



**African Union**

**Interafrican Bureau for Animal Resources**

**PO Box 30786 00100 GPO Nairobi, Kenya**

**Tel +254 20 3674000**

# **INTERVIEWS**

## **Friday**

## **18th September, 2009**

## **- Contract Officer**



# INTERVIEW SCHEDULE - 18TH SEPTEMBER 2009

## CONTRACT OFFICER VACNADA

NO	NAME	NATIONALITY	AGE	SEX	EMAIL ADDRESS	PHONE NO.	TIME	INTERVIEW MO
68	Irene Ohaga	Kenyan		Female	<a href="mailto:i_njeri@yahoo.com">i_njeri@yahoo.com</a>	+254 722614154 or 202802311	09.00 a.m. - 10.00 a.m	Physical
65	Geoffrey Omon	Ugandan	31	Male	<a href="mailto:omon1999@yahoo.com">omon1999@yahoo.com</a> or <a href="mailto:ongon@un.org">ongon@un.org</a>	+231 6407119 or +256 782263258	10.00 a.m. - 11.00 a.m	Telephone
63	Seyni Abdou	Niger	47	Male	<a href="mailto:abdou.syni@laposte.net">abdou.syni@laposte.net</a> or <a href="mailto:aseyni@37.com">aseyni@37.com</a>	+227 94934005 or +243 994256187	11.00 a.m. - 12.00 noon	Telephone

## INTERVIEW PANEL:-

### CONTRACT OFFICER

- 1 Dr. Ahmed El-Sawalhy - Chair
- 2 Mr. Stanley Kenani
- 3 Dr. Nouala Simplicie
- 4 Dr. Alban Bellinquez
- 5 Mr. Alex Saclaert



## **African Union**

Interafrican Bureau for Animal Resources

# **VACANCIES**

The African Union's Interafrican Bureau for Animal Resources (AU/IBAR) is a specialized technical office reporting to the Department of Rural Economy and Agriculture of the AU Commission. The institution is mandated to support and coordinate the improvement of livestock as a resource for human wellbeing in the Member States of the African Union and contribute to economic development, particularly in rural areas. AU/IBAR approaches livestock development from three strategic angles: animal health, animal production & trade and marketing of animals and animal products.

**Contract Officer VACNADA** Post level: P2 Step 5 (USD 4,633.10 - 5,595.88 pm)

**Technical Adviser VACNADA** Post level: P3 Step 5 (USD 5,472.98 - 6,435.76 pm)

**Team Leader LEISOM** Post level: P3 Step 5 (USD 5,472.98 - 6,435.76 pm)

**Technical Adviser LEISOM** Post level: P3 Step 5 (USD 5,472.98 - 6,435.76 pm)

**Team Leader LIVESTOCK FOR LIVELIHOODS** Post level: P3 Step 5 (USD 5,472.98 - 6,435.76 pm)

### **How to apply**

For more information on AU/IBAR and the above positions visit [www.au-ibar.org/vac.html](http://www.au-ibar.org/vac.html)

Submit your CV including three references and a motivation letter to the Director at [applications@au-ibar.org](mailto:applications@au-ibar.org) clearly indicating in the subject line which position you are applying for. Certified copies of relevant qualifications will be requested at later stage and only short-listed candidates will be contacted.

**IMPROVING HUMAN WELLBEING  
THROUGH ENHANCED ANIMAL HEALTH, PRODUCTION, TRADE AND  
MARKETING**



**African Union**  
Interafrican Bureau for Animal  
Resources

## **AU/IBAR**

The African Union's Interafrican Bureau for Animal Resources (AU/IBAR) is a specialized technical office reporting to the Department of Rural Economy and Agriculture of the AU Commission. The institution is mandated to support and coordinate the improvement of livestock as a resource for human wellbeing in the Member States of the African Union and contribute to economic development, particularly in rural areas. AU/IBAR approaches livestock development from three strategic angles: animal health, animal production and trade

and marketing of animals and animal products.

### **Vaccines for the Control of Neglected Animal Diseases in Africa (VACNADA)**

The project aims at reducing consequences of the food crisis through improved Livestock health with regard to four neglected diseases, (RVF, CBPP PPR and Newcastle disease) by supplying the related vaccines, and strengthening the production capacity of African laboratories to produce quality vaccines that meet the needs of the continent.

## **Vacancy Announcement**

### **CONTRACT OFFICER VACNADA**

AU/IBAR is seeking the services of an experienced Contract Officer to strengthen its capacity in contract preparation and management and management of relationships under the VACNADA programme funded by the European Commission.

POST LEVEL: P2 Step 5 (USD 4,633.10—5,595.88 pm)

IMMEDIATE SUPERVISOR: Director

TYPE: Short term contract

DEADLINE FOR APPLICATIONS: 7 August 2009

DATE OF ISSUANCE: 7 July 2009

DUTY STATION: Nairobi/Kenya

The initial appointment will be for 12 months including a 3 months probation period. Contract extension will be subject to performance and availability of funding.

### **Major duties and responsibilities**

- Draft and negotiate legal agreements e.g. Project Financing Proposals and Agreements, Grant Agreements, contracts for execution of projects with implementing partners.
- Manage changes to project agreements or contracts to ensure compliance with project needs and requirements or regulations of funding partners.
- Assisting in preparation and reviewing of project proposals/agreements in accordance with identified development needs and funding regulations.
- Advise and assist where required IBAR staff on procurement processes.
- Liaise with the African Union Commissions Legal Council.
- Day to day advice to IBAR staff, i.e. project teams on legal and contractual requirements of various contractual and financial instruments.
- Advise IBAR hierarchy and staff on donor financial and implementation regulations.
- Organise and advice on extensions, closures, reallocations and other amendments to legal agreements/contracts in line with donor requirements.

- Assist in improvement of systems to increase efficiency, effectiveness and control to achieve the organization's objectives both in project management and contract/administrative management.
- Liaise and negotiate with implementing and other partners on contractual and financial issues.
- Liaise and negotiate with existing and potential donors on contractual and financial management issues.
- Assist the relevant AU/IBAR staff with the preparation and management of evaluation and audit processes.
- Perform any other duties as assigned by the supervisors.

## **Qualifications**

At least Bachelor's degree in law from a reputable university, or a relevant combination of academic qualifications and experience. A Masters Degree or Post graduate management studies will be an added advantage.

## **Experience**

- Specific and relevant training in the fields of contract, financial or project management will be an added advantage.
- Substantial experience in providing legal services in an international organisation. Experience of providing legal advice to international donor organisations is an important advantage.
- At least 5 years experience in management of donor funded projects with specific knowledge of financial and administrative regulations and project management approaches.
- Experience in contract preparation and management
- Experience in training and capacity building
- Advanced knowledge of contractual rules and regulations according to international standards.
- Experience in Project Cycle Management
- Experience in management of auditors and audit requirements in the context of international organizations.

## **Competencies**

- Professionalism - Proven expertise in international development practices and methodologies, especially in relation to legal and regulatory aspects of development cooperation.
- Planning and organising - Proven ability to plan and organise work within a project; ability to make timely decisions;
- Communication - Effective written, oral and presentation skills, particularly ability to present information in a concise and accurate manner; ability to develop consensus among people with varying points of view.
- Teamwork: Excellent interpersonal skills and ability to operate effectively across organisational boundaries; ability to establish and maintain effective working relations with people of different national and cultural backgrounds with respect for diversity.

energy and tact, ability to ensure an effective work structure to maximise productivity and achieve Unit's goals.

## **Language Requirement**

Proficiency in one of the African Union's working languages. Knowledge of other working languages would be an added advantage.

## **Other Skills**

- Well-developed computer skills including word processing, spreadsheet applications and use of the Internet are required.
- Ability to work independently with a high level of performance under pressure and execute multiple tasks within tight deadlines.
- Good negotiation skills and ability to communicate effectively both written and oral.
- Ability to operate in a multi-cultural and multi-ethnic team.

## **How to apply**

Submit your CV including three references and a motivation letter to the Director at [applications@au-ibar.org](mailto:applications@au-ibar.org) clearly indicating in the subject line the position you are applying for. Certified copies of relevant qualifications will be requested at later stage and only short-listed candidates will be notified.

For more information on AU/IBAR and the position visit [www.au-ibar.org](http://www.au-ibar.org)

AU/IBAR is an equal opportunity employer.

