



No.21023/08/2020-PF-VI

GOVERNMENT OF INDIA
Ministry of Home Affairs
[Police Division-II]
PF-VI Desk

North Block, New Delhi, 110001
Dated 24th November, 2020

- 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.

Subject: - **Invitation for the Nominations of two posts at P-3 level with United Nations Organization for the stabilization in Democratic Republic of Congo, MONUSCO**

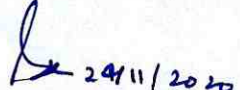
Sir/Madam,

Indian Mission in United Nations (PMI to UN) has forwarded the request of Police Division, UNHQ for nomination of eligible and candidates for the posts planning Officer (P-3) and Training Coordinator (P-3) with MONUSCO..

2. The job description along with the requisite eligibility criteria/qualifications for above mentioned posts is enclosed/attached with this letter for reference. **Other requirements are given in the Annexure-I must be ensured.**
3. Nomination of eligible and willing officers in the rank of DySP/SP(P-3 level) active in service for above said posts may be forwarded through proper channel to this Ministry by 11th January, 2021 along with the requisite documents duly signed and completed in all respect
4. The duly completed and signed Personal History Profile (P-11) , EAC, and HR certificate along with forwarding letter of each nominated candidate are required to be submitted in separate files (PDF **format** only) through E-mail at police2-un@mha.gov.in before the deadline i.e 11.01.2021

Yours Faithfully

Encl: As above


(S K Rai)
Director(Pers)
-☎: 23094387

Copy to

- 1.SO (IT), MHA - With the request to upload the above communication on MHA website (Police Division-II(secondment vacancy) .
- 2.DIR(UNP). MEA. JNB (2029). New Delhi

Other requisite requirements

- a. United Nations Personal History Profile (PHP) form (P.11) duly completed and signed by the nominated candidate.
 - b. 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. The EAC submitted without the signature of Designated Authority of concerned Force results in 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. If candidate wishes to apply for several posts, the separate EAC and PHP forms should be submitted for each post.
 - c. Personal details as per **Annexure-II**.
 - d. Human Rights certificate must be included (proforma enclosed).
 - e. *No format other than the specimen enclosed (duly typed) will be entertained/accepted. Formats other than the prescribed one invites lot of observations from UNHQ(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.*
 - f. The nominations without Vigilance clearance and Cadre Clearance (for all Officers) from respective Ministries/Departments/State or UT/Organizations' shall be summarily rejected.
 - g. 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 considered.
 - h. Concerned authorities may please ensure and advice their officers not to make any direct queries with this ministry or UNHQ regarding selection. This ministry will not entertain personal queries from individual applicants.
-

1. Name of Post Applied
2. Job Opening Number
3. Name of the Officer(as per official documents)
4. Designation/Rank, Organization, Pay scale/level
5. Present Place of Posting
6. In the case of officers on Deputation with other organization:-

Name of Parent Organization

Name of organization presently employed

Date of Deputation

Expected Date of repatriation to parent cadre/organization

7. NoC from Parent Cadre (if on deputation) mandatory :Yes/No/NA
8. Date of Birth
9. (a) Education qualification
(b) Required qualification as per applied job/posts(Yes/NO)
10. Date of Joining Police Service
11. Date of Superannuation
12. Service/Cadre/Batch:-
13. Previous UN Experience
14. Other Foreign/international Experiences
- 15 Contact Details: Telephone No

Office

Residence

Mobile

E-mail

16. Knowledge of UN official language
17. Outstanding Achievements, if any
18. Last Five(years) work profile/experiences

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

Signature of applicant

HR CERTIFICATE

⑧
⑦

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

UNITED NATIONS  NATIONS UNIES

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

REFERENCE: DPO/OROLSI/PD/2020/0320

The Secretariat of the United Nations presents its compliments to the Permanent Missions of Member States to the United Nations and has the honour to invite its Government to nominate individual police officers in active service for appointment on secondment to the United Nations Organization Stabilization Mission in the Democratic Republic of Congo (MONUSCO), for a period of one year. Any further contract extension can be granted on an exceptional basis provided there is a mission mandate requirement and the incumbent displays good performance, dedication, professionalism and the achieved results. The final decision on the extension is subject to approval by the United Nations and concurrence by the national authorities.

