No.21023/03/2017-PMA{UN}
GOVERNMENT OF INDIA
Ministry of Home Affairs
[Police Division-II]
PMA Cell

Urgent

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

Dated the 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/ClSF/NSG/RPF/BPR&D/SSB
        /NCB/NIA/Assam Rifles (Through LOAR)

Subject :- Job Opening : Police Operation & International Cooperation Project
Manager (P-3) to the United Nations Integrated Peace building Office in
Guinea Bissau (UNIOGBIS)

(Job Opening : 2017-UNIOGBIS-DPA)

Police Division, UNHQ has sought the nomination of Individual Police Officers
for the position of Police Operation & International Cooperation Project Manager
(P-3) to the United Nations Integrated Peace building Office in Guinea Bissau
(UNIOGBIS):-

- Number of post : Not mentioned.
- Level of Post : P-3 [Dy SP/SP]
- Organization : UNIOGBIS
- Duration : 12 Months (extendible)
- Date of submission of nomination to PMI to UN – 10th February, 2017

Fluency in Portuguese is highly desirable

QUALIFICATIONS

Education: Advanced university degree (Master’s degree or equivalent) in law, criminal
justice, public administration, political science, management or other related area. A
first-level university degree in combination with qualifying experience 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: At least 8 years (10 years in absence of advanced university degree) of progressive and active relevant policing service/experience both at the field and national headquarters level, including at least 2 years of active police experience at managerial level, and/or in strategic planning and institution development and capacity building areas. Prior work experience with the United Nations, another international or regional organization, or bilateral development agency is an asset; Peacekeeping or other international experience in the UN or other organizations is an advantage.

Language: Fluency in English (both written and oral) is required.

Fluency in Portuguese is highly desirable. Knowledge of French is an asset.

Preference will be given to equally qualified women candidates:

2. It is requested that nomination of eligible and willing officer of the level of DySP/SP (P-3) may be submitted to this Ministry by 02\textsuperscript{nd} February, 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, Kolkatta, 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
✉: uspma@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

<table>
<thead>
<tr>
<th>Instruction</th>
<th>Information</th>
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</thead>
<tbody>
<tr>
<td>1. Family name</td>
<td>First name</td>
</tr>
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<td>2. Date of birth</td>
<td>Place of birth</td>
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<tr>
<td>3. Nationality of birth</td>
<td>Personal nationality(s)</td>
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<td>4. Sex</td>
<td>Marital status</td>
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<td>5. Height</td>
<td>Weight</td>
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<td>6. Do you have any dependent children?</td>
<td>If yes, give the following information:</td>
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<td>7. Permanent address</td>
<td>Present address</td>
</tr>
<tr>
<td>8. Telephone No.</td>
<td>Telephone/Fax No.</td>
</tr>
<tr>
<td>10. Office address</td>
<td>E-mail:</td>
</tr>
<tr>
<td>11. Have you taken up legal permanent residence status in any country other than that of your nationality?</td>
<td>YES</td>
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<tr>
<td>12. Are any of your relatives employed by a public international organization?</td>
<td>YES</td>
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<td>13. What is your preferred field of work?</td>
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<td>14. Would you accept employment for less than 12 months?</td>
<td>YES</td>
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<td>15. KNOWLEDGE OF LANGUAGES. What is your mother tongue?</td>
<td>Other languages</td>
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<tr>
<td>16. English</td>
<td>French</td>
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<td>17. Read</td>
<td>Write</td>
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<tr>
<td>18. Understand</td>
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</tr>
<tr>
<td>19. Typing</td>
<td>Shorthand</td>
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</tbody>
</table>

List any office machines or equipment and computer programs you use.
24. EDUCATION. Give full details. M.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>ATTEND FROM</th>
<th>MONTH/ YEAR</th>
<th>DEGREES AND ACADEMIC DISTINCTIONS OBTAINED</th>
<th>MAIN COURSE OF STUDY</th>
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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>WHETHER ATTENDED</th>
<th>DATE FROM</th>
<th>DATE TO</th>
<th>CERTIFICATES OR DIPLOMAS OBTAINED</th>
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</table>

26. LIST PROFESSIONAL INTERESTS AND ACTIVITIES IN CIVIC, PUBLIC OR INTERNATIONAL AFFAIRS.

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

28. EMPLOYMENT RECORD: Enter all your relevant jobs in reverse chronological order (from last to first). Include also services 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.

