



Last Modified: 14-10-2024 12:10 PM  
Apply Date: 14-10-2024 12:16 PM

INSTRUCTIONS: Please answer each question clearly and **completely**. Type or print in ink. Read carefully and follow all directions. If you need more space, attach additional pages of the same size. Please attach recent passport-size photograph.

<b>1. Family name (Surname):</b> Syed		<b>First name:</b> Zain		<b>Middle name:</b> Ul		<b>Maiden name, if applicable:</b> Abidin			
<b>2. Date of Birth: (DD-MM-YYYY)</b> Sep 1, 1992		<b>3. Place of birth:</b> MUZAFARABAD (AJK)		<b>4. Nationality at birth:</b> Pakistan		<b>5. Present nationality(ies)</b> Pakistan		<b>6. Sex</b> Male	
<b>7. Height</b> 5ft 9in			<b>8. Weight</b> 92KG			<b>9. Marital status</b> Married			
<b>10. Entry into United Nations service might require assignment and travel to any area of the world in which the United Nations might have responsibilities. Have you any disabilities which might limit your prospective field of work or your ability to engage in air travel?</b> No									
<b>11. Permanent address:</b> Ward No.24, Gojra Bandi, Muzaffarabad, Azad Kashmir  <b>Telephone No.</b> 03455994816  <b>Email Address</b> syedzainulabidin@outlook.com  <b>Domicile</b> Azad Kashmir			<b>12. Present address if different from that indicated in box 11.</b> The Crew Cafe, Habib Commercial Complex, Upper Jail Road, Muzaffarabad  <b>Telephone No.</b> 03455994816			<b>13. Office Telephone no.</b> N/A  <b>Mobile No.</b> 03455994816			
<b>14. Do you have any dependents?</b> Yes									
<b>Name</b>			<b>Date of birth</b>			<b>Relationship</b>			
Maria Batool Gardezi			Nov 17, 1996			Spouse			
Syeda Sarah Zain			Oct 4, 2021			Daughter			
<b>15. Have you taken up legal permanent residence status in any country other than that of your nationality?</b> No					<b>16. Have you taken any steps towards changing your present nationality?</b> No				
<b>17. Are any of your relatives employed by a public international organization or any UN agency or donor agency?</b> No									
<b>18. What is your preferred field of work?</b> Civil Engineering, Project Management									
<b>19. Would you accept employment for less than six months?</b> No									
<b>20. Have you previously submitted an application for employment with U.N.? If so when?</b> I applied for a position in WHO in February 2023, on which I was working up until March 2024.									
<b>21. Languages - List mother tongue first</b>									
	<b>Ability to read</b>			<b>Ability to write</b>			<b>Ability to speak</b>		
	<b>Very good</b>	<b>Good</b>	<b>Weak</b>	<b>Very good</b>	<b>Good</b>	<b>Weak</b>	<b>Very good</b>	<b>Good</b>	<b>Weak</b>
Urdu	X			X			X		
English	X			X			X		
<b>22. Clerical skills (for clerical employment only).</b>									
<b>Indicate speed in words per minute</b>	<b>English</b>		<b>French</b>		<b>Spanish</b>		<b>Other languages</b>		
<b>Typing</b>	45		N/A		N/A		N/A		
<b>Shorthand</b>	60		N/A		N/A		N/A		
<b>List any office machines or equipment you can use below:</b> • Photocopy Machine • Printer • Scanner									

