

# My CV/Resume



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## OBJECTIVE

The aim to present my resume is to enable employers and educational institutions to assess my ability based on my personal experiences and the skills that I have gained through my life. I hope that this resume will help the selection committee to assess and evaluate my skills for the right or challenging position where my relevant experiences, training and knowledge obtained in life will render opportunities for the growth and advancement in the organizations/institutions.

On the other hand, Peter has authored two books entitled “**Multicultural Governance in South Sudan: A Conceptual Framework for Understanding the Complexities of Multiculturalism (2023)**” and “**The Rallying Cry for the Nation and the Sound of Hopes: Public Participation in the Peace Process and State Building in South Sudan (2023)**.” He has also co-authored a book entitled “**Energy Transitions and the future of the African Energy Sector: Law, Policy and Governance (2020)**” and he is working on the new book: “**The Nile River and Its Tributaries: Equity, Sustainability and South Sudan’s Quest.**”

## Profile

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I am very dedicated and hard working official who works well under minimum pressure. I love to read, write, learn new languages and experiencing new cultures. I am a friendly and easy-going person.

### Educational Background/Credentials

- : (IP): Doctor of Philosophy (PhD), Leadership and Policy, Niagara University, New York, United State of America. Thesis Proposal/Title: Evaluating Long-Term Effects of International Collaborations on Higher Education institutions in Juba: A Case Study of The University of Juba and Upper Nile University**
- : (Candidate); Master of Business Administration in Oil and Gas Management (MBA), Uganda Christian University, Kampala, Republic of Uganda. Thesis Title: Assessing the Impact of Occupational Safety and Health on Employees Performance in Oil and Gas Industry: A case study of Nile Petroleum Corporation Ltd - South Sudan (2024)**
- 2023: Master of Science (MSc), Environmental Health and Safety Management, Uganda Christian University, Kampala, Uganda. Thesis Title: Assessing Regulatory Awareness, Enforcement and Compliance with the Oil and Gas Laws: A case of Unity State – South Sudan” (2023)**
- 2022: Master of Public Policy (MPP), University of Juba, Republic of South Sudan. Thesis title: Socio-Economic Impact of Oil & Gas Industry on National Development: A Case Study of Melut County, Upper Nile State, South Sudan (2022).**

**2020 : Master of Laws (LLM),** Oil and Gas, Uganda Christian University, Kampala, Uganda. Thesis title Analysis of the Law Regulating Environmental Impact of the Oil and Gas Production Activities in Upper Nile Region – South Sudan (2019).

**2012 : Master of Art (MA),** Int'l Law and Human Rights, UN Mandated University for Peace, San Jose, Costa Rica. Thesis title: Discrimination against the Older Persons: The Case Study of Human Rights abuse of older Immigrants and Refugee Workers in Canada (2012).

**2008 : Bachelor of Art (Sociology),** Concordia University of Edmonton, Edmonton, Canada. ISP/thesis title: The Nuer Traditions, Social Life and culture: A Case Study of the Socio-cultural views of the Nuer people in the villages (2008).

### **Work Experiences and Skill Summaries**

**June 2021 – present: Manager, Human Resource Department, Dar Petroleum Operating Company, Juba.**

- Guide and manage the overall provision of Human Resource Services, Policies and programs to ensure best practice
- Able to effectively negotiate and diffuse conflict, and influence attitudes and opinions of others
- Ensure the annual performance review process is completed within set time framework.
- Coordinate industrial relations activities related to company employees' problems
- Liaises with government authorities concerning the interpretation and application of relevant labor laws, amendments and related legislation
- Recommends to Section Heads appropriate changes and revisions of personnel policies and procedures in light of changing circumstances and practical experiences in their implementation
- Provide line Manager of the company and Heads departments with information on, and interpretation of company's personnel policies and procedures.

