



No.21023/22/2018-PMA
GOVERNMENT OF INDIA
Ministry of Home Affairs
[Police Division-II]
PMA Cell

MHA, North Block,
New Delhi, 110001

Dated 27 September, 2018

- To :
1. The Chief Secretaries and DsG (P)s of all States / UTs
 2. Directors - IB/CBI/SVPNPA/SPG/NEPA/NICFS/CFSL/ DCPW
 3. DsG - BSF/CRPF/ITBP/CISF/NSG/RPF/BPR&D/SSB
/NCB/NIA/Assam Rifles (Through LOAR)
 4. Commissioner of Police Delhi.

Subject :- **Job Opening : Police Chief of Operations (P-4) in the United Nations Missions in the Republic of South Sudan (UNMISS)- JOB Opening No- 2018-UNMISS-.090898-DPKO)**

Sir/Madam,

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

2. The job description along with the requisite eligibility criteria/qualifications of **Police Chief of Operations (P-4) in the United Nations Missions in the Republic of South Sudan (UNMISS)** are enclosed/attached with this letter for needful reference. **It is strongly recommended to nominate those candidates meeting all requirements for the positions/posts as described in Job descriptions.**

3. Therefore, It is requested that nomination of **eligible and willing officers** of the rank of **SP/DIG** for above post may be submitted through proper channel only to this Ministry by **20th October, 2018** along with the following documents (**all mandatory**) 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.

ii. Personal details as per **Annexure-I**.

iii. **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.

5. Personal History Profile (P-11) , EAC, and HR certificate along with forwarding letter of each nominated candidate are required to be submitted in separate files (PDF **format** only) through E-mail at sopma@gov.in before the deadline.

6. It may please be ensured that the nominees are **clear from Vigilance angle and Necessary Cadre Clearance (for all Officers) from MHA/State Government/CAPFs/any other lending organization must be forwarded with nomination.**(without cadre clearance and NOC from parent cadre, nominations will not be entertained).

7. **No direct application will be entertained.** Applications through proper channel only i.e. through Home Department(State) and approval of Head of Organization will be entertained. Applications received after the deadline specified will not be accepted.

8. Concerned authorities may please ensure and advice their officers not to make any direct queries with this ministry.

Yours Faithfully


(Harish Chandra Rai)

Under Secretary to the Government of India

-☎: 23092527

PMA cell- : 23093443

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) and 'what's new'.
2. DS(UNP)-BA, MEA, JNB (2029), New Delhi



(Sushil Kumar)

Section Officer (PMA Cell)

PMA cell- : 23093443

United Nations



*Job Opening for Position requiring official secondment
from national governments of Member States of the United Nations Organization*

| | |
|----------------------------------|--|
| Post title and level | <u>Police Chief of Operations, P-4</u> |
| Organizational Unit | United Nations Mission in the Republic of South Sudan |
| Duty Station | Juba |
| Reporting to | Deputy Police Commissioner |
| Duration | 12 Month (extendible) |
| Deadline for applications | 26 October 2018 |
| Job opening number | 2018-UNMISS-90898-DPKO |

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

RESPONSIBILITIES

In compliance with the mission mandate and under the supervision and substantive guidance of the Deputy Police Commissioner (DPC), the Police Chief of Operations will be responsible for, but not limited to, the performance of the following duties:

- Line management and supervision of the Formed Police Unit (FPU) Coordinator in support of Protection of Civilians activities and Mission needs; ensuring the appropriate deployment of FPUs across South Sudan in support of the mission and effective delivery of services and duties by the FPUs in support of the mandate implementation; and liaison with the UNMISS Military Component on operational coordination and security support;
- Ensuring the operational effectiveness and efficiency of all UNPOL reporting and mission operations reporting including UNPOL Tactical Operations Centre (TOC) and integrated Joint Operations Centre (JOC), State Operations Centres (SOCs), Joint Logistics Operations Centre (JLOC), Joint Mission Assessment Centre (JMAC) and any other mission reporting, monitoring or analysis centre requiring integration with or support from UNPOL;
- Overseeing, supervising, coordinating, monitoring, accountability and time on duty accountability for all UNPOL assigned to the above sections, and ensuring all assigned personnel perform effectively and in the best interest of UNPOL;
- Management and monitoring of all Liaison Officers allocated to the above; ensuring and reinforcing their affiliations and work-related support to the needs of UNPOL;
- Management and monitoring of staff allocated as Liaison Officers within the SSNPS Emergency Call Centre known as '777' in accordance with the revised Mandate 2187 and within approved UNPOL CONOPS;
- Effective delivery of services and duties by the units in support of mandate implementation, liaison with the UNMISS Military Component on operational coordination and security support;

- Develop strong working relationships with internal and external partners linked to operational tasking and coordination, including United Nations Department of Safety and Security, Force, United Nations Country Teams, Non-Government Organisations, the South Sudanese National Police Service and others as necessary;
- Monitoring and assessing all mandated UN Police operations in the mission area and ensuring there is accurate documentation and timely reporting of all operations and accountability measures;
- Ensure the sharing of information related to the security environment in the mission area, and specifically, in regard to ongoing UNPOL operations;
- Liaising with all concerned parties concerning monitoring, documentation and reporting of all operational matters;
- Providing accurate reports, analysis, and statistics on significant operational issues of interest as needed by the Mission;
- Answering to the Deputy Police Commissioner on mandated tasks, goals and objectives;
- Maintaining close cooperation with counterparts in the JOC and JMAC, including Civilian, UN Security and Military components;
- Developing and monitoring compliance with Standard Operating Procedures (SOP) and Directives relating to critical incident response, evacuation, and emergency procedures, including the regular testing and exercising of such plans;
- Perform any other duties and assume other responsibilities as may be directed by the UNMISS Police Commissioner through the established chain of command.

