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No. 21023/17/2025-PP/552  
Government of India  
Ministry of Home Affairs  
[Police-II Division]  
Pers. Policy Section

Kartavya Bhawan-03, New Delhi, 110001  
Dated 22 August 2025

To

- 25 AUG 2025
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:- Vacancy announcement for the seconded posts of Senior Police Adviser (P5) in UNFICYP 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 secondment to the post of **Senior Police Adviser (P5) in UNFICYP for a duration of 12 months (extendable)**. English and French are the working languages of the UN Secretariat. **For the post advertised, fluency in oral and written English is required.** Knowledge of a second UN language is an advantage.

2. The job description along with **the requisite eligibility criteria/qualifications for the above said posts are enclosed/attached with this letter for reference. It is strongly recommended that authorities carefully submit 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 **IG/DIG for P-5 level**, active in police service for the above said posts may be forwarded through proper channel to this Ministry by **10<sup>th</sup> September 2025** 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. 10.09.2025 will not be considered.**

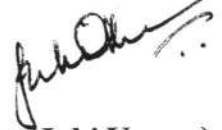
4. The duly completed and signed Personal History Profile (P-11) , Employment of Academic Certification (EAC), and Human Right Certificate along with forwarding letter including APAR/ACR grading of last five years (**only grading, no need to send copy of ACR**) of each nominated candidates are required to be submitted in separate files (PDF format only) through E-mail at [police2-un@mha.gov.in](mailto:police2-un@mha.gov.in) and [us-polfin6@mha.gov.in](mailto:us-polfin6@mha.gov.in) before the last date i.e. **10.09.2025.**

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.

**Encl: As above**

Yours faithfully



**(Juhi Verma)**

**Director (Pers & Coord)**

**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. DS (Police-I), 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".

## Annexure-I

## 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.

**BIO- DATA Proforma**

**ANNEXURE-II**

Recent Passport  
Size Photograph

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

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

(6)

**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 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. 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.
6. 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.
7. 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.
8. 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



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.

9. 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."***
10. 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"***.
11. 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.
12. 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.
13. 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.
14. 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.
15. 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: laure.kouassi@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.
16. Upon receipt of the applications, the Recruitment Officer, whose e-mail is provided above, will acknowledge the receipt of the documents.
17. Communication regarding this process will be maintained through the Permanent Mission only. No personal queries from individual applicants will be entertained.

January 2025

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# United Nations Nations Unies

HEADQUARTERS | SIEGE | NEW YORK, NY 10017

REFERENCE: DPO/OROLSI/PD/2025/163

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 Peacekeeping Force in Cyprus 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 DPO-UNFICYP-0194-2025, which is posted for a period of 45 days effective 13 August 2025. The closing date for the Job Opening is 24 September 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: [laure.kouassi@un.org](mailto:laure.kouassi@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 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.



(9)

# United Nations Nations Unies

HEADQUARTERS | SIEGE | NEW YORK, NY 10017

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 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 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.



13 August 2025

**Special Notice :**

Circulation of this Job Opening is limited to the Member States of the United Nations. Only police personnel who are currently employed in their national police service and who have received authorization from their respective national authority to apply for this Job Opening, will be considered.

Please note that during their secondment to the United Nations, police personnel are not eligible for reassignment or transfer to any other seconded position in 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.

Nominations of women candidates are strongly encouraged.

# United Nations



*Job Opening for Position requiring official secondment  
from national governments of Member States of the United Nations Organization  
Appointments are limited to service on posts financed by  
the support account of peacekeeping operations*

|                            |  |
|----------------------------|--|
| Post Title and Level:      | Senior Police Adviser, P-5                             |
| Organizational Unit:       | United Nations Peacekeeping Force in Cyprus (UNFICYP)  |
| Duty Station:              | Nicosia  |
| Reporting To:              | Special Representative of the Secretary-General (SRSG) |
| Duration                   | 12 Months (Extendable)                                 |
| Deadline for applications  | 24 September 2025                                      |
| Job Opening number         | DPO - UNFICYP- 0194 -2025                              |
| The post is available from | Vacant   |

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

## **RESPONSIBILITIES:**

Under the overall supervision of the SRSG, the Senior Police Adviser in UNFICYP will provide leadership in the activities of the UN Police Component and within the limits of delegated authority will be responsible for, but not limited to, the performance of the following duties:

- Advise the SRSG and other UN mission leadership on police related issues and provide regular reports to the Mission's leadership on Police Component's work program and mandate implementation activities.
- Lead the formulation and implementation of the Police Component's mission statement, mandate implementation plan and operational strategy in accordance with the overall objectives of the mission.
- Ensure coordination with other components of the mission, including the office of the SRSG, Joint Mission Analysis Centre, Military, Civil Affairs, and Mission Support in the fulfillment of the mission's mandate.
- Liaise with local police (Cyprus Police and Turkish Cypriot Police) for both criminal and humanitarian matters. Support the work of bi-communal law enforcement cooperation mechanisms, such as the Technical Committee on Crime and Criminal Matters and Joint Communications Room.
- Assist, facilitate and monitor the Cyprus Police and Turkish Cypriot Police investigations in the Buffer Zone.
- Prepare analytical progress reports (to whom?) on the activities of the UN Police Component.
- Direct, supervise and deploy UN Police in the mission in accordance with the core values and principles of United Nations, with due respect for gender and geographical balance.
- Perform any other duties as assigned by the SRSG.

## **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 management and administration: ability to review and edit the work of others. In-depth understanding of the UNFICYP Police Component mandate, strong analytical skills combined with good judgment, sound knowledge of the challenges of peacekeeping, including an understanding of police operations. **Planning and organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently. **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits inputs by genuinely valuing other's ideas and expertise; is willing to learn from others; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings. **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.

## **QUALIFICATIONS:**


**Education:** Advanced University Degree (master's or equivalent) in Law enforcement, Criminal Justice, Public Administration, Human Resources Management, Change Management, Social Sciences or another relevant field. A first level university degree with a combination of relevant academic qualifications and extensive experience in law enforcement, including planning and administration may be accepted in lieu of the advanced university degree. Graduation from a certified police academy or other law enforcement training institution is also required. **Work Experience:** Minimum of 10 years (12 years in absence of advanced degree) of active and progressively responsible policing experience in a national or international law enforcement agency both at the field and national police headquarters level. 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 (particularly in law enforcement), reform and restructuring or related field. Practical and direct experience in commanding a regional or a state level police unit or heading a department at national police headquarters level. Previous experience with a United Nations peacekeeping operation or international experience is an advantage. **Rank:** Colonel/ Chief or Senior Superintendent - equivalent or above. **Language:** Fluency in spoken and written English is required. Knowledge of a second UN language is an advantage.

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Preference will be given to equally qualified women candidates

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

Date of Issuance: 13 August 2025

| INSTRUCTIONS  |           |  |  |   |                          | Do not Write in This Space   |                          |                          |                          |
|---|-----------|--|---|---|--------------------------|--|--------------------------|--------------------------|--------------------------|
| Please answer each question clearly and completely. TYPE OR PRINT LEGIBLY.<br>Read carefully and follow all directions.   |           |  | <b>UNITED NATIONS</b><br><br><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:<br>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.<br>(a) Are there any limitations on your ability to perform in your prospective field of work? YES <input type="checkbox"/> NO <input type="checkbox"/><br>(b) Are there any limitations on your ability to engage in all travel? YES <input type="checkbox"/> NO <input type="checkbox"/> |           |  |   |   |                          |  |                          |                          |                          |
| 11. Permanent address   |           |  | 12. Present address   |   |                          | 13. Office Telephone No. ( )   |                          |                          |                          |
| Telephone No. ( )   |           |  | Telephone/Fax 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  |                          | Gender                   |                          |
|   |           |  |   |   |                          |  |                          |                          |                          |
|   |           |  |   |   |                          |  |                          |                          |                          |
|   |           |  |   |   |                          |  |                          |                          |                          |
|   |           |  |   |   |                          |  |                          |                          |                          |
|   |           |  |   |   |                          |  |                          |                          |                          |
|   |           |  |   |   |                          |  |                          |                          |                          |
| 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"/><br>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"/><br>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"/><br>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<br>Indicate speed in words per minute  |           |  |   |   |                          | List any office machines or equipment and computer programmes you use. |                          |                          |                          |
|   | English   | French   | Other languages   |   |                          |  |                          |                          |                          |
| Typing  |           |  |   |   |                          |  |                          |                          |                          |
| Shorthand   |           |  |   |   |                          |  |                          |                          |                          |

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<br>Please give complete address. | ATTENDED FROM/TO |            | DEGREES and ACADEMIC<br>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<br>Please give complete address. | TYPE | YEARS ATTENDED |    | CERTIFICATES OR DIPLOMAS<br>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<br>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 |            |                    |       |  |
|                            |            |                    |       |  |

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

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.

