republics where UNHCR missions are held. 3. A member of ASMT and UN Security Cell in the North Caucasus. 4. In collaboration with UNSECOORD, conduct security assessments to UN premises and residential areas. 5. To provide security advisories to UNHCR staff. 6. Maintain liaison with officers of Law Enforcement Authorities in the North Caucasus.

Summarize any of Your Achievements
1. I am a founding member of UN Security Cell in the North Caucasus. 2. I was able slowly take control of UNHCR missions in the North Caucasus, thereby making UNHCR missions more flexible.

Reasons for Leaving
I was sent on mission to Darfur as Logistics Officer thereafter I got my regular appointment in the same function as Supply Officer which I hold until now.

Job Title
Associate Logistics Officer (UNV)

Type of Business
Humanitarian Assistance

From - To
01/01/2001 - 01/09/2004

Name of Employer
United Nations High Commissioner for Refugees (UNHCR)

Name of Supervisor
John Nkosi, Progrmme Officer of UNHCR Sub-Office Dadaab

Salaries per Annum:

Starting	Final	Currency Paid
24000	**24000**	**USD**

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

Is this a position within the UN Common System? **Yes**

Telephone Number
254463553

Email Address
bala@unhcr.ch

Address of Employer
Kenya

Number of Employees Supervised by You
15

Description of Duties
1. SUPPLY CHAIN MANAGEMENT: a. Responsible for the purchase of all items of supply for UNHCR Sub-office programmes, their delivery to the warehouse/stores, warehousing management, issuance/distribution of items to the beneficiaries. Preparation of payment requests and pertinent documents required for the payment of purchased supplies consistent with UN Financial rules. b. Vehicle fleet Management-Involved in providing transportation support to all administrative and operational movements of staff and materials; and maintenance of UNHCR and Security (Kenyan Police) vehicle fleets and management of 7 drivers of UNHCR. c. Management of 80,000 liters of fuel monthly. d. Tracking of assets of UNHCR and UNHCR-funded assets of the Implementing Partners. 2. SECURITY (additional duties): To act for the Security Officer in his absence, or assist him during sensitive exercises such as refugee registration, card revalidation and resettlement. Duties: a. Co-ordinate dispatches of vehicles.

Summarize any of Your Achievements
a. VEHICLE FLEET MANAGEMENT - Stringent control measures were put in place to ensure efficiency. b. PROCUREMENT - This has been centralized at the logistics unit which paved the way for timely purchases. c. FUEL MANAGEMENT - Designed and implemented fuel coupon system which allowed efficient distribution and control measures.

Reasons for Leaving

To Have a career in the UN

Job Title	Type of Business	From - To
UN Peace-Keeper	**UN Peace-keeping**	**01/06/2000 - 01/12/2000**

Name of Employer
United Nations Transitional Administration in East Timor Peace-Keeping Force (UNTAET-PKF)

Name of Supervisor
Colonel Jerry V Jalandoni

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? **Yes**
240000	**240000**	**PHP**	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
As Comander of Third Infantry Platoon: a. To conduct security patrols and intelligence gathering on the militia`s movements for onward reporting to the higher HQs. b. Provision of security to various UN and NGO staff in my area of operation. c. Assessment of threat to the UN and NGO staff for onward reporting to higher HQs. As concurrent Executive Officer of the Logistics Battalion: a. Supervision of operation and maintenace of the vehicle fleet. b. Ensure proper receipt of food items from the Logistics Cell of PKF for their subsequent storage and distribution.

Summarize any of Your Achievements
a. Efficient transport operations. b. smooth rreceipt, storage and distribution of food items. c. Maintenance of security in my area of operation.

Reasons for Leaving
To accept a UNV posting as Associate Logistics Officer of United Nations High Commissioner for Refugees Sub-Office Dadaab, Kenya in Jan of 2001

Job Title	Type of Business	From - To
Commissioned Officer in the Army (Captain)	**Military Service**	**01/03/1999 - 01/06/2000**

Name of Employer
Philippine Army

Name of Supervisor
Colonel Gamaliel S Cruz

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? **Yes**
240000	**240000**	**PHP**	Is this a position within the UN Common System? **Yes**

Telephone Number

Email Address

Address of Employer
Philippines

Number of Employees Supervised by You
30

Description of Duties
1. Logistics: a. To supervise proper recording, inventory and warehousing system and eventual issuance of military supplies. b. To supervise proper maintenance and operation of the unit`s vehicle fleet. e. Management of fuel. 2. Security: Guard duties are a routine to ensure security in the camp. As a Captain, I was on Officer-of-the-Day (OD) Rosters. Duties: a. Conduct patrols to enforce camp rules and regulations, attend to instances of insecurity and write reports for further actions. b. Conduct inspections to the soldiers posted in the guard posts and the alert platoon to ensure their combat-readiness within my tour of duty. Ammunition Inspections: As a trained ammo inspector, I was assigned to command an Explosive Ordnance Disposal (EOD) Team. Duties: a. Conduct periodical inspections, classifications and disposal of ammunition in the ammo dump. b. Conduct bomb-clearing to engagement areas prior to visit by top military officials and other dignitaries.

Summarize any of Your Achievements
a. Efficient operation maintenance and use of the vehicle fleet. b. Efficient issuance of fuel. c. Timely receipt of military supplies and efficient subsequent issuance. d. Smooth ammunition inspections and disposals

Reasons for Leaving
I was selected as a member of the Philippine Battalion- contingent to the UN Peace-Keeping Force in East Timor where I served the full tour-of-duty of 6 months.

Job Title	Type of Business	From - To
Commisioned Officer in the Philippine Army (First Lieutenant)	**Military Service**	**01/10/1997 - 01/02/1999**

Name of Employer
Philippine Army

Name of Supervisor
Colonel Napoleon G Deocaris

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? **Yes**
240000	**240000**	**PHP**	Is this a position within the UN Common System? **Yes**

Telephone Number

Email Address

Address of Employer
Philippines

Number of Employees Supervised by You
20

Description of Duties

1. Logistics: a. To prepare inventory programs. b. To co-ordinate with all Army units for the smooth inventory of all properties belonging to the Army. c. To update the Commanding General of the Logistics Command on the status of properties of the Army. d. Advise the Chief of Office on operational issues. 2. Security: Officers and men assigned in the camp perform guard details to ensure security in the camp. As a First Liutenant, i was on the duty rosters for Officer-of-the Day (OD). Duties: a. Conduct inspections to soldiers posted in the guard posts and the alert platoon to ensure their combat-readiness. b. Conduct patrols to enforce camp rules and regulations, attend to instances of insecurity and write reports for further actions.

Summarize any of Your Achievements

A database of all properties of the Army has been set-up and maintained.

Reasons for Leaving

I was transferred to another unit under the same Logistics Command of the Philippine Army

Job Title

Commissioned Officer in the Philippine Army (First Liutenant)

Type of Business

Military Service

From - To

01/05/1996 - 01/10/1997

Name of Employer

Philippine Army

Name of Supervisor

Captain Ariel Briones

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? **Yes**
200000	**200000**	**PHP**	Is this a position within the UN Common System? **Yes**

Telephone Number

Email Address

Address of Employer

Philippines

Number of Employees Supervised by You

30

Description of Duties

1. Logistics: a. To ensure timely purchase and delivery of all supermarket supplies to all Army units. b. To supervise proper recording and storage of supplies. c. Responsible for the proper stock level of all supplies at all times. 2. Security: Officers and men in the camp alternately perform guard details to ensure security in the camp. I was on the Officer-of- the Day (OD) rosters. Duties: a. Conduct patrols to enforce security rules and regulations in the camp, attend to instances of insecurity and write reports for further actions. b. conduct inspections to soldiers in the guard posts and the alert platoon to ensure their combat-readiness within my tour of duty.

Summarize any of Your Achievements

Proper stock-level is maintained at all times and supplies delivered to the beneficiary units on time.

Reasons for Leaving

I was transferred to another unit within the same Logistics Command of the Philippine Army.

Job Title

Commissioned Officer of the Philippine Army (Second Liutenant)

Type of Business

Military Service

From - To

01/09/1993 - 01/05/1996

Name of Employer

Philippine Army

Name of Supervisor

Major General Victor A Mayo Commanding General of Special Forces Regiment Airborne

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? **Yes**
144000	**144000**	**PHP**	Is this a position within the UN Common System? **Yes**

Telephone Number

Email Address

Address of Employer

Philippines

Number of Employees Supervised by You

480

Description of Duties

1. Logistics: As the Responsible Supply Officer, I was in charge of mainenance and operation of the Company`s vehicles and generators, requisition, storage, maintenance and distribution of all military supplies of the Company. 2. Security: As a Team Leader/ Company Executive Officer of Special Forces, I was in-charge of counter-insurgency operations in my AOR which includes Combat/Security/Intelligence/Civil-Military operations.

Summarize any of Your Achievements

a. Military supplies intended to the Company were received and distributed on time. b. Proper recording of all non-expendable supplies was established and maintained. c. Vehicle fleet and generators were maintained and kept operational. d. Insurgents` bases and operations were kept to minimum and security maintained.

Reasons for Leaving

I was sent to Officers` Logistics School to take up the Army Officer`s Logistics Course.

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

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

For clerical grades only:

Indicate typing speed in words per minute: English - 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
Filipino	**Yes**	**Easily**	**Easily**	**Easily**	**Easily**

Address

17A Easy Street, Binictican Heights, Subic Bay Freeport, Olongapo City, Philippines
Olongapo N/A Philippines
Telephone: 0063-47-252-5425
Fax: 0063-917-8808904
Contact: Jimmy Bala

Address

C/O UNIOSIL HQS, MAMMY YOKO HOTEL, ABERDEEN, PO BOX NR 5, FREETOWN, SIERRA LEONE
FREETOWN NA Sierra Leone
Telephone: 001-212-9639588 extension 6053
Fax: 232-76-654059
Contact: JIMMY BALA

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
FERDINAND BAJARIN	**Military Oficer**	**Joint Chief of Staff for Intelligence, J2 Philippines**	**639182569730** **ferdinand.bajarin@yahoo.com**
ROLANDO NOTO	**MILITARY OFFICER**	**OFFICE OF THE CHIEF OF STAFF, AFP Philippines**	**639204870525** **rolly_noto@yahoo.com**
MARIO PAJARILLAGA	**UN Volunteer**	**C/O UNHCR Philippines**	**251911254165** **mariopajarilaga@yahoo.co.uk**

UNITED NATIONS NATIONS UNIES

Personal History Profile for Rajiv CHAWLA

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
CHAWLA	**Rajiv**		
2. Date of Birth	3. City of Birth	Country of Birth	Index No
27/06/1959	**New Delhi**	**India**	**709389**
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
India		**India**	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Maritial 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? **Yes. Canada.**

13. What is your preferred field of work? **Administrative officers**

14. Would you accept employment for less than six months? **No**

15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? **01/03/2000**

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: **chawlar@un.org**

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
University of Hull	**Hull United Kingdom**	**Sep-1996 - Sep-1997**
Main Course of Study	Field of Study	
Management	**Business & Administration**	
Degree Title or Equivalent	Degree Type	
Masters in Business Administration	**Masters**	

University Name	City, Country	From - To
Panjab University	**Chandigarh India**	**Apr-1977 - May-1981**
Main Course of Study	Field of Study	
Energy and Chemical Engineering	**Engineering & Engineering Trades**	
Degree Title or Equivalent	Degree Type	
Bachelor of Science in Chemical Engineering with Honours	**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
Bhartiya Vidya Bhavan	**Baroda India**	**Apr-1973 - Mar-1975**
Main Course of Study		Certificate or Diploma
Physics,Chemistry,Mathematics		**Higher Secondary 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 Supply Officer, P4	**Peacekeeping mission**	**01/11/2007 -**
Name of Employer		Name of Supervisor
UN Mission in Chad and Central Africa		**Aboubakrine Dieye**

Salaries per Annum:

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

Telephone Number

Email Address

Address of Employer
Chad

Number of Employees Supervised by You

Description of Duties

As Chief Supply Officer, I am responsible for the supplies of General stores, Fuel and rations to the mission clients. Being the Account holder of Supply SAU, my responsibilities include requisitioning of all Supply items, review, preparation and monitoring of of budget, NTE values of different contracts. Also as the Contracts Administrator of various contracts, I oversee the performance of all Supply contractors. As Section head, I am responsible for identifying the staffing requirements and recruitment of the posts. I am also responsible for the development of Supply section staff through training courses, performance reviews etc.

Summarize any of Your Achievements

I was part of the start team and set up the Supply section of this new mission from scratch.

Reasons for Leaving

Better prospects

Job Title	Type of Business	From - To
Chief Supply Officer, P4	**Start up pf new mission**	**01/07/2007 - 01/11/2007**
Name of Employer		Name of Supervisor
DPKO		**Hany Abdel Aziz**

Salaries per Annum:

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

Telephone Number

Email Address

Address of Employer

United States of America

Number of Employees Supervised by You

Description of Duties

Start up of new peacekeeping mission in Chad.

Summarize any of Your Achievements

Successfully strated Supply operations of the new mission

Reasons for Leaving

Returned to MONUC

Job Title	Type of Business	From - To
RAO (Temporary assignment), P4	**Peacekeeping**	**01/09/2005 - 01/03/2006**
Name of Employer		Name of Supervisor
UN Mission in Congo		**Hazel Scott**

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? **No**
92650	**92650**	**USD**	Is this a position within the UN Common System? **Yes**

Telephone Number

Email Address

chawlar@un.org

Address of Employer

Congo, Dem. Rep.

Number of Employees Supervised by You

Description of Duties

Administrative head of one of the important sectors of MONUC.

Summarize any of Your Achievements

Introduced changes MOP system, organized events by involving local population.

Reasons for Leaving

It was a temporary assignment

Job Title	Type of Business	From - To
Chief Fuel Unit ,P4	**Peacekeeping**	**01/09/2004 - 01/06/2007**
Name of Employer		Name of Supervisor
United Nations Mission in Congo		**Gilles Briere**

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? **No**
92650	**92650**	**USD**	Is this a position within the UN Common System? **Yes**

Telephone Number

12129630103

Email Address

chawlar@un.org

Address of Employer

Congo, Dem. Rep.

Number of Employees Supervised by You

49

Description of Duties

- Successfully managing the mission's fuel needs of about $ 80 million for aviation, ground fuel, oils and lubricants after starting the unit as a new entity and developing the fuel plan at the present mission. - Identified other jobs and their description for the unit. Assisted UNHQ in the identification and selection process of suitable candidates and training them in their fuel duties as per standards of International Air Transport Association, American Petroleum Institute and Society of Automotive Engineers. - Consistently estimating fuel requirements at all the locations of the mission and monitoring consumption to ensure uninterrupted supply for all the spread out sector locations. Closely coordinating with Aviation, Transport, Engineering, Procurement and Contracts Management sections for collaborative planning, budgeting, forecasting, requisitioning and streamlining of operations.Besides performing duties of Chief Fuel Unit, I am also the Deputy Chief of Supply Section and handle the responsibilities of Chief Supply Section during his absence.

Summarize any of Your Achievements

- Reviewed the logistics strategy of fuel operations and substituted air transportation of fuel by river transportation at almost all locations of the mission for optimal utilizations of assets and cost benefits. - Developed Mission facilities for storage and delivery of fuel in remote areas of the mission where contractor facilities are not available for ensuring uninterrupted demand fulfillment. - Introduced and implemented the Fuel Quality Assurance Program.

Reasons for Leaving

I am now looking forward to new challenges either in the same mission or with other UN agencies/missions.

Job Title
OIC Fuel, P3

Type of Business
Fuel operations

From - To
01/07/2002 - 01/12/2004

Name of Employer
MONUC

Name of Supervisor
Xavier de Chambord

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
chawlar@un.org

Address of Employer
Congo, Dem. Rep.

Number of Employees Supervised by You
18

Description of Duties
Was responsible for Fuel operations and Quality control.

Summarize any of Your Achievements
Replaced Air transportation of fuel by river transportaion.

Reasons for Leaving
Promotion to higher grade

Job Title
Contracts Management Officer, P3

Type of Business
Peacekeeping

From - To
01/06/2001 - 01/06/2002

Name of Employer
United Nations

Name of Supervisor
Gilles Briere

Salaries per Annum:

Starting	Final	Currency Paid
68306	**68306**	**USD**

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

Is this a position within the UN Common System? **Yes**

Telephone Number
243818907733

Email Address
chawlar@un.org

Address of Employer
Congo, Dem. Rep.

Number of Employees Supervised by You
4

Description of Duties
I was responsible for managing Fuel contracts of the mission. Main duties included monitoring and evaluating performance of contractors particularly in the areas of service, quality of petroleum products,safety and fire prevention, pollution control and delivery.

Summarize any of Your Achievements
Developed Statement of Requirement for the new contracts covering all the locations of the mission with very accurate forecast which helped the mission in maintaining smooth and uninterrupted fuel supplies throughtout.

Reasons for Leaving
MONUC Administration decided to set up a Fuel unit and I was asked to head this unit.

Job Title
Chief Regional Manager, Mumbai Region

Type of Business
Petroleum refining and marketing

From - To
01/11/2000 - 01/06/2001

Name of Employer
Hindustan Petroleum

Name of Supervisor
Mr. G A Shirwaikar

Salaries per Annum:

Starting	Final	Currency Paid
288000	**288000**	**INR**

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
India

Number of Employees Supervised by You

100

Description of Duties

- Administrative Head of the largest strategic business unit in India's second largest petroleum company leading a team of more than 100 professionals with an annual turnover of more than $ 200 million. - Competent authority for purchasing terminal equipment, site construction of retail sites, negotiating purchasing land for outlets, awarding dealerships and entering MOUs with industrial customers.

Summarize any of Your Achievements

- Terminals Strategy Development: Led the team to analyze nation's largest proprietary network of petroleum terminals to determine best business strategy for future. Developed strategy to balance risks and rewards of proprietary ownership, outsourcing, and a terminals business unit. - Service Station Environmental Optimization: Developed new strategy, reengineered processes, and implemented programs for escalating environmental and pollution issues at service stations. Programs rolled out to all owned and jobber service stations, resulting in major reductions in current and expected future remediation costs, significantly enhancing profitability of retail operations.

Reasons for Leaving

Wanted to switch over from corporate to a more challenging peacekeeping environment.

Job Title	Type of Business	From - To
Chief Regional Manager, Gujarat Region	**Petroleum refining and marketing**	**01/07/1997 - 01/11/2000**

Name of Employer

Hindustan Petroleum

Name of Supervisor

Mr. G.A.Shirwaikar

Salaries per Annum:

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

Telephone Number

Email Address

Address of Employer

India

Number of Employees Supervised by You

100

Description of Duties

- Business Process/ Supply Chain Reengineering: Led effort to reengineer all logistics processes including transportation, shipping, scheduling, terminal replenishment, and delivery of products to service stations and other customers. Developed models to identify points of inventory accumulation, key performance levers and opportunities. Implemented best practice processes and tools resulting in 30% inventory reduction, increased forecast accuracy and greater customer satisfaction. Advised other regional chiefs in implementing the successful model in their zones.

Summarize any of Your Achievements

- Materials Management - Identified opportunities to reduce working capital while maintaining service levels and operational efficiency and redesigned procurement processes to leverage purchasing power of overall company. The project examined the main product supply chains as well as MRO stores, reutilization of existing assets, and transportation infrastructure. Savings realized exceeded $ 22 million.

Reasons for Leaving

Promotion in the same organization.

Job Title	Type of Business	From - To
Joint Director- Ministry of Petroleum & Natural Gas	**Policy Making**	**01/02/1995 - 01/09/1996**

Name of Employer

Ministry of Petroleum and Natural Gas, India

Name of Supervisor

Mr. D.C. Lahiri

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? **No**
249600	**288000**	**INR**	Is this a position within the UN Common System? **Yes**

Telephone Number

Email Address

Address of Employer

India

Number of Employees Supervised by You

6

Description of Duties

- Led the committee for formulating the policy and road map for the deregulation of petroleum and gas marketing in India. Identified impact areas, risks and timelines for the proposed phased deregulation.Developed policy guidelines for business by the parallel marketeers to ensure business continuity in the deregulated scenario.

Summarize any of Your Achievements

- Developed a separate long-term strategic plan for the gas supply division to manage its natural gas supply activities in a rapidly evolving deregulatory environment with implications on the foreign trade policy. - Published the task-force's findings for the Ministry in a report on Business Process Reengineering and Change Management. Delivered presentations and seminars in the Ministry and the Secretariat for adopting the proposed roadmap for a nationwide implementation.

Reasons for Leaving

Nomination by Government of India for MBA in the UK.

Job Title	Type of Business	From - To
Various Managerial Positions	**Petroleum refining and marketing**	**01/06/1982 - 01/02/1995**

Name of Employer

Hindustan Petroleum

Name of Supervisor

Mr. S.P. Chaudhry

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? **No**
96000	**288000**	**INR**	Is this a position within the UN Common System? **Yes**

Telephone Number | Email Address

Address of Employer

India

Number of Employees Supervised by You

20

Description of Duties

- Managed the marketing and transportation areas of various strategic business units. Developed business cases for reengineering product supply and distribution processes. Other responsibilities included staff supervision, technical training, operations, budgeting and planning, demand and supply forecasting, auditing, contracts and negotiations. - Handled fuel operations at installations, technical services to the customers, transfer operations from storage tanks, operating available mobile refuelling equipment, documenting fuel transactions and performing laboratory analysis on petroleum products. Also ensured strict compliance of explosives rules, safety regulations and conducted regular mock drills as part of training for all staff members. - Developed an approach to managing fuels supply, integrating supply logistics, exchange management and pricing. Recommendations yielded annual benefits of approximately $25 million.

Summarize any of Your Achievements

- Reengineered the order fulfillment process (order management and supply chain planning) leading to improved profitability by $5 to $20 million per year for different regions.- Facilitated reorganization design for the product supply division. The new structure enabled the division to be more responsive to market opportunities through increased control of its hydrocarbon portfolio. - Developed the go-to-market strategy for the automotive lubricants division, dramatically impacting sales, marketing, customer service and logistics functions. The strategy was based on a new customer segmentation model and emphasizes the redeployment of resources across segments. Recommendations improved pre-tax profitability by about $15 million per year. - Developed an asset rationalization strategy for base oil production and a finished lubricants marketing strategy. Managed a project to reengineer the operations and commercial planning processes for crude and refined products supply and marketing activities. - Managed a project to establish market-related crude and feedstock transfer price formulas for transfers between the E&P and Refining & Marketing subsidiaries.

