



MINISTÉRIO DA DEFESA
EXÉRCITO BRASILEIRO
COMANDO DE OPERAÇÕES TERRESTRES

Ofício nº 781-IGPM/Ch Mis Paz Av IGPM/COTER
EB: 64322.029312/2024-21

Brasília, DF, 26 de novembro de 2024.

Senhor (a)
Coronel PM
Comandante-Geral
Circular

Assunto: Indicação de PM para o cargo de Police Training Officer (MONUSCO) - Secondment (P-3) Major

Senhor(a) Comandante-Geral,

1. O COTER, por intermédio da Inspeção-Geral das Polícias Militares e dos Corpos de Bombeiros Militares (IGPM), tem a atribuição de selecionar e indicar Policiais Militares (PM) para missões de paz sob a égide da ONU.
2. Nesse sentido, informo que a Missão Permanente do Brasil junto às Nações Unidas em Nova York solicitou a indicação de policiais da ativa para concorrerem ao cargo de Police Training Officer (P-3/MAJOR) na Missão Multidimensional para Estabilização na República Democrática do Congo (MONUSCO), na modalidade secondment, por período inicial de doze meses.
3. Para concorrerem à vaga, os candidatos deverão possuir:
 - a. Diploma universitário avançado (mestrado ou equivalente) em ciências aplicadas, ciências sociais ou outras áreas relevantes.
 - b. Diploma universitário de primeiro nível, com uma combinação de qualificações acadêmicas relevantes e ampla experiência sênior em aplicação da lei e segurança comunitária, incluindo treinamento e gerenciamento de polícia.
 - c. Qualificações acadêmicas relevantes e ampla experiência sênior em aplicação da lei e segurança comunitária, incluindo treinamento e gerenciamento policial, podem ser aceitas no lugar do diploma universitário avançado; diploma de academia de polícia certificada ou de instituição similar de treinamento em aplicação da lei. A certificação em “treinamento de instrutores” é altamente desejável.
 - d. Um mínimo de 5 anos (7 anos na ausência de um diploma avançado) de relevante experiência e progressivamente responsável na aplicação da lei, tanto em nível de campo (região/distrito), quanto em uma instituição nacional de treinamento, incluindo experiência prática em instituição nacional de treinamento e em desenvolvimento de currículo de treinamento, tanto acadêmico quanto em serviço. A certificação de treinamento de instrutores é altamente desejável.

e. Pelo menos três (3) anos de experiência sênior e gerencial em planejamento e administração de treinamento policial ou de aplicação da lei, experiência em desenvolvimento de estratégia de treinamento - obrigatório. Experiência em planejamento estratégico, desenvolvimento de projetos e programas é desejável.

4. O Secretariado solicitou a confirmação de que os candidatos selecionados serão dispensados, em tempo hábil, de suas obrigações funcionais nos países de origem, e encorajou fortemente as indicações de candidatas mulheres.

5. Cabe salientar que o candidato que for selecionado para atuar como contratado pela ONU, durante o exercício de suas funções, receberá salário estipulado em contrato junto àquele Órgão, tendo a vinculação financeira no Brasil definida a critério da legislação de cada governo estadual. No entanto, por se tratar de função militar, o(a) PM mantém os direitos referentes à contagem de tempo de serviço e outras garantias do serviço ativo.

6. É mandatória a fluência oral e escrita em língua francesa, sendo desejável o conhecimento da língua inglesa.

7. Assim sendo, solicito a esse Comandante-Geral verificar a possibilidade de indicar PM dessa Corporação, que seja(m) voluntário(s) e possua(m) perfil adequado para concorrer(em) à vaga em questão. Para tanto, solicito que a resposta dê entrada nesta IGPM até 30 de dezembro de 2024. Em condições de igualdade entre os candidatos, as mulheres terão prioridade.

8. Caso a resposta desse Comando seja positiva, a indicação do(a) PM deverá incluir, também, a remessa dos seguintes documentos necessários nessa fase inicial do processo seletivo, em arquivos PDF, separadamente:

- a. **Personal History** (formulário "P-11");
- b. **Employment and Academic Certification Form**;
- c. **Employment Record - Supplementary Sheet**; e
- d. Planilha de Indicação.