**CONTRACT OFFICER  
VACNADA**

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**IRENE OHAGA**

14 September 2009

The Director  
AU/IBAR  
Nairobi

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Dear Sir

**REF: Contract Officer VACNADA**

Your recent job posting in the AU/IBAR website for A Contract Officer indicates that you have an exciting challenge and opportunity for the right individual. I believe that I am that candidate given my sound academic background, my specific experience in project-related contract management and in working with the international donor community.

Firstly, I would like to give a summary of my education and work experience.

I hold a bachelor's degree in law from the University of Reading (U.K.) and have been admitted as an Advocate of the High Court of Kenya. I am currently pursuing an MBA with a bias towards strategy in the public sector at Strathmore Business School, Nairobi which is at an advanced stage of completion with only the dissertation to be finalized in November 2009.

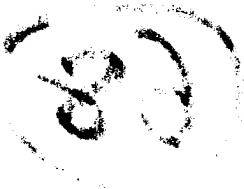
At present, I am the Contracts and Tenders Administrator and Audit Supervisor at the Delegation of the European Commission in Kenya. This is a challenging role involving multiple tasks, time pressure and a high volume portfolio. Prior to joining the Delegation, I worked as the Group Legal Officer for Unga Group Limited which involved provision of day to day legal advice and company secretarial support duties. My key responsibilities and accomplishments are highlighted in my résumé which is attached to this application.

Throughout my career, I have developed unique skills in research; critical analysis and communication to enable me perform my duties. I have learned to be resourceful, handle multiple tasks and portfolios all the while respecting time constraints that are inherent in most projects and tasks. I have worked in multi-cultural and multi-ethnic environments and learnt to greatly appreciate diversity.

With this background, I should perhaps share a little bit about my motivation for wanting to join AU/IBAR as a Contract Officer.

The African Union is a prestigious institution and most people particularly those of African origin, would wish pass through its doors at some point in their career. However, for me it is more than just the prestige. It is a belief in the vision of the African Union and AU/IBAR in particular, to bring economic development to Africa and improve the well being of its citizens by supporting the main source of economic and food security, livestock and wildlife. As a Kenyan, I understand the critical role that interventions such as those given by AU/IBAR play in transforming the lives of the ordinary farmer or pastoralist, especially those in the rural areas. I also believe that addressing capacity challenges at individual





prosperity.

The job of Contract Officer in the VACNADA programme would give me an opportunity to contribute directly to these critical areas. Knowledge of legal and accountability requirements and being able to effectively disseminate advice will enable me to enhance the capacity of internal and external teams.

Having shared some of my reasons for applying for this position, I hope that you will find my qualifications and experience suitable.

Yours Sincerely

*{Signed}*

**Irene Ohaga**

Encl: Curriculum Vitae

## **Synopsis of Experience**

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As a lawyer with strong experience in contracts and grant procedures, I have worked in the fields of project development and management, law and administration over the last 11 years. My work experience has primarily involved management of contractual requirements in an international organization and a multi-national public company listed on the Nairobi Stock Exchange.

My 'soft skills' including ability to prioritise and organize tasks and communicate effectively, leadership qualities and love for administration have resulted in my managing multiple tasks and responsibilities in the institutions in which I have served. This has given me satisfaction in contributing effectively to the teams' and organizations' overall objectives while still excelling at a functional level.

## **Professional Experience**

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### **Contracts & Tenders Administrator and Audit Supervisor Delegation of the European Commission in Kenya – August 2002 to Date**

My official title was Contracts and Tenders Administrator and Audit Supervisor but included legal and administrative duties as well.

1. **Contracts and Tenders Administrator:** Primary responsibilities include preparing tenders, commercial contracts and grants to be entered into with project partners; ensuring compliance with the donor rules and regulations; providing technical advise to project partners on applicable laws and modalities of implementation; provision of support to tender and grant evaluation committees; following up project management teams to ensure compliance with deadlines; and assistance in preparing and institutionalizing standard contracts, tenders and other documents.

**Accomplishments** the quality of commercial and non-commercial contractual documents received from projects as a result of continuous feedback and training has greatly improved and this has a direct impact on the pace and standard of project implementation.

2. **Legal:** Responsibilities include drafting and reviewing legal agreements such as financing agreements, commercial contracts, contracts related to project implementation with partners as well as any required amendments; interpreting regulations, conditions and applicable rules and disseminating information to the in-house team as well as to project partners; preparation of compliance reports for use by Commission's headquarters; providing in-house advise on procedures that resulted in positive changes for example, the wording of certain contractual provisions to promote sound financial management.
3. **Audit Task Manager:** Responsibilities include developing audit plans for all Commission funded projects, preparation of terms of reference for specific audit missions, mobilization of auditors, reviewing audit reports and following

up findings with beneficiaries and projects to improve financial and project management systems.

**Accomplishments** include establishing a local audit framework contract that enables the Delegation to expedite audit missions; establishment of systems to help in the monitoring and follow up of projects audits and evaluations to enable early detection of problem areas.

4. **Administration:** Responsibilities include managing project and legal deadlines and ensuring timely follow up of matters arising; provision of training to project staff on donor regulations and implementation modalities; overseeing the maintenance of proper records in the department and following up of documentation with project partners.

## **Group Legal Officer**

### **Unga Group Limited – January 2000 to July 2002**

While at Unga, I was able to handle multiple roles at a time when the organization was experiencing major strategic changes. Some of my responsibilities and accomplishments while at Unga were:

1. **Legal:** negotiated and drafted contracts and instruments for establishment of joint ventures in Kenya, Uganda and Tanzania; assisted external advisors in corporate re-structuring of the Group, managed contracts by liaising with technical personnel within the Group, external partners and advisors, drafting approving, negotiating and managing contracts and ensuring compliance with contractual obligations, timelines, policies and procedures.

**Accomplishments:** during my tenure at Unga, the company managed to reduce its legal fees and claims provision by 80%; following successful negotiation of joint ventures and partnership agreements, the Group was able to successfully realize growth in volume sales while reducing operational costs.

2. **Assistant to Company Secretary:** Responsibilities included advising the board and management on legal and contractual matters, liaising with external professional advisors, assisting in the authoring of Managing Director and Chairman's speeches, preparation of board papers and board minutes; implementing board decisions, ensuring compliance with statutory and regulatory requirements, advising on corporate governance/ legal issues.

**Accomplishments:** facilitated the smooth running of the Company Secretarial functions and duties in house when the official position was outsourced; reconciled outstanding statutory, legal and regulatory requirements and by the time of my departure, the Group was up to date on its obligations and systems were in place to ensure close monitoring and follow up.

3. **Share Registrar:** Appointed shares registrar for public companies within the group and oversaw the management of the in-house share registration system for the publicly quoted companies.

**Accomplishments:** together with my team of clerks, the number of stale dividend cheques, unclaimed share certificates and unknown shareholders

was significantly reduced to enable the Group maintain a relatively updated shares register.

4. **Administrative:** Established and maintained management systems to enable close monitoring of corporate matters such as litigation, insurance policies and claims and contracts, maintained safe custody of the Group's legal securities, company seals and property ownership documents.

## **Legal Intern**

### **Waweru Gatonye & Company – July 1998 – December 1999**

Primary responsibilities were to prepare and review legal briefs to be used by senior partners in court, legal research on contractual and commercial issues particularly in the insurance field, drafting commercial agreements for clients and assistance with administrative requirements of the firm.

## **Educational Background**

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- **Masters in Business Administration – Completion in November 2009**

Strathmore Business School (only dissertation remaining to be completed by November 2009)

- **Bachelors Degree (Honours) in Law – 1998**

University of Reading (England)

- **Postgraduate Diploma in Law – 1999**

Kenya School of Law

- **Continuous Professional Development**

Courses, seminars or talks organised by Donor Agencies and auditing bodies

## **Professional and Other Extra-Curricular Affiliations**

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- Advocate of the High Court of Kenya
- Member of Damali – a club that seeks to improve the lives of needy children in poor areas through earnings from primary investments
- Proficient in Microsoft Office packages including Excel

## **References & Salary Information**

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- **References**

Jane Kiriingai

Economist, World Bank office in Nairobi

P O Box 35046, Nairobi – 00200, Kenya

Franklin Juma

Company Secretary, Total Oil Kenya

P O Box 59073, Nairobi – 00100, Kenya

Joseph Alaro

Treasurer, Stanbic/CFC Bank, Kenya

P O Box 5693, Nairobi – 00100, Kenya

**CONTRACT OFFICER  
VACNADA**

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**GEOFFREY OMON**

United Nations Mission in Liberia  
(UNMIL)

Mobile: + 2316407119

E-mail: [omon1999@yahoo.com](mailto:omon1999@yahoo.com) or  
[omong@un.org](mailto:omong@un.org)

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1 August 2009,

The Director,  
AU/IBAR

Dear Sir/Madam,

## RE: CONTRACT OFFICER VACNADA

I hereby submit in my application for the above captioned subject.

