From: Home New Delhi
TO: 1. The Chief Secretaries of all States / UTs
    2. DsGP of all States / UTs
    3. Directors - IB/CBI/SVP NPA/SPG/NEPA/NICFS/CFSL/DCPW/NCRB.
    4. DsG - BSF/CRPF/ITBP/CISF/NSG/RPF/BPR&D/SSB/NCB/ NIA
       Assam Rifles (Through LOAR)
    5. Commissioner of Police, Delhi/Mumbai/Kolkata/Chennai/Bangalore
    6. UT Division, MHA

No.21023/21/2012-PMA Dated the 21st May 2012.

Subject: Nomination of Police Officers for deployment with UN Peacekeeping Mission (UN SAT 2012-2013).

Reference this Ministry communication of even number dated 25th April 2012 on the above subject.

2. It is intimated that, the competent authority has approved to extend the date of submission of nomination upto 30th June 2012. As such nominations of eligible police officers with the approval of cadre controlling authority (not more than 05) may be forwarded to this Ministry by 30th June 2012.

(Mrs. Renu Sarin)
Under Secretary to Government of India
Telephone: 23093120

Copy to SO (IT), MHA - With the request to upload the above communication in MHA website please.

(Mrs. Renu Sarin)
Under Secretary to Government of India
Telephone: 23093120
From: Home New Delhi
TO: 1. The Chief Secretaries of all States / UTs
2. DsGP of all States / UTs
3. Directors - IB/CBI/SVP NPA/SPG/NEPA/NICFS/CFSL/ DCPW/NCRB.
4. DsG - BSF/CRPF/ITBP/CISF/NSG/RPF/BPR&D/SSB/NCB/ NIA
Assam Rifles (Through LOAR)
5. Commissioner of Police,
Delhi/Mumbai/Kolkata/Chennai/Bangalore
6. UT Division, MHA

No.21023/29/2012-PMA

Dated the 21st May 2012.

Subject: UNPOS – Nomination of Police Candidates for the Post of Senior Police Adviser (P-5) in United Nations Political Office in Somalia (UNPOS).

UNDPKO through PMI to UN have requested for nominations for the Post of Senior Police Adviser (P-5) in United Nations Political Office in Somalia (UNPOS) for a period of 12 months (extendable).

2. The eligibility conditions for the posts are as under:-

Education: Advance University Degree (Master’s or equivalent) in the field of police science, criminal justice, law, international security studies or other relevant filed. First level university degree with a combination of relevant academic qualifications, professional training and experience may be accepted in lieu of the advanced degree. Graduation from a police academy or similar law enforcement training institutions is required.

Work Experience Minimum of 10 years (12 years in absence of advanced degree) of relevant, progressive responsible experience in law enforcement in a national law enforcement agency at the strategic, operational and managerial level.

Language: Proficiency in English language (both oral and written) is required. Knowledge of Somali, Arabic or French would be an advantage.

3. It is requested that nomination of one eligible and willing officer of the level of DIG/IG (P-5) along with CV in P-11 Form and personal details in Annexure -1 (As per the format enclosed) may please be forwarded to this Ministry latest by 15th June 2012. The nominated officers may please be advised to send their P11 forms as per the format enclosed through electronic mail at e-mail address (uspma@nic.in or sopma@nic.in).

4. 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. P-11 form without photographs and signature will not be entertained.
5. It may please be ensured that the nominees are clear from Vigilance angle.

6. No direct application will be entertained.

(Neeraj Kansal)
Director (Pers)
Tele: 230932933

Copy to

SO (IT), MHA - With the request to upload the above communication in MHA website please.

(Neeraj Kansal)
Director (Pers)
Tele: 230932933
BIO-DATA PROFORMA

1. Name of Post applied.
2. Name of the Officer
3. Designation/Rank/organisation with present place of posting.
4. Date of Birth
5. Education/Qulification
6. Date of Joining Police Service
7. Service/Cadre/Batch
8. Educational Qualification
9. Previous UN experience

Telephone No.
   a. Office
   b. Residence
   c. Mobile No
   d. Fax No.
   e. E-mail id

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

(Signature of the applicant)
Post Title: Senior Police Adviser
Level: P5
Organizational Unit: United Nations Political Office in Somalia (UNPOS)
Security Sector and Development Office (SSDO) Police Unit
Reporting to: Chief SSDO
Duty Station: Nairobi (with possible relocation to Somalia)
Duration: 12 months (extendible)

