



অতিরিক্ত জরুরি

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার  
বাংলাদেশ পুলিশ  
পুলিশ হেডকোয়ার্টার্স, ঢাকা  
[www.police.gov.bd](http://www.police.gov.bd)

স্মারক নং- ৪৪.০১.০০০০.০৩৯.১১.০০৮.২০- ১৩৭৮

তারিখ:- ০২ আশ্বিন ১৪২৭ বঙ্গাব্দ  
১৭ সেপ্টেম্বর ২০২০ খ্রিস্টাব্দ

বিষয়ঃ MINUSCA-Police Commissioner, D-2 পদে মনোনয়ন/আবেদন প্রেরণ প্রসঙ্গে

উপর্যুক্ত বিষয়ে সদয় অবগতির জন্য জানানো যাচ্ছে যে, United Nations Multidimensional Integrated Stabilization Mission in the Central African Republic (MINUSCA)-এ Police Commissioner, D-2 পদে Secondment নিয়োগের জন্য জাতিসংঘ কর্তৃপক্ষ কর্তৃক নিউইয়র্কস্থ বাংলাদেশ স্থায়ী মিশনের মাধ্যমে মনোনয়ন চাওয়া হয়েছে।

এমতাবস্থায়, ডিআইজি ও তদূর্ধ্ব পদমর্যাদার অগ্রহীণী বোগ্যতা সম্পন্ন কর্মকর্তাগণের নিকট হতে পূরণকৃত P-11, Employment and Academic Certification এবং Employment Record-Supplementary Sheet-সহ আবেদন/মনোনয়ন আগামী ১৬/১০/২০২০ পুনঃ ১৬/১০/২০২০ তারিখের মধ্যে নিম্ন-স্বাক্ষরকারির নিকট প্রেরণের জন্য আদিষ্ট হয়ে অনুরোধ করা হলো। বিষয়টি আপনার ইউনিটে কর্মরত কর্মকর্তাগণকে সত্বর অবহিত করার জন্য আদিষ্ট হয়ে অনুরোধ করা হলো। অগ্রহীণী কর্মকর্তাকে French ভাষায় অনর্গল কথা বলা ও লিখার দক্ষতা থাকতে হবে। French Language-এ দক্ষতা না থাকলে আবেদন না করার জন্য আদিষ্ট হয়ে অনুরোধ করা হলো।

Job Description and Requirements, P-11, Employment and Academic Certification এবং Employment Record-Supplementary Sheet পুলিশ ওয়েবসাইটের <http://www.police.gov.bd/BP in UN Missions/UN Career Opportunity> হতে ডাউনলোড করে সংগ্রহ করতে হবে। উপর্যুক্ত কর্মকর্তা পাওয়া না গেলে শূন্য প্রতিবেদন প্রেরণের আদিষ্ট হয়ে অনুরোধ করা হলো।

ইউনিট হতে মনোনীত/আবেদনকারী সদস্যের বিরুদ্ধে কোন বিজাগীয়/ফৌজদারী মামলা চলমান/মুলতবী/ প্রতিক্রিয়াধীন নেই কিংবা চাকুরী জীবনে তিনি কখনো গুরুদণ্ড প্রাপ্ত হন নাই বা আদালত কর্তৃক কোন ফৌজদারী অপরাধের দ্বারা সাজাপ্রাপ্ত হননি এবং International Human Rights Law অথবা International Humanitarian Law ভঙ্গ করেননি মর্মে ইউনিট প্রধান কর্তৃক পৃথকভাবে প্রত্যেকের প্রত্যয়নপত্র প্রেরণ করতে হবে (কপি সংযুক্ত)।

সংযুক্তিঃ ১০ পাতা।

(নাসিয়ান ওরাজেদ, পিপিএম)

