

**FAX/URGENT/AT ONCE**

**From : Home New Delhi**

**To :**

1. The Chief Secretaries and DsG (P)s of all States / UTs
2. Directors - IB/CBI/SVP PA/SPG/NEPA/NICFS/CFSL/DCPW/NCRB.
3. DsG - BSF/CRPF/ITBP/CISF/NSG/RPF/BPR&D/SSB/NCB/NIA/Assam Rifles (Through LOAR)
4. Commissioner of Police Delhi.
5. UT Division, MHA & **JS (CS), MHA ( For Srl No. 08)**

**No.21023/13/2016-PMA**

**Dated the 08<sup>th</sup> March , 2016**

**Subject :- UNDPKO, Phase-1 of 2016 Military/Police Secondment Campaign (08 Job Opening)**

UNDPKO through PMI to UN has sought the nominations for the following job opening (Police Officers) as part of 2016 Military/Police Secondment Campaign Phase-1:-

S/ No.	Title	Vacancies	Job Opening No.
01	Senior Police Liaison Officer	01	DPKO/SEC1601/P-5/09
02	Training Adviser	01	DPKO/SEC1601/P-4/10
03	Police Officer	02	DPKO/SEC1601/P-4/11
04	Police Selection and Recruitment Officer	01	DPKO/SEC1601/P-4/12
05	Police Liaison Officer	01	DPKO/SEC1601/P-4/13
06	Police Officer	02	DPKO/SEC1601/P-3/14
07	Police Selection and Recruitment Officer	01	DPKO/SEC1601/P-3/15
08	Correction Policy Officer	01	DPKO/SEC1601/P-4/16

Contd..P/2.



**(a) Senior Police Liaison Officer, P-5 (DPKO/SEC1601/P-5/09),**

Job title : Senior Police Liaison Officer, P-5  
Number of Post : 01  
Level of Post : P-5 (DIG/IsG)  
Organization : New York  
Job Opening number : DPKO/SEC1601/P-5/09

**Qualification:**

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

**Experience:** Must be a senior professional police officer on active duty with the rank of Deputy Commissioner, Chief Superintendent or rank equivalent to full Colonel level. A minimum of 10 years of progressively responsible experience in police service, including experience at the command level, and experience in national law enforcement and policy policy-making in the field and headquarters, experience in strategic and operational police management. Police training experience is desirable. Experience in UN peacekeeping, 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.

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



**(b) Training Advisor, P-4 (DPKO/SEC1601/P-4/10)**

Job title : Training Advisor, P-4  
Number of Post : 01  
Level of Post : P-4 (SP/DIG)  
Organization : New York  
Job Opening number : DPKO/SEC160/P-4/10

**Qualification:**

**Education:** Advanced university degree (Master's Degree or equivalent) in the applied sciences, social sciences or relevant field. A first level university degree with a combination of relevant academic qualifications and extensive experience in law enforcement/organization training may be accepted in lieu of the advanced university degree. Graduation from a certified police academy or other law enforcement training institution is desirable.

**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, or higher. At least three years of specialization in police/law enforcement training including design and implementation of training courses/programmes/curricula is required. Experience in the use of modern internet-based research methodologies and sources are required. Peacekeeping or other international experience in the UN or other organizations is desirable. Qualifying years of experience are calculated following the graduation from the national police academy or similar law enforcement institution.

**Language:** English and French are the working language 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.



**(c) Police Officer (P-4) (DPKO/SEC1601/P-4/11)**

Job title : Police Officer, P-4  
Number of Post : 02  
Level of Post : P-4 (SP/DIG)  
Organization : New York  
Job Opening number : DPKO/SEC1601/P-4/11

**Qualification:**

**Education:** Advanced university degree (Master's Degree or equivalent) in the field of in Criminal Justice, Law or Political Science or related field. A first level university degree with a combination of relevant academic qualifications and qualifying experience in police and peacekeeping 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 seven years of progressively responsible experience in an active national police service with a current rank of at least Superintendent or Lt. Colonel, with a 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 peacekeeping operations, 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.

**Language:** English and French are the working language 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.



**(d)Police Selection and Recruitment Officer,**  
**P-4 (DPKO/SEC1601/P-4/12)**

Job title : Police Selection and Recruitment Officer, P-4  
Number of Post : 01  
Level of Post : P-4 (SP/DIG)  
Organization : New York  
Job Opening number : DPKO/SEC1601/P-4/12

**Qualification:**

**Education:** Advanced university degree (Master's Degree or equivalent) in law, criminal justice, human resources management, police administration, business or public administration, social sciences, education or related area. 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:** A minimum of seven years of progressively responsible experience in an active national police service with a rank of Superintendent or Lt. Colonel, other service equivalent or higher rank, including three years of practical experience in police personnel administration and recruitment is required. Qualifying years of experience are calculated following the graduation from the national police academy or similar law enforcement institution. Experience in a peacekeeping operation, UNHQ, or similar international organization is desirable.

**Language:** English and French are the working language 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.



**(e) Police Liaison Officer, P-4 (DPKO/SEC1601/P-4/13)**

Job title : Police Liaison Officer, P-4  
Number of Post : 01  
Level of Post : P-4 (SP/DIG)  
Organization : New York  
Job Opening number : DPKO/SEC1601/P-4/13

**Qualification:**

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

**Experience:** A minimum of seven years of progressively responsible experience in active national police service with a rank of Superintendent or Lt. Colonel, other service equivalent or higher rank, including experience at the command level. Experience in police policy-making, and in strategic and operational police management is also required. Experience in UN peacekeeping or in UN HQ is desirable. Qualifying years of experience are calculated following the graduation from the national police academy or similar law enforcement institution. Police training experience is desirable

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



**(f) Police Officer, P-3 (DPKO/SEC1601/P-3/14)**

Job title : Police Officer, P-3  
Number of Post : 02  
Level of Post : P-3 (DY SP/SP)  
Organization : New York  
Job Opening number : DPKO/SEC1601/P-3/14

**Qualification:**

**Education:** Advanced university degree (Master's Degree or equivalent) in the field of Criminal Justice, Law or Political Science or other relevant field. A first level university degree with a combination of relevant academic qualifications and qualifying experience in police and peacekeeping 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 specialization in planning and implementing police operations and projects 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.

**Language:** English and French are the working language 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.



(g) Police Selection and Recruitment Officer, P-3  
(DPKO/SEC1601/P-3/15)

Job title : Police Selection and Recruitment Officer, P-3  
Number of Post : 01  
Level of Post : P-3 (DY SP/SP)  
Organization : New York  
Job Opening number : DPKO/SEC1601/P-3/15

**Qualification:**

**Education:** Advanced university degree (Master's Degree or equivalent) in law, criminal justice, police sciences, police administration and management or other 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:** A minimum of five years of progressively responsible experience in active national police service with a rank of major or Chief Inspector, other service equivalent or higher rank, including three years of practical experience in police personnel administration and recruitment is required. Experience in a peacekeeping operation, UNHQ, or similar international organization is desirable.

**Language:** English and French are the working language 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.






**(h) Correction Policy Officer, P-4(DPKO/SEC160/P-4/16)**

Job title : Correction Policy Officer, P-4  
Number of Post : 01  
Level of Post : P-4 (SP/DIG)  
Organization : New York  
Job Opening number : DPKO/SEC1601/P-4/16

**Qualification:**

**Education:** Advanced university degree (Master's Degree or equivalent) in law or social sciences with specialization in justice administration or related field. A first-level university degree in combination with two additional years of qualifying experience in corrections/prisons systems may be accepted in lieu of the advanced university degree. Graduation from a certified prison academy or other similar law enforcement training institution is highly desirable.

**Experience:** A minimum of seven years of progressively professional experience in a corrections/prisons system management or related areas in the administration of justice, including operational policy development and training as a senior policy and planning officer in a national corrections/prison is required. This must include at least one year professional experience providing technical assistance to strengthening corrections systems in a transitional, development of post-conflict setting outside the applicant's country of nationality. Candidates should be at the rank of Superintendent, service equivalent or senior manager. United Nations field experience, especially in a peacekeeping operation, is desirable. Qualifying years of experience are calculated following the receipt of the first level university degree recognized by the United Nations.



**Language:** English and French are the working language of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required, while written and oral fluency in French is highly desirable. Knowledge of any other official United Nations language is desirable.

Note : (**Preference will be given to equally qualified women candidates.**)

2. It is requested that nomination of **eligible and willing officer** of the level of **DIG/IG for P-5, SP/DIG for P-4 and Dy SP/SP for P-3** may be submitted to this Ministry by **09<sup>th</sup> May, 2016**.

