

Kigali, le 23/08/90.

test écrit

TWAGIRAYEZU Eugénie

B.P. 74 Kigali

Tel. 73567 *Carte pédagogique*

Madame le Chef de Projet

Micro-Réalisations

B.I.T. B.P. 445 Kigali.

Objet: Candidature à l'avis de
vacance de poste.

IN / OUT	24 AOUT 1990
N° Reg :	089
Dossier	Dde emploi

Madame le Chef de Projet,

J'ai l'honneur de m'adresser auprès de votre autorité pour poser ma candidature à l'avis de vacance de poste de secrétaire au sein de votre Projet.

J'ai fait 5 ans d'études secondaires et possède un certificat du cycle inférieur des Humanités Modernes de l'Ecole Belge de Kigali; et j'ai travaillé pendant 8 ans au Projet Carte Pédologique du Rwanda en qualité de secrétaire.

En outre, je possède une expérience en informatique sur ordinateur IBM, avec les programmes Word Star, Word Perfect, Lotus 123, et DBASE III Plus.

En souhaitant une réponse favorable à ma demande, je vous prie, Madame le Chef de Projet, d'agréer l'expression de ma considération distinguée.

TWAGIRAYEZU Eugénie.



H. sense

Do Not Write In This Space

INSTRUCTIONS
Please answer each question clearly and completely. **Type or print in ink.** Read carefully and follow all directions.

UNITED  NATIONS
PERSONAL HISTORY

1. Family name **TWAGIRAYEZU** First name **Eugénie** Middle name

2. Date of Birth **15 10 62** 3. Place of birth **KIBUYE** 4. Nationality (ie) **Rwandes**

7. Height **1,60m** 8. Weight **65 Kg** 9. Marital status: Single Married Separated

10. Entry into United Nations service might require assignment and travel to any area of the you any disabilities which might limit your prospective field of work or your ability to describe.

11. Permanent address **B.P. 74 - CPR - KIGALI**
Telephone No. **7.3567**

12. Present address (if different)
Telephone No.

13. Office
7.3567

15. Do you have any dependents? YES NO If the answer is "yes", give the following information:

NAME	Date of Birth	Relationship	NAME	Date of Birth	Relationship
UTAMULIZA	1967	Sister	NYIRAKINAZI	1936	Mother
BBYINGANA	1970	Brother			
MUSEMAKWEI	1974	Brother			

16. Have you taken up legal permanent residence status in any country other than that of your nationality? YES NO
If answer is "yes", which country?

17. Have you taken any legal steps towards changing your present nationality? YES NO
If answer is "yes", explain fully:

18. Are any of your relatives employed by a public international organization? YES NO
If answer is "yes", give the following information:

NAME	Relationship	Name of International Organization

19. What is your preferred field of work?

20. Would you accept employment for less than six months? YES NO

21. Have you previously submitted an application for employment with U.N.? If so when? **March, 1989**

22. KNOWLEDGE OF LANGUAGES. What is your mother tongue? **Kinyarwanda**

OTHER LANGUAGES	READ		WRITE		SPEAK		UNDERSTAND	
	Easily	Not Easily	Easily	Not Easily	Fluently	Not Fluently	Easily	Not Easily
French	X		X		X		X	
Kinyarwanda	X		X		X		X	
English		X		X		X		X
Swahili	X			X		X	X	

23. For clerical grades only
Indicate speed in words per minute

List any office machines or equipment you can use

	English		French		Other languages	
	Typing	Shorthand	Typing	Shorthand	Typing	Shorthand
	40		45		Kinya-rwanda	36

- 1) Computer IBM
- 2) Typewriter Hermes

*Pseudonyme poste secret
Mais il semble qu'elle n'a pas de diplôme*

*pas stano
Biteri*

24. EDUCATIONAL. Give full details — N.B. Please give exact titles of degrees in original language.

A. UNIVERSITY OR EQUIVALENT Please do not translate or equate to other degrees.

NAME, PLACE AND COUNTRY	ATTENDED FROM/TO		DEGREES and ACADEMIC DISTINCTIONS OBTAINED	MAIN COURSE OF STUDY
	Mo./Year	Mo./Year		

B. SCHOOLS OR OTHER FORMAL TRAINING OR EDUCATION FROM AGE 14 (e.g. high school, technical school or apprenticeship)

NAME, PLACE AND COUNTRY	TYPE	ATTEND FROM/TO		CERTIFICATES OR DIPLOMAS OBTAINED
		Mo./Year	Mo./Year	
Ecole Belge de Kigali KIGALI - RWANDA		9/1975	6/80	Certificat Cycle Interieur Humanités modernes

