



No.21023/05/2019-PMA

GOVERNMENT OF INDIA

Ministry of Home Affairs

[Police Division-II]

MHA, North Block,
New Delhi, 110001

Dated 20th May, 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 :- **Phase-1 of 2019 Military/ Police Secondment Campaign(Six Police Job Openings)**

Sir/Madam,

Police Division, UNHQ through PMI to UN has sought the nomination of eligible candidates (Police Officers) active in service for the following Six(06) job openings as part of 2019 Military/Police Secondment Campaign Phase-1.

S/ No.	Title	posts	Job Opening No.
01	Deputy Police Adviser (Principal Officer) (D-1)	Not mentioned	DPO/SEC1901/D-1/13
02	Police Liaison Officer (P-4)	Not mentioned	DPO/SEC1901/P-4/14
03	Police Planning Officer (P-4)	Not mentioned	DPO/SEC1901/P-4/15
04	Police Officer (P-4)	03	DPO/SEC1901/P-4/16
05	Police Officer (P-3)	03	DPO/SEC1901/P-3/17
06	Police Selection and Recruitment Officer (P-3)	Not mentioned	DPO/SEC1901/P-3/18

2. The job description along with the requisite eligibility criteria/qualifications of **above mentioned posts** 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 **IG/ADG for D-1 level, 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 **15th July, 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 **dirpers@nic.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 PROFORMARecent 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)

5

HR Certificate

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

“The Department/organization of is hereby confirming that neither Mr/Mrs has been convicted of, nor 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***



Job Title: Deputy Police Adviser (Principal Officer), D-1
Department/Office: Office of the Police Adviser
Location: NEW YORK
Posting Period: 06/05/2019 - 05/08/2019
Job Opening number: DPO/SEC1901/D-1/13

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

Organizational Setting and Reporting:

This position is located in the Office of the Police Adviser in the Police Division in the Office of Rule of Law and Security Institutions, Department of Peace Operations. The incumbent reports directly to the Police Adviser and shares with him the support functions of his front office.

The overall objectives of the Police Division are to effectively direct police components in peacekeeping operations and special political missions; to strengthen the strategic direction, planning, and management of police components in peacekeeping operations; and, to work towards a shared understanding among all stakeholders on the future direction of police peacekeeping. Additional information available in <https://police.un.org/en>. The Police Division plans, implements and evaluates its functions through a Multi-year Strategy.

Responsibilities:

Under the direction of the Police Adviser and within limits of delegated authority, the Principal Officer will be responsible for the following duties:

- Supports the Police Adviser in all aspects of his/her work which allows the Police Adviser to focus more directly on issues requiring his/her strategic direction.
- Takes, active ownership for the planning implementation and evaluation of the Multi-year Strategy in close cooperation with the Chief of the Standing Police Capacity (SPC).
- Supervises the activities of the sections of the Division, and contributes to the coordination between the Sections in New York and the SPC in Brindisi, in close cooperation with the Chief of the SPC
- Supervises the Police Division's management teams ensuring coherence with the daily work of the Sections, under the Police Adviser's controlling activities.
- Provides direct guidance and support to the Heads of Police Components of peace operations and identify and respond to policy, management and operational developments, challenges and incidents.
- Acts as the focal point for the development, implementation, monitoring and evaluation of the RBB plan and the budget of the Division and assists in the preparation of all strategic and planning documents.
- Advises the Police Adviser on the police components adhere to their mandated task(s); advises and guides police components in their activities; evaluates and reviews components' progress; supervises the deployment and rotation of all police officers from their home countries to and from the mission areas; and supervises all other required administrative functions pertaining to the operations of the components and the serving police officers;
- Advises on and participates in the preparation of planning contingencies for ongoing, downsizing and prospective future police components of peacekeeping operations.
- The incumbent will be expected to work in close collaboration with inter alia the Office of Operations/DPO, Office of Military Affairs and the Department of Operational Support, Global Focal Point, Division of Policy, Evaluation and Training, and all other Secretariat Departments and UN family agencies.
- He/she will work closely with the representative of the Member States in regard to police contributions, rotations and other administrative matters.

