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AIGP(Hq.)

No.21023/01/2024-PP  
GOVERNMENT OF INDIA  
Ministry of Home Affairs  
[Police Division-II]  
Pers.Policy Desk  
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North Block, New Delhi, 110001  
Dated 1<sup>st</sup> March, 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

5 MAR 2024

Subject: - UNHQ Phase 01 of 2024 Police Secondment Campaign

Sir/Madam,

Permanent Mission of India to United Nations (PMI to UN) has forwarded a communication from the UN seeking nomination of Police Officers in active service for appointment on secondment to the following six Job Openings of ten posts.

Sl.No	Job Title, Level, JO No and Duty Station	Number of Posts	Indian Police Rank(s)
(i)	Deputy Police Adviser, D-1 DPO/SEC2401P/D-1/01 New York	01	IG/ADG
(ii)	Chief Mission Management and Support Section, P-5 DPO/SEC2401P/P-5/02 New York	01	DIG/IG
(iii)	Police Planning Officer, P-4 DPO/SEC2401P/P-4/03 New York	02	SP/DIG
(iv)	Police Officer, P-4 DPO/SEC2401P/P-4/04 New York	03	SP/DIG
(v)	Police Officer, P-3 DPO/SEC2401P/P-3/05 New York	02	DySP/SP
(vi)	Police Selection and Recruitment Officer, P-3 DPO/SEC2401P/P-3/06 New York	01	DySP/SP
	Total	10	

PB of DGP (M)  
Receipt No. 544  
Date: 26/3/24.

IGP(Hqrs)  
Date: 26/03/24

Ally, DGP

GP (M)  
6/3/24

2. The job description along with the requisite eligibility criteria/qualifications for the above said posts are enclosed/attached with this letter for reference. It is strongly recommended that authorities carefully submits only those candidates/officers meeting all requirements for the position outlined in attached job opening. The requirements given in the Annexure-I must also be ensured.

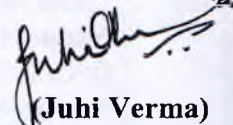
3. Nomination of eligible and willing officers in the rank of **IG/ADG for D-1 level , DIG/IG for P-5 level , SP/DIG for P-4 level and DySP/SP for P-3 level** active in police service for the above said posts may be forwarded through proper channel to this Ministry by **15<sup>th</sup> May, 2024** along 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. 15.05.2024 will not be considered.**

4. The duly completed and signed Personal History Profile (P-11) , Employment of Academic Certification (EAC), and 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 **15.05.2024**

5. As a part of digital India initiative, all the required documents are to be sent in digital mode only (to above mentioned email) and no hard/physical copies are required.

**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" .

(21PH) 921  
Date: \_\_\_\_\_

**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. *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.
- E. The nominations without Vigilance clearance and Cadre Clearance (for all Officers) from respective Ministries/Departments/State or UT/Organizations' shall be summarily rejected.
- F. 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.
- G. 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

Recent Passport  
Size Photograph

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

Signature of applicant

United Nations



Nations Unies

POSTAL ADDRESS-ADRESSE POSTALE UNITED NATIONS, N.Y. 10017  
CABLE ADDRESS-ADRESSE TELEGRAPHIQUE UNATIONS NEW YORK

REFERENCE: SEC2401P/Launch

The Secretariat of the United Nations presents its compliments to the Permanent Mission of India to the United Nations and has the honor to refer to the requirement for the services of Police Officers in active service. In this regard, the Department of Peace Operations (DPO) is seeking the nomination of candidates for appointment on secondment to specific positions in the Secretariat of the United Nations, for an initial period of two years with a possibility of extension in that position for a third year. In exceptional circumstances, the secondment to that position may be extended for a fourth year, but not longer. There are ten posts available through the issuance of six Job Openings which are posted for a period of 90 days effective 08 March 2024. The closing date for all Job Openings will be 7 June 2024.

The nomination procedures together with all forms to be completed are included in this package. It is kindly requested that all documentation be submitted electronically to the Selection and Recruitment Section (SRS) to the following email address: [dpo-policesecondmentcampaign@un.org](mailto:dpo-policesecondmentcampaign@un.org).

Applications received after the deadline specified on the Job Opening will not be accepted.

In as much as the posts require the expertise of police officers in active service, the Permanent Mission of India is kindly requested to confirm that selected candidates will be released, in a timely manner, from their national police service obligations for service with the United Nations. The Permanent Mission of India is also requested to ensure that the rank of each candidate submitted is clearly indicated on the application.

In addition, it is strongly recommended that the Permanent Mission of India carefully submits only those candidates meeting all requirements for the position as described in the Job Opening.

The United Nations Secretariat would like to inform the Permanent Mission of India that in an effort to streamline and expedite the procedures of recruiting seconded officers, candidates approved for placement in the roster may be selected for positions with similar functions (same functional title and level), without a new Job Opening being issued. Candidates shall be retained in the roster for a period of two years after the first day of the month following the selection decision by the Head of Department.

