

Job Title: Conduct and Discipline Officer (Police), P-4
Department/Office: OASG/Front Office/Conduct and Discipline Unit
Location: NEW YORK
Posting Period: 08/11/2018 - 06/02/2019
Job Opening number: DFS/SEC1802/P-4/16

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

Organizational Setting and Reporting:

This position is located in the Conduct and Discipline Unit (CDU), in the Office of the Assistant Secretary-General, Department of Field Support (DFS). The Disciplinary Officer reports to the Chief of the Conduct and Discipline Unit.

Responsibilities:

Within delegated authority, the Disciplinary Officer will be responsible for the following duties:

- Monitors, analyzes and reviews investigation reports, Board of Inquiry reports and Office of Internal Oversight Services (IOS) reports and recommends appropriate action in personnel disciplinary cases; identifies problems and issues to be addressed and initiates corrective actions; liaises with relevant parties; ensures follow-up actions.
- Participates in planning and facilitating workshops, and delivery or presentation of training modules for Department of Peacekeeping Operations (DPKO), the Department of Field Support (DFS) and Department of Political Affairs (DPA) field personnel.
- Researches, analyzes and presents information gathered from diverse sources.
- Coordinates policy development, including the review and analysis of issues and trends, in the area of conduct and discipline, particularly sexual exploitation and abuse;
- Monitors for consistency in the application of DPKO/DFS policies, procedures and guidelines relating to field missions personnel;
- Organizes and prepares written outputs, e.g. draft background papers, analysis, sections of reports and studies, inputs to publications, etc.
- Provides substantive backstopping, advice, support and guidance to the Chief, CDU, the Senior Policy Advisor, relevant managers at headquarters and the conduct officers and managers in field missions on issues related to conduct and discipline matters with regard to personnel serving in field missions.
- Assists in coordination of outreach activities, training workshops, seminars, etc on the implementation of awareness programmes on UN standards of conduct;
- Leads and/or participates in large, complex field missions, including provision of guidance to external consultants, government officials, field mission personnel and other parties;
- Drafts inputs on issues related to conduct and discipline for reports to the General Assembly
- Performs other duties as required.

Competencies:

Professionalism: Ability to review and comment on legal documents and policies as well as interpret UN rules and regulations, international conventions, treaties and laws in the context of handling misconduct by personnel serving in field missions. Knowledge of UN rules and regulations and its application in the disciplinary process for personnel serving in field missions. Knowledge of the challenges of conduct and discipline issues in peacekeeping. Ability to exercise sound judgment, initiative and discretion when handling confidential and sensitive material. Ability to assist in generating and communicating organizational direction, and introduce and emphasize UN policies and practices. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Accountability: Takes ownership of all responsibilities and honours 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.

Judgment/Decision-making: Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; takes decisions with an eye to the impact on others and on the Organization; proposes a course of action or makes a recommendation based on all available information; makes tough decisions when necessary.

Qualification:

Education: Graduation from a Police Academy is required. Advanced level university degree in law and experience in administration of justice systems at national or international levels is required. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Experience: A minimum of seven years of progressively relevant experience in law, administration of justice, project or programme management, human resources as it relates to conduct and discipline is required. Applicant must be an active service police officer in the rank of Captain (Police), Lieutenant Colonel or Superintendent or equivalent in other services. Experience in analyzing problems relating to law and/or conduct and discipline for is required. Experience in monitoring, analyzing and reviewing investigation reports as well as in providing recommendations and formulating policies in the area of law and/or conduct and discipline for UN peacekeeping personnel is highly desirable. Experience in field missions, particularly in complex emergencies or post conflict environments, is desirable. Qualifying years of experience are calculated following the graduation from the national police academy or similar law enforcement institution.

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.

Assessment Method:

Kindly note that you may, as part of the evaluation of your application for this position, be requested to undergo written knowledge-based assessment exercises, which may be followed by a competency-based interview depending on the result of the test.

Special Notice:

Circulation of this Job Opening is limited to Member States. Only serving police officers who have received authorization by their National Authorities to apply for this Job Opening will be considered. Appointments are limited to service on posts reserved for military/police officers who serve on secondment financed by the support account of peacekeeping operations.

Currently serving active-duty seconded officers will not be considered eligible to be nominated for new vacant posts.