**October 2019 – June 2021 : Director, General Services Department, Nile Drilling and Services, Juba.**

- Oversee the support of operations of an organisation and administrative tasks.
- Direct the staffs for the preparation of the budget and assist in annual budgetary of department's budget, researches budget needs, compiles budget data and review budget on regular basis.
- Ensure that there is effective information flow and that the resources are employed efficiently throughout the business.
- Conduct semi-annual evaluations of administrative personnel and provide guidance about potential improvements in each employee's performance.

**June 2017 – October 2019 : Manager, General Services Department, Dar Petroleum Operating Company, Juba.**

- Responsible for creating and communicating a favorable public image to our clients, investors, consumers, employees, industry analysts, customers, government agencies and other stakeholders.
- Oversee the support of the operation of an organization and administrative tasks and carry out a supervisory responsibilities in accordance with the company policies and regulations.
- Implement and maintains effective open-door communication system that crosses lines in order to reach all employees in the department. Ensure that there is effective information flow and that the resources are employed efficiently throughout the business.

**April 2017 – June 2017: Manager, Technical Service Department, Dar Petroleum Operating Company, Juba.**

- Develop Technical Service strategies to help the organization achieve strategic goals and objectives.
- Support, define and implement drilling and geological operation plans and objectives in the oil field for technical services repairing and reporting.
- Study and standardize the procedures to improve efficiency of technical service team.
- Personally monitor the work procedures, work schedules and expedite workflow.

- Monitor and ensure that all health and safety compliance for all site based activities in the drilling area are reported.
- Ensure that appropriate action is taken where adverse variations to target achievement occurs

**January 2016 – April 2017: Section Head of Material Management, Procurement Department, Dar Petroleum Operating Company, Juba.**

- Plans and develops policies, procedures and practices for standardization and control of materials, equipment and spare parts for Company operations, maintenance and on-going activities
- Ensures adherence to establish procedures and strict observance of Company's fire, safety and security procedures.
- Exercises overall control over the receipt, identification, recording, storage and issue of all materials received in the Company warehouses for onward dispatch to the Company's operational areas.
- Reviews procedures and makes recommendations for changes, discusses additional needs for warehouse or handling facilities and prepares cost estimates for required work.
- Coordinates the disposal of assets and recommends materials write off in conjunction with other cost centers; includes directing the identification and recording of all obsolete equipment and parts.
- Prepares the annual operation of manpower budgets and submits to the Procurement Manager for approval.
- Administers section budgets and ensures that control is exercised over expenditure; and prepares various reports for additional expenses.
- Plans, organizes and supervises the training and development of material control and warehouse staff.
- Reviews materials requisitions prior to authorizing purchase, includes recommending use of alternative material/equipment in stock as appropriate.

**April 2014 – January 2016 : Section Head for Policy and Services, Human Resource Department, Dar Petroleum Operating Company, Juba.**

- Assist in ensuring proper application of the company's personnel policies, procedures, practices and recommends changes and amendments as necessary
- Ensure the timely preparation of the payroll data and monthly statistical reports
- Coordinate industrial relations activities related to company employees' problems
- Supervises the activities of assigned personnel in the human Resources Services section.
- Supervises the activities of personnel through time sheets in order to take necessary action such as payment of allowance, calculation of leave entitlement, payment of salaries, calculation of overtimes request for air tickets and request for loans and advance.
- Liaises with government authorities concerning the interpretation and application of relevant labor laws, amendments and related legislation
- Recommends to supervisor appropriate changes and revisions of personnel policies and procedures in light of changing circumstances and practical experiences in their implementation
- Provide line supervisors and Heads departments with information on, and interpretation of company's personnel policies and procedures.
- Supervises and controls the preparation of the required data for the montly payroll for all company personnel including sites
- Ensures that all input data required for payroll preparation is received on time, properly checked and entered.
- Liaises with DP to ensure timely processing of data in order to effect payment of salaries to all personnel on specific date

