



No.21023/01/2019-PMA
GOVERNMENT OF INDIA
Ministry of Home Affairs
[Police Division-II]
PMA Cell

MHA, North Block,
New Delhi, 110001

Dated 30 January, 2019

- 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 :- **Nominations to Gender Affairs Officer (P-3), Police Reform Officer (P-4) and Policy Planning Officer (P-3) to UN Logistics Base, Brindisi.**
JOB Opening No:- 2019-SPC-78775-DPO; 2019-SPC-75911-DPO; & 2019-SPC-75926-DPO

Sir/Madam,

Police Division, UNHQ through PMI to UN has sought the nomination of eligible candidates for the subject Job opening. .

2. The job description along with the requisite eligibility criteria/qualifications of **Gender Affairs Officer (P-3), Police Reform Officer (P-4) and Policy Planning Officer (P-3) to UN Logistics Base, Brindisi** 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. It is also requested to nominate equally qualified female candidates.**

3. Therefore, It is requested that nomination of **eligible and willing police officers** of the rank of **SP/DIG for P-4 level and Dy SP/SP for P-3 levels** for above posts may be **submitted through proper channel** only to this Ministry by **04th March, 2019** 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 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. Concerned authorities may please ensure and advice their officers not to make any direct queries regarding selection with UNHQ and this ministry.

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)-A, 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***



2019 JAN 17 8 49:43

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

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DPO/OROLSI/PD/2019/10

REFERENCE:

The Secretariat of the United Nations presents its compliments to the Permanent Mission of Member State 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 Standing Police Capacity of the Police Division, with its duty station in the United Nations Logistics Base (UNLB) in Brindisi, Italy, for an initial period of one year, with possibility of extension.

Details regarding the posts for which the Secretariat is seeking qualified applicants are provided in the attached Job Openings 2019-SPC-78775-DPO and 2019-SPC-75926-DPO and 2019-SPC-75911-DPO. Also attached is the "Application Procedure for Position in the Standing Police Capacity of the United Nations Police Division Requiring Official Secondment from National Governments of United Nations Member States".

The Secretariat kindly requests the Permanent Mission to submit a separate application for each nominee for each Job Opening to the Selection and Recruitment Section/Police Division/OROLSI/DPO, DC1-0716, 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 Job Opening will not be considered.

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, if applicable. 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.

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

It should be noted that during the period of their secondment, officers may not transfer to alternative positions within the United Nations and they may only serve with the United Nations for a maximum period of four years. As a result, the nomination of military and police officers who are currently on secondment will not be considered.

PR
DPR
RS(TS)

The Secretariat wishes to inform that the Permanent Mission of Member State 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 one year and if recommended for deployment, further arrangements will be coordinated with the Permanent Mission in due course.

The Secretariat wishes to outline that it is the responsibility of the Government to ensure that each candidate it nominates has not 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. 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 the responsibilities of those personnel who are appointed to serve the United Nations 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.

This request is being transmitted to all Member States, in compliance with General Assembly resolution 51/243 of 15 September 1997.

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



15 January 2019

United



Nations Secretariat

*Vacancy Announcement for Positions in the Department of Peace Operations
requiring official secondment from national governments of Member States of the United Nations Organization*

VACANCY ANNOUNCEMENT NUMBER

2019-SPC-78775-1DPO

DEADLINE FOR APPLICATIONS

15 March 2019

POST TITLE AND LEVEL

Gender Affairs Officer, P-3

DUTY STATION

BRINDISI

ORGANIZATIONAL UNIT

DEPARTMENT OF PEACE OPERATIONS

INDICATIVE MINIMUM GROSS ANNUAL

U.S. Dollars 79,954

REMUNERATION (NOT INCLUDING POST ADJUSTMENT)

CIRCULATION LIMITED TO MEMBER STATES. APPOINTMENTS ARE LIMITED TO SERVICE ON POSTS FINANCED BY THE SUPPORT ACCOUNT OF PEACE OPERATIONS.

