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No.21023/07/2018-PMA  
GOVERNMENT OF INDIA  
Ministry of Home Affairs  
[Police Division-II]  
PMA Cell  
\*\*\*\*

29 AUG 2018

MHA, North Block,  
New Delhi, 110001

Dated 28 August, 2018

Subject (MHA),

SSP/110

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 : Transport Officer (P-3) and Human Resources Officer (P-3) in the United Nations Missions for Justice Support in Haiti (MINUJUSTH)

Sir/Madam,

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

2. The job description along with the requisite eligibility criteria/qualifications of Transport Officer (P-3) and Human Resources Officer (P-3) in the United Nations Missions for Justice Support in Haiti (MINUJUSTH) 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 (P-3) level post may be submitted through proper channel to this Ministry by 25<sup>th</sup> September, 2018 alongwith 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. 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 authority.

Rec. No. 7564 /R/SSP/HQ

Dated 7/9/18

Estt. Branch (Diary)
Diary No. 15542
Date: 6.9.18
Signature

**Note:** - In Earlier instances, It was observed that the EAC was submitted without the signature of Designated Authority of concerned Force resulting 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.

iii. Personal details as per **Annexure-I**.

iv. **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/EAC 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) , EAC 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](mailto:uspma@gov.in) or [sopma@gov.in](mailto: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)/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](mailto:uspma@nic.in)

(3)

Copy to

Commissioner of Police ,

Mumbai, Kolkatta, Chennai and Bangalore.

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

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



(Raman Kumar)

Under Secretary to the Government of India

☎: 23094009

📠: 23094009

**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 applic



HR CERTIFICATE

(C)  
(A)

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

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

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

**1. PERSONAL DATA:**

Family Name:	Given name:	Middle names:	Gender: M/F
e-mail address:			

**2. POSITION/S TO WHICH YOU ARE APPLYING:**

<b>Title:</b> 1. 2. 3. ...	<b>Job Opening Number:</b>
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**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 <u>from current rank</u>
Branch/Corp/Mustering			
Sub Specialisation/additional qualifications			

**4. DEGREES AND ACADEMIC DISTINCTIONS OBTAINED:**

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

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

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

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

**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 mm/yy- TO mm/yy	Unit level: Company/ Battalion/ Brigade/ Division or equivalent. Police Command 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 mm/yy- TO 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 mm/yy- TO mm/yy	Position/Org	Function/Activity

10. Additional Comments:

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

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

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

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

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

**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**



INSTRUCTIONS		 <b>UNITED NATIONS</b>		Do not Write in This Space				
Please answer each question clearly and completely. TYPE OR PRINT LEGIBLY. Read carefully and follow all directions.		<b>PERSONAL HISTORY</b>						
1. Family name		First name		Middle name				
2. Birth date (day/month/yr)		3. Place of birth		4. Nationality(ies) at birth				
				5. Present nationality(ies)				
				6. Sex				
7. Height	8. Weight	9. Marital Status: Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Widow(er) <input type="checkbox"/> Divorced <input type="checkbox"/>						
10. Entry into United Nations service might require assignment to any area of the world in which the United Nations might have responsibilities. (a) Are there any limitations on your ability to perform in your prospective field of work? YES <input type="checkbox"/> NO <input type="checkbox"/> (b) Are there any limitations on your ability to engage in all travel? YES <input type="checkbox"/> NO <input type="checkbox"/>								
11. Permanent address		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/yr)		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"/> If answer is "yes", which country?								
17. Have you taken any legal steps towards changing your present nationality? YES <input type="checkbox"/> NO <input type="checkbox"/> If answer is "yes", explain fully:								
18. Are any of your relatives employed by the United Nations or any of its agencies? YES <input type="checkbox"/> NO <input type="checkbox"/> If answer is "yes", please specify:								
NAME		Relationship		Name of United Nations Organization				
19. What is your preferred field of work?								
20. Would you accept employment for less than six months? YES <input type="checkbox"/> NO <input type="checkbox"/>			21. Have you previously submitted an application for employment and/or undergone any tests with U.N.? YES <input type="checkbox"/> NO <input type="checkbox"/> If so, when?					
22. KNOWLEDGE OF LANGUAGES. What is your mother tongue?								
OTHER LANGUAGES	READ		WRITE		SPEAK		UNDERSTAND	
	Easily	Not Easily	Easily	Not Easily	Fluently	Not Fluently	Easily	Not Easily
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. For clerical grades only Indicate speed in words per minute						List all specific computer programmes you use (i.e. excel, access).		
	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 Please give complete address.	ATTENDED FROM/TO		DEGREES and ACADEMIC DISTINCTIONS OBTAINED	MAIN COURSE OF STUDY
	Month/Year	Month/Year		

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

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

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

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

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

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

FROM	TO	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL	
				Full time <input type="checkbox"/> Part time <input type="checkbox"/> hours/week:
NAME OF EMPLOYER:		TYPE OF BUSINESS		
ADDRESS OF EMPLOYER:		NAME OF SUPERVISOR		
		NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:		REASON FOR LEAVING

