

RESTRICTED



महानिदेशालय/ DIRECTORATE GENERAL  
केन्द्रीय औद्योगिक सुरक्षा बल/ CENTRAL INDUSTRIAL SECURITY FORCE  
(गृह मंत्रालय)/(MINISTRY OF HOME AFFAIRS)

ब्लॉक 13 सी.जी.ओ. काम्प्लेक्स/ BLOCK-13, CGO COMPLEX,  
लोधी रोड, नई दिल्ली -03/ LODHI ROAD, NEW DELHI

No.E-16015/01/UNDPKO/2022/PERSII-135248-(E) /189

Dated : 06-04-2026

To,

ADsG (APS/North/South) CISF  
All Sector IsG including IsG (NISA and Trg.)

**Subject :- LAUNCH OF RECRUITMENT PROCESS FOR TWO POSTS IN UNITED NATIONS OFFICE IN THE AFRICAN UNION (UNOAU) : REG.**

It has been intimated by MHA that Permanent Mission of India to United Nations has forwarded a communication from the UN seeking nomination of Police Officers in active service for appointment on secondment to the following job openings :

S.No.	Job Title and Duty Station	Number of Posts	Indian Police Rank(s)
1.	Police Planning Adviser, P-4, Addis Ababa	01	SP/DIG
2.	Police Reform Adviser, P-4, Addis Ababa	01	SP/DIG
	Total	02	

2. The job description alongwith the requisite eligibility criteria/ qualifications/ application procedure for the above said posts are enclosed herewith as circulated by MHA. Fulfilment of other requirements given in the Annexure-I must be ensured. It is requested to forward the nominations alongwith the requisite documents duly signed and completed in all respects as mentioned in Annexure-I & II of eligible and willing officers in the rank of Comdt., Sr. Comdt. & DIG for P-4 level who meet all the requirements for the position outlined in attached job opening to this Directorate by **15.04.2026 repeat by 15.04.2026** positively [pdf format]) through e-mail id: aigpers@cisf.gov.in) and hard copy through quickest means]. While forwarding the nominations, requisite proforma along with the following documents duly verified with all respects may also be sent to this Directorate :-

i	United Nations Personal History Profile (PHP) form (P-11) duly completed typed (not hand-written) and signed by the nominated candidate.
ii	United Nations Employment and Academic Certification [attachment to personal history profile (P-11)] Form duly completed and signed by the nominated candidate as well as the relevant local / nominated authority. The EAC submitted without the signature of Designated Authority of concerned Force results in rejection of nomination. Hence, the forwarding

	authority should ensure that the EAC is duly signed by the applicant as well the Designated Authority of Force. All requisite details i.e position for which applying, job opening number, date of commission, degrees and academic distinctions and all other requisite details should be filled properly. If candidate wishes to apply for several posts, the separate EAC and PHP forms should be submitted for each post.
iii	Personal details as per Annexure-II along with APAR/ACR gradings of Last Five Years (Mandatory).
iv	Human Rights Certificate (Performa Enclosed).

3. Apart from this, the following instructions may also please be adhered to before forwarding the nominations.

1	No format other than the specimen enclosed (duly typed) will be entertained/accepted. Formats other than the prescribed one invites lot of observations from UNHQ (UNDPKO) while finalizing the nominations. Hand written PHP will not be entertained/accepted. It may be ensured that the photographs of the officer applying for the post should be placed on the front side of P-11 form and signature in the last page at relevant place.
2	Officers are clear from DE/Vig angles.
3	It may be ensured that the officer completed his/her cooling off period i.e 03 years from one deputation to another.

4. The following information in respect of the officer may also be forwarded to this Directorate in the following proforma :-

Sl. No.	Rank	Name	Unit/ Sector	DOB	DOA	Edn./Qualification	DE/Vig/HR clearance	Earlier deputation tenure if any from- to
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

5. It is requested to thoroughly verify the particulars while forwarding the nominations of the officers and **certificate to this effect may be forwarded to this Dte. that, the particulars have been verified from their service records and found correct.**

6. Nominations received after due date and incomplete applications will not be considered. It is also informed that the nominations received by this Hqrs will be sent to MHA only after taking into consideration operational/ administrative and other requirements of the Department.

Encls : As above.

Digitally signed by  
धर्मवीर यादव  
DHARMVEER YADAV,  
वरिष्ठ कमाण्डेन्ट/कार्मिक  
SR. COMMANDANT/PERS,  
FHQ NEW DELHI,  
06-04-2026

Copy to:-

Internal :-

All IsG/DIsG/AIsG, FHQrs : For favor of kind information, please.

AIG/Tech, FHQrs - With a request to upload the communication on CISF website, please.

संख्या 21023/03/2026/पीपी/30

भारत सरकार/गृह मंत्रालय

[पुलिस-II प्रभाग]

कार्मिक-नीति अनुभाग

\*\*\*\*\*

कर्तव्य भवन-3, नई दिल्ली, 110001

दिनांक 12 मार्च, 2026.

