

IMMEDIATE / BY FAX

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. All Regional Police Officers, in Punjab.
 4. The Dy. Inspectors General of Police, T&T, Traffic, SPU, Punjab.
 5. The Managing Director, PSCA, Lahore.
 6. The Director, Overseas Pakistanis Commission, Lahore.
 7. All Staff Officers in CPO, Punjab.
 8. Commandant, Lahore Ring Road, Police.

No. 15 /UN-EXEC-III,

dated: 03/01 /2022.

Subject **UNFICYP RECRUITMENT, DEPUTY SENIOR POLICE ADVISOR**

Memo.

Enclosed please find a copy of letter bearing F.No. 12/13/2021-UN, dated 29.12.2021 received from the Ministry of Interior, Government of Pakistan, Islamabad, on the subject matter. The enclosures (19-pages) of the aforementioned letter may be downloaded from the website of Punjab Police i.e. www.punjabpolice.gov.pk.

2. The applications of the eligible and volunteer Police Officers having fluency in oral as well as written **English** language may be furnished to this office against the following posts **no later than 14.01.2022 (Friday) by 09:00 am**.

3. It may be ensured that the prescribed forms completed in all aspects (**in triplicate**), **duly signed by the concerned local authority** may be furnished to this office before the cut-off date. **Scanned copies of signed documents may also be emailed at 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.


(RAI BABAR SAEED) 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 along with its enclosures (19-pages) on the website of Punjab Police immediately, please.

United Nations



*Job Description 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	Deputy Senior Police Advisor, seconded (non-contracted)
Organizational Unit	United Nations Peacekeeping Force in Cyprus (UNFICYP)
Duty Station	Nicosia
Reporting to	Senior Police Advisor
Duration	12 Month (extendible)
Deadline for applications	<u>31 January 2022</u>

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

RESPONSIBILITIES:

Under the direction and guidance of the Senior Police Advisor (SPA), the incumbent will coordinate all administrative and managerial aspects of the United Nations Police in UNFICYP. The Deputy Senior Police Advisor (DSPA) will provide support to the SPA in the fulfillment of his/her duties to ensure the sound management of the United Nations Police component in the performance of the mandated tasks and will:

- Act as the principal advisor to the Senior Police Advisor (SPA) on all police and other law enforcement matters relevant to the implementation of the UNFICYP's mandate; provide regular reports on key issues and work on programme implementation;
- To work closely with UNFICYP's Military and Civilian components as part of a "three-pillar" concept, developed to maximize integration of all aspects of the Mission's mandate;
- Support the SPA in confidence building measures through the Technical Committee on Crime and Criminal Matters and the Joint Communications Room;
- Facilitate local police services from both communities to address effectively the existing and emerging law and order challenges in the Buffer Zone (BZ) and crossing points;
- Participate and represent UNFICYP Police component in communities, meetings, working groups etc., as advised by the SPA;
- Developing, implementing, and managing plans, orders, briefings and reports on UNFICYP Police matters and commanding police operations as required, work in close collaboration with other pillars on the development of contingency planning, work in close cooperation with mission's integrated JOC, JMAC and Planning Unit;
- Supervising the Staff Officers of UN Police HQ as well as for providing liaison with both local police services, United Nations Military and Civilian Components, and other relevant governmental and non-governmental organizations on UNPOL related matters;
- He/she makes field visits to the Sectors and Stations on a regular basis in order to obtain an understanding of the UNPOL day to day activities and to provide advice and direction;
- DSPA performs any other duties assigned by the Senior Police Adviser, and
- Assume the duties and responsibilities of the SPA in his/her absence.

COMPETENCIES:

Professionalism: 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; has political acumen; in depth knowledge of the issues related to transnational and organized crime; outstanding expert knowledge in the technical field of work on general and in the specific areas being supervised in particular; proven ability to produce reports and papers on technical issues; ability to review and edit work of others; full mastery of the project management cycle applied in developing country context; ability to analyze issues and solve problems; political awareness and sensitivity; commitment to implement the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of the mission's work.

Leadership: Serves as a 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 relationships 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 improvements; does not accept the status quo; shows the courage to take unpopular stands.

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

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

Teamwork: Works collaboratively with colleagues to achieve goals; solicits inputs by genuinely valuing other's ideas and expertise; is willing to learn from others; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

QUALIFICATIONS:

Education: Graduation from a certified police academy or other similar law enforcement training institution is required. A first level university degree in combination with qualifying experience in establishment of initiatives related to community policing, police management, police administration or peacekeeping is desired.

