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CAI New Delhi

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03/10/15

**FAX/URGENT/AT ONCE**

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

28 SEP 2015

व्य. नं. 3138  
 दि. 05/10/15

No.21023/39/2015-PMA

Dated the 24<sup>th</sup> September, 2015

*[Signature]*  
 DIRECTOR CBI  
 NEW DELHI  
 JSA

**Subject :- Job Opening : Senior Police Coordinator (P-5) in United Nations Assistance Mission in Somalia (UNSOM) – Job opening Number : 2015-UNSOM-DPKO.**

UNDPKO through PMI to UN has sought the nomination of Individual Police Officers for the position of **Senior Police Coordinator (P-5)** United Nations Assistance Mission in Somalia (UNOM) for an initial period of 12 months (extendible) :-

Number of post	:	Not mentioned.
Level of Post	:	P-5, [DIG/IG]
Organization	:	UNSOM
Duration	:	12 Months (extendible)
Job Opening number	:	2015-UNSOM-DPKO

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5.10.15

**QUALIFICATIONS**

**Education:** Advance university degree Masters or equivalent) in the field of police science, criminal justice, law, business administration, international security studies or other relevant field. First level university degree with a combination of relevant academic qualifications, professional training and experience may be accepted in lieu of the advanced degree. Graduation from a police academy or similar law enforcement training institution is required.

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**Experience:** Minimum of 10 years (12 years in absence of advanced degree) of relevant, progressive responsible experience in law enforcement in a national law enforcement agency at the strategic, operational and managerial level. Experience coordinating stakeholders in an international environment is desirable, Experience working for, or collaborating with, a regional organization is desirable.

*[Signature]*  
 5/10

**Language Proficiency** in English language (both oral and written) is required. Knowledge of Somali or Arabic would be an advantage. **Preference will be given to equally qualified women candidates.**

P-1

By No. 10756/2014-20 (Pars)  
 Date 05/10/15

3.9 Pars-1, 20  
 5430  
 06/10/15

*[Signature]*

2. It is requested that nomination of **eligible and willing officer** of the level of **DIG/IsG (P-5)** may be submitted to this Ministry by **12<sup>th</sup> October, 2015** along with the following documents duly completed in all respect:-

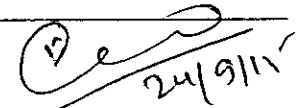
- i. United Nations Personal History Profile (PHP) form (P.11) duly completed and signed by the nominated candidate.
- ii. United Nations Employment and Academic Certification [attachment to personal history profile (P-11)] Form duly completed and signed by the nominated candidate as well as the relevant local authority.
- iii. Personal details as per **Annexure-I**.

3. The nominated officers may be advised to send the above document as per the format enclosed through electronic mail at e-mail address ([uspma@nic.in](mailto:uspma@nic.in) or [sopma@nic.in](mailto:sopma@nic.in)).

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.

  
24/9/15

( Raman Kumar)

Under Secretary to the Government of India

☎:23093443

☎:23093750/2398

✉:uspma@nic.in

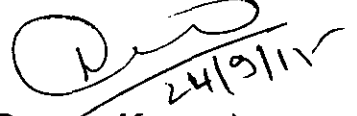
(3) (2)

**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.

  
24/9/11

**( Raman Kumar )**

Under Secretary to the Government of India

☎: 23093443

☎: 23093750/2398

✉: uspma@nic.in

**BIO-DATA PROFORMA**

Recent passport  
size photograph

1. Name of Post applied.
  2. Job opening number
  3. Name of the Officer
  4. Designation/Rank/organisation 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. Educational Qualification
  11. Previous UN experience
- Telephone No.

