

Urgent



No.21023/02/2017-PMA{UN}

GOVERNMENT OF INDIA
Ministry of Home Affairs
[Police Division-II]
PMA Cell

Room No. 14, North Block,
New Delhi, 110001

Dated the 9 January, 2017

From: MHA, New Delhi

- To :**
1. The Chief Secretaries and DsG (P)s of all States / UTs
 2. Directors - IB/CBI/SVP PA/SPG/NEPA/NICFS/CFSL/
DCPW/NCRB.
 3. DsG - BSF/CRPF/ITBP/CISF/NSG/RPF/BPR&D/SSB
/NCB/NIA/Assam Rifles (Through LOAR)
 4. Commissioner of Police Delhi.

**Subject :- Job Opening : Police Reform and restructuring coordinator (P-4) to the United Nations Organization Stabilization Mission in the DR Congo (MONUSCO)
(Job Opening : 2017-MONUSCO-78800-DPKO)**

UNDKO through PMI to UN has sought the nomination of **Police Reform and restructuring coordinator (P-4) to the United Nations Organization Stabilization Mission in the DR Congo (MONUSCO)** for an initial period of one year with possibility of extension. :-

Post Title and Level:	Police Reform and Restructuring Coordinator, P-4
Organizational Unit:	MONUSCO
Duty Station:	KINshasa
Reporting To:	Deputy Police Commissioner
Duration:	12 Month (Extendable)
Job Opening number	2017-MONUSCO-71874-DPKO

QUALIFICATIONS

Education: Advanced university degree (Master's degree or equivalent) in the Law enforcement, Criminal Justice, Public Administration, Human Resources Management,

Change Management, Social Sciences or other relevant field. A first level university degree with a combination of relevant academic qualifications and extensive senior experience in law enforcement and community safety, including Training and police management, may be accepted in lieu of the advanced university degree. Graduation from a certified police academy or other law enforcement training institution is required..

Work Experience: Minimum of 10 years of relevant progressive responsible experience in law enforcement in a national or international law enforcement agency at the strategic, operational and managerial level. Extensive practical experience in such areas as police administration, police reform, organizational and resources management, change management; strategic planning and policy development is highly desirable.

Language: English and French are the working languages of the UN. For the post advertised, fluency in oral and written French is required. Knowledge of English is an advantage. **Preference will be given to equally qualified women candidates.**

2. ^{DI}It is requested that nomination of **eligible and willing officer** of the level of **SP/IG (P-4)** may be submitted to this Ministry by **25th January, 2017** along with the following documents duly completed in all respect:-

- i. United Nations Personal History Profile (PHP) form (P.11) duly completed and signed by the nominated candidate.
- ii. 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 authority.

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

- iii. Personal details as per Annexure-I.
- iv. **Human Rights certificate must be included (proforma enclosed). Mandatory**

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

4. **No modified format other than the specimen enclosed duly typed will be entertained/accepted as it invites lot of observations from UN HQ (UNDPKO) while finalizing the nominations.** Hand written PHP/EAC will not be entertained/accepted. It may be ensured that the photographs of the officer applying

for the post should be placed on the front side of P-11 form and signature in the last page at relevant place.

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

6. No direct application will be entertained.



(Raman Kumar)

Under Secretary to the Government of India

☎: 23094009

☎: 23094009

✉: uspma@nic.in

Copy to

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

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

2. SO (IT), MHA - With the request to upload the above communication on MHA website (Police Division-II(secondment vacancy) and 'what's new'.



(Raman Kumar)

Under Secretary to the Government of India

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BIO-DATA PROFORMA

Recent passport
size photograph

1. Name of Post applied.
2. Job opening number
3. Name of the Officer
4. Designation/Rank/organization with present place of posting.
5. In the case of officers of deputation with other organization.
 - (a) Name of Parent organization.
 - (b) Name of organization presently employed.
 - (c) Date of deputation
 - (d) Expected date of repatriation to parent cadre/organization.
6. Date of Birth
7. Education/Qualification
8. Date of Joining Police Service
9. Service/Cadre/Batch:
10. Previous UN experience
 - Telephone No.
 - a. Office
 - b. Residence
 - c. Mobile No(mandatory)
 - d. Fax No.
 - e. E-mail id(mandatory)
11. Present Job Profile:-

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

(Signature of the applicant)

