

मुख्यालय पुलिस महानिदेशक, उत्तर प्रदेश, लखनऊ।

अति आवश्यक फ़ैक्स/ईमेल

टावर-2, पुलिस मुख्यालय, शहीद पथ, गोमतीनगर विस्तार, लखनऊ-226002

**HQRS. DIRECTOR GENERAL OF POLICE, UP.**

Tower-2, police headquarter, shaheed path, Gomti Nagar Vistar, Lucknow-226002, Email-adgkarmik@nic.in

संख्या-डीजी-1-27(32)2020

दिनांक: दिसम्बर 2, 2020

सेवा में,

समस्त आई0पी0एस0 अधिकारी  
उत्तर प्रदेश।

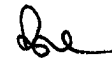
कृपया गृह मंत्रालय, भारत सरकार, नई दिल्ली के पत्र संख्या:21023/08/2020-PF-VI दिनांक:24.11.2020 द्वारा एस0पी0/डीआईजी/आईजी एवं एडीजी स्तर के आईपीएस अधिकारियों को यूनाईटेड नेशन (United Nations Integrated Transition Assistance in Sudan (UNITAMS) सुडान हेतु निम्नांकित पदों हेतु आवेदन आमंत्रित किये गये हैं:-

**S.No Name of Post and level**

- 1 police commissioner, D-1
- 2 Police Liaison Officer, P-4
- 3 Capacity Building Coordinator, P-4
- 4 Police Planning Officer, P-3
- 5 Police Liaison Officer, P-3

2- गृह मंत्रालय भारत सरकार का उपरोक्त पत्र मय संलग्नक उ0प्र0 पुलिस की बेवसाईट में (Personal »IPS »Important Circular) में अपलोड है।

3- पुलिस महानिदेशक, उ0प्र0 के अनुमोदनोपरान्त उपरोक्त पदों हेतु इच्छुक आई0पी0एस0 अधिकारी, जो भारत सरकार के पत्र में अंकित अर्हताएं पूर्ण करते हों वे अपना आवेदन 04.12.2020 तक इस मुख्यालय को अवश्यमेव उपलब्ध कराने का कष्ट करें।  
संलग्नक यथोपरि।



( राजकुमार )

अपर पुलिस महानिदेशक, कार्मिक  
उत्तर प्रदेश, लखनऊ।

DLE - 27(32)-2020

8e①

(20)

24-11-20



No.21023/08/2020-PF-VI

GOVERNMENT OF INDIA

Ministry of Home Affairs

[Police Division-II]

PF-VI Desk

\*\*\*\*\*

North Block, New Delhi, 110001

Dated 24 November, 2020

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 :- Invitation for the Nominations of various posts at different levels  
in United Nations Integrated Transition Assistance Mission in  
Sudan (UNITAMS)

Sir/Madam,

Indian Mission in United Nations (PMI to UN) has forwarded the  
request of Police Division, UNHQ for nomination of eligible and candidates for  
different job openings with UNITAMS.

2. The job description along with the requisite eligibility  
criteria/qualifications for the following posts is enclosed/attached with this  
letter for reference. Other requirements are given in the Annexure-I  
must be ensured.

S.I	Name of Post and level	Job opening No.
1	Police Commissioner, D-1	2020-UNITAMS-01-HOPC
2	Police Liaison Officer, P-4	2020-UNITAMS-01-PLO-P4
3	Capacity Building Coordinator, P-4	2020-UNITAMS-01-CBC-P4
4	Police Planning Officer, P-3	2020-UNITAMS-01-PPO-P3
5	Police Liaison Officer, P-3	2020-UNITAMS-01-PPO-P3

3. Nomination of eligible and willing officers in the rank of IG/ADG for D-1  
level, SP/DIG( P-4 level) and DySP/SP(P-3 level) active in service for above  
said posts may be forwarded through proper channel to this Ministry by 04<sup>th</sup>  
December, 2020 along with the requisite documents duly signed and completed  
in all respect

Sec 3

Ar V 25/11

अपर पुलिस महानिदेशक (कार्मिक)


मुख्यालय पुलिस महानिदेशक,

उत्तर प्रदेश 25/11/2020

4. The duly completed and signed 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 police2-un@mha.gov.in before the deadline i.e 04.12.2020

Encl: As above

Yours Faithfully

  
(S K Rai)  
Director(Pers)  
-☎: 23094387

Copy to

1. Commissioner of Police .Mumbai, Kolkata, Chennai and Bangalore:- kindly ensure that the nomination may be forwarded through respective State Government only.

