



General Assembly

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Item 119 (a) of the provisional agenda*

Appointments to fill vacancies in subsidiary organs and other appointments

Appointment of members of the Advisory Committee on Administrative and Budgetary Questions

Note by the Secretary-General

Addendum

1. The Secretary-General has received notification of the resignation of Donna-Marie Chiurazzi-Maxfield (United States of America) from the Advisory Committee on Administrative and Budgetary Questions, effective 31 December 2022. Accordingly, the General Assembly will be required to appoint, at its current session, a person to fill the vacancy for the remaining period of the term of office of Ms. Chiurazzi-Maxfield, which expires on 31 December 2023.
2. The Government of the United States has nominated Stephani Scheer to fill the vacancy.
3. The candidate's curriculum vitae is contained in the annex to the present note.

* [A/77/150](#).



Annex

Curriculum vitae*

Stephani Scheer (United States of America)

LEADERSHIP SUPPORT IN MANDATE IMPLEMENTATION

OPERATIONS MANAGEMENT AND SUPPORT SERVICES LEADERSHIP

PROGRAM AND PROCESS OPTIMIZATION RESOURCE AND BUDGETARY DEVELOPMENT AND MANAGEMENT

SECURITY PROGRAM COORDINATION AND SUPPORT

PROFILE

- Significant background with the United Nations both at Headquarters and in the field, offering specialization in operational leadership, logistics and administration, resource management and organizational development.
 - United Nations career that includes leading programs and projects, building and directing large, diverse and productive teams, effecting organizational change through numerous and measurable program and process improvements and achievements; developing and overhauling policies and procedures.
 - Proven ability in steering successful and progressive “duty of care” programs to enhance morale, well-being and welfare for all categories of personnel.
 - Skilled at implementing and maintaining procedures to accelerate workflow, reduce expenses, heighten customer satisfaction, boost quality control and assurance and ensure accountable resource management.
 - Skilled at multi-lateral negotiations and able to work productively and diplomatically with governments, non-governmental organizations, business entities, as well as individuals and groups from all walks of life, nationalities, cultures, ethnicities, professional and technical backgrounds.
 - Strong and dynamic communication skills to effectively liaise and build consensus and cooperation between internal and external stakeholders in support of attaining organizational goals and objectives.
 - Sound knowledge of global political, development and humanitarian issues and the challenges to governments, civil society and international and national organizations.
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PROFESSIONAL EXPERIENCE

United Nations - 2019 to present

Retiree, Consultant

- **Serve as Chair and member of Boards of Inquiry** - to review critical incidents in United Nations field missions to determine how the incident occurred, and to make recommendations for improvement in programs, services, processes and procedures.
- **Conduct management reviews** – for United Nations entities on request for structure, programs, processes and resource management, and to make recommendations thereon.

* Curricula vitae are issued without formal editing.

- **Support United Nations training and development activities – SMART and ETHOS** – to provide planning, organization, development and delivery support to critical leadership training programs particularly in the development of field personnel who would otherwise have limited access to United Nations career building opportunities.
- **Provide mentoring services** – in United Nations programs and beyond for groups and individuals, with a view to enhancing organizational experiences.

United Nations - 1981 to 2018

Director, Mission Support, United Nations Mission in South Sudan - UNMISS

2013 to 2018

- Served as a strategic member of the Senior Leadership Team in the implementation of the UNMISS mandate. As a member of the Mission Leadership Team, developed and ensured awareness of support policies and issues to ensure well-informed decision making on crucial support aspects, so as to impact positively on the implementation of the Mission's mandate. The Mission's authorized strength included 17,000 Troops, 2,000 Police and more than 3,000 international and national staff and personnel, with an approved budget of \$1.1 billion.
- Provided effective and efficient leadership, management and oversight of the Mission Support Division, based on the Mission's strategic plan and priorities; this included supply chain management and service delivery, with the Mission Support Centre, under my direct supervision, coordinating all activities of these two critical entities, and overseeing the Mission's major priority projects program.
- Effectively transferred all transactional non-location specific services in the areas of human resources and finance to the Regional Support Centre in Entebbe, and ensured effective oversight of the support provided to the Mission.
- Engaged actively through established and informal mechanisms with UNMISS Military and Police personnel to ensure that induction, laydown, and continuous support, including their receipt and deployment of contingent owned equipment, was managed smoothly from the point of force generation through rotation and ultimately to contingent repatriation.
- Following the outbreak of hostilities and ensuing civil war in South Sudan, starting in December 2013, supported UNMISS and the United Nations Country Team (UNCT) through the provision of high-quality support services, in the transformation of the United Nations in South Sudan from a peacebuilding mission and environment to a peacekeeping mission and a United Nations humanitarian operation.
- Successfully supported the Mission and the UNCT, through the provision of high-quality support services in the development of protection of civilian sites in nine locations throughout the country, which housed, fed, watered, provided medical services to more than 200,000 internally displaced persons in UNMISS camps, in partnership with more than 35 United Nations agencies, funds and programs and non-governmental organizations.

