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6/8/141  
21FAX/URGENT/AT ONCE**From: Home New Delhi**

**To :**

1. The Chief Secretaries of all States / UTs
2. Directors - IB/CBI/SVP PA/SPG/NEPA/NICFS/CFSL/DCPW/NCRB.
3. DsG - BSF/CRPF/ITBP/CISF/NSG/RPF/BPR&D/SSB/NCB/NIA/Assam Rifles (Through LOAR)
4. Commissioner of Police Delhi.
5. UT Division, MHA

06 AUG 2014

No.21023/29/2014-PMA

Dated the 04 August, 2014

**Subject : Job Opening 2014-UNMISS-82337-DPKO (Deputy Police Commissioner, D-1), United Nations Mission in the Republic of South Sudan (UNMISS)**

UNDPKO through PMI to UN has sought nominations of individual police officers for appointment (Deputy Police Commissioner, D-1) on secondment to **United Nations Mission in the Republic of South Sudan (UNMISS)** for a period of one year (extendible).

ADG(K)

24/8/14

Post title and level	:	Dy Police Commissioner.
Level of Post	:	D-1, [IG/Addl DG]
Organizational Unit	:	UNMISS
Duty Station	:	Juba (South Sudan)
Duration	:	12 Months (extendible)
Job Opening Number	:	204-UNMISS-82337-DPKO
Date of submission of nomination to PMI to UN	:	25 <sup>th</sup> August, 2014.

**QUALIFICATIONS:-**

**Education :** Advanced University Degree [Master's or equivalent] in law, criminal justice, public administration, development management, political science, or related area. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree. Graduation from a certified police academy or other law enforcement training institution is also required.

**Work Experience:** A minimum of 15 years (17 years in absence of advanced university degree) of progressive and active relevant policing service/experience both at the field and national headquarters level, including at least 8 years of active police experience at senior policy making level, with extensive strategic planning and management experience in the areas of operations, human and financial resources, administration, training and development.

14 (Karmik)

बिहार पुलिस महानिदेशक (कार्यिक)

25/8/2014

10521

बिहार पुलिस महानिदेशक (कार्यिक)

आदेश क्र 2518

25/8/14



**Language** : Fluency in spoken and written English is required. Knowledge of a second UN language is an advantage.

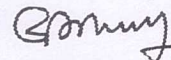
2. It is requested that nomination of **eligible and willing officer** of the level of **IG/Addl DG [D-1]** may be submitted to this Ministry by **19<sup>th</sup> August, 2014** along with the following documents duly completed in all respect:-

- i. United Nations Personal History Profile (PHP) form (P.11) duly completed and signed by the nominated candidate.
- ii. Employment record-supplementary sheet.
- iii. United Nations Employment and Academic Certification [ attachment to personal history profile (P-11)] Form duly completed and signed by the nominated candidate as well as the relevant local authority.
- iv. Personal details as per **Annexure-I**.

4. **No modified format other than the specimen enclosed will be entertained/accepted as it invites lot of observations from UN HQ (UNDPKO) while finalising the nominations.** It may be ensured that the photograph 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. It may please be ensured that the nominees are clear from Vigilance angle.

6. No direct application will be entertained.



( G C Yadav )

Deputy Secretary to the Government of India

☎ : 23093443

✉ : uspma@nic.in





Recent passport  
size photograph

Annexure

**BIO-DATA PROFORMA**

1. Name of Post applied.
  2. Job opening number
  3. Name of the Officer
  4. Designation/Rank/organisation 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
  9. Service/Cadre/Batch
  10. Educational Qualification
  11. Previous UN experience
- Telephone No.
- a. Office
  - b. Residence
  - c. Mobile No.
  - d. Fax No.
  - e. E-mail id

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

(Signature of the applicant)



TO: PERMANENT MISSION OF

FROM: DPA

DATE: Wed Jul 30 2014 19:04 EDT

UNITED NATIONS HEADQUARTERS  
CODE CABLE OPERATIONS

UNITED NATIONS



NATIONS UNIES

2014 JUL 30 P b: 08

003456

DPKO/OROLSI/PD/2012/0933

The Secretariat of the United Nations presents its compliments to the Permanent Mission of Member State to the United Nations and has the honour to invite its Government to nominate individual police officers in active service for appointment on secondment to the United Nations Mission in the Republic of South Sudan (UNMISS), for an initial period of one year, with possibility of extension.

