

No.21023/06/2023-PP  
**GOVERNMENT OF INDIA**  
**Ministry of Home Affairs**  
**[Police Division-II]**  
**Pers.Policy Desk**  
\*\*\*\*

**North Block, New Delhi, 110001**  
**Dated 28th February ,2023**

**To**

1. The Chief Secretary and DG(P) of all States / UTs
2. The Director - IB/CBI/SVPNPA/SPG/NEPA/NICFS/CFSL/DCPW
3. The DG - BSF/CRPF/ITBP/CISF/NSG/RPF/BPR&D/SSB /NCB/NIA/Assam Rifles (Through LOAR)
4. The Commissioner of Police Delhi.

**Subject: - UNHQ Phase 1 of 2023 Police Secondment Campaign Permanent Mission of India**

Sir/Madam,

Permanent Mission of India to United Nations (PMI to UN) has forwarded a communication from the UN soliciting requirement of the services of Police officers in active service through issuance of the following thirteen Job Openings:-

S/ No.	Title	posts	Job Opening No.
i	Conduct and Discipline Officer, P-4	1	DMS/SEC2301P/P-4/04
ii	UN Police Officer, P-3	2	DPO/SEC2301P/P-3/03
iii	Training Officer, P-3	1	DPO/SEC2301P/P-3/11
iv	Investigation Officer, P-3	1	DPO/SEC2301P/P-3/12
v	Police Reform Officer, P-3	1	DPO/SEC2301P/P-3/13
vi	Police Planning Officer, P-4	2	DPO/SEC2301P/P-4/01
vii	Training Officer, P-4	2	DPO/SEC2301P/P-4/02
viii	Training Officer, P-4 (Office of the Police Adviser)	1	DPO/SEC2301P/P-4/05
ix	UN Police Officer, P-4	1	DPO/SEC2301P/P-4/06
x	Corrections/Prison Advisory Officer P-4	1	DPO/SEC2301P/P-4/07
xi	Police Selection and Recruitment Officer, P-4	1	DPO/SEC2301P/P-4/08
xii	Police Liaison Officer, P-4	1	DPO/SEC2301P/P-4/09
xiii	UN Police Officer (Performance), P-4	1	DPO/SEC2301P/P-4/10

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 to nominate only those police officers who meet the criteria outlined in

attached job opening from the UN. The requirements given in the Annexure-I must be ensured.

3. Nomination of eligible and willing officers in the rank of **SP/DIG( P-4 level) and DySP/SP (P-3 level)** active in police service for the above said posts may be forwarded through proper channel to this Ministry by 22<sup>nd</sup> April, 2023 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. 22.04.2023 will not be considered.

4. The duly completed and signed Personal History Profile (P-11) , Employment of Academic Certification (EAC), and Human Rights (HR) certificate along with forwarding letter including APAR/ACR gradings of last five years of each nominated candidates are required to be submitted in separate files (PDF format only) through E-mail at [police2-un@mha.gov.in](mailto:police2-un@mha.gov.in) before the last date i.e 22.04.2023

Yours faithfully

**Encl: As above**

  
(K.Prakasham)

Under Secretary (Pers.Policy & welfare)  
: 23092527

**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 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)**
- D.Human Rights certificate must be included (proforma 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 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**

Recent Passport  
Size Photograph

- 6. In the case of officers on Deputation with other organization:-**

Name of Parent Organization  
Name of organization presently employed  
Date of Deputation  
Expected Date of repatriation to parent cadre/organization

- 7. NoC from Parent Cadre (if on deputation) mandatory :Yes/No/NA**
- 8. Date of Birth**

- 9. (a) Education qualification**
- (b) Required qualification as per applied job/posts(Yes/NO)**

- 10. Date of Joining Police Service**
- 11. Date of Superannuation**

- 12. Service/Cadre/Batch:-**

- 13. Previous UN Experience**
- 14. Other Foreign/international Experiences**

- 15 Contact Details: Telephone No**

Office  
Residence  
Mobile  
E-mail

- 16. APAR/ACR Gradings of Last 05 years (mandatory):-**

- 17. Outstanding Achievements, if any**

- 18. Last Five(years) work profile/experiences**

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

Signature of applicant

(S)

(S)

HUMAN RIGHTS CERTIFICATE

It is certified that \_\_\_\_\_ was neither convicted nor currently under investigation or being prosecuted for any criminal offence including violation of International Human Rights Law and International Humanitarian Law. It is also to certify that Government/Org. of .....(concerned state/Org,) is aware that there is no allegation against him/her as such and he/she has not committed or even involved, by act or omission, the commission of any act that may amount of violations of International Human Rights Law and International Humanitarian Law.

To be signed by an officer  
Not below the rank of DIG/Director



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

REFERENCE: SEC2301P/Launch

The Secretariat of the United Nations presents its compliments to the Permanent Mission of India to the United Nations and has the honor to refer to the requirement for the services of Police Officers in active service. In this regard, the Department of Peace Operations (DPO) is seeking the nomination of candidates for appointment on secondment to specific positions in the Secretariat of the United Nations, for an initial period of two years with a possibility of extension in that position for a third year. In exceptional circumstances, the secondment to that position may be extended for a fourth year, but not longer. There are sixteen posts available through the issuance of thirteen Job Openings which are posted for a period of 90 days effective 16 February 2023. The closing date for all Job Openings will be 17 May 2023.

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

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

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

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

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

It should be noted that during the period of their secondment, officers may not transfer to alternative positions within the United Nations and they may only serve with the United Nations for a maximum period of four years. As a result, the nomination of police officers who are currently on secondment to the UN will not be considered.

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

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

This request is being transmitted to all Member States.

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

16 February 2023

**NOMINATION PROCEDURES FOR POSITIONS IN THE DEPARTMENT OF PEACE  
OPERATIONS 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 police service, which are open for recruitment within the Department of Peace Operations (DPO). 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 “Application Sheet - List of Candidates by PM”, 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) duly completed and signed by the nominated candidate.
  - b) Military/Police Employment and Academic Certification (EAC) form issued by the relevant military/police authority and containing details on the candidate’s military/police academic degree/courses and employment record, duly completed and signed by the nominated candidate and signed and stamped by the relevant local authority.
  - 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. Candidate need only to submit one PHP and one EAC even if they apply to several positions.
4. Candidates are discouraged from attaching to their application certificates of degree obtained, medical forms or copy of their passport.

