



No.21023/08/2021-PP
GOVERNMENT OF INDIA
Ministry of Home Affairs
[Police Division-II]
Pers.Policy Desk

North Block, New Delhi, 110001
Dated 02nd December, 2021

To

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

Subject :- **Invitation for the nominations for appointment on secondment basis against two posts in United Nations office in African Union (UNOAU)**

Sir/Madam,

Indian Mission in United Nations has forwarded the request of Police Division, UNHQ for nomination of eligible and candidates against the vacancy announcement for the following two (02) posts in the United Nations Office African Union (UNOAU) :-

S.No	Post title and level	Job opening No
I	Police Reform Adviser, P-4	2021-UNOAU-62425-DPO
II	Police Planning Adviser, P-4	2021-UNOAU-78884-DPO

2. The job description along with the requisite eligibility criteria/qualifications for the above said posts are enclosed/attached with this letter for reference. **Other 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) active in service for the above said posts may be forwarded through proper channel to this Ministry by 27th December, 2021 along with the requisite documents duly signed and completed in all respects as mentioned in **Annexure-I & II.**

4. The duly completed and signed Personal History Profile (P-11) , Employment of Academic Certification (EAC), Human Rights (HR) certificate(perform enclosed) along with forwarding letter including APAR/ACR gradings of last five(05) years of each nominated candidate are required to be submitted in separate files (PDF format only) through mail to police2-un@mha.gov.in before the last date i.e 27.12.2021.

Yours faithfully



(K.Prakasham)

Under Secretary(PP&W)

-☎: 23092527

Encl: As above

Copy to

1. Commissioner of Police .Mumbai, Kolkata, Chennai and Bangalore:- kindly note that the nomination are to be forwarded through respective State Government only.
2. DIR(UNP), MEA, JNB (2018-A), New Delhi-110011
3. 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**”

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

Recent Passport
Size Photograph

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
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 five(05) Years(mandotary)
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

5
6

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

United Nations

*Job Opening for Position 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	Police Reform Adviser, P-4
Organizational Unit	United Nations Office in African Union
Duty Station	Addis Ababa
Reporting to	Senior Planning Officer
Duration	12 Month (extendible)
Deadline for applications	10 January 2022
Job Opening number	2021-UNOAU-62425-DPO

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

RESPONSIBILITIES:

Under the overall supervision of the Senior Planning Officer, and within the limits of delegated authority, the Police Reform Adviser will be responsible for, but not limited to, the performance of the following duties:

- Advise and support the African Union Commission (AUC) in building police capacity in the current and future African Union (AU) peacekeeping operations, including advice on police reform and force generation strategy.
- Provide thematic police reform guidance and templates for use by police components of AU missions;
- In collaboration with counterparts within and outside of the AU, provide a coherent strategic police reform and training advisory framework clearly articulating the scope of resource requirements, coordination and technical police advice and capacity building support;
- Support and facilitate a wider OROLSI involvement in AU capacity-building on rule of law issues;
- Liaise with the UN Secretariat for strategic guidance and coordinate support from other organizations and institutions on police-related issues;
- Coordinate with UN DPO, ITS and other capacity building partners in advising the AU and Regional Economic Communities/Regional Mechanisms (RECs/RMs) on capability development of the African Standby Force (ASF) police component in such areas like development of training doctrine;
- Liaise with the UN Secretariat for strategic guidance and coordination of support from other organizations and institutions on police-related issues;
- In conjunction with UN DPKO and ITS, advise the AU Peace Support Operations Division (PSOD) and the RECs/RMs on training needs analysis for AU police training courses;
- Share UN's lessons learnt and best practices that are relevant to the development and operationalization of ASF Police component and AU Missions.
- Advise the AU on the formulation of reform policies regarding the ASF field police component including the Formed Police Unit (FPU) and individual police peacekeepers;

- Liaise with the UN Police Division Selection and Recruitment Section to provide advice on the recruitment and selection methods in accordance with UN standards, without compromising AU peace keeping interests and requirements;
- Coordinate with the AU PSOD, including the Police Commissioner at the AUC, on strategic police planning and management of the ongoing AU missions, including draw downs and transition to UN Missions when required;
- Advise on the implementation of the UN-AU short-term support initiatives for the current AU Missions.
- Complement the Police Planning Adviser on all police related UN support capacities to the AU and provide feedback on lessons learned, both to the AU and to the UNHQ;
- Performing any additional duties as may be directed by the supervisors in fulfilment of the mandated tasks.

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. 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. Ability to conduct independent research and analysis, identify issues, formulate options and make conclusion and recommendations. Exhibits competence, integrity and reliability in performance and in maintaining positive working relations in a highly demanding and client-oriented environment. Ability to prepare reports and presentations that clearly formulate UN Police positions on issues, articulate options, and defend recommendations. Displays commitment to human rights and the ability to give the necessary prominence to human rights. Knowledge of the current or recent African Union-based peacekeeping operations.

Planning and Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities where necessary; 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.