2. DIR(UNP), MEA, JNB (2018-A), New Delhi-110011

3. SO (IT), MHA - With the request to upload the above communication on MHA website (Police Division-II(secondment vacancy) and what's new

**Other requisite requirements**

- a. United Nations Personal History Profile (PHP) form (P-11) duly completed and signed by the nominated candidate.
- b. 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 / nominated authority. The EAC submitted without the signature of Designated Authority of concerned Force results in 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. If candidate wishes to apply for several posts, the separate EAC and PHP forms should be submitted for each post.
- c. Personal details as per Annexure-II.
- d. Human Rights certificate must be included (proforma enclosed).
- e. *No format other than the specimen enclosed (duly typed) will be entertained/accepted. Formats other than the prescribed one invites lot of observations from UNHQ(UNDPKO) while finalizing the nominations.. Hand written PHP 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.*
- f. The nominations without Vigilance clearance and Cadre Clearance (for all Officers) from respective Ministries/Departments/State or UT/Organizations' shall be summarily rejected.
- g. Applications through proper channel only i.e. through Home Department (State) and approval of Head of Organization will be entertained. Applications received after the deadline specified will not be considered.
- h. Concerned authorities may please ensure and advice their officers not to make any direct queries with this ministry or UNHQ regarding selection. This ministry will not entertain personal queries from individual applicants.

**BIO- DATA Proforma**

Recent Passport  
Size Photograph

1. Name of Post Applied
2. Job Opening Number
3. Name of the Officer(as per official documents)
4. Designation/Rank, Organization, Pay scale/level
5. Present Place of Posting
6. In the case of officers on Deputation with other organization:-
  - Name of Parent Organization
  - Name of organization presently employed
  - Date of Deputation
  - Expected Date of repatriation to parent cadre/organization
7. NoC from Parent Cadre (if on deputation) mandatory :Yes/No/NA
8. Date of Birth
9. (a) Education qualification  
(b) Required qualification as per applied job/posts(Yes/NO)
10. Date of Joining Police Service
11. Date of Superannuation
12. Service/Cadre/Batch:-
13. Previous UN Experience
14. Other Foreign/international Experiences
15. Contact Details: Telephone No
  - Office
  - Residence
  - Mobile
  - E-mail
16. Knowledge of UN official language
17. Outstanding Achievements, if any
18. Last Five(years) work profile/experiences

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

Signature of applicant

HR CERTIFICATE

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

---

UNITED NATIONS



NATIONS UNIES

D2790

POSTAL ADDRESS - ADRESSE POSTALE UNITED NATIONS, N.Y. 10017  
CABLE ADDRESS - ADRESSE TELEGRAPHIQUE: UNATIONS NEWYORK

REFERENCE: DPO/OROLSI/PD/2020/0324

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 Integrated Transition Assistance Mission in Sudan (UNITAMS), 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. Also attached are the "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 Member States of the United Nations". Every job opening is subject to the approval of United Nations General Assembly and renewal of the UNITAMS' mandate.

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/DPO, 1 UN Plaza, 7<sup>th</sup> floor, room DC1-0776 or by e-mail [oschepkov@un.org](mailto:oschepkov@un.org), 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 in accordance with United Nations Security Council Resolution 1325 (2000), dated 31 October 2000, and United Nations System-Wide Strategy on Gender Parity. Preference will be given to equally qualified women candidates.

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.

UNITED NATIONS



NATIONS UNIES

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.

A handwritten signature in dark ink, consisting of stylized, overlapping loops and strokes.

6 November 2020





# 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 peace operations and subject to the approval of United Nations General  
Assembly and renewal of the UNITAMS' mandate.*

Post title and level	Police Commissioner, D-1
Organizational Unit	United Nations Integrated Transition Assistance Mission in Sudan (UNITAMS)
Duty Station	Khartoum
Reporting to	Head of Mission (directly or through the established chain of command)
Duration of contract:	12 months
Deadline for applications	15 December 2020
Job Opening number	2020-UNITAMS-01-HOPC

---

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

---

## **RESPONSIBILITIES:**

Under the guidance and supervision of the UNITAMS Head of Mission or his/her designee, the incumbent will be responsible for advising the Head of Mission on all matters related to police and providing advisory support and assistance to national authorities to develop local police institutions to function in accordance with internationally acceptable standards of democratic policing. 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 in the mission in accordance with the United Nations' rules, regulations, and mission mandate. Within delegated authority, the UN Police Commissioner will be responsible for the following duties