## **Protocol for Electronic Submission of Nominations:**

1. Each Permanent Mission will be requested to submit in one single submission and in accordance with the deadline date of the job openings to the email address: [dpo-policesecondmentcampaign@un.org](mailto:dpo-policesecondmentcampaign@un.org)

The following documents in the file type as indicated below:

- A. Official note verbale – Format : Adobe PDF
- B. Duly completed Excel sheet form “Application Sheet - List of Candidates by PM.xls”, listing the names of the nominated candidates for each job opening – Format: Microsoft Excel or Adobe PDF
- C. Application form package to be submitted for each nominated candidate in Adobe PDF Format:
  - i) United Nations Personal History Profile (PHP) Form (P.11) - duly completed and signed by the nominated candidate
  - ii) Supplementary Sheet as an attachment to Personal History Profile (PHP) Form (P.11/Supplementary Sheet), when more employment records need to be presented
  - iii) Employment and Academic Certification Form (EAC) duly completed and signed by:
    - o the nominated candidate and
    - o the relevant member state’s local authority
2. In the event the size of the attachments is too big to be submitted in one single message then the message can be divided into parts. The first part will clearly indicate the total number of submissions that will follow.
3. Upon receipt of the electronic submission, the designated official for the recruitment of seconded police officers in the Police Division will confirm receipt of the complete submission as outlined above by returning the signed Excel sheet form “Application Sheet - List of Candidates by PM.xls” – Format: Adobe PDF
4. Incomplete submissions will not be accepted.
5. Nominations of police officers who are currently on secondment (holding a professional post or higher) to the UN (HQ and/or field) will not be accepted.

6. In case of incomplete submissions, the designated official for the recruitment of seconded police officers in the Police Division will indicate and request the missing documents. Acceptance of the submission will occur only once all documents have been submitted. The recruitment officer will acknowledge acceptance of the submission by returning the signed Excel sheet form "Application Sheet - List of Candidates by PM.xls" – Format: Adobe PDF.
7. Missing documents submitted after the deadline date of the job openings will not be accepted.
8. Late submissions or submissions that are faxed or sent by ordinary mail will not be accepted.

15 February 2023

**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			
<b>Are you currently working for the United Nations?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please explain: _____ _____ _____			

<b>4. DEGREES AND ACADEMIC DISTINCTIONS OBTAINED:</b>				
	NAME of INSTITUTION, PLACE AND COUNTRY. Please give complete address.	ATTENDED:		RANK and DEGREES OBTAINED:
		FROM: Month/Year	TO: Month/Year	
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><u>Police Academy</u></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	
<b>Civilian Degrees</b>				

**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/ <a href="#">Locati</a> 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 FUNTIONS 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.



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)		
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	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 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	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 :				

## B. PREVIOUS POSTS (IN REVERSE ORDER)

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:	
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:	
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:	
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:
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				

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

28. HAVE YOU ANY OBJECTIONS TO OUR MAKING INQUIRIES OF YOUR PRESENT EMPLOYER?    YES <input type="checkbox"/> NO <input type="checkbox"/>		
29. ARE YOU NOW OR HAVE YOU EVER BEEN A CIVIL SERVANT IN YOUR GOVERNMENT'S EMPLOY?    YES <input type="checkbox"/> NO <input type="checkbox"/> If answer is "yes", WHEN?		
30. REFERENCES: List three persons, not related to you, and are not current United Nations staff members, who are familiar with your character and qualifications. <i>Do not repeat names of supervisors listed under Item 27.</i>		
FULL NAME	FULL ADDRESS	BUSINESS OR OCCUPATION
31. STATE ANY OTHER RELEVANT FACTS. INCLUDE INFORMATION REGARDING ANY RESIDENCE OUTSIDE THE COUNTRY OF YOUR NATIONALITY.		
32. HAVE YOU EVER BEEN ARRESTED, INDICTED, OR SUMMONED INTO COURT AS A DEFENDANT IN A CRIMINAL PROCEEDING, OR CONVICTED, FINED OR IMPRISONED FOR THE VIOLATION OF ANY LAW (excluding minor traffic violations)?    YES <input type="checkbox"/> NO <input type="checkbox"/> If "yes", give full particulars of each case in an attached statement.		
33. OTHER AGENCIES OF THE UNITED NATIONS SYSTEM MAY BE INTERESTED IN OUR APPLICANTS. DO YOU HAVE ANY OBJECTION TO YOUR PERSONAL HISTORY FORM BEING MADE AVAILABLE TO THEM?    YES <input type="checkbox"/> NO <input type="checkbox"/>		
34. I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization renders a staff member of the United Nations liable to termination or dismissal.		
DATE (day, month, year)	SIGNATURE:	
N.B. You will be requested to supply documentary evidence which supports the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so by the Organization and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of the Organization.		

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																																										
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">FROM</td> <td style="width: 15%;">TO</td> <td colspan="2" style="width: 30%;">SALARIES PER ANNUM</td> <td colspan="2" rowspan="2" style="width: 30%;">EXACT TITLE OF YOUR POST:  Full time <input type="checkbox"/> Part time <input type="checkbox"/> hours/week:</td> </tr> <tr> <td>MONTH/YEAR</td> <td>MONTH/YEAR</td> <td>STARTING</td> <td>FINAL</td> </tr> <tr> <td colspan="4">NAME OF EMPLOYER:</td> <td colspan="2">TYPE OF BUSINESS:</td> </tr> <tr> <td colspan="4" rowspan="2">ADDRESS OF EMPLOYER:</td> <td colspan="2">NAME OF SUPERVISOR:</td> </tr> <tr> <td colspan="2">NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:</td> <td>REASON FOR LEAVING:</td> </tr> <tr> <td colspan="6" style="text-align: center;">DESCRIPTION OF YOUR DUTIES</td> </tr> <tr> <td colspan="6" style="height: 100px;"></td> </tr> </table>						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																																										
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">FROM</td> <td style="width: 15%;">TO</td> <td colspan="2" style="width: 30%;">SALARIES PER ANNUM</td> <td colspan="2" rowspan="2" style="width: 30%;">EXACT TITLE OF YOUR POST:  Full time <input type="checkbox"/> Part time <input type="checkbox"/> hours/week:</td> </tr> <tr> <td>MONTH/YEAR</td> <td>MONTH/YEAR</td> <td>STARTING</td> <td>FINAL</td> </tr> <tr> <td colspan="4">NAME OF EMPLOYER:</td> <td colspan="2">TYPE OF BUSINESS:</td> </tr> <tr> <td colspan="4" rowspan="2">ADDRESS OF EMPLOYER:</td> <td colspan="2">NAME OF SUPERVISOR:</td> </tr> <tr> <td colspan="2">NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:</td> <td>REASON FOR LEAVING:</td> </tr> <tr> <td colspan="6" style="text-align: center;">DESCRIPTION OF YOUR DUTIES</td> </tr> <tr> <td colspan="6" style="height: 100px;"></td> </tr> </table>						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																																										
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">FROM</td> <td style="width: 15%;">TO</td> <td colspan="2">SALARIES PER ANNUM</td> <td colspan="2" rowspan="2">EXACT TITLE OF YOUR POST:  Full time <input type="checkbox"/> Part time <input type="checkbox"/> hours/week:</td> </tr> <tr> <td>MONTH/YEAR</td> <td>MONTH/YEAR</td> <td>STARTING</td> <td>FINAL</td> </tr> <tr> <td colspan="4">NAME OF EMPLOYER:</td> <td colspan="2">TYPE OF BUSINESS:</td> </tr> <tr> <td colspan="4" rowspan="2">ADDRESS OF EMPLOYER:</td> <td colspan="2">NAME OF SUPERVISOR:</td> </tr> <tr> <td colspan="2">NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:</td> <td>REASON FOR LEAVING:</td> </tr> <tr> <td colspan="6" style="text-align: center;">DESCRIPTION OF YOUR DUTIES</td> </tr> <tr> <td colspan="6" style="height: 150px;"></td> </tr> </table>						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																																										
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">FROM</td> <td style="width: 15%;">TO</td> <td colspan="2">SALARIES PER ANNUM</td> <td colspan="2" rowspan="2">EXACT TITLE OF YOUR POST:  Full time <input type="checkbox"/> Part time <input type="checkbox"/> hours/week:</td> </tr> <tr> <td>MONTH/YEAR</td> <td>MONTH/YEAR</td> <td>STARTING</td> <td>FINAL</td> </tr> <tr> <td colspan="4">NAME OF EMPLOYER:</td> <td colspan="2">TYPE OF BUSINESS:</td> </tr> <tr> <td colspan="4" rowspan="2">ADDRESS OF EMPLOYER:</td> <td colspan="2">NAME OF SUPERVISOR:</td> </tr> <tr> <td colspan="2">NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:</td> <td>REASON FOR LEAVING:</td> </tr> <tr> <td colspan="6" style="text-align: center;">DESCRIPTION OF YOUR DUTIES</td> </tr> <tr> <td colspan="6" style="height: 150px;"></td> </tr> </table>						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																																										



