

No. 21023/05/2025-Pers Policy  
Government of India  
Ministry of Home Affairs  
[Police-II Division]  
Pers. Policy Section

North Block, New Delhi, 110001

Dated **18** March, 2025

To

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

Subject:- Binuh Head of Police and Corrections Unit (D-1) Vacancy Announcement – reg.

Sir/Madam,

Permanent Mission of India to United Nations has forwarded a communication from the UN seeking nomination of Police Officers in active service for appointment on secondment to the following Job opening

S.No	Post Title and level, Job opening number	Organization and duty Station	No of posts
1	Head of Police and Corrections Unit, D-1	United Nations Integrated Office in Haiti (BINUH)	Head of Police and Corrections Unit, D-1

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

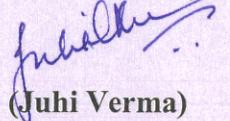
3. Nomination of eligible and willing officers in the rank of **IG/ADG for D-1 level**, active in police service for the above said posts may be forwarded through proper channel to this Ministry by 31<sup>st</sup> March 2025 along with the requisite documents duly signed and completed in all respects as mentioned in Annexure-I & II. The nominations without Vigilance clearance and Cadre Clearance (for all Officers) from respective Ministries/Departments/State or UT/Organizations' shall be summarily rejected. Applications received through proper channel only i.e. through Home Department (State)/ approval of Head of Organization/ UT division in case of AGMUT cadre officers, will be entertained. **Applications received after the deadline specified i.e. 31.03.2025 will not be considered.**

4. The duly completed and signed Personal History Profile (P-11), Employment of Academic Certification (EAC), and Human Right Certificate along with forwarding letter including APAR/ACR grading of last five years (**only grading, no need to send copy of ACR**) of each nominated candidates are required to be submitted in separate files (PDF format only) through E-mail at police2-un@mha.gov.in before the last date i.e **31.03.2025**

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

**Encl: As above**

Yours faithfully,

  
**(Juhi Verma)**

Director (Pers-Coord)

**Copy to:-**

1. The Chief Secretaries of UTs and Commissioner of Police, Delhi :- Kindly note that the nominations are to be submitted through UT Division, MHA only.

2. Commissioner of Police Mumbai, Kolkata, Chennai and Bangalore:- kindly note that the nomination are to be forwarded through respective State Government only.

3. JS(UNP), MEA, JNB (A-wing), New Delhi-110011

4. SO (IT), MHA - With the request to upload the above communication on MHA website (Police Division-II(Secondment vacancies) and also under "what's new".

## **Annexure-I**

### **Other requisite requirements**

- A. United Nations Personal History Profile (PHP) form (P.11) duly completed typed(not hand-written) and signed by the nominated candidate.
- B. United Nations Employment and Academic Certification [attachment to personal history profile (P-11)] Form duly completed and signed by the nominated candidate as well as the relevant local / nominated authority. The EAC submitted without the signature of Designated Authority of concerned Force results in rejection of nomination. Hence, the forwarding authority should ensure that the EAC is duly signed by the applicant as well the Designated Authority of Force. All requisite details i.e position for which applying, job opening number, date of commission, degrees and academic distinctions and all other requisite details should be filled properly. If candidate wishes to apply for several posts, **the separate EAC and PHP forms should be submitted for each post.**
- C. Personal details as per Annexure-II along with APAR/ACR gradings of Last Five Years(Mandatory). No hard copies of ACR is required to sent.
- D. Human Right Certificate (Performa Enclosed)
- E. *No format other than the specimen enclosed (duly typed) will be entertained/accepted. Formats other than the prescribed one invites lot of observations from UNHQ(UNDPKO) while finalizing the nominations.. Hand written PHP will not be entertained/accepted. It may be ensured that the photographs of the officer applying for the post should be placed on the front side of P-11 form and signature in the last page at relevant place.*
- F. The nominations without Vigilance clearance and Cadre Clearance (for all Officers) from respective Ministries/Departments/State or UT/Organizations' shall be summarily rejected.
- G. Applications through proper channel only i.e. through Home Department (State) and approval of Head of Organization will be entertained. Applications received after the deadline specified will not be considered.
- H. Concerned authorities may please ensure and advice their officers not to make any direct queries with this ministry or UNHQ regarding selection. This ministry will not entertain personal queries from individual applicants.

