

No.21023/07/2023-PP  
**GOVERNMENT OF INDIA**  
**Ministry of Home Affairs**  
**[Police Division-II]**  
**Pers.Policy Desk**  
\*\*\*\*\*

North Block, New Delhi, 110001  
Dated March, 2023  
24th

To

1. The Chief Secretary and DG(P) of all States / UTs
2. The Director - IB/CBI/SVPNPA/SPG/NEPA/NICFS/CFSL/DCPW
3. The DG - BSF/CRPF/ITBP/CISF/NSG/RPF/BPR&D/SSB  
/NCB/NIA/Assam Rifles (Through LOAR)
4. The Commissioner of Police Delhi.

**Subject: Launch of 2023 Standing Police Capacity secondment campaign at UNLB, Brindisi**

Sir/Madam,

Permanent Mission of India to United Nations (PMI to UN) has forwarded a communication from the UN inviting nominations of individual police officers in active service for appointment on secondment against the following three posts at P-3 level at the Police Division Standing Police Capacity in Brindisi.

SNo.	Post Title and Level of Posts	Duty Station Job Opening Number Duration	Eligible Indian Police Rank
1	Personnel Management Officer, P-3	Brindisi, 2023-SPC-75776-DPO One Year	DySP/SP
2	Policy Planning Officer, P-3	Brindisi, 2023-SPC-78771-DPO One Year	
3	Gender Affairs Officer, P-3	Brindisi, 2023-SPC-78775-DPO One Year	

2. The job description along with the requisite eligibility criteria/qualifications for the above said posts are enclosed/attached with this letter for reference. It is strongly recommended to nominate only those police officers who meet the criteria outlined in attached job opening from the UN. The requirements given in the Annexure-I must be ensured.

3. Nomination of eligible and willing officers in the rank of **DySP/SP (P-3 level)** active in police service for the above said posts may be forwarded through proper channel to this Ministry by 31<sup>st</sup> May, 2023 along with the requisite documents duly signed and completed in all respects as mentioned in Annexure-I & II. The nominations without Vigilance clearance and Cadre Clearance (for all Officers) from respective Ministries/Departments/State or UT/Organizations' shall be summarily rejected. Applications received through proper channel only i.e. through Home Department (State)/ approval of Head of Organization/ UT division in case of AGMUT cadre officers, will be entertained. Applications received after the deadline specified i.e. 31.05.2023 will not be considered.

4. The duly completed and signed Personal History Profile (P-11) , Employment of Academic Certification (EAC), and Human Rights (HR) certificate along with forwarding letter including APAR/ACR gradings of last five years of each nominated candidates are required to be submitted in separate files (PDF format only) through E-mail at [police2-un@mha.gov.in](mailto:police2-un@mha.gov.in) before the last date i.e 31.05.2023

Yours faithfully

**Encl: As above**



(K.Prakasham)

Under Secretary (Pers.Policy & welfare)

: 23092527

**Copy to:-**

1. The Chief Secretaries of UTs and Commissioner of Police, Delhi :- Kindly note that the nominations are to be submitted through UT Division, MHA only
2. Commissioner of Police Mumbai, Kolkata, Chennai and Bangalore:- kindly note that the nomination are to be forwarded through respective State Government only
3. JS(UNP), MEA, JNB (A-wing), New Delhi-110011
4. SO (IT), MHA - With the request to upload the above communication on MHA website (Police Division-II(Secondment vacancies) and also under "what's new" .