It should be noted that during the period of their secondment to the United Nations, police officers cannot be reassigned or transferred to any other position in the Department of Peace Operations (DPO) or other parts of the UN Secretariat. Successful candidates will be offered a two-year fixed-term appointment which, based on performance and operational needs, may be extended for a third year or, in exceptional circumstances, a fourth and final year. Currently serving seconded active-duty officers under a UN contract are not eligible to apply or be nominated for another seconded officer position in the UN until after at least one year of separation from their last secondment on a contract with the UN Secretariat. As a result, nominations of currently serving seconded active-duty police officers under a UN contract will not be considered.

Nominations from women candidates are strongly encouraged.

The United Nations Secretariat would like to avail of this opportunity to inform the Permanent Mission of India to United Nations that staff members are subject to the authority of the Secretary-General and thereby are subject to the United Nations Staff Regulations and Staff Rules. In this context your attention is drawn to Staff Regulation 1.2 (j), whereby "[n]o staff member shall accept any honor, decoration, favor, gift or remuneration from any Government".

The Permanent Mission of India is encouraged to nominate qualified women candidates.

This request is being transmitted to all Member States.

The Secretariat expresses its appreciation to the Permanent Mission of India to the United Nations for its cooperation in this project.

08 March 2024

# United Nations Nations Unies

**Job Title :** Deputy Police Adviser, D-1  
**Department / Office :** Office of the Police Adviser  
**Duty station :** NEW YORK  
**Posting period :** 08/03/2024 - 07/06/2024  
**Job Opening Number :** DPO/SEC2401P/D-1/01

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

## **Organizational Setting and Reporting :**

This position is located in the Office of the Police Adviser in the Police Division in the Office of Rule of Law and Security Institutions, Department of Peace Operations. The incumbent reports directly to the Police Adviser and shares with him the support functions of his front office.

The overall objectives of the Police Division are to effectively direct police components in peacekeeping operations and special political missions; to strengthen the strategic direction, planning, and management of police components in peace operations; and, to work towards a shared understanding among all stakeholders on the future direction of police peacekeeping. Additional information available in <https://police.un.org/en>. The Police Division plans, implements and evaluates its functions through a Multi-year Strategy.

## **Responsibilities :**

Under the direction of the Police Adviser and within limits of delegated authority, the Deputy Police Adviser will be responsible for the following duties:

- Support the Police Adviser in all aspects of his/her work which allows the Police Adviser to focus more directly on issues requiring his/her strategic direction.
- examine all communication / correspondence submitted for Police Advisor endorsement and monitor that each section within his supervision has adequate internal checking mechanisms in place to comply with prevalent rules, regulations and procedures.
- Manage and ensure the operational and administrative efficiency of the front office of the Police Adviser.
- Take, active ownership for the planning implementation and evaluation of the Multi-year Strategy in close cooperation with the Chief of the Standing Police Capacity (SPC).
- Supervise the activities of the sections of the Division, and contribute to the coordination between the Sections in New York and the SPC in Brindisi, in close cooperation with the Chief of the SPC.
- Supervise the Police Division's management teams ensuring coherence with the daily work of the Sections, under the Police Adviser's controlling activities.
- Provide direct guidance and support to the Heads of Police Components of peace operations and identify and respond to policy, management and operational developments, challenges and incidents.
- Act as the focal point for the development, implementation, monitoring and evaluation of the RBB plan and the budget of the Division and assist in the preparation of all strategic and planning documents.
- Advise the Police Adviser on the police components adhere to their mandated

task(s); advise and guides police components in their activities; evaluate and reviews components' progress; supervise the deployment and rotation of all police officers from their home countries to and from the mission areas; and supervise all other required administrative functions pertaining to the operations of the components and the serving police officers;

- Advise on and participates in the preparation of planning contingencies for ongoing, downsizing and prospective future police components of peacekeeping operations.
- The incumbent will be expected to work in close collaboration with inter alia the Regional Divisions of DPPA-DPO, Office of Military Affairs and the Department of Operational Support, Global Focal Point, Division of Policy, Evaluation and Training, and all other Secretariat Departments and UN family agencies.
- Work closely with the representative of the Member States in regard to police contributions, rotations and other administrative matters.

### **Competencies :**

**Professionalism:** Demonstrates professional competency in police matters at the strategic and command levels; ability to identify issues and to use sound judgment in applying expertise to identify and solve a wide range of complex issues and problems; ability to work under pressure; conceptual and analytical abilities; proven negotiation skills; knowledge of theories, concepts and approaches relevant to law enforcement, community safety and capacity-building; good research, analytical and problem-solving skills. Ability to conduct independent research and analysis, identify issues, formulate options and make conclusions and recommendations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

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

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

**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. Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing.

**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 :**



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**Education:** Advanced university degree (Master's Degree or equivalent) in the field of Criminal Justice, Law or Political Science or another relevant field. A first level university degree with a combination of relevant academic qualifications and extensive experience in police may be accepted in lieu of the advanced university degree. Graduation from a certified police academy or similar law enforcement training institution is also required.