3. Following points may please be noted for correct submission of nominations documents:-

- i. Personal History Profile (P-11) duly completed and signed by the nominated candidate.
- ii. Supplementary Sheet as an attachment to Personal History Profile (P-11) (starts after Para 27B of P-11 from), when more employment records need to be presented
- iii. Academic and Employment Certificate (EAC) duly completed and signed by the nominated candidates alongwith certificate (given at last page of EAC) by the controlling/local authority. EAC is required to be filled in with all requisite details i.e. position for which applying, job opening number, date of commission (i.e. date of joining in police service), degree and academic distinctions and all other requisite details be furnished properly.
- iv. Personal History Profile (P-11) and EAC of each nominated candidate is required to be submitted in separate file.



- v. In case, any officer is applying for more than one position, EAC should be submitted separately. EAC submitted mentioning more than one job opening number will not be accepted/entertained.
- vi. Personal details as per **Annexure-**

**Note: - On scrutiny of nominations received, it has been observed that the EAC is submitted without the signature of Designated Authority of concerned Force resulting rejection of nomination. Hence, the forwarding authority should ensure that the EAC is duly signed by the applicant as well the Designated Authority of Force.**

3. The nominated officers may be advised to send the above document as per the format enclosed through electronic mail at e-mail address at [uspma@nic.in](mailto:uspma@nic.in).

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

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

6. No direct application will be entertained.



( Raman Kumar)

Under Secretary to the Government of India

☎:23094009

☎:23094009

✉:uspma@nic.in

**Copy to**

1. Commissioner of Police ,  
Mumbai, Kolkatta, Chennai and  
Bangalore.

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

2. SO (IT), MHA - With the request to upload the above  
communication on MHA website and '**what's new**' and also in  
'**ips.gov.in**'.



**( Raman Kumar)**

Under Secretary to the Government of India

☎:23094009

📠:23094009

✉:uspma@nic.in

**Annexure**

**BIO-DATA PROFORMA**

Recent passport  
size photograph

1. Name of Post applied.
  2. Job opening number
  3. Name of the Officer
  4. Designation/Rank/organisation with present place of posting.
  5. In the case of officers of deputation with other organization.
    - (a) Name of Parent organization.
    - (b) Name of organization presently employed.
    - (c) Date of deputation
    - (d) Expected date of repatriation to parent cadre/organization.
  6. Date of Birth
  7. Education/Qualification
  8. Date of Joining Police Service  
(IPS-Cadre & Year/If Non-IPS, the entry level)
  9. Service/Cadre/Batch
  10. Present Designation/Rank in Indian Police/CAPFs i.e. Dy SP/ASP/SP/SSP/DIG/IsG/Addl DG/Spl DG/DG and specifying the level i.e. P-3,4,P-5, D-1 and D-2.
  11. Specify the ranks equal to Police organization where the designations indicated as **Assistant Director, Joint Dy Director, Deputy Director, Spl Director & Director**, etc.
  12. Pay Scale with Grade Pay
  13. Educational Qualification
  14. 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)

**NOMINATION PROCEDURES FOR POSITIONS IN THE  
DEPARTMENT OF PEACEKEEPING OPERATIONS AND  
THE DEPARTMENT OF FIELD SUPPORT  
REQUIRING OFFICIAL SECONDMENT FROM NATIONAL GOVERNMENTS OF  
MEMBER STATES OF THE UNITED NATIONS ORGANIZATION**

Outlined below are the procedures to be followed by Permanent Missions for the nomination of candidates to posts requiring secondment from active Military and Police service, which are open for recruitment within the Department of Peacekeeping Operations (DPKO) and the Department of Field Support (DFS). 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 nominated by Member States through their Permanent Mission to the United Nations; candidates applying independently will not be accepted. **It is requested that applications be submitted as soon as possible. No applications will be accepted after the deadline specified on each job opening.**
2. Applications for candidates must be presented in one single submission via a Note Verbale from the Permanent Mission. Each submission must contain a duly completed excel sheet form “Phase 1 of the 2016 Campaign - Application Sheet - List of Candidates by Permanent Missions”, listing the names of the nominated candidates for each job opening. In addition, for each nominated candidate, the following will be required to be included in the submission:
  - a) *United Nations Personal History Profile (PHP) Form (P.11) and, if applicable, Employment record (Supplementary Sheet)*, duly completed and signed by the nominated candidate.
  - b) *Military/Police Academic and Employment Certification* issued by the relevant military/police authority and containing details on the candidate’s military/police academic degree/courses and employment record. This is a revision of the *Attachment to Personal History Profile (PHP) Form (P.11) for Military and Police Personnel applying for Secondment Positions with the Department of Peacekeeping Operations and the Department of Field Support*.
  - c) *Employment Record-Supplementary Sheet* to be used for additional employment information.
3. In the event a candidate wishes to be recommended for several posts, he/she must list each post in section 2 “Position/s to which you are applying” of the Military/Police Academic and Employment Certification form. No separate PHP Form (P.11), Academic and Employment Certification and Employment Record-Supplementary Sheet are needed.

4. Permanent Mission may choose to submit their nominations in one of the following way:
  - a. hand-delivered to Ms. Giorgia Dario-Paolucci, DPKO/DFS Executive Office (EO), DC-1, Room 1089.
  - b. emailed to [dpko-dfs-secondmentrecruitment@un.org](mailto:dpko-dfs-secondmentrecruitment@un.org) Please note that electronic submissions must follow the correct procedure as per attached instructions. Incomplete submissions will not be accepted.
5. Upon receipt of the:
  - a. **hand-delivered** submission, the designated official for the military/policy campaign, will confirm receipt of the submission and the attachments by signing-off on the duly completed excel sheet form “Phase I of the 2016 Campaign - Application Sheet - List of Candidates by Permanent Missions”.
  - b. **emailed** submission, the designated official for the military/policy campaign, will confirm receipt of the submission by return email.
6. **Applications submitted using fax, mail or any other formats will not be accepted.**
7. **Applications received after the deadline will not be accepted.**
7. Communications regarding this exercise will be through Permanent Missions only. The DPKO/DFS EO will not entertain personal queries from individual applicants.

# United Nations

# Nations Unies

**Job Title:** Senior Police Liaison Officer, P-5  
**Department/Office:** OROLSI/Police Division/Integrated Operational Team  
**Location:** NEW YORK  
**Posting Period:** 29/02/2016 - 31/05/2016  
**Job Opening number:** DPKO/SEC1601/P-5/09

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

## **Organizational Setting and Reporting:**

While this position is administratively located in the Police Division (PD) of the Office of Rule of Law and Security Institutions (OROLSI), the incumbent reports to the Head of the Integrated Operational Team in the Office of Operations (OO). Both OO and OROLSI are in the Department of Peacekeeping Operations (DPKO).

## **Responsibilities:**

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

- Provides support to police mandate implementation and law enforcement in peace operations.
- S/he provides advice on peacekeeping mission-specific and operations support issues requiring policy decisions; assists in developing and reviewing Mission Plans and Concepts of Operations for police components of peace operations; reviews the draft report of the Secretary-General to the Security Council and the General Assembly and other related issuances on the police components of peace operations; and, advises, facilitates and coordinates police issues requiring the involvement of Police Contributing Countries (PCCs).
- The incumbent also liaises with other offices within the Secretariat, peacekeeping missions and Permanent Missions of the PCC's within the guidelines of the PD; supports the IOT and the PD in planning and integrating police elements into the development of Concepts of Operations and Operational Plans;
- Supports the PD in evaluating police plans and preparing expert police advice on mission operational matters; advises and facilitates the flow of critical information between DPKO and missions to inform the planning, budget, and implementation processes.
- He/she represents the IOT and PD in selected working groups, task forces and outside meetings; facilitates collaboration between the PD and other field mission components at the operational level; and, coordinates and integrates activities of police components in the field missions.

## **Competencies:**

**Professionalism:** Demonstrated competence in police matters at the strategic and command levels; ability to identify issues, formulate opinions and provide recommendations through the use of sound judgment and applying expertise to solve a wide range of problems related to law enforcement; ability to work under pressure; good negotiation skills; knowledge of theories, concepts and approaches relevant to law enforcement, community safety and capacity-building; good research, analytical and problem-solving skills; Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

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

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

**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 improvement; does not accept the status quo; Shows the courage to take unpopular stands; takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

**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.

**Qualification:**

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

**Experience:** Must be a senior professional police officer on active duty with the rank of Deputy Commissioner, Chief Superintendent or rank equivalent to full Colonel level. A minimum of 10 years of progressively responsible experience in police service, including experience at the command level, and experience in national law enforcement and police policy-making in the field and headquarters, experience in strategic and operational police management. Police training experience is desirable. Experience in UN peacekeeping, 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.

**Language:** English and French are the working languages of the United Nations Secretariat. For this post, 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 serving police officers who have received authorization by their National Authorities to apply for this Job Opening will be considered. Appointments are limited to service on posts reserved for active police officers who serve on secondment financed by the support account of peacekeeping operations.

