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5/4/18

04-1-22(18)16

(1)



No.21023/08/2018-PMA
GOVERNMENT OF INDIA
Ministry of Home Affairs
[Police Division-II]
PMA Cell

MHA, North Block,
New Delhi, 110001
Dated 05 April, 2018

- To :
1. The Chief Secretaries and DsG (P)s of all States / UTs
 2. Directors - IB/CBI/SVPNPA/SPG/NEPA/NICFS/CFSL/
DCPW
 3. DsG - BSF/CRPF/ITBP/CISF/NSG/RPF/BPR&D/SSB
/NCB/NIA/Assam Rifles (Through LOAR)
 4. Commissioner of Police Delhi.

Subject :- Job Opening: Police Commissioner (D-1) in United Nations Assistance Mission in Somalia (UNSOM)

Sir/Madam,

Police Division, UNHQ through PMI to UN has sought the nomination of eligible candidates for the subject Job opening (Job opening number : 2018-UNSOM-50-DPKO)

2. The job description along with the requisite eligibility criteria/qualifications of Police Commissioner (D-1) in United Nations Assistance Mission in Somalia (UNSOM) are enclosed/attached with this letter for needful reference. It is strongly recommended to nominate those candidates meeting all requirements for the positions/posts as described in Job descriptions.

3. Therefore, It is requested that nomination of **eligible and willing officers** of the rank of **IG/ADG for (D-1) level post** may be submitted through proper channel to this Ministry by **15th May, 2018** alongwith the following documents duly completed in all respect:-

ADSC(K)

- i. United Nations Personal History Profile (PHP) form (P.11) duly completed and signed by the nominated candidate.
- ii. United Nations Employment and Academic Certification [attachment to personal history profile (P-11)] Form duly completed and signed by the nominated candidate as well as the relevant local authority.

DGP
2/4/18
सुपर प्रवेश

0489

Sec-1

अवर पुलिस महाविभाग (सि.सि.क)
मुख्यालय पुलिस महाविभाग,
सुतर प्रदेश
5/4/18

Sec-1
5/4

Note: - In Earlier instances, It was observed that the EAC was submitted without the signature of Designated Authority of concerned Force resulting rejection of nomination. Hence, the forwarding authority should ensure that the EAC is duly signed by the applicant as well the Designated Authority of Force. All requisite details i.e position for which applying, job opening number, date of commission, degrees and academic distinctions and all other requisite details should be filled properly.

- iii. Personal details as per Annexure-I.
- iv. Human Rights certificate must be included (proforma enclosed). Mandatory

4. **No modified format other than the specimen enclosed duly typed will be entertained/accepted as it invites lot of observations from UN HQ (UNDPKO) while finalizing the nominations.** Hand written PHP/EAC will not be entertained/accepted. It may be ensured that the photographs of the officer applying for the post should be placed on the front side of P-11 form and signature in the last page at relevant place.

5. Personal History Profile (P-11), EAC and HR certificate along with forwarding letter of each nominated candidate are required to be submitted in separate files (PDF format only) through E-mail at uspma@gov.in or sopma@gov.in before the deadline.

6. It may please be ensured that the nominees are clear from Vigilance angle and Necessary Cadre Clearance (for all Officers) from MHA/State Government/CAPFs/any other lending organization must be forwarded with nomination. (without cadre clearance and NOC from parent cadre, nominations will not be entertained).

7. **No direct application will be entertained.** Applications through proper channel only i.e. through Home Department(State)/approval of Head of Organization will be entertained. Applications received after the deadline specified will not be accepted.

Yours Faithfully



(Raman Kumar)

Under Secretary to the Government of India

☎: 23094009

☎: 23094009

✉: uspma@nic.in

Copy to

Commissioner of Police .

Mumbai, Kolkatta, Chennai and Bangalore.

It is requested to forward the nominations of eligible and willing officers through State Government only.