Competencies:

Professionalism: Demonstrates professional competency in police matters at the strategic and command levels; ability to identify issues and to use sound judgment in applying expertise to identify and solve a wide range of complex issues and problems; ability to work under pressure; conceptual and analytical abilities; proven negotiation skills; knowledge of theories, concepts and approaches relevant to law enforcement, community safety and capacity-building; good research, analytical and problem-solving skills. Ability to conduct independent research and analysis, identify issues, formulate options and make conclusions and recommendations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

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.

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.

Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing.

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.

Qualification:

Education: Advanced university degree (Master's Degree or equivalent) in the field of Criminal Justice, Law or Political Science or another relevant field. A first level university degree with a combination of relevant academic qualifications and extensive experience in police may be accepted in lieu of the advanced university degree. Graduation from a certified police academy or similar law enforcement training institution is also required.

Work Experience: A minimum of 15 years of progressively responsible experience in national or international law enforcement or police work with currently active a rank of Commissioner, Deputy Commissioner, Chief Superintendent or other rank equivalent to Major-General. Qualifying years of experience are calculated following the graduation from the national police academy or similar law enforcement institution. Experience in policy development as well as administration of police training activities is desirable. Experience in the UN peacekeeping operations is desirable.

Languages: English and French are the working languages of the United Nations Secretariat. For the posts advertised, fluency in oral and written English is required. Knowledge of a second official UN language, preferably French, is desirable.

Assessment Method:

Kindly note that you may, as part of the evaluation of your application for this position, be requested to undergo written knowledge-based assessment exercises, which may be followed by a competency-based interview depending on the result of the test.

Special Notice:

Circulation of this Job Opening is limited to Member States. Only serving police officers who have received authorization by their National Authorities to apply for this Job Opening will be considered. Appointments are limited to service on posts reserved for active police officers who serve on secondment financed by the support account of peacekeeping operations. Preference will be given to equally qualified women candidates. Currently serving active-duty seconded officers will not be considered eligible to be nominated for new vacant posts. To ensure gender representation within the Police Division, Member States are strongly encouraged to nominate qualified female police officers. Preference will be given to equally qualified female candidates.

Job Title: Police Liaison Officer, P-4
Department/Office: Office of the Police Adviser
Location: NEW YORK
Posting Period: 06/05/2019 - 05/08/2019
Job Opening number: DPO/SEC1901/P-4/14

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

Organizational Setting and Reporting:

While this position is administratively located in the Police Division (PD) of the Office of Rule of Law and Security Institutions (OROLSI), the incumbent reports to the Head of the Integrated Operational Team (IOT).

Responsibilities:

Within delegated authority, the Police Liaison Officer will be responsible for the following duties:

- Provides support to police mandate implementation and law enforcement in peace operations.
- S/he provides advice on peacekeeping mission-specific and operations support issues requiring policy decisions; assists in developing and reviewing Mission Plans and Concepts of Operations for police components of peace operations; reviews the draft report of the Secretary-General to the Security Council and the General Assembly and other related issuances on the police components of peace operations; and, advises, facilitates and coordinates police issues requiring the involvement of Police Contributing Countries (PCCs).
- The incumbent also liaises with other offices within the Secretariat, peacekeeping missions and Permanent Missions of the PCC's within the guidelines of the PD; supports the IOT and the PD in planning and integrating police elements into the development of Concepts of Operations and Operational Plans;
- Supports the PD in evaluating police plans and preparing expert police advice on mission operational matters; advises and facilitates the flow of critical information between DPO and missions to inform the planning, budget, and implementation processes.
- He/she represents the IOT and PD in selected working groups, task forces and outside meetings; facilitates collaboration between the PD and other field mission components at the operational level; and, coordinates and integrates activities of police components in the field missions.
- Assists in liaising with Member States and regional organizations on mission-specific related issues; participates in police contributing countries meetings; drafts mission-specific code cables and related correspondences to peace operations; prepares daily highlight reports on mission-specific issues for submission to the Head of the IOT and the Police Adviser.
- Participates in field visits and prepares assessment reports; prepares talking points for senior representatives of the United Nations Secretariat on mission-specific issues; assists in the preparation and review of budgetary documentation, including results-based budgeting reports, of the police components of peace operations.
- Assists, in consultation with the Conduct and Discipline Unit, in the provision to Member States of prompt and accurate information on any disciplinary matters related to their seconded law enforcement officers in United Nations peace operations.
- Researches on and provides technical and police advice on operational matters, as may be required; acts as an intermediary of the principal liaison group between field missions and headquarters staff on police matters; liaises with the Police Division for response actions and provides the Division's position to the IOT, as required.
- Provides advice to missions, in coordination with Police Division, on staffing and police selection to ensure they are commensurate with the planned operations and activities in order to fulfil mission mandates.
- Prepares and analyses periodic management reports and other relevant information in

order to keep senior managers informed; prepares technical reports and briefings; conducts informal and formal briefing presentations; identifies issues requiring headquarters intervention and follows up on decisions taken; and, executes other tasks as assigned by the Head of the IOT.