I am a 31 years old Ugandan male.

I hold Bachelor of Laws degree with honors. Additionally, I obtained Postgraduate Diploma in Legal Practice and I am now pursuing my Masters of Laws with Specialization in Fundamental Human Rights. Furthermore, I possess certificates in the following areas: Transitional Justice; Staff Counseling; Mentoring of National Staff Members; Gender Perspectives in United Nations Peacekeeping Operations; International Peacekeeping, Peace Building and Post-Conflict Reconstruction and Reconciliation Processes; International Humanitarian Law and the Law of Armed Conflict; Global Terrorism; United Nations Police: *Restoring Civil Order Following Hostilities*; Conflict Analysis; UN Peacekeeping and International Conflict Resolution; Integrity Awareness in the United Nations; Principles of Peace Support Operations; The Conduct of Humanitarian Relief Operations; Ethics in Peacekeeping; Legal System Monitoring; Human Rights Monitoring and Reporting; Human Rights Case Database Management; Project Planning and Management in the United Nations; Research Concerning Accountability, Reconciliation and Justice; Creativity in the United Nations; Security Measures for United Nations Peacekeepers; United Nations Basic and Advanced Security in the Field; and All Terrain and Defensive Driving.

I am a fully qualified practicing lawyer of the Republic of Uganda and I am well acquainted with the recent developments in their international legal discourse and practice.

I am currently working for the United Nations Mission in Liberia (UNMIL) as Judicial System Monitor Officer; UN Peer Staff Counselor; and as well an Expert UN National Professional Staff Mentor.

Previously, worked for the United Nations Office of the High Commissioner for Human Rights in Uganda as the National Human Rights Programme Officer as well as the Focal Person on monitoring the implementations of the UN Security Council Resolution 1612 (2005) on child



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rights violations, in addition to monitoring, investigating and reporting on general human rights violations in the north of the country.

I also worked for Needy Support Centre, Uganda, as the Head of Legal and Human Rights Department besides performing various consultancies and private legal services.

The Deputy Special Representative of the Secretary General for Rule of Law - UNMIL, Ms. Henrietta Mensa-Bonsu continues to recognize me for my professional work.

Following the detailed job description of this position, I am pleased to express my interest. Please find attached my Curriculum Vitae/Resume for ease of reference.

I therefore look forward to your most kind consideration of my application.

Yours Faithfully,



**GEOFFREY OMON**

## PERSONAL DETAILS

**Name:** GEOFFREY OMON  
**Age:** 31 years old  
**Sex:** Male  
**Marital Status:** Married and have one child  
**Nationality:** Ugandan  
**Profession:** FULLY QUALIFIED PRACTICING LAWYER (ADVOCATE)  
**Permanent Address:** P.O. Box 27369 Kampala, Uganda  
**Mobile:** +231 6407119 or +256 782263258  
**E-mail:** [omon1999@yahoo.com](mailto:omon1999@yahoo.com) or [omong@un.org](mailto:omong@un.org)

## OBJECTIVE

To promote respect for human rights and the rule of law

## EDUCATION BACKGROUND

### (i) ATTENDANCE:

YEAR	AWARD RECEIVED	INSTITUTION	MAIN SUBJECTS OF INTEREST
08-09	<b>Masters of Laws (LLM)</b> <i>Fundamental Human Rights (ongoing but soon completing)</i>	University of South Africa	International Human Rights Law and Fundamental Rights Litigation
03-04	<b>Postgraduate Diploma in Legal Practice: Pre-requisite to practice law in Uganda</b>	Law Development Centre, Kampala, Uganda	Criminal Procedure law, Civil Procedure law, Witness Protection law, Investigation Techniques, Mediation, Law of Evidence
99-03	<b>Bachelor of Laws (LL.B.) Degree with Honors</b>	University of Dar-Es-Salaam, Dar Es Salaam, Tanzania	International Humanitarian Law, Public International Law, Human Rights Law, Criminal & Civil Law, Constitutional Law, Professional Ethics, Communication Skills
97-98	<b>Uganda Advanced Certificate of Education (U.A.C.E.)</b>	Jinja College, Jinja, Uganda	History, Economics, and Divinity
93-96	<b>Uganda Certificate of Education (U.C.E.)</b>	St. Joseph's College Layibi, Gulu, Uganda	General Subjects

## HORT COURSES

	CERTIFICATE AWARDED	AWARDING INSTITUTION
➤	<b>United Nation National Staff Mentoring Strategies</b>	United Nations Integrated Mission Training Centre, Monrovia, Liberia
➤	<b>Disarmament, Demobilization and Reintegration (DDR): Principles of Intervention and Management in Peacekeeping Operations</b>	UN Institute for Training and Research Programme, Geneva, Switzerland
➤	<b>Project Planning, Design and Management</b>	United Nations Integrated Mission Training Centre, Monrovia, Liberia
➤	<b>Peacekeeping, Peace Building and Post Conflict Reconstruction and Reconciliation Processes</b>	Institute of Peace and Conflict Studies, Dar Es Salaam, Tanzania
➤	<b>Legal Systems Monitoring and Reporting</b>	UN DPKO - New York and Office of the UN High Commissioner for Human Rights, Geneva
➤	<b>Transitional Justice</b>	Katholieke Universiteit Leuven, Belgium
➤	<b>International Humanitarian Law and the Law of Armed Conflict</b>	UN Institute for Training and Research Programme, Geneva, Switzerland
➤	<b>Gender Perspectives in United Nations Peacekeeping Operations</b>	United Nations Integrated Mission Training Centre, Geneva, Switzerland
➤	<b>UN Police: Restoring Civil Order Following Hostilities</b>	UN Institute for Training and Research Programme, Geneva, Switzerland

➤	<b>Peacekeeping and International Conflict Resolution</b>	UN Institute for Training and Research Programme, Geneva, Switzerland
➤	<b>Integrity Awareness in the United Nations</b>	United Nations Integrated Mission Training Centre, Monrovia, Liberia
➤	<b>Principles of Peace Support Operations</b>	UN Institute for Training and Research Programme, Geneva, Switzerland
➤	<b>The Conduct of Humanitarian Relief Operations</b>	UN Institute for Training and Research Programme, Geneva, Switzerland
➤	<b>Ethics in Peacekeeping</b>	UN Institute for Training and Research Programme, Geneva, Switzerland
➤	<b>Human Rights Monitoring and Reporting</b>	UNICEF and Office of the UN High Commissioner for Human Rights, Gulu, Uganda
➤	<b>Human Rights Case Database Management</b>	Office of the UN High Commissioner for Human Rights, Kampala, Uganda
➤	<b>Research Concerning Accountability, Reconciliation and Justice</b>	Office of the UN High Commissioner for Human Rights, Kampala, Uganda
➤	<b>Drama for Research Concerning Accountability, Reconciliation and Justice</b>	Office of the UN High Commissioner for Human Rights, Kampala, Uganda
➤	<b>Creativity in the United Nations</b>	United Nations Integrated Mission Training Centre, Monrovia, Liberia

## FIELD SECURITY TRAINING

	<b>CERTIFICATE AWARDED</b>	<b>AWARDING INSTITUTION</b>
❖	<b>Global Terrorism</b>	United Nations Institute for Training and Research Programme, Geneva, Switzerland
❖	<b>Security Measures for United Nations Peacekeepers</b>	United Nations Institute for Training and Research Programme, Geneva, Switzerland
❖	<b>United Nations Advanced Security in the Field</b>	United Nations Department of Safety and Security, New York, USA
❖	<b>United Nations Basic Security in the Field</b>	United Nations Department of Safety and Security, New York, USA
❖	<b>All Terrain and Defensive Driving Techniques</b>	United Nations Integrated Mission Training Centre, Monrovia, Liberia

## ) MERIT AWARDS

### ) Certificate of Merit

- For being the best student in the 1998 Uganda Advanced Certificate of Education Examinations; Awarded by Jinja College administration.

