



# ARMED POLICE FORCE, NEPAL

## MESSAGE FORM



APFC(HQ)

SERIAL NO:-

१६४

FROM:-	स.प्र.बल, नेपाल प्र.का.मानवश्रोत विभाग (यू.एन. मिशन शाखा)।	DTO:-	०९१५२३
TO:-	स.प्र.बल, नेपाल प्र.का. विभागहरु सबै, राष्ट्रिय सशस्त्र प्रहरी बल प्रशिक्षण प्रतिष्ठान, बाहिनीहरु सबै।	IN/OUT:-	
INFO:-	स.प्र.बल, नेपाल प्र.का.स.प्र.म.नि.को सचिवालय, सूचना तथा संचार प्रविधि शाखा (कम्प्युटर)।	GROUP COUNT:-	

१. UNHQ New-York बाट United Nations Mission in South Sudan (UNMISS) मा Police Chief of Staff P-5 पदको लागि योग्य अधिकृतको माग भई आएको हुँदा मापदण्ड पुग्ने ईच्छुक सशस्त्र प्रहरी अधिकृतहरुले Updated UN P-11 र Employment & Academic Certification (EAC) Form मिति २०८१/०५/२० गते कार्यालय समय भित्र यस शाखाको E-mail:-apfp11bank@yahoo.com मा प्राप्त हुने गरी पठाउनुका साथै संचारबाट समेत अनिवार्य जानकारी दिनु हुन अनुरोध (०)

२. क्राईटेरिया :

- क) कारवाही वा कारवाही प्रकृत्यामा नरहेको (०)
- ख) अंग्रेजी भाषामा राम्रो दखल भएको (०)
- ग) अन्य क्राईटेरियाको हकमा माग भई आएको पदका लागि उल्लेख भएको क्राईटेरिया पुरा भएको हुनुपर्ने (०)
- घ) स.प्र.ब.उ. वा सो भन्दा माथीको दर्जा (०)

३. रा.स.प्र.बल प्र.प्र.ले शिक्षालयहरुबाट र बाहिनीहरुले आफ्नो मातहतका सबै कार्यालयहरुबाट तोकिएको समयमा अनिवार्य रुपमा आवश्यक फर्महरु संलग्न राखी एकमुष्ट संकलन गरी खुलाई पठाउनु हुन अनुरोध (०)

४. साथै उपरोक्त अनुसारको क्राईटेरिया भित्र पर्ने ईच्छुक सशस्त्र प्रहरी अधिकृतहरुको विवरण खुलाई पठाउनु हुन स.प्र.म.नि.को सचिवालयलाई यसै संचारको बोधार्थद्वारा सादर अनुरोध (०)

५. उल्लेखित पद सम्बन्धि प्राप्त Job Description पत्रहरु सशस्त्र प्रहरी बल, नेपालको Website मा Upload गरि दिनु हुन सशस्त्र प्रहरी, नेपाल प्र.का. सूचना तथा संचार प्रविधि शाखा (कम्प्युटर) लाई यसै संचारको बोधार्थद्वारा अनुरोध साथै ईच्छुक स.प्र.क.हरुले उक्त Website बाट प्राप्त गर्न हुन अनुरोध (०)

मिति:- २०८१/०५/२० गते।

Degree of Priority Originator's Instruction					Originator's Signature (With Rank)	T.H.I.		
MJ	TJ	AJ	J	O		Date & Time	System	Operator
						IN		
						OUT		
Reg. No.								

# 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*

<b>Post title and level</b>	<b>Police Chief of Staff, P-5</b>
<b>Organizational Unit</b>	<b>United Nations Mission in the Republic of South Sudan</b>
<b>Duty Station</b>	<b>Juba</b>
<b>Reporting to</b>	<b>Deputy Police Commissioner</b>
<b>Duration</b>	<b>12 Month (extendible)</b>
<b>Deadline for applications</b>	<b>21 October 2024</b>
<b>Job Opening number</b>	<b>2024-UNMISS-82371-DPO</b>

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

## **RESPONSIBILITIES:**

In compliance with the UN mandate and under the supervision and substantive guidance of the Deputy Police Commissioner, the Chief of Staff will be responsible for the administrative and logistic support of the UN Police component in its performing mandated tasks. The Chief of Staff will in particular coordinate the work of respective sections in the areas of human resources management, logistics, fleet maintenance, legal advisory, disciplinary issues, public relations and induction training for the new UNPOL arrivals. Within the limits of delegated authority, the Chief of Staff will be responsible for, but not limited to, the performance of the following duties:

