

No.21023/01/2023-PP  
**GOVERNMENT OF INDIA**  
**Ministry of Home Affairs**  
**[Police Division-II]**  
**Pers.Policy Desk**  
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**North Block, New Delhi, 110001**  
**Dated /0<sup>th</sup> January, 2023**

**To**

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

**Subject: - Inviting nomination of Individual Police Officers in active service for appointment on Secondment for the post of Capacity Building Coordinator, P-4 to the United Nations Integrated Transition Assistance Mission in Sudan(UNITAMS), for a period of one year**

Sir/Madam,

Permanent Mission of India to United Nations (PMI to UN) has informed that Police Division (UNHQ) has sought nomination of Individual Police Officers in active service for appointment on secondment against the post of **Capacity Building Coordinator, P-4 to the United Nations Integrated Transition Assistance Mission in Sudan(UNITAMS), for a period of one year.** The preview of the post as follows:-

Post Title : **Capacity Building Coordinator, P-4**  
Organizational Unit : **United Nations Integrated Transition Assistance Mission in Sudan(UNITAMS)**  
Duty Station : Khartoum, Sudan  
Duration : Initially 01 years  
Job Opening No : 2022-UNITAMS-02-CBC-DPO

2. The job description along with the requisite eligibility criteria/qualifications for the above said post is 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. Nominations of eligible and willing officers in the rank of IG/ADG(D-1 level) active in police service for the above said post may be forwarded through proper channel to this Ministry by 20<sup>th</sup> February, 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. 20.02.2023 will not be considered..

5. 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 20.02.2023

Yours faithfully



(K.Prakasham)

Under Secretary (Pers.Policy & welfare)

: 23092527

**Encl: As above**

**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" .



**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

(S)

(S)

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 peace operations and subject to the approval of United Nations General  
Assembly and renewal of the UNITAMS' mandate.*

Post title and level	Capacity Building Coordinator (P-4)
Organizational Unit	United Nations Integrated Transition Assistance Mission in Sudan (UNITAMS)
Duty Station	Khartoum, Sudan
Reporting to	Police Commissioner
Duration	12 Months (extendable)
Deadline for applications	02 March 2023
Job Opening number	2022-UNITAMS-02-CBC-DPO

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

## **Organization setting and reporting:**

This position is located in the Police component of United Nations Integrated Transition Assistance Mission in Sudan (UNITAMS). The incumbent reports directly to Police Commissioner.

## **RESPONSIBILITIES:**

In compliance with the UNITAMS mandate and under the supervision and substantive guidance of the Police Commissioner, the Capacity Building Coordinator will be responsible for the Sudanese Police Force's (SPF) existing gaps analysis, as well as for designing, implementing and monitoring police capacity building and development projects and programs. The Capacity Building Coordinator will coordinate the work of the States' Liaison Functions, Specialized Police Teams (SPT) and Training Teams. Within the limits of delegated authority, the Capacity Building Coordinator will be responsible for, but not limited to, the performance of the following duties:

- Assist the SPF and other local law enforcement agencies in developing and implementing training programs, plans and curricula in police training schools and other training facilities in compliance with internationally accepted standards; propose efficient mechanism of overseeing and monitoring the overall quality of training delivery;
- Continuously assess the conditions and availability of training facilities, materials and logistics and facilitate the provision of basic requirements by the host state Government and/or through bilateral or multilateral donor assistance to enable the effective and efficient delivery of training and engaging international and regional partners in the development and expansion of areas of training support for the sustainability of the capacity development of the local police;
- In partnership with SPF Training Department, assist with the development of curricula for implementation of community oriented policing initiatives in conjunction with the UNCTs on core policing areas including countering Sexual and Gender-Based Violence (SGBV), child protection and human rights pursued through engagement with the State liaison functions.
- Advise the host state Police Service in the management and administration of the police training institutions and in the development of basic, advance and specialized training programs for the host state Police Service based on priorities and the training needs analysis, and ensure that all training policies and programs are consistent with national priorities, and strategic plans, policies on human



resources policies; and internationally accepted standards for law enforcement;

