

Carleen Gardner (Jamaica)

Human Resources Management professional with extensive experience in guiding regional and international organisations in the improvement of their job evaluation, compensation, salary survey, organizational design and development, performance management and staff development processes and outcomes. Strong academic and technical background in consultancy and management which has served the UN Common System for several years.

Core competencies

- Negotiation
- Assessment Centre Design
- Compensation Management
- Performance Evaluation
- Project Management
- Strategic Planning
- Results-based Monitoring and Evaluation
- Fluent: English, French, Italian ▪ Working knowledge: Spanish

Professional experience

2011–2018

MEMBER

International Civil Service Commission

Participated in the Comprehensive Review of the remuneration structure of the UN Compensation System; Panel Review of GS Salary Surveys; Revision of HR Framework and all on-going work of the Commission.

Apr 2007–Present

INDEPENDENT CONSULTANT

Organizational Development and Human Resources Management

Carried out assignments on behalf of regional and international organizations including UNDESA, FAO and The University of the West Indies.

Jul 2004–May 2006

DEPUTY EXECUTIVE DIRECTOR

New York | USA

United Nations Office for Project Services (UNOPS)

Managed global operations in Asia, Africa, Latin America, Central Europe and North America and represented UNOPS at CEB/HLCM and before the Fifth Committee.

Feb 2000–Jul 2004

ASSISTANT DIRECTOR GENERAL, General Affairs &

Rome | Italy

Information Department

Food and Agriculture Organization (FAO) of the United Nations

Secretary-General to FAO Governing Bodies; also directed departmental staff of 300 to successfully enhance visibility of FAO worldwide.

Jun 1998–Jan 2000 DIRECTOR OF PERSONNEL**Rome | Italy Food and Agriculture Organization (FAO) of the United Nations**

Led activities to improve HRM policies and practices, including equitable geographic distribution, recruitment and gender balance; represented FAO at ICSC, UN Staff College and SG's Task Force on reform of HRM in UN Common System.

Jul 1995–May 1998 DEPUTY DIRECTOR OF PERSONNEL**New York | USA United Nations Development Programme (UNDP)**

Assisted Director in day-to-day operations, including staffing country offices, selection of Resident Coordinators, mobilizing personnel for emergency and post-conflict situations. Performed trouble shooting assignments at UNDP country offices in Africa, Europe and Caribbean/Latin America. Led HR Change Management initiatives including competency-based assessment, revision of career management and National Professional Officer Policies.

Jan 1994–May 1995 SENIOR FELLOW**Mona Institute of Business (now Mona School of Business and Management) The University of the West Indies, Jamaica**

Taught Human Resources Management at Graduate level; established and managed Consultants' Network to provide professional advice to public and private sector in Jamaica.

Jul 1981–Dec 1993 INDEPENDENT CONSULTANT**Organizational Development and Human Resources Management**

Conducted professional services assignments in job design and job evaluation, compensation studies and salary surveys, organizational assessment and design for KPMG Peat Marwick, Hillcrest House Management Consultants, the Government of Jamaica Cabinet Office, Canadian International Development Agency (CIDA), the World Bank, FAO and the United States Agency for International Development (USAID)

Education**1987 MASTER'S DEGREE, ORGANIZATIONAL MANAGEMENT**

George Washington University ▪ Washington, D.C. (USAID Scholarship Recipient)

1972 MASTER'S DEGREE, EDUCATION

Howard University ▪ Washington, D.C.

1970 BACHELOR'S DEGREE, FRENCH AND SOCIOLOGY

Howard University ▪ Washington, D. C.

Training

2006 SENIOR MISSION LEADER COURSE

Folke Bernadotte Academy and UN Department of Peacekeeping ▪ Stockholm

**2006 INTERNATIONAL PROGRAMME IN DEVELOPMENT
EVALUATION TRAINING**

World Bank and Carleton University ▪ Ottawa

1997 NEGOTIATING CHANGE

Harvard Business School ▪ Boston

1982 CERTIFICATE IN INSTITUTIONAL MANAGEMENT CONSULTING

University of Delft ▪ The Netherlands