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

<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>
<th>TYPE OF BUSINESS</th>
<th>NAME OF EMPLOYER</th>
<th>ADDRESS OF EMPLOYER</th>
<th>NAME OF SUPERVISOR</th>
<th>CAUSE AND KIND OF EMPLOYMENT SUPERVISED BY YOU</th>
<th>REASON FOR LEAVING</th>
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</table>

30. DESCRIPTION OF YOUR DUTIES:
### Previous Posts (In Reverse Order)

<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>STARTING</td>
<td>FINAL</td>
</tr>
</tbody>
</table>

**NAME OF EMPLOYER:**

**ADDRESS OF EMPLOYER:**

**TYPE OF BUSINESS:**

**NAME OF SUPERVISOR:**

**NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:**

**REASON FOR LEAVING:**

**DESCRIPTION OF YOUR DUTIES**

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### Previous Posts (In Reverse Order)

<table>
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<th>EXACT TITLE OF YOUR POST:</th>
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<td>MONTH/YEAR</td>
<td>MONTH/YEAR</td>
<td>STARTING</td>
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</tr>
</tbody>
</table>

**NAME OF EMPLOYER:**

**ADDRESS OF EMPLOYER:**

**TYPE OF BUSINESS:**

**NAME OF SUPERVISOR:**

**NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:**

**REASON FOR LEAVING:**

**DESCRIPTION OF YOUR DUTIES**

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### Previous Posts (In Reverse Order)

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

**NAME OF EMPLOYER:**

**ADDRESS OF EMPLOYER:**

**TYPE OF BUSINESS:**

**NAME OF SUPERVISOR:**

**NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:**

**REASON FOR LEAVING:**

**DESCRIPTION OF YOUR DUTIES**
26. HAVE YOU ANY OBJECTIONS TO OUR MAKING INQUIRIES OF YOUR PRESENT EMPLOYER?  YES [ ]  NO [ ]

27. ARE YOU NOW OR HAVE YOU EVER BEEN A CIVIL SERVANT IN YOUR GOVERNMENT'S EMPLOY?  YES [ ]  NO [ ]
   If answer is "yes", WHEN?

28. REFERENCES: List three persons, not related to you, and not current United Nations staff members, who are familiar with your character and qualifications. Do not exceed names of references 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.

30. HAVE YOU EVER BEEN ARRESTED, INDICTED, OR SUMMONED INTO COURT AS A DEFENDANT IN A CRIMINAL PROCEEDING, OR CONVICTED, FINE OR IMPRISONED FOR THE VIOLATION OF ANY LAW (EXCLUDING TRAFFIC VIOLATION)?  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.
# UNITED NATIONS

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

**TO BE COMPLETED BY CANDIDATE:**

<table>
<thead>
<tr>
<th>Personal Data:</th>
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<tbody>
<tr>
<td>Family Name:</td>
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<td>Given Name:</td>
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<tr>
<td>Middle names:</td>
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<tr>
<td>Gender: M/F</td>
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<td>e-mail address:</td>
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</table>

**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 Numbers**

**Military Service History/Police Service History**

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

<table>
<thead>
<tr>
<th>Current Rank</th>
<th>Date Last Promoted</th>
<th>Date Eligible for Promotion to Next Rank</th>
<th>Projected Retirement Date from Current Rank</th>
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**Branch/Corps/Unit/Section**

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>
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<tr>
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<td>FROM: Month/Year TO: Month/Year</td>
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<tr>
<td>Graduation from the Staff/War College or Police Academy (and/or similar law enforcement institution)</td>
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<tr>
<td>University Degrees</td>
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</table>
### Experience in peacekeeping operations:

<table>
<thead>
<tr>
<th>Dates mm/dd/yyyy</th>
<th>Mission/Operational Location</th>
<th>Position/Role (Milo, HQ Staff, Comms, Advisor)</th>
<th>Description/Duties</th>
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### Command Experience: starting with your most recent experience and list in reverse order.