# United Nations

# Nations Unies

**Job Title:** Training Adviser , P-4  
**Department/Office:** OROLSI/PD/Standing Police Capacity  
**Location:** NEW YORK  
**Posting Period:** 29/02/2016 - 31/05/2016  
**Job Opening number:** DPKO/SEC1601/P-4/10

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

## **Organizational Setting and Reporting:**

This position is located in the Police Division, Standing Police Capacity (SPC) in the Office of Rule of Law and Security Institutions, Department of Peacekeeping Operations. The incumbent will report to the Chief of SPC who will serve as the first reporting officer, with Police Adviser serving as the second reporting officer.

The Standing Police Capacity is comprised of deployable staff within the UN Police Division that contribute to the start-up of police components in new UN peace operations and assists existing missions through provisions of advice and expertise. The focus of the training adviser position centres on the strategic-level mission mandated tasks related to the building or rebuilding of host country institutional law enforcement capacity in post-conflict environments.

## **Responsibilities:**

Within delegated authority, the Training Adviser will be responsible for the following duties:

- Provide advice and assistance on law enforcement training initiatives within the context of the field assignments of the SPC.
- Focuses on supporting the development of police academies and other law enforcement training facilities by researching and designing focused and time-limited training initiatives through the use of appropriate Training Needs Analyses (TNAs) and modern adult education models, as required.
- Devise specialized training actions of targeted middle and senior management law enforcement officials in order to maximize their learning and improve their job performance.
- Develop and implement strategic training plans for both the UN police components and the national police when appropriate.
- Review law enforcement training curricula and programmes and designs training courses and other initiatives that the SPC is expected to support once deployed to a UN peace operation.
- Undertake comparative assessments of contemporary training needs in UN peace operations in the rule of law field as well as identifying and codifying best training practices relevant to the size and capacity of the SPC and the respective terms of reference for the assignments that it is given.
- Isolate the educational and technical updates required by indigenous law enforcement leaders and managers and designs and supports implementation of relevant corrective and supplementary training initiatives in co-operation with national and international partners, including measures to improve overall law enforcement recruitment and vetting procedures.
- Facilitate donor engagement in pursuit of increasing financial support to law enforcement training matters.
- Work in close collaboration with counterparts from the Office of Operations (especially Integrated Operational Teams), Office of Military Affairs, Policy Evaluation and Training Division, Department of Field Support and other offices in the Secretariat UN agencies.
- The incumbent must be prepared to travel to the field at short notice. Deployment to field missions for longer or shorter periods may occur.

## **Competencies:**

**Professionalism:** In-depth knowledge of theories, concepts and approaches relevant to training and curriculum design; good research, analytical and problem-solving skills; ability to identify and participate in the resolution of complex issues and problems; very good negotiation skills; ability to incorporate gender perspectives into substantive work. 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. Good interpersonal skills and ability to establish and maintain effective partnerships and working relations in a multi-cultural environment with sensitivity and respect for diversity.

**Qualification:**

**Education:** Advanced university degree (Master's degree or equivalent) in the applied sciences, social sciences or relevant field. A first level university degree with a combination of relevant academic qualifications and extensive experience in law enforcement/organization training may be accepted in lieu of the advanced university degree. Graduation from a certified police academy or other law enforcement training institution is desirable.

**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, or higher. At least three years of specialization in police/law enforcement training including design and implementation of training courses/programmes/curricula is required. Experience in the use of modern internet-based research methodologies and sources are required. Peacekeeping or other international experience in the UN or other organizations 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 serving police officers who have received authorization by their National Authorities to apply for this Job Opening will be considered. Appointments are limited to service on posts reserved for active police officers who serve on secondment financed by the support account of peacekeeping operations.

United Nations

Nations Unies

**Posts:** 2  
**Job Title:** Police Officer , P-4  
**Department/Office:** OROLSI/Police Division/Mission Management Section  
**Location:** NEW YORK  
**Posting Period:** 29/02/2016 - 31/05/2016  
**Job Opening number:** DPKO/SEC1601/P-4/11

**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 Peacekeeping Operations. The incumbent reports directly to the Chief of Section.

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 peacekeeping operations; and, to work towards a shared understanding among all stakeholders on the future direction of police peacekeeping. Additional information available in <http://www.un.org/en/peacekeeping/sites/police/division.shtml>

**Responsibilities:**

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

- Provides advice and substantive support to the Police Division on police issues related to peacekeeping.
- S/he assists in the development of policies and strategies for all police dimensions in peacekeeping operations; participates in the police aspects of negotiations; develops police Concepts of Operations in support of integrated mission planning; conducts assessments of post-conflict police institutions and recommends on their immediate short term needs and the role of UN police therein.
- The incumbent reviews and assesses 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, liaises with UN Agencies and Programmes, 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.
- S/he ensures the adherence of police components to their mandated tasks; advises and guides the components in their activities; evaluates and reviews components' progress; and, performs 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.
- The incumbent must be prepared to travel to the field at short notice. S/he works in close collaboration with counterparts from the Office of Operations (especially Integrated Operational Teams), Office of Military Affairs, Policy Evaluation and Training Division, Department of Field Support and other offices in the Secretariat UN agencies.
- S/he conducts presentations and provides information and recommendations to senior UN officials and other national government officials regarding substantive police peacekeeping issues.

**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.

**Qualification:**

**Education:** Advanced university degree (Master's Degree or equivalent) in the field of Criminal Justice, Law, Political Science or related field. First level university degree with a combination of relevant academic qualifications and qualifying experience in police and peacekeeping 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 seven years of progressively responsible experience in an active national police service with a current rank of at least Superintendent or Lt. Colonel, with a 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 peacekeeping 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 serving police officers who have received authorization by their National Authorities to apply for this Job Opening will be considered. Appointments are limited to service on posts reserved for active police officers who serve on secondment financed by the support account of peacekeeping operations.

United Nations

Nations Unies

**Job Title:** Police Selection and Recruitment Officer, P-4  
**Department/Office:** OROLSI/Police Division/Selection and Recruitment Section  
**Location:** NEW YORK  
**Posting Period:** 29/02/2016 - 31/05/2016  
**Job Opening number:** DPKO/SEC1601/P-4/12

**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 Peacekeeping Operations. The incumbent reports directly to the Chief of Section.

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 peacekeeping operations; and, to work towards a shared understanding among all stakeholders on the future direction of police peacekeeping. Additional information available in <http://www.un.org/en/peacekeeping/sites/police/division.shtml>

**Responsibilities:**

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

- Conducts effective and timely selection, recruitment and rotation of police personnel for field missions, including Formed Police Units. The incumbent will be directly involved in 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 (PCCs) on all matters related to deployment, extension and rotation of police personnel.
- Participates in pre-deployment visits to inspect contingent owned equipment; assesses the readiness of formed police unit personnel; coordinates negotiations of memoranda of understanding with Member States; joins reconnaissance visits to field missions; and, assists the Chief of Selection and Recruitment in daily communication with Member States and field missions related to mission-specific United Nations police selection and recruitment.
- Conducts substantive vetting of candidates to assess their suitability by analysing curricula vitae, screening of candidates and conducting interviews by phone or video-teleconference.
- Standardizes recruitment and selection procedures through the development of competency-based profiles; develops and participates in recruitment strategies to meet identified shortfalls, including recruitment and outreach exercises and selection assistance visits to generate a pool of competent candidates, especially thematic experts, i.e. experts in forensics, organized crime, electoral-related activities, criminal investigation, crime prevention, crowd control management, etc.;
- Intensifies engagement with francophone organizations and countries; ensures compliance with UN recruitment policies and guidelines, including gender balance initiatives; projects and monitors rotation plans of police personnel; maintains and interprets statistical data on police personnel serving in field missions and contributions by Police Contributing Countries.
- Develops extension and rotation strategies to meet the demand for police personnel and formed units in the field; establishes 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.
- Coordinates and ensures the issuance of medical clearances by the UN Medical Services Division for police officers prior to their deployment to field missions; and, monitors and updates the

medical tracking mechanism for police personnel.

- Responsible for 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.

**Qualification:**

**Education:** Advanced university degree (Master's degree or equivalent) in law, criminal justice, human resources management, police administration, business or public administration, social sciences, education or related area. 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:** A minimum of seven years of progressively responsible experience in active national police service with a rank of Superintendent or Lt. Colonel, other service equivalent or higher rank, including three years of practical experience in police personnel administration and recruitment is required. Qualifying years of experience are calculated following the graduation from the national police academy or similar law enforcement institution. Experience in a peacekeeping operation, UNHQ, or similar international organization is desirable.

**Language:** 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 serving police officers who have received authorization by their National Authorities to apply for this Job Opening will be considered. Appointments are limited to service on posts reserved for active police officers who serve on secondment financed by the support account of peacekeeping operations.