23. EDUCATION: Note Below - Please give exact titles of degrees in original language						
A. University or equivalent (most recent first) of the educational institutions you have attended and other specialized courses. Give the exact name of institution and title of degrees, diplomas, etc. (Please do not translate or equate to other degrees.)						
Name, place and country	Attended	Degree Level	Certificates, Diplomas or Degrees and Academic Distinctions Obtained	Main course of study	Enrollment Status	
Shaheed Zulfiqar Ali Bhutto Institute of Technology (SZABIST), Islamabad, Pakistan	From: Sep 2019 To: Jul 2020	Masters	Master's in Project Management	Project Management	Regular Classes	
Mirpur University of Science and Technology, Mirpur, Azad Kashmir, Pakistan	From: Dec 2010 To: Oct 2014	Bachelors	BSc. Civil Engineering	Civil Engineering	Regular Classes	
B. Schools or other formal training or education from age 14 (e.g. high school, technical school or apprenticeship)						
Name, place and country	Type	Attended	Degree Level	Certificates, Diplomas or Degrees and Academic Distinctions Obtained	Main course of study	Enrollment Status
Government Degree Model Science College, Muzaffarabad, Pakistan	Public	From: Aug 2009 To: Sep 2010	Intermediate	HSSC	Pre-Engineering	Regular Classes
Army Public Schools & Colleges System, Muzaffarabad, Pakistan	Public	From: Jul 2007 To: Jul 2008	Matriculation	SSC	Science	Regular Classes
C. List of trainings with details						
Training Name	Training Institute	Training Completion Year	Training Location			
UN Human Rights Responsibilities	UN	2023	Online			
Prevention of sexual exploitation and abuse (PSEA)	UN	2023	Online			
Safe and Secure Approaches in Field Environments (SSAFE - 292)	UN	2023	Islamabad, Pakistan			
IFAK Life Saver	UN	2023	Islamabad, Pakistan			
Cybersecurity Essentials and Preventing Phishing	UN	2023	Online			
BSAFE	UN	2023	ONLINE			
D. List of skills with details						
Skill Name	Expertise Level					
MS-Word	Excellent					
MS-Excel	Excellent					
MS-PowerPoint	Excellent					
AutoCAD	Excellent					
REVIT	Good					
ETABS	Good					
PRIMAVERA	Excellent					
MS Project	Excellent					
Adobe Illustrator	Excellent					
Adobe Photoshop	Good					
24. List membership of professional societies and activities in civic, public or international affairs						
Pakistan Engineering Council - Professional Engineer (Construction Management)						
Project Management Professional (Trained)						

25. List any significant publications you have written (do not attach them).

N/A

26. EMPLOYMENT RECORD: Starting with your present post, list in reverse order every employment you have had. Use a separate block for each employment. Include also service in the armed forces and note any period during which you were not gainfully employed. If you need more space, attach additional pages of the same size. Give both gross and net salaries per annum for your last or present post.

A.PRESENT POST (LAST POST, IF NOT PRESENTLY IN EMPLOYMENT)

FROM (Month/Year)	TO (Month/Year)	Experience	SALARIES PER ANNUM (gross)		EXACT TITLE OF YOUR POST:	YOUR POST TYPE:
Mar 2023	Mar 2024	1 Year	Starting	Final	Provincial Engineer AJK/GB	Consultant
			4848000	4848000		
NAME OF EMPLOYER: World Health Organization					TYPE OF BUSINESS: United Nations Agency	
ADDRESS OF EMPLOYER: Pakistan, Muzaffarabad					NAME OF SUPERVISOR: Dr. Bushra Shams	
WHO Office, Adjacent Muzaffarabad Sports complex, Muzaffarabad					NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU: None	REASON FOR LEAVING: Contract Ended