RESPONSIBILITIES: The Gender Affairs Officer reports directly to the Team Leader in the Standing Police Capacity (SPC), which is a UN Police mechanism for starting up police components in new UN peace operations as well as assisting existing operations on a continual basis. The incumbent provides expert advice on matters relating to Gender Mainstreaming and Sexual and Gender-Based Violence (SGBV) in the context of the SPC planning at headquarters and specific assignments in the field. It is envisaged that the incumbent will deploy to missions and be away from his/her duty station for an initial period from three to six months. The incumbent will advise on mainstreaming gender perspective in all SPC activities, and designated UN missions, on all the UN police policies, programs and activities, taking into account gender consideration as crosscutting issues throughout the mission mandate. Support UN police activities on all aspects relating to the situation of women and girls, especially in relation to the need to protect them from gender based violence. S/he will support UN-Agencies, Funds and Programs throughout UNDP Global Focal Point as well as Police Contributing Countries when her/his field of expertise is requested. In start-up mission, s/he will advise, guide and help in enhancing the capacity of the UNPOL Gender Focal Points through training and helping in drafting documents such as SOP for gender unit, Gender Policy and Sexual Harassment policy when needed, for the Host Country Police. At the duty station in Brindisi, the incumbent undertakes relevant studies of matters pertaining to gender representation and protection of vulnerable persons as they pertain to the mandate of respective UN police components in UN peace operations. This work includes determining the specific role to be played by SPC in providing UN police in the field with assistance in these areas and/or supporting the development of this capacity in indigenous law enforcement agencies that the UN police are tasked to assist. When deployed in the field s/he works closely with UN police and National Law enforcement authorities in developing a strategic approach for the protection of vulnerable persons and investigations of Sexual violence. The gender issue officer develops and supports the implementation of local programs and other activities aimed at strengthening the procedure and rules of governing indigenous law enforcement investigations of SGBV crimes and gender representation. From the perspective of building institutional law enforcement capacity in post-conflict environments, which is the strategic mission of UN police, the incumbent seeks to support organizational and structural change in indigenous law enforcement agencies, such as the creation of structures for investigating sexual and gender based violence.

COMPETENCIES:

Professionalism: Knowledge of theories, concepts and approaches relevant to democratic policing, law enforcement, community safety and capacity-building; relevant knowledge of gender issues, UN Gender Policies and the conduct and performance of investigating complex cases of sexual violence in a national law enforcement agency. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of peace operations. **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. **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; 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 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 experience in law enforcement and police general investigations may be accepted in lieu of the advanced university degree. Graduation from a certified police academy or similar law enforcement training institution is required. **Work Experience:** A minimum of five years of progressively law enforcement experience in active national police, with a current rank of at least Chief Inspector or Major, equivalent or higher rank is required. Experience in a wide range of operational and administrative issues, including three years of experience in management and policy-making with regard to general and complex crime investigations is required. Training experience or background is desirable. Peacekeeping or other international experience in the UN or other international organizations is desirable. **Languages:** English and French are the working languages of the UN. For the post advertised, fluency in oral and written English is required. Knowledge of French is highly desirable.

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Nations Secretariat

*Vacancy Announcement for Positions in the Department of Peace Operations
requiring official secondment from national governments of Member States of the United Nations Organization*

VACANCY ANNOUNCEMENT NUMBER

2019-SPC-75911-DPO

DEADLINE FOR APPLICATIONS

15 March 2019

POST TITLE AND LEVEL

Police Reform Adviser, P-4

DUTY STATION

BRINDISI, ITALY

ORGANIZATIONAL UNIT

DEPARTMENT OF PEACE OPERATIONS

INDICATIVE MINIMUM GROSS ANNUAL

U.S. Dollars 87,933

REMUNERATION (NOT INCLUDING POST ADJUSTMENT)

CIRCULATION LIMITED TO MEMBER STATES. APPOINTMENTS ARE LIMITED TO SERVICE ON POSTS FINANCED BY THE SUPPORT ACCOUNT OF PEACE OPERATIONS.