सेवा में

1. भारत सरकार के सभी सचिव
2. सभी राज्यों/केंद्र शासित प्रदेशों के मुख्य सचिव और महानिदेशक (पी)
3. निदेशकआईबी/सीबीआई/एसवीपीएनपीए/एसपीजी/एनईपीए/एनआईसीएफएस/सीएफएसएल/ डीसीपीडब्ल्यू/एनटीआरओ
4. महानिदेशक - बीएसएफ/सीआरपीएफ/आईटीबीपी/सीआईएसएफ/एनएसजी/आरपीएफ/बीपीआरएंड डी/एसएसबी/एनसीबी/एनआईए/एआर

विषय: अफ्रीकी संघ में संयुक्त राष्ट्र कार्यालय (यूएनओएयू) में दो पदों के लिए भर्ती प्रक्रिया के संबंध में।

महोदय/महोदया,

संयुक्त राष्ट्र में भारत के स्थायी मिशन द्वारा निम्नलिखित पदों पर रिक्तियों के लिए नियुक्ति हेतु सक्रिय सेवा में पुलिस अधिकारियों के नामांकन की मांग की गई है:

क्रम संख्या	पद शीर्षक	पदों की संख्या	पद (भारतीय पुलिस)
(i)	Police Planning Adviser, P-4, Addis Ababa	01	SP/DIG
(ii)	Police Reform Adviser, P-4, Addis Ababa	01	SP/DIG
	कुल	02	-

2. उपरोक्त पदों के लिए संयुक्त राष्ट्र द्वारा जारी आवश्यक पात्रता मानदंड/योग्यता के साथ नौकरी का विवरण और आवेदन करने की प्रक्रिया के संदर्भ में जारी दिशा-निर्देश इस पत्र के साथ संलग्न है। यह अनुशांसा की जाती है कि केवल उन्हीं उम्मीदवारों/अधिकारियों के नामांकन की सिफारिश करें, जो संलग्न नौकरी विवरण में उल्लेखित पद के लिए सभी आवश्यकताओं को पूरा करते हैं। अनुलग्नक-1 में दी गई आवश्यकताओं को भी सुनिश्चित किया जाना चाहिए।

3. उपर्युक्त पदों के लिए पुलिस सेवा में सक्रिय एसपी/डीआईजी पद पी-4 स्तर के पात्र और इच्छुक अधिकारियों का नामांकन उचित माध्यम से इस मंत्रालय को 08 मई 2026 तक, अनुलग्नक-1 और II में उल्लेखित सभी प्रकार से विधिवत हस्ताक्षरित और पूर्ण अपेक्षित दस्तावेजों के साथ भेजा जा सकता है। संबंधित मंत्रालयों/विभागों/राज्य या केंद्र शासित प्रदेश/संगठनों से सतर्कता मंजूरी और केंद्र मंजूरी (सभी अधिकारियों के लिए) के बिना नामांकन को सरसरी तौर पर खारिज कर दिया जाएगा। केवल

IG/Pers Secretariat

Diary No. :

Diary No. : 1745

Date :

Date : 19/03/26

D-1641/DG

17/03/2026

D-1706/ADG

19/03/26

Received on  
20/03/2026  
at 1430 hrs

1281  
19/03/26  
626/MSK  
19-03


PN

उचित माध्यम से प्राप्त आवेदनों यानि गृह विभाग (राज्य) के माध्यम से/एजीएमयूटी केंद्र अधिकारियों के मामले में संगठन प्रमुख/केंद्र शासित प्रदेश प्रभाग के अनुमोदन से ही आवेदनों पर विचार किया जाएगा। अंतिम समय सीमा यानि 08.05.2026 के बाद प्राप्त आवेदनों पर विचार नहीं किया जाएगा।

4. प्रत्येक नामांकित अभ्यर्थी का विधिवत पूर्ण और हस्ताक्षरित व्यक्तिगत इतिहास प्रोफाइल (पी-11), रोजगार और शैक्षणिक प्रमाणन (ईएसी), रोजगार रिकॉर्ड-अतिरिक्त रोजगार जानकारी के लिए उपयोग की जाने वाली पूरक शीट, मानवाधिकार (एचआर) प्रमाण पत्र और अग्रोषण पत्र जिसमें पिछले पांच वर्षों का एपीएआर/एसीआर ग्रेडिंग (केवल ग्रेडिंग, एसीआर की प्रति भेजने की आवश्यकता नहीं) शामिल हो, अलग-अलग पीडीएफ फाइलों (केवल पीडीएफ प्रारूप) में ई-मेल के माध्यम से police2-un@mha.gov.in पर अंतिम तिथि यानी 08.05.2026 से पहले जमा करना आवश्यक है।

5. डिजिटल इंडिया पहल के रूप में, सभी आवश्यक दस्तावेज केवल डिजिटल मोड में (उपर्युक्त ईमेल पर) भेजे जाने हैं तथा किसी हार्ड/भौतिक प्रति की आवश्यकता नहीं है।

संलग्न: उपरोक्तानुसार।

भवदीय,  
  
12/3/26  
(शिव लहरी मीना)

