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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

19 FEB 2016

**No.21023/07/2016-PMA**

**Dated the 12 February, 2016**

**Subject :- Job Opening : UN Police Programme Manager (P-4) on secondment to the United Nations Mission in Liberia (UNMIL) (Job opening No. DPKO-UNMIL-01335-2016)**

UNDKO through PMI to UN has sought the nomination of Individual Police Officers for the positions of **UN Police Programme Manager (P-4) to the United Nations Mission in Liberia** for an initial period of one year with possibility of extension. :-

Number of post	:	Not mentioned.
Level of Post	:	P-4, [SP/DIG]
Organization	:	UNMIL
Duration	:	12 Months (extendible)
Job Opening number	:	DPKO-UNMIL-01335-2016

**QUALIFICATIONS**

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

**Experience:** At least 7 years (9 years in absence of advanced university degree) of progressive and active relevant service/experience in law enforcement agencies, including supervisory experience and experience in leading and managing projects, strategic planning, and project monitoring and evaluation systems and processes.

**Language:** Proficiency in English language (both oral and written) is required.

**Preference will be given to equally qualified women candidates.**

IG(Karmik)

1339

Sec-1

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अपर पुलिस महानिदेशक (कार्मिक)  
मुख्यालय पुलिस महानिदेशक  
उ०प्र०, लखनऊ।

अपर पुलिस महानिदेशक/  
पुलिस महानिरीक्षक (कार्मिक)

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 **21<sup>st</sup> March, 2016** 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.

**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.**

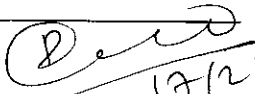
- iii. Personal details as per **Annexure-I**.

3. The nominated officers may be advised to send the above document as per the format enclosed through electronic mail at e-mail address at [uspma@nic.in](mailto:uspma@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.

  
17/2/16

**( Raman Kumar)**

Under Secretary to the Government of India

☎:23094009

☎:23094009

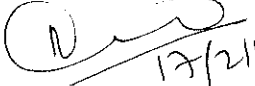
✉:uspma@nic.in

**Copy to**

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 including ' **what's new**'.

  
17/2/16

**( Raman Kumar)**

Under Secretary to the Government of India

☎:23094009

☎:23094009

✉: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)



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

The Secretariat wishes to outline that it is the responsibility of the Government to ensure that each candidate it nominates has not been convicted of, or is not currently under investigation or being prosecuted for, any criminal or disciplinary offence, or any violations of international human rights law or international humanitarian law. In the case of nominees who have been investigated for, charged with or prosecuted for any criminal offence, with the exception of minor traffic violations (driving while intoxicated or dangerous or careless driving are not considered minor traffic violations for this purpose), but were not convicted, the Government is requested to provide information regarding the investigation(s) or prosecutions concerned. The Government is also requested to certify that it is not aware of any allegations against its nominated candidates that they have committed or been involved, by act or omission, in the commission of any acts that may amount to violations of international human rights law or international humanitarian law.

The Secretariat recalls that the responsibilities of those personnel who are appointed to serve in United Nations peacekeeping or special political missions are exclusively international in character. They perform their functions under the authority of, and in full compliance with, the instructions of the Secretary-General of the United Nations and persons acting on his behalf and are duty-bound not to seek or accept instructions in regard to the performance of their duties from any government or from other authorities external to the United Nations. Seconded personnel should carry out their functions in accordance with all applicable regulations, rules and procedures of the Organization.

The Secretariat of the United Nations avails itself of this opportunity to renew to the Permanent Mission of Member State to the United Nations the assurances of its highest consideration.



5 February 2016

# United Nations



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

<b>Post title and level</b>	<b>UN Police Programme Manager, P-4</b>
<b>Organizational Unit</b>	<b>United Nations Mission in Liberia</b>
<b>Duty Station</b>	<b>Monrovia</b>
<b>Reporting to</b>	<b>Police Commissioner</b>
<b>Duration</b>	<b>12 Month (extendible)</b>
<b>Deadline for applications</b>	<b>31 March 2016</b>
<b>Job Opening number</b>	<b>DPKO/UNMIL/01335/2016</b>