Duties and Responsibilities:
Under the general guidance and direction of the Chief of the Security Sector Development Office (SSDO), and within the limits of delegated authority, the Senior Police Adviser will be responsible for, but not limited to, the performance of the following duties:

- Provide strategic and operational advice through the Chief SSDO to the SRSQ and senior management of UNPOS/SSDO on all reform issues aimed at transforming the police forces in South Central, Puntland and Somaliland into forces that work for the protection of civilians, crime and armed violence reduction, conflict resolution and law enforcement.
- Formulate and develop the police unit overall strategies and plans in line with both the mandate and agreed political strategies of UNPOS.
- Provide leadership to the police unit in a manner consistent with the core values of the United Nations, mandates and identified political strategies.
- Formulate, develop and supervise police unit policies and budget.
- Supervise and coordinate the implementation of the police unit substantive work plan and related activities, determining priorities and allocating work assignments and resources for the completion of outputs.
- Establish, maintain and maintain good working relations with AMISOM police component, UNDP, UNCAU, government officials (ministries, authorities and agencies), bilateral and multilateral donors and other stakeholders on matters related to the implementation of the mandate and identified strategies.
- Provide support to the AMISOM Police component and assist the capacity-building, reform and restructuring of the Somali Police Force (SPF) in conjunction with UNDP and other stakeholders.
- Advise and assist local counterparts on all issues related to the SPF reform, restructuring and institutional development.
- Ensures that all activities of the police unit are carried out in a timely manner and closely coordinated with all units of UNOPS/SSDO, with relevant UN Agencies, Funds and Programmes and other partners.
- Make assessments and fact-finding missions in the mission area.
- Produce timely reports relating to the overall reform, restructuring and institutional development of the SPP.
- Provide inputs for the Secretary-General's reports to the Security Council on the activities of the Mission as well as briefings to the Security Council and other such documents as they may pertain to law enforcement matters.

**Qualifications:**

- **Education:** Advance university degree (Masters or equivalent) in the field of police science, criminal justice, law, international security studies or other relevant field. First level university degree with a combination of relevant academic qualifications, professional training and experience may be accepted in lieu of the advanced degree. Graduation from a police academy or similar law enforcement training institution is required.
- **Experience:** Minimum of 10 years (12 years in absence of advanced degree) of relevant, progressive responsible experience in law enforcement in a national law enforcement agency at the strategic, operational and managerial level.
- **Rank:** Must hold the rank of at least a Superintendent of Police (equivalent to a Lieutenant Colonel in the military).
- **Language:** Proficiency in English language (both oral and written) is required. Knowledge of Somali, Arabic or French would be an advantage.

**Other Essential Requirements:**

- Ability to meet minimum UN Police peace operations requirements (Language Proficiency and Driving Skills).
- Excellent physical and mental condition (fulfilling all UN medical requirements).
- Computer Literacy and familiarity with and experience in the use of various research methodologies and sources, including electronic sources on the internet, Intranet and other databases.
- In-depth understanding of the Integrated Planning Process and mandate implementation activities; strong analytical skills combined with good judgment. Ability to prepare reports and presentations clearly formulating UN Police positions on issues, articulating options and defending recommendations.
- Extensive ability in project and procedural development.
- Good knowledge of the conditions prevailing in Somalia policing is highly desirable.
- Previous experience in UN peace operations or international policing is an advantage.
- Availability for immediate deployment.

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*Job Description - Somali Police Service - UNOPS*
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.

- 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; Prioritizes risks and allows for contingencies when planning; Monitors and adjusts plans and actions as necessary; Uses time efficiently.

- Communications: 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.

Management Competencies:

- Leadership: Serves as 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 relationship 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 improvement; Does not accept status quo; Show courage to take unpopular stands.

Command and Control:

- The incumbent will be reporting directly to the Chief SDDO - UNPOS.

