



No.21023/21/2018-PMA
GOVERNMENT OF INDIA
Ministry of Home Affairs
[Police Division-II]
PMA Cell

MHA, North Block,
New Delhi, 110001
Dated 28 August, 2018

- To :
1. The Chief Secretaries and DsG (P)s of all States / UTs
 2. Directors - IB/CBI/SVPNPA/SPG/NEPA/NICFS/CFSL/ DCPW
 3. DsG - BSF/CRPF/ITBP/CISF/NSG/RPF/BPR&D/SSB
/NCB/NIA/Assam Rifles (Through LOAR)
 4. Commissioner of Police Delhi.

Subject :- **Job Opening : Police Investigation Officer in the United Nations Stabilization Mission in DR Congo (MONUSCO)-**

Sir/Madam,

Police Division, UNHQ through PMI to UN has sought the nomination of eligible candidates for the subject Job opening. .

2. The job description along with the requisite eligibility criteria/qualifications of **Police Investigation Officer in the United Nations Stabilization Mission in DR Congo (MONUSCO)** are enclosed/attached with this letter for needful reference. **It is strongly recommended to nominate those candidates meeting all requirements for the positions/posts as described in Job descriptions.**

3. Therefore, It is requested that nomination of **eligible and willing officers** of the rank of **DySP/SP** for above post may be submitted through proper channel to this Ministry by **12th September, 2018** along with the following documents duly completed in all respect:-

- i. United Nations Personal History Profile (**PHP**) **form (P.11)** duly completed and signed by the nominated candidate.
- ii. Personal details as per **Annexure-I**.
- iii. **Human Rights certificate must be included**(proforma enclosed).**Mandatory**

4. **No modified format other than the specimen enclosed duly typed will be entertained/accepted as it invites lot of observations from UN HQ (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.
5. Personal History Profile (P-11) , and HR certificate along with forwarding letter of each nominated candidate are required to be submitted in separate files (PDF format only) through E-mail at uspma@gov.in or sopma@gov.in before the deadline.
6. It may please be ensured that the nominees are **clear from Vigilance angle and Necessary Cadre Clearance (for all Officers) from MHA/State Government/CAPFs/any other lending organization must be forwarded with nomination.** (without cadre clearance and NOC from parent cadre, nominations will not be entertained).
7. **No direct application will be entertained.** 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 accepted.

Yours Faithfully



(Raman Kumar)

Under Secretary to the Government of India

☎: 23094009

☎: 23094009

✉: uspma@nic.in

Copy to

Commissioner of Police ,

Mumbai, Kolkata, Chennai and Bangalore.

} It is requested to forward the nominations of eligible and willing officers through State Government only.

1. SO (IT), MHA - With the request to upload the above communication on MHA website (Police Division-II(secondment vacancy) and 'what's new'.
2. US(UNP)-BA, MEA, JNB (2029), New Delhi



(Raman Kumar)

Under Secretary to the Government of India

BIO-DATA PROFORMA

Recent passport
size photograph

1. Name of Post applied.
2. Job opening number
3. Name of the Officer
4. Designation/Rank/organization and Pay scale/pay band with present place of posting.
5. In the case of officers of deputation with other organization.
 - (a) Name of Parent organization.
 - (b) Name of organization presently employed.
 - (c) Date of deputation
 - (d) Expected date of repatriation to parent cadre/organization.
6. Date of Birth
7. Education/Qualification
8. Date of Joining Police Service and date of superannuation
9. Service/Cadre/Batch:
10. Previous UN experience
 - Telephone No.
 - a. Office
 - b. Residence
 - c. Mobile No(mandatory)
 - d. Fax No.
 - e. E-mail id(mandatory)
11. Present Job Profile:-
12. NOC from parent cadre (if on deputation) mandatory:- Yes/NO/Not applicable

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

(Signature of the applicant)

HR CERTIFICATE

⑦
⑧

It is certified that _____ was neither convicted nor currently under investigation or being prosecuted for any criminal offence including violation of International Human Rights Law and International Humanitarian Law. It is also to certify that Government/Org. of(concerned state/Org,) is aware that there is no allegation against him/her as such and he/she has not committed or even involved, by act or omission, the commission of any act that may amount of violations of International Human Rights Law and International Humanitarian Law.