Competencies:

Professionalism: Demonstrated competence in police matters at the strategic and command levels; ability to identify issues, formulate opinions and provide recommendations through the use of sound judgment and applying expertise to solve a wide range of problems related to law enforcement; ability to work under pressure; conceptual and analytical abilities; knowledge of theories, concepts and approaches relevant to law enforcement, community safety and capacity-building; good research, analytical and problem-solving skills; ability to identify and participate in the resolution of complex issues and problems; and good negotiation skills. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

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.

Qualification:

Education: Advanced university degree (Master's Degree or equivalent) in Criminal Justice, Law or Political Science or another related field. A first level university degree with a combination of relevant academic qualifications and sufficient experience in police may be accepted in lieu of the advanced university degree. Graduation from a police academy or similar law enforcement training institution is required.

Experience: A minimum of seven years of progressively responsible experience in national law enforcement, including command experience, with the rank of Superintendent, Lt. Colonel, or a rank equivalent to the level of Lt. Colonel. Experience in police policy-making, and in strategic and operational police management is also required. Experience in UN peacekeeping or in UNHQ is desirable. Qualifying years of experience are calculated following the graduation from the national police academy or similar law enforcement institution. Police training experience is desirable.

Language: English and French are the working languages of the United Nations Secretariat. For this post, fluency in English (both oral and written) is required. Knowledge of a second official UN language, preferably French, is desirable.

Assessment Method:

Kindly note that you may, as part of the evaluation of your application for this position, be requested to undergo written knowledge-based assessment exercises, which may be followed by a competency-based interview depending on the result of the test.

Special Notice:

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Job Title: Police Planning Officer, P-4
Department/Office: Strategic Policy and Development Section
Location: NEW YORK
Posting Period: 06/05/2019 - 05/08/2019
Job Opening number: DPO/SEC1901/P-4/15

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

Organizational Setting and Reporting:

This position is located in the Strategic Policy and Development Section of the Police Division in the Office of Rule of Law and Security Institutions, Department of Peace Operations. The incumbent reports directly to the Chief of Section. The overall objectives of the Police Division are to effectively direct police components in peacekeeping operations and special political missions; to strengthen the strategic direction, planning, and management of police components in peacekeeping operations; and, to work towards a shared understanding among all stakeholders on the future direction of police peacekeeping. Additional information available in <https://police.un.org/en>.

Responsibilities:

Within delegated authority, the Police Planning Officer will be responsible for the following duties:

- In applying a holistic approach which incorporates all relevant cross cutting elements such as justice, corrections and other aspects of policing, he/she will be involved in establishing thematic doctrinal guidance and templates for use by field missions to ensure uniformity of mission plans.
- Collaborate with others in providing a coherent strategic planning framework clearly articulating the scope of resource requirements, coordination and modalities. Responsible for assisting in all United Nations police planning activities, including provision of expert police advice during integrated assessments and technical survey missions to develop and prepare strategic plans, concepts of operation and other planning options.
- Primarily responsible for planning for police components in one of the main regional groupings of field missions.
- Responsible for carrying out all planning priorities of field missions through close interaction with internal and external stakeholders; providing complementary support to the appropriate Integrated Operational Teams in all aspects of planning, including accurate and coherent police planning advice; developing and updating of strategic concepts; ensuring that all planning parameters are fully established during the development and review of the concept of police operations of prospective and current field missions; and, establishing collaborative relations with key national counterparts, officials of the criminal justice chain, and other internal and external stakeholders.
- Responsible for providing planning support to police components in ongoing and future special political missions; developing police planning, monitoring and evaluation tools and assessment templates; ensuring efficient dissemination of the same to field missions; and, providing appropriate orientation, training, and application support.
- Collaborate in an efficient and timely manner with counterparts in Mission Management and Support Section and Selection and Recruitment Section by providing support and advice on all operational planning needs (e.g. election planning, crisis management, etc.) Maintain close collaboration with the components/units of DPO and DOS, other UN Secretariat departments, and UN family agencies as and when required.
- Undertake research and analysis to support these tasks; prepare new documents to assist in the formulation of United Nations police peacekeeping doctrine needed to support such plans; and, to support the changing role of police in peacekeeping, particularly in the area of host state police development and capacity enhancement.

