



# AMINA AMIRA SMAILA

Ambassador/Honorable Consul General

B.Sc, M.Sc, Ph.D

INTERNATIONAL RELATIONS | PUBLIC ADMINISTRATION

 **Atlanta, GA, U.S.A**  **+1 646 942 4909**  **smailaamira@nigeria-consulate-atl.org**

## EXECUTIVE SUMMARY

- ▶ A Pragmatic and results-driven expert with 19 years of work experience in various positions, including as Acting Director of the Policy Division under the Ministry of Foreign Affairs. Served as a Minister at the Permanent Mission of Nigeria to the United Nations in New York under the Second Committee, Third Committee, and Security Council. Served at the Permanent Mission of Nigeria to the United Nations Office and other Organizations in Geneva as a Minister in charge of Technical and Specialized Agencies. Proven expertise in Public Administration while formulating proposals for development strategies, policies and economic measures relevant to Nigeria's national interest. Core in Policy development, including monitoring and evaluation, review and analysis of issues and trends on a global outlook. Expertise in International Relations and Political Science, with proficiency in Advanced Negotiations, Defense and Security Management, Conflict Resolution, Computer Science, Public Relations and Administration, Operations Management, and Cost Control, Budgeting, Monitoring and Evaluation.

## ACADEMIC QUALIFICATIONS

### Ph.D - International Relations

University of Abuja, Nigeria.  
2005.

### M.Sc - International Relations

University of Abuja, Nigeria.  
2000.

### B.Sc - Political Science

University of Abuja, Nigeria.  
1996.

## TRACK RECORD

### Head of Mission

**July 2021 - Date.**

Consulate General of Nigeria, Atlanta - Georgia, U.S.A.

- Strengthening and maintaining international relations between Nigeria and the United States.
- Protecting Nigerians and the interests of Nigeria in the United States.
- Negotiating on behalf of Nigeria.
- Streamlining the operations of processing and issuance of travel documents and notarial services.
- Promoting investment and trade.
- Fostering and developing economic, cultural and scientific relations between Nigeria and the United States.

### Minister/Deputy Director

**July 2018 - July 2021.**

Permanent Mission of Nigeria to United Nations, Geneva, Switzerland.

- United Nations Entity for Gender Equality and Empowerment of Women (UNWOMEN).
- World Intellectual Property Organization (WIPO).
- Inter-Parliamentary Union (IPU).
- International Telecommunications Union (ITU).
- UN Institute for Training and Research (UNITAR).
- Any other duties as may be assigned by the Ambassador/PR.

## TRACK RECORD

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### **Ag. Director, Policy Division**

**May 2016 - July 2018.**

Ministry of Foreign Affairs Headquarters, Abuja, Nigeria.

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- Conducted regular analytical studies and preparation of policy papers on pertinent trends and other aspects of the development in the ministry, assigned countries, or region, with particular regards to the relationship with ministries, departments, and agencies.
  - Proffered analytical inputs of foreign direct investment, including the trends in FDI and its impact on development within the country. Monitored and assessed comparative policy framework and the input of completed FDIs in the countries involved for advisory position to the Honourable Minister of Foreign Affairs.
  - Formulated proposals for development strategies, policies, and economic measures with bearing on Nigeria's national interest. Assisted with the development of policy, including the review and analysis of issues & trends on a global outlook.
  - Liaised with the Directorate of the Technical Aid Corp (TAC) for improvements on the strategies to achieve Nigeria's foreign policy objectives. Recommended policy directions to the immediate supervisors to achieve consistency and synergy in mandate implementation.
  - Executed policy modelling of both in-house changes and their implications for enhanced productivity, both in the Ministry and its Missions abroad.
  - Provided substantive support to meetings and conferences of the Ministry, including proposing the agenda topics, identifying participant's preparation of documents and presentations such as the top management committee meeting, crisis management committee, and policy planning committee.
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### **Minister/Head of Third Committee, Security Council**

**Sept 2012 - Apr 2016.**

Permanent Mission of Nigeria to the United Nations, New York.

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- Represented Nigeria at the United Nations on Social, Humanitarian, Cultural Issues and Human Rights at the General Assembly, Security Council, and Third Committee.
  - Represented Nigeria at the Executive Board meetings of UN-Women, UNDP, UNICEF, UNESCO, and UNFPA.
  - Represented Nigeria at the meetings of the Group of Friends of the UN United against Human Trafficking.
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### **Spokesperson/Head of Media Department**

**Feb 2012 - Mar 2014.**

Permanent Mission of Nigeria to the United Nations, New York.

