



No.21023/24/2018-PMA  
GOVERNMENT OF INDIA  
Ministry of Home Affairs  
[Police Division-II]  
PMA Cell

\*\*\*\*

MHA, North Block, New Delhi, 110001

Dated 19 November, 2018

To :

1. The Chief Secretaries and DsG (P)s of all States / UTs
2. Directors - IB/CBI/SVPNPA/SPG/NEPA/NICFS/CFSL/ DCPW
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**

**Subject: - All Female Senior Police Leadership Roster at P5- D2 level**  
Sir/madam,

PMI to UN has sought the nomination of eligible and suitable female candidates for enlisting in Senior Police Leadership Roaster for the following posts:-

- (a) **Senior Police Adviser (P-5)**
- (b) **Deputy Police Commissioner (D-1/P-5)**
- (c) **Police Commissioner (D-2/D-1)**

2. The selected candidates will be placed in the Senior Police Leadership Roster and will be deployed to field missions upon request on short notice as the need arises. The eligibility criteria for the aforesaid positions along with the job description and qualifications are enclosed/attached with this letter for needful reference. **It is strongly recommended to nominate those female candidates meeting all requirements for the positions/posts as described in Job descriptions.**

3. Therefore, It is requested that nomination of **eligible and willing female police officers** of the level of **DIG/IsG for (P-5), DIG/IsG/ADG or equivalent for (D-1/P5) and IsG/ADG equivalent for (D-2/D-1)** for above posts may be **submitted through proper channel** only to this Ministry by **15<sup>th</sup> December, 2018** 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 / nominated authority.**

**Note: - In Earlier instances, It was observed that the EAC was 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. All requisite details i.e position for which applying, job opening number, date of commission, degrees and academic distinctions and all other requisite details should be filled properly.**

iii. Personal details as per **Annexure-I**.

**IV. Human Rights certificate must be included**(proforma enclosed).

**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 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. In case, any officer is applying for more than one position, EAC should be submitted separately for each post. EAC submitted mentioning more than one job opening number will not be accepted/entertained

5. Personal History Profile (P-11) , EAC and HR certificate along with forwarding/nominating letter of each nominated candidate are required to be submitted in separate files (PDF format only) through E-mail at [sopma@gov.in](mailto:sopma@gov.in) before the deadline.

6. It may please be ensured that the nominees are **clear from Vigilance angle and Necessary Cadre Clearance (for all Officers) from MHA/State Government/CAPFs/any other lending organization must be forwarded with nomination.**( without cadre clearance and NOC from parent cadre, nominations will not be entertained).

7. **No direct application will be entertained.** Applications through proper channel only i.e. through Home Department(State) and approval of Head of Organization will be entertained. Applications received after the deadline specified will not be accepted/entertained.

8. It is advised not to make any direct contact with the UN authority regarding the subject matter.

Yours Faithfully



**(Harish Chandra Rai)**

Under Secretary to the Government of India

☎: 23092527

**Copy to**

Commissioner of Police ,

Mumbai, Kolkata, Chennai and Bangalore.

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

✓ 1. SO (IT), MHA - With the request to upload the above communication on MHA website (Police Division-II(secondment vacancy)

2. DS(UNP), MEA, JNB (2029), New Delhi



**(Harish Chandra Rai)**

Under Secretary to the Government of India

☎: 23092527



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 and Pay scale/pay band 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 and date of superannuation
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:-
12. NOC from parent cadre (if on deputation) mandatory:- Yes/NO/Not applicable

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

(Signature of the applicant)

**HR Certificate**

**(No any other language/format than mentioned below will be accepted)**

***“The Department/organization of ..... is hereby confirming that the nominated candidate Mr/Mrs \_\_\_\_\_ has 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. The Department/Organization of ..... also certifies that it is not aware of any allegations against the 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.”***

***To be signed by an officer  
Not Below the Rank of DIG/Director***

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**UNITED NATIONS**  
**Employment and Academic Certification**  
 Attachment to Personal History Profile (P11)

For guidance on the submission package you may refer to the briefing material "How to prepare the submission".