**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<br>MONTH/YEAR         | TO<br>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<br>SUPERVISED BY YOU: |
|                            |                  |                    |       | REASON FOR LEAVING:                             |
| DESCRIPTION OF YOUR DUTIES |                  |                    |       |   |
|                            |                  |                    |       |   |
|                            |                  |                    |       |   |
|                            |                  |                    |       |   |
| NAME OF EMPLOYER:          |                  |                    |       | TYPE OF BUSINESS:                               |
| ADDRESS OF EMPLOYER:       |                  |                    |       | NAME OF SUPERVISOR:                             |
|                            |                  |                    |       | NO. AND KIND OF EMPLOYEES<br>SUPERVISED BY YOU: |
|                            |                  |                    |       | REASON FOR LEAVING:                             |
| DESCRIPTION OF YOUR DUTIES |                  |                    |       |   |
|                            |                  |                    |       |   |
|                            |                  |                    |       |   |
|                            |                  |                    |       |   |
| NAME OF EMPLOYER:          |                  |                    |       | TYPE OF BUSINESS:                               |
| ADDRESS OF EMPLOYER:       |                  |                    |       | NAME OF SUPERVISOR:                             |
|                            |                  |                    |       | NO. AND KIND OF EMPLOYEES<br>SUPERVISED BY YOU: |
|                            |                  |                    |       | REASON FOR LEAVING:                             |
| DESCRIPTION OF YOUR DUTIES |                  |                    |       |   |
|                            |                  |                    |       |   |
|                            |                  |                    |       |   |
|                            |                  |                    |       |   |
| NAME OF EMPLOYER:          |                  |                    |       | TYPE OF BUSINESS:                               |
| ADDRESS OF EMPLOYER:       |                  |                    |       | NAME OF SUPERVISOR:                             |
|                            |                  |                    |       | NO. AND KIND OF EMPLOYEES<br>SUPERVISED BY YOU: |
|                            |                  |                    |       | REASON FOR LEAVING:                             |
| DESCRIPTION OF YOUR DUTIES |                  |                    |       |   |
|                            |                  |                    |       |   |

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

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

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

|                            |                  |   |  |   |                     |
|----------------------------|------------------|---|--|---|---------------------|
| FROM<br>MONTH/YEAR         | TO<br>MONTH/YEAR | SALARIES PER ANNUM<br>STARTING      FINAL |  | EXACT TITLE OF YOUR POST:                       |                     |
|                            |                  |   |  |   |                     |
| NAME OF EMPLOYER:          |                  |   |  | TYPE OF BUSINESS:                               |                     |
| ADDRESS OF EMPLOYER:       |                  |   |  | NAME OF SUPERVISOR:                             |                     |
|                            |                  |   |  | NO. AND KIND OF EMPLOYEES<br>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: |                     |
|--|---------------------|
| Title:<br>1.<br>2.<br>3.<br>...          | Job Opening Number: |

| 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?<br>Yes <input type="checkbox"/> No <input type="checkbox"/><br>If yes, please explain: _____<br>_____ |                    |  |   |

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

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



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

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

| 6. EXPERIENCE IN PEACEKEEPING OPERATIONS:<br>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 |
|   |                             |  |                       |
|   |                             |  |                       |
|   |                             |  |                       |

**7. COMMAND EXPERIENCE (at Battalion/equivalent level or above when applying for position at the P5 level and above):**

**Start with your most recent experience and list in reverse order**

| Dates FROM<br>mm/yy- TO<br>mm/yy | Unit level: Company/<br>Battalion/ Brigade/<br>Division or equivalent.<br>Police Command<br>Experience | Unit/Position/Org | Significant Unit Activities |
|----------------------------------|--|-------------------|-----------------------------|
|                                  |  |                   |                             |
|                                  |  |                   |                             |
|                                  |  |                   |                             |

**8. SIGNIFICANT EXPERIENCE RELATED TO THE FUNCTIONS OF THE POST/S YOU ARE APPLYING:**

**Start with your most recent experience and list in reverse order**

| Dates FROM<br>mm/yy- TO<br>mm/yy | Position/Org | Operation/Activity |
|----------------------------------|--------------|--------------------|
|                                  |              |                    |
|                                  |              |                    |
|                                  |              |                    |

**9. INTERNATIONAL EXPOSURE OTHER THAN PEACEKEEPING OPERATIONS:**

**Start with your most recent experience and list in reverse order**

| Date: FROM<br>mm/yy- TO<br>mm/yy | Position/Org | Function/Activity |
|----------------------------------|--------------|-------------------|
|                                  |              |                   |
|                                  |              |                   |

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

|  |
|--|
| <b>10. Additional Comments:</b>          |
| <br><br><br><br><br><br><br><br><br><br> |

|  |
|--|
| <p><b>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.</b></p>   |
| <p><i>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></p> |
| <p><i>I am not able to attest to the proceeding paragraphs for the following reasons: .....</i></p> <p>.....</p> <p>.....</p>  |
| <p>Date ..... Signature .....</p>  |
| <p>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.</p>   |

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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**