

UNITED NATIONS



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UNITED NATIONS ELECTRONIC MESSAGING SERVICE

UNITED NATIONS HEADQUARTERS

NEW YORK

DATE: 2018/03/14 19:40:02

TO: PERMANENT MISSION OF THE FEDERAL DEMOCRATIC REPUBLIC OF
NEPAL TO THE U.N.
NEW YORK
PMNP,

FAX #: 12129532038

FROM: Electronic Messaging Unit
DM/OICT
New York, NY 10017, USA
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UNITED NATIONS



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DPKO/OROLSI/PD/2018/50

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 Assistance Mission in Somalia (UNSAM), 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/s for which the Secretariat is seeking qualified applicants are provided in the attached job opening/s No 2018-UNSAM-50-DPKO. 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 for each job opening to the Selection and Recruitment Section/ Police Division/OROLSI/DPKO, 1 UN Plaza, 7th floor, room DC1-714**, in accordance with the above-referenced procedures, certifying that the nominee/s meet/s the requirements in the attached job opening/s. **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 may be considered for posts with similar functions within a period of two years and if recommended for deployment, further arrangements will be coordinated with the Permanent Mission in due course.

It should be noted that during the period of their secondment, officers may not transfer to alternative positions within the United Nations. As a result, the nomination of police officers who are currently United Nations staff members on secondment, will not be considered.

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 as to the record and performance of [country] police personnel, this may constitute grounds to revoke its acceptance of such personnel to serve in UN peace operations. 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 it has a zero-tolerance approach 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 concerned.

The Secretariat also 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.

14 March 2018



*Job Opening for Position requiring official secondment
from national governments of Member States of the United Nations Organization
Appointments are limited to service on posts financed by
the support account of peacekeeping operations*

Post title and level	Police Commissioner, D-1
Reporting to	Special Representative of the Secretary-General, (SRSG) in full coordination and consultation with the Director, Rule of Law and Security Institutions Group and the Deputy Special Representative of the Secretary-General (DSRSG)
Duration	12 Month (extendible)
Deadline for applications	30 May 2018
Job Opening number	2018-UNSOM-50-DPKO

RESPONSIBILITIES:

The Police Commissioner is the head of the Police Component, within the wider Rule of Law and Security Institutions Group (ROLSIG). The Police Commissioner reports to the Special Representative of the Secretary-General in full coordination and consultation with the Director of Rule of Law and Security Institutions Group and the Deputy Special Representative of the Secretary-General.

Under the guidance and supervision of the Special Representative of the Secretary General (SRSG), and in line with the existing UNSOM Police Administration SOP, the incumbent will be responsible for providing strategic leadership of the police component of the mission; advising the mission on all matters related to police; and providing advisory support and assistance to national authorities to develop federated police institutions to function in accordance with internationally acceptable standards of democratic policing. The Police Commissioner provides regular reports on key police work programmes while coordinating with other rule of law and cross-cutting issues through the Global Focal Point arrangement. The Police Commissioner is also responsible for the effective and efficient management, supervision, welfare, and discipline of all personnel assigned to the UN Police Component of the Mission in accordance with the United Nations' rules, regulations, and mission mandate. Within the limits of delegated authority, the Police Commissioner will be responsible for, but not limited to, the performance of the following duties:

regular reports on key UN Police Component's work programs and mandate implementation;

- Advising the SRSG on matters related to support requirements for the development needs of the federated police in line with the international standards of policing and with commitment to human rights.