**DESCRIPTION OF YOUR DUTIES:**

- Preparation and Documentation:**
  - Develop comprehensive Bills of Quantities (BOQs), technical specifications, and drawings for Nutrition Stabilization Centres (NSCs) and health facilities, ensuring coverage of all required disciplines: architectural, structural, electrical, mechanical, and safety standards.
  - Conduct thorough technical assessments to identify refurbishment requirements and ensure alignment with WHO and donor standards.
- Tendering and Contractor Engagement:**
  - Assist in the tendering phase by responding to all contractor queries during the procurement process and analyzing technical offers to ensure alignment with prepared tender documents.
  - Maintain effective communication with stakeholders, including district health officials and contractors, to facilitate approvals, permits, and coordinated project implementation.
- Quality Assurance and Compliance:**
  - Control the quality of refurbishment works related to civil, plumbing, and electrical engineering, ensuring compliance with drawings, scope of work (SOW), technical specifications, and BOQs.
  - Regularly monitor infrastructure activities to ensure progress aligns with planned timelines and quality standards, reporting any issues or constraints to the supervisor.
- Project Coordination and Management:**
  - Coordinate with contractors to ensure smooth execution of works and prepare schedules to verify timetables and progress.
  - Record the workforce and work completed by the contractor, ensuring construction materials align with SOW and BOQ.
- Payments and Documentation:**
  - Certify payment certificates submitted by contractors based on quantities verified on-site and assist in measuring contractors works to ensure accuracy.
  - Properly check and verify contractor completion certificates and maintain accurate records of daily activities in standard monitoring tools.
- Progress Reporting:**
  - Provide daily and weekly updates to relevant teams (Mission/Program/Procurement) and draft progress reports for both internal and external stakeholders.
  - Highlight any works not meeting timelines or quality standards and suggest solutions to address challenges.
- Quality Control and Risk Management:**
  - Support the development of indicators for quality control on-site and ensure all construction-related documents are prepared for internal and external use.
  - Assist in the design of a construction planning system, including site plans, layout, cost estimations, and budget analysis, while ensuring all materials used comply with the established standards.
- Finalization and Handover:**
  - Ensure all refurbishment works meet satisfactory standards before authorizing final payments and arrange for preliminary handover between contractors and district health officials.

**SUMMARY OF ACHIEVEMENTS:**  
 Successfully Completed the Renovation works in over 100 Health Facilities in 5 Months.

**B.PREVIOUS POSTS (IN REVERSE ORDER - I.E. MOST RECENT POSTS FIRST)**

FROM	TO	Experience	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:	YOUR POST TYPE:
(Month/Year)	(Month/Year)	3 Years, 10 Months	Starting (gross)	Final (gross)	Project Engineer	Contract
May 2019	Mar 2023		1200000	1200000		
NAME OF EMPLOYER: CENTRAL DESIGN OFFICE AJK					TYPE OF BUSINESS: Government	
ADDRESS OF EMPLOYER: Pakistan, Muzaffarabad					NAME OF SUPERVISOR: Engr. Khurram Maqsood	
Central Design Office, District Complex Muzaffarabad					NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:	REASON FOR LEAVING:
					None	Better opportunity

**DESCRIPTION OF YOUR DUTIES:**

- Ensure comprehensive Project Quality Control Documentation preparation, integrating seismic resilience considerations, including Activities Checklist, Concrete & Steel Tests, and seismic design verification.
- Prepare bar bending schedules, monitor steel bar laying process, and recommend seismic-resistant materials for foundations, columns, shear walls, beams, and slabs.
- Review all layouts, emphasizing seismic resilience in structural, architectural, and HVAC drawings.
- Conduct site visits for inspection of completed and ongoing works, with a focus on seismic design adherence.
- Ensure execution of construction procedures aligns with seismic-resistant specifications and Pakistan Engineering Council (PEC) regulations.
- Prepare work orders for subcontractors, supervising them to ensure adherence to seismic resilience standards and track their progress.
- Coordinate with consultants, contractors, and construction teams to assess contract costs and feasibility factors, with specific emphasis on seismic-resistant designs.
- Implement project management documentation processes, incorporating seismic risk management plans, progress tracking, and reporting.
- Collaborate with stakeholders to integrate seismic resilience into project design and construction phases.
- Monitor project progress, identifying and addressing seismic-related challenges to ensure timely completion.
- Facilitate communication among project teams regarding seismic design requirements and updates.
- Ensure compliance with PEC regulations and seismic building codes throughout the project lifecycle.
- Coordinate with seismic engineering experts to assess and improve project designs for enhanced earthquake resilience.
- Engage with the State Disaster Management Authority (SDMA) to devise strategies for efficient response and recovery in earthquake-prone areas.
- Prepare comprehensive reports documenting seismic design considerations, implementation processes, and outcomes.

