



No.21023/07/2017-PMA{UN}

GOVERNMENT OF INDIA
Ministry of Home Affairs
[Police Division-II]
PMA Cell

Room No. 14, North Block,
New Delhi, 110001

Dated the 03 March, 2017

From: MHA, New Delhi

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

**Subject :- Job Opening : PoC Site Coordinator (P-4) to the United Nations Mission
in the Republic of South Sudan**

(Job Opening No : 2016-UNMISS-82442-DPKO

PMI to UN has sought the nomination of Individual Police Officers for the position of
**PoC Site Coordinator (P-4) to the United Nations Mission in the Republic of South
Sudan:-**

Number of post	:	Not mentioned.
Level of Post	:	P-4 [SP/DIG]
Org. Unit	:	UNMISS
Duty Station	:	Civilians Protection Sites across Mission

Qualification:

Education: Advanced university degree (Master's degree or equivalent) in one or more of the following disciplines:- Law, Law Enforcement, Criminal Justice Administration, Security Studies, Business or Public Administration, Development Studies (particularly in law enforcement) or other 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. Specialized training in the area of incumbent's responsibility (police management, operations, administration, training) in highly desirable. Graduation from a certified police academy or other law enforcement training institution is required.

Experience: AT least 7 years (09 years in absence of advanced university degree) of progressive and active relevant service/experience in a national or international law enforcement agency at the field (regional/district headquarters) and/or national police headquarters level- required: 5 years of direct supervisory/ operational command

experience, including involvement in organizational management, public order and crime prevention management, strategic planning, protection of civilians –required.. Previous experience in UN peacekeeping operations or international policing, particularly in the area of community policing and protection of civilian is an advantage.

Languages: English and French are the working languages of the United Nations Secretariat. For this post, fluency in English (both oral and Written) is required; knowledge of French is desirable. Knowledge of another UN official language is an advantage.

Preference will be given to equally qualified women candidates

2. It is requested that nomination of **eligible and willing officer** of the level of **SP/DIG (P-4)** may be submitted to this Ministry by **4th April , 2017** alongwith the following documents duly completed in all respect:-

- i. United Nations Personal History Profile (**PHP**) **form (P.11)** duly completed and signed by the nominated candidate.
- ii. United Nations **Employment and Academic Certification** [attachment to personal history profile (P-11)] **Form duly completed and signed by** the nominated candidate as well as the relevant local authority.

Note: - On scrutiny of nominations received, it has been observed that the EAC is submitted without the signature of Designated Authority of concerned Force resulting rejection of nomination. Hence, the forwarding authority should ensure that the EAC is duly signed by the applicant as well the Designated Authority of Force.

- iii. Personal details as per **Annexure-I**.
- iv. **Human Rights certificate must be included**(proforma enclosed).**Mandatory**

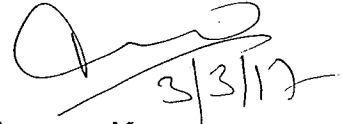
3. The nominated officers may be advised to send the above **document** as per the format enclosed **through electronic mail at e-mail address** at uspma@nic.in. **(Mandatory)**

4. **No modified format other than the specimen enclosed duly typed will be entertained/accepted as it invites lot of observations from UN HQ (UNDPKO) while finalizing the nominations.** Hand written PHP/EAC will not be entertained/accepted. It may be ensured that the photographs of the officer applying for the post should be placed on the front side of P-11 form and signature in the last page at relevant place.

5. It may please be ensured that the nominees are **clear from Vigilance angle and Necessary Cadre Clearance (Specially IPS Officers) from MHA/State**

Government/CAPFs/any other lending organization must be forwarded with nomination. (without cadre clearance/NOC, nominations will not be entertained).

6. No direct application will be entertained.



(Raman Kumar)

Under Secretary to the Government of India

☎: 23094009

☎: 23094009

✉:uspma@nic.in

Copy to

1. Commissioner of Police ,
Mumbai, Kolkatta, Chennai and Bangalore. } It is requested to forward the nominations of eligible and willing officers though State Government only.
2. SO (IT), MHA - With the request to upload the above communication on MHA website (Police Division-II(secondment vacany) and 'what's new'.



