



No.21023/15/2018-PMA  
GOVERNMENT OF INDIA  
Ministry of Home Affairs  
[Police Division-II]  
PMA Cell

\*\*\*\*

MHA, North Block,  
New Delhi, 110001  
Dated ~~June~~ **July**, 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.

Subject :- **Job Opening : Nomination for Police Commissioner (D-2) to the UN Multidimensional Integrated Stabilization Mission in the Central African Republic (MINUSCA)(JO NO. 2018-MINUSCA-89614-DPKO)**

Sir/Madam,

Police Division, UNHQ through PMI to UN has sought the nomination of eligible candidates for the subject Job opening (**Job opening number : 2018-UNSOM-50-DPKO**)

2. The job description along with the requisite eligibility criteria/qualifications of **Police Commissioner (D-2) to the UN Multidimensional Integrated Stabilization Mission in the Central African Republic (MINUSCA)** are enclosed/attached with this letter for needful reference. **It is strongly recommended to nominate those candidates meeting all requirements for the positions/posts as described in Job descriptions.**

3. Therefore, It is requested that nomination of **eligible and willing officers** of the rank of **IG/ADG for (D-2) level post** may be submitted through proper channel to this Ministry by **10<sup>th</sup> August, 2018** alongwith 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:** - 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). **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. 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 [uspma@gov.in](mailto:uspma@gov.in) or [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)/approval of Head of Organization will be entertained. Applications received after the deadline specified will not be accepted.

Yours Faithfully

  
(Raman Kumar)

Under Secretary to the Government of India

☎: 23094009

☎: 23094009

✉: [uspma@nic.in](mailto:uspma@nic.in)

Copy to

Commissioner of Police .

Mumbai, Kolkatta, Chennai and Bangalore.

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

1. SO (IT), MHA - With the request to upload the above communication on MHA website (Police Division-II(secondment vacany) and 'what's new'.
2. US(UNP)-BA, MEA, JNB (2029), New Delhi



(Raman Kumar)

Under Secretary to the Government of India

☎: 23094009

☎: 23094009



**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

(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**  
**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):**

**1. PERSONAL DATA:**

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

**2. POSITION/S TO WHICH YOU ARE APPLYING:**

Title:	Job Opening Number:
1.	
2.	
3.	
...	

**3. 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 <u>current rank</u>
Branch/Corp/Mustering			
Sub Specialisation/additional qualifications			

**4. DEGREES AND ACADEMIC DISTINCTIONS OBTAINED:**

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

	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/Locati on	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:

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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**



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**INSTRUCTIONS**

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



Do not Write in This Space

**PERSONAL HISTORY**

1. Family name: First name \_\_\_\_\_ Middle name \_\_\_\_\_ Maiden name, if any \_\_\_\_\_  
 2. Birth date (day/month/yr) \_\_\_\_\_ 3. Place of birth \_\_\_\_\_ 4. Nationality(ies) at birth \_\_\_\_\_ 5. Present nationality(ies) \_\_\_\_\_ 6. Sex \_\_\_\_\_  
 7. Height \_\_\_\_\_ 8. Weight \_\_\_\_\_ 9. Marital Status: Single  Married  Separated  Widow(er)  Divorced

10. Entry into United Nations service might require assignment to any area of the world in which the United Nations might have responsibilities.  
 (a) Are there any limitations on your ability to perform in your prospective field of work? YES  NO   
 (b) Are there any limitations on your ability to engage in all travel? YES  NO

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

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

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

15. (a) Name of Spouse \_\_\_\_\_

16. 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 the United Nations or any of its agencies? If answer is "yes", please specify: YES  NO

NAME	Relationship	Name of United Nations 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? \_\_\_\_\_

OTHER LANGUAGES	READ		WRITE		SPEAK		UNDERSTAND	
	Easily	Not Easily	Easily	Not Easily	Fluently	Not Fluently	Easily	Not Easily
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

	English	French	Other languages
Typing			
Shorthand			

List all specific computer programmes you use (i.e. excel, access).



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

Empty space for describing duties of the first job.

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

Empty space for describing duties of the second job.

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

Empty space for describing duties of the third job.

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	
				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: 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.*

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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 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	<u>Police Commissioner, D-2</u>
Organizational Unit	United Nations Multidimensional Integrated Stabilization Mission in the Central African Republic ( <u>MINUSCA</u> ), Bangui
Duty Station	Special Representative of the Secretary-General
Reporting to	12 Month (extendible)
Duration	<u>24 August 2018</u>
Deadline for applications	2018-MINUSCA-89614 -DPKO
Job Opening number	

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

## RESPONSIBILITIES:

MINUSCA's mandate addresses the immediate challenges facing the country while laying the groundwork for sustainable peace and security. Under the guidance and supervision of the Special Representative of the Secretary General (SRSG), the incumbent will be responsible for, but not limited to the performance of the following duties:

- Advising the SRSG and other UN mission leaderships on issues related to the implementation of the mandate of the police component and provide regular reports on key issues and work program implementation;
- Advises the SRSG on matters relating to the assistance/support requirements needs for the development of the national police of the host state in line with the international standards of policing;
- Developing the Police Component's mission statement in accordance with the overall objectives of the mission and reinforce this to all the Police Component personnel;
- Developing the operational strategy and establishing the administrative procedures for the UN Police Component and ensuring efficiency and effective delivery of police tasks, as mandated. These tasks will include the development of the implementation plans in support to the Central African Republic's police and gendarmerie;
- Developing a close professional relationship with the local police and gendarmerie at national/ministerial and senior command levels and with leaders from the communities, government and other relevant agencies, in order to facilitate the mandate execution;
- Providing police specific advice on the overarching National Security Policy and its relevant frameworks that define the role, command structures and the accountability for Central African Police Service and Gendarmerie;
- In support of and in partnership with national actors, UN agencies, funds and programs and other stakeholders, undertakes full assessment of the needs of the Central African Republic police and gendarmerie and develops proposals for the bilateral/multilateral donor support;