# United Nations

# Nations Unies

**Job Title:** Police Liaison Officer, P-4  
**Department/Office:** OROLSI/Police Division/Integrated Operational Team  
**Location:** NEW YORK  
**Posting Period:** 29/02/2016 - 31/05/2016  
**Job Opening number:** DPKO/SEC1601/P-4/13

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

**Organizational Setting and Reporting:**

While this position is administratively located in the Police Division (PD) of the Office of Rule of Law and Security Institutions (OROLSI), the incumbent reports to the Head of the Integrated Operational Team (IOT) in the Office of Operations (OO). Both OO and OROLSI are in the Department of Peacekeeping Operations (DPKO).

**Responsibilities:**

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

- Provides support to police mandate implementation and law enforcement in peace operations.
- Provides advice on peacekeeping mission-specific and operations support issues requiring policy decisions; assists in developing and reviewing Mission Plans and Concepts of Operations for police components of peace operations; reviews the draft report of the Secretary-General to the Security Council and the General Assembly and other related issuances on the police components of peace operations; and, advises, facilitates and coordinates police issues requiring the involvement of Police Contributing Countries (PCCs).
- Liaises with other offices within the Secretariat, peacekeeping missions and Permanent Missions of the PCC's within the guidelines of the PD; supports the IOT and the PD in planning and integrating police elements into the development of Concepts of Operations and Operational Plans;
- Supports the PD in evaluating police plans and preparing expert police advice on mission operational matters; advises and facilitates the flow of critical information between DPKO and missions to inform the planning, budget, and implementation processes.
- Represents the IOT and PD in selected working groups, task forces and outside meetings; facilitates collaboration between the PD and other field mission components at the operational level; and, coordinates and integrates activities of police components in the field missions.
- Assists in liaising with Member States and regional organizations on mission-specific related issues; participates in police contributing countries meetings; drafts mission-specific code cables and related correspondences to peace operations; prepares daily highlight reports on mission-specific issues for submission to the Head of the IOT and the Police Adviser.
- Participates in field visits and prepares assessment reports; prepares talking points for senior representatives of the United Nations Secretariat on mission-specific issues; assists in the preparation and review of budgetary documentation, including results-based budgeting reports, of the police components of peace operations.
- Assists, in consultation with the Conduct and Discipline Unit of the Department of Peacekeeping Operations, in the provision to Member States of prompt and accurate information on any disciplinary matters related to their seconded law enforcement officers in United Nations peace operations.
- Researches on and provides technical and police advice on operational matters, as may be required; acts as an intermediary of the principal liaison group between field missions and headquarters staff on police matters; liaises with the Police Division for response actions and provides the Division's position to the IOT, as required.
- Provides advice to missions, in coordination with Police Division, on staffing and police selection to ensure they are commensurate with the planned operations and activities in order to fulfil



mission mandates.

- Prepares and analyses periodic management reports and other relevant information in order to keep senior managers informed; prepares technical reports and briefings; conducts informal and formal briefing presentations; identifies issues requiring headquarters intervention and follows up on decisions taken; and, executes other tasks as assigned by the Head of the IOT.

**Competencies:**

**Professionalism:** Demonstrated competence in police matters at the strategic and command levels; ability to identify issues, formulate opinions and provide recommendations through the use of sound judgment and applying expertise to solve a wide range of problems related to law enforcement; ability to work under pressure; conceptual and analytical abilities; knowledge of theories, concepts and approaches relevant to law enforcement, community safety and capacity-building; good research, analytical and problem-solving skills; ability to identify and participate in the resolution of complex issues and problems; and good negotiation skills. 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.

**Qualification:**

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

**Experience:** A minimum of seven years of progressively responsible experience in active national police service with a rank of Superintendent or Lt. Colonel, other service equivalent or higher rank, including experience at the command level. Experience in police policy-making, and in strategic and operational police management is also required. Experience in UN peacekeeping or in UNHQ is desirable. Qualifying years of experience are calculated following the graduation from the national police academy or similar law enforcement institution. Police training experience is desirable.

**Language:** English and French are the working languages of the United Nations Secretariat. For this post, 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 serving police officers who have received authorization by their National Authorities to apply for this Job Opening will be considered. Appointments are limited to service on posts reserved for active police officers who serve on secondment financed by the support account of peacekeeping operations.

# United Nations

# Nations Unies

<b>Posts:</b>	2
<b>Job Title:</b>	Police Officer (2 posts), P-3
<b>Department/Office:</b>	OROLSI/Police Division/Mission Management Section
<b>Location:</b>	NEW YORK
<b>Posting Period:</b>	29/02/2016 - 31/05/2016
<b>Job Opening number:</b>	DPKO/SEC1601/P-3/14

**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 Peacekeeping Operations. The incumbent reports directly to the Chief of Section.

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 peacekeeping operations; and, to work towards a shared understanding among all stakeholders on the future direction of police peacekeeping. Additional information available in <http://www.un.org/en/peacekeeping/sites/police/division.shtml>

## **Responsibilities:**

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

- Provides advice and substantive support to the Police Division on issues related to the police components in peacekeeping operations.
- Ensures 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 personnel-related requirements of the police components in the field.
- Advises and guides field missions on budgetary issues; acts as the principal focal point between Headquarters and field police components on administrative and coordination issues; conducts the initial assessment related to the preparation of operational plans for police components of peacekeeping operations; advises on police concepts of operations;
- Participates in the preparation of planning contingencies for ongoing, downsizing and prospective future police components of peacekeeping operations; and, prepares background materials, briefing notes and talking points on police issues related to peacekeeping.
- Works in close coordination with counterparts in the Office of Military Affairs, representatives from Member States, Office of Operations (especially Integrated Operational Teams), Department of Field 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.

**Qualification:**

**Education:** Advanced university degree (Master's Degree or equivalent) in the field of Criminal Justice, Law or Political Science or other relevant field. A first level university degree with a combination of relevant academic qualifications and qualifying experience in police and peacekeeping may be accepted in lieu of the advanced university degree. Graduation from a police academy or 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 specialization in planning and implementing police operations and projects 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.

**Language:** 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 serving police officers who have received authorization by their National Authorities to apply for this Job Opening will be considered. Appointments are limited to service on posts reserved for active police officers who serve on secondment financed by the support account of peacekeeping operations.

# United Nations

# Nations Unies

**Job Title:** Police Selection Recruitment Officer, P-3  
**Department/Office:** OROLSI/Police Division/Selection and Recruitment Section  
**Location:** NEW YORK  
**Posting Period:** 29/02/2016 - 31/05/2016  
**Job Opening number:** DPKO/SEC1601/P-3/15

**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 Peacekeeping Operations. The incumbent reports directly to the Chief of Section.

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 peacekeeping operations; and, to work towards a shared understanding among all stakeholders on the future direction of police peacekeeping. Additional information available in <http://www.un.org/en/peacekeeping/sites/police/division.shtml>

**Responsibilities:**

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

- Conducts effective and timely selection, recruitment and rotation of police personnel for field missions, including Formed Police Units. The incumbent is directly involved in 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;
- Conducts substantive vetting of candidates to assess their suitability by analysing curricula vitae, screening of candidates and conducting interviews by phone or video-teleconference;
- Develops extension and rotation strategies to meet the demand for police personnel and formed units in the field; establishes 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.
- Coordinates and ensures the issuance of medical clearances by the UN Medical Services Division for police officers prior to their deployment to field missions; and, monitors and updates the medical tracking mechanism for police personnel.
- Manages and participates 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.

**Qualification:**

**Education:** Advanced university degree (Master's degree or equivalent) in law, criminal justice, police sciences, police administration and management or other 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:** A minimum of five years of progressively responsible experience in active national police service with a rank of Major or Chief Inspector, other service equivalent or higher rank, including three years of practical experience in police personnel administration and recruitment is required. Experience in a peacekeeping operation, UNHQ, or similar international organization is desirable.

**Language:** 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 serving police officers who have received authorization by their National Authorities to apply for this Job Opening will be considered. Appointments are limited to service on posts reserved for active police officers who serve on secondment financed by the support account of peacekeeping operations.

# United Nations

# Nations Unies

**Job Title:** Corrections Policy Officer , P-4  
**Department/Office:** OROLSI/Criminal Law and Judicial Advisory Section  
**Location:** NEW YORK  
**Posting Period:** 29/02/2016 - 31/05/2016  
**Job Opening number:** DPKO/SEC1601/P-4/16

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

## **Organizational Setting and Reporting:**

This post is located in the Department of Peacekeeping Operations (DPKO), Office of Rule of Law and Security Institutions, Criminal Law and Judicial Advisory Service. The Corrections Officer reports to the Chief of the Criminal Law and Judicial Advisory Service or his/her designate.

