

তারিখঃ ০০/০০/২০	
ডায়েরী নং- ২৩১৫	
এআইজি আইসিটি	
অতিঃ এসপি (আইসিটি)	
এএসপি (আইসিটি)	

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
বাংলাদেশ পুলিশ
পুলিশ হেডকোয়ার্টার্স, ঢাকা
www.police.gov.bd

অতীব জরুরি

স্মারক নং- ৪৪.০১.০০০০.০৩৯.১১.০০৪.২১-০১৫৫

তারিখঃ- ১৪ বৈশাখ ১৪৩০ বঙ্গাব্দ
২৭ এপ্রিল ২০২৩ খ্রিস্টাব্দ

বিষয়ঃ Vacancy Announcement for three (03) posts in MINUSCA.

সূত্রঃ PD, DPO, UNHQ Reference:DPO/OROLSI/PD/2023/0054, Dated 19 April 2023

উপর্যুক্ত বিষয়ে সদয় অবগতির জন্য আদিষ্ট হয়ে জানানো যাচ্ছে যে, United Nations Multidimensional Integrated Stabilization Mission in the Central African Republic (MINUSCA)-এ নিম্নবর্ণিত পদসমূহে Secondment নিয়োগের জন্য আগ্রহী উপযুক্ত কর্মকর্তাগণকে জাতিসংঘ সদর দপ্তর কর্তৃক মনোনীত করার অনুরোধ করা হয়েছে।

SL	Post Title and Level	Vacancy Announcement Number
1.	Police Reform Coordinator, P-5	2023-MINUSCA-89650-DPO
2.	Planning Officer, P-4	2023-MINUSCA-89692-DPO
3.	Special Assistant, P-3	2023-MINUSCA-89811-DPO

২। এমতাবস্থায়, P-5 Level এর পদের জন্য অতিরিক্ত ডিআইজি ও তদুর্ধ্ব পদমর্যাদার P-4 Level এর পদের জন্য পুলিশ সুপার ও তদুর্ধ্ব পদমর্যাদার এবং P-3 Level এর পদ সমূহের জন্য অতিরিক্ত পুলিশ সুপার ও তদুর্ধ্ব পদমর্যাদার আগ্রহী, Job Opening-এ বর্ণিত যোগ্যতা ও জাতিসংঘ শান্তিরক্ষা মিশনে কাজ করার অভিজ্ঞতা সম্পন্ন কর্মকর্তাগণের নিকট হতে পূরণকৃত P-11, Employment and Academic Certification এবং Employment Record-Supplementary Sheet(পূর্ণাঙ্গ ও সঠিকভাবে পূরণকৃত হতে হবে)-সহ আবেদন/মনোনয়ন আগামী ২০ মে ২০২৩ পুনঃ ২০ মে ২০২৩ তারিখের মধ্যে প্রেরণের প্রয়োজনীয় ব্যবস্থা গ্রহণের জন্য আদিষ্ট হয়ে অনুরোধ করা হলো। বিষয়টি ইউনিটে কর্মরত কর্মকর্তাগণকে সত্বর অবহিত করার জন্য এবং French Language-এ দক্ষতা না থাকলে আবেদন না করার জন্য নির্দেশক্রমে অনুরোধ করা হলো। নির্ধারিত তারিখের পর প্রাপ্ত বা অসম্পূর্ণ আবেদন গ্রহণযোগ্য হবে না। উপর্যুক্ত কর্মকর্তা পাওয়া না গেলে শূন্য প্রতিবেদন প্রেরণের জন্য নির্দেশক্রমে অনুরোধ করা হলো।

Job Description and Requirements, P-11, Employment and Academic Certification এবং Employment Record-Supplementary Sheet পুলিশ ওয়েবসাইটের <http://www.police.gov.bd/BP in UN Missions/UN Career Opportunity> হতে ডাউনলোড করে সংগ্রহ করতে হবে।

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



(নাসিরুদ্দিন গাফোর, পিপিএম)
বিপি-৭৮০৩০২৭৮১৬

অ্যাডিশনাল ডিআইজি (ওভারসিস অ্যান্ড ইউএন অপারেশনস), বাংলাদেশ পুলিশ
পুলিশ হেডকোয়ার্টার্স, ঢাকা
ফোনঃ ০২২২৩৩৮১৭৩০

