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31/3/16

04-27(20)2016

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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

31 MAR 2016

No.21023/15/2016-PMA

Dated the 30th March, 2016

Subject :- Job Opening : Joint Integrated Police Coordinator (P-3) in United Nations Mission in the Republic of South Sudan (UNMISS)

UNDPKO through PMI to UN has sought the nomination of Individual Police Officers for the position of Joint Integrated Police Coordinator (P-3) in United Nations Mission in the Republic of South Sudan. :-

Number of post	:	Not mentioned.
Level of Post	:	P-3 [Dy SP/SP]
Organization	:	UNMISS
Duration	:	12 Months (extendible)

QUALIFICATIONS

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

Work Experience: At least 7 years (9 years in absence of advanced university degree) of progressive and active relevant service/experience at the field (region/district) and/or at the national headquarters level, including 5 years of direct involvement in the development and implementation of community policing programs/initiatives; development and implementation of joint or integrated police or other law enforcement programs or operations; practical personal experience in the development of training modules and training delivery; practical experience in policy and guidance development and implementation. Previous experience in UN peacekeeping operations or international policing in the area of community policing and joint or integrated police operations is an advantage.

ADS (K)

11/4/16

15(K)/14(A)

अपर पुलिस महानिदेशक (कार्मिक)
मुख्यालय पुलिस महानिदेशक
उ०प्र०, लखनऊ।
12/4/2016

6073

Se. I

पुलिस महानिरीक्षक (कार्मिक)

उत्तर प्रदेश 13.4.16

AGS

Language: English and French are the working languages of the UN. For the post advertised, fluency in oral and written English is required. Knowledge of a second official UN language (Arabic) is an advantage. **Preference will be given to equally qualified women candidates.**

2. It is requested that nomination of **eligible and willing officer** of the level of **Dy SP/SP (P-3)** may be submitted to this Ministry by **25th April, 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.

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

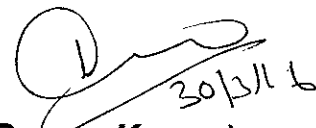
☎:23094009

☎: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**'.
3. US (IPS-IV) – for uploading on Intra IPS portal

 30/3/16

(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
(IPS-Cadre & Year/If Non-IPS, the entry level)
 9. Service/Cadre/Batch
 10. Present Designation/Rank in Indian Police/CAPFs i.e. Dy SP/ASP/SP/SSP/DIG/IsG/Addl DG/Spl DG/DG and specifying the level i.e. P-3,4,P-5, D-1 and D-2.
 11. Specify the ranks equal to Police organization where the designations indicated as **Assistant Director, Joint Dy Director, Deputy Director, Spl Director & Director**, etc.
 12. Pay Scale with Grade Pay
 13. Educational Qualification
 14. 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)

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		
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	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:

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:
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:
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:
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.

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 ☐ 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.

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 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.

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

United Nations



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

Post title and level	Joint Integrated Police Coordinator, P-3*
Organizational Unit	United Nations Mission in the Republic of South Sudan
Duty Station	Juba
Reporting to	Deputy Police Commissioner
Duration	12 Month (extendible)
Deadline for applications	01 May 2016
Number of posts	One (1)

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

RESPONSIBILITIES

In compliance with the mission mandate and under the supervision and substantive guidance of the Deputy Police Commissioner and Community Policing Advisor, the Joint Integrated Police (JIP) Coordinator will be responsible for, but not limited to, the performance of the following duties:

- Monitoring, accountability, tracking and reporting of all JIP tasks at a national level. In particular, review of processes, projects and program previously delivered or implemented; assessing the current applications of each and recommending systems and procedures to address any needed adjustments or improvements in support of ongoing UNMISS/UNPOL mission strategies, operations, and integrated support to JIP;
- Effective monitoring, reporting, and efficiency assessments concerning areas of likely return of IDPs, and/or areas of JIP deployments, with particular attention being given to UN Protection of Civilians Community Watch Groups', PCSAs' and integration of Community Policing, Women's, Gender, Child protection and related concepts to these and any other areas where the benefits of such programs are likely to be realized;
- Continued support of existing Reform programs within the JIP Area of Responsibility (AoR) and which are supported under the Human Rights Due Diligence Process (HRDDP)– e.g. formulation of Policy, Procedures and Guidance linked to Community Policing, Media issues supporting Community Policing, Gender, Child and Vulnerable Persons Protection (GCVPP) issues etc.;
- Reinforcement of Human Rights compliance and monitoring of JIP;
- Identification of potential new projects in support of mission mandate which are HRDDP compliant and deliver support to the development or maintenance of JIP judicial processes; especially those in support of Human Rights and Gender Based Violence;
- Maintenance reporting of JIP standards, internal training, Policy, Procedure and Guidance compliance, effective reporting, incident investigation and resolution linked to Human Rights;

- Efficiency monitoring, assessments and reporting for all other support or integrated support functions and staff supporting JIP on a local or integral component association to the National Program;
- Perform any other duties and assume other responsibilities as may be directed by the UNMISS Police Commissioner through the established chain of command.

