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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.21023/06/2016-PMA

Dated the 17 February, 2016

Subject :- Job Opening : Senior Police Advisor (P-5) on Secondment to the United Nations Assistance Mission in Afghanistan (UNAMA) (Job Opening No. DPKO-UNAMA-82370-2016)

UNDKO through PMI to UN has sought the nomination of Individual Police Officers for the positions of **Senior Police Advisor (P-5) to the United Nations Assistance Mission in Afghanistan** for an initial period of one year with possibility of extension :-

| | | |
|--------------------|---|------------------------|
| Number of post | : | Not mentioned. |
| Level of Post | : | P-5, [DIG/IsG] |
| Organization | : | UNAMA |
| Duration | : | 12 Months (extendible) |
| Job Opening number | : | DPKO-UNAMA-82370-2016 |

QUALIFICATIONS

Education: Advanced University Degree (Master's degree or equivalent) in Political Science, International Relations, Law/Management, Police Administration, or other relevant field. A first level university degree with a combination of relevant academic qualifications and extensive senior experience in law enforcement may be accepted in lieu of the advanced university degree. A degree from a certified police academy or similar law enforcement training institution is an advantage.

Experience:

- Minimum of 10 years of active and progressive, strategic, policy development, analytical police experience in operational sector of policing, experience in community policing, experience in community policing and anti-corruption strategies;
- Minimum of eight years of experience in senior management positions; In-depth understanding of the mandate of the police component in the Mission; Previous UN mission or other international policing experience at a senior level providing strategic advice and preparing analytical reports is a significant advantage;

(भवेश कुमार सिंह)

अपर पुलिस महानिदेशक (कार्मिक)

उ०प्र०, लखनऊ।

28/2/2016

3228

अपर पुलिस महानिदेशक/
पुलिस महानिरीक्षक (कार्मिक)
उत्तर प्रदेश

00 016

- Good social, political and cultural awareness of Afghanistan and the region to appraise and evaluate the impacts of the ongoing regional and international initiative.

Other Essential Requirements:

- Computer Literacy.
- Skills in political assessment/analysis and the preparation of succinct analytical reports;
- Excellent physical and mental condition (fulfilling all UN medical requirements);
- Availability for immediate deployment.
- **Preference will be given to equally qualified women candidates.**

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 **21st March, 2016** 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.
- 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.


- 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.

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

☎:230934009

✉: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. (Under 'vacancies' & 'what's new' also).


17/2/16

(Raman Kumar)

Under Secretary to the Government of India

☎:23094009

☎:230934009

✉: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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*Job Opening for Position requiring official secondment
from national governments of Member States of the United Nations Organization.
Appointments are limited to service on posts financed
by the mission regular budget.*

| | |
|----------------------------------|---|
| Post title and level | Senior Police Adviser (P5) |
| Organizational Unit | United Nations Assistance Mission in Afghanistan (UNAMA) |
| Duty Station | Kabul |
| Reporting to | Deputy Special Representative of Secretary-General (DSRSG), Pillar II through Chief of Rule of Law |
| Duration | 12 Month (extendible) |
| Deadline for applications | 31 March 2016 |
| Job Opening number | DPKO-UNAMA-82370-2016 |

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

RESPONSIBILITIES:

Under the guidance and supervision the Deputy Special Representative of the Secretary-General (DSRSG) Pillar II, in coordination with the Chief of Rule of Law, the Senior Police Adviser will be responsible for the effective and efficient management of the UNAMA police component, and will be responsible for the following duties:

- Provide strategic advice to the Mission on all police-related issues, in the framework of the assistance and coordination role of UNAMA;
- Assist the Mission Leadership in deliberations by preparing detailed analytical reports regarding the policing policies, accountability and administrative discipline, and development initiatives;
- Provide strategic advice to the Ministry of Interior and its leadership in support to strengthen the capacity of Afghan National Police (ANP) including strategic planning, accountability, disciplinary mechanisms, gender and community policing initiatives;
- Provide coordination and policy coherence platforms and maintain full working relationships with International Community (IC) donors and implementers, Civil Society and other partners involved in support and development of ANP;
- Work closely with relevant UNAMA components, (Rule of Law, Civil Affairs and Human Rights) and the UN country teams, in particular with UNDP, UNODC, UNWOMEN, UNICEF, on cross cutting issues relating to criminal justice, rule of law, human rights, gender violence, police prosecutor cooperation, barriers to economic development, and the illicit economy (e.g. drug trafficking, organized crimes, international terrorism) to frame cohesive initiatives in support of the ANP;
- Conduct analytical assessments of the ANP reform initiatives including its personnel administrations, fiscal sustainability, and logistical systems, and operational capacities;
- Facilitate working platform for coordination and policy coherence for policing initiatives, providing clarity on the direction of policing in Afghanistan;
- Monitoring and evaluation of the community policing projects and its interagency coordination;