(Raman Kumar)

Under Secretary to the Government of India

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✉:uspma@nic.in

BIO-DATA PROFORMA

Recent passport
size photograph

1. Name of Post applied.
2. Job opening number
3. Name of the Officer
4. Designation/Rank/organization with present place of posting.
5. In the case of officers of deputation with other organization.
 - (a) Name of Parent organization.
 - (b) Name of organization presently employed.
 - (c) Date of deputation
 - (d) Expected date of repatriation to parent cadre/organization.
6. Date of Birth
7. Education/Qualification
8. Date of Joining Police Service
9. Service/Cadre/Batch:
10. Previous UN experience
 - Telephone No.
 - a. Office
 - b. Residence
 - c. Mobile No(mandatory)
 - d. Fax No.
 - e. E-mail id(mandatory)
11. Present Job Profile:-

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

(Signature of the applicant)


HR CERTIFICATE

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

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

INSTRUCTIONS

Please answer each question clearly and completely. TYPE OR PRINT LEGIBLY. Read carefully and follow all directions.

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Do not Write in This Space

PERSONAL HISTORY

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		6. Sex	
		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		Nationality	
						Gender	
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 UN? 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	
		Easily		Easily		Easily	
		Not Easily		Not Easily		Not Fluently	
						UNDERSTAND	
						Easily	
						Not Easily	
23. For clerical grades only. Indicate speed in words per minute							
		English		French		Other languages	
Typing							
Shorthand							
List any office machines or equipment and computer programmes you use.							

24. EDUCATION. Give full details - N.E. Please give exact titles of courses 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		DEGREE 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 MONTH/YEAR	TO MONTH/YEAR	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:
		STARTING	FINAL	
NAME OF EMPLOYER		TYPE OF BUSINESS		REASON FOR LEAVING
ADDRESS OF EMPLOYER		NAME OF SUPERVISOR		
		NET AMOUNT KIND OF EMPLOYEES SUPERVISED BY YOU		DESCRIPTION OF YOUR DUTIES

B. PREVIOUS POSTS (IN REVERSE ORDER)

FROM MONTH/YEAR	TO MONTH/YEAR	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:
		STARTING	FINAL	
NAME OF EMPLOYER:				TYPE OF BUSINESS:
ADDRESS OF EMPLOYER:				
				NAME OF SUPERVISOR:
				NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:
				REASON FOR LEAVING:
DESCRIPTION OF YOUR DUTIES				

FROM MONTH/YEAR	TO MONTH/YEAR	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:
		STARTING	FINAL	
NAME OF EMPLOYER:				TYPE OF BUSINESS:
ADDRESS OF EMPLOYER:				
				NAME OF SUPERVISOR:
				NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:
				REASON FOR LEAVING:
DESCRIPTION OF YOUR DUTIES				

FROM MONTH/YEAR	TO MONTH/YEAR	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:
		STARTING	FINAL	
NAME OF EMPLOYER:				TYPE OF BUSINESS:
ADDRESS OF EMPLOYER:				
				NAME OF SUPERVISOR:
				NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:
				REASON FOR LEAVING:
DESCRIPTION OF YOUR DUTIES				

28. HAVE YOU ANY OBJECTIONS TO OUR MAKING INQUIRIES OF YOUR PRESENT EMPLOYER? YES NO

29. ARE YOU NOW OR HAVE YOU EVER BEEN A CIVIL SERVANT IN YOUR GOVERNMENT'S EMPLOY? YES NO

If answer is "yes", WHEN?

30. REFERENCES: List three persons, not related to you, and are not current United Nations staff members, who are familiar with your character and qualifications.
Do not repeat names of supervisors listed under item 27.

FULL NAME	FULL ADDRESS	BUSINESS OR OCCUPATION

31. STATE ANY OTHER RELEVANT FACTS. INCLUDE INFORMATION REGARDING ANY RESIDENCE OUTSIDE THE COUNTRY OF YOUR NATIONALITY.

32. HAVE YOU EVER BEEN ARRESTED, FIDELITY, 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 on 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.