বিপি-৭৮০৩০২৭৮১৬

এআইজি (ইউএন অ্যাফেয়ার্স), বাংলাদেশ পুলিশ  
পুলিশ হেডকোয়ার্টার্স, ঢাকা।

ফোন- ৯৫৬১৭৩০

- ১। প্রিন্সিপ্যাল, বাংলাদেশ পুলিশ একাডেমী, সারদা, রাজশাহী
- ২। অতিরিক্ত আইজি, এসবি, বাংলাদেশ পুলিশ, ঢাকা
- ৩। অতিরিক্ত আইজি, শিল্পাঞ্চল পুলিশ, বাংলাদেশ পুলিশ, ঢাকা
- ৪। অতিরিক্ত আইজি, এন্টি টেররিজম ইউনিট, বাংলাদেশ পুলিশ, ঢাকা
- ৫। অতিরিক্ত আইজি, রেলওয়ে পুলিশ, বাংলাদেশ পুলিশ, ঢাকা
- ৬। পুলিশ কমিশনার, ডিএমপি, ঢাকা
- ৭। অতিরিক্ত আইজি, টিএন্ডআইএম, বাংলাদেশ পুলিশ, ঢাকা
- ৮। অতিরিক্ত আইজি, এপিবিএন, বাংলাদেশ পুলিশ, ঢাকা
- ৯। রেজিষ্টার, পুলিশ স্টাফ কলেজ, মিরপুর-১৪, ঢাকা
- ১০। মহাপরিচালক, র‍্যাভ, র‍্যাভ ফোর্সেস, হেডকোয়ার্টার্স, ঢাকা
- ১১। অতিরিক্ত আইজি, সিআইডি, বাংলাদেশ পুলিশ, ঢাকা
- ১২। অতিরিক্ত আইজি, হাইওয়ে পুলিশ, বাংলাদেশ পুলিশ, ঢাকা
- ১৩। ডিআইজি,.....(সকল), বাংলাদেশ পুলিশ, পুলিশ হেডকোয়ার্টার্স, ঢাকা
- ১৪। পুলিশ কমিশনার, সিএমপি/কেএমপি/আরএমপি/এসএমপি/বিএমপি/গাজীপুর মেট্রোপলিটন পুলিশ/রংপুর মেট্রোপলিটন পুলিশ
- ১৫। পরিচালক, কেন্দ্রীয় পুলিশ হাসপাতাল, রাজারবাগ, ঢাকা
- ১৬। ডিআইজি, ঢাকা/চট্টগ্রাম/খুলনা/রাজশাহী/বরিশাল/ সিলেট/ রংপুর/ ময়মনসিংহ/হাইওয়ে রেঞ্জ/এসপিবিএন/ পিবিআই/ট্যুরিস্ট পুলিশ/নৌ পুলিশ, বাংলাদেশ পুলিশ
- ১৭। কমান্ড্যান্ট, ডিটিএস, সিআইডি, ঢাকা/এসবি ট্রেনিং স্কুল, ঢাকা/টিডিএস, মিলব্যারাক, ঢাকা
- ১৮। কমান্ড্যান্ট, পিটিসি টাংগাইল/নোয়াখালী/রংপুর/খুলনা/এপিবিএন এন্ড বিশেষায়িত ট্রেনিং সেন্টার, খাগড়াছড়ি
- ১৯। এআইজি (অ্যাডমিনিস্ট্রেশন), বাংলাদেশ পুলিশ, পুলিশ হেডকোয়ার্টার্স, ঢাকা (সংশ্লিষ্ট সকলকে অবহিত করার জন্য অনুরোধ করা হলো)

স্মারক নং- ৪৪.০১.০০০০.০৩৯.১১.০০৮.২০- ১৩৭৫/১(৩)

তারিখ:- ০২ আশ্বিন ১৪২৭ বঙ্গাব্দ  
১৭ সেপ্টেম্বর ২০২০ খ্রিস্টাব্দ

- সদয় অবগতি ও প্রয়োজনীয় ব্যবস্থা গ্রহণের জন্য প্রেরণ করা হলো:
- ১। অতিরিক্ত ডিআইজি (আইসিটি), বাংলাদেশ পুলিশ, পুলিশ হেডকোয়ার্টার্স, ঢাকা (বার্তাটি সংযুক্ত কাগজপত্রসহ পুলিশওয়েবসাইট-এ প্রচার করার জন্য অনুরোধ করা হলো)।
  - ২। এআইজি (মিডিয়া এন্ড পাবলিক রিলেশন্স), বাংলাদেশ পুলিশ, পুলিশ হেডকোয়ার্টার্স, ঢাকা (বার্তাটি বাংলাদেশ পুলিশ এর অফিসিয়াল ফেইসবুক পেইজে প্রচার করার জন্য আদিষ্ট হয়ে অনুরোধ করা হলো)।
  - ৩। ভারপ্রাপ্ত কর্মকর্তা (অপারেশনস্ কন্ট্রোল রুম), পুলিশ হেডকোয়ার্টার্স, ঢাকা (তাকে পত্রটি ইউটিউব/কর্মকর্তার নিকট প্রেরণ নিশ্চিতকরতঃ ডায়েরীভুক্ত করার জন্য অনুরোধ করা হলো)।