Reasons for Leaving

Promotions in the same organization.

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
Hindi	**No**	**Easily**	**Easily**	**Easily**	**Easily**
Punjabi	**Yes**	**Easily**	**Easily**	**Easily**	**Easily**

Address

3011, 18 Harbour Street
Toronto Canada
Telephone: 1-416-8804364
Fax: 1-416-8804364

Address

United Nations Mission in Chad and Central Africa
MINURCAT
N'Djamena Chad
Telephone: 235-6900086
Fax: 235-6900086
Contact: Rajiv Chawla

Address

1875
Sector 21
Panchkula Haryana India
Telephone: 0091-9915579850
Fax: 0091-9915579850
Contact: Rajiv Chawla

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

Dinesh JAIN	**Indian Administrative service**	**Ministry of Heavy Industies Government of India Udyog Bhavan New Delhi India**	**00911124677872**
Sudip ROY	**Indian Administrative Sevice**	**Secretary to Government of Tripura Agartala Tripura India**	**0091381325058**
Tejbir SAWHNEY	**Marketing Executive**	**Hindustan Bhavan, Hindustan Petroleum, 8 Shhorji Vallabhdas Marg, Mumbai 400001 India**	**tssawhney@yahoo.com**

UNITED NATIONS NATIONS UNIES

Personal History Profile for Rajiv CHAWLA

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
CHAWLA	**Rajiv**		
2. Date of Birth	3. City of Birth	Country of Birth	Index No
27/06/1959	**New Delhi**	**India**	**709389**
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
India		**India**	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Maritial 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? **Yes. Canada.**

13. What is your preferred field of work? **Administrative officers**

14. Would you accept employment for less than six months? **No**

15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? **01/03/2000**

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: **chawlar@un.org**

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
University of Hull	**Hull United Kingdom**	**Sep-1996 - Sep-1997**
Main Course of Study	Field of Study	
Management	**Business & Administration**	
Degree Title or Equivalent	Degree Type	
Masters in Business Administration	**Masters**	

University Name	City, Country	From - To
Panjab University	**Chandigarh India**	**Apr-1977 - May-1981**
Main Course of Study	Field of Study	
Energy and Chemical Engineering	**Engineering & Engineering Trades**	
Degree Title or Equivalent	Degree Type	
Bachelor of Science in Chemical Engineering with Honours	**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
Bhartiya Vidya Bhavan	**Baroda India**	**Apr-1973 - Mar-1975**
Main Course of Study		Certificate or Diploma
Physics,Chemistry,Mathematics		**Higher Secondary 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 Supply Officer, P4	**Peacekeeping mission**	**01/11/2007 -**
Name of Employer		Name of Supervisor
UN Mission in Chad and Central Africa		**Aboubakrine Dieye**

Salaries per Annum:

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

Telephone Number

Email Address

Address of Employer
Chad

Number of Employees Supervised by You

Description of Duties

As Chief Supply Officer, I am responsible for the supplies of General stores, Fuel and rations to the mission clients. Being the Account holder of Supply SAU, my responsibilities include requisitioning of all Supply items, review, preparation and monitoring of of budget, NTE values of different contracts. Also as the Contracts Administrator of various contracts, I oversee the performance of all Supply contractors. As Section head, I am responsible for identifying the staffing requirements and recruitment of the posts. I am also responsible for the development of Supply section staff through training courses, performance reviews etc.

Summarize any of Your Achievements

I was part of the start team and set up the Supply section of this new mission from scratch.

Reasons for Leaving

Better prospects

Job Title	Type of Business	From - To
Chief Supply Officer, P4	**Start up pf new mission**	**01/07/2007 - 01/11/2007**
Name of Employer		Name of Supervisor
DPKO		**Hany Abdel Aziz**

Salaries per Annum:

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

Telephone Number

Email Address

Address of Employer

United States of America

Number of Employees Supervised by You

Description of Duties

Start up of new peacekeeping mission in Chad.

Summarize any of Your Achievements

Successfully strated Supply operations of the new mission

Reasons for Leaving

Returned to MONUC

Job Title	Type of Business	From - To
RAO (Temporary assignment), P4	**Peacekeeping**	**01/09/2005 - 01/03/2006**
Name of Employer		Name of Supervisor
UN Mission in Congo		**Hazel Scott**

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? **No**
92650	**92650**	**USD**	Is this a position within the UN Common System? **Yes**

Telephone Number

Email Address

chawlar@un.org

Address of Employer

Congo, Dem. Rep.

Number of Employees Supervised by You

Description of Duties

Administrative head of one of the important sectors of MONUC.

Summarize any of Your Achievements

Introduced changes MOP system, organized events by involving local population.

Reasons for Leaving

It was a temporary assignment

Job Title	Type of Business	From - To
Chief Fuel Unit ,P4	**Peacekeeping**	**01/09/2004 - 01/06/2007**
Name of Employer		Name of Supervisor
United Nations Mission in Congo		**Gilles Briere**

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? **No**
92650	**92650**	**USD**	Is this a position within the UN Common System? **Yes**

Telephone Number

12129630103

Email Address

chawlar@un.org

Address of Employer

Congo, Dem. Rep.

Number of Employees Supervised by You

49

Description of Duties

- Successfully managing the mission's fuel needs of about $ 80 million for aviation, ground fuel, oils and lubricants after starting the unit as a new entity and developing the fuel plan at the present mission. - Identified other jobs and their description for the unit. Assisted UNHQ in the identification and selection process of suitable candidates and training them in their fuel duties as per standards of International Air Transport Association, American Petroleum Institute and Society of Automotive Engineers. - Consistently estimating fuel requirements at all the locations of the mission and monitoring consumption to ensure uninterrupted supply for all the spread out sector locations. Closely coordinating with Aviation, Transport, Engineering, Procurement and Contracts Management sections for collaborative planning, budgeting, forecasting, requisitioning and streamlining of operations.Besides performing duties of Chief Fuel Unit, I am also the Deputy Chief of Supply Section and handle the responsibilities of Chief Supply Section during his absence.

Summarize any of Your Achievements

- Reviewed the logistics strategy of fuel operations and substituted air transportation of fuel by river transportation at almost all locations of the mission for optimal utilizations of assets and cost benefits. - Developed Mission facilities for storage and delivery of fuel in remote areas of the mission where contractor facilities are not available for ensuring uninterrupted demand fulfillment. - Introduced and implemented the Fuel Quality Assurance Program.

Reasons for Leaving

I am now looking forward to new challenges either in the same mission or with other UN agencies/missions.

Job Title
OIC Fuel, P3

Type of Business
Fuel operations

From - To
01/07/2002 - 01/12/2004

Name of Employer
MONUC

Name of Supervisor
Xavier de Chambord

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
chawlar@un.org

Address of Employer
Congo, Dem. Rep.

Number of Employees Supervised by You
18

Description of Duties
Was responsible for Fuel operations and Quality control.

Summarize any of Your Achievements
Replaced Air transportation of fuel by river transportaion.

Reasons for Leaving
Promotion to higher grade

Job Title
Contracts Management Officer, P3

Type of Business
Peacekeeping

From - To
01/06/2001 - 01/06/2002

Name of Employer
United Nations

Name of Supervisor
Gilles Briere

Salaries per Annum:

Starting	Final	Currency Paid
68306	**68306**	**USD**

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

Is this a position within the UN Common System? **Yes**

Telephone Number
243818907733

Email Address
chawlar@un.org

Address of Employer
Congo, Dem. Rep.

Number of Employees Supervised by You
4

Description of Duties
I was responsible for managing Fuel contracts of the mission. Main duties included monitoring and evaluating performance of contractors particularly in the areas of service, quality of petroleum products,safety and fire prevention, pollution control and delivery.

Summarize any of Your Achievements
Developed Statement of Requirement for the new contracts covering all the locations of the mission with very accurate forecast which helped the mission in maintaining smooth and uninterrupted fuel supplies throughtout.

Reasons for Leaving
MONUC Administration decided to set up a Fuel unit and I was asked to head this unit.

Job Title
Chief Regional Manager, Mumbai Region

Type of Business
Petroleum refining and marketing

From - To
01/11/2000 - 01/06/2001

Name of Employer
Hindustan Petroleum

Name of Supervisor
Mr. G A Shirwaikar

Salaries per Annum:

Starting	Final	Currency Paid
288000	**288000**	**INR**

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
India

Number of Employees Supervised by You

100

Description of Duties

- Administrative Head of the largest strategic business unit in India's second largest petroleum company leading a team of more than 100 professionals with an annual turnover of more than $ 200 million. - Competent authority for purchasing terminal equipment, site construction of retail sites, negotiating purchasing land for outlets, awarding dealerships and entering MOUs with industrial customers.

Summarize any of Your Achievements

- Terminals Strategy Development: Led the team to analyze nation's largest proprietary network of petroleum terminals to determine best business strategy for future. Developed strategy to balance risks and rewards of proprietary ownership, outsourcing, and a terminals business unit. - Service Station Environmental Optimization: Developed new strategy, reengineered processes, and implemented programs for escalating environmental and pollution issues at service stations. Programs rolled out to all owned and jobber service stations, resulting in major reductions in current and expected future remediation costs, significantly enhancing profitability of retail operations.

Reasons for Leaving

Wanted to switch over from corporate to a more challenging peacekeeping environment.

Job Title	Type of Business	From - To
Chief Regional Manager, Gujarat Region	**Petroleum refining and marketing**	**01/07/1997 - 01/11/2000**

Name of Employer

Hindustan Petroleum

Name of Supervisor

Mr. G.A.Shirwaikar

Salaries per Annum:

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

Telephone Number

Email Address

Address of Employer

India

Number of Employees Supervised by You

100

Description of Duties

- Business Process/ Supply Chain Reengineering: Led effort to reengineer all logistics processes including transportation, shipping, scheduling, terminal replenishment, and delivery of products to service stations and other customers. Developed models to identify points of inventory accumulation, key performance levers and opportunities. Implemented best practice processes and tools resulting in 30% inventory reduction, increased forecast accuracy and greater customer satisfaction. Advised other regional chiefs in implementing the successful model in their zones.

Summarize any of Your Achievements

- Materials Management - Identified opportunities to reduce working capital while maintaining service levels and operational efficiency and redesigned procurement processes to leverage purchasing power of overall company. The project examined the main product supply chains as well as MRO stores, reutilization of existing assets, and transportation infrastructure. Savings realized exceeded $ 22 million.

Reasons for Leaving

Promotion in the same organization.

Job Title	Type of Business	From - To
Joint Director- Ministry of Petroleum & Natural Gas	**Policy Making**	**01/02/1995 - 01/09/1996**

Name of Employer

Ministry of Petroleum and Natural Gas, India

Name of Supervisor

Mr. D.C. Lahiri

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? **No**
249600	**288000**	**INR**	Is this a position within the UN Common System? **Yes**

Telephone Number

Email Address

Address of Employer

India

Number of Employees Supervised by You

6

Description of Duties

- Led the committee for formulating the policy and road map for the deregulation of petroleum and gas marketing in India. Identified impact areas, risks and timelines for the proposed phased deregulation.Developed policy guidelines for business by the parallel marketeers to ensure business continuity in the deregulated scenario.

Summarize any of Your Achievements

- Developed a separate long-term strategic plan for the gas supply division to manage its natural gas supply activities in a rapidly evolving deregulatory environment with implications on the foreign trade policy. - Published the task-force's findings for the Ministry in a report on Business Process Reengineering and Change Management. Delivered presentations and seminars in the Ministry and the Secretariat for adopting the proposed roadmap for a nationwide implementation.

Reasons for Leaving

Nomination by Government of India for MBA in the UK.

Job Title	Type of Business	From - To
Various Managerial Positions	**Petroleum refining and marketing**	**01/06/1982 - 01/02/1995**

Name of Employer

Hindustan Petroleum

Name of Supervisor

Mr. S.P. Chaudhry

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? **No**
96000	**288000**	**INR**	Is this a position within the UN Common System? **Yes**

Telephone Number | Email Address

Address of Employer

India

Number of Employees Supervised by You

20

Description of Duties

- Managed the marketing and transportation areas of various strategic business units. Developed business cases for reengineering product supply and distribution processes. Other responsibilities included staff supervision, technical training, operations, budgeting and planning, demand and supply forecasting, auditing, contracts and negotiations. - Handled fuel operations at installations, technical services to the customers, transfer operations from storage tanks, operating available mobile refuelling equipment, documenting fuel transactions and performing laboratory analysis on petroleum products. Also ensured strict compliance of explosives rules, safety regulations and conducted regular mock drills as part of training for all staff members. - Developed an approach to managing fuels supply, integrating supply logistics, exchange management and pricing. Recommendations yielded annual benefits of approximately $25 million.

Summarize any of Your Achievements

- Reengineered the order fulfillment process (order management and supply chain planning) leading to improved profitability by $5 to $20 million per year for different regions.- Facilitated reorganization design for the product supply division. The new structure enabled the division to be more responsive to market opportunities through increased control of its hydrocarbon portfolio. - Developed the go-to-market strategy for the automotive lubricants division, dramatically impacting sales, marketing, customer service and logistics functions. The strategy was based on a new customer segmentation model and emphasizes the redeployment of resources across segments. Recommendations improved pre-tax profitability by about $15 million per year. - Developed an asset rationalization strategy for base oil production and a finished lubricants marketing strategy. Managed a project to reengineer the operations and commercial planning processes for crude and refined products supply and marketing activities. - Managed a project to establish market-related crude and feedstock transfer price formulas for transfers between the E&P and Refining & Marketing subsidiaries.

Reasons for Leaving

Promotions in the same organization.

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
Hindi	**No**	**Easily**	**Easily**	**Easily**	**Easily**
Punjabi	**Yes**	**Easily**	**Easily**	**Easily**	**Easily**

Address

3011, 18 Harbour Street
Toronto Canada
Telephone: 1-416-8804364
Fax: 1-416-8804364

Address

United Nations Mission in Chad and Central Africa
MINURCAT
N'Djamena Chad
Telephone: 235-6900086
Fax: 235-6900086
Contact: Rajiv Chawla

Address

1875
Sector 21
Panchkula Haryana India
Telephone: 0091-9915579850
Fax: 0091-9915579850
Contact: Rajiv Chawla

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

Dinesh JAIN	**Indian Administrative service**	**Ministry of Heavy Industies Government of India Udyog Bhavan New Delhi India**	**00911124677872**
Sudip ROY	**Indian Administrative Sevice**	**Secretary to Government of Tripura Agartala Tripura India**	**0091381325058**
Tejbir SAWHNEY	**Marketing Executive**	**Hindustan Bhavan, Hindustan Petroleum, 8 Shhorji Vallabhdas Marg, Mumbai 400001 India**	**tssawhney@yahoo.com**

UNITED NATIONS NATIONS UNIES

Personal History Profile for Lalith JAYASURIYA

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
JAYASURIYA	**Lalith**	**Mahendra**	**Mahendra**
2. Date of Birth	3. City of Birth	Country of Birth	Index No
23/10/1962	**Colombo**	**Sri Lanka**	**912367**
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Sri Lanka		**Sri Lanka**	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Maritial Status
Male	**180**	**70**	**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? **Purchasing and contracting specialists**

14. Would you accept employment for less than six months? **No**

15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? **01/01/2002**

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

18. Email Address: **lmjayasuriya@yahoo.com**

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
MIDDLEHAM University - UK	**United Kingdom United Kingdom**	**Aug-2002 - Sep-2005**
Main Course of Study	Field of Study	
Management	**Business & Administration**	
Degree Title or Equivalent	Degree Type	
Master Of Business Administration in Supply Chain Management	**Masters**	

University Name	City, Country	From - To
Brunswick University	**MD - USA, United States Of America United States of America**	**Mar-2001 - Oct-2003**
Main Course of Study	Field of Study	
Management	**Business & Administration**	
Degree Title or Equivalent	Degree Type	
Masters In Business Administration (MBA)	**Masters**	

University Name	City, Country	From - To
The Institute of Supply & Materials Management	**Colombo Sri Lanka**	**Jan-1989 - Jun-1992**
Main Course of Study	Field of Study	
Management	**Business & Administration**	
Degree Title or Equivalent	Degree Type	
Bachelor of Science in Supply & Materials Management	**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
Ananda College - Colombo	**Colombo Sri Lanka**	**Jan-1968 - Sep-1980**
Main Course of Study		Certificate or Diploma
Education Level 2 & 3		**High School Certificates with merits**

Employment

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

Job Title	Type of Business	From - To
Supply Officer	**Peack Keeping**	**01/04/2008 -**
Name of Employer		Name of Supervisor
UN - DPKO MINURCAT		**Rajiv Chawla - Chief Supply Officer**
Salaries per Annum:		

Starting	Final	Currency Paid	Is this a civil servant position of your Government? **No**
71729	**97350**	**USD**	Is this a position within the UN Common System? **No**

Telephone Number

Email Address

lmjayasuriya@yahoo.com

Address of Employer

Chad

Number of Employees Supervised by You

42

Description of Duties

• Provide effective and timely planning, oversight, management and coordination of supply support to new, sustaining, expanding, contracting EUFOR troops & other administration & substantive staffs. • Develop TORs, SOP's, SOW's work flows for the supply section in line with mission start up operations. • Plan new deployments liaise with Log Ops and make sure the required supply materials are available for the smooth operational activities. • Timely and proper preparation of supply plans for the mission requirements & liaise with procurement section in order to expedite the supplies meeting deadlines. • Participation of Technical Briefing to the venders, Technical Evaluations & Develop, reviews and upgrades policy and procedures for LCC / HCC in order to speed up the commercial procurement process. • Heading the recee teams & undertakes detailed research and develops formal submissions & recommendations to senior management with respect to issues involving supply chain management & logistics. • Constitution of Technical Evaluation Committees for respective evaluations in the areas of General Supply, Rations & POL & forward them to the Procurement for commercial proceedings. • Setting up Regional Where houses in order to give more cost effective, better services to the clients. • Identifying mission urgent requirements such as security items & forwards them to NY together with technical details.

Summarize any of Your Achievements

Start up Supply operations of Abeche / Farchana Develop GS / Fuel SOP's

Reasons for Leaving

Better Prospects & promotion within the system

Job Title	Type of Business	From - To
Supply Officer	**Peace Keeping & Humanitarian**	**01/06/2005 - 01/04/2008**
Name of Employer		Name of Supervisor
UN - MONUC		**Gille Briere**

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? **No**
49149	**65594**	**USD**	Is this a position within the UN Common System? **No**

Telephone Number

24389056999 195

Email Address

lmjayasuriya@yahoo.com

Address of Employer

Congo, Dem. Rep.

Number of Employees Supervised by You

50

Description of Duties

This is a largest Peace Keeping United Nation Mission In the world Within delegated authority, as the Supply Officer, under the Direct supervision of the Chief, Supply Section, Logistics Support Division, DPKO, will be responsible for the following duties: - Provide effective and timely planning, oversight, management and coordination of supply support to new, sustaining, expanding, contracting and liquidating peacekeeping and other field missions. - Integrate and monitor the implementation of supply support plans at all de-centralized distribution centers & field missions. - Liaise with respective OIC's in regional where houses & the field missions' staff on supply related matters and provide oversight of day-to-day support of supply operations. - Coordinate with Member States for the provision of General Supply, Dry Rations & Fuel, military goods and services. - Undertake detailed research and develop formal submissions & recommendations to senior management with respect to issues involving supply chain management & field missions. - Develop response to contractual and legal issues pertaining to procurement contracts supplies and quality management of receiving them. - Identify and implement of insurance claims manage the total processes and systems until receive them. - Manage review of market research and best practices in contract development, identify areas for improvement, train both International & Local staff and adapt such practices in line with United Nation's (UN) requirements. - Develop, review, evaluate and upgrade policy and procedures for use by headquarters and field supply staff. Authorize requirements for commercial procurement. -Participation of periodical UNOE / COE inspections & make sure the military contingents are equip with necessary equipments as per MOU & ensure functionality of the – Especially Water Treatment Plants. -Supervise assigned executive & clerical staff, & provide required training, direction Guidance

Summarize any of Your Achievements

1. Member of the Council Of Management – The Institute of Supply & Materials Management – Sri Lanka 2. Corporate member of The Institute Of Supply and Material Management – Sri Lanka – Affiliated to IFPM (International Federation of Purchasing Management) 3. MBA degree holder in Business Administration Brunswick University Canada. 4. MBA Degree holder of in Procurement & Supply Chain Management – Middleham - UK 5. Life member of the Institute of Supply & Materials Management – Sri Lanka 6. Life member of the Organization of Professional Association of Sri Lanka. 7. Currently reading for the PHD at the University of Sri Jayawardanapura. 8. Completed The Post Graduate Diploma In Management – conducted by University of Colombo. 9. Fellow membership of the Institute Of Purchasing & Materials Management United Kingdom 10. Diploma Holder of the Institute of Supply and Material Management 1992 11 Visiting Lecture & Member of UnileverBestfoods "NEGOTIATIONS SKILLS TRAINING TEAM" affiliated to UnileverBestfoods Global HR division. UK/Netherlands. 12. Team Member East Asia Pacific Supply Chain Management Team UnileverBestfoods Asia Ltd. 13. Member of the Procument Advisory Committee – Sri Lankan Government 14 Team Leader & Coordinator for Sea freight & Air traffic for East Asia Pacific, Central Asia, and China & Middle East. UnileverBestfoods Ltd

Reasons for Leaving

To continue the carrer with better prospects living with my own familly.

