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6-2-15

3129 DCE-27 (05)-2015

FAX/URGENT/AT ONCE

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From: Home New Delhi

To : The Chief Secretaries of all States / UTs

9 FEB 2015

No.21023/48/2014-PMA

Dated the, 6 February, 2015

Subject :- Nomination for Professional Post at P-4 level in Support of UNMISS.

PMI to UN vide their E/Fax No. 208 dated 19th December, 2014 (P/43-C) has sought the nominations of individual Police Officers in active service for appointment on secondment for the following professional posts in support of UNMISS :-

- i. Police Chief of Operation, P-4 (01 post)
- ii. Community Policing Advisor, P-4 (01 Post)
- iii. PoC (Protection of Civilians) Site Coordinator, P-4 (04 Posts)

2. Accordingly, MHA vide Fax message of even number dated 24th December, 2014 (copy enclosed) had requested all concerned to forward the nomination of eligible and willing police officers the aforementioned posts. However, MHA has received less response from State Govts and UT Administration.

3. In view of the above, it is requested that, the nominations of eligible and willing officers of the level of SP/DIG (P-4) may be forwarded to MHA by 13th February, 2015.

16/2/15
पुलिस महादेशिक के सहायक
6/2/15

(Raman Kumar)
Under Secretary (PMA)
☎ : 23093443
✉ : uspma@nic.in

Copy to

- 1 Director's General(s) of all States and UTs.
- 2 Commissioner of Police .
Mumbai, Kolkatta, Chennai and Bangalore.

It is requested to forward the nominations of eligible and willing officers through State Government only.

3. SO (IT), MHA - With the request to upload the above communication on MHA website.

Ex-I
16/2/15
विश्व महानिरीक्षक (अतिरिक्त)
उत्तर प्रदेश

(Raman Kumar)
Under Secretary (PMA)
☎ : 23093443

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6/2/15


FAX/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

No.21023/48/2014-PMA

Dated the, 24th December, 2014

UNDPKO through PMI to UN has sought the nominations of individual Police Officers in active service for appointment on secondment for the following professional posts in support of UNMISS :-

i. Police Chief of Operations, P-4 (01 Post)

Number of post : 01
Department/Office : UNMISS
Location : Juba
Level of Post : P-4[SP/DIG]
Date of submission of nomination to PMI to UN – 30th January, 2015

QUALIFICATIONS:-

Education: Advanced University Degree (Master's degree or equivalent) in one or more of the following disciplines; Law, Law Enforcement, Security, Criminal Justice Administration, Business or Public Administration, Development Studies (particularly in law enforcement) or other relevant field. A first level university/bachelor degree with a combination of relevant professional level experience in law enforcement, including police operations and administration, may be accepted in lieu of the advanced university degree. Graduation from a certified police academy or other law enforcement training institutions is required.

Experience : At least 7 years (09 years in absence of advanced university degree) of progressive and active relevant service/experience at the field (region/district) and/or at the national headquarters level, including direct supervisory/command experience in police operations, experience in organizational and resource management, strategic planning and policy development.

Language : English and French are the working language of the UN. For the post advertised, fluency in oral and written English is required. Knowledge of a second official UN language is an advantage.

ii. Community Policing Adviser, P4- (01 Post)

Number of post : 01
Department/Office : UNMISS

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Location : Juba
Level of Post : P-4[SP/DIG]
Date of submission of nomination to PMI to UN – 30th January, 2015

QUALIFICATIONS:-

Education : Advanced University degree (master's degree or equivalent) in one or more of the following disciplines: Law, Criminal Justice Administration, International Relations, Business or Public Administration, Political Science, Development Studies (particularly in law enforcement) or other relevant field. A first level university degree with a combination of relevant professional level experience in law enforcement, including police management, may be accepted in lieu of the advanced university degree. Graduation from a certified police academy or other law enforcement training institution is required.

Experience : At least 7 years (9 years in absence of advanced university degree) of progressive and active relevant service/experience at the field (region/district) and/or at the national headquarters level, including 5 years of direct involvement in the development and implementation of community policing programs/initiatives, experience in the development of training modules and training delivery; practical experience in policy and guidance development and implementation. Previous experience in UN peacekeeping operations or international policing in the area of community policing is an advantage.