- Advise the Head of Mission and other representatives of UN mission leadership on issues related to the implementation of the mandate of the police component and provides regular reports on key issues and work program implementation.
- Advise and assists the Sudan Police Force (SPF) senior leadership on all aspects of police administration and management in support of the implementation of the Peace Agreement.
- Advise the SRSG on matters relating to the assistance/support requirement needs for the development of the SPF in line with the international standards of policing.
- Lead and manage the development and implementation of the capacity enhancement and overall institutional development plans for the SPF through a wide-ranging consultation process engaging international and national partners.
- Assist the Sudan national authorities in the development of police operational plans to enhance law and order and public security provisions in the mandate and operationally support in their implementations.
- Provide advice and guidance to Sudan national authorities about the reform and strengthening of the police system in line with the local reality and relevance that will include issues relating to international human rights standards, implementation of strategic planning processes, legislative proposals, development of policy and procedures, rehabilitation of facilities, management of police in

accordance with international guidelines, police administration, budget management, human resource management, performance management and staff training;

- Assess the needs of the SPF in close coordination with national actors, UN system partners and contributes to the development of bilateral aid/support proposals.
- Provide overall oversight and guidance in regard to all UN Police operational activities within the framework of the mission's mandate.
- Manage, guide, develop and train staff under his/her supervision; properly utilizing all available Police resources for mandate implementation.
- Guide and support the development and implementation of comprehensive training initiatives, including the development and implementation of a SPF training framework, policy and programs for all levels of police staff.
- Regularly consult and collaborate with UN agencies, international and national NGOs, judicial officers, correction officers, bilateral/multilateral donors, members of civil society, and members of the host state national government on police issues relevant to the UN mandate.
- Coordinate and support UN Human Rights Office initiatives relating to police monitoring, development of accountability mechanisms and police training.
- Coordinate all UN activities related to police reform and provides necessary guidance to national and international staff in the Mission.
- Participate in Mission senior management team meeting and contributing towards the smooth operations of the mission.
- Supervise and helps in developing the skills, competencies and experience of all staff members that the Mission may determine to hire to directly support the work of the Police component;
- Make proposals to the Police Division on the skill set and qualification of the UN Police Component personnel required for the efficient implementation of the UN Police mandate. Ensures timely and transparent staffing of positions within the Police Component in accordance with the police officers' background, expertise and experience and in compliance with the principles of respect for diversity, as well as geographic and gender balance.
- Regularly consult and collaborate with the head of the mission's military component on the joint use of police and military personnel;
- Coordinate with UN Human Rights Office, Office of Humanitarian Assistance, Elections, DDR and other relevant components within the mission agencies in relation to police monitoring, development of accountability mechanisms and staff training.
- Perform other functions as are consistent with the mandate provided by the Security Council Resolution and as may be required by the Head of Mission, relating to the management of police.

#### **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. Strong negotiation and conflict-resolution skills. Outstanding expert knowledge in the technical field of work in general and in the specific areas being supervised in particular; strong organizational skills; experience in the management and administration: ability to review and edit the work of others.

**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.

**Client Orientation:** Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

**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, law enforcement, security studies, criminal justice, business or public administration, human resources management, change management or related area. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree. Advance training for command/ senior staff is highly desirable. Graduation from a certified Police Academy or other national or international Law Enforcement Training Institution is required.

**Work Experience:** A candidate must be in active police service possessing minimum of 15 years (17 years in absence of advanced degree) of progressive and active policing service/experience at the field and/or national police headquarters level, including 10 years of active police experience at senior policy making level with extensive strategic planning and senior management experience in one or few of the following areas: police operations, human and financial resources management, crime management, police administration, police training and development, change management, reform and restructuring or related field. Practical direct experience in commanding a regional or a state level police infrastructure, or heading a department at national police HQ level - required. Experience in project management, institutional development and coordination/leading of police development programs at strategic level is highly desirable. Previous UN or international experience is an advantage.

**Rank\*:** Rank required for a D-1 is Deputy/Assistant Police Commissioner, Deputy/Assistant Inspector General, Deputy Chief of Police, other equivalent to Brigade-General in the military or higher rank.

**Languages:** For the post advertised, fluency in oral and written English is required. Knowledge of Arabic Language is an advantage.