### ) Scholarship

- Bachelor of Laws (LL.B) at the University of Dar-Es-Salaam; Awarded by the Inter University Council (IUC) Students Exchange Program 1999/2000 academic year.
- ISC-Wing of Excellence Award; awarded by the International Students Committee (ISC), St. Gallen, Switzerland.

## PROFESSIONAL MEMBERSHIP

I am a member of: i) The Uganda Law Society ii) The East African Law Society

## PRACTICAL EXPERIENCES

a) Employment/Consultancy Records:

i) **United Nations Mission in Liberia (UNMIL)**

report on judicial processes in civil and criminal matters in seven (7) districts in Lofa, Liberia.

**Main achievements:**

- Provision of advice to county attorneys, public defence counsel, magistrates, and judges on law and procedure
- Building the capacity and professionalism of national partners
- Circuit Courts monitored fully throughout the Court Term to observe and report on dockets, trials and adherence to law and procedure.
- Each county detention facility monitored at least twice weekly with lists of detainees maintained as appropriate and meetings at least fortnightly with the County Attorney to discuss status of detainees.
- Each district Magistrate court monitored as regularly as logistically possible
- Participation in meetings at least weekly with national partners
- Provision of legal materials and administrative and logistical support to national partners
- Provision of input to Advisory Unit as to the establishment of the Judicial Training Institute
- Timely submission of Weekly Reports (Friday 12.00pm deadline)
- Timely submission of file notes for RBB purposes (as and when meetings take place)
- Timely submission of monthly reports on misconduct and corruption (Deadline is the end of each calendar month)
- Timely submission of end of term reports (Deadline is two weeks after the closure of the court term)
- Timely submission of GBV data (Deadline is the end of each calendar month)
- Active participation in regular Unit and Division meetings
- Suggestions or initiatives submitted for consideration by Unit Head
- Sharing of information with colleagues as appropriate
- Timely responses provided to (online) requests for comments from Director's Office or Unit Heads
- Assistance provided to Advisory Unit and LETU in the manner agreed between Unit Heads of MU, AU and LETU with instructions provided.
- Assistance provided to USIP in the manner formally agreed between Chief LJSSD, Unit Head of MU and USIP with instructions provided.
- Regular attendance at coordination meetings with feedback to LJSSD HQ provided in weekly reports.
- Representation and presentation of a paper on Security Sector Reform in Liberia during International Training Course on Peacekeeping, Peace Building, Post Conflict Reconstruction and Reconciliation Processes for Eastern and Southern Africa civilian personnel.
- Submission of a paper to the Division on the opportunity for the Division's success
- Being praised and recognized by both the Section Chief and the Deputy Special Representatives of the UN Secretary General for Rule of Law, for the good work done

**(ii) United Nations Mission in Liberia (UNMIL)**

**Title: Expert Mentor – UN Nation Staff Members: May 2009 to present**

Following the drawdown plan of UNMIL, and finally the subsequent handover of duties and responsibilities by international staff members to the national staff members, I am currently engaged in mentoring the national staff members in the Legal and Judicial Systems Support Division of UNMIL to build their capacity in the following areas:

- Change, human resource, financial and conflict management
- Creative thinking
- Customer Orientation
- Decisiveness
- External awareness
- Flexibility
- Influencing/Negotiation
- Interpersonal Skills and Sensitivity
- Leadership and managing diverse workforce
- Oral and written communication
- Planning and Evaluation
- Strategic Planning
- Self-Direction
- Team Building
- Technical Competence

- Individual Development Planning for competencies

(iii) **United Nations Mission in Liberia (UNMIL)**

**Title: Peer Staff Counselor: December 2008 to present**

**Broad Responsibilities:** To provide counseling services to UNMIL staff in the up-country of Liberia. These include providing individual counseling for support and in times of crisis, educational or problem-solving group workshops, and through advocacy address welfare activities and organizational problems that promote and improve the quality of life of UNMIL staff in Lofa County.

**Main achievements:**

- Provided emotional support, information, advice, and referrals as needed
- Provided staff with one-on-one confidential individual counseling.
- Provided staff with periodic workshops or trainings to promote stress management skills, process community problems, promote team building, and otherwise addressed issues of concern to the staff.
- Intervened in case of a traumatic incident/ evacuation and liaised with the Staff Counseling Unit (HQ).
- Provided supportive follow up with newly assigned staff, troubled staff, and/or staff involved in a critical incident.
- Identified medical, interagency, and other supportive resources that may contribute to maintain staff health and well-being. Liaised with and established a working relationship with such resources so they may be called upon to supplement counseling services in the event of a significant emergency event.
- Act as a resource person for skills, staff welfare activities, organizational procedures, and referral resources.
- Promoted the Peer Support Network and raised awareness about policies and services which promote staff health and well-being.
- Maintained simple statistics and reports that reflected activity including the types and extent of services offered, specific problems or cases that need to be addressed, and a general assessment of the success of the program. This record is submitted to HQ on a monthly basis and adhered to the highest standard of confidentiality.

iv) **Office of the United Nations High Commissioner for Human Rights (OHCHR)-Uganda**

**Title: Human Rights Programme Assistant: November 2005-November 2007**

The broad responsibilities included monitoring, investigating, and reporting on human rights situations in northern Uganda with the aim of promoting and protecting the rights of internally displaced persons.

**Achievements included:**

**As the Focal Person on UN Security Council Resolution 1612 (2005):**

- Monitored and reported on the implementation of the United Nations Security Council (UN SC) Resolution 1612 on the grave child rights violations in Uganda; Supported the Uganda Task Force on Monitoring and Reporting (UTFMR) with the drafting of the report on the implementation of UN SC Resolution 1612 in Uganda; Drafted the UTFMR Technical Brief on monitoring visits to military facilities in the framework of UN Security Council Resolution 1612; Collaborated with the Task Force members (OHCHR, UNICEF, Save the Children in Uganda and Uganda Human Rights Commission) in ensuring the implementation of the UN SC Resolution 1612 in Uganda.

**Other achievements:**

- Establishment of the field presence of Office of the United Nations High Commissioner for Human Rights (OHCHR) in the worst war-affected district of northern Uganda - Pader District
- I was a team member of Fact Finding Mission into the Human Rights violations and abuses caused during forceful disarmament in northeastern Uganda (Karamoja) 12-15 November 2006 and our report made the government to adapt a more human rights based approach to disarmament in the region.
- In conjunction with the Regional Human Rights Officer led the Transitional Justice Working Group for northern Uganda; Conducted research on the issue of Transitional Justice in N. Uganda; Provided relevant, detailed and objective information on transitional justice and adequately disseminated to relevant stakeholders, in particular with a view to advocating for a national dialogue on transitional justice and to ensuring that impunity does not prevail; Supported and advocated for comprehensive human rights-based and victims-centered transitional justice processes and mechanisms in northern Uganda.
- Monitored, analyzed and responded on individual conflict related human rights violations and abuses in a timely, systematic and effective manner through investigations/follow-up and advocacy in the northern districts of Uganda.
- Provided effective and timely contributions (comments/advice) on technical legal human rights issues as requested UN agencies, government and civil society partners; in particular through active participation in Inter-Agency Clusters and other technical working groups meetings.

police, and also to mainstream human rights and carry out advocacy and outreach activities.

- Wrote papers including on : 1) Transitional Justice; 2) Human Rights Monitoring and Reporting; 3) Documentation of Human Rights Violations; 4) Human Rights in Diversity; 5) Representative Skills: *A guide to participating in meetings*; 6) Volunteerism

**Needy Support Centre:** February 2004 – November 2005: I was the Head of the Legal and Human Rights Department of this organization and I handled all the legal matters relating to the work of a Human Rights Officer and the Department as a whole. Other activities included: Following court cases on behalf of the needy groups; supervision of the departmental staff; human rights investigations; giving legal opinions; research; writing proposals; conducting meetings.