Experience: At least twelve (12) years of progressive and active policing service/experience, including four (4) years of senior police management experience commanding diverse teams in a multi-disciplined workplace, including the development of budgets and organizational policy. Peacekeeping or other international experience is highly desirable.

Rank: IPO posts are non-ranked positions, however considering managerial scope of incumbent's work, a candidate's rank equivalent to Superintendent, Lieutenant Colonel, or similar is desired.

Languages: fluency in oral and written English is required.

Assessment for Mission Service: All candidates should be cleared through an Assessment for Mission Service (AMS) either by a Selection Assistance and Assessment Team (SAAT) deployed to a Member State or on the basis of an in-mission AMS upon arrival of the candidates. Failure to pass the in-mission assessment will result in candidate's repatriation. All repatriation related expenses in this case are to be borne by the Member State. Therefore, the Member States are strongly encouraged to request a SAAT to conduct an AMS in the Member State prior to the police personnel deployment.

Additionally desired:

- In-depth understanding of UN mandates and the implementation processes;
 - Previous experience in UN Police post-conflict operations;
 - Knowledge and understanding of theories, concepts and approaches relevant to democratic policing;
 - Attendance of formally recognized or accredited SSR-related programmes;
 - Good knowledge of the conditions prevailing in Cyprus with the ability to appraise and evaluate the implications of economic, political, cultural and historical sensitivities in the region.
-

Preference will be given to equally qualified women candidates.

Date of Issuance: 15 December 2021.

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.

<https://police.un.org/en>



UNITED  NATIONS

Electronic Application for Seconded Police
Non-Contracted Post

INSTRUCTIONS

The Electronic Application for Seconded Police (Non-Contracted Post) is designed to provide the United Nations Police Division with all the relevant information about your candidacy for a Police Post. This form must be filled out electronically; no hand-written submissions will be accepted.

If you are submitting a printed version of this completed form, it must be printed on one side of each page.

To facilitate your completion of the EASP, a detailed set of descriptions and instructions are below.

Section 1: Candidate and Application Information

It is imperative that all your personal information is correctly spelled and represented in the fields in this section. Any deviation or mistakes in your basic information could either delay or nullify your candidacy.

- **Family Name, First Name, Middle Name** – please enter your official full name in that order. If you do not have a middle name, leave the field blank. If you have several first or middle names, you may distribute them between First Name and Middle Name.
- **Date of Birth** – your official Date of Birth as dd/MMM/yyyy. Select the appropriate numerical value for DD from the list; next choose the Month from the list. Finally, be sure to input only numerical values for YYYY.
** The official age range to be eligible for deployment as a UN Police Officer is: 25 and 60 years of age.*
- **Nationality** – select your nationality from the list
- **Gender** – select your gender
- **National ID Type** – select the appropriate type of identification from the list. If no match found, select National ID Card.
- **National ID Number** – type the full number (or alphanumeric) as it appears on your ID Card.
- **Marital Status** – select your current marital status
- **Type of Post for which you are applying?** – choose the appropriate category
- **For which UN Mission is this application (if known)?** – select from the list of current Police mandated missions
- **Did you pass an Assessment for Mission Service (A.M.S.)?** – choose Yes or No if you have taken part in an A.M.S. in your home country or in a field mission. The A.M.S. was previously known as S.A.T.
- **If yes, Date (dd/mmm/yyyy)** – input the date of the last A.M.S. (or S.A.T.) in which you took part
- **Place** – please provide the location, either the city or country will suffice
- **Type of National Service** – please indicate the type of police service in which you are currently employed. Examples could be Gendarmerie, National Guard, Municipal, Federal, etc...
- **Current Rank** – please indicate your current rank

Section 2: Contact Information

- **Primary Phone, Office** – please provide two telephone or mobile numbers inclusive of country code (numeric only)
- **Email** – please ensure your primary email address is typed correctly and remains available to receive any possible communications regarding your application. You may want to set your SPAM Filter to allow emails from '@un.org', so that you don't miss any important correspondence from Police Division.
- **City, State/Province, Country** – for purposes of potential deployment, please indicate your current location

Section 3: Police Expertise

For the Police Expertise section, please refer to the table below which outlines Police Skill Sets and Expert Profiles.