## BIO- DATA Proforma

### **ANNEXURE-II**

- 1. Name of Post(s) Applied**
- 2. Job Opening Number**
- 3. Name of the Officer(as per official documents)**
- 4. Designation/Rank, Organization, Pay scale/level**
- 5. Present Place of Posting**
- 6. In the case of officers on Deputation with other organization:-**  
Name of Parent Organization  
Name of organization presently employed  
Date of Deputation  
Expected Date of repatriation to parent cadre/organization
- 7. NoC from Parent Cadre (if on deputation) mandatory :Yes/No/NA**
- 8. Date of Birth**
- 9. (a) Education qualification**  
**(b) Required qualification as per applied job/posts(Yes/NO)**
- 10. Date of Joining Police Service**
- 11. Date of Superannuation**
- 12. Service/Cadre/Batch:-**
- 13. Previous UN Experience**
- 14. Other Foreign/international Experiences**
- 15. Contact Details: Telephone No**  
Office  
Residence  
Mobile  
E-mail
- 16. APAR/ACR Gradings of Last 05 years (mandatory):-**
- 17. Outstanding Achievements, if any**
- 18. Last Five(years) work profile/experiences**

Recent Passport  
Size Photograph

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

Signature of applicant

### **HR Certificate**

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

"The Department/organization of ..... is hereby confirming that Mr/Mrs ..... has been neither convicted of, nor currently under investigation or being prosecuted for, any criminal or disciplinary offence, or any violations of international human rights law or international humanitarian law. The Department/Organization of ..... also certifies that it is not aware of any allegations against the nominated candidates that they have committed or been involved, by act or omission, in the commission of any acts that may amount to violations of international human rights law or international humanitarian law.

To be signed by an officer  
Not Below the Rank of DIG/Director



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REFERENCE: DPO/OROLSI/PD/2025/00 34

The Secretariat of the United Nations presents its compliments to the Permanent Mission of Member State to the United Nations and has the honor to refer to the requirement for the services of Police Officers in active service. In this regard, the Department of Peace Operations (DPO)/Department of Political and Peacebuilding Affairs (DPPA) is seeking the nomination of candidates for appointment on secondment to the United Nations Integrated Office in Haiti (BINUH) for an initial period of one year with a possibility of extension in that position for a second and third year. In exceptional circumstances, the secondment to that position may be extended for a fourth year, but not longer. Post is available through the issuance of the Job Opening 2025-BINUH-0001DPPA, which is posted for a period of 90 days effective 1<sup>st</sup> February 2025. The closing date for the Job Openings is 30 April 2025.

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

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

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

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

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

It should be noted that during their secondment to the United Nations, police personnel are not eligible for reassignment or transfer to any other seconded position within the peace operations or the UN Secretariat. Active-duty seconded personnel may serve under a UN staff contract for a period of up to three years (cumulative), which, in exceptional cases, can be extended for a fourth and final year subject to operational needs and satisfactory performance. This service limit includes periods of any prior services with the United Nations as an active-duty seconded officer under a UN staff contract.

Candidates who have previously served as active-duty seconded personnel may reapply after a break in service of at least one year from their last secondment under a UN staff contract, subject to the contract limitation as indicated above.

Nominations of currently serving active-duty seconded police personnel on a UN staff contract will not be considered.

Candidates must meet all the requirements of the Job Opening at the time of nomination in order to be considered for the position.

Nomination of women candidates is strongly encouraged.

The Secretariat wishes to reiterate that promoting and encouraging respect for human rights is a core purpose of the United Nations and central to the delivery of its mandates. Should the Secretariat



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become aware of grave human rights violations which give rise to concerns as to the record and performance of [country] police personnel, this may constitute grounds to revoke its acceptance of such personnel to serve in UN peace operations. In the case of nominees who have been investigated for, charged with or prosecuted for any criminal offence, with the exception of minor traffic violations (driving while intoxicated or dangerous or careless driving are not considered minor traffic violations for this purpose), but were not convicted, the Government is requested to provide information regarding the investigation(s) or prosecutions concerned. The Government is also requested to certify that it is not aware of any allegations against its nominated candidates that they have committed or been involved, by act or omission, in the commission of any acts that may amount to violations of international human rights law or international humanitarian law.

The Secretariat recalls that it has a zero-tolerance approach to fraud and corruption. The Government is therefore requested to certify that there was no corruption or fraud in the nomination and extension procedures of police officers on secondment to the United Nations. Should the Secretariat become aware of allegations of corruption or fraud in the nomination or extension procedures of police officers on secondment, this may constitute grounds to revoke its acceptance of such personnel to serve in the United Nations as well as suspension of any future police deployments from the contributing country concerned.

