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17/3/16

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118 MAR 2015

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18FAX/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

118 MAR 2015

No.21023/04/2015-PMA

Dated the 17<sup>th</sup> March, 2015

**Subject :- UNSOM-Nomination of Individual Police Officers for the Post of Police Commissioner, at D-1 level in United Nations Assistance Mission in Somalia (UNSOM).**

PMI to UN has sought the nomination of Individual Police Officers for the Post of Police Commissioner, at D-1 level in United Nations Assistance Mission in Somalia (UNSOM) for an initial period of one year with possibility of extension. :-

Number of post	:	Not mentioned.
Level of Post	:	D-1, [IsG/Addl DG]
Organization	:	UNSOM
Duration	:	12 Months (extendible)
Job Opening number	:	2015-UNSOM-0198-DPKO
Date of submission of nomination to PMI to UN	:	24 <sup>th</sup> April, 2015.

**QUALIFICATIONS:-**

**Education :** Advanced University Decree (Master's or equivalent) in Law enforcement, Criminal Justice, Public Administration, Human Resources Management, Change Management, Social Sciences or other relevant field. A first level university degree with a combination of relevant academic qualifications and extensive experience in law enforcement, including planning 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 also required.

**Work Experience :** Minimum of 15 years of progressive and active policing Service/experience both at the field and national police headquarters level; 11 years of active police experience at senior policy making level, with extensive strategic planning and management experience in areas such as operations, human and financial resources management, crime management, administration and training and

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पुलिस महानिदेशक के सहायक (कार्मिक)  
24/3/15

1G (Karmik)

पुलिस महानिदेशक (कार्मिक)

24/3/2015

ACV  
24/3/15



development, change management, reform and restructuring or related field; practical direct experience in commanding a region or a state level police units or running a department at national police HQ level, including the provision of strategic advice on issues concerning security sector development; experience working in an international setting with multiple national and international stakeholders is desirable.

**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.

2. It is requested that nomination of **eligible and willing officer** of the level of **IsG/Addl DG [D-1]** may be submitted to this Ministry by **15<sup>th</sup> April 2015** along with the following documents duly completed in all respect:-

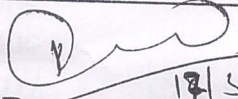
- i. United Nations Personal History Profile (PHP) form (P.11) duly completed and signed by the nominated candidate.
- ii. United Nations Employment and Academic Certification [attachment to personal history profile (P-11)] Form duly completed and signed by the nominated candidate as well as the relevant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

3. The nominated officers may be advised to send the above document as per the format enclosed through electronic mail at e-mail address ([uspma@nic.in](mailto:uspma@nic.in) or [sopma@nic.in](mailto: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 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. It may please be ensured that the nominees are clear from Vigilance angle.

6. No direct application will be entertained.

  
( Raman Kumar )

Under Secretary to the Government of India

☎:23093443

☎:23093750/2398

✉:uspma@nic.in



**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 -
- It is requested to forward the nominations of eligible and willing officers though State Government only.
- With the request to upload the above communication on MHA website.

(12/3/17)

**( Raman Kumar )**

Under Secretary to the Government of India

☎:23093443

☎:23093750/2398

✉:uspma@nic.in

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**Annexure**

**BIO-DATA PROFORMA**

Recent passport  
size photograph

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)



2015 MAR -9 P 3:24

United Nations



Nations Unies

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DPKO/OROLSI/PD/2015/0198

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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 Assistance Mission in Somalia (UNSOM), 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 2015-UNSOM -0198-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, DC-1, 7<sup>th</sup> floor, Room 0706, 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

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United Nations



Nations Unies

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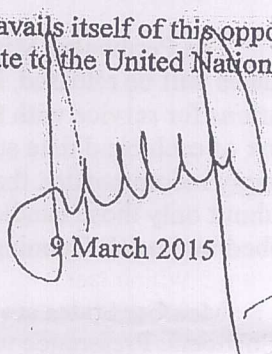
2/14

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.

  
9 March 2015



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8/14

# 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 by the support account of peacekeeping operations.*

Post title and level	Police Commissioner, D-1
Organizational Unit	United Nations Assistance Mission in Somalia, UNSOM
Duty Station	Mogadishu
Reporting to	Special Representative of the Secretary-General, SRSG
Duration	12 Month (extendible)
Deadline for applications	24 April 2015
Job Opening number	2015-UNSOM-0198-DPKO

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

## **RESPONSIBILITIES:**

Under the guidance and supervision of the Special Representative of the Secretary General (SRSG), the incumbent will be responsible for providing strategic leadership of the police component of the mission; advising the SRSG on all matters related to police; and providing advisory support and assistance to national authorities to develop local police institutions to function in accordance with internationally acceptable standards of democratic policing. The Police Commissioner is also responsible for the effective and efficient management, supervision, welfare, and discipline of all personnel assigned to the UN Police Component of the Mission in accordance with the United Nations' rules, regulations, and mission mandate. Within the limits of delegated authority, the Police Commissioner will be responsible for, but not limited to, the performance of the following duties:

- Advising the SRSG and other UN mission leadership on police related issues and provide regular reports on key UN Police Component's work programmes and mandate implementation;
- Advising the SRSG on matters related to support requirements for the development needs of the local Police in line with the international standards of policing and with commitment to human rights.
- Developing the UN Police Component's mission statement in accordance with the overall objectives of the Mission.
- Developing the operational strategy and establishing the administrative procedures of the UN Police Component through which tasks will be executed including developing implementation plans in support to the Federal Government of Somalia (FGS) Police Strategic Plan, and ensure efficiency and effective delivery of UN Police Component tasks, as mandated;
- Providing advisory support and assistance to the FGS in the development of overall strategic plan for the development of the SPF, within a federal vision, and helping to implement those plans through a wide range of consultation process in coordination with international and national partners;



- Developing a close professional relationship with the local police at national/ministerial and senior command levels, as well as with leaders from the communities, government and other relevant agencies in order to facilitate the mandate execution;
- Providing police specific advice on the development of a constitutional agreement on the basic principles and federal structure of the security sector, as well as on an overarching National Security Policy and its relevant frameworks that define the role, command structures and the accountability for Somali Police Force (SPF).
- Implementing a joint AU-UN approach to supporting police development in Somalia, based on complementarity of mandates and comparative advantage, through close coordination with AMISOM police and implementation of joint initiatives in Mogadishu and in the regions.
- Co-chairing the New Deal Police Working Group with the aim to ensure coherence, sustainability and broad national ownership of police development support.
- In support of and in partnership with national actors, UN agencies, funds and programmes and other stakeholders undertaking full assessment of the needs of the SPF and develop proposals for the bilateral/multilateral donor support in line with the Global Focal Point initiative;
- Providing advice and guidance to national authorities for the holistic reform and development of their police system, within a federal vision, which will include but not limited to police legislative review, instituting efficient and effective administrative and management procedures, drafting and implementing operational policies and guidelines and assisting in the rehabilitation of infrastructures and facilities and the human resource development through training and mentoring.
- Ensuring a holistic law enforcement reform and development initiatives through close coordination and collaboration with crosscutting rule of law components.
- Developing mechanisms for the collection and institutionalization of best practices and lessons learned by the Police component;
- Performing such other functions as are consistent with the mandate provided by the Security Council Resolution and as may be required by the SRSG, relating to the management of the UN Police Component.

#### **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. Strong negotiation and conflict-resolution skills. Outstanding expert knowledge in the technical field of work in general and in the specific areas being supervised in particular; strong organizational skills; experience in the management and administration: ability to review and edit 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

**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 maintains 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 keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery



of products or services to client.

**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.

**Vision:** Identifies strategic issues, opportunities and risks; clearly communicates links between the Organization's strategy and the work unit's goals; generates and communicates broad and compelling organizational direction, inspiring others to pursue that same direction; conveys enthusiasm about future possibilities.

#### **QUALIFICATIONS:**

**Education:** Advanced University Degree (Master's or equivalent) in Law enforcement, Criminal Justice, Public Administration, Human Resources Management, Change Management, Social Sciences or other relevant field. A first level university degree with a combination of relevant academic qualifications and extensive experience in law enforcement, including planning 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 also required.

**Work Experience:** Minimum of 15 years of progressive and active policing service/experience both at the field and national police headquarters level; 11 years of active police experience at senior policy making level, with extensive strategic planning and management experience in areas such as operations, human and financial resources management, crime management, administration and training and development, change management, reform and restructuring or related field; practical direct experience in commanding a region or a state level police units or running a department at national police HQ level, including the provision of strategic advice on issues concerning security sector development; experience working in an international setting with multiple national and international stakeholders is desirable

**Rank:** Chief Superintendent of Police, Chief of Police, Police Commissioner, Deputy (Assistant) Inspector General, equivalent to the military rank of General or above.

**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.

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Preference will be given to equally qualified women candidates.

Date of Issuance: 6 March 2015

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



**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 DC-1, 7<sup>th</sup> floor, 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.

6 March 2015



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INSTRUCTIONS			 <b>UNITED NATIONS</b>			Do not Write in This Space			
Please answer each question clearly and completely. TYPE OR PRINT LEGIBLY. Read carefully and follow all directions.			<b>PERSONAL HISTORY</b>						
1. Family name		First name		Middle name		Maiden name, if any			
2. Date of (day/month/yr) Birth		3. Place of birth		4. Nationality(ies) at birth		5. Present Nationality(ies)		6. Sex	
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 dependant 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									
Indicate speed in words per minute									
		English	French	Other languages		List any office machines or equipment and computer programmes you use.			
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 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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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 ☐ NO ☐
29. ARE YOU NOW OR HAVE YOU EVER BEEN A CIVIL SERVANT IN YOUR GOVERNMENT'S EMPLOY? YES ☐ NO ☐  
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 ☐ NO ☐

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 ☐ NO ☐

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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## 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				



12/14

**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



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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 proceeding 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 and 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 also certify that 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.*

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