## Annexure-I

### Other requisite requirements

- A. United Nations Personal History Profile (PHP) form (P.11) duly completed and signed by the nominated candidate.
  - B. 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 / nominated authority. The EAC submitted without the signature of Designated Authority of concerned Force results in 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. All requisite details i.e position for which applying, job opening number, date of commission, degrees and academic distinctions and all other requisite details should be filled properly. If candidate wishes to apply for several posts, **the separate EAC and PHP forms should be submitted for each post.**
  - C. Personal details as per **Annexure-II along with APAR/ACR gradings of Last Five Years(Mandatory)**
  - D. Human Rights certificate must be included (proforma enclosed).
  - E. *No format other than the specimen enclosed (duly typed) will be entertained/accepted. Formats other than the prescribed one invites lot of observations from UNHQ(UNDPKO) while finalizing the nominations..* Hand written PHP 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.
  - F. The nominations without Vigilance clearance and Cadre Clearance (for all Officers) from respective Ministries/Departments/State or UT/Organizations' shall be summarily rejected.
  - G. Applications through proper channel only i.e. through Home Department (State) and approval of Head of Organization will be entertained. Applications received after the deadline specified will not be considered.
  - H. Concerned authorities may please ensure and advice their officers not to make any direct queries with this ministry or UNHQ regarding selection. This ministry will not entertain personal queries from individual applicants.
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**BIO- DATA Proforma**

**ANNEXURE-II**

1. Name of Post Applied
2. Job Opening Number
3. Name of the Officer(as per official documents)
4. Designation/Rank, Organization, Pay scale/level
5. Present Place of Posting
6. In the case of officers on Deputation with other organization:-
  - Name of Parent Organization
  - Name of organization presently employed
  - Date of Deputation
  - Expected Date of repatriation to parent cadre/organization
7. NoC from Parent Cadre (if on deputation) mandatory :Yes/No/NA
8. Date of Birth
9. (a) Education qualification  
(b) Required qualification as per applied job/posts(Yes/NO)
10. Date of Joining Police Service
11. Date of Superannuation
12. Service/Cadre/Batch:-
13. Previous UN Experience
14. Other Foreign/international Experiences
15. Contact Details: Telephone No
  - Office
  - Residence
  - Mobile
  - E-mail
16. APAR/ACR Gradings of Last 05 years (mandatory):-
17. Outstanding Achievements, if any
18. Last Five(years) work profile/experiences

Recent Passport  
Size Photograph

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

Signature of applicant



(5)

(5)

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

\_\_\_\_\_



# United



# Nations Secretariat

*Vacancy Announcement for Positions in the Department of Peace Operations  
requiring official secondment from national governments of Member States of the United Nations Organization*

**VACANCY ANNOUNCEMENT NUMBER**

**2023-SPC-78775-DPKO**

**DEADLINE FOR APPLICATIONS**

**15 June 2023**

**POST TITLE AND LEVEL**

**Gender Affairs Officer, P-3**

**DUTY STATION**

**BRINDISI**

**ORGANIZATIONAL UNIT**

**DEPARTMENT OF PEACE OPERATIONS**

**INDICATIVE MINIMUM GROSS ANNUAL**

**U.S. Dollars 79,954**

**REMUNERATION (NOT INCLUDING POST ADJUSTMENT)**

**CIRCULATION LIMITED TO MEMBER STATES. APPOINTMENTS ARE LIMITED TO SERVICE ON POSTS FINANCED BY THE SUPPORT ACCOUNT OF PEACE OPERATIONS.**

**RESPONSIBILITIES:** The Gender Affairs Officer reports directly to the Team Leader in the Standing Police Capacity (SPC), which is a UN Police mechanism for starting up police components in new UN peace operations as well as assisting existing operations on a continual basis. The incumbent provides expert advice on matters relating to Gender Mainstreaming and Sexual and Gender-Based Violence (SGBV) in the context of the SPC planning at headquarters and specific assignments in the field. It is envisaged that the incumbent will deploy to missions and be away from his/her duty station for an initial period from three to six months. The incumbent will advise on mainstreaming gender perspective in all SPC activities, and designated UN missions, on all the UN police policies, programs and activities, taking into account gender consideration as crosscutting issues throughout the mission mandate. Support UN police activities on all aspects relating to the situation of women and girls, especially in relation to the need to protect them from gender based violence. S/he will support UN-Agencies, Funds and Programs throughout UNDP Global Focal Point as well as Police Contributing Countries when her/his field of expertise is requested. In start-up mission, s/he will advise, guide and help in enhancing the capacity of the UNPOL Gender Focal Points through training and helping in drafting documents such as SOP for gender unit, Gender Policy and Sexual Harassment policy when needed, for the Host Country Police. At the duty station in Brindisi, the incumbent undertakes relevant studies of matters pertaining to gender representation and protection of vulnerable persons as they pertain to the mandate of respective UN police components in UN peace operations. This work includes determining the specific role to be played by SPC in providing UN police in the field with assistance in these areas and/or supporting the development of this capacity in indigenous law enforcement agencies that the UN police are tasked to assist.