সংযুক্তিঃ ১ পাতা।

(নাসিরান জয়াজেদ, স্পিএস)

বিপি-৭৮০৩০২৭৮-১৬

এআইজি (ইউএন অ্যাফেয়ার্স), বাংলাদেশ পুলিশ  
পুলিশ হেডকোয়ার্টার্স, ঢাকা।

ফোন- ৯৫৬১৭৩০

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার  
ইউনিটের নামঃ.....  
ইউনিটের ঠিকানাঃ .....  
ওয়েব সাইটঃ.....

## প্রত্যয়ন পত্র

এই মর্মে প্রত্যয়ন করা যাচ্ছে যে, নামঃ....., বিপিঃ.....  
পদবী, ....., ইউনিটঃ..... এর বিরুদ্ধে কোন বিভাগীয়/ফৌজদারী সংক্রান্ত মামলা  
চলমান/তদন্তাধীন/প্রক্রিয়াধীন নেই কিংবা চাকুরী জীবনে তিনি কখনো গুরুদণ্ড প্রাপ্ত হননি বা আদালত কর্তৃক  
কোন ফৌজদারী অপরাধে সাজাপ্রাপ্ত হননি।

এছাড়া, তিনি কখনো International Human Rights Law/International Humanitarian Law ভঙ্গ  
করেননি বা ভঙ্গের অভিযোগে সাজাপ্রাপ্ত হননি। ইতঃপূর্বে কোন মিশনে নিয়োজিত থাকাকালে কোনরূপ বিরূপ  
মন্তব্য পাননি।

আমি তার সর্বাঙ্গীন সাফল্য কামনা করি।

(ইউনিট প্রধান/প্রত্যয়নকারী কর্মকর্তা)

স্বাক্ষরঃ.....

নামঃ.....

বিপিঃ.....

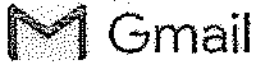
পদবীঃ.....

ঠিকানাঃ .....

ফোনঃ.....

ই-মেইলঃ .....

*Handwritten initials/signature*



AIG UN Affairs PHQ, Bangladesh <aigunphq@gmail.com>

**MINUSCA- JOB VACANCY FOR THE POST OF POLICE COMMISSIONER, D2**

defence adviser <odapmbny@gmail.com>  
To: AIG Police HQ BD G Mail <aigunphq@gmail.com>

Tue, Sep 15, 2020 at 10:08 PM

Dear,

Good Day.

Forwarded for your necessary action please.

Regards.

Brigadier General Md Sadequzzaman, ndc, afwc, psc  
Defence Adviser  
Permanent Mission of Bangladesh to the United Nations  
Diplomat Center, 820, 2nd Avenue, 4th Floor  
Between 43rd and 44th Street  
New York, NY 10017  
Telephone:  
Office: 212-867-3434 Ext: 108  
Cell: 917-972-4804  
Fax: 212-972-4038  
Email: odapmbny@gmail.com

এআইজি (ইউএন অ্যাফেয়ার্স)	
স্মারক	<i>Handwritten mark</i>
উইসি নং	<i>2066</i>
তারিখ	<i>১৫-০৯-২০</i>
<input type="checkbox"/> এসপি	
<input type="checkbox"/> অতিরিক্ত এসপি	
<input type="checkbox"/> ইন্সপেক্টর	
<input type="checkbox"/> প্রধান সহকারী	<input type="checkbox"/> উচ্চমান সহকারী
<input type="checkbox"/>	



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7 attachments

- MINUSCA- JOB VACANCY FOR THE POST OF POLICE COMMISSIONER, D2 .pdf  
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১৫/৯/২০



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TO THE UNITED NATIONS**

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Web site: [www.un.int/bangladesh](http://www.un.int/bangladesh)

15/9

MINUSCA/Police/2020


15 September 2020

**JOB VACANCY FOR THE POST OF POLICE COMMISSIONER, D2**

Reference:

A. UNHQ, DPO/OROLSI/PD note verbal no - DPO/OROLSI/PD/2020/257 dated 14 September 2019 (Copy attached).

Copy of subjected note verbal received vide reference A is forwarded herewith for your kind necessary action please.