**Experience :**

A minimum of 15 years of progressively responsible experience in national or international law enforcement or police work with currently active a rank of Commissioner, Deputy Commissioner, Chief Superintendent or other rank equivalent to Major-General. Qualifying years of experience are calculated following the graduation from the national police academy or similar law enforcement institution. Experience in policy development as well as administration of police training activities is desirable. Previous experience in a United Nations setting is desirable.

**Languages :**

English and French are the working languages of the United Nations Secretariat. For the posts advertised, fluency in oral and written English is required. Knowledge of a second official UN language, preferably French, is desirable.

**Assessment Method :**

Kindly note that you may, as part of the evaluation of your application for this position, be requested to undergo written knowledge-based assessment exercises, which may be followed by a competency-based interview depending on the result of the test.

**Special Notice :**

Circulation of this Job Opening is limited to Member States. Only police officers currently employed in their national service and who have received authorization by their National Authorities to apply for this Job Opening will be considered.

The Appointment is limited to service within the Department of Peace Operations on posts financed by the support account for peace operations requiring active police service. During their tenure, seconded officers cannot be transferred or be reassigned to other positions within DPO or the UN Secretariat. It should be noted that successful candidates will be offered a two year Fixed-Term appointment which, based on performance and operational needs, may be extended to a third year or in exceptional circumstances to a fourth and final year.

Currently serving seconded active-duty officers under a UN contract are not eligible to apply or to be nominated for another seconded positions in the UN until separated for at least one year from any last secondment on a UN contract with the UN Secretariat. As a result, the nomination of currently serving seconded active-duty police officers under a UN contract will not be considered.

Nominations from women candidates are highly encouraged.

United Nations



Nations Unies

**Job Title :**

Chief Mission Management and Support Section,  
P-5

**Department / Office :**

Mission Management and Support Section

**Duty station :**

NEW YORK

**Posting period :**

08/03/2024 - 07/06/2024

**Job Opening Number :**

DPO/SEC2401P/P-5/02

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

**Organizational Setting and Reporting :**

This position is located in the Mission Management and Support Section of the Police Division in the Office of Rule of Law and Security Institutions, Department of Peace Operations. The incumbent reports directly to the Police Adviser through the Deputy Police Adviser, as appropriate. The overall objectives of the Police Division are to effectively direct police components in peace operations and special political missions; to strengthen the strategic direction, planning, and management of police components in peace operations; and, to work towards a shared understanding among all stakeholders on the future direction of police in peace operations. Additional information available in: <https://police.un.org/en>

**Responsibilities :**

Within delegated authority, the Chief of Mission Management and Support Section will be responsible for the following duties:

- Providing oversight, guidance and support to the staff of the Section and to the senior leadership of police operations on a wide range of strategic policing activities, including those related to mandate implementation, local police institutional development and capacity enhancement, and operational and administrative issues related to police operations.
- Act as the communication link between the Office of the Police Adviser and the Section and provides advice to the Police Adviser and Deputy Police Adviser on important issues.
- Actively participate in and provides direct oversight in preparing plans to establish and support new and existing operations, and assists in developing profiles based on the identified needs of police components.
- Supervise the timely production of police specific documents and conducts visits to the police components operations of peace operations for fact-finding and technical assessment missions.
- Supervise the activities of the mission management and support officers in regard to the maintenance of continuous liaison with field missions and Permanent Missions of police contributing countries, including those issues related to daily operations.
- Ensure that incoming and outgoing senior police field staff receive appropriate in and out briefings and are provided with follow-up support, as required.
- Ensure the adherence of police components to their mandated tasks; advises and guides police components in their activities; evaluates and reviews components' progress; and, undertakes all other tasks to ensure the proper administration and documentation of operational-related requirements of the police components in the field.
- Provide advice to the senior staff of the Police Division (including Standing Police Capacity), Regional Offices, Integrated Operational Teams, Office of the Military Adviser, OROLSI.DPO, and Department of Operational Support (DOS) on the police

aspects of peace operations.

- Conduct representational activities at workshops and seminars and develops partnerships within the UN system, research institutes, Member States, and Regional Organizations.
- Responsible for supervising and managing staff of the Section and therefore evaluates staff performance through use of the UN performance appraisals system in accordance with established criteria.

#### **Competencies :**

**Professionalism:** Knowledge and mastery of theories, concepts, and approaches relevant to police institutional development and administration, law enforcement, community safety and capacity-building. Conscientious and efficient in meeting commitments, observing deadlines and achieving results. Motivated by professional rather than personal concerns.

**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 and uses time efficiently.

**Accountability:** Takes ownership of all responsibilities and honors commitments; delivers outputs within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility of delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

**Leadership:** Serves as a role model that other people want to follow: empowers others to translate vision into results; is proactive in developing strategies to accomplish objectives; establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions; drives for change and improvements; does not accept the status quo; shows the courage to take unpopular stands. Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing.