9. A respeito das orientações para o preenchimento e remessa da documentação, de acordo com os modelos em anexo, destacam-se os seguintes aspectos:

- a. todo preenchimento deve ser eletrônico, não contendo nenhum campo manuscrito e não poderá haver campo em branco;
- b. nome completo em todos os documentos (atentar para o **Last Name**, que tem que ser igual em todos os documentos);
- c. todos os documentos devem ser preenchidos em língua inglesa (incluindo o nome das escolas militares);
- d. o **Employment and Academic Certification Form** deverá ser rubricado em todas as folhas, e na última folha assinado pelo Comandante-Geral, contendo o carimbo oficial da Corporação; e
- e. o **Employment Record - Supplementary Sheet** e o **Personal History** deverão ser rubricados em todas as folhas, e na última folha assinado pelo PM.

10. Para os esclarecimentos julgados necessários, coloco à disposição o Capitão MARCOS SILVA, Assessor da IGPM, pelo telefone (61) 3415-4958, email igpmcoter@coter.eb.mil.br.

11. Ademais, agradeço o destacado apoio prestado no esforço de aumentar a participação de policiais brasileiros em missões de paz da ONU.

Por ordem do Inspetor-Geral das Polícias Militares e dos Corpos de Bombeiros Militares.

Atenciosamente,

LEONARDO CELSO DE ALMEIDA ALVES - Coronel

SCh Mis Paz Av / IGPM

80 ANOS DO INÍCIO DAS OPERAÇÕES DA FORÇA EXPEDICIONÁRIA BRASILEIRA NO TEATRO DE OPERAÇÕES EUROPEU



Documento assinado eletronicamente, por meio de assinatura simples, pelo(a) **Cel Leonardo CELSO de Almeida Alves**, em 26/11/2024, às 14:34 conforme horário oficial de Brasília, com fundamento no §3º, art. 4º, do Decreto nº 10.543 de 13/11/2020 da Presidência da República.

3s20-b/11-bwqO-fu19

Nations



Unies

*Offre d'emploi pour une position nécessitant un détachement officiel
Des gouvernements nationaux des Etats Membres de l'Organisation des Nations Unies
Les nominations sont limitées à des postes financés par le compte d'appui
Aux Opérations de Maintien de la Paix*

Titre du poste et niveau	Officier de formation de la police, P-3
Organisation	Mission de l'Organisation des Nations Unies pour la Stabilisation en République Démocratique du Congo MONUSCO
Lieu d'affectation	Goma
Relevant de	Commissaire de Police Adjoint
Durée	12 mois (renouvelable)
Date limite de dépôt de candidature	07 Novembre 2024
Numéro de l'offre d'emploi	2024-MONUSCO-71874- DPO

Valeurs Fondamentales de l'Organisation des Nations Unies : Intégrité, Professionnalisme et Respect de la Diversité

RESPONSABILITÉS :

Sous la supervision et l'autorité générales du commissaire de police et du commissaire de police adjoint, dans les limites des pouvoirs qui lui sont délégués et en étroite coordination et collaboration avec l'unité de réforme et de restructuration de l'UNPOL, le responsable de la formation de la police est chargé, entre autres, de l'exécution des tâches suivantes :

- Diriger la formation, la supervision et la coordination de la formation dispensée par l'UNPOL à la police nationale congolaise et aux autres services chargés de l'application de la loi.
- Coordonner avec les autorités nationales et fournir des conseils réguliers pour assurer une mise en œuvre adéquate des plans, programmes et politiques de formation élaborés. Mettre en œuvre les plans, programmes et politiques de formation élaborés.
- Produire et soumettre en temps voulu des rapports relatifs à la mise en œuvre des programmes de formation et améliorer les compétences générales de la police locale.
- Engager les partenaires internationaux et régionaux dans le développement et l'expansion des domaines de soutien à la formation pour la durabilité du développement des capacités des agences chargées de l'application de la loi.
- Développer un système et mettre en œuvre des procédures et des pratiques pour la collecte et la maintenance d'une base de données de formation.