সংযুক্তিঃ ১) পাতা

- ১। পুলিশ কমিশনার, ডিএমপি, ঢাকা
- ২। মহাপরিচালক, র‍্যাভ, র‍্যাভ ফোর্সেস, হেডকোয়ার্টার্স, ঢাকা
- ৩। অতিরিক্ত আইজি, এসবি, বাংলাদেশ পুলিশ, ঢাকা
- ৪। অতিরিক্ত আইজি, এন্টি টেররিজম ইউনিট, বাংলাদেশ পুলিশ, ঢাকা
- ৫। অতিরিক্ত আইজি, হাইওয়ে পুলিশ, বাংলাদেশ পুলিশ, ঢাকা
- ৬। অতিরিক্ত আইজি, রেলওয়ে পুলিশ, বাংলাদেশ পুলিশ, ঢাকা

AS-নাসিরুদ্দিন

- ৭। অতিরিক্ত আইজি, নৌ পুলিশ, বাংলাদেশ পুলিশ, ঢাকা
- ৮। প্রিন্সিপ্যাল, বাংলাদেশ পুলিশ একাডেমী, সারদা, রাজশাহী
- ৯। অতিরিক্ত আইজি, পিবিআই, বাংলাদেশ পুলিশ, ঢাকা
- ১০। অতিরিক্ত আইজি, আর্মড পুলিশ ব্যাটালিয়ন, বাংলাদেশ পুলিশ, ঢাকা
- ১১। অতিরিক্ত আইজি, শিল্পাঞ্চল পুলিশ, বাংলাদেশ পুলিশ, ঢাকা
- ১২। অতিরিক্ত আইজি, সিআইডি, বাংলাদেশ পুলিশ, ঢাকা
- ১৩। অতিরিক্ত আইজি, পুলিশ টেলিকম সংস্থা, বাংলাদেশ পুলিশ, ঢাকা
- ১৪। অতিরিক্ত আইজি, ট্যুরিস্ট পুলিশ, বাংলাদেশ পুলিশ, ঢাকা
- ১৫। রেক্টর, পুলিশ স্টাফ কলেজ, মিরপুর-১৪, ঢাকা
- ১৬। পুলিশ কমিশনার, সিএমপি/কেএমপি/আরএমপি/এসএমপি/বিএমপি/গাজীপুর মেট্রোপলিটন পুলিশ/রংপুর মেট্রোপলিটন পুলিশ
- ১৭। পরিচালক, কেন্দ্রীয় পুলিশ হাসপাতাল, রাজারবাগ, ঢাকা
- ১৮। ডিআইজি, ঢাকা/চট্টগ্রাম/খুলনা/রাজশাহী/বরিশাল/ সিলেট/ রংপুর/ ময়মনসিংহ রেঞ্জ/এসপিবিএন, বাংলাদেশ পুলিশ
- ১৯। কমান্ড্যান্ট, ডিটিএস, সিআইডি, ঢাকা/এসবি ট্রেনিং স্কুল, ঢাকা/টিডিএস, মিলব্যারাক, ঢাকা
- ২০। কমান্ড্যান্ট, পিটিসি টাংগাইল/নোয়াখালী/রংপুর/খুলনা/এপিবিএন এন্ড বিশেষায়িত ট্রেনিং সেন্টার, খাগড়াছড়ি
- ২১। অতিরিক্ত ডিআইজি (হেডকোয়ার্টার্স), বাংলাদেশ পুলিশ, পুলিশ হেডকোয়ার্টার্স, ঢাকা
- ২২। অধিনায়ক,..... এপিবিএন (সকল).....
- ২৩। অধিনায়ক, এসপিবিএন-১/এসপিবিএন-২, ঢাকা
- ২৪। কমান্ড্যান্ট, আরআরএফ, ঢাকা/চট্টগ্রাম/খুলনা/রাজশাহী/সিলেট/বরিশাল/রংপুর
- ২৫। পুলিশ সুপার (সকল).....(হাইওয়ে ও রেলওয়েসহ)
- ২৬। পরিচালক, ইন্ডাস্ট্রিয়াল পুলিশ (সকল)
- ২৭। কমান্ড্যান্ট, পিএসটিএস, বেতবুনিয়া, রাসমাটি
- ২৮। কমান্ড্যান্ট, ইনসার্ভিস ট্রেনিং সেন্টার (সকল)