**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 and conveys enthusiasm about future possibilities.

#### **Qualifications :**

**Education:** Advanced university degree (Master's Degree or Equivalent) in the field of Political Science, Criminal Justice, Law Enforcement, Law, or a related area is required. Graduation from a certified police academy or similar law enforcement training institution is also required. A first level university degree in combination with relevant academic qualifications and qualifying experience may be accepted in lieu of the advanced university degree.

#### **Experience :**

10 years experience in an active national police service with a rank of Colonel or other service equivalent rank and graduation from a national police academy. The candidate must have police leadership and management experience. Peacekeeping or other international experience at a mid to senior level is required. Qualifying years of experience are calculated following the graduation from the police academy or similar law enforcement training institution.

**Languages :**

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

**Assessment Method :**

Evaluation of qualified candidates may include an assessment exercise which may be followed by a competency-based interview.

**Special Notice :**

Circulation of this Job Opening is limited to Member States. Only police officers currently employed in their national service and who have received authorization by their National Authorities to apply for this Job Opening will be considered.

The Appointment is limited to service within the Department of Peace Operations on posts financed by the support account for peace operations requiring active police service. During their tenure, seconded officers cannot be transferred or be reassigned to other positions within DPO or the UN Secretariat. It should be noted that successful candidates will be offered a two year Fixed-Term appointment which, based on performance and operational needs, may be extended to a third year or in exceptional circumstances to a fourth and final year.

Currently serving seconded active-duty officers under a UN contract are not eligible to apply or to be nominated for another seconded positions in the UN until separated for at least one year from any last secondment on a UN contract with the UN Secretariat. As a result, the nomination of currently serving seconded active-duty police officers under a UN contract will not be considered.

Nominations from women candidates are highly encouraged.

United Nations  Nations Unies

**Posts :** 2  
**Job Title :** Police Planning Officer, P-4  
**Department / Office :** Strategic Policy and Development Section  
**Duty station :** NEW YORK  
**Posting period :** 08/03/2024 - 07/06/2024  
**Job Opening Number :** DPO/SEC2401P/P-4/03

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

**Organizational Setting and Reporting :**

This position is located in the Strategic Policy and Development Section (SPDS) of the Police Division in the Office of Rule of Law and Security Institutions (OROLSI), Department of Peace Operations (DPO). The incumbent reports directly to the Chief of Section. The overall objectives of the Police Division are to effectively direct police components in peace operations and Special Political Missions (SPM); to strengthen the strategic direction, planning, and management of police components in peace operations; and, to work towards a shared understanding among all stakeholders on the future direction of police in peace operations. Additional information available in <https://police.un.org/en>.

**Responsibilities :**

Within delegated authority, the Police Planning Officer will be responsible for the following duties:

- Establishing thematic doctrinal guidance and templates for use by field missions to ensure uniformity of mission plans when applying a holistic approach which incorporates all relevant cross cutting elements such as justice, corrections and other aspects of policing,
- Collaborate with others in providing a coherent strategic planning framework clearly articulating the scope of resource requirements, coordination and modalities.
- Responsible for assisting in all United Nations 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.
- Responsible for planning for police components in one of the main regional groupings of field missions.
- Carrying out all planning priorities of field missions through close interaction with internal and external stakeholders; providing complementary support to the appropriate Integrated Operational Teams (IOT) in all aspects of planning, including accurate and coherent police planning advice; developing and updating of strategic concepts;
- Ensuring that all planning parameters are fully established during the development and review of the concept of police operations of prospective and current field missions; and, establishing collaborative relations with key national counterparts, officials of the criminal justice chain, and other internal and external stakeholders.
- Providing planning support to police components in ongoing and future Special Political Missions (SPM); developing police planning, monitoring and evaluation

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tools and assessment templates; ensuring efficient dissemination of the same to field missions; and, providing appropriate orientation, training, and application support.

- Collaborating in an efficient and timely manner with counterparts in Mission Management and Support Section (MMSS) and Selection and Recruitment Section (SRS) by providing support and advice on all operational planning needs (e.g. election planning, crisis management, etc.)
- Maintain close collaboration with the components/units of DPO and Department of Operational Support (DOS), other UN Secretariat departments, and UN family agencies as and when required.
- Undertake research and analysis to support these tasks; prepare new documents to assist in the formulation of United Nations Police (UNPOL) doctrine needed to support such plans; and, to support the changing role of police in peace operations, particularly in the area of host state police development and capacity enhancement.

### **Competencies :**

**Professionalism:** Demonstrated professional competence and mastery of police administration and police operational planning; knowledge of administrative, budgetary, financial or human resources policies and procedures; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; ability to conduct independent research and analysis, identify issues, formulate options and make conclusions and recommendations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work. Ability to operate databases, project management software and develop spreadsheets and complex text documents is required.

