

Job Title:	Selection and Recruitment Officer, P-3
Department/Office:	OROLSI/Police Division/Selection and Recruitment Section
Location:	NEW YORK
Posting Period:	08/11/2018 - 06/02/2019
Job Opening number:	DPKO/SEC1802/P-3/15

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

Organizational Setting and Reporting:

This position is located in the Selection and Recruitment Section of the Police Division in the Office of Rule of Law and Security Institutions, Department of Peacekeeping Operations. The incumbent reports directly to the Chief of Section.

The overall objectives of the Police Division are to effectively direct police components in peacekeeping operations and special political missions; to strengthen the strategic direction, planning, and management of police components in peacekeeping operations; and, to work towards a shared understanding among all stakeholders on the future direction of police peacekeeping. Additional information available in <http://www.un.org/en/peacekeeping/sites/police/division.shtml>

Responsibilities:

Within delegated authority, the Police Selection and Recruitment Officer will be responsible for the following duties:

- Conducts effective and timely selection, recruitment and rotation of police personnel for field missions, including Formed Police Units (FPU);
- Directly involved in expanding the pool of qualified candidates for police personnel positions, developing a skill-based roster for senior police personnel, collaborating and coordinating with the Department of Field Support, UN Field Missions, Member States and Police-Contributing Countries (PCCs) on all matters related to deployment, extension and rotation of police personnel;
- Standardizes recruitment and selection procedures through the development of competency-based profiles; develops and participates in recruitment strategies to meet identified shortfalls, including recruitment and outreach exercises and selection assistance visits to generate a pool of competent candidates, especially thematic experts, i.e. experts in forensics, organized crime, electoral-related activities, criminal investigation, crime prevention, crowd control management, etc.;
- Conducts substantive vetting of candidates to assess their suitability by analysing curricula vitae, screening of candidates and conducting suitable written assessments or interviews by phone or video-teleconference;
- Develops extension and rotation strategies to meet the demand for police personnel and formed units in the field; establishes staggered police rotation plans in coordination with field missions and Member States to ensure continuity and stable strength in order to mitigate the potential adverse impact on mission mandate implementation and security and ensures strict adherence to established performance appraisal policies for any extension requests.
- Participates in pre-deployment visits to inspect contingent owned equipment; assesses the readiness of formed police unit personnel; coordinates negotiations of memoranda of understanding with Member States; joins reconnaissance visits to field missions; and, assists the Chief of Selection and Recruitment Section in daily communication with Member States and field missions related to mission-specific United Nations police selection and recruitment.
- Coordinates and ensures the issuance of medical clearances by the UN Medical Services Division for police officers prior to their deployment to field missions; and, monitors and updates the medical tracking mechanism for police personnel.
- Responsible for managing and participating in Selection Assistance and Assessment Teams

(SAAT) visits and the Formed Police Assistance Teams (FPAT) visits; arranging and participating in pre-deployment visits to Member States.

- Works in close collaboration and coordination with other components of the Police Division (Mission Management and Support Section and Strategic Policy and Development Section) and with Standing Police Capacity.
- Engages in data management by utilizing available technology tools such as HERMES.

Competencies:

Professionalism: Ability to identify issues, formulate opinions, present conclusions and offer recommendations. Ability to apply UN human resources rules, regulations, policies and guidelines in work situations and prepare reports or rational with respect to key administrative decisions. Motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations; is conscientious and efficient in meeting commitments, observing deadlines and achieving results. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

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: Works collaboratively with colleagues to achieve organizational goals; solicits input 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.

Qualification:

Education: Advanced university degree (Master's degree or equivalent) in law, criminal justice, human resources management, police administration, business or public administration, social sciences, education or related area. Graduation from a certified police academy or similar law enforcement training institution is required. A first level university degree in combination with relevant academic qualifications and qualifying experience may be accepted in lieu of the advanced university degree.

Experience: A minimum of five years of progressively responsible experience in active national police service with a rank of Major or Chief Inspector, other service equivalent or higher rank, including three years of practical experience in police administration and recruitment. Experience in a peacekeeping operation, UNHQ, or similar international organization is desirable. Qualifying years of experience are calculated following the graduation from the police academy or similar law enforcement training institution.

Language: English and French are the working languages of the United Nations Secretariat. For this post advertised, fluency in English (both oral and written) is required. Knowledge of a second official UN language, preferably French, is desirable.

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 active 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.