

**Urgent**



सत्यमेव जयते

**No.21023/03/2017-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 January, 2017**

**From: MHA, New Delhi**

- 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 : Police Operation & International Cooperation Project  
Manager (P-3) to the United Nations Integrated Peace building Office in  
Guinea Bissau (UNIOGBIS)**

**(Job Opening : 2017-UNIOGBIS-DPA)**

Police Division, UNHQ has sought the nomination of Individual Police Officers for the position of **Police Operation & International Cooperation Project Manager (P-3) to the United Nations Integrated Peace building Office in Guinea Bissau (UNIOGBIS):-**

Number of post : Not mentioned.  
Level of Post : P-3 [Dy SP/SP]  
Organization : UNIOGBIS  
Duration : 12 Months (extendible)  
Date of submission of nomination to PMI to UN – 10<sup>th</sup> February, 2017  
**Fluency in Portuguese is highly desirable**

### **QUALIFICATIONS**

**Education:** Advanced university degree (Master's degree or equivalent) in law, criminal justice, public administration, political science, management or other related area. A first-level university degree in combination with qualifying experience 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:** At least 8 years (10 years in absence of advanced university degree) of progressive and active relevant policing service/experience both at the field and national headquarters level, including at least 2 years of active police experience at managerial level, and/or in strategic planning and institution development and capacity building areas. Prior work experience with the United Nations, another international or regional organization, or bilateral development agency is an asset;. Peacekeeping or other international experience in the UN or other organizations is an advantage.

**Language:** Fluency in English (both written and oral) is required.

**Fluency in Portuguese is highly desirable.** Knowledge of French is an asset.

**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 **02<sup>nd</sup> February , 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 [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.
  6. No direct application will be entertained.
- 



12/11/12

**(Raman Kumar)**

Under Secretary to the Government of India

☎: 23094009

☎: 23094009

✉: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'.



12/11/12

**(Raman Kumar)**

Under Secretary to the Government of India

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**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

It is certified that \_\_\_\_\_ was neither convicted nor currently under investigation or being prosecuted for any criminal offence including violation of International Human Rights Law and International Humanitarian Law. It is also to certify that Government/Org. of .....(concerned state/Org.) is aware that there is no allegation against him/her as such and he/she has not committed or even involved, by act or omission, the commission of any act that may amount of violations of International Human Rights Law and International Humanitarian Law.

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

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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 Birth (day/month/yr) \_\_\_\_\_ 3. Place of birth \_\_\_\_\_

4. Nationality(ies) at birth \_\_\_\_\_ 5. Present Nationality(ies) \_\_\_\_\_ 6. Sex \_\_\_\_\_

7. Height \_\_\_\_\_ 8. Weight \_\_\_\_\_ 9. Marital Status: Single  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. ( ) \_\_\_\_\_

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/yeor)	Place of Birth	Nationality	Gender

15. (u) Name of Spouse \_\_\_\_\_

16. Have you taken up legal permanent residence status in any country other than that of your nationality? If answer is "yes", which country? YES  NO

17. Have you taken any legal steps towards changing your present nationality? If answer is "yes", explain fully. YES  NO

18. Are any of your relatives employed by a public international organization? If answer is "yes", give the following information: YES  NO

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"/>

23. For clerical grades only. Indicate speed in words per minute.

	English	French	Other languages
Typing			
Stenography			

List any office machines or equipment and computer programmes you use. \_\_\_\_\_

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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  
Month/Year Month/Year

DEGREES and ACADEMIC  
DISTINCTIONS OBTAINED

MAIN COURSE OF STUDY

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

FROM

TO

CERTIFICATES OR DIPLOMAS  
OBTAINED

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: Start 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:				

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B. 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.

# UNITED NATIONS

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## 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				

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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, Comgt, 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

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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.

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**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 .....

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# United Nations



*Job Opening 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	Police Operation & International Cooperation Project Manager, P-3
Organizational Unit	Field Mission Administered by UN Department of Political Affairs
Duty Station	United Nations Integrated Peacebuilding Office in Guinea Bissau (UNIOGBIS)
Reporting to	Senior Police Adviser
Duration	12 Month (extendible)
Deadline for applications	10 February 2017
Job Opening number	2017-UNIOGBIS- -DPA

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

## **RESPONSIBILITIES:**

Reporting directly to the UNIOGBIS Senior Police Adviser, the Police Operation & International Cooperation Project Manager will support the activities of the police component and perform the following duties:

- Oversee all activities of the Police Operation & International Cooperation Project;
- Identify, scope, design, implement and evaluate police-related initiatives (medium or long-term projects, quick-impact projects, capabilities' assessments, specialized training and so on), aiming at enhancing the existing capabilities and performance of police and other law enforcement agencies in terms of general policing services, public order, community policing, crime prevention, traffic control, criminal investigations, international cooperation, police criminal intelligence, police information management, special police services, special police operations, and other necessities as required by the overarching policing and internal security reform program;
- Develop and implement a comprehensive organization development plan aiming at strengthening and widening operational capabilities of police and other law enforcement agencies, including but not limited to a full set of standard operational procedures, an incident reporting and filing system, national and international inter-agencies police cooperation agreements;
- Define organizational, operational and tactical requirements of police equipment and facilities in terms of quantity and specifications, including but not limited to transportation, communication, office space/furniture, information technology, and general/special police gear
- Provide specific advice on day to day police operations as directed by the UNIOGBIS senior police adviser
- Coordinate and integrate aspects of international cooperation in the fight against organized crime and drug trafficking with/into the existing regional and international efforts undertaken by ECOWAS, UNOWA, INTERPOL, DPKO and UNODC;
- Undertake any other tasking or managerial responsibility as delegated by the Senior Police Adviser.

P5/20

## **COMPETENCIES:**

**Professionalism:** Rich experience of police operations planning, management and international cooperation, including experience in dealing with transnational crimes; demonstrated in-depth understanding of the role of international policing in support of national law enforcement in peacekeeping operations; strong analytical skills combined with good judgment; 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. Displays commitment to human rights and the ability to give the necessary prominence to human rights. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

**Planning and organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

**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:** Work collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' idea and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

## **QUALIFICATIONS:**

**Education:** Advanced university degree (Masters or equivalent) in law, criminal justice, public administration, political science, management or other related area. A first-level university degree in combination with qualifying experience 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.

**Experience:** A minimum of 8 years (10 years in absence of advanced university degree) of progressive and active relevant policing service/experience both at the field and national headquarters level, including at least 2 years of active police experience at managerial level, and/or in strategic planning and institution development and capacity building areas. Prior work experience with the United Nations, another international or regional organization, or a bilateral development agency is an asset;

**Rank:** Major/Chief Inspector/Suprintendent or higher.

**Language:** Fluency in English (both written and oral) is required. Fluency in Portuguese is highly desirable. Knowledge of French is an asset.

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Preference will be given to equally qualified women candidates.

Date of Issuance: 10 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

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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>

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