1. SO (IT), MHA - With the request to upload the above communication on MHA website (Police Division-II(secondment vacancy) and 'what's new'.
2. US(UNP)-BA, MEA, JNB (2029), New Delhi



(Raman Kumar)

Under Secretary to the Government of India

☎: 23094009

☎: 23094009

United Nations

*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*

CORRIGENDUM

Post title and level
Organizational Unit
Duty Station
Reporting to

Police Commissioner, D-1
United Nations Assistance Mission in Somalia, UNSOM
Mogadishu
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)
12 Month (extendible)
30 May 2018
2018-UNSOM-50-DPKO

Duration
Deadline for applications
Job Opening number

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 coordinates UN and International Support to the implementation of the Federated Police Services in Somalia, including for state as well as federal reform plans. 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:

- Advising the SRSG and other UN mission leadership on police related issues and provide 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 FGS 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>

BIO-DATA PROFORMA

Recent passport
size photograph

1. Name of Post applied.
2. Job opening number
3. Name of the Officer
4. Designation/Rank/organization and Pay scale/pay band with present place of posting.
5. In the case of officers of deputation with other organization.
 - (a) Name of Parent organization.
 - (b) Name of organization presently employed.
 - (c) Date of deputation
 - (d) Expected date of repatriation to parent cadre/organization.
6. Date of Birth.
7. Education/Qualification
8. Date of Joining Police Service and date of superannuation
9. Service/Cadre/Batch;
10. Previous UN experience
 - Telephone No.
 - a. Office
 - b. Residence
 - c. Mobile No(mandatory)
 - d. Fax No.
 - e. E-mail id(mandatory)
11. Present Job Profile:-
12. NOC from parent cadre (if on deputation) mandatory:- Yes/NO/Not applicable

I hereby certify that, I fulfill the eligibility requirement notified for the post applied for.

(Signature of the applicant)

HR CERTIFICATE

7

It is certified that _____ was neither convicted nor currently under investigation or being prosecuted for any criminal offence including violation of International Human Rights Law and International Humanitarian Law. It is also to certify that Government/Org. of(concerned state/Org.) is aware that there is no allegation against him/her as such and he/she has not committed or even involved, by act or omission, the commission of any act that may amount of violations of International Human Rights Law and International Humanitarian Law.

To be signed by an officer
Not below the rank of DIG/Director

INSTRUCTIONS

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

UNITED NATIONS



Do not Write in This Space

PERSONAL HISTORY

1. Family name: _____ First name: _____ Middle name: _____ Maiden name, if any: _____
 2. Birth date (day/month/year): _____ 3. Place of birth: _____ 4. Nationality(ies) at birth: _____ 5. Present nationality(ies): _____ 6. Sex: _____
 7. Height: _____ 8. Weight: _____ 9. Marital Status: Single Married Separated Widowed Divorced

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 NO
 (b) Are there any limitations on your ability to engage in all travel? YES NO

11. Permanent address: _____ Telephone No. (): _____
 12. Present address: _____ Telephone/Fax No. (): _____
 13. Office Telephone No. (): _____
 14. Office Fax No. (): _____
 E-mail: _____

15. Do you have any dependent children? YES NO If the answer is "yes", give the following information:

Name of Children	Date of Birth (day/month/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? If answer is "yes", which country? YES NO

17. Have you taken any legal steps towards changing your present nationality? If answer is "yes", explain fully. YES NO

18. Are any of your relatives employed by the United Nations or any of its agencies? If answer is "yes", please specify: YES NO

NAME	Relationship	Name of United Nations Organization

19. What is your preferred field of work? _____

20. Would you accept employment for less than six months? YES NO 21. Have you previously submitted an application for employment and/or undergone any tests with UN? YES NO 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 all specific computer programmes you use (i.e. excel, access).

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 MONTH/YEAR	TO MONTH/YEAR	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:
		STARTING	FINAL	
				Full time <input type="checkbox"/> Part-time <input type="checkbox"/> hours/week:
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 MONTH/YEAR	TO MONTH/YEAR	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST: Full time <input type="checkbox"/> Part time <input type="checkbox"/> hours/week:
		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 MONTH/YEAR	TO MONTH/YEAR	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST: Full time <input type="checkbox"/> Part time <input type="checkbox"/> hours/week:
		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 MONTH/YEAR	TO MONTH/YEAR	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST: Full time <input type="checkbox"/> Part time <input type="checkbox"/> hours/week:
		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 MONTH/YEAR	TO MONTH/YEAR	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST: Full time <input type="checkbox"/> Part time <input type="checkbox"/> hours/week:
		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 MONTH/YEAR	TO MONTH/YEAR	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST: Full time <input type="checkbox"/> Part time <input type="checkbox"/> hours/week:
		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 MONTH/YEAR	TO MONTH/YEAR	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST: Full time <input type="checkbox"/> Part time <input type="checkbox"/> hours/week:
		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				

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	
				Full time <input type="checkbox"/> Part time <input type="checkbox"/> hours/week:

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	
				Full time <input type="checkbox"/> Part time <input type="checkbox"/> hours/week:

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

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.