Details regarding the posts for which the Secretariat is seeking qualified applicants are provided in the attached Job Opening/s # 2014-UNMISS-82337-DPKO. Also attached are the "Application Procedures for Position in United Nations Police Components in Peacekeeping Operations and Special Political Mission Requiring Official Secondment from National Governments of Member States of the United Nations".

The Secretariat kindly requests the Permanent Mission to submit a separate application for each nominee for each Job Opening/s to the Selection and Recruitment Section/ Police Division/OROLSI/DPKO, One UN Plaza, Room DC1-0776, in accordance with the above-referenced procedure, certifying that the nominee/s meet/s the requirements in the attached Job Opening/s. Applications submitted after the deadline specified in the Job Opening will not be considered.

The Permanent Mission is also requested to confirm that selected candidates will be released, in a timely manner, from the national police service obligations for service with the United Nations. It is also requested to ensure that the rank of each candidate submitted is indicated on the application. In addition, it is strongly recommended that Member States carefully pre-screen their applicants and submit only those candidates meeting all requirements for the position as described in the Job Opening/s.

Member States are strongly encouraged to nominate qualified female police officers. Preference will be given to equally qualified women candidates.

The Secretariat wishes to inform that the Permanent Mission of Member State that in an effort to streamline and expedite the procedures of recruiting seconded officers, candidates placed on a roster following the selection process may be considered for posts with similar functions within a period of one year and if recommended for deployment, further arrangements will be coordinated with the Permanent Mission in due course.

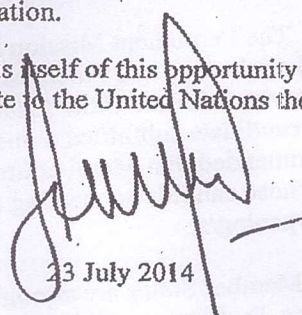
*[Handwritten signature]*  
*[Handwritten initials]*



The Secretariat wishes to outline that it is the responsibility of the Government to ensure that each candidate it nominates has not been convicted of, or is not currently under investigation or being prosecuted for, any criminal or disciplinary offence, or any violations of international human rights law or international humanitarian law. In the case of nominees who have been investigated for, charged with or prosecuted for any criminal offence, 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 were not convicted, the Government is requested to provide information regarding the investigation(s) or prosecutions concerned. The Government is also requested to certify that it is not aware of any allegations against its nominated candidates that they have committed or been involved, by act or omission, in the commission of any acts that may amount to violations of international human rights law or international humanitarian law.

The Secretariat recalls that the responsibilities of those personnel who are appointed to serve in United Nations peacekeeping or special political missions are exclusively international in character. They perform their functions under the authority of, and in full compliance with, the instructions of the Secretary-General of the United Nations and persons acting on his behalf and are duty-bound not to seek or accept instructions in regard to the performance of their duties from any government or from other authorities external to the United Nations. Seconded personnel should carry out their functions in accordance with all applicable regulations, rules and procedures of the Organization.

The Secretariat of the United Nations avails itself of this opportunity to renew to the Permanent Mission of Member State to the United Nations the assurances of its highest consideration.



23 July 2014



United



Nations

*Job Opening for Position requiring official secondment from national governments of Member States of the United Nations Organization. Appointments are limited to service on posts financed in the support account of peacekeeping operations.*

Post title and level  
Organizational Unit  
Duty Station  
Reporting to  
Duration  
Deadline for applications  
Job Opening number

Deputy Police Commissioner, D-1  
United Nations Mission in the Republic of South Sudan  
Juba  
Police Commissioner  
12 Month (extendible)  
25 August 2014  
2014-UNMISS-82337-DPKO

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

### RESPONSIBILITIES:

In compliance with the mission mandate and under the supervision and substantive guidance of the Police Commissioner (PC), the Deputy Police Commissioner will be responsible for the operational oversight of the UN Police component's activities related to the Mission mandate implementation, and will:

- Undertake a complete review of the existing local police structure and its systems to make in-depth analysis of the country specific police systems, structures and resource requirements to support SSPS in its reform, restructuring and development efforts, including the use of the Rule of Law Indicators Project (ROLIP);
- Provide advice and assistance to SSPS leadership in the development of short, medium and long term plans and programs for the reform, restructuring and the strengthening of the capacity of SSPS including in strengthening its long term strategic reforms, based on planning, budgeting and performance measurements;
- Provide advisory support to the SSPS leaderships in integrating organizational change and strategic reform initiatives across all the key areas of SSPS organization, including administration, professional standards, legal, planning and development, training, infrastructure and technical logistical requirements;
- Assist SSPS in developing oversight and accountability mechanisms so as to strengthen public confidence in the SSPS;
- Advise and mentor SSPS in institutional development efforts, in conjunction with other mission components and international and bilateral partners so as to ensure the development of a comprehensive approach to the rule of law with cross-cutting issues mainstreamed;
- Ensure the formulation and harmonization of UN Police Work Plans in accordance with the mission mandate and concept of operations (CONOPS) and regularly review and monitor their implementation;
- Provide necessary operational oversight on all UNPOL activities related to mandate implementation and result based budgeting including oversight of the development of work plan and result frameworks in line with the mission specific mandate implementation plans, and ensure timely submission of monthly, bi-annual and annual progress reports of the police component and follow-up on recommendations;
- Ensure liaison with the Military, DSS and other relevant components of the mission regarding the safety and security of the UN Police and liaise with SSPS counterparts in regards to the safety and security of all UN Police, including those co-located with the SSPS;



- Provide leadership to the police component of the mission during the absence of Police Commissioner.
- Perform any other duties as assigned by the Police Commissioner in fulfillment of the mandate.

**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; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

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

**Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

**Leadership:** Serves as a role model that other people want to follow; empowers others to translate vision into results; is proactive in developing strategies to accomplish objectives; establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions; drives for change and improvements; does not accept the status quo; shows the courage to take unpopular stands.

**Judgement/Decision-making:** identifies the key issues in a complex situation, and comes to the heart of the problem quickly; gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; takes decisions with an eye to the impact on others and on the Organization; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines that the actions proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary.

**QUALIFICATIONS:**

**Education:** Advanced university degree (Masters or equivalent) in law, criminal justice, public administration, development management, political science, or related area. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree. Graduation from a certified police academy or other law enforcement training institution is also required.

**Work Experience:** A minimum of 15 years (17 years in absence of advanced university degree) of progressive and active relevant policing service/experience both at the field and national headquarters level, including at least 8 years of active police experience at senior policy making level, with extensive strategic planning and management experience in the areas of operations, human and financial resources, administration, training and development;

**Rank:** Chief Superintendent of Police, Police Commissioner, Deputy (Assistant) Inspector General, equivalent to senior colonel/general in the military or higher rank.

**Language:** Fluency in spoken and written English is required. Knowledge of a second UN language is an advantage.

Preference will be given to equally qualified women candidates.

Date of Issuance: 23 July 2014

<http://www.un.org/en/peacekeeping/sites/police>



TO: PERMANENT MISSION OF

FROM: DPA

DATE: Wed Jul 30 2014 19:04 EDT

In accordance with the new Policy on Human Rights Screening of UN Personnel, all individuals who seek to serve with the United Nations are requested to make "self-attestation" that s/he has not committed any serious criminal offences and has not been involved in violations of international human rights or international humanitarian law. The exact wording of the self-attestation is outlined in para. 5.2 of the above mentioned Policy. The final decision on the selection of an individual to serve with the United Nations will also be subject to human rights screening.



TO: PERMANENT MISSION OF

FROM: DPA

DATE: Wed Jul 30 2014 19:04 EDT

## UNITED NATIONS

## Employment and Academic Certification

Attachment to Personal History Profile (P11)

TO BE COMPLETED BY CANDIDATE:

## Personal Data:

Family Name:	Given name:	Middle names:	Gender: M/F
e-mail address:			

Position for which you are applying:

(Note: if you are applying for more than one position, please submit separate P11 and P11 attachment for each Job Opening)

Job Opening Number:

## Military Service History/Police Service History

Date of Commission (for military officers) or date of enlistment/entry to service (for police officers):