স্মারক নং- ৪৪.০১.০০০০.০৩৯.১১.০০৪.২১-২০২৩/২/৬

তারিখ:- ১৪ বৈশাখ ১৪৩০ বঙ্গাব্দ
২৭ এপ্রিল ২০২৩ খ্রিস্টাব্দ

- ১। অনুলিপি অবগতি ও প্রয়োজনীয় ব্যবস্থা গ্রহণের জন্য প্রেরণ করা হলো:
এআইজি (আইসিটি), বাংলাদেশ পুলিশ, পুলিশ হেডকোয়ার্টার্স, ঢাকা (বার্তাটি সংযুক্ত কাগজপত্রসহ পুলিশ ওয়েবসাইট-এ প্রচার করার জন্য অনুরোধ করা হলো)।
- ২। এআইজি (মিডিয়া এন্ড পাবলিক রিলেশনস), বাংলাদেশ পুলিশ, পুলিশ হেডকোয়ার্টার্স, ঢাকা (বার্তাটি বাংলাদেশ পুলিশ এর মিডিয়া হাইলাইটস গ্রুপে প্রচার করার জন্য আদিষ্ট হয়ে অনুরোধ করা হলো)।
- ৩। ভারপ্রাপ্ত কর্মকর্তা (অপারেশনস কন্ট্রোল রুম), পুলিশ হেডকোয়ার্টার্স, ঢাকা (তাকে পত্রটি সংশ্লিষ্ট ইউনিট/কর্মকর্তার নিকট প্রেরণ নিশ্চিতকরত: ডায়েরীভুক্ত করার জন্য অনুরোধ করা হলো)।

সংযুক্তিঃ ১১ পাতা

(নাসিরুদ্দিন ওয়াজেদ, পিপিএম)
বিপি-৭৮০৩০২৭৮১৬

অ্যাডিশনাল ডিআইজি (ওভারসিস অ্যান্ড ইউএন অপারেশনস), বাংলাদেশ পুলিশ
পুলিশ হেডকোয়ার্টার্স, ঢাকা
ফোনঃ ০২২২৩৩৮১৭৩০

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

প্রত্যয়ন পত্র

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

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

আমি তাঁর সর্বাঙ্গীন সাফল্য কামনা করি।

(ইউনিট প্রধান/প্রত্যয়নকারী কর্মকর্তা)

স্বাক্ষরঃ.....
নামঃ.....
বিপিঃ.....
পদবীঃ.....
ঠিকানাঃ
ফোনঃ.....
ই-মেইলঃ


২৭/৪/২০২০

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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	Police Reform Coordinator, P-5
Organizational Unit	United Nations Multidimensional Integrated Stabilization Mission in the Central African Republic (MINUSCA)
Duty Station	Bangui
Reporting to	Police Commissioner
Duration	12 Months (extendible)
Deadline for applications	20 July 2023
Job Opening number	2023-MINUSCA-89650-DPO

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

RESPONSIBILITIES:

MINUSCA's mandate addresses the immediate challenges facing the country while laying the groundwork for sustainable peace and security. In compliance with the UN mandate and under the guidance and supervision of the Police Commissioner, the Reform Coordinator (P-5) will be responsible for the development of Police and Gendarmerie in the Central African Republic in conformity with the modern democratic principles and operational efficiency and effectiveness. Within the limits of delegated authority, the Reform Coordinator will be performing the following duties:

- Review the existing local Police and Gendarmerie structure and systems including in-depth analysis of personnel and skills requirement, evaluation of the criminal justice system and local Police and Gendarmerie operational capabilities, as basis for making comprehensive analysis and recommendations for the overall reform, restructuring and institutional development of the National Police and Gendarmerie;
- Develop the plans, programs and projects proposals for the sustainable reform, restructuring and institutional development of the National Police and Gendarmerie; propose fund-raising initiatives on international funding and support in this regard;
- Advise and assist local counterparts on issues related to the National Police and Gendarmerie reform initiatives to bring them to internationally accepted standards of democratic policing;
- Conduct Periodic evaluation and assessment of all reform, restructuring and institutional development activities and provide guidance and support to other National Police and Gendarmerie initiatives;
- Assist and advise the local counterpart in the development and implementation of recruitment, vetting and selection policies and procedures;
- Coordinate bilateral and multilateral support initiatives relating to security sector reform and capacity enhancement of local security services.
- Ensure the production and timely submission of reports relating to the overall reform and restructuring and institutional development of the National Police and Gendarmerie;