- Developing the UN Police Component's mission statement in accordance with the overall objectives of the Mission.
- Developing the operational strategy and establishing the administrative procedures of the UN Police Component through which tasks will be executed including developing implementation plans in support to the Federal Government of Somalia (FGS) and Federal Member States' Police Strategic Plan, and ensuring efficient and effective delivery of UN Police Component tasks, as mandated;
- Providing advisory support and assistance to the FGS and FMS in the development of overall strategic plans within a federal vision, and helping to implement those plans through a wide range of consultation processes in coordination with international and national partners;
- Developing a close professional relationship with the federated police at national/ministerial and senior command levels within both the FGS and FMS, as well as with leaders from the communities, government and other relevant agencies in order to facilitate the mandate execution;
- Providing police specific advice on the development of a constitutional agreement on the basic principles and federal structure of the security sector, as well as on an overarching National Security Policy and its relevant frameworks that define the role, command structures and the accountability for the federal and state police services.
- Implementing a joint AU-UN approach to supporting police development in Somalia, based on complementarity of mandates and comparative advantage, through close coordination with AMISOM police and implementation of joint initiatives in Mogadishu and in the regions.
- Advising the co-chairs of the Sub-Working Group on Police under the Comprehensive Approach to Security Process with the aim to ensure coherence, sustainability and broad national ownership of police development support.
- In support of and in partnership with national actors, UN agencies, funds and programs and other stakeholders undertaking full assessment of the needs of the federal and state police services and developing proposals for the multilateral/bilateral donor support in line with the Global Focal Point initiative;
- Providing advice and guidance to federal authorities for the holistic reform and development of their police system, within a federal vision, including but not limited to police legislative review, instituting efficient and effective administrative and management procedures, drafting and implementing operational policies and guidelines and assisting in the rehabilitation of infrastructures and facilities and the human resource development through training and mentoring.
- Ensuring holistic law enforcement reform and development initiatives through close coordination and collaboration with crosscutting rule of law sections.
- Developing mechanisms for the collection and institutionalization of best practices and lessons learned by the Police Section;
- Performing such other functions as are consistent with the mandate provided by the Security Council Resolution and as may be required by the SRSG, relating to the management of the UN Police Component.

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. Display commitments to human rights and the ability to give the necessary prominence to human rights. In-depth knowledge of police procedures and management; strong organizational skills and a demonstrated ability to establish priorities and to plan, coordinate, and monitor the work of others. Strong negotiation and conflict-resolution skills. Understand theories, concepts and approaches relevant to democratic policing, law enforcement. Possesses ability to apply technical expertise to resolve police related issues and challenges. Strong managerial and analytical skills combined with the good judgement.

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.

Accountability: Takes ownership of all responsibilities and honors commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

Leadership: Serves as a role model that other people want to follow; empowers others to translate vision into results; is proactive in developing strategies to accomplish objectives; establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions; drives for change and improvements; does not accept the status quo; shows the courage to take unpopular stands.

Vision: Identifies strategic issues, opportunities and risks; clearly communicates links between the Organization's strategy and the work unit's goals; generates and communicates broad and compelling organizational direction, inspiring others to pursue that same direction; conveys enthusiasm about future possibilities.

QUALIFICATIONS:

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

Work Experience: Minimum of 15 years of progressive and active policing service/experience both at the field and police headquarters level required; 10 years of active police experience at senior policy making level, with extensive strategic planning and management experience in areas such as operations, human and financial resources management, crime management, administration and

training and development, change management, reform and restructuring or related field; practical direct experience in commanding a region or a state level police units or running a department at police HQ level, including the provision of strategic advice on issues concerning security sector development; experience working in an international setting with multiple national and international stakeholders is desirable.

Rank: Chief Superintendent of Police, Chief of Police, Police Commissioner, Deputy (Assistant) Inspector General, equivalent to the military rank of General or above.

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.

Date of Issuance: 14 March 2018

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

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



Do not Write in This Space

PERSONAL HISTORY

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)		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. ()		
							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/yr)		Place of Birth		Nationality		Gender	
15. (a) Name of Spouse									
16. Have you taken up legal permanent residence status in any country other than that of your nationality? YES <input type="checkbox"/> NO <input type="checkbox"/>									
If answer is "yes", which country?									
17. Have you taken any legal steps towards changing your present nationality? YES <input type="checkbox"/> NO <input type="checkbox"/>									
If answer is "yes", explain fully:									
18. Are any of your relatives employed by a public international organization? YES <input type="checkbox"/> NO <input type="checkbox"/>									
If answer is "yes", give the following information:									
NAME		Relationship		Name of International Organization					
19. What is your preferred field of work?									
20. Would you accept employment for less than six months? YES <input type="checkbox"/> NO <input type="checkbox"/>				21. Have you previously submitted an application for employment and/or undergone any tests with U.N.? YES <input type="checkbox"/> NO <input type="checkbox"/> If so, when?					
22. KNOWLEDGE OF LANGUAGES. What is your mother tongue?									
OTHER LANGUAGES									
		READ		WRITE		SPEAK		UNDERSTAND	
		Easily	Not Easily	Easily	Not Easily	Fluently	Not Fluently	Easily	Not Easily
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. For clerical grades only Indicate speed in words per minute									
		English	French	Other languages					
Typing									
Shorthand									
List any office machines or equipment and computer programmes you use.									

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 <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.		