- a. Office
- b. Residence
- c. Mobile No
- d. Fax No.
- e. E-mail id

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

(Signature of the applicant)

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DEPARTMENT OF PEACEKEEPING  
OPERATIONS

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

2015 SEP 10 A 11:16

004010

REFERENCE

DPKO/ORO/LSI/PD/2015/1008

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 of one year to the United Nations Assistance Mission in Somalia (UNSOM), for the position of Senior Police Coordinator (P-5). 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 posts for which the Secretariat is seeking qualified applicants are provided in the attached Job Opening/s 2015-UNSOM -DPKO. Also attached are the "Application Procedures for Position in United Nations Police Components in Peacekeeping Operations and Special Political Mission Requiring Official Secondment from National Governments of Member States of the United Nations".

The Secretariat kindly requests the Permanent Mission to submit a separate application for each nominee for each Job Opening/s to the Selection and Recruitment Section/ Police Division/OROLSI/DPKO, DC-1, 7th floor, Room 0706, in accordance with the above-referenced procedure, 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.

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The Secretariat wishes to inform that the Permanent Mission of Member State 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 one year and if recommended for deployment, further arrangements will be coordinated with the Permanent Mission in due course.

The Secretariat wishes to outline that it is the responsibility of the Government to ensure that each candidate it nominates has not 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 or international humanitarian law. 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 the responsibilities of those personnel who are appointed to serve in United Nations peacekeeping 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 of Member State to the United Nations the assurances of its highest consideration.

  
9 September 2015

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219

# 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*

<b>Post title and level</b>	<b>Senior Police Coordinator, P-5</b>
<b>Organizational Unit</b>	<b>United Nations Assistance Mission in Somalia, UNSOM</b>
<b>Duty Station</b>	<b>Mogadishu</b>
<b>Reporting to</b>	<b>UNSOM Police Commissioner</b>
<b>Duration</b>	<b>12 Month (extendible)</b>
<b>Deadline for applications</b>	<b>16 October 2015</b>
<b>Job Opening number</b>	<b>2015-UNSOM-----DPKO</b>

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

## RESPONSIBILITIES:

Under the general guidance and direction of the UNSOM Police Commissioner, and within the limits of delegated authority, the Senior Police Coordinator will be responsible for, but not limited to, the performance of the following duties:

- Act as the UN Police Section focal point for Peacebuilding and Statebuilding Goal (PSG) 2 – Security of the Somali Compact and lead the coordination efforts of the Police Working Group (PWG) under PSG 2, including providing strategic direction to the PWG and ensuring the participation of all relevant national, regional and international partners.
- Ensure smooth and timely coordination among the UN Police Section, the AMISOM Police Component, with the framework of the Joint Concept of Cooperation, and the Somali Police Force (SPF) and relevant Government officials through, inter alia, coordination meetings, information sharing and the promotion of joint activities.
- Act as the focal point for donor coordination, establish and maintain good relations with donors through meetings and information sharing, including through maintaining donor matrices, and support resource mobilization for needs and projects identified in the PWG.
- Establish, liaise and maintain good working relations with UNSOM and UNSOA relevant Units and Sections, UNCT and other partners including through the promotion of joint initiatives, as appropriate.
- Produce timely reports, briefings and other written products relating to the outcomes, activities and assessment of coordination mechanisms, as needed.
- Advise the UN Police Section, ROLSIG and other stakeholders on police-related topics, as appropriate.
- Conduct assessments and fact-finding missions, as needed.
- Perform any other tasks as required.

## 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.
- **Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments; adjusts priorities as required; Allocates appropriate amount of time and resources for completing work; Foresees risks and allows for contingencies when planning; Monitors and adjusts plans and actions as necessary; Uses time efficiently.
- **Communications:** Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; Asks questions to clarify, and exhibits interest in having two-way communication; Tailors language, tone, style and format to match audience; Demonstrates openness in sharing information and keeping people informed.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; Solicits input by genuinely valuing other's ideas and expertise is willing to learn from others; Place 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.
- **Leadership:** Serves as role model that other people want to follow; Empowers others to translate vision into results; Is proactive in developing strategies to accomplish objectives; Establishes and maintains relationship with a broad range of people to understand needs and gain support; Anticipates and resolves conflicts by pursuing mutually agreeable solutions; Drives for change and improvement; does not accept status quo; Show the courage to take unpopular stands.