- Focus on police accountability and access to justice for women and children through the mechanism of strengthening community policing, family violence Units and Police Women's Councils;
- Represent UNAMA in the International Police Coordination Board (IPCB) and its subsidiary bodies to support, monitor and assess the substantive works;
- Act as the point of contact with the Police Division/DPKO on aspects related to policing in Afghanistan;
- Provide guidance and supervision to the Police Adviser (P-4) and UNPOL Advisors assigned in the regions to objectively accomplish their mandates, through regular interactions and field visits;
- Lead and coordinate the activities of the UNAMA Police Advisory Unit

QUALIFICATIONS:

Education: Advanced University Degree (Master's degree or equivalent) in Political Science, International Relations, Law/Management, Police Administration, or other relevant field. A first level university degree with a combination of relevant academic qualifications and extensive senior experience in law enforcement may be accepted in lieu of the advanced university degree. A degree from a certified police academy or similar law enforcement training institution is an advantage.

Experience:

- Minimum of 10 years of active and progressive, strategic, policy development, analytical police experience in operational sector of policing, experience in community policing and anti-corruption strategies;
- Minimum of eight years of experience in senior management positions;
- In-depth understanding of the mandate of the police component in the Mission; Previous UN mission or other international policing experience at a senior level providing strategic advice and preparing analytical reports is a significant advantage;
- Good social, political and cultural awareness of Afghanistan and the region to appraise and evaluate the impacts of the ongoing regional and international initiatives.

Rank: Experience as a police officer with higher rank either as serving or retired, is an advantage.

Other Essential Requirements

- Computer Literacy;
- Skills in political assessment/analysis and the preparation of succinct analytical reports;
- Excellent physical and mental condition (fulfilling all UN medical requirements);
- Availability for immediate deployment;

COMPETENCIES:

- **Professionalism** - Knowledge and understanding of theories, concepts and approaches relevant to democratic and community policing, law enforcement and rule of law, improvement of accountability, fiscal sustainability etc.; actual experience in the development and implementation of community oriented policing programme; management and administration; good research, analytical and problem-solving skills; ability to identify and participate in the resolution of issues/problems; ability to apply good judgment in the context of assignments given; ability to plan own work and manage work/task priorities, draft the Units work plan in line with the Mission objectives; Shows pride in work and in 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. 6

- **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.
- **Planning and Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places 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 a role model that other people want to follow; empowers others to translate vision into results; is proactive in developing strategies to accomplish objectives; establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions; drives for change and improvements; does not accept the status quo; shows the courage to take unpopular stands. Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing.
- **Managing Performance:** Delegates the appropriate responsibility, accountability and decision-making authority; Makes sure that roles, responsibilities and reporting lines are clear to each staff member; Accurately judges the amount of time and resources needed to accomplish a task and matches task to skills; Monitors progress against milestones and deadlines; Regularly discusses performance and provides feedback and coaching to staff; Encourages risk-taking and supports creativity and initiative; Actively supports the development and career aspirations of staff; Appraises performance fairly.
- **Language**
Fluency in English (both written and oral) required. Knowledge of Dari, Pashtun or Urdu is an advantage.

Note: Countries are strongly encouraged to nominate female candidates

INSTRUCTIONS

Please answer each question clearly and completely. TYPE OR PRINT LEGIBLY.
Read carefully and follow all directions.