Language : English and French are the working languages of the UN. For the post advertised, fluency in oral and written English is required. Knowledge of a second official UN language is an advantage.

iii. **PoC(Protection of Civilians) Site Coordinator, P-4 (04 Posts)**

Number of posts : 04
Department/Office : UNMISS
Location : Juba
Level of Post : P-4[SP/DIG]
Date of submission of nomination to PMI to UN – 30th January, 2015

QUALIFICATIONS:-

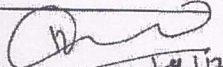
Education : Advanced University Degree (Master's Degree or equivalent) in one or more of the following disciplines: Law, Law Enforcement, Criminal Justice Administration, Business or Public Administration, Development Studies (particularly in law enforcement) or other relevant field. A first level university degree with a combination of relevant professional level experience in law enforcement, including police management, may be accepted in lieu of the advanced university degree. Graduation from a certified police academy or other law enforcement training institution is required.

Experience : At least 7 years (09 years in absence of advanced University Degree) of progressive and active relevant

service/experience at the field and regional/district headquarters level, including 5 years of direct supervisory/operational command experience, experience in organizational management, public order and crime prevention management, strategic planning, and administration related to project development and management of police/security agency. Previous experience in UN peacekeeping operations or international policing in the area of community policing is an advantage.

Language : English and French are the working language of the UN. For the post advertised, fluency in oral and written English is required. Knowledge of a second official UN language is an advantage.

2. It is, therefore, requested that nomination of **eligible and willing officer** of the level of **SP/DIG(P-4)** may be submitted to this Ministry by **12th January 2015** along with the following documents duly completed in all respect:-
 - i. Personal History Profile (P-11) duly completed and signed by the nominated candidate.
 - ii. Supplementary Sheet as an attachment to personal History Profile (P-11) (Starts after Para 27 B of P-11 from), when more employment records needs to be presented.
 - iii. Academic and Employment Certification form (EAC) duly completed and signed by the nominated candidates along with certificate (given at last page of EAC) by the controlling/local authority. EAC is required to be filled in with all requisite details i.e position for which applying, job opening number, date of commission, degree and academic distinctions and all other requisite details be furnished properly.
 - iv. Personal details as per **Annexure-I**.
3. The nominated officers may be advised to send the above documents as per the format enclosed through electronic mail at e-mail address (uspma@nic.in or sopma@nic.in).
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.


(Raman Kumar)
Under Secretary (PMA)
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Copy to

1. Director's General(s) of all States and UTs.
2. Commissioner of Police ,
Mumbai, Kolkatta, Chennai and Bangalore.
3. SO (IT), MHA - With the request to upload the above communication on MHA website.

It is requested to forward the nominations of eligible and willing officers through State Government only.


(Raman Kumar)

Under Secretary (PMA)

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✉ : uspma@nic.in

Recent passport
size photograph

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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)

United Nations



Nations Unies

DPKO/OROLSI/PI/2014/1504

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 a period of one year. Any further contract extension can be granted on an exceptional basis provided there is a mission mandate requirement and the incumbent displays good performance, dedication, professionalism and the achieved results. The final decision on the extension is subject to approval by the United Nations and concurrence by the national authorities.

Details regarding the posts for which the Secretariat is seeking qualified applicants are provided in the attached Job Opening/s. Also attached are the "Application procedures for professional contracted positions in United Nations Police components in Peacekeeping Operations or Special Political Missions requiring official secondment from national Governments of United Nations Member States".

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, DC1 building, 7th floor, room 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 Openings 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 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

United Nations



Nations Unies

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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.

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.

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**APPLICATION PROCEDURES FOR PROFESSIONAL CONTRACTED
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 but not later than deadline specified in each Job Opening announcement. Applications received after the deadline will not be considered.
2. All applications must be submitted in a duly completed typed (not hand-written) and signed United Nations Personal History Form (P-11) along with Academic and Employment Certification Form (attachment to P-11 form). Applications using other formats will not be accepted, but additional information may be attached to the P. 11. For the convenience of the Permanent Mission, a P-11 form and attachment are enclosed as samples 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. 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 self-attestation must be attached to the P-11 form and contain the following wording: **I attest that I have not committed, been convicted of, nor prosecuted for, any criminal or disciplinary offence. I attest that I have not been involved, by act or omission, in any violation of human rights law or international humanitarian law.** The applications without signed individual self-attestations will not be accepted.
5. Permanent Mission are requested to present their candidates in one single submission, in accordance with the deadline date specified in the Job Opening, under cover of a note verbale listing the names of the candidates, post title(s) they are nominated for and the corresponding vacancy announcements.
6. Applications must be hand-delivered by Permanent Mission to the Police Division Selection and Recruitment Section, Office of Rule and Law and Security Institutions, Department of Peacekeeping Operations at 1 UN Plaza, 7th floor, room DC1 -0776, in accordance with the specific directions in the relevant Note Verbale.
7. Upon delivery of the applications, the Selections and Recruitment Section will acknowledge the receipt to the individual making the delivery.
8. Communication regarding this process will be through the Permanent Mission only. The Secretariat will not entertain personal queries from individual applicants.