## **Responsibilities:**

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

- Provides advice and support to the Office of Rule of Law and Security Institutions and to DPKO on corrections/prisons issues in peace operations.
- Formulates strategies and policies for corrections activities in field missions as part of a comprehensive rule of law approach.
- Plans corrections aspects of peace operations and provides technical and operational guidance to field personnel.
- Monitors and analyses corrections issues in peace operations, identifies problems and proposes solutions.
- Oversees that preparation and dissemination of policies, lessons learned studies and other guidance materials, including for pre-deployment and induction purposes.
- Assists Member States in developing a capacity to contribute corrections officers to peace operations.
- Perform other tasks, as required.

## **Competencies:**

**Professionalism:** Ability to plan, support and provide advice on corrections/prisons reform activities. Knowledge of applicable international standards in the corrections/prisons area. Excellent conceptual, analytical and evaluative skills. Ability to conduct independent research and analysis, identify issues, develop lessons learned, identify best practices, formulate options and make recommendations. Excellent communication skills (written and verbal) including the ability to prepare succinct reports and guidelines and to articulate ideas in a clear and concise manner. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

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

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

**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 joining responsibility for team shortcomings.

**Qualification:**

**Education:** Advanced university degree (Master's degree or equivalent) in law or social sciences with specialization in justice administration or related field. A first-level university degree in combination with two additional years of qualifying experience in corrections/prisons systems may be accepted in lieu of the advanced university degree. Graduation from a certified prison academy or other similar law enforcement training institution is highly desirable.

**Experience:** A minimum of seven years of progressive professional experience in a corrections/prisons system management or related areas in the administration of justice, including operational policy development and training as a senior policy and planning officer in a national corrections/prison is required. This must include at least one year professional experience providing technical assistance to strengthening corrections systems in a transitional, development of post-conflict setting outside the applicant's country of nationality. Candidates should be at the rank of Superintendent, service equivalent or senior manager. United Nations field experience, especially in a peacekeeping operation, is desirable. Qualifying years of experience are calculated following the receipt of the first level university degree recognised by the United Nations.

**Language:** English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required, while written and oral fluency in French is highly desirable. Knowledge of any other official United Nations 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 serving corrections officers who have received authorization by their National Authorities to apply for this Job Opening will be considered. Appointments are limited to service on posts financed by the support account of peacekeeping operations reserved for active-duty officers who serve on secondment. In order to promote gender balance female candidates are highly encouraged to apply.

**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 <u>from current rank</u>
Branch/Corp/Mustering			
Sub Specialisation/additional qualifications			

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



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

<b>5. MILITARY AND/OR POLICE TRAINING COURSES/SEMINARS: Related to the post</b>		
Name of Course	Date attended: FROM mm/yy- TO mm/yy	Institution

<b>6. EXPERIENCE IN PEACEKEEPING OPERATIONS:</b>			
<b>Specify UN or other International Experience, start with your most recent experience and list in reverse order</b>			
Dates FROM mm/yy- TO mm/yy	Mission/ Operation/Locati on	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

**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 proceeding paragraphs for the following reasons: .....*

.....  
.....

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

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

**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**

## INSTRUCTIONS

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

UNITED  NATIONS

Do not Write in This Space

## PERSONAL HISTORY

1. Family name		First name		Middle name		Maiden name, if any		
2. Birth date (day/month/yr)		3. Place of birth		4. Nationality(ies) at birth		5. Present ationality(ies)		
6. Sex								
7. Height	8. Weight	9. Marital Status: Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Widow(er) <input type="checkbox"/> Divorced <input type="checkbox"/>						
10. Entry into United Nations service might require assignment to any area of the world in which the United Nations might have responsibilities. (a) Are there any limitations on your ability to perform in your prospective field of work? YES <input type="checkbox"/> NO <input type="checkbox"/> (b) Are there any limitations on your ability to engage in all travel? YES <input type="checkbox"/> NO <input type="checkbox"/>								
11. Permanent address		12. Present address				13. Office Telephone No. ( )		
Telephone No. ( )		Telephone/Fax No. ( )				14. Office Fax No. ( )		
						<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"/>
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								

24. EDUCATION, Give full details – N.B. Please give exact titles of degrees in original language. Please do not translate or equate to other degrees.

A. University or equivalent

NAME, PLACE AND COUNTRY Please give complete address.	ATTENDED FROM/TO		DEGEES and ACADEMIC DISTINCTIONS OBTAINED	MAIN COURSE OF STUDY
	Month/Year	Month/Year		

B. SCHOOLS OR OTHER FORMAL TRAINING OR EDUCATION FROM AGE 14 (e.g., high school, technical school or apprenticeship)

NAME, PLACE AND COUNTRY Please give complete address.	TYPE	YEARS ATTENDED		CERTIFICATES OR DIPLOMAS OBTAINED
		FROM	TO	

25. LIST PROFESSIONAL SOCIETIES AND ACTIVITIES IN CIVIC, PUBLIC OR INTERNATIONAL AFFAIRS

26. LIST ANY SIGNIFICANT PUBLICATIONS YOU HAVE WRITTEN (DO NOT ATTACH)

27. EMPLOYMENT RECORD: Starting with your present post, list in REVERSE ORDER every employment you have had. Use a separate block for each post. Include also service in the armed forces and note any period during which you were not gainfully employed. If you need more space, attach additional pages of the same size. Give both gross and net salaries per annum for your last or present post.

A. PRESENT POST (LAST POST, IF NOT PRESENTLY IN EMPLOYMENT)

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

DESCRIPTION OF YOUR DUTIES :

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



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

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

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

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

# Competency Based Interviews

for  
Military  
&  
Police  
Campaign



# Agenda

- Values and Competencies
- Why Competency-based Interview
- The CAR(L) Principle
- How to Prepare for an Interview (Do's and Don'ts)
- Exercises (Teamwork, Planning & Organization)
- Additional resources



# Values and Competencies

- Values:
  - Shared principles and beliefs that underpin the organization's work and guide actions and behaviours of staff
- Competencies:
  - Skills, attributes and behaviours directly related to successful job performance





# Values and Competencies (continued)

Core Values	Core Competencies	Managerial Competencies
<ul style="list-style-type: none"><li>o Integrity</li><li>o Professionalism</li><li>o Respect for Diversity</li></ul>	<ul style="list-style-type: none"><li>o Communication</li><li>o Teamwork</li><li>o Planning and Organizing</li><li>o Accountability</li><li>o Creativity</li><li>o Client Orientation</li><li>o Commitment to Continuous Learning</li><li>o Technological Awareness</li></ul>	<ul style="list-style-type: none"><li>o Vision</li><li>o Leadership</li><li>o Empowering Others</li><li>o Managing Performance</li><li>o Building Trust</li><li>o Judgement and Decision-making</li></ul>





# Why competency-based interviews (CBI)?

- Competencies are forward-looking; they describe skills and attributes that staff and managers need to build human capital and meet future challenges
- Competencies help organizations clarify expectations and define future development needs
- CBI questions ask about past professional experiences that can demonstrate that the applicant is competent
- The theory is that if you can demonstrate that you have done it in the past or have learned from the past, chances are that you will be able to do it in the future
- When assessing the applicants' responses, panels will ascertain the depth and complexity of the responses given by applicants
- CBI is sometimes referred to as behavioral or situational interviewing



# CAR (L) Principle

- **Context:**
  - You will be expected to give an overview of the situation: what the situation was about, how you first got involved, what were the key events and the time frame
- **Actions**
  - You will be expected to cover significant events, specific instances, that were clearly attributable to you rather than the team
- **Results**
  - What was the outcome, impact or results of your actions: You may be asked questions such as "how did it turn out"? "What was the final result?"
- **Learning**
  - What did you learn from this experience?



# Prepare for the interview

- **Preparing** for the interview:
  - Learn as much as you can about the **organization** (mandate, publications, organigramme, strategic directions, news, etc.)
  - understand the **position** and look at the competencies in the job opening
  - review the application/PHP and select real **examples** matching their accomplishments to the competencies (i.e. how did they work in a team, solve conflict, mobilize resources, etc.)
  - **Practice, practice, practice** beforehand (refer to your application and the requirements of the job opening)



# During the interview: do

- If invited to an interview:
  - **face-to face**, body language, few suggestions:
    - Dry firm hand shake at beginning and end of interview,
    - maintain eye contact,
    - replies should be concise and to the point and
    - overall just try to look and feel relaxed.
  - **telephone** (or Skype/VTC) make sure you are in a private location and equipment is working
- **In both cases:**
  - Listen carefully to the complete question. Ask for clarification if a question is not clear
  - Provide concrete examples that show you were able to handle a situation and/or learned from it



# During the interview: do not

- During the interviews candidates should not:
  - Answer in the hypothetical way
  - Talk about “we”, rather talk in the “I”
  - Espouse theories or values (“waffling on”)
  - Make blanket generalizations or statements about the future
  - Interrupt the panel



# Sample questions on Teamwork

- Describe to us a successful teamwork work experience
  - What was the situation?
  - What was your role?
  - What made the team successful?
  - How did you handle any disagreements within the team?
  - What were the results?
  - What did you learn from the experience? If you had to do it again what would you do differently?