Job Title	Type of Business	From - To
Group Commercial Manager	**Manufactures of Rubber / Plastics / PVC & Lether Products & manage ARPICO Super Centres**	**01/06/2002 - 01/06/2005**
Name of Employer		Name of Supervisor
Richard Pieris & Company		**Lalit De.S Wijeratne / Finance Director**

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? **No**
1800000	**2400000**	**LKR**	Is this a position within the UN Common System? **No**

Telephone Number

0094114310700

Email Address

lalithjayasuriya@arpico.com

Address of Employer

Sri Lanka

Number of Employees Supervised by You

33

Description of Duties

Manage a purchasing Budget of Rs. 4 billion a year servicing to 17 SBU's. Covering total Supply Chain from planning, Procurement, Storing, Production & Shipping both inward & outward. Board level participation on the Supply Chain Management activities Plan the procurement activities in line with the sales & marketing plan while coordinating with the manufacturing process. Introducing new global supply sources & assessing structuring & developing them while identifying alternative raw & packing materials. Structuring for new business set up such as trading of existing materials and develops the division as a new business unit which makes profits. Dealing with global supply sources including contact preparations, negotiation and executions of sales & purchase agreements, administration & treasury procedures. Determination of bidding parties co-ordinating bid back-up documents and evaluate them and pick the winners. Supervision of 35 staff including 5 senior managers, 8 executives & rest of general staffs Development and upgrade the present IT system and implementation & easy access to the information's in order to make the decision making Managing internal treasury issues including forward procurement & funding of inter-companies Development of staff resources and staff planning for each business activities Monitoring inward & outward inland haulage and assure the availability of raw materials, packaging materials & consumables for the manufacturing process. Monitor the total inter company distribution activities while maintaining the annual transport budgets. Preparations of management reports and present them to the board members Make sure to surpass the targets instead of achieving the targets

Summarize any of Your Achievements

1. Presently working as a Chief of General Supply in United Nations Division of Peace Keeping Operation in Congo 2. Held a position as a Member of the Global Supply Chan Committee - Unilever - Bestfoods 3. Asia Regional co-coordinator & negotiator for major materials - MSG, Nucleotides, Chicken Flavour, Chicken Meat & Tomato Paste - Annual Purchase Value of USD 920 million. 4. Team member - World Class Supply Chain Team (WCSCT) Unilever Bestfoods, Team leader for the purchase of MSG, Nucleotides, Butter flavour & Tea. 5. Team Leader & Coordinator for Sea freight & Air traffic for East Asia Pacific, Central Asia, and China & Middle East. UnileverBestfoods Ltd. 6. Team Member - Paper Board Buying Team - Unilever Bestfoods East Asia Pacific, Central Asia & Middle East. 7. Team Member East Asia Pacific Supply Chain Management Team UnileverBestfoods Asia Ltd. 8. Member of UnileverBestfoods "NEGOTIATIONS SKILLS TRAINING TEAM" affiliated to UnileverBestfoods Global HR division. UK/Netherlands.

Reasons for Leaving

Better Carrier Prospects & higher Salary level

Job Title

Purchasing Manager

Type of Business

Personnel Care / Foods Items / Chemicals

From - To

01/12/1993 - 01/06/2002

Name of Employer

Unilever - Bestfoods Ltd

Name of Supervisor

Director Supply Chain - Gerad Mendis

Salaries per Annum:

Starting	Final	Currency Paid
1200000	**160000**	**LKR**

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

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

Telephone Number

94114700800

Email Address

jayasuriyal@un.org

Address of Employer

Sri Lanka

Number of Employees Supervised by You

14

Description of Duties

a. Reviewing need of all requisitioned RAW MATERIALS / PACKAGING MATERIALS, Machinery, Spares and other consumables and supply of the same through the purchasing team. b. Implementation of new supply sources local and overseas, monitoring the performance whilst developing buying objectives for specific product assessing impact on harmonization. c. Performing comprehensive risk analysis, strengths & weaknesses evaluation of company suppliers. d. Providing inter departmental support services, implementation of strategic purchasing plan maintaining the annual budgets set for Purchasing. e. Identification of required supplies sources both foreign and local in relation to Supply Chain Strategies, examining "make or buy" alternatives & negotiation of all required high value purchases to Meet the approved budgeted cost, benchmarking Global price levels & availability. f. Active participation in the World Class Supply Chain Team - Attending regular meetings and generating targeted savings around the Region. g. Monitoring of incoming flows of Materials & after QA/QC approval & directs them to the respective storing places & when issue, strictly adhere to FIFO method. h. Monitoring / Execution of Re-order Quantity and Levels of each materials based on the Suppliers Lead Time while ensuring right and optimum use of Materials. i. Guide and develop the "Supply Chain Team" with modern management techniques to achieve "efficiency, economy and team work effectively." j. Handling inter company Imports / Exports and other supplies while maintaining sound inter company relationship. k. Conduct regular meetings with major suppliers both local & foreign & other service providers.

Summarize any of Your Achievements

1. Presently working as a Chief of General Supply in United Nations Division of Peace Keeping Operation in Congo 2. Held a position as a Member of the Global Supply Chan Committee - Unilever - Bestfoods 3. Asia Regional co-coordinator & negotiator for major materials - MSG, Nucleotides, Chicken Flavour, Chicken Meat & Tomato Paste - Annual Purchase Value of USD 920 million. 4. Team member - World Class Supply Chain Team (WCSCT) Unilever Bestfoods, Team leader for the purchase of MSG, Nucleotides, Butter flavour & Tea. 5. Team Leader & Coordinator for Sea freight & Air traffic for East Asia Pacific, Central Asia, and China & Middle East. UnileverBestfoods Ltd. 6. Team Member - Paper Board Buying Team - Unilever Bestfoods East Asia Pacific, Central Asia & Middle East. 7. Team Member East Asia Pacific Supply Chain Management Team UnileverBestfoods Asia Ltd. 8. Member of UnileverBestfoods "NEGOTIATIONS SKILLS TRAINING TEAM" affiliated to UnileverBestfoods Global HR division. UK/Netherlands.

Reasons for Leaving

For Better Prospects & for the advance package

Job Title

Purchasing Executive

Type of Business

Air Line catering Service

From - To

01/10/1989 - 01/12/1993

Name of Employer

Sri Lankan Airline - national Carrier of Sri Lanka

Name of Supervisor

Gamini Galgado - Purchasing manager

Salaries per Annum:

Starting	Final	Currency Paid
460000	**765000**	**LKR**

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

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

Telephone Number

9445222181

Email Address

jayasuriya@un.org

Address of Employer

Sri Lanka

Number of Employees Supervised by You

4

Description of Duties

Procurement Executive – Sri Lankan Airline Catering Services Ltd. 1989 - 1993. National Carrier of Sri Lanka a. Planning, Budgeting, Scheduling all requisitioned items for user specification. b. Implementing new systems and monitoring the Flight Kitchen equipment and periodical servicing. c. Formulating and implementing strategic purchasing plan with an annual budget based on individual Airline Menus. d. Identification of supplies sources both foreign and local negotiation of all required itmes to meet the approved budgeted cost. e. Preparation of comprehensive data reports to the management relating to the suppliers performance and their deliveries. f. Attending and monitoring periodical services of the main Boiler Plant and Power Generators which are mainly using for food preparation in the International Flight Kitchen. g. Develop new sources of supply of changes in status of old sources where major or critical Purchases are concerned. h. Assist, Develop and Promoting the acceptance and installation of modern management techniques with supplies and purchases. i. Maintaining sound relationship with other departments

Summarize any of Your Achievements

Procurement Executive – Sri Lankan Airline Catering Services Ltd. 1989 - 1993. National Carrier of Sri Lanka a. Planning, Budgeting, Scheduling all requisitioned items for user specification. b. Implementing new systems and monitoring the Flight Kitchen equipment and periodical servicing. c. Formulating and implementing strategic purchasing plan with an annual budget based on individual Airline Menus. d. Identification of supplies sources both foreign and local negotiation of all required itmes to meet the approved budgeted cost. e. Preparation of comprehensive data reports to the management relating to the suppliers performance and their deliveries. f. Attending and monitoring periodical services of the main Boiler Plant and Power Generators which are mainly using for food preparation in the International Flight Kitchen. g. Develop new sources of supply of changes in status of old sources where major or critical Purchases are concerned. h. Assist, Develop and Promoting the acceptance and installation of modern management techniques with supplies and purchases. i. Maintaining sound relationship with other departments

Reasons for Leaving

Better prospects

Job Title
Materials Controller

Type of Business
Jungle Clearing / Building Constructions / Settlements

From - To
01/09/1987 - 01/09/1989

Name of Employer
TODA Construction / A.I Earth Movers (Pvt) Ltd

Name of Supervisor
Mr. K.S Kumara

Salaries per Annum:

Starting	Final	Currency Paid
288000	**312000**	**LKR**

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

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

Telephone Number
94112580580

Email Address
jayasuriyal@un.org

Address of Employer
Sri Lanka

Number of Employees Supervised by You
4

Description of Duties
Supply of Construction materials / Spare Parts / Food items / maintainance of Service contracts

Summarize any of Your Achievements
I have worked under critical conditions such as high temperature & live with north & east war in continue to be in Sri lanka

Reasons for Leaving
Better Prospects

Job Title
Supply & Stores Officer

Type of Business
Manufacturing of Garments / manage of Hotel Chain In Male / Sri lanka

From - To
01/04/1984 - 01/09/1987

Name of Employer
International Enterprises - Sri Lanka

Name of Supervisor
Mr. Gilbert Jayasinghe

Salaries per Annum:

Starting	Final	Currency Paid
180000	**210000**	**LKR**

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

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

Telephone Number
94112400127

Email Address
jayasuriyal@un.org

Address of Employer
Sri Lanka

Number of Employees Supervised by You
0

Description of Duties
Managing the Accerceries Stores / Dry Food stocks

Summarize any of Your Achievements
Purchasing / Receiving / Storing / Issuing

Reasons for Leaving
Higher Studies - Better prospects

Job Title
Purchasing Clerk

Type of Business
Hotel management

From - To
01/10/1980 - 01/03/1984

Name of Employer
Sun & Fun Hotel Pasekudah

Name of Supervisor
Dian Gunathilake

Salaries per Annum:

Starting	Final	Currency Paid
140200	**164200**	**LKR**

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

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

Telephone Number

Email Address

jayasuriyal@un.org

Address of Employer
Sri Lanka

Number of Employees Supervised by You
3

Description of Duties
raising The Goods Received Notes / Supply Requests

Summarize any of Your Achievements
I have to make the tranfer to Colombo in order to continue my higher University studies.

Reasons for Leaving
Higher Studies

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**	**Easily**

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

Language	Mother Tongue	Speak	Read	Write	Understand
Japanese	**No**	**Easily**	**Not easily**	**Not easily**	**Easily**
Sinhala	**Yes**	**Easily**	**Easily**	**Easily**	**Easily**

Address

No. 9, Kandawatta Terrece, Off Kandawatta Lane
Nawala, Nugegoda, Sri Lanka
Nugegoda Sri Lanka
Telephone: 94-11 2-814380
Fax: 94-77-3039374
Contact: Lalith Jayasuriya

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
Mohinder BHAGAT	**Administrative Officer**	**MONUC - DRC Congo, Dem. Rep.**	**243818907888 bhagatm@un.org / monobhagat@hotmail.com**
Bernard LEE	**Chief Mission Support**	**UNMIK, Kossovo Congo, Dem. Rep.**	**lee43@un.org**
George PERERA	**Director - Finance**	**UNIDO - Viena Congo, Dem. Rep.**	**431260263985 g.perera@unido.org**

UNITED NATIONS NATIONS UNIES

Personal History Profile for Samuel KASAMBA

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
KASAMBA	**Samuel**	**Musobya**	
2. Date of Birth	3. City of Birth	Country of Birth	Index No
20/06/1954	**Bugiri**	**Uganda**	**594790**
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Uganda		**Uganda**	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Maritial Status
Male	**180**	**87**	**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?
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: **kasamba@un.org**

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
Birmingham University	**Birmingham United Kingdom**	**Sep-1990 - Oct-1991**
Main Course of Study	Field of Study	
Management	**Business & Administration**	
Degree Title or Equivalent	Degree Type	
Master of Business Administration	**Masters**	

University Name	City, Country	From - To
Makerere University	**Kampala Uganda**	**Jul-1975 - Mar-1978**
Main Course of Study	Field of Study	
Accounting	**Business & Administration**	
Degree Title or Equivalent	Degree Type	
Bachelor of Commerce	**Degree**	

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

Name of School	City, Country	From - To
UN Logistics Base	**Brindisi Italy**	**May-2003 - Jun-2003**
Main Course of Study		Certificate or Diploma
Peacekeeping Management Course		**Certificate, Peacekeeping Management**

Name of School	City, Country	From - To
University of Bradford	**Bradford United Kingdom**	**Sep-1995 - Dec-1995**
Main Course of Study		Certificate or Diploma
Project Planning, Appraisal and Financing		**PG Certificate.**

Name of School	City, Country	From - To
Research Institue for Management Science (RVB)	**Delft Netherlands**	**Jul-1984 - Dec-1984**
Main Course of Study		Certificate or Diploma
Industrial/Financial Management		**PG Diploma**

Name of School	City, Country	From - To
Jinja Senior Secondary School	**Jinja Uganda**	**Jan-1969 - Dec-1974**
Main Course of Study		Certificate or Diploma
Secondary and High School		**EACE "O" and "A" level Certificates of Education.**

Employment

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

Job Title
Chief, Claims and Property Survey Unit/Secretary LPSB/LCRB

Type of Business
Peacekeeping

From - To
01/06/2004 -

Name of Employer
United Nations Mission in Liberia (UNMIL)

Name of Supervisor
Mr. Mark Kiejna

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? **No**
95011	**109340**	**USD**	Is this a position within the UN Common System? **Yes**

Telephone Number
12129639926

Email Address
kasamba@un.org

Address of Employer
United States of America

Number of Employees Supervised by You
6

Description of Duties
As Secretary to the Local Property Survey Board (LPSB) and Local Claims Review Board (LCRB), responsible for the preparation of documentation necessary for the perfomance of the 2 Boards, including case background documents, case summaries, recommendations and minutes; As Chief of the Claims Unit, the Secretariat of the 2 Boards, responsible for the day to day management, guidance and supervision in the Unit, and planning, monitoring and reporting on the work and performance of the Unit; Facilitating cross-functional coordination among the various stakeholders in the property management chain of the mission. Other responsibilities: Served on the UNMIL Rebuttal Panel, designated by staff representatives, for 2 years from October 2006 to October 2008. Appointed Bank Signatory for the Mission by the UN Treasurer in March 2007 and has been one since then todate.

Summarize any of Your Achievements
Introduced and/or improved on procedures, routines and systems for the Unit which was in its formative stages on taking over its management in June 2004, which led to the streamlining and improving the efficiency of the operations of the Unit. Designed and implemented a comprehensive records and reporting system for the Unit including various databases and logs. This resulted in efficient and timely preparation of routine and exceptional reports, leading to ready availability of relevant information, which in turn led to better quality decision-making. The Unit has processed over 5,000 Administrative Write-off (AW) cases approved by the DOA, over 400 cases for the LPSB and 60 for the the LCRB. Have successfully stood in for the Section Chief as Officer-In-Charge (OIC) of the General Services Section on several occasions in absence of the Section Chief, which led to uninterrupted functioning of the Section in absence of the Section Chief.

Reasons for Leaving
N/A

Job Title
Chief, Claims and Property Survey Unit

Type of Business
Peacekeeping

From - To
01/09/2001 - 01/05/2004

Name of Employer
UNMIK, Kosovo

Name of Supervisor
Hans Engelhardt

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? **No**
79780	**83255**	**USD**	Is this a position within the UN Common System? **Yes**

Telephone Number
38138504604

Email Address
kasamba@un.org

Address of Employer
Yugoslavia

Number of Employees Supervised by You
9

Description of Duties
Generally, directed and supervised the work of the Unit, consisting of 5 International and 5 National Staff members; As Secretary Local Property Survey Board (LPSB) and Local Claims Review Board (LCRB): organized meetings of the two Boards, prepared their minutes and ensured that approved recommendations of the Boards were implemented in accordance with established procedures; Reviewed documentation received from various sources, determining the nature of cases to be presented for consideration by the Director of Administration (DOA), the LPSB and LCRB; Reviewed case summaries and agenda for consideration by the DOA, LPSB and LCRB, and ensured that the case summaries were of acceptable quality and that they incorporated all relevant facts and appropriate analyses; Liaised and coordinated with other Sections and Units from time to time to improve cross-functional, operational relationships in areas they interfaced with the Unit: Other responsibilities: Was designated by the UN Treasurer in December 2003 as Bank Signatory for UNMIK, to sign UNMIK cheques, bank transfer authorization and release electronic funds transfers using the Chase Insight electronic funds transfer system.

Summarize any of Your Achievements
Re-organised the Unit, reviewing and improving a number of operational routines to improve efficiency and enhance output of the Unit, both in terms of quality and volume. This led to the reduction in a large backlog of cases from 3,640 in September 2001 to only 390 by end of April 2004. This further led to the updating of the CPSU database which facilitated more reliable and speedy checke-out procedures; Improved team work and staff morale which, together with the re-organisation and other improvements led to unprecedented volumes of output, including processing of over 11,370 administrative write-off (AW) cases approved by the DOA, 601 cases for the LPSB, 219 claims for the LCRB and 848 3rd party insured claims. In addition, followed up 337 traffic accident cases against 3rd parties where they were liable; Designed and implemented improved, more comprehensive and comprehensible reporting formats for the Unit, which resulted in timely reporting and better quality information for management; Effectively stood in for the Section Chief as Officer-In-Charge (OIC) of the General Services Section on several occasions in absence of the Section Chief, which led to uninterrupted functioning of the Section.

Reasons for Leaving
Reassignment to UNMIL, Liberia

Job Title
Chief, Payroll Unit

Type of Business
Peacekeeping

From - To
01/08/2000 - 01/08/2001

Name of Employer
UNMIK, Kosovo

Name of Supervisor
Mr. Dess Amanu

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? **No**

75424	**79780**	**USD**	Is this a position within the UN Common System? **Yes**

Telephone Number
38138504604

Email Address
kasamba@un.org

Address of Employer
Yugoslavia

Number of Employees Supervised by You
15

Description of Duties
Generally oversaw the activities of the Payroll Unit, supervising and participating in the preparation of monthly payroll for civilian international staff, local staff, civilian police and military observers and ensuring timely payment of monthly salaries and subsistance allowances.

Summarize any of Your Achievements
Successfully supervised and guided the staff of the Payroll Unit of the Finance Section, consisting of a 15-person multi-national team of professional and general staff, leading to timely payment of UNMIK personnel of their Mission Subsistence Allowance (MSA), salaries and other dues; Oversaw all payroll activities for Civilian Police personnel (3,100) International Civilian Staff (1,100) and National Staff (2,900); Facilitated co-ordination with other Units in the Finance Section which led to flawless interfacing with other Units within the Finance Section; Effectively liaised with banks to resolve queries concerning UNMIK personnel and vendors' wire transfers, substantially reducing average query resolution time. As verifying Officer, verified payments which required voice-confirmation with Chase Manhattan Bank. Stood in for the Section Chief as Officer-In-Charge (OIC) of the Finance Section on several occasions in absence of the Chief Finance Officer (CFO).

Reasons for Leaving
Career advancemnt

Job Title
Project Co-ordinator/Finance Manager

Type of Business
Private Sector Development

From - To
01/04/2000 - 01/07/2000

Name of Employer
Private Sector Foundation

Name of Supervisor
Ms Angela Katama

Salaries per Annum:

Starting	Final	Currency Paid	
30000000	**30000000**	**UGS**	Is this a civil servant position of your Government? **No** Is this a position within the UN Common System? **No**

Telephone Number
25641230956

Email Address

Address of Employer
Uganda

Number of Employees Supervised by You
5

Description of Duties
Was responsible for project co-ordination activities and financial management functions of the World Bank/Government of Uganda Private Sector Competitiveness Project, implemented by the Private Sector Foundation (PSF).

Summarize any of Your Achievements
Made improvements in operating procedures over the short period of 4 months served at the Foundation.

Reasons for Leaving
Joining UNMIK

Job Title
Secretary General

Type of Business
Trade Promotion

From - To
01/01/1999 - 01/03/2000

Name of Employer
Uganda National Chamber of Commerce and Industry

Name of Supervisor
Mr. Bonney Katatumba

Salaries per Annum:

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

Telephone Number
25641503036

Email Address

Address of Employer
Uganda

Number of Employees Supervised by You
15

Description of Duties
Was the Chief Executive, managing the Secretariate and directing the affairs of the Chamber on a day to day basis. Was Secretary to the Chamber Board of Directors. Planned and coodinated the Chamber's programmes including membership development and training as well as the organisation and promotion of trade fairs etc. Liaised with donors and government agencies and departments on development and trade related issues.

Summarize any of Your Achievements
Improved financial accountability and service delivery of the Chamber which led to increased confidence of the membership and other stakeholders in the organisation. Made radical proposals for restructuring the Chamber which lay ground for its long-term financial sustainability. Represented the Chamber in local and international fora, including the World Trade Organisation (WTO) meeting in Seattle, USA, in 1999 as part of the national delegation of my country, Uganda. This led to more understanding and appreciation of the WTO critical issues of the day as well as general international trade matters and their implications by the Chamber membership.

Reasons for Leaving
Career advancement

Job Title
General Manager

Type of Business
Procurement, storage and distribution of medical drugs and supplies countrywide

From - To
01/12/1995 - 01/08/1998

Name of Employer
National Medical Stores

Name of Supervisor
Mr. George Egaddu

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? **No**
21000000	**21000000**	**UGS**	Is this a position within the UN Common System? **No**

Telephone Number
25641320542

Email Address

Address of Employer
Uganda

Number of Employees Supervised by You
90

Description of Duties
Was first Chief Executive, and for over 1(one) year worked as Corporation Secretary as well for this then new corporation, formely a department of the Government Ministry of Health. As Chief Executive, had overall responsibility for the management and supervision of the corporation's operations.

Summarize any of Your Achievements
Led a team of over 90 professional and support staff and worked successfully with another team of 4 expatriate advisory/counterpart staff under the Danish Agency for International Development (DANIDA) which funded the Uganda Essential Drugs Support Programme (UEDSP). This led to improved coordination between the organisation, the government and the donors; As first Chief Executive, established a range of operating systems and procedures, and made several policy initiatives for the organisation. This led to the transformation of a previously inefficient and essentially civil service outfit into a business-oriented, vibrant organisation; Through improved stock management systems, halted the perennial large scale frauds and thefts of stocks which were notoriously prevalent under the old Central Medical Stores leading to better financial performance and accountability; Oversaw a $3 million physical rehabilitation programme for storage and office facilities, which more than doubled the storage capacity and improved stock accountability; Fostered a customer-oriented corporate culture, which improved customer relations and volume of business with government clients; Established systems that encouraged employee participation in corporate affairs, leading to increased staff morale; Initiated the establishment of a Staff Co-operative Savings and Credit Scheme and other staff welfare schemes which significantly improved the welfare of staff; Established, nurtured and enforced a transparent and competitive recruitment system which resulted into the engagement of a highly competent and professional cadre of middle management and support staff, which in turn led to more efficient and professional execution of tasks; Initiated work on harmonisation of the national drug supply system for Uganda. As Acting Corporation Secretary, introduced good administrative records and reporting systems, leading to efficient Board meetings and reliable records.