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

RESPONSIBILITIES: The incumbent shall provide assistance and support on a wide range of law enforcement reform matters with focus on strategic development and institution building as they pertain to support provided by and activities of the Standing Police Capacity (SPC). The Police Reform Adviser reports directly to the designated Team Leader of the SPC. The SPC is a section of the UN Police Division that supports the starting up of police components in new UN peace operations and/or special political missions as well as providing support and assistance to existing operations on a continual basis. In line with the decisions and guidelines of the Police Division and the Chief of the SPC, the incumbent provides a wide range of expert advisory with focus on strategic development and institution building. S/he will provide assistance activities on law enforcement reform matters relevant to supporting new and existing police components in UN peace operations. When at SPC's duty-station in Brindisi, the incumbent reviews respective UN Police operations from the perspective of supporting national law enforcement institutional development and capacity-building, identifying as required best practices in international policing. Particular focus is placed on ascertaining business management gaps in national law enforcement, wherein the SPC can be of assistance in filling, including deficiencies in strategic planning, organization and structure, human resources and skills development, asset management and use of technology. When deployed to the field for a period of time of up to six months, the incumbent works in close co-operation with UN Police and other international actors to address chronic business management gaps in local law enforcement that may include the identification of specific tasks upon which the SPC can channel and impart its expertise and know-how – programmatic, advisory or otherwise.

COMPETENCIES:

Professionalism: Knowledge of democratic policing, law enforcement, community safety and capacity-building; ability to remain calm in stressful situations; good research, analytical and problem-solving 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. **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; 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 degree (Master's degree or equivalent) in the applied sciences, social sciences or relevant field. A first level university degree with a relevant combination of academic qualifications and experience in rule of law and police reform may be accepted in lieu of the advanced university degree. Graduation from a certified police academy or similar law enforcement training institution is required.

Work Experience

A minimum of seven years of progressively responsible experience in rule of law developmental matters – knowledge of police reform, including law enforcement development and capacity-building is required. Experience in the use of modern Internet-based research methodologies and sources are required. Peacekeeping or other international experience in the UN or other organizations is desirable.

Languages

English and French are the working languages of the UN. For the advertised post, fluency in oral and written English is required. Knowledge of a second official UN language, preferably French, is an advantage.

Other Skills

Proficiency in the use of computers and relevant applications (Lotus Notes, Word, Excel, PowerPoint) is required.

Preference will be given to equally qualified women candidates.

Date of Issuance: 15 January 2019

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

United



Nations Secretariat

*Vacancy Announcement for Positions in the Department of Peace Operations
requiring official secondment from national governments of Member States of the United Nations Organization*

VACANCY ANNOUNCEMENT NUMBER

2019-SPC-75926-DPO

DEADLINE FOR APPLICATIONS

15 March 2019

POST TITLE AND LEVEL

Policy Planning Officer, P-3

DUTY STATION

BRINDISI

ORGANIZATIONAL UNIT

DEPARTMENT OF PEACEKEEPING OPERATIONS

INDICATIVE MINIMUM GROSS ANNUAL

U.S. Dollars 79,954

REMUNERATION (NOT INCLUDING POST ADJUSTMENT)

CIRCULATION LIMITED TO MEMBER STATES. APPOINTMENTS ARE LIMITED TO SERVICE ON POSTS FINANCED BY THE SUPPORT ACCOUNT OF PEACE OPERATIONS.

RESPONSIBILITIES: Under the direct supervision of the SPC Team Leader, the incumbent assists in the development, refinement and implementation of various law enforcement policy and planning tools associated with establishing and maintaining effective and efficient UN Police operations. The SPC is a UN Police mechanism for starting up police components in new UN peace operations as well as assisting existing peace operations on a continual basis. It is envisaged that the incumbent will deploy to missions and be away from his/her duty station for an initial period from three to six months. More generally, the incumbent works with other SPC staff to ensure the timely preparation and dissemination of relevant reports, concept papers and action plans on international police issues relevant to ensuring the SPC's field activities (addressing both broader policy and technical administrative issues inherent in UN Police mandates). More specifically, the incumbent focuses on developing, implementing and/or updating Concepts of Operations (ConOps), Integrated Mandate Implementation Plans (IMIPs), mission assessments, mission planning and other policy and planning tools for UN Police from the perspective of the specific field assignments given to the SPC. The incumbent assists in developing, refining and updating SPC policies and directives that are in line with the strategic vision of the Police Division and the SPC. The incumbent also assists other SPC members as directed in other law enforcement thematic areas outside his/her own area of focus. When at headquarters in Brindisi, the incumbent works closely with other SPC members to integrate and balance their activities into respective ConOps and IMIPs in support of the SPC's own terms of reference for its assignments. S/he develops annual SPC workplans in line with Results Based Budgeting (RBB) and assists members with developing individual workplans. S/he also prepares brief country reports and security analyses of the mission areas to which the SPC is being sent. When deployed in the field, the incumbent reviews UN Police operations and analyses the state of development of national law enforcement agencies with a view to facilitating required improvements and changes in ConOps and IMIPs, bearing in mind the strategic mission of the UN Police, which is to build institutional law enforcement capacity in conflict and post-conflict environments.