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

## **RESPONSIBILITIES:**

The UN Police Programme Manager reports to the UNMIL Police Commissioner (PC) through the Senior UN Police Adviser (Chief of Operational Capacity Building Department). In support of the development of the Liberia National Police (LNP), the Bureau of Immigration and Naturalization (BIN) and the Liberian Drug Enforcement Agency (LDEA), the Programme Manager assists and supports the capacity building and training of Liberia's key law enforcement agencies to enhance the overall institutional development and to strengthen their capacity in developing and managing projects consistent with their respective Strategic Development Plans and national security priorities. In his/her capacity as the Head of the UNPOL County Capacity Development (CCD) Section, the incumbent has oversight responsibility of UNPOL's activities in the regions/counties, including the implementation of the UNPOL Transition Implementation Plan (TIP) in support of the Government of Liberia Plan from UNMIL Transition at the regional and county levels. The incumbent ensures a coordinated, project-management approach in UNMIL's support to the strategic development and institutional capacity building of Liberia's law enforcement agencies, primarily the LNP and the BIN, as the footprint of host-state law enforcement agencies outside Monrovia continues to be strengthened concurrently with UNMIL's draw down.

Under the guidance and supervision of the PC, the incumbent is responsible for the following duties:

- Advising LNP/BIN/LDEA leadership, making recommendations and assisting in the development and management of projects necessary for improved service delivery and institutional capacity building, particularly at the county level;
- Supporting the LNP/BIN/LDEA in the elaboration of strategies and plans necessary for effective and accountable management of resources;



- 4
- Facilitating the implementation of institutional reforms including the introduction of clearly defined projects and initiatives, including achievement of concrete deliverables;
  - Providing strategic planning and programme management support to Liberian law enforcement agencies in undertaking developmental needs analyses, project implementation and evaluation;
  - Coordinating as necessary, law enforcement related activities and initiatives within other UNPOL Sections and Mission components, the United Nations Country Team, and key national and international stakeholders;
  - Provide strategic guidance and oversight in relation to implementation of the UNPOL TIP at the county level; coordinate with other UNPOL Heads of Sections and project managers (UNPOL and host-state law enforcement agencies);
  - Submit weekly status reports to his/her supervisor on projects and activities undertaken by the of the UNPOL CCD Section, including coordinated activities with key stakeholders, internal and external; prepare meeting reports and notes to file; and report on all substantive issues and challenges associated with project implementation;
  - Implement tasks related to project implementation as directed by the PC;
  - Performing tasks and assuming other responsibilities as assigned by the PC and/or his designate.

#### **REQUIREMENTS :**

- Meet minimum requirements for assignment to a police component in a UN peacekeeping operations (i.e. language proficiency and driving skills);
- Good physical and mental condition (fulfilling all UN medical requirements);
- Familiarity with United Nations policies and procedures;
- Computer Literacy;
- Highly developed advisory, coaching/mentoring skills;
- Planning and organizational skills;
- Relevant experience working in a multicultural environments;
- Experience in project and procedural development;
- In-depth knowledge of police procedures and issues related to management of police and law enforcement organizations;
- In-depth understanding of the mandate of the police component of the Mission; strong analytical skills combined with good judgment;
- Good knowledge of the context and conditions prevailing in the country of assignment;
- Previous experience in UN peacekeeping operations or international policing is an advantage.

#### **COMPETENCIES:**

**Professionalism:** Shows pride in work and achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work. Knowledge and understanding of theories, concepts and approaches relevant to democratic policing, law enforcement. Outstanding expert knowledge in the technical field of work in general and in the specific areas being supervised in particular. Ability to apply technical expertise to resolve police related issues and challenges. Strong organizational skills.

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**Planning & 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. Full mastery of the project management cycle applied in a developing country context.

**Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed. Ability to communicate effectively with a wide range of international and national agencies and partners, as well as with the people of different national and cultural backgrounds.

**Client Orientation:** Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintain productive partnerships with clients by gaining their trust and respect, identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to be informed and be able to anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client; resolves conflicts by pursuing mutually agreeable solutions.

#### ✓ QUALIFICATIONS:

- **Education:** Advanced university degree (Master's degree or equivalent) in one or more of the following disciplines: Law, Criminal Justice Administration, International Relations, Human Resource Management, Business or Public Administration, Political Science, Development Studies (particularly in law enforcement) or other relevant field. A first level university degree with a combination of relevant academic qualifications plus additional professional level experience in law enforcement may be accepted in lieu of the advanced university degree. Graduation from a certified police academy or other law enforcement training institution is required.
- **Experience:** At least 7 years (9 years in absence of advanced university degree) of progressive and active relevant service/experience in law enforcement agencies, including supervisory experience and experience in leading and managing projects, strategic planning, and project monitoring and evaluation systems and processes.
- **Rank:** Must hold the rank of at least Superintendent of Police (equivalent to Lieutenant Colonel in the military).
- **Language:** Proficiency in English language (both oral and written) is required.

