

द्वारा फ़ैक्स/ईमेल

अतिआवश्यक/समयबद्ध

# मुख्यालय पुलिस महानिदेशक, उत्तर प्रदेश, लखनऊ।

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

HQRS. DIRECTOR GENERAL OF POLICE, UP.

Floor-5, Tower-2, Police Headquarter. shaheed path. Gomti Nagar Extension. Lucknow-226002

पत्र संख्या:डीजी-1-27(26)2024

दिनांक:मई 03, 2024

सेवा में,

समस्त पुलिस महानिरीक्षक/पीएसी/पुलिस आयुक्त,

आगरा/ गौतमबुद्धनगर/ गाजियाबाद।

समस्त पुलिस उप महानिरीक्षक/पीएसी/अपर पुलिस आयुक्त,

लखनऊ/गौतमबुद्धनगर/वाराणसी/कानपुर नगर/प्रयागराज/गाजियाबाद/आगरा।

समस्त वरिष्ठ पुलिस अधीक्षक/पुलिस अधीक्षक/समस्त सेनानायक, पी0ए0सी0

समस्त उपायुक्त, लखनऊ/गौतमबुद्धनगर/वाराणसी/कानपुर नगर/प्रयागराज

/गाजियाबाद/आगरा।

कृपया गृह मंत्रालय, भारत सरकार, नई दिल्ली के पत्र संख्या:21023/05/2024-PP दिनांक:18-04-2024(छायाप्रति संलग्न) का सन्दर्भ ग्रहण करें, जिसके द्वारा संयुक्त राष्ट्र में भारत के स्थायी मिशन (पीएमआई से यूएन) ने निम्नलिखित पदों पर एक वर्ष की अवधि के लिए सक्रिय सेवा में इच्छुक एवं पात्र पुलिस अधिकारियों के नामांकन की मांग है:

S.No.	Job Title, Level and JOB Opening No	Organization and Duty Station	Number of Posts
1	UN Seniro Police Adviser, P-5 2024-UNOCA-31007770-DPO	United Nations Regional Office for Central Africa (UNOCA) Libreville	03
2	Chief Of Operations, P-5 2024-MINUSCA-89649-DPO	United Nations Multidimensional Integrated Stabilization Mission in the Central African Republic (MINUSCA) Bangui	01
3	Criminal Investigations Specialist, P-4 2024-MINUSCA-89695-DPO		01
4	Police Adviser (Strategic Policy and Planning Officer), P-4 2024-MINUSCA-89696-DPO		01
5	Reform Coordinator, P-4 2024-MINUSCA-20972-DPO		01
6	Training Coordinator, P-4 2024-MINUSCA-20973-DPO		01
7	FPU Coordinator, P-4 2024-MINUSCA-20974-DPO		01

2- उक्त पत्र उ0प्र0 पुलिस की बेवसाइट में (Personal-IPS-Important Circular) में अपलोड है।

3- अनुरोध है कि उपरोक्त प्रतिनियुक्ति हेतु इच्छुक तथा पात्र आईपीएस(उ0प्र0 संवर्ग) अधिकारी अपना आवेदन पत्र इस मुख्यालय को द्वारा उचित माध्यम दिनांक: 10/05/2024 तक उपलब्ध कराने का कष्ट करें।

संलग्नक: यथोपरि:-



( राजा श्रीवास्तव )  
अपर पुलिस महानिदेशक, कार्मिक,  
उ0प्र0, लखनऊ।

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No.21023/05/2024-PP  
GOVERNMENT OF INDIA  
Ministry of Home Affairs  
[Police Division-II]  
Pers.Policy Desk  
\*\*\*\*\*

North Block, New Delhi, 110001  
Dated 18<sup>th</sup> April, 2024

To

1. The Secretaries to Government of India
2. The Chief Secretaries and DsG(P) of all States / UTs.
3. The Directors - IB/CBI/SVPNPA/SPG/NEPA/NICFS/CFSL/DCPW/NTRO.
4. The DsG -BSF/CRPF/ITBP/CISF/NSG/RPF/BPR&D/SSB/NCB/NIA/Assam Rifles

18 APR 2024

**Subject: Nominations for various posts in the United Nations Regional Office for Central Africa (UNOCA) and in the Police Component of the United Nations Multidimensional Integrated Stabilization Mission in the Central African Republic (MINUSCA).**

ADG/UK  
Sir/Madam,

Permanent Mission of India to United Nations (PMI to UN) has forwarded a communication from the UN seeking nominations of individual police officers in active service for appointment on secondment for a period of one year in the following posts:-

S.No	Post Title , Level, and JOB Opening No	Organization and Duty Station	No of Posts
1	UN Senior Police Adviser, P-5 2024-UNOCA-31007770-DPO	United Nations Regional Office for Central Africa (UNOCA), Libreville	03
2	Chief of Operations, P-5 2024-MINUSCA-89649 -DPO		01
3	Criminal Investigations Specialist, P-4 2024-MINUSCA-89695 -DPO	United Nations Multidimensional Integrated Stabilization Mission in the Central African Republic (MINUSCA)	01
4	Police Advisor (Strategic Policy and Planning Officer), P-4 2024-MINUSCA-89696-DPO	Bangui	01
5	Reform Coordinator, P- 4 2024-MINUSCA- 20972-DPO		01
6	Training Coordinator, P- 4 2024-MINUSCA- 20973-DPO		01
7	FPU Coordinator, P-4 2024-MINUSCA- 20974-DPO		01

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अपर पुलिस महाविदेशक (फार्मिका)  
मुख्यालय पुलिस महाविदेशक  
उत्तर प्रदेश 28/04/24

ACU

28/4/2024

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2. The job description along with the requisite eligibility criteria/qualifications for the above said posts is enclosed/attached with this letter for reference. **Please note that for all the above seven posts, in addition to knowledge of English, fluency in oral and written French is also required.** It is strongly recommended that authorities carefully submit only those candidates/officers meeting all requirements for the positions outlined in attached job opening. The requirements given in the Annexure-I must also be ensured.