When deployed in the field s/he works closely with UN police and National Law enforcement authorities in developing a strategic approach for the protection of vulnerable persons and investigations of Sexual violence. The gender issue officer develops and supports the implementation of local programs and other activities aimed at strengthening the procedure and rules of governing indigenous law enforcement investigations of SGBV crimes and gender representation. From the perspective of building institutional law enforcement capacity in post-conflict environments, which is the strategic mission of UN police, the incumbent seeks to support organizational and structural change in indigenous law enforcement agencies, such as the creation of structures for investigating sexual and gender based violence.

#### **COMPETENCIES:**

**Professionalism:** Knowledge of theories, concepts and approaches relevant to democratic policing, law enforcement, community safety and capacity-building; relevant knowledge of gender issues, UN Gender Policies and the conduct and performance of investigating complex cases of sexual violence in a national law enforcement agency. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of peace operations. **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. **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas 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 (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 experience in law enforcement and police general investigations may be accepted in lieu of the advanced university degree. Graduation from a certified police academy or similar law enforcement training institution is required. **Work Experience:** A minimum of five years of progressively law enforcement experience in active national police, with a current rank of at least Chief Inspector or Major, equivalent or higher rank is required. Experience in a wide range of operational and administrative issues, including three years of experience in management and policy-making with regard to general and complex crime investigations, including investigation of gender-related crimes, is required. Training experience or background is desirable. Peacekeeping or other international experience in the UN or other international organizations is desirable. **Languages:** English and French are the working languages of the UN. For the post advertised, fluency in oral and written English is required. Knowledge of French is highly desirable.

**Date of Issuance: 14 March 2023**

**Preference will be given to equally qualified women candidates**



# United



# Nations Secretariat

*Vacancy Announcement for Positions in the Department of Peace Operations  
requiring official secondment from national governments of Member States of the United Nations Organization*

**VACANCY ANNOUNCEMENT NUMBER**

2023-SPC-78771-D PO

**DEADLINE FOR APPLICATIONS**

15 June 2023

**POST TITLE AND LEVEL**

Policy Planning Officer, P-3

**DUTY STATION**

BRINDISI

**ORGANIZATIONAL UNIT**

DEPARTMENT OF PEACEKEEPING OPERATIONS

**INDICATIVE MINIMUM GROSS ANNUAL**

U.S. Dollars 79,954

**REMUNERATION (NOT INCLUDING POST ADJUSTMENT)**

**CIRCULATION LIMITED TO MEMBER STATES. APPOINTMENTS ARE LIMITED TO SERVICE ON POSTS FINANCED BY THE SUPPORT ACCOUNT OF PEACE OPERATIONS.**