**A. TO BE COMPLETED BY CANDIDATE (from sections 1 to 11):**

<b>1. PERSONAL DATA:</b>			
Family Name:	Given name:	Middle names:	Gender: M/F
e-mail address:			

<b>2. POSITION/S TO WHICH YOU ARE APPLYING:</b>	
Title:	Job Opening Number:
1.	
2.	
3.	
...	

<b>3. MILITARY SERVICE HISTORY / POLICE SERVICE HISTORY</b>			
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			

<b>4. DEGREES AND ACADEMIC DISTINCTIONS OBTAINED:</b>				
	NAME of INSTITUTION, PLACE AND COUNTRY. Please give complete address.	ATTENDED:		RANK/DEGREES and ACADEMIC DISTINCTIONS OBTAINED
		FROM: Month/Year	TO: Month/Year	
<b>Military or Police Degrees</b>	Military Academy (and/or similar military officer institution) - name and address:			
	Command and Staff College (and/or similar military officers institutions) - name and address:			
	Police Academy (and/or similar law enforcement training institution) - name and address:			

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	NAME of INSTITUTION, PLACE AND COUNTRY. Please give complete address.	ATTENDED:		DEGREES and ACADEMIC DISTINCTIONS OBTAINED
		FROM: Month/Year	TO: Month/Year	
Civilian Degrees				

**5. MILITARY AND/OR POLICE TRAINING COURSES/SEMINARS: Related to the post**

Name of Course	Date attended: FROM mm/yy- TO mm/yy	Institution

**6. EXPERIENCE IN PEACEKEEPING OPERATIONS:**  
Specify UN or other International Experience, start with your most recent experience and list in reverse order

Dates FROM mm/yy- TO mm/yy	Mission/ Operation/Location	Position/title (Milob, HQ Staff, Contgt, Adviser, International Police Officer (IPO), Police Adviser, FPU Officer, Professional Post or Above)	Description of duties



(11)

**7. COMMAND EXPERIENCE (at Battalion/equivalent level or above when applying for position at the P5 level and above):**

**Start with your most recent experience and list in reverse order**

Dates FROM mm/yy- TO mm/yy	Unit level: Company/ Battalion/ Brigade/ Division or equivalent. Police Command Experience	Unit/Position/Org	Significant Unit Activities

**8. SIGNIFICANT EXPERIENCE RELATED TO THE FUNCTIONS OF THE POST/S YOU ARE APPLYING:**

**Start with your most recent experience and list in reverse order**

Dates FROM mm/yy- TO mm/yy	Position/Org	Operation/Activity

**9. INTERNATIONAL EXPOSURE OTHER THAN PEACEKEEPING OPERATIONS:**

**Start with your most recent experience and list in reverse order**

Date: FROM mm/yy- TO mm/yy	Position/Org	Function/Activity



10. Additional Comments:

[Empty box for additional comments]

11. 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 candidate 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.

**B. 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 .....

**PLEASE NOTE:**

**An incomplete or unsigned form will not be accepted**







B. PREVIOUS POSTS (IN REVERSE ORDER)

FROM		TO		SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:	
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL	Full time <input type="checkbox"/> Part time <input type="checkbox"/> hours/week:			
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	Full time <input type="checkbox"/> Part time <input type="checkbox"/> hours/week:			
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	Full time <input type="checkbox"/> Part time <input type="checkbox"/> hours/week:			
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							

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: Full time <input type="checkbox"/> Part time <input type="checkbox"/> hours/week:	
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: Full time <input type="checkbox"/> Part time <input type="checkbox"/> hours/week:	
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: Full time <input type="checkbox"/> Part time <input type="checkbox"/> hours/week:	
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: Full time <input type="checkbox"/> Part time <input type="checkbox"/> hours/week:	
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: Full time <input type="checkbox"/> Part time <input type="checkbox"/> hours/week:	
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

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

*Job Opening for Positions 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**