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- Oversaw the media coverage of Mission's activities in the UN and liaised with the UN media specialists from different countries. Organized and executed media activities for the President, Honourable Ministers of Foreign Affairs, and other Nigerian High-level officials.
  - Organized and executed media activities for the Ambassador/Permanent Representative and coverage of meetings at the United Nations and Nigeria house.
  - Spearheaded the Mission's annual UNGA handbook. Trained, monitored, and supervised the Mission's intranet communications systems.
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### **Senior Counsellor/Second Committee Expert**

**Nov 2010 - Aug 2012.**

Permanent Mission of Nigeria to the United Nations, New York.

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- Represented Nigeria at the United Nations headquarters on Economic and Financial matters/Sustainable Development at the General Assembly, Economic and Social Council, and the Second Committee.
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### **Counsellor, Int'l Organizations Dept-Second United Nations Division**

**Dec 2008 - Nov 2010.**

Ministry of Foreign Affairs Headquarters, Abuja, Nigeria.

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## TRACK RECORD

- Responsible for Second Committee issues (Economic, Financial and Sustainable Development) and all the United Nations specialized Agencies.
- Liaised with Federal Ministry of Transport on International Maritime Organizations issues while participating in the multilateral negotiations during the 64th, 65th and 66th Sessions of the United Nations General Assembly.

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### **NAPEP Secretary Kuje Local Government Municipal Area Council, Abuja** **2007 - 2008.**

Presidency: National Poverty Eradication Programme (NAPEP) F.C.T Office.

- Implemented VEDS and CCT NAPEP programme within the Kuje Area Council. Reported to the NAPEP F.C.T Secretary and the Kuje Local Government Chairman on activities of NAPEP.
- Supervised the local government anchor projects under the village economic development solutions scheme.
- Disbursement of government counter-part funds for cash conditional transfer (CCT) identified household beneficiaries in Kuje Area Council.

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### **Desk Officer - Office of the Deputy Director, Monitoring** **2003 - 2007.**

Presidency: National Poverty Eradication Programme (NAPEP) Headquarters, Abuja.

- Responsible for the day-to-day running of the director's activities, compiled weekly progress reports of all the units of the monitoring department, and assisted the deputy director (monitoring) with design go monitoring procedures.
- Provided regular assistance to the deputy director in the evaluation of youth development centers, produced detailed monitoring manual on a quarterly basis and memos for the office of the deputy director (monitoring), and documented detailed monitoring activities for audit trail, archives, and compliance.

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### **Desk Officer - Office of the Director of Administration** **2002 - 2003.**

Presidency: National Poverty Eradication Programme (NAPEP) Headquarters, Abuja.

- Responsible for the general office administration and routine services of the office of the Administration Director; coordinated the reception to ensure smooth running of the daily operations.
- Maintained administrative files, records, and documents for audit trail. Simplified the process of retrieving data for accessibility. Maintained, set-up and optimized physical and electronic filing systems that kept records and files.
- Maintained office orders, supplies, and managed support staff in conducting facilities inspection/maintenance.

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## **NATIONAL YOUTH SERVICE CORPS (NYSC)**

Federal Ministry of Women Affairs and Social Development, Abuja.

Dec 1996 - Oct 1997.

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## **INTERNATIONAL APPOINTMENTS**

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Chairman, Berne Union Executive Committee, Geneva, Switzerland.	2020 - 2021.
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Vice Chairman, 53rd/54th Sessions of United Nations Commission on Social Dev, New York.	2014 - 2016.
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Vice Coordinator, United Nations 3rd Committee Experts, New York.	2014/2015.
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## ADHOC RESPONSIBILITIES

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Chairman Reception Committee on the campaign for Nigeria's candidate, Dr. Ngozi Okonjo-Iweala for the position of Director - General of the World Trade Organization in Geneva.

June - December 2020.

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Secretary Committee on New Organogram for the Ministry of Foreign Affairs, Nigeria.

September 2017.

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Secretary Committee on Government's International and Diplomatic Response to the incident between the Nigerian Army and the Islamic Movement of Nigeria. February 2017.