**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 the field of political science, criminal justice, law, or another relevant field is required. A first level university degree with combination of relevant academic qualifications and extensive experience in police and peace operations may be accepted in lieu of the advanced university degree. Graduation from a certified police academy or other similar law enforcement training institution is also required.

### **Experience :**

Seven years of experience in active national police service, with a rank of Superintendent, Lt. Colonel, or service equivalent rank. Graduate of a national police academy or relevant police training institution is required. Practical experience in police planning and formulating policies of thematic relevance is required. Headquarters, peacekeeping or other international experience is desirable. Qualifying years of experience are calculated following the graduation from the national police academy or similar law enforcement institution.

### **Languages :**

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

**Assessment Method :**

Kindly note that you may, as part of the evaluation of your application for this position, be requested to undergo written knowledge-based assessment exercises, which may be followed by a competency-based interview depending on the result of the test.

**Special Notice :**

Circulation of this Job Opening is limited to Member States. Only police officers currently employed in their national service and who have received authorization by their National Authorities to apply for this Job Opening will be considered.

The Appointment is limited to service within the Department of Peace Operations on posts financed by the support account for peace operations requiring active police service. During their tenure, seconded officers cannot be transferred or be reassigned to other positions within DPO or the UN Secretariat. It should be noted that successful candidates will be offered a two year Fixed-Term appointment which, based on performance and operational needs, may be extended to a third year or in exceptional circumstances to a fourth and final year.

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Nominations from women candidates are highly encouraged.

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# United Nations Nations Unies

**Posts :** 3  
**Job Title :** Police Officer, P-4  
**Department / Office :** Mission Management and Support Section  
**Duty station :** NEW YORK  
**Posting period :** 08/03/2024 - 07/06/2024  
**Job Opening Number :** DPO/SEC2401P/P-4/04

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

**Organizational Setting and Reporting :**

This position is located in the Mission Management and Support Section of the Police Division in the Office of Rule of Law and Security Institutions, Department of Peace Operations. The incumbent reports directly to the Chief of Section. The overall objectives of the Police Division are to effectively direct police components in peace operations and special political missions; to strengthen the strategic direction, planning, and management of police components in peace operations; and, to work towards a shared understanding among all stakeholders on the future direction of police in peace operations. Additional information available in <https://police.un.org/en>.

**Responsibilities :**

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

- Provide advice and substantive support to the Police Division on police issues related to peace operations.
- Assist in the development of policies and strategies for all police dimensions in peace operations; participate in the police aspects of negotiations; develop police Concepts of Operations in support of integrated mission planning; conduct assessments of post-conflict police institutions and recommends on their immediate short-term needs and the role of UN police therein.
- Review and assess more broadly the long-term institutional needs of post-conflict police institutions with a view to developing strategies and partnerships to ensure their long-term sustainable development; and liaise with UN Agencies and Programs, international and regional organizations, and Member State governments to ensure an effective and coordinated approach to the long-term institutional development of post conflict police institutions.
- Ensure the adherence of police components to their mandated tasks; advise and guide the components in their activities; evaluate and review components' progress; and perform all other required administrative functions pertaining to the operations of the components and the serving police officers, ensuring the appropriate administration of police personnel, police mission budgets, and disciplinary cases related to police officers.
- Conduct presentations and provides information and recommendations to senior UN officials and other national government officials regarding substantive police peace operations issues.
- The incumbent must be prepared to travel to the field at short notice, work in close collaboration with counterparts from the Regional Offices (especially Integrated Operational Teams), Office of Military Affairs, Policy Evaluation and Training Division, Department of Operational Support and other offices in the Secretariat UN agencies.



**Competencies :**

**Professionalism:** In-depth knowledge of issues related to the operations and support of police components in UN field missions; sound understanding of police planning, management, and administration; ability to provide seasoned advice on police administration and operational planning to senior UN and national government officials; versatile in planning a wide range of international police activities; excellent conceptual, analytical and evaluative skills; ability to conduct independent research and analysis, identify issues, formulate opinions and make conclusions and recommendations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

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

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

**Qualifications :**

Advanced university degree (Master's Degree or equivalent) in the field of Criminal Justice, Law, Political Science or related field. First level university degree in combination with two additional years of qualifying experience in police may be accepted. Graduation from a police academy or a similar law enforcement institution is also required.

**Experience :**

A minimum of seven years of progressively responsible experience in an active national police service with a current rank of at least Superintendent or Lt. Colonel. Specialization in planning and implementing police operations and projects, monitoring and evaluation of complex police tasks and projects is required. At least one year of experience in a peace operation, UNHQ, or similar international institution is desirable. Qualifying years of experience are calculated following the graduation from the national police academy or similar law enforcement institution.

**Languages :**

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

**Assessment Method :**

Kindly note that you may, as part of the evaluation of your application for this position, be requested to undergo written knowledge-based assessment exercises, which may be followed by a competency-based interview depending on the result of the test.

**Special Notice :**

Circulation of this Job Opening is limited to Member States. Only police officers currently employed in their national service and who have received authorization by their National Authorities to apply for this Job Opening will be considered.