भारत सरकार के अवर सचिव  
फोन- 24010186

प्रतिलिपि :-

1. केंद्र शासित प्रदेशों के मुख्य सचिव और दिल्ली के पुलिस आयुक्त:-कृपया ध्यान दें कि नामांकन केवल केंद्र शासित प्रदेश प्रभाग, गृह मंत्रालय के माध्यम से प्रस्तुत किए जाने हैं।
2. मुंबई, कोलकाता, चेन्नई और बेंगलोर के पुलिस आयुक्त:-कृपया ध्यान दें कि नामांकन केवल संबंधित राज्य सरकार के माध्यम से ही भेजे जाने हैं।
3. संयुक्त सचिव (यू. एन. पी.), एम. ई. ए., जे. एन. बी. (ए-विंग), नई दिल्ली-110011
4. अवर सचिव (Police-I), गृह मंत्रालय
5. एसओ (आईटी), गृह मंत्रालय - उपरोक्त संचार को गृह मंत्रालय की वेबसाइट (पुलिस डिवीजन- II (सेकेंडमेंट रिक्तियों) और "क्या नया है" के तहत अपलोड करने के अनुरोध के साथ।

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No. 21023/03/2026/PP/30  
Government of India  
Ministry of Home Affairs  
[Police-II Division]  
Pers. Policy Section

Kartavya Bhavan-3, New Delhi, 01  
Dated 12<sup>th</sup> March, 2026

To

1. The Secretaries to Government of India
2. The Chief Secretaries and DsG(P) of all States / UTs.
3. The Directors - IB/CBI/SVPNPA/SPG/NEPA/NICFS/CFSL/DCPW/NTRO.
4. The DsG -BSF/CRPF/ITBP/CISF/NSG/RPF/BPR&D/SSB/NCB/NIA/Assam Rifles

**Subject:- Launch of Recruitment process for two posts in United Nations Office in the African Union (UNOAU) – reg.**

Sir/Madam,

Permanent Mission of India to United Nations has forwarded a communication from the UN seeking nomination of Police Officers in active service for appointment on following posts:-

Sl.No	Job Title and Duty Station	Number of Posts	Indian Police Rank(s)
(i)	Police Planning Adviser, P-4, Addis Ababa	01	SP/DIG
(ii)	Police Reform Adviser, P-4, Addis Ababa	01	SP/DIG
<b>Total</b>		<b>02</b>	<b>-</b>

2. The job description along with the requisite eligibility criteria/qualifications/application procedure for the above said posts are enclosed/attached with this letter for reference. **It is strongly recommended that authorities carefully submit details of only those candidates/officers meeting all requirements for the position outlined in attached job opening.** The requirements given in the **Annexure-I** must also be ensured.

3. Nomination of eligible and willing officers in the rank of **SP/DIG for P-4 Level** active in police service for the above said posts may be forwarded through proper channel to this Ministry by **08<sup>th</sup> May 2026** along with the requisite documents duly signed and completed in all respects as mentioned in Annexure-I & II. The nominations without Vigilance clearance and Cadre Clearance (for all Officers) from respective Ministries/Departments/State or UT/Organizations' shall be summarily rejected. Applications received through proper channel only i.e. through Home Department (State)/ approval of Head of Organization/ UT division in case of AGMUT cadre officers, will be entertained. **Applications received after the deadline specified i.e. 08.05.2026 will not be considered.**

4. The duly completed and signed Personal History Profile (P-11), Employment and Academic Certification (EAC), Employment Record-Supplementary Sheet to be used for additional employment information and Human Right Certificate along with forwarding letter including APAR/ACR grading of last five years (**only grading, no need to send copy of ACR**) of each nominated candidates are required to be submitted in separate files (PDF format only) through E-mail at **police2-un@mha.gov.in** before the last date i.e **08.05.2026**.

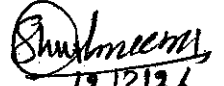
A

Contd...P/2

5. As a part of digital India initiative, all the required documents are to be sent in digital mode only (to above mentioned email) and no hard/physical copies are required.
6. This issues with the approval of Competent Authority.

Yours faithfully

**Encl: As above**



(Shiv Lahri Meena)

Under Secretary to the Govt. of India

Tele: 24010186

**Copy to:-**

1. The Chief Secretaries of UTs and Commissioner of Police, Delhi:- Kindly note that the nominations are to be submitted through UT Division, MHA only.
2. Commissioner of Police Mumbai, Kolkata, Chennai and Bangalore:- kindly note that the nomination are to be forwarded through respective State Government only.
3. JS(UNP), MEA, JNB (A-wing), New Delhi-110011
4. US (Police-I), Kartavya Bhavan-3, MHA
5. SO (IT), MHA - With the request to upload the above communication on MHA website (Police Division-II (Secondment vacancies) and also under "what's new".

**Other requisite requirements**

(a) United Nations Personal History Profile (PHP) form (P.11) duly completed typed(not hand-written) and signed by the nominated candidate.

(b) United Nations Employment and Academic Certification [attachment to personal history profile (P-11)] Form duly completed and signed by the nominated candidate as well as the relevant local / nominated authority. The EAC submitted without the signature of Designated Authority of concerned Force results in rejection of nomination. Hence, the forwarding authority should ensure that the EAC is duly signed by the applicant as well the Designated Authority of Force. All requisite details i.e position for which applying, job opening number, date of commission, degrees and academic distinctions and all other requisite details should be filled properly. If candidate wishes to apply for several posts, **the separate EAC and PHP forms should be submitted for each post.**

(c) Personal details as per **Annexure-II** along with **APAR/ACR gradings of Last Five Years(Mandatory)**. **No hard copies of ACR is required to sent.**

**(d) Human Right Certificate (Performa Enclosed)**

*(e) No format other than the specimen enclosed (duly typed) will be entertained/accepted. Formats other than the prescribed one invites lot of observations from UNHQ(UNDPKO) while finalizing the nominations.. Hand written PHP will not be entertained/accepted. It may be ensured that the photographs of the officer applying for the post should be placed on the front side of P-11 form and signature in the last page at relevant place.*

(f) The nominations without Vigilance clearance and Cadre Clearance (for all Officers) from respective Ministries/Departments/State or UT/Organizations' shall be summarily rejected.