To be signed by an officer
Not below the rank of DIG/Director

United Nations



Job Description for Positions requiring official secondment from national governments of Member States of the United Nations Organization

Post title and level	Police Investigation Adviser (Individual Police Officer)
Organizational Unit	United Nations Stabilization Mission in DR Congo (MONUSCO)
Duty Station	Within the Mission area according to the operational requirements
Reporting to	Chief, Justice Support Section
Duration	12 Month (extendible)
Deadline for applications	21 September 2018

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

RESPONSIBILITIES:

The MONUSCO Prosecution Support Cells (PSCs), comprised of Military Prosecutions Advisers, Civilian Justice/Prosecution Advisers, Police Investigation Advisers and Military Investigation Advisers, provide expert advice, logistical support, on-the-job training and mentoring to national authorities in the conduct of investigations and prosecution of war crimes and crimes against humanity, with a special emphasis on sexual violence and other violent crimes. The PSCs are implemented under a Memorandum of Understanding between MONUSCO and the Government, dated 19 December 2011. The PSCs aim to strengthen the capacity of the FARDC to investigate and prosecute the most serious crimes, including sexual violence. Under the authority of the direct supervisor within the organizational structure of the MONUSCO Justice Support Section and within the limits of delegated authority, the Police Investigation Adviser will be responsible for, but not limited to, the performances of one or few of the following duties:

- Support police and military officers and inspectors, as well as personnel from other relevant national authorities, with the investigation of most serious crimes, including war crimes and crimes against humanity, with a special emphasis on homicide and sexual violence.
- Provide technical advice and expertise to the IPJs and OPJs on the methods and techniques employed during all phases of the investigative process, including case development, interviewing victims, witnesses, and suspects, gathering and safeguarding evidence, preparing evidence for trial, and presenting a case file before the court.
- Assist in the development and application of standard operating procedures, investigation guidelines and checklists, forms for briefs and other documents for investigators.
- Assist IPJs and OPJs in the recording, documenting, and filing of all cases prosecuted with the support of PSCs.
- Participate in donor outreach to mobilise additional support and funding for PSCs.
- Participate in analysing data collected and generated by the PSCs, as well as in the assessment of results obtained as requested by national officials.
- Contribute to the development of a communication strategy to raise the awareness of the local population on the work of the Congolese justice institutions and the role of the PSCs.
- Perform other relevant functions as assigned by the Chief, Justice and Corrections Section.

COMPETENCIES:

Professionalism: Demonstrated ability to investigate complex criminal cases and serious violent crimes, including homicides and sexual violence. Knowledge of criminal investigation theories, concepts and approaches. Demonstrated ability to collect, analyze, safeguard and prepare evidence for prosecution.

Knowledge of interviewing and interrogation techniques and practical experience in interviewing witnesses and suspects. Experience in the management of serious crime investigations. Shows pride in work and results. Demonstrates professional competence and mastery of the subject. Is conscientious and effective, meets deadlines and achieves results; Is motivated by professional rather than personal considerations. Perseveres 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.

Planning and Organizing: Clearly defines goals that are consistent with agreed strategies. Identifies priority activities and tasks; Modifies priorities as needed; Allows sufficient time and resources for completion of tasks; Takes into account risks and develops contingencies during planning; Controls and adjusts plans and actions as needed.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; Solicits the contribution of others by valuing their ideas and expertise; Is willing to learn from others; Supports and acts in accordance with the final decision of the group, even when that decision does not reflect its own position; Shares the successes of the team and assumes joint responsibility for the failures.

Communication: Speaks and writes clearly and effectively; Listens to others, correctly interprets the messages of others and responds appropriately; Asks questions for clarification and shows interest in having a bilateral communication; Adapts language, tone, style and presentation to the audience; Demonstrates openness in information sharing and keeps people informed.

QUALIFICATIONS:

Education: University degree in law, criminology, or social sciences related to investigations or other relevant field. A diploma from a recognized Police Academy or other law enforcement training institution is required.

Work Experience: At least five years of professional experience as an investigator with a national police agency, institution or similar national or international organization, including significant experience investigating serious violent crimes, such as homicide and sexual violence. Experience in investigating war crimes and crimes against humanity. Experience working in a multicultural environment outside the candidate's home country as well as experience in training and mentoring is an asset.

Rank: Hold the rank of Captain, Police Commissioner or higher.

Languages: English and French are the working languages of the UN. For the post advertised, fluency in oral and written French is required. Knowledge of a second official UN language is an advantage.

Preference will be given to equally qualified women candidates.