  
MD SADEQUZZAMAN  
Brig Gen  
Brigadier General  
Defense Adviser

Enclosure:

1. Reference – 16 (Sixteen) pages only.

Distribution:

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Action:

Police Headquarters  
Phoenix Road  
Dhaka-1000

# United



# Nations

1500

*Job Opening for Positions 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  
Organizational Unit

Police Commissioner, D2  
United Nations Multidimensional Integrated Stabilization  
Mission in the Central African Republic (MINUSCA)

Duty Station  
Reporting to

Bangui  
Special Representative of the Secretary-General

Duration

Up to 12 Month (extendible)

Deadline for applications

11 November 2020

Job opening number

2020-MINUSCA-89614-DPO

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

## **RESPONSIBILITIES:**

MINUSCA's mandate addresses the immediate challenges facing the country while laying the groundwork for sustainable peace and security. Under the guidance and supervision of the Special Representative of the Secretary General (SRSG), the incumbent will be responsible for, but not limited to the performance of the following duties:

- Advising the SRSG and other UN mission leaderships on issues related to the implementation of the mandate of the police component and provide regular reports on key issues and work program implementation;
- Advises the SRSG on matters relating to the assistance/support requirements needs for the development of the national police of the host state in line with the international standards of policing;
- Developing the Police Component's mission statement in accordance with the overall objectives of the mission and reinforce this to all the Police Component personnel;
- Developing the operational strategy and establishing the administrative procedures for the UN Police Component and ensuring efficiency and effective delivery of police tasks, as mandated. These tasks will include the development of the implementation plans in support to the Central African Republic's police and gendarmerie;
- Developing a close professional relationship with the local police and gendarmerie at national/ministerial and senior command levels and with leaders from the communities, government and other relevant agencies, in order to facilitate the mandate execution;
- Providing police specific advice on the overarching National Security Policy and its relevant frameworks that define the role, command structures and the accountability for Central African Police Service and Gendarmerie;
- In support of and in partnership with national actors, UN agencies, funds and programs and other stakeholders, undertakes full assessment of the needs of the Central African Republic police and gendarmerie and develops proposals for the bilateral/multilateral donor support;

- Providing advice and guidance to national authorities in regard to the decisions they will take on the holistic reform and development of their police system which will include but not limited to police legislative review, instituting efficient and effective administrative and management procedures, drafting and implementing operational policies and guidelines and assisting in the rehabilitation of infrastructures and facilities and the human resource development through training and mentoring;
- Providing advisory support and assistance to the Government of CAR in the development of overall strategic plan for the development of the Central African Police and Gendarmerie Services and help to implement those plans through a wide range of consultation in coordination with international and national partners;
- Ensuring a holistic law enforcement reform and development initiatives through close coordination and collaboration with crosscutting rule of law components;
- Developing mechanisms for the collection and institutionalization of best practices and lessons learnt by the Police Component;
- Representing the mission to any mechanism established to coordinate international/bilateral support to the development of CAR Police and Gendarmerie or other law enforcement agencies;
- Provides an overall oversight and guidance in regard to all UN Police operational activities within the framework of Mission mandate;
- Manage, guide, develop and train staff under his/her supervision; properly utilizing all available police resources, including the formed police units, for mandate implementation;
- Regularly consult and collaborate with UN agencies, international and national NGOs, judicial officers, correction officers, bilateral/multilateral donors, members of civil society, and members of the host state government on police issues relevant to the UN mandate;
- Regularly monitor the performance and readiness of the UNPOL to proactively adapt its posture and effectively mitigate security threats against civilians and UN personnel ;
- Coordinates and supports UN Human Rights Office initiatives relating to police monitoring, development of accountability mechanisms and police training;
- Performing such other functions as are consistent with the mandate outlined by the Security Council Resolution and as may be required by the SRSG, relating to the management of the UN Police Component.