**Justice and Rights Associates:** I prepared guides on national and international human rights instruments and translated especially the Bills of Rights to the local language (Luo) and these were used during human rights trainings in twenty (20) Internally Displaced Persons (IDP) camps in Northern Uganda.

**Wakisa Ministries:** I have been engaged by Wakisa Ministries, one of the church organizations and also acting as pregnancies crisis centre to provide legal opinions and handling of its legal matters.

**Individual Consultancies:** I also performed various legal services for very many private individuals some of whom were international clients.

## UNITED NATIONS ASSIGNMENTS

- **Assessment Mission in Kitgum and Pader District:** December 2005: I was part of the Mission team that assessed whether the existed situation including the political insecurity was suitable for the opening of OHCHR offices in the two districts.
- **High level delegate field visit preparations:**  
I was part of the Mission team that organized the field visit to northern Uganda of the:
  - United Nations High Commissioner for Human Rights, Ms. Louise Arbour.
  - Representative of the UN Secretary General on the Human Rights of IDPs, Dr. Walter Kalin.
  - OHCHR Transitional Justice Expert, Mr. David Marshall.
- **High Level Legal Opinions:**
  - External Evaluation of the Protection Standby Capacity Project (PROCAP), March 2007 in Uganda: PROCAP is an inter-agency UN Project aimed at enhancing UN protection responses and contributing to global protection capacity through predictable effective deployment of personnel with protection expertise.
  - The Global Guidelines on Monitoring and Reporting Mechanism; Based on UN Security Council Resolution 1612 on Grave Child Rights Violations.
  - Human Rights Council (HRC) Report on the human rights situation in Uganda.
  - Report of the Uganda Parliamentary Forum for Children (UPFC)

## RESEARCH

Contributed to research on: 1) Transitional Justice as it applies to Northern Uganda; 2) Accountability, Reconciliation and Justice, *Making Peace our Own*; 3) Access to Justice in Northern Uganda; 4) Civilian Living in Northern Uganda; 5) Land Rights Issues in Northern Uganda; 6) The Justice Structures in Northern Uganda; 7) The Legality of Curfews in Northern Uganda; 8) Militia in Uganda; 9) Rights of Persons with Disability in Uganda; 10) Juvenile Justice in Uganda; 11) The Constitutionality of the Death Penalty in Uganda; 12) Recent Developments of the Laws Relating to Family Matters in Uganda: With Reference to Tanzania's situation.

## PAPERS PREPARED FOR WORKSHOPS/SEMINARS/CONFERENCES/MEETINGS

Prepared papers for workshops/seminars/conferences/meetings for e.g. papers on: 1) Security Sector Reform in the Republic of Liberia; 2) Opportunity for UNMIL Legal and Judicial Division Success: *Learning from*

7) Human Rights Monitoring and Reporting; 8) Documentation of Human Rights Violations; 9) Human Rights in Diversity; 10) Representative Skills: *A guide to participating in meetings*; 11) Volunteerism; 12) Journalism and Professionalism; 13) The Art of Advocacy and Litigation; 14) Analysis of the February 2008 Term of Court: *the 10<sup>th</sup> Judicial Circuit Court in Liberia*; 15) Teamwork Spirit.

## INTERNSHIP

### ) In Tanzania:

was an intern at **TANZANIA LEGAL CORPORATION (TLC)** for six (6) months: February 14<sup>th</sup> –August 1<sup>st</sup>, 2003.

### ) In Uganda:

was an intern at **KATENDE, SSEMPEBWA AND COMPANY ADVOCATES, SOLICITORS AND LEGAL CONSULTANTS** for three (3) months: 29<sup>th</sup> March 2004 -11<sup>th</sup> June 2004.

### i) The major achievements during the abovementioned internship programmes were:

- Handled all legal matters involving the drafting of legal opinions, official letters and legal documents such as Complaints, Written Statements of Defense, Petitions, Chamber Summonses, Notices of Motion, and Affidavits.
- Received and interviewed clients; maintained a proper diary; supervised and drafted letters giving clients the status and reports of their cases.
- Prepared files ready for court work by ensuring that submissions are ready in files before the due dates.
- Attended to courts of law for mentions and listened to court proceedings and record such proceedings conducted by the firm's advocates.

## IMPORTANT WORKSHOPS, CONFERENCES AND RELATED ACTIVITIES

- Implementation of Human Rights Treaty Body Recommendations, **Northern Uganda**: 15-16 May 2007.
- Understanding operation of International Criminal Court (ICC): Organized by ICC in **Gulu, Northern Uganda**
- Human Rights Monitoring and Reporting: Organized by UNICEF and UNOHCHR in **Gulu**.
- International Students' Committee– Symposium, **University of St. Gallen, Switzerland**, May 13<sup>th</sup>-15<sup>th</sup>, 2004.
- International Students Festival in **Trondheim (ISFiT), Norway, Europe**, from March 6<sup>th</sup>-16<sup>th</sup>, 2003.
- The 6<sup>th</sup> All Africa Human Rights Moot Court Competition held in **Accra, Ghana**, from August 5<sup>th</sup> – 10<sup>th</sup>, 2000.
- International Human Rights Protection held in **Accra, Ghana, West Africa**; August 5<sup>th</sup>-10<sup>th</sup>, 2000.
- International Students' Week in Tanzania (ISWT), **Dar-Es-salaam, Tanzania**, from September 1<sup>st</sup> – 13<sup>th</sup>, 2003.
- East African Students' Conference on HIV/AIDS, Human Rights and the East Africa Community; from June 5<sup>th</sup>-10<sup>th</sup>, 2001, held in **Dar-Es-Salaam, Tanzania**.
- Moot Court on Human Rights Violations held at the University of Dar-Es-Salaam on the 30<sup>th</sup> day of August, 2003. Organized by Legal and Human Rights Centre, **Dar-Es-Salaam, Tanzania**.
- Moot Court on Human Rights Enforcement and Remedial Procedures in Tanzania with Special Focus on Women's Rights to Property and Inheritance; **High Court of Tanzania at Moshi**; 10<sup>th</sup> day of November 2001.
- Workshop on Sexual Offences Special Provisions Act (SOSPA), 1999 held at Crystal Palace, Ilala in **Dar-Es-Salaam, Tanzania**, from February 16<sup>th</sup> – 17<sup>th</sup>, 2002.

## STUDENTS MAIN LEADERSHIP RESPONSIBILITIES

Organization	Position
East African United Students Organization (UDSM)-Co-Founder & 1 <sup>st</sup> interim President	2002/2003
Uganda Students Association In Tanzania	- President: 2000/2001
University of Dar-Es-Salaam Law Society	- Research Editor 1999-2001

## LANGUAGE AND RATING

- English: International Language - Fluent
- Luo: Spoken by tribes in Northern Uganda and some parts of Kenya and Tanzania - Fluent
- Kiswahili: Spoken by the majority of East Africans including Eastern D.R. Congo - Good



**COMPUTER SKILLS:** Microsoft word, Microsoft Excels, Power Point, and Internet Browser or Navigator, and Lotus Notes.

. **HOBBIES:** Debating, writing, traveling and making jokes.

. **REFEREES**

- **Ms. Catherine Barley:** Special Assistant to the Deputy Special Representative for U.N. Secretary General - Rule of Law, UN Mission in Liberia; Tel: +2316407768; Email: [barleyc@un.org](mailto:barleyc@un.org)
- **Ms. Ann Kithaka,** Judicial Systems Monitor, UN Mission in Liberia; Tel: [+231-6872177](tel:+231-6872177); Email: [zeldapam@yahoo.com](mailto:zeldapam@yahoo.com)
- **Ms. Maarit Kohonen:** Former Country Head of Office, Office of the UN High Commissioner for Human Rights in Uganda; Now in Geneva; Tel: (41-22) 928 9633; E-mail: [mkohonen@ohchr.org](mailto:mkohonen@ohchr.org)

. **VERIFICATION:** The above information is true to the best of my knowledge and belief.

. **SIGNATURE:**



**GEOFFREY OMON**

**CONTRACT OFFICER  
VACNADA**

**63**

**SEYNI ABDOU**

**Betty Biwott**

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(63)

**From:** abdou.seyni@laposte.net  
**Sent:** Saturday, August 01, 2009 3:09 PM  
**To:** Applications  
**Subject:** AU/IBAR, Contract Officer, VACNADA, P2 Step 5

Monsieur le Directeur,

Je vous prie de bien vouloir considérer la présente candidature, dans le cadre du recrutement pour le poste cité en objet.