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; experience in planning, development and implementation of policing guidance, ability to apply technical expertise to resolve police related issues and challenges; strong organizational skills and a demonstrated ability to establish priorities.
- **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 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. Highly developed advisory, coaching/mentoring skills, well-developed consultation, and effective negotiation and written communication skills.
- **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, Business or Public Administration, Development Studies (particularly in law enforcement) or other relevant field. A first level university degree with a combination of relevant professional level experience in law enforcement, including police management, including police training, may be accepted in lieu of the advanced university degree. Graduation from a certified police academy or other law enforcement training institution is required.

Work Experience: At least 5 years (7 years in absence of advanced university degree) of progressive and active relevant service/experience at the field (region/district) and/or at the national headquarters level, including direct involvement in the development and implementation of community policing programs/initiatives; development and implementation of joint or integrated police or other law enforcement programs or operations; practical personal experience in the development of training modules and training delivery; practical experience in policy and guidance development and implementation. Previous experience

in UN peacekeeping operations or international policing in the area of community policing and joint or integrated police operations is an advantage.

Rank: Chief/Senior Inspector of Police, Major or other service equivalent or higher.

Languages: English and French are the working languages of the UN. For the post advertised, fluency in oral and written English is required. Knowledge of a second official UN language (Arabic) is an advantage.

Preference will be given to equally qualified women candidates.

Date of Issuance: 18 March 2016

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

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.

*Post availability is subject to the budget approval.

United Nations Nations Unies

POSTAL ADDRESS-ADRESSE POSTALE: UNITED NATIONS, N.Y 10017
CABLE ADDRESS-ADRESSE TELEGRAPHIQUE: UNATIONS NEWYORK

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.



21 March 2016

United Nations Nations Unies

POSTAL ADDRESS-ADRESSE POSTALE: UNITED NATIONS, N.Y 10017
CABLE ADDRESS-ADRESSE TELEGRAPHIQUE: UNATIONS NEWYORK

DPKO/OROLSI/PD/2016/0263

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 the Republic of South Sudan (UNMISS), 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 posts for which the Secretariat is seeking qualified applicants are provided in the attached Job Opening/s. Also attached are the "Application procedures for professional contracted positions in United Nations Police components in Peacekeeping Operations or Special Political Missions requiring official secondment from national Governments of United Nations Member States".

The Secretariat kindly requests the Permanent Mission to submit a **separate application for each nominee for each Job Opening/s to the Selection and Recruitment Section/ Police Division/OROLSI/DPKO, DC1 building, 7th floor, room 0776**, in accordance with the above-referenced procedure, certifying that the nominee/s meet/s the requirements in the attached Job Opening/s. **Applications submitted after the deadline specified in the Job Openings 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.