Note: Countries are also encouraged to nominate female candidates.
APPLICATION PROCEDURES FOR POSITIONS IN
UNITED NATIONS POLICE COMPONENTS IN PEACEKEEPING OPERATIONS OR SPECIAL POLITICAL MISSIONS REQUIRING OFFICIAL SECONDMENT FROM NATIONAL GOVERNMENTS OF UN MEMBER STATES

Outlined below are the procedures to be followed by Permanent Missions for the presentation of candidates to professional posts requiring secondment from active Police services, which are open for recruitment within UN peacekeeping operations or special political missions. In the interest of promoting an orderly process and to avoid delay in the consideration of applications, Permanent Missions are respectfully requested to adhere closely to these procedures.

1. The above mentioned posts are reserved only for candidates recommended by Member States through their Permanent Missions to the United Nations. Candidates applying independently will not be considered. It is requested that applications be submitted as soon as possible. Applications received after the deadline specified in each Job Opening announcement will not be considered.

2. All applications must be submitted on a duly completed (not hand-written) and signed United Nations personal History Form (P.11) or related Personal History Profile (PHP). Applications using other formats will not be accepted, but additional information may be attached to the P.11 or PHP. For the convenience of the Permanent Missions a P. 11 form is enclosed as a sample to be photocopied as needed.

3. Selection for service with the United Nations is made on a competitive basis. It is therefore essential that all the Personal History Forms be completed with a view to presenting the candidates qualifications and experiences as they relate to the requirements as set out in the relevant Job Opening. In the event a Permanent Mission wishes to recommend a candidate for several posts, a separate Personal History Form should be submitted for each post.

4. Permanent Missions are requested to present their candidates in one single submission. In accordance with the deadline date of the Job Opening, under cover of a note verbale listing the names of the candidates and the corresponding vacancy announcements. For the convenience of the Permanent Mission a table is attached to be used and photocopied as needed for the listing of its candidates.

5. Applications must be hand-delivered by Permanent Missions to the Selections and Recruitment Section of the Police Division, Office of Rule and Law and Security Institutions, Department of Peacekeeping Operations at 350 Madison Avenue 11th Floor in accordance with the specific directions in the relevant Note Verbale.

6. Upon delivery of the applications, the Selections and Recruitment Section will acknowledge receipt to the individual making the delivery.

7. Communication regarding this process will be through the Permanent Mission only. The Secretariat will not entertain personal queries from individual applicants.

15 August 2011
INSTRUCTIONS
Please answer each question clearly and completely. TYPE OR PRINT LEGIBLY. Read carefully and follow all directions.

PERSONAL HISTORY

1. Family name  
First name  
Surname  
Identification  
Other names, if any

2. Date of birth (day/month/year)  
3. Place of birth  
4. Nationality  
5. Present Nationality  
6. Sex

7. Height  
8. Weight  
9. Marital Status:  
   Single  
   Married  
   Widowed  
   Divorced

10. Are there any health conditions or physical limitations that may affect your ability to perform your duties?  
   Yes  
   No

11. Permanent address  
12. Present address  
13. Office Telephone No.  
14. Office Tel No.  
15. Fax No.

16. Do you have any dependents?  
   Yes  
   No  
   If yes, give the following information:

   Name of Child  
   Date of Birth (day/month/year)  
   Place of Birth  
   Nationality  
   Gender

17. (a) Name of Spouse:

18. Are you the holder of any legal or official residence documents issued in any country other than that of your nationality?  
   Yes  
   No

19. Have you taken any legal steps to change your present nationality?  
   Yes  
   No

20. Are you currently employed by a public international organization?  
   Yes  
   No

21. Have you previously submitted an application for employment and/or undergone any interview?  
   Yes  
   No

22. KNOWLEDGE OF LANGUAGES: What is your mother tongue?

<table>
<thead>
<tr>
<th>LANGUAGE</th>
<th>READ</th>
<th>WRITE</th>
<th>SPEAK</th>
<th>UNDERSTAND</th>
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<td>Easy</td>
<td>Not Easy</td>
<td>Easy</td>
<td>Not Easy</td>
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23. TECHNICAL QUALIFICATIONS: List any office machines or equipment and computer programs you use.

