

From The Inspector General of Police/PPO,  
Punjab.

To 1. All Addl. Inspectors General of Police in Punjab.  
2. The Capital City Police Officer, Lahore.  
3. The Commandant, Punjab Constabulary, Farooqabad.  
4. All Regional Police Officers, in Punjab.  
5. The Dy. Inspectors General of Police, T&T, Traffic, SPU, Punjab.  
6. The Managing Director, PSCA, Lahore.  
7. The Director, Overseas Pakistanis Commission, Lahore.  
8. All Staff Officers in CPO, Punjab.  
9. Commandant, Lahore Ring Road, Police.

No. 4513 /UN-EXEC-III,

dated: 21/07/2023.

Subject NOMINATION FOR THE POSITION OF INVESTIGATION ADVISER, P-4 IN THE STANDING POLICE CAPACITY (SPC) AT UNLB, BRINDSI ITALY.

Memo.

Enclosed please find a copy of letter bearing F.No. 1/7/2023-UN, dated 21.07.2023 received from the National Police Bureau, Ministry of Interior, Government of Pakistan, Islamabad, on the subject matter. The enclosures (06-pages) of the aforementioned letter may be downloaded from the website of Punjab Police i.e. [www.punjabpolice.gov.pk](http://www.punjabpolice.gov.pk).

2. The applications of the eligible and volunteer Police Officers having fluency in English oral and written may be furnished to this office against the following post: **by 28.07.2023 (Friday)**. Details are as under:

Sr. #	Job Title	Job Opening Number	Minimum Rank
i.	Investigation Adviser, P-4	2023-SPC-75909-DPO	SP

3. It may be ensured that the prescribed forms completed in all aspects (in triplicate), duly signed by the concerned local authority alongwith applications to seek NOC to apply for the purpose from Establishment Division may be furnished to this office before the cut-off date. Scanned copies of signed documents may also be emailed at [executivebranch3@yahoo.com](mailto:executivebranch3@yahoo.com).

4. The nominations received after the cut-off date and incomplete forms will not be entertained as the MOI/UN authorities do not accept the same. No direct correspondence with the NPB, MOI, Islamabad, is permissible.

(HUMAYUN BASHIR TARAR) PSP  
DIG/Headquarters,  
for Inspector General of Police/PPO,  
Punjab.

CC:

A copy along with its enclosures is forwarded to the DIG/IT, CPO with the request to upload this letter alongwith its enclosures (06-pages) on the website of Punjab Police immediately, please.

Government of Pakistan  
Ministry of Interior  
National Police Bureau

No. 1/7/2023-LM

Islamabad, the 21 July 2023

- To
- The Provincial Police Officer, Punjab, Lahore.
  - The Inspector General Police, Sindh, Karachi.
  - The Provincial Police Officer, Khyber Pakhtunkhwa, Peshawar.
  - The Inspector General Police, Balochistan, Quetta.
  - The Inspector General Police, ICT, Islamabad.
  - The Inspector General Police, AJ&K, Muzaffarabad.
  - The Inspector General Police, Gilgit-Baltistan, Gilgit.
  - The Commandant, National Police Academy, Islamabad.

Subject: Nomination for the position of Investigation Adviser, P-4 in the Standing Police Capacity (SPC) at UNLB, Brindisi Italy

I am directed to enclose herewith a copy of Pakistan Military Adviser's Office New York email UN Circular Note Verbale on the subject cited above.

2. The Secretariat of United Nations is seeking the nomination of suitable IPOs for appointment on secondment to following position in Standing Police Capacity of the Police Division at UNLB, Brindisi Italy:

S#	Job Title	Job Opening Number	Minimum Rank
1	Investigation Adviser, P-4	2023-SPC-75909-DPO	SP

3. It is requested that only one most suitable nomination of IPO against the vacancy may kindly be furnished by 04 August, 2023. In case of multiple nominations the officer on top shall be selected for the subject position. Prior NOC to apply from Establishment Division is mandatory. All compulsory UN documents may be attached with nomination letter. Scanned copies (pdf) of signed relevant forms may also be emailed to [so.police123@gmail.com](mailto:so.police123@gmail.com). Fluency in English language (both oral and written) is required. Kindly ensure that nomination forms are complete in all respect. Incomplete nomination documents or received after deadline will not be processed.

4. This issues with the approval of Director General NPB.

Encl: As above.