**Job Title :** Conduct And Discipline Officer, P-4

**Department / Office :** Conduct and Discipline Service

**Duty station :** NEW YORK

**Posting period :** 16/02/2023 - 17/05/2023

**Job Opening Number :** DMS/SEC2301P/P-4/04

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

#### **Organizational Setting and Reporting:**

This position is located in the Conduct and Discipline Service (CDS), in the Administrative Law Division (ALD) of the Office of Human Resources (OHR) in the Department of Management Strategy, Policies and Compliance (DMSPC). The Disciplinary Officer reports to the Chief of the Conduct and Discipline Service. The overall objectives of the Conduct and Discipline Service are to maintain oversight on the conduct and discipline of United Nations personnel, including military and police personnel deployed in United Nations peace operations, and ensure that all personnel maintain the highest standards of conduct. For military and police personnel, this is achieved in cooperation with troop and police contributing countries, in efforts towards preventing misconduct and in the implementation of applicable processes for holding military and police personnel accountable for acts of misconduct.

#### **Responsibilities:**

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

- Monitors, analyzes and reviews investigation reports, Board of Inquiry reports and Office of Internal Oversight Services (OIOS) reports and recommends appropriate action in personnel disciplinary cases; identifies problems and issues to be addressed and initiates corrective actions; liaises with relevant parties; ensures follow-up actions.
- Participates in planning and facilitating workshops, and delivery or presentation of training modules for Department of Peace Operations (DPO), the Department of Management Strategy, Policies and Compliance (DMSPC) and Department of Peacebuilding and Political Affairs (DPPA).
- Researches, analyzes and presents information gathered from diverse sources.
- Coordinates policy development, including the review and analysis of issues and trends, in the area of conduct and discipline, particularly sexual exploitation and abuse.
- Monitors for consistency in the application of DPO/DMSPC policies, procedures and guidelines relating to field mission's personnel.
- Organizes and prepares written outputs, e.g., draft background papers, analysis, sections of reports and studies, inputs to publications, etc.
- Provides substantive backstopping, advice, support and guidance to the Chief, CDS, the Senior Policy Advisor, relevant managers at headquarters and the conduct officers and managers in field missions on issues related to conduct and discipline matters with regard to personnel serving in field missions.
- Assists in coordination of outreach activities, training workshops, seminars, etc. on the implementation of awareness programmes on UN standards of conduct.
- Leads and/or participates in large, complex field missions, including provision of guidance to external consultants, government officials, field mission personnel and other parties.
- Drafts inputs on issues related to conduct and discipline for reports to the General Assembly.
- Performs other duties as required.

#### **Competencies:**

**Professionalism:** Ability to review and comment on legal documents and policies as well as interpret UN rules and regulations, international conventions, treaties and laws in the context of handling misconduct by personnel serving in peace operations. Knowledge of UN rules and regulations and its application in the disciplinary process for personnel serving in peace operations. Knowledge of the challenges of conduct and discipline issues in peace operations. Ability to exercise sound judgment, initiative and discretion when handling confidential and sensitive material. Ability to assist in generating and communicating organizational direction and introduce and emphasize UN policies and practices. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

**Planning and Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority

activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

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

## **Qualifications:**

Advanced level university degree (Master's degree or equivalent) in law is required. Graduation from a certified police academy or similar law enforcement training institution is required. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

## **Experience:**

A minimum of seven years of progressively relevant experience in law, administration of justice, including three years of human resources experience as it relates to conduct and discipline is required. Applicant must be an active service police officer in the rank of Lieutenant Colonel, Superintendent or equivalent higher rank in a particular national service. Experience in analyzing problems relating to administrative and/or criminal law and/or conduct and discipline is required. Experience in analyzing and reviewing investigation reports as well as in providing recommendations and formulating policies in the area of administrative and/or criminal law and/or conduct and discipline for UN peacekeeping personnel is highly desirable. Experience in a peace operation, UNHQ, or similar international organization is desirable. Qualifying years of experience are calculated following the graduation from the national police academy or similar law enforcement institution.

## **Languages:**

English and French are the working languages of the United Nations Secretariat. For this post, fluency in English (both oral and written) is required; Fluency in French (both oral and written) is highly desirable, while knowledge of a third UN official language is an additional advantage.

## **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 police officers who serve on secondment financed by the support account of peace operations. During their tenure, seconded officers cannot be transferred or be reassigned to other positions within the UN Secretariat. It should be noted that successful candidates will be offered a two year Fixed-Term appointment which, based on performance and operational needs, may be extended to a third year or in exceptional circumstances to a fourth and final year.

Currently serving seconded active-duty officers are not eligible to apply or be nominated for new seconded positions until separated for at least one year from any last secondment with the UN Secretariat.

Nominations from women candidate are highly encouraged.

