United Nations
e-PAS Performance Record

PAS Cycle: **2007-2008**
Performance Period: 01/05/2007 - 31/03/2008

GOMEZ, CRISTINA

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

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

SIGNATURES - Completed PAS for Period and Cycle indicated above

First Reporting Officer

FRANCES SINHA
Chief of Section

Signature: _____ Date: _____

Second Reporting Officer

Shea GOPAUL
Executive Officer

Signature: _____ Date: _____

Staff Member

CRISTINA GOMEZ
Administrative Officer

Signature: Cristina Gomez Date: 26/10/09

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

e-PAS SIGN-OFF RECORD

DATES SIGNED OFF

Staff Member	PLAN	MID-POINT	END-OF-CYCLE
CRISTINA GOMEZ Administrative Officer	Jan 31, 2008	Feb 4, 2008	Dec 15, 2008

First Reporting Officer	PLAN	MID-POINT	END-OF-CYCLE
FRANCES SINHA Chief of Section	Jan 31, 2008	Feb 1, 2008	Jul 31, 2008

Second Reporting Officer	END-OF-CYCLE
Shea GOPAUL Executive Officer	Sep 11, 2008

Additional Supervisor 1	COMMENTS SUBMITTED
MARGARET A ROSS Chief of Section	n/a

Part A THE PLAN

Work Plan of Unit

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

GOALS/PERFORMANCE EXPECTATIONS

1. GOAL 1: As Human Resources Officer within the HR Section, Executive Office, OCHA NY, plan and manage effectively the recruitment of the following OCHA Sections and Branches: OUSG, Executive Office and AIMB staff at Headquarters as well as IRIN/AIMB Field Staff worldwide. Recruit and retain the best qualified and motivated staff to meet the demands and needs of OCHA.

   Related actions: All pertinent actions related to recruitment of 100 and 200 Series staff under short-term and fixed-term appointment (professional and general service levels), as well as Consultants at Headquarters and IRIN in the field. Filling of vacant posts through Galaxy or Temporary vacancy announcements in a timely manner. Adequate vacancy management in order to fill priority/key positions within the Branches, Sections and Units under my portfolio. Uniform application of grading guidelines. Timely review of applications.

   Success criteria: Improved time-frame on delivery of support and services to staff. Timely filling of vacant posts to ensure minimal operational disruption. Fair, transparent and competitive filling of posts with the best possible candidates.

2. GOAL 2: Effective Post Management, Succession Planning and Staffing
   Related actions: Close coordination with different Sections and Branches in order to forecast vacancies and fill them in a timely manner. Full reconciliation of Staffing Table and IMIS through consistent and effective post management. Provide guidance and advice to junior staff within the Human Resources Section and the Executive Office (especially on CERF and HSU issues), as well as staff within Branches under my portfolio. Mentoring and advising junior staff members on Staff Rules and Regulations. Working closely with these staff to ensure deadlines are met and issues clarified. Provide advice, guidance and clarification to staff on Human Resources issues.
   Success criteria: Junior staff growth and empowerment. Staff questions/concerns are clarified and issues resolved in a timely manner.

Success criteria: Minimal discrepancies between Staffing Table and IMIS. Posts only vacant for a minimum period.

3. GOAL 3: IMIS actions finalized on time to meet Payroll deadlines.
Related actions: Approve and certify IMIS Personnel Actions.
Success criteria: Payroll deadlines are met. Travel is undertaken on time. Payments to staff members are processed on time.

4. GOAL 4: Effective management of Associate Experts' recruitment
Related actions: Liaise with DESA, Donor Relations Section in Geneva and all branches within OCHA New York to ascertain needs regarding Associate Experts. Provide advice and guidance to managers on issues related to Associate Experts. Attend meetings with DESA and different OCHA Sections on AEx issues.
Success criteria: Deadlines for submission requests for Associate Experts are met. Job descriptions are accepted by DESA. Appropriate advice is provided to managers.

5. GOAL 4: Provide assistance in other areas as requested by the Executive Officer or the Chief of the HR Section.
Related actions: Draft departmental reply on a variety of personnel and administrative matters. Assist in the assembly of information for various reports and statistics.

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

Core Values

Integrity, Professionalism, Respect For Diversity/Gender

Core Competencies

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

Managerial Competencies

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

Job-Related Competencies

None selected.

DEVELOPMENT PLAN

Continuous Learning Activities Planned

"Managing people" courses.