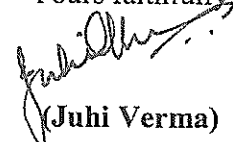
3. Nomination of eligible and willing officers in the rank of DIG/IG for P-5 level and **SP/DIG for P-4 level** active in police service for the above said post may be forwarded through proper channel to this Ministry by 25<sup>th</sup> June, 2024 along with the requisite documents duly signed and completed in all respects as mentioned in Annexure-I & II. The nominations without Vigilance clearance and Cadre Clearance (for all Officers) from respective Ministries/Departments/State or UT/Organizations' shall be summarily rejected. Applications received through proper channel only i.e. through Home Department (State)/ approval of Head of Organization/ UT division in case of AGMUT cadre officers, will be entertained. **Applications received after the deadline specified i.e. 25.06.2024 will not be considered.**

4. The duly completed and signed Personal History Profile (P-11), Employment of Academic Certification (EAC), and Human Right Certificate along with forwarding letter including APAR/ACR gradings of last five years (**only gradings, not need to send copy of ACR**) of each nominated candidates are required to be submitted in separate files (PDF format only) through E-mail at [police2-un@mha.gov.in](mailto:police2-un@mha.gov.in) before the last date i.e **25.06.2024**

5. As part of the Digital India initiative, all necessary documents must be submitted digitally only via the email mentioned above, and no hard copies or physical documents are to be sent.

Encl: As above

Yours faithfully



(Juhi Verma)  
Director (Pers-Coord)

Copy to:-

1. The Chief Secretaries of UTs and Commissioner of Police, Delhi :- Kindly note that the nominations are to be submitted through UT Division, MHA only.
2. Commissioner of Police Mumbai, Kolkata, Chennai and Bangalore:- kindly note that the nomination are to be forwarded through respective State Government only.
3. JS (UNP), MEA, JNB (A-wing), New Delhi-110011
4. SO (IT), MHA- With the request to upload the above communication on MHA website (Police Division-II (Secondment vacancies) and also under "what's new" .

Annexure-I

Other requisite requirements

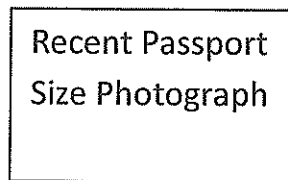
- A. United Nations Personal History Profile (PHP) form (P.11) duly completed typed(not hand-written) and signed by the nominated candidate.
  - B. United Nations Employment and Academic Certification [attachment to personal history profile (P-11)] Form duly completed and signed by the nominated candidate 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 along with APAR/ACR gradings of Last Five Years(Mandatory). **No hard copies of ACR is required to sent.**
  - D. **Human Right Certificate (Performa 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.
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**BIO- DATA Proforma**

**ANNEXURE-II**

1. Name of Post(s) 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. APAR/ACR Gradings of Last 05 years (mandatory):-
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

(No any other language/format than mentioned below will be accepted)

"The Department/organization of ..... is hereby confirming that Mr/Mrs \_\_\_\_\_ has been neither convicted of, nor currently under investigation or being prosecuted for, any criminal or disciplinary offence, or any violations of international human rights law or international humanitarian law. The Department/Organization of ..... a/so certifies that it is not aware of any allegations against the 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. "

To be signed by an officer

Not Below the Rank of DIG/Director

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**United Nations**

*Job Opening for Position requiring official's secondment  
from national governments of Member States of the United Nations Organization.  
Appointments are limited to service on posts financed by the support account of peacekeeping  
operations.*

<b>Post title and level</b>	<b>UN Senior Police Adviser, P-5</b>
<b>Organizational Unit</b>	<b>United Nations Regional Office for Central Africa</b>
<b>Duty Station</b>	<b>Libreville</b>
<b>Reporting to</b>	<b>Special Representative of the Secretary General for Central Africa and Head of UNOCA</b>
<b>Duration</b>	<b>12 Months (with a possibility of extension)</b>
<b>Deadline for applications</b>	<b>07 -July- 2024</b>
<b>Job Opening number</b>	<b>2024-UNOCA-31007770-DPO</b>

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

**RESPONSIBILITIES:**

The Senior Police Adviser is a part of UN Regional Office for Central Africa with direct reporting line to the SRSG for Central Africa and Head of UNOCA. The incumbent will be responsible for, but not limited to, the performance of the following duties:

