

Ms. Akiko Ikeda
Email: Akiko.ikeda@fao.org Tel: +201010282337

Over 25 years of international experience with various departments and offices of the United Nations Secretariat, including Nairobi, UNHQ, Peacekeeping Missions in Baghdad/Kuwait city, Abidjan and Monrovia; the Regional Commission (ESCWA) in Beirut; UN/Food and Agricultural Organization in Rome and in Cairo. Strong background in the areas of administration and logistics, programme management, policy, trust fund management, gender, and social development including the most vulnerable populations. Engaged heavily in logistical operations during the Ebola outbreak in Liberia, West Africa in 2014. Well-travelled in Asia, Middle East and Africa. Possesses language proficiency in English and Chinese with working knowledge of French, Chinese, Spanish and some Arabic (classical). Previously worked and lived in Kuwait city, Kuwait (2010-2012). Residence in Shanghai, China.

Work Experience:

- | | |
|--------------------------------|---|
| December 2019-present | Senior Administrative Officer P5
FAO Regional Office for the Near East and North Africa, Cairo |
| | <ul style="list-style-type: none">• Supervise day-to-day operations on HR, finance, procurement, IT and logistics.• Represent FAO in the inter-agency meetings on the business operation strategy (BOS) implementation.• Provide administration and logistical support to RNE's decentralized country offices.• Review and revise work plans, standard operating procedures, terms of references and strategies relating to all areas on administration.• Engage FAO HQs on matters relating to HR, finance and procurement for essential projects ensuring that activities and operations in the FAO Regional Office are in alignment with rules and regulations. |
| June 2018-November 2019 | Chief, Social Security P5
Senior Human Resources Officer
Office of Human Resources, FAO, Rome |
| | <ul style="list-style-type: none">• Supervised daily HR operations relating to pensions, compensation, service-incurred, and health insurance including the After Service Health Insurance cases.• Liaised and coordinated with Shared Service Center (SSC) in Budapest in relation to payroll; and identify and address gaps and rectify them.• Identified outstanding payments with the health insurance provider and Rome-Based UN agencies; and process urgent payment requirements; and take a lead in FAO's action on a medical insurance tender with IFAD• Organized and planned the Staff Pension Committee (SPC) meetings of disability and policy.• Liaised and coordinated with external stakeholders on health insurance issues; and discuss most pressing issues relating to cases, claims, the interpretation of contract, coverage, cost containment, and new initiatives that address prevention and wellness of staff and retirees, in consultation with associations of retirees, staff unions and associations.• Participated in the inter-agency meetings on the After Service Health Insurance. |
| August 2015-May 2018 | Chief, General Services Section/Administrative Officer P4
ESCWA, Regional Commission, Beirut |

- Established wellness and well-being framework and action plan in coordination with ESCWA Medical Office.
- Undertook contract management of various services including catering, construction, and other operational and maintenance related.
- As LCC chair (2016-2017), lead and conducted LCC meetings and cases.

November 2012-July 2015 **Administrative Officer, Chief Budget and Audit Office, Integrated Support Services, UNMIL, Monrovia P4**

- Provided logistical assistance (vehicles, hygienic kits, body bags, gloves, etc) to the Government of Liberia in response to the Ebola outbreak and managed staff movement and transfer during the outbreak in coordination with Chief HR and Chief Medical Officer.
- Established and reviewed a plan for change of management, including organigram, a list of posts to be abolished and retrenched or reassigned in alignment with UNMIL's retrenchment and the Global Strategy implementation plans.

July 2012-October 2012 **Administrative Officer, Public Information Office P4**
ONUCL, Abidjan

- Supervised budget and management reform initiatives for Public Information Office and worked closely with the ASRSG to complete the Office's re-organization plans

October 2010-October 2012 **Senior Administrative Officer, P4**
Chief Mission Support Office, UNAMI, Baghdad/Kuwait city

- Served as a focal point and chief coordinator for the UN country team/inter-agency for Iraq; and established a two-year strategic plan with the UN country team with UNAMI.
- Supervised day-to-day all administrative and logistical operations.
- Engaged actively in the reduction and drawdown of UNAMI offices in Amman, Kuwait city and Baghdad; and established organigrams and staff list and engaged in providing guidance for staff's transfer within UNAMI sub and back-up offices.

July 2007-September 2008 **Secretary to UNDEF (Partnerships and fund management) P4**
UNDEF/UNFIP, UN Office for Partnerships,
New York, UNHQ

- As Secretary to the Fund, contributed to a significant increase of the number of partnerships for UNFIP and UNDEF; managed UNDEF Trust Fund by monitoring income and expenditure; and contributed to the growth of the Fund by USD40million within six months
- Planned and organized Board meetings for major donors to the Fund maintaining excellent working relationships with Member States including emerging economies

February 2007 - July 2007

**Human Resource Officer for Mr. Jan Eliasson P3
Office of Operations, DPKO, New York, UNHQ**

- Established a mediation team for a team of Mr. Eliasson, the Special Envoy of the Secretary-General for Darfur by conducting a rapid recruitment of professional and administrative staff.
- Effectively managed Mr. Eliasson's schedule and appointments during his visit to the UNHQ

August 2000-October 2010

**Special Assistant/Programme and Policy Officer P3
Mine Action Service, DPKO, New York, UNHQ**

- Contributed to the effective implementation of a policy and projects on the promotion of human rights of persons with disabilities.
- Served as gender focal point representing mine action to DPKO's gender coalition group (2000-2002).
- Contributed to the effective implementation of a policy and projects on the promotion of gender equality in mine action with focus on improvement of health and social status of girls and women who are victims of landmines and explosives.
- Served as gender focal point representing mine action to DPKO's gender coalition group (2000-2002)
- Promoted powerful advocacy and campaign activities to ban landmines among Member States
- Acted as Special Assistant to Mr. Maxwell Kerley, Director
- Promoted the ratification and the universalization of international humanitarian and disarmament treaties and conventions

February 1995-July 2000

**Associate Social Affairs Officer (Partnerships; fund management and project management) P2
Division for Social Policy and Development
DESA, New York, UNHQ**

- Managed the Disability Trust Fund by monitoring income and expenditure and maintained the growth of the Funds with contributions from Member States
- Contributed to the significant growth of the number of partnerships with NGOs, foundations and academic institutions
- Monitored the effective implementation of over 120 projects on persons with disabilities

Education:

**The New School, New York, USA (Master's degree)
Waseda University (Bachelor degree)**

Languages:

**English and Chinese (Proficiency certificates obtained)
French, Spanish and Arabic (Working knowledge)**