Current rank	Date Last Promoted	Date eligible for promotion to next rank	Projected Retirement date from current rank
Branch/Corp/Mustering			
Sub Specialisation/additional qualifications			

## Degrees and Academic Distinctions Obtained:

	NAME of INSTITUTION, PLACE AND COUNTRY. Please give complete address.	ATTENDED:		DEGREES and ACADEMIC DISTINCTIONS OBTAINED
		FROM: Month/Year	TO: Month/Year	
Graduation from the Staff/War College or Police Academy (and/or similar law enforcement institution)				
University Degree/s				



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FROM: DPA

DATE: Wed Jul 30 2014 19:04 EDT

**Experience in peacekeeping operations:**  
Specify UN or other International Experience, starting with your most recent experience and list in reverse order

Dates mm/yy-mm/yy	Mission/ Operation/Location	Position/title (Milob, HQ Staff, Contgt, Adviser)	Description of duties

**Command Experience, starting with your most recent experience and list in reverse order**

Dates mm/yy-mm/yy	Unit/Position/Org	Significant Unit Activities

**Significant Planning Experience, starting with your most recent experience and list in reverse order**

Dates mm/yy-mm/yy	Position/Org	Operation/Activity

**(Other) International Exposure other than peace keeping operations, starting with your most recent experience and list in reverse order**

Date: mm/yy-mm/yy	Position/Org	Function/Activity



TO: PERMANENT MISSION OF

FROM: DPA

DATE: Wed Jul 30 2014 19:04 EDT

Military and/or Police Training Courses/Seminars: (last two years)

Name of Course	Date: mm/yy - mm/yy	Institution

Additional Comments:

I certify that the statements made by me in answer to the foregoing questions are complete and correct. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization renders a staff member for the United Nations liable ineligible for further consideration.

I declare that I have never committed, been convicted of and am not currently under investigation or being prosecuted for any criminal, human rights, civil action or disciplinary offence, with the exception of minor traffic violations (driving while intoxicated or dangerous or careless driving are not considered minor traffic violations for this purpose). I declare that I have not been involved, by act or omission, in the commission of any violation of international human rights law or international humanitarian law.

I am not able to attest to the preceding paragraphs for the following reasons: .....

Date .....

Signature .....

N.B. You will be requested to supply documentary evidence which supports the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so by the Organization and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of the Organization.



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FROM: DPA

DATE: Wed Jul 30 2014 19:04 EDT

**TO BE COMPLETED BY THE RELEVANT LOCAL AUTHORITY:**

On behalf of ..... I certify that the information provided by .....  
is complete and correct.

*I further certify that the nominated candidate has never been convicted of, or is not currently under investigation or being prosecuted for, any criminal or disciplinary offence, or any violations of international human rights law, civil action or disciplinary offence.*

*The Government of ..... is not aware of any allegations against the nominated candidate that she/he has committed or been involved, by act or omission, in the commission of any acts that may amount to violations of international human rights law or international humanitarian law.*

*In the case of the nominee who has been investigated for, charged with or prosecuted for any criminal offence, 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.*

Date..... Official Stamp .....



P.11 (7-03)-E



TO: PERMANENT MISSION OF

FROM: DPA

DATE: Wed Jul 30 2014 19:04 EDT

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24. EDUCATION, Give full details – N.B. Please give exact titles of degrees in original language. Please do not translate or equate to other degrees.

A. University or equivalent

NAME, PLACE AND COUNTRY Please give complete address.	ATTENDED FROM/TO		DEGREES and ACADEMIC DISTINCTIONS OBTAINED	MAIN COURSE OF STUDY
	Month/Year	Month/Year		

B. SCHOOLS OR OTHER FORMAL TRAINING OR EDUCATION FROM AGE 14 (e.g., high school, technical school or apprenticeship)

NAME, PLACE AND COUNTRY Please give complete address.	TYPE	YEARS ATTENDED		CERTIFICATES OR DIPLOMAS OBTAINED
		FROM	TO	

25. LIST PROFESSIONAL SOCIETIES AND ACTIVITIES IN CIVIC, PUBLIC OR INTERNATIONAL AFFAIRS

26. LIST ANY SIGNIFICANT PUBLICATIONS YOU HAVE WRITTEN (DO NOT ATTACH)

27. EMPLOYMENT RECORD: Starting with your present post, list in REVERSE ORDER every employment you have had. Use a separate block for each post. Include also service in the armed forces and note any period during which you were not gainfully employed. If you need more space, attach additional pages of the same size. Give both gross and net salaries per annum for your last or present post.

