

No.21023/02/2017-PMA{UN} **GOVERNMENT OF INDIA**

Ministry of Home Affairs [Police Division-II] **PMA Cell**

Room No. 14, North Block, New Delhi, 110001 Dated the g January, 2017

From:

MHA, New Delhi

To

- The Chief Secretaries and DsG (P)s of all States / UTs
- Directors IB/CBI/SVP PA/SPG/NEPA/NICFS/CFSL/ 2.

DCPW/NCRB.

- DsG BSF/CRPF/ITBP/CISF/NSG/RPF/BPR&D/SSB 3. /NCB/NIA/Assam Rifles (Through LOAR)
- Commissioner of Police Delhi. 4.

Subject :- Job Opening : Police Reform and restructuring coordinator (P-4) to the United Nations Organization Stabilization Mission in the DR Congo

(Job Opening: 2017-MONUSCO-78800-DPKO)

UNDKO through PMI to UN has sought the nomination of Police Reform and restructuring coordinator (P-4) to the United Nations Organization Stabilization Mission in the DR Congo (MONUSCO) for an initial period of one year with possibility of extension. :-

Post Title and Level:

Police Reform and Restructuring Coordinator, P-4

Organizational Unit:

MONUSCO

Duty Station:

KINshasa

Reporting To:

Deputy Police Commissioner

Duration: Job Opening number

12 Month (Extendable)

QUALIFICATIONS

2017-MONUSCO-71874-DPKO

Education: Advanced university degree (Master's degree or equivalent) in the Law enforcement, Criminal Justice, Public Administration, Human Resources Management,

Change Management, Social Sciences or other relevant field. A first level university degree with a combination of relevant academic qualifications and extensive senior experience in law enforcement and community safety, including Training and police management, may be accepted in lieu of the advanced university degree. Graduation from a certified police academy or other law enforcement training institution is required...

Work Experience: Minimum of 10 years of relevant progressive responsible experience in law enforcement in a national of international law enforcement agency at the strategic, operational and managerial level. Extensive practical experience in such areas as police administration, police reform, organizational and resources sources management, change management; strategic planning and policy development is highly desirable.

Language: English and French are the working languages of the UN. For the post advertised, fluency in oral and written French is required. Knowledge of a English is an advantage. Preference will be given to equally qualified women candidates.

- 2. Digit is requested that nomination of eligible and willing officer of the level of SP/IG (P-4) may be submitted to this Ministry by 25^{th} January , 2017 along with the following documents duly completed in all respect:-
 - 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 <u>uspma@nic.in</u>. (Mandatory)
- 4. <u>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</u>. 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

營: 23094009 昌: 23094009

⁴:uspma@nic.in

Copy to

Commissioner of Police Mumbai, Kolkata, Chennai and Bangalore.

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

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

(Raman Kumar)

Under Secretary to the Government of India

電:23094009 昌:2**30**94009

⊕: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 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
- 9. Service/Cadre/Batch:
 - 10. Previous UN experience

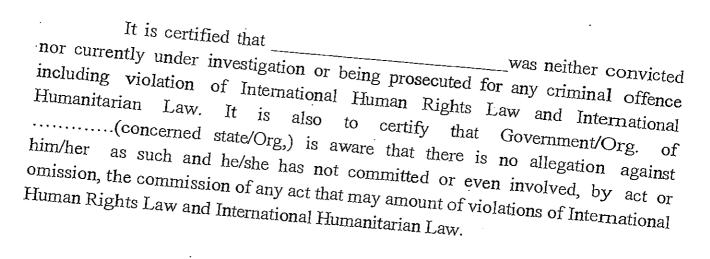
Telephone No.

- a. Office
- b. Residence
- c. Mobile No(mandatory)
- d. Fax No.
- e. E-mail id(mandatory)
- 11. Present Job Profile:-

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

(Signature of the applicant)

HR CERTIFICATE



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

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Employment and Academic Certification Attachment to Personal History Profile (P13)

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Hob Opening for Position requiring official secondments
from national governments of Memberstates of the United Nations Organization
ippoinments are limited to service on posts financed by
the support account of peacekeeping operations

Post title and level Organizational Unit

Police Reform and Restructuring Coordinator, (P-4) United Nations Organization for the Stabilization in Democratic Republic of Congo, MONUSCO

Duty Station Kinshasa

Reporting to MONUSCO Deputy Police Commissioner

Duration 12 Month (extendible)
Deadline for applications 03 February 2017

Job Opening number 2017-MONUSCO-78800-DPKO

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

RESPONSIBILITIES:

In compliance with the UN mandate and under the guidance and supervision of the MONUSCO Deputy Police Commissioner, the Reform, Restructuring and Development Coordinator (P-4) will be responsible for the development of police services in Democratic Republic of Congo (DRC) in conformity with the modern democratic principles and operational efficiency and effectiveness. Within the limits of delegated authority, the Reform, Restructuring and Development Coordinator will be performing the following duties:

- Under the guidance and supervision of the Deputy Police Commissioner, the incumbent will be responsible for:
- Reviewing the existing local police structure and systems including in-depth analysis of personnel and skills requirement, evaluation of the criminal justice system and local police operational capabilities, as basis for making comprehensive analysis and recommendations for the overall reform, restructuring and institutional development of the local police service;
- Development of short and medium-term plans and programs for the reform and restructuring and the longer-term institutional development of the local police service;
- Advising and assisting local counterparts on issues related to the national police reform initiatives to bring them to internationally accepted standards of democratic policing;
- Periodically conducting evaluation and assessment of all reform, restructuring and institutional development activities and provide guidance and support to other police initiatives;
- Assisting and advising the local counterpart in the development and implementation of recruitment, vetting and selection policies and procedures;
- Developing reform and restructuring plan for the local police service in coordination and consultation with the UN Mission, government and local police leadership;
- Coordinating bilateral and multilateral support initiatives relating to security sector reform and capacity enhancement of local security services.
- Production and timely submission of reports relating to the overall reform and restructuring and institutional development of the local police;

 Liaising with senior local police officials and other relevant government officials on matters related to the restructuring of the existing or setting up of a new police service.

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. Strong negotiation and conflict-resolution skills. Outstanding expert knowledge in the technical field of work in general and in the specific areas being supervised in particular; strong organizational skills; experience in the management and administration: ability to review and edit 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. Ability to communicate effectively with a wide range of international and national and cultural backgrounds.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits inputs by genuinely valuing other's ideas and expertise; is willing to learn from others; 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.

Client Orientation: Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

QUALIFICATIONS:

Education: Advanced University Degree (Master's or equivalent) in Law enforcement, Criminal Justice, Public Administration, Human Resources Management, Change Management, Social Sciences or other relevant field. A first level university degree with a combination of relevant academic qualifications and extensive experience in law enforcement, including planning and administration may be accepted in lieu of the advanced university degree. Graduation from a certified police academy or other law enforcement training institution is also required.

Work Experience: Minimum of 10 years of relevant progressive responsible experience in law enforcement in a national or international law enforcement agency at the strategic, operational and managerial level. Extensive practical experience in such areas as police administration, police reform, organizational and resource sources management, change management; strategic planning and policy development is highly desirable.

Rank: Chief Superintendent of Police and full Colonel.

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

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APPLICATION PROCEDURES FOR POSITIONS IN UNITED NATIONS POLICE COMPONENTS IN PEACEKEPING OPERATIONS OR SPECIAL POLITICAL MISSIONS REQUIRING OFFICIAL SECONDMENT FROM NATIONAL GOVERNMENTS OF UN MEMBER STATES

Outlined below are the procedures to be followed by Permanent Missions for the presentation of candidates to professional posts requiring secondment from active Police services, which are open for recruitment within UN peacekeeping operations or special political missions. In the interest of promoting an orderly process and to avoid delay in the consideration of applications, Permanent Missions are respectfully requested to adhere closely to these procedures.

- 1. The above mentioned posts are reserved only for candidates recommended by Member States through their Permanent Missions to the United Nations. Candidates applying independently will not be considered. It is requested that applications be submitted as soon as possible. Applications received after the deadline specified in each Job Opening announcement will not be considered.
- 2. All applications must be submitted on a duly completed (not hand-written) and signed United Nations personal History Form (P.11) or printed Personal History Profile (PHP). Applications using other formats will not be accepted, but additional information may be attached to the P. 11 of PHP. For the convenience of the Permanent Missions a P. 11 Form is enclosed as a sample to be photocopied as needed.
- 3. Selection for service with the United Nations is made on a competitive basis. It is therefore essential that all the Personal History Forms be completed with a view to presenting the candidates qualifications and experiences as they relate to the requirements as set out in the relevant Job Opening. In the event a Permanent Mission wishes to recommend a candidate for several posts, a separate Personal History Form should be submitted for each post.
- 4. Permanent Mission are requested to present their candidates in one single submission, in accordance with the deadline date of the Job Opening, under cover of a note verbale listing the names of the candidates and the corresponding vacancy announcements. For the convenience of the Permanent Mission a table is attached to be used and photocopied as needed for the listing of its candidates.
- 5. Applications must be hand-delivered by Permanent Missions to the Selections and Recruitment Section of the Police Division, Office of Rule and Law and Security Floor, room 11020-A in accordance with the specific directions in the relevant Note Verbale.
- 6. Upon delivery of the applications, the Selections and Recruitment Section will acknowledge the receipt to the individual making the delivery.
- Communication regarding this process will be through the Permanent Mission only. The Secretariat will not entertain personal queries from individual applicants.

15 May 2013

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