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- Liaise with senior National Police and Gendarmerie officials and other relevant government officials on matters related to the restructuring of the existing or setting up of a new National Police and Gendarmerie infrastructures.
 - Lead the formation, supervision and coordination of UNPOL training of the National Police and Gendarmerie and other law enforcement agencies;
 - Coordinate with national authorities and provide regular advice to ensure the effective implementation of developed training plans, programmes and policies; coordinate involvement of UN Police experts in training management and delivery;
 - Produce and timely submit reports relating to the implementation of training programmes and overall skills enhancement of the National Police and Gendarmerie ;
 - Engage international and regional partners in the development and expansion of areas of training support for the sustainability of the capacity development of the law enforcement agencies;
 - Develop a system for and implement procedures and practices for the collecting and maintenance of a training data base;
 - Make periodic assessments of MINUSCA Police and Gendarmerie officers' performance;
 - Liaise and chair periodic meetings with relevant UNPOL Chiefs concerning training and administrative functioning;
 - Supervises and assesses the performance of, and provide direction and oversight to, assigned administrative staff and UNPOL personnel under his/her command making sure the subordinate staff conforms to the highest standards of professional conduct, personal behavior and dedication in the implementation of mandated tasks;
 - Ensures that mission police assets and personnel under his/her supervision are utilized efficiently, effectively and economically;
 - Perform any other duties as assigned by the Police Commissioner or his/her Deputy in fulfillment of the mandate.

COMPETENCIES:

Professionalism: Shows pride in work and achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work. Strong negotiation and conflict-resolution skills. Outstanding expert knowledge in the technical field of work in general and in the specific areas being supervised in particular; strong organizational skills; experience in the management and administration: ability to review and edit the work of others.

Planning and organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Client Orientation: Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

Leadership: Serves as a role model that other people want to follow; empowers others to translate vision into

results; is proactive in developing strategies to accomplish objectives; establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions; drives for change and improvements; does not accept the status quo; shows the courage to take unpopular stands.

QUALIFICATIONS:

Education: Advanced university degree (Masters or equivalent) in law, police management, law enforcement, security studies, criminal justice, business or public administration, program management, change management, or related area. A first level university degree with a combination of relevant academic qualifications and extensive experience in law enforcement, in the areas of management, planning and administration may be accepted in lieu of the advanced university degree. Specialized training in the area of incumbent's responsibility (reform, strategic planning, administration, training) is highly desirable. Graduation from a certified Police Academy or other national or international Law Enforcement Training Institution is required.

Work Experience: Candidate must be in active police service possessing a minimum of 10 years (12 years in absence of advanced degree) of progressive relevant and active policing experience in a national or international law enforcement agency both at the field and/or national police headquarters level. Seven (7) years of active police experience at senior policy making level, including strategic planning and management experience in one or few of the following areas: police operations, crime management, police administration, police training and development, change management (particularly in law enforcement) - required; practical direct experience in commanding a regional or a state level police units, or heading a unit at national police HQ level - desired. Practical experience in institutional building, reforming and restructuring in the area of law enforcement or related field is highly desirable. Previous UN or international experience is an advantage.

Rank: Chief Superintendent of Police, Colonel, other equivalent or higher rank.

Languages: For the post advertised, fluency in oral and written French is required. Knowledge of English is highly desirable.

Nominations from women candidate are highly encouraged.

Date of Issuance: 20 April 2023

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

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

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United



Nations

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

Post title and level	Planning Officer, P-4
Organizational Unit	United Nations Multidimensional Integrated Stabilization Mission in the Central African Republic (MINUSCA)
Duty Station	Bangui
Reporting to	Police Commissioner
Duration	12 Months (extendible)
Deadline for applications	20 July 2023
Job Opening number	2023-MINUSCA-89692-DPO

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

RESPONSIBILITIES:

Under the guidance and supervision of the Police Commissioner, the incumbent will be responsible for:

- Developing strategic plans and policies for the MINUSCA Police component.
- Coordinating with the other components of the Mission and consolidating UN Police plans within the comprehensive Mission implementation plan (IMPLAN).
- Formulating MINUSCA IMPLAN based on the developed Concept of Operations (CONOPS) and in close coordination with other components of the Mission.
- In consultation with the other UN Police staff, develop comprehensive plan for expansion and other local police enhancement/development activities.
- Developing MINUSCA Police component performance benchmarks and follow-up on their achievements on regular basis.
- Coordinating with local counterparts and other UN agencies and participate in all joint planning activities in the Mission.
- Preparing draw-down and transition/exit plans for the MINUSCA Police component in coordination with the military and other Mission Components.
- Synchronizing planning and budgeting system in coordination with the Police Division/DPO.
- Contributing to the implementation of the Comprehensive Performance System (CPAS) within Police Component in close coordination of Mission Strategic Planning Unit.
- Production and timely submission of reports relating to the MINUSCA Police Component mandate IMPLAN implementation.
- Developing mission SOPs, Policies, Procedures and Guidelines in close coordination and consultation with Police Division/DPO.
- Assisting the local police counterparts in the development of their strategic police development plans.
- Performing additional planning duties as may be directed by the MINUSCA Police Commissioner.

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. Knowledge and understanding of theories, concepts and approaches relevant to democratic policing, law enforcement. Outstanding expert knowledge in the technical field of work in general and in the specific areas being supervised in particular. Ability to apply technical expertise to resolve police related issues and challenges. Strong organizational skills.

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.

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. Ability to communicate effectively with a wide range of international and national agencies and partners, as well as with the people of different national and cultural backgrounds.

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.

QUALIFICATIONS:

Education: Advanced University Degree (Master's or equivalent) in Law enforcement, Criminal Justice, Public Administration, Human Resources Management, Social Sciences, Development Studies (particularly in law enforcement), Change Management or other relevant fields. 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 required.

Work Experience: A minimum of 7 years (9 years in absence of advanced degree) of relevant progressive responsible experience in law enforcement in a national or international law enforcement agency including at least three years of practical experience in police administration, organizational and resources management, strategic planning and policy development.


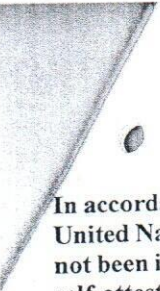
Peacekeeping missions, other international Headquarters or field planning experience is desirable

Rank: Rank required for a P-4 is Superintendent, Lieutenant-Colonel, or other service equivalent or above.

Languages: English and French are the working languages of the UN. For the post advertised, fluency in oral and written French and in English is required.

Nominations from women candidate are highly encouraged.

Date of Issuance: 20 April 2023



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.

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

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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	Special Assistant (P-3)
Organizational Unit	United Nations Multidimensional Integrated Stabilization Mission in the Central African Republic (MINUSCA)
Duty Station	Bangui
Reporting to	Police Commissioner
Duration	12 Months (extendible)
Deadline for applications	20 July 2023
Job Opening number	023-MINUSCA-89811-DPO

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

RESPONSIBILITIES:

Under the guidance and supervision of the Police Commissioner, the incumbent will be responsible for:

- Provide strategic and managerial support to the Police Commissioner in developing meeting agendas, including coordination and preparation of background notes, briefing notes, talking points, and reports/notes to the Mission's senior leadership and other United Nations officials
- Draft official documents for the Police Commissioner and facilitate the clearance and submission of the same. This includes, but is not limited to: code cables; standard operating procedures; directives; input to RBB reports, Secretary-General's reports, UNPOL bi-annual reports, or other any major regular reporting;
- Review information/documents received by the office of the Police Commissioner, and provide expert advice to inform planning, operational and decision making-processes;
- Coordinates with UN Police staff and subordinate unit commanders/team leaders the timely submission of reports and other requirements;
- Upon the advice of the Police Commissioner, coordinates with local counterparts, other agencies/organizations, and other UN agencies;
- Prepare daily schedule of activities for the Police Commissioner and facilitate the preparation of required documents and materials relative to the daily activities;
- Coordinate and facilitate the provision of administrative and operational requirements for the Office of the Police Commissioner.
- Uphold strict confidentiality in matters pertaining to information accessed through the performance of his/her duties.
- Performing any other duties as assigned by the Police Commissioner in fulfillment of the mandate.