The Appointment is limited to service within the Department of Peace Operations on posts financed by the support account for peace operations requiring active police service. During their tenure, seconded officers cannot be transferred or be reassigned to other positions within DPO or the UN Secretariat. It should be noted that successful candidates will be offered a two year Fixed-Term appointment which, based on performance and operational needs, may be extended to a third year or in exceptional circumstances to a fourth and final year.

Currently serving seconded active-duty officers under a UN contract are not eligible to apply or to be nominated for another seconded positions in the UN until separated for at least one year from any last secondment on a UN contract with the UN Secretariat. As a result, the nomination of currently serving seconded active-duty police officers under a UN contract will not be considered.

Nominations from women candidates are highly encouraged.

United Nations



Nations Unies

**Posts :** 2  
**Job Title :** Police Officer, P-3  
**Department / Office :** Mission Management and Support Section  
**Duty station :** NEW YORK  
**Posting period :** 08/03/2024 - 07/06/2024  
**Job Opening Number :** DPO/SEC2401P/P-3/06

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

**Organizational Setting and Reporting :**

This position is located in the Mission Management and Support Section of the Police Division in the Office of Rule of Law and Security Institutions, Department of Peace Operations. The incumbent reports directly to the Chief of Section. The overall objectives of the Police Division are to effectively direct police components in peace operations and special political missions; to strengthen the strategic direction, planning, and management of police components in peace operations; and, to work towards a shared understanding among all stakeholders on the future direction of police in peace operations. Additional information available in <https://police.un.org/en>.

**Responsibilities :**

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

- Provide advice and substantive support to the Police Division on issues related to the police components in peace operations.
- Ensure the adherence of police components to their mandated tasks; advise and guide police components in their activities; evaluate and review components' progress; and, undertake all other tasks to ensure the proper administration and documentation of personnel-related requirements of the police components in the field.
- Advise and guide field missions on budgetary issues; act as the principal focal point between Headquarters and field police components on administrative and coordination issues;
- conduct the initial assessment related to the preparation of operational plans for police components of peace operations; advise on police concepts of operations;
- participate in the preparation of planning contingencies for ongoing, downsizing and prospective future police components of peace operations and prepare background materials, briefing notes and talking points on police issues related to peace operations.
- works in close coordination with counterparts in the Office of Military Affairs, representatives from Member States, Regional Offices (especially Integrated Operational Teams), Department of Operational Support, and other offices in the Secretariat and UN Agencies.

**Competencies :**

**Professionalism:** Demonstrated professional competence and mastery of police administration and police operational planning; knowledge of administrative, budgetary, financial or human resources policies and procedures; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; ability to conduct independent research and analysis, identify issues formulate options and make conclusions and recommendations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

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

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

**Qualifications :**

Advanced university degree in the field of Criminal Justice, Law, Political Science or related field is required. A first level university degree in combination with two additional years of qualifying experience in police may be accepted in lieu of the advanced university degree. Graduation from a police academy or a similar law enforcement institution is also required.

**Experience :**

A minimum of five years of progressively responsible experience in an active national police service with a current rank equivalent to at least Chief Inspector or Major, and a specialization in police planning, is required. Experience in a peacekeeping operation, UNHQ, or similar international organization is desirable. Qualifying years of experience are calculated following the graduation from the national police academy or similar law enforcement institution.

**Languages :**

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

**Assessment Method :**

Kindly note that you may, as part of the evaluation of your application for this position, be requested to undergo written knowledge-based assessment exercises, which may be followed by a competency-based interview depending on the result of the test.

**Special Notice :**

Circulation of this Job Opening is limited to Member States. Only police officers currently employed in their national service and who have received authorization by their National Authorities to apply for this Job Opening will be considered.

The Appointment is limited to service within the Department of Peace Operations on posts financed by the support account for peace operations requiring active police service. During their tenure, seconded officers cannot be transferred or be reassigned to other positions within DPO or the UN Secretariat. It should be noted that successful candidates will be offered a two year Fixed-Term appointment which, based on performance and operational needs, may be extended to a third year or in exceptional

circumstances to a fourth and final year.

Currently serving seconded active-duty officers under a UN contract are not eligible to apply or to be nominated for another seconded positions in the UN until separated for at least one year from any last secondment on a UN contract with the UN Secretariat. As a result, the nomination of currently serving seconded active-duty police officers under a UN contract will not be considered.

Nominations from women candidates are highly encouraged.