# Sample questions on Planning and Organizing

- Tell us about a time you had to organize or plan a major event
  - What was the nature of the event?
  - What was your role?
  - How did you plan and organize the different actions to carry out?
  - How did the event turn out?
  - Reflecting back, what did you learn from the experience? If you had to do it again what would you do differently?



# Sample questions on Planning and Organizing

(continued)

- Tell us about a time where you had a number of demands being made on you at the same time? How did you handle it?
  - What was the situation?
  - What was your role?
  - How did you plan and organize the different actions to carry out?
  - What were the results?
  - What did you learn from the experience? If you had to do it again what would you do differently?





# Additional resources

<https://careers.un.org/lbw/home.aspx?viewtype=AYI>





# Military & Police Recruitment Campaign

## How to prepare the submission

Serving the World



# What Forms Nominees Should Submit?

Each nominee should complete the following 3 forms:

1. United Nations Personal History Profile (PHP), P-11
2. Employment Record (Supplementary Sheet), if needed
3. Employment and Academic Certification (Attachment Form to P-11)

INSTRUCTIONS		UNITED NATIONS		Do not write in this space	
Please answer each question clearly and completely. TYPE OR PRINT LEGIBLY. Read carefully and follow all directions.					
<b>PERSONAL HISTORY</b>					
1. Family name	First name	Middle name	FROM MONTH/YEAR	TO MONTH/YEAR	SALARIES PER ANNUM STARTING FINAL
2. Birth date (day/month/year)	3. Place of birth	4. Nationality (ies) at birth	EXACT TITLE OF YOUR POST: Full time <input type="checkbox"/> Part time <input type="checkbox"/> hours/week		
7. Height	8. Weight	9. Marital Status: Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Widowed <input type="checkbox"/>	NAME OF EMPLOYER:		
10. Entry into United Nations service might require assignment to any area of the world in which the (a) Are there any limitations on your ability to perform in your assignment field of work? YES <input type="checkbox"/> NO <input type="checkbox"/> (b) Are there any limitations on your ability to reside in all areas? YES <input type="checkbox"/> NO <input type="checkbox"/>			TYPE OF BUSINESS:		
11. Permanent address			NAME OF SUPERVISOR:		
12. Present address			TWO AND KIND OF EMPLOYEES SUPERVISED BY YOU: REASON:		
15. Do you have any dependent children? YES <input type="checkbox"/> NO <input type="checkbox"/> If the answer is "yes", give the following:			DESCRIPTION OF YOUR DUTIES		
Name of Children			FROM MONTH/YEAR TO MONTH/YEAR SALARIES PER ANNUM STARTING FINAL		
Date of Birth (day/month/year)			EXACT TITLE OF YOUR POST: Full time <input type="checkbox"/> Part time <input type="checkbox"/> hours/week		
Place of Birth			NAME OF EMPLOYER:		
15. (a) Name of Spouse			TYPE OF BUSINESS:		
16. Have you taken up legal permanent residence status in any country other than that of your nationality? If answer is "yes", which country?			NAME OF SUPERVISOR:		
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:			TWO AND KIND OF EMPLOYEES SUPERVISED BY YOU: REASON:		

UNITED NATIONS			
<b>Employment and Academic Certification</b> Attachment to Personal History Profile (P11)			
TO BE COMPLETED BY CANDIDATE:			
Personal Data:			
Family Name:	Given name:	Middle names:	Gender: M/F
e-mail address:			
Position for which you are applying: (Note: if you are applying for more than one position, please submit separate P11 and P11 attachment for each Job Opening)			
Job Opening Number:			
Military Service History/Police Service History			
Date of Commission (for military officers) or date of enlistment entry to service (for police officers):			
Current rank:	Date Last Promoted:	Date eligible for promotion to next rank:	Projected Retirement date from current rank:
Branch/Corp Mustering			
Sub Specialisation additional qualifications			

1

2

3



# Before filling the forms...

- Candidates are strongly encouraged to review and understand the functions and responsibilities of the position/s to which they are applying as well as the qualifications necessary. By doing so, candidates will:
  - Improve their ability to position themselves to meet the needs of the hiring office;
  - Save time and reduce frustration that results from applying to jobs which do not match their strengths, aspirations and personal circumstances.



# Understanding the Job Opening (JO)

## All JOs are organized in the following 5 sections:

1. Title
2. Organizational Setting and Reporting
3. Responsibilities/functions
4. Competencies
  - Professionalism
  - Planning and Organizing
  - Teamwork
  - Communication (for P-4 and above), when applicable
5. Qualifications:
  - Education
  - Experience
  - Languages
6. Assessment Methods
  - *Written Test*
  - *Competency Based Interview*

United  Nations

### Job Opening

**Job Title:** Military Communications Policy and Equipment Officer, P-3

**Department/ Office:** DEPARTMENT OF PEACEKEEPING OPERATIONS

**Location:** NEW YORK

**Posting Period:** 27 February to 28 May 2013

**Job Opening number:** DPKO/13-01/P-3/13

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

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**Organizational Setting and Reporting:** The post is part of the Military Affairs Office structure; however, due to the nature of its responsibilities the post is located in Department of Field Support, Information and Communications Technology Division. The incumbent will report to the Military Communications Policy and Equipment Officer and the Director of the Information and Communications Technology Division.

**Responsibilities:** The incumbent will have the following main responsibilities:

- Assist with the provision of technical advice regarding the management of military communications and, as appropriate;
- Advise on the interface between military and commercial communication networks and systems in the field;
- Assist with military interface aspects in the planning, installation, operation and maintenance of mission telecommunication and information technology equipment and systems;
- Assist in the planning of new operations and the revision of current operations for the whole spectrum of ICT activities;
- Assist with liaising with troop contributors to enhance the familiarity of Member States with, and their understanding of, commercial and military communication networks and requirements at field missions;
- Assist with reviewing military communication performance standards for telecommunication and information technology equipment and services;
- Ensure that military and civilian systems are combined in a seamless communications architecture; and Performs other related duties as required;
- Undertake these or similar duties anywhere within UN Headquarters as well as in field missions including deployment to the missions for up to 90 days.

### Competencies:

**Professionalism:** Knowledge of theories and concepts relevant to military communications and information technology planning at the strategic and operational



## Form 1: UN Personal History Profile (PHP), P-11

- Each nominated candidate must complete and sign the UN Personal History Profile (PHP), P-11

### NOTE:

Incomplete and unsigned P-11 forms  
will **not** be accepted





# Form 1: UN Personal History Profile (PHP), P-11cont.

## Information requested from the nominees

- Personal Information
- Education and Publications
- Employment History – in detail in the next slide
- Languages
- References



# *Form 1: UN Personal History Profile (PHP), P-11cont.*

## Employment History

### Description of Duties

- Duties:
  - What is done in current job
- Describe responsibilities with careful attention to the job opening for which you are applying
- Use of Grammar
  - Current job: present tense
  - Past job (s): past tense

### Summary of Achievements

- Achievements:
  - How well performed in the job
  - Provide specific examples where an impact or contribution was made in the positions held





# **Form 1:** *UN Personal History Profile (PHP), P-11cont.*

## Additional Tips

- The UN will first know a candidate through their application/PHP
- Candidates should:
  - be truthful, accurate and specific
  - make words count
  - proofread before finalizing/signing