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

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

This request is being transmitted to all Member States.

The Secretariat of the United Nations avails itself of this opportunity to renew to the Permanent Mission of Member State to the United Nations the assurances of its highest consideration.

A handwritten signature in blue ink, appearing to be a stylized 'J' or 'H'.

30 January 2025

# United Nations



*Position requires official secondment  
from national governments of Member States of the United Nations Organization.  
Appointments are limited to service on posts financed by the support account of  
peace operations*

**Post title and level**

**Head of Police and Corrections Unit, D-1**

**Organizational Unit**

**United Nations Integrated Office in Haiti (BINUH)**

**Duty Station**

**Port-au-Prince**

**Reporting to**

**Special Representative of the Secretary-General**

**Duration**

**12 Month (subject to BINUH's budget)**

**Deadline for application**

**30 April 2025**

**Job Opening number**

**2025-BINUH-0001-DPPA**

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

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**RESPONSIBILITIES:**

The incumbent will be based in Port-au-Prince and will report to the Special Representative of the Secretary General (SRSG). BINUH Head of Police and Corrections Unit will be responsible for, but not limited to, the performance of the following duties:

- Advising the SRSG and other UN mission leaderships on all issues related to police and corrections and provide regular reports on key issues and mandate implementation.
- Advising the SRSG on matters relating to the assistance/support requirement needs for the development of the HNP and DAP in line with international policing and Human Rights and Police Practice.
- Developing the Police and the Corrections Unit's mission statement in accordance with the overall objectives of BINUH and emphasizing this mandate to all Police and Corrections personnel.
- Effective and efficient strategic leadership of all personnel assigned to the Police and Corrections Unit of the Mission in accordance with the United Nations' rules, regulations, Strategic Guidance Framework and Mission mandate.
- Providing advisory support to national authorities to develop the Haitian National Police (HNP) institution to function in accordance with internationally accepted standards of democratic policing.
- Advising and assisting the Director General of the National Haitian Police and the Director General of the Prison Administration (DAP) in all aspects of administration and management.
- Assisting the national authorities in the development of police and corrections operational plans to enhance the law and order and public security provisions in the areas of responsibility and operationally support in their implementations.

- Advise the HNP leadership in the management of the police resources to maximize police visibility throughout the areas of responsibility to enhance public confidence and reduce gang related violence.
- Developing mechanisms for the collection and institutionalization of best practices and lessons learned by the Police and Corrections Unit.
- Assisting national authorities towards a meaningful and effective participation while ensuring involvement and representation of women at all levels.
- Regularly consulting and collaborating with UN agencies, international and national NGOs, judicial authorities, correction officers, bilateral/multilateral donors, members of civil society, and members of the national government on police issues relevant to the UN mandate.
- Coordinating and supporting the initiatives of the BINUH Human Rights Unit relating to police monitoring, development of accountability mechanisms and police and corrections training.
- Regularly communicates and liaise with the UN Police Adviser of the Police Division, and the Chief of the Justice and Corrections Service in DPO on the execution of the mandate.
- Performing such other functions as are consistent with the mandate provided by the Security Council Resolution and as may be required by the SRSG, relating to the management of the Police and Corrections Unit.

## **COMPETENCIES:**

### **Professionalism:**

Demonstrates a sound and current understanding and knowledge of financial analysis and financial investigation techniques and their application in cases of illicit financial flows from drugs and crime. Demonstrates a full understanding of relevant international legal and policy frameworks.

Shows pride in work and achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Strong negotiation and conflict-resolution skills. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

### **Client Orientation:**

Establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress and setbacks in projects; meets timeline for delivery of products or services to clients.

### **Planning and Organizing:**

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

### **Leadership:**

Serves as a role model that other people want to follow empowers others to translate vision into results; is proactive in developing strategies to accomplish objectives; establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions; drives for change and improvements; does not accept the status quo; shows the courage to take unpopular stands. Provides leadership and takes responsibility for

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

**Vision:**

Identifies strategic issues, opportunities and risks; clearly communicates links between the Organization's strategy and the work unit's goals; generates and communicates broad and compelling organizational direction, inspiring others to pursue that same direction; conveys enthusiasm about future possibilities.

