

## No.21023/01/2017-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 10 January, 2017

From:

MHA, New Delhi

To

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

DCPW/NCRB.

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

Subject :- Job Opening : Training Coordinator (P-3) to the United Nations Organization Stabilization Mission in the DR Congo (MONUSCO) (Job Opening : 2017-MONUSCO-71874-DPKO

UNDKO through PMI to UN has sought the nomination of **Training Coordinator** (P-3) 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:

**Training Coordinator, P-3** 

Organizational Unit:

MONUSCO

Duty Station:

KINshasa

Reporting To:

Police commissioner and Deputy Police Commissioner

Duration:

12 Month (Extendable)

Job Opening number

2017MONUSCO-71874-DPKO

#### **QUALIFICATIONS**

**Education:** Advanced university degree (Master's degree or equivalent) in the applied sciences, social sciences or other relevant field. A first level university degree with a combination of relevant academic qualification s 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. Certification in "train-the-trainers" is highly desirable.

Work Experience: At least 7 years of relevant progressive responsible experience in law enforcement both at the field (region/district) and at the national headquarters level and/or in a national training institution, including practical experience in training curriculum development, training delivery both academic and in service; at least five (5) years of senior, managerial experience in planning and administering police or law enforcement training, experience in training strategy development — required; experience in strategic planning, project and program development are desirable. Peacekeeping or other international experience in the UN or other organizations is an advantage. 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. It is requested that nomination of **eligible and willing officer** of the level of **DySP/SP (P-3)** may be submitted to this Ministry by **25**<sup>th</sup> **January**, **2017** 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. 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.
- No direct application will be entertained.

(Raman Kumar)

Under Secretary to the Government of India

**23094009** 

昌: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.

2. 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** 

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'a: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:
  - 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)





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Post title and level. Organizational Unit

Training Coordinator, P-3

Mission de l'Organisation des Nations Unies pour la Stabilisation en République Démocratique du Congo

(MONUSCO)

**Duty Station** Reporting to Duration

Kinshasa

Police Commissioner and Deputy Police Commissioner

Deadline for applications

12 Month (extendible) 03 February 2017

Job Opening number

2017-MONUSCO-71874-DPKO

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

#### RESPONSIBILITIES:

Under the overall supervision and authority of the Police Commissioner and Deputy Police Commissioner, within the limits of delegated authority and working in close coordination and collaboration with the UNPOL Reform and Restructuring Unit, the Training Coordinator will be responsible for, but not limited to, the performance of the following duties:

- Leading the formation, supervision and coordination of UNPOL training of the Congolese National Police and other law enforcement agencies;
- Coordinating with national authorities and providing regular advice to ensure the effective implementation of developed training plans, programmes and policies;
- Producing and timely submitting reports relating to the implementation of training programmes and overall skills enhancement of the local police;
- Engaging international and regional partners in the development and expansion of areas of training support for the sustainability of the capacity development of the law enforcement agencies;
- Developing a system for and implement procedures and practices for the collecting and maintenance
- Make periodic assessments of MONUSCO Police officers' performance;
- Liaising and chairing periodic meetings with UNPOL Sectors Chiefs concerning training and administrative functioning;
- Performing any other duties as assigned by the Police Commissioner in fulfillment of the mandate.

#### 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.

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.

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.

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.

#### QUALIFICATIONS:

Education: Advanced university degree (Master's degree or equivalent) in the applied sciences, 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. A degree from a certified police academy or similar law enforcement training institution is required. Certification in "train-the-trainers" is highly desirable.

Work Experience: A minimum of 7 years of televant progressive responsible experience in law enforcement both at the field (region/district) and national headquarters level and/or in a national training institution, including practical experience in training curriculum development, training delivery both academic and inservice; at least five (5) years of senior, managerial experience in planning and administering police or law enforcement training, experience in training strategy development – required; experience in strategic planning, project and program development are desirable. Peacekeeping or other international experience in the UN or other organizations is an advantage.

Rank: Rank required for a P-3 is Major/Police Superintendent or other service equivalent or higher.

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.

Preference will be given to equally qualified women candidates. Date of Issuance: 03 January 2017

In accordance with the new Policy on Human Rights Screening of UN Personnel, all individuals who seek to serve with the United Nations are requested to make "self-attestation" that s/he has not committed any serious criminal offences and has not been involved in violations of international human rights or international humanitarian law. The exact wording of the self-attestation is outlined in para. 5.2 of the above mentioned Policy. The final decision on the selection of an individual to serve with the United Nations will also be subject to human rights screening

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

#### 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 or 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 verbalc 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 Institutions, Department of Peacekeeping Operations at DC-1, room 0726 in accordance with the specific directions in the relevant Note Verbale.
- 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.

5 July 2013

## HR CERTIFICATE

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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 (P11)

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