# United Nations Nations Unies



<b>Posts :</b>	2
<b>Job Title :</b>	UN Police Officer, P-3
<b>Department / Office :</b>	Mission Management and Support Section
<b>Duty station :</b>	NEW YORK
<b>Posting period :</b>	16/02/2023 - 17/05/2023
<b>Job Opening Number :</b>	DPO/SEC2301P/P-3/03

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

### **Organizational Setting and Reporting:**

This position is located in the Mission Management and Support Section of the Police Division in the Office of Rule of Law and Security Institutions, Department of Peace Operations. The incumbent reports directly to the Chief of Section.

The overall objectives of the Police Division are to effectively direct police components in 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 <https://police.un.org/en>

### **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.
- S/he 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.
- The incumbent 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.
- S/he works in close coordination with counterparts in the Office of Military Affairs, representatives from Member States, the Integrated Operational Teams, and other offices in the Secretariat and UN Agencies.

### **Competencies:**

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

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

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

### **Qualifications:**

**Education:** Advanced university degree (Master's Degree or equivalent) in the field of Criminal Justice, Law or Political Science or another relevant field. A first level university degree with a combination of relevant academic qualifications and sufficient experience in police 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 a specialization in police planning, is required. Experience in a peacekeeping operation, UNHQ, or similar international organization is desirable. Qualifying years of experience are calculated following the graduation from the national police academy or similar law enforcement institution.

### **Languages:**

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

### **Assessment Method:**

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

### **Special Notice:**

Circulation of this Job Opening is limited to Member States. Only police officers currently employed in their national service and who have received authorization by their National Authorities to apply for this Job Opening will be considered. Appointment is limited to service within the Department of Peace Operations on posts financed by the support account for peace operations requiring active police service. During their tenure, seconded officers cannot be transferred or be reassigned to other positions within DPO or the UN Secretariat. It should be noted that successful candidates will be offered a two year Fixed-Term appointment which, based on performance and operational needs, may be extended to a third year or in exceptional circumstances to a fourth and final year.

Currently serving seconded active-duty officers are not eligible to apply or be nominated for new seconded positions until separated for at least one year from any last secondment with the UN Secretariat.

Nominations from women candidate are highly encouraged.



**Job Title :** Training Officer, P-3

**Department / Office :** Member States Support Team

**Duty station :** NEW YORK

**Posting period :** 16/02/2023 - 17/05/2023

**Job Opening Number :** DPO/SEC2301P/P-3/11

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

#### **Organizational Setting and Reporting:**

This post is located in the Department of Peace Operations (DPO), Policy, Evaluation and Training Division, Integrated Training Service (ITS). The Policy, Evaluation and Training Division (PETD) is mandated to develop and disseminate the policy and doctrine guiding the work of Peacekeeping. In addition, the division has the responsibility to evaluate, at the request of the heads of the departments, how those policies are being applied, gather lessons learned and best practices, and use that information to guide the development, coordination and delivery of standardized training, so as to complete the learning cycle. PETD is also responsible for developing and maintaining strategic cooperation with various UN and external partners. (<https://peacekeeping.un.org/en/department-of-peacekeeping-operations>).

#### **Responsibilities:**

Under the overall supervision of the Chief of Integrated Training Service (ITS), the incumbent is responsible to:

- Plan, coordinate, conduct, evaluate and report on peacekeeping training activities including workshops, courses, and seminars conducted for UN Peacekeeping Operations and for Member States, in UN Mission Headquarters and in Member States.
- Prepare inputs towards the standardization of peacekeeping training in the field and provide support to training cells in field missions;
- Prepare and present briefings on peacekeeping training policy and guidelines to senior management; liaise with Permanent Missions of Member States, and national, regional and international peacekeeping training institutions;
- Plan, coordinate and supervise the execution and evaluation of United Nations DPO support and participation in multinational peacekeeping exercises;
- Provide training assistance, support and guidance to Mission Trainers in UN Peacekeeping Operations both remotely and in the field; develop DPO peacekeeping training policy and staff papers on training issues;
- Develop, maintain and promulgate UN DPO standardised training material for UN Peace Operations; act as project leader for training development projects;
- Manage ITS peacekeeping training databases and websites, participate in the deployment and use of electronic training management systems and promulgate standardised UN peacekeeping training publications;
- Plan, monitor and report expenditures of training activities;
- Deploy to UN field missions and to UN Member States for UN peacekeeping training and evaluation activities.

#### **Competencies:**

**Professionalism:** Thorough knowledge of United Nations peacekeeping operations, including integrated missions. Demonstrated in-depth knowledge of design, development, delivery and management of training for peacekeeping. Ability to conduct independent research and analysis, identify issues, formulate concepts and options and make conclusions and recommendations. Proven skills in management of human and financial resources. Demonstrates accountability and takes responsibility and initiative. Ability to coordinate and liaise with a variety of interlocutors. Ability to produce high quality work with limited supervision and in unfamiliar environments. Knowledge of information and communications technology and its application to the delivery, tracking and evaluation of training. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

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

**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.

## **Qualifications:**

**Education:** Graduation from a Police Academy or a similar law enforcement institution is required. Advanced university degree (Master's Degree or equivalent) preferably in learning and development, social sciences, management, information technology, information management or related field. First level university degree with a combination of relevant academic qualifications and sufficient experience in the area of training delivery and development may be accepted in lieu of the advanced university degree.

## **Experience:**

The candidate must be in police active service with a current rank of at least Chief Inspector or Major, with at least five years of progressively responsible police experience. A minimum of three years of experience in design, development, and practical delivery of formal training sessions and programmes is required, preferably in a police training establishment or national or regional peacekeeping training centre. At least one year of experience in a UN peacekeeping mission, preferably as a trainer is desirable. Experience in information management or the design, roll-out or maintenance of learning management systems is highly desirable. Qualifying years of experience are calculated following the graduation from the national police academy or similar law enforcement training institution.

## **Languages:**

English and French are the working languages of the United Nations Secretariat. For this post, fluency in written and spoken English is required. Fluency of a second official UN language, preferably French, is desirable.

## **Assessment Method:**

Evaluation of qualified applicants may undergo a technical writing exercise, which may be followed by a competency-based interview depending on the result of the test.

## **Special Notice:**

Circulation of this Job Opening is limited to Member States. Only police officers currently employed in their national service and who have received authorization by their National Authorities to apply for this Job Opening will be considered. Appointment is limited to service within the Department of Peace Operations on posts financed by the support account for peace operations requiring active police service. During their tenure, seconded officers cannot be transferred or be reassigned to other positions within DPO or the UN Secretariat. It should be noted that successful candidates will be offered a two year Fixed-Term appointment which, based on performance and operational needs, may be extended to a third year or in exceptional circumstances to a fourth and final year.