   English  
   French  
   Other languages

   Typing  
   Other

   Skill/Level
### A. University Education

<table>
<thead>
<tr>
<th>NAME, PLACE, AND COUNTRY</th>
<th>ATTENDED FROM</th>
<th>UNIVERSITY</th>
<th>LOCATION</th>
<th>GRADUATE AND ACADEMIC DISTINCTIONS OBTAINED</th>
<th>主修</th>
<th>HIGHEST LEVEL OF STUDY</th>
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### B. Schools or Other Formal Training or Education From Age 14 (e.g., high school, technical school or apprenticeship)

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<tr>
<th>NAME, PLACE, AND COUNTRY</th>
<th>TITL</th>
<th>YEARS ATTENDED FROM</th>
<th>TO</th>
<th>CERTIFICATES OR DIPLOMAS OBTAINED</th>
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### 28. List Professional Societies and Activities in Civic, Public, or International Affairs

### 29. List Any Significant Publications You Have Written (Do Not Attach)

### 31. Employment Record: Please use one page per employment. Include any period during which you were not gainfully employed. Use a separate sheet for each past.

#### A. Present Post (Last Post, If Not Presently in Employment)

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>SALARIES PER ANNUM</th>
<th>EXACT TITLE OF YOUR POST</th>
</tr>
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<tbody>
<tr>
<td>MONT</td>
<td>MONT</td>
<td>STARTING</td>
<td>FINAL</td>
</tr>
</tbody>
</table>

#### NAME OF EMPLOYER

#### ADDRESS OF EMPLOYER

#### TYPE OF BUSINESS

#### NAME OF SUPERVISOR

#### NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU

#### REASON FOR LEAVING

#### DESCRIPTION OF YOUR DUTIES

---

*Additional fields may be present but are not visible in the image.*
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 OWN GOVERNMENT EMPLOY? YES ☐ NO ☐

30. REFERENCES: List three persons, not relished to you, and are not current United Nations staff members, who are familiar with your character and qualifications. Do not reveal names of supervisors listed under line 37.

<table>
<thead>
<tr>
<th>FULL NAME</th>
<th>FULL ADDRESS</th>
<th>BUSINESS OR OCCUPATION</th>
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31. OTHER RELEVANT FACTS, INCLUDING INFORMATION REGARDING ANY RESIDENCE OUTSIDE THIS COUNTRY OF NATIONALITY.

32. HAVE YOU EVER BEEN ARRESTED, INDICTED, OR SUMMONED INTO COURT AS A DEFENDANT OR A CRIMINAL PROSECUTION, OR CONVICTED, PUNISHED OR JUDGED BY THE VIOLATION OF ANY LAW (including traffic violations)? YES ☐ NO ☐

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

33. OTHER AGENTS OF THE UNITED NATIONS 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 this 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.
Subject: UNMISS: Nomination of Individual Police Officer in Active Service for the appointment of Police Reform Adviser at P-5 level on secondment to the United Nations Mission in the Republic of South Sudan.

UNDPKO through PMI to UN have requested for nominations of Individual Police Officer in Active Service for the appointment of Police Reform Adviser at P-5 level on secondment to the United Nations Mission in the Republic of South Sudan for a period of 12 months (extendable).

2. The eligibility conditions for the posts are as under:

- **Education:** Advanced University Degree (Master's or equivalent) in Law enforcement, Criminal Justice, Public Administration, Institutional Development Management (particularly in law enforcement), Social Science or other relevant field. A first level university degree with a combination of relevant academic qualifications and extensive experience in law enforcement, including police reform and restructuring, planning and administration may be accepted in lieu of the advanced University Degree. Graduation from a certified police academy or other law enforcement training institutions is also required.

- **Work Experience:** Minimum of 10 years (12 years in absence of advanced University degree) of relevant progressive responsible experience in law enforcement in a national or international law enforcement agency at the strategic, operational, and managerial level. Extensive practical experience in such areas as police administration, police reform, organizational and resource management, change management, strategic planning and policy development is highly desirable.

- **Language:** English and French are the working language of the UN. For the post advertised, fluency in oral and written English is required. Knowledge of a second official UN language (Arabic) is an advantage.

3. It is requested that nomination of one eligible and willing officer of the level of DIG/G (P-5) along with CV in P-11 Form and personal details in Annexure 1 (As per the format enclosed) may please be forwarded to this Ministry latest by 15th June 2012. The nominated officers may please be advised to send their P11 forms as per the format enclosed through electronic mail at e-mail address (uspm@nic.in or sopma@nic.in).
4. 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. P-11 form without photographs and signature will not be entertained.