UNITED NATIONS

Employment and Academic Certification

Attachment to Personal History Profile (P11)

For guidance on the submission package you may refer to the briefing material "How to prepare the submission".

A. TO BE COMPLETED BY CANDIDATE (from sections 1 to 11):

1. PERSONAL DATA:

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

2. POSITION/S TO WHICH YOU ARE APPLYING:

Title:	Job Opening Number:
1.	
2.	
3.	
...	

3. 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/Corp/Mustering			
Sub Specialisation/additional qualifications			

4. DEGREES AND ACADEMIC DISTINCTIONS OBTAINED:

	NAME OF INSTITUTION, PLACE AND COUNTRY. Please give complete address.	ATTENDED:		RANK/DEGREES and ACADEMIC DISTINCTIONS OBTAINED
		FROM: Month/Year	TO: Month/Year	
Military or Police Degrees	Military Academy (and/or similar military officer institution) - name and address:			
	Command and Staff College (and/or similar military officers institutions) - name and address:			
	Police Academy (and/or similar law enforcement training Institution) - name and address:			

	NAME of INSTITUTION, PLACE AND COUNTRY. Please give complete address.	ATTENDED:		DEGREES and ACADEMIC DISTINCTIONS OBTAINED
		FROM: Month/Year	TO: Month/Year	
Civilian Degrees				

5. MILITARY AND/OR POLICE TRAINING COURSES/SEMINARS: Related to the post

Name of Course	Date attended: FROM mm/yy- TO mm/yy	Institution

6. EXPERIENCE IN PEACEKEEPING OPERATIONS:
Specify UN or other International Experience, start with your most recent experience and list in reverse order

Dates FROM mm/yy- TO mm/yy	Mission/ Operation/Locati on	Position/title (M/lob, HQ Staff, Contgt, Adviser, International Police Officer (IPO), Police Adviser, FPU Officer, Professional Post or Above)	Description of duties

7. COMMAND EXPERIENCE (at Battalion/equivalent level or above when applying for position at the P5 level and above):

Start with your most recent experience and list in reverse order

Dates FROM mm/yy- TO mm/yy	Unit level: Company/ Battalion/ Brigade/ Division or equivalent, Police Command Experience	Unit/Position/Org	Significant Unit Activities

8. SIGNIFICANT EXPERIENCE RELATED TO THE FUNCTIONS OF THE POST/S YOU ARE APPLYING:

Start with your most recent experience and list in reverse order

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

9. INTERNATIONAL EXPOSURE OTHER THAN PEACEKEEPING OPERATIONS:

Start with your most recent experience and list in reverse order

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

10. Additional Comments:

[Empty box for additional comments]

11. 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 candidate 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 preceding 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.

B. 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

**PLEASE NOTE:
An incomplete or unsigned form will not be accepted**

Note: - In Earlier instances, It was observed that the EAC was submitted without the signature of Designated Authority of concerned Force resulting rejection of nomination. Hence, the forwarding authority should ensure that the EAC is duly signed by the applicant as well the Designated Authority of Force. All requisite details i.e position for which applying, job opening number, date of commission, degrees and academic distinctions and all other requisite details should be filled properly.

- iii. Personal details as per Annexure-I.
- iv. Human Rights certificate must be included (proforma enclosed). **Mandatory**

4. **No modified format other than the specimen enclosed duly typed will be entertained/accepted as it invites lot of observations from UN HQ (UNDPKO) while finalizing the nominations.** Hand written PHP/EAC will not be entertained/accepted. It may be ensured that the photographs of the officer applying for the post should be placed on the front side of P-11 form and signature in the last page at relevant place.

5. Personal History Profile (P-11) , EAC and HR certificate along with forwarding letter of each nominated candidate are required to be submitted in separate files (PDF format only) through E-mail at uspma@gov.in or sopma@gov.in before the deadline.