EMPLOYMENT RECORD - SUPPLEMENTARY SHEET

PLEASE 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. See next page for more blocks.

FROM MONTH/YEAR	TO MONTH/YEAR	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST
		STARTING	FINAL	
NAME OF EMPLOYER:		TYPE OF BUSINESS:		
ADDRESS OF EMPLOYER:		NAME OF SUPERVISOR:		REASON FOR LEAVING:
		NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:		
DESCRIPTION OF YOUR DUTIES				

FROM MONTH/YEAR	TO MONTH/YEAR	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST
		STARTING	FINAL	
NAME OF EMPLOYER:		TYPE OF BUSINESS:		
ADDRESS OF EMPLOYER:		NAME OF SUPERVISOR:		REASON FOR LEAVING:
		NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:		
DESCRIPTION OF YOUR DUTIES				

FROM MONTH/YEAR	TO MONTH/YEAR	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST
		STARTING	FINAL	
NAME OF EMPLOYER:		TYPE OF BUSINESS:		
ADDRESS OF EMPLOYER:		NAME OF SUPERVISOR:		REASON FOR LEAVING:
		NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:		
DESCRIPTION OF YOUR DUTIES				

FROM MONTH/YEAR	TO MONTH/YEAR	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST
		STARTING	FINAL	
NAME OF EMPLOYER:		TYPE OF BUSINESS:		
ADDRESS OF EMPLOYER:		NAME OF SUPERVISOR:		REASON FOR LEAVING:
		NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:		
DESCRIPTION OF YOUR DUTIES				

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EMPLOYMENT RECORD - SUPPLEMENTARY SHEET

PLEASE 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.

FROM MONTH/YEAR	TO MONTH/YEAR	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST
		STARTING	FINAL	
NAME OF EMPLOYER				TYPE OF BUSINESS
ADDRESS OF EMPLOYER				NAME OF SUPERVISOR
				NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU
				REASON FOR LEAVING
DESCRIPTION OF YOUR DUTIES				

FROM MONTH/YEAR	TO MONTH/YEAR	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST
		STARTING	FINAL	
NAME OF EMPLOYER				TYPE OF BUSINESS
ADDRESS OF EMPLOYER				NAME OF SUPERVISOR
				NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU
				REASON FOR LEAVING
DESCRIPTION OF YOUR DUTIES				

FROM MONTH/YEAR	TO MONTH/YEAR	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST
		STARTING	FINAL	
NAME OF EMPLOYER				TYPE OF BUSINESS
ADDRESS OF EMPLOYER				NAME OF SUPERVISOR
				NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU
				REASON FOR LEAVING
DESCRIPTION OF YOUR DUTIES				

FROM MONTH/YEAR	TO MONTH/YEAR	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST
		STARTING	FINAL	
NAME OF EMPLOYER				TYPE OF BUSINESS
ADDRESS OF EMPLOYER				NAME OF SUPERVISOR
				NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU
				REASON FOR LEAVING
DESCRIPTION OF YOUR DUTIES				

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UNITED NATIONS

Employment and Academic Certification Attachment to Personal History Profile (P11)

TO BE COMPLETED BY CANDIDATE:

Personal Data:

Family Name:	Given name:	Middle names:	Gender: M/F
e-mail address:			

Position for which you are applying:

(Note: if you are applying for more than one position, please submit separate P11 and P11 attachment for each Job Opening)

Job Opening Number:

Military Service History/Police Service History

Date of Commission (for military officers) or date of enlistment/entry to service (for police officers):

Current rank	Date Last Promoted	Date eligible for promotion to next rank	Projected Retirement date from current rank
Branch/Corp/Muster/ing			
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 Degrees				

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Experience in peacekeeping operations:
Specify UN or other International Experience, starting with your most recent experience and list in reverse order

Dates mm/yy-mm/yy	Mission/ Operation/Location	Position/Title (Milob, HQ Staff, 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/Orp	Significant Unit Activities

Significant Planning Experience, starting with your most recent experience and list in reverse order

Dates mm/yy-mm/yy	Position/Orp	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/Orp	Function/Activity

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Military and/or Police Training Courses/Seminars: (last two years)

Name of Course	Date: mm/yy - mm/yy	Institution

Additional Comments:

I certify that the statements made by me in answer to the foregoing questions are complete and correct. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization renders a staff member for the United Nations liable ineligible for further consideration.

