

No.21023/08/2023-PP  
GOVERNMENT OF INDIA  
Ministry of Home Affairs  
[Police Division-II]  
Pers.Policy Desk  
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North Block, New Delhi, 110001  
Dated 2<sup>nd</sup> May ,2023

To

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

**Subject: Inviting nomination of individual police officers in active service for appointment on secondment to the United Nations Multidimensional Integrated Stabilization Mission in Central African Republic (MINUSCA) for a period of one year**

Sir/Madam,

Permanent Mission of India to United Nations (PMI to UN) has forwarded a communication of the United Nation inviting nominations of individual police officers in active service for appointment on secondment against the following three posts at different levels to the United Nations Multidimensional Integrated Stabilization Mission in Central African Republic (MINUSCA) for a period of one year.

SNo.	Post Title and Level of Posts	Job Opening Number Duration and Duty Station	Eligible Indian Police Rank
1	Police Reform Coordinator, P-5	2023-MINUSCA-89650-DPO One Year and Bangui	DIG/IG Rank
2	Planning Officer, P-4	2023-MINUSCA-89692-DPO One Year and Bangui	SP/DIG Rank
3	Special Assistant, P-3	2023-MINUSCA-89811-DPO One Year and Bangui	DySP/SP Rank

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

3. Nomination of eligible and willing officers in the rank of **DIG/IG for P-5, SP/DIG for P-4 and DySP/SP for P-3 level** active in police service for the above said posts may be forwarded through proper channel to this Ministry by 03<sup>rd</sup> July, 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. 03.07.2023 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 03.07.2023

**Encl: As above**

Yours faithfully



(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 typed(not hand-written) 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)

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

*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*

<b>Post title and level</b>	<b>Police Reform Coordinator, P-5</b>
<b>Organizational Unit</b>	<b>United Nations Multidimensional Integrated Stabilization Mission in the Central African Republic (MINUSCA)</b>
<b>Duty Station</b>	<b>Bangui</b>
<b>Reporting to</b>	<b>Police Commissioner</b>
<b>Duration</b>	<b>12 Months (extendible)</b>
<b>Deadline for applications</b>	<b>20 July 2023</b>
<b>Job Opening number</b>	<b>2023-MINUSCA-89650-DPO</b>

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

## **RESPONSIBILITIES:**

MINUSCA's mandate addresses the immediate challenges facing the country while laying the groundwork for sustainable peace and security. In compliance with the UN mandate and under the guidance and supervision of the Police Commissioner, the Reform Coordinator (P-5) will be responsible for the development of Police and Gendarmerie in the Central African Republic in conformity with the modern democratic principles and operational efficiency and effectiveness. Within the limits of delegated authority, the Reform Coordinator will be performing the following duties:

- Review the existing local Police and Gendarmerie structure and systems including in-depth analysis of personnel and skills requirement, evaluation of the criminal justice system and local Police and Gendarmerie operational capabilities, as basis for making comprehensive analysis and recommendations for the overall reform, restructuring and institutional development of the National Police and Gendarmerie;
- Develop the plans, programs and projects proposals for the sustainable reform, restructuring and institutional development of the National Police and Gendarmerie; propose fund-rising initiatives on international funding and support in this regard;
- Advise and assist local counterparts on issues related to the National Police and Gendarmerie reform initiatives to bring them to internationally accepted standards of democratic policing;
- Conduct Periodic evaluation and assessment of all reform, restructuring and institutional development activities and provide guidance and support to other National Police and Gendarmerie initiatives;
- Assist and advise the local counterpart in the development and implementation of recruitment, vetting and selection policies and procedures;
- Coordinate bilateral and multilateral support initiatives relating to security sector reform and capacity enhancement of local security services.
- Ensure the production and timely submission of reports relating to the overall reform and restructuring and institutional development of the National Police and Gendarmerie;

