Duf. 27(11) 16

FAX/URGENT/AT ONCE

From:

Home New Delhi

- The Chief Secretaries and DsG (P)s of all States / UTs 1.
- 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.

1 9 FEB 2016

5. UT Division, MHA

No.21023/07/2016-PMA

Dated the Pebruary, 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. :-

40G(K)

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

के सहायक 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 (Kazmik

अपर पुलिस महानिदेशक (कार्मिक) मुख्यालय पुलिस महानिदेशक

ত০স্০, লखनऊ।

अपर पुलिस महानिदेशक/ पुलिस महानिरीक्षक (कार्षिक)

16 22/10-11

- 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**st **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.

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- 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.
- 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

[™]:uspma@nic.in

Copy to

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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'.

(Raman Kumar)

Under Secretary to the Government of India

23094009

23094009

'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 WILES

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 Secretarial 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 heing 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



Job Description for Position veguiring official secondments from national governments of Member States of the United Nations Organization

UN Police Programme Manager, P-4-

United Nations Mission in Liberia

Post title and level

Organizational Unit

Duty Station

Reporting to Duration.

Deadline

applications

for

Job Opening number

12 Month (extendible)

31 March 2016

Police Commissioner

Monrovia

DPKO/UNMIT/01335/2016

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 UNPOI. 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 claboration of strategies and plans necessary for effective and accountable management of resources;

- 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 criforcement 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.

REQUIRMENTS:

- 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.

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; foresecs 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 of equivalent) in one or more of the following disciplines: I aw, 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.

Preference will be given to equally qualified women candidates. Date of Issuance: 04 Feb 2016 http://www.un.org/en/peacekeeping/sites/police

APPLICATION PROCEDURES FOR 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 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 Mission are requested to present their candidates in one single submission, in accordance with the deadline date of the Job Opening, under cover of a note verbale listing the names of the candidates and the corresponding vacancy announcements. For the convenience of the Permanent Mission a table is attached to be used and photocopied as needed for the listing of its candidates.
- 5. Applications must be hand-delivered by Permanent Missions to the Selections and Recruitment Section of the Police Division, Office of Rule and Law and Security Institutions, Department of Peacekeeping Operations at DC-1, 7th 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.

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EMPLOYMENT RECORD - SUPPLEMENTARY SHEET

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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 such post. Include also service in the armed forces and note any period during which you were not guinfully employed.

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UNITED NATIONS

Employment and Academic Certification Attachment to Personal History Profile (P17)

TO BE COMPLETED BY CANDIDATE:

Pers	onal Data:					
Family Name	3:	Given name:	<u>,</u>	Middle	names:	Gender: M/F
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	which you are	applying: or more than one position				
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Date of Com	ntission (for t	military officers) or date	of enlishment/e	ntry to scryice	(for police officers):	***
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Additional Comments:		
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I certify that the statements made by me in m misrepresentation or material onfission made a staff member for the United Nations liable i	on a Personal History form	ous are complete and correct. I understand that any or other document requested by the Organization renders ation.
I declare that I have never committed, b prosecuted for any criminal, human righ violations (driving while intoxicated or di	een convicted of and am ts, civil action or disciplin angerous or careless driv een involved, by act or o	not currently under investigation or being eary offence, with the exception of minor traffic ring are not considered minor traffic violations for mission, in the commission of any violation of
am not able to attest to the proceeding	paragraphs for the follow	ving reasons:
		*** *** *** *** *** *** *** *** *** **
Date	Signature	•••••••••••••••••••••••••••••••••••••••
ioweyer, send any documentary evidence ui	itil you have been asked to	ports the statements you have made above. Do not, do so by the Organization and, in any event, do not been obtained for the sole use of the Organization.

	16/16
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 current being prosecuted for, any criminal or disciplinary offence, or any violations of internativil action or disciplinary offence. The Government of	tional human rights law, Allegations against the no commission of any offerian law, ted for any criminal dangerous or careless
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