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)

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)

UNDOKO 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 of 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 sources 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 a English is an advantage. **Preference will be given to equally qualified women candidates.**

2. *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
✉: usnpma@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 though 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
☎: 23094009
✉: 23094009
✉: usnpma@nic.in
BIO-DATA PROFORMA

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
## PERSONAL HISTORY

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

### 1. Family name

<table>
<thead>
<tr>
<th>First name</th>
<th>Middle name</th>
<th>Maiden name, if any</th>
</tr>
</thead>
</table>

### 2. Date of (day/month/year)

### 3. Place of birth

### 4. Nationality of child

### 5. Present Employment

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Company</th>
<th>Address</th>
<th>City</th>
<th>Country</th>
</tr>
</thead>
</table>

### 6. Height

### 7. Weight

### 8. Medical History

### 9. Marital Status

- Married
- Single
- Widowed
- Divorced

### 10. Entry into United Nations service might require assignment to any area of the world. The United Nations might require responsibilities.

- Are there any limitations on your ability to perform in your respective field of work?
  - YES
  - NO

### 11. Permanent Address

#### Telephone No. ( )

#### Telephone/Fax No. ( )

### 12. Do you have any dependents children?

- YES
- NO

#### If the answer is "YES", give the following information:

<table>
<thead>
<tr>
<th>Name of Children</th>
<th>Date of Birth (day/month/year)</th>
<th>Place of Birth</th>
<th>Nationality</th>
<th>Gender</th>
</tr>
</thead>
</table>

### 13. Name of Spouse

### 14. Have you taken up legal permanent residence status in any country other than that of your nationality?

- YES
- NO

#### If answer is "YES", which country?

### 15. Have you taken any legal steps towards changing your present nationality?

- YES
- NO

#### If answer is "YES", explain fully.

### 16. Any pay of your relatives employed by a public international organization?

- YES
- NO

#### Name of Relative

#### Name of International Organization

### 17. What is your professional field of work?

### 18. Would you accept employment on less than full time?

- YES
- NO

### 19. List any office machines or equipment and computer programs you use.

### 20. Knowledge of Languages

<table>
<thead>
<tr>
<th>Language</th>
<th>Read</th>
<th>Write</th>
<th>Speak</th>
<th>Understand</th>
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<tbody>
<tr>
<td>English</td>
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<tr>
<td>Other</td>
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</table>

### 21. For other languages only, indicate spoken in words per minute.

### 22. For other languages only, indicate written in words per minute.

### 23. Are you able to understand or write in the language(s) listed above?

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

<table>
<thead>
<tr>
<th>NAME, PLACE AND COUNTRY</th>
<th>ATTENDED FROM/TO</th>
<th>DEGREES AND ACADEMIC DISTINCTIONS OBTAINED</th>
<th>MAIN COURSE OR STUDY</th>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>NAME, PLACE AND COUNTRY</th>
<th>TYPE</th>
<th>YEARS ATTENDED</th>
<th>CERTIFICATES OR DIPLOMAS OBTAINED</th>
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</tbody>
</table>

26. **LIST PROFESSIONAL SOCIETIES AND ACTIVITIES IN YOUR PUBLIC OR INTERNATIONAL AFFAIRS**

27. **EMPLOYMENT RECORD:** Please write work for which you have worked since leaving education. Include also service in the armed forces and state 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 previous post.

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>SALARIES PER ANNUM</th>
<th>EXACT TITLE OF YOUR POST</th>
</tr>
</thead>
<tbody>
<tr>
<td>MONTH/YEAR</td>
<td>MONTH/YEAR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NAME OF EMPLOYER:</td>
<td>TYPE OF BUSINESS:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADDRESS OF EMPLOYER:</td>
<td>NAME OF SUPERVISOR:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NAME AND RANK OF EMPLOYER SUPERVISED BY YOU:</td>
<td>REASON FOR LEAVING:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

28. **DISCUSSION OF YOUR DUTIES:**
### Previous Posts (in reverse order)

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

**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**

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**FROM MONTH/YEAR | TO MONTH/YEAR | SALARIES PER ANNUM | EXACT TITLE OF YOUR POST |
<table>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>STARTING</td>
<td>FINAL</td>
</tr>
</tbody>
</table>

**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**
23. HAVE YOU ANY OBJECTIONS TO OUR MAKING INQUIRIES OF YOUR PRESENT EMPLOYER?  YES [ ]  NO [ ]
25. ARE YOU NOW OR HAVE YOU EVER BEEN A CIVIL SERVANT IN YOUR GOVERNMENT'S EMPLOY?  YES [ ]  NO [ ]

If answer is "yes", WHEN?

30. REFERENCES: List five 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 importances listed under line 27.

<table>
<thead>
<tr>
<th>FULL NAME</th>
<th>FULL ADDRESS</th>
<th>BUSINESS OR OCCUPATION</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

31. STATE ANY OTHER RELEVANT FACTS, INCLUDING 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 (INCLUDING 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 this Personal History Form or other document requested by the Organization renders a staff member of the United Nations liable to termination or dismissal.

DATE (day, month, year)  SIGNATURE:

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

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

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 PHI and PHI attachment for each job opening)

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/City/Unit:

Sub-specialization/additional qualifications:

Degree and Academic Distinctions Obtained:

<table>
<thead>
<tr>
<th>Name of Institution, Place and Country, Please give complete address.</th>
<th>Attended:</th>
<th>Degrees and Academic Distinctions Obtained</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>From: Month/Year</td>
<td>To: Month/Year</td>
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</table>
Experience in peacekeeping operations:
Specify UN or other international experience, starting with your most recent experience and list in reverse order:

<table>
<thead>
<tr>
<th>Dates</th>
<th>Mission/Operation/Location</th>
<th>Position/Title</th>
<th>Description/Activities</th>
</tr>
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Command experience, starting with your most recent experience and list in reverse order:

<table>
<thead>
<tr>
<th>Dates</th>
<th>Unit/Position/Org</th>
<th>Significant Unit Activities</th>
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Significant planning experience, starting with your most recent experience and list in reverse order:

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<tr>
<th>Dates</th>
<th>Position/Org</th>
<th>Operation/Activity</th>
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(Other) International exposure other than peacekeeping operations, starting with your most recent experience and list in reverse order:

<table>
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<tr>
<th>Date</th>
<th>Position/Org</th>
<th>Function/Activity</th>
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### Military under Police Training Courses/Seminars (last two years)

<table>
<thead>
<tr>
<th>Name of Course</th>
<th>Date: m/d/y - m/d/y</th>
<th>Institution</th>
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</table>

**Additional Comments:**

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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 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 offense, 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.H. 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.
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...........................................................................
United Nations

Job Openings for Positions requiring 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
Organizational Unit
Police Reform and Restructuring Coordinator, (P-4)
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

 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;
• 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 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.
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