## **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.

UT Division, MHA

2 8 SEF 2015

No.21023/39/2015-PMA

5.

Dated the 24 September, 2015

Subject :- Job Opening: Senior Police Coordinator (P-5) in United Nations Assistance Mission in Somalia (UNSOM) - Job opening Number : 2015-UNSOM-DPKO.

UNDPKO through PMI to UN has sought the nomination of Individual Police Officers for the position of Senior Police Coordinator (P-5) United Nations Assistance Mission in Somalia (UNOM) for an initial period of 12 months (extendible):-

Number of post Not mentioned. Level of Post P-5, [DIG/IG] Organization UNSOM

Duration 12 Months (extendible) Job Opening number 2015-UNSOM-DPKO

### **QUALIFICATIONS**

Education: Advance university degree Masters or equivalent) in the field of police science, criminal justice, law, business administration, international security studies or other relevant field. First level university degree with a पुलिस महानिर्देशक के सहिटिकmbination of relevant academic qualifications, professional training and experience may be accepted in lieu of the advanced degree. Graduation from a police academy or similar law enforcement training institution is required.

> Experience: 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. Experience coordinating stakeholders in an international environment is desirable, Experience working for, or collaborating with, a regional organization is desirable.

> Language Proficiency in English language (both oral and written) is required. Knowledge of Somali or Arabic would be an advantage. Preference will be given to equally qualified women candidates.

पुलिस महानिरीक्षक (कार्निक)

UNK

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- 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 <u>12<sup>th</sup> October</u>, <u>2015</u> 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 duly typed 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.

( Raman Kumar)

Under Secretary to the Government of India

**₹:23093443** 

**a**:23093750/2398

⊕:uspma@nic.in

#### Copy to

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

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

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

(Raman Kumar)

Under Secretary to the Government of India

**23093443** 

**≛:23093750/2398** 

'a:uspma@nic.in

#### **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)

## UNITED NATIONS



#### NATIONS UNIES

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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 of one year to the United Nations Assistance Mission in Somalia (UNSOM), for the position of Senior Police Coordinator (P-5). 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 Joh Opening/s 2015-UNSOM -DPKO. Also attached are the "Application Procedures for Position in United Nations Police Components in Peacekeeping Operations and Special Political Mission Requiring Official Secondment form National Governments of Member States of the United Nations".

The Secretarial 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, 7th 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.

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# UNITED NATIONS WNIES

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

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 duly-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 September 2015

# United



Job Opening for Position requiring official secondment
from national governments of Member States of the United Nations Organization
Appointments are united to secure 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

Senior Police Coordinator, P-5

United Nations Assistance Mission in Somalia, UNSOM

Mogadishu

**UNSOM Police Commissioner** 

12 Month (extendible)

16 October 2015

2015-UNSOM-----DPKO

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

#### RESPONSIBILITIES:

Under the general guidance and direction of the UNSOM Police Commissioner, and within the limits of delegated authority, the Senior Police Coordinator will be responsible for, but not limited to, the performance of the following duties:

- Act as the UN Police Section focal point for Peacebuilding and Statebuilding Goal (PSG) 2—Security
  of the Somali Compact and lead the coordination efforts of the Police Working Group (PWG) under
  PSG.2, including providing strategic direction to the PWG and ensuring the participation of all
  relevant national, regional and international partners.
- Ensure smooth and timely coordination among the UN Police Section, the AMISOM Police Component, with the framework of the Joint Concept of Cooperation, and the Somali Police Force (SPF) and relevant Government officials through, inter alia, coordination meetings, information sharing and the promotion of joint activities.
- Act as the focal point for donor coordination, establish and maintain good relations with donors
  through meetings and information sharing, including through maintaining donor matrices, and support
  resource mobilization for needs and projects identified in the PWG.
- Listablish, liaise and maintain good working relations with UNSOM and UNSOA relevant Units and Sections, UNCT and other partners including through the promotion of joint initiatives, as appropriate.
- Produce timely reports, briefings and other written products relating to the outcomes, activities and assessment of coordination mechanisms, as needed.
- Advise the UN Police Section, ROLSIG and other stakeholders on police-related topics, as appropriate.
- Conduct assessments and fact-finding missions, as needed.
- Perform any other tasks as required.

#### 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 niotivated by professional rather than personal concerns; Shows persistence when faced with difficult problems or challenges; Remains calm in stressful situations.
- Plauning & 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; Foresecs risks and allows for contingencies when planning;
  Monitors and adjusts plans and actions as necessary; Uses time efficiently.
- Communications: 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.
- Teamwork: Works collaboratively with colleagues to achieve organizational goals; Solicits input by
  genuinely valuing other's ideas and expertise is willing to learn from others; Place team agenda before
  personal agenda; 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 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 relationship 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 improvement;
  does not accept status quo; Show the courage to take unpopular stands.