**QUALIFICATIONS:**

**Education:** Advanced University Degree (Master's or equivalent) in Law enforcement, Criminal Justice, Public Administration, Human Resources Management, Change Management, Social Sciences or other relevant field. A first level university degree with a combination of relevant academic qualifications and extensive experience in law enforcement, including management, planning and administration may be accepted in lieu of the advanced university degree. Graduation from a certified police academy is required. Advanced training for command/senior staff is highly desirable.

**Work Experience:** A Minimum of 15 years of progressive and active policing service/experience both at the field and national police headquarters level is required ( 17 years in absence of an advanced university degree), including 10 years of active police experience at senior policy making level, with extensive strategic planning and management experience in areas such as police operations, crime management, police administration and, police training and development; practical command level experience of running a department or a region or a state level police units. Highly developed advisory, coaching/mentoring skills, well-developed consultation, effective negotiation and written communication skills; In-depth planning (strategic and operational) and organizational skills especially working in a multicultural environment is desirable. Previous UN or international experience is an advantage.

**Rank:** Rank required for a D-1 is Senior Chief Superintendent, Deputy/Assistant Inspector General, equivalent to Brigadier-General in the military or higher rank.

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

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**Special Notice:**

Circulation of this Job Opening is limited to the Member States of the United Nations. Only police personnel who are currently employed in their national police service and who have received authorization from their respective national authority to apply for this Job Opening, will be considered. Please note that during their secondment to the United Nations, police personnel are not eligible for reassignment or transfer to any other seconded position in peace operations or the UN Secretariat.

Active-duty seconded personnel may serve under a UN staff contract for a period of up to three years (cumulative), which, in exceptional cases, can be extended for a fourth and final year subject to operational needs and satisfactory performance. This service limit includes periods of any prior services with the United Nations as an active-duty seconded officer under a UN staff contract.

Candidates who have previously served as active-duty seconded personnel may reapply after a break in service of at least one year from their last secondment under a UN staff contract, subject to the contract limitation as indicated above.

Nominations of currently serving active-duty seconded police personnel on a UN staff contract will not be considered.

Candidates must meet all the requirements of the Job Opening at the time of nomination in order to be considered for the position.

Nominations of women candidates are strongly encouraged.

Date of Issuance: 30 January 2025

In accordance with the new Policy on Human Rights Screening of UN Personnel, all individuals who seek to serve with the United Nations are requested to make "self-attestation" that s/he has not committed any serious criminal offences and has not been involved in violations of international human rights or international humanitarian law. The exact wording of the self-attestation is outlined in para. 5.2 of the above-mentioned Policy. The final decision on the selection of an individual to serve with the United Nations will also be subject to human rights screening.

<https://police.un.org/en>



# Nations Unies

*Description du poste nécessitant un détachement officiel des gouvernements nationaux des États membres de l'Organisation des Nations unies*

## RENFORCEMENT ET DÉVELOPPEMENT DES CAPACITÉS (Personnel de Police en Uniforme)

<b>Post title and level</b>	<b>Chef Unité Police et administration pénitentiaire (D-1),</b>
<b>Organizational Unit</b>	<b>Bureau Intégré Des Nations Unies en Haïti (BINUH)</b>
<b>Duty Station</b>	<b>Port-au-Prince</b>
<b>Reporting to</b>	<b>Représentant Spécial du Secrétaire Général</b>
<b>Duration</b>	<b>12 mois (sous réserve du budget de BINUH)</b>
<b>Deadline for application</b>	<b>30 April 2025</b>
<b>Job Opening number</b>	<b>2025-BINUH-0001-DPPA</b>

**Valeurs Fondamentales des Nations Unies : Intégrité, Professionnalisme et Respect de la Diversité**

### **RESPONSABILITÉS :**

Le titulaire sera basé à Port-au-Prince et rendra compte directement au Représentant spécial du Secrétaire Général (RSSG). Le chef de l'unité de police et d'administration pénitentiaire du BINUH sera chargé, entre autres, de l'exécution des tâches suivantes :

