



No.21023/07/2019-PF-VI
GOVERNMENT OF INDIA
Ministry of Home Affairs
[Police Division-II]

MHA, North Block, New Delhi, 110001

Dated 19th June, 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 :- **Job Opening : MONUSCO- Nomination of candidates for the post Deputy Police Commissioner(P-5) at the United Nations Organization for the Stabilization Mission in DR Congo (MONUSCO)- No. 2019-MONUSCO-49448-DPO**

Sir/Madam,

Police Division, UNHQ through Permanent Mission of India (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 **for the post of Deputy Police Commissioner (P-5) at United Nations organization for Stabilization Mission in DR Congo (MONUSCO)** 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 **DIG/IG for P-5 level** for above post may be **submitted through proper channel** only to this Ministry by **05th 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 and ECA will not be entertained/accepted. It may be ensured that the photographs of the officer applying for the post should be placed on the front side of P-11 form and signature in the last page at relevant place.

5. Personal History Profile (P-11) , EAC and HR certificate along with forwarding/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 through 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



2019 JUN 12 P 2:13

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

002175

DPKO/OROLSI/PD/2019/99

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 United Nations Organization Stabilization Mission in the Democratic Republic of Congo (MONUSCO), for a period of one year. Any further contract extension can be granted on an exceptional basis provided there is a mission mandate requirement and the incumbent displays good performance, dedication, professionalism and the achieved results. The final decision on the extension is subject to approval by the United Nations and concurrence by the national authorities.

Details regarding the post/s for which the Secretariat is seeking qualified applicants are provided in the attached job opening/s No 2019-MONUSCO-49448-DPO. Also attached are the "Application Procedures for Positions in United Nations Police Components in Peacekeeping Operations and Special Political Missions Requiring Official Secondment from National Governments of Member States of the United Nations".

The Secretariat kindly requests the Permanent Mission to submit a **separate application for each nominee for each job opening to the Selection and Recruitment Section/ Police Division/OROLSI/DPO, 1 UN Plaza, 7th floor, room DC1-0726**, 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. In addition, it is strongly recommended that Member States carefully pre-screen their applicants and submit only those candidates meeting all requirements for the position as described in the job opening/s.

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



The Secretariat wishes to inform the Permanent 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 two years and if recommended for deployment, further arrangements will be coordinated with the Permanent Mission in due course.

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

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

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

The Secretariat also recalls that the responsibilities of those personnel who are appointed to serve in United Nations peacekeeping or special political missions are exclusively international in character. They perform their functions under the authority of, and in full compliance with, the instructions of the Secretary-General



of the United Nations and persons acting on his behalf and are duty-bound not to seek or accept instructions in regard to the performance of their duties from any government or from other authorities external to the United Nations. Seconded personnel should carry out their functions in accordance with all applicable regulations, rules and procedures of the Organization.

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

12 June 2019

United



Nations

Job Opening for Position requiring official secondment from national governments of Member States of the United Nations Organization. Appointments are limited to service on posts financed by the support account of peacekeeping operations.

Post title and level	Deputy Police Commissioner, P-5
Organizational Unit	United Nations Organization for the Stabilization in Democratic Republic of Congo, MONUSCO
Duty Station	Goma
Reporting to	MONUSCO Police Commissioner
Duration	12 Month (extendible)
Deadline for applications	12 July 2019
Job Opening number	2019-MONUSCO-49448-DPO

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

RESPONSIBILITIES:

MONUSCO's mandate addresses the immediate challenges facing the country while laying the groundwork for sustainable peace and security. In compliance with the mission mandate and under the supervision and substantive guidance of the Police Commissioner (PC), the Deputy Police Commissioner will be responsible for the operational oversight of the UN Police component's activities related to the Mission mandate implementation including the over-all PNC development and reform agenda, and within the limits of delegated authority, will perform the following duties:

- Advising the Police Commissioner and other UN mission leadership on issues related to the implementation of the mandate of the police component and provides regular reports on key issues and work program implementation.
- Assists the UN Police Commissioner in managing, controlling and directing the UN Police component, as well as assigning specific duties to the UN Police Officers deployed to the mission;
- Provides a direct oversight of all subordinate units within the infrastructure of the UN Police component as may be assigned by the Police Commissioner;
- Coordinate operational details of the UN Police component activities in the mission;
- Manage the integration and coordination of the bilateral projects and support in the overall framework of PNC programs and initiate the development of bilateral activities that support the achievement of PNC capacity building objectives;
- Oversee the management of activities undertaken by the PNC, ensure that programmed activities are carried out in a timely fashion and co-ordinate work in the different areas both within the Police, and with other organizations of the Government and United Nations System as appropriate;
- Through the administrative and support capabilities of the PNC, facilitate the provision of capital infrastructure, personnel, training, vehicles and equipment, communications, systems and policies for the full spectrum of service delivery responsibilities of PNC;
- Participate in international, regional or national meetings and provide programmatic/substantive expertise on an issue or hold programmatic/substantive and organizational discussion as with representatives of other institutions;