## QUALIFICATIONS:

- **Education:** Advance university degree (Masters or equivalent) in the field of police science, criminal justice, law, business administration, international security studies or other relevant field. First level university degree with a combination of relevant academic qualifications, professional training and experience may be accepted in lieu of the advanced degree. Graduation from a police academy or similar law enforcement training institution is required.
- **Experience:** Minimum of 10 years (12 years in absence of advanced degree) of relevant, progressive responsible experience in law enforcement in a national law enforcement agency at the strategic, operational and managerial level. Experience coordinating stakeholders in an international environment is desirable. Experience working for, or collaborating with, a regional organization is desirable.
- **Rank:** Must hold the rank of at least a Superintendent of Police (equivalent to a Lieutenant Colonel in the military).
- **Language:** Proficiency in English language (both oral and written) is required. Knowledge of Somali or Arabic would be an advantage.

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Preference will be given to equally qualified women candidates.

Date of Issuance: 8 September 2015

<http://www.un.org/en/peacekeeping/sites/police>



9  
228

# 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.*

<b>Post title and level</b>	<b>Senior Police Coordinator, P-5</b>
<b>Organizational Unit</b>	<b>United Nations Assistance Mission in Somalia, UNSOM</b>
<b>Duty Station</b>	<b>Mogadishu</b>
<b>Reporting to</b>	<b>UNSOM Police Commissioner</b>
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Under the general guidance and direction of the UNSOM Police Commissioner, and within the limits of delegated authority, the Senior Police Coordinator will be responsible for, but not limited to, the performance of the following duties:

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- Ensure smooth and timely coordination among the UN Police Section, the AMISOM Police Component, with the framework of the Joint Concept of Cooperation, and the Somali Police Force (SPF) and relevant Government officials through, inter alia, coordination meetings, information sharing and the promotion of joint activities.
- Act as the focal point for donor coordination, establish and maintain good relations with donors through meetings and information sharing, including through maintaining donor matrices, and support resource mobilization for needs and projects identified in the PWG.
- Establish, liaise and maintain good working relations with UNSOM and UNSOA relevant Units and Sections, UNCT and other partners including through the promotion of joint initiatives, as appropriate.
- Produce timely reports, briefings and other written products relating to the outcomes, activities and assessment of coordination mechanisms, as needed.
- Advise the UN Police Section, ROLSIG and other stakeholders on police-related topics, as appropriate.
- Conduct assessments and fact-finding missions, as needed.
- Perform any other tasks as required.

**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.
- **Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments; adjusts priorities as required; Allocates appropriate amount of time and resources for completing work; Foresees risks and allows for contingencies when planning; Monitors and adjusts plans and actions as necessary; Uses time efficiently.
- **Communications:** Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; Asks questions to clarify, and exhibits interest in having two-way communication; Tailors language, tone, style and format to match audience; Demonstrates openness in sharing information and keeping people informed.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; Solicits input by genuinely valuing other's ideas and expertise is willing to learn from others; Place 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.
- **Leadership:** Serves as role model that other people want to follow; Empowers others to translate vision into results; Is proactive in developing strategies to accomplish objectives; Establishes and maintains relationship with a broad range of people to understand needs and gain support; Anticipates and resolves conflicts by pursuing mutually agreeable solutions; Drives for change and improvement; does not accept status quo; Show the courage to take unpopular stands.

**QUALIFICATIONS:**

- **Education:** Advance university degree (Masters or equivalent) in the field of police science, criminal justice, law, business administration, international security studies or other relevant field. First level university degree with a combination of relevant academic qualifications, professional training and experience may be accepted in lieu of the advanced degree. Graduation from a police academy or similar law enforcement training institution is required.
- **Experience:** Minimum of 10 years (12 years in absence of advanced degree) of relevant, progressive responsible experience in law enforcement in a national law enforcement agency at the strategic, operational and managerial level. Experience coordinating stakeholders in an international environment is desirable. Experience working for, or collaborating with, a regional organization is desirable.
- **Rank:** Must hold the rank of at least a Superintendent of Police (equivalent to a Lieutenant Colonel in the military).
- **Language:** Proficiency in English language (both oral and written) is required. Knowledge of Somali or Arabic would be an advantage.