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:
				NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:
				REASON FOR LEAVING:
DESCRIPTION OF YOUR DUTIES				
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				
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				
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				

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 STARTING FINAL		EXACT TITLE OF YOUR POST:
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 STARTING FINAL		EXACT TITLE OF YOUR POST:
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 STARTING FINAL		EXACT TITLE OF YOUR POST:
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 STARTING FINAL		EXACT TITLE OF YOUR POST:
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				

UNITED NATIONS

Employment and Academic Certification

Attachment to Personal History Profile (P11)

TO BE COMPLETED BY CANDIDATE:

Personal Data:

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

Position for which you are applying:

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

Job Opening Number:

Military Service History/Police Service History

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

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

Sub Specialisation/additional qualifications

Degrees and Academic Distinctions Obtained:

	NAME of INSTITUTION, PLACE AND COUNTRY. Please give complete address.	ATTENDED:		DEGREES and ACADEMIC DISTINCTIONS OBTAINED
		FROM: Month/Year	TO: Month/Year	
Graduation from the Staff/War College or Police Academy (and/or similar law enforcement institution)				
University Degrees/s				

Experience in peacekeeping operations:

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

Dates mm/yy-mm/yy	Mission/ Operation/Location	Position/title (Milob, HQ Staff, Contgt, Adviser)	Description of duties

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

Dates mm/yy-mm/yy	Unit/Position/Org	Significant Unit Activities

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

Dates mm/yy-mm/yy	Position/Org	Operation/Activity

(Other) International Exposure other than peace keeping operations, starting with your most recent experience and list in reverse order

Date: mm/yy-mm/yy	Position/Org	Function/Activity

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

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

Additional Comments:

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

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

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

Date Signature

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

TO BE COMPLETED BY THE RELEVANT LOCAL AUTHORITY:

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

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

**APPLICATION PROCEDURES FOR 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. Applications received after the deadline specified in each Job Opening announcement will not be considered.**
2. All applications must be submitted on a duly completed (not hand-written) and signed United Nations personal History Form (P.11) or printed Personal History Profile (PHP). Applications using other formats will not be accepted, but additional information may be attached to the P. 11. or PHP. For the convenience of the Permanent Missions a P. 11. form is enclosed as a sample 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. Permanent Mission are requested to present their candidates in one single submission, in accordance with the deadline date of the Job Opening, under cover of a note verbale listing the names of the candidates and the corresponding vacancy announcements. **For the convenience of the Permanent Mission a table is attached to be used and photocopied as needed for the listing of its candidates.**
5. Applications must be hand-delivered by Permanent Missions to the Selections and Recruitment Section of the Police Division, Office of Rule and Law and Security Institutions, Department of Peacekeeping Operations at **DC-1, 7th floor, room 714**, in accordance with the specific directions in the relevant Note Verbale.
6. Upon delivery of the applications, the Selections and Recruitment Section will acknowledge the receipt to the individual making the delivery.
7. Communication regarding this process will be through the Permanent Mission only. The Secretariat will not entertain personal queries from individual applicants.

14 March 2018



What Forms Nominees Should Submit?

Each nominee should complete the following 3 forms:

1. United Nations Personal History Profile (PHP), P-11
2. Employment Record (Supplementary Sheet), if needed
3. Academic and Employment Certification (Attachment Form to P-11)

The image displays three United Nations forms. Form 1, 'PERSONAL HISTORY PROFILE (PHP), P-11', is a detailed questionnaire covering personal information, education, employment, and health. Form 2, 'EMPLOYMENT RECORD (SUPPLEMENTARY SHEET)', is a table for recording employment history. Form 3, 'ACADEMIC AND EMPLOYMENT CERTIFICATION (ATTACHMENT FORM TO P-11)', is a form for providing academic and employment details. All forms feature the United Nations logo and are labeled with their respective numbers (1, 2, 3) in the top right corner.

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Before filling the forms...

- Candidates are strongly encouraged to review and understand the functions and responsibilities of the position to which they are applying as well as the qualifications necessary. By doing so, candidates will:

- Improve their ability to position themselves to meet the needs of the hiring office;
- Save time and reduce frustration that results from applying to jobs which do not match their strengths, aspirations and personal circumstances.