Date of Issuance: 09-August-2018

<http://www.un.org/en/peacekeeping/sites/police>

In accordance with the new Policy on Human Rights Screening of UN Personnel, all individuals who seek to serve with the United Nations, are requested to make "self-attestation" that s/he has not committed any serious criminal offences and has not been involved in violations of international human rights or international humanitarian law. The 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 Personal History Profile for
Government Provided Personnel**

Personal Data:

Family Name:	First Name:	Middle Name(s):	
Male/Female:	Date of Birth dd/mm/yy: / /	Place of Birth:	
Passport no.:	Passport Expiry Date: / /	Availability for Deployment mm/yy: /	Preferred Point of Departure:

Confidential
Requires
inter-
ship
personnel
effect

Home Address:	Phone:
	E-mail:
Office Address:	Phone:
	E-Mail:

Education:

Institution	Attendance	Degrees and Academic Distinctions Obtained
	From/To	

Employment History: Present Post (Please list your entire work experience, starting with your present/last post)

Exact Title of Post:	From (Month/Year): /	To (Month/Year): /
Name of Employer:	Address of Employer:	
Name of Supervisor: Phone: E-Mail:	Number of Personnel Supervised by You:	Reason for Leaving:
Description of Duties		Significant Achievements

Previous Posts: (In Reverse Order)

Exact Title of Post:		From (Month/Year) /	To (Month/Year) /
Name of Employer:		Address of Employer:	
Name of Supervisor: Phone: E-Mail:		Number of Personnel Supervised by You:	Reason for Leaving:
Description of Duties		Significant Achievements	
Exact Title of Post:		From (Month/Year) /	To (Month/Year) /
Name of Employer:		Address of Employer:	
Name of Supervisor: Phone: E-Mail:		Number of Personnel Supervised by You:	Reason for Leaving:
Description of Duties		Significant Achievements	
Exact Title of Post:		From (Month/Year) /	To (Month/Year) /
Name of Employer:		Address of Employer:	
Name of Supervisor: Phone: E-Mail:		Number of Personnel Supervised by You:	Reason for Leaving:
Description of Duties		Significant Achievements	

Previous Service with the United Nations or other Regional Peace Support Operations

Year:	UN Organization/Mission or Regional Peace Support Operation and Position:

General Information

Are there employment limitations?	
No <input type="checkbox"/>	Yes - provide details: <input type="checkbox"/>
Are there travel limitations?	
No <input type="checkbox"/>	Yes - provide details: <input type="checkbox"/>

Specialized Professional Skills: Please indicate whether you have skills/experience in any specialized area.

	Yes/No	Details
Previous experience in cooperation with INTERPOL or other similar organizations	<input type="checkbox"/> / <input type="checkbox"/>	
Previous experience in the investigation of serious crimes	<input type="checkbox"/> / <input type="checkbox"/>	
Investigation of crimes related to terrorism	<input type="checkbox"/> / <input type="checkbox"/>	
Knowledge / experience in forensic sciences	<input type="checkbox"/> / <input type="checkbox"/>	
	<input type="checkbox"/> / <input type="checkbox"/>	

Language Proficiency:

For languages other than mother tongue, enter appropriate letter from coding below to indicate knowledge level.

Mother Tongue:				
OTHER LANGUAGES	<i>Understand</i>	<i>Speak</i>	<i>Read</i>	<i>Write</i>

CODE:
A- Professional Fluency: Able to work independently in the language, including the preparation of written reports and papers. Able to participate actively in and/or lead meetings conducted in the language.
B- Working Knowledge: Able to follow work-related discussions and participate in them, although command of grammar and syntax may be uncertain. Able to use the telephone, to read and understand work-related documents, and to draft basic correspondence.
C- Limited Knowledge: Able to understand simple conversations and written texts.

Computer Skills:

Software applications for which you have experience:					
Word	Excel	PowerPoint	Access	Outlook	Lotus
Yes/No <input type="checkbox"/> / <input type="checkbox"/>	Yes/No <input type="checkbox"/> / <input type="checkbox"/>	Yes/No <input type="checkbox"/> / <input type="checkbox"/>	Yes/No <input type="checkbox"/> / <input type="checkbox"/>	Yes/No <input type="checkbox"/> / <input type="checkbox"/>	Yes/No <input type="checkbox"/> / <input type="checkbox"/>
Other capabilities or experience:					

Driving Skills:

Have you held a valid driver licence for the last 2 years?	Yes/No <input type="checkbox"/> / <input type="checkbox"/>
Are you able to drive a 4x4 vehicle?	Yes/No <input type="checkbox"/> / <input type="checkbox"/>

Conduct and Discipline:

I attest that I have not committed, been convicted of, nor prosecuted for, any criminal offence. I attest that I have not been involved, by act or omission, in the commission of any violation of International Human Rights Law or International Humanitarian Law.	Signature of Candidate
Or I am not able to attest to the preceding paragraph for the following reasons:	Signature of Candidate

I confirm that above statements are true, complete and correct, without any misrepresentation and material omission:

Date: / /	Signature of Candidate
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The Permanent Mission ofto the United Nations certifies that the above nominee has not been convicted of, or is not currently under investigation or being prosecuted for, any criminal offence, or any violation of international human rights law or international humanitarian law.

