

40/24/16 9593 04-27(24)161 17 1
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

22 APR 2016

No.21023/18/2016-PMA

Dated the 21st April, 2016

Subject :- Job opening : Logistic Officer (P-3) in the United Nations Mission in Liberia (UNMIL).

UNDPKO through PMI to UN has sought the nomination of Logistic Officer (P-3) in the United Nations Mission in Liberia (UNMIL) for a period of 01 year (extendible) :-

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

QUALIFICATIONS

Education: Advanced university degree (Master's degree or equivalent) in one or more of the following disciplines; Business Administration, Management Sciences, Logistics or other relevant field. A First Level University degree with a combination of relevant academic qualifications plus additional professional level experience may be accepted in lieu of an advanced university degree.

Work Experience: At least 5 years (7 years in absence of advanced degree) of relevant progressive and active experience both at the field an national headquarters or regional level, including supervisory experience in the area of organizational and logistical management, and administration especially in the framework of Police/ National Public Sector.

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

अपर पुलिस महानिदेशक (कार्मिक)

उप.प्र.स. सचिव

28/4/2016

अपर पुलिस महानिदेशक/
पुलिस महानिरीक्षण (कार्मिक)

उत्तर प्रदेश

28.4.16

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 **20th June, 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


21/4/16

(Raman Kumar)

Under Secretary to the Government of India

☎:23094009

☎:23094009

✉:uspma@nic.in

Recent passport
size photograph

BIO-DATA PROFORMA

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)

United



Nations

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

Post title and level	Logistics Officer, P-3
Organizational Unit	United Nations Mission in Liberia
Duty Station	Monrovia
Reporting to	Police Commissioner
Duration	12 Month (extendible)
Deadline for applications	30 Jun 2016
Job Opening number	DPKO/OROLSI/PD/2016/01335

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

RESPONSIBILITIES:

In support of the development of the Liberia National Police (LNP), the UN Police Logistics Officer reports to the UN Police Commissioner or his designee. The Logistics Officer assists and supports the institutional capacity building of the LNP in critical areas such as development and implementation of rules and procedures for procurement, warehouse management, supply chain, material resource planning and management, including fleet management and maintenance, as well as other related duties. The Logistics Officer will assist the LNP in expanding their logistical support capabilities throughout Liberia, with an emphasis on strengthening LNP Regional HQ logistical support capabilities, including coordination with other Liberian institutions such as the Ministry of Justice. The Logistics Officer also assists LNP officers in the implementation of projects in support of the LNP Strategic Plan and national security priorities.

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

- Providing expert advice in formulating and implementing logistics strategies, strengthening procurement practices and logistics management and resource accountability, including compliance with appropriate regulations, procedures and practices;
- Providing advisory support to the LNP to ensure that logistics activities and practices are aligned with LNP budgetary objectives and donor funded projects;
- Assisting in the development of standard procedures and practices and manuals in the areas of procurement, fleet management, stores and asset management, and resource distribution;
- Carrying out regular in-depth assessments of the efficiency of LNP logistics management system and producing reports;
- Coordinating, as necessary, police related activities and initiatives with other UNPOL and mission components, the United Nations Country Team, and key national and international stakeholders;
- Performing tasks and assuming other responsibilities as assigned by the UN Police Commissioner and/or his/her designate.

COMPETENCIES:

Professionalism: In-depth knowledge and rich experience in the field of logistics support and management; Understanding of the Mission Police Component mandate, strong analytical skills combined with good judgment; Experience in project and procedural development; Highly developed advisory, coaching/mentoring skills, well-developed consultation, effective negotiation and written

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communication skills; In-depth knowledge of police procedures and issues related to a police organization management; Good knowledge of the conditions prevailing in the country of assignment; Familiarity with United Nations policies and procedures. 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.

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. 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 maintains 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: Business Administration, Management Sciences, Logistics or other relevant field. A first level university degree with a combination of relevant academic qualifications plus additional professional level experience may be accepted in lieu of an advanced university degree.

Work Experience: At least 5 years (7 years in absence of advanced degree) of relevant progressive and active experience both at the field and national headquarters or regional level, including supervisory experience in the area of organizational and logistical management, and administration especially in the framework of Police/National Public Sector.

Rank: Major/ Chief Inspector, equivalent or higher rank.

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

Preference will be given to equally qualified women candidates.

Date of Issuance: 12 April 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 she/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.

