### **Most Immediate/Email**



### GOVERNMENT OF INDIA Ministry of Home Affairs [Police Division-II] PMA Cell

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

To

- 1. The Chief Secretaries and DsG (P)s of all States / UTs
- 2. Directors IB/CBI/SVP PA/SPG/NEPA/NICFS/CFSL/DCPW/NCRB.
- 3. DsG BSF/CRPF/ITBF/CISF/NSG/RPF/BPR&D/SSB /NCB/NIA/Assam Rifles (Through LOAR)
- 4. Commissioner of Police Delhi.
- 5. JS(CS-Division), MHA

### No. 21023/42/2016-PMA

Dated, the

October, 2016.

PMI to UN vide their E/Fax No.133 dated 12<sup>th</sup> October, 2016 has sought nomination Prison Engineering/Architecture Advisor to the United Nations Stabilization Mission in the DR Congo (MONUSCO), for a period of 01 Year(extendible).

Number of Post

Not mentioned

Title/Level of Post

Prison Engineering/Architecture Advisor

Organization

MONUSCO

Duration

12 Month (extendible)

Date of submission of nomination to PMI to UN --- 27th October, 2016

#### Qualifications

Education: A University degree in structural engineering or architecture is required.

Work Experience: At least 03 years of progressively responsible work experience in designing and /or implementing infrastructure rehabilitation programs within prison systems as well as in project management. Significant management experience is highly desirable. Experience in policy development and strategic planning is a distinct advantage. International experience in

development work, preferably in the region, is desirable. Prior experience within the United Nations system or in another international organization is an asset.

Language: Fluency in written and spoke French is required. Fluency in English with strong Swahili could be accepted in lieu of French. Knowledge of another local language could be an added advantage.

Other Skills: Proficiency in the use of computers, driving license and ability to drive a 4\*4 vehicle are required. All officers are required to pass a United Nations driving test at the beginning of their deployment and will be repatriated if they fail to do so.

### Preference will be given to equally qualified women candidates.

- 2. It is requested that nomination of Eligible and willing police officers(structural engineering or architecture background) in the rank of DSP/SP level from State Governments/UTs/CAPFs/CPOs and other organization for the above mentioned post by 25<sup>th</sup> October, 2016 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 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. Human Rights certificate must be included.(Mandatory)
  - iv. Personal details as perAnnexure-I.
- 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 <a href="mailto:uspma@nic.in">uspma@nic.in</a>.
- 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.
- 6. No direct application will be entertained.

(Raman Kumar)

Under Secretary to the Government of India

**23094009** 

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<sup>™</sup>:uspma@nic.in

### Copy to

Commissioner of Police . It is requested to forward the Mumbai, Kolkatta, Chennai and Bangalore. It is requested to forward the nominations of eligible and willing 1. Commissioner of Police .

officers though State Government

2. SO (IT), MHA - With the request to upload the above communication on MHA website including 'what's new'.

(Raman Kumar)

Under Secretary to the Government of India

**?:23094009** 

**23094009** 

:uspma@nic.in





TEL.: 1 (212) 963 4254 · PAX: 1 (212) 963.4879

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The Secretariat of the United Nations presents its compliments to the Permanent Missions of Member States to the United Nations and has the honour to invite their Governments to nominate corrections/prison experts for service as Corrections Officers (Prison Engineering/Architecture Advisor) with the United Nations Stabilization Mission in the Democratic Republic of the Congo (MONUSCO) as government-provided personnel.

The Secretariat invites the Governments of Member States to submit completed official United Nations Personal History Forms for government-provided corrections personnel in respect of their nominated candidates, and to certify that the nominees meet the minimum requirements as set forth in the attached terms of reference. The nomination of female candidates is strongly encouraged. Candidates who are ultimately selected will be expected to serve for an initial period of 12 months from the time of their deployment.

The Secretarial kindly requests Member States to forward their nominations by electronic mail to Mr. Viktor lovev (jovev@un.org) with copy to jcs-secondment@un.org by 27 October 2016, referring to this note verbale and indicating for which job description the candidate(s) is nominated. The Secretariat will also accept nominations after this deadline, on a rolling basis. As nominated personnel may also be considered for service with other United Nations peace operations with similar requirements, the Secretarial would also be grateful if the nominating Government would indicate in the relevant submission as to whether it agrees to the candidate being considered for service in other United Nations peace operations.