**Police Commissioner, D2/D1  
United Nations Peacekeeping Operation or Special Political  
Mission**

**Duty Station  
Reporting to**

**For the Senior Police Leadership Roster  
Head of Mission (directly or through the established chain of  
command)**

**Duration  
Deadline for applications**

**Up to 12 Month (extendible)  
2 November 2018**

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

## **RESPONSIBILITIES:**

Under the guidance and supervision of the Head of Mission or his/her designee, the incumbent will be responsible for advising the Head of Mission on all matters related to police and providing advisory support and assistance to national authorities to develop local police institutions to function in accordance with internationally acceptable standards of democratic policing. The Police Commissioner is also responsible for the effective and efficient management, supervision, welfare and discipline of all personnel assigned to the UN Police Component in the mission in accordance with the United Nations' rules, regulations, and mission mandate. Within delegated authority, the UN Police Commissioner will be responsible for the following duties: *(These duties may vary depending on the mission's mandate. Therefore, the incumbent may carry out most, but not all, of these functions.)*

- Advises the SRSG/DSRSG and other UN mission leaderships on issues related to the implementation of the mandate of the police component and provides regular reports on key issues and work program implementation;
- Advises and assists the national senior leadership of the host state in all aspects of police administration and management in support of the implementation of the peace agreement;
- Advises the SRSG on matters relating to the assistance/support requirement needs for the development of the national police of the host country in line with the international standards of policing;
- Leads and manages the development and implementation of the capacity enhancement and overall institutional development plans for the host state national police through a wide ranging consultation process engaging international and national partners;
- Assists the national authorities in the development of police operational plans to enhance law and order and public security provisions in the mandate and operationally support in their implementations;
- Provides advice and guidance to national authorities about the reform and strengthening of the police system in line with the local reality and relevance that will include issues relating to international human rights standards, implementation of strategic planning processes, legislative proposals, development of policy and procedures, rehabilitation of facilities, management of police in accordance with international guidelines, police administration, budget management, human resource management, performance management and staff training;

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- Assesses the needs of the host state police in close coordination with national actors, UN system partners and contributes to the development of bilateral aid/support proposals;
- Provides overall oversight and guidance in regard to all UN Police operational activities within the framework of the mission's mandate;
- Manages, guides, develops and trains staff under his/her supervision; properly utilizing all available police resources including the formed police units, for mandate implementation;
- Guides and supports the development and implementation of comprehensive training initiatives, including the development and implementation of a host state national training framework, policy and programs for all levels of police staff;
- Regularly consults and collaborates with UN agencies, international and national NGOs, judicial officers, correction officers, bilateral/multilateral donors, members of civil society, and members of the host state national government on police issues relevant to the UN mandate;
- Coordinates and supports UN Human Rights Office initiatives relating to police monitoring, development of accountability mechanisms and police training;
- Coordinates all UN activities related to police reform and provides necessary guidance to national and international staff in the Mission;
- Participates in Mission senior management team meeting and contributing towards the smooth operations of the mission;
- Supervises and helps in developing the skills, competencies and experience of all staff members that the Mission may determine to hire to directly support the work of the Police component;
- Makes proposals to the Police Division on the skill set and qualification of the UN Police Component personnel required for the efficient implementation of the UN Police mandate. Ensures timely and transparent staffing of positions within the Police Component in accordance with the police officers/ background, expertise and experience and in compliance with the principles of respect for diversity, as well as geographic and gender balance.
- Regularly consults and collaborates with the head of the mission's military component on the joint use of police and military personnel in response to various security contingencies in the mission area, in particular on the use of formed police units in response to crowd management and other possible public order incidents;
- Coordinates with UN Human Rights Office, Office of Humanitarian assistance, Elections, DDR and other relevant components within the mission agencies in relation to police monitoring, development of accountability mechanisms and staff training;
- Performs other functions as are consistent with the mandate provided by the Security Council Resolution and as may be required by the SRSG/DSRSG, relating to the management of police.

### 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. Strong negotiation and conflict-resolution skills. Outstanding expert knowledge in the technical field of work in general and in the specific areas being supervised in particular; strong organizational skills; experience in the management and administration: ability to review and edit the work of others.

