


UNITED NATIONS NATIONS UNIES
FIELD OPERATIONS PERFORMANCE APPRAISAL FORM

Name (last, first, middle) OLER, Eddy	EOD in UN service: 27/12/99	EOD in mission: 9/9/00
Category/Grade/Level/Functional title in mission: Engineer P-3/A	Type of Appointment: Appointment of Limited Duration	
Name of Mission: UNMEE	Parent Dept./Off.(if applicable): UNMEE	Period Covered by this Report: 9/9/2000 – 8/3/2002

PART I: TO BE COMPLETED BY THE STAFF MEMBER ON MISSION SERVICE

1. Describe briefly your major assignments during the period under review; were they clearly defined and explained?

Responsible for all engineering works and maintenance operations in all sectors of UNMEE mission area outside mission HQ and Logistics base.

- **This included; Managing a team of Sector Engineers and administrative staff,**
- **Produce programs for work in sectors,**
- **Liaison with military units in sectors with regard to maintenance of services and provision of new works,**
- **Carried out surveys of camps, MilObs Team Sites, Sector HQ's and designs and carryout improvements, Costs and obtains budgetary approval for works within area of responsibility, preparing statement of work, drawings and technical evaluations for construction projects, financial responsibility for all sector construction works.**
- **Evaluate, approve and provide materials assistance were needed to the Military Construction Engineer Company for their tasks, Provide mobility, Survivability and General construction engineering support to the mission.**

Over and above my regular function as Chief Engineering Operations duties:

- **March 2001 in cooperation with Mr. Kyoung-Soo Eom (Engineering Section UNHQ) engaged in preparation of budget proposal and accommodation plan 2001 - 2002.**
- **Assisted NYHQ in the planning of the UNMEE Joint GEOCell April 2001. I have extensive knowledge in the field of Geographic Information Systems (GIS) and Global Positioning System (GPS). This has enabled me to be considered for the Chief Joint Geo Cell for UNMEE.**
- **I have extensive knowledge in administrative database development (recently used to give Engineering Section in UNMEE state of the art management tools).**
- **Conducted in-house training for Engineering Section on the use of data bases and other related computer technology, Due to my experience and knowledge in the use of databases, and computer technology in general.**
- **In December 2001 attended a Management Course arranged by UNMEE for Section Chiefs.**

[TDY as OIC Engineering Section during the startup of the UNAMA mission in Afghanistan for 5 months (Mar. 02 to July 02)].

2. What would be your preferred next assignment in terms of both challenge and hardship?

Any management post that will fully utilize as well as challenge my project management skills and my versatile military and civilian engineering background is my preferred field. As regards to hardship, my background in 6 prior missions will speak for it self.

PART II: TO BE COMPLETED BY THE STAFF-MEMBER'S DIRECT SUPERVISOR

If you deem it appropriate, comment on the staff member's response to part I above, specifying which item are you commenting upon. You may further add any additional information regarding the specific nature of the staff member's assignments that merit particular attention (e.g., responsibilities beyond those usually performed at staff member's level)

For each of the following items, please answer the questions as precisely as possible and rate the performance in accordance with the following scale.

5 = Unusual contribution (top 2%): truly exceptional and rare performance which far exceeds reasonable expectations, inclusive of creativity, originality and initiative;

4 = Exceeds expectations (top 24%): distinctly better performance than is reasonably expected, inclusive of consistent willingness to undertake additional work;

3 = Fully satisfactory (64%): competent and adept performance that fully meets reasonable expectations;

2 = Partly satisfactory (8%): performance meets some or even most requirements but is in need of improvement;

1 = Unsatisfactory (2%): performance does not meet reasonable requirements;

0 = Not Applicable: performance has no relevance to the specific item in questions.

Please, in ranking the staff member's performance, refer to the relevant group.

Please bear in mind that a 3 rating is fully acceptable in any consideration relating to the staff member's future mission assignments or extensions of appointments. Indeed most personnel are expected to perform at this level.

ITEM EVALUATED	RATING	SPECIFIC PERFORMANCE RELATED COMMENTS
A. QUALITY OF WORK:		
1. Professional knowledge/ skills:	4	
2. Thoroughness and accuracy	4	
3. Analytical ability to assess and synthesize information	4	
4. Creativity in problem-solving	4	
B. QUANTITY OF WORK:		
1. Volume of work	4	
2. Promptness of response	4	
3. Ability to organize/ prioritize	4	
C. WORKING UNDER PRESSURE/HAZARD:		
1. Ability to maintain quality of work	4	
2. Readiness to accept added duties	4	
3. Willingness to volunteer when necessary	4	
4. Morale and poise under stress	4	

D. INTERPERSONAL SKILLS:		
1. Ability to work harmoniously with supervisor	4	
2. Ability to work harmoniously with peers/ in teams	4	
3. Ability to establish and maintain external contacts	4	
4. Sensitivity to local culture and custom	4	
E. COMMUNICATION SKILLS:		
1. Written presentation	3	
2. Oral expression	4	
F. DEPENDABILITY AND ADAPTABILITY:		
1. Reliability in working with minimum supervision	5	Able to work independently on works. Programming, implementations with complete control.
2. Willingness to adapt to new requirements	4	
3. Adaptability to conditions of hardship/ hazard	4	

G. SUPERVISION SKILLS (complete only if relevant):			
1. Ability to set and prioritize goals	4		
2. Ability to organize available resources	4		
3. Ability to monitor and evaluate subordinates	4		
4. Ability to motivate subordinates	4		
5. Ability to delegate work	4		
6. Ability to build and sustain teams	4		
Please respond to the following summarizing questions by including the appropriate column adding a comment when appropriate.			
QUESTION	YES	NO	COMMENTS
Given what you know about mission assignment, is the staff member suited for such assignment physically? Psychologically? Attitudinally? Please explain.	X		He proved himself by working in other missions, by working as Officer-in-Charge of Engineering.
Would you choose this staff member to participate in particularly demanding mission assignments?	X		No reservations held.

The FOPA is the culminating point of a continuous period of appraisal. It is advisable that the performance be periodically discussed with the staff member. Please indicate in the appropriate space provided:

Have such discussions taken place? YES NO

Has such discussion taken place in connection with this report? YES NO

- 1) Ladislav Kadlec, OIC Engineering Section
- 2) Win Htut, OIC-ISS

Name and title of reporting supervisor Win Htut Signature [Signature]

Date 22/10/02

PART III: TO BE COMPLETED BY SECTION CHIEF/CAO/HEAD OF MISSION as required.

Name and title: Win Htut, OIC-ISS Signature [Signature]

Date 22/10/02

In your view and experience how would you rank the performance of the staff member according to the following parameters from best to worst in reference to the relevant peer group:

- 1) Best 2% (i.e., unusual contribution);
- 2) next 24% (i.e., exceeds expectations);
- 3) next 64% (i.e., fully satisfactory);
- 4) next 8% (i.e., partly satisfactory);
- 5) last 2% (i.e., unsatisfactory).

Your comments are appreciated but are optional except when the staff-member's performance was ranked either by the reporting supervisor or by yourself as either above (2) or below (3)

After the FOPA has been completed, the staff member must sign the original of the report and be given a copy thereof. The signature merely acknowledges receipt and does not necessarily indicate agreement with evaluations contained in the report. Within one month of receipt of this report, the staff member may submit a brief written explanation or rebuttal in accordance with administrative instruction ST/AI/240/Rev.2.

Signature of staff member [Signature]

Date 22/10/02