---

#### **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 seconded police officers and financed by support account of peacekeeping operations and special political missions.

Police Officers in active duty who are currently on secondment as UN staff member and assuming a professional post or higher, are not eligible to apply for this job opening.

In order to increase female representation in the peace keeping operation or special political mission, member states are highly encouraged to nominate qualified female candidates. If both male and female candidates are found equally qualified, preference will be given to female candidates.

---

Date of Issuance: 5 November 2020

\*Rank in application form should be outlined in candidate's original language with literal translation in English. The Member States are requested to certify the rank of each candidate it nominates and ensure that only applications meeting all requirements described in the job opening/s, are submitted.

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 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.

# 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 peace operations and subject to the approval of United Nations General  
Assembly and renewal of the UNITAMS' mandate.*

Post title and level	Police Liaison Officer (P-4)
Organizational Unit	United Nations Integrated Transition Assistance Mission in Sudan (UNITAMS)
Duty Station	Any location within the mission area according to the operational needs
Reporting to	Capacity Building Coordinator
Duration	12 Months (extendible)
Deadline for applications	15 December 2020
Job Opening number	2020-UNITAMS-01-PLO-P4

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

## Responsibilities:

Within the delegated authority of the UNITAMS Police commissioner, the Police Liaison Officer will foster coordination and facilitation of UNITAMS Police component's efforts to enhance close relationships among the Mission, United Nations Country Team and Government of Sudan Police Force (SPF). He/She will create and expand capacities for cooperation, liaison and support the establishment of protective environment in Sudan, and improve the operations ability to perform duties in line with international policing standards. In this capacity, s/he will be responsible, but not limited to the performance of the following duties:

- Coordinate the UNITAMS police activities in Darfur and liaise with the Sudanese Police Force to ascertain areas of support and enhance cooperation.
- Liaise with Sudan Police Force (SPF) authorities for development and implementation of related projects, programs and training designed to built and enhance the operational capacity of SPF at appropriate level.
- Ensure the implementation of strategic objectives for developing community-oriented policing in the Internally Displaced Persons (IDP) Camps, where applicable, and other communities.
- Provide advisory support to the SPF at appropriate level in the areas of capacity building in crime investigation, crime prevention, community policing, sexual and gender-based violence (SGBV), accountability, adherence to the international standards of human rights, police administration, human resources management.
- Assist the SPF and other local law enforcement agencies at appropriate level to develop and implement training programs, plans and curricula for the training schools and other police training facilities in compliance with internationally accepted standards; oversee and monitor the overall training process establishment and training delivery;
- Assist in continuous assessment of the conditions and availability of training facilities, materials and logistics and facilitate the provision of basic requirements by the Government and/or through bilateral or multilateral donors assistance to enable the effective and efficient delivery of training and engaging international and regional partners in the development and expansion of areas of training support for the sustainability of the capacity development of the local police;

- Advise the SPF on the management and administration of the police training institutions and in the development of basic, advance and specialized training programs based on priorities and the training needs analysis, and assure that all training policies and programs are consistent with national priorities, and strategic plans, policies on human resources policies; and internationally accepted standards for law enforcement;
- Work in close coordination and collaboration with the other UN agencies and the local SPF leadership to ensure coordinated approach in implementing Human Resource and Training initiatives.
- Facilitate in development of a system to implement procedures and practices for the collecting and maintaining a training data base;
- Assist in improvement and maintaining the police recruitment database, including pre-recruitment, vetting and selection data;
- Supervise and assess the performance of, and provide direction and oversight to, assigned administrative staff and UNPOL personnel under his/her command making sure the subordinate staff conforms to the highest standards of professional conduct, personal behavior and dedication in the implementation of mandated tasks.
- Ensure that mission police assets and personnel under his/her supervision are utilized efficiently, effectively and economically.
- Perform any other duties consistent with the mission mandate and as guided by the Police Commissioner either directly or 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. Takes responsibility for incorporating gender perspectives and ensures the equal participation of women and men in all areas of work. Outstanding expert knowledge in the technical field of work in general and in the specific areas being supervised in particular; strong organizational skills; experience in the management and administration; ability to review and edit the work of others.

**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 inputs by genuinely valuing other's ideas and expertise; is willing to learn from others; 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.