#### **OUALIFICATIONS:**

- Education: Advance university degree (Masters or equivalent) in the field of police science, criminal justice, law, business administration, international security studies or other relevant field. First level university degree with a combination of relevant academic qualifications, professional training and experience may be accepted in lieu of the advanced degree. Graduation from a police academy or similar law enforcement training institution is required.
- Experience: 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. Experience coordinating stakeholders in an international
  environment is desirable. Experience working for, or collaborating with, a regional organization is
  desirable.
- Rank: Must hold the rank of at least a Superintendent of Police (equivalent to a Lieutenant Colonel in the military).
- Language: Proficiency in English language (bath or al and written) is required. Knowledge of Somali or Arabic would be an advantage.

Preference with be given to equally qualified women candidates. Date of Issuance: 8 September 2015

http://www.un.org/en/peacekeeping/siles/police





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from national governments of Member States of the United Nations Organization
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**Duty Station** 

Reporting to

Duration
Deadline for applications

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#### QUALIFICATIONS:

- Education: Advance university degree (Masters or equivalent) in the field of police science, criminal justice, law, business administration, international scenrity studies or other relevant field. First level university degree with a combination of relevant academic qualifications, professional training and experience may be accepted in lieu of the advanced degree. Graduation from a police academy or similar law enforcement training institution is required.
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- Rank: Must hold the rank of at least a Superintendent of Police (equivalent to a Lieutenant Colonel in the military).
- Language: Proficiency in English language (both oral and written) is required. Knowledge of Somali
  or Arabic would be an advantage.

Preference will be given to equally qualified women candidates. Date of Issuance: 8 September 2015

http://www.un.org/en/peacekceping/sites/police

# APPLICATION PROCEDURES FOR PROFESSIONAL CONTRACTED POSITIONS IN UNITED NATIONS POLICE COMPONENTS IN PEACEKEPING 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.

			* Secretary Code
INSTRUCTIONS	Marie Ma	ANN.	Do not Write in This Space
Please unswer each question clearly and	UNITED	NATIONS	
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Read carefully and follow all directions.	PERSONA	L HISTORY	
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28. HAVE YOU ANY OBJECTIONS TO OUR MAK.	ING INQUIRIES OF YOUR PRESUNT EMPLO	DYER? YES NO
29. ARE YOU NOW OR HAVE YOU EVER BEEN / If answer is "yes", WHEN?	•	
30. REFERENCES: List three persons, not related to Do not repeat names of supervise	you, and are not current United Nations staff me are listed under Item 27.	mbers, who are familiar with your character and qualifications.
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31. STATE ANY OTHER RELEVANT FACTS. IN	CTITITI INFORMATION REGARDING ANV	DESIDENCE OUTSIDE THE COUNTRY OF
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32. HAVE YOU EVER BEEN ARRESTED, INDIC CONVICTED, FINED OR IMPRISONED FOR THIS	CITER, OR SUMMORED INTO COURT AS A VIOLATION OF ANY LAW (excluding minor	DEFENDANT IN A CRIMINAL PROCEEDING, OR traffic violations)? YES NO
If "yes", give full particulars of each case in an attached	d statement.	•
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34. I certify that the statements made by m knowledge and belief. I understand that any document requested by the Organization ren	omisreoresentation or matemat OMISSIO	are true, complete and correct to the best of my in made on a Personal History form or other ions liable to termination or dismissal.
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DATE	SIGNATURE:	
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N.B. You will be requested to supply docu	mentary evidence which supports the	statements you have made above. Do not, however, stion and, in any event, do not submit the original
send any documentary evidence until you hat texts of references or testimonials unless the	by have been obtained for the sole use	of the Organization.

EMPLOYMENT RECORD - SUPPLEMENTARY SHEET PLEASE LIST, in reverse order, EVERY EMPLOYMENT YOU HAVE HAD. Use a separate block for each post. Include also service in the armed forces and note any period during which you were not gainfully employed. See next page for more florids. TO MONTHYLAR SALARIES PER ANNUM
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## UNITED NATIONS

# Employment and Academic Certification Attachment to Personal History Profile (P11)

#### TO BE COMPLETED BY CANDIDATE:

Perse	onal Data:					
Family Name	:	Given name:	- Service Co.	Middle	names:	Gender: M/F
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Position for y	vhich you are	npplying:	<u> </u>		· · · · · · · · · · · · · · · · · · ·	
Note: if you	are applying f	ar more then one position	, plesse submit :	separate PLI an	d P11 attachment for	each Job Opening)
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