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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
- 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

2 2 APR 2016

No.21023/18/2016-PMA

Dated the als 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)

YOU/K

QUALIFICATIONS

28/4/16

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.

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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.

20/4/2016

अपर पुलिस महानिदेशक/ पुलिस महानिरीक्ष (स्था क)

28,416

AGAIM

- 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 **20**th **June, 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.
 - ii. United Nations Employment and Academic Certification [attachment to personal history profile (P-11)] Form duly completed and signed by the nominated candidate as well as the relevant local authority.
 - Note: On scrutiny of nominations received, it has been observed that the EAC is submitted without the signature of Designated Authority of concerned Force resulting rejection of nomination. Hence, the forwarding authority should ensure that the EAC is duly signed by the applicant as well the Designated Authority of Force.
 - iii. Personal details as per Annexure-I.

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- 3. The nominated officers may be advised to send the above document as per the format enclosed through electronic mail at e-mail address at uspma@nic.in.
- 4. <u>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.</u> 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

營:23094009 昌:23094009

௴:uspma@nic.in

Copy to

Commissioner of Police \
 Mumbai, Kolkatta, Chennai and Bangalore.

It is requested to forward the nominations of eligible and willing officers though State Government only.

SO (IT), MHA Y- 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

(Raman Kumar)

Under Secretary to the Government of India

☎:23094009

魯:23094009

⁴a:uspma@nic.in

Annexure

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
- Present Designation/Rank in Indian Police/CAPFs i.e. Dy SP/ASP/SP/SSP/DIG/IsG/AddI 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)





John Descriptiff for Position in Africa official Strontinent.

From national governments of Memberssides of the United Nations Organization.

Post title and level
Organizational Unit
Duty Station
Reporting to
Duration
Deadline for applications
Job Opening number

Logistics Officer, P-3 United Nations Mission in Liberia Monrovia Police Commissioner 12 Month (extendible) 30 Jun 2016 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, warchouse 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 oul 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 bis/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 pracedural development; Highly developed advisory, coaching/mentoring skills, well-developed consultation, effective negotiation and written

3/15

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 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: 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 firamework 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.nii.org/en/peaceteeping/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 eximinal offences and has not been involved in violations of international human rights or international humanitarian law. The exact working of the self-attestation is outlined in para. 5.2 of the above mentioned Policy. The that decision on the selection of an individual to serve with the United Nations will also be subject to human rights servening.

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APPLICATION PROCEDURES FOR PROFESSIONAL CONTRACTED POSITIONS IN UNITED NATIONS POLICE COMPONENTS IN PEACEKEPING OPERATIONS OR SPECIAL POLITICAL MISSIONS REQUIRING OFFICIAL SECONDMENT FROM NATIONAL GOVERNMENTS OF UN MEMBER STATES

Outlined below are the procedures to be followed by Permanent Missions for the presentation of candidates to professional posts requiring 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 I UN Plaza, 7th floor, room DC1-0714, in accordance with the specific directions in the relevant Note Verbule.
- 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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Employment and Academic Certification Attachment to Personal History Profile (P11)

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29. ARE YOU NOW OR HAVE YOU EVER DEE If answer is "yes", WHEN?	EN A CIVIL SERVANT IN YOUR GOYLLRIMENT'S EN	APLOY? YES NO
30. REFERENCES: List three persons, not related Lio not repaid names of super	to you, and are not current United Nations staff members,	who are familiar white your character and qualifications.
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32. HAVE YOU EVER BEEN ARRESTED, IND	ICTED, OR SUMMONED INTO COURT AS A DEFENI	DANT IN A CRIMINAL PROCEEDING, OR
•	EVIOLATION OF ANY LAW (excluding minor traitic vi	olations)? YES NO
ff"yes", give full particulars of each case in an attach	ted statement.	
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33. OTHER AGENCIES OF THE UNITED NATI YOUR PERSONAL HISTORY FORM BEING MAI	ONS SYSTEM MAY BE INTERHSTED IN OUR APPUL DE AVAILABLE TO THUM? YES NO	CANTS, DO YOU HAVE ANY OBJECTION TO
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34. If certify that the statements made by a	me in answer to the foregoing questions are tru- ly misrepresentation or material ornission made	e, complete and correct to the best of my
document requested by the Organization re	anders a staff member of the United Nations Hal	on a Personal History form or other
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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 map: for more blocks.

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EMPLOYMENT RECORD - SUPPLEMENTARY SHEET

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P.T. I/C (8-00)