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Preference will be given to equally qualified women candidates.

Date of Issuance: 04 Feb 2016

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




6

**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 active or retired police officers, 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 Missions 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, room 0714, 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.

05 February 2016

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/year) 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 dependent children? YES <input type="checkbox"/> NO <input type="checkbox"/> If the answer is "yes", give the following information:									
Name of Children		Date of Birth (day/mo/year)		Place of Birth					
				Nationality					
				Gender					
15. (a) Name of Spouse									
16. Have you taken up legal permanent residence status in any country other than that of your nationality? YES <input type="checkbox"/> NO <input type="checkbox"/> If answer is "yes", which country?									
17. Have you taken any legal steps towards changing your present nationality? YES <input type="checkbox"/> NO <input type="checkbox"/> If answer is "yes", explain fully:									
18. Are any of your relatives employed by a public international organization? YES <input type="checkbox"/> NO <input type="checkbox"/> If answer is "yes", give the following information:									
NAME		Relationship		Name of International Organization					
19. What is your preferred field of work?									
20. Would you accept employment for less than six months? YES <input type="checkbox"/> NO <input type="checkbox"/>			21. Have you previously submitted an application for employment and/or undergone any tests with U.N.? YES <input type="checkbox"/> NO <input type="checkbox"/> If so, when?						
22. KNOWLEDGE OF LANGUAGES. What is your mother tongue?									
OTHER LANGUAGES		READ		WRITE		SPEAK		UNDERSTAND	
		Easily	Not Easily	Easily	Not Easily	Fluently	Not Fluently	Easily	Not Easily
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. For clerical grades only Indicate speed in words per minute						List any office machines or equipment and computer programmes you use.			
		English	French	Other languages					
Typing									
Shorthand									

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 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				

28. HAVE YOU ANY OBJECTIONS TO OUR MAKING INQUIRIES OF YOUR PRESENT EMPLOYER? YES <input type="checkbox"/> NO <input type="checkbox"/>		
29. ARE YOU NOW OR HAVE YOU EVER BEEN A CIVIL SERVANT IN YOUR GOVERNMENT'S EMPLOY? YES <input type="checkbox"/> NO <input type="checkbox"/> If answer is "yes", WHEN?		
30. REFERENCES: List three persons, not related to you, and are not current United Nations staff members, who are familiar with your character and qualifications. <i>Do not repeat names of supervisors listed under Item 27.</i>		
FULL NAME	FULL ADDRESS	BUSINESS OR OCCUPATION
31. STATE ANY OTHER RELEVANT FACTS. INCLUDE INFORMATION REGARDING ANY RESIDENCE OUTSIDE THE COUNTRY OF YOUR NATIONALITY.		
32. HAVE YOU EVER BEEN ARRESTED, INDICTED, OR SUMMONED INTO COURT AS A DEFENDANT IN A CRIMINAL PROCEEDING, OR CONVICTED, FINED OR IMPRISONED FOR THE VIOLATION OF ANY LAW (excluding minor traffic violations)? YES <input type="checkbox"/> NO <input type="checkbox"/> If "yes", give full particulars of each case in an attached statement.		
33. OTHER AGENCIES OF THE UNITED NATIONS SYSTEM MAY BE INTERESTED IN OUR APPLICANTS. DO YOU HAVE ANY OBJECTION TO YOUR PERSONAL HISTORY FORM BEING MADE AVAILABLE TO THEM? YES <input type="checkbox"/> NO <input type="checkbox"/>		
34. I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization renders a staff member of the United Nations liable to termination or dismissal.		
DATE _____ SIGNATURE: _____ (day, month, year)		
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.		

# **EMPLOYMENT RECORD - SUPPLEMENTARY SHEET**

PLEASE LIST, in reverse order, EVERY EMPLOYMENT YOU HAVE HAD. Use a separate block for each past. Include also service in the armed forces and note any period during which you were not gainfully employed. See next page for more blocks.

FROM MONTH/YEAR	TO MONTH/YEAR	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:
		STARTING	FINAL	
NAME OF EMPLOYER:				TYPE OF BUSINESS:
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:
				NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:
				REASON FOR LEAVING:
DESCRIPTION OF YOUR DUTIES				
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				
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				
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				

# **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.

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				



# 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, Advisor)	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 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, 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 .....