- Advise the Head of UNOCA of the general dynamics and trends in Central Africa with regard to police, crime and law and order enforcement issues;
- Facilitate the establishment of a coordinated system between the Special Representative of the Secretary-General and all states in Central Africa to gather information related to law and order enforcement, organized crime, drug trafficking, human trafficking and cross-border criminality;
- Provide short and long-term analysis on developments affecting regional peace and security, as well as the implementation of UNOCA's mandate;
- Support the Special Representative of the Secretary-General in his consultations with regional States and organizations on issues related to law and order enforcement, in particular organized crime, drug trafficking, human trafficking and cross-border criminality;
- Promote and support, as appropriate, regional and sub-regional efforts to address the impact of emerging security threats; support the development of regional police and law and order enforcement strategies, as relevant;
- Establish and develop working relations between UNOCA and police and law and order enforcement entities in the region; liaise with specialized UN and non-UN entities, including the UN Office on Drugs and Crime and INTERPOL.
- Foster effective working relationships with other components of the Office, Peace and Development Advisers (PDAs) in the region, UN Agencies, Funds and Programs, national military/civilian authorities, the diplomatic community, international and multilateral organizations, NGOs including civil society, media and other key stakeholders to ensure efficient performance of the tasks and duties.



- Support UN Crisis Management Cells established by the Department of Political Affairs, as required.
- Represent the Office in meetings, as directed.
- Perform other functions as may be required by the Head of UNOCA within the framework of mandate implementation.

### **COMPETENCIES:**

**Professionalism:** Displays commitment to human rights and the ability to give the necessary prominence to human rights; demonstrates competence in police matters at the strategic and command levels; ability to identify issues, formulate opinions and provide recommendations through the use of sound judgment and applying expertise to solve a wide range of problems related to law enforcement; possesses strong analytical skills, and experience in information collection and management as well as excellent drafting and editing skills with the proven analytical ability and experience in building information networks in a complex conflict and post conflict environment; shows pride in work and in achievements; 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.

**Planning & organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

**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.

**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 degree or equivalent) in Criminal Justice, Law, Law Enforcement, Security Studies, International Relations, Political Science, Public Administration or other related field. A first level university degree with a combination of relevant academic qualifications and experience in police management, police administration and peacekeeping may be accepted in lieu of the advanced university degree. Graduation from a police academy or similar law enforcement training institution is required.

**Work Experience:** Candidate must be in active police service possessing a minimum of ten years (12 years in absence of advanced university degree) of progressively responsible experience in law enforcement in a national or international law enforcement agency at the strategic, operational and managerial level in one or more following areas: crime management, including combatting organized crime, drug trafficking, human trafficking and cross-border criminality; operations, law enforcement capacity building, strategic analysis of crime trends and security situation, intelligence, crime prevention. Experience in strategic planning, program management, reform and restructuring of law enforcement agency, policy development, research and

assessment is highly desirable. Experience in liaison and coordination among numerous and diverse stakeholders, including regional organizations, particularly in international environment, is desirable. Previous UN or international experience is an advantage. Qualifying years of experience are calculated following the graduation from the national police /gendarmerie academy or similar law enforcement institution.

**Rank:** Senior/Chief Superintendent of Police, Colonel, other equivalent or higher rank.

**Languages:** English and French are the working languages of the United Nations Secretariat. For this position, fluency in oral and written English and French is required.

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Preference will be given to equally qualified women candidates.

Date of Issuance: 08 April 2024

**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 peacekeeping operations*

<b>Post title and level</b>	<b>Chief of Operations, P-5</b>
<b>Organizational Unit</b>	<b>United Nations Multidimensional Integrated Stabilization Mission in the Central African Republic (MINUSCA)</b>
<b>Duty Station</b>	<b>Bangui</b>
<b>Reporting to</b>	<b>Police Commissioner</b>
<b>Duration</b>	<b>12 Months (extendible)</b>
<b>Deadline for applications</b>	<b>08 July 2024</b>
<b>Job Opening number</b>	<b>2024-MINUSCA-89649-DPO</b>

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

**RESPONSIBILITIES:** MINUSCA's mandate addresses the immediate challenges facing the country while laying the groundwork for sustainable peace and security. In compliance with the UN mandate and under the guidance and supervision of the MINUSCA Police Commissioner and within the limits of delegated authority, the Chief of Operations will be responsible for the following duties:

- Oversee and ensure that all aspects of the mandate are vigorously pursued through the effective and efficient coordination of the activities of all MINUSCA Police staff;
- Assist in developing and maintaining close professional relationships with the Central African Republic's Police, Gendarmerie and other law enforcement agencies in order to facilitate the execution of the mandate;
- Implement directives from the Police Commissioner and offer advice and comment as appropriate;
- Assist in the deployment and activities of the Formed Police Units deployed throughout CAR in consultation with the FPU Coordinator;
- Managing, controlling, directing, supervising and deploying UNPOL officers in the mission emphasizing respect for diversity and in due consideration for gender and national balance ;
- Assist the Police Commissioner in the formulation and implementation of the police component action plan and Concept of Operations;
- Assist in planning and executing of police operations and advise the Police Commissioner with appropriate inputs in relation to the operational issues in the implementation of the mission mandate;
- Coordinate operational details of the Police component activities in the Mission, and submit reports to UN Headquarters through the chain of command;
- Maintain daily contact with the UN military component, plan for joint operations;
- Make regular visits to the Sectors, team sites and UNPOL stations and observe the overall progress of the Implementation Plans and the welfare and security concerns of UNPOL personnel on the ground;

