

No. 21023/18/2025-PP  
Government of India  
Ministry of Home Affairs  
[Police-II Division]  
Pers. Policy Section

Kartavya Bhawan-3, New Delhi, 110001  
Dated 28<sup>th</sup> August 2025

To

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

**Subject:- Vacancy announcement for the post of Community Policing Adviser (P4), 2025, UNMISS – reg.**

Sir/Madam,

Permanent Mission of India to United Nations has forwarded a communication from the UN seeking nomination of Police Officers in active service for appointment on secondment to the post of **Community Policing Adviser (P-4) in the United Nations Mission in the Republic of South Sudan (UNMISS) for a duration of 12 months (extendible)**. English and French are the working languages of the UN Secretariat. **For the post advertised, fluency in oral and written English is required.** Knowledge of a second official UN language (Arabic) is an advantage.

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 that authorities carefully submit only those candidates/officers meeting all requirements for the position outlined in attached job opening. The requirements given in the Annexure-I must also be ensured.**

3. **Nomination of eligible and willing officers in the rank of SP/DIG for P-4 level, active in police service for the above said posts may be forwarded through proper channel to this Ministry by 25<sup>th</sup> September 2025 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. 25.09.2025 will not be considered.**

4. **The duly completed and signed Personal History Profile (P-11) , Employment of Academic Certification (EAC), and Human Right Certificate along with forwarding letter including APAR/ACR grading of last five years (only grading, no need to send copy of ACR) of each nominated candidates are required to be submitted in separate single file (PDF**

format only) through E-mail at [police2-un@mha.gov.in](mailto:police2-un@mha.gov.in) and [us-polfin6@mha.gov.in](mailto:us-polfin6@mha.gov.in) before the last date i.e **25.09.2025**.

5. As a part of digital India initiative, all the required documents are to be sent in digital mode only (to above mentioned email) and no hard/physical copies are required.
6. This issues with the approval of Competent Authority.

**Encl: As above**

Yours faithfully

**(Shashi Bodh Mishra)**  
**Section Officer (Pers Policy)**

**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. DS (Police-I), MHA
5. 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".

**Fwd: Vacancy announcement: Community Policing Adviser, P-4, 2025-UNMISS-82442-DPO**

**Shashi Mishra** <us-polfin6@mha.gov.in>

Wed, 20 Aug 2025 11:28:34 AM +0530

To "Shivam"<police2-un@mha.gov.in>

===== Forwarded message =====

From: Kailash Chander <[maoff1.newyorkpmi@mea.gov.in](mailto:maoff1.newyorkpmi@mea.gov.in)>

To: "Lt Col Soubam Chalamba" <[osdunp@mea.gov.in](mailto:osdunp@mea.gov.in)>, "Sushma Chauhan" <[dirpers@mha.gov.in](mailto:dirpers@mha.gov.in)>, "Shashi Bodh Mishra" <[us-polfin6@mha.gov.in](mailto:us-polfin6@mha.gov.in)>

Cc: "Military Advisor PMI" <[ma.newyorkpmi@mea.gov.in](mailto:ma.newyorkpmi@mea.gov.in)>

Date: Tue, 19 Aug 2025 23:58:17 +0530

Subject: Fwd: Vacancy announcement: Community Policing Adviser, P-4, 2025-UNMISS-82442-DPO

===== Forwarded message =====

Dear Sir,

Please find attached nomination package for submission of nominations for the post of Community Policing Adviser (P-4) at UNMISS.

The deadline for submitting nominations is **15 October 2025**.