Mes motivations pour ce poste prennent à la fois compte de ma formation correspondant au profil, de même que de mes expériences en la matière, notamment au plan international.

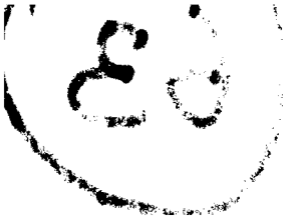
En effet, j'ai eu, durant toute ma carrière internationale, au niveau du Système des Nations Unies (undp), à m'occuper du domaine, en tant que Conseiller Technique Principal de projets de développement pluri sectoriels, ainsi que l'atteste notre CV.

En conséquence, je me crois parfaitement à la hauteur de ce poste, au cas où on me le confie.

Veuillez accepter, monsieur le Directeur, l'assurance de mon profond respect.

Seyni Abdou

*Créez votre adresse électronique prenom.nom@laposte.net  
1 Go d'espace de stockage, anti-spam et anti-virus intégrés.*



I – RENSEIGNEMENTS PERSONNELS:

SEYNI Abdou

Né le 04/05/1962

à DOSSO – REPUBLIQUE DU NIGER

Nationalité nigérienne

Marié, 4 enfants

TEL : (+227) 94934005 / 96499064

ou (+243) 994256187

Email :

[abdou.seyni@laposte.net](mailto:abdou.seyni@laposte.net)

[aseyni@37.com](mailto:aseyni@37.com)

II – QUALIFICATIONS PROFESSIONNELLES :

- Réforme économique ;
- Promotion du secteur privé ;
- Elaboration de plans & programmes/projets de développement ;
- Lutte contre la pauvreté ;
- Création et développement d'entreprises (études de faisabilité, suivi/évaluation, recouvrement des prêts...);
- Création d'emplois au profit de groupes vulnérables ;
- Formation des entrepreneurs & renforcement de capacités des structures locales ;
- Suivi/conseils aux entrepreneurs et structures locales de développement ;
- Economie informelle & développement ;
- Economie nationale et réforme sectorielle ;
- Appui aux associations et groupements pour la création d'AGR (Activités Génératrices de Revenus) ;
- Micro-finance ;
- DDR & Insertion d'ex combattants, de victimes de guerre et dépendants ;
- DDR & et réinsertion des EAFGA (Enfants Associés aux Forces et Groupes Armés) et FVVS (Femmes Victimes de Viol et de Violences Sexuelles) ;
- Actions Humanitaires en situation d'urgence ;
- Reconstruction communautaire en milieu post conflictuel ;
- Relèvement communautaire ;
- Etudes sur les secteurs de développement ;
- Développement décentralisé et intégré ;
- Suivi évaluation des projets et programmes ;
- Elaboration Plan de Développement Local – PDL ;
- Partenariat et Mobilisation de ressources ;
- Mise en place de projets et programmes de développement ;
- Gestion administrative et financière des projets de développement (Elaboration de programme d'activités, étude d'indicateurs et d'impact, suivi évaluation des activités, élaboration des rapports d'avancement et d'activités, Elaboration de tableaux de bord statistiques sur les activités, élaboration et mise en place de MANUEL de PROCEDURES- MANPRO...);
- Maîtrise de l'outil informatique, logiciels de traitement de texte, base de données et tableur, PC et MAC ;
- **Maîtrise des différents types d'exécution des programmes et projets PNUD notamment le DEX, NEX, avec les agences spécialisées des Nations Unies et avec les ONG.**

III – EXPERIENCES PROFESSIONNELLES :

06/2008 à nos jours : **Consultant Associé au CADEG**(Cabinet d'Etudes et de Gestion), Niamey, Niger

**ACTIVITES :** Etudes et Assistance/Conseils aux organismes publics et privés, de même qu'aux particuliers dans les domaines suivant :

- Promotion du secteur privé ;
- Réforme économique ;
- Lutte contre la pauvreté ;
- Elaboration de plans & programmes/projets de développement ;
- Création et développement d'entreprises (études de faisabilité, suivi/évaluation, recouvrement des prêts...);
- Création d'emplois au profit de groupes vulnérables ;
- Formation des entrepreneurs & renforcement de capacités des structures locales ;
- Suivi/conseils aux entrepreneurs et structures locales de développement ;
- Economie informelle & développement ;
- Economie nationale et réforme sectorielle ;
- Micro finance ;
- DDR & Insertion d'ex combattants, de victimes de guerre et dépendants ;
- Actions Humanitaires en situation d'urgence ;
- Relèvement communautaire ;
- Développement décentralisé et intégré ;
- Suivi évaluation des projets et programmes ;
- Elaboration Plan de Développement Local –PDL ;

- Gestion d'entreprises et de projets .

**08/2004 à 10/2007: Expert en Micro Projets du Projet PNUD/COMREC-COD10 00012253 de**

Reconstruction Communautaire, de Réintégration des ex combattants et de Réduction des Armes Légères et de Petit Calibre en RDC, BUKAVU, RDC, **Grade ALD4.**

**ACTIVITES :**

- Formulation, coordination et mise en place d'un système d'appui à la réintégration des ex combattants et à la réhabilitation des communautés d'accueil (mécanismes et modalités d'octroi des services de réintégration et de réhabilitation, procédures, critères d'éligibilité, type d'appui, conditions d'accès aux services, etc.) ;
- Elaboration des outils nécessaires pour la gestion et l'octroi et le suivi évaluation de services de réintégration et réhabilitation communautaire (guides, manuels, fiches, formulaires) ;
- Elaboration de normes et procédures pour le financement/ suivi évaluation de micro projets et d'autres activités d'appui à la réintégration des ex combattants ;
- Assistance aux bureaux et antennes provinciales dans l'identification des opportunités de réintégration des ex combattants et d'autres populations affectées par le conflit (détermination de créneaux porteurs économiques, secteurs prioritaires, etc.) ;
- Assistance aux Conseillers Provinciaux et responsables des antennes provinciales dans la mise en place du réseau de partenaires de la réintégration (préparation de dossier d'appel d'offre, applications de procédures pour l'évaluation et la sélection de partenaires, etc.) ;
- Appui aux agences sous-traitées par le Projet l'assistance technique nécessaire afin de garantir l'application de normes et standards du Projet en matière d'appui à la réintégration ;
- Réalisation de missions régulières de suivi et évaluation des activités d'appui à la réintégration exécutées par les partenaires du projet ;
- Organisations d'ateliers d'information au profit du groupe cible concernant les procédures et modalités d'exécution du volet réintégration et réhabilitation ;
- Participation aux activités de formation et recyclage du personnel technique de la contrepartie dans le domaine de la réintégration ;
- Réalisation d'enquêtes qualitatives auprès des bénéficiaires afin de superviser le déroulement du volet réintégration ;
- Elaboration de tableaux de bord statistiques sur les activités menées ;
- Réalisation toute autre tâche demandée par le PNUD dans le cadre des activités du projet.

**Noter que :**

**Du 02/2005 au 03/2006 (durant 14 mois) : Cumulativement au poste d'Expert en Micro Projets, nous avons assuré les fonctions de CTP ai du Projet PNUD/COMREC-COD10 00012253 de Reconstruction Communautaire, de Réintégration des ex combattants et de Réduction des Armes Légères et de Petit Calibre en RDC, BUKAVU, RDC, **Grade ALD4.****

**ACTIVITES :**

**Institutionnelles**

- Assure l'adéquate coordination institutionnelle entre le Projet et la contrepartie nationale sur la base de mécanismes de coordination adoptés par le Projet
- Représente le Projet auprès de partenaires nationaux et internationaux, y compris le groupe cible du Projet ;
- Veille à la consistance et cohérence des actions du Projet dans le cadre global d'intervention du PNUD dans le désarmement, la démobilisation et réintégration des ex combattants et la réhabilitation communautaire.

