



No.21023/19/2017-PMA{UN}
GOVERNMENT OF INDIA
Ministry of Home Affairs
[Police Division-II]
PMA Cell

Room No. 14, North Block,
 New Delhi, 110001

Dated the 17th July, 2017

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

**Subject :- UNHQ, Phase-1 of 2017 Military/Police Secondment
 Campaign (03 Job Openings)**

PMI to UN has sought the nominations for the following job opening (Police Officers) as part of Phase- 1 2017 Military/Police Secondment Campaign have been sought by the UNHQ:-

S/ No.	Title	Vacancies	Job Opening No.
01	Police Recruitment Officer (P-4)	02	DPKO/SEC1701/P-4/11
02	Police Planning Officer (P-4)	01	DPKO/SEC1701/P-4/12
03	Police Office (P-3)	02	DPKO/SEC1701/P-3/13

(b) Police Recruitment Officer, P-4

Job title : **Police Recruitment Officer, P-4**
 Number of Post : 02
 Level of Post : P-4 (SP/DIG)
 Department/office : OROLSI/Police Division/Selection and Recruitment Section
 Location : New York
 Job Opening number : DPKO/SEC1701/P-4/11

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. A first level university degree with a combination of relevant academic qualifications and extensive experience in law enforcement/organization training may be accepted in lieu of the advanced university degree. Graduation from a certified police academy or other law enforcement training institution is required.

Experience: A minimum of seven years of progressively responsible experience in an active national police service with a current rank of at Superintendent or Lt. Colonel, other service equivalent or higher rank including three years of practical experience in police personnel administration and recruitment is required. Peacekeeping or other international experience in the UN or other organizations 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 language 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.

(a) Police Planning Officer, P-4 (DPKO/SEC1701/P-4/12),

Job title	:	Police Planning Officer, P-4
Number of Post	:	01
Level of Post	:	P-4 (SP/DIG)
Department/office	:	OROLSI/Police Division/Strategic Policy and Development Section
Job Opening number	:	DPKO/SEC1701/P-4/12
Location	:	New York

Qualification:

Education: Advanced university degree (Master's Degree or equivalent) in the field of Police Science, criminal justice, law, or other 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 police academy or similar law enforcement training institution is required.

Experience: A minimum of 07 years of progressively responsible experience in active police, law enforcement, or other related policy/criminal justice work with the

rank of Superintendent, Lt. Colonel or, other service equivalent or higher rank, including at least three years of experience in police planning, or policy-making is required.. Qualifying years of experience are calculated following the graduation from the national police academy or similar law enforcement institution. Experience in UN peacekeeping, UNHQ, or similar international organization is desirable

Language: English and French are the working language 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.

Police Officer, P-3

Job title : **Police Officer, P-3**
 Number of Post : 02
 Level of Post : P-3 (DySP/SP)
 Department/office : OROLSI/Police Division/Mission Management Section
 Job Opening number : DPKO/SEC1701/P-3/13
 Location : New York

Qualification:

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

Experience: A minimum of seven years of progressively responsible experience in an active national police service with a current rank rquivalent 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.

Language: English and French are the working language 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.


Preference will be given to equally qualified women candidates

2. It is requested that nomination of **eligible and willing officer** of the rank of **SP/DIG for (P-4) level post** and **DySP/SP for {P-3} level post** may be submitted to this Ministry by **10th September , 2017** alongwith the following documents duly completed in all respect:-

- i. United Nations Personal History Profile (PHP) form (P.11) duly completed and signed by the nominated candidate.
- ii. United Nations **Employment and Academic Certification** [attachment to personal history profile (P-11)] Form **duly completed and signed by** the nominated candidate as well as the relevant local authority.

Note: - On scrutiny of nominations received, it has been observed that the EAC is 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.

- iii. Personal details as per Annexure-I.
 - iv. **Human Rights certificate must be included**(proforma enclosed).**Mandatory**
3. The nominated officers may be advised to send the above document as per the format enclosed **through electronic mail at e-mail address** at uspma@nic.in. **(Mandatory) in pdf format only.**
4. **No modified format other than the specimen enclosed duly typed will be entertained/accepted as it invites lot of observations from UN HQ (UNDPKO) while finalizing the nominations.** Hand written PHP/EAC will not be entertained/accepted. It may be ensured that the photographs of the officer applying for the post should be placed on the front side of P-11 form and signature in the last page at relevant place.
5. 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).
6. No direct application will be entertained.


17/7/12

(Raman Kumar)

Under Secretary to the Government of India

☎: 23094009

☎: 23094009

✉: uspma@nic.in

Copy to

Commissioner of Police .
Mumbai, Kolkatta, Chennai and Bangalore.

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

1. SO (IT), MHA - With the request to upload the above communication on MHA website (Police Division-II(secondment vacany) and 'what's new'.



(Raman Kumar)

Under Secretary to the Government of India

☎: 23094009

☎: 23094009

✉: uspma@nic.in

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

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

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 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. ()
--	--	---------------------------------	---------------------------

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"/>

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	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

[Empty space for description of duties]

FROM		TO		SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL	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

[Empty space for description of duties]

FROM		TO		SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL	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

[Empty space for description of 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				

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 <u>from current rank</u>
Branch/Corp/Mustering			
Sub Specialisation/additional qualifications			

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

I further certify that the nominated candidate has never been convicted of, or is not currently under investigation or being prosecuted for, any criminal or disciplinary offence, or any violations of international human rights law, civil action or disciplinary offence.