- Regularly consult and collaborate with UN agencies, international and national NGOs, judicial offices, correction offices, humanitarian, human rights, bilateral/multilateral donors, members of civil society, and members of the national government on police development and administration requirements relevant to the UN mandate;
- Assist in the development and implementation of the capacity enhancement and overall institutional development plans for the local law enforcement agencies through a wide-ranging consultation process which will engage international and national partners;
- Assessing the needs of the PNC (Congoles National Police) in the areas of responsibility in close coordination with national actors, UN system partners and contribute to the development of bilateral aid/support proposals;
- Contributes to the development and monitoring of the implementation of the Mission Implementation Plan, UN Police CONOPs, SOPs, Guidelines and Policies and ensures that activities of the UN Police are directed towards the achievement of the overall goal of the mission;
- Assist the Police Commissioner in the provision of inputs for the Secretary-General's reports to the Security Council and other documents as they may pertain to law enforcement matters;
- Performing other functions that are consistent with the mandate provided by the Security Council Resolution and may be required by the mission leadership, relating to the management of the UN police component;
- Provide leadership to the police component of the mission during the absence of Police Commissioner and perform any other duties as assigned by the Police Commissioner in fulfilment of the mandate;

COMPETENCIES:

Professionalism: Displays commitment to human rights and the ability to give the necessary prominence to human rights; shows pride in work and achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Strong negotiation and conflict-resolution skills. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Client orientation: Establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress and setbacks in projects; meets time line for delivery of products or services to clients.

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.

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.

Judgement/Decision-making: Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; proposes a course of action or makes a recommendation based on available information; checks assumptions against facts; determines that the actions proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary.

QUALIFICATIONS:

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

Work Experience: A minimum of 10 years (12 years in absence of advanced degree) of progressive and active policing service/experience both at the field and national police headquarters level including 7 years of active police experience at senior policy making level, with extensive strategic planning and management experience in areas such as operations, human and financial resources, crime management, police administration and, police training and development; practical command level experience of running a department or a region or state level police units, Highly developed advisory, coaching/mentoring skills, well-developed consultation, effective negotiation and written communication skills; in-depth planning (strategic and operational) and organizational skills especially working in a multicultural environment. Previous UN or international experience is an advantage.

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

Languages: English and French are the working languages of the UN. For the post advertised, fluency in oral and written French and English is required.

Preference will be given to equally qualified women candidates.

Date of Issuance: 4 June 2019

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

In accordance with the new Policy on Human Rights Screening of UN Personnel, all individuals who seek to serve with the United Nations are requested to make "self-attestation" that s/he has not committed any serious criminal offences and has not been involved in violations of international human rights or international humanitarian law. The exact wording of the self-attestation is outlined in para. 5.2 of the above mentioned Policy. The final decision on the selection of an individual to serve with the United Nations will also be subject to human rights screening.

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***

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. Birth date (day/month/yr)	3. Place of birth		4. Nationality(ies) at birth	5. Present ationality(ies)	6. Sex			
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"/>						
10. <i>Entry into United Nations service might require assignment to any area of the world in which the United Nations might have responsibilities.</i> (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 <input type="checkbox"/> NO <input type="checkbox"/> 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 <input type="checkbox"/> NO <input type="checkbox"/> If answer is "yes", which country?								
17. Have you taken any legal steps towards changing your present nationality? YES <input type="checkbox"/> NO <input type="checkbox"/> If answer is "yes", explain fully:								
18. Are any of your relatives employed by the United Nations or any of its agencies? YES <input type="checkbox"/> NO <input type="checkbox"/> 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 <input type="checkbox"/> NO <input type="checkbox"/>				21. Have you previously submitted an application for employment and/or undergone any tests with U.N.? YES <input type="checkbox"/> NO <input type="checkbox"/> 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						List all specific computer programmes you use (i.e. excel, access).		
	English	French	Other languages					
Typing								
Shorthand								

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	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 :

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:		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	Full time <input type="checkbox"/> Part time <input type="checkbox"/> hours/week:	
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	Full time <input type="checkbox"/> Part time <input type="checkbox"/> hours/week:	
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: 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:	Job Opening Number:
1.	
2.	
3.	
...	

3. MILITARY SERVICE HISTORY / POLICE SERVICE HISTORY			
Date of Commission (for military officers) or date of enlistment/entry to service (for police officers):			
Current rank	Date Last Promoted	Date eligible for promotion to next rank	Projected Retirement date from 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	<u>Military Academy</u> (and/or similar military officer institution) - name and address:			RANK OBTAINED: DEGREE OBTAINED:
	<u>Command and Staff College</u> (and/or similar military officers institutions) - name and address:			RANK OBTAINED: DEGREE OBTAINED:

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

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

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

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

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

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

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

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

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

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

Additional Comments:

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