Reasons for Leaving
Contract appointment

Job Title
Finance/Administration Manager, Mngmt Consultant

Type of Business
Cooperative development

From - To
01/03/1987 - 01/12/1995

Name of Employer
Uganda Cooperative Alliance (UCA) Ltd

Name of Supervisor
Mr. Charles Kabuga

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? **No**
8400000	**1560000**	**UGS**	Is this a position within the UN Common System? **No**

Telephone Number
25641258898

Email Address

Address of Employer
Uganda

Number of Employees Supervised by You
8

Description of Duties
Managed Financial and Administrative functions for UNEX, a subsidiary company of UCA Ltd. Carried out Board Secretarial and Administrative functions for UCA Ltd and its 2 subsidiary companies. Worked on a computerisation programme for accounting systems in Cooperative Unions and Societies.

Summarize any of Your Achievements
As Finance/Administration Manager (1992-95) for Union Export Services (UNEX), a subsidiary company established to co-ordinate export marketing for Co-operative Unions: Successfully managed US$ 2m STABEX funds for the Cotton Export Project (EU funds) and over US$ 2m Coffee Export Fund (SIDA funds). This improved accountability in Cooperative export operations and increased confidence of donors and financial institutions in the Cooperative Movement; Assisted Co-operative Unions in mobilising crop and export finance. This increased the export capability of Cooperatives in some cases by more than 50%; Maintained excellent financial records and produced financial reports with clean (unqualified) Auditors Reports throughout the period. As Administration Manager (1988 - 90): Successfully established, headed and managed the Administration Department as Administration Manager and Board Secretary for UCA and Subsidiary Companies; Introduced statutory records and other relevant record systems which led to improved efficiency in transacting Board business and better quality and availability of Board and statutory information. As Deputy General Manager, UCA Business Services Ltd. (1987-88), a Subsidiary Company of UCA: Successfully introduced computerised accounting systems in 4 Co-operative Unions and several Co-operative Societies. This led to faster preparation of accounts and enabled the coperatives to hold their Annual General Meetings in the legally stipulated time.

Reasons for Leaving
Career advancement

Job Title
Senior Accountant

Type of Business
Printing and packaging

From - To
01/11/1982 - 01/02/1987

Name of Employer
Printpak Uganda Ltd

Name of Supervisor
Mr. Dan Batuwa

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? **No**
40000	**200000**	**UGS**	Is this a position within the UN Common System? **No**

Telephone Number

Email Address

Address of Employer

Uganda

Number of Employees Supervised by You

10

Description of Duties

As Senior Accountant, was head of the Accounts Department and coordinated the work of the Department with a team of of over 10 staff. Was defacto deputy to the General Manager of the company and often acted as General Manager in his absence.

Summarize any of Your Achievements

Reorganised the department and updated the financial records and reporting systems. This resulted in the producion of audited accounts for three financial years. Acted as General Manager in absence of the incumbent.

Reasons for Leaving

Career advancement

Job Title	Type of Business	From - To
Accountant, Internal Auditor	**Textile manufacturing**	**01/05/1978 - 01/11/1982**
Name of Employer		Name of Supervisor
Pamba Textiles Ltd		**Mr. Lawrence Kasujja**

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? **No**
36000	**38000**	**UGS**	Is this a position within the UN Common System? **No**

Telephone Number

Email Address

Address of Employer

Uganda

Number of Employees Supervised by You

4

Description of Duties

Financial record keeping and preparation of financial reports.

Summarize any of Your Achievements

Organised and prepared accounts for three years. On promotion, established an Internal Audit Section and introduced operating systems and procedures, which resulted in improved oversight of the operations of the company.

Reasons for Leaving

Career advancement

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
Luganda	**No**	**Easily**	**Easily**	**Easily**	**Easily**
Lusoga	**Yes**	**Easily**	**Easily**	**Easily**	**Easily**
Kiswahili	**No**	**Not easily**	**Easily**	**Not easily**	**Easily**

Address

General Services Section
UNMIL HQ
Monrovia Liberia Liberia
Telephone: 1-212-963 9926 extension 4807
Fax: 231-6-574956
Contact: Samuel Kasamba

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

UNITED NATIONS NATIONS UNIES

Personal History Profile for Raihan KHALIL

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
KHALIL	**Raihan**		
2. Date of Birth	3. City of Birth	Country of Birth	Index No
17/08/1965	**Stepeny, Tower Hemlets**	**United Kingdom**	**736604**
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
United Kingdom	**Bangladesh**	**Bangladesh**	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Maritial Status
Male	**154**	**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 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: **raihan1234@yahoo.com**

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
University of Bradford and The European Network University.	**Bradford and Amsterdam United States of America**	**Sep-2002 - Oct-2002**
Main Course of Study	Field of Study	
African Languages and Civilizations	**Humanities**	
Degree Title or Equivalent	Degree Type	
Complited Course on "Transforming Civil Conflict"(Subj-Conflict Resolution,Analysis and Prevention)	**Advanced university degree**	

University Name	City, Country	From - To
American University in London	**London United Kingdom**	**Mar-1999 - Jul-2000**
Main Course of Study	Field of Study	
Marketing	**Business & Administration**	
Degree Title or Equivalent	Degree Type	
Master in Business Administration	**Masters**	

University Name	City, Country	From - To
Chittagong University, Bangladesh	**Chittagong Bangladesh**	**Jul-1985 - Jun-1987**
Main Course of Study	Field of Study	
Native Languages	**Humanities**	
Degree Title or Equivalent	Degree Type	
Bachelor Of Arts	**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
UNIFIL Training Unit, trainer from UN Staff College	**Naqoura Lebanon**	**Jan-2009 - Jan-2009**
Main Course of Study		Certificate or Diploma
What is customer, Customer's need, Request of customer, Responding to customer's request, Communication skill to deal with various type of customer.		**Cliant Oriantation/ customer care**

Name of School	City, Country	From - To
UNIFIL Training Unit, trainer from UN Staff College	**Naqoural Lebanon**	**Jan-2009 - Jan-2009**
Main Course of Study		Certificate or Diploma
Goal and Work Plan, Core values, Staff development goals, Performence apprisal, Negosiation skill, Men management		**Competency Based Performance Management**

Name of School	City, Country	From - To
UNIFIL Training Unit, trainer from UN Staff College	**USA United States of America**	**Jun-2008 - Jun-2008**
Main Course of Study		Certificate or Diploma

Men management, leadership and managerial skill,	**Certificate on Peoples Management Training**

Name of School	City, Country	From - To
UNIFIL Training Unit	**Bairut Lebanon**	**Apr-2008 - Apr-2008**
Main Course of Study		Certificate or Diploma
Adminstration, HRM		**Supervisory Skills Training**

Name of School	City, Country	From - To
UNIFIL Training Unit	**Bairut Lebanon**	**Apr-2008 - Apr-2008**
Main Course of Study		Certificate or Diploma
UN Procurement rules		**Fundamentals of UN Procurement**

Name of School	City, Country	From - To
UNITAR	**NY United States of America**	**Dec-2004 - Jan-2005**
Main Course of Study		Certificate or Diploma
Knowledge on Integrated Support Services(ISS), General Supply, COE, Fuel, Air Operations, Surface Transport, Movement Control and Inter Mission Logistics Coordination.		**Operational Logistical Support of UN Peacekeeping Missions: Intermediate Logistics course.**

Name of School	City, Country	From - To
UNITAR	**NY United States of America**	**Dec-2004 - Jan-2005**
Main Course of Study		Certificate or Diploma
Detail knowledge on COE, UNOE, MOU, Reimbursment Procedure, Wet and Dry Lease.		**Advanced Topic in UN Logistics, the Provision of Troops and COE and Method of Reimbursement.**

Name of School	City, Country	From - To
UNITAR	**NY United States of America**	**Dec-2004 - Jan-2005**
Main Course of Study		Certificate or Diploma
Basic Knowledge on General Supply, COE, Fuel, Transport, Air Operations and Movement, Communication, Engineering and Integrated Support Services (ISS).		**Logistical Support to UN Peacekeeping Operations**

Name of School	City, Country	From - To
School of Military Intelligence	**Comilla Bangladesh**	**Nov-1996 - Apr-1997**
Main Course of Study		Certificate or Diploma
Knowledge on Trans frontier, Interrogation, Investigation, Military Operational Intelligence and Report writting.		**Officer's Basic Military Intelligence Certificate.**

Name of School	City, Country	From - To
Bangladesh Military Accademy	**Chittagong Bangladesh**	**Jan-1985 - Jun-1987**
Main Course of Study		Certificate or Diploma
Military History, Law, Military Geography, Military Administration,Military Science, Human Resource Management, International Relations, Military Tactics,Weapon Trainning, Organisational Behaivior and Map Reading.		**Qualified as a Commissioned Officer.**

Name of School	City, Country	From - To
Faujderhat Cadet College	**Chittagong Bangladesh**	**Jun-1982 - Jun-1984**
Main Course of Study		Certificate or Diploma
Bengali, English, Physics, Chamistry, Maths,Tecnical Drawing.		**Higher Secondery School Certificate (HSC).**

Name of School	City, Country	From - To
Faujderhat Cadet College	**Chittagong Bangladesh**	**Mar-1980 - Mar-1982**
Main Course of Study		Certificate or Diploma
Bengali, English, Maths, Physics, Chemistry		**Secondery School Certificate (SSC).**

Employment

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

Job Title	Type of Business	From - To
Logistic operations Officer	**Logistics operations and coordination for the incoming and deployed military units in UNIFIL**	**01/05/2008 -**
Name of Employer		Name of Supervisor
UNIFIL		**Houston Fergusson**

Salaries per Annum:

Starting	Final	Currency Paid	
75000	**113000**	**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
[illegible]	[illegible]

6911827000 **raihan1234@yahoo.com**

Address of Employer

Lebanon

Number of Employees Supervised by You

2

Description of Duties

1. Plan and coordinate logistic support to all UNIFIL military contingents and HQ sections, including civilian substantive sections. 2. Review UNIFIL documents including SG Reports, Operational Directives, CONOPs and policy guidance to extract logistics support planning requirements. 3. Draft and maintain UNIFIL Logistics Support Plan, JLOC SOP, Liquidation Plan, Contingency Plans and other logistics support plan 4. Forecast the logistics requirements in the near and medium terms and providing advance information of such requirements to Integrated Support Services (ISS) sections/units. 5. Plan and coordinate reconnaissance visits to potential deployment sites. 6. Contribute to UNIFIL operations planning by close liaison with J3 / J5 Branch for all operations, activities and training requiring logistic support planning and advice 7. Prepare logistics input to new operational plans and directives. 8. Facilitate and provide coordination for projects such as identification and construction of new UNIFIL positions, handover or vacating of UNIFIL positions and deployment/repatriation of contingents. 9. Identify and promptly solve logistics operation issues. 10. Coordinate the implementation of all UNIFIL Logistics support plans and any other applicable directive. 11. Monitor quality of service support provided to contingent by UNIFIL sections by close liaison with contingent logistics officers and frequent site visits. 12. Develop and implement performance management tools to ensure consistent high level of customer service. 13. Prepare daily / weekly / monthly logistics reports and present logistics briefings to UNIFIL HQ. 14. Ensure all incoming contingents are fully briefed and receive induction briefing on UNIFIL concept of support and mode of operation. 15. Conduct close liaison with all ISS and UNIFIL service providers and represent CJLOC in ISS coordination meetings as required. 16. Ensure that supervised staffs are adequately trained.

Summarize any of Your Achievements

Due to the hard work and reguler contact with the contingints deployed in the field I could ensure well cordinated logistic support to all militery units.

Reasons for Leaving

Still Serving

Job Title

Logistic Planning Officer

Type of Business

Logistics Planning and coordination for the incoming and deployed military units in UNIFIL

From - To

01/08/2007 - 01/04/2008

Name of Employer

UNIFIL

Name of Supervisor

Peter Hornsby

Salaries per Annum:

Starting	Final	Currency Paid
75000	**113000**	**USD**

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

Is this a position within the UN Common System? **Yes**

Telephone Number

1212963-3003

Email Address

raihan1234@yahoo.com

Address of Employer

Lebanon

Number of Employees Supervised by You

5

Description of Duties

1. Review the UNIFIL Mandate, SG Reports, Mandate Implementation Plan, Operational Directives and policy guidance to extract logistics support planning requirements. 2. Liaise with J5 to ensure that logistics are fully considered in all mission planning activities. 3. Draft and maintain the UNIFIL Logistic Support Plan, and other support plans as required. 4. Draft and maintain a comprehensive set of contingency plans. 5. Compile, review and maintain JLOC Standard Operating Procedures and job descriptions. 6. Maintain a MS Project file on each major planning project. 7. Preparation of the mission liquidation plan. 8. Prepare and maintain briefings on all support plans. 9. Ensure the timely receipt and dissemination of contingent rotation plans. 10. Plan, coordinate and conduct reconnaissance visits to potential UNIFIL sites. 11. Liaise with Security on sites visit reports. 12. Liaise with Procurement on acquisition of sites. 13. Maintain a client-focused approach at all times 14. Any other appropriate tasks detailed by Chief JLOC. 15. Travel throughout the Area of Operations as required for the performance of the duties of the function/position.

Summarize any of Your Achievements

Due to my proper logistic support planning and coordination, the Joint Maritime Logistics Support exercise of UNIFIL and Lebanese Naval force could be conducted successfully in Sep 07.

Reasons for Leaving

Reassigned to Operations cell

Job Title

Logistics Operations Officer

Type of Business

Coordination of Logistics Operational Support for UN Mission in Sudan (UNMIS)

From - To

01/01/2006 - 01/07/2007

Name of Employer

DPKO, UN HQ

Name of Supervisor

Mr. Mick Dora and Mr. Joseph Warren

Salaries per Annum:

Starting	Final	Currency Paid
75000	**113000**	**USD**

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

Is this a position within the UN Common System? **Yes**

Telephone Number

001917367

Email Address

raihan1234@yahoo.com

Address of Employer

United States of America

Number of Employees Supervised by You

Description of Duties

1. Coordinate and ensure timely logistics support for ongoing peacekeeping field mission UNMIS, UNMIL and UNIOSIL which includes: supply chain management, materials management, transportation, maintenance, contracts and services management, communications, information technology, engineering and medical services. 2. Coordinate and update existing logistics support plans, deployment timelines and budget requirements for UNMIS,UNMIL, UNIOSIL . 3. Develop contingency plans for drawdown and liquidation of the missions. Develop and implement methodologies and tools to enable effective execution of logistic plans. 4. Manage logistics operations including management of logistics assets, materiel, contracts and personnel. 4. Ensure timely, accountable and cost-effective delivery of peacekeeping cargoes and personnel. 5. Ensure that logistics requirements take account of gender-specific needs. 6. Coordinate logistics activities with procurement, finance, human resources, policy and other substantive units at UN HQ. 7. Prepare reports on personnel and materiel movements and other operational logistics issues. 8. Participate in technical survey missions and verification missions to troop contributing countries 9. Identify, plan and manage special logistics operations. 10. Prepare contingency plans and logistics preparedness reviews. 11. Coordinate logistics operations with other UN agencies, military and other organisations in the field. 12. Maintain close coordination with Chief Administrative Officer, Chief Integrated Support Services of UNMIS, Directors of DPKO Units, Officers of other DPKO units, DPA, DHA, OPPBA, OCHA, OLA, Representatives from Permanent missions to the UN, other UN agencies, Embassy personnel, Military Advisers/counselors at Permanent Missions, UN agencies field officers, military contingent commanders and UN force logistics staffs. 13. Perform other related duties as required.

Summarize any of Your Achievements

1. Due to my hard work, sincere effort and capability of working long hours, even within 2 weeks of joining to this post I could prepare a very good Briefing folder for Ms. Jane Holl Lute, ASG's visit to UNMIS (Sudan) and her After Visit Report. This two given assignment was highly appreciated by Mr. Maxwell Kerly, Director Logistic Support Division and Mr. Xavier Devaulx De Chambord, Chief of Operational Support Services on 17 Feb 06 at a personal and official level. 2. On UNMIS Evaluation (25 Nov - 6 dec 06), I prepared very comprehensive logistic report with detail recommendations and this was highly appreciated and most of the recommendations are in the process of implementation.

Reasons for Leaving

Reassigned to the field mission in Lebanon

Job Title	Type of Business	From - To
Special Assistant to Deputy SRSG (Operations and ROL)	**Responsible for the mission wide coordination and implementation of log and admin support for Force, UNMO CIVPOL, Sustentative sections and Electoral in UNMIL.**	**01/03/2005 - 01/12/2005**

Name of Employer

United Nations Mission in Liberia (UNMIL)

Name of Supervisor

Mr, Steinar.B. Bjornsson (Feb - Aug 05), Mr. Luiz Carlos da Costa (Sep 05- Till the Date)

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? **No**
54632	**65529**	**USD**	Is this a position within the UN Common System? **Yes**

Telephone Number

0012126939926

Email Address

raihan1234@yahoo.com

Address of Employer

Liberia

Number of Employees Supervised by You

0

Description of Duties

1. Act as the principal liaison staff between the mission and UN HQ for admin and logistics matters and co-ordinate, monitor day to day support of admin and logistics operations and other multifunctional adminstrative and logistic requirements. 2. Assist D/SRSG (Operations and ROL) in the development of policy and procedures for field admunstrative and logistics support. 3. Coordinate admin and logistics support plans, deployment timelines and budget requirement in consultation with the force. 4. Assist D/SRSG (Operations and ROL) to develop, prepare, coordinate and monitor overall admin and logistic support plans including logistics forecasting, priorities or requirements and resolution of urgent operational needs. 5. Review current admin and logistics policies (sop)/ procedures and initiate remedial measures where there is potential for improvement. 6. Brief D/SRSG (Operations and ROL) on daily basis on the ongoing operation/requests and field situation. 7. Advise senior management on admin and logistics management and structures to ensure that they have adequate knowledge at all times to meet any requirements of the logistics strategy. 8. Organize and chair working level admin and logistic meetings with various ISS and substantive sections for correct and timely implementation of mission admin and logistic plan. 9. Responsible to co-ordinate admin and logistic support for the National Election 2005 in Liberia assisted by UNMIL. 10. Perform other related duties as required/requested by D/SRSG (Operations and ROL).

Summarize any of Your Achievements

Due to my sincere and timely coordination with the various administrative and logistics units within the mission and UN HQ, UNMIL could attain success in conducting the Liberian National Election Oct 2006. This was a big challenge for me to coordinate and ensure timely availability of logistic and administrative support throughout the mission in a extremely adverse weather and terrain condition with no existence of Liberian administrative infrastructure to ensure timely logistics and administrative support by UNMIL for conducting the nation wide Parliamentary Election in 2006.

Reasons for Leaving

due to reassignment in a higher grade at LSD/OMS/DPKO, UN HQ as Log Ops Officer.

Job Title	Type of Business	From - To
Logistic Operations Officer	**Responsible for the coordination and implementation of ISS Log Support for 1700 Troops, UNMO and CIVPOL in UNAMSIL**	**01/03/2003 - 01/02/2005**

Name of Employer

United Nations Mission in Sierra Leone (UNAMSIL)

Name of Supervisor

Mr. Selvam Perambalam

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? **No**
54632	**54632**	**USD**	Is this a position within the UN Common System? **Yes**

Telephone Number

0012129639915

Email Address

raihan1234@yahoo.com

Address of Employer

Sierra Leone

Number of Employees Supervised by You

0

Description of Duties

1. Ensure logistics support for 1700 Military, UNMO and CIVPOL in the mission. 2. Prepare and execute logistic support plans for the mission. 3. Develop contingency plans for draw down and liquidation of the mission. 4. Develop and implement methodologies and tools to enable effective execution of logistic plans. 5. Coordinate and provide logistics support to ongoing air, land, sea operations in the mission. 6. Coordinate logistics concerns with ISS sections. 7. Implement DPKO logistics support policy, procedures and methodologies to the common benefit of all functional units. 8. Prepare reports on logistic operational issues. 9. Prepare contingency plans and logistics preparedness reviews. 10. Coordinate logistic operations with other UN agencies, military and other organisations in the field. 11. Perform other related duties as required by CISS.

Summarize any of Your Achievements

Due to my sincere effort as log ops offr all the phases of troops draw down so far executed and had been implemented with out any major problem.

Reasons for Leaving

Still Serving.

Job Title

Regional Supply Officer

Type of Business

Responsible for General Supply, Fuel, Ration and COE Inspections.

From - To

01/04/2002 - 01/03/2003

Name of Employer

United Nations Mission in Sierra Leone (UNAMSIL)

Name of Supervisor

Mr. Tony Singleton.

Salaries per Annum:

Starting	Final	Currency Paid
54632	**54632**	**USD**

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

Is this a position within the UN Common System? **Yes**

Telephone Number

0012129639915

Email Address

raihan1234@yahoo.com

Address of Employer

Sierra Leone

Number of Employees Supervised by You

4

Description of Duties

1. Assist Chief Supply Officer to support civil and military units in the region for effective and efficient supply of resources. 2. Responsible for identification of major team, staff and operational supply related issues and provides solution in consultation with chief supply officer. 3. Make recommendations for improvement and provide overall guidance for their implementation. 4. Serves as a civilian focal point for resolving region-wide supply related issue. 5. Coordinate supply planning process across the military, civilian support communities to maintain continuity of planning throughout. 6. Coordinate future logistic plan for supply support and ensure well and timely execution of operational plan. 7. Provides supply planning and liaison between the military and civilian components in the region.

Summarize any of Your Achievements

Ensured timely provisioning of supply to support logistic plan and it's execution which helped to conduct the National Election in June 2002 in sector-1 (Port Loko district) Sierra Leone.

Reasons for Leaving

Reassignment to another section.