- **Preferred Field of Work** – please choose from the list
- **Main Field of Expertise, Additional Expertise** – please choose from the list. The choices are shortened versions from the Expert Profiles listed in the below table.

	Skill Sets	Expert Profiles
1	Management	<ul style="list-style-type: none"> • Supervision/command of police units • Project design and management • Institution building • Organizational planning • Police reform and restructuring
2	Administration	<ul style="list-style-type: none"> • Police infrastructure administration • Fiscal management, budget development, payroll system management, financial auditing • Procurement, logistics, assets management, fleet management, tenders and contracts • Human resources management • Internal affairs, discipline management • Audit and inspection of police units • Legal support and legal drafting
3	Police Operations / Security	<ul style="list-style-type: none"> • Planning and running critical police/security operations (elections, demonstrations, public events, etc.) • Public order (FPU-related) • VIP protection and security • Traffic management • Airport security and security of other strategic infrastructures • Border security, customs, riverside police, immigration, etc. • Transnational crime operations, Interpol, operations to combat trafficking in human beings, drugs and weapons • Special police (SWAT, rapid reaction units, antiterrorist, undercover operations)
4	Crime Management / Crime Prevention	<ul style="list-style-type: none"> • Crime scene management • Suspect/witness interview • Crime investigation (serious crimes, fraud, homicide, burglary, SGBV, etc.) • Criminal records/data base management • Crime/data analysis, crime trend recognition • Criminal intelligence analysis and management • Forensics including crime scene and evidence preservation, fingerprints, ballistics, firearm examination, DNA, pathology, handwriting and fraudulent documents identification, money counterfeiting, etc. • Community policing • Traditional policing (paramount, tribal, nomad-focused, etc.)
5	Training	<ul style="list-style-type: none"> • Training organization and management • Training curriculum and training plans development • General training delivery (including in-service training) in the areas of basic training, leadership training, general policing, police legislation, ethics, etc. • Tactical training including training in self defence, police formations, procedures such as arrest, search, detention, etc. • Weapons handling training (non lethal and fire arms) • Language training
6	Technical Support	<ul style="list-style-type: none"> • Weaponry: armoury management and inspection, gunsmith, weapon safety and storage, shooting range construction, explosives handling, etc. • IT: database development and administration, system design, computer programming, network specialists, etc. • Communication: radio and data communication system establishment and management, police radio network installation and maintenance, etc. • Police surveillance: equipment installation, running operations, use of evidence, etc. • Public information • Civil engineering: construction projects, building standards, architecture, building plan developing, etc. • Medical services
7	Generic	<ul style="list-style-type: none"> • Patrolling • Desk Officer Duties • Duty Officer / Shift Leader Duties • Driver Duties • Office Support / Administration • Generic Logistics • Other

Section 4: Police and Academic Education History

- **When did you join the Police?** – please provide the month and year of when you first entered either police training or active duty.
- **Police Training Institution** – Please provide the details for any Police training institutions you have attended; most recent first. Provide the full institution name if possible, however abbreviations are fine if there is not enough space. Dates Attended should be Month and Year. In the Location column, either city or country would be acceptable. Should you require more than three rows, please use the Academic Institutions subsection below to complete your profile.
- **Academic Institution** – Please provide the full name of the Academic Institution and just below it, either the city or country. For Degree Level, please indicate the original name of the degree if you matriculated.
- **Other Educational Achievement** – Should you require further space to outline other Academic or Police training, please use this space to briefly mention.

Section 5: Previous Work Experience

Kindly indicate if you have previous United Nations experience as well as for how long. If you remember your IMIS Index Number, kindly provide that number as well.

- **Organization** – For the next twenty-two rows, indicate your police specific work experience as well as any international UN experience in reverse chronological order (most recent first). If you have previous United Nations experience, please begin with that information (most recent first) and then continue with your other work experience. If you have held various positions within a single organization, it may be beneficial to your candidacy if you separated each position into it's own entry. If you require more space, there will be a section at the end of the form for you to freely type any further information. Please be brief in your descriptions of your responsibilities.

Section 6: Language Proficiency

This section is for you to explain any special linguistic skills and knowledge. The working language in the United Nations is English; however, some duty stations and missions also require the use of French. Some United Nations Field Missions may request the recruitment of Police Officers whom have additional linguistic knowledge, which we refer to as Advantage Language(s) in the Job Opening Announcement.