A. PRESENT POST (LAST POST, IF NOT PRESENTLY IN EMPLOYMENT)

FROM	TO	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL	
NAME OF EMPLOYER:		TYPE OF BUSINESS		
ADDRESS OF EMPLOYER:		NAME OF SUPERVISOR		
		NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:	REASON FOR LEAVING	

DESCRIPTION OF YOUR DUTIES:

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TO: PERMANENT MISSION OF

FROM: DPA

B. PREVIOUS POSTS (IN REVERSE ORDER)

FROM		TO		SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:			
MONTH/YEAR		MONTH/YEAR		STARTING				FINAL	
NAME OF EMPLOYER:						TYPE OF BUSINESS:			
ADDRESS OF EMPLOYER:						NAME OF SUPERVISOR:			
						NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:		REASON FOR LEAVING:	
DESCRIPTION OF YOUR DUTIES									
FROM		TO		SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:			
MONTH/YEAR		MONTH/YEAR		STARTING				FINAL	
NAME OF EMPLOYER:						TYPE OF BUSINESS:			
ADDRESS OF EMPLOYER:						NAME OF SUPERVISOR:			
						NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:		REASON FOR LEAVING:	
DESCRIPTION OF YOUR DUTIES									
FROM		TO		SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:			
MONTH/YEAR		MONTH/YEAR		STARTING				FINAL	
NAME OF EMPLOYER:						TYPE OF BUSINESS:			
ADDRESS OF EMPLOYER:						NAME OF SUPERVISOR:			
						NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:		REASON FOR LEAVING:	
DESCRIPTION OF YOUR DUTIES									



TO: PERMANENT MISSION OF

FROM: DPA

DATE: Wed Jul 30 2014 19:04 EDT

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28. HAVE YOU ANY OBJECTIONS TO OUR MAKING INQUIRIES OF YOUR PRESENT EMPLOYER? YES <input type="checkbox"/> NO <input type="checkbox"/>		
29. ARE YOU NOW OR HAVE YOU EVER BEEN A CIVIL SERVANT IN YOUR GOVERNMENT'S EMPLOY? YES <input type="checkbox"/> NO <input type="checkbox"/> If answer is "yes", WHEN?		
30. REFERENCES: List three persons, not related to you, and are not current United Nations staff members, who are familiar with your character and qualifications. <i>Do not repeat names of supervisors listed under Item 27.</i>		
FULL NAME	FULL ADDRESS	BUSINESS OR OCCUPATION
31. STATE ANY OTHER RELEVANT FACTS. INCLUDE INFORMATION REGARDING ANY RESIDENCE OUTSIDE THE COUNTRY OF YOUR NATIONALITY.		
32. HAVE YOU EVER BEEN ARRESTED, INDICTED, OR SUMMONED INTO COURT AS A DEFENDANT IN A CRIMINAL PROCEEDING, OR CONVICTED, FINED OR IMPRISONED FOR THE VIOLATION OF ANY LAW (excluding minor traffic violations)? YES <input type="checkbox"/> NO <input type="checkbox"/> If "yes", give full particulars of each case in an attached statement.		
33. OTHER AGENCIES OF THE UNITED NATIONS SYSTEM MAY BE INTERESTED IN OUR APPLICANTS. DO YOU HAVE ANY OBJECTION TO YOUR PERSONAL HISTORY FORM BEING MADE AVAILABLE TO THEM? YES <input type="checkbox"/> NO <input type="checkbox"/>		
34. I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization renders a staff member of the United Nations liable to termination or dismissal.		
<p>DATE (day, month, year) _____ SIGNATURE: _____</p>		
<p>N.B. You will be requested to supply documentary evidence which supports the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so by the Organization and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of the Organization.</p>		

P.11 (7-03)-E



DATE: Wed Jul 30 2014 19:04 EDT

**EMPLOYMENT RECORD – SUPPLEMENTARY SHEET**

PLEASE LIST, in reverse order, EVERY EMPLOYMENT YOU HAVE HAD. Use a separate block for each post. Include also service in the armed forces and note any period during which you were not gainfully employed. See next page for more blocks.

