

No.21023/07/2018-PMA GOVERNMENT OF INDIA Ministry of Home Affairs [Police Division-II] PMA Cell

> MHA, North Block, New Delhi, 110001 Datedou April, 2018

To

- 1. The Chief Secretaries and DsG (P)s of all States / UTs
- Directors IB/CBI/SVPNPA/SPG/NEPA/NICFS/CFSL/ 2. DCPW.
- 3. DsG - BSF/CRPF/ITBP/CISF/NSG/RPF/BPR&D/SSB /NCB/NIA/Assam Rifles (Through LOAR)
- Commissioner of Police Delhi

Subject :- Job Opening: Police Chief of Staff (P-4) in United Nations Mission for Justice Support in Haiti (MINUJUSTH)

HOL(K) Sir/Madam,

Police Division, UNHQ through PMI to UN has sought the nomination of eligivlecandidates for the subject Job opening (Job opening number: 2018-MINUJUSTH-

- The job description along with the requisite eligibility criteria/qualifications of Police Chief of Staff (P-4) in United Nations Mission for justice Support in Haiti (MINUJUSTH) are enclosed/attached with this letter for needful reference. It is strongly recommended to nominate those candidates meeting requirements for the positions/posts as described in Job descriptions.
- 3. Therefore, It is requested that nomination of eligible and willing officers of the rank of SP/DIG for (P-4) level post may be submitted through proper channel to this Ministry by 18th May, 2018 alongwith the following documents duly completed in all respect:-
 - United Nations Personal History Profile (PHP) form (P.11) duly completed i. and signed by the nominated candidate.

ii. Nations **Employment** Academic and [attachment to personal history profile (P-11)] Form duly completed and Certification signed by the nominated candidate as well as the relevant local authority.

अपर पुलिस महानिर्देशक (कार्मिक) मुख्यालय पुलिस महामिदेशदा

ACV/29 43012

- Note: In Earlier Instances, it was observed that the EAC was submitted without the signature of Designated Authority of concerned Force resulting rejection of nomination. Hence, the forwarding authority should ensure that the EAC is duly signed by the applicant as well the Designated Authority of Force. All*requisite details i.e. position for which applying, job opening number, date of commission, degrees and academic distinctions and all other requisite details should be filled properly.
- iii. Personal details as per Annexure-I.
- iv. Human Rights certificate must be included(proforma
- 4. No modified format other than the specimen enclosed aduly typed will be entertained/accepted as it invites lot of observations from UNIHQ (UNDRKO) while finalizing the nominations. Hand written PHP/EAC will inot be entertained/accepted. It may be ensured that the photographs of the officer applying for the post should be placed on the front side of P-11 form and signature in the last page at relevant place.
- 5. Personal History Profile (P-11), EAC and HR certificate along with forwarding letter of each nominated candidate are required to be submitted in separate files (PDF format only) through E-mail at uspma@gov.in or sopma@gov.in before the deadline.
- 6. It may please be ensured that the nominees are clear from Vigilance angle and Necessary Cadre Clearance (for all Officers) from MHA/State Government/CAPFs/any other lending organization must be forwarded with not be entertained).
- 7. No direct application will be entertained. Applications through proper channel only i.e. through Home Department(State)/approval of Head of Organization will be entertained. Applications received after the deadline specified will not be accepted.

Yours Faithfully

(Raman Kumar)

Under Secretary to the Government of India

雪: 23094009 島: 23094009

a:uspma@nic.in

Copy to

Commissioner of Police.

Mumbai, Kolkatta, Chennai and Bangalore.

It is requested to forward the nominations of eligible and willing officers though State Government

- 1. SO (IT), MHA With the request to upload the above communication on MHA website (Police Division-II(secondment vacany) and 'what's new'.
- 2. US(UNP)-BA, MEA, JNB (2029), New Delhi

(Raman Kumar)

Under Secretary to the Government of India

United



Post title and level

Organizational Unit **Duty Station**

Reporting to Duration

Deadline for applications Job Opening number

Police Chief of Staff (P-4)

United Nations Mission for Justice Support in Haiti

Port nu Prince

Police Commissioner

I year (contract termination may be earlier than the stipulated

period of the contract based on the availability of funding)

30/05/2018

2018-MINUJUSTH-69133-DPKO

United Nations Core Values: Integrity, Professionalism and Respect for Diversity

RESPONSIBILITIES:

The UN Police Chief of Staff is responsible for providing strategic and operational advice to the Police Commissioner, advisory and coaching support to pational authorities at managerial and operational levels in various areas of policing and law enforcement, developing frameworks for the development and reforming of the local police, and management of the international police personnel placed under his/her

- Reviewing and proposing updates to administrative policy directives, plans and orders of the Police Commissioner, deployment plans, Standard Operating Procedures (SOP); reviewing and drelling informational bulletins on new directives and instructions requiring the attention of all UN. Police officers.
- Acting upon planning human resource and administrative issues such as deployment, rotation, extensions; timely recruitment, induction of staff; Involved in staffing, train and munitor performance of personnel within the Police component of the mission;
- Undertake procurement activities of supplies and related services that affect the Police component. and providing general oversight of all assets belonging to the UNPOL component and their proper
- Organizing legal advisory support to the UN Police leadership and other UNPOL staff, as directed;
- Conducting visits to team sites and meeting with representatives of the local civilian communities, UN and Non-Government Agency leaders to, inter alia, to assess the quality of performance and morale of the team, and work is being done in a fair and equitable manner and in accordance with sound and progressive management principles;

