



## सशस्त्र प्रहरी बल, नेपाल संचार

बाट	मा.वि.वि. (विदेश शाखा), स.प्र.बल, नेपाल प्र.का. ।	प्राथमिकता	
लाई	रा.सु.प.को सचिवालय, विभागहरु सबै, निर्देशनालयहरु सबै, महाशाखा, शाखाहरु सबै, उ.सु.का., रा.स.प्र.बल नेपाल प्र.प्र., वाहिनीहरु सबै, स.प्र.बल, नेपाल कमाण्ड एण्ड स्टाफ कलेज तालिम केन्द्रहरु सबै, गणहरु सबै, सि.सु.का.हरु सबै, गुल्महरु सबै ।	SN	२४५०
बोधार्थ	स.प्र.म.नि.को सचिवालय, कम्प्युटर शाखा, स.प्र.बल, नेपाल प्र.का. ।	DTO	२५१६५२

१. UNHQ DPKO बाट United Nations Mission in South Sudan का लागि United Nations Police Reform Officer (Technical Assistance Advisor for UNMISS Police Commissioner) P-3 पदमा योग्य अधिकृतहरुको माग भई आएको हुँदा मापदण्ड पुग्ने ईच्छुक सशस्त्र प्रहरी उपरीक्षक र सशस्त्र प्रहरी नायव उपरीक्षकहरुले UN P-11 Form र Employment & Academic Certification (EAC) Form मिति २०७५।०३।१७ गते कार्यालय समय भित्र यस शाखाको E-mail: apfp11bank@yahoo.com मा प्राप्त हुने गरी पठाउनुका साथै संचारबाट समेत अनिवार्य जानकारी दिनु हुन नि. अनुरोध (०)

### २. काईटेरिया :

- विभागीय कारवाही तथा कारवाही प्रकृत्यामा नरहेको ।
- UNPOL मिशनमा सहभागी भई सकेका अधिकृतहरुको अन्तिम मिशनबाट फर्केको मितिबाट १ बर्ष अवधी पुरा भएको हुनुपर्ने ।
- अन्य काईटेरियाको हकमा माग भई आएको पदका लागि उल्लेख भएको काईटेरिया पुरा भएको हुनुपर्ने छ ।

३. विस्तृत जानकारीका लागि प्राप्त कागजातहरु यस संगठनको Web Site:- [www.apf.gov.np](http://www.apf.gov.np) मा हेर्न र डाउनलोड गर्न सकिने छ उक्त कागजातहरु Web Site मा अध्यावधिक गरि दिनु हुन कम्प्युटर शाखा स.प्र.बल, नेपाल प्र.का. लाई यसै संचारको बोधार्थद्वारा अनुरोध (०)

मिति :- २०७५।०२।२९ गते ।

Degree of Priority Originator's Instruction	Originator's Signature (With Rank)	T.H.I.		
		Date & Time	System	Operator
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002073

DPKO/OROLSI/PD/2018/102

*DR*  
*07 June 18*  
*AC - MIA*

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 Mission in the Republic of South Sudan (UNMISS), 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-UNMISS-90804-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, 7<sup>th</sup> floor, room DC1-0780**, 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.

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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.

  
05 June 2018

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# United



# Nations

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

Post title and level	<b>UN Police Reform Officer (Technical Assistance Advisor for UNMISS Police Commissioner), P-3</b>
Organizational Unit	United Nations Mission in the Republic of South Sudan
Duty Station	Juba
Reporting to	Police Commissioner
Duration	12 Month (extendible)
Deadline for applications	31 <sup>st</sup> July 2018
Job opening number	2018-UNMISS-90804-DPKO

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

## **RESPONSIBILITIES**

In compliance with the mission mandate and under the supervision and substantive guidance of the Police Commissioner the UN Police Reform Officer (Technical Assistance Advisor for UNMISS Police Commissioner) will be responsible for, but not limited to, the performance of the following duties:

- The incumbent provides a wide range of expert advisory and technical assistance activities on law enforcement reform matters relevant to supporting new and existing police service in the UN Mission in South Sudan (UNMISS)
- Management, accountability and oversight of all technical assistance tasks at capacity building in a national level. In particular, review of processes, projects and program previously delivered or implemented; assessing the current applications of each and creating systems and procedures to address any needed adjustments or improvements in support of ongoing support to the South Sudan National Police Service.
- Reviewing and implementing of the new road map for reform of the UN Police related to support of the SSNPS and ensuring compliance on a national and local level of the Police Service in South Sudan.
- Advise on the Legal frameworks of the tasks and Effective monitoring, reporting, and efficiency assessments concerning implementation of projects, programs and trainings.
- Continued support of existing Reform programmes within the Area of Responsibility (AoR) and which are supported under the Human Rights Due Diligence Process (HRDDP)— e.g. formulation of Policy, Procedures and Guidance linked to Reform and Technical Assistance etc.;
- Advise on media issues, communication strategy on reform and reinforcement of Human Rights compliance monitoring;
- Identification of potential new reform projects in support of mission mandate which are HRDDP compliant and advise on support to the development or maintenance of judicial processes; especially those in support of Human Rights and Gender Based Violence;
- Maintenance of standards related to reforms, technical assistance, trainings, media strategy, Policy, Procedure and Guidance compliance, effective reporting, incident investigation and resolution linked to Human Rights;

