



No.21023/10/2017-PMA{UN}

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

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

Dated the 30 March, 2017

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

**Subject :- Job Opening : UN Police Operations Advisor (P-5) and Special Assistant to UN Police Commissioner (P-4) to the United Mission in Liberia (UNMIL)**  
(Job Opening No : DPKO/OROLSI/PD/2017/50195)- for P-5  
(JOB Opening NO : DPKO/ORO:SI/PD/2017/50148)- for P-4

PMI to UN has sought the nomination of Individual Police Officers for the position of **UN Police Operations Advisor (P-5) and Special Assistant to UN Police Commissioner (P-4) to the United Nations Mission in Liberia (UNMIL):-**

Number of post	:	Not mentioned.
Level of Post	:	P-5 [DIG/IG]
Level of Post	:	P-4 [SP/DIG]
Org. Unit	:	UNMIL
Duty Station	:	MONROVIA
Duration	:	8 <sup>th</sup> Months

**UN Police Operations Advisor (P-5)**  
(Job Opening No : DPKO/OROLSI/PD/2017/50195)

**Qualification:**

**Education:** Advanced university degree (Master's degree or equivalent) preferably in Crinminal Justice, Police Science, International Relations, Public Administration, Law or related field is required. A first level university degree with a combination of relevant academic qualifications and extensive experience in law enforcement 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:** Minimum of 10 Years (12 years in absence of advanced degree) of active and progressively responsible policing experience, the majority of which is in the area of senior police management and police operations, proven track record of management and technical leadership skills, proven ability to prepare reports, in-depth understanding of the UNMIL.Police Component mandate, strong analytical skills combined with good judgment, sound knowledge of the challenges of peacekeeping, including an understanding of police operations within the context of security sector and law enforcement reform, restructuring and development; previous experience with a UN peacekeeping

**Special Assistant to the UN Police Commissioner (P-4)**  
**(JOB Opening NO : DPKO/ORO:SI/PD/2017/50148)**

**Qualification:**

**Education:** Advanced university degree (Master's degree or equivalent) in Management, Administration, Law, Criminology, or any other field(s) relevant to the position. A first level university degree coupled with demonstrated relevant experience in law enforcement including at national headquarters level 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:** Minimum of 7 Years (9 years in absence of advanced degree) of relevant progressive responsible experience, including supervisory experience. At least 6 years of active experience in police management, planning and/or administration with extensive strategic planning experience desirable. Mission experience and/or HQs experience in Home country or UN is an advantage.

**Languages:** Fluency in English (both oral and Written) is required;. Knowledge of another UN official language is an advantage.

**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 **DIG/IG for {P-5} level post** may be submitted to this Ministry by **20<sup>th</sup> April , 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](mailto:uspma@nic.in). **(Mandatory)**

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.

 30/3/12

**(Raman Kumar)**

Under Secretary to the Government of India

☎: 23094009

☎: 23094009

✉: [uspma@nic.in](mailto:uspma@nic.in)

**Copy to**

- 1. Commissioner of Police ,  
Mumbai, Kolkatta, 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 vacany) and 'what's new'.

**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.

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

# UNITED NATIONS

## Employment and Academic Certification

Attachment to Personal History Profile (P11)

**TO BE COMPLETED BY CANDIDATE:**

**Personal Data:**

Family Name:	Given name:	Middle names:	Gender: M/F
e-mail address:			

Position for which you are applying:

*(Note: if you are applying for more than one position, please submit separate P11 and P11 attachment for each Job Opening)*

Job Opening Number:

**Military Service History/Police Service History**

Date of Commission (for military officers) or date of enlistment/entry to service (for police officers):

Current rank	Date Last Promoted	Date eligible for promotion to next rank	Projected Retirement date from current rank
Branch/Corp/Mustering			
Sub Specialisation/additional qualifications			

**Degrees and Academic Distinctions Obtained:**

	NAME of INSTITUTION, PLACE AND COUNTRY. Please give complete address.	ATTENDED:		DEGREES and ACADEMIC DISTINCTIONS OBTAINED
		FROM: Month/Year	TO: Month/Year	
Graduation from the Staff/War College or Police Academy (and/or similar law enforcement institution)				
University Degree/s				

Experience in peacekeeping operations:

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

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

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

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

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

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

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

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

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

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

Additional Comments:

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



**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 .....

**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. Date of (day/month/yr) Birth: \_\_\_\_\_ 3. Place of birth: \_\_\_\_\_ 4. Nationality(ies) at birth: \_\_\_\_\_ 5. Present Nationality(ies): \_\_\_\_\_ 6. Sex: \_\_\_\_\_

7. Height: \_\_\_\_\_ 8. Weight: \_\_\_\_\_ 9. Marital Status: Single  Married  Separated  Widow(er)  Divorced

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. 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

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 a public international organization? YES  NO   
 If answer is "yes", give the following information:

NAME	Relationship	Name of International 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"/>
	<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 any office machines or equipment and computer programmes you use. \_\_\_\_\_

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:
		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:				

D. PREVIOUS POSTS (IN REVERSE ORDER)

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

**EMPLOYMENT RECORD - SUPPLEMENTARY SHEET**

17

PLEASE 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. See next page for more blocks.