Competencies:

Professionalism: Demonstrated professional competence and mastery of police administration and police operational planning; knowledge of administrative, budgetary, financial or human resources policies and procedures; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; ability to conduct independent research and analysis, identify issues, formulate options and make conclusions and recommendations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work. Ability to operate databases, project management software and develop spreadsheets and complex text documents is required.

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.

Qualification:

Education: Advanced university degree (Master's degree or equivalent) in the field of police science, criminal justice, law, or another relevant field is required. A first level university degree in combination with qualifying experience in policing or other law enforcement reform matters, including strategic planning and development, may be accepted in lieu of the advanced university degree. Graduation from a certified police academy or other similar law enforcement training institution is also required.

Experience: A minimum of seven years of progressively responsible experience in active police, law enforcement, or other related policy/criminal justice work with the rank of Superintendent, Lt. Colonel, service equivalent or higher rank, including at least three years of experience in police planning or policy-making is required. Peacekeeping, other international or Headquarters or field planning experience is desirable. Qualifying years of experience are calculated following the graduation from the national police academy or similar law enforcement institution.

Languages: English and French are the working languages of the United Nations Secretariat. For this post advertised, fluency in English (both oral and written) is required. Knowledge of a second official UN language, preferably French, is desirable.

Assessment Method:

Kindly note that you may, as part of the evaluation of your application for this position, be requested to undergo written knowledge-based assessment exercises, which may be followed by a competency-based interview depending on the result of the test.

Special Notice:

Circulation of this Job Opening is limited to Member States. Only serving police officers who have received authorization by their National Authorities to apply for this Job Opening will be considered. Appointments are limited to service on posts reserved for active police officers who serve on secondment financed by the support account of peacekeeping operations. Currently serving active-duty seconded officers will not be considered eligible to be nominated for new vacant posts. To ensure gender representation within the Police Division, Member States are strongly encouraged to nominate qualified female police officers. Preference will be given to equally qualified female candidates.

Posts: 3
Job Title: Police Officer , P-4
Department/Office: Mission Management and Support Section
Location: NEW YORK
Posting Period: 06/05/2019 - 05/08/2019
Job Opening number: DPO/SEC1901/P-4/16

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

Organizational Setting and Reporting:

This position is located in the Mission Management and Support Section of the Police Division in the Office of Rule of Law and Security Institutions, Department of Peace Operations. The incumbent reports directly to the Chief of Section.

The overall objectives of the Police Division are to effectively direct police components in peacekeeping operations and special political missions; to strengthen the strategic direction, planning, and management of police components in peacekeeping operations; and, to work towards a shared understanding among all stakeholders on the future direction of police peacekeeping. Additional information available in <https://police.un.org/en>

Responsibilities:

Within delegated authority, the Police Officer will be responsible for the following duties:

- Provides advice and substantive support to the Police Division on police issues related to peacekeeping.
- S/he assists in the development of policies and strategies for all police dimensions in peacekeeping operations; participates in the police aspects of negotiations; develops police Concepts of Operations in support of integrated mission planning; conducts assessments of post-conflict police institutions and recommends on their immediate short term needs and the role of UN police therein.
- The incumbent reviews and assesses more broadly the long-term institutional needs of post-conflict police institutions with a view to developing strategies and partnerships to ensure their long-term sustainable development; and, liaises with UN Agencies and Programmes, international and regional organizations, and Member State governments to ensure an effective and coordinated approach to the long term institutional development of post conflict police institutions.
- S/he ensures the adherence of police components to their mandated tasks; advises and guides the components in their activities; evaluates and reviews components' progress; and, performs all other required administrative functions pertaining to the operations of the components and the serving police officers, ensuring the appropriate administration of police personnel, police mission budgets, and disciplinary cases related to police officers.
- The incumbent must be prepared to travel to the field at short notice. S/he works in close collaboration with counterparts from the Integrated Operational Teams, Office of Military Affairs, Policy Evaluation and Training Division and other offices in the Secretariat UN agencies.
- S/he conducts presentations and provides information and recommendations to senior UN officials and other national government officials regarding substantive police peacekeeping issues.