(Muhammad Shahid)  
Deputy Director (UN)  
Tel: 051-9219966

CC:

PA to DG NPB  
PA to Director NPB

**Fwd: Vacancy announcement for the post of Investigation Adviser, P4 in the Standing Police Capacity Recruitment Campaign at UNLB, Brindisi - deadline for applications submission - 19 September 2023**

1 message

Raja Afzal Ahmad <pakmushir@gmail.com>  
To: SO Police <so.police123@gmail.com>

Thu, Jun 22, 2023 at 8:58 PM

Dear SO

AOA Please see attached documents related to the vacancy announcement for the post of Investigation Adviser, P4 in the Standing Police Capacity Recruitment Campaign at UNLB, Brindisi. The deadline for submission of nominations 19 Sep 23. This VA is seeking the nomination of qualified Police Officers in active service and meeting the specific requirements of the post. The following is attached:-

- Note Verbale
- Job Opening
- Application Procedures for SPC
- Application forms package - to be submitted and completed in connection with the nomination of candidate(s). The package should include:
  - Personal History Profile form (P.11) along with complementary sheets
  - Academic and Employment Certification (EAC) form,

----- Forwarded message -----

From: **Dmytro Oschepkov** <oschepkov@un.org>

Date: Tue, Jun 20, 2023 at 17:25

Subject: Vacancy announcement for the post of Investigation Adviser, P4 in the Standing Police Capacity Recruitment Campaign at UNLB, Brindisi - deadline for applications submission - 19 September 2023

To:

CC: Dmytro Oschepkov <oschepkov@un.org>

Dear Madam/Sir,

Please see attached documents related to the vacancy announcement for the post of Investigation Adviser, P4 in the Standing Police Capacity Recruitment Campaign at UNLB, Brindisi. The deadline for submission of nominations is **19 September 2023**. This VA is seeking the nomination of qualified Police Officers in active service and meeting the specific requirements of the post.

In this regard, please find attached:

- Note Verbale
- Job Opening
- Application Procedures for SPC
- Application forms package - to be submitted and completed in connection with the nomination of candidate(s). The package should include:
  - Personal History Profile form (P.11) along with complementary sheets
  - Academic and Employment Certification (EAC) form,

**In order to promote greater gender balance among police secondment, we strongly encourage the nomination of qualified female candidates. The candidates with the knowledge of other UN official languages, particularly French language, in addition to English, is highly desirable.**

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6/23/23, 8:47 AM

Gmail - Fwd: Vacancy announcement for the post of Investigation Adviser, P4 in the Standing Police Capacity Recruitment

**Please note:**

- Nominations received after the deadline specified on the Job Opening, will not be accepted.
- Applications submitted using different forms from the ones provided will not be accepted.
- Permanent Missions are requested to present their candidates in **one single submission** via a Note Verbale.
- Only nominations submitted through the Permanent Missions will be accepted; individual applications sent directly to the Police Division, will not be considered.

Applications must be forwarded by e-mail to [oschepkov@un.org](mailto:oschepkov@un.org) in accordance with the specific directions in the relevant Note Verbale.

The Police Division is looking forward to your submissions and stand ready to assist you with any questions.

Best regards,



**Dmytro Oschepkov**

Recruitment Officer

**Selection and Recruitment Section**

Police Division, OROLSI

Department of Peace Operations (DPO)

DC2-1546 United Nations, 2 UN Plaza, New York, NY 10017

E-mail: [oschepkov@un.org](mailto:oschepkov@un.org)

Tel: 917-367-5172 Fax: 917-963-2222



**6 attachments**

**NV - VA Investig. Adv. SPC P4 (June 2023).pdf**  
182K

**JO-Investigation Adviser, P4.pdf**  
397K

**Application Procedures for SPC (updated).pdf**  
289K

**EAC Form (2012).doc**  
82K

**P-11 form - supplementary sheets.doc**  
125K

**P-11 form.doc**  
206K

# United



# Nations Secretariat

Vacancy Announcement for Positions in the Department of Peace Operations  
requiring official secondment from national governments of Member States of the United Nations Organization

**VACANCY ANNOUNCEMENT NUMBER**  
**DEADLINE FOR APPLICATIONS**  
**POST TITLE AND LEVEL**  
**DUTY STATION**  
**ORGANIZATIONAL UNIT**  
**INDICATIVE MINIMUM GROSS ANNUAL REMUNERATION (NOT INCLUDING POST ADJUSTMENT)**

2023-SPC-75909-DPO  
19 September 2023  
Investigations Adviser, P-4  
BRINDISI  
DEPARTMENT OF PEACE OPERATIONS  
U.S. Dollars 94,268

CIRCULATION LIMITED TO MEMBER STATES. APPOINTMENTS ARE LIMITED TO SERVICE ON POSTS FINANCED BY THE SUPPORT ACCOUNT OF PEACE OPERATIONS.

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

**RESPONSIBILITIES:** The Investigations Adviser reports directly to a Team Leader of the Standing Police Capacity (SPC), which is a UN Police mechanism for starting up police components in new UN peace operations as well as assisting existing operations on a continual basis. The incumbent is expected to be deployed to peace operations for periods from 3 up to 6 months away from his/her duty station. The incumbent provides a wide spectrum of advisory and assistance in the field of combating transnational crime, organized crime and other emerging crime issues, especially in post-conflict environments. S/he provides expert advice and assistance on law enforcement investigation procedures, practices and techniques in the context of the SPC's planning at headquarters and specific assignments in the field. Focus is placed on advising and supporting various aspects of investigating serious crimes, including transnational organized crime, crime scene and forensic evidence matters. The incumbent speaks on technical issues affecting the investigation of serious crimes, such as pre-trial discovery, collection, classification, rules of evidence, and the identification and protection of crime scenes. When at the duty station, the incumbent engages in Serious Crime Analysis and undertakes relevant studies and surveys of serious crime factors as they pertain to the mandates of respective UN Police components in UN peace operations. This work includes determining the specific role to be played by the SPC in providing UN Police in the field with investigations assistance and/or supporting the development of this capacity in national law enforcement agencies that the UN Police are tasked to assist. In the field, s/he works closely with UN Police and national law enforcement authorities in mapping out threats to public security originating from serious crime incidents and lack of law enforcement investigation. The Investigations Adviser develops and supports the implementation of local programs and other activities aimed at strengthening the procedures and rules governing national law enforcement investigations of serious crimes, including the spectrum of transnational crime. From the perspective of building institutional law enforcement capacity in post-conflict environments, which is the strategic mission of UN Police, the incumbent seeks to support organizational and structural change in national law enforcement agencies, such as the creation of professional law enforcement investigative units, and advises the national police and other law enforcement officials in planning, developing, and implementing programs and activities to deal with transnational crime and to provide specialized institutional capacity-building assistance in this area.