- Liaise with senior National Police and Gendarmerie officials and other relevant government officials on matters related to the restructuring of the existing or setting up of a new National Police and Gendarmerie infrastructures.
- Lead the formation, supervision and coordination of UNPOL training of the National Police and Gendarmerie and other law enforcement agencies;
- Coordinate with national authorities and provide regular advice to ensure the effective implementation of developed training plans, programmes and policies; coordinate involvement of UN Police experts in training management and delivery;
- Produce and timely submit reports relating to the implementation of training programmes and overall skills enhancement of the National Police and Gendarmerie ;
- Engage 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;
- Develop a system for and implement procedures and practices for the collecting and maintenance of a training data base;
- Make periodic assessments of MINUSCA Police and Gendarmerie officers' performance;
- Liaise and chair periodic meetings with relevant UNPOL Chiefs concerning training and administrative functioning;
- Supervises and assesses the performance of, and provide direction and oversight to, assigned administrative staff and UNPOL personnel under his/her command making sure the subordinate staff conforms to the highest standards of professional conduct, personal behavior and dedication in the implementation of mandated tasks;
- Ensures that mission police assets and personnel under his/her supervision are utilized efficiently, effectively and economically;
- Perform any other duties as assigned by the Police Commissioner or his/her Deputy 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. Strong negotiation and conflict-resolution skills. Outstanding expert knowledge in the technical field of work in general and in the specific areas being supervised in particular; strong organizational skills; experience in the management and administration: ability to review and edit the work of others.

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

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

**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.

### **QUALIFICATIONS:**

**Education:** Advanced university degree (Masters or equivalent) in law, police management, law enforcement, security studies, criminal justice, business or public administration, program management, change management, or related area. A first level university degree with a combination of relevant academic qualifications and extensive experience in law enforcement, in the areas of management, planning and administration may be accepted in lieu of the advanced university degree. Specialized training in the area of incumbent's responsibility (reform, strategic planning, administration, training) is highly desirable. Graduation from a certified Police Academy or other national or international Law Enforcement Training Institution is required.

**Work Experience:** Candidate must be in active police service possessing a minimum of 10 years (12 years in absence of advanced degree) of progressive relevant and active policing experience in a national or international law enforcement agency both at the field and/or national police headquarters level. Seven (7) years of active police experience at senior policy making level, including strategic planning and management experience in one or few of the following areas: police operations, crime management, police administration, police training and development, change management (particularly in law enforcement) - required; practical direct experience in commanding a regional or a state level police units, or heading a unit at national police HQ level - desired. Practical experience in institutional building, reforming and restructuring in the area of law enforcement or related field is highly desirable. Previous UN or international experience is an advantage.

**Rank:** Chief Superintendent of Police, Colonel, other equivalent or higher rank.

**Languages:** For the post advertised, fluency in oral and written French is required. Knowledge of English is highly desirable.

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**Nominations from women candidate are highly encouraged.**

**Date of Issuance: 20 April 2023**

**In accordance with the 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>**



# 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	Special Assistant (P-3)
Organizational Unit	United Nations Multidimensional Integrated Stabilization Mission in the Central African Republic (MINUSCA)
Duty Station	Bangui
Reporting to	Police Commissioner
Duration	12 Months (extendible)
Deadline for applications	20 July 2023
Job Opening number	023-MINUSCA-89811-DPO

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

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## **RESPONSIBILITIES:**

Under the guidance and supervision of the Police Commissioner, the incumbent will be responsible for:

- Provide strategic and managerial support to the Police Commissioner 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;
- Review information/documents received by the office of the Police Commissioner, and provide expert advice to inform planning, operational and decision making-processes;
- Coordinates with UN Police staff and subordinate unit commanders/team leaders the timely submission of reports and other requirements;
- Upon the advice of the Police Commissioner, coordinates with local counterparts, other agencies/organizations, and other UN agencies;
- Prepare daily schedule of activities for the Police Commissioner and facilitate the preparation of required documents and materials relative to the daily activities;
- Coordinate and facilitate the provision of administrative and operational requirements for the Office of the Police Commissioner.
- Uphold strict confidentiality in matters pertaining to information accessed through the performance of his/her duties.
- 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 ensures the equal participation of women and men in all areas of work. Outstanding expert knowledge in the technical field of work in general and in the specific areas being supervised in particular; strong organizational skills; experience in the management and administration: ability to review and edit the work of others. Strong coordination and liaison skills.

**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; listen to others, correctly interpret messages from others and responds appropriately; ask 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) in social sciences, law, political sciences or related field. A first level university degree with a combination of relevant academic qualifications and extensive senior experience in law enforcement and community safety issues may be accepted in lieu of the advanced university degree. Graduation from a police academy or similar law enforcement training institution is required.