(g) Applications through proper channel only i.e. through Home Department (State) and approval of Head of Organization will be entertained. Applications received after the deadline specified will not be considered.

(h) Concerned authorities may please ensure and advice their officers not to make any direct queries with this ministry or UNHQ regarding selection. This ministry will not entertain personal queries from individual applicants.

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(16)

**BIO- DATA Proforma**

**ANNEXURE-II**

1. Name of Post(s) Applied
2. Job Opening Number
3. Name of the Officer(as per official documents)
4. Designation/Rank, Organization, Pay scale/level
5. Present Place of Posting
6. In the case of officers on Deputation with other organization:-
  - Name of Parent Organization
  - Name of organization presently employed
  - Date of Deputation
  - Expected Date of repatriation to parent cadre/organization
7. NoC from Parent Cadre (if on deputation) mandatory : Yes/No/NA
8. Date of Birth
9. (a) Education qualification  
(b) Required qualification as per applied job/posts(Yes/NO)
10. Date of Joining Police Service
11. Date of Superannuation
12. Service/Cadre/Batch:-
13. Previous UN Experience
14. Other Foreign/international Experiences
15. Contact Details: Telephone No
  - Office
  - Residence
  - Mobile
  - E-mail
16. APAR/ACR Gradings of Last 05 years (mandatory):-
17. Outstanding Achievements, if any
18. Last Five(years) work profile/experiences

Recent Passport  
Size Photograph

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

Signature of applicant

**HR Certificate**

**(No any other language/format than mentioned below will be accepted)**

"The Department/organization of ..... is hereby confirming that Mr/Mrs ..... has been neither convicted of, nor 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 Department/Organization 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.

To be signed by an officer  
Not Below the Rank of DIG/Director

# United Nations Nations Unies

HEADQUARTERS | SIEGE | NEW YORK, NY 10017

REFERENCE: DPO/OMAP/PD/2026/0024

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) is seeking the nomination of candidates for appointment on secondment to the United Nations Office in African Union (UNOAU) 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 the positions may be extended for a fourth year, but not longer. Posts are available through the issuance of the following Job Openings: 2026-UNOAU-78884-DPO and 2026-UNOAU-62425-DPO posted for a period of 90 days effective 26 February 2026. The closing date for the Job Openings is 31 May 2026.

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: [oschepkov@un.org](mailto:oschepkov@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 Openings.

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 their secondment to the United Nations, police personnel are not eligible for reassignment or transfer to any other seconded position within the peace operations or the UN Secretariat. Active duty seconded personnel may serve under a UN staff contract for a period of up to three years (cumulative), which, in exceptional cases, can be extended for a fourth and final year subject to operational needs and satisfactory performance. This service limit includes periods of any prior services with the United Nations as an active duty seconded officer under a UN staff contract.

Candidates who have previously served as active-duty seconded personnel may reapply after a break in service of at least one year from their last secondment under a UN staff contract, subject to the contract limitation as indicated above.

Nominations of currently serving active duty seconded police personnel on a UN staff contract will not be considered.

Candidates must meet all the requirements of the Job Opening at the time of nomination in order to be considered for the position.

Nomination of women candidates is strongly encouraged.

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

United Nations  Nations Unies

HEADQUARTERS | SIEGE | NEW YORK, NY 10017

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 United Nations Secretariat would like to avail itself 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.

26 February 2026



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**NOMINATION 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. Nomination of currently serving active-duty seconded officers on a United Nations staff contract will not be considered.
3. Candidates who have previously served as active-duty seconded personnel, may reapply for another seconded position in the United Nations after a break in service for at least one year from their last secondment under a UN staff contract.
4. It should be noted that during their secondment to the United Nations, police personnel are not eligible for reassignment or transfer to any other seconded position in the Department of Peace Operations (DPO) or other parts of the UN Secretariat. Active-duty seconded personnel may serve under a UN staff contract for a period of up to three years (cumulative), which, in exceptional cases, can be extended for a fourth and final year subject to operational needs and satisfactory performance. This service limit includes periods of any prior services with the United Nations as an active-duty seconded officer under a UN staff contract.
5. For the posts within the Standing Police Capacity, the selected staff shall be able to take any long or short term assignment in field mission under any appointment and recruitment procedures as approved by supervisors.
6. 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.
7. In the event a candidate wishes to be recommended for several posts, he/she must list each post in section 2 "Position/s to which you are applying" of the EAC. Candidate needs to submit only one PHP and one EAC even if they apply for several positions.
8. 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.
9. As per the Secretary-General's Report at the 79th Session of the General Assembly on implementation of the recommendations of the Special Committee (C-34) on Peacekeeping Operations (A/79/553/Add. 1), to reduce the overall time of recruitment campaigns, the

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Secretariat encourages the timely submission of application documentation according to the established requirements and a limit of the number of nominations to two candidates per post. In this regard, the Member States are requested to limit overall number of nominations for this post to two applicants, including a woman candidate.