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Preference will be given to equally qualified women candidates.  
 Date of Issuance: 8 September 2015  
<http://www.un.org/en/peacekeeping/sites/police>

11  
224

**APPLICATION PROCEDURES FOR PROFESSIONAL CONTRACTED  
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 but not later than deadline specified in each Job Opening announcement. Applications received after the deadline will not be considered.
2. All applications must be submitted in a duly completed typed (not hand-written) and signed United Nations Personal History Form (P-11) along with Academic and Employment Certification Form (attachment to P-11 form). Applications using other formats will not be accepted, but additional information may be attached to the P-11. For the convenience of the Permanent Mission, a P-11 form and attachment are enclosed as samples 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. 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 self-attestation must be attached to the P-11 form and contain the following wording:  
**I attest that I have not committed, been convicted of, nor prosecuted for, any criminal or disciplinary offence. I attest that I have not been involved, by act or omission, in any violation of human rights law or international humanitarian law.**  
The applications without signed individual self-attestations will not be accepted.
5. Permanent Mission are requested to present their candidates in one single submission, in accordance with the deadline date specified in the Job Opening, under cover of a note verbale listing the names of the candidates, post title(s) they are nominated for and the corresponding vacancy announcements.
6. Applications must be hand-delivered by Permanent Mission to the Police Division Selection and Recruitment Section, Office of Rule and Law and Security Institutions, Department of Peacekeeping Operations at 1 UN Plaza, 7<sup>th</sup> floor, room DC1 -0776, in accordance with the specific directions in the relevant Note Verbale.
7. Upon delivery of the applications, the Selections and Recruitment Section will acknowledge the receipt to the individual making the delivery.
8. Communication regarding this process will be through the Permanent Mission only. The Secretariat will not entertain personal queries from individual applicants.

September 2015

<b>INSTRUCTIONS</b>		<b>UNITED  NATIONS</b>			Do not Write in This Space			
Please answer each question clearly and completely. TYPE OR PRINT LEGIBLY. Read carefully and follow all directions.								
1. Family name		First name		Middle name		Maiden name, if any		
2. Date of Birth (day/month/yr)		3. Place of birth		4. Nationality(ies) at birth		5. Present Nationality(ies)		
6. Sex	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		Nationality		
						Gender		
15. (a) Name of Spouse								
16. Have you taken up legal permanent residence status in any country other than that of your nationality? YES <input type="checkbox"/> NO <input type="checkbox"/> If answer is "yes", which country?								
17. Have you taken any legal steps towards changing your present nationality? YES <input type="checkbox"/> NO <input type="checkbox"/> If answer is "yes", explain fully:								
18. Are any of your relatives employed by 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								

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222

**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 FORMAT, 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 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:**

**B. PREVIOUS POSTS (IN REVERSE ORDER)**

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

15  
223

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

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

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

FULL NAME	FULL ADDRESS	BUSINESS OR OCCUPATION

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

32. HAVE YOU EVER BEEN ARRESTED, INDICTED, OR SUMMONED INTO COURT AS A DEFENDANT IN A CRIMINAL PROCEEDING, OR CONVICTED, FINED OR IMPRISONED FOR THE VIOLATION OF ANY LAW (excluding minor traffic violations)? YES  NO   
If "yes", give full particulars of each case in an attached statement.

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

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

DATE: \_\_\_\_\_ (day, month, year) SIGNATURE: \_\_\_\_\_

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

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



17  
524

**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.

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

<p><b>Position for which you are applying:</b></p> <p>(Note: if you are applying for more than one position, please submit separate P11 and P11 attachment for each Job Opening)</p> <p>Job Opening Number:</p>
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**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				

(19) (225)

**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, Advise*)	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 preceding paragraphs for the following reasons:* .....

Date ..... Signature .....

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

(2) 226

**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 .....