QUALIFICATIONS:

Education: Advanced university degree (Master's degree or equivalent) in law, criminal justice, police sciences, police administration and management or other related field. Graduation from a certified police academy or similar law enforcement training institution is required. A first level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree. Specialized training in strategic planning, project/program management, research and analysis is desired.

Work Experience: Candidate must be in active police service possessing a minimum of 7 years (9 years in absence of advanced degree) of progressive experience in a national or international law enforcement agency at the field and/or national police headquarters level, including at least 5 years of work at policy making level with practical experience in police management minimum at district/region level, gap analysis and needs assessment, policy and guidance development, police operations and police

administration, capacity building and training, including training need analysis, curriculum development and training management. Practical experience in reform and restructuring, institutional building, interagency coordination and liaison, change management (particularly in law enforcement), research and information analysis, project/program management, human resources management is highly desirable. Previous experience of working in UN or another international environment is desirable. Experience of work in an African Union entity is an advantage.

Rank*: Rank required for a P-4 is Superintendent, Lt. Colonel, other service equivalent rank or higher.

Languages: For the post advertised, fluency in oral and written English is required. Knowledge of a second official UN language (French and/or Arabic) is an advantage.

Preference will be given to equally qualified women candidates.

Date of Issuance: 16 November 2021

*Rank in application form should be outlined in candidate's original language with literal translation in English. The Member States are requested to certify the rank of each candidate it nominates and ensure that only applications meeting all requirements described in the job opening/s, are submitted.

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

United Nations

*Job Opening for Position requiring official secondment
from national governments of Member States of the United Nations Organization
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Post title and level	Police Planning Adviser, P-4
Organizational Unit	United Nations Office in African Union
Duty Station	Addis Ababa
Reporting to	Senior Planning Officer
Duration	12 Month (extendible)
Deadline for applications	10 January 2022
Job Opening number	2021-UNOAU-78884-DPO

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

RESPONSIBILITIES:

Under the overall supervision of the Senior Planning Officer, and within the limits of delegated authority, the Police Planning Adviser will be responsible for, but not limited to, the performance of the following duties:

- Assist the African Union Commission (AUC) and the Regional Economic Communities/Regional Mechanisms (RECs/RMs) in their development of police capacity for the African Standby Force (ASF);
- In collaboration with counterparts within and outside of the AU, provide a coherent strategic police planning framework clearly articulating the scope of resource requirements, coordination and support;
- Assist in all AU police planning activities including to provide expert police advice during assessments and technical missions to develop and prepare strategic plans, concept of operations and other planning options;
- Review the concept of police operations of prospective AU field missions, identify police profile requirements (e.g., individual police officers, formed police units, police specialists, etc.) and establish collaborative relations with key national counterparts, officials of the criminal justice chain and other internal and external stakeholders;
- Provide expertise to the AU in its generation and development of operational planning tools to help monitor the overall readiness of police capacity for the ASF;
- Provide planning support to police components in future AU missions, develop police planning, monitoring and evaluation tools and assessment templates; disseminate the same to field missions and provide appropriate orientation, training, and application support in close collaboration with the Police Reform Adviser;
- Support and facilitate a wider OROLSI involvement in AU capacity-building on rule of law issues

and seek strategic guidance and support from UNHQ/PD;

- In close consultation with the UN Police Division, s/he shall facilitate the provision of police surge capacity to the AU for mission start up as recommended by the Report of the Secretary General A/64/359-S/2009/470, including 'mission hand-over' to the UN (where applicable and authorized);
- Provide police advice in AU processes and exercises to develop readiness and capacity in operationalizing the ASF;
- Provide police technical support and expertise advice to the AU Police Planning Team for the ASF to build institutional capacity for ASF police component to plan, deploy and manage PSOs at HQ and field levels;
- Provide advice on the development of mission support and management tools like SOPs, Police Commissioner's directives, CONOPS and Doctrine for the ASF;
- Coordinate with other capacity building partners to the AU, especially those involved in the development and operationalization of the ASF police component, to enhance coordination and minimize duplication of efforts;
- Compliment Police Reform Adviser on all police related UN support capacities to the AU and provide feedback on lessons learned, both to the AU and to the UNHQ;
- Performing any additional duties as may be directed by the supervisors in fulfilment of the mandated tasks.

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. 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. Ability to conduct independent research and analysis, identify issues, formulate options and make conclusion and recommendations. Exhibits competence, integrity and reliability in performance and in maintaining positive working relations in a highly demanding and client-oriented environment. Ability to prepare reports and presentations that clearly formulate UN Police positions on issues, articulate options, and defend recommendations. Displays commitment to human rights and the ability to give the necessary prominence to human rights. Knowledge of the current or recent African Union-based peacekeeping operations.

Planning and Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities where necessary; 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.

QUALIFICATIONS:

Education: Advanced university degree (Master's degree or equivalent) in law, criminal justice, police sciences, police administration and management or other related field. Graduation from a certified police academy or similar law enforcement training institution is required. A first level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree. Specialized training in strategic planning, project/program management, research and analysis is desired.