Job Title

Logistic Officer

Type of Business

Deals with various logistic issues of the mission.

From - To

01/08/2001 - 01/04/2002

Name of Employer

United Nations Mission in Sierra Leone (UNAMSIL)

Name of Supervisor

1. Selvam Peram – 15 Aug 01 To0 1 Nov 01. 2. Harry Koukopoulos – 01 Nov 02 To 23 April 2002.

Salaries per Annum:

Starting	Final	Currency Paid
54632	**54632**	**USD**

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

Is this a position within the UN Common System? **Yes**

Telephone Number

001212963-9915

Email Address

raihan1234@yahoo.com

Address of Employer

Sierra Leone

Number of Employees Supervised by You

0

Description of Duties

1. Assist CISS to ensure judicious use of logistical asset by civilian and military. 2. Responsible for identification of logistic and operational issue. 3. Provide plan and develop agenda for ISS section chief's meeting and act as moderator. 4. Assist CISS to implement the legislative mandate. 5. Undertake operational review of management procedure, make recommendation for improvement and provide overall guidance for their implementation. 6. Assist CISS to ensure operational accountability. This entails assuring proper management tools are in existence in ISS to enable effective discharge of administrative and management functions. 7. Act as civilian focal point for resolving mission-wide logistics issue. 8. Coordinates logistic planning process to support military and civilian. 9. Prepare ISS report for CAO's monthly mission report to ASG/FALD. 10. Prepared UNAMSIL logistic sop and data base for ISS.

Summarize any of Your Achievements

Contributed to the successful completion of mission wide troops deployment, Disarmament-Demobilization and Reintegration (DDR) process and National Election in June 2002.

Reasons for Leaving

Reassignment to another section.

Job Title

Deputy Assistant Adjutant & Quarter Master General (Accounts And Administration).

Type of Business

As Major deals with security, administration, budget, accounts and logistic plan

From - To

01/07/1998 - 01/06/2001

Name of Employer

Bangladesh Army

Name of Supervisor

Colonel A S M Manzur Morshed,psc, Colonel Administration

Salaries per Annum:

Starting	Final	Currency Paid
783000	**783000**	**BDT**

Is this a civil servant position of your Government? **Yes**

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

Telephone Number

88029870011

Email Address

raihan1234@yahoo.com

Address of Employer

Bangladesh

Number of Employees Supervised by You

58

Description of Duties

1. Responsible for planning and execution of administrative and logistics plan for the training institution under the direction of Commandant (Major General). 2. Responsible for the preparation and distribution of yearly budget.

Summarize any of Your Achievements

Because of my hard and sincere work the institution did not have any major audit objection for the budget year 1999 and 2000.

Reasons for Leaving

Voluntary Retirement

Job Title

Company Commander Infantry Battalion.

Type of Business

As Captain and Major deals with operation, administration of Company.

From - To

01/06/1996 - 01/07/1998

Name of Employer

Bangladesh Army

Name of Supervisor

Various Commanding officers in the rank of Lieutenant Colonel

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? **Yes**
725000	**783000**	**BDT**	Is this a position within the UN Common System? **No**

Telephone Number

88029870011

Email Address

raihan1234@yahoo.com

Address of Employer

Bangladesh

Number of Employees Supervised by You

151

Description of Duties

Responsible for training, operational worthiness, administration and log support for 150 troops and equipment of the company.

Summarize any of Your Achievements

Due to the smooth intelligence function the area of responsibility was free from any type of insurgent activities which contributed to the achievement of signing of the "Chittagong Hill Tracts Peace Treaty" in 1997.

Reasons for Leaving

Routine Posting

Job Title

Adjutant And Instructor Class-B Of Comilla Cadet College.

Type of Business

Deals with training, administration and security of the college

From - To

01/12/1993 - 01/06/1996

Name of Employer

Bangladesh Army

Name of Supervisor

Professor Masud Hassan, Principal

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? **Yes**
609000	**725000**	**BDT**	Is this a position within the UN Common System? **No**

Telephone Number

88029870011

Email Address

raihan1234@yahoo.com

Address of Employer

Bangladesh

Number of Employees Supervised by You

550

Description of Duties

1. Dealt with training, administration, logistics, security and discipline of 300 cadets and 250 administrative and logistic support staffs of different ranks. 2. Responsible for all type of purchase and maintenance of equipments.

Summarize any of Your Achievements

During my tenure the college became champion in "Inter Cadet College Sports Meet" (ICCSM).

Reasons for Leaving

Routine Posting

Job Title

Platoon Commander, BANBATT-1 (UNTAC).

Type of Business

Platoon Commander

From - To

01/03/1992 - 01/11/1993

Name of Employer

Bangladesh Army

Name of Supervisor

Major Md. Tamim Ahmed, psc

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? **No**
36000	**36000**	**USD**	Is this a position within the UN Common System? **No**

Telephone Number
88029870011

Email Address
raihan1234@yahoo.com

Address of Employer
Bangladesh

Number of Employees Supervised by You
35

Description of Duties
1. Formulation and execution of operational and administrative plan for platoon. 2. Discharge responsibility in light of UN mandate. 3. Conducted disarmament of faction and ensured safety of arms and UN personnel. 4. Conducted pacification and social work for the local people. 5. Ensured safety and security to the refugee and food convoy of UNHCR,WFP, and other UN/NGOs (Red Cross, UN Civil administration and W.H.O) 6. Provided safety and security of polling station during national election.

Summarize any of Your Achievements
Ensured smooth implementation of UN mandate and conducted national election under UN supervision in 1993.

Reasons for Leaving
Routine Posting

Job Title
Instructor Weapon Wing in Infantry School

Type of Business
Instructor Weapon Wing.

From - To
01/01/1992 - 01/03/1992

Name of Employer
Bangladesh Army.

Name of Supervisor
Lieutenant Colonel Mohosin, psc (Chief Instructor).

Salaries per Annum:

Starting	Final	Currency Paid
464000	**464000**	**BDT**

Is this a civil servant position of your Government? **Yes**

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

Telephone Number
88029870011

Email Address
raihan1234@yahoo.com

Address of Employer
Bangladesh

Number of Employees Supervised by You
244

Description of Duties
1. Impart knowledge about all type of weapon used in an infantry company. 2. Impart knowledge about battalion mortars to be used by infantry battalion. 3. As Officer-In-Charge (OIC) looked after administration of the students.

Summarize any of Your Achievements
Imparted basic weapon training to the junior officers of Bangladesh army.

Reasons for Leaving
Routine Posting

Job Title
Company 2IC, Adjutant and Quartermaster (operational and logistic staff officer of an Infantry Battalion), Intelligence officer and Signal Platoon commander at various times.

Type of Business
Deals with training, logistic support, administration and security of troops (From Second Lieutenant to Captain).

From - To
01/06/1987 - 01/12/1991

Name of Employer
Bangladesh Army.

Name of Supervisor
Commanding Officers In the rank of Lieutenant Colonel.

Salaries per Annum:

Starting	Final	Currency Paid
261000	**464000**	**BDT**

Is this a civil servant position of your Government? **Yes**

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

Telephone Number
88029870011

Email Address
raihan1234@yahoo.com

Address of Employer
Bangladesh

Number of Employees Supervised by You
150

Description of Duties
1. As Operational Staff - Responsible for the execution of all operational, security and administrative plan and move of battalion. Ensure training and operational fitness of troops. 2. As Logistics Staff – Responsible for provisioning of troops accommodation, ration, fuel, arms, ammunition, vehicle and equipment for the unit. Ensure maintenance of arms, ammunition, vehicle and all type of unit equipment. 3. As Intelligence Staff - Responsible for collection, collation, processing and dissemination of information with in the battalion area of responsibility (AOR). 4. As Company 2IC – Ensure welfare, administration and security of men, material and equipments of the company.

Summarize any of Your Achievements
Ensured smooth functioning of the unit administration and man management.

Reasons for Leaving
Routine Posting.

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

1. Computer. 2. Photo Copy Machine. 3. OHP Machine. 4. All type of Communication Equipment.

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**
Arabic	**No**	**Not easily**	**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
Hindi	**No**	**Easily**	**Not easily**	**Not easily**	**Easily**
Bengali	**Yes**	**Easily**	**Easily**	**Easily**	**Easily**
Urdu	**No**	**Easily**	**Not easily**	**Not easily**	**Easily**

Address

Logistics Operations Officer
Joint Logistics Operations Centre (Operations)
Beirut Lebanon
Telephone: 1-212-963-3003 extension 6866
Fax: 961-3-724941
Contact: Raihan Khalil

Address

Plot No - 1, Mitali Housing Society
East Kafrul
Dhaka Bangladesh
Telephone: 880-2-8754218
Fax: 880-1711-544304
Contact: Raihan Khalil

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
Steinar B. BJORNSSON	**Retired UN Staff**	**Lynghagi 17, Reykjavik 107 Iceland**	**steinarberg@yahoo.com**
Ekram ULLAH	**Assistant Director**	**Civil Aviation Authority Iceland**	**8801552321298** **ekram369@hotmail.com**

Personal History Profile for Roger MOLINA

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
MOLINA	**Roger**	**Guy**	
2. Date of Birth	3. City of Birth	Country of Birth	Index No
31/12/1960	**ORAN**	**France**	**735634**
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
France		**France**	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Maritial Status
Male	**168**	**74**	**Married**

10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities.
Are there any limitations on your ability to engage in all travel? **No**
Are there any limitations on your ability to perform in your prospective field of work? **No**
11. Have you taken up legal permanent residence status in any country other than that of your nationality? **No**
13. What is your preferred field of work? **Transportation specialists**
14. Would you accept employment for less than six months? **No**
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? **01/08/2009**
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? **No**
18. Email Address: **roger1molina@yahoo.fr**

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
ST CYR COETQUIDAN	**COETQUIDAN France**	**Jan-2009 - Dec-2009**
Main Course of Study	Field of Study	
Management	**Business & Administration**	
Degree Title or Equivalent	Degree Type	
OPERATIONAL MANAGEMENT CERTIFICATION - ACCREDITATION FOR WORK EXPERIENCE LEVEL 2	**Advanced university degree**	

University Name	City, Country	From - To
RENNES UNIVERSITY	**RENNES France**	**Sep-1990 - Jul-1991**
Main Course of Study	Field of Study	
Management	**Business & Administration**	
Degree Title or Equivalent	Degree Type	
Niveau licence de Sciences Economie (level Three-year university degree in economics)	**Degree**	

University Name	City, Country	From - To
COMBINED ARMS MILITARY ACADEMY	**COETQUIDAN France**	**Sep-1988 - Jul-1990**
Main Course of Study	Field of Study	
Management	**Business & Administration**	
Degree Title or Equivalent	Degree Type	
Diplome de l'Enseignement Universitaire General en Administration Economie et Social (DEUG AES)- Diploma of Higher Education (Two-year university degree) in economics	**Degree**	

University Name	City, Country	From - To
AIX INSTITUTE OF TECHNOLOGY	**AIX EN PROVENCE France**	**Sep-1979 - Jun-1980**
Main Course of Study	Field of Study	
Mechanical Engineering	**Engineering & Engineering Trades**	
Degree Title or Equivalent	Degree Type	
1ére année du Diplome Universitaire de Technologie (DUT) - 1st year of BTEC Higher National Diploma (two year technical degree) in Mechanics	**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
Lycée Paul LANGEVIN	**MARTIGUES France**	**Sep-1976 - Jun-1979**
Main Course of Study		Certificate or Diploma

Mathematics and technology	**Baccalaurèat serie f1 (French high-school diploma class F1) - BTEC National Diploma**

Name of School	City, Country	From - To
COLLEGE D'ENSEIGNEMENT SECONDAIRE St PIERRE	**MARIGNANE France**	**Sep-1971 - Jun-1976**
Main Course of Study		Certificate or Diploma
Mathematic, French, English and Spanish languages, technology, sciences (biology and chemistry), history and geography, sport, drawing and music.		**Brevet d'Enseignement du Premier Cycle (des colleges) BEPC - GCSE'S under C grade (D-G)**

Employment

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

Job Title	Type of Business	From - To
Logistic advisor to the Defense Analysis Center	**Operational and technical advisor - French Army liaison officer.**	**01/07/2008 -**
Name of Employer		Name of Supervisor
MINISTRY OF DEFENSE - DGA/CAD		**COLONEL MARTINUZZI**

Salaries per Annum:

Starting	Final	Currency Paid	
50000	**58000**	**EUR**	Is this a civil servant position of your Government? **No** Is this a position within the UN Common System? **No**

Telephone Number

Email Address
charles.martinuzzi@dga.defense.gouv.fr

Address of Employer
France

Number of Employees Supervised by You
0

Description of Duties
French army logistic expert: - Advise to engineers designing future of equipments, doctrine and concepts. - work as liaison officer between Army Headquarter and the directorate for force systems/ Defense Analysis Center. - Involved in all technical studies regarding logistics (Reception, staging, onward movement and integration (RSOMI), transportation, support, supply, traffic control, plan, maintenance...).

Summarize any of Your Achievements
Assist the manager of the Evaluation Team for Ground Opposing Force equipments.

Reasons for Leaving
After a 2 year mission in UNOCI FHQ in Abidjan (Ivory Coast), I am willing to extend this human and professional experience with the United Nations at a time I have the opportunity to retire.

Job Title	Type of Business	From - To
COE inspector	**MOU's monitor**	**01/07/2006 - 01/07/2008**
Name of Employer		Name of Supervisor
FHQ UNOCI ABIDJAN		**Francis BABATUNDE**

Salaries per Annum:

Starting	Final	Currency Paid	
120000	**120000**	**EUR**	Is this a civil servant position of your Government? **No** Is this a position within the UN Common System? **Yes**

Telephone Number

Email Address
babatunde@un.org

Address of Employer
Cote d Ivoire

Number of Employees Supervised by You
0

Description of Duties
As COE inspector: - ensured each party is meeting its obligations under the terms of the MOU; - Conducted Verification Inspections and raised the Verification Reports; - advised commanding officers and logistic officers of the units (military and police) regarding the UN standard and procedures; - conducted the training and lectures (COE presentation) in order to explain and drill the logistic actors of the units (logistic officer, maintenance officer, medical doctors, catering manager....) - recommended UNHQ New York, regarding the situation on the ground, in order to amend the MOU.

Summarize any of Your Achievements
- managed the different units I had as primary or secondary inspector and given recommendation to adjust MOU regarding the situation on the ground and the shortfalls of the units.

Reasons for Leaving
Initially appointed for 1 year in the UN mission in Ivory Coast by the French Ministry of Defense, I was extended for one more year. At the end of this 2-year tour, I have been transferred to the French directorate for force system/Defense Analysis Center, appointed as logistic advisor and promoted lieutenant-colonel.

Job Title	Type of Business	From - To
Transportation section chief	**Plan and current logistic operation - Support and supply**	**01/07/2002 - 01/07/2006**
Name of Employer		Name of Supervisor
MINISTRY OF DEFENSE - LAND TASK FORCE HEADQUARTER 3		**CHIEF LOGISTIC - B4**

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? **No**
42000	**45000**	**EUR**	Is this a position within the UN Common System? **No**

Telephone Number

Email Address

Address of Employer

France

Number of Employees Supervised by You

2

Description of Duties

As head of the Transportation section of the HQ: - participated in supporting a NATO-type division: - planed the logistic manoeuvre in accordance with the concept of operations (CONOPS); - contributed to the operation order (OPO) by drafting the administrative and logistic annex of OPO; - conducted the LOG manoeuvre and reported on the LOG situation of the subordinate units ; -To be prepared to cope with contingency situations.

Summarize any of Your Achievements

Planed and conducted the deployment and redeployment of forces in Egypt (2003) and Spain (2003) for multinational field training exercises. Planed and conducted the deployment and redeployment of forces in Ivory Coast and Kosovo (2004, 2005, and 2006) for UN and NATO operations. I was also officer in charge (OIC) of the logistic office (B4) during 5 months. I have been deployed abroad in NATO HQ SKOPJE/COMMZ(S) in Greece (2004) as operation officer and in SHAPE (Supreme Headquarter Allied Powers in Europe) in Belgium (2005) as deputy operation officer of the French plan team.

Reasons for Leaving

In the French Army, officers are transferred to a new posting every 3 or 4 years. After spending 4 years in the Task Force HQ, I was appointed to ONUCI FHQ

Job Title	Type of Business	From - To
Staff officer - logistic section	**Logistics (transportation, support, supply, maintenance, medical...)**	**01/07/1999 - 01/07/2002**

Name of Employer

MINISTRY OF DEFENSE - NATIONAL COMBAT TRAINING CENTER

Name of Supervisor

Commanding officer

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? **No**
36000	**40000**	**EUR**	Is this a position within the UN Common System? **No**

Telephone Number

Email Address

Address of Employer

France

Number of Employees Supervised by You

0

Description of Duties

Staff officer in the logistic section of the National Combat training center: - Planed logistic scenarios for drill exercises; - Monitored the logistic operations conducted by the sub-units during the drill exercises; - Evaluated and advised the squadron or company leader regarding the logistics procedures.

Summarize any of Your Achievements

- Set up a process to initiate incidents during combat training phases in order to restrain the ability of the unit to act against the Opposing Forces. - Realized evaluation matrix to characterize the level of effectiveness and ability of the unit. I got the logistic level 2 diploma (1999) and the forwarding and transit operation diploma (2001). I have been committed 6 months abroad within NATO KFOR REAR HQ in FYROM as property account officer and support group commander. I have set up there a process to manage the 27 account holders in order to sharply log all the equipment' inventories of the HQ.

Reasons for Leaving

n the French Army, officers are transferred to a new posting every 3 or 4 years. After spending 3 years in the national combat training center, I have been promoted Major and appointed as transportation section chief of the Land Task Force HQ 3.

Job Title	Type of Business	From - To
Squadron leader	**Traffic and control**	**01/07/1996 - 01/07/1999**

Name of Employer

MINISTRY OF DEFENSE - COMMAND AND SUPPORT REGIMENT 6

Name of Supervisor

commanding officer

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? **No**
240000	**260000**	**FRF**	Is this a position within the UN Common System? **No**

Telephone Number

Email Address

Address of Employer

France

Number of Employees Supervised by You

150

Description of Duties

Division squadron leader of traffic and control unit: - Commanded and controlled the unit during the operational or drill missions in France or abroad during NATO operations; - Trained the unit and performed tactical exercises; - Drilled the platoon leaders regarding the technical and tactical duties; - Advised the commanding officer and chief of staff of the division regarding all the movement matters; - Conducted the evaluation of the junior officers, warrant officers and NCOs of the unit through the annual evaluation reports.

Summarize any of Your Achievements

Involved in NATO operation in Bosnia and Herzegovina (Dec.96 to April 97): - conducted the reconnaissance and contributed to maintain the availability of the main supply roads of the divisional area of operation; - Controlled daily the status of the MSR by deploying patrols on the axes. I got a Regiment letter of congratulation for that; - deployed my complete unit during the visit of the Pope in April 97, in order to organize the movement of all the pilgrim's convoys reaching Sarajevo (in and out). I have got a division letter of congratulation for that. In 1999, I have been awarded as "Staff officer" after my 5 months attendance at the staff college course.

Reasons for Leaving

In the French Army, officers are transferred to a new posting every 3 or 4 years. After spending 6 years, I have been appointed to the National combat training center.

Job Title
Deputy squadron leader

Type of Business
Traffic and control

From - To
01/07/1993 - 01/07/1996

Name of Employer
MINISTRY OF DEFENSE - COMMAND AND SUPPORT REGIMENT 6

Name of Supervisor
SQUADRON LEADER

Salaries per Annum:

Starting	Final	Currency Paid	
180000	**240000**	**FRF**	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
France

Number of Employees Supervised by You
150

Description of Duties
Acting as deputy squadron leader: - worked on his behalf, - Organized and conducted the logistic operations at squadron level - Trained and drilled the deputy platoon leaders and the logistic warrant officers of the unit regarding the regiment logistic procedures - Maintained the operational effectiveness of the unit at a minimum of 90%. - contributed to the NCOs annual evaluation report.

Summarize any of Your Achievements
I have commanded the unit during 5 months as the squadron commander was deployed abroad with a small part of the unit (10 persons). As deputy, I have succeeded in the maintenance of the squadron and got good technical level after each periodic inspection. I have got a Regiment letter of congratulation for that.

Reasons for Leaving
After serving 3 years as deputy (1 year as lieutenant and 2 years as captain), I was appointed squadron leader of the same unit.

Job Title
Platoon leader

Type of Business
Traffic and control

From - To
01/08/1991 - 01/07/1993

Name of Employer
MINISTRY OF DEFENSE - COMMAND AND SUPPORT REGIMENT 8

Name of Supervisor
Squadron leader

Salaries per Annum:

Starting	Final	Currency Paid	
150000	**180000**	**FRF**	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
France

Number of Employees Supervised by You
45

Description of Duties
Platoon leader: - Commanded and controlled the platoon; - Conducted training and drill during regiment or squadron exercises; - Advised the division operations center regarding all movement activities during the periodic divisional exercises; - Maintained the effectiveness of the platoon through the organization of the logistic at platoon level. - Evaluated the warrant officer and the NCOs through the annual evaluation report.

Summarize any of Your Achievements
I have commanded my platoon at the national mountain combat training center and gained there a great experience due to the winter season, the bad weather and the difficult conditions of duty. I have got the military qualification diploma (1992).

Reasons for Leaving
After 3 years as platoon leader, I have been appointed as deputy squadron leader at the command and support regiment 6.

Job Title
Trainee officer at the military transportation school

Type of Business
Training military and professional skills

From - To
01/08/1990 - 01/08/1991

Name of Employer
MINISTRY OF DEFENSE - MILITARY TRANSPORTATION SCHOOL

Name of Supervisor
Commanding officer

Salaries per Annum:

Starting	Final	Currency Paid	
140000	**150000**	**FRF**	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
France

Number of Employees Supervised by You
0

Description of Duties
As a trainee at the military transportation school: - learned the technical and tactical jobs of traffic and control and transportation platoon leader; - improved my command and control skills; - maintained my physical fitness by daily training.

Summarize any of Your Achievements
Iperformed well the 1 year course at the military transportation school.

Reasons for Leaving

After my 1 year course, I have been appointed platoon leader at the command and support regiment 8.

Job Title

Trainee Officer at the French combined arms military academy

Type of Business

military academy and university duties.