- Assist the SPF in the development of structures and coordination mechanisms for gender mainstreaming within the SPF including support in preparing sensitization campaigns on gender issues;
- Advise the local police counterparts on preparing project proposals to secure funding for the implementation of donor funded police projects and infrastructures for sustaining the capacity of the SPF;
- Provide supervision and oversight for programmatic and other police funded projects in the mission area;
- Provide expert advisory and assistance in developing and strategizing the implementation of community policing initiatives, as well as coordinating with appropriate stakeholders on all aspects of project planning, monitoring and implementation of capacity building activities;
- Work in close coordination and collaboration with the SPF senior leadership to ensure coordinated approach in implementing Human Resource and Training initiatives;
- Assist SPF in developing a system for implementing procedures and practices for collecting and maintaining a training data base;
- Assist in maintaining recruitment and training data base for the host state Police Service (i.e. including pre-recruitment, vetting and selection data);
- Supervising and assessing the performance of, and providing direction and oversight to, assigned administrative staff and UNPOL personnel under his/her command making sure the subordinate staff conform to the highest standards of professional conduct, personal behavior and dedication in the implementation of mandated tasks.
- Ensuring that Mission Police assets and personnel under his/her supervision are utilized efficiently, effectively and economically
- Performs other functions as are consistent with the mandate provided by the Security Council Resolution and as may be required by the HOPC.

### **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.

**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. Communicates effectively with a wide range of international and national agencies, partners and people of different national and cultural backgrounds.



## **QUALIFICATIONS:**

**Education:** An advanced degree (Masters or equivalent) in Project Management, Change Management, Business or Public Administration, Development Studies, Criminal Justice or a related International Development, Social Sciences or other relevant field is required. A first level university degree with a combination of relevant academic qualifications and extensive experience in International Development, including planning and training and community policing 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:** Candidate must be in active police service possessing a minimum of 7 years (9 years in absence of advanced degree) of relevant progressive responsible experience in law enforcement in a national law enforcement agency at the strategic, operational, and managerial level. At least (5) years of practical experience in such areas as project management, police administration, police policy development, police training and capacity development, community policing are required. Experience in training management (heading police training institution), interagency coordination, senior level advisory support is desirable. Peacekeeping or other international experience in the UN or other organizations is desired.

**Rank\*:** Superintendent of Police, Lieutenant-Colonel, other equivalent or higher rank.

**Languages:** For the post advertised, fluency in oral and written English is required. Knowledge of Arabic Language is an advantage.

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Preference will be given to equally qualified women candidates.

Date of Issuance: 22 December 2022

\*Rank in application form should be outlined in candidate's original language with literal translation in English. The Member States are requested to certify the rank of each candidate it nominates and ensure that only applications meeting all requirements described in the job opening/s, are submitted.

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>









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 <input type="checkbox"/> NO <input type="checkbox"/>		
29. ARE YOU NOW OR HAVE YOU EVER BEEN A CIVIL SERVANT IN YOUR GOVERNMENT'S EMPLOY? YES <input type="checkbox"/> NO <input type="checkbox"/> 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. <i>Do not repeat names of supervisors listed under Item 27.</i>		
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 <input type="checkbox"/> NO <input type="checkbox"/> 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 <input type="checkbox"/> NO <input type="checkbox"/>		
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 preceding paragraphs for the following reasons: .....*  
 .....  
 .....

Date ..... Signature .....

N.B. You will be requested to supply documentary evidence which supports the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so by the Organization and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of the Organization.

**TO BE COMPLETED BY THE RELEVANT LOCAL AUTHORITY:**

On behalf of ..... I certify that the information provided by .....  
is complete and correct.

*I further certify that the nominated candidate has never been convicted of and 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 also certify that 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.*

Date..... Official Stamp .....