December 2014

United



Nations

10 (9) (40)

*Job Opening for Position requiring official secondment
from national governments of Member States of the United Nations Organization*

Post title and level	<u>Police Chief of Operations, P-4 *</u>
Organizational Unit	United Nations Mission in the Republic of South Sudan
Duty Station	Juba
Reporting to	Deputy Police Commissioner
Duration	12 Month (extendible)
Deadline for applications	30 January 2015
Job opening number	One (1)

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 Deputy Police Commissioner (DPC), the Police Chief of Operations will be responsible for, but not limited to, the performance of the following duties:

- Line management and supervision of the Formed Police Unit (FPU) Coordinator in support of Protection of Civilians activities and Mission needs; ensuring the appropriate deployment of FPUs across South Sudan in support of the mission and effective delivery of services and duties by the FPUs in support of the mandate implementation; and liaison with the UNMISS Military Component on operational coordination and security support;
- Ensuring the operational effectiveness and efficiency of all UNPOL reporting and mission operations reporting including UNPOL Tactical Operations Centre (TOC) and integrated Joint Operations Centre (JOC), State Operations Centres (SOCs), Joint Logistics Operations Centre (JLOC), Joint Mission Assessment Centre (JMAC) and any other mission reporting, monitoring or analysis centre requiring integration with or support from UNPOL;
- Overseeing, supervising, coordinating, monitoring, accountability and time on duty accountability for all UNPOL assigned to the above sections, and ensuring all assigned personnel perform effectively and in the best interest of UNPOL;

- Develop strong working relationships with internal and external partners linked to operational tasking and coordination, including United Nations Department of Safety and Security, Force, United Nations Country Teams, Non-Government Organisations, the South Sudanese National Police Service and others as necessary;
- Monitoring and assessing all mandated UN Police operations in the mission area and ensuring there is accurate documentation and timely reporting of all operations and accountability measures;
- Ensure the sharing of information related to the security environment in the mission area, and specifically, in regards to ongoing UNPOL operations;
- Liaising with all concerned parties concerning monitoring, documentation and reporting of all operational matters;
- Providing accurate reports, analysis, and statistics on significant operational issues of interest as needed by the Mission;
- Answering to the Deputy Police Commissioner on mandated tasks, goals and objectives;
- Maintaining close cooperation with counterparts in the JOC and JMAC, including Civilian, UN Security and Military components;
- Developing and monitoring compliance with Standard Operating Procedures (SOP) and Directives relating to critical incident response, evacuation, and emergency procedures, including the regular testing and exercising of such plans;
- Perform any other duties and assume other responsibilities as may be directed by the UNMISS Police Commissioner through the established chain of command.

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. Knowledge and understanding of theories, concepts and approaches relevant to democratic policing, law enforcement, public order policing, experience in planning, development and implementation of policing guidance, operational orders; ability to apply technical expertise to resolve police related issues and challenges; strong organizational skills and a demonstrated ability to establish priorities and to plan, coordinate, and monitor the work of others.
- **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.
- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way

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communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed. Excellent report writing skills.

- **Teamwork:** Ability to establish and maintain effective working relations with people of different national, linguistic and cultural backgrounds with sensitivity and respect for diversity. Willingness to solicit inputs and learn from others, to place team agenda before personal agenda. Willingness to share credit for team accomplishments and joint responsibility for team shortcomings.

QUALIFICATIONS:

Education: Advanced university degree (Master's degree or equivalent) in one or more of the following disciplines: Law, Law Enforcement, Security, Criminal Justice Administration, Business or Public Administration, Development Studies (particularly in law enforcement) or other relevant field. A first level university/bachelor degree with a combination of relevant professional level experience in law enforcement, including police operations and administration, may be accepted in lieu of the advanced university degree. Graduation from a certified police academy or other law enforcement training institution is required.

Work Experience:

At least 7 years (9 years in absence of advanced university degree) of progressive and active relevant service/experience at the field (region/district) and/or at the national headquarters level, including direct supervisory/command experience in police operations, experience in organizational and resource management, strategic planning and policy development.