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

**EMPLOYMENT RECORD - SUPPLEMENTARY SHEET**

18 / 18

PLEASE 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.

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

UNITED NATIONS



NATIONS UNIES

POSTAL ADDRESS - ADRESSE POSTALE: UNITED NATIONS, NEW YORK, N.Y. 10017  
UNITED NATIONS HEADQUARTERS - ADRESSE TELEGRAPHIQUE: UNATIONS NEWYORK  
SECURE COMMS OPERATIONS

REFERENCE: 2017 MAR 23 P 6: 03

001067

DPKO/OROLSI/PI/2017/047

The Secretariat of the United Nations presents its compliments to the Permanent Mission of Member State to the United Nations and has the honour to invite its Government to nominate individual police officers in active service for appointment on secondment to the United Nations Mission in Liberia (UNMIL), for a period of nine months. Any further contract extension can be granted on an exceptional basis provided there is a mission mandate requirement and the incumbent displays good performance, dedication, professionalism and the achieved results. The final decision on the extension is subject to approval by the United Nations and concurrence by the national authorities.

Details regarding the post/s for which the Secretariat is seeking qualified applicants are provided in the attached job opening/s No 2017-UNMIL- 50195 -DPKO. Also attached are the "Application Procedures for Positions in United Nations Police Components in Peacekeeping Operations and Special Political Missions Requiring Official Secondment from National Governments of Member States of the United Nations".

The Secretariat kindly requests the Permanent Mission to submit a separate application for each nominee for each job opening to the Selection and Recruitment Section/ Police Division/OROLSI/DPKO, 1 UN Plaza, 7<sup>th</sup> floor, room DC1-0714, in accordance with the above-referenced procedures, certifying that the nominee/s meet/s the requirements in the attached job opening/s. Applications submitted after the deadline specified in the job opening will not be considered.

The Permanent Mission is also requested to confirm that selected candidates will be released, in a timely manner, from the national police service obligations for service with the United Nations. It is also requested to ensure that the rank of each candidate submitted is indicated on the application. In addition, it is strongly recommended that Member States carefully pre-screen their applicants and submit only those candidates meeting all requirements for the position as described in the job opening/s.

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

The Secretariat wishes to inform the Permanent Mission of Member State that, in an effort to streamline and expedite the procedures of recruiting seconded

PR  
DPP  
MA  
P/1116



officers, candidates placed on a roster following the selection process may be considered for posts with similar functions within a period of one year and if recommended for deployment, further arrangements will be coordinated with the Permanent Mission in due course.

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

The Secretariat recalls that the responsibilities of those personnel who are appointed to serve in United Nations peacekeeping or special political missions are exclusively international in character. They perform their functions under the authority of, and in full compliance with, the instructions of the Secretary-General of the United Nations and persons acting on his behalf and are duty-bound not to seek or accept instructions in regard to the performance of their duties from any government or from other authorities external to the United Nations. Seconded personnel should carry out their functions in accordance with all applicable regulations, rules and procedures of the Organization.

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



23 March 2017

P2/16

# United



# Nations

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

Post title and level	UN Police Operations Advisor, P-5
Organizational Unit	United Nations Mission in Liberia
Duty Station	Monrovia
Reporting to	Police Commissioner
Duration	8 Months
Deadline for applications	24 April 2017
Job Opening number	DPKO/OROLSUPD/2017/50195

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

## RESPONSIBILITIES:

Under the guidance and supervision of the UNMIL Police Commissioner and subject to the requirements of the mission, the incumbent will be responsible for:

- Managing and tasking of UNPOL operations personnel and Formed Police Units in advising the LNP and other Liberia law enforcement agencies involved in elections security to ensure sustained development of operational capacities necessary for delivering effective policing throughout Liberia and in preparation for the 2017 Presidential and general elections;
- Supervising the implementation of community policing strategies and initiatives to ensure effective community engagement in support of elections security;
- Supporting the LNP in developing capacities required to address Sexual and Gender Based Violence;
- Supervising the daily work of the UNPOL Operations teams and Formed Police Units to ensure that required activities are carried out in a timely fashion, coordinated with the relevant components and sections within UNPOL and when necessary;
- Supervising UNPOL reporting procedures and practices, assuring quality control for accuracy, completeness and timeliness; including coordination and cooperation with UNMIL Joint Analysis and Operations Center (JAOC);
- Coordinating UNPOL operational support activities with LNP, other UNPOL sections, UNMIL and national security agencies, including planning and allocation of UNPOL human, logistical and operational resources in accordance with operational needs;
- Advising the LNP senior leadership in planning, development and implementation of strategic level operational activities: operational plans, procedures, policies and practices;
- Formulating UNPOL operational strategies and initiatives in support of the Mission's mandate, LNP strategic development plan and national security policy of Liberia;

P3/16

- Advise and collaborate with the LNP in terms of their operational development at the strategic level including strengthening systems of command control and communications throughout Liberia;
  - Analyzing trends and implications of emerging criminality and other security related issues and develop and/or recommend and advise on possible strategies and counter-measures ;
  - Reviewing, approving, and preparing various written materials including reports, meeting notes, operational plans, and other reports on substantive operational issues;
  - Participating in meetings within and beyond the Mission, providing substantive expertise on police operations, UNPOL support to LNP operations and strategic operational development;
- Representing the Mission and performing other tasks as directed by the Police Commissioner.

### COMPETENCIES:

**Professionalism:** Expert knowledge, understanding, management and supervision of police operations; demonstrated in-depth understanding of the role of international policing in support of national law enforcement in peacekeeping operations; substantial and diverse experience in all facets of police operations with an emphasis on democratic policing, community oriented policing, tactical interventions and disorder control, police accountability, command and control; strong analytical skills combined with good judgment, proven ability to review, assess and edit the work of others; commitment to implementing the goal of gender equality by ensuring equal participation and full involvement of women and men in all aspects of substantive work and in peace operations in general 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.

**Leadership:** Serves as a role model that other people want to follow; empowers others to translate vision into results; is proactive in developing strategies to accomplish objectives; establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions; drives for change and improvements; does not accept the status quo; shows the courage to take unpopular stands.

**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.

**Accountability:** Takes ownership of all responsibilities and honors commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

**QUALIFICATIONS:**

**Education:** Advanced university degree (Master's degree or equivalent), preferably in Criminal Justice, Police Science, International Relations, Public Administration, Law or related field is required. A first level university degree with a combination of relevant academic qualifications and extensive experience in law enforcement 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 (12 years in absence of advanced degree) of active and progressively responsible policing experience, the majority of which is in the area of senior police management and police operations, proven track record of management and technical leadership skills, proven ability to prepare reports, in-depth understanding of the UNMIL Police Component mandate, strong analytical skills combined with good judgment, sound knowledge of the challenges of peacekeeping, including an understanding of police operations within the context of security sector and law enforcement reform, restructuring and development; previous experience with a United Nations peacekeeping mission;

**Rank:** Colonel/ Chief or Senior Superintendent/ Commissioner /Deputy Commissioner or above (equivalent to Colonel in the military).

**Language:** Fluency in spoken and written English is required. Knowledge of a second UN language is an advantage.

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Preference will be given to equally qualified women candidates.  
Date of Issuance: 23 March 2017

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

# United



# Nations

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

Post title and level	Special Assistant to the UN Police Commissioner P-4
Organizational Unit	United Nations Mission in Liberia
Duty Station	Monrovia
Reporting to	Police Commissioner
Duration	8 Months
Deadline for applications	28 April 2017
Job Opening number	DPKO/OROLSI/PD/2017/50148

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

## RESPONSIBILITIES:

Under the guidance and supervision of the Police Commissioner (PC), the Special Assistant provides expert policy, planning and coordination support within the Office of the UNMIL PC. Major responsibilities include, but are not limited to: drafting and finalization of policy and other official documents; planning and coordinating the necessary preparations for official meetings and activities of the PC; serving as O/PC focal point for UNPOL units, other Mission Sections and DPKO's Police Division; and serving as the Executive Officer within the Office of the PC.

