***Resume***

**Akhtar Munir**

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**Personal**

Name : **Akhtar Munir**

Gender : Male

Place of birth : Peshawar, Pakistan

Marital status : Married

**Education**

Master of Arts (M.A) : 1987 University of Peshawar, Pakistan

Major subject: English literature

Bachelor of Arts (B.A) : 1981 University of Peshawar, Pakistan

Major subject: Political Science

**Training courses**

WINGS (WFP ERP) : Islamabad, Pakistan (April 2003)

Procurement, Admin & HR : Fukuoka, Japan (Aril 2009)

IPSAS : Bangkok, Thailand (Feb 2012)

Supply chain management : Islamabad, Pakistan (2014)

Contract drafting for non-lawyers : Islamabad, Pakistan (6 Aug 2014)

Contract Admin & management : Islamabad, Pakistan (26 Jun 2014)

UMOJA : Fukuoka, Japan (9-27 May 2015)

**Languages :** Speak, read and write **English**, Urdu and **Pashto**

**Skills** - MS Office / LOTUS Notes / Outlook / Internet / drafting (SOPs, contracts, LTAs, reports and summaries), multi-task handling (office operations, opening/closing of offices, inter-agency coordination, OIC assignments)

**Experiences and achievements**

**Manager Logistics & Procurement** - **(September 2008 – June 2017):**

United Nations Human Settlements Programme (UN-Habitat) Islamabad, Pakistan.

Under the direct supervision of Country Programme Manager performed the following duties:

* Coordinated with the end-users on the funds availability, procurement needs assessment and developed updated procurement plans including costing, scheduling and applicable procurement strategies.
* Scrutinized and conducted joint reviews of technical specifications or terms of reference with the end-users to ensure completeness, accuracy and compliance with quality standards.
* Developed source selection plans in consultation with the requesting officers by identification of the required tendering and bidding process (ITB, RFQ or RFP), risk analysis and nomination of technical and financial evaluation committees.
* Responsible for completion of procurement cycle upon receipt of Requisition, followed by solicitation to final issuance of the Purchase Orders or Contracts.
* Support extended to tender opening, bids evaluation and Local Committee on Contracts ensuring compliance with UN FRRs.
* Acted as ex-officio and presented cases to Country Office, Regional Office and Headquarter Local Committee on Contracts for review and approval.
* Assigned tasks to procurement staff to ensure timely delivery in accordance with the terms of contracts and followed up action on delivery of goods and services to the end user.
* Handled pre and post contract related issues.
* Prepared and submitted monthly, quarterly and annual procurement reports/plans to Headquarter.
* Developed and updated list of suppliers (Business Partners in UMOJA) after review and evaluation.
* Reviewed procurement process conducted by provincial field offices and finalized action for review of various committees.
* Coordinated and responded to procurement related queries from Headquarter and Regional Office.
* Conducted Expression of Interest (EOIs) for identification of potential vendors and coordinated registration of the suppliers with UNGM and UMOJA.
* Monitored suppliers’ performance with respect to the quality and timely delivery of goods and services by calling for performance reviews and ensured payments in accordance with the actual performance.
* Played assigned roles in UMOJA financial management system and raised/drafted purchase orders and contracts.
* Prepared detailed analysis of bids and proposals.
* Established Long Term Agreements (LTAs) for the supply of goods and services.
* Managed fuel supplies internet courier services building maintenance and other contracts.
* Managed warehouse handling, issuance and receipt of expendable and non-expendable equipment through assets management focal points.
* Coordinated with Headquarter Local Property Survey Board on cases related to disposal of assets theft or loss etc. and ensured compliance on the decisions made.
* Cleared multi-million US$ assets by transferring to implementing partners, sale or write off.
* Closely coordinated with finance staff on financial flow and reconciliation on various transactions.
* Hired, managed and monitored deployment of vehicles fleet (annually) in 20 different sub-offices.
* Searched/identified and negotiated premises hiring of 20 office buildings on lease including processing of Lease Agreements (issuance, extension or termination).
* Managed events, seminars, local and international travel, DSA, shipping of personal effects and arrangement of applicable exemptions from relevant government authorities.
* Responded to internal and external auditors.
* Conducted training sessions for all staff (generally) and procurement staff (particularly) at appropriate intervals for capacity building and briefed newly hired national and international staff on procurement procedures as well as dissemination of SOPs on general operational matters.
* Forwarded and followed up action with finance staff on settlement of suppliers’ invoices.
* Closely worked with government counterparts in establishment of high tech facilities per donors’ requirements in line with United Nations Financial Rules and Regulations.
* Acted as ex-officio for presentation of cases to Local Committee on Contracts.
* Act as Member UN Operations Management Team, Procurement Working Group, General Administration Working Group, Common Premises Group.
* Performed as Operations Manager and assisted the Country Programme Manager in handling operational/administrative matters.
* Acted as Officer-In-Charge in the absence of Country Programme Manager, when advised.