Understanding the Job Opening (JO)

All JOs are organized in the following 5 sections:

1. Title
2. Organizational Setting and Reporting
3. Responsibilities/functions
4. Competencies
5. Qualifications:
 - Education
 - Experience
 - Languages
6. Assessment Methods
 - Written Test
 - Competency Based Interview



Job Opening

Job Title: Military Communications Policy and Equipment Officer, P-5

Department/Office: DEPARTMENT OF PEACEKEEPING OPERATIONS

Location: NEW YORK

Posting Period: 17 February to 23 May 2013

Job Opening number: DPKO/13-01 P-5/13

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

Organizational Setting and Reporting: This post is part of the Military Affairs Office. The duties, however, also involve aspects of this responsibility. The post is located in the Department of Peacekeeping Operations, Policy and Equipment Officer. The incumbent will report to the Director of the Department of Peacekeeping Operations and the Director of the Department of Peacekeeping Operations, Policy and Equipment Officer.

Responsibilities: The incumbent will have the following major responsibilities:
 • Assist with the preparation of technical advice regarding the management of military communications and as appropriate;
 • Advise on the inter-agency and cross-agency communication networks and systems in the field;
 • Assist with military liaison aspects in the planning, implementation, operations and maintenance of military telecommunications and information technology equipment and systems;
 • Assist in the planning of new operations and the revision of current operations for the deployment of ICT activities;
 • Assist with liaison with troop-contributing countries and the United Nations.

Competencies:
 • Assist with reviewing military communications equipment and services; select appropriate equipment and services for the mission;
 • Ensure that military and civilian systems are combined in a seamless manner;
 • Coordinate with military and civilian systems and ensure that they are integrated with the mission;
 • Ensure that the mission is able to operate in a seamless manner;
 • Ensure that the mission is able to operate in a seamless manner;
 • Ensure that the mission is able to operate in a seamless manner;



Professionalism: Knowledge of the core competencies relevant to military communications and information technology planning and operations

Form 1: UN Personal History Profile (PHP), P-11

- Each nominated candidate must complete and sign the UN Personal History Profile (PHP), P-11

- If a candidate is being nominated for more than one post/JO, a separate and additional UN PHP, P-11, is required for each post/JO.

NOTE:

Incomplete and unsigned P-11 forms
will not be accepted



Form 1: UN Personal History Profile (PHP), P-11 cont.

Information requested from the nominees

- Personal Information
- Education and Publications
- Employment History – in detail in the next slide
- Languages
- References



Form 1: UN Personal History Profile (PHP), P-11cont.

Employment History

Summary of Achievements

- Achievements:
 - How well performed in the job
 - Provide specific examples where an impact or contribution was made in the positions held

Description of Duties

- Duties:
 - What is done in current job
- Describe responsibilities with careful attention to the job opening for which you are applying
- Use of Grammar
 - Current job: present tense
 - Past job (s): past tense



Form 1: UN Personal History Profile (PHP), P-11 cont.

Additional Tips

- The UN will firm up a candidate through their application/P

- Candidates should:

- be truthful, accurate and specific
- make word count
- prepare a list of PHP offline using a word processor application (e.g. MS Word)
- proofread before finalizing/signing

Note: In the situation where the candidate is being nominated for more than one post, a separate and additional employment record form P11 and a supplementary sheet (if needed) are required for each post.



Form 1: UN Personal History Profile (PHP), P-11 cont.