UNITED

NATIONS

Do not Write in This Space

PERSONAL HISTORY

| | | | | | | | | | |
|---|--|-----------------------------|--------------------------|--|--------------------------|---------------------------------|--------------------------|--------------------------|--------------------------|
| 1. Family name | | First name | | Middle name | | Maiden name, if any | | | |
| 2. Date of (day/month/yr) 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 | | | |
| | | | | | | | | | |
| | | | | | | | | | |
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| | | | | | | | | | |
| 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 | | | | | | | | | |
| | | English | French | Other languages | | | | | |
| Typing | | | | | | | | | |
| Shorthand | | | | | | | | | |
| List any office machines or equipment and computer programmes you use. | | | | | | | | | |

8

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: | | | | |

9

3

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 ☐ NO ☐

29. ARE YOU NOW OR HAVE YOU EVER BEEN A CIVIL SERVANT IN YOUR GOVERNMENT'S EMPLOY? YES ☐ NO ☐
If answer is "yes", WHEN?

30. REFERENCES: List three persons, not related to you, and are not current United Nations staff members, who are familiar with your character and qualifications.
Do not repeat names of supervisors listed under Item 27.

| FILE NAME | FULL ADDRESS | BUSINESS OR OCCUPATION |
|-----------|--------------|------------------------|
| | | |
| | | |
| | | |

31. STATE ANY OTHER RELEVANT FACTS. INCLUDE INFORMATION REGARDING ANY RESIDENCE OUTSIDE THE COUNTRY OF YOUR NATIONALITY.

32. HAVE YOU EVER BEEN ARRESTED, INDICTED, OR SUMMONED INTO COURT AS A DEFENDANT IN A CRIMINAL PROCEEDING, OR CONVICTED, FINED OR IMPRISONED FOR THE VIOLATION OF ANY LAW (excluding minor traffic violations)? YES ☐ NO ☐
If "yes", give full particulars of each case in an attached statement.

33. OTHER AGENCIES OF THE UNITED NATIONS SYSTEM MAY BE INTERESTED IN OUR APPLICANTS. DO YOU HAVE ANY OBJECTION TO YOUR PERSONAL HISTORY FORM BEING MADE AVAILABLE TO THEM? YES ☐ NO ☐

34. I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization renders a staff member of the United Nations liable to termination or dismissal.

DATE (day, month, year) _____ SIGNATURE: _____

N.B. You will be requested to supply documentary evidence which supports the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so by the Organization and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of the Organization.

EMPLOYMENT RECORD -- SUPPLEMENTARY SHEET

11

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 blocks.

| | | | | |
|----------------------------|------------------|---|--|--|
| FROM MONTH/YEAR | TO MONTH/YEAR | SALARIES PER ANNUM STARTING FINAL | | EXACT TITLE OF YOUR POST: |
| 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 STARTING FINAL | | EXACT TITLE OF YOUR POST: |
| 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 STARTING FINAL | | EXACT TITLE OF YOUR POST: |
| 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 STARTING FINAL | | EXACT TITLE OF YOUR POST: |
| 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

12

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, Adviser) | Description of duties |
|-------------------|--------------------------------|---|-----------------------|
| | | | |

Command Experience, starting with your most recent experience and list in reverse order

| Dates mm/yy-mm/yy | Unit/Position/Org | Significant Unit Activities |
|-------------------|-------------------|-----------------------------|
| | | |
| | | |
| | | |
| | | |

Significant Planning Experience, starting with your most recent experience and list in reverse order

| Dates mm/yy-mm/yy | Position/Org | Operation/Activity |
|-------------------|--------------|--------------------|
| | | |
| | | |
| | | |

(Other) International Exposure other than peace keeping operations, starting with your most recent experience and list in reverse order

| Date: mm/yy-mm/yy | Position/Org | Function/Activity |
|-------------------|--------------|-------------------|
| | | |
| | | |

Military and/or Police Training Courses/Seminars: (last two years)

| Name of Course | Date: mm/yy - mm/yy | Institution |
|----------------|---------------------|-------------|
| | | |
| | | |
| | | |

Additional Comments:

I certify that the statements made by me in answer to the foregoing questions are complete and correct. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization renders a staff member for the United Nations liable ineligible for further consideration.

I declare that I have never committed, been convicted of and am not currently under investigation or being prosecuted for any criminal, human rights, civil action or disciplinary offence, with the exception of minor traffic violations (driving while intoxicated or dangerous or careless driving are not considered minor traffic violations for this purpose). I declare that I have not been involved, by act or omission, in the commission of any violation of international human rights law or international humanitarian law.

I am not able to attest to the preceding paragraphs for the following reasons:

.....

.....

.....

Date Signature

N.B. You will be requested to supply documentary evidence which supports the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so by the Organization and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of the Organization.

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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