**Work Experience:** A minimum of five years (seven years in absence of advanced degree) of relevant experience in active national law enforcement, including in one or few of the following areas: police administration, project management, office management, operational and administrative planning, policy, guidelines, orders and instructions development - required. Practical experience as a Staff Officer to a senior police leadership, as well as practical experience in interoffice/interagency liaison is highly desirable. Peacekeeping or other international experience in the UN or other organization is desirable.

**Rank:** Rank required is Chief Inspector, Major, other equivalent or higher rank.

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

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Nominations from women candidate are highly encouraged.

Date of Issuance: 20 April 2023

In accordance with the 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>

# United Nations



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

<b>Post title and level</b>	<b>Planning Officer, P-4</b>
<b>Organizational Unit</b>	<b>United Nations Multidimensional Integrated Stabilization Mission in the Central African Republic (MINUSCA)</b>
<b>Duty Station</b>	<b>Bangui</b>
<b>Reporting to</b>	<b>Police Commissioner</b>
<b>Duration</b>	<b>12 Months (extendible)</b>
<b>Deadline for applications</b>	<b>20 July 2023</b>
<b>Job Opening number</b>	<b>2023-MINUSCA-89692-DPO</b>

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

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## **RESPONSIBILITIES:**

Under the guidance and supervision of the Police Commissioner, the incumbent will be responsible for:

- Developing strategic plans and policies for the MINUSCA Police component.
- Coordinating with the other components of the Mission and consolidating UN Police plans within the comprehensive Mission implementation plan (IMPLAN).
- Formulating MINUSCA IMPLAN based on the developed Concept of Operations (CONOPS) and in close coordination with other components of the Mission.
- In consultation with the other UN Police staff, develop comprehensive plan for expansion and other local police enhancement/development activities.
- Developing MINUSCA Police component performance benchmarks and follow-up on their achievements on regular basis.
- Coordinating with local counterparts and other UN agencies and participate in all joint planning activities in the Mission.
- Preparing draw-down and transition/exit plans for the MINUSCA Police component in coordination with the military and other Mission Components.
- Synchronizing planning and budgeting system in coordination with the Police Division/DPO.
- Contributing to the implementation of the Comprehensive Performance System (CPAS) within Police Component in close coordination of Mission Strategic Planning Unit.
- Production and timely submission of reports relating to the MINUSCA Police Component mandate IMPLAN implementation.
- Developing mission SOPs, Policies, Procedures and Guidelines in close coordination and consultation with Police Division/DPO.
- Assisting the local police counterparts in the development of their strategic police development plans.
- Performing additional planning duties as may be directed by the MINUSCA Police Commissioner.

## **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. Knowledge and understanding of theories, concepts and approaches relevant to democratic policing, law enforcement. Outstanding expert knowledge in the technical field of work in general and in the specific areas being supervised in particular. Ability to apply technical expertise to resolve police related issues and challenges. Strong organizational skills.

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

**Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed. Ability to communicate effectively with a wide range of international and national agencies and partners, as well as with the people of different national and cultural backgrounds.

**Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits inputs by genuinely valuing other's ideas and expertise; is willing to learn from others; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

## **QUALIFICATIONS:**

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

**Work Experience:** A minimum of 7 years (9 years in absence of advanced degree) of relevant progressive responsible experience in law enforcement in a national or international law enforcement agency including at least three years of practical experience in police administration, organizational and resources management, strategic planning and policy development.

Peacekeeping missions, other international Headquarters or field planning experience is desirable

**Rank:** Rank required for a P-4 is Superintendent, Lieutenant-Colonel, or other service equivalent or above.

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


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Nominations from women candidate are highly encouraged.

Date of Issuance: 20 April 2023

**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>**

INSTRUCTIONS		 <b>UNITED NATIONS</b>				Do not Write in This Space		
Please answer each question clearly and completely. TYPE OR PRINT LEGIBLY. Read carefully and follow all directions.		<b>PERSONAL HISTORY</b>						
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)		
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. ( ) E-mail:			
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		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 <i>Indicate speed in words per minute</i>				List any office machines or equipment and computer programmes you use.				
	English	French	Other languages					
Typing								
Shorthand								





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:
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:
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:
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:			

<p><b>Position for which you are applying:</b></p> <p>(Note: if you are applying for more than one position, please submit separate P11 and P11 attachment for each Job Opening)</p> <p><b>Job Opening Number:</b></p>
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**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 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 .....