- Establish and maintain a close liaison with the Sector Commanders on matters of operations, safety and security in the sectors;
- Conducting periodic assessment with the aim of ensuring that the activities of the UNPOL units are directed towards the achievement of the overall goal of the Mission;
- Ensure that UNPOL personnel at all times conform to the highest standards of professional conduct and personal behaviour.
- Ensure operations support management of local Police/Gendarmerie officers and assist the head of Unit in ensuring the delivery of a dynamic criminal information operations support services.
- Supervise and lead a team of national Police/Gendarmerie officers specializing in the field of criminal information gathering support and all aspects of performance, welfare and discipline of all Operations Support staff;
- Ensure the delivery of a dynamic operational support service to enhance the analysis of criminal information and overall decision-making of UNPOL, and complement UNPOL's efforts for the capacity development of the host state and its contributions to the joint mission analysis center (JMAC).
- Assess and review criminal information received, prioritize competing demands and ensure that analysed information for both the strategic overview and tactical products is relevant, timely and of the highest quality;
- Develop and cultivate effective working relationships with all relevant agencies and operational units within the Mission, thus enabling a continuous flow of criminal information supporting National Police/Gendarmerie aims and objectives.
- Ensure that appropriate policies are adopted and implemented in respect of criminal information gathering, collation, analysis and storage and that high quality product are made available to the appropriate law enforcement agencies;
- Collect information of incidents and crimes using generic police processes, produce mass data to develop scenarios, based upon the analysis which, hypothesis of criminal activity could be developed; and recommendations made for policing activity or potential new lines of enquiry;
- Prepare detailed reports and brief documents, as required.
- Disseminate good practice (including delivery of presentations), promote the role of operations support within the mission and assisting the Head of Operations Support in the development of relevant policies and procedures.
- Provide comprehensive transnational and organized crime analyses, establish close contacts and work in partnership with related entities, such as INTERPOL, EUROPOL, ASEANPOL, UNODC and other national and regional organizations that are operationally and technically involved in transnational and organized crime-related issues, and assist in promoting regional approaches to combating organized crime.
- Carry out any other operational duties assigned to him/her by the Police Commissioner;

**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.

**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. Ability to communicate effectively with a wide range of international and national and cultural backgrounds.

**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.

**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.

**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.

#### **QUALIFICATIONS:**

**Education:** Advanced university degree (Master's degree 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 degree in combination with qualifying experience may be accepted in lieu of the advanced university degree. Advanced training for command/senior staff (for HOPC) is highly desirable. Specialized training in the area of incumbent's responsibility (operations, reform, administration, training etc.) is highly desirable. Graduation from a certified Police Academy or other national or international Law Enforcement Training Institution is required.

**Work Experience:** A minimum of 10 years (12 years in absence of advanced degree) of progressively relevant and active policing service/experience in a national or international law enforcement agency both at the field and national police headquarters level - required; 5 years of active police experience at policy making level with strategic planning and 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 (particularly in law enforcement), reform and restructuring or related field - required; practical direct experience in commanding a regional or a state level police units, or heading a department at national police HQ level (for HOPC) - required. Previous UN or international experience is an advantage.

**Rank:** Senior/Chief Superintendent of Police, Colonel, other equivalent or higher rank.

**Languages:** French and English are the working languages of the UN. For the post advertised, fluency in oral and written French is required. Knowledge of English is an advantage.

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Preference will be given to equally qualified women candidates.

In accordance with the new Policy on Human Rights Screening of UN Personnel, all individuals who seek to serve

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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.

Date of Issuance: 09 April 2024

<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 peacekeeping operations*

<b>Post title and level</b>	<b>Criminal Investigations Specialist, P-4</b>
<b>Organizational Unit</b>	<b>United Nations Multidimensional Integrated Stabilization Mission in the Central African Republic (MINUSCA)</b>
<b>Duty Station</b>	<b>Bangui</b>
<b>Reporting to</b>	<b>Chief of Operations</b>
<b>Duration</b>	<b>12 Months (extendible)</b>
<b>Deadline for applications</b>	<b>08 July 2024</b>
<b>Job Opening number</b>	<b>2024-MINUSCA-89695 -DPO</b>

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

## **RESPONSIBILITIES:**

In compliance with the mission mandate and under the supervision and substantive guidance of the Chief of Operations, the Criminal Investigation Specialist to Central African Republic police and gendarmerie directorates of Criminal Investigations will be responsible for providing expert advice on criminal investigation matters, including, coordinating and functioning of the various components and local police units under the office of the Director for Criminal Investigations. Within the limits of delegated authority, the Criminal Investigation Specialist will be performing the following duties:

- Provide advice and assistance to local police and gendarmerie leadership in the development of short, medium and long term plans and programs for the reform, restructuring and the strengthening of the capacity of local police and gendarmerie including in strengthening its long term strategic reforms, based on criminal investigations performance measurements;
- Co-locate with the local police and gendarmerie directors for Criminal Investigations on a daily basis where possible and practical.
- Provides strategic, tactical and operational advice to the directors of Criminal Investigations in the planning, directing, controlling, coordinating, and supervising all Criminal Investigation activities of the local police including its specialized units with an objective of developing the capacity of the Criminal Investigations Directorates and the local police and gendarmerie on the whole.
- Build capacity of the investigators to efficiently tackle any type of crime and establish an effective and efficient case management system.
- Advise the directors of Criminal Investigations on the preparation, coordination, and issuance of operational Plans, operational orders, and directives in accordance with local police policies and guidelines.
- Establish specialized units within the directorates, State and County levels to deal with certain areas of investigations and crime management, and to develop the capacity within such units.
- Coordinate the Specialized Police Teams (SGBV and Forensic) activities with internal /external partners Liaises with Justice/ Correction Section and Special Criminal Court in relation to all important investigations including crime committed against peacekeepers.
- Supervise all investigations conducted under Urgent Temporary Measures (UTM)
- Improve and build capacity in crime scene management and to establish specialized areas to assist investigation based on a scientific approach.

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- Build capacity within the directorates of Criminal Investigation to keep crime records, statistics, fingerprinting and make proper crime analyses to guide crime prevention and other preventive initiatives.
  - Advice in the establishment of a forensic science institute and the affiliation of the local police to international (e.g. INTERPOL), regional and national organizations.
  - Advise the directors of Criminal Investigations on the maintenance of active and sustainable liaison activities with other local police operating units and other law enforcement agencies.
  - Provides advice to the directors of Criminal Investigations on the planning, directing, coordinating, supervising, and monitoring of all unit activities pertaining to police community relations and crime prevention initiatives.
  - Serve as the UNPOL focal point on matters concerning criminal investigations by local police.
  - Perform tasks and assume other responsibilities as assigned by the MINUSCA Chief of Operations.

#### 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.
- **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.
- **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 maintain 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 be informed and be able to anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client; resolves conflicts by pursuing mutually agreeable solutions.

#### QUALIFICATIONS:

- **Education:** Advanced university degree (Master’s degree or equivalent) in one or more of the following disciplines: Law, Criminal Justice Administration, Public Administration, Development Studies (particularly in law enforcement and/or criminology) or other relevant field. A first level university degree with a combination of relevant professional level experience in law enforcement, including crime management, may be accepted in lieu of the advanced university degree. Graduation from a certified police academy or other law enforcement training institution is required.
- **Work Experience:** A minimum of 7 years (9 years in absence of advanced degree) of progressively relevant and active policing service/experience in a national or international law enforcement agency both at the field and national police headquarters level - required; 5 years of active police experience at policy making level with strategic planning and 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 (particularly in law enforcement), reform and restructuring or related field - required; practical direct experience in commanding a regional or a state level police units, – highly desirable. Previous UN or international experience is an advantage.
- **Rank:** Required rank for a P-4 is Superintendent of Police, Lieutenant Colonel, other equivalent or higher rank.



- **Language:** Proficiency in French both oral and written is required. Proficiency in English is highly desirable.

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Preference will be given to equally qualified women candidates.  
Date of Issuance: 09 April 2024

In accordance with the new 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>

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# United Nations

*Job Opening for Positions 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*

<b>Post title and level</b>	<b>Police Advisor (Strategic Policy and Planning Officer), P- 4</b>
<b>Organizational Unit</b>	<b>United Nations Multidimensional Integrated Stabilization Mission in the Central African Republic (MINUSCA)</b>
<b>Duty Station</b>	<b>Bangui</b>
<b>Reporting to</b>	<b>Police Commissioner</b>
<b>Duration</b>	<b>12 months (extendible)</b>
<b>Deadline for applications</b>	<b>08 July 2024</b>
<b>Job opening number</b>	<b>2024-MINUSCA- 20974-DPO</b>

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

## **RESPONSIBILITIES:**

Under the direction and supervision of the Chief of the Police Component or his Deputy, the incumbent is responsible for providing strategic advice to the Chief of the Police Component or his Deputy, advising and supervising the national authorities at national levels, managerial and operational in the field of strategic planning of the police and law enforcement agencies, to develop frameworks for the development and reform of the police forces and the management of UNPOL personnel placed under its authority. Within the limits of the delegated powers, the strategic advisor on policing and planning will perform the following functions:

- Participates in the formulation of the Mission's and Police Component's strategic plan; identifies emerging issues, analyzes their implications.
- Prepares reports based on assessments of the impact of the political, economic and social environment on mandate implementation, in particular in the area of police and law enforcement development.
- Assesses, and monitors and advises the UN Head of Police Component's policy and planning implications relating to policing activities and law enforcement carried out by local authorities, civic institutions and non-governmental Organizations. Identifies potential problems and provide advice and guidance.
- Assists in providing substantive support to the establishment of an appropriate regulatory framework reviews and analyzes policy and regulation issues and prepares relevant reports and discussion papers.
- Assists in the implementation of mandated programs; builds relationships and develops and maintains close liaison with local leaders, as well as governmental, community-based organizations, civil and religious society groups, etc.
- Engages various ethnic, political and social groups as directed by the Head of Police Component implementation decisions and activities; negotiates solutions, defuses problems and provides advice on actions, policy on political and operational issues.
- Coordinates with international agencies and implementing partners on mandate implementation with

- respect to police capacity building and development.
- Assists the Police component in facilitating development and conducting appropriate training programs to upgrade and strengthen the competencies with respect to police-community relations.
  - Contributes to the overall mission monitoring and planning.
  - Performs other related work as required.