Sample

INSTRUCTIONS		UNITED NATIONS	
Please insert this card in the early and complete. TYPE OR PRINT LEGIBLY. Blank entries are to be left blank.		PERSONAL HISTORY	
1. Family name	2. Date of birth (Month/Day/Year)	3. Place of birth	4. Present address (City/State/Zip)
5. Sex	6. Marital status	7. Present occupation	8. Present employer
9. Education (School/College/University)	10. Degree/Field of study	11. Present residence (City/State/Zip)	12. Present employer (City/State/Zip)
13. Present address (City/State/Zip)	14. Present employer (City/State/Zip)	15. Present residence (City/State/Zip)	16. Present employer (City/State/Zip)
17. Present residence (City/State/Zip)	18. Present employer (City/State/Zip)	19. Present residence (City/State/Zip)	20. Present employer (City/State/Zip)
21. Present residence (City/State/Zip)	22. Present employer (City/State/Zip)	23. Present residence (City/State/Zip)	24. Present employer (City/State/Zip)
25. Present residence (City/State/Zip)	26. Present employer (City/State/Zip)	27. Present residence (City/State/Zip)	28. Present employer (City/State/Zip)
29. Present residence (City/State/Zip)	30. Present employer (City/State/Zip)	31. Present residence (City/State/Zip)	32. Present employer (City/State/Zip)
33. Present residence (City/State/Zip)	34. Present employer (City/State/Zip)	35. Present residence (City/State/Zip)	36. Present employer (City/State/Zip)
37. Present residence (City/State/Zip)	38. Present employer (City/State/Zip)	39. Present residence (City/State/Zip)	40. Present employer (City/State/Zip)
41. Present residence (City/State/Zip)	42. Present employer (City/State/Zip)	43. Present residence (City/State/Zip)	44. Present employer (City/State/Zip)
45. Present residence (City/State/Zip)	46. Present employer (City/State/Zip)	47. Present residence (City/State/Zip)	48. Present employer (City/State/Zip)
49. Present residence (City/State/Zip)	50. Present employer (City/State/Zip)	51. Present residence (City/State/Zip)	52. Present employer (City/State/Zip)
53. Present residence (City/State/Zip)	54. Present employer (City/State/Zip)	55. Present residence (City/State/Zip)	56. Present employer (City/State/Zip)
57. Present residence (City/State/Zip)	58. Present employer (City/State/Zip)	59. Present residence (City/State/Zip)	60. Present employer (City/State/Zip)
61. Present residence (City/State/Zip)	62. Present employer (City/State/Zip)	63. Present residence (City/State/Zip)	64. Present employer (City/State/Zip)
65. Present residence (City/State/Zip)	66. Present employer (City/State/Zip)	67. Present residence (City/State/Zip)	68. Present employer (City/State/Zip)
69. Present residence (City/State/Zip)	70. Present employer (City/State/Zip)	71. Present residence (City/State/Zip)	72. Present employer (City/State/Zip)
73. Present residence (City/State/Zip)	74. Present employer (City/State/Zip)	75. Present residence (City/State/Zip)	76. Present employer (City/State/Zip)
77. Present residence (City/State/Zip)	78. Present employer (City/State/Zip)	79. Present residence (City/State/Zip)	80. Present employer (City/State/Zip)
81. Present residence (City/State/Zip)	82. Present employer (City/State/Zip)	83. Present residence (City/State/Zip)	84. Present employer (City/State/Zip)
85. Present residence (City/State/Zip)	86. Present employer (City/State/Zip)	87. Present residence (City/State/Zip)	88. Present employer (City/State/Zip)
89. Present residence (City/State/Zip)	90. Present employer (City/State/Zip)	91. Present residence (City/State/Zip)	92. Present employer (City/State/Zip)
93. Present residence (City/State/Zip)	94. Present employer (City/State/Zip)	95. Present residence (City/State/Zip)	96. Present employer (City/State/Zip)
97. Present residence (City/State/Zip)	98. Present employer (City/State/Zip)	99. Present residence (City/State/Zip)	100. Present employer (City/State/Zip)



Form 2: Employment Record Form

(Supplementary Sheet)

- The supplementary sheet should be used to include additional working experience

- If applicable, for each candidate nominated for a post, a duly completed and signed employment record form (supplementary sheet) may be required

- If a candidate is being nominated for more than one post, a separate and additional employment record form (supplementary sheet) is required for each post.



Form 2: Employment Record Form

(Supplementary Sheet)

Sample

[illegible]

Form 3: Academic and Employment Certificate

- For each nominated candidate for a post, a duly completed Academic and Employment Certification form (Attachment to P-11) must be signed by the candidate and the relevant Local Police or Military Authority

NOTE:

Incomplete and unsigned forms
will not be accepted

- If the candidate is being nominated for more than one post, a separate Certification is required for each post

- The Certification must contain details on the candidate's military/police academic degree/courses and employment record as well as his/her commission date (for military officers or date of enlistment/entry to service (for police officers).



Form 3: Academic and Employment Certification

(Attachment to P-11)

Sample

Employment and Academic Certification

Attachment to Personal History Profile (P-11)

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 P-11 and P-11 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/Group/Assignment			
Sub Specialization/Additional qualifications			

Degrees and Academic Distinctions Obtained:

NAME OF INSTITUTION, PLACE AND COUNTRY. Please give complete address.	ATTENDED:		DEGREES and ACADEMIC DISTINCTIONS OBTAINED
	FROM:	TO	
	Month/Year	Month/Year	
Graduation from the Staff War College of Police Academy (and/or similar law enforcement institution)			
University Degree/s			



Form 3: Academic and Employment Certification (Attachment to P-11)

Sample (continuation)

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 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 discriminatory offense, 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 the purpose of the Universal Declaration of Human Rights, or international human rights law or international humanitarian law.

I am not able to attest to the preceding paragraph 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, text of references or testimonials unless they have been chosen for the sole use of the Organization.



Form 3: Academic and Employment Certification (Attachment to P-11)

Sample (continuation)

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 s/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.

Official Stamp

Date