**SUMMARY OF ACHIEVEMENTS:**

Completion Documentation and Design of:

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- Â Kashmir Highway - 121 Km
- Jhing Dowarian Corridor - 137 Km
- Mirpur District Housing Authority Phase IIÂ

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FROM	TO	Experience	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:	YOUR POST TYPE:
(Month/Year)	(Month/Year)	1 Year, 7	Starting (gross)	Final (gross)	Civil Site	Contract
Sep 2017	May 2019	Months	85000	135000	Engineer	
NAME OF EMPLOYER: Siyahkalem Engineering Construction Industry and Trade Inc.					TYPE OF BUSINESS: Construction	
ADDRESS OF EMPLOYER: Pakistan, Islamabad					NAME OF SUPERVISOR: Cengiz UTKU	
H 259-a Street 77 F11/1. ISLAMABAD / PAKISTAN					NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU: 6 Sub-Engineers	REASON FOR LEAVING: Project Closed

**DESCRIPTION OF YOUR DUTIES:**

- Responsible for overseeing all site activities for the Construction of District Complex Rawalakot project, ensuring adherence to project timelines, quality standards, and safety protocols.
- Manage and mentor junior staff, assigning responsibilities and providing guidance to ensure efficient project execution.
- Conduct regular site visits to monitor progress and ensure the quality of works according to approved specifications, with a focus on seismic resilience.
- Demonstrate execution procedures to associate engineers and site supervisors, emphasizing seismic-resistant construction techniques and best practices.
- Thoroughly study and analyze BOQs, drawings, technical specifications, and contract documents to ensure accurate execution of works in compliance with seismic building codes and standards, including ACI, ASTM, and Pakistan building codes with earthquake provisions.
- Coordinate effectively with consultants and the site team throughout the project lifecycle, facilitating seamless communication and addressing any challenges or discrepancies that arise during execution works.
- Demonstrate strong problem-solving skills, promptly identifying and addressing issues to provide the best possible solutions in alignment with site requirements and seismic resilience principles.
- Implement methods and building codes specific to seismic zone 3, ensuring strict adherence to seismic-resistant construction techniques and safety measures to mitigate earthquake risks.
- Handle project planning, scheduling, and tracking responsibilities, ensuring efficient allocation of resources, timely progress, and adherence to project milestones, with a specific emphasis on earthquake resilience measures.
- Utilize project management tools and techniques to develop comprehensive project plans, including detailed schedules, resource allocation plans, and risk management strategies, considering the unique challenges posed by the project's location in seismic zone 3.
- Monitor project progress closely, tracking key performance indicators, and implementing corrective measures as necessary to ensure project objectives are met within specified timeframes and budget constraints, with a focus on seismic resilience.
- Collaborate with stakeholders to integrate seismic resilience considerations into project planning and execution, conducting thorough risk assessments and implementing appropriate measures to enhance the project's resilience to earthquakes.
- Regularly update project stakeholders on progress, milestones achieved, and any deviations from the project plan, ensuring transparency and effective communication throughout the project lifecycle.
- Prepare comprehensive reports documenting project activities, achievements, challenges, and recommendations, with a specific focus on seismic resilience measures implemented and their impact on project outcomes.
- Continuously evaluate and refine project management processes and methodologies to optimize project performance and ensure the successful delivery of the Construction of District Complex Rawalakot project.