### **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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work. Strong negotiation and conflict-resolution skills. Outstanding expert knowledge in the technical field of work in general and in the specific areas being supervised in particular; strong organizational skills; experience in the management and administration: ability to review and edit the work of others.

**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.

**Client Orientation:** Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by

gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

**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.

**Vision:** Identifies strategic issues, opportunities and risks; clearly communicates links between the Organization's strategy and the work unit's goals; generates and communicates broad and compelling organizational direction, inspiring others to pursue that same direction; conveys enthusiasm about future possibilities.

**QUALIFICATIONS:**

**Education:** Advanced university degree (Master's or equivalent) in law, police management, law enforcement, security studies, criminal justice, business or public administration, human resources management, change management or related area. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree. Advance training for command/ senior staff is highly desirable. Graduation from a certified Police Academy or other national or international Law Enforcement Institution is required.

**Work Experience:** A candidate must be in active police service possessing minimum of 15 years (17 years in absence of advanced degree) of progressive and active policing service/experience at the field and/or national police headquarters level; 10 years of active police experience at senior policy making level with extensive strategic planning and management experience in one or few of the following areas: police operations, human and financial resources management, crime management, police administration, police training and development, change management, reform and restructuring or related field - required; practical direct experience in commanding a regional or a state level police unit, or heading a department at national police HQ level - required. Previous UN or international experience is an advantage.

**Rank:**

Rank required for a D-2 is Police Commissioner, Inspector General, Chief of Police, other equivalent to the military rank of Major General or above.

**Languages:** Fluency in French and English both written and oral, is required. Knowledge of another UN official language is an advantage.

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Preference will be given to equally qualified women candidates

Date of Issuance: 10 September 2020

\*Rank in application form should be outlined in candidate's original language without translation or equating to military ranks. The Member States are requested to certify the rank of each candidate it nominates and ensure that only applications meeting all requirements described in the job opening/s, are submitted.

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



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UNITED NATIONS



NATIONS UNIES

POSTAL ADDRESS - ADRESSE POSTALE: UNITED NATIONS, N.Y. 10017  
CABLE ADDRESS - ADRESSE TELEGRAPHIQUE: UNATIONS NEWYORK

REFERENCE: DPO/OROLSI/PD/2020/0257

The Secretariat of the United Nations presents its compliments to the Permanent Missions of Member States 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 Multidimensional Integrated Stabilisation Mission in Central African Republic (MINUSCA), for a period of one year. Any further contract extension can be granted on an exceptional basis provided there is a mission mandate requirement and the incumbent displays good performance, dedication, professionalism and the achieved results. The final decision on the extension is subject to approval by the United Nations and concurrence by the national authorities.

Details regarding the post for which the Secretariat is seeking qualified applicants are provided in the attached job opening No 2020-MINUSCA-89614-DPO. Also attached are the "Application Procedures for Positions in United Nations Police Components in Peacekeeping Operations and Special Political Missions Requiring Official Secondment from National Governments of Member States of the United Nations".

The Secretariat kindly requests the Permanent Mission to submit one cover letter/note verbal and separate application for each nominee for the above job opening to the Selection and Recruitment Section/ Police Division/OROLSI/DPO, 1 UN Plaza, 7<sup>th</sup> floor, room DC1-0776, in accordance with the above-referenced procedures, certifying that the nominee/s meet/s the requirements in the attached job opening/s. Applications submitted after the deadline specified in the job opening will not be considered.

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

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

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

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

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

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

The Secretariat also recalls that the responsibilities of those personnel who are appointed to serve in United Nations 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 Missions of Member States to the United Nations the assurances of its highest consideration.



14 September 2020

UNITED NATIONS



NATIONS UNIES

POSTAL ADDRESS - ADRESSE POSTALE: UNITED NATIONS, N.Y. 10017  
CABLE ADDRESS - ADRESSE TELEGRAPHIQUE: UNATIONS NEWYORK

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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 of the United Nations avails itself of this opportunity to renew to the Permanent Missions of Member States to the United Nations the assurances of its highest consideration.



14 September 2020

**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**

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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 Peace 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 Selection 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 2020