Currently serving seconded active-duty officers are not eligible to apply or be nominated for new seconded positions until separated for at least one year from any last secondment with the UN Secretariat.

Nominations from women candidate are highly encouraged.



<b>Job Title :</b>	Investigation Officer, P-3
<b>Department / Office :</b>	Office of the Police Adviser
<b>Duty station :</b>	NEW YORK
<b>Posting period :</b>	16/02/2023 - 17/05/2023
<b>Job Opening Number :</b>	DPO/SEC2301P/P-3/12

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

#### **Organizational Setting and Reporting:**

This position is located in the Office of the Police Adviser of the Police Division in the Office of Rule of Law and Security Institutions, Department of Peace Operations. The incumbent reports directly to the Police Adviser or his/her designate

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 Investigations Officer will be responsible for the following duties:

- Undertake evaluations and assessments related to auditing of Headquarters processes and functions in order to provide appropriate advice to enable the Police Adviser to take action.
- Provides support on a wide variety of matters related to law enforcement investigative procedures, practices, and techniques in the context of starting up police components in new peacekeeping operations as well as assisting existing operations on a continual basis.
- Advises national law enforcement agencies in the investigation of serious crimes and other forms of violence in the mission area of peacekeeping operations that result from terrorism and political extremism.
- Coordinates with other relevant stakeholders in mapping out threats to public security originating from serious crime incidents and lack of law enforcement investigation.
- Assists in the formulation and implementation of advice and specific United Nations police assistance on investigative matters for local law enforcement, focusing in particular on the organizational, structural and cultural changes required in local enforcement agencies to increase investigative capacity and faculty.
- Works in close collaboration with counterparts from the Regional Offices (especially Integrated Operational Teams), Office of Military Affairs, Policy Evaluation and Training Division, Department of Operational Support and other offices in the Secretariat and UN agencies.
- Liaise closely with the Standing Police Capacity and coordinate the work of the Police Division and the Standing Police Capacity.
- Must be prepared to travel to the field at short notice.

#### **Competencies:**

**Professionalism:** Knowledge and understanding of theories, concepts and approaches relevant to democratic policing, criminal investigation management and administration, crime analyses, community safety and capacity-building; ability to remain calm in stressful situations; good research, analytical and problem-solving skills. In-depth knowledge of issues related to the operations and support of police components in UN field missions; ability to provide seasoned advice on police investigations, administration and operational planning to senior UN and national government officials; versatile in planning a wide range of international police activities; good negotiation skills; ability to plan own work and manage conflicting priorities; excellent conceptual, analytical and evaluative skills; ability to conduct independent research and analysis, identify issues, formulate opinions and make conclusions and recommendations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

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

**Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda;

supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

## **Qualifications:**

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

## **Experience:**

A minimum of five years of progressively responsible experience in law enforcement matters, including serious and organized crime investigations is required. In service with an active national police, with a current rank of at least Chief Inspector or Major, equivalent or higher rank is required. Qualifying years of experience are calculated following the graduation from the national police academy or similar law enforcement training institution. At least one year of experience in a peacekeeping operation, UNHQ, or similar international institution is desirable.

## **Languages:**

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

## **Assessment Method:**

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

## **Special Notice:**

Circulation of this Job Opening is limited to Member States. Only police officers currently employed in their national service and who have received authorization by their National Authorities to apply for this Job Opening will be considered. Appointment is limited to service within the Department of Peace Operations on posts financed by the support account for peace operations requiring active police service. During their tenure, seconded officers cannot be transferred or be reassigned to other positions within DPO or the UN Secretariat. It should be noted that successful candidates will be offered a two year Fixed-Term appointment which, based on performance and operational needs, may be extended to a third year or in exceptional circumstances to a fourth and final year.

Currently serving seconded active-duty officers are not eligible to apply or be nominated for new seconded positions until separated for at least one year from any last secondment with the UN Secretariat.

Nominations from women candidate are highly encouraged.



**Job Title :** Police Reform Officer, P-3

**Department / Office :** Office of the Police Adviser

**Duty station :** NEW YORK

**Posting period :** 16/02/2023 - 17/05/2023

**Job Opening Number :** DPO/SEC2301P/P-3/13

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

#### **Organizational Setting and Reporting:**

This position is located in the Office of the Police Adviser of the Police Division in the Office of Rule of Law and Security Institutions, Department of Peace Operations. The incumbent reports directly to the Police Adviser or his/her designate

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 Reform Officer will be responsible for the following duties:

- Provide a wide range of expert advice and assistance on issues related to police and law enforcement reform in support of newly established and existing police components of United Nations peacekeeping operations.
- Assists in the conceptualization, implementation and monitoring of strategic institutional capacity-building interventions and projects in the law enforcement sector in post-conflict and other war-torn environments.
- Assists in improving the structure, organization, management and operational effectiveness of national law enforcement agencies and devises remedies (including donor co-ordination support and funding options) in areas such as operational planning, skills development and specialized training, cooperating as required.
- Identifies best practices in international policing; and works in close cooperation with international actors to address chronic business management gaps in local law enforcement, primarily by identifying specific tasks upon which the Standing Police Capacity can channel and impart its expertise and know-how.
- Works in close collaboration with counterparts from the Regional Offices (especially Integrated Operational Teams), Office of Military Affairs, Policy Evaluation and Training Division, Department of Operational Support and other offices in the Secretariat UN agencies to coordinate police reform initiatives in support of host police services in peacekeeping operations.
- Liaise closely with the Standing Police Capacity and coordinate the work of the Police Division and the Standing Police Capacity.
- The incumbent must be prepared to travel to the field at short notice.

#### **Competencies:**

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

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

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

## **Qualifications:**

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

## **Experience:**

A minimum of five years of progressively responsible experience in rule of law developmental matters, especially in police reforms, including law enforcement development and capacity-building is required. In service with an active national police with a current rank of at least Chief Inspector or Major, equivalent or higher rank is required. Qualifying years of experience are calculated following the graduation from the national police academy or similar law enforcement training institution. At least one year of experience in a peacekeeping operation, UNHQ, or similar international institution is desirable.

## **Languages:**

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

## **Assessment Method:**

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

## **Special Notice:**

Circulation of this Job Opening is limited to Member States. Only police officers currently employed in their national service and who have received authorization by their National Authorities to apply for this Job Opening will be considered. Appointment is limited to service within the Department of Peace Operations on posts financed by the support account for peace operations requiring active police service. During their tenure, seconded officers cannot be transferred or be reassigned to other positions within DPO or the UN Secretariat. It should be noted that successful candidates will be offered a two year Fixed-Term appointment which, based on performance and operational needs, may be extended to a third year or in exceptional circumstances to a fourth and final year.

Currently serving seconded active-duty officers are not eligible to apply or be nominated for new seconded positions until separated for at least one year from any last secondment with the UN Secretariat.