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Member Editorial Committee UNGA 66th Session, Permanent Mission of Nigeria, New York, USA.

January 2011.

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Secretary Organizing Committee for Zonal Workshops on the Definition of Poverty and the Poor, Nigeria.

November 2007.

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Secretary Organizing Committee for NAPEP National Zonal Workshop on FMI's and LG Chairman Nigeria.

November 2006.

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Secretary Organizing Committee for State Commissioners of Poverty, Meeting with Katsina State Government and NAPEP Management, Nigeria. June 2005.

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Secretary Organizing Committee for National (Zonal) Workshops for Local Government Chairmen with NAPEP Management, Nigeria.

July 2004.

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Secretary Task Force Committee on Regularization and Absorption of NAPEP staff into the mainstream of the Civil Service, Nigeria.

Apr 2004.

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## PROFESSIONAL CERTIFICATIONS

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Advanced Negotiation Strategies | Harvard University, Cambridge, USA. 2015.

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Leadership and Communications | Harvard University, Cambridge, USA. 2015.

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UNO-GP & R2P/UNITAR Course on Prevention of Genocide United Nations Institute for Training & Research, New York, USA 2013.

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OHCHR/UNITAR Human Rights Orientation Programme for Diplomats - United Nations Institute for Training & Research, New York, USA 2012.

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IOM/UNITAR Certificate in Intl. Migration Law - United Nations Institute for Training & Research, New York, USA 2011.

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Orientation Course for New Research, New York, USA Members of Permanent Missions On the Work of the UN - United Nations Institute for Training & Research, New York, USA (2011).

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Defence and Security Management | National Defence College, Nigeria. 2010.

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## PROFESSIONAL CERTIFICATIONS

French Beginners   L'Institut Francais du Nigeria a Abuja Programme.	2009.
Certificate UN Information Service 47th Graduate Study Programme - United Nations Office, Geneva.	2009.
Conflict Resolution and Developmental Analysis   Institute for Peace & Conflict Resolution.	2007.
Conflict Management   University of Rhode – Island, USA.	2006.
Diploma in Public Relations   Nigerian Institute of Public Relations,	2000.
Diploma in Computer Science   Key Information Technology,	1997.

## MERITS/AWARDS/COMMENDATIONS

UN SDGs Smart Ambassador   Diligent Care for Creative Intelligence Development (DICIDE).	2018.
High Standards of Professionalism and Dedication to Duty   Perm Secretary, Ministry of Foreign Affairs.	2017.
Alternate Member of Nigeria's Delegation to UN Security Council   Minister of Foreign Affairs.	2016.
Appreciation Letter from the UN Coordinator on Action against Sexual Violence in Conflict.	2015.
Global Women Champion Award and Certificate of Commitment to Excellence.	2014.
Letter of Commendation   Honourable Minister of Women Affairs and Social Development.	2013.
Letter of appreciation from the International President of Lions Club	2013.
Letter of Appreciation from the Executive Director of UNFPA.	2012.
Certificate of the United Nations 47th Graduate Study Programme awarded by the Director General UN Office in Geneva, Switzerland.	2009.
Letter of Appreciation as Resource Person in Resource-Use Conflict for the Global Environment Facility (GEF) Project for the Niger Basin in Nigeria, Kaduna.	2008.
Ambassador for Peace   Universal Peace Federation, Abuja,	2007.
Letter of Appreciation as Resource Person at a 12-day Training Program.	2007.
Commendation as Resources Person   National Poverty Eradication Programme (NAPEP).	2006.
Certificate of Appreciation for contributions (Judge) towards the preservation of cultural values for Nigerian Children at the Children's Cultural Festival, Abuja.	2006.
Certificate of Appreciation, Abuja Carnival.	2005.
Best Performance in International Relations   University of Abuja.	1996.
Best Graduating Student in Political Science   University of Abuja.	1996.

## PROFESSIONAL MEMBERSHIP

Member | Worldwide Association of Female Professionals, USA.

Member | Nigerian Conservation Foundation.

## RESEARCH WORKS

Technical Aid Corps as an instrument of Nigeria's Foreign Policy "Prospects and Challenges in the 21st Century" 2005. (UBJ/01/01553029).

"Nigeria's Aid to African Countries: Implications for National Security" Vol. II. 2000.