I declare that I have never committed, been convicted of and am not currently under investigation or being prosecuted for any criminal, human rights, civil action or disciplinary offence, with the exception of minor traffic violations (driving while intoxicated or dangerous or careless driving are not considered minor traffic violations for this purpose). I declare that I have not been involved, by act or omission, in the commission of any violation of international human rights law or international humanitarian law.

I am not able to attest to the preceding paragraphs for the following reasons:

Date: Signature

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

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TO BE COMPLETED BY THE RELEVANT LOCAL AUTHORITY:

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

I further certify that the nominated candidate has never been convicted of, or is not currently under investigation or being prosecuted for, any criminal or disciplinary offence, or any violations of international human rights law, civil action or disciplinary offence. The Government of is not aware of any allegations against the nominated candidate that she/he has committed or been involved, by act or omission, in the commission of any acts that may amount to violations of international human rights law or international humanitarian law. In the case of the nominee who has been investigated for, charged with or prosecuted for any criminal offence, with the exception of minor traffic violations (driving while intoxicated or dangerous or careless driving are not considered minor traffic violations for this purpose), but was not convicted, the Government is requested to provide information regarding the investigation(s) or prosecutions concerned.

Date Official Stamp

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2/17

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UNITED NATIONS HEADQUARTERS
POLICE COMMUNICATIONS OPERATIONS

POSTAL ADDRESS - ADRESSE POSTALE: UNITED NATIONS, NEW YORK, N.Y. 10017
CABLE ADDRESS - ADRESSE TELEGRAPHIQUE: UNATIONS NEW YORK

6 NOV -3 P 2: 28

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MA
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Reference: DPKO/OROI.SI/DPD/2016/0862

The Secretariat of the United Nations presents its compliments to the Permanent Mission of Member State to the United Nations and has the honour to invite its Government to nominate individual police officers in active service for appointment on secondment to the United Nations Peacekeeping Force in Cyprus (UNFICYP), for a period of one year. Any further contract extension can be granted on an exceptional basis provided there is a mission mandate requirement and the incumbent displays good performance, dedication, professionalism and the achieved results. The final decision on the extension is subject to approval by the United Nations and concurrence by the national authorities.

Details regarding the post for which the Secretariat is seeking qualified applicants are provided in the attached job opening No DPKO - UNFICYP-0194 - 2016. Also attached are the "Application Procedures for Positions in United Nations Police Components in Peacekeeping Operations and Special Political Missions Requiring Official Secondment from National Governments of Member States of the United Nations".