6. It may please be ensured that the nominees are clear from **Vigilance angle and Necessary Cadre Clearance (for all Officers) from MHA/State Government/CAPFs/any other lending organization must be forwarded with nomination.** (without cadre clearance and NOC from parent cadre, nominations will not be entertained).

7. **No direct application will be entertained.** Applications through proper channel only i.e. through Home Department(State)/approval of Head of Organization will be entertained. Applications received after the deadline specified will not be accepted.

Yours Faithfully



(Raman Kumar)

Under Secretary to the Government of India

☎: 23094009

☎: 23094009

✉: uspma@nic.in

Copy to

Commissioner of Police .

Mumbai, Kolkatta, Chennai and Bangalore.

It is requested to forward the nominations of eligible and willing officers through State Government only.

1. SO (IT), MHA - With the request to upload the above communication on MHA website (Police Division-II(secondment vacancy) and 'what's new'.
2. US(UNP)-BA, MEA, JNB (2029), New Delhi



(Raman Kumar)

Under Secretary to the Government of India

☎: 23094009

☎: 23094009

United Nations

*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*

CORRIGENDUM

Post title and level
Organizational Unit
Duty Station
Reporting to

Police Commissioner, D-1
United Nations Assistance Mission in Somalia, UNSOM
Mogadishu
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)
12 Month (extendible)
30 May 2018
2018-UNSOM-50-DPKO

Duration
Deadline for applications
Job Opening number

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 coordinates UN and International Support to the implementation of the Federated Police Services in Somalia, including for state as well as federal reform plans. 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:

- Advising the SRSG and other UN mission leadership on police related issues and provide 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 FGS 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>

BIO-DATA PROFORMA

Recent passport
size photograph

1. Name of Post applied.
2. Job opening number
3. Name of the Officer
4. Designation/Rank/organization and Pay scale/pay band with present place of posting.
5. In the case of officers of deputation with other organization.
 - (a) Name of Parent organization.
 - (b) Name of organization presently employed.
 - (c) Date of deputation
 - (d) Expected date of repatriation to parent cadre/organization.
6. Date of Birth.
7. Education/Qualification
8. Date of Joining Police Service and date of superannuation
9. Service/Cadre/Batch;
10. Previous UN experience
 - Telephone No.
 - a. Office
 - b. Residence
 - c. Mobile No(mandatory)
 - d. Fax No.
 - e. E-mail id(mandatory)
11. Present Job Profile:-
12. NOC from parent cadre (if on deputation) mandatory:- Yes/NO/Not applicable

I hereby certify that, I fulfill the eligibility requirement notified for the post applied for.

(Signature of the applicant)

HR CERTIFICATE

7

It is certified that _____ was neither convicted nor currently under investigation or being prosecuted for any criminal offence including violation of International Human Rights Law and International Humanitarian Law. It is also to certify that Government/Org. of(concerned state/Org.) is aware that there is no allegation against him/her as such and he/she has not committed or even involved, by act or omission, the commission of any act that may amount of violations of International Human Rights Law and International Humanitarian Law.

To be signed by an officer
Not below the rank of DIG/Director

INSTRUCTIONS

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

UNITED NATIONS



Do not Write in This Space

PERSONAL HISTORY

1. Family name: _____ First name: _____ Middle name: _____ Maiden name, if any: _____
 2. Birth date (day/month/year): _____ 3. Place of birth: _____ 4. Nationality(ies) at birth: _____ 5. Present nationality(ies): _____ 6. Sex: _____
 7. Height: _____ 8. Weight: _____ 9. Marital Status: Single Married Separated Widowed Divorced

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 NO
 (b) Are there any limitations on your ability to engage in all travel? YES NO

11. Permanent address: _____ Telephone No. (): _____
 12. Present address: _____ Telephone/Fax No. (): _____
 13. Office Telephone No. (): _____
 14. Office Fax No. (): _____
 E-mail: _____

15. Do you have any dependent children? YES NO If the answer is "yes", give the following information:

Name of Children	Date of Birth (day/month/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? If answer is "yes", which country? YES NO

17. Have you taken any legal steps towards changing your present nationality? If answer is "yes", explain fully. YES NO

18. Are any of your relatives employed by the United Nations or any of its agencies? If answer is "yes", please specify. YES NO

NAME	Relationship	Name of United Nations Organization

19. What is your preferred field of work? _____

20. Would you accept employment for less than six months? YES NO 21. Have you previously submitted an application for employment and/or undergone any tests with UN? YES NO 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 all specific computer programmes you use (i.e. excel, access).