**SUMMARY OF ACHIEVEMENTS:**

I was responsible for all the structural and civil works carried out on all 52 Buildings in the project. I successfully completed all responsibilities within time and got all the approvals from the consultant ahead of schedule.Â

FROM	TO	Experience	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:	YOUR POST TYPE:
(Month/Year)	(Month/Year)	2 Years, 7 Months	Starting (gross)	Final (gross)	Central Design Office, AJK	Contract
Dec 2014	Jun 2017		45000	78000		
NAME OF EMPLOYER: Central Design Office, AJK					TYPE OF BUSINESS: Construction Design	
ADDRESS OF EMPLOYER: Pakistan, Muzaffarabad					NAME OF SUPERVISOR: Engr. Rizwan Saleem	
District Complex Muzaffarabad AJK					NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:	REASON FOR LEAVING:
					2 Sub-Engineers	Better Opportunity

**DESCRIPTION OF YOUR DUTIES:**

- Ensure comprehensive Project Quality Control Documentation preparation, integrating seismic resilience considerations, including Activities Checklist, Concrete & Steel Tests, and seismic design verification.
- Prepare bar bending schedules, monitor steel bar laying process, and recommend seismic-resistant materials for foundations, columns, shear walls, beams, and slabs.
- Review all layouts, emphasizing seismic resilience in structural, architectural, and HVAC drawings.
- Conduct site visits for inspection of completed and ongoing works, with a focus on seismic design adherence.
- Ensure execution of construction procedures aligns with seismic-resistant specifications and Pakistan Engineering Council (PEC) regulations.
- Prepare work orders for subcontractors, supervising them to ensure adherence to seismic resilience standards and track their progress.
- Coordinate with consultants, contractors, and construction teams to assess contract costs and feasibility factors, with specific emphasis on seismic-resistant designs.
- Collaborate with stakeholders to integrate seismic resilience into project design and construction phases.
- Monitor project progress, identifying and addressing seismic-related challenges to ensure timely completion.
- Facilitate communication among project teams regarding seismic design requirements and updates.
- Ensure compliance with PEC regulations and seismic building codes throughout the project lifecycle.
- Coordinate with seismic engineering experts to assess and improve project designs for enhanced earthquake resilience.
- Engage with the State Disaster Management Authority (SDMA) to devise strategies for efficient response and recovery in earthquake-prone areas.
- Prepare comprehensive reports documenting seismic design considerations, implementation processes, and outcomes.

**SUMMARY OF ACHIEVEMENTS:**

- 200 beds hospital, Rawalakot
- Retro-Fitting of Supreme Court Building, Muzaffarabad
- Feasibility for Khorl Tunnel, Muzaffarabad

**27. Have you any objections to our making inquiries of:**

**(a) your present employer?**

No

**(b) previous employers?**

No

**28. ARE YOU NOW, OR HAVE YOU EVER BEEN, A PERMANENT CIVIL SERVANT IN YOUR GOVERNMENT'S EMPLOY?**

No

**29. References: Please list 3 references that we may contact and that can attest your work history, qualifications and familiar with your character. You can include present or past supervisors (mandatory), peers, mentors or thesis advisors, but please do not list any family members.**

FULL NAME	POSITION	ORGANIZATION	TELEPHONE/MOBILE	EMAIL
Dr. Bushra Shams	Head Of Office	WHO	+923348502112	shamsb@who.int
Salih Inci	Construction Manager	Siyah Kalem Engineering Construction & Trade Co.	+905322459960	salihinci@siyahkalem.com
Engr. Khurram Maqsood	Director Design & Planning	Central Design Office	+923005069848	km.awan35@gmail.com

**30. STATE ANY OTHER RELEVANT FACTS IN SUPPORT OF YOUR APPLICATION. INCLUDE INFORMATION REGARDING ANY RESIDENCE OUTSIDE THE COUNTRY OF YOUR NATIONALITY**

N/A

**31. HAVE YOU EVER BEEN ARRESTED, INDICTED, OR SUMMONED INTO COURT AS A DEFENDANT IN A CRIMINAL PROCEEDING, OR CONVICTED, FINED, OR IMPRISONED FOR THE VIOLATION OF ANY LAW (EXCLUDING MINOR TRAFFIC VIOLATIONS)?**

No

**32. I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a UN Personal History form or other document requested by the Organization renders a staff member of the United Nations liable to termination or dismissal.**

Yes

**Note:** You may be requested to provide documentary evidence of the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the originals of any references, testimonials or certificates of academic achievement unless they have been obtained for the sole use of UN.