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Urgent



No.21023/01/2017-PMA{UN}

GOVERNMENT OF INDIA

Ministry of Home Affairs

[Police Division-II]

PMA Cell

Room No. 14, North Block,

New Delhi, 110001

Dated the 10 January, 2017

11 JAN 2017

From: MHA, 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.

04(K)

6/1/1

उत्तर प्रदेश

Subject :- Job Opening : Training Coordinator (P-3) to the United Nations Organization Stabilization Mission in the DR Congo (MONUSCO) (Job Opening : 2017-MONUSCO-71874-DPKO)

UNDKO through PMI to UN has sought the nomination of **Training Coordinator (P-3) to the United Nations Organization Stabilization Mission in the DR Congo (MONUSCO)** for an initial period of one year with possibility of extension. :-

Post Title and Level:	Training Coordinator, P-3
Organizational Unit:	MONUSCO
Duty Station:	KINshasa
Reporting To:	Police commissioner and Deputy Police Commissioner
Duration:	12 Month (Extendable)
Job Opening number	2017MONUSCO-71874-DPKO

QUALIFICATIONS

Education: Advanced university degree (Master's degree or equivalent) in the applied sciences, social sciences or other relevant field. A first level university degree with a combination of relevant academic qualification s and extensive senior experience in law enforcement and community safety, including Training and police management, may be

14(A)/Sec-I ✓

अपर पुलिस महानिदेशक (कार्मिक)
उत्तर प्रदेश 17/1/2017

accepted in lieu of the advanced university degree. Graduation from a certified police academy or other law enforcement training institution is required. Certification in "train-the-trainers" is highly desirable.

Work Experience: At least 7 years of relevant progressive responsible experience in law enforcement both at the field (region/district) and at the national headquarters level and/or in a national training institution, including practical experience in training curriculum development, training delivery both academic and in service; at least five (5) years of senior, managerial experience in planning and administering police or law enforcement training, experience in training strategy development – required; experience in strategic planning, project and program development are desirable. Peacekeeping or other international experience in the UN or other organizations is an advantage. **Language:** English and French are the working languages of the UN. For the post advertised, fluency in oral and written French is required. Knowledge of a English 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 **DySP/SP (P-3)** may be submitted to this Ministry by **25th January , 2017** 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**.
- iv. Human Rights certificate must be included (proforma enclosed). **Mandatory**

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. **(Mandatory)**

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 (Police Division-II(secondment vacancy) and 'what's new'.



(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/organization with present place of posting.
5. In the case of officers of deputation with other organization.
 - (a) Name of Parent organization.
 - (b) Name of organization presently employed.
 - (c) Date of deputation
 - (d) Expected date of repatriation to parent cadre/organization.
6. Date of Birth
7. Education/Qualification
8. Date of Joining Police Service
9. Service/Cadre/Batch:
10. Previous UN experience
 - Telephone No.
 - a. Office
 - b. Residence
 - c. Mobile No(mandatory)
 - d. Fax No.
 - e. E-mail id(mandatory)
11. Present Job Profile:-

I hereby certify that, I fulfill the eligibility requirement notified for the post applied for.

(Signature of the applicant)

United



Nations

*Job Opening for Position requiring official secondment
from national governments of Member States of the United Nations Organization
Appointments are limited to service on posts financed by
the support account of peacekeeping operations*

Post title and level, Organizational Unit	Training Coordinator, P-3 Mission de l'Organisation des Nations Unies pour la Stabilisation en République Démocratique du Congo (MONUSCO)
Duty Station	Kinshasa
Reporting to	Police Commissioner and Deputy Police Commissioner
Duration	12 Month (extendible)
Deadline for applications	03 February 2017
Job Opening number	2017-MONUSCO-71874-DPKO

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

RESPONSIBILITIES:

Under the overall supervision and authority of the Police Commissioner and Deputy Police Commissioner, within the limits of delegated authority and working in close coordination and collaboration with the UNPOL Reform and Restructuring Unit, the Training Coordinator will be responsible for, but not limited to, the performance of the following duties:

- Leading the formation, supervision and coordination of UNPOL training of the Congolese National Police and other law enforcement agencies;
- Coordinating with national authorities and providing regular advice to ensure the effective implementation of developed training plans, programmes and policies;
- Producing and timely submitting reports relating to the implementation of training programmes and overall skills enhancement of the local police;
- Engaging international and regional partners in the development and expansion of areas of training support for the sustainability of the capacity development of the law enforcement agencies;
- Developing a system for and implement procedures and practices for the collecting and maintenance of a training data base;
- Make periodic assessments of MONUSCO Police officers' performance;
- Liaising and chairing periodic meetings with UNPOL Sector Chiefs concerning training and administrative functioning;
- Performing any other duties as assigned by the Police Commissioner in fulfillment of the mandate.

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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.