5. It may please be ensured that the nominees are clear from Vigilance angle.

6. No direct application will be entertained.

( Neeraj Kansal)
Director (Pers)
Tele: 230932933

Copy to
SO (IT), MHA - With the request to upload the above communication in MHA website please.

( Neeraj Kansal)
Director (Pers)
Tele: 230932933
BIO-DATA PROFORMA

1. Name of Post applied.
2. Name of the Officer
3. Designation/Rank/organisation with present place of posting.
4. Date of Birth
5. Education/Qualification
6. Date of Joining Police Service
7. Service/Cadre/Batch
8. Educational Qualification
9. Previous UN experience

Telephone No.
   a. Office
   b. Residence
   c. Mobile No
   d. Fax No.
   e. E-mail id

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

(Signature of the applicant)
United Nations

Job Description for Position requiring official secondment
from national governments of Member States of the United Nations Organization

Post title and level: Police Reform Adviser, P-5
Organisational Unit: United Nations Mission in the Republic of South Sudan
Duty Station: Juba
Reporting to: Deputy Police Commissioner
Duration: 12 Month (extendible)
Deadline for applications: 20 June 2012
Job Opening number: 2012-UNMISS-82372-DPKO

UNITED NATIONS Core Values: Integrity, Professionalism and Respect for Diversity

RESPONSIBILITIES:
In compliance with the UN mandate and under the supervision and substantive guidance of the UNMISS Deputy Police Commissioner, the Police Reform Adviser will be responsible for the development of police services in South Sudan in conformity with the modern democratic principles and operational efficiency and effectiveness. Within the limits of delegated authority the Police Reform Adviser will be performing the following duties:

- Engages in a functional analysis of SSPS capacity and effectiveness to identify systemic institutional weaknesses, administrative and operational gaps, possible duplications and inefficiencies of the South Sudan Police Service (SSPS) as a part of the whole South Sudan criminal justice system, and assists and advises in the development of strategies, management systems, command and control elements essential for effective, efficient, and sustainable policing nationwide;

- Assists and advises in the revision of existing rules and regulations, as well as development of new policies, guidelines and procedures required for responsive and accountable policing;

- Assists in the development of short, medium and long term plans for the SSPS reform and restructuring,

- Ensures that areas of institutional reform are incorporated into relevant national police training programs;

- Prepares project proposals for international funding and support for the sustainable reform and restructuring initiatives.

- Coordinates as necessary, with key national and international stakeholders within and beyond the Organization to efficiently implement mandated tasks.

- Coordinates Reform & Restructuring activities in the area of gender and child protection, community policing and capacity building.

- Produces in-depth reports and assessments of progress in the implementation of mandated tasks;
• Carry out full range of managerial duties in regard to the UN Police structures under his/her supervision making sure the subordinate staff conforms to the highest standards of professional conduct, personal behavior and dedication to the implementation of mandated tasks.

• Performs any other duties as assigned by the Deputy Police Commissioner in fulfillment of the mandate.

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. Knowledge and understanding of theories, concepts and approaches relevant to democratic policing, law enforcement. Proven research, analytical and evaluative skills, ability to draft policies, directives and guidelines. Outstanding expert knowledge in the technical field of work in general and in the specific areas of police reforming in particular. Ability to apply technical expertise to resolve police related issues and challenges. Strong organizational skills and a demonstrated ability to coordinate and monitor the work of others.

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

Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed. 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.

Client Orientation: Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to 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.

Leadership: Serves as a role model that other people want to follow; empowers others to translate vision into reality; 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 or equivalent) in Law enforcement, Criminal Justice, Public Administration, Institutional Development Management (particularly in law enforcement), Social Sciences or other relevant field. A first level university degree with a combination of relevant academic qualifications and extensive experience in law enforcement, including police reform and restructuring, planning and administration may be accepted in lieu of the advanced university degree. Graduation from a certified police academy or other law enforcement training institution is also required.

Work Experience: A minimum of 10 years (12 years in absence of advanced degree) of relevant progressive
responsible experience in law enforcement in a national or international law enforcement agency at the strategic, operational, and managerial level. Extensive practical experience in such areas as police administration, police reform, organizational and resource management, change management, strategic planning and policy development is highly desirable.

Rank: Rank required for a P-5 is Colonel/Chief or Senior Superintendent/Deputy Commissioner or above.