10. 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."***
11. 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.
12. 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.
13. Permanent Mission is requested to confirm the level of the educational degree obtained by each nominee, or its equivalency to a 1st or other level university degree.
14. 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.
15. 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.
16. Applications must be forwarded by e-mail to the Police Division Selection and Recruitment Section, Office of Mine Action and Police, Department of Peace Operations on the following e-mail address: [oschepkov@un.org](mailto:oschepkov@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.
17. Upon receipt of the applications, the Recruitment Officer, whose e-mail is provided above, will acknowledge the receipt of the documents.
18. Communication regarding this process will be maintained through the Permanent Mission only. No personal queries from individual applicants will be entertained.

February 2026

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# United Nations

*Job Opening for Position requiring official secondment  
from national governments of Member States of the United Nations Organization*

*Recruitment closure and onboarding of selected candidate is subject to budgetary availability*

<b>Post title and level</b>	<b>Police Planning Adviser, P-4</b>
<b>Organizational Unit</b>	<b>United Nations Office in African Union</b>
<b>Duty Station</b>	<b>Addis Ababa</b>
<b>Reporting to</b>	<b>Senior Planning Officer</b>
<b>Duration</b>	<b>12 Month (extendible)</b>
<b>Deadline for applications</b>	<b>31 May 2026</b>
<b>Job Opening number</b>	<b>2026-UNOAU-78884-DPO</b>

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

## **RESPONSIBILITIES:**

Under the overall supervision of the Senior Planning Officer, and within the limits of delegated authority, the Police Planning Adviser will be responsible for, but not limited to, the performance of the following duties:

- Assist the African Union Commission (AUC) and the Regional Economic Communities/Regional Mechanisms (RECs/RMs) in their development of police capacity for the African Standby Force (ASF);
- In collaboration with counterparts within and outside of the AU, provide a coherent strategic police planning framework clearly articulating the scope of resource requirements, coordination and support;
- Assist in all AU police planning activities including to provide expert police advice during assessments and technical missions to develop and prepare strategic plans, concept of operations and other planning options;
- Review the concept of police operations of prospective AU field missions, identify police profile requirements (e.g., individual police officers, formed police units, police specialists, etc.) and establish collaborative relations with key national counterparts, officials of the criminal justice chain and other internal and external stakeholders;
- Provide expertise to the AU in its generation and development of operational planning tools to help monitor the overall readiness of police capacity for the ASF;
- Provide planning support to police components in future AU missions, develop police planning, monitoring and evaluation tools and assessment templates; disseminate the same to field missions and provide appropriate orientation, training, and application support in close collaboration with the Police Reform Adviser;
- Support and facilitate a wider OMAP involvement in AU capacity-building on rule of law issues

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and seek strategic guidance and support from UNHQ/PD;

- In close consultation with the UN Police Division, s/he shall facilitate the provision of police surge capacity to the AU for mission start up as recommended by the Report of the Secretary General A/64/359-S/2009/470, including 'mission hand-over' to the UN (where applicable and authorized);
- Provide police advice in AU processes and exercises to develop readiness and capacity in operationalizing the ASF;
- Provide police technical support and expertise advice to the AU Police Planning Team for the ASF to build institutional capacity for ASF police component to plan, deploy and manage PSOs at HQ and field levels;
- Provide advice on the development of mission support and management tools like SOPs, Police Commissioner's directives, CONOPS and Doctrine for the ASF;
- Coordinate with other capacity building partners to the AU, especially those involved in the development and operationalization of the ASF police component, to enhance coordination and minimize duplication of efforts;
- Compliment Police Reform Adviser on all police related UN support capacities to the AU and provide feedback on lessons learned, both to the AU and to the UNHQ;
- Performing any additional duties as may be directed by the supervisors in fulfilment of the mandated tasks.

### **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. 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. Ability to conduct independent research and analysis, identify issues, formulate options and make conclusion and recommendations. Exhibits competence, integrity and reliability in performance and in maintaining positive working relations in a highly demanding and client-oriented environment. Ability to prepare reports and presentations that clearly formulate UN Police positions on issues, articulate options, and defend recommendations. Displays commitment to human rights and the ability to give the necessary prominence to human rights. Knowledge of the current or recent African Union-based peacekeeping operations.

**Planning and Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities where necessary; 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

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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.

**QUALIFICATIONS:**

**Education:** Advanced university degree (Master's degree or equivalent) in law, criminal justice, police sciences, police administration and management or other related field. Graduation from a certified police academy or similar law enforcement training institution is required. A first level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree. Specialized training in strategic planning, project/program management, research and analysis is desired.

**Work Experience:** Candidate must be in active police service possessing a minimum of 7 years (9 years in absence of advanced degree) of progressive experience in a national or international law enforcement agency at the field and/or national police headquarters level, including at least 5 years of work at policy making level with practical experience in strategic planning, police management, gap analysis and needs assessment, policy and guidance development, police operations (including operational planning), police administration, capacity building and training. Practical experience in human and financial resources management, change management (particularly in law enforcement), reform and restructuring, research and information analysis, project/program management is highly desirable. Previous experience of working in UN or another international environment is desirable. Experience of work in an African Union entity is an advantage.