United Nations



Nations Unies

**Job Title :** Police Selection and Recruitment Officer, P-3  
**Department / Office :** Selection and Recruitment Section  
**Duty station :** NEW YORK  
**Posting period :** 08/03/2024 - 07/06/2024  
**Job Opening Number :** DPO/SEC2401P/P-3/05

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

**Organizational Setting and Reporting :**

This position is located in the Selection and Recruitment Section of the Police Division in the Office of Rule of Law and Security Institutions, Department of Peace Operations. The incumbent reports directly to the Chief of Section. The overall objectives of the Police Division are to effectively direct police components in peace operations and special political missions; to strengthen the strategic direction, planning, and management of police components in peace operations; and, to work towards a shared understanding among all stakeholders on the future direction of police in peace operations. Additional information available in <https://police.un.org/en>

**Responsibilities :**

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

- Conduct effective and timely selection, recruitment and rotation of police personnel for field missions, including Formed Police Units.
- Expanding the pool of qualified candidates for police personnel positions, developing a skill-based roster for senior police personnel, collaborating and coordinating with the Department of Field Support, Member States and Police-Contributing Countries (PCC's) on all matters related to deployment, extension and rotation of police personnel;
- Conduct substantive vetting of candidates to assess their suitability by analyzing curricula vitae, screening of candidates and conducting interviews by phone or video-teleconference;
- Develop extension and rotation strategies to meet the demand for police personnel and formed units in the field; establish staggered police rotation plans in coordination with field missions and Member States to ensure continuity and stable strength in order to mitigate the potential adverse impact on mission mandate implementation and security and ensures strict adherence to established performance appraisal policies for any extension requests.
- Coordinate and ensure the issuance of medical clearances by the UN Medical Services Division for police officers prior to their deployment to field missions; monitor and update the medical tracking mechanism for police personnel.
- Managing and participating in Selection Assistance and Assessment Teams (SAAT) and the Formed Police Unit Assistance Teams (FPAT); arranging and participating in pre-deployment visits to Member States.

**Competencies :**

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

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

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

**Qualifications :**

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

**Experience :**

Five years experience in an active national police service with a rank of Major or Chief Inspector, or other service equivalent rank, including three years of practical experience in police administration and recruitment and formulating policies of thematic relevance is required. Peacekeeping or other international experience is desirable.

**Languages :**

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

**Assessment Method :**

Kindly note that you may, as part of the evaluation of your application for this position, be requested to undergo written knowledge-based assessment exercises, which may be followed by a competency-based interview depending on the result of the test.

**Special Notice :**

Circulation of this Job Opening is limited to Member States. Only police officers currently employed in their national service and who have received authorization by their National Authorities to apply for this Job Opening will be considered.

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circumstances to a fourth and final year.

Currently serving seconded active-duty officers under a UN contract are not eligible to apply or to be nominated for another seconded positions in the UN until separated for at least one year from any last secondment on a UN contract with the UN Secretariat. As a result, the nomination of currently serving seconded active-duty police officers under a UN contract will not be considered.

Nominations from women candidates are highly encouraged.



# UNITED NATIONS

## Employment and Academic Certification

Attachment to Personal History Profile (P11)

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

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

<b>1. PERSONAL DATA:</b>			
Family Name:	Given name:	Middle names:	Gender: M/F
e-mail address:			

<b>2. POSITION/S TO WHICH YOU ARE APPLYING:</b>	
<b>Title:</b> 1. 2. 3. ...	<b>Job Opening Number:</b>

<b>3. MILITARY SERVICE HISTORY / POLICE SERVICE HISTORY</b>			
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			
<b>Are you currently working for the United Nations?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please explain: _____ _____			

<b>4. DEGREES AND ACADEMIC DISTINCTIONS OBTAINED:</b>				
	NAME of INSTITUTION, PLACE AND COUNTRY. Please give complete address.	ATTENDED:		RANK and DEGREES OBTAINED:
		FROM: Month/Year	TO: Month/Year	
<b>Military or Police Degrees</b>	<b>Military Academy</b> (and/or similar military officer institution) - name and address:			RANK OBTAINED:  DEGREE OBTAINED:
	<b>Command and Staff College</b> (and/or similar military officers institutions) - name and address:			RANK OBTAINED:  DEGREE OBTAINED:

	<b>Police Academy</b> (and/or similar law enforcement training institution) - name and address:			RANK OBTAINED:  DEGREE OBTAINED:

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

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

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

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

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

**7. COMMAND EXPERIENCE (at Battalion/equivalent level or above when applying for position at the P5 level and above):**  
**Start with your most recent experience and list in reverse order**

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

**8. SIGNIFICANT EXPERIENCE RELATED TO THE FUNCTIONS OF THE POST/S YOU ARE APPLYING:**  
**Start with your most recent experience and list in reverse order**

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

**9. INTERNATIONAL EXPOSURE OTHER THAN PEACEKEEPING OPERATIONS:**  
**Start with your most recent experience and list in reverse order**

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

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**10. Additional Comments:**

**11. I certify that the statements made by me in answer to the foregoing questions are complete and correct. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization renders a candidate ineligible for further consideration.**

*I declare that I have never committed, been convicted of and am not currently under investigation or being prosecuted for any criminal, human rights, civil action or disciplinary offence, with the exception of minor traffic violations (driving while intoxicated or dangerous or careless driving are not considered minor traffic violations for this purpose). I declare that I have not been involved, by act or omission, in the commission of any violation of international human rights law or international humanitarian law.*

*I am not able to attest to the preceding paragraphs for the following reasons: .....*  
 .....  
 .....