Rank: Lieutenant-Colonel/Superintendent of Police or other service equivalent or higher.

Languages: English and French are the working languages of the UN. For the post advertised, fluency in oral and written English is required. Knowledge of a second official UN language is an advantage.

Preference will be given to equally qualified women candidates.

Date of Issuance: 16 December 2014

*Post availability is subject to the budget approval.

United Nations



13 (12)

*Job Description for Position requiring official secondment
from national governments of Member States of the United Nations Organization*

Post title and level	Community Policing Adviser, P-4*
Organizational Unit	United Nations Mission in the Republic of South Sudan
Duty Station	Juba
Reporting to	Deputy Police Commissioner
Duration	12 Month (extendible)
Deadline for applications	30 January 2015
Number of posts	One (1)

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 Deputy Police Commissioner the Community Policing Advisor will be responsible for, but not limited to, the performance of the following duties:

- Management, accountability and oversight of all Community Policing tasks at a national level. In particular, review of processes, projects and program previously delivered or implemented; assessing the current applications of each and creating systems and procedures to address any needed adjustments or improvements in support of ongoing UNMISS/UNPOL mission strategies and operations;
- Effective monitoring, reporting, and efficiency assessments concerning areas of likely return of IDPs, with particular attention being given to UN Protection of Civilians Community Watch Groups' integration of Community Policing to these and any other areas where the benefits of such programs are likely to be realized;
- Continued support of existing Reform programmes within the Area of Responsibility (AoR) and which are supported under the Human Rights Due Diligence Process (HRDDP)– e.g. formulation of Policy, Procedures and Guidance linked to Community Policing, Media issues supporting Community Policing, Gender, Child and Vulnerable Persons Protection (GCVPP) issues etc.;
- Reinforcement of Human Rights compliance monitoring;
- Identification of potential new projects in support of mission mandate which are HRDDP compliant and deliver support to the development or maintenance of judicial processes; especially those in support of Human Rights and Gender Based Violence;
- Maintenance of standards, internal training, Policy, Procedure and Guidance compliance, effective reporting, incident investigation and resolution linked to Human Rights;


- Line management of all allocated or integrated support functions and staff supporting Community Policing on a national level; efficiency assessment and reporting for all other support or integrated support functions and staff supporting Community Policing on a local or integral component association to the National Program;
- Perform any other duties and assume other responsibilities as may be directed by the UNMISS Police Commissioner through the established chain of command.

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. Knowledge and understanding of theories, concepts and approaches relevant to democratic policing, law enforcement; experience in planning, development and implementation of policing guidance, ability to apply technical expertise to resolve police related issues and challenges; strong organizational skills and a demonstrated ability to establish priorities.
- **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.
- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed. Highly developed advisory, coaching/mentoring skills, well-developed consultation, and effective negotiation and written communication skills.
- **Client Orientation:** Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintain productive partnerships with clients by gaining their trust and respect, identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to be informed and be able to anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client; resolves conflicts by pursuing mutually agreeable solutions.

QUALIFICATIONS

Education: Advanced university degree (Master's degree or equivalent) in one or more of the following disciplines: Law, Criminal Justice Administration, International Relations, Business or Public Administration, Political Science, Development Studies (particularly in law enforcement) or other relevant field. A first level university degree with a combination of relevant professional level experience in law enforcement, including police management, may be accepted in lieu of the advanced university degree. Graduation from a certified police academy or other law enforcement training institution is required.

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Work Experience: At least 7 years (9 years in absence of advanced university degree) of progressive and active relevant service/experience at the field (region/district) and/or at the national headquarters level, including 5 years of direct involvement in the development and implementation of community policing programs/initiatives; experience in the development of training modules and training delivery; practical experience in policy and guidance development and implementation. Previous experience in UN peacekeeping operations or international policing in the area of community policing is an advantage.

Rank: Lieutenant-Colonel/Superintendent of Police or other service equivalent or higher.

Languages: English and French are the working languages of the UN. For the post advertised, fluency in oral and written English is required. Knowledge of a second official UN language is an advantage.

Preference will be given to equally qualified women candidates.

Date of Issuance: 16 December 2014

*Post availability is subject to the budget approval.