Competencies:

Professionalism: In-depth knowledge of issues related to the operations and support of police components in UN field missions; sound understanding of police planning, management, and administration;; ability to provide seasoned advice on police administration and operational planning to senior UN and national government officials; versatile in planning a wide range of international police activities; excellent conceptual, analytical and evaluative skills; ability to conduct independent research and analysis, identify issues, formulate opinions and make conclusions and recommendations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

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.

Qualification:

Education: Advanced university degree (Master's Degree or equivalent) in the field of Criminal Justice, Law, Political Science or related field. First level university degree with a combination of relevant academic qualifications and sufficient experience in police may be accepted in lieu of the advanced university degree. Graduation from a police academy or a similar law enforcement institution is also required.

Experience: A minimum of seven years of progressively responsible experience in an active national police service with a current rank of at least Superintendent or Lt. Colonel, with a specialization in police planning and management is required. Qualifying years of experience are calculated following the graduation from the national police academy or similar law enforcement institution. Experience in a peacekeeping operation, UNHQ, or similar international organization is desirable.

Languages: English and French are the working languages of the United Nations Secretariat. For this post advertised, fluency in English (both oral and written) is required. Knowledge of a second official UN language, preferably French, is desirable.

Assessment Method:

Kindly note that you may, as part of the evaluation of your application for this position, be requested to undergo written knowledge-based assessment exercises, which may be followed by a competency-based interview depending on the result of the test.

Special Notice:

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Posts:	3
Job Title:	Police Officer, P-3
Department/Office:	Mission Management and Support Section
Location:	NEW YORK
Posting Period:	06/05/2019 - 05/08/2019
Job Opening number:	DPO/SEC1901/P-3/17

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

Organizational Setting and Reporting:

This position is located in the Mission Management and Support Section of the Police Division in the Office of Rule of Law and Security Institutions, Department of Peace Operations. The incumbent reports directly to the Chief of Section.

The overall objectives of the Police Division are to effectively direct police components in peacekeeping operations and special political missions; to strengthen the strategic direction, planning, and management of police components in peacekeeping operations; and, to work towards a shared understanding among all stakeholders on the future direction of police peacekeeping. Additional information available in <https://police.un.org/en>

Responsibilities:

Within delegated authority, the Police Officer will be responsible for the following duties:

- Provides advice and substantive support to the Police Division on issues related to the police components in peacekeeping operations.
- S/he ensures the adherence of police components to their mandated tasks; advises and guides police components in their activities; evaluates and reviews components' progress; and, undertakes all other tasks to ensure the proper administration and documentation of personnel-related requirements of the police components in the field.
- The incumbent advises and guides field missions on budgetary issues; acts as the principal focal point between Headquarters and field police components on administrative and coordination issues; conducts the initial assessment related to the preparation of operational plans for police components of peacekeeping operations; advises on police concepts of operations; participates in the preparation of planning contingencies for ongoing, downsizing and prospective future police components of peacekeeping operations; and, prepares background materials, briefing notes and talking points on police issues related to peacekeeping.
- S/he works in close coordination with counterparts in the Office of Military Affairs, representatives from Member States, the Integrated Operational Teams, and other offices in the Secretariat and UN Agencies.

Competencies:

Professionalism: Demonstrated professional competence and mastery of police administration and police operational planning; knowledge of administrative, budgetary, financial or human resources policies and procedures; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; ability to conduct independent research and analysis, identify issues, formulate options and make conclusions and recommendations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

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.

Qualification:

Education: Advanced university degree (Master's Degree or equivalent) in the field of Criminal Justice, Law or Political Science or another relevant field. A first level university degree with a combination of relevant academic qualifications and sufficient experience in police may be accepted in lieu of the advanced university degree. Graduation from a police academy or similar law enforcement institution is also required.

Experience: A minimum of five years of progressively responsible experience in an active national police service with a current rank equivalent to at least Chief Inspector or Major, and a specialization in police planning, is required. Experience in a peacekeeping operation, UNHQ, or similar international organization is desirable. Qualifying years of experience are calculated following the graduation from the national police academy or similar law enforcement institution.

