

Your Name
Mailing Address
Email/phone numbers

16 June 2003

Mr. Davito Liddera, Position Title
Name of Unit & Organization
Address

Reference: Position of HR Specialist (Workforce Planning)

Dear Mr. Liddera:

I am pleased to submit my CV for consideration for the post of HR Specialist for Workforce Planning. With roughly seven years of experience in three strategic divisions of UNDP (OA, OAPR, and OHR), I have gained a strong understanding of the unique challenges the Organization faces today in managing its staff effectively within a results-based environment. As the [name of current position] since mid 2001, when this function was added to the OHR portfolio, I have been able to contribute greatly to senior managers in their strategic HR decision-making.

More specifically, I have continuously provided technical support to OHR management during the Senior CRG, D2 and regular promotion exercises; supported corporate initiatives such as the Global DRR meeting in Bangkok, the annual Global Staff Forum, the annual report to the Secretary-General, the external mission recruitment; conducted the necessary analyses for the most recent talent review exercise to name just a few. I am completely familiar and competent in utilizing the current workforce planning systems and tools in place (e.g., the Integrated Workforce Planning system, Advance Excel, IMIS, BRIO, the staffing control table from OBR) and have identified where innovations are needed so that cross-functional data can be analyzed and reported more easily.

Within the context of the ERP implementation, I have updated my IT skills by completing all required ICDL modules), and thus, I will be able to more easily conduct E-workforce reporting for HQ, CO and projects with online availability of real time data. Just recently, I analyzed and reported, within a day, "how many females from the south have worked in southern Africa from 1998 to 2001?" to guide senior managers in monitoring goals of gender balance and women's leadership development. Therefore, I believe that I am especially well poised to apply my overall knowledge and technical skills to this Specialist position and to introduce the needed innovations.

I thank you in advance for reviewing my CV, and I look forward to hearing from you soon.

Sincerely yours,