**Achievements:**

* Multi-million US$ goods and services delivered successfully for post-earthquake/floods, IDPs rehabilitation, internal conflict and other normal and emergency programmes.
* Transparent procurement procedures increased high trust in the United Nations and price competition among the vendors led to reduced spending, benefiting increased number of beneficiaries.
* Improved oversight methods (local level strict scrutiny) implemented. Result, minimal or zero audit observations reported.
* Costs saved on re-utilization of programme resources (assets) during closing and opening of field offices.
* Bidders’ conferences conducted aiming at creation of awareness about United Nations procurement business among the suppliers. No major disputed with the suppliers reported.
* Government counterparts supported in terms of materials and logistics.
* State of the art laboratories established in 6 cities of Pakistan with latest IT equipment.
* 70% Inventory reduced (sale, discard, donation and transfer to counterparts) resulting in creation of space in the office and closure of warehouse (rent saved).
* Old office records disposed off as per United Nations rules and space created for new documents.

**Procurement Officer - (September 2006 to June 2008):**

United Nations Office for Project Services (**UNOPS**) Rehabilitation of Health and Education Facilities (post-**tsunami**) in The Republic of **Maldives**

Under the direct supervision of Country Director, performed the following duties:

* Based on annual procurement plans, received, reviewed and acted on purchase requisitions for acquisition of goods and services ensuring funds availability and correctness of specifications prior to issuance of solicitation documents.
* Conducted bidding process starting with solicitation of bids till completion of the procurement cycle.
* Evaluated bids, submitted cases to Regional Office and Headquarter Contract and Procurement Committee for review and approval.
* Prepared purchase orders and contracts followed by implementation phase for timely delivery of quality goods and services.
* Hired rental speed boats/air-chartered flights for transportation of passengers and goods to the project locations in 22 islands.
* Arranged import/export permissions for the goods ordered for the projects implementation.
* Managed internet, courier services, building maintenance and other contracts.
* Ensured compliance with rules and regulation, effective internal control and proper functioning.
* Processed payment requests of vendors for submission to finance staff for settlement.
* Conducted market search for goods and services and maintained vendors’ roster.
* Facilitated knowledge sharing and capacity building among staff of the project focusing on procurement related activities.
* Act as inventory focal point; responsible for handling expendable and non-expendable assets from acquisition to disposal.

**Achievements:**

* Successful completion of **post** tsunami project for reconstruction and rehabilitation of sanitation, health and educational facilities (a life-saving project) in **Maldives**.
* Stake-holders capacity built with their participation in the project initiatives.
* Completion of a complex procurement and logistics operation depending on transportation of materials to far-flung islands by sea. No incident or loss of materials occurred and 100% deliveries made for implementation of the programme.