#### COMPETENCIES:

- **Professionalism:** Knowledge and understanding of theories, concepts and approaches relevant to a particular sector, functional area, or other specialized fields. Ability to identify issues, analyze and participate in the resolution of issues/problems. Ability to conduct data collection using various methods. Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, including electronic sources on the internet, intranet, and other databases. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines, and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **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.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- **Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

#### QUALIFICATION:

**Education:** Advanced university degree (Master's degree 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 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 (operations, reform, administration, training, etc) is highly desirable. Graduation from a certified Police Academy or other national or international law enforcement training institution is required.

**Experience:** A minimum of 7 years (9 years in absence of advanced degree) of progressive relevant responsible and active policing service/experience in a national or international law enforcement agency, both at the field and national headquarters level- required; 5 years of active police experience at policy making level with strategic planning and 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 (particularly in law enforcement), reform and restructuring or related field- required; practical direct experience in commanding a regional or a state level police unit- highly desirable. Previous UN or international experience is an advantage.

**Rank:** Rank required for a P-4 is Superintendent of Police, Lieutenant Colonel, other equivalent or higher rank.

**Language:** English and French are the working languages of the United Nations Secretariat. Fluency in French oral and written is required; knowledge of English is desirable.

Preference will be given to equally qualified women candidates.  
Date of Issuance: 09 April 2024

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 Positions 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*

Post title and level	Reform Coordinator, P- 4
Organizational Unit	United Nations Multidimensional Integrated Stabilization Mission in the Central African Republic (MINUSCA)
Duty Station	Bangui
Reporting to	Police Commissioner
Duration	12 months (extendible)
Deadline for applications	08 July 2024
Job opening number	2024-MINUSCA- 20972-DPO

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

## **RESPONSABILITIES:**

The UN Police Reform Officer will report to the Head of Development Pillar. Within the limits of delegated authority, the Reform Coordinator will be responsible for:

- Carries out, within the framework defined by the Head of the Police Component (HOPC), a complete analysis of the existing systems of the Police and Gendarmerie services of the host State, including an in-depth analysis of personnel and skills needs, to identify systemically institutional weaknesses, administrative and operational shortcomings, inefficiencies, evaluation of the criminal justice system and the operational capacities of the local police and gendarmerie, serving as a basis for comprehensive analyzes and recommendations for the development of plans to short, medium and long term for reform, restructuring and institutional development essential for a national police force;
- Produces in-depth reports on the progress made in the implementation of the prescribed tasks; carrying out periodic assessments of all reform, restructuring and institutional development activities and providing guidance and support to other police and gendarmerie initiatives;
- Coordinates and advises, as appropriate, national and international counterparts within and beyond the Organization on issues related to the restructuring of existing Police and Gendarmerie services or the establishment of new Police services and the Gendarmerie; ensure that areas of institutional reform are incorporated into relevant national police and gendarmerie training programs;
- Proposes and drafts opinions on the revision of existing rules and regulations, as well as on the development of new policies, guidelines and procedures necessary for responsive and accountable police service;
- Prepares project proposals for international funding and support sustainable reform and restructuring initiatives;
- Provides advice and guidance to national authorities on issues of reform and strengthening of the host state police system in accordance with relevant local reality, including international human rights standards, gender mainstreaming and sexual and gender-based violence. Child protection, community policing, implementation of strategic planning processes, development of policies and procedures, rehabilitation of facilities, management of the police in accordance with international guidelines, police administration, budget management, management of human resources and staff training;

- Promotes and support the rapid extension of State authority throughout the territory of the Central African Republic, in particular by supporting the deployment in priority areas of approved and trained national police and gendarmerie officers, in particular by ensuring that they share the same premises and providing them with advice, guidance and monitoring, in coordination with other partners, as part of the deployment of the territorial administration and other authorities in charge of rule of law;
- Provides strategic and technical advice to the authorities of the Central African Republic to implement the national security sector reform strategy and the national defense plan, in close coordination with EUTM-RCA, EUAM-RCA, African Union Observer Mission in the Central African Republic (AUOMCAR) and other international partners of the Central African Republic, including the United States of America, the Russian Federation, France and the People's Republic of China, | The objective being to ensure the coherence of the reform, in particular by means of a clear distribution of responsibilities between the Central African armed forces, the internal security forces and other armed bodies, and by means of the democratic control of the defense forces as well as the internal security forces;
- Continues to assist the authorities of the Central African Republic in developing a methodology for the background checks of elements of the defense and security forces which includes, inter alia, checks on respect for human rights, in particular to combat human rights. impunity for violations of international and national law, when considering the integration of elements of demobilized armed groups into security sector institutions; iii) Play a leading role in the support provided to the authorities of the Central African Republic for the capacity building of the internal security forces, in particular with regard to command and control structures and oversight mechanisms, and coordinate the provision of technical assistance and training activities between international partners present in the Central African Republic, in particular with EUTM-RCA and EUAM-RCA, in order to ensure a clear division of tasks in the field of security sector reform;
- Continues to assist the authorities of the Central African Republic to train the police and gendarmerie forces and to ensure the selection, recruitment and background checks of police and gendarmes, with the support of donors and the United Nations countries, taking into account the need to recruit women at all levels and in full compliance with the human rights due diligence policy;
- Implements the directives received from the Police Component of the mission for the monitoring and supervision of the police and the Gendarmerie of the host State and, with the UN trainers, supervises the production of a training in this regard;
- Evaluates the performance, directs and supervises administrative staff assigned to UNPOL staff, ensuring that subordinate staff comply with the highest standards of professional conduct, personal behavior and dedication in the performance of prescribed tasks;
- Reports to the mission that the resources of the police and the personnel under their supervision are used in an effective, efficient and environmentally friendly manner;
- Regularly feeds files relating to areas of expertise on COSMOS;
- Performs any other task assigned by the supervisor.