United Nations



16 (15)

*Job Description for Position requiring official secondment
from national governments of Member States of the United Nations Organization*

Post title and level	PoC Site Coordinator, P-4*
Organizational Unit	United Nations Mission in the Republic of South Sudan
Duty Station	Various locations within the Mission area in one of the Protection of Civilians Sites
Reporting to	Deputy Police Commissioner
Duration	12 Month (extendible)
Deadline for applications	30 January 2015
Number of posts	Five (5)

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

RESPONSIBILITIES

In compliance with the mandate and under the supervision and substantive guidance of the Deputy Police Commissioner the PoC Site Coordinator will be responsible for operational oversight of the maintenance of public order and security within the UNMISS Protection of Civilians (PoC) sites and any other mandated UNPOL activities related to the PoC sites. The incumbent will be responsible for, but not limited to, the performance of the following duties:

- Management, accountability and oversight of all relevant tasks and aspects of maintenance of public safety and security of UNMISS PoC sites within his/her Area of Responsibility (AoR) including maintenance of standards, rostering, Individual Police Officer (IPO) time on duty accountability, internal training, effective reporting and incident investigation and reporting;
- Serve as UNPOL Focal Point for other mission components, agencies, funds, and programs, and other humanitarian partners engaged within the UNMISS PoC site(s) within their AoR;
- Ground Commander for any major security incident within the UNMISS PoC sites within AoR;
- In consultation with Main Headquarters, facilitate and implement modalities and mechanisms of Community Policing within the AoR;
- Line management of all allocated UNPOL personnel working in or directly supporting POC sites within AoR ensuring proper mandate implementation; preparing reports of activities through the chain of command; supervising disciplinary and social environment among subordinate staff;
- Effective monitoring, reporting, follow-up, analysis and redress of security incidents (including Sexual and Gender Based Violence (SGBV), which will be addressed in conjunction with the Women's Protection Advisers) within UNMISS PoC sites within their AoR;

- Operational coordination with appropriate stakeholders in relevant protection-focused tasks affecting POC sites within their AoR;
- Reinforcement of Human Rights issues and compliance with set standards applicable to PoC sites within AoR;
- Reinforcement and monitoring of all UNPOL community interaction within UNMISS PoC sites, including with the Informal Mitigation and Dispute Resolution Mechanisms (IMDRMs) and Community Watch Groups (CWGs);
- Reinforcement and monitoring of all Gender Child and Vulnerable Persons Protection (GCVPP) Policing programs and approaches within allocated UN PoC sites within the AoR;
- Support the UN-wide early warning system, including a coordinated approach to information gathering, verification dissemination, and response mechanisms, including effective planning aimed at preparation for further potential attacks on United Nations personnel and facilities within POC sites;
- Ensure compliance with the Human Rights Due Diligence Policy (HRDDP) in the work of UNPOL assigned to POC sites and within the AoR;
- Identification of appropriate projects in support of mandate implementation which are HRDDP compliant and applicable to POC sites within the AoR;
- Perform any other duties and assume other responsibilities as may be directed by the UNMISS Police Commissioner through the established chain of command.

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. Knowledge and understanding of theories, concepts and approaches relevant to democratic policing, law enforcement; experience in planning, development and implementation of policing guidance; ability to apply technical expertise to resolve police related issues and challenges; strong analytical and organizational skills and a demonstrated ability to establish priorities and to plan, coordinate, and monitor the work of others.
- **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.
- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed. Excellent report writing skills.

- 18 (18)
- **Teamwork:** Ability to establish and maintain effective working relations with people of different national, linguistic and cultural backgrounds with sensitivity and respect for diversity. Willingness to solicit inputs and learn from others, to place team agenda before personal agenda. Willingness to share credit for team accomplishments and joint responsibility for team shortcomings.

QUALIFICATIONS

Education: Advanced university degree (Master's degree or equivalent) in one or more of the following disciplines: Law, Law Enforcement, Criminal Justice Administration, Business or Public Administration, Development Studies (particularly in law enforcement) or other relevant field. A first level university degree with a combination of relevant professional level experience in law enforcement, including police management, may be accepted in lieu of the advanced university degree. Graduation from a certified police academy or other law enforcement training institution is required.

Work Experience: At least 7 years (9 years in absence of advanced university degree) of progressive and active relevant service/experience at the field and regional/district headquarters level, including 5 years of direct supervisory/operational command experience, experience in organizational management, public order and crime prevention management, strategic planning, and administration related to project development and management of police / security agency. Previous experience in UN peacekeeping operations or international policing in the area of community policing is an advantage.