- Providing advice and guidance to national authorities in regard to the decisions they will take on the holistic reform and development of their police system which will include but not limited to police legislative review, instituting efficient and effective administrative and management procedures, drafting and implementing operational policies and guidelines and assisting in the rehabilitation of infrastructures and facilities and the human resource development through training and mentoring;
- Providing advisory support and assistance to the Government of CAR in the development of overall strategic plan for the development of the Central African Police and Gendarmerie Services and help to implement those plans through a wide range of consultation in coordination with international and national partners;
- Ensuring a holistic law enforcement reform and development initiatives through close coordination and collaboration with crosscutting rule of law components;
- Developing mechanisms for the collection and institutionalization of best practices and lessons learnt by the Police Component;
- Representing the mission to any mechanism established to coordinate international/bilateral support to the development of CAR Police and Gendarmerie or other law enforcement agencies;
- Provides an overall oversight and guidance in regard to all UN Police operational activities within the framework of Mission mandate;
- Manage, guide, develop and train staff under his/her supervision; properly utilizing all available police resources, including the formed police units, for mandate implementation;
- Regularly consult and collaborate 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;
- Regularly monitor the performance and readiness of the UNPOL to proactively adapt its posture and effectively mitigate security threats against civilians and UN personnel;
- Performing such other functions as are consistent with the mandate outlined by the Security Council Resolution and as may be required by the SRSG, relating to the management of the UN Police Component.

#### **COMPETENCIES:**

**Professionalism:** Displays commitment to human rights and the ability to give the necessary prominence to human rights; 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; has the ability to work in coordinated and coherent manner with all components in the Mission. 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. Highly developed advisory, coaching/mentoring skills, well-developed consultation, effective negotiation and written communication skills. In-depth planning (strategic and operational) and organizational skills especially working in a multicultural environment.

**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. Given the dangers that Sexual Exploitation and Abuse (SEA) continues to pose to the Mission's reputation and to civilians in CAR, he should be expected to be both a role model and an active member of the Mission's efforts to eliminate this scourge.

**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, Public Administration, Human Resources Management, Change Management, Social Sciences, International Relations or related area is required.

A first level university degree in combination with qualifying experience 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 (17 years in absence of advanced university degree) of progressive and active policing service/experience at the field and national police headquarters level, including 10 years of active police experience at senior policy making level, with extensive strategic planning and management experience in areas such as operations, human and financial resources, crime management, police administration and police training and development; practical command level experience of running a department or a region or a state level police units is required. Previous UN or international experience is an advantage.

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

**Languages:** English and French are the working languages of the UN. For the post advertised, fluency in oral and written French and English is required. Knowledge of an additional official UN language is an advantage.

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Preference will be given to equally qualified women candidates.

Date of Issuance: 25 June 2018

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

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.



**APPLICATION PROCEDURES FOR PROFESSIONAL CONTRACTED 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 but not later than deadline specified in each Job Opening announcement. Applications received after the deadline will not be considered.
2. All applications must be submitted in a duly completed typed (not hand-written) and signed United Nations Personal History Form (P.11) along with Academic and Employment Certification Form (attachment to P-11 form). Applications using other formats will not be accepted, but additional information may be attached to the P. 11. For the convenience of the Permanent Mission, a P-11 form and attachment are enclosed as samples to be photocopied as needed.
3. Selection for service with the United Nations is made on a competitive basis. It is therefore essential that all the Personal History Forms be completed with a view to presenting the candidates qualifications and experiences as they relate to the requirements as set out in the relevant Job Opening. In the event a Permanent Mission wishes to recommend a candidate for several posts, a separate Personal History Form should be submitted for each post.
4. In accordance with the new Policy on Human Rights Screening of UN Personnel, all individuals who seek to serve with the United Nations, are requested to make "self-attestation" that s/he has not committed any serious criminal offences and has not been involved in violations of international human rights or international humanitarian law. The self-attestation must be attached to the P-11 form and contain the following wording: **I attest that I have not committed, been convicted of, nor prosecuted for, any criminal or disciplinary offence. I attest that I have not been involved, by act or omission, in any violation of human rights law or international humanitarian law.** The applications without signed individual self-attestations will not be accepted.
5. Permanent Mission are requested to present their candidates in one single submission, in accordance with the deadline date specified in the Job Opening, under cover of a note verbale listing the names of the candidates, post title(s) they are nominated for and the corresponding vacancy announcements.
6. Applications must be hand-delivered by Permanent Mission to the Police Division Selection and Recruitment Section, Office of Rule and Law and Security Institutions, Department of Peacekeeping Operations at 1 UN Plaza, 7<sup>th</sup> floor, room DC1 -0776, in accordance with the specific directions in the relevant Note Verbale.
7. Upon delivery of the applications, the Selection and Recruitment Section will acknowledge the receipt to the individual making the delivery.
8. Communication regarding this process will be through the Permanent Mission only. The Secretariat will not entertain personal queries from individual applicants.

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