# Form 1: UN Personal History Profile (PHP), P-11cont.

## Sample

INSTRUCTIONS		UNITED NATIONS		Do not Write in This Space	
Please answer each question clearly and completely. TYPE OR PRINT LEGIBLY. Read carefully and follow all directions.		PERSONAL HISTORY			
1. Family name		First name		Middle name	
2. Date of (day/month/year)		3. Place of Birth		4. Nationality(ies) at birth	
5. Present Nationality(ies)		6. Sex			
7. Height		8. Weight		9. Marital Status:	
Single <input type="checkbox"/>		Married <input type="checkbox"/>		Separated <input type="checkbox"/>	
Widow(er) <input type="checkbox"/>		Divorced <input type="checkbox"/>			
10. Entry into United Nations service might require assignment to any area of the world in which the United Nations might have responsibilities.					
(a) Are there any limitations on your ability to perform in your prospective field of work? YES <input type="checkbox"/> NO <input type="checkbox"/>					
(b) Are there any limitations on your ability to engage in all travel? YES <input type="checkbox"/> NO <input type="checkbox"/>					
11. Permanent address		12. Present address		13. Office Telephone No.	
Telephone No. ( )		Telephone/Fax No. ( )		( )	
				14. Office Fax No.	
				( )	
				E-mail:	
15. Do you have any dependent children? YES <input type="checkbox"/> NO <input type="checkbox"/> If the answer is "yes", give the following information:					
Name of Children		Date of Birth (day/mo/year)		Place of Birth	
				Nationality	
				Gender	
15 (a) Name of Spouse					
16. Have you taken up legal permanent residence status in any country other than that of your nationality? YES <input type="checkbox"/> NO <input type="checkbox"/>					
If answer is "yes", which country?					
17. Have you taken any legal steps towards changing your present nationality? YES <input type="checkbox"/> NO <input type="checkbox"/>					
If answer is "yes", explain fully:					
18. Are any of your relatives employed by a public international organization? YES <input type="checkbox"/> NO <input type="checkbox"/>					
If answer is "yes", give the following information:					
NAME		Relationship		Name of International Organization	
19. What is your preferred field of work?					
20. Would you accept employment for less than six months? YES <input type="checkbox"/> NO <input type="checkbox"/>					
21. Have you previously submitted an application for employment and/or undergone any tests with U.N.? YES <input type="checkbox"/> NO <input type="checkbox"/> If so, when?					
22. KNOWLEDGE OF LANGUAGES. What is your mother tongue?					
OTHER LANGUAGES					
READ		WRITE		SPEAK	
Easily Not Easily		Easily Not Easily		Fluently Not Fluently	
23. For clerical grades only					
Indicate speed in words per minute					
English		French		Other languages	
Typing					
Shorthand					
List any office machines or equipment and computer programmes you use.					

P-11 (7-03)-E



# Form 2: Employment Record Form

(Supplementary Sheet)

- The supplementary sheet should be used to include additional working experience
- If applicable, for each candidate nominated for a post, a duly completed and signed employment record form (supplementary sheet) may be required



# Form 2: Employment Record Form

(Supplementary Sheet)

## Sample

### EMPLOYMENT RECORD - SUPPLEMENTARY SHEET

PLEASE LIST, in reverse order, EVERY EMPLOYMENT YOU HAVE HAD. Use a separate block for each post. Include also service in the armed forces and note any period during which you were not actually employed. See next page for more blocks.

FROM MONTH/YEAR	TO MONTH/YEAR	SALARIES PER ANNUM STARTING FINAL		EXACT TITLE OF YOUR POST:
NAME OF EMPLOYER:				TYPE OF BUSINESS:
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:
				NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU: REASON FOR LEAVING:
DESCRIPTION OF YOUR DUTIES				
FROM MONTH/YEAR	TO MONTH/YEAR	SALARIES PER ANNUM STARTING FINAL		EXACT TITLE OF YOUR POST:
NAME OF EMPLOYER:				TYPE OF BUSINESS:
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:
				NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU: REASON FOR LEAVING:
DESCRIPTION OF YOUR DUTIES				
FROM MONTH/YEAR	TO MONTH/YEAR	SALARIES PER ANNUM STARTING FINAL		EXACT TITLE OF YOUR POST:
NAME OF EMPLOYER:				TYPE OF BUSINESS:
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:
				NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU: REASON FOR LEAVING:
DESCRIPTION OF YOUR DUTIES				
FROM MONTH/YEAR	TO MONTH/YEAR	SALARIES PER ANNUM STARTING FINAL		EXACT TITLE OF YOUR POST:
NAME OF EMPLOYER:				TYPE OF BUSINESS:
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:
				NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU: REASON FOR LEAVING:
DESCRIPTION OF YOUR DUTIES				



# Form 3: Employment and Academic Certification

(Attachment to P-11)

- For each nominated candidate for a post, a duly completed Employment and Academic Certification form (Attachment to P-11) must be signed by the candidate and by the relevant Local Police or Military Authority

## NOTE:

**Incomplete and unsigned forms  
will not be accepted**

- The Certification must contain details on the candidate's military/police academic degree/courses and employment record as well as his/her rank and commission date (for military officers) or date of enlistment/entry to service (for police officers).



# Form 3: Employment and Academic Certification

## Sample

(Attachment to P-11)

### UNITED NATIONS

#### Employment and Academic Certification

Attachment to Personal History Profile (P11)

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

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

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

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



3. MILITARY SERVICE HISTORY / POLICE SERVICE HISTORY			
Date of Commission (for military officers) or date of enlistment/entry to service (for police officers):			
Current rank	Date Last Promoted	Date eligible for promotion to next rank	Projected Retirement date <u>from</u> <u>current rank</u>
Branch/Corp/Mustering			
Sub Specialisation/additional qualifications			



# Form 3: Employment and Academic Certification

(Attachment to P-11)

## Part to be signed by candidate - Sample (continuation)

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.



# Form 3: Academic and Employment Certification

(Attachment to P-11)

## Part to be signed by the relevant authority - Sample (continuation)

### 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 .....







# Military & Police Recruitment Campaign – 2016 Phase I

## The workflow process

Serving the World



# In the presentation:

- Background on Secondment Campaigns
- Workflow process overview
- Job Openings
- Submissions
- Screening and Short-listing
- Assessment and Selection
- Successful candidates
- Communications



# Background on Secondment campaigns and process workflow

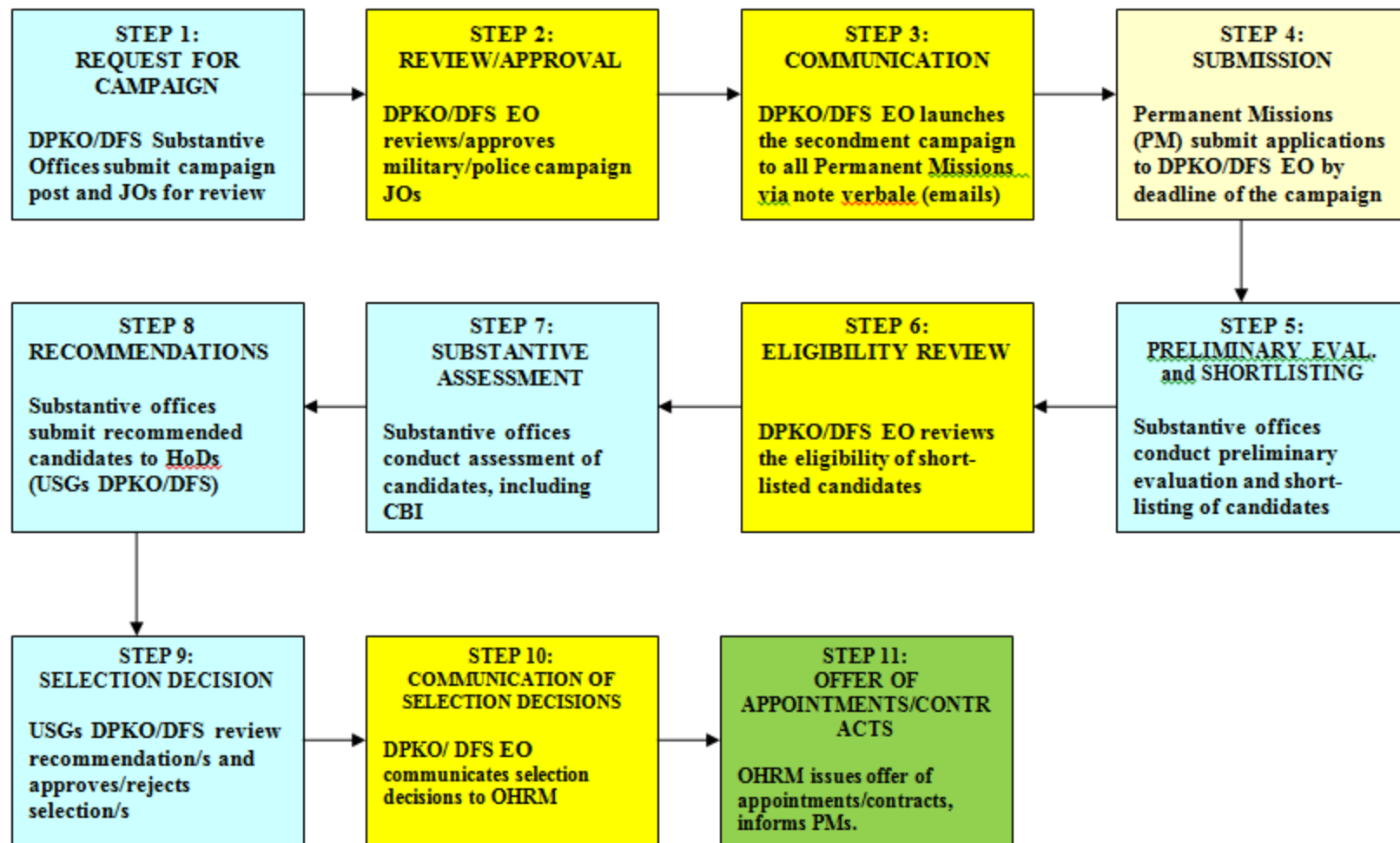


# Background on Secondment Campaigns

- A Military and Police “Secondment campaign” is normally conducted once or twice a year depending on available Job Openings (JOs)
- The nominated candidates:
  - must be in active Military or Police Service
  - if selected, will be required to be officially seconded to the UN
- The usual period seconded military/police officers may serve in posts financed by the support account for peacekeeping operations requiring active military/police service, is 2 years. A third can be approved based on the performance and need of the office by the Hiring Managers. Exceptionally a fourth and final year extension can be approved by the USG DPKO/DFS.
- Nominations of military and police officers who are currently on secondment to the UN are not allowed.