**Techniques**

- Sur la base de la méthodologie de gestion axée sur les résultats, planifie le cycle annuel et trimestriel du projet, en assurant les ressources logistiques, techniques et financières du projet
- Coordonne et supervise le fonctionnement général des bureaux provinciaux du Projet ;
- Met en place et entretient un système de suivi et supervision quotidienne des activités du projet sur la base de la gestion axée sur les résultats ;
- En coordination avec les partenaires nationaux et internationaux du Projet, met en place un programme de missions régulières de suivi *in situ* des activités du projet ;
- Organise et participe à la conduite des études préparatoires du projet;
- Garantit l'élaboration des outils de gestion technique du Projet (matrices, manuels d'opérations, procédures, entre autres)
- Supervise et approuve, au niveau du Projet, les termes de références, mémorandum d'accord et tous autres outils d'intervention adoptés par le Projet ;
- Assure l'élaboration, supervision et circulation des rapports techniques et financiers prévus par le Projet ;
- Garantit l'appui opérationnel (administratif, financier et technique) du bureau central du Projet en faveur des bureaux provinciaux selon le plan de travail et les ressources allouées ;
- Organise les évaluations tripartites du projet selon le calendrier et les modalités prévues dans le Prodoc ;
- Met en place et anime le réseau de partenaires du projet en vue de l'accomplissement des activités de réintégration et réhabilitation prévues dans le Prodoc (ONGs, ACB, SNU, secteur privé, etc.) ;
- Met en place un mécanisme de partage d'information et des « meilleures pratiques » entre les bureaux provinciaux afin d'optimiser la qualité de prestation de services du Projet en faveur du groupe cible ;
- Met en place un programme de formation continue pour le personnel technique de la contrepartie nationale du projet en vue du renforcement des capacités dans le domaine du DDR ;
- Prendre les mesures pertinentes pour assurer au niveau provincial l'application systématique des critères et procédures d'éligibilité des bénéficiaires du projet (composantes DDR et réhabilitation communautaire) ;
- Veiller aux thèmes transversaux du Projet dans la mise en œuvre de diverses composantes du Projet.

**Administratives et financières**

- Elabore et planifie le budget annuel et le programme des dépenses trimestrielles, ainsi que les propositions de révision budgétaires du projet ;
- Assure le programme d'acquisition de biens et de services en appui au désarmement, démobilisation et réintégration des ex combattants selon le Prodoc et les normes et procédures du PNUD ;

personnel technique et d'appui au projet ;

- Prend les dispositions nécessaires pour la réalisation des audits ou des évaluations administratives et financières prévues par le Projet ou proposées dans le cadre de concertations tripartites ;
- Veille à l'application des procédures de gestion technique, administrative et financières du projet.

En outre, le CTP réalise toute autre activité demandée par le Représentant Résidant dans le cadre d'exécution du projet.

A ce titre :

- **Contribution à l'élaboration des documents de projet de réinsertion socio-économique des ex combattants du Sud Kivu, Nord Kivu, Maniema, Ituri et Katanga Nord, présentés par le PNUD pour cofinancement à la Conader, dans le cadre du DDR, 2006;**
- **Contribution à l'élaboration du document de projet dit NORAD, mis en œuvre en Ituri, 2006 ;**
- **Contribution à l'élaboration du document de projet de Relèvement Communautaire au Katanga dit CRK, mis en œuvre au Katanga, 2007 ;**
- **Contribution à l'élaboration de la version préliminaire du document de Programme d'Appui au Relèvement Communautaire dit PARC, devant assurer la suite du projet ComRec, RDC, 2007 ;**

**04/2002 à 07/2004: Conseiller Technique Principal (C.T.P)**

**du Projet PNUD/BIT/COI/99/001, «Soutien à la structure d'appui à la création et au développement des micro et petites entreprises et de promotion des activités génératrices de revenus » (notamment au profit des ex combattants de l'île d'Anjouan) dénommée AMIE, Moroni, Union des Comores (avec antennes décentralisées dans les îles de Grande-Comore, d'Anjouan et de Mohéli) – COMORES et du projet PNUD/BIT/COI/03/002 «Appui à la lutte contre la pauvreté par la promotion du travail décent dans l'économie informelle ». Grade P3.**

**ACTIVITES :**

- Gestion administrative et financière du projet, en collaboration avec le PNUD et le BIT ;
- apporter aux autorités de tutelle et aux cadres nationaux du projet des conseils multiformes/assistance technique dans les domaines liés à la promotion des micro et petites entreprises et du secteur privé ;
- Mise en place de la troisième phase du projet ;
- Création/développement d'entreprises ;
- Construction/réhabilitation d'ouvrages communautaires à travers les associations ;
- Insertion des ex-miliciens de l'île autonome d'Anjouan ;
- Elaboration d'outils et instruments méthodologiques et pédagogiques divers, nécessaires à l'intervention de l'encadrement technique d'AMIE lors de la mise au point des dossiers ;
- évaluer, aux fins d'aménagements éventuels, les fiches et dossiers de faisabilité mis en place lors de la phase préparatoire du projet ;
- Mise en place d'une banque de données relatives à toutes les informations utiles à la création et au suivi d'entreprises ;
- Mise en place d'un tableau de bord périodique de suivi des activités d'AMIE et du mécanisme de financement ;
- Elaboration d'un guide à l'usage des candidats promoteurs ;
- Evaluation interne des dossiers de création de MPE à soumettre aux organismes de financement ;
- établir des protocoles de partenariat avec les organismes de financement ainsi que toute autre convention de collaboration/coopération ;
- identifier d'autres bailleurs potentiels susceptibles d'apporter des appuis à la structure AMIE ;
- Réalisation d'une étude sur les modalités de mutation du projet vers une structure autonome d'appui aux MPE ainsi que du mécanisme de financement ;
- Conduite d'études sur le projet et son domaine de compétence ;
- **Elaboration du document de projet d'appui à la réinsertion socio-économique des ex-miliciens de l'île Autonome d'Anjouan en Union des Comores, à la demande du PNUD et du BIT, sous cofinancement PNUD/Banque Mondiale/BCPR/DDR ;**
- **Elaboration du document de projet « Amélioration des conditions d'existence des groupes vulnérables », à la demande du PNUD et du BIT, financement AGFUND, janvier 2004 ;**
- **Elaboration du document du «Projet d'appui à la réduction de la pauvreté par la promotion du travail décent dans l'économie informelle – Volet appui à l'accès des femmes aux crédits», à la demande du PNUD et du BIT, juillet 2003 ;**
- **Elaboration du document de projet « Promotion des Activités Génératrices de Revenus par un Soutien aux Associations de Femmes dans la Transformation des Produits Agro- alimentaires aux Comores », à la demande du PNUD et du BIT, mai 2004;**
- **Elaboration du document de projet « Réduction de la Pauvreté Féminine aux Comores par un Appui au Réseau National Femmes & Développement (RNDF) pour la promotion du métier de couturière », à la demande du PNUD et du BIT, mai 2004 ;**
- **Contribution à l'élaboration du document de projet d'appui à « la gestion des aires protégées en Union des Comores », volet AGR, à la demande du PNUD et du BIT, 2003 ;**
- **Contribution à l'élaboration du « Manuel sur les Options de Formation et de Création d'Emplois au profit des ex combattants », sous l'initiative du BIT, 2005.**

**11/1997 à 04/2002: Conseiller/Formateur en création et développement d'entreprises à l'Association "Entreprendre au Niger" (EAN) financement PNUD & exécution BIT - NIGER**

**ACTIVITÉS:**

- Favoriser l'esprit d'entreprise et l'initiative privée;
- Promouvoir l'entreprise nationale privée, rurale et urbaine;
- Valoriser les ressources humaines de qualité et le potentiel technique existant;
- Générer des revenus substantiels par la création et la réhabilitation de micro, petites et moyennes entreprises de production et de services.
- Sensibilisation et information des opérateurs économiques et autres partenaires;
- Réalisation des études de faisabilité technico-économique des dossiers de création d'entreprises;
- Appui à la recherche de financements adaptés aux besoins des opérateurs;
- Formation et perfectionnement des promoteurs et de leurs personnels à la gestion d'entreprise;

- Suivi technique des entreprises créées avec le concours d'EAN ;
- Appui au recouvrement des prêts accordés.

**Noter que :**

En 1998, séjour de 4 mois à Agadez, dans le Nord du Niger en rébellion, pour mettre en place un dispositif de réinsertion des ex combattants, à la demande du PNUD.