Section 7: Vehicular Proficiency

For deployment to a United Nations Field Mission, all United Nations Police Officers must have a valid vehicular driving license. All UNPOL Officers will be tested for driving proficiency upon arriving to the Field Mission, unless they took part and successfully passed an A.M.S. (formally known as S.A.T.) prior to recruitment.

- **Year Began Driving** – please provide the year in which you first began driving a motor vehicle
- **Frequency of Driving** – please type in how often you drive (for example: daily, weekly, infrequently, etc.)
- **Driver License Number** – enter the full number of your current driver's license
- **Category** – please choose from the list provided
- **Date of Issue, Expiry** – please enter the day, month, and year of the issue and expiry information on your Driver License

Section 8: Technology Proficiency

Working knowledge of productivity technology has become essential for all organizations. Police Division requests you truthfully answer your proficiency in Word Processing (creating, editing, managing documents using software such as Microsoft Word), Presentation (creating, editing, designing presentations using software such as Microsoft Powerpoint), Spreadsheet (creating, editing, writing formulas, using software such as Microsoft Excel), General Internet (browsing and researching information from the World Wide Web using a web browser such as Internet Explorer or Firefox). Please also provide any additional technological knowledge that may be relevant.

Section 9: Certifications

This section provides you an opportunity to highlight any specialized certifications you have may have received in your career in either law enforcement or any other subject matter in which you pursued further study, relevant to the position for which you are applying.

Section 10: Other Relevant Information

Please utilize this free space to type in any additional information you were unable to include or expand upon earlier.

Section 11: Conditions of Service

This section is required. Please answer both questions and explain if you have answered “Yes” to any of them.

Section 12: Declaration of Disciplinary Clearance

This section is required. Check the box and provide the current date as day, month, year. Upon printing the document, **be sure to sign where indicated.**

Section 13: Declaration of Authenticity

This section is required. Check the box and provide the current date as day, month, year. Upon printing the document, **be sure to sign where indicated.**



UNITED NATIONS



Electronic Application for Seconded Police
Non-Contracted Post

INSTRUCTIONS

Please read carefully and follow all directions. Please answer each question clearly and completely. Only TYPED forms, submitted by Permanent Missions to the United Nations will be accepted by the UN Police Division.

1. CANDIDATE AND APPLICATION INFORMATION

Family Name:		First Name:		Middle Name:	
Date of Birth:	/	/	Nationality:		Gender:
National ID Type:		National ID Number:		Marital Status:	
Type of post for which you are applying?			For which UN Field Mission is this application (if known)?		
Did you pass an Assessment for Mission Service (A.M.S.)?		If yes, Date (dd/mm/yyyy):		/	Place:
Type of National Service:			Current Rank:		

2. CONTACT INFORMATION

Primary Phone: +	Office: +	Email:
City:	State/Province:	Country:

3. POLICE EXPERTISE

Preferred Field of Work:	Main Field of Expertise:
Additional Expertise:	Additional Expertise:

4. POLICE AND ACADEMIC EDUCATION HISTORY

When did you join the Police? /

POLICE TRAINING INSTITUTION	DATES ATTENDED		RANK UPON GRADUATION	LOCATION
	From	To		
	/	/		
	/	/		
	/	/		
ACADEMIC INSTITUTION (NAME & LOCATION)	DATES ATTENDED		DEGREE LEVEL	COURSE OF STUDY
	From	To		
	/	/		
	/	/		
	/	/		
	/	/		
	/	/		

Other Educational Achievement:

5. PREVIOUS WORK EXPERIENCE (please list your experience in reverse chronological order in the fields below)					
Do you have International Experience with the United Nations? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, for how long? Years Months					I.M.I.S. Index:
ORGANIZATION	DATES ATTENDED		POSITION TITLE(S)	BRIEF DESCRIPTION OF RESPONSIBILITIES	
1.	<input type="text"/>	From: <input type="text"/> / <input type="text"/> To: <input type="text"/> / <input type="text"/>			
2.	<input type="text"/>	From: <input type="text"/> / <input type="text"/> To: <input type="text"/> / <input type="text"/>			
3.	<input type="text"/>	From: <input type="text"/> / <input type="text"/> To: <input type="text"/> / <input type="text"/>			
4.	<input type="text"/>	From: <input type="text"/> / <input type="text"/> To: <input type="text"/> / <input type="text"/>			
5.	<input type="text"/>	From: <input type="text"/> / <input type="text"/> To: <input type="text"/> / <input type="text"/>			
6.	<input type="text"/>	From: <input type="text"/> / <input type="text"/> To: <input type="text"/> / <input type="text"/>			
7.	<input type="text"/>	From: <input type="text"/> / <input type="text"/> To: <input type="text"/> / <input type="text"/>			
8.	<input type="text"/>	From: <input type="text"/> / <input type="text"/> To: <input type="text"/> / <input type="text"/>			
9.	<input type="text"/>	From: <input type="text"/> / <input type="text"/> To: <input type="text"/> / <input type="text"/>			
10.	<input type="text"/>	From: <input type="text"/> / <input type="text"/> To: <input type="text"/> / <input type="text"/>			
11.	<input type="text"/>	From: <input type="text"/> / <input type="text"/> To: <input type="text"/> / <input type="text"/>			

