

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, দুই বা ততোধিক মিশন (FPU ব্যতীত) সম্পন্ন করেননি 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 তাঁর সর্বাঙ্গীন সাফল্য কামনা করি।

(ইউনিট প্রধান/প্রত্যয়নকারী কর্মকর্তা)

স্বাক্ষরঃ.....

নামঃ.....

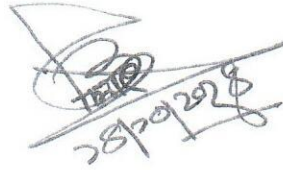
বিপিঃ.....

পদবীঃ.....

ঠিকানাঃ

ফোনঃ.....

ই-মেইলঃ



অঙ্গীকারনামা

আমি নিম্ন-স্বাক্ষরকারী জাতিসংঘ শান্তিরক্ষা মিশনএ.....পদে Secondment
নিয়োগের জন্য আবেদন করেছি।

আমি এ মর্মে অঙ্গীকার করছি যে, আমি যদি জাতিসংঘ শান্তিরক্ষা মিশনএ.....পদে
Shortlist হলে জাতিসংঘ কর্তৃক গৃহীত Assessment/Interview-এ অংশগ্রহণ করবো। এ সংক্রান্তে দেশের ভাবমূর্তি ক্ষুণ্ণ হয়
এমন কোন কাজ করব না।

আমি উপর্যুক্ত শর্ত সাপেক্ষে বর্ণিত পদে আবেদন করলাম।

তাৎ-

স্বাক্ষরঃ

নামঃ

বিপি নম্বরঃ

পদবীঃ

ইউনিটঃ



Handwritten signature and stamp, likely of the applicant, with a date '১৫/০৭/১৯' (15/07/19) written below it.

প্রতিস্বাক্ষরকারী কর্মকর্তার স্বাক্ষর ও সীল মোহরঃ

REFERENCE: DPO/OROLSI/PD/2024/0118

The Secretariat of the United Nations presents its compliments to the Permanent Mission of Member State to the United Nations and has the honor to refer to the requirement for the services of Police Officers in active service. In this regard, the Department of Peace Operations (DPO)/Department of Political and Peacebuilding Affairs (DPPA) is seeking the nomination of candidates for appointment on secondment to the United Nations Multidimensional Integrated Stabilization Mission in Central African Republic (MINUSCA) for an initial period of one year with a possibility of extension in that position for a second and third year. In exceptional circumstances, the secondment to that position may be extended for a fourth year, but not longer. Post is available through the issuance of the Job Opening **2024-MINUSCA-89614-DPO**, which is posted for a period of 90 days effective 07 October 2024. The closing date for the Job Openings is **04 January 2025**.

The nomination procedures together with all forms to be completed are included in this package. It is kindly requested that all documentation be submitted electronically to the Selection and Recruitment Section (SRS) to the following email address: [sabrine.benarfi@un.org](mailto:sabrina.benarfi@un.org)

Applications received after the deadline specified on the Job Opening will not be accepted.

In as much as the posts require the expertise of police officers in active service, the Permanent Mission of Member State is kindly requested to confirm that selected candidate(s) will be released, in a timely manner, from their national police service obligations for service with the United Nations. The Permanent Mission of Member State is also requested to ensure that the rank of each candidate submitted is clearly indicated on the application.

In addition, it is strongly recommended that the Permanent Mission of Member State carefully submits only those candidates meeting all requirements for the positions as described in the Job Opening.

The United Nations Secretariat would like to inform the Permanent Mission of Member State that in an effort to streamline and expedite the procedures of recruiting seconded officers, candidates approved for placement in the roster, may be selected for positions with similar functions (same functional title and level), without a new Job Opening being issued. Candidates shall be retained in the roster for a period of two years after the first day of the month following the selection decision by the Head of the Department.

