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FAX/URGENT/AT ONCE**From:****Home New Delhi****To :**

1. The Chief Secretaries and DsG (P)s 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.21023/24/2015-PMA**Dated the 23rd June, 2015**

Subject :- Vacancy announcement : Police Chief of Staff, P-5 for United Nations Mission in the Republic of South Sudan (UNMISS).

UNDPKO through PMI to UN has sought the nomination of Individual Police Officers for the position of **Police Chief of Staff, P-5 for United Nations Mission in the Republic of South Sudan (UNMISS)** for an initial period of one year with possibility of extension. :-

Number of post	:	Not mentioned.
Level of Post	:	P-5, [DIG & IG]
Organization	:	UNMISS
Duration	:	12 Months (extendible)
Job Opening number	:	2015-UNMISS-82371-DPKO

ADS (K)
18

पुलिस महानिदेशक के सहायक
01/7/15

QUALIFICATIONS

Education: Advanced University Degree (Master's or equivalent) in Law enforcement, Criminal Justice, Public Administration, Human Resources Management, Logistics, 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 hi 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 10 years (12 years in absence of advanced degree) of relevant progressive responsible experience in law enforcement in a national law enforcement agency at the strategic, operational, and managerial level. At least seven (7) years of practical experience in such areas as police administration, human and/or financial resources managements, assets management, police policy development. Familiarity with United Nations administrative policies and procedures is highly desirable.

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

Preference will be given to equally qualified women candidates.

IG(K)

0186

उपर पुलिस महानिदेशक (कार्य)

01/7/2015

Sec. I

22/7/15

ACV

22/7/2015

पुलिस महानिदेशक (कार्य)

उपर उदेश 2.7.15

2. It is requested that nomination of **eligible and willing officer** of the level of **DIG/IsG (P-5)** may be submitted to this Ministry by **15th July, 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 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 finalizing the nominations.** Hand written PHP/EAC will not be entertained/accepted. It may be ensured that the photographs of the officer applying for the post should be placed on the front side of P-11 form and signature in the last page at relevant place.

5. It may please be ensured that the nominees are clear from Vigilance angle.

6. No direct application will be entertained.


(Ajay Kumar Singh)
Section Officer (PMA)

☎:23093443

☎:23093750/2398

✉:sopma@nic.in

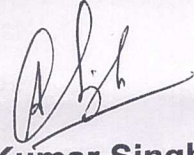
Copy to

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1. Commissioner of Police .
Mumbai, Kolkatta, Chennai and Bangalore.

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

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



(Ajay Kumar Singh)
Section Officer (PMA)

☎:23093443

☎:23093750/2398

✉:sopma@nic.in

Recent passport
size photograph

BIO-DATA PROFORMA

1. Name of Post applied.
2. Name of the Officer
3. Designation/Rank/organization with present place of posting.
4. 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.
5. Date of Birth
6. Education/Qualification
7. Date of Joining Police Service
8. Service/Cadre/Batch
9. Educational Qualification
10. 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

*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
Organizational Unit
Duty Station
Reporting to
Duration
Deadline for applications
Job Opening number

Police Chief of Staff, P-5
United Nations Mission in the Republic of South Sudan
Juba
Deputy Police Commissioner
12 Month (extendible)
31 July 2015
2015-UNMISS-82371-DPKO

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

RESPONSIBILITIES:

In compliance with the UN mandate and under the supervision and substantive guidance of the Deputy Police Commissioner, the Chief of Staff will be responsible for the administrative and logistic support of the UN Police component in its performing mandated tasks. The Chief of Staff will in particular coordinate the work of respective sections in the areas of human resources management, logistics, fleet maintenance, legal advisory, disciplinary issues, public relations and induction training for the new UNPOL arrivals. Within the limits of delegated authority, the Chief of Staff will be responsible for, but not limited to, the performance of the following duties:

- Managing respective UN Police Headquarters sections under his/her command;
- Maintaining and implementing administrative policy directives, plans and orders of the Police Commissioner, including Standard Operating Procedures (SOP); preparing and publishing informational bulletins on new directives and instructions requiring the attention of all UN Police officers.
- Supervising human resource management process: assisting in the determination of the appropriate assignments and providing recommendations to the Deputy Police Commissioner on the timely appointment of suitable personnel to key non-professional positions prior to the time when they become vacant;
- Overseeing and monitoring the deployment of individual police officers and allocation of related resources to meet operational requirements;
- Ensuring the planning of staff rotations, tour of duty extensions, leave and CTO; coordinating and overseeing the movement of personnel (MOP) within the Mission and outside the Mission;
- Maintaining an UNPOL Records Archival process and system, including the personnel record filing system; ensuring that all projects, programs and related communications are properly recorded, archived, accessible and maintained for posterity for future reference or use by UNPOL or the mission;

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- Providing general oversight of all assets belonging to the UNPOL component and their proper use by the staff;
- Maintaining permanent liaison with all sections of the Mission Support component and international staff section regarding police requirements in terms of deployment, accommodation, offices, CITS, logistics, supply, constructions, etc.
- Organizing legal advisory support to the UN Police leadership and other UNPOL staff when necessary;
- Ensuring compliance with the United Nations rules, regulations, and Mission Mandate, conformity to the highest standards of professional conduct and personal behavior by the UNPOL including: time on duty accountability and tracking; proper utilization of police resources; inspection regimes; disciplinary conformity and consistency; and initiating corrective measures to improve efficiency and effectiveness within UN police component and harmony with other mission components in the spirit of an integrated mission and attainment of common goals;
- Overseeing, maintenance and regular inspection, assessment and updating of UNPOL induction programs for all the new UNPOL arrivals and exploring and facilitating additional, in-house training to the UNPOL members in collaboration with the mission Integrated Training Service (ITS);
- In coordination with and under the guidance of the DPKO/Police Division, organizing the certification of Selection Assistance Team (SAT) members; nominating the above trainers for participation in SAT sessions in PCCs at the request of the DPKO/Police Division;
- Conducting visits to team sites to monitor and address UNPOL contingent management, including but not limited to: morale; welfare; work accountability; time accountability; impact on work related environmental conditions; site contingent management; fair and equitable treatment; and other related matters or principles regarding work force management and accountability;
- Maintaining an Internal Investigations system for allegations of misconduct or mismanagement by individual police officers and recommending relevant disciplinary action in coordination with the Mission Discipline Unit(s); ensuring proper and adequate representation for Mission Boards of Inquiry;
- Maintaining permanent administrative information exchange between the UN Police component and the DPKO/Police Division; ensuring regular dissemination of UNPOL strength reports among the UNPOL staff, Mission leadership, the DPKO/Police Division;
- Perform any other duties as assigned by the Deputy Police Commissioner in fulfillment of the mission mandate or UNPOL related objectives or concerns.

COMPETENCIES:

Professionalism: Outstanding expert knowledge in the technical field of work in general and in the specific areas being supervised in particular (human resources, budget, logistics management planning); strong organizational and communication skills; experience in the management and administration; ability to review and edit the work of others. 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. Assume responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work within the UNPOL contingent and mission.

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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.

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

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.

QUALIFICATIONS:

Education: Advanced University Degree (Master's or equivalent) in Law enforcement, Criminal Justice, Public Administration, Human Resources Management, Logistics, 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: A minimum of 10 years (12 years in absence of advanced degree) of relevant progressive responsible experience in law enforcement in a national law enforcement agency at the strategic, operational, and managerial level. At least seven (7) years of practical experience in such areas as police administration, human and/or financial resources managements, assets management, police policy development. Familiarity with United Nations administrative policies and procedures is highly desirable.

Rank: Colonel/ Chief or Senior Superintendent, 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. Working knowledge of a second official UN language (Arabic) is an advantage.

Preference will be given to equally qualified women candidates.

Date of Issuance: 18 June 2015

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

**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 verbalc 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 Verbalc.
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

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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		

D. 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 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:				

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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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:		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								

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EMPLOYMENT RECORD - SUPPLEMENTARY SHEET

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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.

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:
				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				

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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				

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

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.

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