COMPETENCIES:

Professionalism: Knowledge of democratic policing, law enforcement, community safety and capacity-building; ability to remain calm in stressful situations; good research, analytical and problem-solving skills. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of peace operations. **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. **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; 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 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 experience in law enforcement may be accepted in lieu of the advanced university degree. Graduation from a certified police academy or similar law enforcement training institution is required. **Work Experience:** A minimum of five years of progressively law enforcement experience in active national police, with a current rank of at least Chief Inspector or Major, equivalent or higher rank is required. Experience in law enforcement planning and formulation/implementation of policy is required. Peacekeeping or other international experience in the UN or other organizations is an advantage. **Languages:** English and French are the working languages of the UN. For the post advertised, fluency in oral and written English is required. Knowledge of a second official UN language, preferably French is highly desirable.

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:			

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

Military Service History/Police Service History

Date of Commission (for military officers) or date of enlistment/entry to service (for police officers):			
Current rank	Date Last Promoted	Date eligible for promotion to next rank	Projected Retirement date from current rank
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 IIN 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, IIC 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

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 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				

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				

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				

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				

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	STARTING	FINAL	
NAME OF EMPLOYER:				TYPE OF BUSINESS:		
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:		REASON FOR LEAVING:
				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	STARTING	FINAL	
NAME OF EMPLOYER:				TYPE OF BUSINESS:		
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:		REASON FOR LEAVING:
				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	STARTING	FINAL	
NAME OF EMPLOYER:				TYPE OF BUSINESS:		
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:		REASON FOR LEAVING:
				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	STARTING	FINAL	
NAME OF EMPLOYER:				TYPE OF BUSINESS:		
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:		REASON FOR LEAVING:
				NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:		
DESCRIPTION OF YOUR DUTIES						

INSTRUCTIONS

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

UNITED  **NATIONS**

Do not Write in This Space

PERSONAL HISTORY

1. Family name		First name		Middle name		Maiden name, if any	
2. Date of (day/month/yr) Birth		3. Place of birth		4. Nationality(ies) at birth		5. Present Nationality(ies)	
6. Sex		9. Marital Status: Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Widow(er) <input type="checkbox"/> Divorced <input type="checkbox"/>					
7. Height		8. Weight		10. Entry into United Nations service might require assignment to any area of the world in which the United Nations might have responsibilities. (a) Are there any limitations on your ability to perform in your prospective field of work? YES <input type="checkbox"/> NO <input type="checkbox"/> (b) Are there any limitations on your ability to engage in all travel? YES <input type="checkbox"/> NO <input type="checkbox"/>			
11. Permanent address			12. Present address			13. Office Telephone No. ()	
Telephone No. ()			Telephone/Fax No. ()			14. Office Fax No. ()	
						E-mail:	

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

Name of Children	Date of Birth (day/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? YES NO
If answer is "yes", which country?

17. Have you taken any legal steps towards changing your present nationality? YES NO
If answer is "yes", explain fully:

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

NAME	Relationship	Name of International Organization

19. What is your preferred field of work?

20. Would you accept employment for less than six months? YES NO

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

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

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 any office machines or equipment and computer programmes you use.

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

28. HAVE YOU ANY OBJECTIONS TO OUR MAKING INQUIRIES OF YOUR PRESENT EMPLOYER? YES <input type="checkbox"/> NO <input type="checkbox"/>		
29. ARE YOU NOW OR HAVE YOU EVER BEEN A CIVIL SERVANT IN YOUR GOVERNMENT'S EMPLOY? YES <input type="checkbox"/> NO <input type="checkbox"/> 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. <i>Do not repeat names of supervisors listed under Item 27.</i>		
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 <input type="checkbox"/> NO <input type="checkbox"/> 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 <input type="checkbox"/> NO <input type="checkbox"/>		
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.		