

## United Nations Mission in Liberia

**Performance Appraisal Review (PAR) for UN Volunteers**

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| Name (last, first, middle) and UNV ID no.:<br>Popovici Andrei Mihai, UNV 000607 | Nationality:<br>Romanian                       | Entry on duty date:<br>21/09/2006                       |
| UNV functional title:<br>IT Assistant-Developer                                 |  | Duty station within UNMIL mission area:<br>Monrovia     |
| Section:<br>CITS-App.Dev  | Telephone ext. or mobile no.:<br>4489/05319363 | Period covered by this report:<br>01/11/2007-30/06/2008 |

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| Supervisor's Name:<br>Angela Hariche | Title:<br>Supervisor-App.Support&Dev. | Section:<br>CITS |
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Note: This exercise is meant to be jointly discussed and completed by the UN Volunteer and his/her supervisor, thus providing both the opportunity to comment and reflect on the UN Volunteer's overall work, living and other conditions relating to his/her assignment with UNMIL. Part I is to be completed by the UN Volunteer, Part II and if applicable Part III, are to be completed by the direct supervisor. Part IV is for comment, as necessary, by the Supervisor, Section Chief and/or UNV Support Office. Part V is for additional comment by the UN Volunteer if desired. Part VI is for signing by all parties, and submission to the UNV Support Office. Copies of the report will be kept in the personnel files of the UN Volunteer for institutional memory and/or future review if/when required.

**PART I: TO BE COMPLETED BY THE UN VOLUNTEER**

1. Please comment on the technical/programming, administrative or other professional support aspects of your assignment. Do you feel adequately supported? What other support would like to see improved? I want to thank UNV Support Office in UNMIL for the full support I received with several occasions. Examples of support I received:
  - 1) UNV certificate of employment;
  - 2) Assistance and travel rearrangements in relation to sickness that occurred during the leave period.
2. Describe briefly your major responsibilities and duties during the period under review. Were your Terms of Reference clear, and are your duties clearly defined and explained? What so far has been the most challenging aspect of your work? Please use and attach additional paper if required.

Over the past 6 months , as an IT Assistant-Developer, I have been involved in 2 major projects, that turned out to be real challenges.

Thus, my major responsibilities and duties during this period were:

- 1) IT Web and Windows Applications Developer for Microsoft .NET 2.0 technology.
- 2) Questionnaire design, launch and data processing using EFM web platform( Enterprise Feedback Manager) recently implemented in United Nations DPKO system. Initially, an Introductory EFM Training course was provided.
- 3) Develop a web application prototype of UNMIL Telephone Directory with enhanced facilities, using ASP.NET 2.0.
- 4) Develop and support various Access small applications to automate certain processes.  
Ex: Application for Check In Process, RIA.
- 5) Power Point Presentations.

My terms of reference were clearly defined and explained.



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The most challenging aspect of my work was to compile the needs and develop accordingly the prototype for UNMIL Telephone Directory. I want to express here my thanks and acknowledgment for the pertinent suggestions I received from my supervisor, Angela Hariche and my colleagues during the meetings we had related to this team effort.

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PART II: TO BE COMPLETED BY THE UN VOLUNTEER'S DIRECT SUPERVISOR

3. Please comment on the UN Volunteer's responses to Part I and comment on any aspects of the UN Volunteer's assignment that merits particular attention. Please feel free to attach additional paper.

Andrei has been a great member of the Applications team and we really appreciate all of the hard work he has done on all of the Applications he was in charge of. He has been an asset and his work and personality will be missed.

4. For each of the following, please rate as precisely as possible according to the following scale and provide comment (compulsory). The descriptors offer areas of possible consideration for the determination of ratings.

U = Unsatisfactory

D = Developing

C = Competent

FC = Fully Competent

O = Outstanding

CORE VALUES

| RATING | SPECIFIC PERFORMANCE RELATED COMMENT |
|--------|--------------------------------------|
|--------|--------------------------------------|

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|   | RATING | SPECIFIC PERFORMANCE RELATED COMMENT  |
|---|--------|---|
| <b>1. COMMUNICATION</b>   | FC     | <p>Andrei worked not only with UNMIL but also often with HQ. He worked hard to get the job done with transparency and a keen interest.</p>  |
| <p>Speaks and writes clearly and effectively.</p> <p>Listens to others, correctly interprets messages from others and responds appropriately.</p> <p>Asks questions to clarify, and exhibits interest in having two-way communication.</p> <p>Tailors language, tone, style, and format to match the audience.</p> <p>Demonstrates openness in sharing information and keeping people informed.</p> |        |   |
| <b>2. TEAMWORK / INTERPERSONAL SKILLS</b>   |        | <p>Works collaboratively with colleagues to achieve organizational goals.</p> <p>Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others.</p> <p>Places team agenda before personal agenda.</p> <p>Builds consensus for task purpose and direction with team members.</p> <p>Supports and acts in accordance with final group decisions, even when such decisions may not entirely reflect own position.</p> <p>Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.</p> |
| <b>3. PLANNING AND ORGANIZING / WORKING UNDER PRESSURE</b>  | FC     | <p>Andrei worked hard on his time management skills. He succeeded in being</p>  |