FROM MONTH/YEAR	TO MONTH/YEAR	SALARIES PER ANNUM	
		STARTING	FINAL
NAME OF EMPLOYER:		TYPE OF BUSINESS:	
ADDRESS OF EMPLOYER:		NAME OF SUPERVISOR:	
		NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:	REASON FOR LEAVING:
DESCRIPTION OF YOUR DUTIES			

FROM MONTH/YEAR	TO MONTH/YEAR	SALARIES PER ANNUM	
		STARTING	FINAL
NAME OF EMPLOYER:		TYPE OF BUSINESS:	
ADDRESS OF EMPLOYER:		NAME OF SUPERVISOR:	
		NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:	REASON FOR LEAVING:
DESCRIPTION OF YOUR DUTIES			

FROM MONTH/YEAR	TO MONTH/YEAR	SALARIES PER ANNUM	
		STARTING	FINAL
NAME OF EMPLOYER:		TYPE OF BUSINESS:	
ADDRESS OF EMPLOYER:		NAME OF SUPERVISOR:	
		NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:	REASON FOR LEAVING:
DESCRIPTION OF YOUR DUTIES			

FROM MONTH/YEAR	TO MONTH/YEAR	SALARIES PER ANNUM	
		STARTING	FINAL
NAME OF EMPLOYER:		TYPE OF BUSINESS:	
ADDRESS OF EMPLOYER:		NAME OF SUPERVISOR:	
		NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:	REASON FOR LEAVING:
DESCRIPTION OF YOUR DUTIES			



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**APPLICATION PROCEDURES FOR POSITIONS IN  
UNITED NATIONS POLICE COMPONENTS IN PEACEKEEPING OPERATIONS  
OR SPECIAL POLITICAL MISSIONS REQUIRING OFFICIAL SECONDMENT  
FROM NATIONAL GOVERNMENTS OF UN MEMBER STATES**

Outlined below are the procedures to be followed by Permanent Missions for the presentation of candidates to professional posts requiring secondment from active Police services, which are open for recruitment within UN peacekeeping operations or special political missions. In the interest of promoting an orderly process and to avoid delay in the consideration of applications, Permanent Missions are respectfully requested to adhere closely to these procedures.

1. The above mentioned posts are reserved only for candidates recommended by Member States through their Permanent Missions to the United Nations. Candidates applying independently will not be considered. **It is requested that applications be submitted as soon as possible. Applications received after the deadline specified in each Job Opening announcement will not be considered.**
2. All applications must be submitted on a duly completed (not hand-written) and signed United Nations personal History Form (P.11) or printed Personal History Profile (PHP). Applications using other formats will not be accepted, but additional information may be attached to the P. 11. or PHP. For the convenience of the Permanent Missions a P. 11. form is enclosed as a sample to be photocopied as needed.
3. Selection for service with the United Nations is made on a competitive basis. It is therefore essential that all the Personal History Forms be completed with a view to presenting the candidates qualifications and experiences as they relate to the requirements as set out in the relevant Job Opening. In the event a Permanent Mission wishes to recommend a candidate for several posts, a separate Personal History Form should be submitted for each post.
4. Permanent Mission are requested to present their candidates in one single submission, in accordance with the deadline date of the Job Opening, under cover of a note verbale listing the names of the candidates and the corresponding vacancy announcements. **For the convenience of the Permanent Mission a table is attached to be used and photocopied as needed for the listing of its candidates.**
5. Applications must be hand-delivered by Permanent Missions to the Selections and Recruitment Section of the Police Division, Office of Rule and Law and Security Institutions, Department of Peacekeeping Operations at **Room: DC1-0778, 1<sup>st</sup> Avenue** in accordance with the specific directions in the relevant Note Verbale.
6. Upon delivery of the applications, the Selections and Recruitment Section will acknowledge the receipt to the individual making the delivery.
7. Communication regarding this process will be through the Permanent Mission only. The Secretariat will not entertain personal queries from individual applicants.

20 June 2012