**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

**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 keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

**Leadership:** Serves as a role model that other people want to follow; empowers others to translate vision into results; is proactive in developing strategies to accomplish objectives; establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions; drives for change and improvements; does not accept the status quo; shows the courage to take unpopular stands.

**Vision:** Identifies strategic issues, opportunities and risks; clearly communicates links between the Organization's strategy and the work unit's goals; generates and communicates broad and compelling organizational direction, inspiring others to pursue that same direction; conveys enthusiasm about future possibilities.

### **QUALIFICATIONS:**

**Education:** Advanced University Degree (Master's or equivalent) in Law, Law Enforcement, Security Studies, Criminal Justice, Public Administration, Human Resources Management, Change Management, Social Sciences, International Relations or other relevant field. A first level university degree with a combination of relevant academic qualifications and extensive experience in law enforcement, including management, planning and administration may be accepted in lieu of the advanced university degree. Advanced training for command/senior staff is highly desirable. Graduation from a certified police academy or other recognized national or international law enforcement training institution is also required.

**Work Experience:** A minimum of 15 years of progressive and active policing service/experience both at the field and national police headquarters level - required; 10 years of active police experience at senior policy making level with extensive strategic planning and management experience in one or few of the following areas: police operations, human and financial resources management, crime management, police administration, police training and development, change management, reform and restructuring or related field - required; practical direct experience in commanding a regional or a state level police unit, or heading a department at national police HQ level - required. Previous UN or international experience is an advantage.

**Rank:** Rank required for a D-1 is Deputy/Assistant Police Commissioner, Deputy/Assistant Inspector General, equivalent to Brigade-General in the military or higher rank. Rank required for a D-2 is Police Commissioner, Inspector General, Chief of Police, equivalent to the military rank of Major General or above.

**Languages:** Depending on the peace operation of deployment, fluency in one of the working languages of the UN Secretariat, English or French, (both oral and written) is required; knowledge of the other is desirable. Knowledge of another UN official language is an advantage.

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This vacancy announcement is for qualified women candidates only.  
Date of Issuance: September 2018

The Member States are requested to certify the rank of each candidate it nominates and ensure that only applications meeting all requirements described in the job opening/s are submitted.

In accordance with the 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.



# United



# Nations

*Job Opening for Positions 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	Deputy Police Commissioner, D1/P5
Organizational Unit	United Nations Peacekeeping Operation or Special Political Mission
Duty Station	For the Senior Police Leadership Roster
Reporting to	Police Commissioner
Duration	Up to 12 Month (extendible)
Deadline for applications	2 November 2018

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

## **RESPONSIBILITIES:**

Within delegated authority, the Deputy UN Police Commissioner will be responsible for the following duties: (These duties are generic and may vary depending on the mission's mandate. Therefore, the incumbent may carry out most, but not all, of these functions:

- Advises the UN Police Commissioner and other UN mission leadership on issues related to the implementation of the mandate of the police component and provide regular reports on key issues and work program implementation;
- Assists the UN Police Commissioner in his strategic advisory support and assistance to the national host-state police leadership in the development of short-, medium- and long-term plans and programs for the reform and restructuring of the national police, as well as their capacity building;
- Provides advisory support to the host-state police leadership in integrating organizational change and strategic reform initiatives across all the key areas of police organization, including crime combatting, operations, administration, professional standards, legal, planning and development, training, infrastructure and technical logistical requirements;
- Assists the UN Police Commissioner in managing, controlling and directing the UN Police component, as well as assigning specific duties to the UN Police Officers deployed to the mission;
- Provides support to the UN Police Commissioner on the general management of human, material and financial resources welfare and general personnel administration, policy issues and procedures relating to the headquarters and field offices of the UN Police component;
- Provides an oversight and coordination of all UN Police operational activities within the framework of Mission mandate, including individual police officers and formed police units (where applicable).
- Ensures timely preparation of monthly, bi-annual and annual progress reports of the police component and follow-up on recommendations;
- Provides a direct oversight of all subordinate units within the infrastructure of UN Police component as may be assigned by the Police Commissioner.
- Contributes to the development and monitoring the implementation of Mission Implementation Plan, UN Police CONOPs, SOPs, Guidelines and Policies and ensure that activities of the UN Police are directed towards the achievement of the overall goal of the mission;
- Assists the PC in coordinating, liaising and forging effective and efficient relationships with key partners, including members of the UNCT, international community, donor community and civil society to