- Managing respective UN Police Headquarters sections under his/her command.
- Maintaining and implementing administrative policy directives, plans and orders of the Police Commissioner, including Standard Operating Procedures (SOP); preparing and publishing informational bulletins on new directives and instructions requiring the attention of all UN Police officers.
- Supervising human resource management process: assisting in the determination of the appropriate assignments and providing recommendations to the Deputy Police Commissioner on the timely appointment of suitable personnel to key non-professional positions prior to the time when they become vacant.
- Overseeing and monitoring the deployment of individual police officers and allocation of related resources to meet operational requirements.
- Ensuring the planning of staff rotations, tour of duty extensions, leave and CTO; coordinating and overseeing the movement of personnel (MOP) within the Mission and outside the Mission.
- Maintaining an UNPOL Records Archival process and system, including the personnel record filing system; ensuring that all projects, programs and related communications are properly recorded, archived, accessible and maintained for posterity for future reference or use by UNPOL or the Mission.

- Providing general oversight of all assets belonging to the UNPOL component and their proper use by the staff.
- Maintaining permanent liaison with all sections of the Mission Support component and international staff section regarding police requirements in terms of deployment, accommodation, offices, CITS, logistics, supply, constructions, etc.
- Organizing legal advisory support to the UN Police leadership and other UNPOL staff when necessary.
- Ensuring compliance with the United Nations rules, regulations, and Mission Mandate, conformity to the highest standards of professional conduct and personal behavior by the UNPOL including: time on duty accountability and tracking; proper utilization of police resources; inspection regimes; disciplinary conformity and consistency; and initiating corrective measures to improve efficiency and effectiveness within UN police component and harmony with other mission components in the spirit of an integrated mission and attainment of common goals.
- Overseeing, maintenance and regular inspection, assessment and updating of UNPOL induction programs for all the new UNPOL arrivals and exploring and facilitating additional, in-house training to the UNPOL members in collaboration with the mission Integrated Training Service (ITS).
- In coordination with and under the guidance of the DPO/Police Division, organizing the certification of Selection Assistance Assessment Team (SAAT) members; nominating the above trainers for participation in SAAT sessions in PCCs at the request of the DPO/Police Division.
- Conducting visits to team sites to monitor and address UNPOL contingent management, including but not limited to morale; welfare; work accountability; time accountability; impact on work related environmental conditions; site contingent management; fair and equitable treatment; and other related matters or principles regarding work force management and accountability.
- Maintaining an Internal Investigations system for allegations of misconduct or mismanagement by individual police officers and recommending relevant disciplinary action in coordination with the Mission Discipline Unit(s); ensuring proper and adequate representation for Mission Boards of Inquiry.
- Maintaining permanent administrative information exchange between the UN Police component and the DPO/Police Division; ensuring regular dissemination of UNPOL strength reports among the UNPOL staff, Mission leadership, the DPO/Police Division.
- Perform any other duties as assigned by the Deputy Police Commissioner in fulfillment of the mission mandate or UNPOL-related objectives or concerns.

### **COMPETENCIES:**

**Professionalism:** Outstanding expert knowledge in the technical field of work in general and in the specific areas being supervised in particular (human resources, budget, logistics management planning); strong organizational and communication skills; experience in the management and administration; ability to review and edit the work of others. 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. Assume responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work within the UNPOL contingent and mission.

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

**Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits inputs by genuinely valuing other's ideas and expertise; is willing to learn from others; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

**Leadership:** Serves as a role model that other people want to follow; empowers others to translate vision into results; is proactive in developing strategies to accomplish objectives; establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions; drives for change and improvements; does not accept the status quo; shows the courage to take unpopular stands.

### **QUALIFICATIONS:**

**Education:** Advanced University Degree (Master's or equivalent) in Law enforcement, Criminal Justice, Public Administration, Human Resources Management, Logistics, Social Sciences or other relevant field. A first level university degree with a combination of relevant academic qualifications and extensive experience in law enforcement, including planning and administration may be accepted in lieu of the advanced university degree. Graduation from a certified police academy or other law enforcement training institution is also required.

**Work Experience:** A minimum of 10 years (12 years in absence of advanced degree) of relevant progressive responsible experience in law enforcement in a national law enforcement agency at the strategic, operational, and managerial level. At least seven (7) years of practical experience in such areas as police administration, human and/or financial resources managements, assets management, police policy development. Familiarity with United Nations administrative policies and procedures is highly desirable.

**Rank:** Colonel/ Chief or Senior Superintendent, equivalent or higher.

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

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Preference will be given to equally qualified women candidates.

Date of Issuance: 22 August 2024

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

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.