HR 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

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INSTRUCTIONS

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

UNITED NATIONS

Do not Write in This Space

PERSONAL HISTORY

1. Family name: _____ First name: _____ Middle name: _____ Maiden name, if any: _____

2. Date of Birth (day/month/year): _____ 3. Place of Birth: _____ 4. Nationality(ies) at birth: _____ 5. Present Nationality(ies): _____ 6. Sex: _____

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

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 NO
 (b) Are there any limitations on your ability to engage in all travel? YES NO

11. Permanent address: _____ Telephone No. (): _____
 12. Present address: _____ Telephone/Fax No. (): _____
 13. Office Telephone No. (): _____
 14. Office Fax No. (): _____
 E-mail: _____

15. Do you have any dependent children? YES NO If the answer is "yes", give the following information:

Name of Children	Date of Birth (day/month/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? If answer is "yes", which country? YES NO

17. Have you taken any legal steps towards changing your present nationality? If answer is "yes", explain fully: YES NO

18. Are any of your relatives employed by a public international organization? If answer is "yes", give the following information: YES NO

NAME	Relationship	Name of International Organization

19. What is your preferred field of work? _____

20. Would you accept employment for less than six months? YES NO
 21. Have you previously submitted an application for employment and/or undergone any tests with UN? YES NO 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.

	English	French	Other languages
Typing			
Shorthand			

List any office machines or equipment and computer programmes you use.

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

A. University or equivalent				
NAME, PLACE AND COUNTRY Please give complete address.	ATTENDED FROM/TO		DEGREES and ACADEMIC DISTINCTIONS OBTAINED	MAIN COURSE OF STUDY
	Month/Year	Month/Year		
B. SCHOOLS OR OTHER FORMAL TRAINING OR EDUCATION FROM AGE 14 (e.g., high school, technical school or apprenticeship)				
NAME, PLACE AND COUNTRY Please give complete address.	TYPE	YEARS ATTENDED		CERTIFICATES OR DIPLOMAS OBTAINED
		FROM	TO	

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

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

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

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

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

B. PREVIOUS POSTS (IN REVERSE ORDER)

FROM MONTH/YEAR	TO MONTH/YEAR	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:
		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 MONTH/YEAR	TO MONTH/YEAR	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:
		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 MONTH/YEAR	TO MONTH/YEAR	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:
		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				

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

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

If answer is "yes", WHEN?

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

FULL NAME	FULL ADDRESS	BUSINESS OR OCCUPATION

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

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

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

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

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

DATE (day, month, year) _____ SIGNATURE: _____

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

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Employment and Academic Certification Attachment to Personal History Profile (P11)

TO BE COMPLETED BY CANDIDATE:

Personal Data:

Family Name:	Given name:	Middle names:	Gender: M/F
e-mail address:			

Position for which you are applying:

(Note: if you are applying for more than one position, please submit separate P11 and P11 attachment for each Job Opening)

Job Opening Number:

Military Service History/Police Service History

Date of Commission (for military officers) or date of enlistment/entry to service (for police officers):

Current rank	Date Last Promoted	Date eligible for promotion to next rank	Projected Retirement date from current rank
Branch/Corp/Muster/ing			
Sub Specialization/additional qualifications:			

Degrees and Academic Distinctions Obtained:

	NAME of INSTITUTION, PLACE AND COUNTRY. Please give complete address.	ATTENDED:		DEGREES and ACADEMIC DISTINCTIONS OBTAINED
		FROM: Month/Year	TO: Month/Year	
Graduation from the Staff/War College or Police Academy (and/or similar law enforcement institution)				
University Degree/s				

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Experience in peacekeeping operations:
Specify UN or other International Experience; starting with your most recent experience and list in reverse order

Dates mm/yy-nn/yy	Mission/ Operation/Location	Position/Title (Milob, HQ Staff, Contgt, Advisee)	Description of duties

Command Experience, starting with your most recent experience and list in reverse order

Dates mm/yy-nn/yy	Unit/Position/Org	Significant Unit Activities

Significant Training Experience, starting with your most recent experience and list in reverse order

Dates mm/yy-nn/yy	Position/Org	Operation/Activity

(Other) International Exposure other than peace keeping operations, starting with your most recent experience and list in reverse order

Date: mm/yy-nn/yy	Position/Org	Function/Activity

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Military and/or Police Training Courses/Seminars: (last two years)

Name of Course	Date: mm/yy - mm/yy	Institution

Additional Comments:

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 staff member for the United Nations liable ineligible for further consideration.