- Procéder à des évaluations périodiques des performances des officiers de formation de la police de la MONUSCO.
- Assurer la liaison et la présidence des réunions périodiques avec les chefs de secteur de l'UNPOL concernant la formation et le fonctionnement administratif.
- S'acquitter de toute autre tâche confiée par le Chef de la Composante Police dans le cadre de son mandat.

COMPÉTENCES :

Professionalisme : Montre une fierté dans son travail et ses réalisations ; fait preuve de compétence professionnelle et de maîtrise du sujet ; est consciencieux et efficace dans le respect des engagements, le respect des échéances et l'obtention des résultats ; est motivé par des préoccupations professionnelles plutôt que personnelles ; fait preuve de persévérance lorsqu'il est confronté aux difficultés et aux défis ; garde son calme dans des situations stressantes. Prend la responsabilité de mettre en œuvre la perspective et l'équilibre des genres et d'assurer l'égalité de participation des femmes et des hommes dans toutes les activités. Forte habileté dans la négociation et la résolution des conflits. Possède une expertise exceptionnelle dans le domaine technique du travail en général, et dans les domaines spécifiques qu'il supervise en particulier, et démontre de solides compétences organisationnelles. Expérience dans la gestion et l'administration. Aptitude à contrôler et à corriger le travail des autres.

Aptitude à planifier et à organiser : Définir clairement des buts compatibles avec les stratégies convenues ; identifier les activités et les tâches prioritaires ; ajuster les priorités selon les besoins ; prévoir suffisamment de temps et de ressources pour mener sa tâche ; anticiper les risques et les imprévus durant la planification ; surveiller et savoir ajuster les plans et les actions si nécessaire ; utiliser efficacement son temps.

Travail d'équipe : Travaille en collaboration avec ses collègues pour atteindre les objectifs de l'organisation ; sollicite des contributions en appréciant réellement les idées et l'expertise des autres ; est disposé à apprendre des autres ; soutient et agit conformément à la décision finale du groupe, même si cette décision ne reflète pas entièrement sa propre position ; partage le mérite des réalisations de l'équipe et accepte la responsabilité conjointe des lacunes de l'équipe.

Communication : Parle et écrit clairement et efficacement ; écoute les autres. Interprète correctement les messages des autres et y répond de manière appropriée ; pose des questions pour clarifier et montre son intérêt pour une communication à double sens ; adapte le langage, le ton, le style et le format en fonction de l'auditoire ; fait preuve d'ouverture en partageant des informations et en tenant les gens informés.

QUALIFICATIONS :

Formation : Diplôme universitaire supérieur (maîtrise ou équivalent) en sciences appliquées, en sciences sociales ou dans d'autres domaines pertinents. Un diplôme universitaire de premier niveau assorti de qualifications académiques pertinentes et d'une vaste expérience de haut niveau dans le domaine de l'application de la loi et de la sécurité communautaire, y compris la formation et la gestion de la police, peut être accepté en lieu et place du diplôme universitaire supérieur. Un diplôme d'une école de police certifiée ou d'un établissement de formation similaire dans le domaine du maintien de l'ordre est requis. Une certification en « formation des formateurs » est vivement souhaitée.

Expérience professionnelle : Un minimum de 5 ans (7 ans en l'absence d'un diplôme supérieur) d'expérience pertinente, à responsabilité progressive, dans le domaine du maintien de l'ordre, à la fois sur le terrain (région/district) et dans un établissement de formation national, y compris une expérience pratique de l'élaboration de programmes de formation, de l'organisation de formations théoriques et en cours d'emploi ; une certification en formation des formateurs est vivement souhaitée ; au moins trois (3) ans d'expérience en tant que cadre supérieur dans la planification et l'administration de la formation de la police ou du maintien de l'ordre, une expérience de l'élaboration de stratégies de formation est requise ; une expérience de la planification stratégique et de l'élaboration de projets et de programmes est souhaitée.

Grade : Le grade requis pour un poste P-3 est celui d'inspecteur principal, de major ou d'un autre service équivalent ou supérieur.