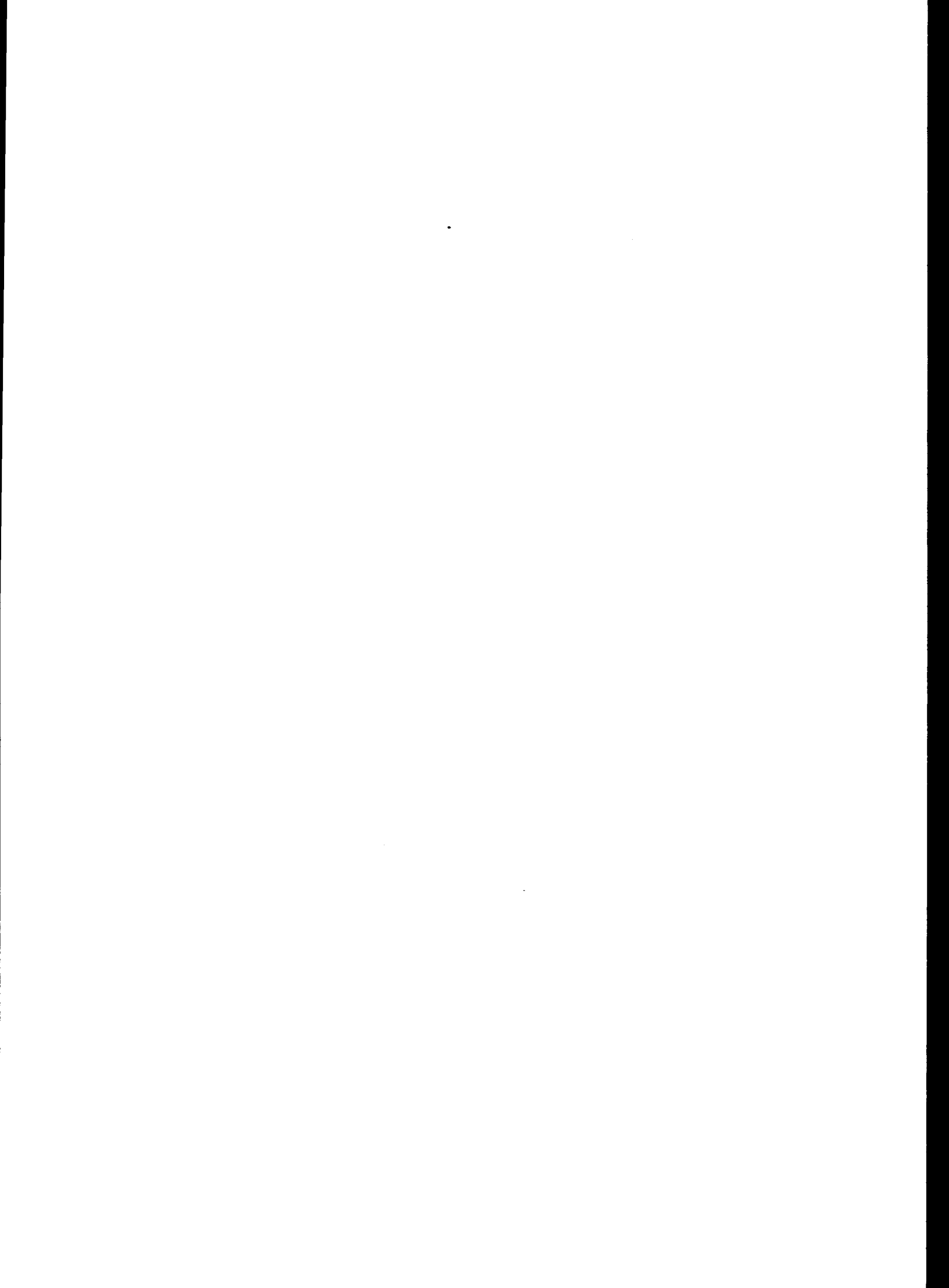
The Secretariat kindly requests the Permanent Mission to submit a separate application for each nominee to the Selection and Recruitment Section/ Police Division/OROI.SI/DPKO, DC-1, 7th floor, Room DC-1-0714, in accordance with the above-referenced procedures, certifying that the nominees meet the requirements in the attached job opening. Applications submitted after the deadline specified in the job opening will not be considered.

The Permanent Mission is also requested to confirm that selected candidates will be released, in a timely manner, from the national police service obligations for service with the United Nations. It is also requested to ensure that the rank of each candidate submitted is indicated on the application. In addition, it is strongly recommended that Member States carefully pre-screen their applicants and submit only those candidates meeting all requirements for the position as described in the job opening/s.

Member States are strongly encouraged to nominate qualified female police officers. Preference will be given to equally qualified women candidates.

The Secretariat wishes to inform the Permanent Mission of Member State that, in an effort to streamline and expedite the procedures of recruiting seconded officers, candidates placed on a roster following the selection process

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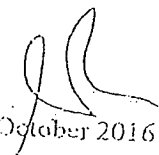
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CABLE ADDRESS / ADRESSE TELEGRAPHIQUE: UNATIONS NEWYORK

may be considered for posts with similar functions within a period of one year and if recommended for deployment, further arrangements will be coordinated with the Permanent Mission in due course.