Languages: English and French are the working languages of the UN. For the post advertised, fluency in oral and written English is required. Knowledge of a second official UN language (Arabic) is an advantage.

Preference will be given to equally qualified women candidates.

Date of issuance: 9 May 2012

APPLICATION PROCEDURES FOR POSITIONS IN
UNITED NATIONS POLICE COMPONENTS IN PEACEKEEPING OPERATIONS
OR SPECIAL POLITICAL MISSIONS REQUIRING OFFICIAL SECONDMENT
FROM NATIONAL GOVERNMENTS OF UN MEMBER STATES

Outlined below are the procedures to be followed by Permanent Missions for the presentation
of candidates to professional posts requiring secondment from active Police services, which
are open for recruitment within UN peacekeeping operations or special political missions. In
the interest of promoting an orderly process and to avoid delay in the consideration of
applications, Permanent Missions are respectfully requested to adhere closely to these
procedures.

1. The above mentioned posts are reserved only for candidates recommended by Member
States through their Permanent Missions to the United Nations. Candidates applying
independently will not be considered. It is requested that applications be submitted as
soon as possible. Applications received after the deadline specified in each Job
Opening announcement will not be considered.

2. All applications must be submitted on a duly completed (not hand-written) and signed
United Nations personal History Form (P.11) or printed Personal History Profile (PHP).
Applicants using other formats will not be accepted, but additional information may be
attached to the P.11. or PHP. For the convenience of the Permanent Missions a P.11.
form is enclosed as a sample to be photocopied as needed.

3. Selection for service with the United Nations is made on a competitive basis. It is
therefore essential that all the Personal History Forms be completed with a view to
presenting the candidates qualifications and experiences as they relate to the requirements
as set out in the relevant Job Opening. In the event a Permanent Mission wishes to
recommend a candidate for several posts, a separate Personal History Form should be
submitted for each post.

4. Permanent Missions are requested to present their candidates in one single submission, in
accordance with the deadline date of the Job Opening, under cover of a note verbally
listing the names of the candidates and the corresponding vacancy announcements. For
the convenience of the Permanent Mission a table is attached to be used and
photocopied as needed for the listing of its candidates.

5. Applications must be hand-delivered by Permanent Missions to the Selections and
Recruitment Section of the Police Division, Office of Rule and Law and Security
Institutions, Department of Peacekeeping Operations at 380 Madison Avenue 11th Floor
in accordance with the specific directions in the relevant Note Verbale.

6. Upon delivery of the applications, the Selections and Recruitment Section will
acknowledge the receipt to the individual making the delivery.

7. Communication regarding this process will be through the Permanent Mission only. The
Secretariat will not entertain personal queries from individual applicants.

15 August 2011
**INSTRUCTIONS**
Please answer each question clearly and completely. **TYPE OR PRINT LEGIBLY.**
Read carefully and follow all directions.

<table>
<thead>
<tr>
<th><strong>1.</strong> Full name</th>
<th><strong>2.</strong> Date of (sex)</th>
<th><strong>3.</strong> Place of birth</th>
<th><strong>4.</strong> Nationality at birth</th>
<th><strong>5.</strong> Present Nationality</th>
<th><strong>6.</strong> Sex</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

**UNITED NATIONS**

**PERSONAL HISTORY**

<table>
<thead>
<tr>
<th><strong>7.</strong> Height</th>
<th><strong>8.</strong> Weight</th>
<th><strong>9.</strong> Marital Status</th>
<th><strong>10.</strong> Any other limitations on your ability to perform in your prospective field of work?</th>
<th><strong>11.</strong> Permanent address</th>
<th><strong>12.</strong> Present address</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>13.</strong> Telephone No.</th>
<th><strong>14.</strong> Office Telephone No.</th>
<th><strong>15.</strong> Office Fax No.</th>
</tr>
</thead>
<tbody>
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</table>

<table>
<thead>
<tr>
<th><strong>16.</strong> Do you have any dependents children?</th>
<th><strong>17.</strong> Name of Spouse</th>
<th><strong>18.</strong> Name of Relative Employed by a Public International Organization?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>No</td>
<td></td>
<td>No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>19.</strong> Knowledge of Languages. What is your mother tongue?</th>
<th><strong>20.</strong> What is your preferred field of work?</th>
</tr>
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<tbody>
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<table>
<thead>
<tr>
<th><strong>21.</strong> Would you accept employment for less than two years?</th>
<th><strong>22.</strong> Have you previously submitted an application for employment with UN?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>23.</strong> Other languages</th>
<th><strong>24.</strong> List any office machines or equipment you use.</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