**Rank\*:** Rank required for a P-4 is Superintendent, Lt. Colonel, other service equivalent rank or higher.

**Languages:** For the post advertised, fluency in oral and written English is required. Knowledge of a second official UN language (French and/or Arabic) is an advantage.

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Preference will be given to equally qualified women candidates.

Date of Issuance: 26 February 2026

\*Rank in application form should be outlined in candidate's original language with literal translation in English. 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 offenses 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.



# United Nations

*Job Opening for Position requiring official secondment  
from national governments of Member States of the United Nations Organization*

*Recruitment closure and onboarding of selected candidate is subject to budgetary availability*

<b>Post title and level</b>	<b>Police Reform Adviser, P-4</b>
<b>Organizational Unit</b>	<b>United Nations Office in African Union</b>
<b>Duty Station</b>	<b>Addis Ababa</b>
<b>Reporting to</b>	<b>Senior Planning Officer</b>
<b>Duration</b>	<b>12 Month (extendible)</b>
<b>Deadline for applications</b>	<b>31 May 2026</b>
<b>Job Opening number</b>	<b>2026-UNOAU-62425-DPO</b>

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

**RESPONSIBILITIES:**

Under the overall supervision of the Senior Planning Officer, and within the limits of delegated authority, the Police Reform Adviser will be responsible for, but not limited to, the performance of the following duties:

- Advise and support the African Union Commission (AUC) in building police capacity in the current and future African Union (AU) peacekeeping operations, including advice on police reform and force generation strategy.
- Provide thematic police reform guidance and templates for use by police components of AU missions;
- In collaboration with counterparts within and outside of the AU, provide a coherent strategic police reform and training advisory framework clearly articulating the scope of resource requirements, coordination and technical police advice and capacity building support;
- Support and facilitate a wider OMAP involvement in AU capacity-building on rule of law issues;
- Liaise with the UN Secretariat for strategic guidance and coordinate support from other organizations and institutions on police-related issues;
- Coordinate with UN DPO, ITS and other capacity building partners in advising the AU and Regional Economic Communities/Regional Mechanisms (RECs/RMs) on capability development of the African Standby Force (ASF) police component in such areas like development of training doctrine;
- Liaise with the UN Secretariat for strategic guidance and coordination of support from other organizations and institutions on police-related issues;
- In conjunction with the UN DPO and ITS, advise the AU Peace Support Operations Division (PSOD) and the RECs/RMs on training needs analysis for AU police training courses;
- Share UN's lessons learnt and best practices that are relevant to the development and operationalization of ASF Police component and AU Missions.
- Advise the AU on the formulation of reform policies regarding the ASF field police component including the Formed Police Unit (FPU) and individual police peacekeepers;

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- Liaise with the UN Police Division Selection and Recruitment Section to provide advice on the recruitment and selection methods in accordance with UN standards, without compromising AU peace keeping interests and requirements;
  - Coordinate with the AU PSOD, including the Police Commissioner at the AUC, on strategic police planning and management of the ongoing AU missions, including draw downs and transition to UN Missions when required;
  - Advise on the implementation of the UN-AU short-term support initiatives for the current AU Missions.
  - Complement the Police Planning Adviser on all police related UN support capacities to the AU and provide feedback on lessons learned, both to the AU and to the UNHQ;
  - Performing any additional duties as may be directed by the supervisors in fulfilment of the mandated tasks.

### **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. 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. Ability to conduct independent research and analysis, identify issues, formulate options and make conclusion and recommendations. Exhibits competence, integrity and reliability in performance and in maintaining positive working relations in a highly demanding and client-oriented environment. Ability to prepare reports and presentations that clearly formulate UN Police positions on issues, articulate options, and defend recommendations. Displays commitment to human rights and the ability to give the necessary prominence to human rights. Knowledge of the current or recent African Union-based peacekeeping operations.

**Planning and Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities where necessary; 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.

### **QUALIFICATIONS:**

**Education:** Advanced university degree (Master's degree or equivalent) in law, criminal justice, police sciences, police administration and management or other related field. Graduation from a certified police academy or similar law enforcement training institution is required. A first level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree. Specialized training in strategic planning, project/program management, research and analysis is desired.

**Work Experience:** Candidate must be in active police service possessing a minimum of 7 years (9 years in absence of advanced degree) of progressive experience in a national or international law enforcement agency at the field and/or national police headquarters level, including at least 5 years of work at policy making level with practical experience in police management minimum at district/region level, gap analysis and needs assessment, policy and guidance development, police operations and police

administration, capacity building and training, including training need analysis, curriculum development and training management. Practical experience in reform and restructuring, institutional building, interagency coordination and liaison, change management (particularly in law enforcement), research and information analysis, project/program management, human resources management is highly desirable. Previous experience of working in UN or another international environment is desirable. Experience of work in an African Union entity is an advantage.

**Rank\*:** Rank required for a P-4 is Superintendent, Lt. Colonel, other service equivalent rank or higher.

**Languages:** For the post advertised, fluency in oral and written English is required. Knowledge of a second official UN language (French and/or Arabic) is an advantage.