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**APPLICATION PROCEDURES FOR PROFESSIONAL CONTRACTED
POSITIONS IN UNITED NATIONS POLICE COMPONENTS IN PEACEKEEPING
OPERATIONS OR SPECIAL POLITICAL MISSIONS REQUIRING OFFICIAL
SECONDMENT FROM NATIONAL GOVERNMENTS OR 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 DC1-0714, in accordance with the specific directions in the relevant Note Verbale.
7. Upon delivery of the applications, the Selections and Recruitment Section will acknowledge the receipt to the individual making the delivery.
8. Communication regarding this process will be through the Permanent Mission only. The Secretariat will not entertain personal queries from individual applicants.

November 2015

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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				

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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 (Milub, 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

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

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

Additional Comments:

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

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

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

Date Signature

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

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TO BE COMPLETED BY THE RELEVANT LOCAL AUTHORITY:

On behalf of I certify that the information provided by
is complete and correct.

I further certify that the nominated candidate has never been convicted of, or is not currently under investigation or being prosecuted for, any criminal or disciplinary offence, or any violations of international human rights law, civil action or disciplinary offence.

The Government of is not aware of any allegations against the nominated candidate that she/he has committed or been involved, by act or omission, in the commission of any acts that may amount to violations of international human rights law or international humanitarian law.

In the case of the nominee who has been investigated for, charged with or prosecuted for any criminal offence, with the exception of minor traffic violations (driving while intoxicated or dangerous or careless driving are not considered minor traffic violations for this purpose), but was not convicted, the Government is requested to provide information regarding the investigation(s) or prosecutions concerned.

Date..... Official Stamp.....

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



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
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7. Height	8. Weight	9. Marital Status:			
		Single <input type="checkbox"/>	Married <input type="checkbox"/>	Separated <input type="checkbox"/>	Widow(er) <input type="checkbox"/>
10. Ever in United Nations service (if so, specify):					

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 ☐ NO ☐

(b) Are there any limitations on your ability to engage in all travel? YES ☐ NO ☐

11. Permanent address	12. Present address	13. Office Telephone No.
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Telephone No. () Telephone/Fax No. () 14. Office Fax No. ()
E-mail:

15. Do you have any dependent children? YES ☐ NO ☐ If the answer is "yes", give the following information:

Name of Children	Date of Birth (day/mo/year)	Place of Birth	Nationality	Gender
15. (a) Name of Spouse				
16. (b) Name of Spouse				

16. Have you taken up legal permanent residence status in any country other than that of your nationality?
If answer is "yes," which country? YES ☐ NO ☐

17. Have you taken any legal steps towards changing your present nationality? YES ☐ NO ☐
If answer is "yes", explain fully:

18. Are any of your relatives employed by a public international organization? YES ☐ NO ☐
If answer is "yes", give the following information:

[illegible]

19. What is your preferred field of work?

20. Would you accept employment for less than six months? YES ☐ NO ☐

21. Have you previously submitted an application for employment and/or undergone any tests with UN? YES ☐ NO ☐ If so, when?

22. KNOWLEDGE OF LANGUAGES. What is your mother tongue? YES ☐ NO ☐ If so, when?

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 studies only.

23. For clerical grades only Indicate speed in words per minute	List any office machines or equipment and
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	English	French	Other languages
Typing			
Shorthand			

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24. EDUCATION, Give full details - N.B. Please give exact titles of degrees in original language. Please do not translate or equate to other degrees.

A. University or equivalent

NAME, PLACE AND COUNTRY Please give complete address.	ATTENDED FROM/TO		DEGREES and ACADEMIC DISTINCTIONS OBTAINED	MAIN COURSE OF STUDY
	Month/Year	Month/Year		

B. SCHOOLS OR OTHER FORMAL TRAINING OR EDUCATION FROM AGE 14 (e.g., high school, technical school or apprenticeship)

NAME, PLACE AND COUNTRY Please give complete address.	TYPE	YEARS ATTENDED		CERTIFICATES OR DIPLOMAS OBTAINED
		FROM	TO	

25. LIST PROFESSIONAL SOCIETIES AND ACTIVITIES IN CIVIC, PUBLIC OR INTERNATIONAL AFFAIRS

26. LIST ANY SIGNIFICANT PUBLICATIONS YOU HAVE WRITTEN (DO NOT ATTACH)

27. EMPLOYMENT RECORD: Starting with your present post, list in REVERSE ORDER every employment you have had. Use a separate block for each post. Include also service in the armed forces and note any period during which you were not gainfully employed. If you need more space, attach additional pages of the same size. Give both gross and net salaries per annum for your last or present post.

A. PRESENT POST (LAST POST, IF NOT PRESENTLY IN EMPLOYMENT)

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

B. PREVIOUS POSTS (IN REVERSE ORDER)

3

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

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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 employers 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.

EMPLOYMENT RECORD - SUPPLEMENTARY SHEET

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

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

EMPLOYMENT RECORD - SUPPLEMENTARY SHEET

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

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