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United Nations Institute for Training and Research



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In Whom It May Concern

Ms. Yeabera Matyas, staff member of Shabelle Ethiopia Conference Services worked in two consecutive sessions of UNITAR's Regional Training Programme to Enhance Conflict Prevention and Peacemaking in Africa, in 2012 and 2013. In 2012 she was a Conference Planner. In 2013 we understand that she has been promoted to the Head of the International Section.

UNITAR's Regional Programme for Africa is a well-established training programme inviting over 30 senior and mid-level officials every year from national governmental administrations, UN peace missions and regional and sub-regional organizations for a two-week intensive training in Addis Ababa. Ms. Matyas has provided timely and effective services, from the preparations of the organizational arrangements to the reporting for the programme. This has included arranging travel for more than 25 participants/year coming from all over Africa, negotiating with the meeting venue, hotel and restaurants, arranging study tours and other outings, arranging for stipends for the participants, and preparing a detailed financial report.

We have been impressed by her quick and professional manner of working, and courteous attitude towards our senior resource persons, participants and staff. Ms. Matyas worked well under time pressure, liked to solve any unforeseen problems and was keen to make improvements for future events.

We have been very happy and satisfied with Ms. Matyas' service and recommend her for work of a similar nature.

Sincerely,

Trisha Riedy
Manager and Senior Trainer
Peacemaking and Conflict Prevention Programme