Nominations from women candidate are highly encouraged.



# United Nations Nations Unies

<b>Posts :</b>	2
<b>Job Title :</b>	Police Planning Officer, P-4
<b>Department / Office :</b>	Strategic Policy and Development Section
<b>Duty station :</b>	NEW YORK
<b>Posting period :</b>	16/02/2023 - 17/05/2023
<b>Job Opening Number :</b>	DPO/SEC2301P/P-4/01

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

### **Organizational Setting and Reporting:**

This position is located in the Strategic Policy and Development Section of the Police Division in the Office of Rule of Law and Security Institutions, Department of Peace Operations. The incumbent reports directly to the Chief of Section.

The overall objectives of the Police Division are to effectively direct police components in 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 <https://police.un.org/en>.

### **Responsibilities:**

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

- In applying a holistic approach which incorporates all relevant cross cutting elements such as justice, corrections and other aspects of policing, he/she will be involved in establishing thematic doctrinal guidance and templates for use by field missions to ensure uniformity of mission plans.
- Collaborate with others in providing a coherent strategic planning framework clearly articulating the scope of resource requirements, coordination and modalities.
- Responsible for assisting in all United Nations police planning activities, including provision of expert police advice during integrated assessments and technical survey missions to develop and prepare strategic plans, concepts of operation and other planning options.
- Primarily responsible for planning for police components in one of the main regional groupings of field missions.
- Responsible for carrying out all planning priorities of field missions through close interaction with internal and external stakeholders; providing complementary support to the appropriate Integrated Operational Teams in all aspects of planning, including accurate and coherent police planning advice; developing and updating of strategic concepts; ensuring that all planning parameters are fully established during the development and review of the concept of police operations of prospective and current field missions; and, establishing collaborative relations with key national counterparts, officials of the criminal justice chain, and other internal and external stakeholders.
- Responsible for providing planning support to police components in ongoing and future special political missions; developing police planning, monitoring and evaluation tools and assessment templates; ensuring efficient dissemination of the same to field missions; and, providing appropriate orientation, training, and application support.
- Collaborate in an efficient and timely manner with counterparts in Mission Management and Support Section and Selection and Recruitment Section by providing support and advice on all operational planning needs (e.g. election planning, crisis management, etc.)
- Maintain close collaboration with the components/units of DPO and DOS, other UN Secretariat departments, and UN family agencies as and when required.
- Undertake research and analysis to support these tasks; prepare new documents to assist in the formulation of United Nations police peacekeeping doctrine needed to support such plans; and, to support the changing role of police in peacekeeping, particularly in the area of host state police development and capacity enhancement.

### **Competencies:**

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

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

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

## **Qualifications:**

**Education:** Advanced university degree (Master's degree or equivalent) in the field of police science, criminal justice, law, or other relevant field is required. A first level university degree in combination with qualifying experience in policing or other law enforcement reform matters, including strategic planning and development, may be accepted in lieu of the advanced university degree. Graduation from a certified police academy or other similar law enforcement training institution is also required.

## **Experience:**

A minimum of seven years of progressively responsible experience in active police, law enforcement, or other related policy/criminal justice work with the rank of Superintendent, Lt. Colonel, service equivalent or higher rank, including at least three years of experience in police planning or policy-making is required. Peacekeeping, other international or Headquarters or field planning experience is desirable. Qualifying years of experience are calculated following the graduation from the national police academy or similar law enforcement institution.

## **Languages:**

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

## **Assessment Method:**

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

## **Special Notice:**

Circulation of this Job Opening is limited to Member States. Only police officers currently employed in their national service and who have received authorization by their National Authorities to apply for this Job Opening will be considered. Appointment is limited to service within the Department of Peace Operations on posts financed by the support account for peace operations requiring active police service. During their tenure, seconded officers cannot be transferred or be reassigned to other positions within DPO or the UN Secretariat. It should be noted that successful candidates will be offered a two year Fixed-Term appointment which, based on performance and operational needs, may be extended to a third year or in exceptional circumstances to a fourth and final year.

Currently serving seconded active-duty officers are not eligible to apply or be nominated for new seconded positions until separated for at least one year from any last secondment with the UN Secretariat.

Nominations from women candidate are highly encouraged.

# United Nations Nations Unies



<b>Posts :</b>	2
<b>Job Title :</b>	Training Officer, P-4
<b>Department / Office :</b>	Member States Support Team
<b>Duty station :</b>	NEW YORK
<b>Posting period :</b>	16/02/2023 - 17/05/2023
<b>Job Opening Number :</b>	DPO/SEC2301P/P-4/02

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

### **Organizational Setting and Reporting:**

This post is located in the Department of Peace Operations (DPO), Policy, Evaluation and Training Division, Integrated Training Service (ITS) and will report to the Head of the Member States Support Team.

The Policy, Evaluation and Training Division (PETD) is mandated to develop and disseminate the policy and doctrine guiding the work of Peacekeeping. In addition, the division has the responsibility to evaluate, at the request of the heads of the departments, how those policies are being applied, gather lessons learned and best practices, and use that information to guide the development, coordination and delivery of standardized training, so as to complete the learning cycle. PETD is also responsible for developing and maintaining strategic cooperation with various UN and external partners. (<https://peacekeeping.un.org/en/department-of-peacekeeping-operations>).

### **Responsibilities:**

Under the overall supervision of the Chief of Integrated Training Service (ITS), the incumbent is responsible to:

- Plan, coordinate, conduct, evaluate and report on DPO UN police, military, and civilian training activities including workshops, courses, and seminars conducted for UN Peacekeeping Operations and for Member States both in UN Mission Headquarters and Member States;
- Prepare and present briefings on peacekeeping training policy and guidelines to senior management;
- Liaise with Permanent Missions of Member States, and national, regional and international peacekeeping training institutions;
- Plan, coordinate and supervise the execution and evaluation of United Nations DPO support and participation in multinational peacekeeping exercises;
- Provide training assistance, support and guidance to Mission Trainers in UN Peacekeeping Operations both remotely and in the field;
- Develop DPO peacekeeping training policy and staff papers on training issues for the Policy, Evaluation and Training Division;
- Develop, maintain and promulgate UN DPO standardised training for UN peacekeeping Operations;
- Act as Project Manager for ITS development projects;
- Supervise the ITS police peacekeeping training databases and websites and promulgate standardised UN peacekeeping training publications, carry out UN peacekeeping training and evaluation activities in UNPKOs and UN Member States.