The Government of is not aware of any allegations against the nominated candidate that she/he has committed or been involved, by act or omission, in the commission of any acts that may amount to violations of international human rights law or international humanitarian law. In the case of the nominee who has been investigated for, charged with or prosecuted for any criminal offence, with the exception of minor traffic violations (driving while intoxicated or dangerous or careless driving are not considered minor traffic violations for this purpose), but was not convicted, the Government is requested to provide information regarding the investigation(s) or prosecutions concerned.

Date..... Official Stamp

PLEASE NOTE:
An incomplete or unsigned form will not be accepted

United Nations  Nations Unies

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

REFERENCE: SEC17001/Launch

The Secretariat of the United Nations presents its compliments to the Permanent Mission of India to the United Nations and has the honour to refer to the requirement for the services of Military and Police Officers in active service. In this regard, the Department of Peacekeeping Operations (DPKO) and the Department of Field Support (DFS) are seeking the nomination of candidates for appointment on secondment to specific positions in the Secretariat of the United Nations, for an initial period of two years with a possibility of extension in that position for a third year. In exceptional circumstances, the secondment to that position may be extended for a fourth year, but not longer. There are 25 posts available through the issuance of 16 Job Openings. The Job Openings are posted for a period of 90 days effective 7 July 2017. The closing date for all Job Openings will be 5 October 2017.

The nomination procedures together with all forms to be completed are included in this package. It is kindly requested that all documentation be submitted to Ms. Giorgia Dario-Paolucci, Executive Office DPKO/DFS, One UN Plaza, DC1-1089, Phone: (212) 963-5663.

Nomination can also be sent electronically to the following email address:

dpko-dfs-secondmentrecruitment@un.org

Applications received after the deadline specified on the Job Opening will not be accepted.

In as much as the posts require the expertise of military and police officers in active service, the Permanent Mission of India is kindly requested to confirm that selected candidates will be released, in a timely manner, from their national military and police service obligations for service with the United Nations. The Permanent Mission of India is also requested to ensure that the rank of each candidate submitted is clearly indicated on the application.

In addition, it is strongly recommended that the Permanent Mission of India carefully submits only those candidates meeting all requirements for the position as described in the Job Opening.

The United Nations Secretariat would like to inform the Permanent Mission of India that in an effort to streamline and expedite the procedures of recruiting seconded officers, candidates approved for placement in the roster may be selected for positions with similar functions (same functional title and level), without a new Job Opening being issued. Candidates shall be retained in the roster for a period of one year after the first day of the month following the selection decision by the Head of Department.

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

The United Nations Secretariat would like to avail of this opportunity to inform Permanent Mission of India to United Nations that staff members are subject to the authority of the Secretary-General and thereby are subject to the United Nations Staff Regulations and Staff Rules. In this context your attention is drawn to Staff Regulation 1.2 (j), whereby "[n]o staff member shall accept any honour, decoration, favour, gift or remuneration from any Government".

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

The Permanent Mission of India is encouraged to nominate qualified women candidates.

This request is being transmitted to all Member States.

The Secretariat expresses its appreciation to the Permanent Mission of India to the United Nations for its cooperation in this project.



Posts:	2
Job Title:	Police Recruitment Officer, P-4
Department/Office:	OROLSI/Police Division/Selection and Recruitment Section
Location:	NEW YORK
Posting Period:	07/07/2017 - 05/10/2017
Job Opening number:	DPKO/SEC1701/P-4/11

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

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. The incumbent will be 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 the Department of Field Support, Member States and Police-Contributing Countries (PCCs) on all matters related to deployment, extension and rotation of police personnel.
- 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 in daily communication with Member States and field missions related to mission-specific United Nations police selection and recruitment.
- Conducts substantive vetting of candidates to assess their suitability by analysing curricula vitae, screening of candidates and conducting interviews by phone or video-teleconference.
- 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.;
- Intensifies engagement with francophone organizations and countries; ensures compliance with UN recruitment policies and guidelines, including gender balance initiatives; projects and monitors rotation plans of police personnel; maintains and interprets statistical data on police personnel serving in field missions and contributions by Police Contributing Countries.
- 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.
- 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) and the Formed Police Unit Assistance Teams (FPAT); arranging and participating in pre-deployment visits to Member States.

Competencies:

Professionalism: Ability to identify issues, formulate opinions, present conclusions and offer recommendations. Ability to apply UN HR 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 may be accepted in lieu of the advanced university degree.

Experience: A minimum of seven years of progressively responsible experience in active national police service with a rank of Superintendent or Lt. Colonel, other service equivalent or higher rank, including three years of practical experience in police personnel administration and recruitment 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.

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.

Assesment 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.



Job Title:	Police Planning Officer, P-4
Department/Office:	OROLSI/Police Division/Strategic Policy and Development Section
Location:	NEW YORK
Posting Period:	07/07/2017 - 05/10/2017
Job Opening number:	DPKO/SEC1701/P-4/12

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

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 DPKO and DFS, 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 other 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.



Posts:	2
Job Title:	Police Officer, P-3
Department/Office:	OROLSI/Police Division/Mission Management Section
Location:	NEW YORK
Posting Period:	07/07/2017 - 05/10/2017
Job Opening number:	DPKO/SEC1701/P-3/13

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

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, Office of Operations (especially Integrated Operational Teams), Department of Field Support, 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 other relevant field. A first level university degree with a combination of relevant academic qualifications and sufficient experience in police and peacekeeping 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.

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.

Assesment 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.