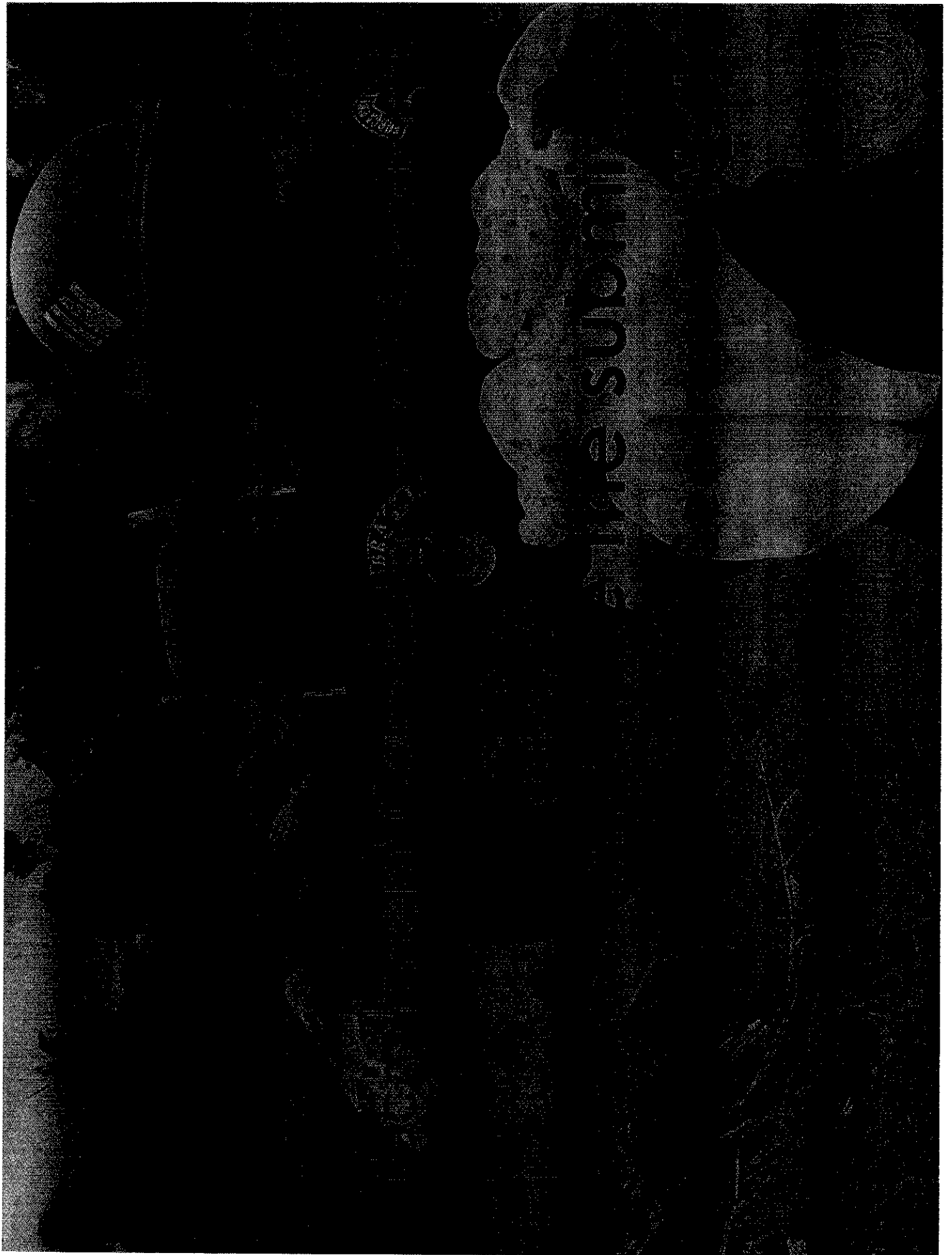
The Secretariat wishes to inform the Permanent Mission of Member State

**APPLICATION PROCEDURES FOR PROFESSIONAL CONTRACTED
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 secondment from active police services, which are open for recruitment within UN peacekeeping operations or special political missions. In the interest of promoting an orderly process and to avoid delay in the consideration of applications, Permanent Missions are respectfully requested to adhere closely to these procedures.

1. The above mentioned posts are reserved only for candidates recommended by Member States through their Permanent Missions to the United Nations. Candidates applying independently will not be considered. It is requested that applications be submitted as soon as possible but not later than deadline specified in each Job Opening announcement. Applications received after the deadline will not be considered.
2. All applications must be submitted in a duly completed typed (not hand-written) and signed United Nations Personal History Form (P-11) along with Academic and Employment Certification Form (attachment to P-11 form). Applications using other formats will not be accepted, but additional information may be attached to the P. 11. For the convenience of the Permanent Mission, a P-11 form and attachment are enclosed as samples to be photocopied as needed.
3. Selection for service with the United Nations is made on a competitive basis. It is therefore essential that all the Personal History Forms be completed with a view to presenting the candidates qualifications and experiences as they relate to the requirements as set out in the relevant Job Opening. In the event a Permanent Mission wishes to recommend a candidate for several posts, a separate Personal History Form should be submitted for each post.
4. In accordance with the new Policy on Human Rights Screening of UN Personnel, all individuals who seek to serve with the United Nations, are requested to make “self-attestation” that s/he has not committed any serious criminal offences and has not been involved in violations of international human rights or international humanitarian law. The self-attestation must be attached to the P-11 form and contain the following wording:
I attest that I have not committed, been convicted of, nor prosecuted for, any criminal or disciplinary offence. I attest that I have not been involved, by act or omission, in any violation of human rights law or international humanitarian law.
The applications without signed individual self-attestations will not be accepted.
5. Permanent Mission are requested to present their candidates in one single submission, in accordance with the deadline date specified in the Job Opening, under cover of a note verbale listing the names of the candidates, post title(s) they are nominated for and the corresponding vacancy announcements.
6. Applications must be hand-delivered by Permanent Mission to the Police Division Selection and Recruitment Section, Office of Rule and Law and Security Institutions, Department of Peacekeeping Operations at **1 UN Plaza, 7th floor, room DC1 -0776**, in accordance with the specific directions in the relevant Note Verbale.
7. Upon delivery of the applications, the Selections and Recruitment Section will acknowledge the receipt to the individual making the delivery.
8. Communication regarding this process will be through the Permanent Mission only. The Secretariat will not entertain personal queries from individual applicants.