**OTHER LANGUAGES**

<table>
<thead>
<tr>
<th><strong>READ</strong></th>
<th><strong>WRITE</strong></th>
<th><strong>SPEAK</strong></th>
<th><strong>UNDERSTAND</strong></th>
</tr>
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</table>

<table>
<thead>
<tr>
<th><strong>English</strong></th>
<th><strong>French</strong></th>
<th><strong>Other Languages</strong></th>
<th><strong>Typing</strong></th>
<th><strong>Word Processing</strong></th>
</tr>
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</table>

P1050289-6
**A. University or Associated**

<table>
<thead>
<tr>
<th>NAME, PLACE, AND COUNTRY</th>
<th><strong>ATTENDANCE</strong></th>
<th><strong>DISTINCTION OBTAINED</strong></th>
<th><strong>MAIN COURSE OF STUDY</strong></th>
</tr>
</thead>
<tbody>
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</table>

**B. SCHOOL OR OTHER FORMAL TRAINING OR EDUCATION FROM AGE 14 TO 65 (HIGH SCHOOL, TECHNICAL SCHOOL OR APPRENTICESHIP)**

<table>
<thead>
<tr>
<th>NAME, PLACE, AND COUNTRY</th>
<th>TYPE</th>
<th>FROM</th>
<th>TO</th>
<th>CERTIFICATES OR DIPLOMAS OBTAINED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

**C. LIST OF PROFESSIONAL SOCIETIES AND ACTIVITIES IN CIVIC, PUBLIC OR INTERNATIONAL AFFAIRS**

<p>| |</p>
<table>
<thead>
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<th></th>
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</thead>
</table>

**D. ANY SIGNIFICANT PUBLICATIONS YOU HAVE WRITTEN (SEND COPY)**

**E. EMPLOYMENT HISTORY**

<table>
<thead>
<tr>
<th>MONTH</th>
<th>TO</th>
<th>SALARIES PER ANNUM</th>
<th>EXACT TITLE OF YOUR POST</th>
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<tbody>
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<table>
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<tr>
<th>FROM</th>
<th>TO</th>
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**NAME OF EMPLOYER:**

<table>
<thead>
<tr>
<th>TYPE OF BUSINESS</th>
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**ADDRESS OF EMPLOYER:**

<table>
<thead>
<tr>
<th>NAME OF SUPERVISOR</th>
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</table>

**REASON FOR LEAVING:**

<table>
<thead>
<tr>
<th>DESCRIPTION OF YOUR REASONS</th>
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</table>
24. HAVE YOU ANY OBJECTIONS TO OUR MAKING INQUIRIES OF YOUR PRESENT EMPLOYER?  YES □  NO □

25. ARE YOU NOW OR HAVE YOU EVER BEEN A CIVIL SERVANT IN YOUR GOVERNMENT'S EMPLOY?  YES □  NO □

26. REFERENCES: List three persons not related to you, and serve as current United Nations staff members, who are familiar with your character and qualifications.

<table>
<thead>
<tr>
<th>FULL NAME</th>
<th>FULL ADDRESS</th>
<th>BUSINESS OR OCCUPATION</th>
</tr>
</thead>
<tbody>
<tr>
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27. STATE ANY OTHER RELEVANT FACTS, INCLUDING INFORMATION REGARDING ANY RESIDENCE OUTSIDE THE COUNTRY OF YOUR NATIONALITY.

28. HAVE YOU EVER BEEN ARRESTED, DEPORTED OR SUSPENDED INTO COURT AS A DEFENDANT IN A CRIMINAL PROCEEDING OR CONVICTED, FINED OR SENTENCED FOR THE VIOLATION OF ANY LAW (EXCLUDING TRAFFIC VIOLATIONS)?  YES □  NO □

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

29. OTHER AGENTS OF THE UNITED NATIONS SYSTEM MAY BE INTERESTED IN YOUR APPLICATION. DO YOU HAVE ANY OBJECTION TO YOUR PERSONAL HISTORY FORM BEING MADE AVAILABLE TO THEM?  YES □  NO □

30. 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.