It should be noted that during the period of their secondment to the United Nations, police officers cannot be reassigned or transferred to any other position in the Department of Peace Operations (DPO) or other parts of the United Nations Secretariat. Successful candidates will be offered a one-year fixed-term appointment which, based on performance and operational needs, may be extended for a second and third year or, in exceptional circumstances, a fourth and final year. Currently serving seconded active-duty officers under a United Nations contract are not eligible to apply or be nominated for another seconded officer position in the United Nations until after at least one year of separation from their last secondment on a contract with the United Nations Secretariat. As a result, nominations of currently serving seconded active-duty police officers under a United Nations contract 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,

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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 United Nations Secretariat would like to avail of this opportunity to inform the Permanent Mission of Member State that staff members are subject to the authority of the Secretary-General and thereby are subject to the United Nations Staff Regulations and Staff Rules. In this context your attention is drawn to Staff Regulation 1.2 (j), whereby “[n]o staff member shall accept any honor, decoration, favor, gift or remuneration from any Government”.

The Permanent Mission of Member State is encouraged to nominate qualified women candidates.

This request is being transmitted to all Member States.

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.



07 October 2024

United Nations



*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	Police Commissioner, D2
Organizational Unit	United Nations Multidimensional Integrated Stabilization Mission in the Central African Republic (MINUSCA)
Duty Station	Bangui
Reporting to	Special Representative of the Secretary-General
Duration	12 Months (extendible)
Deadline for applications	04 January 2025
Job opening number	2024-MINUSCA-89614-DPO

United Nations Core Values: Inclusion, Integrity, Humility and Humanity

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 Inspector General, Chief of Police, Police Commissioner 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.

Nominations from women candidate are highly encouraged.

Date of Issuance: 07 October 2024

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

***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.

**APPLICATION PROCEDURES FOR PROFESSIONAL CONTRACTED POSITIONS
IN UNITED NATIONS POLICE COMPONENTS IN PEACEKEEPING OPERATIONS,
SPECIAL POLITICAL MISSIONS OR OTHER UN ENTITIES 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 contracted posts requiring secondment from active police services, which are open for recruitment within UN peacekeeping operations, special political missions or other UN entities. 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 the candidates nominated 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 the Job Opening. Applications received after the deadline will not be considered.
2. Nominations of police officers who are currently UN staff members on secondment and holding professional contracted post at P or D level in the UN (HQ or field), will not be considered. Former UN staff members may be nominated against advertised seconded contracted posts after at least one year of separation from their last secondment on a contract with the United Nations.
3. All nominations must be forwarded in one single submission using a duly completed typed (not hand-written) and signed United Nations Personal History Form (P-11) along with Academic and Employment Certification Form (EAC), which is attachment to P-11 form. EAC must be duly completed and signed by the nominated candidate and stamped by relevant Member State's national authority. Applications using other formats will not be accepted. For the convenience of the Permanent Mission, a P-11 form and EAC are enclosed as samples to be photocopied as needed.
4. Selection for service with the United Nations is made on a competitive basis. It is therefore essential that all application documents 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.
5. 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.”***
6. 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.

7. 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.
8. Permanent Mission is requested to confirm the level of the educational degree obtained by each nominee, or it's equivalency to a 1st or other level university degree.
9. 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.
10. Permanent Mission is requested to present their candidates 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.
11. Applications must be forwarded by e-mail to the Police Division Selection and Recruitment Section, Office of Rule and Law and Security Institutions, Department of Peace Operations on the following e-mail address: sabrine.benarfi@un.org in accordance with the specific directions in the relevant Note Verbale. In the event the size of the e-mail with attachments is too big to be submitted in one single message, then the message can be divided into few parts. The first part should clearly indicate the total number of submissions that will follow.
12. Upon receipt of the applications, the Recruitment Officer, whose e-mail is provided above, will acknowledge the receipt of the documents.
13. Communication regarding this process will be maintained through the Permanent Mission only. No personal queries from individual applicants will be entertained.

07 October 2024