Rank: Lieutenant-Colonel/Superintendent of Police or other service equivalent or higher.


Languages: English and French are the working languages of the UN. For the post advertised, fluency in oral and written English is required. Knowledge of a second official UN language is an advantage.

Preference will be given to equally qualified women candidates.

Date of Issuance: 16 December 2014

*Post availability is subject to the budget approval.

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INSTRUCTIONS		 UNITED NATIONS		Do not Write in This Space					
Please answer each question clearly and completely. TYPE OR PRINT LEGIBLY. Read carefully and follow all directions.									
PERSONAL HISTORY									
1. Family name		First name		Middle name					
2. Date of (day/month/yr) Birth		3. Place of birth		4. Nationality(ies) at birth					
5. Present Nationality(ies)		6. Sex		Maiden name, if any					
7. Height	8. Weight	9. Marital Status:							
Single <input type="checkbox"/>		Married <input type="checkbox"/>		Separated <input type="checkbox"/>					
Widow(er) <input type="checkbox"/>		Divorced <input type="checkbox"/>							
10. Entry into United Nations service might require assignment to any area of the world in which the United Nations might have responsibilities.									
(a) Are there any limitations on your ability to perform in your prospective field of work? YES <input type="checkbox"/> NO <input type="checkbox"/>									
(b) Are there any limitations on your ability to engage in all travel? YES <input type="checkbox"/> NO <input type="checkbox"/>									
11. Permanent address		12. Present address		13. Office Telephone No.					
Telephone No. ()		Telephone/Fax No. ()		()					
				14. Office Fax No.					
				()					
				E-mail:					
15. Do you have any dependent children? YES <input type="checkbox"/> NO <input type="checkbox"/> If the answer is "yes", give the following information:									
Name of Children		Date of Birth (day/mo/year)		Place of Birth					
				Nationality					
				Gender					
15. (a) Name of Spouse									
16. Have you taken up legal permanent residence status in any country other than that of your nationality? YES <input type="checkbox"/> NO <input type="checkbox"/>									
If answer is "yes", which country?									
17. Have you taken any legal steps towards changing your present nationality? YES <input type="checkbox"/> NO <input type="checkbox"/>									
If answer is "yes", explain fully:									
18. Are any of your relatives employed by a public international organization? YES <input type="checkbox"/> NO <input type="checkbox"/>									
If answer is "yes", give the following information:									
NAME		Relationship		Name of International Organization					
19. What is your preferred field of work?									
20. Would you accept employment for less than six months? YES <input type="checkbox"/> NO <input type="checkbox"/>									
21. Have you previously submitted an application for employment and/or undergone any tests with U.N.? YES <input type="checkbox"/> NO <input type="checkbox"/> If so, when?									
22. KNOWLEDGE OF LANGUAGES. What is your mother tongue?									
OTHER LANGUAGES		READ		WRITE		SPEAK		UNDERSTAND	
		Easily	Not Easily	Easily	Not Easily	Fluently	Not Fluently	Easily	Not Easily
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. For clerical grades only		English		French		Other languages		List any office machines or equipment and computer programmes you use.	
Indicate speed in words per minute									
Typing									
Shorthand									

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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 <small>Please give complete address.</small>	ATTENDED FROM/TO <small>Month/Year Month/Year</small>		DEGREES and ACADEMIC DISTINCTIONS OBTAINED	MAIN COURSE OF STUDY
B. SCHOOLS OR OTHER FORMAL TRAINING OR EDUCATION FROM AGE 14 (e.g., high school, technical school or apprenticeship)				
NAME, PLACE AND COUNTRY <small>Please give complete address.</small>	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 <small>MONTH/YEAR</small>	TO <small>MONTH/YEAR</small>	SALARIES PER ANNUM <small>STARTING FINAL</small>		EXACT TITLE OF YOUR POST:
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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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				

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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. Do not repeat names of supervisors listed under Item 27.		
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.		
DATE (day, month, year) _____ 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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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		EXACT TITLE OF YOUR POST:
				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		EXACT TITLE OF YOUR POST:
		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		EXACT TITLE OF YOUR POST:
		STARTING	FINAL	
NAME OF EMPLOYER:				TYPE OF BUSINESS:
ADDRESS OF EMPLOYER:				
				NAME OF SUPERVISOR:
				NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:
DESCRIPTION OF YOUR DUTIES				

FROM MONTH/YEAR	TO MONTH/YEAR	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:
		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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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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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, Comgt, 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

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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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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