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 ensures the equal participation of women and men in all areas of work. 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. Strong coordination and liaison skills.

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.

Communication: Speaks and writes clearly and effectively; listen to others, correctly interpret messages from others and responds appropriately; ask 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.

Accountability: Takes ownership of all responsibilities and honors commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates; provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

QUALIFICATIONS:

Education: Advanced university degree (Master's degree or equivalent) in social sciences, law, political sciences or related field. A first level university degree with a combination of relevant academic qualifications and extensive senior experience in law enforcement and community safety issues may be accepted in lieu of the advanced university degree. Graduation from a police academy or similar law enforcement training institution is required.

Work Experience: A minimum of five years (seven years in absence of advanced degree) of relevant experience in active national law enforcement, including in one or few of the following areas: police administration, project management, office management, operational and administrative planning, policy, guidelines, orders and instructions development - required. Practical experience as a Staff Officer to a senior police leadership, as well as practical experience in interoffice/interagency liaison is highly desirable. Peacekeeping or other international experience in the UN or other organization is desirable.

Rank: Rank required is Chief Inspector, Major, other equivalent or higher rank.

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

Nominations from women candidate are highly encouraged.

Date of Issuance: 20 April 2023

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

APPLICATION PROCEDURES FOR PROFESSIONAL CONTRACTED POSITIONS IN UNITED NATIONS POLICE COMPONENTS IN PEACEKEEPING OPERATIONS OR SPECIAL POLITICAL MISSIONS REQUIRING OFFICIAL SECONDMENT FROM NATIONAL GOVERNMENTS OF UN MEMBER STATES

Outlined below are the procedures to be followed by Permanent Missions for the presentation of candidates to professional posts requiring secondment from active police services, which are open for recruitment within UN peacekeeping operations or special political missions. In the interest of promoting an orderly process and to avoid delay in the consideration of applications, Permanent Missions are respectfully requested to adhere closely to these procedures.

1. The above-mentioned posts are reserved only for candidates recommended by Member States through their Permanent Missions to the United Nations. Candidates applying independently will not be considered. It is requested that applications be submitted as soon as possible but not later than deadline specified in each Job Opening announcement. Applications received after the deadline will not be considered.
2. All applications must be submitted in a duly completed typed (not hand-written) and signed United Nations Personal History Form (P.11) along with Academic and Employment Certification Form (attachment to P-11 form). Applications using other formats will not be accepted, but additional information may be attached to the P. 11. For the convenience of the Permanent Mission, a P-11 form and attachment are enclosed as samples to be photocopied as needed.
3. Selection for service with the United Nations is made on a competitive basis. It is therefore essential that all the Personal History Forms be completed with a view to presenting the candidates qualifications and experiences as they relate to the requirements as set out in the relevant Job Opening. In the event a Permanent Mission wishes to recommend a candidate for several posts, a separate Personal History Form should be submitted for each post.
4. In accordance with the new Policy on Human Rights Screening of UN Personnel, all individuals who seek to serve with the United Nations, are requested to make "self-attestation" that s/he has not committed any serious criminal offences and has not been involved in violations of international human rights or international humanitarian law. The self-attestation must be attached to the P-11 form and contain the following wording: **I attest that I have not committed, been convicted of, nor prosecuted for, any criminal or disciplinary offence. I attest that I have not been involved, by act or omission, in any violation of human rights law or international humanitarian law.** The applications without signed individual self-attestations will not be accepted.
5. Permanent Mission are requested to present their candidates in one single submission, in accordance with the deadline date specified in the Job Opening, under cover of a Note Verbale listing the names of the candidates, post title(s) they are nominated for and the corresponding vacancy announcements.
6. Applications must be hand-delivered by Permanent Mission to the Police Division Selection and Recruitment Section, Office of Rule and Law and Security Institutions, Department of Peace Operations at **2 UN Plaza, 15th floor, room 1548**, in accordance with the specific directions in the relevant Note Verbale. Due to the current circumstances, please send electronic copies to sabrine.benarfi@un.org.
7. Upon delivery of the applications, the Selection and Recruitment Section will acknowledge the receipt to the individual making the delivery.
8. Communication regarding this process will be through the Permanent Mission only. The Secretariat will not entertain personal queries from individual applicants.

the selection of an individual to serve with the United Nations will also be subject to human rights screening.

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

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