#### **COMPETENCIES:**

**Professionalism:** Knowledge of theories, concepts and approaches relevant to democratic policing, law enforcement, community safety and capacity-building; relevant knowledge of the conduct and performance of investigations in a national law enforcement agency, including in the field of combating transnational crime; knowledge of the current trends and developments in the field of investigations, in general and pertaining to transnational and organized crime. Good research, analytical and problem-solving skills; ability to identify and participate in the resolution of complex issues and problems. Demonstrates professional competence and mastery of subject matter. Is conscientious and efficient in meeting commitments, observing deadlines and achieving results. Is motivated by professional rather than personal concerns. Shows persistence when faced with difficult problems or challenges. Remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work. **Planning and Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently. **Teamwork:** Works 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 (Master's degree or equivalent) in the applied sciences, social sciences, laws or other relevant field. A first level university degree with a relevant combination of academic qualifications and extensive experience in police operational matters, including serious crime investigations may be accepted in lieu of the advanced university degree. Graduation from a certified police academy or other law enforcement training facility is required. **Work Experience:** A candidate must be in active police service possessing minimum of seven years (nine years in absence of advanced degree) of active law enforcement experience on a wide range of operational and administrative issues, including three years of managerial and policy-making experience in serious crimes and transnational organized crimes investigations, and crime scene management/forensics. Experience in the use of modern Internet-based research methodologies and sources are required. Peacekeeping or other international experience in the UN or other organizations is desirable. **Rank:** Superintendent or Lt. Colonel, or other service equivalent or higher rank. **Languages:** English and French are the working languages of the UN. For the post advertised, fluency in oral and written English is required. Fluency in French is desirable.

Date of Issuance: 20 June 2023

Preference will be given to equally qualified women candidates

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**APPLICATION PROCEDURES FOR POSITIONS IN  
THE STANDING POLICE CAPACITY OF THE UNITED NATIONS POLICE  
DIVISION  
REQUIRING OFFICIAL SECONDMENT FROM  
NATIONAL GOVERNMENTS OF MEMBER STATES OF THE UNITED NATIONS**

Outlined below are the procedures to be followed by Permanent Missions for the presentation of candidates to posts requiring secondment from active Police service, which are open for recruitment within the Standing Police Capacity of the United Nations Police Division, with its duty station in the UNLB in Brindisi, Italy. 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 for candidates recommended by Member States through their Permanent Missions to the United Nations. Candidates applying independently will not be considered. **It is requested that applications be submitted as soon as possible. Applications received after the deadline specified in each Job Opening will not be considered.**
2. All applications must be submitted on a duly completed (typed) and signed United Nations Personal History Form (P.11) along with Academic and Employment Certification Form (EAC), which is an 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 Missions, a P. 11. form is enclosed as a sample to be photocopied as needed. Also enclosed is the P.11 supplementary sheet and the EAC form.
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' qualification and experience 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 Policy on Human Rights Screening of UN Personnel, Permanent Mission is requested to provide human rights certification for all nominees. The following language must be included in a nomination note verbal: ***"The Government of ..... is hereby confirming that none of the nominated candidates has 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. The Government of ..... also certifies that it is not aware of any allegations against the 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."***
5. 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 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.

6. The Government is also requested to certify that there was no corruption or fraud in the nomination procedures of police officers on secondment to the United Nations.
7. Permanent Mission is requested to confirm the level of the educational degree obtained by each nominee, and/or its equivalency to a 1st or other level university degree.
8. Rank in application form (EAC) should be outlined in candidate's original language with literal translation in English. No equating to military ranks should be made.
9. Permanent Mission are requested to present their candidates in one single submission, in accordance with the deadline date of the Job Opening, under cover of a Note Verbale listing the names of the candidates and the corresponding vacancy announcements.
10. Applications must be forwarded by e-mail to [oschepkov@un.org](mailto:oschepkov@un.org) in accordance with the specific directions in the relevant Note Verbale.
11. The Selections and Recruitment Section will acknowledge the receipt of the documentation to the sender.
12. Communication regarding this process will be maintained through the Permanent Mission only. No personal queries from individual applicants will be entertained.

June 2023