FAX/URGENT/AT ONCE

From:

Home New Delhi

To

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

1 5 DEC 2015

UT Division, MHA

No.21023/50/2015-PMA

Dated the 14 December, 2015

Subject : - Job Opening : Police Planning Coordinator, P-4 in UNMIL (Job Opening No. 2015-UNMIL-48581-DPKO)

UNDPKO through PMI to UN has sought the nomination of Individual Police Officers for the position of Police Planning Coordinator, P-4 in UNMIL for an initial period of 12 months (extendible) :-

Number of post Level of Post

Organization Duration

Job Opening number

Not mentioned. P-4, SP & DIG

UNMIL

12 Months (extendible) 2015-UNMIL-48581-DPKO

#### Qualifications:

Education: Advanced university degree (Master's degree or equivalent) in one or more of the following disciplines: Social Sciences, Law; Public Administration or other relevant field. A first level university degree with a combination of relevant academic qualifications plus additional relevant professional level experience in law enforcement may be accepted in lieu of the advanced university degree.

Work Experience: Minimum of 7 years of relevant progressive experience, including supervisory experience. Minimum 5 years of active experience in project management and/or monitoring and evaluation of projects/programmes, and/or project planning, and development. At least 3 years active experience in institutional change management processes.

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बपर पुलिस महानिदेशक (काबिक)

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Language: Fluency in spoken and written English is required. Knowledge of a second UN language is an advantage. Preference will be given to equally qualified women candidates.

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पुलिस महानिरीक्षक (कार्मिक) उत्तर प्रदेश

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- 2. It is requested that nomination of **eligible and willing officer** of the level of **SP/DIG (P-4)** may be submitted to this **Ministry** by <u>15<sup>th</sup> January</u>, <u>2016</u> along with the following documents duly completed in all respect:-
  - 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 **Designated Authority of Force.** 
    - Note: On scrutiny of nominations received, it has been observed that the EAC is submitted without the signature of Designated Authority of concerned Force resulting rejection of nomination. Hence, the forwarding authority should ensure that the EAC is duly signed by the applicant as well the Designated Authority of Force.
    - 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

⊞: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

熠:23093443

昌:23093750/2398

⊕: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**



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#### DPKO/OROLSI/PD/2015/11406

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 Liberia (UNMIL), 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 post/s for which the Secretariat is seeking qualified applicants are provided in the attached job opening/s No 2015 UNMIL-48581-DPKO. Also attached are the "Application Procedures for Positions in United Nations Police Components in Peacekeeping Operations and Special Political Missions Requiring Official Secondment form National Governments of Member States of the United Nations".

The Secretariat kindly requests the Fermanent Mission to submit a separate application for each nominee for each job opening to the Selection and Recruitment Section/Police Division/OROLSI/DPKO, 1 UN Plaza, 7<sup>th</sup> floor, room DC1-0714, in accordance with the above-referenced procedures, 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 the Permanent Mission of Member State that, in an effort to streamline and expedite the procedures of recruiting seconded

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# United Nations Wations Unies

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 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 Pennaneut Mission of Member State to the United Nations the assurances of its highest consideration.

01 December 2015





# **Nations**

Populational governments of Mediate States of the United Nations Organization.

Post title and level Organizational Unit

Duty Station Reporting to

Duration
Deadline for applications

Job Opening number

Police Planning Coordinator, P-4 United Nations Mission in Liberia

Monrovia

UNMIL Police Commissioner

12 Month (extendible)

27 January 2016

2015-UNMIL-48581-DPKO

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

#### RESPONSIBILITIES:

The UN Police Planning and Monitoring Officer reports to UNMIL Police Commissioner through the Chief of the Development and Reform Department. He/she supervises the Planning and Monitoring Section consisting of two teams; one for Planning and the other for Monitoring.

The Police Planning and Monitoring Officer shall perform the following functions:

- Leads and directs the daily work of the UNMIL Police Component's Planning & Monitoring section.
- Oversees and monitor progress and achievements in the UNPOL Transition Implementation Plan (TIP), e.g. through chairing stock taking meetings with UNPOL Heads of Sections.
- Directs the systematic collection and analysis of information in the TIP for monitoring and evaluation of progress in collaboration with the Heads of Sections.
- Manages the maintenance and development of the L-SMART monitoring and evaluation software tool
  in close cooperation with Police Division/Standing Police Capacity.
- Supervises evaluations of the UNPOL TIP and conducts quality assurance of detailed reports for institutional development for effective and efficient assessments.
- Conducts training, workshops/seminars for UNPOL Heads of Sections and County Commanders to improve their knowledge and skills for effective program implementation.
- Develops processes and work methodologics for the joint LNP and BIN secretariats in close cooperation with national counterparts, to progress mandale implementation.
- Ensures an integrated and coherent implementation process by fostering a common understanding and an inclusive approach.
- Conducts monitoring and auditing by ensuring the highest caliber in policy and advice. Provides substantial support in the area of transparency, accountability and integrity.
- Identifics actions needed to strengthen TIP implementation, modify assumptions about the critical success factors affecting progress in the key areas of engagement as necessary.
- Identifies opportunities for further support and actions needed to improve the TIP framework and verifies performance indicators.
- Exchanges information to avoid overlapping activities and ensures continued coherence with other priorities.
- Supports lesson-learning and dissemination of best practices and suggests modifications if needed.

 Perform any other assignment delegated by the UNMIL Police Commissioner or designee in fulfilment of the mandate.

#### Competencies:

Professionalism: Shows pride in work and achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results, motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Possesses practical proven experience and outstanding expert knowledge in the technical field of work in general and in the specific areas required for the particular posts, demonstrates good judgment in the context of assignments given; able to plan own work and manage work/task priorities. Ability to apply technical expertise to resolve policy related issues and challenges. Take responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

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

Communication: Speaks and writes linglish 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. Demonstrates the ability to draft/edit a variety of written reports.

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 solution; drives for change and improvement; does not accept the status quo; shows the courage to take unpopular stands

#### Qualifications:

Education: Advanced university degree (Master's degree or equivalent) in one or more of the following disciplines: Social Sciences, Law, Public Administration or other relevant field. A first level university degree with a combination of relevant academic qualifications plus additional relevant professional level experience in law enforcement may be accepted in lieu of the advanced university degree.

Work Experience: Minimum of 7 years of relevant progressive experience, including supervisory experience. Minimum of 5 years of active experience in project management, and/or monitoring and evaluation of projects/programmes, and/or project planning and development. At least 3 years active experience in institutional change management processes.

Rank: Must hold the rank of at least a Superintendent of Police (equivalent to a Lieutenaut Colonel in the military).

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

Preference will be given to equally qualified women caudidates. Date of Issuance: 27 November 2015

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

# APLICATION 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 Pennanent 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 amouncements.
  - 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, 7<sup>th</sup> floor, room DC1-0714, 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.

## UNITED NATIONS

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

#### TO BE COMPLETED BY CANDIDATES

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Experience in peacekeeping operations:

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## EMPLOYMENT RECORD SUPPLEMENTARY SHEET

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#### 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

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