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- build consensus and strengthen efforts on the reform and development of the host-state police and other law enforcement and security agencies as required by the mission mandate;
- Ensures close liaison with the UN Military component, Mission DSS officials and relevant host state national agencies in regards to the safety and security of all UN Police deployed to the mission area; oversee the development of evacuation plans for the UN Police personnel and ensure regular exercises in this regard.
  - Makes regular visits to the team sites to ensure the professional functioning of the UN Police personnel and observe/monitor the overall progress, welfare and concerns of the UN Police personnel on the ground;
  - May act as the interim UN Police Commissioner in the absence of the UN Police Commissioner.
  - Perform any other duties as assigned by the Head of Police Component in fulfillment of the mission mandate.

### 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. Strong negotiation and conflict-resolution skills. Outstanding expert knowledge in the technical field of work in general and in the specific areas being supervised in particular; strong organizational skills; experience in the management and administration: ability to review and edit the work of others.

**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

**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 keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

**Leadership:** Serves as a role model that other people want to follow; empowers others to translate vision into results; is proactive in developing strategies to accomplish objectives; establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions; drives for change and improvements; does not accept the status quo; shows the courage to take unpopular stands.

**Vision:** Identifies strategic issues, opportunities and risks; clearly communicates links between the Organization's strategy and the work unit's goals; generates and communicates broad and compelling organizational direction, inspiring others to pursue that same direction; conveys enthusiasm about future possibilities.

### QUALIFICATIONS:

**Education:** Advanced university degree (Masters or equivalent) in law, police management, law enforcement, security studies, criminal justice, business or public administration, human resources management, change management or related area. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree. Advance training for command/ senior staff is highly desirable. Graduation from a certified Police Academy or other national or international Law Enforcement Institution is required.

**Work Experience:** A minimum of 15 years (10 years for P-5 level) of progressive and active policing service/experience both at the field and national police headquarters level - required; 10 years (7 years for P-5 level) of active police experience at senior policy making level with extensive strategic planning and management experience in one or few of the following areas: police operations, human and financial resources management, crime management, police administration, police training and development, change management, reform and restructuring or related field - required; practical direct experience in commanding a regional or a state level police units, or heading a department at national police HQ level - required. Previous UN or international experience is an advantage.

**Rank:** Rank required for a D-1 is Deputy/Assistant Police Commissioner, Deputy/Assistant Inspector General, equivalent to Brigade-General in the military or higher rank. Rank required for a P-5 is Senior/Chief Superintendent of Police, Colonel, other equivalent or higher rank

**Languages:** Depending on the peace operation of deployment, fluency in one of the working languages of the UN Secretariat, English or French, (both oral and written) is required; knowledge of the other is desirable. Knowledge of another UN official language is an advantage.

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This vacancy announcement is for qualified women candidates only.  
Date of Issuance: September 2018

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In accordance with the 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.

9/22



# United Nations



*Job Opening for Positions 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	Senior Police Adviser, P5
Organizational Unit	United Nations Peacekeeping Operation or Special Political Mission
Duty Station	For the Senior Police Leadership Roster
Reporting to	Head of Mission (directly or through the established chain of command)
Duration	Up to 12 Month (extendible)
Deadline for applications	2 November 2018

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

## **RESPONSIBILITIES:**

Under the guidance and supervision of the Special Representative of the Secretary-General (SRSG) or the designee in the capacity of Mission Head or his/her Deputy, the Senior Police Adviser (SPA) acting as a Head of Police Component, will be responsible for advising the Head of Mission on all matters related to police; and providing advisory support and assistance to national authorities to develop local police institutions to function in accordance with internationally acceptable standards of democratic policing. The SPA is also responsible for the effective and efficient management, supervision, welfare, and discipline of all personnel assigned to the UN Police Component in the mission in accordance with the United Nations' rules, regulations, and mission mandate. Within delegated authority, the SPA will be responsible for, but not limited to, the performance of the following duties (*These duties are generic and not all of them may be carried out by all Senior Police Advisers.*):