#### COMPETENCIES:

**Professionalism:** Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work. Expert knowledge in the field of work in general and in the areas specifically supervised in particular; ability to edit and reformulate the work of others; strong coordination and liaison capacity.

**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;

**Planning and organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

**Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

### **QUALIFICATIONS:**

**Education:** Advanced university degree (Master's degree 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 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 (administration, training, etc) is highly desirable. Graduation from a certified Police Academy or other national or international law enforcement training institution is required.

**Experience:** A minimum of 7 years (9 years in absence of advanced degree) of progressive relevant responsible and active policing service/experience in a national or international law enforcement agency, both at the field and national headquarters level- required; 5 years of active police experience at policy making level with strategic planning and 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 (particularly in law enforcement), reform and restructuring or related field- required; practical direct experience in commanding a regional or a state level police unit- highly desirable. Previous UN or international experience is an advantage.

**Rank:** Rank required for a P-4 is Superintendent of Police, Lieutenant Colonel, other equivalent or higher rank.

**Language:** English and French are the working languages of the United Nations Secretariat. Fluency in French oral and written is required; knowledge of English is desirable.

Preference will be given to equally qualified women candidates  
Date of Issuance: 09 April 2024

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>

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**United Nations**

*Job Opening for Positions 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*

<b>Post title and level</b>	<b>Training Coordinator, P- 4</b>
<b>Organizational Unit</b>	<b>United Nations Multidimensional Integrated Stabilization Mission in the Central African Republic (MINUSCA)</b>
<b>Duty Station</b>	<b>Bangui</b>
<b>Reporting to</b>	<b>Development Coordinator/ UNPOL Development Pillar</b>
<b>Duration</b>	<b>12 months (extendible)</b>
<b>Deadline for applications</b>	<b>08 July 2024</b>
<b>Job opening number</b>	<b>2024-MINUSCA- 20973-DPO</b>

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

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**RESPONSABILITIES:**

The UN Police Training Officer will report to the Head of UNPOL Development Pillar. The Training Coordinator will be responsible but not limited for the followings:

- Assists the host country's Internal Security Forces (ISF) services in developing and implementing training programs and plans in Police and Gendarmerie training schools and other training centers, in accordance with internationally recognized standards. Appropriate and quality training for the benefit of these ISPs;
- In close consultation with the Head of the Development Pillar and the UNPOL Program Officer, assists in continuously assessing the conditions and availability of training facilities, equipment and logistics and facilitate the effective and efficient delivery of training and involvement of international and regional partners in the development and expansion of areas of training support to ensure sustainability of capacity building of local police and gendarmerie;
- Assist the ISF Services in the management and administration of the training institutions of the Police and the Gendarmerie and in the development of basic, advanced and specialized training programs for the benefit of the ISPs according to the analysis training needs and national priorities and strategic plans;
- Works in close collaboration with the Security Sector Reform Section of the Development Pillar and senior officials of the local Police and Gendarmerie services, to ensure a coordinated approach to the implementation of security initiatives, human resources and training;
- Works closely with all national and international stakeholders in the evaluation and coordinated implementation of a five-year training plan and ensure its follow-up;
- Facilitates the development and animation of a system for implementing procedures for managing a training database;
- Ensures the proper management of the content of training courses delivered to (ISF) and its registration in the training database including pre-recruitment, verification and selection data;
- Supervises and evaluate the performance of UNPOL personnel under his command, ensuring that subordinate personnel comply with the highest standards of professional conduct, personal behavior and dedication;
- Ensure that the resources of the mission and the personnel under its supervision are used effectively, efficiently and economically;



- Perform other functions in accordance with the mandate provided by the Security Council resolution and which may be required by the Head of the Police Component (HOPC).

### **COMPETENCIES:**

**Professionalism:** Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work. Expert knowledge in the field of work in general and in the areas specifically supervised in particular; ability to edit and reformulate the work of others; strong coordination and liaison capacity.

**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;

**Planning and organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

**Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

### **QUALIFICATIONS:**

**Education:** Advanced university degree (Master's degree 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 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 (administration, training, etc) is highly desirable. Graduation from a certified Police Academy or other national or international law enforcement training institution is required.

**Experience:** A minimum of 7 years (9 years in absence of advanced degree) of progressive relevant responsible and active policing service/experience in a national or international law enforcement agency, both at the field and national headquarters level- required; 5 years of active police experience at policy making level with strategic planning and 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 (particularly in law enforcement), reform and restructuring or related field- required; practical direct experience in commanding a regional or a state level police unit- highly desirable. Previous UN or international experience is an advantage.