### **Competencies:**

**Professionalism:** Proven research, analytical and evaluative skills. Ability to conduct independent research and analysis, identify issues, formulate concepts and options and make conclusions and recommendations. Ability to produce high quality work with limited supervision and in unfamiliar environments. Ability to provide sound peacekeeping training advice. Ability to manage and lead training teams in the field. Knowledge and understanding of police institutional development and police capacity enhancement is required as is knowledge of UN peacekeeping procedures. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

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

**Planning & Organizing:** Understanding of strategic planning processes and ability to plan, coordinate and deliver complex training activities. Ability to establish priorities, think laterally and creatively, plan, coordinate and monitor own work plan. Ability to manage projects against approved milestones and deadlines and to monitor and report on

performance of staff under supervision.

## **Qualifications:**

**Education:** Graduation from a police academy or similar law enforcement institution is required. Advanced university degree (Master's degree or equivalent), preferably in training and development or a related area such as education or social science is required. A first-level university degree with a combination of relevant academic qualifications and sufficient experience in the area of training delivery and development 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 current rank of at least Superintendent or Lt. Colonel other service equivalent is required. Professional training experience is required, including a minimum of four years of experience in developing training strategies and programmes, including training design, development, delivery, and capacity building matters is required. At least two years of service in a national police training institution is required. At least one year of experience in a UN peacekeeping training 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, fluency in written and spoken English is required. Fluency of a second official UN language, preferably French, is desirable.

## **Assessment Method:**

Evaluation of qualified applicants may undergo a technical writing exercise, which may be followed by a competency-based interview depending on the result of the test.

## **Special Notice:**

Circulation of this Job Opening is limited to Member States. Only police officers currently employed in their national service and who have received authorization by their National Authorities to apply for this Job Opening will be considered. Appointment is limited to service within the Department of Peace Operations on posts financed by the support account for peace operations requiring active police service. During their tenure, seconded officers cannot be transferred or be reassigned to other positions within DPO or the UN Secretariat. It should be noted that successful candidates will be offered a two year Fixed-Term appointment which, based on performance and operational needs, may be extended to a third year or in exceptional circumstances to a fourth and final year.

Currently serving seconded active-duty officers are not eligible to apply or be nominated for new seconded positions until separated for at least one year from any last secondment with the UN Secretariat.

Nominations from women candidate are highly encouraged.



<b>Job Title :</b>	Training Officer, P-4
<b>Department / Office :</b>	Office of the Police Adviser
<b>Duty station :</b>	NEW YORK
<b>Posting period :</b>	16/02/2023 - 17/05/2023
<b>Job Opening Number :</b>	DPO/SEC2301P/P-4/05

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

#### **Organizational Setting and Reporting:**

This position is located in the Office of the Police Adviser of the Police Division in the Office of Rule of Law and Security Institutions, Department of Peace Operations. The incumbent reports directly to the Police Adviser or his/her designate

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

#### **Responsibilities:**

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

- The incumbent provides advice and assistance on law enforcement training initiatives within the context of the field assignments of the Police Division and 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.
- Devises specialized training actions of targeted middle and senior management law enforcement officials in order to maximize their learning and improve their job performance.
- The incumbent will develop and implement strategic training plans for both the UN police components and the national police when appropriate.
- The incumbent reviews law enforcement training curricula and programmes and designs training courses and other initiatives that the Police Division and SPC are expected to support once deployed to a UN peace operation.
- Undertakes 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 and the respective terms of reference for the assignments that it is given.
- The incumbent isolates 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.
- The incumbent pays attention to facilitating donor engagement in pursuit of increasing financial support to law enforcement training matters.
- Works in close collaboration with counterparts from the Shared Offices (especially Integrated Operational Teams), Office of Military Affairs, Policy Evaluation and Training Division, Department of Operational Support and other offices in the Secretariat UN agencies.
- Liaise closely with the Standing Police Capacity and coordinate the work of the Police Division and the Standing Police Capacity.
- 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.

## **Qualifications:**

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

Currently serving seconded active-duty officers are not eligible to apply or be nominated for new seconded positions until separated for at least one year from any last secondment with the UN Secretariat.

Nominations from women candidate are highly encouraged.



**Job Title :** UN Police Officer, P-4

**Department / Office :** Mission Management and Support Section

**Duty station :** NEW YORK

**Posting period :** 16/02/2023 - 17/05/2023

**Job Opening Number :** DPO/SEC2301P/P-4/06

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

#### **Organizational Setting and Reporting:**

This position is located in the Mission Management and Support Section of the Police Division in the Office of Rule of Law and Security Institutions, Department of 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.

## **Qualifications:**

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

Currently serving seconded active-duty officers are not eligible to apply or be nominated for new seconded positions until separated for at least one year from any last secondment with the UN Secretariat.

Nominations from women candidate are highly encouraged.



<b>Job Title :</b>	Corrections/Prison Advisory Officer, P-4
<b>Department / Office :</b>	Policy and Training Team
<b>Duty station :</b>	NEW YORK
<b>Posting period :</b>	16/02/2023 - 17/05/2023
<b>Job Opening Number :</b>	DPO/SEC2301P/P-4/07

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

#### **Organizational Setting and Reporting:**

This position is located in the Department of Peace Operations (DPO), Office of Rule of Law and Security Institutions, Justice and Corrections Service. The Corrections Officer reports to the Chief of the Justice and Corrections Service or his/her designate.

#### **Responsibilities:**

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

- Providing advice and support to the Office of Rule of Law and Security Institutions and to DPO on corrections/prisons issues in peace operations.
- Formulating strategies and policies for corrections / prison activities in field missions as part of a comprehensive rule of law approach.
- Planning corrections / prisons aspects of peace operations and providing technical and operational guidance to field personnel.
- Monitoring and analyzing corrections / prisons issues in peace operations, identifying problems and proposing solutions.
- Overseeing the preparation and dissemination of policies, lessons learned studies and other guidance materials, including for pre-deployment and personnel induction purposes.
- Participating in the design and delivery of corrections / prison related training for a wide range of corrections / prison stakeholders.
- Assisting Member States in developing a capacity to contribute corrections officers to peace operations.
- Assisting peace operations to prepare budget submissions and resource mobilization proposals for programming.
- Conducting field visits to support peace operations components on planning, evaluation and other related tasks.
- Performing 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.

## **Qualifications:**

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

## **Experience:**

A minimum of seven years of progressively responsible professional experience in a corrections or prison setting is required. Performing functions at the rank of superintendent, lieutenant colonel, service equivalent or higher rank, or middle manager or above is desirable. International experience is required. Experience writing policy or technical documents is required. One year of professional experience providing technical assistance for strengthening corrections and or prison systems in a transitional, developmental, conflict or post-conflict setting outside the applicant's country of origin is desirable. Experience in one or more of following the prison sectors is desirable: strategic planning; policy development; training design and delivery; and prison security management. Qualifying years of experience are calculated following the receipt of the first level university degree recognized by the United Nations.

## **Languages:**

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Knowledge of French is desirable. Knowledge of any other official United Nations language is an advantage.