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| <b>1. INTEGRITY</b>  | FC | Even in the difficult stages of Applications development, Andrei conducted himself with integrity and professionalism. |
| Upholds the Rules of Conduct for International UNV Specialists   |    |  |
| Demonstrates the values of the United Nations, including impartiality, fairness, honesty and truthfulness, in daily activities and behaviours. |    |  |
| Acts without consideration of personal gain.   |    |  |
| Resists undue political pressure in decision-making.   |    |  |
| Does not abuse power or authority.   |    |  |
| Stands by decisions that are in the Organization's interests even if they are unpopular.   |    |  |
| Takes prompt action in cases of unprofessional or unethical behaviour.   |    |  |
| <b>2. PROFESSIONALISM/QUALITY OF WORK</b>  | FC | Andrei definitely shows pride in his work and that of his colleagues. He is a team player.                             |
| Professional knowledge/skills  |    |  |
| Shows pride in work and achievements.  |    |  |
| Demonstrates professional competence and mastery of subject matter.  |    |  |
| Is conscientious and efficient in meeting commitments, observing deadlines and achieving results.  |    |  |
| Is motivated by professional rather than personal concerns.  |    |  |
| Shows persistence when faced with difficult problems or challenges.  |    |  |
| Remains calm in stressful situations.  |    |  |
| <b>3. RESPECT FOR DIVERSITY/GENDER</b>   | FC | In a Unit with 11 members of 11 nationalities, Andrei respects and works well with all.                                |
| Works effectively with people from all backgrounds.  |    |  |
| Treats all people with dignity and respect.  |    |  |
| Treats men and women equally.  |    |  |
| Shows respect for, and understanding of, diverse points of view and demonstrates this understanding in daily work and decision making.         |    |  |
| Examines own biases and behaviours to avoid stereotypical responses.   |    |  |
| Does not discriminate against any individual or group.   |    |  |
| Includes a gender perspective in substantive work.   |    |  |

COMPETENCIES

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| <p>Develops clear goals that are consistent with agreed strategies. Identifies priority activities and assignments: adjusts priorities as required.</p> <p>Allocates appropriate amount of time and resources for completing work (volume of work).</p> <p>Foresees risks and allows for contingencies when planning.</p> <p>Monitors and adjusts plans and actions as necessary.</p> <p>Uses time efficiently.</p> <p>Willing to volunteer for additional duties.</p> <p>Ability to maintain quality of work.</p> |  | <p>able to communicate to his peers and supervisor his workload, pressures and ability to meet deadlines.</p> |
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**4. JUDGEMENT/DECISION-MAKING**

Identifies the key issues in a complex situation, and comes to the heart of the problem quickly.

Gathers relevant information before making a decision.

Considers positive and negative impact on others and on the Organization.

Proposes a course of action or makes a recommendation based on all available information.

Checks assumptions against facts.

Determines that the actions proposed will satisfy the expressed and underlying needs for the decision.

Makes tough decisions when necessary.

FC

Andrei has the ability to troubleshoot quickly and effectively.

**5. BUILDING TRUST**

Operates with transparency, has no hidden agenda.

Places confidence in colleagues, staff members and clients.

Gives proper credit to others.

Follows through on agreed actions.

Treats sensitive or confidential information appropriately.

FC

We, in the Unit relied on Andrei a lot during the Development cycle. He always came though well and honestly.

PART III: SUPERVISORY COMPETENCIES. Complete as relevant, noting that some points may be applicable even though the staff member is not working directly as a Supervisor.