- Conseiller le RSSG et d'autres responsables de la mission sur toutes les questions liées à la police et à l'administration pénitentiaire et fournir des rapports réguliers sur les questions clés et la mise en œuvre du mandat ;
- Conseiller le RSSG sur les questions relatives aux besoins d'assistance/de soutien pour le développement de la PNH et de la DAP conformément aux normes internationales en matière de police, de droits de l'homme et de pratiques policières ;
- Développer les objectifs de la mission de la police et de l'administration pénitentiaire conformément aux objectifs généraux du BINUH et mettre l'accent sur le mandat auprès de l'ensemble du personnel policier et pénitentiaire ;
- Assurer une gestion stratégique efficace et efficiente de l'ensemble du personnel affecté à l'unité de police et d'administration pénitentiaire de la mission, conformément aux règles et règlements des Nations unies, au cadre d'orientation stratégique et au mandat de la mission ;
- Fournir un soutien consultatif aux autorités nationales pour développer les institutions de la Police Nationale Haïtienne (PNH) et de la Direction de l'Administration Pénitentiaire (DAP) afin qu'elles fonctionnent conformément aux normes internationalement acceptées en matière de police démocratique ;
- Conseiller et assister le Directeur Général de la Police Nationale d'Haïti et le Directeur Général de l'Administration Pénitentiaire (DAP) dans tous les aspects d'administration et de gestion ;
- Aider les autorités nationales à élaborer des plans opérationnels pour la police et l'administration pénitentiaire afin de renforcer les dispositions relatives à l'ordre public et à la sécurité publique dans les domaines de responsabilité et apporter un soutien opérationnel à leur mise en œuvre ;
- Conseiller la direction de la PNH dans la gestion des ressources policières afin de maximiser la visibilité de la police dans les zones de responsabilité pour renforcer la confiance du public et réduire la violence liée aux gangs ;

- Développer des mécanismes pour la collecte et l'institutionnalisation des meilleures pratiques et des leçons apprises par l'unité de police et de l'administration pénitentiaire;
- Aider les autorités nationales à obtenir une participation significative et efficace tout en garantissant l'implication et la représentation des femmes à tous les niveaux ;
- Consulter et collaborer régulièrement avec les agences des Nations unies, les ONG internationales et nationales, les autorités judiciaires, les agents pénitentiaires, les donateurs bilatéraux/multilatéraux, les membres de la société civile et les membres du gouvernement national sur les questions policières en rapport avec le mandat des Nations unies ;
- Coordonner et soutenir les initiatives de l'unité des droits de l'homme du BINUH en ce qui concerne la surveillance de la police, le développement de mécanismes de responsabilité et la formation de la police et du personnel pénitentiaire ;
- Communiquer régulièrement et assurer la liaison avec le conseiller de l'ONU pour les questions de police de la division de la police et le chef du service de la justice et de l'administration pénitentiaire du DPD en ce qui concerne l'exécution du mandat ;
- S'acquitter de toute autre fonction compatible avec le mandat prévu par la résolution du Conseil de sécurité et pouvant être demandé par le RSSG, en ce qui concerne la gestion de l'unité de police et de l'administration pénitentiaire.

## **COMPETENCES :**

**Professionnalisme :** fait preuve d'une compréhension et d'une connaissance actuelles et approfondies de l'analyse financière et des techniques d'investigation financière et de leur application dans les cas de flux financiers illicites provenant de la drogue et de la criminalité. Fait preuve d'une compréhension totale des cadres juridiques et politiques internationaux en la matière. Se montre fier de son travail et de ses réalisations ; fait preuve de compétence professionnelle et de maîtrise du sujet ; est conscientieux et efficace dans le respect des engagements, des délais et des résultats ; est motivé par des préoccupations professionnelles plutôt que personnelles ; fait preuve de persévérance lorsqu'il est confronté à des problèmes ou à des défis ; reste calme dans des situations stressantes. Posséder une expérience pratique avérée et des connaissances spécialisées exceptionnelles dans le domaine technique du travail en général et dans les domaines spécifiques requis pour les postes particuliers, faire preuve d'un bon jugement dans le cadre des missions confiées ; être capable de planifier son propre travail et de gérer les priorités du travail/tâches. Capacité à appliquer son expertise technique pour résoudre les problèmes et les défis liés à la police. Solides compétences organisationnelles. Prendre la responsabilité d'intégrer les perspectives de genre et d'assurer la participation égale des femmes et des hommes dans tous les domaines de travail.

**Souci du client :** Considère tous ceux pour lesquels les services sont assurés, comme des «clients» et cherche à concevoir les choses du point de vue des clients ; établit et maintient des partenariats productifs avec ceux-ci, en gagnant leur confiance et leur respect ; identifie les besoins des clients et y apporte des solutions appropriées ; surveille les développements en cours, intrinsèques et extérieurs à l'environnement des clients afin de les tenir informés et anticiper tous problèmes ; informe les clients de l'évolution des projets, de leurs progrès comme de leurs revers ; respecte les délais de livraison des produits ou des services au client.

