

UNITED NATIONS HEADQUARTERS  
SECURE COMMS OPERATIONS

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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 for the Referendum in Western Sahara (MINURSO), 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 . Also attached are the "Application Procédurés for Positions in United Nations Police Components in Peacekeeping Operations and Special Political Missions Requiring Official Secondment form 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-DC 1 784-B**, 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

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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.

11 March 2019

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the end.

# United Nations

*Job Description 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*

<b>Post title and level</b>	<b>UN Police Officer/Security Information Analyst (Non-contracted)</b>
<b>Organizational Unit</b>	<b>MINURSO</b>
<b>Duty Station</b>	<b>Laayoune, Western Sahara</b>
<b>Reporting to</b>	<b>Chief Security Officer of MINURSO</b>
<b>Duration</b>	<b>12 Month (extendible)</b>
<b>Deadline for applications</b>	<b>10 April 2019</b>
<b>Post available</b>	<b>01 May 2019</b>

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

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These two UNPOL positions are in MINURSO HQ in Laayoune, Western Sahara. Under the overall coordination of the Chief Security Officer/Security Adviser, the UN Police reports to Security Information Analyst or other assigned supervisor, on all functions pertaining to the Security Threat Information (STI) Cycle and is part of the Security Information and Coordination Unit (SICU).

## **RESPONSIBILITIES:**

Within limits of delegated authority, and under the general supervision of the CSO, the UNPOL Security Information Analyst is responsible for the management of information relevant to security, including collection, collation, analysis and dissemination, to be used as a decision-making and planning tool by the UN Designated Official and Security Management Team (or Area Security Coordinator and Area Security Management Team) in MINURSO to enhance the safety and security of UN personnel, assets and operations in the country. The Senior UNPOL Officer will maintain security information awareness of all aspects which could potentially affect the safety and security of the UN, including up-to-date knowledge of events relating to the security environment through monitoring of security incidents, daily situation reports, local media and other open sources, and the cultivation of an information gathering and sharing network in accordance with policy and guidelines.

- Contributes to the provision of advice to the CSO on threats affecting the United Nations;
- Assists the OIC Security Information and Coordination Unit (SICU) in the day to day working of the SICU;
- Evaluates and coordinates security information requirements, collection, collation and dissemination of security threat information to CSO, Designated Official and Security Management Team;
- Analyzes security information, identifies trends of threats and security incidents affecting United Nations system personnel, assets and operations in specific countries;

- Conducts trend analysis, gathers comprehensive information on all factors of insecurity, assesses the relevance and validity of security information and the reliability of information resources;
- Assists the CSO in the development of specific security risk assessments for individual UN programs and activities in countries and regions, or in preparation of rapid threat and risk assessments;
- Contributes to the development of corresponding security advisories and recommendations on security operating procedures;
- Provides country-wide security risk analysis, briefing materials and presentations to MINURSO CSO, Designated Official and Security Management Team on security matters;
- Conducts and coordinates research on specific threat factors, support activities of the Crisis Management Team in response to specific security incidents;
- Drafts and coordinates timely dissemination of security threat information to mission leadership, Security Personnel;
- Drafts reports on analyses of security incidents affecting United Nations system personnel, assets and operations;
- Contributes to the development of regional threat assessments in coordination with CSO in neighboring countries;
- Supervises and guides the activities of any national staff assigned to the information cell;
- Maintains close liaison and coordination with MINURSO JMAC and JOC;
- Performs other duties as directed by MINURSO CSO.

#### **RESULTS EXPECTED:**

Support the effective planning, implementation and coordination of a security information analysis system capable of maintaining situational awareness for the mission and other United Nations entities in the country.

#### **COMPETENCIES**

##### **Professionalism:**

Excellent knowledge and understanding of methodologies for information collection, collation and analysis; ability to develop research projects and perform studies on practical security matters, knowledge of security management, combined with solid background (training, education and experience) in security information management; Ability to understand security threats and challenges in a conflict and post-conflict environment; Shows pride in work and in 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. Always acts ethically

and with integrity

**Communication:**

Excellent drafting abilities, resourceful communications skills, both orally and in writing, ability to effectively communicate complex security issues to clients and supervisors; Clearly present research findings and formulate security advisories; Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; Asks questions to clarify, and exhibits interest in having two-way communication; Tailors language, tone, style, and format to match the audience; Demonstrates openness in sharing information and keeping people informed.

**Planning & 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.

**Technology Awareness:**

Adherence to continuous learning and education, knowledge of information data management, analytical tools, techniques and procedures; Good computer skills, particularly in relation to security information management and monitoring. Keeps abreast of available technology; Understands applicability and limitations of technology to the work of the Office; Actively seeks to apply technology to appropriate tasks; Shows willingness to learn new technology.

**Judgment and Decision-making:**

Demonstrated sound judgment, ability to differentiate assumptions, inductions and deductions from conclusions and proven facts. 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 impact on others and on the Organization; Proposes a course of action or makes a recommendation based on all available information; Checks assumptions against facts; Determines that the actions proposed will satisfy the expressed and underlying needs for the decision; Makes tough decisions when necessary.

**QUALIFICATIONS**

**Education :**

- A first-level university degree in combination with two additional years of qualifying experience in military, police or security information management. OR
- A diploma from a national police or military academy resulting in an appointment as a commissioned officer in combination with two additional years of qualifying experience in military, police or security management at the rank of commissioned officer (i.e. Lieutenant / Inspector or equivalent).

**Experience :**

- A minimum of five years of progressively responsible experience in security information analysis with a military, police, state, civilian information management or security management organization is required;
- A minimum of eight years with high school diploma or equivalent of progressively responsible experience in military, police, information management or security management is required:

- At least one year of experience in a conflict or post conflict environment is required;
- Other desirable experience: Maintenance and coordination of priority information requirements, computerized data base and archives; conduct of statistical analysis to identify trends and security incident patterns; assessment of conflict dynamics, GIS data basis management, etc.

**Language:**

English and French are the working languages of the United Nations Secretariat. For the position(s) advertised, fluency in oral and written English is required. Knowledge of French and Arabic is desirable.

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**Preference will be given to equally qualified women candidates.**

**Date of Issuance: 11 March 2019**

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