C'est ainsi que plusieurs dossiers de demandes de financement ont été élaborés et financés, dans le cadre du retour au calme pluri-annuel symbolisé par la « Flamme de la Paix ».

**01/1997: Technicien à la Direction de Développement du Secteur Privé/Ministère du Commerce et de l'Industrie - NIGER**

**ACTIVITÉS:**

- Conception, mise en oeuvre, suivi et évaluation de la politique nationale de promotion du secteur privé;
- promotion du partenariat étranger en faveur des Micro, Petites et Moyennes Entreprises du Niger.

**1992: Responsable de la Cellule de Suivi de la Table Ronde sur le Secteur Privé (TRSP) et Coordonnateur au projet PNUD/ONUDI/NER/89/010/Ministère du Commerce, des Transports et du Tourisme - NIGER**

**ACTIVITÉS:**

- Suivi évaluation des recommandations de la TRSP, principalement relatives à l'assainissement de l'environnement du secteur et à la promotion du partenariat;
- Analyse de l'évolution du secteur et formulation de mesures correctives si nécessaire;
- Coordonnateur des activités de la Cellule et du Projet;
- Interlocuteur du ministère vis à vis des organismes.

**1988: Chef du Service des Études Économiques Générales / Ministère de la Promotion Économique - NIGER**

**ACTIVITÉS:**

- Étude de la conjoncture économique internationale dans ses rapports avec l'économie nationale;
- Enquêtes économiques;
- Elaboration de plans & programmes d'investissements privés et publics ;
- Coordination et traitement des données statistiques relatives aux différents secteurs de compétence du Ministère ;
- Economie nationale et réforme sectorielle ;
- Études à caractère économique à la demande du Ministre ou son Secrétaire Général;
- Suivi des relations avec les organismes de coopération économique;
- Élaboration de tableaux de bord statistiques sur les secteurs économiques dont le ministère a la charge.

**IV – FORMATION :**

- 1996 :** Master en Gestion et Administration Publiques de l'Institut de Politique et de Gestion du Développement/IPGD de l'Université d'Anvers (BELGIQUE) **Mention : Distinction**
- 1995:** Diplôme en Politique de Développement de l'Institut de Politique et de Gestion du Développement/IPGD de l'Université d'Anvers (BELGIQUE) **Mention : Satisfaction**
- 1986:** Licence ès sciences Juridiques (Option : Droit Privé) à l'Université de Niamey (NIGER)
- 1982:** Baccalauréat de l'Enseignement Secondaire au Lycée National de Tahoua (NIGER)

**V – STAGES ET SEMINAIRES INTERNATIONAUX :**

- MAI 1991:** Formation en Audit des Projets au CAMPC d'Abidjan ( R. de COTE D'IVOIRE )
- OCT. 1991:** Colloque sur les facteurs culturels dans le partenariat ACP/CEE à l'EIB de Bordeaux (FRANCE).
- JUIN 1992:** Formation en Micro Informatique par l'ONUDI à la TOUTELEC de Niamey (NIGER)
- SEPT.1992:** Séminaire préparatoire de l'enquête sur le secteur privé au siège de l'ONUDI à Vienne (AUTRICHE).
- NOV.1992:** Colloque sur l'Arbitrage International à Paris (FRANCE).
- DÉC. 1992:** Voyage d'études sur les structures béninoises de promotion du secteur privé à Cotonou (BÉNIN)
- JUIL.1993:** Formation sur la Gestion Stratégique du Développement Industriel (GSDI) au siège de l'ONUDI à Vienne (AUTRICHE).
- FÉV.1998:** Formation des Formateurs en "Gérez Mieux Votre Entreprise" (GERME) par le BIT à Niamey (NIGER).
- OCT.1998:** Formation des Formateurs en "Créer Votre Entreprise" (CREE) par le BIT à Niamey (NIGER).
- DEC.1998 :** Formation en évaluation des risques financiers des MPE et la gestion des crédits, par le BIT, Niamey (NIGER).
- MARS 2002 :** Voyage d'étude auprès des structures béninoises de financement et d'appui technique au profit des MPE, Cotonou (BENIN).
- SEPT 2003 :** Formation sur les notions de base de sécurité sur le terrain, protection, santé et bien-être des fonctionnaires du système des nations unies, Moroni, (UNION DES COMORES)
- FEV 2004 :** Formation sur la programmation basée sur les droits humains et le développement de la capacité communautaire, Moroni (UNION DES COMORES)
- FEV 2004 :** Séminaire virtuel sur les prestations bancaires électroniques, Moroni (UNION DES COMORES)

**VI – ETUDES ET PUBLICATIONS**

- 1987** - Etude Juridique des débits de boissons au Niger" Mémoire de Maîtrise en Droit Privé



- 1996 - Approche Transdisciplinaire de la Stratégie Nigérienne de Promotion du Secteur Économique Informel ", thèse de Master en Gestion et Administrations Publiques (Université d'Anvers, Belgique) ;
- 1992 - Rapport de l'Enquête sur le Secteur Privé au Niger ;  
- Étude Comparative secteur Privé au Niger et au Bénin
- 2001 - Étude sur les possibilités de mise en place d'un fonds de promotion des PME/PMI au Niger, pour le compte de l'Etat du Niger (Ministère des PME/PMI) ;
- 2002 - Étude sur la recherche de fonds complémentaires pour l'appui aux MPE comoriennes ;  
- Manuel de formation à la gestion, à l'usage des entrepreneurs aux Comores et en RDC ;  
- Étude sur la mise en place d'un fonds de garantie à Anjouan (Union des Comores) ;  
- Document sur l'organisation d'un forum des structures d'appui/banques sur le financement des initiatives privées et communautaires aux Comores ;  
- Contribution à l'étude sur le cadre incitatif et l'approche intégrée micro finance/micro entreprise aux Comores ;
- 2003 - Étude préliminaire sur la transformation et la pérennisation du projet AMIE en Union des Comores ;  
- Manuel d'assistance/conseils aux MPEs en Union des Comores ;  
- Elaboration d'un Manuel « Femmes et Entreprises ».
- 2004 - Article intitulé « Développement du secteur agroalimentaire aux Comores » Rubrique « Sur le Terrain », paru dans « Grain de Sel » n°26, mars 2004  
- Manuel de Procédures de financement des micros projets de reconstruction communautaire et de réintégration d'ex combattants en RDC, octobre 2004  
- Guide de Réinsertion des ex combattants en RDC, juin 2005
- 2005 - Plans de développement Intégré (PDI) de plusieurs territoires de la partie Est de la RDC (Nord et Sud Kivu, Katanga, Maniema , Ituri)
- 2006 - Manuel de formation à l'usage des entrepreneurs et leurs encadreurs en RDC.

#### VII – DISTINCTIONS HONORIFIQUES :

- NOV. 1993:** Témoignage officiel de satisfaction dans le cadre de l'organisation de la Table Ronde sur le Potentiel Aurifère du Liptako (TRIPAL 93) Niger, 1993
- JANV. 1994:** Témoignage officiel de satisfaction dans le cadre de l'élaboration du Programme de stabilisation et de Réforme Économique et Sociale/ Volet secteur Privé, Niger 1992

#### VII – AUTRES :

**LANGUES :** Français : Parfait  
Anglais : Bon

#### CONNAISSANCES INFORMATIQUES :

Maîtrise des outils informatiques usuels de Microsoft : Word et Excel XP, PowerPoint et Publisher. (Les logiciels de traitement de texte et de base de données sur tableur sur PC et MAC).

#### REFERENCES PROFESSIONNELLES :

1. Monsieur Gérard Holdrinet, CTP PNUD COMREC BUKAVU ([gerard.holdrinet@undp.org](mailto:gerard.holdrinet@undp.org))
2. Monsieur Ali Ismael, Chargé de Programme, PNUD Moroni ([ali.ismail@undp.org](mailto:ali.ismail@undp.org))
3. Monsieur Vocatch Igor, Directeur Général du BIT Antananarivo ([vocatch@ilo.org](mailto:vocatch@ilo.org))
4. Monsieur Hamadou Ouedraogo, PNUD Kinshasa, RDC ([hamadou.ouedraogo@undp.org](mailto:hamadou.ouedraogo@undp.org))

Niamey, le 17 février 2009  
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