The Special Assistant shall be responsible for, but not limited to, the performance of the following duties:

- Provide substantive support to the PC in implementing the UNPOL's mandate, keep the PC informed on all matters requiring his/her personal attention, assist in formulating options as to how those matters might be handled, and ensure appropriate follow-up, as directed.
- Provide strategic and managerial support to the PC in developing meeting agendas, including coordination and preparation of background notes, briefing notes, talking points, and reports/notes to the Mission's senior leadership and other United Nations officials;
- Draft official documents for the Police Commissioner and facilitate the clearance and submission of the same. This includes, but is not limited to: code cables; standard operating procedures; directives; input to RBB reports, Secretary-General's reports, UNPOL bi-annual reports, or other any major regular reporting to UNMIL or UNHQs; Coordinate UNPOL staff to ensure the timely submission of reports, tasks and other requirements;
- Liaise and coordinate with host-state counterparts, other UNMIL Sections and/or other UN or non-UN partners when and as advised by the PC;
- Seek legal guidance through the Mission Senior Legal Advisor on behalf of the PC;
- Coordinate the scheduling of official activities of the PC, and accompany them as required;
- First reporting officer for UNPOL and administrative personnel in the Office of the PC.;
- Serve as focal point with DPKO/Police Division;
- Review information/documents received from UNPOL Departments for the attention of the PC, and provide expert advice to inform planning, operational and decision making-processes;

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- Liaise in the coordination of activities among the UNPOL Senior Leadership Team;
- Uphold strict confidentiality in matters pertaining to information accessed through the performance of his/her duties;
- Ensure that UNPOL relevant programs, projects attain the required visibility through official reporting and public information, as advised by the PC;
- Perform any other tasks as delegated by the PC or his designees in fulfilment of the mandate;

### COMPETENCIES:

**Professionalism:** In-depth knowledge, understanding, management and supervision of police strategic planning and management mechanisms in peacekeeping operations; In-depth understanding of the mandate of UNMIL's Police Component, coupled with strong assistance skills, and ability to exercise good judgment; Highly developed advisory, coaching and communication skills; In-depth knowledge of procedures and issues related to organizational management of police components in peacekeeping operations; Familiarity with the prevailing conditions in Liberia; Familiarity with United Nations policies and procedures; 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.

**Planning and organizing:** Develops clear work plans with goals that are consistent with approved strategies and action plans; identifies priority activities and assignments and 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; manages time efficiently; coordinates and promotes collaboration for efficient and effective delivery of mandated tasks.

**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. Possesses ability to communicate effectively with a wide range of international and national agencies and partners, as well as with the people of different national and cultural backgrounds.

**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 be informed and be able to anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client; resolves conflicts by pursuing mutually agreeable solutions.

### QUALIFICATIONS:

**Education:** Advanced university degree (Master's degree or equivalent) in Management, Administration, Law, Criminology, or any other field(s) relevant to the position. A first level university degree coupled with demonstrated relevant experience in law enforcement including at national headquarters level, 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 7 years (9 years in absence of advanced degree) of relevant progressive responsible experience, including supervisory experience. At least 6 years of active experience in police management, planning and/or administration with extensive strategic planning experience desirable. Mission experience and/or HQs experience in home country or UN is an advantage.

**Rank:** Superintendent/Lieutenant colonel, equivalent or higher.

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APPLICATION PROCEDURES FOR PROFESSIONAL CONTRACTED  
POSITIONS IN UNITED NATIONS POLICE COMPONENTS IN PEACEKEEPING  
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 but not later than deadline specified in each Job Opening announcement. Applications received after the deadline will not be considered.
2. All applications must be submitted in a duly completed typed (not hand-written) and signed United Nations Personal History Form (P-11) along with Academic and Employment Certification Form (attachment to P-11 form). Applications using other formats will not be accepted, but additional information may be attached to the P-11. For the convenience of the Permanent Mission, a P-11 form and attachment are enclosed as samples 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. 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 self-attestation must be attached to the P-11 form and contain the following wording: **I attest that I have not committed, been convicted of, nor prosecuted for, any criminal or disciplinary offence. I attest that I have not been involved, by act or omission, in any violation of human rights law or international humanitarian law.** The applications without signed individual self-attestations will not be accepted.
5. Permanent Mission are requested to present their candidates in one single submission, in accordance with the deadline date specified in the Job Opening, under cover of a note verbal listing the names of the candidates, post title(s) they are nominated for and the corresponding vacancy announcements.
6. Applications must be hand-delivered by Permanent Mission to the Police Division Selection and Recruitment Section, Office of Rule and Law and Security Institutions, Department of Peacekeeping Operations at 1 UN Plaza, 7<sup>th</sup> floor, room DC1-0714, in accordance with the specific directions in the relevant Note Verbale.
7. Upon delivery of the applications, the Selections and Recruitment Section will acknowledge the receipt to the individual making the delivery.
8. Communication regarding this process will be through the Permanent Mission only. The Secretariat will not entertain personal queries from individual applicants.

March 2017

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