**Planification et Organisation :** Développe des objectifs clairs qui sont cohérents avec les stratégies convenues ; identifie les activités et les missions prioritaires ; ajuste les priorités si nécessaire ; alloue le temps et les ressources nécessaires à l'accomplissement du travail ; prévoit les risques et les éventualités lors de la planification ; surveille et ajuste les plans et les actions si nécessaire ; utilise le temps de manière efficace.

**Leadership :** Constitue un modèle qui incite les autres à le suivre ; encourage les autres à traduire une perspective en résultat ; est proactif dans le développement de stratégies pour atteindre les objectifs ; établit et entretient des relations avec un large éventail de personnes afin de comprendre les besoins et d'obtenir des appuis ; anticipe et résout les conflits en recherchant des solutions mutuellement

acceptables ; recherche le changement et le progrès ; n'accepte pas le statu quo ; fait montre de courage à prendre des positions impopulaires.

**Vision** : Identifie les questions stratégiques, les opportunités et les risques ; communique clairement les liens entre la stratégie de l'Organisation et les objectifs de l'unité opérationnelle ; établit et communique de manière ouverte et convaincante l'orientation organisationnelle, inspirant les autres à poursuivre dans cette même direction ; véhicule de l'enthousiasme au sujet des possibilités futures.

## **QUALIFICATIONS :**

**Education** : Diplôme universitaire de niveau master ou équivalent, dans le domaine de l'application de la Loi, Justice Pénale, Administration Publique, Gestion des Ressources Humaines, Gestion du Changement, Sciences Sociales ou autre domaine pertinent. Un diplôme universitaire de premier cycle assorti d'une combinaison de qualifications académiques pertinentes, et d'une expérience professionnelle avérée dans le domaine de l'application des lois, y compris dans la planification et l'administration, peut être accepté en lieu et place du diplôme universitaire supérieur. Un diplôme d'une école de police certifiée est exigé. Une formation avancée en commandement est souhaitable.

**Expérience Professionnelle** : Un minimum de 15 ans d'expérience progressive et active dans la police, tant sur le terrain qu'au niveau du quartier général, est requis ( 17 ans en l'absence d'un master) , dont 10 ans d'expérience active dans la police à un niveau élevé d'élaboration des politiques, avec une vaste expérience de la planification stratégique et de la gestion dans des domaines tels que les opérations, la gestion de la criminalité, l'administration de la police, ainsi que la formation et le développement de la police ; une expérience pratique de commandement dans la gestion d'un département, d'une région ou d'une unité de police au niveau national; des compétences très développées en matière de conseil, d'encadrement et de conseil, de consultation, de négociation efficace et de communication écrite ; des compétences approfondies en matière de planification (stratégique et opérationnelle) et d'organisation, en particulier dans le cadre d'un travail dans un environnement multiculturel est souhaitable. Une expérience antérieure au sein des Nations unies ou au niveau international est un avantage.

**Grade** : le grade requis est celui de Commissaire Divisionnaire de Police, Adjoint/Assistant Inspecteur Général, ou autre grade équivalent à Général de Brigade ou supérieur, chez les militaires.

**Langues** : L'anglais et le français sont les langues de travail de l'ONU. Pour ce poste, la maîtrise du français et de l'anglais oral et écrit est exigée. La connaissance d'une autre langue officielle des Nations Unies est un avantage.

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**Avis spécial** : la diffusion de cette offre d'emploi est limitée aux États membres des Nations unies. Seuls les membres du personnel de police qui sont actuellement employés par leur service de police national et qui ont reçu l'autorisation de leur autorité nationale respective de postuler à cette offre d'emploi seront pris en considération. Veuillez noter que pendant leur détachement auprès des Nations unies, les membres du personnel de police ne peuvent être réaffectés ou transférés à un autre poste détaché au sein des opérations de paix ou du secrétariat des Nations unies.

Le personnel détaché en service actif peut servir sous un contrat du personnel des Nations unies pour une période maximale de trois ans (cumulés) qui, dans des cas exceptionnels, peut être prolongée d'une quatrième et dernière année sous réserve des besoins opérationnels et de performances satisfaisantes. Cette limite de service inclut les périodes de service antérieures auprès des Nations unies en tant qu'officier détacher en service actif dans le cadre d'un contrat de personnel des Nations unies.