**August 2013 – April 2014 : Executive Secretary, Ministry of Health, Republic of South Sudan, Juba.**

- Draft all outgoing letters and records incoming letters to the office of minister
- Attend Ministry's meeting with board members and draft resolutions
- Provide administrative service to the directors
- Maintain the general filling system and file all correspondence
- Make preparation for council/board, and committee meetings.
- Monitor the use of supplies and equipement

- Coordinate the repair and maintenance of office equipment
- Development and maintain a current and accurate filing system
- Provide a word-processing and secretarial support
- Assist in the planning and preparation of the meeting
- Open and date stamps all general correspondences

**May 30, 2013 – July 30, 2013 : Protect/Legal officer, Commission for Refugee Affairs, Republic of South Sudan, Juba**

- Coordinate the design, implementation and evaluation of protection-related programming with partners.
- Contribute and facilitate a programme of results-based protection programming through a consultative process with sector and/or cluster partners.
- Oversee and undertake refugee eligibility and status determination ensuring compliance with UNHCR procedural standards and international protection principles
- Build the protection capacity of national and local government, partners and civil society to assume their responsibilities vis-à-vis all persons of concern through protection training, mainstreaming and related activities.
- Provide legal advice and guidance on protection issues to persons of concern; liaise with competent authorities to ensure the issuance of civil documentation.
- Monitor and intervene in cases of refoulement, expulsion and other protection incidents through working relations with governments and other partners
- Promote International and National Law and applicable UN/UNHCR standards and ensure that all sectors and/or clusters in applicable operations fulfil their protection mainstreaming responsibilities.

**JULY 2012 – APRIL 2013: Employment Counselor, Open Door Society, Regina, Canada**

- Interview clients to obtain employment history, educational background and career goals
- Identify barriers to employment and assist clients with such matters as job readiness skills, job search strategies, writing resumes and preparing for job interviews
- Provide career, training and education counselling
- Maintains liaison with other agencies, professionals and the community
- Assist with the implementation of organizational improvement, policy change and strengthening efforts.
- Collect labor market information for clients regarding job opening, entry and skills requirement or other occupational information
- Attend career fairs and promote the community for career and job opportunities
- Administer and interpret tests designed to determine the interests, aptitude and abilities of the clients
- Provide consulting services to community groups and agencies, business, industry and organizations to involve in providing community-based career and planning resources or employment opportunities
- Customized training programs and courses across a ranges of areas, tailoring to clients needs including entrepreuring development, probational counseling, strategic planning and performance management.
- Connected clients to host of community services: churches, medical facilities, employment agencies, etc.
- Coordinate industrial relations activities related to company employees' problems

**July 2011 – July 2012 : Receptionist and Receiver, University for Peace, San Jose, Costa Rica, Central America**

- Receive, direct and relay telephone message and fax messages
- Answer all incoming calls and handle caller's inquiries whenever possible
- Redirect call as appropriate and take adequate messages when required
- Greet, assist and direct students/visitors and the general public
- Provide administrative service to the directors
- Maintain the general filing system and file all correspondence
- Make preparation for council and committee meetings.
- Monitor the use of supplies and equipment
- Coordinate the repair and maintenance of office equipment
- Development and maintain a current and accurate filing system

- Provide a word-processing and secretarial support
- Assist in the planning and preparation of the meeting, conferences and conference the telephone calls
- Open and date stamp all general correspondence

**September 2010 – July 2011: Branch Manager, Westcare Facility Services, Regina, Canada**

- Maintain, manage and monitor all customer related operational issues
- Develop strategies in administrative functions to effectively run the organization
- Supervise and manage administrative operations
- Manage and direct the activities of the staffs in an administrative set-up
- Manage and supervise facilities functions
- Develop an inventory control management system
- Assist and support finance unit to prepare budget and other reports
- Prepare financial statements for the head office
- Ensure profitable results in administrative branch
- Maintain all relevant databases and update
- Prepare branch budget and submit to head office
- Develop and communicate business strategies to the branch staffs
- Develop logistics in organizing records, files and statements in an effective manner
- Assess the need for assistance such as rehabilitation, financial aid or further vocational training