### **QUALIFICATIONS:**

**Education:** Advanced university degree (Master's degree or equivalent) in Law, Criminal Justice Administration, Policing, Security Studies, Business or Public Administration, International Relations, Development Studies or other relevant field. A first level university degree with a combination of relevant professional experience in police or other law enforcement, including police operations and administration, may be accepted in lieu of the advanced university degree. Graduation from a certified police academy or other national or international recognized law enforcement training institution is required.

**Work Experience:** Candidate must be in active police service possessing a minimum of 7 years (9 years in absence of advanced degree) of progressive relevant and active policing experience in a national or international law enforcement agency at the field and/or national police headquarters, including at the managerial policy making level. Extensive practical experience in crime management and crime prevention.

including community policing and investigation of sexual and gender-based violence (SGBV) is required. Experience in one or few of the following areas is highly desirable: interagency coordination, donor assistance, police administration, police or security sector reform, organizational and resource management, change management (particularly in law enforcement) and training management. Previous UN or other international experience is an advantage.

**\*Rank:** Rank required for a P-4 is Superintendent, Lt. Colonel, other equivalent or higher rank.

**Languages:** For the post advertised, fluency in oral and written English is required. Knowledge of Arabic Language is an advantage.

---

Preference will be given to equally qualified women candidates.

**Date of Issuance:** 2 November 2020

**\*Rank in application form** should be outlined in candidate's original language with literal translation in English. The Member States are requested to certify the rank of each candidate it nominates and ensure that only applications meeting all requirements described in the job opening/s, are submitted.

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 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.

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

# 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 peace operations and subject to the approval of United Nations General  
Assembly and renewal of the UNITAMS' mandate.*

Post title and level	Capacity Building Coordinator (P-4)
Organizational Unit	United Nations Integrated Transition Assistance Mission in Sudan (UNITAMS)
Duty Station	Khartoum, Sudan
Reporting to	Police Commissioner
Duration	12 Months (extendable)
Deadline for applications	15 December 2020
Job Opening number	2020-UNITAMS-01-CBC-P4

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

## Organization setting and reporting:

This position is located in the Police component of United Nations Integrated Transition Assistance Mission in Sudan (UNITAMS). The incumbent reports directly to Police Commissioner.

## RESPONSIBILITIES:

In compliance with the UNITAMS mandate and under the supervision and substantive guidance of the Police Commissioner, the Capacity Building Coordinator will be responsible for the Sudanese Police Force's (SPF) existing gaps analysis, as well as for designing, implementing and monitoring police capacity building and development projects and programs. The Capacity Building Coordinator will coordinate the work of the States Liaison Functions, specialized police teams (SPT) and Training Teams. Within the limits of delegated authority, the capacity Building Coordinator will be responsible for, but not limited to, the performance of the following duties:

- Assist the SPF and other local law enforcement agencies in developing and implementing training programs, plans and curricula in training schools and other police training facilities in compliance with internationally accepted standards; propose efficient mechanism of overseeing and monitoring the overall quality of training delivery;
- Continuously assess the conditions and availability of training facilities, materials and logistics and facilitate the provision of basic requirements by the host state Government and/or through bilateral or multilateral donors assistance to enable the effective and efficient delivery of training and engaging international and regional partners in the development and expansion of areas of training support for the sustainability of the capacity development of the local police;
- In partnership with SPF Training Department, assist with the development of curricula for implementation of community oriented policing initiatives in conjunction with the UNCTs on core policing areas including countering Sexual and Gender-Based Violence (SGBV), child protection and human rights pursued through engagement with the State liaison functions.
- Advise the host state Police Service in the management and administration of the police training institutions and in the development of basic, advance and specialized training programs for the host state Police Service based on priorities and the training needs analysis, and ensure that all training policies and programs are consistent with national priorities, and strategic plans, policies on human



resources policies; and internationally accepted standards for law enforcement;

- Assist the SPF in the development of structures and coordination mechanisms for gender mainstreaming within the SPF including support in preparing sensitization campaigns on gender issues;
- Advise the local police counterparts on preparing project proposals for the implementation of donor funded police projects and infrastructures for sustaining the capacity of the SPF;
- Provide supervision and oversight for programmatic and other police funded projects in the mission area;
- Provide advisory and expert assistance in developing and strategizing the implementation of community policing initiatives, as well as coordinating with appropriate stakeholders on all aspects of project planning, monitoring and implementation of capacity building activities;
- Work in close coordination and collaboration with the SPF senior leadership to ensure coordinated approach in implementing Human Resource and Training initiatives;
- Assist SPF in developing a system for and implementing procedures and practices for the collecting and maintaining a training data base;
- Assist in maintaining recruitment and training data base for the host state Police Service (i.e. including pre-recruitment, vetting and selection data);
- Supervising and assessing the performance of, and providing direction and oversight to, assigned administrative staff and UNPOL personnel under his/her command making sure the subordinate staff conforms to the highest standards of professional conduct, personal behavior and dedication in the implementation of mandated tasks.
- Ensuring that Mission Police assets and personnel under his/her supervision are utilized efficiently, effectively and economically
- Performs other functions as are consistent with the mandate provided by the Security Council Resolution and as may be required by the HOPC.