Date ..... Signature .....

N.B. You will be requested to supply documentary evidence which supports the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so by the Organization and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of the Organization.

**B. TO BE COMPLETED BY THE RELEVANT LOCAL AUTHORITY:**

On behalf of .....I certify that the information provided by .....  
is complete and correct.

*I further certify that the nominated candidate has never been convicted of, or is not currently under investigation or being prosecuted for, any criminal or disciplinary offence, or any violations of international human rights law, civil action or disciplinary offence.*

*The Government of \_\_\_\_\_ is not aware of any allegations against the nominated candidate that she/he has committed or been involved, by act or omission, in the commission of any acts that may amount to violations of international human rights law or international humanitarian law.*

*In the case of the nominee who has been investigated for, charged with or prosecuted for any criminal offence, with the exception of minor traffic violations (driving while intoxicated or dangerous or careless driving are not considered minor traffic violations for this purpose), but was not convicted, the Government is requested to provide information regarding the investigation(s) or prosecutions concerned.*

Date..... Official Stamp .....

**PLEASE NOTE:**

**An incomplete or unsigned form will not be accepted.**

<b>INSTRUCTIONS</b>		<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. Birth date (day/month/yr)		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. <i>Entry into United Nations service might require assignment to any area of the world in which the United Nations might have responsibilities.</i> (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. ( )		
						<b>E-mail:</b>		
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		
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 the United Nations or any of its agencies? YES <input type="checkbox"/> NO <input type="checkbox"/> If answer is "yes", please specify:								
NAME		Relationship		Name of United Nations Organization				
19. What is your preferred field of work?								
20. Would you accept employment for less than six months? YES <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 all specific computer programmes you use (i.e. excel, access).		
	English	French	Other languages					
Typing								
Shorthand								





B. PREVIOUS POSTS (IN REVERSE ORDER)

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

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: Full time <input type="checkbox"/> Part time <input type="checkbox"/> hours/week:
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: Full time <input type="checkbox"/> Part time <input type="checkbox"/> hours/week:
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:
		STARTING	FINAL	
MONTH/YEAR	MONTH/YEAR			Full time <input type="checkbox"/> Part time <input type="checkbox"/> hours/week:
NAME OF EMPLOYER:				TYPE OF BUSINESS:
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:
				NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:
				REASON FOR LEAVING:
DESCRIPTION OF YOUR DUTIES				

FROM	TO	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:
		STARTING	FINAL	
MONTH/YEAR	MONTH/YEAR			Full time <input type="checkbox"/> Part time <input type="checkbox"/> hours/week:
NAME OF EMPLOYER:				TYPE OF BUSINESS:
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:
				NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:
				REASON FOR LEAVING:
DESCRIPTION OF YOUR DUTIES				

FROM	TO	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:
		STARTING	FINAL	
MONTH/YEAR	MONTH/YEAR			Full time <input type="checkbox"/> Part time <input type="checkbox"/> hours/week:
NAME OF EMPLOYER:				TYPE OF BUSINESS:
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:
				NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:
				REASON FOR LEAVING:
DESCRIPTION OF YOUR DUTIES				

28. HAVE YOU ANY OBJECTIONS TO OUR MAKING INQUIRIES OF YOUR PRESENT EMPLOYER? YES  NO

29. ARE YOU NOW OR HAVE YOU EVER BEEN A CIVIL SERVANT IN YOUR GOVERNMENT'S EMPLOY? YES  NO   
If answer is "yes", WHEN?

30. REFERENCES: List three persons, not related to you, and are not current United Nations staff members, who are familiar with your character and qualifications.  
*Do not repeat names of supervisors listed under Item 27.*

FULL NAME	FULL ADDRESS	BUSINESS OR OCCUPATION

31. STATE ANY OTHER RELEVANT FACTS. INCLUDE INFORMATION REGARDING ANY RESIDENCE OUTSIDE THE COUNTRY OF YOUR NATIONALITY.

32. HAVE YOU EVER BEEN ARRESTED, INDICTED, OR SUMMONED INTO COURT AS A DEFENDANT IN A CRIMINAL PROCEEDING, OR CONVICTED, FINED OR IMPRISONED FOR THE VIOLATION OF ANY LAW (excluding minor traffic violations)? YES  NO

If "yes", give full particulars of each case in an attached statement.

33. OTHER AGENCIES OF THE UNITED NATIONS SYSTEM MAY BE INTERESTED IN OUR APPLICANTS. DO YOU HAVE ANY OBJECTION TO YOUR PERSONAL HISTORY FORM BEING MADE AVAILABLE TO THEM? YES  NO

34. I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization renders a staff member of the United Nations liable to termination or dismissal.

DATE (day, month, year) \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

N.B. You will be requested to supply documentary evidence which supports the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so by the Organization and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of the Organization.

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

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				NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:
				REASON FOR LEAVING:

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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