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- 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. Possesses practical proven experience and outstanding expert knowledge in the technical field of work in general and in the specific areas required for the particular post, demonstrates good judgment in the context of assignments given; able to plan own work and manage work/task priorities. Ability to apply technical expertise to resolve police related issues and challenges. Strong organizational skills. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **Planning and organizing:** Possesses good skills in project management and policy development. Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- **Communication:** Speaks and writes clearly and effectively; listen to others, correctly interpret messages from others and responds appropriately; ask questions to clarify, and exhibits interest in having two-way communication; tailor's language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed. Ability to communicate effectively with a wide range of international and national agencies and partners, as well as with the people of different national and cultural backgrounds.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits inputs by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings. Displays ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

### **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 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. Graduation from a certified police academy or other law enforcement training institution is required.

**Work Experience:** At least 5 years (7 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; enforcement agency at the strategic, operational, and managerial level is required; extensive practical experience in community policing; development of training modules and training delivery in addition to one or few areas such as police administration, police or security sector reform, organizational and resource management, change management (particularly in law enforcement), strategic planning and policy development is highly desirable. Previous UN or other international experience is an advantage.

**Rank:** Chief Inspector/Major/ Deputy Superintendent of Police or other service equivalent or higher rank.

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**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.

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Preference will be given to equally qualified women candidates.

Date of Issuance: 5 June 2018

<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.




**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 Policy on Human Rights Screening of UN Personnel, Permanent Mission is requested to provide human rights certification for all nominees. The following language must be included in a nomination note verbal: ***"The Government of ..... is hereby confirming that none of the nominated candidates has 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. The Government of ..... also certifies that it is not aware of any allegations against the 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."***
5. 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 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.
6. The Government is also requested to certify that there was no corruption or fraud in the nomination procedures of police officers on secondment to the United Nations.

7. Permanent Mission is requested to confirm the level of the educational degree obtained by each nominee, or its equivalency to a 1<sup>st</sup> or other level university degree.
8. Permanent Mission is 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.
9. 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, 7<sup>th</sup> floor, room DC1 -0780** in accordance with the specific directions in the relevant Note Verbale.
10. Upon delivery of the applications, the Selections and Recruitment Section will acknowledge the receipt to the individual making the delivery.
11. Communication regarding this process will be maintained through the Permanent Mission only. The Secretariat will not entertain personal queries from individual applicants.

05 June 2018

INSTRUCTIONS			 <b>UNITED NATIONS</b>		Do not Write in This Space					
Please answer each question clearly and completely. TYPE OR PRINT LEGIBLY. Read carefully and follow all directions.			<b>PERSONAL HISTORY</b>							
1. Family name		First name		Middle name		Maiden name, if any				
2. Date of (day/month/yr) Birth	3. Place of birth	4. Nationality(ies) at birth		5. Present Nationality(ies)	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/year)		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:				





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.

# **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		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:
DESCRIPTION OF YOUR DUTIES				
NAME OF EMPLOYER:				TYPE OF BUSINESS:
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:
				NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:
DESCRIPTION OF YOUR DUTIES				
NAME OF EMPLOYER:				TYPE OF BUSINESS:
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:
				NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:
DESCRIPTION OF YOUR DUTIES				
NAME OF EMPLOYER:				TYPE OF BUSINESS:
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:
				NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:
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 Degree/s				

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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/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

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

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

Additional Comments:

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

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

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

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

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

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

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

*I further certify that the nominated candidate has never been convicted of, or is not currently under investigation or being prosecuted for, any criminal or disciplinary offence, or any violations of international human rights law, civil action or disciplinary offence.*

*The Government of ..... is not aware of any allegations against the nominated candidate that she/he has committed or been involved, by act or omission, in the commission of any acts that may amount to violations of International human rights law or international humanitarian law.*

*In the case of the nominee who has been investigated for, charged with or prosecuted for any criminal offence, with the exception of minor traffic violations (driving while intoxicated or dangerous or careless driving are not considered minor traffic violations for this purpose), but was not convicted, the Government is requested to provide information regarding the investigation(s) or prosecutions concerned.*

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