5. PREVIOUS WORK EXPERIENCE (continued)			
ORGANIZATION	DATES ATTENDED	POSITION TITLE(S)	BRIEF DESCRIPTION OF RESPONSIBILITIES
12.	From: <input type="text"/> / To: <input type="text"/> /		
13.	From: <input type="text"/> / To: <input type="text"/> /		
14.	From: <input type="text"/> / To: <input type="text"/> /		
15.	From: <input type="text"/> / To: <input type="text"/> /		
16.	From: <input type="text"/> / To: <input type="text"/> /		
17.	From: <input type="text"/> / To: <input type="text"/> /		
18.	From: <input type="text"/> / To: <input type="text"/> /		
19.	From: <input type="text"/> / To: <input type="text"/> /		
20.	From: <input type="text"/> / To: <input type="text"/> /		
21.	From: <input type="text"/> / To: <input type="text"/> /		
22.	From: <input type="text"/> / To: <input type="text"/> /		

6. LANGUAGE PROFICIENCY									
What is your Mother Tongue?					If another Mother Tongue:				
Proficiency in Other Language(s):	READ		WRITE		SPEAK		UNDERSTAND		
	Easily	Not Easily	Easily	Not Easily	Fluently	Not Fluently	Easily	Not Easily	
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. VEHICULAR PROFICIENCY <i>(If you have a driver's license, please provide the details below)</i>									
Year Began Driving:			Driver License Number:			Category: <input style="width: 100px;" type="text"/>			
Frequency of Driving:			Date of Issue: <input style="width: 30px;" type="text"/> / <input style="width: 30px;" type="text"/> / <input style="width: 30px;" type="text"/>			Date of Expiry: <input style="width: 30px;" type="text"/> / <input style="width: 30px;" type="text"/> / <input style="width: 30px;" type="text"/>			
8. TECHNOLOGY PROFICIENCY									
LEVEL		LEVEL		Please specify any other relevant technological knowledge or skills:					
1. Word Processing		3. Spreadsheet							
2. Presentation		4. General Internet							
9. CERTIFICATIONS									
Please list any Professional or Academic Certifications which you may have received.									
TITLE	DATE ISSUED	ISSUING AUTHORITY			BRIEF DESCRIPTION				
1.	<input style="width: 30px;" type="text"/> / <input style="width: 30px;" type="text"/>								
2.	<input style="width: 30px;" type="text"/> / <input style="width: 30px;" type="text"/>								
3.	<input style="width: 30px;" type="text"/> / <input style="width: 30px;" type="text"/>								
4.	<input style="width: 30px;" type="text"/> / <input style="width: 30px;" type="text"/>								
5.	<input style="width: 30px;" type="text"/> / <input style="width: 30px;" type="text"/>								
6.	<input style="width: 30px;" type="text"/> / <input style="width: 30px;" type="text"/>								
7.	<input style="width: 30px;" type="text"/> / <input style="width: 30px;" type="text"/>								
8.	<input style="width: 30px;" type="text"/> / <input style="width: 30px;" type="text"/>								

10. OTHER RELEVANT INFORMATION

Please provide any other relevant information regarding your experience:

11. CONDITIONS FOR SERVICE

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 NO

b.) Are there any limitations on your ability to engage in all travel? YES NO

If yes to either of the above questions, please explain:

12. DECLARATION OF DISCIPLINARY CLEARANCE

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 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: _____

13. DECLARATION OF AUTHENTICITY

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: / /

Signature: _____

PLEASE DO NOT WRITE OR TYPE ON THIS PAGE

UNITED NATIONS



NATIONS UNIES

HEADQUARTERS • SIEGE NEW YORK, NY 10017

REFERENCE: DPO/OROLSI/PD/2021/0233

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 Peacekeeping Force in Cyprus (UNFICYP) against the non-contracted position of Deputy Senior Police Adviser for a period of one year. Any further tour of duty 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. Also attached are the “Application Procedures for Non-Contracted Positions in the United Police Components in Peacekeeping Operations or Special Political Missions Requiring Official Secondment from National Governments of UN Member States”.