Best Regards,

(Kailash Chander)

Attache (PS) to Military & Police Adviser and First Secretary (Legal)

Permanent Mission of India to the United Nations

New York

+ 1-212 4909660-217, + 1 646 641 0521

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**From:** "agnessa ryabikina" <[agnessa.ryabikina@un.org](mailto:agnessa.ryabikina@un.org)>

**To:** "agnessa ryabikina" <[agnessa.ryabikina@un.org](mailto:agnessa.ryabikina@un.org)>

**Cc:** "faisal shahkar" <[faisal.shahkar@un.org](mailto:faisal.shahkar@un.org)>, "margaret karanja" <[margaret.karanja@un.org](mailto:margaret.karanja@un.org)>, [yenigun@un.org](mailto:yenigun@un.org)

**Sent:** Monday, August 18, 2025 7:18:00 PM

**Subject:** Vacancy announcement: Community Policing Adviser, P-4, 2025-UNMISS-82442-DPO

**Dear Permanent Mission of Member State to the United Nations,**

**Please find attached the advertisement package for the post of Community Policing Adviser (P-4) in the United Nations Mission in the Republic of South Sudan (UNMISS).**

**The deadline for submitting nominations is 15 October 2025.**

**We appreciate your interest in nominating qualified Police Officers for service in UNMISS and eagerly await your nominations. The advertisement package includes all relevant supporting documents. We**

**would like to emphasize the strong encouragement for Member States to nominate qualified female police officers for this role.**

**Should you have any questions or require further clarification, please do not hesitate to contact me.**

**Thanking you in advance for your cooperation.**

**Respectfully,**



**Ms. Agnessa Ryabikina**

Selection and Recruitment Officer

Police Division

United Nations, New York, NY 10017

E-mail: [agnessa.ryabikina@un.org](mailto:agnessa.ryabikina@un.org)

+19293705982



Regards,

Shashi Bodh Mishra  
SO(PP), P-II Division  
North Block, MHA.

## 7 Attachment(s)

EAC Form.doc

109.5 KB

P-11 form.doc

203.5 KB

P-11 from - supplementary she...

111.5 KB

JD Community Policing Advise...

277.3 KB

Note Verbale\_VA Community ...

260.6 KB

NOMINATION PROCEDURES...

166.7 KB

Special Notice to JO Communi...

78.7 KB

# 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><u>Community Policing Adviser, P-4</u></b>
<b>Organizational Unit</b>	<b>United Nations Mission in the Republic of South Sudan (UNMISS)</b>
<b>Duty Station</b>	<b>Juba</b>
<b>Reporting to</b>	<b>Deputy Police Commissioner</b>
<b>Duration</b>	<b>12 Month (extendible)</b>
<b>Deadline for applications</b>	<b>15 October 2025</b>
<b>Job opening number</b>	<b>2025-UNMISS-82442-DPO</b>

**United Nations Core Values: Inclusion, Integrity, Humility, Humanity**

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## **RESPONSIBILITIES**

In compliance with the mission mandate and under the supervision and substantive guidance of the Deputy Police Commissioner the Community Policing Adviser will be responsible for, but not limited to, the performance of the following duties:

- Provide national-level management, accountability, and oversight of all community policing initiatives in alignment with the UNMISS mandate and UNPOL strategic objectives. Review, evaluate, and enhance existing processes, projects, and programmes to ensure their continued relevance, efficiency, and compliance with mission strategies, policies, and procedures.
- Lead the design and implementation of efficient community policing and engagement policies, including targeted strategies to address violence linked to cattle raiding and associated sexual and gender-based violence.
- Develop and execute strategies to prevent electoral violence and promote participation of women, minorities, and vulnerable groups in the electoral process.
- Lead the review and implementation of the Community-Oriented Policing Strategy at national and local levels, ensuring adherence to the Human Rights Due Diligence Policy and integration of cross-cutting priorities, including gender equality, child protection, and the protection of vulnerable persons.
- Contribute to the formulation of policies, procedures, and guidance that support police reform, institutional development, and alignment with international policing standards.
- Oversee the design, delivery, and monitoring of comprehensive capacity-building programmes, encompassing basic, specialized, and on-the-job training, for the professionalization of the host-state police.
- Foster police–community partnerships through sensitization activities, Police Community Relations Committees, and regular dialogue platforms to set policing priorities with active involvement of community and traditional leaders.
- Strengthen mechanisms for monitoring police compliance with human rights obligations and develop HRDDP-compliant projects that advance judicial processes and address issues such as sexual and gender-based violence.

- Manage quick-impact projects and other initiatives promoting sustainable police and community development.
- Provide strategic advice to national counterparts, UNPOL leadership, and stakeholders to ensure coordinated and sustainable UNMISS mandated approaches.
- Perform any other duties and assume other responsibilities as may be directed by the UNMISS Police Commissioner through the established chain of command.