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<b>INSTRUCTIONS</b>					Do not Write in This Space			
Please answer each question clearly and completely. TYPE OR PRINT LEGIBLY. Read carefully and follow all directions.		<b>UNITED NATIONS</b>			<b>PERSONAL HISTORY</b>			
1. Family name		First name		Middle name		Maiden name, if any		
2. Date of (day/month/yr) Birth		3. Place of birth		4. Nationality(ies) at birth		5. Present Nationality(ies)		
6. Sex	7. Height	8. Weight	9. Marital Status: Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Widow(er) <input type="checkbox"/> Divorced <input type="checkbox"/>					
10. Entry into United Nations service might require assignment to any area of the world in which the United Nations might have responsibilities. (a) Are there any limitations on your ability to perform in your prospective field of work? YES <input type="checkbox"/> NO <input type="checkbox"/> (b) Are there any limitations on your ability to engage in all travel? YES <input type="checkbox"/> NO <input type="checkbox"/>								
11. Permanent address  Telephone No. ( )			12. Present address  Telephone/Fax No. ( )		13. Office Telephone No. ( ) 14. Office Fax No. ( ) E-mail:			
15. Do you have any dependent children? YES <input type="checkbox"/> NO <input type="checkbox"/> If the answer is "yes", give the following information:								
Name of Children		Date of Birth (day/mo/year)		Place of Birth		Nationality		
15. (a) Name of Spouse								
16. Have you taken up legal permanent residence status in any country other than that of your nationality? YES <input type="checkbox"/> NO <input type="checkbox"/> If answer is "yes", which country?								
17. Have you taken any legal steps towards changing your present nationality? YES <input type="checkbox"/> NO <input type="checkbox"/> If answer is "yes", explain fully:								
18. Are any of your relatives employed by a public international organization? YES <input type="checkbox"/> NO <input type="checkbox"/> If answer is "yes", give the following information:								
NAME		Relationship		Name of International Organization				
19. What is your preferred field of work?								
20. Would you accept employment for less than six months? YES <input type="checkbox"/> NO <input type="checkbox"/>				21. Have you previously submitted an application for employment and/or undergone any tests with U.N.? YES <input type="checkbox"/> NO <input type="checkbox"/> If so, when?				
22. KNOWLEDGE OF LANGUAGES. What is your mother tongue?								
OTHER LANGUAGES	READ		WRITE		SPEAK		UNDERSTAND	
	Easily	Not Easily	Easily	Not Easily	Fluently	Not Fluently	Easily	Not Easily
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. For clerical grades only Indicate speed in words per minute					List any office machines or equipment and computer programmes you use.			
	English	French	Other languages					
Typing								
Shorthand								

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24. EDUCATION, Give full details - N.B. Please give exact titles of degrees in original language. Please do not translate or equate to other degrees.

A. University or equivalent

NAME, PLACE AND COUNTRY Please give complete address.	ATTENDED FROM/TO		DEGREES and ACADEMIC DISTINCTIONS OBTAINED	MAIN COURSE OF STUDY
	Month/Year	Month/Year		

B. SCHOOLS OR OTHER FORMAL TRAINING OR EDUCATION FROM AGE 14 (e.g., high school, technical school or apprenticeship)

NAME, PLACE AND COUNTRY Please give complete address.	TYPE	YEARS ATTENDED		CERTIFICATES OR DIPLOMAS OBTAINED
		FROM	TO	

25. LIST PROFESSIONAL SOCIETIES AND ACTIVITIES IN CIVIC, PUBLIC OR INTERNATIONAL AFFAIRS

26. LIST ANY SIGNIFICANT PUBLICATIONS YOU HAVE WRITTEN (DO NOT ATTACH)

27. EMPLOYMENT RECORD: Starting with your present post, list in REVERSE ORDER every employment you have had. Use a separate block for each post. Include also service in the armed forces and note any period during which you were not gainfully employed. If you need more space, attach additional pages of the same size. Give both gross and net salaries per annum for your last or present post.

A. PRESENT POST (LAST POST, IF NOT PRESENTLY IN EMPLOYMENT)

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

B. PREVIOUS POSTS (IN REVERSE ORDER)

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

(2)

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

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

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

FULL NAME	FULL ADDRESS	BUSINESS OR OCCUPATION

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

32. HAVE YOU EVER BEEN ARRESTED, INDICTED, OR SUMMONED INTO COURT AS A DEFENDANT IN A CRIMINAL PROCEEDING, OR CONVICTED, FINED OR IMPRISONED FOR THE VIOLATION OF ANY LAW (excluding minor traffic violations)? YES  NO

If "yes", give full particulars of each case in an attached statement.

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

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

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

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

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**EMPLOYMENT RECORD - SUPPLEMENTARY SHEET**

PLEASE LIST, in reverse order, EVERY EMPLOYMENT YOU HAVE HAD. Use a separate block for each post. Include also service in the armed forces and note any period during which you were not gainfully employed. See next page for more blocks.

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

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

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

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

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**EMPLOYMENT RECORD - SUPPLEMENTARY SHEET**

PLEASE LIST, in reverse order, EVERY EMPLOYMENT YOU HAVE HAD. Use a separate block for each post. Include also service in the armed forces and note any period during which you were not gainfully employed.