Language: English and French are the working languages of the United Nations Secretariat. For this post advertised, fluency in English (both oral and written) is required. Knowledge of a second official UN language, preferably French, is desirable.

Assessment Method:

Kindly note that you may, as part of the evaluation of your application for this position, be requested to undergo written knowledge-based assessment exercises, which may be followed by a competency-based interview depending on the result of the test.

Special Notice:

Circulation of this Job Opening is limited to Member States. Only serving police officers who have received authorization by their National Authorities to apply for this Job Opening will be considered. Appointments are limited to service on posts reserved for active police officers who serve on secondment financed by the support account of peacekeeping operations. Currently serving active-duty seconded officers will not be considered eligible to be nominated for new vacant posts. To ensure gender representation within the Police Division, Member States are strongly encouraged to nominate qualified female police officers. Preference will be given to equally qualified female candidates.

Job Title: Police Selection and Recruitment Officer, P-3
Department/Office: Selection and Recruitment Section
Location: NEW YORK
Posting Period: 06/05/2019 - 05/08/2019
Job Opening number: DPO/SEC1901/P-3/18

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

Organizational Setting and Reporting:

This position is located in the Selection and Recruitment Section of the Police Division in the Office of Rule of Law and Security Institutions, Department of Peace Operations. The incumbent reports directly to the Chief of Section. The overall objectives of the Police Division are to effectively direct police components in peacekeeping operations and special political missions; to strengthen the strategic direction, planning, and management of police components in peacekeeping operations; and, to work towards a shared understanding among all stakeholders on the future direction of police peacekeeping. Additional information available in <https://police.un.org/en>

Responsibilities:

Within delegated authority, the Police Selection and Recruitment Officer will be responsible for the following duties:

- Conducts effective and timely selection, recruitment and rotation of police personnel for field missions, including Formed Police Units (FPU);
- Directly involved in expanding the pool of qualified candidates for police personnel positions, developing a skill-based roster for senior police personnel, collaborating and coordinating with DOS, UN Field Missions, Member States and Police-Contributing Countries (PCCs) on all matters related to deployment, extension and rotation of police personnel;
- Standardizes recruitment and selection procedures through the development of competency-based profiles; develops and participates in recruitment strategies to meet identified shortfalls, including recruitment and outreach exercises and selection assistance visits to generate a pool of competent candidates, especially thematic experts, i.e. experts in forensics, organized crime, electoral-related activities, criminal investigation, crime prevention, crowd control management, etc.;
- Conducts substantive vetting of candidates to assess their suitability by analysing curricula vitae, screening of candidates and conducting suitable written assessments or interviews by phone or video-teleconference;
- Develops extension and rotation strategies to meet the demand for police personnel and formed units in the field; establishes staggered police rotation plans in coordination with field missions and Member States to ensure continuity and stable strength in order to mitigate the potential adverse impact on mission mandate implementation and security and ensures strict adherence to established performance appraisal policies for any extension requests.
- Participates in pre-deployment visits to inspect contingent owned equipment; assesses the readiness of formed police unit personnel; coordinates negotiations of memoranda of understanding with Member States; joins reconnaissance visits to field missions; and, assists the Chief of Selection and Recruitment Section in daily communication with Member States and field missions related to mission-specific United Nations police selection and recruitment.
- Coordinates and ensures the issuance of medical clearances by the UN Medical Services Division for police officers prior to their deployment to field missions; and, monitors and updates the medical tracking mechanism for police personnel. Responsible for managing and participating in Selection Assistance and Assessment Teams (SAAT) visits and the Formed Police Assistance Teams (FPAT) visits; arranging and participating in pre-deployment visits to Member States.

- Works in close collaboration and coordination with other components of the Police Division (Mission Management and Support Section and Strategic Policy and Development Section) and with Standing Police Capacity.
- Engages in data management by utilizing available technology tools such as HERMES.

Competencies:

Professionalism: Ability to identify issues, formulate opinions, present conclusions and offer recommendations. Ability to apply UN human resources rules, regulations, policies and guidelines in work situations and prepare reports or rational with respect to key administrative decisions. Motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations; is conscientious and efficient in meeting commitments, observing deadlines and achieving results. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

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.