**RESPONSIBILITIES:** Under the direct supervision of the SPC Team Leader, the incumbent assists in the development, refinement and implementation of various law enforcement policy and planning tools associated with establishing and maintaining effective and efficient UN Police operations. The SPC is a UN Police mechanism for starting up police components in new UN peace operations as well as assisting existing peace operations on a continual basis. It is envisaged that the incumbent will deploy to missions and be away from his/her duty station for an initial period from three to six months. More generally, the incumbent works with other SPC staff to ensure the timely preparation and dissemination of relevant reports, concept papers and action plans on international police issues relevant to ensuring the SPC's field activities (addressing both broader policy and technical administrative issues inherent in UN Police mandates). More specifically, the incumbent focuses on developing, implementing and/or updating Concepts of Operations (ConOps), Integrated Mandate Implementation Plans (IMIPs), mission assessments, mission planning and other policy and planning tools for UN Police from the perspective of the specific field assignments given to the SPC. The incumbent assists in developing, refining and updating SPC policies and directives that are in line with the strategic vision of the Police Division and the SPC. The incumbent also assists other SPC members as directed in other law enforcement thematic areas outside his/her own area of focus. When at headquarters in Brindisi, the incumbent works closely with other SPC members to integrate and balance their activities into respective ConOps and IMIPs in support of the SPC's own terms of reference for its assignments. S/he develops annual SPC workplans in line with Results Based Budgeting (RBB) and assists members with developing individual workplans. S/he also prepares brief country reports and security analyses of the mission areas to which the SPC is being sent. When deployed in the field, the incumbent reviews UN Police operations and analyses the state of development of national law enforcement agencies with a view to facilitating required improvements and changes in ConOps and IMIPs, bearing in mind the strategic mission of the UN Police, which is to build institutional law enforcement capacity in conflict and post-conflict environments.

**COMPETENCIES:**

**Professionalism:** Knowledge of democratic policing, law enforcement, community safety and capacity-building; ability to remain calm in stressful situations; good research, analytical and problem-solving skills. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of peace operations. **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. **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas 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 (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 experience in law enforcement may be accepted in lieu of the advanced university degree. Graduation from a certified police academy or similar law enforcement training institution is required. **Work Experience:** A minimum of five years of progressively law enforcement experience in active national police, with a current rank of at least Chief Inspector or Major, equivalent or higher rank is required. Experience in law enforcement planning and formulation/implementation of policy is required. Peacekeeping or other international experience in the UN or other organizations is an advantage. **Languages:** English and French are the working languages of the UN. For the post advertised, fluency in oral and written English is required. Knowledge of a second official UN language, preferably French, is highly desirable.

**Date of Issuance: 14 March 2023**

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



# United



# Nations Secretariat

*Vacancy Announcement for Positions in the Department of Peace Operations  
requiring official secondment from national governments of Member States of the United Nations Organization*

**VACANCY ANNOUNCEMENT NUMBER**

2023-SPC-75776-DPO

**DEADLINE FOR APPLICATIONS**

15 June 2023

**POST TITLE AND LEVEL**

Personnel Management Officer, P-3

**DUTY STATION**

BRINDISI

**ORGANIZATIONAL UNIT**

DEPARTMENT OF PEACE OPERATIONS

**INDICATIVE MINIMUM GROSS ANNUAL**

U.S. Dollars 75,972

**REMUNERATION (NOT INCLUDING POST ADJUSTMENT)**

CIRCULATION LIMITED TO MEMBER STATES. APPOINTMENTS ARE LIMITED TO SERVICE ON POSTS FINANCED BY THE SUPPORT ACCOUNT OF PEACE OPERATIONS.

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

**RESPONSIBILITIES:** The Police Personnel Management Officer reports directly to the SPC Team Leader of the Standing Police Capacity (SPC) which is a UN Police mechanism for starting up police components in new UN peace operations as well as assisting existing operations and partners on a continual basis. The incumbent is expected to deploy to peace operations for a period from 3 up to 6 months away from his/her duty station. When in the field, the incumbent evaluates the National Law Enforcement Personnel management, administration process, national system and other instruments related to strengthening the independence and personnel performance of law enforcement agencies as well as increasing their gender mainstreaming, transparency and accountability. S/he advises UN peace operations police components as well as national police services and authorities on the establishment of an efficient, transparent institutional law enforcement personnel system through capacity-building activities. S/he monitors and evaluates recruitment and placement related activities of law enforcement agencies and recommends changes or corrections related to procedures to these offices, evaluates and mentors the work of the National Law Enforcement Agencies Personnel Resources in carrying out all human resources administrative transactions including preparation of personnel actions, maintenance of staffing tables, and processing of contracts and mainstreaming of gender policies. The incumbent assists in ensuring that the SPC's activities are adequately framed and integrated into a wider rule of law framework, in particular with regard to identifying and supporting relevant linkages between administrative systems, legislative, judicial reform, police and prison reforms. S/he provides advice and support to managers and staff of national law enforcement agencies on the establishment of efficient and transparent personnel systems related matters. S/he prepares special reports and participates and/or leads special personnel management resources projects including on enhanced recruitment of female police officers within the UN Global Effort. S/he will keep abreast of developments in various areas of personnel management. On the Administration of the Law Enforcement Agencies Personnel Department (institution): S/he will provide advice on interpretation and application of policies, regulations and rules as well as initiate reviews when appropriate. S/he provides advice on vetting process and civilian oversight mechanisms as an integral part of a police service's framework of ethics and professional standards. Assists classification analysis of jobs in the national Law Enforcement Agencies. S/he provides guidance to national Law Enforcement Agencies Personnel managers on the application of classification policies and procedures and by undertaking a whole office review.