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

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

Date _____ Signature _____

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

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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

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

Post title and level	Police Reform and Restructuring Coordinator, (P-4)
Organizational Unit	United Nations Organization for the Stabilization in Democratic Republic of Congo, MONUSCO
Duty Station	Kinshasa
Reporting to	MONUSCO Deputy Police Commissioner
Duration	12 Month (extendible)
Deadline for applications	03 February 2017
Job Opening number	2017-MONUSCO-78800-DPKO

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

RESPONSIBILITIES:

In compliance with the UN mandate and under the guidance and supervision of the MONUSCO Deputy Police Commissioner, the Reform, Restructuring and Development Coordinator (P-4) will be responsible for the development of police services in Democratic Republic of Congo (DRC) in conformity with the modern democratic principles and operational efficiency and effectiveness. Within the limits of delegated authority, the Reform, Restructuring and Development Coordinator will be performing the following duties:

- Under the guidance and supervision of the Deputy Police Commissioner, the incumbent will be responsible for:
- Reviewing the existing local police structure and systems including in-depth analysis of personnel and skills requirement, evaluation of the criminal justice system and local police operational capabilities, as basis for making comprehensive analysis and recommendations for the overall reform, restructuring and institutional development of the local police service;
- Development of short and medium-term plans and programs for the reform and restructuring and the longer-term institutional development of the local police service;
- Advising and assisting local counterparts on issues related to the national police reform initiatives to bring them to internationally accepted standards of democratic policing;
- Periodically conducting evaluation and assessment of all reform, restructuring and institutional development activities and provide guidance and support to other police initiatives;
- Assisting and advising the local counterpart in the development and implementation of recruitment, vetting and selection policies and procedures;
- Developing reform and restructuring plan for the local police service in coordination and consultation with the UN Mission, government and local police leadership;
- Coordinating bilateral and multilateral support initiatives relating to security sector reform and capacity enhancement of local security services.
- Production and timely submission of reports relating to the overall reform and restructuring and institutional development of the local police;

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- Liaising with senior local police officials and other relevant government officials on matters related to the restructuring of the existing or setting up of a new police service.

COMPETENCIES:

Professionalism: Shows pride in work and achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work. Strong negotiation and conflict-resolution skills. Outstanding expert knowledge in the technical field of work in general and in the specific areas being supervised in particular; strong organizational skills; experience in the management and administration: ability to review and edit the work of others.

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

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

Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits inputs by genuinely valuing other's ideas and expertise; is willing to learn from others; 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.

Client Orientation: Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

QUALIFICATIONS:

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

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

Rank: Chief Superintendent of Police and full Colonel.

Languages: English and French are the working languages of the UN. For the post advertised, fluency in oral and written French is required. Knowledge of English is an advantage.

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

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

1. The above mentioned posts are reserved only for candidates recommended by Member States through their Permanent Missions to the United Nations. Candidates applying independently will not be considered. It is requested that applications be submitted as soon as possible. Applications received after the deadline specified in each Job Opening announcement will not be considered.
2. All applications must be submitted on a duly completed (not hand-written) and signed United Nations personal History Form (P.11) or printed Personal History Profile (PHP). Applications using other formats will not be accepted, but additional information may be attached to the P. 11 or PHP. For the convenience of the Permanent Missions a P. 11 Form is enclosed as a sample to be photocopied as needed.
3. Selection for service with the United Nations is made on a competitive basis. It is therefore essential that all the Personal History Forms be completed with a view to presenting the candidates qualifications and experiences as they relate to the requirements as set out in the relevant Job Opening. In the event a Permanent Mission wishes to recommend a candidate for several posts, a separate Personal History Form should be submitted for each post.
4. Permanent Mission are requested to present their candidates in one single submission, in accordance with the deadline date of the Job Opening, under cover of a note verbale listing the names of the candidates and the corresponding vacancy announcements. For the convenience of the Permanent Mission a table is attached to be used and photocopied as needed for the listing of its candidates.
5. Applications must be hand-delivered by Permanent Missions to the Selections and Recruitment Section of the Police Division, Office of Rule and Law and Security Institutions, Department of Peacekeeping Operations at 380 Madison Avenue 11th floor, room 11020-A in accordance with the specific directions in the relevant Note Verbale.
6. Upon delivery of the applications, the Selections and Recruitment Section will acknowledge the receipt to the individual making the delivery.
7. Communication regarding this process will be through the Permanent Mission only. The Secretariat will not entertain personal queries from individual applicants.

15 May 2013

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