Les candidats qui ont déjà servi en tant que personnel détaché en service actif peuvent se représenter après une interruption de service d'au moins un an à compter de leur dernier détachement dans le cadre d'un contrat de personnel des Nations unies, sous réserve de la limite de contrat indiquée ci-dessus.

Les candidatures du personnel de police en service actif détaché sous contrat avec le personnel des Nations unies ne seront pas prises en considération.

Les candidats doivent satisfaire à toutes les exigences de l'offre d'emploi au moment de la nomination afin d'être pris en considération pour le poste.

Les candidatures féminines sont vivement encouragées.

A compétence égale, la préférence sera donnée aux candidatures féminines.

Date de publication : 30 janvier 2025

*Conformément à la nouvelle politique de sélection du personnel des Nations Unies en matière de droits de l'homme, il est demandé à toute personne cherchant à servir au sein des Nations Unies de faire une « auto-attestation » attestant qu'elle n'a commis aucune infraction pénale grave et n'a pas été impliquée dans des violations du droit international des droits de l'homme ou du droit international humanitaire. Le libellé exact de l'auto-attestation est décrit au par. 5.2 de la politique susmentionnée. La décision finale sur la sélection d'une personne pour servir aux Nations Unies sera également soumise à un processus de sélection des droits de l'homme.*

<https://police.un.org/fr>

**INSTRUCTIONS**

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



Do not Write in This Space

**PERSONAL HISTORY**

1. Family name		First name		Middle name		Maiden name, if any		
2. Date of (day/month/yr) Birth		3. Place of birth		4. Nationality(ies) at birth		5. Present Nationality(ies)		
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  Telephone No. ( )		12. Present address  Telephone/Fax No. ( )				13. Office Telephone 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 a public international organization? YES <input type="checkbox"/> NO <input type="checkbox"/> If answer is "yes", give the following information:								
NAME		Relationship		Name of International Organization				
19. What is your preferred field of work?								
20. Would you accept employment for less than six months? YES <input type="checkbox"/> NO <input type="checkbox"/>			21. Have you previously submitted an application for employment and/or undergone any tests with U.N.? YES <input type="checkbox"/> NO <input type="checkbox"/> If so, when?					
22. KNOWLEDGE OF LANGUAGES. What is your mother tongue?								
OTHER LANGUAGES	READ		WRITE		SPEAK		UNDERSTAND	
	Easily	Not Easily	Easily	Not Easily	Fluently	Not Fluently	Easily	Not Easily
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. For clerical grades only Indicate speed in words per minute						List any office machines or equipment and computer programmes you use.		
		English		French		Other languages		
Typing								
Shorthand								

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

A. University or equivalent

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

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

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

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

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

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

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

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

## B. PREVIOUS POSTS (IN REVERSE ORDER)

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

**EMPLOYMENT RECORD – SUPPLEMENTARY SHEET**

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

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

**EMPLOYMENT RECORD – SUPPLEMENTARY SHEET**

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

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

**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>	
Title: 1. 2. 3. ...	Job Opening Number:

<b>3. MILITARY SERVICE HISTORY / POLICE SERVICE HISTORY</b>			
Date of Commission (for military officers) or date of enlistment/entry to service (for police officers):			
Current rank	Date Last Promoted	Date eligible for promotion to next rank	Projected Retirement date from current rank
Branch/Corp/Mustering			
Sub Specialisation/additional qualifications			
<p><b>Are you currently working for the United Nations?</b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please explain: _____</p> <p>_____</p>			

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

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

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

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

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

**6. EXPERIENCE IN PEACEKEEPING OPERATIONS:**

**Specify UN or other International Experience, start with your most recent experience and list in reverse order**

Dates FROM mm/yy- TO mm/yy	Mission/ Operation/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

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**10. Additional Comments:**

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

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

*I am not able to attest to the 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**

**NOMINATION PROCEDURES FOR PROFESSIONAL CONTRACTED POSITIONS IN  
UNITED NATIONS POLICE COMPONENTS IN PEACEKEEPING OPERATIONS,  
SPECIAL POLITICAL MISSIONS OR OTHER UN ENTITIES REQUIRING  
OFFICIAL SECONDMENT FROM NATIONAL GOVERNMENTS OF UN MEMBER  
STATES**