DESCRIPTION OF YOUR DUTIES :

B. PREVIOUS POSTS (IN REVERSE ORDER)

FROM		TO		SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:	
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL	Full time <input type="checkbox"/>	Part time <input type="checkbox"/>	hours/week:	
NAME OF EMPLOYER:				TYPE OF BUSINESS:			
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:		REASON FOR LEAVING:	
				NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:			
DESCRIPTION OF YOUR DUTIES							
FROM		TO		SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:	
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL	Full time <input type="checkbox"/>	Part time <input type="checkbox"/>	hours/week:	
NAME OF EMPLOYER:				TYPE OF BUSINESS:			
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:		REASON FOR LEAVING:	
				NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:			
DESCRIPTION OF YOUR DUTIES							
FROM		TO		SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:	
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL	Full time <input type="checkbox"/>	Part time <input type="checkbox"/>	hours/week:	
NAME OF EMPLOYER:				TYPE OF BUSINESS:			
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:		REASON FOR LEAVING:	
				NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:			
DESCRIPTION OF YOUR DUTIES							

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:

DESCRIPTION OF YOUR DUTIES

FROM	TO	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST: Full time <input type="checkbox"/> Part time <input type="checkbox"/> hours/week:
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:

DESCRIPTION OF YOUR DUTIES

FROM	TO	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST: Full time <input type="checkbox"/> Part time <input type="checkbox"/> hours/week:
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:

DESCRIPTION OF YOUR DUTIES

(18)  
(15)

FROM	TO	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST: Full time <input type="checkbox"/> Part time <input type="checkbox"/> hours/week:
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:

DESCRIPTION OF YOUR DUTIES

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FROM	TO	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST: Full time <input type="checkbox"/> Part time <input type="checkbox"/> hours/week:
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:

DESCRIPTION OF YOUR DUTIES

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FROM	TO	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST: Full time <input type="checkbox"/> Part time <input type="checkbox"/> hours/week:
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:

DESCRIPTION OF YOUR DUTIES

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29. ARE YOU NOW OR HAVE YOU EVER BEEN A CIVIL SERVANT IN YOUR COUNTRY?  
If answer is "yes", WHEN?

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

FULL NAME	FULL ADDRESS	BUSINESS OR OCCUPATION

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

32. HAVE YOU EVER BEEN ARRESTED, INDICTED, OR SUMMONED INTO COURT AS A DEFENDANT IN A CRIMINAL PROCEEDING, OR CONVICTED, FINED OR IMPRISONED FOR THE VIOLATION OF ANY LAW (excluding minor traffic violations)? YES ☐ NO ☐  
If "yes", give full particulars of each case in an attached statement.

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

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

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

SIGNATURE: \_\_\_\_\_

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



# United



# Nations

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

Post title and level  
Organizational Unit  
Duty Station  
Reporting to  
Duration

Transport Officer (P3)  
United Nations Mission for Justice Support in Haiti  
Port au Prince  
Chief Technical Services Section  
1 year (contract termination may be earlier than the stipulated  
period of the contract based on the availability of funding)  
30/09/2018

Deadline for applications

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

## RESPONSIBILITIES:

Under the overall guidance and supervision of the Chief Technical Services Section (HNP Capacity Building pillar), the incumbent is responsible for closely liaising with local counterparts (HNP) under the direction and oversight of his/her respective section in accordance with United Nations rules, regulations, and Mission mandate:

- Coordinate with the HNP authority in relation to documenting the conduct of inventory and inspection of all HNP vehicles.
- Assist the HNP with planning, directing, managing, coordinating and supervising programs for the acquisition, assignment, utilization, maintenance and repair, replacement and disposal of the vehicle fleet.
- Assist the HNP in the development and enforcement of policies and procedures related to vehicle fleet management.
- Assist the HNP with conducting training activities for all drivers which should include among others, traffic rules and regulations, vehicles operation and maintenance.
- Ensures that all HNP vehicles are registered and drivers have the appropriate driver's licenses.
- Maintains Data Base of HNP vehicles status and drivers.
- Provide technical advice (specifications) for purchasing new vehicles and any other expertise that will enhance the HNP fleet.
- Assist with the training of HNP Mechanics & drivers.
- Analyse and evaluate the rational use of HNP vehicles fleet following the physical survey of all HNP vehicles and motorcycles inventory.
- Develop new HNP vehicles and workshop databases in order to provide the actual needs of HNP vehicles fleet.
- Conduct regular visits to the HNP workshops to monitor and evaluate their daily activities including the development of policies and procedures related to the overall functioning of the workshop.
- Develop and monitor the proposal for mobile workshop including technical specification and list of materials with estimated price.
- Develop manuals for HNP workshop officers and drivers on fleet management practices, including spare parts record book, log book, vehicles' handbook.
- Help with renovation and management of existing workshops.
- Preparing the inventories for the equipment, tools and spare parts required for maintenance.
- Setting plans for new workshop model.
- Inspection of commissariats to find out how vehicles are utilized and maintained.