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Each nominee should complete the following 3 forms:

- UNITED NATIONS**

PERSONAL HISTORY

INSTRUCTIONS

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

1. Family data

1. Family name:

2. Date of birth (day-month-year):

3. Place of birth:

4. Nationality:

5. Marital status:

6. Number of children:

7. Date of marriage:

8. Place of marriage:

9. Date of divorce:

10. Date of death:

11. Date of death:

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2. Education

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Before filling the forms...

- Candidates are strongly encouraged to review and understand the functions and responsibilities of the position to which they are applying as well as the qualifications necessary. By doing so, candidates will:
 - Improve their ability to position themselves to meet the needs of the hiring office;
 - Save time and reduce frustration that results from applying to jobs which do not match their strengths, aspirations and personal circumstances.



Understanding the Job Opening (JO)

All JOs are organized in the following 5 sections:

1. Title
2. Organizational Setting and Reporting
3. Responsibilities/functions
4. Competencies
 - Professionalism
 - Planning and Organizing
 - Teamwork
 - Communication (for P-4 and above), when applicable
5. Qualifications:
 - Education
 - Experience
 - Languages
6. Assessment Methods
 - Written Test
 - Competency Based Interview



Job Opening

Job Title: Military Communications Policy and Equipment Officer, P-3

Department/Office: DEPARTMENT OF PEACEKEEPING OPERATIONS

Location: NEW YORK

Posting Period: 27 February to 28 May 2013

Job Opening number: DPKO/13-01/P-3/13

United Nations Core Value: Integrity, Professionalism, Respect for Diversity

Organizational Setting and Reporting: The post is part of the Military Affairs Office structure; however, due to the nature of its responsibilities the post is located in Department of Field Support, Information and Communications Technology Division. The incumbent will report to the Military Communications Policy and Equipment Officer and the Director of the Information and Communications Technology Division.

Responsibilities: The incumbent will have the following main responsibilities:

- Assist with the provision of technical advice regarding the management of military communications and, as appropriate, networks and systems in the field;
- Assist with military interface aspects in the planning, installation, operation and maintenance of mission telecommunication and information technology equipment and systems;
- Assist in the planning of new operations and the revision of current operations for the whole spectrum of ICT activities;
- Assist with liaising with troop contributors to enhance the familiarity of Member States with, and their understanding of, commercial and military communication networks and requirements at field missions;
- Assist with reviewing military communication performance standards for telecommunication and information technology equipment and services;
- Ensure that military and civilian systems are combined in a seamless communications architecture; and Performs other related duties as required;
- Undertake these or similar duties anywhere within UN Headquarters as well as in field missions including deployment to the missions for up to 90 days.

Competencies:

Professionalism: Knowledge of theories and concepts relevant to military communications and information technology planning at the strategic and operational



Form 1: UN Personal History Profile (PHP), P-11

- **Each nominated candidate must complete and sign the UN Personal History Profile (PHP), P-11**
- **If a candidate is being nominated for more than one post/JO, a separate and additional UN PHP, P-11, is required for each post/JO.**

NOTE:

**Incomplete and unsigned P-11 forms
will not be accepted**



Form 1: UN Personal History Profile (PHP), P-11 cont.

Information requested from the nominees

- **Personal Information**
- **Education and Publications**
- **Employment History – in detail in the next slide**
- **Languages**
- **References**



Form 1: *UN Personal History Profile (PHP), P-11 cont.*

Employment History

Description of Duties

- **Duties:**
 - What is done in current job
- Describe responsibilities with careful attention to the job opening for which you are applying

Summary of Achievements

- **Achievements:**
 - How well performed in the job
 - Provide specific examples where an impact or contribution was made in the positions held

- **Use of Grammar**
 - Current job: present tense
 - Past job (s): past tense



Form 1: UN Personal History Profile (PHP), P-11 cont.

Additional Tips

- The UN will first know a candidate through their application/PHP
- Candidates should:
 - be truthful, accurate and specific
 - make words count
 - prepare application/PHP offline using a word processor application (e.g. MS Word)
 - proofread before finalizing/signing

Note: In the situation where the candidate is being nominated for more than one post, a separate and additional employment record form P11 and a supplementary sheet (if needed) are required for each post.