The Secretariat kindly requests to submit **separate application form for each candidate, to the Police Division/OROLSI/DPO** by e-mail to meyer3@un.org and oschepkov@un.org in accordance with the above-referenced procedures, certifying that the nominees meet the requirements as set forth in the attached job description/s as well as in the “Guidelines for United Nations Police Officers on Assignment with Peacekeeping Operations.”

Given the fact that there is only one position to be staffed, the Secretariat strongly recommends to limit the number of applications to two per position, including woman candidate.

The Permanent Mission is also requested to confirm that the selected candidates will be released, in a timely manner, from the national police service obligations for service with the United Nations. 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/s as described in the job opening/s.

Member States are strongly encouraged to nominate qualified female police officers in accordance with United Nations Security Council Resolution 1325 (2000), dated 31 October 2000, and United Nations System-Wide Strategy on Gender Parity. Preference will be given to equally qualified women candidates.

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 [Member State's] 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 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.


15 December 2021

**APPLICATION PROCEDURES FOR NON-CONTRACTED POSITIONS
IN THE UNITED NATIONS POLICE COMPONENTS IN PEACEKEEPING OPERATIONS OR
SPECIAL POLITICAL MISSIONS REQUIRING OFFICIAL SECONDMENT FROM
NATIONAL GOVERNMENTS OF UN MEMBER STATES
UNFICYP**

Outlined below are the procedures to be followed by Permanent Missions for the presentation of candidates for assignment with peacekeeping operations or special political missions requiring secondment from active Police service. 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 but not later than the deadline specified in each Job Opening announcement or at least 4 months prior to the scheduled rotation. Applications received after the deadline will not be considered.
2. All applications must be submitted on a duly completed (typed) and signed United Nations Electronic Application for Seconded Police (EASP). Applications using other formats will not be accepted, but additional information may be attached to the EASP in a separate file. For the convenience of the Permanent Missions, an EASP form is enclosed as a sample. The EASP form is to be used for applications for the seconded non-contracted posts only.
3. Copies of candidates' passports or other valid government issued official documents containing the candidates' full name(s) and date of birth, must be submitted along with the EASP forms. Passports validity must be at least 18 months at the date of nomination.
4. Selection against this UNFICYP position is made on a competitive basis. It is therefore essential that all the application forms are completed with a view to presenting the candidates' qualifications and experiences as they relate to the required skillset/area of expertise or as set out in the relevant Job Description.
5. All sections of the EASP, including the "DECLARATION OF DISCIPLINARY CLEARANCE" (section 12), must be filled out with all necessary details of applicant's career and background.
6. 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."*
7. The national authorities are also requested to certify that there was no corruption or fraud in the nomination 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. **Nominations without the above-mentioned certification will not be accepted.**
8. Permanent Mission is requested to present its candidates in one single submission under a cover of a note verbale listing the names of the candidates and the corresponding vacancy announcement, in accordance with the deadline specified in the Job Description, or the rotation schedule of its national police contingent in the specific mission. For the convenience of the Permanent Mission, a table is attached to be used and photocopied as needed for listing its candidates. The table/list must clearly

display the skill set(s) of each nominee and category in which he/she is expected to be deployed. **The nominations without the duly filled table will not be accepted.**

9. It should be noted that the age of the nominations must not exceed 55 years.
10. Given the fact that only one post is to be staffed, the number of applications should not exceed two, one of which should be woman.
11. Applications should be e-mailed to meyer3@un.org and oschepkov@un.org. EASP, passport, appropriate medical form (MS3), vaccination certificate for each nominee should be submitted in separate files. The e-versions of the above documents should be grouped by their type.
12. Appropriate medical form (MS3) and vaccination certificate will be required at a later stage, in case if the nominated candidate is selected. The Permanent Mission will be notified accordingly.
13. Upon delivery of the applications, the Selections and Recruitment Section will acknowledge the receipt to the individual making the delivery.
14. Communication regarding this process will be maintained through the Permanent Mission only.

December 2021