- Supporting the permanent administrative information exchange between the UN Felice component and the DPKOPolice Division, providing regular dissemination of UNPOL strength reports among the UNPOL staff, Mission lendership, the DPKOPolice Division; Liaising with the UN Police Division and actively supporting the flow of information;
- Adhering to the Internal Investigation process; carrying out inquiry and reviewall completed case files to be recommended to the Police Commissioner for disciplinary sunction based on the findings of the investigation and in coordination with the Mission Disciplinary Unit; representing the UN Police on Boards of Inquiry, as directed;
- Providing administrative backstopping to the police Commissioner in all matters pertaining to that office; and chair periodic meetings with Regional Commanders concerning administrative
- Contributing to the preparation of budget proposals for Police Commissioner;
- Supports other functions consistent with the mandate provided by the Security Council Resolution and as may be required by the HOPC.

COMPETENCIES:

Professionalism: Shows pride in work and achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; romains calm in affectful situations. Takes responsibility for incorporating gendot perspectives and ensures the equal participation of women and men in all areas of work. Knowledge and understanding of theories, concepts and approaches relevant to demogratic policing, law enforcement. Outstanding expert knowledge in the technical field of work in general and in the specific areas being supervised in particular. Ability to apply technical expertise to resolve police related issues and challenges. Strong organizational skills,

Plauning and Organizing: Develops clear goals that are consistent with agreed strategies, identifies priority activities and assignments; adjusts priorities as required; allocates appropriate annotant of time and resources for completing work; foresecs risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Teamwork: Works collaboratively with collengues to achieve organizational goals; solleits inputs by genuinely valuing other's ideas and exputises is willing to learn from others; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares eredit for team accomplishments and accepts joint responsibility for team shortcomings.

QUALIBICATIONS.

Education: Advanced university degree (Masters or equivalent) in law, police management, law enforcement, security studies, criminal justice, business or public administration, human resources management, change management, or related area. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree. Specialized training in incumbent's responsibility (operations, reform, administration, principal is highly desirable. Graduation from a certified Police Academy or other national or international Law Enforcement Training Institution is required.

Work Experience: A minimum of 7 years (9 years in absence of advanced degree) of progressively relevant and active policing service/experience in a mational orinternational law enforcement agency both at he field and national police headquarters level a required of years of notive police experience at policy making level with strategic planning and management experience in one of the following areas: police operations, human and financial resources unimagement, crime management, police administration, police training and development, change management (pathigularly in law enforcement), reform and restructuring or related field—required; practical direct experience in commanding a regional or a state level police units,—highly desirable. Previous UN or international experience is an advantage. Rank: Rank required for a P-4 is Superintendent of Folice, Lieutenant Colonel, other equivalent or higher rank:

Lunguages: English and French are the working languages of the UN. For the post advertised, fluency in oral, and written English and French is required.

Preference will begiven to equally qualified women candidates.

Date of Issuance: 19/03/2018

http://www.am.org/en/peacokesping/sites/police

Annexure

Recent passport size photograph

- 1. Name of Post applied.
- 2. Job opening number
- 3. Name of the Officer
- 4. Designation/Rank/organization and Pay scale/pay band with present place of posting 5. In the case of officers of deputation with other organization.
- - (a) Name of Parent organization.
 - (b) Name of organization presently employed.
 - (c) Date of deputation
- (d) Expected date of repatriation to parent cadre/organization.
- 6. Date of Birth
- 7. Education/Qualification
- 8. Date of Joining Police Service and date of superannuation
- 9. Service/Cadre/Batch:
- 10, Previous UN experience

Telephone No.

- a. Office
- b. Residence.
- c. Mobile No(mandatory)
- d. Fax No.
- e. E-mail id(mandatory)
- 11. Present Job Profile:-
- 12. NOC from parent cadre (if on deputation) mandatory: Yes/NO/Not applicable

I hereby certify that, I fulfill the eligibility requirement notified for the post applied for.

(Signature of the applicant)

HR CURTURICATE



A It is certified that	
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To be signed by an officer Not below the rank of DIG/Director

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30. REFERENCES: List three persons, not rela qualifications;	ted to you, and ar	re not ourrent United N	vations staff m	embers, wi	o are fami	llar with your o	haracter and
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22. HAVE YOU EVER BEEN ARRESTED, INDI	CTED, OR SUMM	ONED INTO COURT	AS A DEFEND	ANT IN A	CRIMINAL	PROCEEDIA	NG, OR
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"yes", give full particulars of each case in an attac	hed statement.				. i .		
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8. You will be requested to supply documentary e	vidence which sup	ports the statements	you have made	above. D	o nol, how	vever, send a	ny
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Employment and Academic Certification Attachment to Personal History Profile (P11)



For guidance on the submission package you may refer to the briefing material "How to prepare the submission".

A. TO BE COMPLETED BY CANDIDATE (from sections 1 to 11):

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	with the exception of minor traffic violations (driving while intoxicated or dangerous or careless driving are not considered minor traffic violations for this purpose), but was not convicted, the Government is requested to provide information regarding the investigation(s) or prosecutions concerned.
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