## **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; experience in planning, development and implementation of policing guidance, ability to apply technical expertise to resolve police related issues and challenges; strong organizational skills and a demonstrated ability to establish priorities.
- **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 maintain 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 be informed and be able to anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client; resolves conflicts by pursuing mutually agreeable solutions.

## **QUALIFICATIONS**

**Education:** Advanced university degree (Master’s degree or equivalent) in one or more of the following disciplines: Law, Criminal Justice Administration, International Relations, Business or Public Administration, Political Science, Development Studies (particularly in law enforcement) or another relevant field. A first level university degree with a combination of relevant professional level experience in law enforcement, including police management, may be accepted in lieu of the advanced university degree. Graduation from a certified police academy or other law enforcement training institution is required.

**Work Experience:** At least 7 years (9 years in absence of advanced university degree) of progressive and active relevant service/experience at the field (region/district) and/or at the national headquarters level, including 5 years of direct involvement in the development and implementation of community policing programs/initiatives - required; experience in the development of training modules and training delivery - required; practical experience in policy and guidance development and implementation - required. Previous experience in UN peacekeeping operations or international policing in the area of community policing is an advantage.

## **Rank Requirement:**

- Superintendent of Police, Lieutenant Colonel, or equivalent/higher rank.

**Languages:**

- English and French are the working languages of the United Nations.
  - Fluency in oral and written English is required.
  - Knowledge of a second official UN language (Arabic) is an advantage.
- 

**The United Nations is committed to diversity and inclusion. Qualified female candidates are strongly encouraged to apply.**

**Date of Issuance: 15 August 2025**

<https://police.un.org/en/vacancies>.

**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.**



REFERENCE: DPO/OROLSI/PD/2025/0164

The Secretariat of the United Nations presents its compliments to the Permanent Mission to the United Nations and has the honor to refer to the requirement for Police Officers currently in active service. In this regard, the Department of Peace Operations (DPO) is seeking the nomination of candidates for appointment on secondment to the United Nations Mission in the Republic of South Sudan (UNMISS) for an initial period of one year with a possibility of extension for a second and third year. In exceptional circumstances, the secondment to that position may be extended for a fourth year, but not longer. Post is available through the issuance of the Job Opening 2025-UNMISS-82442-DPO, which is posted for a period of 60 days effective 15 August 2025. The closing date for the Job Openings is 15 October 2025.

The nomination procedures, along with all forms to be completed are included in this package. It is kindly requested that all documentation be submitted electronically to the Selection and Recruitment Section (SRS) at the following email address: [agnessa.ryabikina@un.org](mailto:agnessa.ryabikina@un.org).

Applications received after the deadline specified on the Job Opening will not be accepted.

As the posts require the expertise of police officers in active service, the Permanent Mission is kindly requested to confirm that selected candidate(s) will be released, in a timely manner, from their national police service obligations for service with the United Nations. The Permanent Mission is also requested to ensure that the rank of each candidate submitted is clearly indicated on the application.

In addition, it is strongly recommended that the Permanent Mission submit only those candidates who fully meet all requirements for the positions as described in the Job Opening.

The United Nations Secretariat would like to inform the Permanent Mission that in an effort to streamline and expedite the procedures of recruiting seconded officers, candidates approved for placement in the roster, may be selected for positions with similar functions (same functional title and level), without the issuance of a new Job Opening.

Candidates will remain in the roster for a period of two years after the first day of the month following the selection decision by the Head of the Department.

It should be noted that during their secondment to the United Nations, police personnel are not eligible for reassignment or transfer to any other seconded position within the peace operations or the UN Secretariat. Active-duty seconded personnel may serve under a UN staff contract for a period of up to three years (cumulative), which, in exceptional cases, can be extended for a fourth and final year subject to operational needs and satisfactory performance. This service limit includes periods of any prior services with the United Nations as an active-duty seconded officer under a UN staff contract.

Candidates who have previously served as active-duty seconded personnel may reapply after a break in service of at least one year from their last secondment under a UN staff contract, subject to the contract limitation outlined above.