Outlined below are the procedures to be followed by Permanent Missions for the presentation of candidates to professional contracted posts requiring secondment from active police services, which are open for recruitment within UN peacekeeping operations, special political missions or other UN entities. 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 the candidates nominated by Member States through their Permanent Missions to the United Nations. Candidates applying independently will not be considered. It is requested that applications be submitted as soon as possible but not later than the deadline specified in the Job Opening. Applications received after the deadline will not be considered.
2. Nomination of currently serving active-duty seconded officers on a United Nations staff contract will not be considered.
3. Candidates who have previously served as active duty seconded personnel, may reapply for another seconded position in the United Nations after a break in service for at least one year from their last secondment under a UN staff contract.
4. It should be noted that during their secondment to the United Nations, police personnel are not eligible for reassignment or transfer to any other position in the Department of Peace Operations (DPO) or other parts of the UN Secretariat. Active-duty seconded personnel may serve under a UN staff contract for a period of up to three years (cumulative), which, in exceptional cases, can be extended for a fourth and final year subject to operational needs and satisfactory performance. This service limit includes periods of any prior services with the United Nations as an active-duty seconded officer under a UN staff contract.
5. All nominations must be forwarded in one single submission using a duly completed typed (not hand-written) and signed United Nations Personal History Form (P-11) along with Academic and Employment Certification Form (EAC), which is attachment to P-11 form. EAC must be duly completed and signed by the nominated candidate and stamped by relevant Member State's national authority. Applications using other formats will not be accepted. For the convenience of the Permanent Mission, a P-11 form and EAC are enclosed as samples to be photocopied as needed.
6. 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 EAC. Candidate needs to submit only one PHP and one EAC even if they apply for several positions.
7. Selection for service with the United Nations is made on a competitive basis. It is therefore essential that all application documents be completed with a view to presenting the candidates' qualifications and experiences as they relate to the requirements as set out in the relevant Job Opening.
8. As per the Secretary-General's Report at the 79th Session of the General Assembly on implementation of the recommendations of the Special Committee (C-34) on Peacekeeping Operations (A/79/553/Add. 1), to reduce the overall time of recruitment campaigns, the

Secretariat encourages the timely submission of application documentation according to the established requirements and a limit of the number of nominations to two candidates per post. In this regard, the Member States are requested to limit overall number of nominations for this post to two applicants, including a woman candidate.

9. In accordance with the Policy on Human Rights Screening of UN Personnel, Permanent Mission is requested to provide human rights certification for all nominees. The following language must be included in a nomination note verbal: "***The Government of ..... is hereby confirming that none of the nominated candidates has 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 or international humanitarian law. The Government of ..... also certifies that it is not aware of any allegations against the nominated candidates that they have committed or been involved, by act or omission, in the commission of any acts that may amount to violations of international human rights law or international humanitarian law.***"
10. In accordance with the Policy on Human Rights Screening of UN Personnel, all individuals who seek to serve with the United Nations, are requested to make "self-attestation" that s/he has not committed any serious criminal offences and has not been involved in violations of international human rights or international humanitarian law. The self-attestation must be attached to the P-11 form and contain the following wording: "***I attest that I have not committed, been convicted of, nor prosecuted for, any criminal or disciplinary offence. I attest that I have not been involved, by act or omission, in any violation of human rights law or international humanitarian law. The applications without signed individual self-attestations will not be accepted.***"
11. The Government is also requested to certify that there was no corruption or fraud in the nomination procedures of police officers on secondment to the United Nations.
12. Permanent Mission is requested to confirm the level of the educational degree obtained by each nominee, or its equivalency to a 1st or other level university degree.
13. Rank in application form (EAC) should be outlined in candidate's original language with literal translation in English. No equating to military ranks should be made.
14. Permanent Mission is requested to present their candidates in accordance with the deadline date specified in the Job Opening, under cover of a note verbale listing the names of the candidates, post title(s) they are nominated for and the corresponding vacancy announcements.
15. Applications must be forwarded by e-mail to the Police Division Selection and Recruitment Section, Office of Rule and Law and Security Institutions, Department of Peace Operations on the following e-mail address: [ablavi.nodjigno@un.org](mailto:ablavi.nodjigno@un.org) in accordance with the specific directions in the relevant Note Verbale. In the event the size of the e-mail with attachments is too big to be submitted in one single message, then the message can be divided into few parts. The first part should clearly indicate the total number of submissions that will follow.
16. Upon receipt of the applications, the Recruitment Officer, whose e-mail is provided above, will acknowledge the receipt of the documents.
17. Communication regarding this process will be maintained through the Permanent Mission only. No personal queries from individual applicants will be entertained.