<table>
<thead>
<tr>
<th>Dates mm/dd/yyyy</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 mm/dd/yyyy</th>
<th>Position/Org</th>
<th>Operation/Activity</th>
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### Other International Experience other than peacekeeping operations: starting with your most recent experience and list in reverse order.

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<th>Dates mm/dd/yyyy</th>
<th>Position/Org</th>
<th>Function/Activity</th>
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<tr>
<td>Name of Course</td>
<td>Date</td>
<td>Institution</td>
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Additional Comments:

I certify that the statements made by me in answer to the foregoing questions are complete and correct. I understand that any misinformation 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 to be excluded for further consideration.

I declare that I have never 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.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 testable 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: ..................................................
RESPONSIBILITIES:

Reporting directly to the UNIOGBIS Senior Police Adviser, the Police Operation & International Cooperation Project Manager will support the activities of the police component and perform the following duties:

- Oversee all activities of the Police Operation & International Cooperation Project;
- Identify, scope, design, implement and evaluate police-related initiatives (medium or long-term projects, quick-impact projects, capabilities' assessments, specialized training and so on), aiming at enhancing the existing capabilities and performance of police and other law enforcement agencies in terms of general policing services, public order, community policing, crime prevention, traffic control, criminal investigations, international cooperation, police crime intelligence, police information management, special police services, special police operations, and other necessities as required by the overarching policing and internal security reform program;
- Develop and implement a comprehensive organization development plan aiming at strengthening and widening operational capabilities of police and other law enforcement agencies, including but not limited to a full set of standard operational procedures, an incident reporting and filing system, national and international inter-agencies police cooperation agreements;
- Define organizational, operational and tactical requirements of police equipment and facilities in terms of quantity and specifications, including but not limited to transportation, communication, office space/furniture, information technology, and general/special police gear;
- Provide specific advice on day to day police operations as directed by the UNIOGBIS senior police adviser;
- Coordinate and integrate aspects of international cooperation in the fight against organized crime and drug trafficking with/into the existing regional and international efforts undertaken by ECOWAS, UNOWA, INTERPOL, DPKO and UNODC;
- Undertake any other tasking or managerial responsibility as delegated by the Senior Police Adviser.
COMPETENCIES:

Professionalism: Rich experience of police operations planning, management and international cooperation, including experience in dealing with transnational crimes; demonstrated in-depth understanding of the role of international policing in support of national law enforcement in peacekeeping operations; strong analytical skills combined with good judgment; 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. Displays commitment to human rights and the ability to give the necessary prominence to human rights. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

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

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

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

QUALIFICATIONS:

Education: Advanced university degree (Masters or equivalent) in law, criminal justice, public administration, political science, management or other related area. A first-level university degree in combination with qualifying experience 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.

Experience: A minimum of 8 years (10 years in absence of advanced university degree) of progressive and active relevant policing service/experience both at the field and national headquarters level, including at least 2 years of active police experience at managerial level, and/or in strategic planning and institution development and capacity building areas. Prior work experience with the United Nations, another international or regional organization, or a bilateral development agency is an asset.

Rank: Major/Chief Inspector/Superintendent or higher.

Language: Fluency in English (both written and oral) is required. Fluency in Portuguese is highly desirable. Knowledge of French is an asset.

Preference will be given to equally qualified women candidates.

Date of issuance: 10 January 2017

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