**Rank:** Rank required for a P-4 is Superintendent of Police, Lieutenant Colonel, other equivalent or higher rank.

**Language:** English and French are the working languages of the United Nations Secretariat. Fluency in French oral and written is required; knowledge of English is desirable.

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

**Date of Issuance: 09 April 2024**

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

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# 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*

Post title and level	FPU Coordinator, P-4
Organizational Unit	United Nations Multidimensional Integrated Stabilization Mission in the Central African Republic (MINUSCA)
Duty Station	Bangui
Reporting to	Chief of Operations
Duration	12 Months (extendible)
Deadline for applications	08 July 2024
Job Opening number	2024-MINUSCA-89696-DPO

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

**RESPONSIBILITIES:** MINUSCA's mandate addresses the immediate challenges facing the country while laying the groundwork for sustainable peace and security. Under the overall supervision of the Chief of Operations, the HQ Formed Police Unit (FPU) Coordinator will have overall managerial responsibility for FPU and be responsible for ensuring effective liaison with all partner agencies and relevant MINUSCA components on administration and operational issues related to the deployment of the FPUs throughout the mission. The Coordinator will be responsible of the following duties:

- Operational deployment of the FPUs in the Mission and sectors.
- Advise MINUSCA Police Commissioner in formulating strategic directives with regards to FPU operations, including SWAT and Specialized Protection Units (SPU).
- Develop a close professional relation with MINUSCA Police at senior management level.
- Establish a close relationship and coordination with the MINUSCA Military Component.
- Consult with the Police Commissioner and UNPOL command staff regarding the deployment and operations of the FPUs, including for SWAT and Specialized Protection Units (SPU).
- Consult with the Chief of Operations regularly, with regards to deployment and operations of FPU, including for SWAT and Specialized Protection Units (SPU).
- Coordinate with FPU Advisor in UNHQ-NY on all FPU related matters.
- Facilitate effective coordination and collaboration with the on-going humanitarian operations, MINUSCA Military and Central African Republic's National Police and Gendarmerie and law enforcement counterparts.
- Develop deployment and operational plans, guidelines and policies, as well as training manuals for the FPUs.
- Monitor and evaluate the performance of UN-Region FPU related activities, including for SWAT and Specialized Protection Units (SPU).
- Monitor the welfare and medical condition of all FPU members, in collaboration with the respective FPU commanders.

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- Liaise with Mission Contingent Owned Equipment (COE) Unit and conduct regular COE inspections in the field.
  - Coordinate activities and operations of FPUs deployed in the sector / area of responsibility, including for SWAT and Specialized Protection Units (SPU).
  - Develop a close professional relationship with Senior Central African Republic's National Police and Gendarmerie Commanders to facilitate the implementation of the mandate.
  - Develop training exercises to increase the capacity and capabilities of the various Central African Republic Law Enforcement Agencies.
  - Coordinate administrative and logistical needs of all the FPUs within the Mission.
  - Coordinate the arrival and departure to and from mission area of all members of FPU.
  - Ensure that all FPU members are treated in accordance with United Nations rules, regulations and other issuances, in collaboration with the respective Sector Commanders and the FPU commanders.
  - Ensure that all FPU members are aware of their responsibilities, including through induction, to adhere, both in and off duty, to UN rules, regulations, and guidelines as well as other mission directives and issuances, in collaboration with the respective FPU commanders.
  - Facilitate any enquiry that may be required to address incidents that are of public concern involving members of the FPU, in collaboration with the respective FPU commanders.
  - Advise National Police and Gendarmerie on civil unrest and crowd control tactics.
  - Perform additional duties as directed by the MINUSCA Police Commissioner.

**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.
- **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. Ability to communicate effectively with a wide range of international and national agencies and partners, as well as with the people of different national and cultural backgrounds.
- **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
- **Jugement/Decision-making:** Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; proposes a course of action or makes a recommendation based on available information; checks assumptions against facts; determines that the actions proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary.

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## **QUALIFICATIONS:**

**Education:** Advanced University Degree (Master's or equivalent) in Law enforcement, Criminal Justice, Public Administration, International Relations, Law or other relevant field. A first level university degree with a combination of relevant academic qualifications and extensive experience in law enforcement, including planning and operational management 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:** A minimum of 7 years of experience (9 years in absence of advanced degree) in active national law enforcement is required. At least 5 years practical experience of commanding police operations, including formed police units (anti-riot), police units, gendarmerie units, and/or training of FPU personnel is required; policy and standard operating procedures development experience, practical experience on performance evaluation of FPU, SWAT and Specialized Protection Units (SPU) in United Nations context is required. Experience in organizational and resource management and operational planning, knowing of MINUSCA mandate and ongoing security challenges in RCA is highly desirable. Peacekeeping or other international experience in the UN or other international organizations is an advantage.

**Rank:** Rank required for a P-4 is Superintendent, Lieutenant Colonel, equivalent or above.

**Languages:** French and English are the working languages of the UN. For the post advertised, fluency in oral and written French and English is required.

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Preference will be given to equally qualified women candidates.  
Date of Issuance: 09 April 2024

In accordance with the new 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

## 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
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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				

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**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.

(2)

**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 .....



INSTRUCTIONS		 <b>UNITED NATIONS</b>			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		Maiden name, if any				
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									

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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	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	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	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						

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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.		

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**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		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				

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**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				