

BIODATA

PLEASE SEE EXPLANATION NOTES AT THE END OF THE DOCUMENT.

Key words describing the expert:

Name:

Present address:

Mail Address:

Tel:

Fax:

E-Mail:

Homepage:

Permanent Address (for contact during missions):

Mail Address:

Contact Person:

Tel:

Fax:

E-Mail:

Expected salary:

Per work day:

Per work month:

Availability:

Short-term missions: Yes No

Long-term missions: Yes No

mailto: tbecker@integration.org

BIODATA

- 1 PROPOSED POSITION
IN THE PROJECT
- 2 NAME
- 3 DATE OF BIRTH
- 4 NATIONALITY
- 5 EDUCATION

- 6 OTHER TRAINING

- 7 LANGUAGE & DEGREE OF
PROFICIENCY

- 8 MEMBERSHIP IN
PROFESSIONAL SOCIETIES

- 9 COUNTRIES OF WORK
EXPERIENCE

- 10 EMPLOYMENT RECORD
FROM 7/1995
EMPLOYER
POSITION HELD AND
DESCRIPTION OF DUTIES

From 1997

To 1998

Employer

INTEGRATION GmbH

BIODATA

POSITION HELD AND
DESCRIPTION OF DUTIES

FROM 1/1995

EMPLOYER

POSITION HELD AND
DESCREPTION OF DUTIES

FROM 1/1994

EMPLOYER

POSITION HELD AND
DESCRIPTION OF DUTIES

FROM 1/1991

EMPLOYER

POSITION HELD AND
DISCRIPTION OF DUTIES

FROM 1987

EMPLOYER

POSITION HELD AND
DISCRIPTION OF DUTIES

- | | | |
|----|--|---|
| 11 | DETAILED TASKS ASSIGNED | WORK UNDERTAKEN THAT BEST ILLUSTRATES
CAPABILITY TO HANDLE THE TASKS ASSIGNED. |
| | <ul style="list-style-type: none">• Cleaner Production &
Environmental Engineering
• Clean Technologies• Environmental Management
Systems / Cleaner Production
• CP, Waste Water Treatment• Sludge Treatment | |

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- Waste Water Treatment
- 12 CERTIFICATION

I, the undersigned, certify that (i) I am not a former ADB Staff or if I am, I have retired/resigned from ADB for more than twelve (12) months ago; (ii) I am not a close relative of ADB personnel; and (iii) to the best of my knowledge and belief, this biodata correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

I have been employed by INTEGRATION GmbH continuously for the last (12) months as regular full time staff (*indicate yes or no in the following boxes*):

Yes No

SIGNATURE :

DATE OF SIGNING : / /
Day Month Year

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Explanation Notes on the Format

When preparing a Curriculum Vitae (CV) please put yourself in the position of the potential reader. This will be a member of an appraisal commission deciding on whether to award a contract to us on the basis of the invitation to tender. Your aptitude for the proposed position is a crucial quality component in the overall offer. Be explicit in your wording, we won't find any information which is not there.

A decision-maker at the EC, World Bank, GTZ or a representative of the country concerned will have to form a picture of your aptitude for a particular position to be staffed solely on the basis of this Curriculum Vitae (i.e. without the addition of any references, work specimens, publications etc.). However, the European Commission required copies of all diplomas mentioned in the CV as well as employers certificates.

The Curriculum Vitae must be drawn up in English. It should be limited to 3 pages maximum.

Before you send the CV file to INT-ee@integration.org, save it with your name as RTF-file, eg., Smith_John.rtf

0. Contact details: This information will not be given to clients. It is important for us to reach you quickly. Please give all email contacts as well as permanent address of someone who knows where you are during missions.

4. Citizenship(s): It is important for some clients to know if you are citizen of an EU member state.

5. Civil status: This information shows if spouse or dependent children are travelling with you. Please give information on the age of your children)

6. Education: Please add as many boxes as appropriate. Start with highest relevant degree. When listing schooling and vocational training courses please only state the qualifications obtained on successful completion of such courses. You should state the titles of extensive scientific papers (such as theses for a Diploma or Doctorate). List fields of intensified or specialised studies whenever a connection with the position applied for is evident. We will ask you to send copies of this documents, as the European Commission required it since January 2000.

7. Language Skills: 5 = fluent (need not be native speaker); 1 = basic knowledge.

8. Membership of Professional Bodies: This point may be left out if nothing specific is to be nominated. However leave the title in this case too and keep to the numbering system in the specimen.

9. Other Skills: State areas of specialisation or special tasks you have performed which are not mentioned under section 14. Particular mention may be made of computer skills, as well as part-time or honorary activities which emphasise your professional status or enhance your reputation especially with regard to your activity in the project, for example holding a temporary lectureship for Non-profit Marketing at a College of Higher Education.

10. Present Position State your present position and the name and address of your employer here, even if this appears again in more detail under section 14.

11. Years with the Firm State the number of years you have already worked for your present firm, whether as a short-term expert or as a permanent member of staff.

12. Key Qualifications This is a very important section to which you should pay particular attention. In many cases there is not sufficient time to review the complete CV when evaluating offers, so that the appraiser frequently focuses on this "Summary".

Under this point you should present your key qualifications with reference to the position in the project forming the subject of the offer. Consequently it is important to emphasise why you particularly have the appropriate profile for the proposed position. You must therefore leave out any experience which is of only secondary relevance to the planned project.

If you are assuming functions such as project manager (team leader) or inter-sectoral functions such as monitoring and evaluation tasks in addition to your function as expert or specialist for certain components, do not forget to set out your experience in this sector too even if you have only previously assumed such functions on a short-term basis within the scope of project activities, foreign assignments or reorganisation measures. Repeat the qualification as key words at the top of the document. This will facilitate reading for us.

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13. Specific experience (in non-EU member countries): This section covers in particular experience which you have gained in the region in which this project is located. Please state all periods spent in the field in the relevant region with brief details of your task and the number of years.

14. Professional Experience Record Please add as many boxes as appropriate. Start with present position. Please state the various stations of your career in chronological sequence (starting with the present and working backwards). State the name and location of the company first, and the position you held. Describe the principal fields of activity and the scope of your area of responsibility. Highlight new key tasks and areas of responsibility, even with the same employer. Demonstrate clearly that you satisfy all aspects of the requirement profile. The periods stated under sections 6. and 14. must assure a complete overview.

15. Publications You can list publications and scientific papers here (translate the titles into English)