## **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 correction officers currently employed in their national service and who have received authorization by their National Authorities to apply for this Job Opening will be considered. Appointment is limited to service within the Department of Peace Operations on posts financed by the support account for peace operations requiring active correction/prison service. During their tenure, seconded officers cannot be transferred or be reassigned to other positions within DPO or the UN Secretariat. It should be noted that successful candidates will be offered a two year Fixed-Term appointment which, based on performance and operational needs, may be extended to a third year or in exceptional circumstances to a fourth and final year.

Currently serving seconded active-duty officers are not eligible to apply or be nominated for new seconded positions until separated for at least one year from any last secondment with the UN Secretariat.

Nominations from women candidate are highly encouraged.



<b>Job Title :</b>	Police Selection and Recruitment Officer, P-4
<b>Department / Office :</b>	Selection and Recruitment Section
<b>Duty station :</b>	NEW YORK
<b>Posting period :</b>	16/02/2023 - 17/05/2023
<b>Job Opening Number :</b>	DPO/SEC2301P/P-4/08

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

#### **Organizational Setting and Reporting:**

This position is located in the Selection and Recruitment Section (SRS) of the Police Division (PD) in the Office of Rule of Law and Security Institutions (OROLSI), Department of Peace Operations (DPO). The incumbent reports directly to the Chief of Section.

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

#### **Responsibilities:**

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

- Conducts effective and timely selection, recruitment and rotation of police personnel for field missions, including Formed Police Units (FPU). 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 Operational Support (DOS), 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 and Assessment (SAAT) 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 (PCCs).
- Develops extension and rotation strategies to meet the demand for police personnel and formed police 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) visits and the Formed Police Unit Assistance Teams (FPAT) visits; 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 human resources rules, regulations, policies and guidelines in work situations and prepare reports or rational with respect to key administrative decisions. Motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations; is conscientious and efficient in meeting commitments, observing deadlines and achieving results. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

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

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

## **Qualifications:**

**Education:** Advanced university degree (Master's degree or equivalent) in law, criminal justice, 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.

## **Languages:**

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

## **Assessment Method:**

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

## **Special Notice:**

Circulation of this Job Opening is limited to Member States. Only police officers currently employed in their national service and who have received authorization by their National Authorities to apply for this Job Opening will be considered. Appointment is limited to service within the Department of Peace Operations on posts financed by the support account for peace operations requiring active police service. During their tenure, seconded officers cannot be transferred or be reassigned to other positions within DPO or the UN Secretariat. It should be noted that successful candidates will be offered a two year Fixed-Term appointment which, based on performance and operational needs, may be extended to a third year or in exceptional circumstances to a fourth and final year.

Currently serving seconded active-duty officers are not eligible to apply or be nominated for new seconded positions until separated for at least one year from any last secondment with the UN Secretariat.

Nominations from women candidate are highly encouraged.



**Job Title :** Police Liaison Officer, P-4

**Department / Office :** Office of the Police Adviser

**Duty station :** NEW YORK

**Posting period :** 16/02/2023 - 17/05/2023

**Job Opening Number :** DPO/SEC2301P/P-4/09

### **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 (IOT) in the Regional Offices. Both Regional Offices and OROLSI are in the Department of Peace Operations (DPO).

Additional information available in <https://police.un.org/en>.

#### **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).
- 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 DPO 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 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 the 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.

## **Qualifications:**

**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 sufficient experience in police 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 national law enforcement, including command experience, with the rank of Superintendent, Lt. Colonel, or an equivalent rank. 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.

## **Languages:**

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 other official UN language, preferably French, is desirable.

## **Assessment Method:**

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

## **Special Notice:**

Circulation of this Job Opening is limited to Member States. Only police officers currently employed in their national service and who have received authorization by their National Authorities to apply for this Job Opening will be considered. Appointment is limited to service within the Department of Peace Operations on posts financed by the support account for peace operations requiring active police service. During their tenure, seconded officers cannot be transferred or be reassigned to other positions within DPO or the UN Secretariat. It should be noted that successful candidates will be offered a two year Fixed-Term appointment which, based on performance and operational needs, may be extended to a third year or in exceptional circumstances to a fourth and final year.

Currently serving seconded active-duty officers are not eligible to apply or be nominated for new seconded positions until separated for at least one year from any last secondment with the UN Secretariat.

Nominations from women candidate are highly encouraged.

# United Nations Nations Unies



**Job Title :** UN Police Officer (Performance), P-4

**Department / Office :** Office of the Police Adviser

**Duty station :** NEW YORK

**Posting period :** 16/02/2023 - 17/05/2023

**Job Opening Number :** DPO/SEC2301P/P-4/10

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

### **Organizational Setting and Reporting:**

This position is located in the Office of the Police Adviser of the Police Division in the Office of Rule of Law and Security Institutions, Department of Peace Operations. The incumbent reports directly to the Police Adviser or his/her designate.

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

### **Responsibilities:**

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

- Contributes to the refinement of the management of the police performance evaluation process within the Police Division for all police personnel, including individual police officers (IPOS), specialized police teams (SPTs), formed police units (FPUs) and civilian policing experts deployed to UN peace operations.
- Coordinates the collection and analysis of police performance data, prepare and conduct validations of police skills during pre-deployment and in-mission inspection visits.
- Supports, in cooperation with United Nations police components and police-contributing countries, the evaluation of United Nations police personnel based on police performance standards and benchmarks that are compliant with the Strategic Guidance Framework for International Policing.
- Supports the Task Force on Police Performance and provides performance-related recommendations to the Police Division in relation to aspects of the Action for Peacekeeping initiative (now Action for Peacekeeping Plus), the Santos Cruz report entitled "Improving security of United Nations Peacekeepers" and other system-wide agendas.
- Works collaboratively with sections of the Police Division in New York and the Standing Police Capacity in Brindisi, Italy on all matters related to performance of police components in UN field missions.
- Provides the Police Division with detailed analytical reports and research in relation to gauging performance of police components in UN field missions.

### **Competencies:**

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

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

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

### **Qualifications:**

**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.

At least three years of experience in performance analysis, management and reporting 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 police officers currently employed in their national service and who have received authorization by their National Authorities to apply for this Job Opening will be considered. Appointment is limited to service within the Department of Peace Operations on posts financed by the support account for peace operations requiring active police service. During their tenure, seconded officers cannot be transferred or be reassigned to other positions within DPO or the UN Secretariat. It should be noted that successful candidates will be offered a two year Fixed-Term appointment which, based on performance and operational needs, may be extended to a third year or in exceptional circumstances to a fourth and final year.

Currently serving seconded active-duty officers are not eligible to apply or be nominated for new seconded positions until separated for at least one year from any last secondment with the UN Secretariat.

Nominations from women candidate are highly encouraged.