Details regarding the post for which the Secretariat is seeking qualified applicants are provided in the attached jobs opening No: 2020-MONUSCO-71873-DPO and 2020-MONUSCO-71874-DPO. Also attached are the "Application Procedures for Positions in United Nations Police Components in Peacekeeping Operations and Special Political Missions Requiring Official Secondment from National Governments of Member States of the United Nations".

The Secretariat kindly requests the Permanent Mission to submit one cover letter/note verbal and separate application for each nominee for the above jobs opening to the Selection and Recruitment Section/ Police Division/OROLSI/DPO, 1 UN Plaza, 7th floor, room DC1-0779B, in accordance with the above-referenced procedures, certifying that the nominee/s meet/s the requirements in the attached job opening/s. Applications submitted after the deadline specified in the jobs opening will not be considered. Due to the current circumstance, please send electronical versions through email to aloumoumouni@un.org.

The Permanent Mission is also requested to confirm that selected candidates will be released, in a timely manner, from the national police service obligations for service with the United Nations. It is also requested to ensure that the rank of each candidate submitted is indicated on the application. In addition, it is strongly recommended that Member States carefully pre-screen their applicants and submit only those candidates meeting all requirements for the position as described in the job opening/s.

Member States are strongly encouraged to nominate qualified female police officers. Preference will be given to equally qualified women candidates.

The Secretariat wishes to inform the Permanent Missions of Member States that, in an effort to streamline and expedite the procedures of recruiting seconded officers, candidates placed on a roster following the selection process may be considered for posts with similar functions within a period of two years and if recommended for deployment, further arrangements will be coordinated with the Permanent Mission in due course.

It should be noted that during the period of their secondment, officers may not transfer to alternative positions within the United Nations. As a result, the nomination of police officers who are currently United Nations staff members on secondment, will not be considered.

The Secretariat wishes to reiterate that promoting and encouraging respect for human rights is a core purpose of the United Nations and central to the delivery of its mandates. Should the Secretariat become aware of grave human rights violations which give rise to concerns as to the record and performance of [country] police personnel, this may constitute grounds to revoke its acceptance of such personnel to serve in UN peace operations. In the case of nominees who have been investigated for, charged with or prosecuted for any criminal offence, with the exception of minor traffic violations (driving while intoxicated or dangerous or careless driving are not considered minor traffic violations for this purpose), but were not convicted, the Government is requested to provide information regarding the investigation(s) or prosecutions concerned. The Government is also requested to certify that it is not aware of any allegations against its nominated candidates that they have committed or been involved, by act or omission, in the commission of any acts that may amount to violations of international human rights law or international humanitarian law.

The Secretariat recalls that it has a zero-tolerance approach to fraud and corruption. The Government is therefore requested to certify that there was no corruption or fraud in the nomination and extension procedures of police officers on secondment to the United Nations. Should the Secretariat become aware of allegations of corruption or fraud in the nomination or extension procedures of police officers on secondment, this may constitute grounds to revoke its acceptance of such personnel to serve in the United Nations as well as suspension of any future police deployments from the contributing country concerned.

The Secretariat also recalls that the responsibilities of those personnel who are appointed to serve in United Nations peacekeeping or special political missions are exclusively international in character. They perform their functions under the authority of, and in full compliance with, the instructions of the Secretary-General of the United Nations and persons acting on his behalf and are duty-bound not to seek or accept instructions in regard to the performance of their duties from any government or from other authorities external to the United Nations. Seconded personnel should carry out their functions in accordance with all applicable regulations, rules and procedures of the Organization.

The Secretariat of the United Nations avails itself of this opportunity to renew to the Permanent Missions of Member States to the United Nations the assurances of its highest consideration.



25 October 2020

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	Planning Officer, (P-3)
Organizational Unit	United Nations Organization for the Stabilization in Democratic Republic of Congo, MONUSCO
Duty Station	Goma
Reporting to	Police Commissioner
Duration	12 Month (extendible)
Deadline for applications	29 January 2021
Job Opening number	2020-MONUSCO-71873-DPO

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

RESPONSIBILITIES:

Under the overall supervision and substantive guidance of the Police Commissioner, in compliance with the United Nations Organization Stabilization Mission in the Democratic Republic of Congo (MONUSCO) mandate and within the limits of delegated authority, the Planning Officer will be responsible for the development, review and implementation of strategic police plans and other activities based upon the core values of United Nations. In particular, the incumbent will be responsible for but not limited to, the performance of the following duties:

- Draft and develop MONUSCO Police Mandate Implementation Plans and policies based on MONUSCO Concept of Operations including benchmarks and follow-ups on achievements on regular basis; and draft and develop reports relating to the status of the implementation of the MONUSCO Police Mandate Implementation Plans;
- In close coordination with the Mission Finance Section and UN Headquarters contribute with police specific inputs to the result-based-budgeting (RBB) planning process on Budgeting and Fiscal Management; synchronize planning and budgeting system and prepare drawdown and exit plans in close cooperation with the military and other mission components;
- Direct strategic planning at all levels including specialist functional and operational areas and monitoring and evaluating the performance of the UNPOL planning advisors in all the sectors; conduct periodic audits, surveys, inspections, and performance evaluation of UNPOL units.
- Develop and update mission concept of operations, policies, guidelines and procedures within the framework of the existing and approved UN rules, regulations and guidelines in consultations with the mission leadership and the Police Division;
- When required, assist the Planning component in the development of their strategic police development plans and ensuring all initiatives are coordinated with local counterparts and other UN agencies;
- Participate in joint planning activities and in coordination with local counterparts and other UN agencies planning, develop and implement donor aid projects so that mission mandated goals, priorities and vision are effectively supported by donor contributions; undertaking special studies and research projects and conducting monitoring of special and quick impact projects approved by the Police Commissioner and other higher authorities in coordination with the Police Reform Coordinator ;

- In close coordination and collaboration with the Police Reform Coordinator, the Training Coordinator and the Congolese Police senior leadership, ensure coordinated approach in implementing strategic police development plans and other initiatives for the local police;
- Perform any other duties as may be directed by the MONUSCO Police Commissioner.

COMPETENCIES:

Professionalism: Shows pride in work and achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work. Knowledge and understanding of theories, concepts and approaches relevant to democratic policing, law enforcement. Outstanding expert knowledge in the specific areas being supervised. Ability to apply technical expertise to resolve police related issues and challenges. Strong organizational skills.

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.

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.

QUALIFICATIONS:

Education: Advanced University Degree (Master’s or equivalent) in Law enforcement, Criminal Justice, Public Administration, Human Resources Management, Social Sciences, Development Studies (particularly in law enforcement), Change Management or other relevant field. A first level university degree with a combination of relevant academic qualifications and extensive experience in law enforcement, including planning and administration may be accepted in lieu of the advanced university degree. Graduation from a certified police academy or other law enforcement training institution is required.

Work Experience: A minimum of 7 years (9 years in absence of advanced degree) of relevant progressive responsible experience in law enforcement in a national or international law enforcement agency at the strategic, operational, and managerial level. Extensive practical experience in police administration, organizational and resource management, strategic planning and policy development.

Rank: Rank required for a P-3 is Senior/ Chief Inspector, Major /Superintendent of Police 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 and English are required.

Preference will be given to equally qualified women candidates.
 Date of Issuance: 29 October 2020

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>

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	Training Coordinator, P-3
Organizational Unit	United Nations Organization for the Stabilization in Democratic Republic of Congo, (MONUSCO)
Duty Station	Kinshasa
Reporting to	Head of Police Component(HOPC)
Duration	12 Month (extendible)
Deadline for applications	29 January 2021
Job Opening number	2020-MONUSCO-71874-DPO

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 Training officers' performance;
- Liaising and chairing periodic meetings with UNPOL Sectors Chiefs concerning training and administrative functioning;
- Performing any other duties as assigned by the Police Commissioner in fulfillment of the 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.

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 5 years (7 years in absence of advanced degree) of relevant progressive responsible experience in law enforcement both at the field (region/district) level and in a national training institution, including practical experience in training curriculum development, training delivery both academic and in-service; train-the-trainers certification is highly desirable; at least three (3) 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.

Rank: Rank required for a P-3 is Senior/Chief Inspector of Police, Major, other equivalent or higher rank.