Form 1: UN Personal History Profile (PHP), P-11 cont.

Sample

INSTRUCTIONS		UNITED NATIONS		Do not Write in This Space	
Please answer each question clearly and completely. TYPE OR PRINT LEGIBLY. Read carefully and follow all directions.		PERSONAL HISTORY			
1. Family name		First name		Middle name, if any	
2. Date of (day/month/year)		3. Age at birth		4. Nationality(ies) at birth	
5. Place of birth		6. Present Nationality(ies)		7. Sex	
8. Height		9. Weight		10. Marital Status	
11. Single		12. Married		13. Divorced	
14. Widowed		15. Separated		16. Other	
17. (3) Are there any limitations on your ability to perform in your present position of work?		YES		NO	
18. Are there any limitations on your ability to engage in all travel?		YES		NO	
19. Permanent address		20. Present address		21. Office telephone No.	
22. Telephone No. ()		23. Telephone/Fax No. ()		24. Office Fax No. ()	
25. Do you have any dependent children?		YES		NO	
26. Name of children		Date of birth (day/month/year)		Place of birth	
27. Do you have any dependent children?		YES		NO	
28. If the answer is "yes", give the following information:		Name of child		Grade	
29. Name of spouse		30. If the answer is "yes", give the following information:		Name of spouse	
31. Have you taken up legal permanent residence status in any country other than that of your nationality?		YES		NO	
32. If answer is "yes", which country?		33. Have you taken any legal steps towards changing your present nationality?		YES	
34. If answer is "yes", explain fully:		35. Are you currently employed by a public international organization?		YES	
36. If answer is "yes", give the following information:		37. Are you currently employed by a public international organization?		YES	
38. Name of international organization		39. Relationship		40. Name of international organization	
41. What is your preferred field of work?		42. Have you previously submitted an application for employment and/or undertaken any work with UN?		YES	
43. If answer is "yes", which country?		44. If answer is "yes", which country?		YES	
45. Knowledge of languages: What is your mother tongue?		46. Knowledge of languages: What is your mother tongue?		YES	
47. READ		48. WRITE		49. SPEAK	
50. Understand		51. Understand		52. Understand	
53. English		54. French		55. Other languages	
56. Typing		57. Stenography		58. Other languages	
59. List any office machines or equipment and computer programmes you use.		60. List any office machines or equipment and computer programmes you use.		61. List any office machines or equipment and computer programmes you use.	



Form 2: Employment Record Form

(Supplementary Sheet)

- **The supplementary sheet should be used to include additional working experience**
- **If applicable, for each candidate nominated for a post, a duly completed and signed employment record form (supplementary sheet) may be required**
- **If a candidate is being nominated for more than one post, a separate and additional employment record form (supplementary sheet) is required for each post.**



Form 2: Employment Record Form

(Supplementary Sheet)

Sample

EMPLOYMENT RECORD—SUPPLEMENTARY SHEET

PLEASE LIST, IN reverse order, EVERY EMPLOYMENT YOU HAVE HAD. Use a separate block for each post. Include also services in the armed forces and some any period during which you were not gainfully employed. See next page for union block.

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



Form 3: Academic and Employment Certification

(Attachment to P-11)

- For each nominated candidate for a post, a duly completed Academic and Employment Certification form (Attachment to P-11) must be signed by the candidate and the relevant Local Police or Military Authority

NOTE:

Incomplete and unsigned forms
will not be accepted

- If the candidate is being nominated for more than one post, a separate Certification is required for each post
- The Certification must contain details on the candidate's military/police academic degree/courses and employment record as well as his/her commission date (for military officers) or date of enlistment/entry to service (for police officers).



Form 3: Academic and Employment Certification

(Attachment to P-11)

Sample

Employment and Academic Certification

Attachment to Personal History Profile (P-11)

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/Unit/Assignment			
Such Specialization/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/Year College or Police Academy (and/or similar law enforcement institution)			
University Degree/c			



Form 3: Academic and Employment Certification

(Attachment to P-11)

Sample (continuation)

<p>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.</p>	
<p>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.</p>	
<p>I am not able to attest to the preceding paragraphs for the following reasons:</p> <p>.....</p> <p>.....</p> <p>.....</p>	
Date	Signature
<p>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.</p>	



Form 3: Academic and Employment Certification

(Attachment to P-11)

Sample (continuation)

TO BE COMPLETED BY THE RELEVANT LOCAL AUTHORITY:	
On behalf of I certify that the information provided by is complete and correct.	
<i>I further certify that the nominated candidate has never been convicted of and 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 also certify that 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.</i>	
Date	Official Stamp