Langues : L'anglais et le français sont les langues de travail des Nations unies. Pour le poste annoncé, la maîtrise du français et de l'anglais, tant à l'oral qu'à l'écrit, est requise.

A compétences égales, la préférence sera donnée aux candidats féminins.

Date d'émission : 07 Novembre 2024

Conformément à la nouvelle politique de sélection du personnel des Nations unies en matière de droits de l'homme, toutes les personnes qui souhaitent travailler pour les Nations unies doivent attester qu'elles n'ont pas commis d'infractions pénales graves et qu'elles n'ont pas été impliquées dans des violations des droits de l'homme internationaux ou du droit humanitaire international. La formulation exacte de l'auto-attestation est décrite au para. 5.2 de la politique susmentionnée. La décision finale concernant la sélection d'une personne pour servir au sein des Nations unies sera également soumise à un contrôle des droits de l'homme.

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

Avis spécial : La diffusion de cette offre d'emploi est limitée aux États membres des Nations unies. Seuls les membres du personnel de police qui sont actuellement employés par leur service de police nationale et qui ont reçu l'autorisation de leur autorité nationale respective de postuler à cette offre d'emploi seront pris en considération.

Veillez noter que pendant leur détachement auprès des Nations unies, les membres du personnel de police ne peuvent être réaffectés ou transférés à un autre poste détaché au sein des opérations de paix ou du secrétariat des Nations unies.

Le personnel détaché en service actif peut servir sous un contrat du personnel des Nations unies pour une période maximale de trois ans (cumulés) qui, dans des cas exceptionnels, peut être prolongée d'une quatrième et dernière année sous réserve des besoins opérationnels et de performances satisfaisantes. Cette limite de service inclut les périodes de service antérieures auprès des Nations unies en tant qu'officier détaché en service actif dans le

cadre d'un contrat de personnel des Nations unies.

Les candidats qui ont déjà servi en tant que personnel détaché en service actif peuvent se représenter après une interruption de service d'au moins un an à compter de leur dernier détachement dans le cadre d'un contrat de personnel des Nations unies, sous réserve de la limite de contrat indiquée ci-dessus.

Les candidatures de membres du personnel de police en service actif détachés sous contrat avec les Nations unies ne seront pas prises en considération.

Les candidats doivent satisfaire à toutes les exigences de l'offre d'emploi au moment de la nomination afin d'être pris en considération pour le poste.

Les candidatures féminines sont vivement encouragées.

Traduit avec DeepL.com (version gratuite)féminines sont vivement encouragées.

REFERENCE: DPO/OROLSI/PD/2024/138

The Secretariat of the United Nations presents its compliments to the Permanent Mission of Member State to the United Nations and has the honor to refer to the requirement for the services of Police Officers in active service. In this regard, the Department of Peace Operations (DPO)/Department of Political and Peacebuilding Affairs (DPPA) is seeking the nomination of candidates for appointment on secondment to the United Nations Mission in the Democratic Republic of Congo (MONUSCO) for an initial period of one year with a possibility of extension in that position for a second and third year. In exceptional circumstances, the secondment to that position may be extended for a fourth year, but not longer. Post is available through the issuance of the Job Opening 2024-MONUSCO-71874-DPO, which is posted for a period of 60 days effective 07 November 2024. The closing date for the Job Openings is 07 January 2025.

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

The Secretariat wishes to reiterate that promoting and encouraging respect for human rights is a

core purpose of the United Nations and central to the delivery of its mandates. Should the Secretariat become aware of grave human rights violations which give rise to concerns as to the record and performance of [country] police personnel, this may constitute grounds to revoke its acceptance of such personnel to serve in UN peace operations. In the case of nominees who have been investigated for, charged with or prosecuted for any criminal offence, with the exception of minor traffic violations (driving while intoxicated or dangerous or careless driving are not considered minor traffic violations for this purpose), but were not convicted, the Government is requested to provide information regarding the investigation(s) or prosecutions concerned. The Government is also requested to certify that it is not aware of any allegations against its nominated candidates that they have committed or been involved, by act or omission, in the commission of any acts that may amount to violations of international human rights law or international humanitarian law.

