



# UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

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VIENNA INTERNATIONAL CENTRE

P.O. BOX 300, A-1400 VIENNA, AUSTRIA

TELEPHONE: 211 310 TELEGRAPHIC ADDRESS: UNIDO VIENNA TELEX: 135612 uno a FAX: 232156

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## TO WHOM IT MAY CONCERN

This is to certify that Mr. Gijsbert van MANEN (Netherlands) was employed as Junior Professional Officer by the United Nations Industrial Development Organization (UNIDO) and the United Nations Development Programme (UNDP) from 18 November 1989 to 17 November 1991 in Kuala Lumpur, Malaysia.

Under the overall supervision of the UNDP Resident Representative, Mr. van Manen assisted in the elaboration of UNIDO projects as well as following up with Government officials pending matters related to UNIDO technical assistance in Malaysia.

Mr. van Manen was a dedicated and reliable staff member who completed his assignment to the complete satisfaction of all concerned. His pleasant personality, his good relationship with his colleagues and his valuable contribution enabled him to become a most effective team member.

A handwritten signature in dark ink, appearing to read "H. Pichler".

H. Pichler  
Director

Special Measures and Activities Division  
Department for Programme and Project Development

Vienna, 30 October 1991



FIXED-TERM - 200 Series of Staff Rules

LETTER OF APPOINTMENT

To: **Mr. Gijsbert J. van Manen,**

You are hereby offered a **fixed term (Intermediate)** APPOINTMENT on a UNITED NATIONS DEVELOPMENT PROGRAMME assignment, in accordance with the terms and conditions specified below and subject to the provisions of the Staff Regulations and of the 200 Series of the Staff Rules together with such amendments as may from time to time be made to such Staff Regulations and such Staff Rules. A copy of the Staff Regulations and of the Staff Rules relevant to your type of appointment is transmitted herewith.

- \*1. Department: UNITED NATIONS DEVELOPMENT PROGRAMME
- Title: **Junior Professional Officer (UNIDO)**
- Official Duty Station: **Kuala Lumpur, Malaysia**
- Assessable Salary: **\$30,034.00** gross per annum  
(equivalent to Level 1 Step IV)  
which, after United Nations assessment, gives an approximate net salary of **\$22,971.00** per annum.
- Effective Date of Appointment: **16 November 1990**

2. Allowances

The salary shown above does not include any allowances to which you may be entitled.

3. Tenure of Appointment

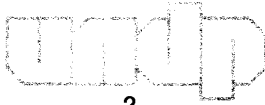
This appointment is for a fixed term of **one year** from the effective date of appointment shown above. It therefore expires without prior notice on the **fifteenth** day of **November 1991**.

This appointment may be terminated prior to its expiration date in accordance with the relevant provisions of the United Nations Staff Regulations and Staff Rules in which case the Administrator of the United Nations Development Programme will give one month's written notice.

Should your appointment be thus terminated, the Administrator will pay such indemnity as may be provided for under the relevant United Nations Staff Regulations and Staff Rules. (The normal expiration of the appointment at its term does not require the payment of any indemnity.)

NOTE: The information entered under para. 1 of this Letter of Appointment reflects the function, level, etc., applicable on its effective date. Any changes in these items will be published in a Personnel Action (P.5 form) and not by an amendment to this document.





There is no entitlement to either a period of notice or an indemnity payment in the event of summary dismissal for serious misconduct. This appointment carries no expectancy of renewal or of conversion to any other type of appointment in any activity of the United Nations Development Programme.

4. Information Note

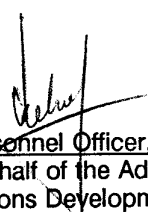
Your particular attention is drawn to Staff Regulation 3.3 relating to the Staff Assessment Plan and to the Regulations and Rules relating to the United Nations Joint Staff Pension Fund.

5. Special Conditions

The following will be excluded from the terms of your appointment which is limited to service with UNDP in the capacity of Junior Professional Officer:

- (a) Staff Rule 206.1 - Participation in the United Nations Joint Staff Pension Fund.
- (b) Staff Rules 205.2 and 207.11 - Entitlement to Home Leave except if you serve in a 12-month duty station (i.e., a duty station designated by the International Civil Service Commission as having very difficult conditions of life and work);
- (c) Staff Rule 207.20, except for paragraphs (a), (b) and (c). However, you are entitled to unaccompanied shipment of household goods and personal effects up to a maximum of 600 kilos net by surface in respect of yourself, 250 kilos for your primary dependent, and 150 kilos for each accompanying dependent child (or half by airfreight), upon appointment and repatriation travel.


NOV 23 1990  
Date

  
V. Rohini De Silva, Personnel Officer, Division of Personnel  
On behalf of the Administrator  
United Nations Development Programme

To: Administrator, United Nations Development Programme

I hereby accept the appointment described in this letter, subject to the conditions therein specified and to those laid down in the Staff Regulations and in the 200 Series of the Staff Rules. I have been made acquainted with these Regulations and Rules, a copy of which has been transmitted to me with this letter of appointment.