From - To

01/08/1988 - 01/08/1990

Name of Employer

MINISTRY OF DEFENSE - EMIA

Name of Supervisor

Commanding officer

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? **No**
140000	**140000**	**FRF**	Is this a position within the UN Common System? **No**

Telephone Number

Email Address

Address of Employer

France

Number of Employees Supervised by You

0

Description of Duties

Trainee officer at military and academic courses: - Learned the platoon leader job; - performed military skills like paratroop, special force, infantry operations, physical exercises. - performed the university duties in order to succeed the academy courses (undergraduate of economics)

Summarize any of Your Achievements

I have got the military academy diploma and the diploma of Higher Education in Economics.

Reasons for Leaving

After 2 years at the military academy, I have been promoted lieutenant and I moved to attend the professional skills course at the military transportation school.

Job Title

Artillery platoon leader

Type of Business

Ground artillery

From - To

01/10/1982 - 01/08/1988

Name of Employer

MINISTRY OF DEFENSE - GROUND ARTILLERY REGIMENT 19

Name of Supervisor

Commanding officer

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? **No**
78000	**140000**	**FRF**	Is this a position within the UN Common System? **No**

Telephone Number

Email Address

Address of Employer

France

Number of Employees Supervised by You

40

Description of Duties

As ground artillery platoon leader: - Commanded and controlled my platoon; - trained and educated the warrant officer and NCOs under my command regarding the artillery techniques and the operational matters; - maintained the capability of my platoon organizing logistic operations; - participated to the regiment tactical and technical exercises; - evaluated my warrant officer and NCOs through the annual evaluation report.

Summarize any of Your Achievements

Got good results for all periodic operational controls and periodic technical evaluations. Promoted Lieutenant after 2 years of service.

Reasons for Leaving

After a first 6-year as junior officer, I have well performed the military academy examination and I have been appointed as trainee at French military academy.

Job Title

Technical drawer

Type of Business

ELECTRICAL

From - To

01/07/1980 - 01/10/1982

Name of Employer

VERGER ET DELPORTE

Name of Supervisor

INGENIEUR RESPONSABLE D'ETUDE

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? **Yes**
57000	**60000**	**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

Technical drawer: - Drawn the electric plans of the city hall (10 stories building) - calculated the quantity of electric equipments (plugs, bulbs, line...) to equip this building; - calculated the electric power of the emergency generator.

Summarize any of Your Achievements

After a 2-year duty, the city hall has been serviceable and it is still used for that purpose.

Reasons for Leaving

In 1982, it was mandatory for each French male to perform a military period of 1 year. For that purpose, I have followed in 1981 a military preparation of 1 month and a half in order to join the artillery officer school as trainee.

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**	**Easily**	**Easily**	**Easily**	**Easily**

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

Address

58 Avenue de MARSEILLE
VITROLLES France
Telephone: 33-442790189
Fax: 33-625044316
Contact: ROGER MOLINA

Address

16 bis avenue Prieur de la Côte d'Or
ARCUEIL France
Telephone: 33-142319114
Fax: 33-625044316
Contact: Roger MOLINA

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
Jean Philippe CABANETTES	**Plan and program officer**	**ECOLE MILITAIRE France**	**cabanettes@free.fr**
Thierry CONTOUX	**Deputy Chief Operations - Ground Artillery Battalion 12th**	**COMMISSION EVALUATION DE L ARTILLERIE France**	**thierrycontoux@hotmail.fr**
Frederic SABIA	**Logistic section chief – Ground Logistic French Command**	**COMMANDEMENT DE LA FORCE TERRESTRE France**	**fredericsabia@yahoo.fr**

UNITED NATIONS NATIONS UNIES

Personal History Profile for Odon MUSHOBEKWA

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
MUSHOBEKWA	**Odon**	**Odose-Nkingi Rutamu**	
2. Date of Birth	3. City of Birth	Country of Birth	Index No
04/03/1965	**Bukavu**	**Congo, Dem. Rep.**	**301225**
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Congo, Dem. Rep.		**Congo, Dem. Rep.**	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Maritial Status
Male	**172**	**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? **Relief 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? **01/03/2005**

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: **mushodon@yahoo.fr**

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
TECHNICAL UNIVERSITY of CIVIL ENGINEERING of BUCHAREST (UTCB)	**Bucharest Romania**	**Aug-2009 - Aug-2009**
Main Course of Study	Field of Study	
Civil Engineering	**Engineering & Engineering Trades**	
Degree Title or Equivalent	Degree Type	
Ph.D Candidate, Management in Construction	**Advanced university degree**	

University Name	City, Country	From - To
UNIVERSITE DES TECHNIQUES DE CONSTRUCTION DE BUCHAREST	**Bucharest Romania**	**Dec-1986 - Jul-1992**
Main Course of Study	Field of Study	
Civil Engineering	**Engineering & Engineering Trades**	
Degree Title or Equivalent	Degree Type	
Civil Engineer / Building and Structure	**Masters**	

University Name	City, Country	From - To
UNIVERSITE DE KINSHASA	**KINSHASA Congo, Dem. Rep.**	**Sep-1983 - Jul-1986**
Main Course of Study	Field of Study	
Civil Engineering	**Engineering & Engineering Trades**	
Degree Title or Equivalent	Degree Type	
Certificat of Undergraduate in Polytechnique	**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
UNLB-Brindisi	**Khartoum Sudan**	**Nov-2008 - Dec-2008**
Main Course of Study		Certificate or Diploma
Galileo WODM (Writr-Off Disposal Module)		**Galileo WODM Certificate**

Name of School	City, Country	From - To
WFP Aviation Training	**Brazzaville Congo**	**Sep-2007 - Sep-2007**
Main Course of Study		Certificate or Diploma
Airport Operations and Ground Handling, Safety & Security, Customer Service.		**Certificate**

Name of School	City, Country	From - To
International/ European Computer Driving Licence (ICDL/ECDL)	**Brazzaville Congo**	**Jun-2007 - Nov-2007**
Main Course of Study		Certificate or Diploma
1. Concepts of Information Technology (IT) 2. Using the Computer and Managing Files 3. Word Processing 4. Spreadsheets 5. Database 6. Presentation 7. Information and Communication		**Full Certificate**

Name of School	City, Country	From - To
UNHCR E-learning programme	**Geneva Switzerland**	**Dec-2006 - Dec-2006**
Main Course of Study		Certificate or Diploma
Protection Induction Programme (UNHCR & International Protection) provided for Field Office of Impfondo / Congo		**Certification**

Name of School	City, Country	From - To
UNHCR E-learning programme	**Geneva Switzerland**	**Jul-2006 - Jul-2006**
Main Course of Study		Certificate or Diploma
Prevention du harcelement, du harcelement sexuel et de l'abus d'autorite (UNHCR programme for Field office of Impfondo / CONGO)		**Certificate**

Name of School	City, Country	From - To
UNHCR E-learning course.	**Geneva Switzerland**	**Sep-2005 - Oct-2007**
Main Course of Study		Certificate or Diploma
The Management Learning Programme / Foundations of Management and Leadership.An UNHCR E-learning course provided by the Headquarters in Geneva for Field Office Impfondo / CONGO.		**Certificate**

Name of School	City, Country	From - To
UNHCR E-learning course.	**Geneva Switzerland**	**Sep-2005 - Oct-2007**
Main Course of Study		Certificate or Diploma
The Management Learning Programme / Foundations of Management and Leadership.An UNHCR E-learning course provided by the Headquarters in Geneva for Field Office Impfondo / CONGO.		**Certificate**

Name of School	City, Country	From - To
UNHCR Workshop and training	**Libreville Gabon**	**Nov-2003 - Nov-2003**
Main Course of Study		Certificate or Diploma
The Supply Chain Learning Programme.		**Certificate**

Name of School	City, Country	From - To
UNHCR E-learning course	**Geneva Switzerland**	**Jul-2002 - Jul-2003**
Main Course of Study		Certificate or Diploma
The Communication Effective Writing. An UNHCR E-learning course provided by the Headquarters in Geneva for Field Office Bukavu / DRC.		**Certificate**

Name of School	City, Country	From - To
High Court of Justice	**Bukavu Congo, Dem. Rep.**	**Jul-1996 - Dec-1996**
Main Course of Study		Certificate or Diploma
Quantity Surveyor & Estate Agent		**Certificate : Quantity Surveyor & Estate Agent, Real estate**

Name of School	City, Country	From - To
African Development Bank / Banque Africaine de Developpement	**Abidjan Cote d Ivoire**	**Jun-1994 - Dec-1994**
Main Course of Study		Certificate or Diploma
Internship / training for 6 months at the . Department of Infrastructures and Industry: Analysis of bids for tenders, invitation to bid, submit proposals for various works, making recommendations in respect of international regulations of projects.		**Certificate**

Name of School	City, Country	From - To
Groupe Scolaire Weza / Freres Maristes	**Bukavu Congo, Dem. Rep.**	**Sep-1977 - Jul-1983**
Main Course of Study		Certificate or Diploma
Science / Level C		**Baccalaureat / Mention : Distinction**

Employment

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

Job Title	Type of Business	From - To
Property Control and Inventory Unit Officer, OIC	**Property Management**	**01/09/2008 -**
Name of Employer		Name of Supervisor
UNAMID		**Mohamed Hashi**

Salaries per Annum:

Starting	Final	Currency Paid	
87113		**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
	mushobekwa@un.org

Address of Employer

Sudan

Number of Employees Supervised by You

27

Description of Duties

Within delegated authority, the Property Control and Inventory Officer is responsible for the following duties: Manage analysis and performance monitoring of the effectiveness and execution of asset control procedures in the field mission; Ensure accountability and proper tracking mechanisms to conform to expected organizational standards and goals; Identify and implement solutions to problematic areas of the asset control process and oversee that an effective support organization for the Asset Control System and the control of UN property is sustained; Verify the accuracy of the data recorded/updated in the Assets Control System. Draft correspondences as required; Ensure accuracy of Property Control and Inventory Unit (PCIU) statistics on a daily basis making sure anomalies are identified and addressed immediately; Reconcile all balances regularly and submit accurate, auditable financial year-end statistics to Headquarters; Perform any other duties as required.

Summarize any of Your Achievements

Since I began to lead the PCIU, I put in place a sytem to follow up Missions, Physical Verification by planning missions quarterly and sharing information with RAO (Reginal Administrative Officer), SAUs (Self Account Unit) and CGSS (Chief General Service Section). -I, together with my supervisees, established the PCIU Work-plan (Nov. 2008-31 march 2009) to enable PCIU staff to have a better assesment when required (E-pas, achievements, goals, etc...). As manager and PCIU, hereinafter key achievments : 1.Updating/Creating of staff list: more than 4.000 records have been made. 2.Recruitment of PCIU staff: International (80% of posts filled up); Local (75% filled up). 3.Establishing regular PV's in all sectors, inspected/updated in Galileo IMS more than 10.000 assets; 25% assets were verified. 4.UNMIS and AMIS assets : -UNMIS assets: more than 1.000 assets were located during our PVs* . -PCIU was in part of AMIS Liquidation (March/April); more than 3.000 assets were inspected. 5.Helping R&I to complete their duties : -Inspected and bar-coded more than 10.000 assets in Entebbe (2 PCIU one-month mission / May). -Inspected more than 4.000 containers in Port-Sudan and Entebbe (November-December). 6.Management of Galileo look ups tables and management of Galileo users accounts. 7.Implementation of Monthly Inventory Reports, Monthly Discrepancy Reports, Financial Year Report and Calendar Year-End Inventory Report, on a regular basis. 8.Implementation of check in/out procedures, on a daily basis. 9.Staff members have been trained in various Galileo modules. -Workshop/Training WODM and FMS in Khartoum (November) for 3 International staff; -Galileo training for new recruited local staff. I took part of panel for diverse interviews for the recruitment of international staff.

Reasons for Leaving

N/A

Job Title	Type of Business	From - To
LOGISTICS OFFICER (UNV)	**LOGISTICS and SUPPLY**	**01/12/2005 - 01/06/2008**

Name of Employer: **UNHCR Field Office IMPFONDO (RoC)**

Name of Supervisor: **Fatta Mamady Kourouma**

Salaries per Annum:

Starting	Final	Currency Paid
31200	**31200**	**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: **COBIM@UNHCR.ORG**

Address of Employer

Congo

Number of Employees Supervised by You

3

Description of Duties

-To organize and to supervise all necessary logistical activities to support the repatriation operation of DRC refugees from zones covered by FO-Impfondo and FO-Loukolela. -Fuel, oil and lubricant : to order articles, to follow up their routing, to verify consumption and storage (including those of the Implementation Partner); -To establish, to raise reports refer to the NFIs, fuel, boat, cars and generators; -Boats and vehicles: To follow up the positionement of all boats operating in the 2 zones daily, to supervise their utilization (Notebooks, maintenance); to propose and to initiate disposals. -All other necessary assets for the operation (Food, NFIs, equipment, materials and others supplieses) : to order, to follow up the routing, the receipt, the storage and the utilization; -All other logistical activity jointly settled by the HOFO-Impfondo in consultation with the Logistics Officer or the Repatriation Officer. -Sometimes, I have also the opportunity to assume the interim of the Field Ofice, as Acting Head of Office.

Summarize any of Your Achievements

-Setting up of the ASSET TRAK / Programme for the UNHCR-RoC and Administration of the Logistics ; -Follw up of of all logistics matter refer to teh description of duties.

Reasons for Leaving

End of contract in june 2008

Job Title	Type of Business	From - To
LOGISTICS OFFICER (UNV)	**LOGISTICS and SUPPLY**	**01/06/2004 - 01/12/2005**

Name of Employer: **UNHCR Branch Office BRAZZAVILLE (RoC)**

Name of Supervisor: **Janvier de RIEDMATTEN**

Salaries per Annum:

Starting	Final	Currency Paid
3000	**31200**	**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: **COBBR@UNHCR.ORG**

Address of Employer

Congo

Number of Employees Supervised by You

2

Description of Duties

-Assesses and organizes logistics in terms of transport requirements storage and distribution of relief items and establishes proper warehousing and recording systems; -Establishes a detailed procurement programme plan to determine appropriate specifications of required items, according to established guidelines and procedures and in coordination with Supply and Transportation section at Headquarters; -Liaiases with competent autorities for tax exemptions, port clearances, etc. and the timely delivery of relief items; -Liaises and keeps close contacts with implementing parteners involved in programme implementation and assists them in all matters pertaining to logistics; -Carries out regular trips to ensure that relief material forwarded has been received and properly accounted for for their destinations, and in case of loss or damage follow up with clearing agents, shipping and insurance companies in liaison with STS Headquarters; -Devises methods of stock control, closely monitors warehaousing management, and regularly submits situation reports on stocks, equipment and propositioned goods; -Normally supervises and coordinates the work of at least one lower level professional and 2 GL staff; -Ensure the UNHCR Aircraft operation / RoC -Undertakes other duties as required.

Summarize any of Your Achievements

-To order (International commands) vehicles, outboards motors, generators, spare parts and other goods for UNHCR/Republic of Congo and his Implementing Partners. -Ensure the UNHCR Aircraft operation / RoC, in collaboration with UNHCR RO-Kinshasa, UNHCR BO-Bangui, WFP-Kinshasa. -To follow up the maintenance of vehicles, generatoors with suppliers and to prepare the diposals of materials refere to the UNHCR procedures / Chapter 8. -Focal point of the ASSET TRAK programme and follow-up of the generatl inventory.

Reasons for Leaving

Transfert/Redeployment to FO-Impfondo; Support for the repatriation operation.

Job Title	Type of Business	From - To
DIRECTOR OF OPERATIONS	**Engineering an Logistics**	**01/04/2004 - 01/06/2004**

Name of Employer

ACTED (International French NGO / engineering)

Name of Supervisor

Ilaria MANUNZA

Salaries per Annum:

Starting	Final	Currency Paid
9000	**9000**	**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

ilaria.manunza@acted.org

Address of Employer

Congo, Dem. Rep.

Number of Employees Supervised by You

19

Description of Duties

-Assessment of roads and bridges projects for South-Kivu / DRC region to submit to the World Bank, USAID, European Community and other UN Agencies represented in the region. -Follow-up of the rehabilitations projects (Roads, water and sanitation, etc...); -Urban Sanitation, Water Conveyance and Swamp Drainage; -Follow-up the Logistics and Supply; -Planning of the installation of new officies in the field; -Monitoring of the distribution of NFIs (Non-Food Items) to the returnees and displaced persons; -Undertakes other duties as required.

Summarize any of Your Achievements

-Assessment of roads and bridges projects submitted to the World Bank, USAID and European Community, MONUC. Follow-up of the rehabilitations projects (Roads, water and sanitation, etc...); All projects were approved and well executed. -Assessment of QIPs (Quick Impact Project) for post-conflicts areas to submit to the MONUC. Two QIPs approved and executed ; -Two offices installed in the field. -Main suppliers identified -Monitoring of the distribution of NFIs (Non-Food Items) to the returnees and displaced persons; Due to the security, some villages weren't covered

Reasons for Leaving

New job with UNHCR

Job Title	Type of Business	From - To
LOGISTICS ASSISTANT	**LOGISTICS MANAGEMENT and INFRASTRUCTURES**	**01/10/2001 - 01/12/2003**

Name of Employer

UNHCR Sub-Office BUKAVU

Name of Supervisor

Paul NDAITOUROUM

Salaries per Annum:

Starting	Final	Currency Paid
9400	**10001**	**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

CODBU@UNHCR.ORG

Address of Employer

Congo, Dem. Rep.

Number of Employees Supervised by You

3

Description of Duties

-Ensure the coordination of transport and distribution of WFP foods and NFIs and make contact with travel agencies and warehouses. -Plan and organise the transport of food and non-food items towards the refugees in co-ordination with Implementing Partners. -Deal with customs formalities for all the international orders. -Gather all Office & Implementation Partner (IP) requisition forms and prepare responses to their requests. Update inventories of all the effects which are located in the warehouses . Implement a programme and a system that is accurate in managing the office transport. Assist in the finalisation of ordering contracts under the programme budget. -Ensure the follow up of the functioning of the refugee Transit Centre; -Ensure the follow up of the accessibility to the refugee way-station/departure center; -Ensure the prospection of sites which can shelter a way-station/departure center. -Ensure the UNHCR Aircraft operation / East DRC -Carry out other tasks at the request of the hierarchy

Summarize any of Your Achievements

-Good coordination of transport and distribution of WFP foods and NFIs . All Transit Centre and way Station were provided regularly, in accordance with the Implementation Partner. -Good contact with customs and receiving of all the international orders. -Submission of Implementation Partner (IP) requisition forms and prepare responses to their requests. -Inventories of all the effects; -Finalization of the ASSET TRAK / 2003 (UNHCR inventory programme). -All refugees Transit Centre well operating (Water and sanitation, Shelter, etc.) with soft. -Planification and follow-up of Air Operations / UNHCR Aircraft in East/DRC in coordination with Regional Representative UNHCR-Kinshasa. -Workshop/Internship and trainning : SCLP (Supply Chain Learning Program) / UNHCR.

Reasons for Leaving

End of contract

Job Title	Type of Business	From - To
TECHNICAL CONSULTANT / ADVISER	**FIELD, SITE-PLANNING, WATER /SANITATION**	**01/06/2000 - 01/09/2001**

Name of Employer

UNHCR Sub-Office BUKAVU

Name of Supervisor

Dolo AMBIRE

Salaries per Annum:

Starting	Final	Currency Paid
7200	**7200**	**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
CODBU@UNHCR.ORG

Address of Employer
Congo, Dem. Rep.

Number of Employees Supervised by You
1

Description of Duties
-Ensure the follow up of the installation and functioning of refugee assembly points (water and sanitation); -Ensure the follow up of the functioning of the refugee Transit Centre ; -Ensure the follow up of the accessibility to the refugee way-station/departure center; -Ensure the prospection of sites which can shelter a way-station/departure center. -Ensure the UNHCR SO-Bukavu / Weekly news Flash-Info. -Carry out other duties as required by the hierarchy.

Summarize any of Your Achievements
-Settlement of Transit Centers, Way station which allow more than 35000 Rwandan refugee return to their origin country. -Ensure the follow up of the installation, functioning accessibility to the refugee assembly points (Transit Centers, Way station) / Shelter, site planning, water and sanitation.

Reasons for Leaving
End of contract

Job Title
CONSULTING ENGINEER

Type of Business
PUBLIC UTILITIES, URBANISM & HABITAT

From - To
01/08/1999 - 01/03/2001

Name of Employer
Gouvernorat de Province du Sud-Kivu / DRC

Name of Supervisor
Gouverneur de Province

Salaries per Annum:

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

Telephone Number

Email Address

Address of Employer
Congo, Dem. Rep.

Number of Employees Supervised by You
25

Description of Duties
-Ensure the prospection of sites which can shelter a new residence area for the sinistered (needy) and displaced persons. -Ensure the follow up of designing new site locations. -Ensure the follow up of designing, assessment and rehabilitation of bridges and roads. -Ensure the follow up of the functioning of national specialised technical services in Public Works, Urbanism & Habitat, Land Ownership; -Affairs and Cadastral Survey

Summarize any of Your Achievements
-Shelter of new residence area for the sinistered (needy) ; -Shelter of a new district .

Reasons for Leaving
Contract with UNHCR

Job Title
DIRECTOR GENERAL

Type of Business
TRANSPORT, CONSTRUCTIONS AND SANITATION

From - To
01/11/1997 - 01/07/1999

Name of Employer
GACIT Entreprise

Name of Supervisor
Myself

Salaries per Annum:

Starting	Final	Currency Paid	
9000	**9000**	**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
Gacitentreprise@hotmail.com

Address of Employer
Congo, Dem. Rep.

Number of Employees Supervised by You
25

Description of Duties
-Assessment, execution , follow up and comptrolling of civil engineering projects, construction and architecture; -Promotion and real-estate management ; -Undertaking, Urban and Inter-Regional Transport Business; -Urban Sanitation, Water Conveyance and Swamp Drainage.

Summarize any of Your Achievements
Many assessments and executions acheved; Follow up and comptrolling of civil engineering projects; drainage; urban transportation.