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 MONTH/YEAR	TO MONTH/YEAR	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:
		STARTING	FINAL	
				Full time <input type="checkbox"/> Part-time <input type="checkbox"/> hours/week:
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 MONTH/YEAR	TO MONTH/YEAR	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:
		STARTING	FINAL	
				Full time <input type="checkbox"/> Part time <input type="checkbox"/> hours/week:

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		EXACT TITLE OF YOUR POST:
		STARTING	FINAL	
				Full time <input type="checkbox"/> Part time <input type="checkbox"/> hours/week:

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		EXACT TITLE OF YOUR POST:
		STARTING	FINAL	
				Full time <input type="checkbox"/> Part time <input type="checkbox"/> hours/week:

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		EXACT TITLE OF YOUR POST: Full time <input type="checkbox"/> Part time <input type="checkbox"/> hours/week:
		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 MONTH/YEAR	TO MONTH/YEAR	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST: Full time <input type="checkbox"/> Part time <input type="checkbox"/> hours/week:
		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 MONTH/YEAR	TO MONTH/YEAR	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST: Full time <input type="checkbox"/> Part time <input type="checkbox"/> hours/week:
		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				

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	Full time <input type="checkbox"/>	Part time <input type="checkbox"/> hours/week:
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	Full time <input type="checkbox"/>	Part time <input type="checkbox"/> hours/week:
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

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.

UNITED NATIONS

Employment and Academic Certification

Attachment to Personal History Profile (P11)

For guidance on the submission package you may refer to the briefing material "How to prepare the submission".

A. TO BE COMPLETED BY CANDIDATE (from sections 1 to 11):

1. PERSONAL DATA:

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

2. POSITION/S TO WHICH YOU ARE APPLYING:

Title:	Job Opening Number:
1.	
2.	
3.	
...	

3. 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/Corp/Mustering			
Sub Specialisation/additional qualifications			

4. DEGREES AND ACADEMIC DISTINCTIONS OBTAINED:

	NAME OF INSTITUTION, PLACE AND COUNTRY. Please give complete address.	ATTENDED:		RANK/DEGREES and ACADEMIC DISTINCTIONS OBTAINED
		FROM: Month/Year	TO: Month/Year	
Military or Police Degrees	Military Academy (and/or similar military officer institution) - name and address:			
	Command and Staff College (and/or similar military officers institutions) - name and address:			
	Police Academy (and/or similar law enforcement training Institution) - name and address:			

	NAME of INSTITUTION, PLACE AND COUNTRY. Please give complete address.	ATTENDED:		DEGREES and ACADEMIC DISTINCTIONS OBTAINED
		FROM: Month/Year	TO: Month/Year	
Civilian Degrees				

5. MILITARY AND/OR POLICE TRAINING COURSES/SEMINARS: Related to the post

Name of Course	Date attended: FROM mm/yy- TO mm/yy	Institution

6. EXPERIENCE IN PEACEKEEPING OPERATIONS:
Specify UN or other International Experience, start with your most recent experience and list in reverse order

Dates FROM mm/yy- TO mm/yy	Mission/ Operation/Locati on	Position/title (M/lob, HQ Staff, Contgt, Adviser, International Police Officer (IPO), Police Adviser, FPU Officer, Professional Post or Above)	Description of duties

7. COMMAND EXPERIENCE (at Battalion/equivalent level or above when applying for position at the P5 level and above):

Start with your most recent experience and list in reverse order

Dates FROM mm/yy- TO mm/yy	Unit level: Company/ Battalion/ Brigade/ Division or equivalent, Police Command Experience	Unit/Position/Org	Significant Unit Activities

8. SIGNIFICANT EXPERIENCE RELATED TO THE FUNCTIONS OF THE POST/S YOU ARE APPLYING:

Start with your most recent experience and list in reverse order

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

9. INTERNATIONAL EXPOSURE OTHER THAN PEACEKEEPING OPERATIONS:

Start with your most recent experience and list in reverse order

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

10. Additional Comments:

[Empty box for additional comments]

11. 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 candidate 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 preceding 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.

B. 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

PLEASE NOTE:
An incomplete or unsigned form will not be accepted