**January 2009 – August 2010: Youth Probation Officer, Elk Island Youth Ranch, Lamont, Canada**

- Ensure the consistency of a healthy, positive and therapeutic environment for the children in the facility.
- Observes, assesses and records behaviors, interaction and activities of the youth in our care unit
- Organized sporting games and workshops for youth; assisted them with homework.
- Fundraised to provide extras for youth team competitions in Edmonton, Alberta.
- Encourage the youth to be courageous, compassionate and strong in their ability to face challenges.
- Aspire to instill honesty as a core value and influence them to be ethical and responsible members of the society.

**March 2007 – December 2008: Director, Sudanese Community of Alberta, Edmonton, Canada.**

- Make strategies and operational decisions of the association, and to make sure that the organization meet its statutory obligations
- Fundraised to provide extras money for youth team competitions in Edmonton, Alberta.
- Encourage the youth to be courageous, compassionate and strong in their ability to face challenges.
- Aspire to instill honesty as a core value and influence them to be ethical and responsible members of the society.
- Manage organization's business, day to days affairs and attend call and meeting with different institutions
- Participate in board meetings to enable the board to reach decisions and to make sure that the company's obligations are fulfilled
- Ensure that the organization compile with its obligations relating to the health, safety and welfare at work of its workers, under health and safety legislation

**March 2004 – March 2007: Settlement Counsellor, Catholic Social Services (CRS), Edmonton, Canada**

- Provide orientation services and needs assessment to clients; and referrals to community resources
- Provide guidance and support to clients experiencing difficulties with settlement and integration to assist them in problem-solving and accessing appropriate services and resources
- Provide translation and interpretation services to clients in order to facilitate their access to community services
- Assist with the implementation of organizational improvement, policy change and strengthening efforts.
- Connected clients to host of community services: churches, medical facilities, employment agencies, etc.
- Assisted older persons and newcomers with daily living tasks: setting up bank accounts, renting apartments, etc.

- Assist with the implementation of organizational improvement, policy change and strengthening efforts.
- Customized training programs and courses across a ranges of areas, tailoring to clients' needs including entrepreuring development, probational counseling, and strategic planning and performance management.
- Coordinate industrial relations activities related to company employees' problems
- Enhance transparency, accountability and good judgment
- Improve planning, performance monitoring and evaluation functions
- Help newcomers to prepare monthly budgets and maintain records, statistics and conduct groups sessions on topic related to settlement.
- Fielded inquiries on all aspects of Canadian culture.
- As community worker, negotiated settlements between individual, families and youth members.
- Kept fully documented client files.
- Coordinate industrial relations activities related to company employees' problems.

**January 2002 – February 2004: Community Services Worker, Biessel Centre, Edmonton, Canada**

- Working with community groups, providing a range of activities
- Identifying and building on communities' assets and capacities
- Helping communities to share knowledge and resources effectively
- Recruiting and training paid and voluntary staff
- Attending meetings and presenting verbal and written reports
- Managing finance, payroll and making funding applications
- Plan what they want to achieve and take appropriate action; and develop activities and services to generate aspiration and confidence.
- Developing new resources in dialogue with the community and evaluating existing programmes
- Help the community to raise public awareness on issues relevant to the community
- Develop and implement strategies; and liais with interested groups and individuals to set up new services
- Mediating in matters of conflict; planning, attending and coordinating meetings and events
- Overseeing the management of a limited budget
- Encouraging participation in activities; and challenge inappropriate behaviour