**Administrative Assistant (Assets and General Admin) - (April 2002 to August 2006):**

United Nations World Food Programme Afghanistan (Country Office Islamabad, Pakistan)

Under the direct supervision of Head of Administration and Finance, performed the following duties:

* Maintained **WFP** inventory records of assets and tracked their movement in Pakistan, **Afghanistan**, **Uzbekistan** and **Turkmenistan**.
* Prepared and submitted inventory records to WFP Rome on regular basis.
* Liaised, coordinated and visited WFP offices for physical verification of assets in **Pakistan, Afghanistan, Uzbekistan and Turkmenistan** and identified unusable/surplus/lost equipment, completed necessary documentation and submitted recommendations for appropriate action to the LPSB/HQLPSB.
* Prepared documents, advertised and disposed off surplus vehicles and other office equipment upon receipt LPSB’s approval.
* Acted as Secretary to the Local Property Survey Board.
* Handled issues related to loss, theft, transfer and sale etc. of WFP equipment.
* Arranged maintenance of office equipment.
* Received and despatched imported good (in Pakistan) including vehicles to Afghanistan after obtaining exemptions from government authorities.
* Hired buildings for offices and guest houses.
* Acted as Agency Security Focal Point and liaised with the security company in arranging security guards for office/private residences of WFP staff and supervised activities of security guards deployed at the office compound.
* Played various roles in WINGS (WFPs online financial management system).

**Achievements:**

* Cases related to vehicles and other office equipment lost during the **Afghanistan conflict and post-conflict periods** got regularized through LPSB (writing off) after processing and obtaining necessary approvals. Special reference to offices destroyed with all assets **in Mazar-e-Sharif** and **Kandahar Afghanistan.**
* Monitored/physically verified capital assets (heavy trucks/vehicles and other non-expendable assets) in **Pakistan, Afghanistan, Uzbekistan and Turkmenistan**, as required and expertise transferred to local staff.
* Finalized and maintained lease agreements of office buildings (4 in Pakistan and 14 in **Afghanistan**).
* Processed export/import permits for vehicles destined to/from/to **Afghanistan**/Pakistan. Special reference shifting of fleet of heavy duty trucks from Afghanistan via Pakistan to Sudan during the Sudan emergency.
* Opening/closing of offices (Turkmenabad, Turkmenistan) in 2003.

**Administrative Assistant (Operations) April 1990 – March 2002):**

**Afghanistan** Rural Rehabilitation Programme United Nations Office for Project Services (**UNOPS**)

Provided support to Operations Manager in running day to day office matters including:

* Supervised drivers pool, registry clerk, photocopier operators, janitorial staff.
* Acquired goods and services for cross border operations and the country office.
* Made travel arrangements for (Afghanistan) missions.
* Handled office security matters related to UNOPS, UNDCP, FAO and UNIDATA (housed in UNOPS compound).
* Handled premises matters – lease agreements of 10 buildings / matters related to cost sharing for rent and utilities among participating agencies.
* Handled office inventory/LPSB matters.
* Assisted in cash transfer to Afghanistan in the absence of banking arrangements in Afghanistan.
* Assisted in conducting tripartite meetings between UN/CO/Government of Afghanistan.
* Assisted in HR matters, conducted test, interviews and processed personnel contracts including international staffing matters.

**Achievements:**

* Support to Afghanistan NGOs (from Pakistan) working inside **Afghanistan** (1990-1994 – post-USSR withdrawal stage) for rehabilitation of canals, roads and bridges, livestock revival and fight against drug abuse.
* Establishment of regional offices in major **cities** of **Afghanistan** (1994-2001) to support Community Based Organizations for rehabilitation works.
* Supported provided for gradual to complete **reopening** of **UNOPS** offices inside **Afghanistan** in 2002.

References:

**Mr. Siamak Moghaddam**, Ex-Chief of UN-Habitat Tehran Office, Iran

Email: siamak131@gmail.com

**Ms. Bella Evidente**, Ex-Country Programme Manager a.i. UN-Habitat Pakistan,

Email: bella\_evidente@yahoo.com

**Mr. John P. Cosgrove**, Ex-Senior Finance & Administration Officer, WFP Afghanistan

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