"Nigeria's Aid to African Countries: Implications for National security" 1999 (Vol. I UBJ/97426059)

"The Role of Diplomats in the Conduct of Nigeria's Foreign Policy" 1996 (UBJ/96/9254023).

## WORKSHOPS/TRAINING/CONFERENCES/SEMINAR

Global Content Digital Market, World Intellectual Property Organization (WIPO), Switzerland. 2020.

Maximizing The Power Of Diversity, Geneva - Switzerland. 2019.

Empowering Women in Intellectual Property, Geneva – Switzerland. 2018.

Directorate Cadre Training for Foreign Service Officers, Ministry of Foreign Affairs, Nigeria. 2018.

In-House Workshop for Directorate Cadre officers of the Ministry of Foreign Affairs, Abuja 2018.

Stakeholders Conference on "Nigeria's Foreign Policy and Strategy" 2016.

Nigeria - US Relations Prospects and Challenges. 2016.

Nigeria-US Relations under President Donald Trump: Prospects and Challenges, Abuja 2016.

Global Summit to End Sexual Violence in Conflict, Excel London. 2014.

Global Family Policy Forum, Arizona USA. 2014.

World Forum on Human Rights, France. 2013.

Male-Directed Sexual Violence | New York. 2013.

Seminar on the Prevention of Genocide, jointly organized by UNITAR and the UN Office on Genocide Prevention and the Responsibility to Protect, New York, USA 2013.

International Humanitarian Law: 30th Annual Seminar for Diplomats Accredited to the United Nations, New York University School of Law, New York, USA. 2013.

## WORKSHOPS/TRAINING/CONFERENCES/SEMINAR

5th World Forum on Human Rights, Cite De Congress/Nantes Events Centre, Nantes, France	2013.
23rd Session of the Human Rights Council, Geneva, Switzerland	2013.
Workshop on Male-Directed Sexual Violence: Increasing Understanding for a Better Response, Doubletree Metropolitan Hotel, NY, USA.	2013.
United Nations Conference on Trade and Development (UNCTAD XIII), Doha – Qatar	2012.
Working to Reduce the Impact of the Economic Crisis on Human Rights, Development and the Environment, Geneva - The United Nations Office, Geneva UN Information service (2009).	
26th Assembly of International Maritime Organization (IMO), London, United Kingdom (2009).	
ECOSOC Retreat, Greentree Foundation, Manhasset, November 2011. New York (2011).	
Trade Standards Practitioners Network (TSPN) Conference on Standards in South-South Trade and Opportunities for Advancing the Sustainability Agenda, Washington, DC, USA (2011).	
XIX International Aids Conference (AIDS 2012), Washington DC, USA (2012).	
Pledging Conference for Development Activities and the 2012 United Nations/Food and Agriculture Organization of the United Nations Pledging Conference for the World Food Programme, United Nations Headquarters, New York, USA.	
Women's World Banking 1975-1990: "Founding a movement", United Nations Headquarters, New York (2012).	

## CORE COMPETENCIES

▶ Public Administration	▶ Business Management	▶ Computer Science
▶ Operations Management	▶ Project Management	▶ Monitoring & Evaluation
▶ International Relations	▶ Human Resources	▶ Defense & Security Management
▶ Political Science	▶ Cost Budgeting/Control	▶ Conflict Management
▶ Public Relations	▶ Advanced Negotiations	▶ Policy Development and Planning

## HOBBIES/INTERESTS

❖ Networking	❖ Research	❖ Reading	❖ Rock Climbing
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## PROFESSIONAL SKILLS

✓ Team Leadership	✓ Strategic Planning	✓ Vision and Innovation	✓ Entrepreneurial Spirit
✓ Subject Specific	✓ Strategic Thinking	✓ Hands-on, Flexibility	✓ Cost-Effectiveness
✓ Change Management	✓ Decision Making	✓ Collaboration	✓ Attention to Detail
✓ Commercial Acumen	✓ Track Record	✓ Accountability	✓ Problem-solving
✓ Communication	✓ Productivity	✓ Multi-tasking	✓ Organizational
✓ Proactivity	✓ Mentoring	✓ Motivation	✓ Interpersonal

REFEREES

**Ms. Amina J. Mohammed**

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United Nations, Headquarters,  
New York, USA.  
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United Nations, Headquarters,  
New York, USA.  
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Federal Republic of Nigeria.  
Abuja, Nigeria.  
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