Reasons for Leaving
New perspectives

Job Title
ASSISTANT PROJECT MANAGER (A6)

Type of Business
REHABILITATION OF INFRASTRUCTURES, WATSAN

From - To
01/04/1997 - 01/10/1997

Name of Employer
International Rescue Committee (IRC-USA /DRC)

Name of Supervisor
Freddy Mantchombe

Salaries per Annum:

Starting	Final	Currency Paid	
			Is this a civil servant position of your Government? **No**

5400	**5400**	**USD**	Is this a position within the UN Common System? **No**

Telephone Number

Email Address
theirc@aol.com

Address of Employer
Congo, Dem. Rep.

Number of Employees Supervised by You
75

Description of Duties
-Supervise fit out works and rehabilitate school and health infrastructures; -Assess water conveyance projects and water springs harnessing ; -Carry out other duties as required by the hierarchy.

Summarize any of Your Achievements
All projects achieved

Reasons for Leaving
End of contract

Job Title
CONSELLING ENGINEER, EXPERT CONTRACTOR

Type of Business
Expert : Transport, Construction, Watsan

From - To
01/08/1996 - 01/04/1997

Name of Employer
GACIT Entreprise

Name of Supervisor
Myself

Salaries per Annum:

Starting	Final	Currency Paid	
6000	**6000**	**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
Gacitentreprise@hotmail.com

Address of Employer
Congo, Dem. Rep.

Number of Employees Supervised by You
5

Description of Duties
-Assessment, execution , follow up and comptrolling of civil engineering projects, construction and architecture; -Promotion and real-estate management -Undertaking, Urban and Inter-Regional Transport Business; -Urban Sanitation, Water Conveyance and Swamp Drainage; -Assessments : Post-conflict project

Summarize any of Your Achievements
Because of the war in DRC, many projects weren't acheived. However, some assessments for post-conflict project were achieved and approved.

Reasons for Leaving
New perspectives / war in DRC

Job Title
HEAD LOGISTICIAN

Type of Business
LOGISTICS, WAT-SAN & SITE PLANNING

From - To
01/05/1995 - 01/08/1996

Name of Employer
CONCERN Worldwide Ireland (UNHCR IP in DRC)

Name of Supervisor
Anne FLANERY

Salaries per Annum:

Starting	Final	Currency Paid	
4200	**5400**	**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
Congo, Dem. Rep.

Number of Employees Supervised by You
15

Description of Duties
-Ensure the coordination of transport and distribution of food and non-food items and make contact with travel agencies and warehouses. -Plan and organise the transport of food and non-food items towards the refugee camp sites. -Supply and procurement of items; -Gather all Office & refugee camp forms and prepare responses to their requests. -Update the inventories of all the effects which are in the different warehouses. -Implement a programme and an accurate system of managing the transport for the Office and the Refugee Camp. -Make a follow up of water conveyance and water distribution in the refugee camp. -Manage/organise the 100.000 refugee camp with the Administration support ; -Carry out other duties as required by the hierarchy.

Summarize any of Your Achievements
-Good coordination of transport and distribution of food and non-food items; -Monitoring of the camp achieved; -Maintenance, water treatment and good distribution; All activities implemented.

Reasons for Leaving
END OF CONTRACT and WAR in DRC

Job Title
TRAINEE AT THE DEPARTMENT OF INFRASTRUCTURES

Type of Business
ANALYSIS AND ASSESSMENT PROJECTS

From - To
01/06/1994 - 01/12/1994

Name of Employer
AFRICAN DEVELOPMENT BANK (ADB-BAD) /Abidjan, C.I.)

Name of Supervisor
Oketukun

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? **No**
1	**1**	**USD**	Is this a position within the UN Common System? **No**

Telephone Number

Email Address
AFDB@afdb.org

Address of Employer
Cote d Ivoire

Number of Employees Supervised by You
0

Description of Duties
-Analysing and Assessing Roads Projects / Fitting out ports and dams. -Submitting proposals for bids/orders. -Carry out other duties as required by the hierarchy.

Summarize any of Your Achievements
-Please be advised that there was not salary (Joint agreement). -Training completed

Reasons for Leaving
End of contract

Job Title	Type of Business	From - To
PROJECT OFFICER & CONSULTING ENGINEER	**CONSTRUCTIONS AND CIVIL ENGINEERING**	**01/01/1993 - 01/01/1994**

Name of Employer
ENTREPRISES CONSTELLAR et TEDIMET

Name of Supervisor
Ir Costa BAHIZIRE

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? **No**
4200	**4200**	**USD**	Is this a position within the UN Common System? **No**

Telephone Number

Email Address
constellar@yahoo.com

Address of Employer
Congo, Dem. Rep.

Number of Employees Supervised by You
10

Description of Duties
-Assessment, execution , follow up and comptrolling of civil engineering projects, construction and architecture; -Urban areas sanitation and water conveyance. -Coordination of Construction Sites

Summarize any of Your Achievements
-Follow up and coordination completed

Reasons for Leaving
New perspective / Training for ADB

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**

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

Language	Mother Tongue	Speak	Read	Write	Understand
Lingala	**No**	**Easily**	**Easily**	**Easily**	**Easily**
Rumanian	**No**	**Easily**	**Easily**	**Easily**	**Easily**
Shawili	**No**	**Easily**	**Easily**	**Easily**	**Easily**

Address

UNAMID
El-Fasher Darfur Sudan
Telephone: 249-19278192
Fax: 249-19278192
Contact: Odon MUSHOBEKWA

Address

60/B, Avenue du Lac Kivu
La Botte
Bukavu South-Kivu Congo, Dem. Rep.
Telephone: 243-998696069
Fax: 243-817150307
Contact: Odon MUSHOBEKWA

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
Habimana ABDOU-DJUMA	**Administrative Officer**	**UNHCR Congo**	**habimaab@un.org**
Cecilia Anna DAHLGREN	**Logistics Officer**	**UNHCR BO-KINSHASA Congo**	**DAHLGREN@UNHCR.ORG**
Yohondamkoul SAKOR	**Senior Programme Officer**	**UNHCR BO-KINSHASA Congo**	**SAKOR@UNHCR.ORG**

Personal History Profile for Norma Sialumba MWAMBAZI

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
MWAMBAZI	**Norma Sialumba**	**Ndundu**	**Sialumba**
2. Date of Birth	3. City of Birth	Country of Birth	Index No
29/07/1960	**Luanshya**	**Zambia**	**757103**
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Zambia		**Zambia**	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Maritial Status
Female	**170**	**96**	**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? **Yes**
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? **01/10/2007**
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? **No**
18. Email Address: **nmwambazi@yahoo.co.uk**

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
California Coast University	**California United States of America**	**Aug-2002 - Mar-2007**
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
University of Zambia	**Lusaka Zambia**	**Sep-1979 - Jun-1983**
Main Course of Study	Field of Study	
Marketing	**Business & Administration**	
Degree Title or Equivalent	Degree Type	
BA Economics and Business Administration	**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
UNLB	**Brindisi Italy**	**Oct-2006 - Oct-2006**
Main Course of Study		Certificate or Diploma
Write Off Disposal Module		**Certificate**

Name of School	City, Country	From - To
DPKO Training - ONUCI	**Abidjan Cote d Ivoire**	**Mar-2005 - Mar-2007**
Main Course of Study		Certificate or Diploma
Galileo, Business Objects, SEA Training, Competency Based Interviwing Skills		**Certificates**

Name of School	City, Country	From - To
ECA Training Programme	**Addis Ababa Ethiopia**	**Jan-1994 - Aug-2002**
Main Course of Study		Certificate or Diploma
Report Writing in the UN, Drafting for the UN, IMIS, report writing, HIV/AIDS peer educator, Basic Securityin the Field, Competency Based Interviwing, Peer Support and Counselling, Basic Life Support		**Certificates**

Name of School	City, Country	From - To
St Joseph`s Secondary School	**Monze Zambia**	**Jan-1974 - Nov-1978**
Main Course of Study		Certificate or Diploma
High School School leaving Certificate		**Division 1 in Cambridge High School Certificate**

Employment

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

Job Title
Chief, General Services Section

Type of Business
Peace Keeping Mission

From - To
01/09/2009 -

Name of Employer
UNMIT

Name of Supervisor
Jonathan Childerley

Salaries per Annum:

Starting	Final	Currency Paid
81000	**81000**	**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
nmwambazi@yahoo.co.uk

Address of Employer
East Timor

Number of Employees Supervised by You
60

Description of Duties
Prepare workplan for the Section and review e-pas for all staff to whom am their FRO. Direct the work of the Section and review the budget as well as monitor expenditure on all cost centers. Monitor Official Travel and review Travel and Training budgets. Supervise work of the Darwin office and ensure that all Facilities are under control including monitoring the cleaning, disposal of both garbage and human waste, fogging, gardening and provision of all minor repairs. Follow up on all General operations in the mission area as well as prepare SOP for death of staff members while being the focal point of such unfortunate events.

Summarize any of Your Achievements
Prepared SOP for Travel, AI and ICs for Camp Services, Travel. Reviewed all draft SOPs for approval by CMS. Monitored and coordinated the repartriation of Human Remains without any incident

Reasons for Leaving
Still on Board

Job Title
Chief, Property Control and Inventory Officer

Type of Business
UN Peace Keeping Mission

From - To
01/03/2005 - 01/09/2009

Name of Employer
DPKO/ONUCI

Name of Supervisor
Godwin Oguzie

Salaries per Annum:

Starting	Final	Currency Paid
69000	**69000**	**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
nmwambazi@yahoo.co.uk

Address of Employer
United States of America

Number of Employees Supervised by You
11

Description of Duties
- Plan, Manage, analyse and monitor performance of my staff for the effective execution of asset control procedures in ONUCI - Prepare goals and plan work of the Unit while assisting staff with their e-pas, evaluating and monitoring their work throughout the year. - Ensure accountability and proper tracking mechanisms conform to expected organisational standards and goals - Identify and implement solutions to problematic areas of the asset control process and oversee that an effetive support organisation for assets control system as well as the control of UN property is sustained - Exercise managerial and supervisory control over the proper execution of functions carried out within PCIU as well as direct the workoad priorities - Ensure accurate and auditable records in both hard and electronic format, are maintained for property control and accountability in conformance with Secretariat Administrative Instructions LDS/OMS guidelines and mission's standard operating procedures - Work closely with the Galileo and Business Objects Focal Point in the Unit to verify the accuracy of the data recorded/updated in the Assets Control System - Verify all documentation related to the disposed assets before archiving them in the system. - Verify the Calender end, Financial and monthly inventory reports prepared by the Focal Point - Ensure accuracy of PCIU statistics on a daily basis by carrying out random checks, ensuring anomalies are identified and addressed immediately - Reconcile all balances regulary and submit accurate auditable financial statistics to UNHQ on a monthly basis - Mission Galileo Local Administrator and second Focal Point - Draft memos, minutes, correspondences and Chair the Asset Manager's meetings which discuss property management related issues - WODM trained trainer and so far we have trained staff in all Sectors - UNHQ trained member of LCC. - Member FSU, PX, LPSB, CRB - Carry out other duties as required by CGS, CAS

Summarize any of Your Achievements
-All e-pas since 2005, 2006, 2007, 2008 have been done for my staff, workplan for 2008/09 already in the End of Cycle. My Unit goals are always discussed with my staff, our Motto and Workplan with duties (goals) for each staff member and submitted to the Chief General Services Section. In 2007/08 we verified 100% (99.9%)of assets in Mission area, being one of the two missions in the whole DPKO. -I have established Regional offices and made recruitments for them, negotiated for the transportation which has been granted after one year. -I participated in the "UNHQ Pre-Liquidation Assistance Team" to UNIOSIL where I worked closely with all SAU including PDU to assist them with the draw down and the disposal of assets, the processes used in ONUCI with disposal of harzardous materials were shared including copies of contracts with disposal companies -We have corrected many data errors and continuous efforts are being made to ensure that the data is accurate. We have reduced the "not found yet" from 1,700 to below 500 in the current cycle. We have trained new staff in Galileo and BO as well as keeping abreast with the needs of users in the mission. -We received the best External Audit report with no negative observation and an "excellent for PCIU" while the entire Property Management Units under my supervision prepared ourselves well that we were commended for the big improvement in managing property. -I have developed a team spirit among all property management units were we now work as one having one Goal -I have acted as Chief GSS and have received praise from Section Chiefs and others for work well done each time I took up that assignment (mails are available to prove this)

Reasons for Leaving
Promoted to Chief General Services Section

Job Title
Associate Conference Officer

Type of Business
UN Secretariat

From - To
01/04/2004 - 01/02/2005

Name of Employer
UNECA

Name of Supervisor
Laurent Agossou

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? **No**
60027	**61000**	**USD**	Is this a position within the UN Common System? **Yes**

Telephone Number
2511443243

Email Address
nmwambazi@yahoo.co.uk

Address of Employer
Ethiopia

Number of Employees Supervised by You
14

Description of Duties
Planned and managed events, Assisted the Chief UNCC with all tasks related to the logistical organisation of conferences, Oversaw the monthly events schedule and made necessary changes where need be, Reviewed the files of each event and ensured that all the necessary logistics were completed on time, Ensured that established procedures were followed, Ensured that all deadlines were met, Checked that services required were supplied correctly and on time, Compiled statistics on availability of conference rooms, Ensured that all payments were invoiced on time and followed up on payments, Kept financial records properly and ensured that they were up to date at all times, Liased with clients and divisions focal points, Handled correspondence and made enquiries from clients, Ensured that the administrative office was staffed at all times including lunchtimes, Reported back to Chief UNCC on a regular basis, Assisted with marketing activities, Assisted Chief UNCC with any other tasks which

Summarize any of Your Achievements
Coordinated the AU Head of State summit with more than 3,000 participants and 38 heads of state. The service given was more than expected as all organizers from the AU came with accolades, including those from the UNHQ who accompanied the Secretary General. Planned and executed the ECA Annual Conference and the World Leather exhibition held in Addis Ababa

Reasons for Leaving
Left ECA to join DPKO on a higher level (P3)

Job Title	Type of Business	From - To
Associate Administrative Officer	**UN Secretariat**	**01/09/2002 - 01/03/2004**

Name of Employer
Economic Commission for Africa

Name of Supervisor
Chiumya

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? **No**
53000	**54000**	**USD**	Is this a position within the UN Common System? **Yes**

Telephone Number

Email Address

Address of Employer
Ethiopia

Number of Employees Supervised by You
0

Description of Duties
1. Review goals set out 2. Research and come up with two documents with recommendations on "Review Storage facilites in the ECA" 2003 "Review the operations of the bonded warehouse in the ECA" 2003

Summarize any of Your Achievements
Have made follow up to find out why certain goals have not been achieved as per plan. One major goal was automation of the SRDC which I proposed postponement because of Financial contraints that the Division was facing to the next biennium. - Finalized the recommendations on the bonded warehouse

Reasons for Leaving
I was transferred to Conference Services

Job Title	Type of Business	From - To
Associate Administrative Officer	**UN Secretariat**	**01/11/1999 - 01/06/2002**

Name of Employer
economic Commission for Africa

Name of Supervisor
Mr. Patrick Chiumya/Ms Bongoy

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? **No**
45600	**58044**	**USD**	Is this a position within the UN Common System? **Yes**

Telephone Number

Email Address
pchiumya@uneca.org

Address of Employer
Ethiopia

Number of Employees Supervised by You
30

Description of Duties
Preparation of procurement plans and biennium plans ensuring that procurementwas in line with the budget Commencing the procurement process by initiating pre-encumbrances Preparing maintenance budgets and follow up on such contracts Planning stores supplies and monitoring proper usage of UN supplies Monitoring the end of year inventory of supplies and non expendable items of the ECA Supervising the operations of the inventory control unit and the central stores Ensuring that PAS and workplans are discussed and properly done to reflect the true plan of work Prepare presentations to the Property Survey Board for disposal and write off Review the renewal of all systems contracts and prepare RFP or ITB as necessary for Catering Services, Fuel Services and Recycling of Paper Project. Carry out Administrative work as asigned by the Chief

Summarize any of Your Achievements
Backlog on disposals cleared Automation of Inventory and Stores data Came up with a manual on the "Operating Procedures for Inventory and Stores in the ECA" Developed a spirit of teamwork, openess and improved the PR of the Unit in relation to clients Developed proper coordination and organisation of activities

Reasons for Leaving

Was mission replacement for two years seven months, the incumbent came back from mission

Job Title	Type of Business	From - To
Team Leader	**UN Secretariat**	**01/11/1994 - 01/08/1998**

Name of Employer
Economic commission for Africa

Name of Supervisor
Mr. Kasamale Ben

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? **No**
24000	**24000**	**USD**	Is this a position within the UN Common System? **Yes**

Telephone Number

Email Address
bkasamale@yahoo.com

Address of Employer
Ethiopia

Number of Employees Supervised by You
0

Description of Duties
write project proposal on "space management in the ECA" Plan the movement of furniture and equipment Arrange stores Carry out disposal Archive documents

Summarize any of Your Achievements
Disposed off many items and later the warehouse which was rented to keep junk was given back meaning the organisation was not spending any more money for keeping junk. Archived most needed documents while awaiting automation of the library

Reasons for Leaving
Left the country because I was going through a divorce

Job Title	Type of Business	From - To
Economist	**Development programme of the United Nations**	**01/03/1994 - 01/06/1994**

Name of Employer
United Nations Development Programme

Name of Supervisor
Ms. Mekonnen

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? **No**
9000	**9000**	**ETB**	Is this a position within the UN Common System? **Yes**

Telephone Number

Email Address

Address of Employer
Ethiopia

Number of Employees Supervised by You
0

Description of Duties
Research on women in business in Ethiopia Compile a report on the findings as a working paper on "Women in the private sector in Ethiopia"

Summarize any of Your Achievements
Glossary of the women in business in Ethiopia challenges faced by these women and ways in which UNDP could help them sustain their businesses

Reasons for Leaving
finalised the work assigned

Job Title	Type of Business	From - To
Bank Auditor	**Banking**	**01/12/1986 - 01/03/1988**

Name of Employer
Meridien Bank Zambia Limited

Name of Supervisor
Mr. Patrick Siyolwe

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? **No**
1000	**1500**	**ZMK**	Is this a position within the UN Common System? **Yes**

Telephone Number

Email Address

Address of Employer
Zambia

Number of Employees Supervised by You
0

Description of Duties
Audit all branch accounts make payments reconcile accounts Rehearse with Central Bank on Treasury Bills

Summarize any of Your Achievements
Reduced unnecessary entertainment expenditure on management who misused this facility

Reasons for Leaving
To join husband in Congo Brazaville

Job Title
Economist

Type of Business
Government

From - To
01/01/1984 - 01/12/1986

Name of Employer
Ministry of Finance

Name of Supervisor
Mr. Fred Siame

Salaries per Annum:

Starting	Final	Currency Paid	
5	**5520**	**ZMK**	

Is this a civil servant position of your Government? **Yes**

Is this a position within the UN Common System? **Yes**

Telephone Number

Email Address

Address of Employer
Zambia

Number of Employees Supervised by You
0

Description of Duties
Handle AID programmes especially as desk officer for USAID, Dutch Aid Represent the ministry in meetings both at home and abroad Negotiate Aid programmes with Donor countries and donor Organisations Prepare Bi and Multilateral agreements Monitor and follow up on the use of AID funds Follow up on progress of projects funded by such AID programmes

Summarize any of Your Achievements
Developed an excellent rapport with the countries and Organisation I was handling Ensured the most equitable and fair distribution of foreign exchange which was very scarce at the time

Reasons for Leaving
Left to join the banking world

Job Title
Manager

Type of Business
Meat outlet

From - To
01/09/1983 - 01/11/1983

Name of Employer
Kafue Meat Supplies

Name of Supervisor
Mr. Marshall Bushe

Salaries per Annum:

Starting	Final	Currency Paid	
300	**300**	**ZMK**	

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

Is this a position within the UN Common System? **Yes**

Telephone Number
260197849139

Email Address

Address of Employer
Zambia

Number of Employees Supervised by You
10

Description of Duties
Plan and purchase cattle, follow up on payments from big organisations such as hotels. Follow up on customer satisfaction

Summarize any of Your Achievements
The business managed to get business from all the big hotels in Lusaka the capital city of Zambia

Reasons for Leaving
Left to join Ministry of Finance as an Economist my field of study

Job Title
Recruit

Type of Business
Military Training

From - To
01/11/1978 - 01/07/1979

Name of Employer
Government of Zambia

Name of Supervisor
Captain Zulu

Salaries per Annum:

Starting	Final	Currency Paid	
100	**100**	**ZMK**	

Is this a civil servant position of your Government? **Yes**

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

Telephone Number
260197 430197

Email Address
nmwambazi@yahoo.co.uk

Address of Employer
Zambia

Number of Employees Supervised by You
0

Description of Duties
Military training agricultural training

Summarize any of Your Achievements
Discipline

Reasons for Leaving
Leaving to join University of Zambia

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
Lozi	**No**	**Easily**	**Easily**	**Not easily**	**Easily**
Nyanja	**No**	**Easily**	**Easily**	**Easily**	**Easily**
Shona	**No**	**Not easily**	**Easily**	**Not easily**	**Easily**
Swazi	**No**	**Not easily**	**Easily**	**Not easily**	**Easily**
Tonga (Zam)	**Yes**	**Easily**	**Easily**	**Easily**	**Easily**
Zulu -Shangaan	**No**	**Not easily**	**Easily**	**Not easily**	**Easily**
Mambwe	**No**	**Not easily**	**Easily**	**Not easily**	**Easily**
Ndebele	**No**	**Not easily**	**Easily**	**Not easily**	**Easily**
Chizezuru	**No**	**Not easily**	**Easily**	**Not easily**	**Easily**

Address

C/O, ONUCI
Abidjan 08 Cote d Ivoire
Fax: 225-05990266
Contact: Norma Mwambazi-Sialumba

Address

C/O ONUCI, P.O. Box 4622, Grand Central Station
New York United States of America
Telephone: 225-2121 extension 7245
Fax: 225-05990266
Contact: Norma Mwambazi-Sialumba

Address

Chipazuba Company
310265
Lusaka Lusaka Zambia
Telephone: 260-966-442509
Fax: 260-1-96 430197
Contact: Pauline Mundia-Sialumba

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
Caleb FUNDANGA	**Economist/Banker**	**Bank of Zambia Box 30080 Lusaka Zambia**	**2601222222 cfundanga@boz.zm**
Bwalya N`GANDU	**Economist**	**Development Bank of Zambia Box 30032 Lusaka Zambia**	**260196750263 bngandu@dbz.zm**
Jordan SIAME	**Accountant**	**Oasis of Love Assembly Zambia**	**26095888680 jjsiame@yahoo.com**

Personal History Profile for Maryjoan SPIFF-ONONAJI

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
SPIFF-ONONAJI	**Maryjoan**	**NGOZI**	
2. Date of Birth	3. City of Birth	Country of Birth	Index No
01/11/1961	**PORT HARCOURT**	**Nigeria**	**181377**
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. Maritial Status
Female	**154**	**54**	**Single**

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

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

11. Have you taken up legal permanent residence status in any country other than that of your nationality? **Yes. United States of America.**

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

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

15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? **01/01/2008**

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

18. Email Address: **mjrhat@hotmail.com**

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
ST JOHN'S UNIVERSITY	**QUEENS NEW YORK United States of America**	**Jan-1994 - May-1995**
Main Course of Study	Field of Study	
Public Administration	**Business & Administration**	
Degree Title or Equivalent	Degree Type	
Master's Certificate in Public Administration	**Postgraduate degree**	

University Name	City, Country	From - To
ST JOHN'S UNIVERSITY	**QUEENS NEW YORK United States of America**	**Jan-1994 - May-1995**
Main Course of Study	Field of Study	
International Law	**Law**	
Degree Title or Equivalent	Degree Type	
MASTER'S CERTIFICATE INTERNATIONAL LAW AND DIPLOMACY	**Postgraduate degree**	

University Name	City, Country	From - To
ST JOHN'S UNIVERSITY	**QUEENS NEW YORK United States of America**	**Jan-1994 - Jan-1995**
Main Course of Study	Field of Study	
Political Science	**Social & Behavioural Science**	
Degree Title or Equivalent	Degree Type	
Master of Arts- Political Science, MAJOR- International Relation	**Masters**	

University Name	City, Country	From - To
ST JOHN'S UNIVERSITY	**QUEENS NEW YORK United States of America**	**May-1990 - Sep-1993**
Main Course of Study	Field of Study	
Management	**Business & Administration**	
Degree Title or Equivalent	Degree Type	
BACHELOR'S OF SCIENCE - MANAGEMENT	**Bachelor of Sciences**	

University Name	City, Country	From - To
RIVER STATE UNIVERSITY OF SCIENCE AND TECHNOLOGY	**PORTHARCOURT Nigeria**	**Sep-1979 - Jul-1983**
Main Course of Study	Field of Study	
Management	**Business & Administration**	
Degree Title or Equivalent	Degree Type	
HIGHER NATIONAL DIPLOMA (HND)	**Advanced university 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

OWERRI GIRLS SECONDARY SCHOOL	**OWERRI IMO STATE Nigeria**	**Sep-1974 - Sep-1979**
Main Course of Study **HIGH SCHOOL DIPLOMA**		Certificate or Diploma **WEST AFRICAN SCHOOL CERTIFICATE (WASC)**

Employment

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

Job Title
SUPPLY OFFICER

Type of Business
FIELD SUPPORT AND PEACEKEEPING OPERATION.