The Secretariat wishes to outline that it is the responsibility of the nominating Government to ensure that each candidate it nominates has not been convicted of, or is not currently under investigation or being prosecuted for, any criminal offence, or any violation of international human rights law or international humanitarian law. In the case of nominees who have been investigated for, charged with or prosecuted for any criminal offence but were not convicted, the nominating Government is requested to provide information regarding the investigation(s) or prosecution(s) concerned. The nominating 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.

Annexes enclosed

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The Secretariat recalls that the responsibilities of personnel who are engaged to serve in United Nations peace operations are exclusively international in character. Such personnel are to 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 required not to seek or accept instructions in regard to the performance of their duties from any government or from any other authority external to the United Nations. While serving with the United Nations, such personnel will enjoy the legal status of "experts on mission" in accordance with Article VI of the 1946 Convention on the Privileges and Immunities of the United Nations.

The "Standard Operating Procedures for Government-Provided Corrections Personnel on Assignment with United Nations Peacekeeping Operations and Special Political Missions", dated 15 April 2014, reference 2014.07, shall be applicable to government-provided corrections personnel. The Secretariat recalls that it is the Government's responsibility to make copies of this document available to government-provided corrections personnel prior to their deployment.

The Secretariat further recalls that any government-provided personnel may be repatriated in line with the aforementioned Standard Operating Procedures. In the case of repatriation due to disciplinary grounds, for failing to meet or dishonesty in regards to meeting minimum requirements for service in the Mission, for personal reasons upon request of the individual, or upon request of the contributing Member State, the contributing Member State will be responsible for all travel-related expenses.

The Justice and Corrections Service, Office of Rule of Law and Security Institutions, Department of Peacekeeping Operations, is the designated focal point for all issues related to the selection, recruitment, deployment, rotation, transfer and repatriation of those personnel.

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





### October 2016

Title: Status:

Prison Engineering/Architecture Advisor

Organizational Unit:

Expert on Mission (government-provided personnel)

**Duty Station:** 

United Nations Stabilization Mission in the DR Congo (MONUSCO)

Report to:

Within the Mission area according to operational requirements Head of Corrections Component and JCS Coordinator in the region

of deployment

Duration:

12 months (extendable)

Estimated Start Date:

As soon as possible

#### Background:

Security Council Resolution 2277 (2016) paragraph 29 outlines the MONUSCO strategic priorities, including to contribute to the objective of stabilization through the establishment of functional, professional, and accountable state institutions, particularly judicial and security institutions. The Mission also provides support to the creation of an environment conducive to peaceful, credible and timely elections as envisaged by the constitution thus reducing the risk of instability while facilitating an open political space, and the promotion and protection of human rights. Within this context, MONUSCO corrections experts provide advisory and mentoring support to relevant national institutions, particularly the military and civilian prison administration, towards establishing and managing safe, secure and humane prisons, while concurrently contributing to the wider security, stability and to prison reform efforts.

#### Accountability:

Based at mission Headquarters or in field locations and/or co-located with national corrections personnel, the officer will provide technical advice and mentoring support to national counterparts on planning, designing and implementing the construction, rehabilitation and re-design of prison infrastructures. Within limits of delegated authority, the officer will be responsible for the following duties:

- Provide advice and guidance to national prison personnel about reforming and strengthening the corrections system, in particular im issues related to the development, rehabilitation and re-designing of prison infrastructure.
- Contribute towards the development of guidance material on the design of prison infrastructure, including sample blueprints and construction plans, and on the management of infrastructure rehabilitation projects.
- Design and manage the implementation of construction and infrastructure rehabilitation projects, comprising of security structures (guard post and changing room, search room, visiting room, watch tower and security post, perimeter wall, sentry, etc.), disciplinary cells, recreation and playground, workshop, multipurpose hall, ablution and sanitation facilities, passage and water point, taking into consideration prison security concerns notably the proper separation of inmates.
- Conduct needs assessments and assist national stakeholders in the development of plans for sustainable prison infrastructure rehabilitation, including costing estimates and feasibility studies.
- Assist in the development of proposals for prison infrastructure construction and rehabilitation projects (especially Quick Impact Projects) and coordinating with potential donors.
- Provide mentoring and facilitate effective knowledge transfer to national prison personnel on the design and implementation of infrastructure rehabilitation projects.
- Coordinate construction and rehabilitation of prison infrastructural projects and monitor their execution in the field in collaboration with relevant government departments and other international and national stakeholders, including other mission components, United Nations agencies, funds and programmes and national and international non-governmental organizations (NGOs).