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.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits inputs by genuinely valuing other's ideas and expertise; is willing to learn from others; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

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.

QUALIFICATIONS:

Education: Advanced university degree (Master's degree or equivalent) in the applied sciences, social sciences or other relevant field. A first level university degree with a combination of relevant academic qualifications and extensive senior experience in law enforcement and community safety, including training and police management, may be accepted in lieu of the advanced university degree. A degree from a certified police academy or similar law enforcement training institution is required. Certification in "train-the-trainers" is highly desirable.

Work Experience: A minimum of 7 years of relevant progressive responsible experience in law enforcement both at the field (region/district) and national headquarters level and/or in a national training institution, including practical experience in training curriculum development, training delivery both academic and in-service; at least five (5) years of senior, managerial experience in planning and administering police or law enforcement training, experience in training strategy development – required; experience in strategic planning, project and program development are desirable. Peacekeeping or other international experience in the UN or other organizations is an advantage.

Rank: Rank required for a P-3 is Major/Police Superintendent 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 French is required. Knowledge of English is an advantage.

Preference will be given to equally qualified women candidates.

Date of Issuance: 03 January 2017

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

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

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**APPLICATION PROCEDURES FOR 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. Applications received after the deadline specified in each Job Opening announcement will not be considered.**
2. All applications must be submitted on a duly completed (not hand-written) and signed United Nations personal History Form (P.11) or printed Personal History Profile (PHP). Applications using other formats will not be accepted, but additional information may be attached to the P. 11 or PHP. For the convenience of the Permanent Missions a P. 11 Form is enclosed as a sample to be photocopied as needed.
3. Selection for service with the United Nations is made on a competitive basis. It is therefore essential that all the Personal History Forms be completed with a view to presenting the candidates qualifications and experiences as they relate to the requirements as set out in the relevant Job Opening. In the event a Permanent Mission wishes to recommend a candidate for several posts, a separate Personal History Form should be submitted for each post.
4. Permanent Mission are requested to present their candidates in one single submission, in accordance with the deadline date of the Job Opening, under cover of a note verbale listing the names of the candidates and the corresponding vacancy announcements. **For the convenience of the Permanent Mission a table is attached to be used and photocopied as needed for the listing of its candidates.**
5. Applications must be hand-delivered by Permanent Missions to the Selections and Recruitment Section of the Police Division, Office of Rule and Law and Security Institutions, Department of Peacekeeping Operations at **DC-1, room 0726** in accordance with the specific directions in the relevant Note Verbale.
6. Upon delivery of the applications, the Selections and Recruitment Section will acknowledge the receipt to the individual making the delivery.
7. Communication regarding this process will be through the Permanent Mission only. The Secretariat will not entertain personal queries from individual applicants.

5 July 2013

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HR CERTIFICATE

It is certified that _____ was neither convicted nor currently under investigation or being prosecuted for any criminal offence including violation of International Human Rights Law and International Humanitarian Law. It is also to certify that Government/Org. of(concerned state/Org,) is aware that there is no allegation against him/her as such and he/she has not committed or even involved, by act or omission, the commission of any act that may amount of violations of International Human Rights Law and International Humanitarian Law.

To be signed by an officer
Not below the rank of DIG/Director

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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 ☐ NO ☐ If the answer is "yes", give the following information:

Name of Children	Date of Birth (day/month/year)	Place of Birth	Nationality	Gender

15. (u) 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? If answer is "yes", explain fully: YES ☐ NO ☐

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

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 ☐ NO ☐

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

22. KNOWLEDGE OF LANGUAGES. What is your mother tongue?

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"/>

23. For clerical grades only
Indicate speed in words per minute

	English	French	Other languages
Typing			
Shorthand			

List any office machines or equipment and computer programmes you use.

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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:				

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B. PREVIOUS POSTS (IN REVERSE ORDER)

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

28. HAVE YOU ANY OBJECTIONS TO OUR MAKING INQUIRIES OF YOUR PRESENT EMPLOYER? YES ☐ NO ☐
29. ARE YOU NOW OR HAVE YOU EVER BEEN A CIVIL SERVANT IN YOUR GOVERNMENT'S EMPLOY? YES ☐ NO ☐
If answer is "yes", WHEN?

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

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)

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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
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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-nm/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-nm/yy	Unit/Position/Org	Significant Unit Activities

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

Dates mm/yy-nm/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-nm/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 preceding paragraphs for the following reasons:

Date

Signature

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

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TO BE COMPLETED BY THE RELEVANT LOCAL AUTHORITY:

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

I further certify that the nominated candidate has never been convicted of, or is not currently under investigation or being prosecuted for, any criminal or disciplinary offence, or any violations of international human rights law, civil action or disciplinary offence.
The Government of is not aware of any allegations against the nominated candidate that she/he has committed or been involved in 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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