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: 29 October 2020

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>

<p align="center">INSTRUCTIONS</p> <p>Please answer each question clearly and completely. TYPE OR PRINT LEGIBLY. Read carefully and follow all directions.</p>	 UNITED NATIONS PERSONAL HISTORY	<p align="center">Do not Write in This Space</p>																																																							
<p>1. Family name: _____ First name: _____ Middle name: _____ Maiden name, if any: _____</p>																																																									
<p>2. Date of (day/month/yr) Birth: _____ 3. Place of birth: _____ 4. Nationality(ies) at birth: _____ 5. Present Nationality(ies): _____ 6. Sex: _____</p>																																																									
<p>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"/></p>																																																									
<p>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"/></p>																																																									
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<p>23. For clerical grades only Indicate speed in words per minute</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2" style="width:20%;"> </th> <th style="width:15%;">English</th> <th style="width:15%;">French</th> <th style="width:50%;">Other languages</th> </tr> </thead> <tbody> <tr> <td>Typing</td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>Shorthand</td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>				English	French	Other languages	Typing				Shorthand																																														
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Shorthand																																																									
<p>List any office machines or equipment and computer programmes you use. _____</p>																																																									

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

A. University or equivalent

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

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

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

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

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

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

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

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

DESCRIPTION OF YOUR DUTIES:

B. PREVIOUS POSTS (IN REVERSE ORDER)

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

28. HAVE YOU ANY OBJECTIONS TO OUR MAKING INQUIRIES OF YOUR PRESENT EMPLOYER? YES NO

29. ARE YOU NOW OR HAVE YOU EVER BEEN A CIVIL SERVANT IN YOUR GOVERNMENT'S EMPLOY? YES NO
If answer is "yes", WHEN?

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

FULL NAME	FULL ADDRESS	BUSINESS OR OCCUPATION

31. STATE ANY OTHER RELEVANT FACTS. INCLUDE INFORMATION REGARDING ANY RESIDENCE OUTSIDE THE COUNTRY OF YOUR NATIONALITY.

32. HAVE YOU EVER BEEN ARRESTED, INDICTED, OR SUMMONED INTO COURT AS A DEFENDANT IN A CRIMINAL PROCEEDING, OR CONVICTED, FINED OR IMPRISONED FOR THE VIOLATION OF ANY LAW (excluding minor traffic violations)? YES NO
If "yes", give full particulars of each case in an attached statement.

33. OTHER AGENCIES OF THE UNITED NATIONS SYSTEM MAY BE INTERESTED IN OUR APPLICANTS. DO YOU HAVE ANY OBJECTION TO YOUR PERSONAL HISTORY FORM BEING MADE AVAILABLE TO THEM? YES NO

34. I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization renders a staff member of the United Nations liable to termination or dismissal.

DATE (day, month, year) _____ SIGNATURE: _____

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

EMPLOYMENT RECORD – SUPPLEMENTARY SHEET

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

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

EMPLOYMENT RECORD – SUPPLEMENTARY SHEET

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

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

UNITED NATIONS

Employment and Academic Certification

Attachment to Personal History Profile (P11)

TO BE COMPLETED BY CANDIDATE:

Personal Data:

Family Name:	Given name:	Middle names:	Gender: M/F
e-mail address:			

<p>Position for which you are applying:</p> <p><i>(Note: if you are applying for more than one position, please submit separate P11 and P11 attachment for each Job Opening)</i></p>
Job Opening Number:

Military Service History/Police Service History

Date of Commission (for military officers) or date of enlistment/entry to service (for police officers):			
Current rank	Date Last Promoted	Date eligible for promotion to next rank	Projected Retirement date from current rank
Branch/Corp/Mustering			
Sub Specialisation/additional qualifications			

Degrees and Academic Distinctions Obtained:

	NAME of INSTITUTION, PLACE AND COUNTRY. Please give complete address.	ATTENDED:		DEGREES and ACADEMIC DISTINCTIONS OBTAINED
		FROM: Month/Year	TO: Month/Year	
Graduation from the Staff/War College or Police Academy (and/or similar law enforcement institution)				
University Degree/s				

Experience in peacekeeping operations:

Specify UN or other International Experience, starting with your most recent experience and list in reverse order

Dates mm/yy-mm/yy	Mission/ Operation/Location	Position/title (Milob, HQ Staff, Contgt, Adviser)	Description of duties

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

Dates mm/yy-mm/yy	Unit/Position/Org	Significant Unit Activities

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

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

(Other) International Exposure other than peace keeping operations, starting with your most recent experience and list in reverse order

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

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

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

Additional Comments:

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

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

I am not able to attest to the 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.

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