### **COMPETENCIES:**

**Professionalism:** Knowledge of police human resources policies, practices and procedures and ability to apply them in a police organizational and institutional setting. Ability to identify issues, formulate policy, make conclusions and recommendations. 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 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. **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas 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 (Master's degree or equivalent) in criminal justice, police sciences, police administration and management or other related field. A first level university degree in combination with qualifying experience in law enforcement and police may be accepted in lieu of the advanced university degree. Graduation from a certified police academy or similar law enforcement training institution is required. **Work Experience:** A minimum of five years (seven years in absence of advanced university degree) of progressively responsible experience in police administration, management, human resources or related field, including police human resources planning and recruitment at the national and/or international level is required. Knowledge of project management and experience in training delivery as well as of gender mainstreaming is an advantage. Peacekeeping or other international experience in the UN or other organizations is desirable. **Rank:** The candidate must be in the rank of Chief/Senior Inspector, Major, equivalent or higher rank. **Languages:** For the post advertised, fluency in oral and written English is required. Fluency in French is desirable.

**Date of Issuance:** 14 March 2023

**Preference will be given to equally qualified women candidates**



<p align="center"><b>INSTRUCTIONS</b></p> <p>Please answer each question clearly and completely. TYPE OR PRINT LEGIBLY. <b>Read carefully and follow all directions.</b></p>		 <b>UNITED NATIONS</b>  <b>PERSONAL HISTORY</b>			<p>Do not Write in This Space</p>				
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 <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Widow(er) <input type="checkbox"/> Divorced <input type="checkbox"/>					
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 <input type="checkbox"/> NO <input type="checkbox"/> (b) Are there any limitations on your ability to engage in all travel? YES <input type="checkbox"/> NO <input type="checkbox"/>									
11. Permanent address				12. Present address				13. Office Telephone No. ( )	
Telephone No. ( )				Telephone/Fax No. ( )				14. Office Fax No. ( )	
15. Do you have any dependent children? YES <input type="checkbox"/> NO <input type="checkbox"/> If the answer is "yes", give the following information:									
Name of Children		Date of Birth (day/mo/year)		Place of Birth		Nationality		Gender	
15. (a) Name of Spouse									
16. Have you taken up legal permanent residence status in any country other than that of your nationality? YES <input type="checkbox"/> NO <input type="checkbox"/> If answer is "yes", which country?									
17. Have you taken any legal steps towards changing your present nationality? YES <input type="checkbox"/> NO <input type="checkbox"/> If answer is "yes", explain fully:									
18. Are any of your relatives employed by a public international organization? YES <input type="checkbox"/> NO <input type="checkbox"/> 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 <input type="checkbox"/> NO <input type="checkbox"/>					21. Have you previously submitted an application for employment and/or undergone any tests with U.N.? YES <input type="checkbox"/> NO <input type="checkbox"/> 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						List any office machines or equipment and computer programmes you use.			
English		French		Other languages					
Typing									
Shorthand									



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: <u>Starting with your present post, list in REVERSE ORDER every employment you have had.</u> 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	TO	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:
MONTH/YEAR	MONTH/YEAR	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:				



B. PREVIOUS POSTS (IN REVERSE ORDER)

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

## 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
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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 proceeding 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 .....