#### **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 ensures the equal participation of women and men in all areas of work. Outstanding expert knowledge in the technical field of work in general and in the specific areas being supervised in particular; strong organizational skills; experience in the management and administration; ability to review and edit the work of others.

**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.

**Communication:** 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 audience; demonstrates openness in sharing information and keeping people informed. Communicates effectively with a wide range of international and national agencies, partners and people of different national and cultural backgrounds.

#### **QUALIFICATIONS:**

**Education:** An advanced degree (Masters or equivalent) in Project Management, Change Management,

Business or Public Administration, Development Studies, Criminal Justice or a related International Development, Social Sciences or other relevant field. A first level university degree with a combination of relevant academic qualifications and extensive experience in International Development, including planning and training and community policing experience 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:** Candidate must be in active police service possessing a minimum of 7 years (9 years in absence of advanced degree) of relevant progressive responsible experience in law enforcement in a national law enforcement agency at the strategic, operational, and managerial level. At least (5) years of practical experience in such areas as project management, police administration, police policy development, police training and capacity development, community policing are required. Experience in training management (heading police training institution), interagency coordination, senior level advisory support is desired. Peacekeeping or other international experience in the UN or other organizations is desired.

**Rank\*:** Superintendent of Police, Lieutenant-Colonel, other equivalent or higher rank.

**Languages:** For the post advertised, fluency in oral and written English is required. Knowledge of Arabic Language is an advantage.

---

Preference will be given to equally qualified women candidates.

Date of Issuance: 5 November 2020

\*Rank in application form should be outlined in candidate's original language with literal translation in English. The Member States are requested to certify the rank of each candidate it nominates and ensure that only applications meeting all requirements described in the job opening/s, are submitted.

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 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.

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



# 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 peace operations and subject to the approval of United Nations General  
Assembly and renewal of the UNITAMS' mandate.*

Post title and level	Police Liaison Officer (P-3)
Organizational Unit	United Nations Integrated Transition Assistance Mission in Sudan (UNITAMS)
Duty Station	Any location within the mission area according to the operational needs
Reporting to	Capacity Building Coordinator
Duration	12 Months (extendible)
Deadline for applications	15 December 2020
Job Opening number	2020-UNITAMS-01-PPO-P3

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

## Responsibilities:

Within the delegated authority of the UNITAMS Police commissioner, the Police Liaison Officer will foster coordination and facilitation of UNITAMS Police component's efforts to enhance close relationships among the Mission, United Nations Country Team and Government of Sudan Police Force (SPF). He/She will create and expand capacities for cooperation, liaison and support the establishment of protective environment in Sudan, and improve the operations ability to perform duties in line with international policing standards. In this capacity, s/he will be responsible, but not limited to the performance of the following duties:

- Liaise with Sudan Police Force (SPF) authorities for development and implementation of related projects, programs and training designed to build and enhance the operational capacity of SPF at appropriate level.
- Ensure the implementation of strategic objectives for developing community-oriented policing in the Internally Displaced Persons (IDP) Camps, where applicable, and other communities.
- Provide advisory support to the SPF at appropriate level in the areas of capacity building in crime investigation, crime prevention, community policing, sexual and gender-based violence (SGBV), accountability, adherence to the international standards of human rights, police administration, human resources management.
- Assist the SPF and other local law enforcement agencies at appropriate level to develop and implement training programs, plans and curricula for the training schools and other police training facilities in compliance with internationally accepted standards; oversee and monitor the overall training process establishment and training delivery;
- Assist in continuous assessment of the conditions and availability of training facilities, materials and logistics and facilitate the provision of basic requirements by the Government and/or through bilateral or multilateral donors assistance to enable the effective and efficient delivery of training and engaging international and regional partners in the development and expansion of areas of training support for the sustainability of the capacity development of the local police;
- Advise the SPF on the management and administration of the police training institutions and in the development of basic, advance and specialized training programs based on priorities and the training needs analysis, and assure that all training policies and programs are consistent with national priorities, and strategic plans, policies on human resources policies; and internationally accepted

standards for law enforcement;