- Provide advice to the Head of the Mission on all police and other law enforcement related issues, in the framework of the mission mandate implementation.
- Provides strategic advisory support and assistance to host-state authorities, in coordination with UN agencies, funds and programmes, international community, donor community and civil society, as well as other stakeholders, in undertaking a full assessment of the needs of the Police Service of the host country; in developing a comprehensive, strategic reform, restructuring and rebuilding plan, as well as its implementation framework.
- Contribute to the development, review and implementation of specific project proposals in support of holistic and sustainable reform, restructuring and rebuilding initiatives, in coordination with bi-lateral and multi-lateral partners and development agencies;
- Guide and support the development and implementation of comprehensive training initiatives, including the development and implementation of a national training framework, policy and programs for all levels of police staff.
- Contribute to the development of mechanisms to address the particular needs of vulnerable persons and provide advisory and organizational support to the host state police's training in human rights and gender issues.

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- Oversees the management of all activities undertaken by the Police Component, assigning tasks and duties to the deployed police officers according to their skill sets and ensuring that all duties are carried out in a timely fashion and in accordance with UN rules and regulations.
- Ensures the welfare and discipline of all the personnel of the Police Component according to the UN standards, principles and core values.
- Ensure timely preparation of monthly, bi-annual and annual progress reports of the police component and follow-up on recommendations;
- Ensure close liaison with the UN Military component, Mission DSS officials and relevant host state national agencies in regards to the safety and security of all UN Police deployed to the mission area; oversee the development of evacuation plans for the UN Police personnel and ensure regular exercises in this regard.
- Make regular visits to the team sites to ensure the professional functioning of the UN Police personnel and observe/monitor the overall progress, welfare and concerns of the UN Police personnel on the ground;
- Make proposals to the Police Division on the skill set and qualification of the UN Police Component personnel required for the efficient implementation of the Mission mandate.
- Perform any other duties as assigned by the Head of the Mission in fulfillment of the mission mandate.

### 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. Strong negotiation and conflict-resolution skills. Outstanding expert knowledge in the technical field of work in general and in the specific areas being supervised in particular; strong organizational skills; experience in the management and administration: ability to review and edit the work of others.

**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

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**Vision:** Identifies strategic issues, opportunities and risks; clearly communicates links between the Organization's strategy and the work unit's goals; generates and communicates broad and compelling



organizational direction, inspiring others to pursue that same direction; conveys enthusiasm about future possibilities.

**QUALIFICATIONS:**

**Education:** Advanced University Degree (Master's or equivalent) in Law, Law Enforcement, Security Studies, Criminal Justice, Public Administration, Human Resources Management, Change Management, Social Sciences, International Relations or other relevant field. A first level university degree with a combination of relevant academic qualifications and extensive experience in law enforcement, including management, planning and administration may be accepted in lieu of the advanced university degree. Advanced training for command/senior staff is highly desirable. Graduation from a certified police academy or other recognized national or international law enforcement training institution is also required.

**Work Experience:** A minimum of 10 years of progressive and active policing service/experience both at the field and national police headquarters level - required; 7 years of active police experience at senior policy making level with extensive strategic planning and management experience in one or few of the following areas: police operations, human and financial resources management, crime management, police administration, police training and development, change management, reform and restructuring or related field - required; practical direct experience in commanding a regional or a state level police unit, or heading a department at national police HQ level - required. Previous UN or international experience is an advantage.

**Rank:** Rank required for a P-5 is Senior/Chief Superintendent of Police, Colonel, other equivalent or higher rank.

**Languages:** Depending on the peace operation of deployment, fluency in one of the working languages of the UN Secretariat, English or French, (both oral and written) is required; knowledge of the other is desirable. Knowledge of another UN official language is an advantage.

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