Qualification:

Education: Advanced university degree (Master's degree or equivalent) in law, criminal justice, human resources management, police administration, business or public administration, social sciences, education or related area. Graduation from a certified police academy or similar law enforcement training institution is required. A first level university degree in combination with relevant academic qualifications and qualifying experience in police may be accepted in lieu of the advanced university degree.

Experience: A minimum of five years of progressively responsible experience in active national police service with a rank of Major or Chief Inspector, other service equivalent or higher rank, including three years of practical experience in police administration and recruitment is required. Experience in a peacekeeping operation, UNHQ, or similar international organization is desirable. Qualifying years of experience are calculated following the graduation from the police academy or similar law enforcement training institution.

Language: English and French are the working languages of the United Nations Secretariat. For this post advertised, fluency in English (both oral and written) is required. Knowledge of a second official UN language, preferably French, is desirable.

Assessment Method:

Kindly note that you may, as part of the evaluation of your application for this position, be requested to undergo written knowledge-based assessment exercises, which may be followed by a competency-based interview depending on the result of the test.

Special Notice:

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equally qualified female candidates.

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
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2. Birth date (day/month/yr)	3. Place of birth	4. Nationality(ies) at birth	5. Present ationality(ies)	6. Sex
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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"/>		
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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? 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 the United Nations or any of its agencies? YES NO
If answer is "yes", please specify:

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		TO		SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:	
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL	Full time <input type="checkbox"/> Part time <input type="checkbox"/> hours/week:			
NAME OF EMPLOYER:				TYPE OF BUSINESS:			
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:			
				NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:		REASON FOR LEAVING:	
DESCRIPTION OF YOUR DUTIES							
FROM		TO		SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:	
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL	Full time <input type="checkbox"/> Part time <input type="checkbox"/> hours/week:			
NAME OF EMPLOYER:				TYPE OF BUSINESS:			
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:			
				NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:		REASON FOR LEAVING:	
DESCRIPTION OF YOUR DUTIES							
FROM		TO		SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:	
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL	Full time <input type="checkbox"/> Part time <input type="checkbox"/> hours/week:			
NAME OF EMPLOYER:				TYPE OF BUSINESS:			
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:			
				NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:		REASON FOR LEAVING:	
DESCRIPTION OF YOUR DUTIES							

MONTH/YEAR	MONTH/YEAR	STARTING	FINAL		
NAME OF EMPLOYER:				TYPE OF BUSINESS:	
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:	
				NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:	REASON FOR LEAVING:

DESCRIPTION OF YOUR DUTIES

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

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

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

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

FULL NAME	FULL ADDRESS	BUSINESS OR OCCUPATION

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

32. HAVE YOU EVER BEEN ARRESTED, INDICTED, OR SUMMONED INTO COURT AS A DEFENDANT IN A CRIMINAL PROCEEDING, OR CONVICTED, FINED OR IMPRISONED FOR THE VIOLATION OF ANY LAW (excluding minor traffic violations)? YES NO

If "yes", give full particulars of each case in an attached statement.

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

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

DATE (day, month, year)

SIGNATURE:

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

UNITED NATIONS
Employment and Academic Certification

Attachment to Personal History Profile (P11)

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

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 current rank
Branch/Corp/Mustering			
Sub Specialisation/additional qualifications			
Are you currently working for the United Nations? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please explain: _____ _____			

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

	Police Academy (and/or similar law enforcement training institution) - name and address:			RANK OBTAINED: DEGREE OBTAINED:
	NAME of INSTITUTION, PLACE AND COUNTRY. Please give complete address.	ATTENDED:		DEGREES and ACADEMIC DISTINCTIONS OBTAINED
		FROM: Month/Year	TO: Month/Year	
Civilian Degrees				

5. MILITARY AND/OR POLICE TRAINING COURSES/SEMINARS: Related to the post		
Name of Course	Date attended: FROM mm/yy- TO mm/yy	Institution

6. EXPERIENCE IN PEACEKEEPING OPERATIONS: Specify UN or other International Experience, start with your most recent experience and list in reverse order			
Dates FROM mm/yy- TO mm/yy	Mission/ Operation/Location	Position/title (Milob, HQ Staff, Contgt, Adviser, International Police Officer (IPO), Police Adviser, FPU Officer, Professional Post or Above)	Description of duties

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:

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 ofI 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