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

Throughout my career I have been involved not only in Human Resources and Personnel but also in Training therefore, I would like to have the opportunity to continue training other staff. I will also like to have a "cross" training in Finance and Budget issues.

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

Staff Member
CRISTINA GOMEZ

Sign off Date
Jan 31, 2008 3:08 PM

First Reporting Officer
FRANCES SINHA

Sign off Date
Jan 31, 2008 4:37 PM

Part B MID-POINT REVIEW

FIRST REPORTING OFFICER

After discussion, no change in plan ☐

First Reporting Officer
FRANCES SINHA

Sign off Date
Feb 1, 2008 5:02 PM

Staff Member
CRISTINA GOMEZ

Sign off Date
Feb 4, 2008 9:11 AM

Part C END-OF-CYCLE APPRAISAL

STAFF MEMBER

Self-Appraisal *(Optional)*

I have achieved the goals as outlined in the ePAS plan and discussed in the Mid-point Review. I consider that I have managed the recruitment and administration of staff working within the Sections and Branches under my portfolio very effectively, ensuring that my clients received services within a timely manner. I always tried to have a turn-around in the same day and consider myself extremely client-oriented.

Comments on Supervision Received *(Optional)*

This last cycle has been a very difficult and stressful transition year however, I am doing my maximum in trying to assist my supervisor in taking on her new tasks.

Staff Member
CRISTINA GOMEZ

Sign off Date
Apr 10, 2008 10:44 AM

ADDITONAL SUPERVISOR(S)

Supervisor 1 Comments

Christina is a conscientous staff member, who is always seeking solutions to problems that may arise during her course of work. She willingly assists her colleagues and eagerly accepts responsibilities, even when these tasks fall outside of her normal work. She is pro-active and has been a great support to me during the initial period of my appointment in the Executive Office.

Additional Supervisor 1

Sign off Date
n/a

FIRST REPORTING OFFICER

Comments on the Work Plan Accomplishments - Goals/Performance Expectations

Ms. Gomez performed what was required under the work plan and accomplished all the goals, with minimum supervision. She is well organized and efficient. She also served as the focal point for EO's contribution to the induction programme and managing the JPO programme. I had the comfort of knowing that the matters in her area of responsibility were taken care of. Initially, it was difficult for me to establish a working relationship. I would appreciate when she has complaints or concerns she would come to me first. I hope however, that we can

build on the first year and move onto even better working relationship where we can really form a great team and partnership.

FIRST REPORTING OFFICER

Evaluation of Values and Competencies

Core Values

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

Core Competencies

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

Managerial Competencies

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

Comments on Values and Competencies

She performed particularly well in the areas of planning and organizing, as she is efficient, and accountability, as she takes full responsibility for her work.

Comments on Learning and Development

None provided.

Overall Rating

☐ Consistently exceeds performance expectations

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

Overall Comments

Ms. Gomez's performance during this appraisal period was very much appreciated, and looking forward to another successful year.

First Reporting Officer
FRANCES SINHA

Sign off Date
Jul 31, 2008 6:51 PM

SECOND REPORTING OFFICER'S COMMENTS

I fully agree with the additional supervisor's comments (Margaret Ross). Cristina is very hard working and conscientious. She is well organized and is always willing to help out. She has been working in a very stressful enviroment (which has not been to her making) and she has remained professional and her work has always been to a high standard. Her colleagues and clients have appreciated her "service oriented" manner.
Very good work!

Second Reporting Officer
Shea GOPAUL

Sign off Date
Sep 11, 2008 3:52 PM

STAFF MEMBER'S COMMENTS

I thank the comments of my additional supervisors (Executive Officer/OIC and present Executive Officer) which indeed differ from those comments made by my first supervisor, the Chief of Human Resources Section. With respect to my comments and concerns these were first discussed with my supervisors in numerous instances, with no avail and the last resource was to bring the issues to Sr. Management, as documented in several communications. Moreover, and with respect to the ratings on this ePAS, I also wish to place on record that I had excellent/outstanding ones in my previous ePAS in Client Orientation, Communication, Commitment to Continuous Learning and many other competencies so I am surprised that the ratings are now indicated as "Fully Competent".
Lastly, I also wish to place on record that the period since Ms. Sinha took over her position as Chief of the Human Resources Section/OCHA, has been extremely difficult for myself and the HR Team despite efforts from Sr. Management and the team itself to have an amicable resolution and better working conditions within the Section.

Staff Member
CRISTINA GOMEZ

Sign off Date
Dec 15, 2008 9:58 AM