COMPETENCIES

- **Professionalism:** Shows pride in work and achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work. Displays commitment to human rights and the ability to give the necessary prominence to human rights. Knowledge and understanding of theories, concepts and approaches relevant to democratic policing, law enforcement, public order policing, experience in planning, development and implementation of policing guidance, operational orders; ability to apply technical expertise to resolve police related issues and challenges; strong organizational skills and a demonstrated ability to establish priorities and to plan, coordinate, and monitor the work of others.
- **Planning and organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way

communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed. Excellent report writing skills.

- **Teamwork:** Ability to establish and maintain effective working relations with people of different national, linguistic and cultural backgrounds with sensitivity and respect for diversity. Willingness to solicit inputs and learn from others, to place team agenda before personal agenda. Willingness to share credit for team accomplishments and joint responsibility for team shortcomings.

QUALIFICATIONS:

Education: Advanced university degree (Masters 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. Specialized training in the area of incumbent's responsibility (operations, reform, administration, training etc.) is highly desirable. Graduation from a certified Police Academy or other national or international Law Enforcement Training Institution is required.

Work Experience: A minimum of 7 years (9 years in absence of advanced degree) of progressively relevant and active policing service/experience in a national or international law enforcement agency at the field and/or national police headquarters level - required; 5 years of active police experience at policy making level with strategic planning and management experience in one or few of the following areas: police operations, human and financial resources management, crime management, police administration, police training and development, change management (particularly in law enforcement), reform and restructuring or related field - required; practical direct experience in commanding a regional or a state level police units - highly desirable. Previous UN or international experience is an advantage.

Rank: Superintendent of Police, Lieutenant 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 English is required. Knowledge of a second official UN language is an advantage.

Preference will be given to equally qualified women candidates.
Date of Issuance: 17 September 2018

<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 PROFORMA

Recent passport
size photograph

1. Name of Post applied.
2. Job opening number
3. Name of the Officer
4. Designation/Rank/organization and Pay scale/pay band with present place of posting.
5. In the case of officers of deputation with other organization.
 - (a) Name of Parent organization.
 - (b) Name of organization presently employed.
 - (c) Date of deputation
 - (d) Expected date of repatriation to parent cadre/organization.
6. Date of Birth
7. Education/Qualification
8. Date of Joining Police Service and date of superannuation
9. Service/Cadre/Batch:
10. Previous UN experience
 - Telephone No.
 - a. Office
 - b. Residence
 - c. Mobile No(mandatory)
 - d. Fax No.
 - e. E-mail id(mandatory)
11. Present Job Profile:-
12. NOC from parent cadre (if on deputation) mandatory:- Yes/NO/Not applicable

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

(Signature of the applicant)

HR CERTIFICATE

(8)
(7)

It is certified that _____ was neither convicted nor currently under investigation or being prosecuted for any criminal offence including violation of International Human Rights Law and International Humanitarian Law. It is also to certify that Government/Org. of(concerned state/Org,) is aware that there is no allegation against him/her as such and he/she has not committed or even involved, by act or omission, the commission of any act that may amount of violations of International Human Rights Law and International Humanitarian Law.

To be signed by an officer
Not below the rank of DIG/Director

9

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".

4. 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 | | | |

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

10

| | 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 |
|----------------------------|-----------------------------|--|-----------------------|
| | | | |
| | | | |
| | | | |

(11)

7. COMMAND EXPERIENCE (at Battalion/equivalent level or above when applying for position at the P5 level and above):

Start with your most recent experience and list in reverse order

| Dates FROM mm/yy- TO mm/yy | Unit level: Company/ Battalion/ Brigade/ Division or equivalent. Police Command Experience | Unit/Position/Org | Significant Unit Activities |
|----------------------------------|--|-------------------|-----------------------------|
| | | | |
| | | | |
| | | | |

8. SIGNIFICANT EXPERIENCE RELATED TO THE FUNCTIONS OF THE POST/S YOU ARE APPLYING:

Start with your most recent experience and list in reverse order

| Dates FROM mm/yy- TO mm/yy | Position/Org | Operation/Activity |
|----------------------------------|--------------|--------------------|
| | | |
| | | |
| | | |

9. INTERNATIONAL EXPOSURE OTHER THAN PEACEKEEPING OPERATIONS:

Start with your most recent experience and list in reverse order

| Date: FROM mm/yy- TO mm/yy | Position/Org | Function/Activity |
|----------------------------------|--------------|-------------------|
| | | |
| | | |
| | | |

10. Additional Comments:

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.

II. 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

14

INSTRUCTIONS

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



Do not Write in This Space

PERSONAL HISTORY

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

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 <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 | | | | |

15

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

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

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

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

29. ARE YOU NOW OR HAVE YOU EVER BEEN A CIVIL SERVANT IN YOUR GOVERNMENT'S EMPLOY? YES NO

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.

19