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

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**UNITED NATIONS**  
**Employment and Academic Certification**  
 Attachment to Personal History Profile (P11)

For guidance on the submission package you may refer to the briefing material "How to prepare the submission".

**A. TO BE COMPLETED BY CANDIDATE (from sections 1 to 11):**

1. PERSONAL DATA:			
Family Name:	Given name:	Middle names:	Gender: M/F
e-mail address:			

2. POSITION/S TO WHICH YOU ARE APPLYING:	
<b>Title:</b> 1. 2. 3. ...	<b>Job Opening Number:</b>

3. MILITARY SERVICE HISTORY / POLICE SERVICE HISTORY			
Date of Commission (for military officers) or date of enlistment/entry to service (for police officers):			
Current rank	Date Last Promoted	Date eligible for promotion to next rank	Projected Retirement date from current rank
Branch/Corp/Mustering			
Sub Specialisation/additional qualifications			
Are you currently working for the United Nations? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please explain: _____			

4. DEGREES AND ACADEMIC DISTINCTIONS OBTAINED:				
	NAME of INSTITUTION, PLACE AND COUNTRY. Please give complete address.	ATTENDED:		RANK and DEGREES OBTAINED:
		FROM: Month/Year	TO: Month/Year	
Military or Police Degrees	<u>Military Academy</u> (and/or similar military officer institution) - name and address:			RANK OBTAINED:  DEGREE OBTAINED:
	<u>Command and Staff College</u> (and/or similar military officers institutions) - name and address:			RANK OBTAINED:  DEGREE OBTAINED:

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	<b>Police Academy</b> (and/or similar law enforcement training institution) - name and address:			<b>RANK OBTAINED:</b>  <b>DEGREE OBTAINED:</b>

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	NAME of INSTITUTION, PLACE AND COUNTRY. Please give complete address.	ATTENDED:		DEGREES and ACADEMIC DISTINCTIONS OBTAINED
		FROM: Month/Year	TO: Month/Year	
Civilian Degrees				

5. MILITARY AND/OR POLICE TRAINING COURSES/SEMINARS: Related to the post		
Name of Course	Date attended: FROM mm/yy- TO mm/yy	Institution

6. EXPERIENCE IN PEACEKEEPING OPERATIONS: Specify UN or other International Experience, start with your most recent experience and list in reverse order			
Dates FROM mm/yy- TO mm/yy	Mission/ Operation/Location	Position/title (Milob, HQ Staff, Contgt, Adviser, International Police Officer (IPO), Police Adviser, FPU Officer, Professional Post or Above)	Description of duties

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<b>7. COMMAND EXPERIENCE (at Battalion/equivalent level or above when applying for position at the PS level and above):</b>			
<b>Start with your most recent experience and list in reverse order</b>			
Dates FROM mm/yy- TO mm/yy	Unit level: Company/ Battalion/ Brigade/ Division or equivalent. Police Command Experience	Unit/Position/Org	Significant Unit Activities

<b>8. SIGNIFICANT EXPERIENCE RELATED TO THE FUNCTIONS OF THE POST/S YOU ARE APPLYING:</b>		
<b>Start with your most recent experience and list in reverse order</b>		
Dates FROM mm/yy- TO mm/yy	Position/Org	Operation/Activity

<b>9. INTERNATIONAL EXPOSURE OTHER THAN PEACEKEEPING OPERATIONS:</b>		
<b>Start with your most recent experience and list in reverse order</b>		
Date: FROM mm/yy- TO mm/yy	Position/Org	Function/Activity

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**10. Additional Comments:**

**11. I certify that the statements made by me in answer to the foregoing questions are complete and correct. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization renders a candidate ineligible for further consideration.**

*I declare that I have never committed, been convicted of and am not currently under investigation or being prosecuted for any criminal, human rights, civil action or disciplinary offence, with the exception of minor traffic violations (driving while intoxicated or dangerous or careless driving are not considered minor traffic violations for this purpose). I declare that I have not been involved, by act or omission, in the commission of any violation of international human rights law or international humanitarian law.*

*I am not able to attest to the preceding paragraphs for the following reasons: .....*  
 .....

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

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

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**B. TO BE COMPLETED BY THE RELEVANT LOCAL AUTHORITY:**

On behalf of .....I certify that the information provided by .....  
is complete and correct.

*I further certify that the nominated candidate has never been convicted of, or is not currently under investigation or being prosecuted for, any criminal or disciplinary offence, or any violations of international human rights law, civil action or disciplinary offence.*

*The Government of \_\_\_\_\_ is not aware of any allegations against the nominated candidate that she/he has committed or been involved, by act or omission, in the commission of any acts that may amount to violations of international human rights law or international humanitarian law.*

*In the case of the nominee who has been investigated for, charged with or prosecuted for any criminal offence, with the exception of minor traffic violations (driving while intoxicated or dangerous or careless driving are not considered minor traffic violations for this purpose), but was not convicted, the Government is requested to provide information regarding the investigation(s) or prosecutions concerned.*

Date..... Official Stamp .....

**PLEASE NOTE:**

**An incomplete or unsigned form will not be accepted**