The Secretariat recalls that it has a zero-tolerance approach to fraud and corruption. The Government is therefore requested to certify that there was no corruption or fraud in the nomination and extension procedures of police officers on secondment to the United Nations. Should the Secretariat become aware of allegations of corruption or fraud in the nomination or extension procedures of police officers on secondment, this may constitute grounds to revoke its acceptance of such personnel to serve in the United Nations as well as suspension of any future police deployments from the contributing country concerned.

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

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

This request is being transmitted to all Member States.

The Secretariat of the United Nations avails itself of this opportunity to renew to the Permanent Mission of Member State to the United Nations the assurances of its highest consideration.



07 November 2024

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 Training Officer, P-3
Organizational Unit	United Nations Organization for the Stabilization in Democratic Republic of Congo, MONUSCO
Duty Station	Goma
Reporting to	Deputy Police Commissioner
Duration	12 Months (extendible)
Deadline for applications	07 November, 2024
Job Opening number	2024-MONUSCO-71874- DPO

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

RESPONSIBILITIES:

Under the overall supervision and authority of the Police Commissioner and Deputy Police Commissioner, within the limits of delegated authority and working in close coordination and collaboration with the UNPOL Reform and Restructuring Unit, the Police Training officer will be responsible for, but not limited to, the performance of the following duties:

- Leading the formation, supervision, and coordination of UNPOL training of the Congolese National Police and other law enforcement agencies.
- Coordinating with national authorities and providing regular advice to ensure adequate. Implementation of developed training plans, programs, and policies.
- Producing and timely submitting reports relating to the implementation of training programs and enhance the overall skills of the local police.
- Engaging international and regional partners in the development and expansion of areas of training support for the sustainability of the capacity development of law enforcement agencies.
- Developing a system for and implementing procedures and practices for the collecting and maintenance of a training database.
- Make periodic assessments of MONUSCO Police Training officers' performance.
- Liaising and chairing periodic meetings with UNPOL Sectors Chiefs concerning training and administrative functioning.
- Performing any other duties assigned by the Police Commissioner to fulfill 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 complex 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 work areas. 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.

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.

Communication: Speaks and writes clearly and effectively; listens to others. Correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style, and format to match audience; demonstrates openness in sharing information and keeping people informed.

QUALIFICATIONS:

Education: Advanced university degree (master's or equivalent) in the applied sciences, social sciences, or other relevant fields. A first-level university degree with a combination of relevant academic Qualifications and extensive senior experience in law enforcement and community safety, including training and police management, may be accepted in lieu of the advanced university degree. A degree from a certified police academy or similar law enforcement training institution is required. Certification in "train-the-trainers" is highly desirable.

Work Experience: A minimum of 5 years (7 years in absence of an advanced degree) of relevant progressive responsible experience in law enforcement both at the field (region/district) level and in a national training institution, including practical experience in training curriculum development, training delivery both academic and in-service; train-the-trainers certification is highly desirable; at least three (3) years of senior, managerial experience in planning and administering police or law enforcement training, experience in training strategy development – required; experience in strategic planning, project and program development are desirable.

Rank: Rank required for a P-3 is Senior/ 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 is required. Knowledge of English is an advantage.

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 offenses and has not been involved in violations of international human rights or international humanitarian law. The exact wording of the self-attestation is outlined in para. 5.2 of the above-mentioned Policy. The final decision on the selection of an individual to serve with the United Nations will also be subject to human rights screening.

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

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.

**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. It should be noted that during their secondment to the United Nations, police personnel are not eligible for reassignment or transfer to any other seconded position in 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.
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 of at least one year from their last secondment under a UN staff contract, subject to the contract limitation as indicated above.
4. Nomination of currently serving active-duty seconded officers on a United Nations staff contract will not be considered.
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 Report of the Special Committee (C-34) on Peacekeeping Operations (A/78/19) presented at the 78th Session of the General Assembly, the Secretariat was requested to

explore the possibility to limit the number of Member States' applications for each vacancy. In this regard, the Member States are requested to consider limiting overall number of nominations for each post within recruitment campaign.

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: ndongom@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.

07 November 2024