- Work in close coordination and collaboration with the other UN agencies and the local SPF leadership to ensure coordinated approach in implementing Human Resource and Training initiatives.
- Facilitate in development of a system to implement procedures and practices for the collecting and maintaining a training data base;
- Assist in improvement and maintaining the police recruitment database, including pre-recruitment, vetting and selection data;
- Supervise and assess the performance of, and provide direction and oversight to, assigned administrative staff and UNPOL personnel under his/her command making sure the subordinate staff conforms to the highest standards of professional conduct, personal behavior and dedication in the implementation of mandated tasks.
- Ensure that mission police assets and personnel under his/her supervision are utilized efficiently, effectively and economically.
- Perform any other duties consistent with the mission mandate and as guided by the Police Commissioner either directly or 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. Takes responsibility for incorporating gender perspectives and ensures the equal participation of women and men in all areas of work. Outstanding expert knowledge in the technical field of work in general and in the specific areas being supervised in particular; strong organizational skills; experience in the management and administration; ability to review and edit the work of others.

**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 inputs by genuinely valuing other's ideas and expertise; is willing to learn from others; 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.

### **QUALIFICATIONS:**

**Education:** Advanced university degree (Master's degree or equivalent) in Law, Criminal Justice Administration, Policing, Security Studies, Business or Public Administration, International Relations, Development Studies or other relevant field. A first level university degree with a combination of relevant professional experience in police or other law enforcement, including police operations and administration, may be accepted in lieu of the advanced university degree. Graduation from a certified police academy or other national or international recognized law enforcement training institution is required.

**Work Experience:** Candidate must be in active police service possessing a minimum of 5 years (7 years in absence of advanced degree) of progressive relevant and active policing experience in a national or international law enforcement agency at the field and/or national police headquarters, including at the managerial policy making level. Extensive practical experience in crime management and crime prevention, including community policing and investigation of sexual and gender-based violence (SGBV) is required. Experience in one or few of the following areas is highly desirable: interagency coordination, donor assistance, police administration, police or security sector reform, organizational and resource management, change management (particularly in law enforcement) and training management. Previous UN or other international experience is an advantage.

**\*Rank:** Rank required for a P-3 is Senior Inspector, Major, other equivalent or higher rank.

**Languages:** For the post advertised, fluency in oral and written English is required. Knowledge of Arabic Language is an advantage.

---

Preference will be given to equally qualified women candidates.

Date of Issuance: 5 November 2020

\*Rank in application form should be outlined in candidate's original language with literal translation in English. The Member States are requested to certify the rank of each candidate it nominates and ensure that only applications meeting all requirements described in the job opening/s, are submitted.

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 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.

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



# 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 peace operations and subject to the approval of United Nations General  
Assembly and renewal of the UNITAMS' mandate.*

Post title and level	Police Planning Officer, P-3
Organizational Unit	United Nations Integrated Transitiona Assistance Mission in Sudan (UNITAMS)
Duty Station	Khartoum, Sudan
Reporting to	Police Commissioner
Duration of contract	12 Months (extendable)
Deadline for applications	15 December 2020
Job Opening number	2020-UNITAMS-01-PPO-P3

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

## RESPONSIBILITIES

In compliance with the UN mandate and under the guidance and supervision of the Police Commissioner, the UN Police Planning Officer will be responsible for the coordination of the full spectrum of planning activities within the UN Police Component, providing support to the Capacity Building Coordinator in the areas of institutional and capacity development of the Sudan Police Force (SPF). The incumbent will also be providing advisory support to the Police Commissioner on the implementation of the National Plan for the Protection of Civilians. Within the limits of delegated authority, the UN Police Planning Officer will be performing the following duties:

- Providing strategic guidance, advisory and coaching support to SPF at managerial and operational levels in the area of police and law enforcement strategic planning, developing monitoring and evaluation tools and assessment templates, developing frameworks for the development, training and reforming of the local police;
- Review the existing police structure and systems including in-depth analysis of personal and skills requirement, evaluation of the criminal justice system, corrections and local police operational capabilities, as basis for making comprehensive analysis and recommendation for the overall reform, restructuring and institutional development of the host state police.
- Develop short and medium plans and programs for the reform and restructuring and the term institutional development of the host state police
- Lead any UNPOL's involvement in the development of strategic planning at all levels including specialist functional and operational departments in regard to the host state police capacity building and institutional reforming.
- Collaborate with other stakeholders in the mission in providing a coherent strategic planning framework clearly articulating the scope of resource requirements, coordination and modalities.
- Assist and advise the UNPOL leadership in the areas of plans and programs related to organisational development; special studies, research and project management which includes interagency and international affairs and other requirements that are needed for the effective and efficient administration and operation of the host state police.
- Undertake research and analysis to support these tasks; prepare new documents to assist in the formulation of United Nations police peacekeeping doctrine needed to support such plans; and, to support the changing

role of police in peacekeeping, particularly in the area of host state police development and capacity enhancement.

- Contribute to the development of budget proposals related to the UNPOL component activities aligning them with the Mission RBB.
- Give direction on the implementation phase of mission planning, developing organisational structures, providing advice in relation efficient and economic use of human and logistical resources including addressing gender related aspects.
- Assist in all UN police planning activities, including provision of expert police advice during integrated assessments and technical survey missions to develop and prepare strategic plans, concepts of operation and other planning options.
- Performing any additional duties as may be directed by the Police Commissioner in fulfilment of the mandate.

### **COMPETENCIES:**

**Professionalism:** The UN Police Planning Officer works in line with applicable UN policy, rules and regulations as well as established UN Police CONOPS, SOP of each mission, as well as relevant guidance of the DPKO Police Division. 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. Outstanding expert knowledge in the technical field of work in general and in the specific areas being supervised in particular; strong organizational skills; experience in the management and administration: ability to review and edit the work of others.

#### **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.

### **QUALIFICATIONS:**

**Education:** Advanced university degree (Masters or equivalent) in law, police management, law enforcement, security studies, criminal justice, business or public administration, human resources management, change management, or related area. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree. Specialized training in the area of incumbent's responsibility (strategic planning, research, analysis, policy development) is highly desirable. Graduation from a certified Police Academy or other national or international Law Enforcement Training Institution is required.

**Work Experience:** Candidate must be in active police service possessing a minimum of 5 years (7 years in absence of advanced degree) of progressively relevant and active policing service/experience in a national or international law enforcement agency at the field and/or national police headquarters level, including at least 5 years of experience at policy making level with involvement in strategic planning and management in one or few of the following areas: police operations, crime management, policy development, police administration or police training and development. Practical managerial experience in human and financial resources management, change management (particularly in law enforcement), reform and restructuring, project/program management, development of strategic plans or related field is highly desirable. Previous UN or international experience is an advantage.

**Rank\*:** Rank required for a P-3 is Senior Inspector of Police, Major, other equivalent or higher rank.

**Languages:** For the post advertised, fluency in oral and written English is required. Knowledge of Arabic Language is an advantage.

---

Preference will be given to equally qualified women candidates.


**Date of Issuance:** 5 November 2020

\*Rank in application form should be outlined in candidate's original language with literal translation in English. The Member States are requested to certify the rank of each candidate it nominates and ensure that only applications meeting all requirements described in the job opening/s, are submitted.

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 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.

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



INSTRUCTIONS		 UNITED NATIONS		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				
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				List any office machines or equipment and computer programmes you use.				
	English	French	Other languages					
Typing								
Shorthand								

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:

## B. PREVIOUS POSTS (IN REVERSE ORDER)

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				
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				
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 <input type="checkbox"/> NO <input type="checkbox"/>		
29. ARE YOU NOW OR HAVE YOU EVER BEEN A CIVIL SERVANT IN YOUR GOVERNMENT'S EMPLOY? YES <input type="checkbox"/> NO <input type="checkbox"/> 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 <i>Do not repeat names of supervisors listed under item 27.</i>		
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 <input type="checkbox"/> NO <input type="checkbox"/> 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 <input type="checkbox"/> NO <input type="checkbox"/>		
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 STARTING      FINAL		EXACT TITLE OF YOUR POST:
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 STARTING      FINAL		EXACT TITLE OF YOUR POST:
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 STARTING      FINAL		EXACT TITLE OF YOUR POST:
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 STARTING      FINAL		EXACT TITLE OF YOUR POST:
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:
				REASON FOR LEAVING:
DESCRIPTION OF YOUR DUTIES				
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				
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				
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				

# 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
--------------	--------------------	--	---

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				

**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



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

Name of Course	Date: mm/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 .....