United Nations Nations Unies

INTEROFFICE MEMORANDUM MEMORANDUM INTERIEUR

TO: Ruth Sembajwe, Officer-in-Charge
A: General Service and Related Categories
Staffing Unit, SPSD/OHRM

DATE: 15 July 2009

REFERENCE:

THROUGH:
S/C DE:

FROM: Cristina Gomez, Administrative Officer/EO
DE: Office for the Coordination of Humanitarian Affairs (OCHA)

SUBJECT: **Recruitment Request: TEMPORARY APPOINTMENT**
OBJET: **DELA PENA, Corazon**

Name of Candidate:	DELA PENA, Corazon
Type of Contract:	Temporary
Duration of Appointment:	1/9/2009 to 18/12/2009
Functional Title:	**Meeting Services Assistant**
Post Information:	Temporary Assistance
Organizational Unit:	OCHA/ERPS
Former Staff Member:	Retiree

*If retiree, indicate level of post: G-6

Date Passed ASAT: (for new recruits only)	—
Part-time status:	**No**

Other Comments: This Section is in charge of Resource Mobilization within OCHA thus, an experienced extra assistant is needed to ensure that all details of organing these donor meetings/conferences are taken care of. Full time. Ms. DelaPena wishes to worked only for