25. LIST PROFESSIONAL SOCIETIES AND ACTIVITIES IN CIVIC, PUBLIC OR INTERNATIONAL AFFAIRS

26. LIST ANY SIGNIFICANT PUBLICATIONS YOU HAVE WRITTEN (Do not attach)

27. EMPLOYMENT RECORD: Starting with your present post, list in reverse order every employment you have had. Use a separate block for each post. 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 June 1981	TO MONTH/YEAR	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST: Secretary
		STARTING 168000 FRW.	FINAL 457260 FRW.	
NAME OF EMPLOYER: Projet Carte Pédologique du Rwanda		TYPE OF BUSINESS: Secretary		
ADDRESS OF EMPLOYER: B.P. 74 - KIGALI		NAME OF SUPERVISOR: GALLEZ Alain		
		NO AND KIND OF EMPLOYEES SUPERVISED BY YOU: Dactylo.	REASON FOR LEAVING: End of project	

DESCRIPTION OF YOUR DUTIES

- 1) Correspondance (on computer with Word Perfet)
- 2) Project's comptability (on computer with DBASE III)
- 3) Personal's salaries (on computer with Lotus 123)

B. PREVIOUS POSTS (IN REVERSE ORDER)

FROM MONTH/YEAR	TO MONTH/YEAR	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:
		STARTING	FINAL	

NAME OF EMPLOYER:	TYPE OF BUSINESS:
ADDRESS OF EMPLOYER:	NAME OF SUPERVISOR:
	NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:

DESCRIPTION OF YOUR DUTIES

FROM MONTH/YEAR	TO MONTH/YEAR	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:
		STARTING	FINAL	

NAME OF EMPLOYER:	TYPE OF BUSINESS:
ADDRESS OF EMPLOYER:	NAME OF SUPERVISOR:
	NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:

DESCRIPTION OF YOUR DUTIES

FROM MONTH/YEAR	TO MONTH/YEAR	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:
		STARTING	FINAL	

NAME OF EMPLOYER:	TYPE OF BUSINESS:
ADDRESS OF EMPLOYER:	NAME OF SUPERVISOR:
	NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:

DESCRIPTION OF YOUR DUTIES

FROM MONTH/YEAR	TO MONTH/YEAR	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:	REASON FOR LEAVING:
		STARTING	FINAL		

NAME OF EMPLOYER:	TYPE OF BUSINESS:
ADDRESS OF EMPLOYER:	NAME OF SUPERVISOR:
	NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:

DESCRIPTION OF YOUR DUTIES

28. HAVE YOU ANY OBJECTIONS TO OUR MAKING INQUIRIES OF YOUR PRESENT EMPLOYER? YES NO

29. ARE YOU NOW, OR HAVE YOU EVER BEEN, A PERMANENT CIVIL SERVANT IN YOUR GOVERNMENT'S EMPLOY? YES NO
If answer is "yes", WHEN?

30. REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.
Do not repeat names of supervisors listed under Item 27.

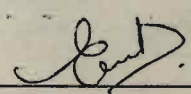
FULL NAME	FULL ADDRESS	BUSINESS OR OCCUPATION
MUBILIGI Grâce	B.P. 1068 Interfreight - Tel.76977	Secretary
KUBWIMANA Antoine	B.P. 1341 B.R.D. - Tel.75079	Manager
MAKALA Laurent	B.P. 446 B.I.T. - Tel.86702	Manager

31. STATE ANY OTHER RELEVANT FACTS. INCLUDE INFORMATION REGARDING ANY RESIDENCE OUTSIDE THE COUNTRY OF YOUR NATIONALITY.

32. 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)? YES NO
If "yes", give full particulars of each case in an attached statement.

33. 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 Personal History form or other document requested by the Organization renders a staff member of the United Nations liable to termination or dismissal.

DATE: 13/04/1990

SIGNATURE: TWAGIRAYEZU E. 

N.B. You will be requested to supply documentary evidence which supports the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so by the Organization and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of the Organization.

Kigali, le 29 septembre 1990

Mademoiselle Rose MUKAMANA
c/o SORAS
B.P. 924 KIGALI

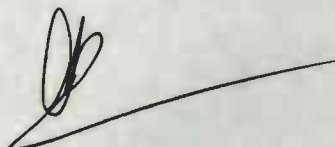
N/Réf. : 190/CB/mn

Objet : Votre candidature au poste de secrétaire

Mademoiselle,

Suite à l'examen de votre dossier de demande d'emploi pour le poste de secrétaire auquel vous avez postulé et à l'interview que vous avez passé en date du 12 septembre 1990, j'ai le regret de vous annoncer que votre candidature n'a pas été retenue.

Je vous remercie de l'intérêt que vous avez manifesté à notre projet et vous prie de croire, Mademoiselle, à nos sincères salutations.



Christine BOCKSTAL

Conseiller Technique Principal