**UNITED NATIONS**  
**Current Flowchart on Application Process for Military  
 and Police Secondment Campaign.**



**KEY: DPKO/DFS Substantive Offices**  
**Executive Office (EO)**



**PERMANENT MISSIONS**  
**OHRM**



# Job Openings



# Job Openings

- Job Openings (JOs) for the Military and Police Campaign are advertised via a Note Verbale which is sent to all Permanent Missions.
- The Note Verbale is distributed by the DPKO/DFS Executive Office by:
  - E-mail to the generic email of all Permanent Missions in New York as listed in the UN Blue Book;
  - Email to the focal points in all Permanent Missions.
- JOs in English and French are circulated for 90 days.



# Note Verbale

- Specifies:
  - deadline date for application
  - number of positions available
- Includes:
  - Notification procedures
  - United Nations Personal History Profile (PHP), P-11
  - Employment and Academic Certification (Attachment to P-11)
  - Employment record (Supplementary Sheet)
  - Excel sheet to list the candidates nominated for each JO
  - Job Openings in English and French





# 2016 Military and Police Campaign – Phase I

(29 February 2016 to 31 May 2016)

Phase I of the 2016 Military and Police Campaign includes 23 posts for 18 JOs:

## Office of Military Affairs:

### P-5 Level

- ✓ Chief of Service, Force Generation Service
- ✓ Senior Assessment Officer



# Military and Police Campaign 2016

## Posts Continued

### Office of Military Affairs:

#### P-4 Level

- ✓ Peacekeeping Affairs Officer
- ✓ Planning Officer, FGS (3 posts)
- ✓ Planning Officer, MPS (Maritime)
- ✓ Planning Officer, MPS (2 posts)
- ✓ Military Liaison Officer

#### P-3 Level

- ✓ Assessment Officer



# Military and Police Campaign 2016

## Posts Continued

### OROLSI, Police Division:

#### P-5 Level

- ✓ Senior Police Liaison Officer

#### P-4 Level

- ✓ Training Adviser
- ✓ Police Officer (2 posts)
- ✓ Police Selection and Recruitment Officer
- ✓ Police Liaison Officer

#### P-3 Level

- ✓ Police Officer (2 posts)
- ✓ Police Selection and Recruitment Officer



# Military and Police Campaign 2016

## Posts Continued

### OROLSI, Criminal Law and Judicial Advisory Section:

P-4 Level

✓ Corrections Policy Officer



# Military and Police Campaign 2016

## Posts Continued

### DPET (Policy, Evaluation and Training Division):

#### Integrated Training Service:

##### P-4 Level

- ✓ Military Training Officer

##### P-3 Level

- ✓ Military Training Officer



# Submissions



# Submission of nominated Candidates

- All nominated candidates must be submitted in one single submission via one Note Verbale in accordance with the deadline date of the JO.
- Each submission must contain the excel form “Phase 1 of the 2016 Campaign - Application Sheet - List of Candidates by Permanent Missions” duly completed, listing the names and ranks of all the nominated candidates for each JO.



# Submission of Nominated Candidates (continuation)

- In addition, for each nominated candidate:
  - A United Nations Personal History Profile (PHP, Form P.11) and if needed an Employment record (Supplementary Sheet), duly completed and signed by the candidate
  - Employment and Academic Certification (Attachment to Personal History Profile (PHP, Form P.11), duly completed and signed by the candidate **and** certified by the relevant Local Authority of Member States indicating the candidate's graduation from required academic/military/police institution as well as his/her rank and commission date (for military officers) or date of enlistment/entry to service (for police officers).





# Delivery and Receipt

- Submissions must be:
  1. **hand-delivered** by an official from the Permanent Mission to the designated official in the Executive Office DPKO/DFS as provided on the Note Verbale

Or

2. **Emailed** to [dpko-dfs-secondmentrecruitment@un.org](mailto:dpko-dfs-secondmentrecruitment@un.org) inbox

**NOTE:** No submissions are accepted via mail or fax or after the deadline

- The designated official in DPKO/DFS EO confirms receipt of the submissions by signing-off on a copy of the duly completed excel form (the original remains with the DPKO/DFS EO).



# Screening & Shortlisting



# Initial Screening

- For each submission by a Permanent Mission, the DPKO/DFS EO:
  - checks that the JO is reflected on the excel sheet form titled “Phase 1 of the 2016 Campaign - Application Sheet - List of Candidates by Permanent Missions”
  - matches the information on the excel sheet form with the number of nominated candidates received from that Permanent Mission



# Initial Screening (continuation)

- For each JO, the DPKO/DFS EO completes the following:
  - reviews the documentation for each nominated candidate to ensure that all the required forms are duly completed and signed, and that the Employment and Academic Certification is attached
  - records all information into Nova, the HR system used to manage the military and police recruitment campaign.
  - provides substantive offices with access to JOs and to candidates for the preliminary evaluation and short-listing



# Preliminary Evaluation & Shortlisting

- Once hiring managers in DPKO/DFS receive access to JOs and applicants they:
  - conduct a preliminary evaluation of the education, work experience and knowledge of languages of all nominees
  - determine the shortlists
  - Submit short-listed candidates to DPKO/DFS EO for approval of eligibility



# Assessment & Selection



# Substantive Assessment – written test

- Upon confirmation from DPKO/DFS EO that the shortlisted candidates meet the required qualifications of the JOs, the hiring manager in DPKO/DFS proceeds with the substantive assessment.
- Short-listed candidates will be approached directly for scheduling of written test, *if required*, and of an interview.
- Assessment Panels are normally composed of three members, with two being subject matter experts at the same or higher level of the JO, and at least one being female.



# Substantive Assessment (continuation)

- Substantive assessment methods may include a technical test, a written exercise, a case study, a presentation, a simulation exercise, an essay exercise, or another exercise to measure a particular set of skills commensurate with the position, followed by a competency-based interview.
- Assessment exercises are conducted in strict confidence.
- Concerned Permanent Missions are required to confirm the availability of the candidates to participate and advise the candidates in advance.





# Substantive Assessment - Competency-Based Interview

- Short-listed candidates are contacted directly to schedule an interview.
- Candidates are notified at least 5 working days in advance.
- The invitation includes the date and time and means of the interview (telephone, video conference, face-to-face).
- A separate presentation provides details on competency-based interviews and tips on how to prepare.



# Recommendations

- Following the substantive assessment of the shortlisted candidates, recommendations are submitted to the USG DPKO/DFS by the Hiring Manager through the Executive Office of DPKO/DFS.
- Effective from the 1<sup>st</sup> Phase of the Military/Police Campaign 2011, cases are no longer submitted to the Central Review Bodies.



# Selection Decisions

- Selection decisions for each JO are approved by the Under-Secretary-General of DPKO or DFS.
- Once a selection decision is made:
  - A fax/NV is sent from Office of Military Advisor or Police Division to the Permanent Mission, to notify them that their candidate was either recommended for selection, recommended for the roster for a period of one year, or was not successful.
  - The official offer of appointment is sent to the candidate from OHRM.
- At the end of a campaign, the Permanent Mission will be provided with the consolidated results for all JOs of their recommended candidates.



# Successful Candidates



# Terms of Appointments

- Effective from Phase I, Military/Police Campaign-2011 selected candidates:
  - are issued fixed-term appointments for a period of two years limited to service on posts financed by the support account for peacekeeping operations requiring active military/police service;
  - are considered external candidates when applying to other UN civilian JOs.
- Seconded officers who apply to civilian JOs at the professional level within the Organization must meet all academic and experience requirements as listed in the JO.



# Background Checks

- Effective from Phase II of the 2011 Military and Police Campaign:
  - background checks for selected candidates are not performed by OHRM – this information is now certified on the Employment and Academic Certification form by the relevant Local Authority of Member States.
  - all seconded officers who apply to civilian JOs at the professional level within the Organization will be subject to background checks on par with other applicants.



# Communications



- Communication regarding a Military and Police Campaign is done through the Permanent Missions only.
- Queries from recommended candidates are not entertained.
- For each Military and Police Campaign the contact information of the key focal point in the Executive Office DPKO/DFS will be provided to Member States.