Chief, Mission Support, United Nations Assistance Mission in Afghanistan –

UNAMA 2009 to 2013

- Directed the efficient and effective execution of the UNAMA mandate through the timely and responsible provision of integrated and high-quality support services.
- Provided effective and efficient management control, leadership and monitoring of Mission Support Services, based on the Mission's strategic plan and priorities.
- Developed and implemented a Mission Support vision through unity of command and integrated management structures; developed a strategic resource management

service center focused on a cost-effective corporate model that strategically programs, manages and distributes resources.

- Following the October 2009 attack on the Bakhtar Guest House in Kabul, in which five United Nations staff and personnel were killed and 15 injured, some critically, adopted the “duty of care” approach to staff and personnel safety and security, in coordination with the Principal Security Advisor and all United Nations security components in Afghanistan. This was received with thanks by the United Nations Security Council as well as the United Nations budgetary bodies in presentation of a budget that could truly ensure the security of all United Nations personnel in Afghanistan.
- Developed and established the United Nations Kuwait Joint Support Office together with the United Nations Assistance Mission in Iraq to ensure the safety and security of United Nations staff in non-location specific functions, in accordance with the United Nations Global Field Support Strategy.

Chief, Administrative Services, United Nations Mission in Liberia – UNMIL 2005 to 2009

- Managed and directed administrative operations for UNMIL, encompassing human resources, finance, procurement, general services, property management, information management, integrated training, medical, staff counseling, and UNV support.
- Led, mentored and motivated more than 300 staff members and personnel, both international and national.
- Secured human and financial resources, controlled administrative budgets and reduced the Mission’s vacancy rate from 35 per cent to 11 per cent.
- Persuasively negotiated with the local bank to significantly reduce charges to UNMIL.
- Established key performance indicators and a burn-rate tracking system for requisitions to improve mission procurement efforts.
- Positioned UNMIL’s Integrated Mission Training Centre to be recognized by the Princeton Group as “best in peacekeeping”.
- Created and developed a welfare and well-being program for all staff and categories of personnel that was recognized by the Special Committee on Peacekeeping Operations (C34) and the General Assembly as a model for all field missions.

Security Transition Coordinator, United Nations Department of Safety and Security – DSS 2004 to 2005

- Strategically planned, established, and launched the new United Nations Department of Safety and Security (DSS); merged former UNSECOORD, global uniformed security services, and the security components of all political and peacekeeping missions into the new DSS structure.
- Laid the groundwork for the development of the DSS Global Security Accountability Framework.
- Structured the DSS communications strategy to convey departmental information system-wide and to ensure that security concerns were widely disseminated and fully considered.
- Directed and supervised the Security Transition Team and its three working groups: strategy, operations, and administration.

Presiding Officer, Joint Appeals Board 2003 to 2004

- Charged with eradicating the large appeals backlog and successfully executed new methodologies to increase the efficiency and effectiveness of the Board.
- Successfully eliminated three years of backlog; expanded the Board from 37 members to 90.

Senior Officer, Office of Human Resource Management 2001 to 2003

- Played a key role in the development of human resource management policy, planning, monitoring, and reporting.
- Contributed to budget preparation and meticulously documented human resources issues for further review and consideration.
- Formulated and administered human resource management planning and monitoring systems.

Chief of Office, Office of the Iraq Program - OIP 1997 to 2001

- Coordinated and drove the development of the United Nations Office of the Iraq Program; created a single office responsible for all aspects of the Oil-for-Food Program, including oil sales and procurement of humanitarian supplies, both at Headquarters and in the field.
- Seamlessly liaised with Member State delegations regarding program and operations.
- Served as substantive secretary to the Iraq Sanctions Committee of the Security Council.
- Prepared significant documentation for the Security Council and the Sanctions Committee.
- Analyzed program regularly to determine appropriate level of humanitarian assistance required for Iraq. In its initial phases, the budget for the Iraq Program was \$4 billion per annum and eventually increased to as much as \$10 billion per annum.
- Reviewed processes on an ongoing basis to ensure effectiveness and efficiency.

OTHER ROLES WITH THE UNITED NATIONS

Special Assistant to Senior United Nations Officials, Senior Administrative Officer, Conference Services Officer, Social Affairs Officer, Consultant 1981-1998

EDUCATION

Master's Degree in Public Administration, New York University, New York 1982
Bachelor of Science in Foreign Service, Georgetown University, Washington, DC 1980

PROFESSIONAL DEVELOPMENT

United Nations Leaders, Cape Town 2017
United Nations SMART, Brindisi 2009
United Nations Senior Mission Leadership, New Delhi 2008
United Nations Training Program for Senior Administrators in Field Operations,
 New York 1997

LANGUAGES

English - Mother Tongue
Spanish – Confident
Serbo-Croatian - Confident
French and Russian - Basic