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|   | RATING | SPECIFIC PERFORMANCE RELATED COMMENT  |
|---|--------|---|
| <p><b>1. MANAGING/SUPERVISING PERFORMANCE</b></p> <p>Delegates the appropriate responsibility, accountability and decision-making authority.</p> <p>Makes sure that roles, responsibilities and reporting lines are clear to each staff member.</p> <p>Accurately judges the amount of time and resources needed to accomplish a task and matches task to skills.</p> <p>Monitors progress against milestones and deadlines.</p> <p>Regularly discusses performance and provides feedback and coaching to staff.</p> <p>Encourages risk-taking and supports staff when they make mistakes.</p> <p>Actively supports the development and career aspirations of staff.</p> <p>Appraises performance fairly.</p> |        | <p>• Delegates the appropriate responsibility, accountability and decision-making authority.</p> <p>Makes sure that roles, responsibilities and reporting lines are clear to each staff member.</p> <p>Accurately judges the amount of time and resources needed to accomplish a task and matches task to skills.</p> <p>Monitors progress against milestones and deadlines.</p> <p>Regularly discusses performance and provides feedback and coaching to staff.</p> <p>Encourages risk-taking and supports staff when they make mistakes.</p> <p>Actively supports the development and career aspirations of staff.</p> <p>Appraises performance fairly.</p> |
| <p><b>2. LEADERSHIP</b></p> <p>Serves as a role model that other people want to follow.</p> <p>Empowers others to translate vision into results.</p> <p>Is proactive in developing strategies to accomplish objectives.</p> <p>Establishes and maintains relationships with a broad range of people to understand needs and again support.</p> <p>Anticipates and resolves conflicts by pursuing mutually agreeable solutions.</p> <p>Shows the courage to take unpopular stands.</p>   |        | <p>Serves as a role model that other people want to follow.</p> <p>Empowers others to translate vision into results.</p> <p>Is proactive in developing strategies to accomplish objectives.</p> <p>Establishes and maintains relationships with a broad range of people to understand needs and again support.</p> <p>Anticipates and resolves conflicts by pursuing mutually agreeable solutions.</p> <p>Shows the courage to take unpopular stands.</p>   |
| <p><b>3. EMPOWERING OTHERS</b></p> <p>Delegates responsibility clarifies expectations and gives staff autonomy in important areas of their work.</p> <p>Encourages others to set challenging goals.</p> <p>Holds others accountable for achieving results related to their area of responsibility.</p> <p>Genuinely values all staff members' input and expertise.</p> <p>Shows appreciation and rewards achievement and effort.</p> <p>Involves others when making decisions that</p>  |        | <p>Delegates responsibility clarifies expectations and gives staff autonomy in important areas of their work.</p> <p>Encourages others to set challenging goals.</p> <p>Holds others accountable for achieving results related to their area of responsibility.</p> <p>Genuinely values all staff members' input and expertise.</p> <p>Shows appreciation and rewards achievement and effort.</p> <p>Involves others when making decisions that</p>   |

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affect them.

**4. BUILDING TRUST(AS A MANAGER/SUPERVISOR)**

Provides an environment in which others can talk and act without fear or repercussion.

Manages in a deliberate and predictable way.

4. Do you recommend the UN Volunteer for an extension of his/her current assignment? If the UN Volunteer is completing assignment, do you recommend him/her for service in a similar UN assignment elsewhere? If no to either question, please clearly state your reasons why not. Andrei is leaving us for another position in his home country. However, I do recommend him for similar service in a UN assignment.

5. This Performance Appraisal Report (PAR) should be the culminating point of a continuous performance guidance and assessment. Please indicate to what extent the UN Volunteer's performance has been periodically or continuously discussed, as follows:

Have such discussions taken place?

YES                    NO

Have such discussions taken place in connection with this report?

YES                    NO

**PART IV: TO BE COMPLETED BY THE SECTION CHIEF**

Please comment on the responses to Parts I (volunteer), II (supervisor) above, or any other aspect of the UN Volunteer's assignment.

Andrei's contribution to the application has been very useful. He has excellent technical skills and proven to be an excellent application developer. I recommend him for post as a civilian staff in the United Nations.

**PART V: TO BE COMPLETED BY THE UNV SUPPORT OFFICE**

Please comment on the responses to Parts I (volunteer), II (supervisor) and III (Section Chieft) above, or any other aspect of the UN Volunteer's assignment.

*UNV Andrei is highly respected and appreciated for his technical skills in Information Technology. He has a good sense of humor and a friendly personality*  
*Olayemi*

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## PART VI: ADDITIONAL COMMENT, IF REQUIRED, BY THE UN VOLUNTEER

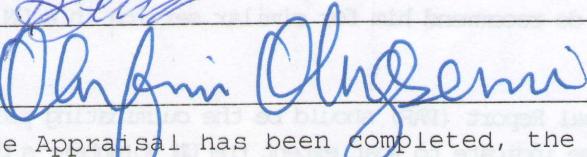
Please add any final comment you may have regarding your supervisor's or the UNV Support Office's comments, or any other aspect of your assignment. If you are finishing your assignment, please also state the reasons for non-extension (e.g. completion of assignment duties, family matters, previous/next employment opportunity, dissatisfaction with UNV assignment, etc.). Please use and attach additional paper if required.

## PART VII: SIGNATURES BY ALL PARTIES (Return to UNV Support Office)

UN Volunteer:  Date: 10 June 2008

Supervisor Name & Department:  Date: 10 June 2008

Chief of Section:  Date: 10 June 2008

UNV Programme Manager:  Date: 26/06/08

After the Performance Appraisal has been completed, the UN Volunteer must sign the original of the report and be given a copy. The signature merely acknowledges receipt and does not necessarily indicate agreement with the evaluation contained in the report. Within one month of receipt of this report, the UN Volunteer may submit a brief written explanation or rebuttal.