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Perform other functions as appropriately requested by the Head of the corrections component and/or JCS Regional Coordinator and consistent with the mission mandate.

### Partnerships:

Establish and maintain contacts and effective relations with relevant government officials, national prison professionals, national engineering training institutions, academia, appropriate ministries, and bilateral/multilateral donors concerned with strengthening corrections infrastructure.

Regularly consult and collaborate with other mission components, United Nations agencies, funds and programmes, international and national NGOs, bilateral/multilateral donors to support prison

infrastructure rehabilitation initiatives;

Maintain contact with the United Nations Peace Building Support Office on the development and implementation of projects financed by the Peace Building Fund.

### Competencies:

Professionalism - Demonstrated in-depth understanding of prison system issues, in particular with regard to prison infrastructure, knowledge of security and relevant international human rights standards within the prison context, and capacity to adopt a strategic approach to the development of a prison system; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of peace operations. Knowledge in local construction techniques is desirable.

Client Orientation - Ability to work effectively with a wide range of national and international entities and partners to identify clients' needs and develop appropriate solutions; ability to establish and maintain productive partnerships with wide range of partners; ability to effectively transfer knowledge to clients

with a distinct educational and cultural background.

Planning and Organizing - Demonstrated ability to establish priorities and to plan, coordinate and

monitor own work plan and those under his/her supervision.

Communication - Proven and sustained communication (verbal and written) skills, including ability to prepare comprehensive reports and conduct presentations by clearly formulating positions when faced with diverse issues, articulating options concisely conveying necessary information, making and defending recommendations; well-developed negotiation and consultation skills is necessary.

#### Qualifications:

Education:

A university degree in structural engineering or architecture is required.

Experience:

At least 3 years of progressively responsible work experience in designing and/or implementing infrastructure rehabilitation programs within prison systems as well as in project management. Significant management experience is highly desirable. Experience in policy development and strategic planning is a distinct advantage, International experience in development work, preferably in the region, is desirable. Prior experience within the United Nations system or in another international organization is an asset.

Language:

Fluency in written and spoken French is required; Fluency in English with strong Swahili could be accepted in lieu of French. Knowledge of another local language

could be an added advantage.

Other Skills:

Proficiency in the use of computers, driving license and ability to drive a 4x4 vehicle are required. All officers are required to pass a United Nations driving test at the beginning of their deployment and will be repatriated if they fail to do so.

In accordance with the Policy on Human Rights Screening of UN Personnel, all individuals who seek to serve with the UN are requested to make "solf-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 UN will also be subject to human rights screening.

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## H R CERTIFICATE

It is certified that	was neither convicted nor currently under
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To be signed by an officer Not below the rank of DIG/Director

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# UNITED NATIONS



### Employment and Academic Certification Attachment to Personal History Profile (PII)

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### TO BE COMPLETED BY THE RELEVANT LOCAL AUTHORITY: and cortify 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 nominated candidate that she/he has committed or been involved, by act of omission, in the commission of any ts not aware of any allegations against the 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 correless 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. Official Stamp

# EMPLOYMENT RECORD - SUPPLEMENTARY SHEET



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## EMPLOYMENT RECORD - SUPPLEMENTARY SHEET

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### **Annexure**

# BIO-DATA PROFORMA

Recent passport size photograph

- Name of Post applied.
- 2. Job opening number
- 3. Name of the Officer
- 4. Designation/Rank/organisation 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

(IPS-Cadre & Year/If Non-IPS, the entry level)

- 9. Service/Cadre/Batch
- 10. Present Designation/Rank in Indian Police/CAPFs i.e. Dy SP/ASP/SP/SSP/DIG/IsG/Addl DG/Spl DG/DG and specifying the level i.e. P-3,4,P-5, D-1 and D-2.
- 11. Specify the ranks equal to Police organization where the designations indicated as Assistant Director, Joint Dy Director, Deputy Director, Spl Director & Director, etc.
- 12. Pay Scale with Grade Pay
- 13. Educational Qualification
- 14. Previous UN experience

#### Telephone No.

- a. Office
- b. Residence
- c. Mobile No
- d. Fax No.
- e. E-mail id

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

(Signature of the applicant)