4 December 1990  
Date

  
Signature of Appointee



## PERFORMANCE REVIEW REPORT

For use in the 1990 transition between the PRR and the PAR systems

Name: <u>BERT VAN MANEN</u>	Grade/level <u>JPO</u>
Duty Station: <u>KUALA LUMPUR</u>	Bureau/Division: <u>RBAP</u>
Period covered by this report: from <u>1 January 1991</u> to <u>30 October 1991</u>	

**Section 1. To be completed by the Staff Member. Attach your job description. In the space below (a) comment on how well your job description describes your job and if necessary write below the extra duties that you have handled (b) write the number of people directly reporting to you (c) comment on discussions held with your supervisor on your performance, with your own self-evaluation.**

My job description is the one attached to "the agreement between UNDP and UNIDO concerning the JPO programme" of 23 February 1990. My actual tasks strongly exceeded those put in the job description. I did a lot of work for the preparation of the Fifth UNDP Country Programme for Malaysia and dealt with many projects other than UNIDO's.

I supervised one secretary/EDP assistant. I frequently discussed my performance with my supervisor. Within the limitations of the job, I believe I made my assignment a success.

**Section 2. To be completed by the immediate supervisor. In the spaces below, comment briefly on the staff member's level of performance related to the performance facts specified:**

**A. JOB KNOWLEDGE AND COMPETENCE: (e.g. technical and procedural knowledge; application of knowledge, accuracy and reliability; analytical ability; communications skills; proficiency in working language(s))**

The knowledge and application of all technical activities in accordance with UNDP policies and procedures involved in fulfilling programme and management activities is practised by the staff member. He has remarkable analytical ability, which resulted in expansion of UNDP activities in the industrial sector. His proficient knowledge of English allows him to communicate and negotiate effectively and competently.

Rating:  : Excellent  : Very Good  : Good  : Below Standard  : Unsatisfactory

**B. EFFECTIVENESS: (e.g. organisation of work; output; timeliness; resourcefulness; judgement; extent of supervisor required)**

The overall output of the industrial sector in the Programme Section is remarkable. Mr. Bert van Manen's resourcefulness and analytical judgement of programme activities sums up the effective capabilities of the staff member thus the supervision of his activities is less required.

Rating:  : Excellent  : Very Good  : Good  : Below Standard  : Unsatisfactory

**C. SENSE OF RESPONSIBILITY: (e.g. conscientiousness, team spirit; initiative; willingness to assume additional responsibilities; commitment to UN principles).**

Deeply committed to UN principles, the staff member readily demonstrates his willingness to assume added responsibilities. The team spirit and initiative shown by the staff member are, in general, very good.

Rating:  : Excellent  : Very Good  : Good  : Below Standard  : Unsatisfactory

**D. PERFORMANCE AS A SUPERVISOR:** (e.g ability to motivate, develop guide and direct; ability to appraise the work of others; effectiveness of unit supervised - indicate number of staff supervised. )

As stated in No. 2 (effectiveness), the staff member is well organized and effective. He has created a high standard on the quality of work under his responsibilities. He supervises only one staff member (Secretary). The staff member motivated his subordinate and helped her to expand her knowledge thus easier attaining the planned goals.

Rating :  : Excellent  : Very Good  : Good  : Below Standard  : Unsatisfactory

**E. OTHER PERFORMANCE FACTORS:** in addition to the above, you may wish to comment on factors such as: adaptability to changes in working conditions and/or environment, performance under pressure, work relations in the office and on the outside; negotiating skills; leadership qualities.

The staff member adapted himself very well to the working conditions in Malaysia. He may perform under pressure very well. His working relations in the office and on the outside are excellent. He is very conversant with computers. The staff member's assignment in Malaysia was a very successful one.

**Section 3. Overall Rating** (to be completed by the immediate supervisor). Check ONE of the following

- A staff member whose performance is consistently outstanding.
- An excellent staff member whose performance exceeds expected standards
- A competent and well-qualified staff member whose performance meets expected standards.
- A staff member whose performance does not meet expected standards in all respects.
- A staff member whose performance is unsatisfactory.

Name and title of supervisor Dusanka Elez  
Assistant Regional Representative

Signature Dusanka Elez Date 28 October 1991

**Section 4. Comments by Resident Representative or Unit Head:**

I am very pleased to fully endorse Ms. Elez' objective evaluation of Mr. Bertvan Manen's performance in this Office.

Name and Title Carl-Erik Wiberg  
Regional Representative

Signature [Signature] Date 28 October 1991

Copy of report received: Signature of Staff member:

[Signature] Date 29 Oct 1991

undp



U.N.D.P.  
TRAVEL SERVICES SECTION  
1992 MAR 13 P 3:08

SEPARATION NOTIFICATION NO. 2

To: Ms. Corazon Ago, Chief  
UN Payroll Section  
Office of Financial Service

Date: 3 March 1992  
REF : VAN MANEN, G.(PE)  
EXT 5237/DC1-1886

Through: *Claude Sabau*  
Mr. Alan M. Potter, Chief  
UNDP Accounts Section  
Division of Finance

Through: *[Signature]*  
Mr. Abdalla Odeh, Chief  
UNDP Travel Services Section  
Division of Administrative & Management Services

From: *Beverly Grant*  
Beverley Grant, Senior Personnel Assistant  
Administration Section, Division of Personnel

Subject: Final Payroll Clearance Action - Form P.35 No. UNDP/91/6570

Name: VAN MANEN, Gijsbert

Index: 525120

Duty Station: Kuala Lumpur, Malaysia

COB: 15 November 1991

..... Attached please find Form P.35 with attachments of the above-named staff member.

I should be grateful if the final entitlements could be released as soon as possible.

cc: ✓ Staff Member (with copy of P.35)  
UN Payroll Section (advanced copy P.35 only)  
UNJSPF (with copy 4 of P.35, as applicable)  
PE File

.cbn

RECEIVED

MAR 25 1992

ASIA UNIT  
Administration Section  
Division of Personnel