**May 1999 – November 2001: Deputy Camp Chairman, UNHCR, Fugnido Refugee Camp/Gambella, Ethiopia.**

- Oversee and undertake refugee eligibility and status determination, ensuring compliance with UNHCR procedural standards and international protection principles
- Stay abreast of political, social, economic and cultural developments that have an impact on the protection environment.
- Provide legal advice and guidance on protection issues to persons of concern; liaise with competent authorities (Ethiopian Government) to ensure the issuance of civil documentation
- Conduct assessment and register all incoming refugee from borders
- Provide Impact assessment refugee to Ethiopian Government, base on the need of protected refugees
- Administer refugee activities in the camp/blocks
- Ensure the Protection Cluster covers all assessed and prioritized protection needs of the affected populations
- Coordinate the design, implementation and evaluation of protection-related programming with partners. Contribute to and facilitate a programme of results-based protection programming through a consultative process with sector and/or cluster partners
- Forge strong partnerships with government entities, other UN agencies, and NGOs to facilitate the operation's protection objectives.
- Write the life-story of refugee seeking settlement in abroad, particularly, USA, Canada, Australia and Europe
- Lead a multi-year protection strategy that is solutions-oriented and based on a consultative process with multi-functional teams and partners.

### **January 1997 – April 1999: Teacher, UNHCR, Fugnido Refugee camp, Gambella, Ethiopia**

- Planned and taught History and Geography mostly to the refugee students/teenagers.
- Department Head of Geography in Junior School.
- Aspire to instill honesty as a core value and influence them to be ethical and responsible members of the society.
- Teach basic skills, foster creativity and critical thinking and provide a foundation for life-long growth.
- Organized sporting games and workshops for youth; assisted them with homework.
- Encourage the youth to be courageous, compassionate and strong in their ability to face challenges.
- Planned and taught History and Geography mostly to the refugee students/teenagers.
- Department Head of Geography in Junior School.
- Customized training programs and courses across a ranges of areas, tailoring to clients needs including entrepreuring development, probational counseling, strategic planning and performance management.

### **June 1996 – December 1997: Teacher, Waat Primary School, Jonglei Province, Sudan**

- Aspire to instill honesty as a core value and influence them to be ethical and responsible members of the society.
- Teach basic skills, foster creativity and critical thinking and provide a foundation for life-long growth.
- Organized sporting games and workshops for youth; assisted them with homework.
- Encourage the youth to be courageous, compassionate and strong in their ability to face challenges.
- Customized training programs and courses across a ranges of areas, tailoring to students' needs including entrepreuring development, probational counseling, strategic planning and performance management.

### **Training Certificates**

1. Certificate of Advance Human Resources Management, Policy and Strategy, Pan African Training Centre, 3<sup>rd</sup> July 2015.
2. Certificate of Petroleum Exploration and Production, offered by NeXT, September 2014.
3. Certificate of Basic Payroll processing, Sage VIP Africa, August 2014.
4. Certificate of International Refugee Law, University for Peace and UNHCR, May 2012
5. Certificate of International Humanitarian Law, University for Peace, December 2011
6. Certificate of workplace Hazard Material Information System (WHMIS), Enform, January 2010.
7. Certificate of Confined Space Entry Monitor, Enform, May 2010 .
8. Certificate of H2S Alive Certificate, Enform, May 2010.
9. Certificate of Standard First Aid And CPR/AED, Enform, June 2010
10. Certificate of Horticultural Production, UNHRC, July 1998.
11. Certificate of Managing crop production, UNHCR, November 1997.
12. Certificate of animal Health and sanitation, UNHCR, April, 1996.
13. Certificate of Agro-forestry training, UNHCR, 1996.

### **Volunteer Experiences**

May 1999 – December 2000: **Team Organizer/leader**, UNHCR, Fugnido Refugee camp.  
April 1995 – June 1996: **Assistant Community Health worker**, WHO, Lankien, Jonglei Province

### **References**

**Dr. John Gai Yoh** (Former Minister of Education, Science and Technology)

Juba, South Sudan

211 927102881

**Prof. Dr. Kuel Jok** (V. Chancelor of University of Rumbek)

Juba, South Sudan

211 927250107

**Hon. Panom Rut (Legal Advisor, Human Right Commission)**

Juba, South Sudan

211 928096906