- Prepare reports based on scheduled visits to various sites throughout the mission area.
- Liaise with other engineers and mission specialists responsible for related specialized phases to reach mutual satisfactory approaches to problems by exchanging and comparing data.

### **COMPETENCIES:**

- **Professionalism** – Knowledge of practices and procedures of large volume transportation operations. Ability to prepare and negotiate contracts with representatives of surface transportation media. Knowledge of regulations and requirements designed to ensure the safety of personnel and goods transported by contracted carriers. Ability to estimate the extent of damage or value of items lost in transit and to prepare claims documents and negotiate adjustments with representatives of insurance agencies or others involved in losses or damages. Ability to conduct research, evaluate and integrate information from a variety of sources, in order to assess impact on transport operations. Shows pride in work and in achievements. Demonstrate professional competence and mastery subject matter. Be conscientious and efficient in meeting commitments, observing deadlines and achieving results. Be motivated by professional rather than personal concerns. Show 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.
- **Teamwork** - Works collaboratively with colleagues to achieve organizational goals. Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others. Places team agenda before personal agenda. 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.
- **Planning & 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.

### **QUALIFICATIONS:**

**Education:** Graduation from Police College or Academy or other recognized law enforcement educational/training institution is desirable. Advanced university degree (Master's degree or equivalent) in business administration, public administration, law, engineering or related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

**Work Experience:** A minimum of five years of progressively responsible experience in surface transport operations. Qualifying years of experience are calculated following the receipt of the first level university degree recognized by the United Nations.

**Languages:** English and French are the working languages of the UN. For the post advertised, fluency in oral and written in French is required. The knowledge of the Creole and/or English is an advantage. The knowledge of the Creole and/or English is an advantage.

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Preference will be given to equally qualified women candidates.

Date of Issuance: 22/08/2018. <http://www.un.org/en/peacekeeping/sites/police>

United



Nations

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

Post title and level  
Organizational Unit

Human Resources Officer (P3)  
United Nations Mission for Justice Support in Haiti  
(MINUJUSTH)

Duty Station  
Reporting to

Port au Prince  
Chief of Administration and General Services Section

Duration

1 year

Deadline for applications

30/09/2018

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

### **RESPONSIBILITIES:**

Under the guidance and supervision of the Chief of Administration and General Services Section (HNP Capacity Building pillar), the incumbent is responsible for acting as a close liaison and offers strategic guidance and technical support to his/her Haitian National Police (HNP) counterpart in the human resources management in accordance with United Nations rules, regulations, and mission mandate..

The incumbent is also responsible for the following:

- Collaborating with members of HNP assigned to the Personnel Directorate in order to develop strategies for capacity building within the HNP personnel management system;
- Advise in the development of all necessary policies and directives governing the operations of the HNP Personnel Directorate including the updated of the HNP policies on personnel including its organizational chart;
- Support in the establishment of a comprehensive personnel-based database system, to include the complete computerization of all personnel records, training information, performance assessments, promotions, medical records, and transfers, among other personnel services;
- Assess personnel & human resources requirements and make recommendations as needed;
- Recommend rational distribution and or deployment of personnel;
- Support in the analysis of reports subject to administrative disputes in collaboration with the concerned personnel;
- Establishing a communication and support system for the HNP Personnel Directorate;
- Assisting his/her HNP counterpart in assessing HNP job performance and identifying training needs of assigned HNP officers;
- Acting as a liaison with the United Nations Police for operational and administrative support needs;
- Acting as a liaison with senior HNP officers and other national officials on matters related to the reform, development and modernization of the HNP Personnel Directorate;
- Performing any other duties assigned to him/her by his / her supervisor

## **COMPETENCIES:**

- Professionalism: hands on knowledge and experience in the field of Human Resources Management/Development especially in frame work of Police/Public Sector, formulation/development of policies and procedures, in particular, in the development of Benefits/Recruitment policies/procedures. Conscientious and efficient in meeting commitments, observing deadlines and achieving results; shows persistence when faced with difficult problems or challenges. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- Teamwork - Works collaboratively with colleagues to achieve organizational goals. Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others. Places team agenda before personal agenda. 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.
- Planning & 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.

## **QUALIFICATIONS:**

**Education:** Graduation from Police College or Academy or other recognized law enforcement educational/training institution is desirable. Advanced university degree (Master's degree or equivalent) in human resources or related field is desirable. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

**Work Experience:** A minimum of 5 years of progressive experience in the field of human resources in law enforcement agencies / institutions. Knowledge and understanding of theories, concepts, and approaches relevant to democratic policing; ability to prepare reports in a clear and concise manner, articulating the facts with relevance to the respective task or required procedure; previous experience in UN Police missions is an asset. Qualifying years of experience are calculated following the receipt of the first level university degree recognized by the United Nations.

**Languages:** English and French are the working languages of the UN. For the post advertised, fluency in oral and written in French is required. The knowledge of the Creole and/or English is an advantage.

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Preference will be given to equally qualified women candidates.

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