The Permanent Mission of also certifies that it is not aware of any allegations against this candidate to have been involved, by act or omission, in the commission of any acts that amount to violations of international human rights law or international humanitarian law.

The Permanent Mission of to the United Nations submits the above nominee for the indicated post in the indicated mission as meeting the requirement of duty statement of the post.

Date: / /	Signature of Representative of Permanent Mission Name: Contact Details:
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Complementary Sheet – Previous Posts: (In Reverse Order)

Exact Title of Post:	From (Month/Year) /	To (Month/Year) /
Name of Employer:	Address of Employer:	
Name of Supervisor: Phone: E-Mail:	Number of Personnel Supervised by You:	Reason for Leaving:
Description of Duties		Significant Achievements
Exact Title of Post:	From (Month/Year) /	To (Month/Year) /
Name of Employer:	Address of Employer:	
Name of Supervisor: Phone: E-Mail:	Number of Personnel Supervised by You:	Reason for Leaving:
Description of Duties		Significant Achievements
Exact Title of Post:	From (Month/Year) /	To (Month/Year) /
Name of Employer:	Address of Employer:	
Name of Supervisor: Phone: E-Mail:	Number of Personnel Supervised by You:	Reason for Leaving:
Description of Duties		Significant Achievements

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

Outlined below are the procedures to be followed by Permanent Missions for the presentation of candidates for assignment with peacekeeping operations or special political missions requiring secondment from active Police service. In the interest of promoting an orderly process and to avoid delay in the consideration of applications, Permanent Missions are respectfully requested to adhere closely to these procedures.

1. The above mentioned posts are reserved for candidates recommended by Member States through their Permanent Missions to the United Nations. Candidates applying independently will not be considered. It is requested that applications be submitted as soon as possible, but in any case not later than deadline specified in the Job Opening announcement.
2. All applications must be submitted on a duly completed (typed) and signed Personal History Profile Form (PHP) for government-provided personnel. Applications using other formats will not be accepted, but additional information may be attached to the PHP. For the convenience of the Permanent Missions, a PHP form is enclosed.
3. Candidates' passport copies must be submitted along with the PHP form.
4. Selection for service with the United Nations is made on a competitive basis. It is therefore essential that all the PHP forms are completed with a view to presenting the candidates qualifications and experiences as they relate to the required skillset/area of expertise as set out in the relevant Job Description. All sections of the PHP, must be filled out with all necessary details of applicant's career and background.
5. In accordance with the Policy on Human Rights Screening of UN Personnel, Permanent Mission is requested to provide human rights certification for all nominees. The following language must be included in a nomination note verbal: *"The Government of is hereby confirming that none of the nominated candidates has been convicted of, or is not currently under investigation or being prosecuted for, any criminal or disciplinary offence, or any violations of international human rights law or international humanitarian law. The Government of also certifies that it is not aware of any allegations against the nominated candidates that they have committed or been involved, by act or omission, in the commission of any acts that may amount to violations of international human rights law or international humanitarian law."* Permanent Missions are requested to endorse each PHP form on the last page.
6. The national authorities are also requested to certify that there was no corruption or fraud in the nomination of police officers on secondment to the United Nations. Should the Secretariat become aware of allegations of corruption or fraud in the nomination or extension procedures of police officers on secondment, this may constitute grounds to revoke its acceptance of such personnel to serve in the United Nations as well as suspension of any future police deployments from the contributing country concerned. **Nominations without the above-mentioned certification will not be accepted.**
7. Permanent Mission is requested to present its candidates in one single submission under a cover of a note verbale listing the names of the candidates and the corresponding vacancy announcement, in accordance with the deadline specified in the Job Description. For the convenience of the Permanent Mission a table is attached to be used and photocopied as needed for listing its candidates. The table/list must clearly display the skill set(s) of each nominee and category in which he/she is expected to be deployed. **The nominations without the duly filled table will not be accepted.**
8. Applications can be either hand-delivered on a USB drive/CD by Permanent Mission to the Police Division Selection and Recruitment Section, Office of Rule and Law and Security Institutions, Department of Peacekeeping Operations at 1 UN Plaza, 7th floor, room DC1 -...., or e-mailed to the respective desk officer of the Selection and Recruitment Section of the Police Division. PHP and passport for each nominee should be submitted in separate files.
9. Upon delivery of the applications, the Selections and Recruitment Section will acknowledge the receipt to the individual making the delivery.
10. Communication regarding this process will be maintained through the Permanent Mission only.

August 2018