From - To
01/01/2009 -

Name of Employer
UNITED NATIONS NEW YORK

Name of Supervisor
Mr. Per Verwohlt

Salaries per Annum:

Starting	Final	Currency Paid
94863	**94863**	**USD**

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

Is this a position within the UN Common System? **Yes**

Telephone Number
1212963-1234

Email Address
ononaji mjrhat@hotmail.com

Address of Employer
United States of America

Number of Employees Supervised by You

Description of Duties
Development of new systems contract and reviewing of all solicitation material for General Supply Unit. Developing technical specifications, technical evaluation matrixs and participation technical proposals submitted by the vendor. Development of scope of work (SOW) for new contracts in fuel and also taking part in the technical evaluation of the proposals.Overall mangement of all supply assets in the field missions by developing new initiatives geared towards the improvement on how supply assets are acquired, naged, and eventually transferred to another peacekeeping mission, written off and disposed of before or during liquidation period. Representing Supply section by participation in the current UMOJA-ERP-SAP design session that is analyzing the current practices to understand how the United Nations can improve and work together as a team so as to meet the goals of the organization.

Summarize any of Your Achievements
The draft proposal on Supply asset management I submitted to my supervisor if approved will be a very big achievement as this will help to track all supply assets and expendables through the Galileo and Business object which will eventually help to achieve the goals of the organization which is accountability and proper asset management in all DPKO Supply sections in the Field missions

Reasons for Leaving
My contract post is temporary. (TVA)

Job Title
CHIEF RECEIVING AND INSPECTION

Type of Business
PEACE-KEEPING MISSION

From - To
01/07/2006 - 01/12/2008

Name of Employer
DPKO-UNMIL

Name of Supervisor
MARK KIJENA

Salaries per Annum:

Starting	Final	Currency Paid
82865	**82865**	**USD**

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

Is this a position within the UN Common System? **Yes**

Telephone Number
1212963-9925

Email Address
ONONAJI@UN.ORG

Address of Employer
Liberia

Number of Employees Supervised by You
26

Description of Duties
RECEIVE AND INSPECTION ALL SHIPMENTS RECEIVED FOR THE MISSION INCLUDING RATIONS,FUEL AND LUBRICANTS IN ACCORDANCE WITH SPECIFICATIONS ON THE RELEVANT PURCHASE ORDERS. BARCODE ALL NON-EXPENDABLE ASSETS AND IN PUT ALL IN GALILEO FOR TRACKING, ACCOUNTABILITY AND ISSUING BY SAUS AND PCIU

Summarize any of Your Achievements
I HAVE BEEN ON FIVE PEACE-KEEPING MISSIONS AND ON THE WHOLE HAVE 10 YEARS EXPERIENCE IN THE DPKO FIELD MISSIONS. ACTED AS THE OIC GENERAL SERVICES IN THE ABSCENCE OF THE CHIEF OF GENERAL SERVICES

Reasons for Leaving
I GOT A NEW APPOINTMENT AS SUPPLY OFFICER, UNHQ SUPPLY SECTION NEW YORK

Job Title
CHIEF, RECEIVING AND INSPECTION

Type of Business
PEACE-KEEPING MISSION

From - To
01/09/2002 - 01/07/2006

Name of Employer
DPKO-UNMEE

Name of Supervisor
MICHAEL BARNES

Salaries per Annum:

Starting	Final	Currency Paid
84476	**84476**	**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

2911151907 **ononaji@un.org**

Address of Employer

Eritrea

Number of Employees Supervised by You

11

Description of Duties

MANAGEMENT OF OPERATING COST TO THE TUNE OF APPROX $15,000,000.00 DOLLAR. RECEIVE, INSPECT AND OPEN DATABASE FOR ALL INCOMING SHIPMENTS PURCHASED FROM INTERNATIONAL AND LOCAL VENDORS, AS WELL AS INTER MISSION TRANSFERS FROM UNHQ, UNLB BRINDISI, AND OTHER UN MISSIONS.CERTIFY ALL RECEIVING AND INSPECTION REPORTS FOR ALL ITEMS OF RECEIVED BY THE MISSION. RESPONSIBLE FOR THE R&I FUNCTIONS OF ALL RATION AND FUEL CONTRACTS, SUBMIT R&I REPORTS TO PROCUREMENT FOR TIMELY PAYMENT TO THE VENDORS, ALSO THE DIFFERENT SECTIONS LIKE PCIU, CLAIMS, ASSET MANAGERS, AND NYHQ FOR VERIFICATION. ENSURE THAT ITEMS RECEIVED ARE IN ACCORDANCE WITH THE RELEVANT PURCHASE ORDERS. RESPONSIBLE FOR THE DATA ENTRY OF ALL NON-EXPENDABLE ITEMS IN GALILEO SYSTEM AND MAKING SURE OF THE ACCURACY AND COMPREHENSIVENESS OF ALL ASSETS INPUTTED IN THE SYSTEM. OVERSEE TO THE BAR-CODING AND OTHER RECEIVING AND INSPECTION PROCEDURES PERFORMED BY R&I STAFF.PROVIDE GUIDANCE TO THE DIFFERENT SECTIONS ON RECEIVING AND INSPECTION METHOD

Summarize any of Your Achievements

I DEVELOPED A SYSTEM TO TRACK ON ALL RECEIVING AND INSPECTION OF ALL SHIPMENTS AND THIS HAS PROVIDED AN EXCELLENT INSIGHT AND THE ABILITY TO FOLLOW UP WITH THE VENDORS. I ATTENEDED THE GALILEO CONFERENCE /TRAINING FOR ALL R&I AND PCIU OFFICERS IN THE FIELD IN BRINDISI IN OCTOBER 2003. APART FROM MY EDUCATIONAL CERTIFICATES, I HAVE ALSO COMPLETED SOME OF DPKO TRAININGS AND CERTIFICATES HAVE BEEN ISSUED TO ME IN THE AREAS OF -TRAIN THE TRAINER'S COURSE, DIVERSITY TRAINING, CLIENT FOCUS, BASIC SECURITY IN THE FIELD, PERFORMANCE MANAGEMENT, AND MAMAGEMENT AND SUPERVISORY SKILLS RESPECTIVELY.

Reasons for Leaving

I GOT A NEW APPOINTMENT AS THE CHIEF, RECEIVING AND INSPECTION FOR UNMIL MONROVIA LIBERIA

Job Title

SUPPLY OFFICER/SUPERVISOR RECEIVING AND INSPECTION UNIT

Type of Business

PEACE KEEPING MISSION

From - To

01/11/2000 - 01/09/2002

Name of Employer

DPKO/UNIKOM

Name of Supervisor

JAMES DONALLEN/BRUCE McCARRON

Salaries per Annum:

Starting	Final	Currency Paid
58496	**58496**	**USD**

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

Is this a position within the UN Common System? **Yes**

Telephone Number

1212963-3076

Email Address

SPIFF-ONONAJI@UN.ORG

Address of Employer

Kuwait

Number of Employees Supervised by You

8

Description of Duties

RECEIVE ALL INCOMING SHIPMENTS FOR UNIKOM AND SUPPLY TO THE DIFFERENT CONTINGENTS AND THE CIVILIANS AS WELL.MONITORING OF THE MISSION'S SUPPLY STOCK LEVEL AND RE-ORDERING BY RAISING REQUISITIONS. EVALUATION AND REVIEW OF OFFER,AND SAMPLES SUBMITTED BY THE BIDDERS BEFORE FINAL CONTRACT ARE AWARDED FOR THE SUPPLY OF ACCEPTED SPECIFICATIONS. MAINTAIN, UPDATE AND TRANSMIT INVENTORY RECORD IN THE FACS FOR ALL NON EXPENDABLES AND AFFIX BAR-CODE ON ALL. ISSUANCE OF ALL STATIONERY AND PUSH ITEMS TO THE CIVILIANS AND CONTINGENTS. SUBMITS CERTIFIED R&I REPORTS TO PROCUREMENT SO THAT VENDORS CAN BE PAID ON TIME, CERTIFIES ALL R&I REPORTS FOR SERVICE CONTRACTS BEFORE PAYMENT IS MADE BY FINANCE. IMPLEMENTED PROCEDURES FOR THE DISPOSAL OF SCRAP EQUIPMENT BEYOND ECONOMICAL REPAIR. MANAGEMENT OF OPERATING COST OF APPROXIMATELY $300,000.00 DOLLARS FOR GENERAL SUPPLY AT ANY MANDATE PERIOD AND RECEIVED SHIPMENTS TO THE TUNE OF APPROXIMATELY $15,000,000.00 DOLLARS AT ANY GIVEN MANDATE FOR THE MISSION.

Summarize any of Your Achievements

MOST OF THE OBSOLOTE ITEMS DUMPED FOR WRITE OFF WAS COMPELETED DURING MY TIME IN UNIKOM AS NOBODY DID IT BEFORE MY ARRIVAL TO THE MISSION

Reasons for Leaving

I WAS SELECTED BY PMSS DPKO AS THE CHIEF, RECEIVING AND INSPECTION FOR UNMEE ASMARA ERITREA IN SEPTEMBER 2002.

Job Title

WAREHOUSE MGR/CHIEF OF SUPPLY

Type of Business

DPKO-PEACEKEEPING MISSION

From - To

01/07/1997 - 01/05/2000

Name of Employer

UNITED NATION MISSION IN BOSNIA &HERZEGOVINA (UNMIBH) TUZLA REGIONAL HQ.

Name of Supervisor

MR TERRY ALLEN

Salaries per Annum:

Starting	Final	Currency Paid
51225	**51225**	**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

Bosnia and Herzegovina

Number of Employees Supervised by You

3

Description of Duties

MAINTAIN, UPDATE AND TRANSMIT INVENTORY RECORDS IN FACS FOR ALL THE SECTORS UNDER TUZLA REGION. APPROVING AND SUPPLY OF ITEMS REQUESTED BY STAFF MEMBERS/IPTF, MOVEMENT OF OFFICER'S PERSONAL EFFECT TO SARAJEVO ON ARRIVAL AND END OF MISSION ASSIGNMENT. PERIODICALLY PREPARE REPORT IN RESPECT OF THE SUPPLY WAREHOUSE IN TUZLA.

Summarize any of Your Achievements

HELPED IN THE DISPOSAL OF BACKLOG OF WRITTEN OFF ASSETS DUMPED IN TUZLA REGIONAL HQ.

Reasons for Leaving

END OF MISSION ASSIGNMENT

Job Title
ADMINISTRATIVE ASSISTANT

Type of Business
PEACE-KEEPING MISSION

From - To
01/01/1997 - 01/07/1997

Name of Employer
UNMIBH

Name of Supervisor
MR PETER JONES

Salaries per Annum:

Starting	Final	Currency Paid
41000	**41000**	**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
Bosnia and Herzegovina

Number of Employees Supervised by You
0

Description of Duties
COORDINATED BETWEEN THE SRSG'S OFFICE AND OTHER SECTIONS, TOOK TELEPHONE CALLS FOR THE OFFICE AND OTHER HIGH RANKING OFFICERS INCLUDING THE SRSG AND DSRSG, INCHARGE OF FILING FOR THE OFFICE AND DEALTH WITH ALL CLASSIFIED MATERIALS, LIKE CODE CABLES, PREPARED TRAVEL ARRANGEMENTSAND HOTEL RESERVATIONS , DRAFED CORRESPONDENCES AND TOOK MINUTES AT MEETINGS.

Summarize any of Your Achievements
WORKED SO HARD BY COMING AND STAYING LATE IN THE OFFICE OF THE SRSG SO AS TO MAKE SURE THAT ALL CODE CABLES WERE SENT TO NEW YORK HQ

Reasons for Leaving
POSTED TO TULZA REGIONAL HQ AS THE WAREHOUSE MANAGER AND CHIEF OF SUPPLY

Job Title
ADMINISTRATIVE ASSISTANT , BOARD OF INQUIRY

Type of Business
PEACE KEEPING

From - To
01/05/1996 - 01/12/1996

Name of Employer
UNITED NATION- UNTOFY/ UNPF

Name of Supervisor
YORK AFRIYIE

Salaries per Annum:

Starting	Final	Currency Paid
41000	**41000**	**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
Croatia

Number of Employees Supervised by You
0

Description of Duties
PERFORMED FULL RANGE OF ADMINISTRATIVE SUPPORT FUNCTIONS ON SITE IN ZAGREB; DID DETAILED RESEARCH ON ACCIDENT CASES INVOLVING UN STAFF AND THE LOCALS IN ZAGREB; MADE RECOMMENDATIONS FOR THE DISPOSAL OF VEHICLES BEYOND ECONOMIC REPAIR; UPDATED COMPUTER DATABASE, PREPARED DETAILED SUMMARY REPORT AND ANALYSED ALL VEHICLE ACCIDENT CASES; SERVED AS LIAISON TO VARIOUS UNITS AND DEPARTMENTS WITHIN THE UN AND OTHER INTERNATIONAL ORGANIZATIONS IN CROATIA; MADE RECOMMENDATIONS FOR DISPOSITION OF SUCH VEHICLES BEYOND ECONOMIC REPAIR; CONTRIBUTED TO THE DEVELOPMENT OF IMPROVED QUALITY MANAGEMENT PROCEDURE FOR OFFICE MANAGEMENT, RESULTING IN INCREASED EFFICIENCY AND PRODUCTIVITY; WORKED WITH CLAIMS AND DDR UNITS IN ORDER TO OBTAIN MATERSL AND DOCUMENTATIONS FOR EVIDENCE; PREPARED FINAL REPORT FOR SUBSEQUENT PRESENTATIONS TO THE CHIEF AND FINALLY TO THE DOA/SRSG FOR THE FINAL TRANSMISSION TO NYHQ/BOI; PARTICIPATED IN ON-SITE VISITS FOR EVIDENCE COLLECTION;

Summarize any of Your Achievements
CLEARED BACK LOG OF ACCIDENT CASE FOR THE MISSION BEFORE THE CLOSURE OF UNPF ZAGREB CROATIA

Reasons for Leaving
POSTED TO UNMIBH BOSNIA & HERZEGOVINA

Job Title
FINANCE ATTACHE'/ADMINISTRATIVE OFFICER

Type of Business
DIPLOMATIC MISSION

From - To
01/01/1988 - 01/04/1996

Name of Employer
PERMANENT MISSION OF NIGERIA TO THE UNITED NATIONS NEW YORK

Name of Supervisor
MR RICHARD OMAGHOMI

Salaries per Annum:

Starting	Final	Currency Paid
15000	**18000**	**USD**

Is this a civil servant position of your Government? **Yes**

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

Telephone Number
1212953-9130

Email Address

Address of Employer
United States of America

Number of Employees Supervised by You
3

Description of Duties
VERIFIED INVOICES AND AUTHORIZED PAYMENTS, PREPARED ANNUAL OPERATING BUDGET FOR THE MISSION, COMPILED AND PREPARED PAYROLL FOR ALL STAFF IN THE MISSION, PROCESSED MEDICAL AND INSURANCE CLAIMS FOR ALL STAFF, BALANCED ACCOUNTING BOOKS AND PREPARED FINANCIAL SUMMARY REPORTS ON A MONTHLY BASIS, PROCURED AND RECEIVED EQUIPMENTS, AND STATIONARY SUPPLIES FOR THE MISSION, PREPARED SPECIFICATION OF BIDS AND OBTAIN PROPASALS, PREPARED BRIEFS AND REVIEWS OF CURRENT INTERNATIONAL, POLITICAL AND FINANCIAL EVENTS AND THE POLITICAL IMPACT IN NIGERIA, OTHER DUTIES ASSIGNED BY THE AMBASSADOR/HEAD OF MISSION.

Summarize any of Your Achievements

INTERACTED VERY WELL WITH OTHER DIPLOMATIC MISSIONS IN NEW YORK

Reasons for Leaving

GOT AN APPOINTMNET WITH THE PEACE KEEPING DEPARTMENT OF THE UNITED NATIONS NEW YORK.

Job Title	Type of Business	From - To
ADMINISTRATIVE/FINANCE OFFICER	**FOREIGN SERVICE**	**01/01/1985 - 01/08/1988**

Name of Employer: **MINISTRY OF FOREIGN AFFAIRS LAGOS NIGERIA**

Name of Supervisor: **MRS SAM-IBE IFY**

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? **Yes**
12000	**15000**	**NGN**	Is this a position within the UN Common System? **No**

Telephone Number

Email Address

Address of Employer

Nigeria

Number of Employees Supervised by You

0

Description of Duties

COORDINATED BANKING TRANSACTIONS FOR ALL NIGERIAN EMBASSIES/MISSIONS, PROVIDED TRAINING AND ORIENTATION TO NEWLY RECRUITED FINANCE CLERKS/OFFICERS, REVIEWED AND PROCESSED DAILY FINANCIAL RETURNS FOR ALL NIGERIANS EMBASSIES/MISSIONS.

Summarize any of Your Achievements

MADE SURE THAT ALL EMBASSIES'S BUDGETS WERE REVIEWED AND PROCESSED FOR FASTER MONEY TRANSFER THROUGH THE CENTRAL BANK OF NIGERIA.

Reasons for Leaving

POSTED TO NIGERIAN MISSION TO THE UNITED NATIONS NEW YORK.

Job Title	Type of Business	From - To
MORGAGE TRAINEE	**FEDERAL GOVERNMENT MORTGAGE BANK**	**01/08/1983 - 01/07/1984**

Name of Employer: **FEDERAL MORTGAGE BANK ILORIN NIGERIA**

Name of Supervisor: **MR ADEOSUN**

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? **Yes**
7000	**7000**	**NGN**	Is this a position within the UN Common System? **No**

Telephone Number

Email Address

Address of Employer

Nigeria

Number of Employees Supervised by You

0

Description of Duties

PERFORMED FULL RANGE OF DUTIES RELATED TO MORTGAGE TRANSACTIONS, INCLUDING PREPARING BILLS, PROCESSING MORTGAGE PAYMENTS AND MAINTAINING FINANCIAL RECORDS.

Summarize any of Your Achievements

FACILITATED RESOLUTIONS TO CUSTOMERS PROBLEMS AND COMPLAINTS.

Reasons for Leaving

GOT A JOB WITHFOREIGN SERVICE OF THE FEDERAL REPUBLIC OF NIGERIA.

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

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

For clerical grades only:

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

List any office machines or equipment you can use:

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

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

Address

602 ST MARY STREET BRONX
NEW YORK NEW YORK United States of America
Telephone: 01-718-585-6680
Fax: 01-917-617-4963
Contact: MARYJOAN SPIFF-ONONAJI

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
PATRICK PEARSE MCGUIRE	**PROFESSOR**	**GRADUATE SCHOOL OF ARTS AND SCIENCES, ST JOHN'S UNIVERSITY JAMAICA NY 11439 United States of America**	**01718990-6243**
PHILIP ONYENEDUM	**CHIEF OF PLANS & DESIGN**	**DEPARTMENT OF THE ARMY U.S. CENTRAL COMMAND CAMP DOHA, KUWAIT United States of America**	**96504685107 philip.onyenedum@kuwait.army.mil**
PEARL RICHARDS	**SALES ASSOCIATE**	**REMAX VILLAGE SQUARE 9 SLOAN STREET SOUTH ORANGE NJ 07079 United States of America**	**01973763-3700 njtoprealtor@yahoo.com**