Work Experience: Candidate must be in active police service possessing a minimum of 7 years (9 years in absence of advanced degree) of progressive experience in a national or international law enforcement agency at the field and/or national police headquarters level, including at least 5 years of work at policy making level with practical experience in strategic planning, police management, gap analysis and needs assessment, policy and guidance development, police operations (including operational planning) and police administration, capacity building and training. Practical experience in human and financial resources management, change management (particularly in law enforcement), reform and restructuring, research and information analysis, project/program management is highly desirable. Previous experience of working in UN or another international environment is desirable. Experience of work in an African Union entity is an advantage.

Rank*: Rank required for a P-4 is Superintendent, Lt. Colonel, other service equivalent rank or higher.

Languages: For the post advertised, fluency in oral and written English is required. Knowledge of a second official UN language (French and/or Arabic) is an advantage.

Preference will be given to equally qualified women candidates.

Date of Issuance: 16 November 2021

*Rank in application form should be outlined in candidate's original language with literal translation in English. The Member States are requested to certify the rank of each candidate it nominates and ensure that only applications meeting all requirements described in the job opening/s, are submitted.

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

United Nations



Nations Unies

HEADQUARTERS • SIEGE

NEW YORK, NY 10017

REFERENCE: DPO/OROLSI/PD/2021/0215

The Secretariat of the United Nations presents its compliments to the Permanent Mission of Member State to the United Nations and has the honour to invite its Government to nominate individual police officers in active service for appointment on secondment to the United Nations Office in African Union (UNOAU), for a period of one year. Any further contract extension can be granted on an exceptional basis provided there is a mission mandate requirement, and the incumbent displays good performance, dedication, professionalism and the achieved results. The final decision on the extension is subject to approval by the United Nations and concurrence by the national authorities.

Details regarding the post/s for which the Secretariat is seeking qualified applicants are provided in the attached job opening/s: 2021-UNOAU-78884-DPO and 2021-UNOAU-62425-DPO. Also attached are the "Application Procedures for Positions in United Nations Police Components in Peacekeeping Operations and Special Political Missions Requiring Official Secondment from National Governments of Member States of the United Nations".

The Secretariat kindly requests the Permanent Mission to e-mail a **separate application for each nominee for each job opening to oschepkov@un.org**, and in accordance with the above-referenced procedures, certifying that the nominee/s meet/s the requirements in the attached job opening/s. **Applications submitted after the deadline specified in the job opening will not be considered.**

The Permanent Mission is also requested to confirm that selected candidates will be released, in a timely manner, from the national police service obligations for service with the United Nations. It is also requested to ensure that the rank of each candidate submitted is indicated on the application. In addition, it is strongly recommended that Member States carefully pre-screen their applicants and submit only those candidates meeting all requirements for the position as described in the job opening/s.

Member States are strongly encouraged to nominate qualified female police officers. Preference will be given to equally qualified women candidates.

The Secretariat wishes to inform the Permanent Mission that, in an effort to streamline and expedite the procedures of recruiting seconded officers, candidates placed on a roster following the selection process may be considered for posts with similar functions within a period of two years and if recommended for deployment, further arrangements will be coordinated with the Permanent Mission in due course.

It should be noted that during the period of their secondment, officers may not transfer to alternative positions within the United Nations. As a result, the nomination of police officers who are currently United Nations staff members on secondment, will not be considered.

The Secretariat wishes to reiterate that promoting and encouraging respect for human



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

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

The Secretariat also recalls that the responsibilities of those personnel who are appointed to serve in United Nations peace operations or special political missions are exclusively international in character. They perform their functions under the authority of, and in full compliance with, the instructions of the Secretary-General of the United Nations and persons acting on his behalf and are duty-bound not to seek or accept instructions in regard to the performance of their duties from any government or from other authorities external to the United Nations. Seconded personnel should carry out their functions in accordance with all applicable regulations, rules and procedures of the Organization.

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

16 November 2021

A handwritten signature in dark ink, appearing to be the name 'J. J.' or similar, written over the date.

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

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

A. University or equivalent

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

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

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

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

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

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

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

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

B. PREVIOUS POSTS (IN REVERSE ORDER)

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

EMPLOYMENT RECORD – SUPPLEMENTARY SHEET

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

FROM 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:
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:
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:
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:
DESCRIPTION OF YOUR DUTIES				

EMPLOYMENT RECORD – SUPPLEMENTARY SHEET

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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				

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				

UNITED NATIONS

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/Mustering			
Sub Specialisation/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				

Experience in peacekeeping operations:

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

Dates mm/yy-mm/yy	Mission/ Operation/Location	Position/title (Milob, HQ Staff, Contgt, Adviser)	Description of duties

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

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

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

Dates mm/yy-mm/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-mm/yy	Position/Org	Function/Activity

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 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.

TO BE COMPLETED BY THE RELEVANT LOCAL AUTHORITY:

On behalf ofI certify that the information provided by
is complete and correct.

I further certify that the nominated candidate has never been convicted of and 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 also certify that 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.

Date..... Official Stamp