The Secretariat wishes to outline that it is the responsibility of the Government to ensure that each candidate it nominates has not 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 or international humanitarian law. In the case of nominees who have 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 were not convicted, the Government is requested to provide information regarding the investigation(s) or prosecutions 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 the responsibilities of those personnel who are appointed to serve in United Nations peacekeeping or special political missions are exclusively international in character. They perform their functions under the authority of, and in full compliance with, the instructions of the Secretary-General of the United Nations and persons acting on his behalf and are duty-bound not to seek or accept instructions in regard to the performance of their duties from any government or from other authorities external to the United Nations. Seconded personnel should carry out their functions in accordance with all applicable regulations, rules and procedures of the Organization.

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


26 October 2016

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APPLICATION PROCEDURES FOR PROFESSIONAL CONTRACTED
POSITIONS IN UNITED NATIONS POLICE COMPONENTS IN PEACEKEEPING
OPERATIONS OR SPECIAL POLITICAL MISSIONS REQUIRING OFFICIAL
SECONDMENT FROM NATIONAL GOVERNMENTS OF UN MEMBER STATES

Outlined below are the procedures to be followed by Permanent Missions for the presentation of candidates to professional posts requiring secondment from active police services, which are open for recruitment within UN peacekeeping operations or special political missions. In the interest of promoting an orderly process and to avoid delay in the consideration of applications, Permanent Missions are respectfully requested to adhere closely to these procedures.

1. The above mentioned posts are reserved only for candidates recommended by Member States through their Permanent Missions to the United Nations. Candidates applying independently will not be considered. It is requested that applications be submitted as soon as possible but not later than deadline specified in each Job Opening announcement. Applications received after the deadline will not be considered.
2. All applications must be submitted in a duly completed typed (not hand-written) and signed United Nations Personal History Form (P-11) along with Academic and Employment Certification Form (attachment to P-11 form). Applications using other formats will not be accepted, but additional information may be attached to the P-11. For the convenience of the Permanent Mission, a P-11 form and attachment are enclosed as samples to be photocopied as needed.
3. Selection for service with the United Nations is made on a competitive basis. It is therefore essential that all the Personal History Forms be completed with a view to presenting the candidates qualifications and experiences as they relate to the requirements as set out in the relevant Job Opening. In the event a Permanent Mission wishes to recommend a candidate for several posts, a separate Personal History Form should be submitted for each post.
4. 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 self-attestation must be attached to the P-11 form and contain the following wording:
I attest that I have not committed, been convicted of, nor prosecuted for, any criminal or disciplinary offence. I attest that I have not been involved, by act or omission, in any violation of human rights law or international humanitarian law. The applications without signed individual self-attestations will not be accepted.
5. Permanent Missions are requested to present their candidates in one single submission, in accordance with the deadline date specified in the Job Opening, under cover of a note verbale listing the names of the candidates, post title(s) they are nominated for and the corresponding vacancy announcements.
6. Applications must be hand-delivered by Permanent Mission to the Police Division Selection and Recruitment Section, Office of Rule and Law and Security Institutions, Department of Peacekeeping Operations at 1 UN Plaza, 7th floor, room DCT -0714, in accordance with the specific directions in the relevant Note Verbale.
7. Upon delivery of the applications, the Selections and Recruitment Section will acknowledge the receipt to the individual making the delivery.
8. Communication regarding this process will be through the Permanent Mission only. The Secretariat will not entertain personal queries from individual applicants.