Nominations of currently serving active-duty seconded police personnel on a UN staff contract will not be considered.

Candidates must meet all the requirements of the Job Opening at the time of nomination in order to be considered for the position.



The nomination of women candidates is strongly encouraged.

The Secretariat wishes to reiterate that promoting and encouraging respect for human rights is a core purpose of the United Nations and central to the delivery of its mandates. Should the Secretariat become aware of grave human rights violations which give rise to concerns regarding the record and performance of the police personnel, this may constitute grounds to revoking its acceptance of such personnel to serve in United Nations peace operations. In the case of nominees who have been investigated for, charged with or prosecuted for any criminal offence, excluding minor traffic violations (driving while intoxicated or dangerous or careless driving are not considered minor for this purpose), but were not convicted, the Government is requested to provide information regarding the investigation(s) or prosecution(s) concerned. The Government is also requested to certify that it is not aware of any allegations against its nominated candidates that they have 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.

The Secretariat recalls that it has a zero-tolerance policy to fraud and corruption. The Government is therefore requested to certify that there was no corruption or fraud in the nomination and extension procedures of police officers on secondment to the United Nations. Should the Secretariat become aware of allegations of corruption or fraud in the nomination or extension procedures of police officers on secondment, this may constitute grounds to revoke its acceptance of such personnel to serve in the United Nations as well as suspension of any future police deployments from the contributing country.

The United Nations Secretariat would like to avail of this opportunity to inform the Permanent Mission that staff members are subject to the authority of the Secretary-General and thereby are subject to the United Nations Staff Regulations and Staff Rules. In this context attention is drawn to Staff Regulation 1.2 (j), whereby “no staff member shall accept any honor, decoration, favor, gift or remuneration from any Government”.

The Permanent Mission is encouraged to nominate qualified women candidates.

This request is being transmitted to all Member States.

The Secretariat of the United Nations avails itself of this opportunity to renew to the Permanent Mission to the United Nations the assurances of its highest consideration.



15 August 2025

**Special Notice :**

Circulation of this Job Opening is limited to the Member States of the United Nations. Only police personnel who are currently employed in their national police service and who have received authorization from their respective national authority to apply for this Job Opening, will be considered.

Please note that during their secondment to the United Nations, police personnel are not eligible for reassignment or transfer to any other seconded position in peace operations or the UN Secretariat.

Active-duty seconded personnel may serve under a UN staff contract for a period of up to three years (cumulative), which, in exceptional cases, can be extended for a fourth and final year subject to operational needs and satisfactory performance. This service limit includes periods of any prior services with the United Nations as an active-duty seconded officer under a UN staff contract.

Candidates who have previously served as active-duty seconded personnel may reapply after a break in service of at least one year from their last secondment under a UN staff contract, subject to the contract limitation as indicated above.

Nominations of currently serving active-duty seconded police personnel on a UN staff contract will not be considered.

Candidates must meet all the requirements of the Job Opening at the time of nomination in order to be considered for the position.

Nominations of women candidates are strongly encouraged.

## 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). No hard copies of ACR is required to sent.**
- D. **Human Right Certificate (Performa 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.

## **BIO- DATA Proforma**

### **ANNEXURE-II**

**1. Name of Post(s) 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**

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

Signature of applicant

Recent Passport  
Size Photograph

<b>INSTRUCTIONS</b>  Please answer each question clearly and completely. TYPE OR PRINT LEGIBLY. <b>Read</b> carefully and follow all directions.		  <b>UNITED NATIONS</b>  <b>PERSONAL HISTORY</b>		Do not Write in This Space				
1. Family name		First name		Middle name				
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. ( )				
				<b>E-mail:</b>				
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				
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: Starting with your present post, list in REVERSE ORDER every employment you have had. Use a separate block for each post. Include also service in the armed forces and note any period during which you were not gainfully employed. If you need more space, attach additional pages of the same size. Give both gross and net salaries per annum for your last or present post.

A. PRESENT POST (LAST POST, IF NOT PRESENTLY IN EMPLOYMENT)

FROM	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.