October 2016

P/L/b

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

Post title and level	PoC Site Coordinator, P-4
Organizational Unit	United Nations Mission in the Republic of South Sudan
Duty Station	One of the Protection of Civilians Sites across the Mission area
Reporting to	Deputy Police Commissioner
Duration	12 Month (extendible)
Deadline for applications	14 April 2017
Job Opening number	2017-UNMISS-90802-DPKO

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

RESPONSIBILITIES

In compliance with the mandate and under the supervision and substantive guidance of the Deputy Police Commissioner the PoC Site Coordinator will be responsible for operational oversight of the maintenance of public order and security within the UNMISS Protection of Civilians (PoC) sites and any other mandated UNPOL activities related to the PoC sites. The incumbent will be responsible for, but not limited to, the performance of the following duties:

- Management, accountability and oversight of all relevant tasks and aspects of maintenance of public safety and security of UNMISS PoC sites within his/her Area of Responsibility (AoR) including maintenance of standards, rostering, Individual Police Officer (IPO) time on duty accountability, internal training, effective reporting and incident investigation and reporting;
- Serve as UNPOL Focal Point for other mission components, agencies, funds, and programs, and other humanitarian partners engaged within the UNMISS PoC site(s) within their AoR;
- Ground Commander for any major security incident within the UNMISS PoC sites within AoR;
- In consultation with Main Headquarters, facilitate and implement modalities and mechanisms of Community Policing within the AoR;
- Line management of all allocated UNPOL personnel working in or directly supporting PoC sites within AoR ensuring proper mandate implementation; preparing reports of activities through the chain of command; supervising disciplinary and social environment among subordinate staff;
- Effective monitoring, reporting, follow-up, analysis and redress of security incidents (including Sexual and Gender Based Violence (SGBV), which will be addressed in conjunction with the Women's Protection Advisers) within UNMISS PoC sites within their AoR;
- Operational coordination with appropriate stakeholders in relevant protection-focused tasks affecting PoC sites within their AoR;

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- Reinforcement of Human Rights issues and compliance with set standards applicable to PoC sites within AoR;
- Reinforcement and monitoring of all UNPOL community interaction within UNMISS PoC sites, including with the Informal Mitigation and Dispute Resolution Mechanisms (IMDRMs) and Community Watch Groups (CWGs);
- Reinforcement and monitoring of all Gender Child and Vulnerable Persons Protection (GCVPP) Policing programs and approaches within allocated UN PoC sites within the AoR;
- Support the UN-wide early warning system, including a coordinated approach to information gathering, verification dissemination, and response mechanisms, including effective planning aimed at preparation for further potential attacks on United Nations personnel and facilities within POC sites;
- Ensure compliance with the Human Rights Due Diligence Policy (HRDDP) in the work of UNPOL assigned to POC sites and within the AoR;
- Identification of appropriate projects in support of mandate implementation which are HRDDP compliant and applicable to POC sites within the AoR;
- 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. Displays commitment to human rights and the ability to give the necessary prominence to human rights. 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 analytical and organizational skills and a demonstrated ability to establish priorities and to plan, coordinate, and monitor 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.
- **Teamwork:** Ability to establish and maintain effective working relations with people of different national, linguistic and cultural backgrounds with sensitivity and respect for diversity. Willingness to solicit inputs and learn from others, to place team agenda before personal agenda. Willingness to share credit for team accomplishments and joint responsibility for team shortcomings.

QUALIFICATIONS

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Education: Advanced university degree (Master's degree or equivalent) in one or more of the following disciplines: Law, Law Enforcement, Criminal Justice Administration, Security Studies, Business or Public Administration, Development Studies (particularly in law enforcement) or other 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. Specialized training in the area of incumbent's responsibility (police management, operations, administration, training) is highly desirable. 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 in a national or international law enforcement agency at the field (regional/district headquarters) and/or national police headquarters level – required; 5 years of direct supervisory/operational command experience, including involvement in organizational management, public order and crime prevention management, strategic planning, protection of civilians - required. Previous experience in UN peacekeeping operations or international policing, particularly in the area of community policing and protection of civilians is an advantage.

Rank: Superintendent of Police, Lieutenant Colonel, 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 English is required. Knowledge of a second official UN language is an advantage.

Preference will be given to equally qualified women candidates.

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<http://www.un.org/en/peacekeeping/sites/police>

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.

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